

12 JULY 2002



Transportation

**MOTOR VEHICLE ADMINISTRATION,
OPERATION, AND MAINTENANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 934 LSS/LGT (Brad Erickson)
Supersedes 934 AWI 24-301, 17 March 2000

Certified by: 934 LG/CC (Lt Col Cam LeBlanc)
Pages: 3
Distribution: F

This instruction implements AFDPO 24-3, Operation, Maintenance, and Use of Transportation Vehicles and Equipment. It assigns responsibilities and outlines procedures for the administration, operation and maintenance of all government registered vehicles assigned to the 934th Airlift Wing (AW) and tenant organizations attached for transportation support. This instruction applies to all personnel on base.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Licensing. Base vehicle operators must have a valid AF form 2293, **U.S. Air Force Government Motor Vehicle Operator Identification Card**, issued by the 934 LSS/LGTO for all government motor vehicles. Permits from other organizations not assigned to this base will be honored for a period not to exceed 90 days.

1.1. For prospective operators, the unit will complete the required training and submit an AF Form 171, Request for **Driver's Training and Additions to U.S. Government Motor Vehicle Operations Permit**, to Vehicle Operations. All applicants for a government vehicle operator's permit must be in possession of a valid state driver's license issued by the state in which they maintain legal residence.

1.2. An operator's permit may be revoked by the Wing Commander, Group Commander, or designated representative at any time.

2. Vehicle Control Program. All vehicles authorized on this installation will be identified on the Command Vehicle Authorization List. Each organization having vehicles assigned on a permanent basis will have a Vehicle Control Program. The unit commander will appoint a Unit Vehicle Control Officer (VCO). Fleet Management will provide orientation training for all newly appointed VCOs.

2.1. Organizational maintenance is the responsibility of the using organization and normally accomplished by the operator.

2.2. All requests to locally purchased equipment for which vehicle maintenance has maintenance responsibility will be coordinated with Transportation in advance of purchase.

2.3. Organizations procuring non-registered equipment are required to provide maintenance to support the equipment.

3. Permissible Operating Distance (POD)

3.1. Air Force transportation does not compete with off-base civilian common carriers. The base POD has been established within a 75 mile radius, except for the northerly locations; Duluth International Airport, and Camp Ripley Little Falls MN. Southerly locations; Rochester MN, Volk Field WI, and Fort McCoy WI.

3.2. Casualty Assistance Officer and Honor Guard are authorized to operate outside the POD when performing official duties.

3.3. The POD includes authority for tenants to service all areas included in their mission requirements. Motor vehicles may be operated beyond the normal POD on an individual trip basis when approved by the Logistics Group Commander.

4. Credit Cards. Vehicle operators traveling over 25 miles from the installation should request a credit card from the vehicle operations. Use the credit card to obtain normal vehicle services and emergency repairs costing less than \$50.00.

4.1. Credit Card purchases will be made only from authorized dealers indicated in the U.S. Government Fleet Service Guide. All receipts for services will be turned in to vehicle operations.

4.2. Emergency repairs costing more than \$50.00 will be approved in advance by vehicle maintenance at (612)713-1190.

4.3. Operators of GSA leased vehicles will follow credit card procedures located in the glove box of each vehicle. The operator may be held responsible for any unauthorized purchases.

5. Disposition of Disabled Government Vehicles after Duty Hours.

5.1. The operator is responsible for the protection of vehicles operated off base. Responsibility will remain with the user until instructions for disposing of the disabled vehicle are furnished.

5.2. Operator of the disabled vehicle will contact Security Forces at (612)-713-1102 with information on location and contents of the vehicle. Security Forces will call vehicle operations supervisor for further instructions and relay this information to the operator of the disabled vehicle.

6. On-Base Fueling. All government vehicles assigned a 934 AW pro-key will purchase fuel from the base fuel station. These keys are only used for the vehicle to which assigned. Taking a pro-key from one vehicle to fuel another vehicle or gas can is not authorized. Compressed Natural Gas (CNG) vehicles primary fuel is CNG obtained at the off base fueling location. The first three working days each month Base Fuels will allow CNG vehicles to service, at the base station, with the alternative unleaded fuel.

6.1. Government alternate fuel vehicles will operate on the approved alternate fuel to the maximum extent possible. To maintain performance of the traditional fuel system the vehicle should be operated on unleaded fuel every 6-8 weeks.

- 6.2. Transient government vehicles may receive fuel from the base station when approved by the Fuels Management Office.
- 6.3. GSA leased vehicles are required to purchase fuel with the vehicle credit card. All receipts for the fuel or service will be turned into Vehicle Operations.
- 6.4. Temporary duty personnel authorized a rental vehicle shall purchase fuel using the individual's government credit card or cash.

7. Vehicle Abuse, Incidents, and Accidents.

- 7.1. A vehicle operator involved in an accident on base will notify Security Forces. The operator will initiate a SF 91, **Operator's Report of Motor Vehicle Accident**, form for both on and off base accidents. A DD Form 518, **Accident Identification Card**, will be completed when the accident involves a privately owned vehicle.
- 7.2. Vehicle abuse is an operational act or omission, which results in damage to the vehicle. The using organization will investigate all damage not attributable to fair wear and tear. After completing the investigation, a SF 91 will be filed with Vehicle Operations.
- 7.3. The Accident Prevention Committee consisting of the Wing Commander, Group Commanders, Wing Safety Office, and Transportation Office will review all cases involving bodily injury, fatality, or damages exceeding \$1000.00. The Transportation Office will notify the committee members of reported cases to review. The committee will review each case to establish organization responsible and implement any needed corrective actions to decrease instances of accident or abusive damage. Vehicle operators involved in accidents may be required to attend the meeting and explain causes of the accident. After the committee determines responsibility for repair costs, the unit VCO will be notified by transportation to release vehicle for repairs.

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Commander