



UTAH ARMY NATIONAL GUARD
2ND BATTALION (MOD) 640TH REGIMENT (RTI)
17800 SOUTH CAMP WILLIAMS ROAD
RIVERTON, UTAH 84065-4999



UT-RTI-2BN

05 December 2010

MEMORANDUM FOR Bus Driver Training Course Students

SUBJECT: Information letter for Bus Driver Training Course

1. Welcome and congratulations on your decision to attend the Bus Driver Training Course at Camp Williams, Utah. Obviously, your unit feels you have the skill and maturity necessary to handle this additional responsibility. This course is designed to enhance your driving abilities and give you the necessary experience driving a bus so that you, your unit, and the Utah National Guard will feel comfortable with you transporting passengers.
2. A handbook will be issued at the beginning of the course, however it would be to your benefit to pick up a Commercial Driver Handbook from your local Drivers License Division and study Sections 1, 2, 4, 5, and 10 before the course begins.
3. The following will be covered in the course:
 - a. Physical Measures
 - (1) Eye Test
 - (2) Reaction Test
 - (3) Color Vision Test
 - (4) Peripheral Vision Test
 - b. Written Exams
 - (1) Air Brakes
 - (2) Driving/Passengers
 - c. Driving and the Bus Rodeo
 - (1) Day and Night driving will be conducted on and off post.

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SUBJECT: Welcome Letter

4. You must meet the following pre requisites:
 - a. You must have a valid Utah state driver's license.
 - b. Must be at least 21 years of age.
 - c. Complete the commander's interview; this is available on the RTI website.
 - d. If you would like to have the RTI annotate physical measures, bus and airbrakes on your DA FORM 348, you will need to bring the form with you, otherwise it will be your unit's responsibility.
5. MACOM's will be required to provide one licensed bus driver for every three students. The licensed driver will not be required to be ABIC or SGI certified. If a licensed driver is not able to be here for the duration of course or a substitute driver is not provided, you will be dismissed from the course.
6. Neither the student nor instructors will be required to spend the night at Camp Williams. If you would like to spend the night you will need to make your own arrangements with AGCW Billeting. They charge anywhere between 8-15 dollars per night depending on the room available. The Billeting Office can be reached at (801) 878-5410. Hours of Operation are Saturday thru Thursday 0900-1700 and Friday 0900-2000.
7. Your orders for the class should state that quarters and meals are not available. We will be spending most of our time on the road and will stop and eat meals en route. If meals are needed please make coordination prior to your arrival.
8. IDT classes will begin at 1800 hours the scheduled Friday. Report time is 1730-1800 at Bldg 3060. ADT classes will begin at 0700 with a report time of 0630-0700 at Bldg 3060. If you fail to report on time without prior coordination, you will not be enrolled.
9. The 640th RTI will usually incorporate two Bus Course classes into our Yearly Training Calendar (YTC). If the need arises a class can be arranged to fit unit needs if there are enough students available to justify a class.
10. If you have any questions or concerns, please feel free to contact SSG Nicol at (801) 878-5260 or email scott.b.nicol@us.army.mil.

- 2 Encl
1. Commanders interview
2. Application


SCOTT B. NICOL
SSG, UTARNG
Manager, Bus Driver Training Course