

**22 JUNE 2001**

**Transportation**



**VEHICLE ACCIDENT/ABUSE POLICY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. This instruction applies to all squadron commanders, tenant units, vehicle control officers (VCO), vehicle control noncommissioned officers (VCNCO) and vehicle operators assigned to or with temporary duty (TDY) to Elmendorf Air Force Base, including all National Guard and Reserve personnel. This instruction establishes the policies and procedures for implementing and managing the wing's vehicle accident, abuse, and incident program. It includes specific guidance and addresses the definitions, authority, disposition, reporting procedures, and reimbursement of repairs for military vehicle accidents, abuse, and incidents. Official records created or maintained as a result of this instruction will be in accordance with AFMAN 37-139, Table 24-3, Rule 13.

**1. Objective.** The key to successfully reducing damage to vehicles is placing responsibility where it rightfully belongs, that is, with the operator and the operator's commander charged with maintaining high standards of vehicle operator training and discipline. Consequently, using the procedures set forth in paragraph 3, this instruction, units will transfer funds for the actual cost of materials used to repair damage to vehicles operated by their personnel. In cases of vehicle accident and abuse, unit funds will be transferred to cover material, contract and civilian labor expenses.

**2. Goal.** To reduce the number of vehicle accidents, abuse, and incident cases, thereby, reduce the risk of personal injury or death while keeping the cost of repairs to an absolute minimum. Commanders are required to initiate internal investigations into circumstances surrounding accidents, incidents, and cases of suspected vehicle abuse or incidents.

**3. Definitions:**

3.1. A vehicle accident is defined as a collision, impact, or abrasion against a fixed or moving object with a military vehicle, causing damage and/or requiring repairs, whether or not immediately noticeable.

3.2. Vehicle abuse is defined as an act or omission that has caused damage that cannot be attributed to fair wear and tear under normal circumstances. Vehicle abuse may result in early failure of components or immediately detectable damage.

3.3. Vehicle incidents are defined as damage not caused by an accident or an abuse, and cannot be considered fair wear and tear.

#### **4. Responsibilities:**

**4.1. Vehicle Maintenance.** The 3 TRANS, Vehicle Maintenance Flight, is responsible for identifying suspected accidents, abuse, and incidents (see attachment 1). The vehicle maintenance officer (VMO) or the vehicle maintenance manager (VMM) will evaluate each case and validate each alleged vehicle accident, abuse, or incident. They will be the final authorities entrusted with differentiating between an accident, abuse, or incident. Reporting damage to an Air Force vehicle is the unit's responsibility. Documentation and tracking of the accident, abuse, or incident damage repair is the responsibility of the Maintenance Control and Analysis Section in the Vehicle Maintenance Flight. The 3 TRANS Commander will be the final authority on determining if financial liability will be pursued.

**4.2. Vehicle Operator.** The vehicle operator has the primary responsibility to prevent a vehicle accident, abuse, or incident. Any damage should be immediately reported to the 3rd Security Forces. Operators will provide copies of accident reports to Customer Service when turning the vehicles into Vehicle Maintenance. The secondary responsibility rests with the unit's VCO/VCNCO, who should be inspecting the unit's vehicles periodically for unreported damage and inspect each vehicle turned into Vehicle Maintenance for repairs.

**4.3. Using Organization.** Financial responsibility for vehicle damage rests with the vehicle operator's assigned organization. In cases where multiple government owned vehicles (GOV) are involved and an investigation cannot determine fault, repair cost will be the responsibility of the organization/squadron to which the operator is assigned. Group Commanders will be responsible for accuracy, review, and completeness of any ROS originating within their unit.

#### **5. Procedures.** Upon determination of vehicle damage as a result of accident or abuse:

5.1. Vehicle Maintenance will initiate a work order estimating the repair cost. The work order, along with a letter identifying the details of the accident or abuse damage will be signed by the 3 TRANS Commander and sent to the responsible organization's commander (see attachment 2). A courtesy copy of the letter will be sent to the ROS manager.

5.2. Vehicle Maintenance will ensure photos of damaged areas are taken prior to repair action. At the request of the using organization's commander, an AF Form 20, *Repair Cost and Repairable Value Statement*, will be prepared by 3 TRANS/LGTM, Maintenance Control and Analysis, depicting actual cost expended to repair the vehicle. The AF Form 20 will be required if liability is assessed in the ROS process.

5.3. Repairs may begin after Maintenance Control and Analysis validates with the unit's VCO/VCVCO indicating the vehicle is no longer needed for investigative purposes and proper paperwork has been completed for payment of repair costs.

5.4. The using organization is responsible for any additional photographs or accident reports required for their own investigation.

5.5. When payment for damage, either voluntary or through use of a DD Form 200, *Financial Liability Investigation of Property Loss*, is involved, the actual cost of the repairs is computed using an AF Form 20 in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*.

5.6. The organization using vehicles and equipment will reimburse 3 TRANS Vehicle Maintenance Flight for material cost, civilian labor, and contract repair costs to repair accident- and abuse-related damage. Reimbursement will be made regardless of pecuniary liability. Organizations responsible for accident/abuse damage will provide an OF-Form 1017-G, entitled *Journal Voucher*, to the 3 TRANS/LGTM for the amount of the accident/abuse cost. Reimbursement for reimbursable or refundable organizations will be accomplished through a transfer of funds from the using organization's operation and maintenance (O&M) account through 3 CPTS/FMA to 3 TRANS O&M account. The 3 TRANS Commander is the final decision authority to resolve all conflicts concerning this program.

## **6. Accident Reporting Procedures for Privately Owned Vehicles (POV) and Government Owned Vehicles (GOV):**

**6.1. Reporting Procedures.** Report all accidents involving vehicles on the SF Form 91, *Operators Report of Motor Vehicle Accident*. Ensure you obtain the names of all the individuals involved, including witnesses and police. Complete and deliver the SF Form 91 to the unit VCO/VCNCO, along with a narrative, in your own words, of all events.

**6.2. POV Procedures Only.** Vehicle accident cases involving private insurance companies will be coordinated through the Base Legal Office.

**6.3. GOV Procedures Only.** All GOV repair estimates and actual GOV repairs must be accomplished with the 3 TRANS Vehicle Maintenance Flight.

DOUGLAS M. FRASER, Colonel, USAF  
Commander

## **Attachment 1**

### **EXAMPLES OF VEHICLE ABUSE**

**A1.1.** Failure to accomplish operator maintenance.

**A1.2.** Not reporting malfunctions, defects, accident damage, or safety discrepancies affecting vehicle maintenance in a timely manner.

**A1.3.** Overloading or failing to tie down or otherwise secure cargo.

**A1.4.** Tampering with governors or pollution control devices.

**A1.5.** Operating vehicle/equipment with broken tire chains or improperly inflated tires.

**A1.6.** Failure to protect the painted surface from oxidation and corrosion.

**A1.7.** Failure to bring a vehicle/equipment into the shop for scheduled maintenance.

**A1.8.** Modifying a vehicle/equipment without written permission from the vehicle operations officer (VOO).

**A1.9.** Refueling a vehicle with incorrect type fuel, that is, diesel instead of mogas.

**A1.10.** Contributing to wind damage by not parking vehicles into the wind or restraining doors when opening.

**A1.11.** Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.

**A1.12.** Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.

**A1.13.** Using a vehicle for other than its designated purpose.

**A1.14.** Use of stop leak in radiators.

**A1.15.** Operating a vehicle in violation of operator's manual or accepted driving practices.

**Attachment 2**

**EXAMPLE OF ACCIDENT/ABUSE NOTIFICATION LETTER**

MEMORANDUM FOR XXXXXX/CC

FROM: 3 TRANS/CC

6211 Arctic Warrior Drive  
Elmendorf AFB, AK 99506-3385

SUBJECT: Vehicle Accident/Abuse Case # XXXXX

1. Vehicle XXXXXXXX was turned into Vehicle Maintenance on DD MMM YY (Date, Month, Year). The initial quality control inspection identified the vehicle as requiring repairs that cannot be attributed to fair wear and tear in accordance with TO 36-1-191, paragraph 1.7.

2. The attached accident/abuse estimate details repair and dollar amount to return the vehicle to a safe and serviceable condition. This amount may vary due to unforeseeable material cost, labor, and damages.

**Material:** \$287.00

**Labor:** \$0.00

**Total:** \$287.00

3. Please initiate an investigation to determine liability. Once the vehicle is no longer required for investigative purposes, please complete the accident/abuse release letter, to include your organization's fund cite, and return it to Vehicle Maintenance Control (3 TRANS/LGTMC). We will charge material, civilian direct labor, and contract cost associated with this accident/abuse to your organization in accordance with AFMAN 24-307/PACAF Sup 1, paragraph 1.28.1. We will not initiate repair until LGTMC receives this release letter.

4. The 3 TRANS/CC is the reviewing authority on vehicle accident/abuse cases and will determine final disposition of all accidents/abuses. If you have any questions, please call Vehicle Maintenance Control and Analysis, ext 552-0226/0225.

MARK S. TALLEY, Lt Col, USAF  
Commander

Attachments:

1. AF Form 1823-1 (Vehicle and Equipment Work Order)
2. Accident/Abuse Photos
3. Accident/Abuse Release Letter