INTRODUCTION

This training guide has been written to assist you in your role as a newly designated VIP driver. A command driver is often the first person a visiting VIP or dignitary meets. The initial impression of a command is formed during this first meeting and, therefore drivers are selected who exhibit professionalism and performance. Drivers must reflect the pride and professionalism of the United States Navy and of Navy Region Northwest. The importance of this was taken into consideration in your selection. You possess the necessary attributes of a fine sailor; this guide will help you develop the necessary skills to be a well-trained, professional driver.

This handbook contains five sections:

1. Responsibilities
2. Procedures.
3. "the VIP kit"
4. Suggestions
5. Tips for VIP drivers

If you have questions please ask the Protocol Officer.

I. RESPONSIBILITIES

a. You will be directed to drive for and assist a visiting VIP or dignitary from the time they arrive until they depart. In the case of any major command event you may be required to drive for a number of VIP's at different times. Your primary concern will be for the VIP you are assigned to support, their safety and care must be foremost.

b. Scheduling of the VIP movements has been carefully made and coordinated with all interested parties during the days and weeks prior to their arrival. All concerned are standing by and ready to do their part; your part is to get the VIP there on time. To arrive early or late can create a lot of havoc, so here are a few pointers to avoid bad situations.

   1. Ensure your vehicle is clean and in good operating order before you drive away.
   2. Ensure there is nothing in the truck of the vehicle not required for the VIP.
   3. Ensure your appearance is squared away and correct before reporting to your place of duty.
   4. Obtain an updated VIP itinerary from the Protocol Officer to familiarize yourself with the times and locations of each event. Ask about changes.

5. If you are unfamiliar with locations or events ask. Know where you are going before you depart. You cannot afford to hunt when the VIP is in the car.
6. Conduct yourself in a sharp, military manner and address all VIP's and officers with the respect due their office. All questions and responses begin or end with Sir or Ma'am.
7. Remain in the area of the VIP party, unless otherwise directed. Advise the Protocol Officer and the VIP's aide of your movements. You are to be readily available in the event of any schedule change.
8. Obey all traffic and speed regulations and drive defensively.
9. Obtain a cell phone from Protocol if needed.
10. Stay in contact with the Protocol Officer for any last minute changes. Notifying of any delays or possible early arrivals to next event.

II. PROCEDURES

This section is the required procedures and protocol involved in VIP movement. A VIP knows what to expect, do not deviate from the procedures below.

a. Initial greeting/movement

1. Arrive at the point of pick up at least 15-30 minutes early. This allows for schedule change and/or unexpected delays.
2. While waiting, do not stand around talking with other drivers, on cell phones, or otherwise give the impression of disinterest in your assignment. You may polish up the vehicle or review the itinerary. Whatever you do, act militarily.
3. Ensure that the appropriate flag or plate is in its proper position.
   (a) A flag is flown by a flag or general officer and is a symbol of their office. It is flown form the right front fender of the vehicle in the holder provided. The flag is not used on the open highway; the wind will destroy it. Use only on station.
   (b) An alternate to the flag is a star plate. The plate is a miniature of the flag and is used when the flag is not appropriate. If there is no holder, the star plate may be displayed centered on the dashboard.
   (c) Normally the flag and star plate are not used at the same time. Except when you are beginning a run on station and soon will be heading off-station. Remove the flag at the last event on station.
   (d) Under no circumstances shall a vehicle be operated with either the flag or the star plate without the VIP's presence in the vehicle.
4. Your vehicle should be started and kept running a few minutes before the VIP Arrives. In the event of cold weather, the heater should be left

running at a comfortable level. Stand at parade rest by the rear door of your vehicle.

5. As the senior VIP approaches the vehicle, position yourself at the right rear passenger door, open door, and stand at attention. Salute when the VIP is about six paces from you. Hold the salute until it is returned. Salutes are rendered to VIPs when they are in civilian attire.
6. Assist the VIP into the vehicle. Should there be other passengers, assist them as necessary, and then proceed to the driver's seat.
7. Make a quick visual check of the passengers and doors, if all is okay, announce your intention to depart by reporting, "By your leave, Sir/Ma'am?" After receiving permission to carry on, depart.

b. Underway with the VIP

1. Before departing, ensure that your headlights are on. Keep headlights on whenever you are driving on station. These enables gate guards and other key player to easily spot VIP's vehicles from a distance. Secure lights when you leave the station.

2. Speak only when spoken to. A polite greeting, "Good morning, Admiral, Senator etc." is both necessary and proper. You attention must be on driving safely and getting to the next destination. Respond honestly, but with respect and discretion. Suggest only when asked. Do not smoke or turn on the radio. If the VIP wants to listen to the radio, oblige. Remember that the vehicle is a "safe haven" for the VIP. It gives them a place to relax and prepare for the next event. They need the tranquil moment, not small talk.

c. Arriving at your destination

1. On arrival, ease up to the entrance and stop the vehicle so that the VIP's door is centered at the entrance. After making a complete stop, disengage the engine and engage the parking brake. Proceed directly to the senior VIP's door and open it. Assume the position of "attention" and render a salute. After the salute is returned, assist other passengers and remove hand luggage. Assist as necessary.

2. Unless the VIP requires transportation within a very short period and/or there are other vehicles behind you, move to an area close to where the VIP will be leaving from and position it for departure.

3. Never get separated from members of the party who may be in other vehicles. Stay together and coordinate beforehand any route and/or steps with the other driver(s). Integrity of your VIP" entire party is critically important when going to or returning from the airport of

locations off-station. Avoid shortcuts, unless otherwise directed by the VIP. Adhere to all speed limits.

d. Awaiting the VIP's return

1. Unless notified of any schedule changes, you should position the vehicle approximately ten minutes prior to scheduled departure in an area that will allow the VIP to proceed directly into the vehicle without difficulty.

2. Remain with the vehicle, unless otherwise directed, and position yourself at the VIP's door. Stand at parade rest and come to attention as the VIP approaches. Salute smartly.

3. If it will be some time before the return of the VIP, read a rate training manual. This is a good chance for you to get ready for advancement or get caught up on your rating. However, remain alert and limit your reading to professional books only. When not in use, they should be out of sight.

4. Arrangements for eating time will be coordinated by you with the VIP or the VIP's aide. In no way should your eating (breakfast, lunch, or dinner) affect the VIP's movement. Normally, you will be able to eat when the VIP and his party do; however, ensure that you are back to the pick-up area at least fifteen to twenty minutes prior to the VIP's scheduled departure time. Be assured you will get time off to eat. At no time is "snacking" authorized.

e. Securing for the day

1. At the end of the day's evolutions coordinate the times and destinations for the next day's events with the VIP's aide and the Protocol Officer. Do not assume that the in hand schedule has not changed. It more than likely has several times.

2. Advise the Protocol Officer of your intention to secure and receive any final instructions and/or messages.

3. Finally, prepare the vehicle (gas/oil etc) for the next day and secure it.

f. After hours use of vehicle

1. Once relieved for the day, the vehicle may not be used further. Note: Some VIP's may request use of the vehicle for the night. Ensure that you report this request to the Protocol Officer for approval. If approved, make necessary arrangements to arrive earlier the next day

in order to inspect the vehicle for readiness and cleanliness before the start of the next day's events.

2. Current Navy regulations prohibit the use of government vehicle for personal use. This includes short stops en route to the Navy Exchange or other convenience outlets. The use of the vehicle to assist a visiting VIP in pickup and/or delivery of laundry etc. is an official use of the vehicle while so assigned. The VIP is well aware of the propriety of such a request. When you are in doubt, ask the Protocol Office.

III. The VIP kit

This is a list of items, which should be available to the VIP. The command has supplied this kit and you are accountable for its condition and content.

Location	Item	Intended Use
Glove box	Key telephone list	reference
	Area/station maps	reference
	"wash and dry" packets	cleaned soiled hands/faces
	flashlight	emergencies
	accident report guide/forms	collision
Front seat	Facial tissues	misc.
	Pen and pad	notes and schedule changes
Trunk	Windex/paper towels	clean windows/spills
	Umbrella	inclement weather
	Spot remover	stained clothing/uniforms
	Clear nail polish	Stocking repairs (women)
	Small snow shovel	clearing snow
	Jumper cables	cold-starting vehicle
	Medical kit	as needed
	Aerosol tire patch	quick tire fix
	Reflective triangles	hazard warning/breakdown

The medical Kit contains:

Aspirin, Tylenol, Sine-Aid
"Quick" ice pack
Assorted bandages/band-aids
Gauze
Medical tape
Mints (upset stomach)

First aid bacterial crème (cuts/burns)
"ace" bandage

You are responsible for the contents, check it over and replace what is used.

IV. SUGGESTIONS

a. As you have read, there are many requirements associated with driving for a VIP. This is a demanding and hectic job but all requirements are within your abilities.

b. The duties of driving for and assisting a VIP involve more than can be written in a handbook. Your attitude, appearance, military bearing, and common sense play a critical role in the successful accomplishment of your new duties and, in turn, ensure the success or failure of the VIP's movement.

c. The following list of suggestions recap or amplify what you have already read.

1. Address all VIP's by their title (i.e. Admiral, General, Senator, Mr. Mayor)
2. Supply your VIP's aide with your name, rate, military work center and off-duty telephone number on a 3x5 card. This will help the aide remember your name and maybe help to recognize the job you have done.
3. Speak and suggest only when asked.
4. Coordinate with and make yourself available to the aide.
5. At times, VIPs may double up when going to the next event. Always follow (if your vehicle is not being used) so that you are present at the next point.
6. If your VIP or a member of his party has never been in the area, they may need assistance locating places other than those on the schedule. You should familiarize yourself with the area and be prepared to help your VIP as desired.
7. When waiting for the VIP, do so in a smart and military manner. As a driver, you will be viewed by all the VIP's present. You reflect your command and the Navy.
8. Communicate and coordinate your movements with the Protocol Officer. Advise of any significant schedule changes made by the VIP or his aide.
9. Be flexible. Using your head will do the best.
10. The senior VIP is always seated in the right rear seat of the vehicle. He will, for the most part, go to whichever door of the vehicle that you have opened and are standing by. Act quickly and be ready before the VIP is.

11. Whenever possible, position your vehicle so that the senior VIP's door will be closest to the point of his entrance/exit. This allows for a lot less confusion, because he will be met at the door when you arrive. In any event, do not make it difficult for him to enter or exit the vehicle. He should arrive in a manner befitting his rank.
12. In the event your VIP is accompanied by his wife, assist her out of the vehicle, then proceed to the VIP's door. As his guest, he will appreciate our giving attention to her. However, when they are entering the vehicle, service will be rendered to the VIP first. Assist the female as you proceed to your door.

V. Quick Tips for Drivers

a. This is a quick reference list, to use as a refresher. You are informed, and now have the tools to succeed as a VIP driver here is the reinforcement, to calm your nerves.

DO:

-Be flexible
-Watch your time and schedule
-Answer all questions honestly, with respect and discretion
-Wear uniform correctly and with pride
-Familiarize yourself with the area and the schedule
-Remain covered while in or out of the vehicle (remove cover indoors)
-Arrive to pick up the VIP 15-30 minutes early
-Remain with the VIP, unless otherwise directed
-Keep the Protocol Officer advised of schedule changes
-Ensure you have toll passes for toll charges
-Ensure your vehicle has sufficient gas and oil
-Ensure the flag or star plate is in position
-Report to the flag office before securing

DO NOT:

-Exceed posted speed limits
-Take short cuts
-Smoke or eat in the vehicle
-Play the radio with VIP embarked
-Read material other than professional
-Leave the airport before VIP's plane has departed
-Leave area of VIP, unless directed (inform aide of location)
-Speak or suggest unless addressed
-Use the vehicle for personal or unofficial use