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Transportation

VEHICLE DAMAGE PROGRAM

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This instruction establishes procedures for an effective vehicle damage program at Eielson AFB, implements AFDPO 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, and outlines responsibilities, reporting procedures, and transfer of funds pertaining to this program. Visibility and emphasis are placed at the unit level and under the direct control of the unit commander to foster better operator care and condition of the wing's vehicle fleet. This instruction is applicable to all persons operating Government Owned Vehicles/Equipment (GOV/E) assigned to the 354th Fighter Wing, which are loaded in the On-Line Vehicle Interactive Management System (OLVIMS).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Definitions:

- 1.1. Vehicle Damage -- Any damage not attributable to fair wear and tear. Examples of vehicle damage are:
 - 1.1.1. When a GOV/E strikes or is struck by another GOV/E, non-GOV/E, object, structure, or animal.
 - 1.1.2. Operating vehicles with insufficient oil or coolant due to failure to check levels according to established requirements, or failing to monitor dash instrumentation.
 - 1.1.3. Operating a vehicle in a manner for which is not designed or intended.
 - 1.1.4. Unauthorized wiring, marking, or modification of a vehicle.
 - 1.1.5. Damage that resulted from improperly distributed or secured loads.

- 1.1.6. Damage resulting from improperly installed or broken tire chains.
- 1.1.7. Failing to clean interior and exterior of vehicle to meet appearance standards.
- 1.1.8. Corrosion or oxidation caused by insufficient waxing or operator care.
- 1.1.9. Servicing the vehicle with improper fuel or oil.
- 1.1.10. Intentional destruction or disfigurement of interior/exterior of vehicle.
- 1.1.11. Failure to report malfunctions, defects, or damage to a vehicle to maintenance within 24 hours. A pre-approved delay of this action to satisfy immediate mission need is authorized.
- 1.1.12. Operating a vehicle with improperly inflated tires or tires worn beyond serviceable limits.
- 1.1.13. Failure to turn vehicle in for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.
- 1.1.14. Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions.
- 1.1.15. Tampering with governors or distributors.
- 1.1.16. Operating vehicle with the parking brakes applied.
- 1.2. Fair Wear and Tear -- The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.
- 1.3. Vehicle Incident -- GOV/E is damaged, caused by conditions, which were beyond the control of an individual. Repairs will not be funded by the using organization. An incident letter will accompany any vehicle turned in for incident damage. Examples of incidents are:
 - 1.3.1. A rock thrown through the windshield by the tire of another vehicle.
 - 1.3.2. A wind carried object striking a vehicle.
 - 1.3.3. Hail damage.

2. Responsibilities : The organization using the vehicle or equipment will reimburse the 354th Transportation Squadron Vehicle Maintenance Flight (354 TRNS/LGTM) for cost to repair vehicle damage. ***The using organization may not be the assigned organization, i.e., U-Drive-It vehicle from transportation or a loaned vehicle from another organization.*** Reimbursement will be made regardless of determination of pecuniary liability or reimbursement made by the individual to the government.

- 2.1. Unit Commanders:
 - 2.1.1. Ensure LGTM is funded for repair of vehicles damaged while being operated by personnel assigned to their unit.
 - 2.1.2. Ensure a viable vehicle accident prevention program is part of the unit safety program.
 - 2.1.3. Ensure vehicle damage cases are properly investigated within the unit.
- 2.2. 354 TRNS/LGTM:
 - 2.2.1. Identifies vehicle damage.
 - 2.2.2. Sends Damage Notification Memorandums to the following: using organization commanders and vehicle control officers (VCO). 354 FW/SE, and 354 CPTF/FM will be notified if

requested. Damage repairs will commence immediately after the accident/abuse memorandum is forward through the 354 TRANS/CC.

2.2.3. Vehicle Maintenance Manager (VMM) or Vehicle Maintenance Superintendent (VMS) considers the facts and determines whether the vehicle should be processed as an incident or damage. Controversies about classification will be handled at the lowest level, with the 354 LG/CC being the final authority.

2.2.4. Performs the vehicle damage repairs by the most economical means

2.2.5. Captures all repair cost for damaged vehicles.

2.2.6. Provides an AF Form 20, **Repair Cost and Repairable Value Statement**, only if it has been determined that liability is to be assessed or voluntary payment is to be made.

2.2.7. Tracks vehicle damage statistics for analysis by unit commanders.

2.2.8. Provides an annual report on accidents comparing; cost, number by organization/group to the 354 LG/CC NLT 1 Nov each year.

2.3. 354 TRNS/LGTOF (Fleet Management):

2.3.1. Revoke driving privileges at the discretion of the operator's commander.

2.4. Vehicle Operators:

2.4.1. Stop as soon as damage is noticed.

2.4.2. Aid injured.

2.4.3. Notify Security Police immediately, prior to moving the vehicle.

2.4.4. Notify Unit VCO.

2.4.5. Complete SF 91, **Operator's Report of Motor Vehicle Accident**.

2.4.6. Complete DD Form 518, **Accident-Identification Card**, if POV (privately owned vehicle) is involved.

2.4.7. Process the vehicle into LGTM (Vehicle Maintenance) Building 3213, immediately after released by Security Police. Vehicle Operations will recover all non-driveable vehicles utilizing a military wrecker. Call vehicle operations dispatch if wrecker is required.

2.4.8. If uninjured, the operator is responsible for processing required documents to vehicle maintenance immediately after Security Police releases them, regardless if the vehicle is driven or towed to vehicle maintenance. If the operator is unable to complete the paperwork it is the VCO/VCNCO responsibility.

2.5. Assigned or using organizations:

2.5.1. Turn in vehicles into vehicle maintenance immediately after being released from the accident scene, if it can be driven safely. The initial responsibility to identify and report accidents rest with the vehicle operator.

2.5.2. Park vehicles with damage, if during non-duty hours for vehicle maintenance, until they can be turned in to vehicle maintenance during the next duty day.

2.5.3. Reports U-Drive-It or loaned vehicle damage to LGTO

2.5.4. Conducts a preliminary investigation to determine if gross negligence was involved. If the using organization commander determines that there was gross negligence, contact wing Report of Survey Officer, to initiate a Report of Survey (ROS).

2.5.5. Completes a PACAF Form 161, **Ground Mishap Report Worksheet**, and forward it to 354 FW/SE, regardless of injury or extent of damage. The operator's supervisor is responsible to complete the form.

2.5.6. Provides a fund cite for contracted repair of damaged vehicle repaired under AF Form 9 through a commercial vendor or after completion of the damage repair Vehicle Maintenance will send a journal voucher to the responsible organization's Resource Advisor (RA). The organization will furnish Vehicle Maintenance with a fund site for reimbursement of all parts and civilian labor.

2.6. VCO:

2.6.1. Maintains a damage case file containing at least, but not limited to copy of SF 91, **Operator's Report of Motor Vehicle Accident**, copy of investigation, damage notification memorandum, and statement of case disposition signed by the commander, or designated representative. This file is maintained IAW AFMAN 37-139, *Records Disposition Schedule*. These files will be inspected as part of the annual VCO program assessment.

2.6.2. Contacts Vehicle Operations Dispatch Office for replacement vehicle if accident places them at or below minimum essential level (MEL).

3. Types of Vehicle Damage Categories:

3.1. Privately Owned Vehicle (POV)/ GOV/E involved:

3.1.1. The using organization will inform LGTM upon turning the vehicle in that the damage was a result of a POV/GOV/E accident.

3.1.2. The using organization will provide the Legal Office with sufficient information about the damage, to determine if the POV or GOV driver was at fault. If the POV was at fault the Legal Office will pursue reimbursement for repairs through the POV insurance company.

3.2. Multiple units involved:

3.2.1. Each unit conducts an investigation and arranges for transfer of funds to vehicle maintenance.

3.2.2. Unit operating each vehicle is responsible for cost of repairs to the vehicle used by their organization, unless relieved of responsibility by Transportation Squadron Commander (TRNS/CC).

3.3. Single unit involved:

3.3.1. The unit conducts an investigation and arranges for transfer of funds to vehicle maintenance.

3.3.2. The unit involved is responsible for cost of repairs to the vehicle involved, unless relieved of responsibility by TRNS/CC.

BOB D. DULANEY, Brig Gen, USAF
Commander

Attachment 1

SAMPLE DAMAGE NOTIFICATION MEMORANDUM

Date

MEMORANDUM FOR(Transportation Commander)

(Using Organization Commander)

FROM: 354 TRNS/LGTM

SUBJECT: Vehicle Damage Case Number (Org-XXXX)

1. Vehicle registration number (Registration Number), a (Make/Type) assigned to your organization, was turned in to Vehicle Maintenance, on (Date), with damage that cannot be attributed to fair wear and tear. The estimated cost of damage is (Dollar amount). The actual cost of repairs will be available upon completion of the damage work order.

2. The following damages were identified when the vehicle was turned in to the vehicle maintenance customer service: (Description of damage). Statement from (Individual’s statement) is as follows: (Statement)

3. The using organization is responsible for cost of parts, contract repair where applicable. Vehicle damage repairs will normally begin five workdays from the time the vehicle is turned in to maintenance. For your unit's investigation purposes, we will hold the vehicle longer if requested. Vehicle maintenance will prepare a locally generated Journal Voucher in coordination with your resource advisor when the repairs are complete. The voucher will include cumulative repair costs and your units account classification code for reimbursement back to Vehicle Maintenance.

4. Please refer any questions to Vehicle Maintenance Control and Analysis Section at 377-2462.

Vehicle Maintenance Manager Signature Block

Attachment:

Pictures