

BY ORDER OF THE COMMANDER

GRAND FORKS AIR FORCE BASE

INSTRUCTION 24-100

6 OCTOBER 2003

Transportation



VEHICLE ACCIDENT AND ABUSE PROGRAM

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OPR: 319 LRS/LGRV
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Pages: 8
Distribution: F

This instruction outlines definitions, responsibilities, and procedures for an effective vehicle accident and abuse program with the visibility and emphasis at the unit level and under the direct control of the unit commander. This instruction implements: AFI 24-302 and AFI 24-307.

1. General:

1.1. This instruction is applicable to all persons operating government owned or leased vehicles and equipment assigned to Grand Forks Air Force Base loaded in the On-Line Vehicle Interactive Management System (OLVIMS).

2. Definitions:

2.1. Fair wear and tear: The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

2.2. Vehicle accident: Any incident where a government owned or leased vehicle/equipment strikes or is struck by other government owned or leased vehicle/equipment, non-government owned or leased vehicle/equipment and/or an object, structure, or animal where action by any participative vehicle operator could have prevented the outcome. Repairs required as a result of preventable collision.

2.3. Vehicle incident: Any situation where government owned or leased vehicle/equipment sustain damage where the actions of any participative vehicle operator could not have prevented the outcome or any damage that occurred despite all reasonable precautions having been taken (i.e., act of nature).

2.4. Vehicle Abuse: An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear, accident, or incident. Some examples of vehicle abuse are listed in [Attachment 1](#).

3. Policy:

3.1. Reimbursement will come from a dedicated wing account or, if a wing account is not available, the using organization will coordinate reimbursement with 319th Logistics Readiness Squadron (LRS)/LGRVM using O&M funds, GPC, or a Form 9 (Request for Purchase). In all cases, payment or reimbursement will be made to 319 LRS/LGRVM regardless of determination of pecuniary liability within 30 days of the accident. In addition, if the using organization cannot pay or make reimbursement, the owning organization will assume the responsibility.

3.2. The vehicle management flight chief, vehicle maintenance manager, or vehicle maintenance superintendent will provide a written analysis of whether the vehicle damage was caused by accident, abuse, or incident and forward his/her opinion to the 319 LRS commander, who will make the final determination on classifying the vehicle damage as accident, abuse, or incident.

3.3. If a government owned or leased vehicle/equipment is involved in an accident with a privately owned vehicle (POV) and the POV is the negligent party, 319 LRS/LGRVM maintenance control and analysis will coordinate with 319 ARW/JA to have the liable party's insurance company make direct payment to the repairing contractor. If the operator of the POV is uninsured, vehicle maintenance will repair the government owned or leased vehicle/equipment at no cost to the owning/using organization and 319 ARW/JA will pursue reimbursement.

3.4. If a government owned or leased vehicle/equipment is involved in an accident with a POV and the government owned or leased vehicle/equipment operator is the negligent party, that individual's organization is responsible for reimbursement of repair costs for the government owned or leased vehicle/equipment. 319 ARW/JA will resolve the POV liability issue if a claim is filed.

3.5. Accident/Abuse letters of release will be completed within a 10-day period, unless the owning organization, in coordination with VMM/VMS, determines more time is needed for investigative purposes. Maintenance repairs will commence after the tenth day of the vehicle being reported to vehicle maintenance. Accidents/Abuses to GSA leased assets require repair approval through the GSA accident center in coordination with the VMM/VMS.

4. Procedures:

4.1. 319 LRS/LGRVM will:

4.1.1. Notify the 319 LRS commander, who will in turn notify the owning/using organization commanders by letter (**Attachment 2**) with a copy of the repair estimate work order and digital photographs.

4.1.2. Repair the vehicle upon receipt of the Letter of Release/Acceptance of Financial Responsibility (**Attachment 3**) from responsible unit (not necessarily the assigned organization).

4.1.3. Perform vehicle repairs using the most economical means.

4.1.4. Maintain accident/abuse case files for at least one year to track quantity and repair cost data.

4.1.5. Provide the AF Form 20, Repair Cost and Repairable Value Statement, when requested by the owning/using organization.

4.1.6. Track and provide costs to be reimbursed to the 319th Comptroller Squadron, Accounting and Finance Flight (319 CPTS/FMA) monthly.

- 4.1.7. Provide an annual end of fiscal year report identifying accidents and abuses by cost and number for each organization to the 319 ARW/CC and all group and squadron commanders by 1 November of each year.
- 4.2. Using/Owning organizations will:
- 4.2.1. Reimburse 319 LRS/LGRVM for all vehicle parts and/or contract repair costs of vehicles damaged by personnel assigned to their unit or, if possible, pay for all accident/abuse repair costs by transfer of funds, GPC, or a Form 9.
 - 4.2.2. Ensure a viable vehicle accident prevention program is part of the unit's safety program. Safe driving guidelines for an effective vehicle accident prevention program are provided ([Attachment 4](#)).
 - 4.2.3. Ensure vehicle accident/abuse cases are properly investigated within the unit.
 - 4.2.4. Report all vehicle damage to 319 LRS/LGRVM within 24 hours.
 - 4.2.5. Initiate report of survey, as required, in accordance with AFI 23-220.
 - 4.2.6. Forward a copy of the Letter of Release/Acceptance of Financial Responsibility when vehicle is no longer needed for investigation (within 5 days).
- 4.3. 319 CPTS/FMA will:
- 4.3.1. Provide 319 LRS with the funding of historical abuse/accident cost (approximately \$40,000 a year). 319 LRS will determine the maximum dollar amount per incident that will be charged to this funding. Anything above that cost will be charged to the using organization. In addition, damage due to negligence, unauthorized use, etc, as determined through the ROS process, will be charged to the using organization. In those situations, the using organization will pay the full cost (in-house repair to include parts only and/or off-base labor/parts).
- 4.4. 319 ARW/JA will:
- 4.4.1. Contact the liable party's insurance company and arrange direct payment to the repairing contractor when the POV operator is the negligent party in an accident with a government owned or leased vehicles and equipment. If the operator of the POV is uninsured, 319 ARW/JA will pursue reimbursement.
- 4.5. 319 MSG/CC will:
- 4.5.1. Resolve all conflicts concerning the vehicle accident and abuse program and serve as the final decision authority. If an organization commander thinks the government owned vehicle or equipment accident/abuse case is not justified, written justification must be forwarded to the 319 LRS/CC. If the 319 LRS/CC agrees, the case will be dropped. If the 319 LRS/CC does not agree, the case will be forwarded to the 319 MSG/CC for final decision.

MARK F. RAMSAY, Colonel, USAF
Commander

Attachment 1

EXAMPLES OF VEHICLE ABUSE

A1.1. Vehicle abuse reimbursement action will be initiated for vehicle/equipment damage or failure resulting from:

- A1.1.1. Tampering with governors or distributors.
- A1.1.2. Operating vehicles with insufficient oil or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.
- A1.1.3. Operating vehicle with applied/dragging parking brakes.
- A1.1.4. Improper distribution or failure to secure loads properly in cargo area of vehicle or not following established loading/unloading procedures.
- A1.1.5. Using a vehicle for a purpose other than it's intended or designed for (e.g., 6K forklift used to transport a 10K lb. pallet).
- A1.1.6. Failure to clean/maintain vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A1.1.7. Unauthorized wiring, marking, modification, or adding special equipment in or on vehicles.
- A1.1.8. Operating a vehicle with improperly inflated tires that are not in accordance with manufacturer's recommendation.
- A1.1.9. Vehicle being operated by an unqualified/untrained operator.
- A1.1.10. Tires worn beyond re-cappable limits (i.e., cord exposed).
- A1.1.11. The intentional destruction/disfigurement of a vehicle interior/exterior.
- A1.1.12. Operation of a vehicle/equipment in conflict with a published Department of Defense, Air Force Occupational Safety and Health, Occupational Safety and Health Administration, Air Force Regulations/Instructions/Manuals/Technical Orders, or North Dakota law concerning vehicle safety.
- A1.1.13. Failure to retract or protect hydraulic cylinder rams from pitting/corroding when not being used.
- A1.1.14. Servicing the fuel tank, hydraulic, or other fluid reservoirs with incorrect fluid.
- A1.1.15. Any damage resulting from the operator or passenger failing to secure doors while opening or closing them in windy conditions.

A1.2. Other situations where vehicle abuse action may be initiated:

- A1.2.1. Failure to report malfunctions/defects or damage to vehicle maintenance within 24 hours (safety items only). A pre-approved delay of this action to satisfy immediate mission needs may be authorized by the Vehicle Maintenance Manager or Vehicle Maintenance Superintendent.
- A1.2.2. Failure to bring a vehicle/equipment to vehicle maintenance for scheduled preventive maintenance before an overdue condition exists.
- A1.2.3. Corrosion or oxidation caused by insufficient waxing or operator care.

Attachment 2

SAMPLE ACCIDENT/ABUSE NOTIFICATION LETTER

Date

MEMORANDUM FOR: Assigned/Using Org/CC/VCO/VCNCO
In Turn

FROM: 319 LRS/LGRVM

SUBJECT: Vehicle Accident Case #01-25

1. Vehicle registration # **98B00197, CHV 4X2** assigned to your unit was turned in to vehicle maintenance with the following damage: **SCRATCH ON LEFT QUARTER PANEL**. The repair process will begin upon receipt of a letter indicating a “release for repairs” from the VCO/VCNCO.
2. The estimate for repairs is: **\$353.00**
3. Amount for accidents to date for FY01: **\$353.00**
4. If you determine operator negligence is involved, please refer to AFI 23-220 for completion of a Report of Survey, as needed. Upon a written request, our maintenance control representatives will provide a Repair Cost and Repairable Value Statement (AF Form 20) indicating the actual cost of repairs.
5. Please direct any questions to Mr. Clarence Volk at (701) 747-3764.
6. Thank you for your cooperation and assistance.

(Signature Block)

Commander, 319th Logistics Readiness Squadron

Attachment 3

SAMPLE LETTER OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY

Date

MEMORANDUM FOR 319 LRS/LGRVM
319 CPTS/FMA

FROM: (Assigned/Using Organization)

SUBJECT: Release/Acceptance of Financial Responsibility

1. Vehicle (Registration Number) assigned to our organization/used by our 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 contract repair costs associated with these repairs will be paid by Government Purchase Card (GPC) from our unit directly to the contractor. **If GPC cannot be used, contract repair costs will be reimbursed to 319th Logistics Readiness Squadron by transferring funds from our unit's Operation and Maintenance (O&M) account to the 319th Logistics Readiness Squadron O&M account (RC/CC: 234249, EEIC: 61925).**

Signature Block
Unit Commander

Attachment 4

SAFE DRIVING GUIDELINES

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:

1. Regular vehicle inspections (at least weekly, or more frequently, as needed).
 - Tires (check tire pressure and visually check for damage/abnormalities).
 - Lights (visually check for proper operation).
 - Leaks (visually check for fuel/brake/oil/coolant leaks).
 - Engine oil and coolant (visually check levels).
 - Battery (visually check fluid level if capable, cleanliness, security of hold-down).
 - Drive belts (visually check for fraying or cracking).
 - Safety devices (functionally check operation of seat belts, headrests, and warning lights).
 - Instruments, horn and windshield wipers (functionally check for operation).
 - Brake and steering (functionally check responsiveness and effectiveness).
 - Note any unusual occurrences such as noise, odor, or erratic instrument/operation.

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

3. Expecting the unexpected.
 - 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.
 - Be attentive to situations that may come up while driving. You are not the only driver on the road.
 - Always drive defensively and expect other drivers to do something unexpected.

- 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.
- Do not 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.

4. Weather and road conditions.

- Changing weather conditions can degrade road conditions in a matter of seconds.
- Road surfaces may have damaged areas; be prepared for them.

5. Rules of the road.

- Pay attention to traffic signs and obey them. Traffic signs give drivers information to prepare for situations on the road ahead.
- Follow posted speed limits. Speed limits are set for a reason.
- 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.

6. Use of seat belts.

- Seat belt use is **MANDATORY** for all military and civilians driving on Grand Forks AFB.

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.