



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
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JOINT BASE LEWIS-MCCHORD, WA 98433-5000

IMLM-MWR

05 February 2014

MEMORANDUM FOR RECORD

SUBJECT: BOSS DESIGNATED DRIVER RESPONSIBILITIES

1. Volunteers for Better Opportunities for Single Servicemember's (BOSS) Designated Driver (DD) Van will report to the BOSS office located in the Warrior Zone on Lewis-North to receive a brief covering the various duties of the designated driver NLT COB on Friday (Thursday if Friday is a DONSA). The brief will be given by a member of the BOSS executive team.
2. Volunteers will report to the Warrior Zone front desk to receive the remote to the DD Van. Volunteers will remove the DD log book and activate the cell phone NLT 2100 on their respective day. Volunteers will fill out a DA Form 2062 and slip it under the BOSS office door. The remote to the DD Van will be returned to the Warrior Zone front desk once the volunteers have positive control over the DD Van key.
3. Volunteers will remain sober the entire night and not consume any alcohol that day. Volunteers will also maintain a log of their activities throughout the night. Volunteers will check CACs on all servicemembers who utilize the DD Van. At 0300, volunteers will not accept any more pick-ups but must finish picking up and dropping off servicemembers who called prior. Volunteers will conclude by locking the DD log book and keys in the DD Van.
4. If there are any problems such as - but not limited to - being unable to report, there is no remote, or the other volunteer did not report, the volunteer will contact a member of the BOSS executive team for further action. Volunteers can contact SPC Helm: (253) 341-8496, SGT Granger: (765) 506-8136, SPC Sosa: (915) 241-4547, or A1C Smalls (940) 257-8443.
5. Failure to abide by any of the instructions listed above will result in a notification to the volunteer's chain-of-command and possible UCMJ action.
6. Point of contact for this memorandum is SGT Granger, William at (253) 967-5636 or william.j.granger25.mil@mail.mil.

WILLIAM J. GRANGER V
SGT, USA
JBLM BOSS VICE PRESIDENT

Designated Driver Responsibilities

Use of Cell Phone: The BOSS issued cell phone will not be used for personal reasons. Outgoing phone calls are authorized for emergencies, to verify a pick-up point, or to the on-post clubs to inquire about any pick-ups. ____

Tour of Duty: Driver's are on an "on Call Basis," from 2100-0300 on Fridays, Saturdays and DONSA's. Drivers will remain within the 30 mile radius already pre-described. The Driver must be 21+ years of age. ____

Consumption of Alcohol: Drivers will **NOT** consume alcohol before or during their tour of duty. Drivers will **NOT** allow passengers to have alcohol in the vehicle. ____

Smoking: Smoking is prohibited in Military Vehicles. Drivers will not smoke or allow passengers to smoke in the vehicle. ____

Safeguarding Vehicle/Equipment:

- o Sign for Keys, cell phone, and GPS during briefing. ____
- o Maintain possession of keys, cell phone, and GPS at all times. ____
- o Record all passengers on log. ____
- o Record the mileage in the log at end of the shift. ____
- o Do NOT allow anyone other than personnel registered as designated drivers to operate the vehicle. ____
- o Drivers are not responsible for cleaning up an unfortunate accidents caused by passengers. Drivers will immediately notify passenger's CQ or Staff Duty to clean-up the accident. ____

Passenger Safety: Drivers will ensure all passengers have their **SEATBELTS ON**. No one is to ride the Driver's passenger seat for a ride. ____

Drivers will not get into any verbal or physical confrontation with the passengers. If the passengers are belligerent do **NOT** transport for safety reasons. **Contact the MPs if necessary.**

Completion of Duties: The BOSS Van keys and cell phone will be left in the boss van which is to be completely locked and located at Warrior zone when you complete your tour of duty. ____

I HAVE BEEN BRIEFED AND FULLY UNDERSTAND MY DUTIES. ____

PRINT NAME OF DD DRIVER

SIGNITURE OF DD DRIVER/ DATE

UNIT

PHONE NUMBER

SIGNITURE OF BOSS TEAM/ DATE

FIRST LINE NAME AND PHONE NUMBER