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Transportation



VEHICLE ACCIDENT AND ABUSE PROGRAM

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This instruction outlines responsibilities, and procedures for an effective vehicle accident and abuse program at Charleston Air Force Base. 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 Charleston's vehicle fleet. This instruction is applicable to all persons operating government owned or General Services Administration (GSA) vehicles/equipment, assigned to Charleston Air Force Base or its geographically separated units (GSU), which are loaded in the On-Line Vehicle Interactive Management System.

1. Responsibilities.

1.1. The organization using vehicles and equipment will reimburse the 437th Logistics Readiness Squadron Vehicle Management Flight (437 LRS/LGRV) for material and contract labor costs to repair accident and abuse-related damage, to include contract maintenance costs. Under certain circumstances, the using organization may not be the assigned organization (i.e., U-Drive-It vehicle from 437 LRS 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 the 437 LRS O&M account.

1.2. 437 LRS/LGRV will:

1.2.1. Identify vehicle damage caused by accident or abuse.

1.2.2. Provide accident or abuse notification letter or e-mail (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 repair estimate. Copies are also sent to the 437th Airlift Wing Report of Survey Monitor (437 MOS/MXOP) and the wing ground safety office (437 AW/SEG). **NOTE:** Repairs will commence after 10 calendar days unless a delay is requested in writing by the using organization.

- 1.2.3. Repair vehicle and provide AF Form 20, **Repair Cost and Repairable Value Statement**, to the assigned or using organization.
- 1.2.4. Maintain accident or abuse repair information for a 12-month period.
- 1.2.5. Track and provide costs to be reimbursed to 437 CPTS/CC quarterly. Due to the amount of labor involved in the transfer of funds, repairs under \$150 will not be reimbursed. Units will, however, still be notified of those accidents and abuses under the \$150 threshold. Provide a listing of those costs over \$150 to 437 CPTS/CC, sorted by organization, indicating the cost of refund or reimbursement required in each case. 437 CPTS/CC will process the refund or reimbursement transaction to the 437 LRS for all costs identified on the listing.
- 1.3. Assigned and using organizations will:
 - 1.3.1. Ensure a viable vehicle accident prevention program is part of the unit's safety program (see **Attachment 3** of this instruction).
 - 1.3.2. Report all vehicle damage to 437 LGRV within 24 hours.
 - 1.3.3. Report U-Drive-It or loaned vehicle damage to 437 LGRV within 24 hours.
 - 1.3.4. Initiate Report of Survey as required in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*.
- 1.4. The VCO or VCNCO will ensure that copies of accident reports are submitted to the Judge Advocate (437 AW/JA) not later than 1-duty day for all accidents involving privately-owned vehicles (POVs). The 437 AW/JA will also encourage the liable POV operator to permit his or her insurance carrier to choose a repair firm and pay for fixing the damage, and will ensure that the repairs are acceptable to the accountable property officer. If the POV operator is uninsured or chooses not to involve his or her insurance company in the matter, 437 AW/JA will ensure that the liable party makes satisfactory payment.
- 1.5. The initial responsibility to identify and report accidents rests with the vehicle operator. The damage must be reported immediately to the Security Forces (437 SFS) prior to moving the vehicle.
 - 1.5.1. Forward Letter of Release/Acceptance of Financial Responsibility to 437 LRS/LGRVM and 437 CPT/FMF within 10 calendar days (see **Attachment 5** of this instruction).
- 1.6. 437 CPTS/CC will transfer O&M funds from the appropriate account into the 437 LRS Vehicle Management Flight's O&M account.
- 1.7. 437 MSG/CC is the final deciding authority to resolve all conflicts concerning this program.

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Commander, 437 AW

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

AFMAN 23-220, *Reports of Survey for Air Force Property, 1 July 1996*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

GSA—General Services Administration

GSU—Geographically Separated Unit

IAW—In Accordance With

POV—Privately Owned Vehicle

O&M—Operation and Maintenance

OSHA—Occupational Safety and Health Act

T.O.—Technical Order

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Commissioned Officer

VOO—Vehicle Operations Officer

Terms

Fair Wear and Tear—The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

Motor Vehicle Accident—Any collision, impact, or abrasion against a fixed or moving object with a military motor vehicle, that causes damage, whether immediately noticeable or not.

Vehicle Abuse—An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use, accident, or incidents. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse are listed in [Attachment 2](#) of this instruction.

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. Letters of explanation will accompany vehicles turned in to explain any incident damage. Examples of incidents are: (1) A rock thrown through the windshield by the tire of a vehicle being followed (2) A wind-carried object striking a vehicle (3) Hail or other inclement weather damage.

U-Drive-It—Vehicle available to support organizations that do not have assigned vehicles and to augment units with assigned vehicles in meeting infrequent peak requirements for short-term use. Support

is normally limited to 72hrs.

Attachment 2**EXAMPLES OF VEHICLE ABUSE****A2.1. Vehicle abuse action will be initiated for vehicle or equipment damage or failure resulting from:**

- A2.1.1. Improper cargo distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading or unloading procedures.
- A2.1.2. Using a vehicle for other than its intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet).
- A2.1.3. Tampering with governors, distributors, or pollution-control devices.
- A2.1.4. Operating vehicles with insufficient oil or coolant, or a failure to check fluid levels according to established requirements, or failure to monitor dashboard instrumentation.
- A2.1.5. Operating vehicle with brakes applied or dragging parking brakes.
- A2.1.6. Failing to protect the painted surface(s) from corrosion and/or oxidation.
- A2.1.7. Failure to clean, wax, or maintain vehicle's interior or exterior to meet corrosion control and appearance requirements.
- A2.1.8. 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).
- A2.1.9. Vehicle being operated by an unqualified or untrained operator without an instructor present.
- A2.1.10. Operating a vehicle with broken tire chains or improperly inflated tires; i.e., not IAW manufacturer recommendations.
- A2.1.11. Tire wear beyond minimum acceptable safe tread depth. Tire wear that exposes the cord, renders tires unsuitable to be recapped or re-grooved, and is unsafe.
- A2.1.12. Intentional destruction or disfigurement of vehicle interior or exterior.
- A2.1.13. Operating 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 South Carolina laws concerning vehicle safety.
- A2.1.14. 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 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 fuel or oils.
- A2.1.17. Not restraining doors when opening in excessive wind.
- A2.1.18. Operating a vehicle in violation of operator's manual or accepted driving practices.

A2.2. Other situations where vehicle abuse action may be initiated:

A2.2.1. Failure to report malfunctions, defects in, or damage to a vehicle to 437 LRS/LGRV within 24 hours. A pre-approved delay of this action is authorized to satisfy immediate mission needs.

A2.2.2. Failure to bring vehicle or equipment to 437 LRS/LGRV for scheduled maintenance before an overdue condition exists. Prior to becoming overdue, pre-approved rescheduling due to mission requirements is exempt.

A2.2.3. Failure to accomplish proper operator care and maintenance.

Attachment 3

SAMPLE ACCIDENT OR ABUSE NOTIFICATION LETTER



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 437TH AIRLIFT WING (AMC)

Date

MEMORANDUM FOR (VCO/WCNCO)
(Assigned Organization Commander)

FROM: 437 LRS/LGRV

SUBJECT: Vehicle Accident or Abuse

1. The Air Force vehicle (registration number) assigned to your organization was turned in for maintenance on (date) with damage that cannot be attributed to fair wear and tear. The following is an estimate of the repairs necessary to return the vehicle to a safe and serviceable condition:

Registration No:
WO No:
Labor Cost:
Material Cost:
Total Cost:

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

3. Refer to CAFBI 24-302, *Vehicle Accident and Abuse Program*, and AFMAN 23-220, *Reports of Survey for Air Force Property*, for specific responsibilities. Any questions should be referred to maintenance control and analysis at 963-4202.

Vehicle Management Flight Chief
or
Vehicle Maintenance Superintendent

Attachment:
Accident Photos

Attachment 4**SAFE DRIVING GUIDELINES**

A4.1. The goal of a vehicle accident prevention program is to reduce the number and severity of vehicle accidents. All units should ensure a viable vehicle accident prevention program is part of the unit's safety program. One way to accomplish this is by incorporating driver safety into your weekly safety briefings. There are six main areas that should be stressed:

A4.2. Regular Vehicle Inspections (at least weekly, or more frequently as needed).

- A4.2.1. Tires. Check tire pressure and visually check for damage/abnormalities.
- A4.2.2. Lights. Visually check for proper operation.
- A4.2.3. Leaks. Visually check for fuel/brake/oil/coolant leaks.
- A4.2.4. Engine oil and coolant. Visually check levels.
- A4.2.5. Battery. Visually check fluid level, cleanliness, security of hold-down.
- A4.2.6. Drive belts. Visually check for fraying or cracking.
- A4.2.7. Safety devices. Functionally check operation of seat belts, headrests, and warning lights.
- A4.2.8. Instrument, horn, and windshield wipers. Functionally check for operation.
- A4.2.9. Brake and steering. Functionally check responsiveness and effectiveness.
- A4.2.10. Note any unusual occurrences such as noise, odor, and erratic instruments/operation.

A4.3. Safe Driving Cushion between Vehicles.

- A4.3.1. Use the 2-second rule during normal driving conditions and more during inclement weather.
- A4.3.2. Never over-drive the distance lit by your headlights.
- A4.3.3. Signal your intentions at least 100 feet ahead of intersection. Not signaling your intentions well in advance causes other drivers to make last minute/panic decisions.
- A4.3.4. Exercise caution anytime that you are backing a vehicle; use spotters when you cannot see.
- A4.3.5. Use mirrors to monitor your surroundings. If you cannot see, use a spotter.
- A4.3.6. Ensure you have adequate clearance around vehicles, especially when operating over-sized vehicles or towing equipment. Larger vehicles need a larger area to maneuver.

A4.4. Expecting the Unexpected.

- A4.4.1. Be constantly aware of surroundings and watch for other vehicles. You not only have to deal with decisions that you make, but the decisions of other drivers as well.
- A4.4.2. Be attentive to situations that may come up while driving. You are not the only driver on the road.
- A4.4.3. Always drive defensively and expect other drivers to do something unexpected.

A4.4.4. Be extra cautious when approaching major roadways, intersections, and areas where vehicles are entering and exiting the roadway. High traffic areas pose a greater risk to all drivers.

A4.4.5. Don't become complacent in familiar areas. Most accidents happen within 50 miles of your home; knowing the area is not an excuse for not paying attention to your surroundings.

A4.5. Weather and Road Conditions.

A4.5.1. Changing weather conditions can degrade road conditions in a matter of seconds.

A4.5.2. Road surfaces can have damaged areas, be prepared for them.

A4.5.3. Use extra time to drive safely during inclement weather conditions and when roadways are damaged or are under construction.

A4.6. Rules of the Road.

A4.6.1. Pay attention to traffic signs and obey them. Traffic signs give drivers information to prepare for situations on the road ahead.

A4.6.2. Follow posted speed limits. Speed limits are set for a reason.

A4.6.3. Follow directional arrows in parking lots. Arrows are used in parking lots to control the flow of traffic and to make things safer for everyone.

A4.7. Use of Seat Belts.

A4.7.1. Seat belt use is MANDATORY for all drivers and passengers.

A4.8. Following these tips will greatly reduce the likelihood of being involved in an accident. Also remember that fatigued drivers are more likely to be involved in an accident. Get the rest that you need. Driving tired has the same effect as driving under the influence of alcohol; your reaction times increase making it more difficult to cope with incidents on the road.

Attachment 5

SAMPLE LETTER OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 437th AIRLIFT WING (AMC)

Date

MEMORANDUM FOR 437 LRS/LGRVM
437 CPTS/FMFL

FROM: (Owing/Responsible Organization)

SUBJECT: Release/Acceptance of Financial Responsibility

1. The Air Force vehicle (registration number) assigned to your organization was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to vehicle maintenance for repairs.
2. I understand that all replacement parts and contract repair costs associated with these repairs will be reimbursed to 437th Logistics Readiness Squadron (LRS) by transferring funds from our unit's Operation and Maintenance (O&M) account to the 437th Logistics Readiness Squadron O&M account (RC/CC: 236650, EEIC: 61925).

SIGNATURE BLOCK
Unit Commander