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Transportation

SCOOTER MANAGEMENT PROGRAM

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This instruction establishes procedures for acquiring and managing self-propelled scooters. Scooters for the purpose of this instruction are defined as self-propelled, non-reportable vehicular equipment costing under 10,000 dollars. It implements AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*. This instruction applies to all units assigned, attached, or tenant to the 51st Fighter Wing.

SUMMARY OF REVISIONS

This revision incorporates a change in acquiring and managing self-propelled scooters, formally published in AFI 24-301, 1 August 1996. A bar (|) indicates revision from the previous edition.

1. Responsibility. Transportation is responsible for managing the wing's scooter program. The scope of this responsibility is defined as oversight in ensuring units use proper procedures for acquisition, care, and operation of scooters. This oversight does not include tracking maintenance and scheduled inspections, or performing quality assurance evaluations of contractor-supplied maintenance of scooters.

2. Scooter Acquisition Procedures:

2.1. Requests for scooters will be submitted on AF Form 601 with a complete justification on 51 FW Form 117, Scooter Registration Card for required information to be included with the AF Form 601. Transportation will evaluate the requesting unit's current general-purpose vehicle authorizations with scooter capabilities and quantities in mind. In consonance with the PACAF "No Growth" policy, scooters may be justified to fill unfilled vehicle authorizations or in cases where the unit's current vehicle utilization demonstrates a need exists to augment their existing capabilities.

2.2. Units submitting an AF Form 601 for scooters must include information on the unit's plan to track and ensure compliance with the manufacturer's recommended scheduled maintenance requirements. The unit is responsible for funding all inspections, minor maintenance, and repairs to register

and keep scooters in safe and serviceable condition for the life of the scooter. T.O. 36A-1-1301 lists the life expectancy for scooters, 4-wheeled, gas engine as 4 years or 12,000 miles.

2.3. The 51 FW/CC will approve or disapprove requests to purchase scooters for less than 6,000 dollars.

2.4. HQ PACAF/LGTV will approve or disapprove requests to purchase scooters costing over 6,000 dollars.

2.5. Vehicles designed for passenger carrying capability are controlled by law and cannot be bought as scooters. For example, scooters resembling sedans or station wagons will not be approved for purchase.

2.6. All requests for scooters will be coordinated through the 51st Security Forces Commander for compliance with USFKR 190-1 and the 51 FW Safety Office for compliance with applicable safety guidance (e.g., AFI 91-207).

2.7. Scooters will be purchased with local O&M funds. Purchase requests will include provisions for warranty coverage.

2.8. Supply will place unit procured scooters on the Standard Base Supply System (SBSS) for accountability. Although NF1, accountability of scooters can only be accomplished through the SBSS; Transportation has visibility programs available, but they do not track accountability. After loading on the SBSS, Supply will generate CA/CRL's to each of its scooter customers.

2.9. Immediately after the delivery of approved scooter, the using organization will have the scooter inspected at the 51 SVS Auto Skills Center. The scooter must be safety inspected before the unit can operate it. The only exception would be to drive it to the Auto Skills Center for the inspection. The Auto Skills Center will inspect each scooter using the same safety and serviceability standards in USFKR 190-1, which are used for POV annual inspections. If the scooter passes inspection, the Auto Skills Center will issue documentation verifying the scooter passed and the date the inspection was completed.

2.10. The unit VCO must bring documentation and the information listed in 51 FW Form 117 (EF), Scooter Registration Card to Fleet Management (FM) within 1 duty day after delivery of scooters. This will ensure appropriate scooter information is entered into the FM tracking system. At that time, FM will assign a registration number. FM will use this data to ensure scooters are included in the care & awareness program. Scooter that are found on base and not properly registered will be reported to the 51st Security Forces Squadron for confiscation.

2.11. Following assignment of the registration number, FM will notify Vehicle Maintenance who will issue a license plate and notify the unit VCO when the completed license plate is ready for pick up.

3. Scooter Management:

3.1. The unit is responsible for maintaining accountability of scooters, tracking all scheduled maintenance and inspections, and ensuring safety and serviceability through compliance with the operator care and awareness program. In addition, units should devise funding mechanisms to ensure unscheduled repairs can be accomplished (i.e., fixing flat tires or replacing wiper blades).

3.2. Ensuring scooters are safe to operate is of primary importance. Failure to do so could result in damage to scooters or personal injury. The using organization will develop and use a tracking mecha-

nism to ensure scheduled maintenance and inspection requirements for all unit-owned scooters are complied with. A recommended list of information to be tracked is shown on 51 FW Form 118 (EF), Scooter Tracking Data. Failure to appropriately track maintenance/inspections and ensure required maintenance is performed may constitute a reason for withdrawal of scooter approval for the unit.

3.3. VCO/VCNCOs will ensure all licensed operators are aware of and comply with the scheduled maintenance requirements for the scooter program and operator care procedures outlined in 51 FWI 24-301, *Osan Air Base Vehicle Care and Awareness Program*.

3.4. Units will use an AF Form 1800 to track operator inspections and any noted discrepancies. Safety-related items will not be compromised at any time and reported to the VCO/VCNCO for immediate corrective action. A list of safety-related items can be found in AFI 24-302, or 51 FWI 24-301.

3.5. It is the unit's responsibility to see that the scooter is safe for use and that it is safety inspected annually. Unit VCOs will maintain copies of the completed annual inspection documentation for the life of the scooter and forward copies to FM after each annual inspection. At no time will scooter be operated when a safety inspection has not been performed or is overdue.

3.6. Units at Osan AB may procure scheduled inspections and maintenance of scooters through the 51 SVS Auto Skills Center. Units will contract for these services through the 51 FW/FM.

3.7. Units who do not wish to use the Auto Skills Center to maintain their scooters must acquire a maintenance contract to ensure scooters are kept in safe and serviceable condition. It is highly recommended the unit contract for a firm fixed price for inspections with a cost plus line item for repairs identified during the inspection.

3.8. FM will include scooters in their semi-annual and no-notice inspections of the unit's VCO/VCNCO program. Scooters found to be in an unsafe or unserviceable condition will be included in the report and the unit is required to have the scooter re-inspected at the 51 SVS Auto Skills Center within 10 duty days of the report. The scooter can't be driven until it passes the inspection. Passing this inspection will suffice as corrective action. However, if the scooter fails inspection at the Auto Skills Center, the unit must respond to the report with the corrective action taken to repair the scooter or the actions taken to de-register and dispose of the scooter.

3.9. Units must comply with all appropriate environmental requirements to maintain and dispose of scooters. It is the unit's responsibility to ensure hazardous waste and materials generated by the scooter are disposed of in accordance with applicable environmental compliance practices.

3.10. Units will ensure scooter operators meet the same operator licensing requirements as those used for general purpose vehicles 14,000 GVW and less.

3.11. Repair decisions. If a scooter needs repairs, the unit can use 75 percent of the acquisition cost as a good rule of thumb to decide if it is economical to repair the scooter. Alternatively, there are two formulas listed in T.O. 00-25-249 which the unit can use. Either of these two formulas may be used, depending on which criterion the unit subjectively selects (i.e., if a scooter has over 12,000 miles but is less than four years old, the unit may decide to use the age computation to determine if they wish to repair the vehicle.) These are the same formulas vehicle maintenance uses to determine a GOV's one-time repair limit.

3.11.1. Age Computation = Replacement Price x (1 - (0.9 x Age in Months)/48 months).

3.11.2. Utilization Computation = Replacement Price x (1 - (0.9 x miles)/12,000).

4. Operator Care:

- 4.1. Scooters are subject to the same roadside safety inspections and all other accident prevention measures employed by USFK law enforcement personnel.
- 4.2. Units will adhere to the same operator care procedures as used for GOVs. These procedures and policies are outlined in 51 FWI 24-301.

5. Abuse and Misuse:

- 5.1. The same policies and procedures for abuse and misuse for GOVs apply to scooters. Repeated four abuse or misuse of a scooter may be grounds for withdrawing the unit's scooter authorization.
- 5.2. Scooters may only be used for official government business.
- 5.3. Scooters will not be used for domicile-to-duty transportation.
- 5.4. Scooters will not be driven off-base at any time.
- 5.5. Seat belts will be worn at all times.

6. Accidents:

- 6.1. In terms of liability of the government, scooters are treated as GOVs when involved in accidents; however, accident damage to scooters, regardless of fault, will not be repaired by Vehicle Maintenance. The unit must arrange for funding and contracting for repair of accident damage to the scooter. Owning organizations will comply with the 51 FW/CC policy on damage to GOVs.
- 6.2. DD Forms 518 and SF 91 are required for each scooter and are to be used if an accident occurs.

7. Disposal of Scooters:

- 7.1. The unit is responsible for processing scooters they wish to dispose of through the supply system to the Defense Reutilization and Marketing Office (DRMO). The procedures are outlined in AFMAN 23-110.
- 7.2. The unit VCO will process the license plate and appropriate disposal documentation through FM to ensure the scooter's information is removed from FM's tracking system.
- 7.3. Disposal decisions. T.O. 36A-1-1301 lists the life expectancy for 4-wheeled, gas engine scooters as 4 years or 12,000 miles. The unit should give serious consideration to disposing of scooters which exceed these criteria. (i.e., if the scooter is over 4 years old or has more than 12,000 miles, vehicle maintenance recommends condemnation.)

8. Forms Prescribed: 51 FW Form 117 (EF), Scooter Registration; 51 FW Form 118(EF), Scooter Tracking Data.

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