

**24 FEBRUARY 2004**



**Transportation**

**VEHICLE ACCIDENT/ABUSE PROGRAM  
PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>

---

OPR: 8 LRS/LGRVM  
(CMSgt. Russell E. Meador)  
Supersedes 8 FWI 24-302, 5 March 2001

Certified by: 8 MSG/CC (Colonel Douglas Tucker)

Pages: 8  
Distribution: F

---

This instruction implements AFD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*; AFI 24-301, *Vehicle Operations, and PACAF Supplement 1*; AFI 24-302, *Vehicle Maintenance Management*; and PACAF Supplements 1. This instruction outlines responsibilities, definitions, and procedures for an effective vehicle accident, abuse, misuse, and incident program with the visibility and emphasis placed at the unit level and under the control of the unit commander. This instruction applies to all personnel assigned, attached, or associated units to the 8th Fighter Wing, Kunsan Air Base, Korea.

**SUMMARY OF REVISIONS**

This revision defines functional responsibilities under the 8th Logistics Readiness Squadron (8 LRS) organization. The organizational office symbols have been changed to 8 LRS from 8 TRANS. A bar (|) indicates revision from the previous edition.

**1. General Information.**

1.1. **Objective.** Reduce number of vehicle accidents and abuses, protect Air Force people from injury or death, and eliminate unnecessary expenditure of limited monetary resources. The ultimate goal of this program is to eliminate vehicle accidents and abuses at Kunsan AB.

1.2. **General.** The base vehicle maintenance function is funded to provide preventive periodic maintenance and repair damage caused by fair wear and tear, but not for accident and abuse repairs. Money to repair accidents and abuse damage must be transferred from the unit's Operation and Maintenance (O&M) accounts.

1.2.1. The keys to successfully reducing the number of accidents and abuses are to make base personnel aware of the high costs associated with the repair of accident and abuse repairs and encour-

age commanders to maintain high standards of vehicle operator training and discipline. Simply stated, "if you break it, you pay for it."

1.2.2. Consequently, commanders will transfer funds for the actual cost to repair accident or abuse damage, for vehicles operated by their personnel using the procedures in paragraph 4. of this instruction and AFMAN 24-307, *Procedures for Vehicle Maintenance Management*.

## 2. Maintenance Support.

2.1. **Vehicle Recovery Service.** During normal duty hours, customers should contact the 8th Logistics Readiness Squadron, Vehicle Maintenance Customer Service Center (8 LRS/LGRVMC) (782-5774) for mobile maintenance assistance. For assistance after duty hours, contact the 8th Fighter Wing, Command Post (8 FW/CP), 782-6000.

2.2. **Vehicle Maintenance Element (8 LRS/LGRVM).** The 8 LRS/LGRVM provides the following services.

2.2.1. **Scheduled Maintenance.** Some maintenance actions are scheduled in advance, based on miles, hours of operation, or calendar days. 8 LRS, Maintenance Control and Analysis (MC&A) (8 LRS/LGRVMM) will coordinate scheduled maintenance with unit Vehicle Control Officers or Noncommissioned Officer (VCO/VCNCO).

2.2.2. **Unscheduled Maintenance.** VCO/VCNCO ensures any motor vehicle malfunction is reported to the 8 LRS/LGRVMC in a timely manner.

## 3. Responsibilities.

### 3.1. Squadron Commanders:

3.1.1. Appoint VCO/VCNCO in writing. A copy of this appointment letter will be forwarded to 8 LRS Fleet Management (8 LRS/LGRVM). Regardless of rank, each unit must have, at a minimum one primary and one alternate POC.

3.1.2. As necessary, assist the unit VCO/VCNCO in accomplishing his/her duties and responsibilities.

3.1.3. Ensure unit assigned vehicles are properly used, inspected, and maintained.

### 3.2. Duties and Responsibilities of the VCO/VCNCO:

3.2.1. Act as the unit focal point for all vehicle-related matters.

3.2.2. Control all unit assigned vehicles.

3.2.3. Ensure organizational assigned vehicles meet all scheduled and unscheduled maintenance requirements.

3.2.4. Investigate misuse, abuse, and accidents involving organizationally assigned vehicles.

3.2.5. Ensure only qualified personnel operate assigned vehicles.

3.2.6. Ensure vehicle operator inspections and maintenance are performed.

3.2.7. Ensure all forms (inspection, waiver, accident, etc.) required for their vehicles are accessible and maintained accurately.

3.2.8. Ensure operator care/preventive maintenance is performed IAW AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*; and AFMAN 24-307, on assigned vehicles.

3.2.9. Ensure all vehicle discrepancies are identified, recorded, and corrected in a timely manner for all assigned vehicles.

3.2.10. The VCO/VCNCO will ensure copies of accident reports are submitted to 8th Fighter Wing, Legal Office (8 FW/JA) not later than one duty day after an incident with a Privately Owned Vehicle (POV).

3.3. Funding these avoidable repairs with organizational user's funds will ensure that limited maintenance dollars are used to maintain the fleet and underscore the need for management involvement in a viable squadron-level accident and abuse prevention program. It will also foster an effective operator-training program, encourage operator care, prevent needless repairs and ultimately save wing funds by holding commanders and their assigned vehicle operators and VCO/VCNCO accountable.

#### 4. Definitions.

##### 4.1. Abuse, Accidents and Incidents.

4.1.1. Vehicle abuse is defined as an act or omission that has caused damage, or may cause damage that cannot be attributed to fair wear and tear, accident, or incident. (See [Attachment 2](#)).

4.1.2. Vehicle accident is defined as any situation where a Government Owned Vehicle/Equipment (GOV/E) strikes or is struck by another GOV/E, non-GOV/E, and/or object, structure, or animal where the action by any perceptive vehicle operator could have prevented the outcome.

4.1.3. Vehicle incident is any situation where a GOV/E sustains damage where the actions of any perceptive vehicle operator could not have prevented the outcome (i.e., act of nature).

##### 4.2. Fair Wear and Tear.

4.2.1. Fair wear and tear is the normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

#### 5. Procedures.

5.1. The following actions shall be taken when a vehicle is involved in an accident or sustains damage not attributed to fair wear and tear.

5.1.1. Vehicles damaged by accident, abuse, neglect, or any other cause shall be turned in to 8 LRS, Maintenance Element (8 LRS/LGRVM) as soon as damage is discovered. Report U-Drive-It (UDI) or loaned vehicle damage to 8 LRS/LGRVO. Once the damaged vehicle is turned in to 8 LRS/LGRVM, the Customer Service Center will inspect the vehicle and process a vehicle work order identifying initial repair cost estimate.

5.1.2. When 8 LRS/LGRVM receives a vehicle with damage that cannot be attributed to fair wear and tear, 8 LRS/LGRVM MC&A will send a letter through 8 LRS/CC to the commander of the using organization requesting the damage be investigated IAW AFMAN 23-220, *Reports of Survey for Air Force Property*.

5.1.3. 8 LRS/CC will notify the respective commander of accidents in writing, and will forward photographs of the damage and an estimate of repair costs.

5.1.4. If the estimate for repair cost exceeds the vehicle's "one-time repair limit," the vehicle is considered uneconomically repairable and will not be repaired. Exceptions may be made on a case by case basis through the 8 LRS Vehicle Management Flight (8 LRS/LGRV) to meet mission needs.

5.1.5. Prior to repairs, either the unit commander or his/her VCO/VCNCO will be required to release the vehicle for repairs. Regardless of unit release, repairs will commence within five work-days, with the assumption that the unit did not desire to view the actual damage. Commanders may initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, investigation into the circumstances involving an accident or suspected vehicle abuse case where gross negligence is evident. If the investigation reveals an operator was responsible for damaging a vehicle, then he/she may be liable for all or a portion of the repair cost.

5.1.6. Vehicle accident and abuse repairs (material and/or contract costs) will be borne by the unit of assignment, regardless of determination of pecuniary liability or reimbursement made by an individual to the government.

5.1.6.1. All accident and abuse repairs will be accomplished by contract maintenance whenever possible. Units must ensure Government Purchase Card (GPC) funds are available to provide payment to the contractor. Upon return of the vehicle from the contractor's facility, the GPC cardholder will report to 8 LRS/LGRVM and pay for repairs using the GPC.

5.1.6.2. All accident and abuse repairs performed by 8 LRS/LGRVM needing replacement parts will require a direct transfer of funds from the using organization's O&M account to the 8 LRS O&M account. This will be accomplished by a form letter to the responsible organization commander for endorsement and then forwarded to 8 CPTF for funds transfer (See [Attachment 3](#)). Courtesy copies of the funds transfer letter will be sent to 8th Mission Support Group Commander (8 MSG/CC) and 8 LRS Management & Systems Flight, Resource Manager (8 LRS/LGRSR). Vehicle will not be released back to the unit until the funds transfer is complete. An AF Form 20, *Repair Cost and Repairable Value Statement*, will be prepared for pecuniary liability when a member is reimbursing the Air Force.

5.1.7. Owning units are responsible for affecting transfer of funds from other organizations or individuals that may have caused damage to assigned vehicles. The VCO/VCNCO will ensure copies of accident reports are submitted to 8 FW/JA not later than one duty day after an incident with a POV.

5.1.8. Due to the extended downtime for vehicles undergoing extensive repair due to accidents and abuses, 8 LRS/LGRVO will only provide a loaner vehicle under specific cases, such as when a unit falls below mission-essential level. This support will be limited to 30 days. Exemptions will be handled on a case-by-case basis with approval of the 8 MSG/CC.

5.1.9. Resolution of disagreements concerning implementation of these policies will follow the normal chain of command; squadron commander to squadron commander, then group commander to group commander. The 8 MSG/CC is the final decision authority to resolve all conflicts concerning the vehicle accident, abuse, and incident program.

## 6. Exception to Reimbursements.

6.1. Funds will not be transferred for vehicle damage repair resulting from an accident that is an "act of God," or for accidents in which the operator was not a contributing factor. **EXAMPLE:**

6.1.1. An aircrew response vehicle is parked next to an aircraft hangar. The sun melts snow on the hangar that in turn slides off, damaging the vehicle. This is considered an accident that the operator had no control over. The using organization will not need to transfer funds to pay for the repair costs.

6.1.2. A vehicle departs a unit parking lot, fails to yield to approaching traffic, and pulls into the path of a Security Forces vehicle. The 8 SFS driver and his/her squadron will not be held liable and funds will not be transferred. However, the vehicle operator that failed to yield may be held responsible and funds transfer may be required.

6.1.3. A vehicle operator opens a door and a 40-knot wind causes the door to swing too far, damaging the hinges and adjacent sheet metal. In this example, the driver was aware of the potential hazard. The driver should have parked into the wind or held on to the door. Unit funds will be transferred to pay for the repair of the avoidable damage.

ROBIN RAND, Colonel, USAF  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*

AFI 24-301 and PACAF Supplement 1, *Vehicle Operations*

AFI 24-302 and PACAF Supplement 1, *Vehicle Maintenance Management*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*

AFMAN 24-307, *Procedures for Vehicle Maintenance Management*

AF Form 20, *Repair Cost and Reparable Value Statement*

DD Form 200, *Financial Liability Investigation of Property Loss*

***Abbreviations and Acronyms***

**AFOSH**—Air Force Occupational Safety Health

**DOD**—Department of Defense

**GOV/E**—Government Owned Vehicle/Equipment

**GPC**—Government Purchase Card

**O&M**—Operation and Maintenance

**OSHA**—Occupational Safety Health Administration

**POC**—Point of Contact

**POV**—Privately Owned Vehicle

**UDI**—U-Drive-It

**VCO**—Vehicle Control Officer

**VCNCO**—Vehicle Control Noncommissioned Officer

## Attachment 2

### EXAMPLE OF VEHICLE ABUSE

**A2.1. This List is Not All-Inclusive.** However, vehicle abuse action will be initiated for vehicle/equipment damage for failure resulting from situations such as:

- A2.1.1. Tampering with governors or distributors.
- A2.1.2. Operating vehicles with insufficient oil or coolant because of failure to check levels according to established requirements, or failure to monitor dash instrumentation.
- A2.1.3. Operating vehicles with brakes applied/dragging parking brakes.
- A2.1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading/unloading procedures.
- A2.1.5. Using a vehicle for other than its intended or designed purpose.
- A2.1.6. Failure to clean/maintain vehicle's interior/exterior, or take action to curb corrosion.
- A2.1.7. Unauthorized wiring, marking, or added equipment for a vehicle. Added equipment requests must be processed in writing through the VCO/VCNCO and the 8 LRS, Vehicle Management Flight Operations (8 LRS/LGRVO) and Maintenance (8 LRS/LGRVM).
- A2.1.8. Vehicle being operated by an unqualified/untrained operator without an instructor present.
- A2.1.9. Operating a vehicle with improperly inflated tires (i.e., not IAW manufacturer recommendations).
- A2.1.10. Tire wear beyond limits (i.e., below minimum acceptable safe tread depth of 2/32 inch). Tire wear that exposes the cord renders tires unable to be recapped/re-grooved, and is unsafe.
- A2.1.11. Intentional destruction/disfigurement of vehicle interior/exterior.
- A2.1.12. Operating of a vehicle/equipment in conflict with published safety DOD, AFOSH, OSHA, Air Force Instructions/Manuals/Technical Orders, or Korean law concerning vehicle safety.
- A2.1.13. Failing to protect the painted surface(s) from corrosion and/or oxidation.
- A2.1.14. Allow water to accumulate in the vehicle's interior due to leaving the windows open.
- A2.1.15. Over-filling the engine crankcase, transmission or hydraulic reservoirs.
- A2.1.16. Servicing the vehicle fuel tank or hydraulic reservoir with incorrect fuels or oils.

**A2.2. Other Situations Where Vehicle Abuse Action May be Initiated:**

- A2.2.1. Failure to report malfunctions, defects, or damage to 8 LRS/LGRVM within 24 hours. A pre-approved delay of this action to satisfy immediate mission needs is authorized.
- A2.2.2. Failure to bring vehicle/equipment to 8 LRS/LGRVM for scheduled maintenance before an overdue condition exists (pre-approved rescheduling due to mission requirements is exempt).
- A2.2.3. Failure to accomplish proper operator care and maintenance.

## Attachment 3

## SAMPLE LETTER, FUNDS TRANSFER

MEMORANDUM FOR 8 CPTF/FMA

Date \_\_\_\_\_

FROM: (Your Unit/CC)

SUBJECT: Funds Transfer

1. Request \$XXX.00 be transferred to cover accident/abuse repair costs performed on vehicle 12345 case number 67890, as follows:

FROM (*Losing Unit*) TO 8 LRS/LGRVM

ORGN:

DFMR: RC/CC:

RC/CC: EEIC:

EEIC:

2. I understand the cost associated with these repairs to include parts, material, and civilian labor will be transferred from our unit's Operation and Maintenance (O&M) account to the 8 LRS/LGRV O&M account.

3. Any questions in this matter please contact (Unit VCO/VCNCO).

Commander Name, Rank, USAF  
Commander