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Transportation

VEHICLE ACCIDENT AND ABUSE PROGRAM

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This instruction outlines definitions, responsibilities, and procedures for an effective vehicle accident and abuse program at Yokota Air Base (AB). Visibility and emphasis is placed at the unit level and under the direct control of the unit commander to foster better operator care and condition of Yokota's vehicle fleet. This instruction is applicable to all persons operating Government Owned Vehicles/Equipment (GOV/E), assigned to Yokota AB or its geographically separated units (GSU), which are loaded in the On-Line Vehicle Interactive Management System (OLVIMS).

SUMMARY OF REVISIONS

Deletes Report of Survey Monitor (paragraphs **2.1.2.** and **2.1.3.**). Changes repair reimbursement threshold from \$250 to \$150 and office symbol from 374th Comptroller Squadron Financial Analysis (374 CPTS/FMA) to 374 CPTS Commander (374 CPTS/CC) (paragraphs **2.1.5.** and **2.3.**). Updates functional name (paragraph **2.2.3.**). A bar (|) indicates revision from the previous edition.

1. Definitions:

- 1.1. Fair Wear and Tear. The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.
- 1.2. Vehicle Accident. Any situation where a GOV/E strikes or is struck by another GOV/E, non-GOV/E, object, structure or animal.
- 1.3. Vehicle Incident: Repairs required as a result of damages beyond the control of an individual which have resulted from natural causes. Such repairs will not be categorized as an accident or abuse. Examples of incidents are:
 - 1.3.1. A rock thrown through the windshield by the tire of a vehicle being followed.
 - 1.3.2. A wind carried object striking a vehicle.

1.3.3. Hail damages. Letters of explanation will accompany vehicles turned in for incident damage.

1.4. Vehicle Abuse: An act or omission that has caused damage or may cause damage that cannot be attributed to fair wear and tear, accident or incidents. Some examples of vehicle abuse are listed in **Attachment 1** of this instruction.

2. Responsibilities. The organization using vehicles and equipment will reimburse the 374th Transportation Squadron Vehicle Maintenance Flight (374 TRANS/LGTM) for material and labor costs to repair accident and abuse related damage. The using organization may not be the assigned organization (i.e., U-Drive-It vehicle from 374 TRANS 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. Reimbursement is to be accomplished through a transfer of funds from the using organization's operation and maintenance (O&M) account to 374 TRANS's O&M account.

2.1. 374 TRANS/LGTM will:

2.1.1. Identify vehicle damage caused by accident or abuse.

2.1.2. Provide accident or abuse notification letter (see **Attachment 2** of this instruction) and photos to the squadron commander and vehicle control officer (VCO) or vehicle control noncommissioned officer (VCNCO) of the assigned organization (may not be the unit responsible for damage) with a copy of repair estimate work order. Copies are also sent to the 374th Logistics Group Commander (374 LG/CC). Repairs will commence at this time.

2.1.3. Repair vehicle and provide AF Form 20, **Repair Cost and Repairable Value Statement**, to the assigned or using organization and 374 LG/CC.

2.1.4. Maintain accident or abuse repair information for a 12-month period.

2.1.5. Track and provide costs to be reimbursed to 374 CPTS/CC quarterly. Repairs under \$150 will not be reimbursed, due to amount of labor involved in the transfer of funds. Units will, however, still be notified of those accidents and abuses under the \$150 threshold. Provide a listing of those costs over \$150 to 374 CPTS/CC, sorted by organization, indicating the cost of refund or reimbursement required in each case. 374 CPTS/CC will process the refund or reimbursement transaction to the 374 TRANS for all costs identified on the listing.

2.2. Assigned and using organizations will:

2.2.1. Report all vehicle damage to 374 TRANS/LGTM within 24 hours (see **NOTE**).

2.2.2. Report U-Drive-It or loaned vehicle damage to 374 TRANS Vehicle Operations Flight (374 TRANS/LGTO) within 24 hours.

2.2.3. Initiate Report of Survey as required in accordance with (IAW) AFMAN 23-220, *Reports of Survey for Air Force Property*.

2.2.4. The VCO or VCNCO will ensure that copies of accident reports are submitted to the 374 AW Judge Advocate (374 AW/JA) not later than 1 duty day for all accidents involving privately owned vehicles.

NOTE: The initial responsibility to identify and report accidents rests with the vehicle operator. The damage must be reported immediately to the 374th Security Forces Squadron (374 SFS) prior to moving the vehicle.

2.3. 374 CPTS/CC will transfer O&M funds from the appropriate account into 374 TRANS's O&M account.

2.4. 374 LG/CC is the final decision authority to resolve all conflicts concerning this program.

MARK R. ZAMZOW, Colonel, USAF
Commander

Attachment 1

EXAMPLES OF VEHICLE ABUSE

A1.1. Vehicle abuse action will be initiated for vehicle or equipment damage or failure resulting from:

- A1.1.1. Tampering with governors or distributors.
- A1.1.2. Operating vehicles with insufficient oil or coolant because of failure to check levels according to established requirements or failure to monitor dashboard instrumentation.
- A1.1.3. Operating vehicle with applied or dragging parking brakes.
- A1.1.4. Improper cargo distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading or unloading procedures.
- A1.1.5. Using a vehicle for other than its intended or designed purpose (i.e., 6K F/L used to transport an 10,000 pound pallet).
- A1.1.6. Failure to clean or maintain vehicle's interior or exterior to meet corrosion control and appearance requirements.
- A1.1.7. Unauthorized wiring, marking or modification of a vehicle (modifications must be processed in writing through the VCO or VCNCO, the Vehicle Operations Officer (VOO), and Vehicle Maintenance Management for approval).
- A1.1.8. Vehicle being operated by an unqualified or untrained operator without an instructor present.
- A1.1.9. Operating a vehicle with improperly inflated tires, i.e., not IAW manufacturer recommendations.
- A1.1.10. Tire wear beyond limits (i.e., below minimum acceptable safe tread depth of 2/32 inch). Tire wear that exposes the cord renders tires unsuitable to be recapped or regrooved and is unsafe.
- A1.1.11. Intentional destruction or disfigurement of vehicle interior or exterior.
- A1.1.12. Operating of a vehicle or equipment in conflict with published safety Department of Defense (DoD) publication, Air Force Occupational Safety and Health (AFOSH), Occupational Safety and Health Act (OSHA), Air Force Instruction (AFI), Air Force Manual (AFMAN), Technical Order (T.O.) or Japanese law concerning vehicle safety.
- A1.1.13. Failing to protect the painted surface(s) from corrosion and/or oxidation.
- A1.1.14. Allowing water to accumulate in the vehicle interior as a result of washing with a hose. Or the excessive accumulation of water from a storm, due to leaving the windows open.
- A1.1.15. Over-filling the engine crankcase, transmission or hydraulic reservoirs.
- A1.1.16. Servicing the vehicle fuel tank or hydraulic reservoir with incorrect fuel or oils.

A1.2. Other situations where vehicle abuse action may be initiated:

- A1.2.1. Failure to report malfunctions, defects in, or damage to a vehicle to 374 TRANS/LGTM within 24 hours. A pre-approved delay of this action to satisfy immediate mission needs is authorized.

A1.2.2. Failure to bring vehicle or equipment to 374 TRANS/LGTM for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission requirements is exempt.

A1.2.3. Failure to accomplish proper operator care and maintenance.

Attachment 2

SAMPLE ACCIDENT OR ABUSE NOTIFICATION LETTER

DATE

MEMORANDUM FOR: (VCO/VCNCO)
(Assigned Organization Commander)
IN TURN

FROM: 374 TRANS/LGTM

SUBJECT: Vehicle Accident or Abuse

1. The attached work order is the accident/abuse damage estimate on vehicle (registration number) which we received on (date). Our records indicate that this vehicle is assigned to your organization.

* * OR * *

1. USAF vehicle (registration number) was turned into vehicle maintenance on (date) with damage that cannot be attributed to fair wear and tear. The attached work order is the estimate of the repairs necessary to return the vehicle to a safe and serviceable condition. Our records indicate that this vehicle is assigned to your organization.

2. Upon completion of repairs, we will forward an AF Form 20 with exact repair costs.

3. Refer to AFI 24-301, *Vehicle Operations*, and the locally prepared vehicle control officer's guide for proper procedures. Any questions should be referred to Maintenance Control and Analysis at 225-7201.

Vehicle Maintenance Flight Chief

Attachments:

- 1. Vehicle and Equipment Work Order
- 2. Photo(s)