

U-Drive-It Requests

Step 1: Contact unit Vehicle Control Officer (VCO) to request U-Drive-It (UDI) vehicle. The VCO will forward the member a "Trans Request Form." The member fills the form out and returns it to the VCO.

Step 2: The VCO will verify request to ensure Official Use, and then forward the request to the respective JBSA Vehicle Ops Control Center.

Step 3: The VOCC will process the request in the order received or by mission priority. The Dispatcher will check for vehicle availability. If a vehicle is available the Dispatcher will send a confirmation number to the requestor and the VCO. If there are no vehicles available or any issues with the request, the Dispatcher will contact the requestor.

Step 4: To pick up the UDI, the customer must report to the respective Vehicle Ops location with a valid state Driver's License and/or Government Motor Vehicle (GMV) license if applicable.

Step 5: The Dispatcher will go over the "Out-Check" sheet and Official Use policy with the customer during pick-up.

***Note: For units without a VCO, requests can be submitted by the Section Chief, OIC, or any individual designated by the Commander in writing.*



CONTACT INFO

Lackland: Comm: 210-671-3317/3318
E-mail: 37LRS.Dispatch@us.af.mil
Hours of operation: 24/7 operations

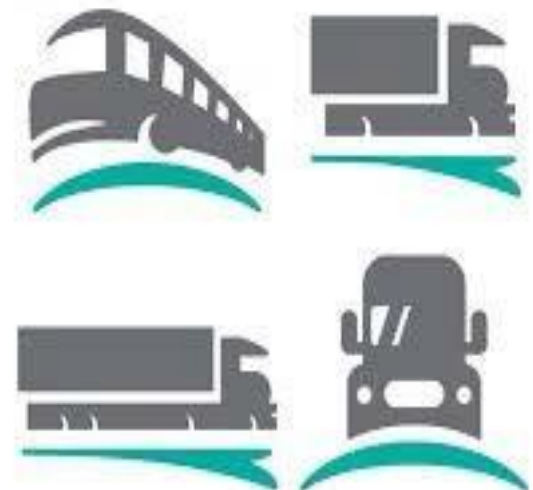
Randolph: Comm: 210-652-3477
E-mail: 12lrs.vehicledispatch@us.af.mil
Hours of operation: 0600-2000

Randolph DV Trans: Comm: 210-652-6609
E-mail: UDG_802LRS_JBSADVTRANS@us.af.mil
Hours of operation: 0600-2000

Ft Sam Houston: Comm: 210-221-9635/31
E-mail: usaf.jbsa.502-abw.mbx.502-lrs-vehicle-reqst@mail.mil
Hours of operation: 0630-1700

502 LRS GROUND TRANS

PROVIDING GROUND
TRANSPORTATION SERVICES TO
THE PREMIER INSTALLATION
IN THE DEPARTMENT OF
DEFENSE



LACKLAND SERVICES

- Contracted bus support for students assigned to Lackland, Medina Annex, & Camp Bullis
 - Extensive base shuttle services
0600-2200 hours, Mon-Fri, 1000-2100
Hours to include Sat/Sun/Holidays
 - Hourly shuttles between Lackland/Medina Annex, Mon-Fri
 - Direct shuttles between Ft Sam Houston & medical facilities across San Antonio
 - Direct scheduled bus movements f/student courses @ Lackland, Medina Annex, Randolph, Ft Sam Houston (weekends) & Camp Bullis
- SAMMMC/WHASC shuttle support
- General passenger movements f/official use
- Military taxi (non-shuttle hours f/official use)
- U-Drive-It vehicles for customer use (i.e. sedans, cargo/stake bed trucks, forklifts)
- DV/Protocol transportation support for visiting dignitaries and military personnel in grades O-7 and above (coordinated by Randolph DV office)
- Aircrew support
- Cargo delivery & general cargo movement w/driver
- Wrecker support
- DRMO (DRMS) tractor/trailer support
- On-base forklift support
- Licensing f/all base personnel
- Bus/tractor-trailer certifications
- POC for all Official Use questions

RANDOLPH SERVICES

- General passenger movements f/official travel using buses*
- DV/Protocol transportation support for visiting dignitaries and military in grades O-7 and above (coordinated by Randolph DV office)
- Aircrew support from 0600-2000 hours, Mon-Fri
- Cargo delivery & general cargo movement with driver
- Military taxi
- U-Drive-It vehicles for customer use (i.e. sedans, cargo/stake bed trucks, forklifts)
- Wrecker support
- DRMO (DRMS) tractor-trailer support
- On-base forklift support
- Licensing f/all base personnel
- Bus/tractor-trailer certifications
- POC for all Official Use questions

* Base shuttles do not run on Randolph

FT SAM HOUSTON SERVICES

- Contracted bus support f/students assigned to Ft Sam Houston & SAMMC
 - On base shuttle from 0630-1700
 - Clinical shuttles between Ft Sam Houston & medical facilities across San Antonio
 - Direct scheduled bus movements to support student courses @ Ft Sam Houston, SAMMC & Camp Bullis
- SAMMC hospital shuttles (running hourly) connecting to WHASC (Wilford Hall)
- General passenger movements f/official use
- Military taxi (non-shuttle hours f/official use)
- U-Drive-It vehicles for customer use (i.e. sedans, cargo/stake bed trucks, forklifts)
- DV/Protocol transportation support for visiting dignitaries and military personnel in grades O-7 and above (coordinated by Randolph DV office)
- Cargo delivery & general cargo movement with driver
 - Daily/weekly transport of munitions and MREs to support BEAST & technical training at Medina Annex & Camp Bullis
- Wrecker support
- DRMO (DRMS) tractor/trailer support
- On-base forklift support
- Licensing f/all base personnel
- Bus/tractor-trailer certifications
- POC for all Official Use questions