



Transportation

**VEHICLE AND EQUIPMENT ACCIDENTS,
ABUSES, AND INCIDENTS**

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OPR: 92 LRS/LGRVM
(TSgt Andrew B. Collins)

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This publication implements local policies and procedures from the mandates of the Air Force Joint Manual (AFJMAN) 24-306 and its Interim Change 2000-1, *Manual for the Wheeled Vehicle Driver*, and Air Force Manual (AFMAN) 24-307, *Procedures for Vehicle Maintenance Management*. It outlines definitions, policy, and procedures for an effective vehicle accident and abuse program with emphasis visibility placed at the unit level, under the direct control of the unit commander. This instruction is applicable to all persons operating government-owned or leased vehicles (GOV) assigned to Fairchild Air Force Base, or their geographically separated units. This instruction does not apply to Air National Guard or United States Air Force Reserve Units. "This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principle purpose for using the information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refused to cooperate in the investigation of accident may be subject to administrative sanctions." System of Records F031 AF SP L, Traffic Accident and Violation Reports (June 11, 1997, 62 FR 31793).

1. Definitions.

- 1.1. Vehicle Fair Wear and Tear - The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.
- 1.2. Vehicle Accident - Any situation where a GOV strikes or is struck by another GOV, non-GOV and/or object, structure, or animal where action by any participative vehicle operator could have prevented the outcome.
- 1.3. Vehicle Incident - Any situation where a GOV sustains damage where the actions of any participative vehicle operator could not have prevented the outcome (i.e., act of nature).

1.4. Vehicle Abuse - An act or oversight that caused or may cause damage to a GOV that cannot be attributed to fair wear and tear, accident, or incident.

1.5. Vehicle Accident Report – A written report completed by law enforcement that details a vehicle accident and typically assesses responsibility for the accident or the operator’s inscribed Standard Form (SF) 91, **Motor Vehicle Accident Report**. AFJMAN 24-306 and state law require that law enforcement be summoned to a vehicle accident.

1.6. Using Organization. The organization that was using the GOV at the time of the accident/abuse/incident.

1.7. Owning Organization. The organization that is authorized and assigned a GOV.

2. Policy.

2.1. When a GOV is involved in an accident, the operator will summon law enforcement to the scene of the accident. They will also request a copy of the law enforcement accident report and/or fill the appropriate fields on the SF 91. The GOV operator or operator’s organization will also immediately contact 92 LRS/LGRVM to notify them of the accident and if necessary, request vehicle maintenance assistance.

2.2. Upon receipt of the GOV accident report, using organizations will immediately forward a copy to 92 LRS/LGRVM (at a minimum, a copy of the SF 91 will be forwarded to 92 LRS/LGRVM).

2.3. If a GOV operator is responsible for a GOV accident as determined by the vehicle accident report (or SF 91), that operator’s organization will be financially responsible to the 92 LRS/LGRVM or the local vendor for the cost of all materials and, if applicable, labor costs associated with the repair of the damaged GOV.

2.4. Any organization that abuses a GOV will be financially responsible to the 92 LRS/LGRVM or the local vendor for the cost of all materials and if applicable, labor costs associated with the repair of the abused GOV. Abuses will be determined by the 92 LRS/LGRVM. Examples of GOV abuses are detailed in [Attachment 2](#).

2.5. To expedite repair of GOVs involved in an accident or abuse, owning organizations will have five working days from receipt of the Accident or Abuse Notification Letter ([Attachment 3](#)) to return the notification letter to 92 LRS/LGRVM accepting financial liability.

2.6. If an organization disputes the accident or abuse liability, they must present their dispute in written format to the 92 LRS/CC, 400 South Gate Rd., Rm. 202, FAFB, WA 99011, within five working days of receipt of the Accident or Abuse Notification Letter.

2.7. Payment/reimbursement applies when the repairs are made on base in the vehicle maintenance facility, through a transfer of funds from the using organization’s operation and maintenance (O&M) account or its Transportation Working Capital Fund (TWCF) to 92 LRS/LGRVM. **NOTE:** The type of funds used (e.g. O&M or TWCF) will depend on whether or not the damaged GOV is O&M or TWCF support. Payment by the using organization with its Government Purchase Card (GPC) applies when using organization uses its GPC to pay the (off base) local vendor directly, upon acceptance of the repairs by vehicle maintenance.

2.8. Payment/reimbursement will be made regardless of individual pecuniary liability as determined by a Report of Survey.

3. Procedures.

- 3.1. The 92 LRS/CC will issue a Accident or Abuse Notification Letter (**Attachment 3**) to the Squadron Commander and the Vehicle Control Officer/Vehicle Control Noncommissioned Officer (VCO/VCNCO) of the using organization with an attachment of a digital photograph.
- 3.2. The Vehicle Maintenance Element (92 LRS/LGRVM) will:
 - 3.2.1. Identify vehicle damage caused by accident, abuse or incident.
 - 3.2.2. Repair the vehicle upon receipt of a Letter of Release/ Acceptance of Financial responsibility (**Attachment 3**) from the using organization.
 - 3.2.3. Maintain accident/abuse case files to track quantity and repair cost data.
 - 3.2.4. Provide an AF Form 20, **Repair Cost and Reparable Value Statement**, when requested by the owning/using organization.
 - 3.2.5. Track and provide costs to be reimbursed to 92d Comptroller Squadron, Accounting and Finance Office (92 CPTS/FM, 200 Bong St., Ste. 118, FAFB WA 99011) monthly.
- 3.3. The Vehicle Operations Element (92 LRS/LGRVMO) may withhold issuing replacement GOV for GOV's involved in accident or abuse until the Letter of Release/Acceptance of Financial Responsibility is received by 92 LRS/LGRVM.
- 3.4. Using organizations will:
 - 3.4.1. When a GOV accident occurs at Fairchild AFB, the GOV operator will immediately call the 92d Security Forces Squadron (92 SFS) to report the accident. If the accident occurs outside of Fairchild AFB, contact the applicable local law enforcement.
 - 3.4.2. Obtain and forward a copy of the law enforcement accident report to 92 LRS/LGRVM as soon as possible.
 - 3.4.3. Hand-scribe the SF 91 and turn in a copy to 92 LRS/LGRVM as soon as possible.
 - 3.4.4. Report the GOV accident to either the 92 LRS/LGRVM immediately. If needed, request vehicle maintenance assistance.
 - 3.4.5. Within five working days of receipt of the Accident or Abuse Notification Letter, investigate the accident or abuse and complete and forward a copy of the Letter of Release/Acceptance of Financial Responsibility (**Attachment 3**) to 92 LRS/LGRVM.
 - 3.4.6. If the using unit disputes liability, they must within five working days submit their disagreement in writing to the 92 MSG/CC through 92 LRS/CC.
 - 3.4.7. Initiate a Report of Survey to determine individual responsibility.
- 3.5. When repairs are made by 92 LRS/LGRVM, the 92 CPTS/FM will transfer reimbursement either O&M of TWCF funds from the liable unit to the 92 LRS/LGRVM O&M or TWCF account on an as needed basis.

3.6. Before vehicle dispatch (92 LRS/LGRVO) releases any UDI vehicle(s) to TDY personnel, the requesting individual(s) or unit(s) will provide dispatch (92 LRS/LGRVO) with a copy of TDY Orders and the pertinent home station points of contact using the format in ([Attachment 4](#)).

ANTHONY M. MAUER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, August 27, 1993

AFI 24-307, *Procedures for Vehicle Maintenance Management*, February 1, 2001.

Abbreviations and Acronyms

GOV—Government-Owned or leased Vehicle

O&M—Operation and Maintenance

TWCF—Transportation Working Capital Fund

Attachment 2**EXAMPLES OF VEHICLE/EQUIPMENT ABUSE**

NOTE: The examples below are not an all-inclusive list of vehicle abuses.

A2.1. Examples of vehicle/equipment abuse.

- A2.1.1. Tampering with governors or distributors.
- A2.1.2. Operating vehicle/equipment with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
- A2.1.3. Operating a vehicle with applied dragging brakes.
- A2.1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle/equipment or not following established loading/unloading procedures.
- A2.1.5. Using a vehicle/equipment for other than its intended or designed purpose (i.e., 6K f/l used to transport a 10,000 pound pallet, bobtail tow-tractor used to transport passengers).
- A2.1.6. Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A2.1.7. Unauthorized wiring, marking, modification, or adding special equipment in or on vehicle/equipment.
- A2.1.8. Vehicle/equipment being operated by an unqualified/untrained operator.
- A2.1.9. Tire wear beyond recappable limits (i.e., cord exposed).
- A2.1.10. Intentional destruction/disfigurement of vehicle/equipment interior/exterior.
- A2.1.11. Operation of a vehicle/equipment in conflict with published Department of Defense, Occupational Safety and Health Administration, Air Force Occupational Safety and Health, Air Force Regulations/instructions/manuals/technical orders, or Washington Law concerning vehicle safety.
- A2.1.12. Damage resulting from improperly installed or broken tire chains.
- A2.1.13. Failing to clean interior and exterior of vehicle/equipment to meet appearance standards.
- A2.1.14. Corrosion or oxidation caused by insufficient waxing or operator care, IAW AFMAN 24-307, para 1.6.
- A2.1.15. Servicing the vehicle/equipment with improper fuel or oil.
- A2.1.16. Operating a vehicle/equipment with improperly inflated tires.
- A2.1.17. Failure to turn in vehicle for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.
- A2.1.18. Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions.
- A2.1.19. Failing to come to a complete stop before changing direction or placing the vehicle/equipment's transmission gear selector in park.

A2.1.20. Failure to report malfunctions, defects in, or damage to a vehicle to Vehicle Maintenance within 24 hours of discovery. A pre-approved delay of this action to satisfy immediate mission needs can be authorized.

Attachment 3

SAMPLE ACCIDENT/ABUSE& FINANCIAL LIABILITY NOTIFICATION MEMORANDUM

MEMORANDUM FOR 92XX/CC

xx Aug xx

FROM: 92 LRS/CC

SUBJECT: Vehicle Accident/Abuse Case Number: XXXXXX

1. A (type of vehicle), registration # (XXXXXXXX), was turned into maintenance on (DATE) with accident/abuse damage, which will require repair. The accident damage is (deceptive details of damage). The estimated cost for repairs to the accident damage is \$XXX.XX.

2. Please return this letter of release with the bottom portion filled out within five (5) duty days of receipt. If you have any questions or need information, please contact Maintenance Control and Analysis at 247-4247 or fax them at 247-5710. Returning the completed letter will release the vehicle for repairs.

//SIGNED//

92 LRS COMMANDER SIGNATURE

1st Ind., 92xx/cc

MEMORANDUM FOR 92 LRS/LGRVM

- 1. We request vehicle registration number xxxxxxxx, be released for repairs.
- 2. The unit accepts pecuniary responsibility for an estimated \$xxx,xx in damages and will pay to the local vendor (for off base repairs) and reimburse vehicle maintenance for "in house" repairs.
- 3. The GPC will be used for repairs of \$2,500 and below performed by off base vendors. The POC for the GPC is _____ and may be reached at telephone extension _____.

RELEASING OFFICIAL VCO/VNCO

Rank _____ Name _____ Duty Title _____.

Duty Phone _____ Signature _____.

Attachments:

Vehicle Damage Photo(s)

Attachment 4

SAMPLE FORMAT FOR POINT OF CONTACT INFORMATION

1. Home base and unit.

2. Name and phone # of unit commander.

3. Name of driver requesting UDI vehicle.

4. GPC cardholder/Resource Advisor name and phone # at home station to pay for possible accident/abuse repairs.

5. Funds account information from TDY orders.
