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**Transportation**

**VEHICLE ACCIDENT/ABUSE/INCIDENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines definitions, responsibilities, and procedures for an effective vehicle accident and abuse program with the visibility and emphasis placed at the unit level and under the direct control of the unit commander.

**SUMMARY OF REVISIONS:**

Paragraphs **2.** and **3.** are significantly changed to address how using organizations pay for accidents and abuses.

**1. General.** This instruction is applicable to all persons operating government owned vehicles/equipment (GOV/E) assigned to MacDill Air Force Base or their geographically separated units with vehicles/equipment that are loaded in the On-Line Vehicle Interactive Management System.

**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 situation where a GOV/E strikes or is struck by another GOV/E, non-GOV/E, and/or object, structure, or animal where action by any participative vehicle operator could have prevented the outcome.

2.3. Vehicle Incident: Any situation where a GOV/E sustains damage where the actions of any participative vehicle operator could not have prevented the outcome (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.** The organization using vehicles and/or equipment will pay for material and labor costs to repair accident and abuse related damage. The using organization may not be the assigned organization (i.e., U-Drive-It vehicle from the 6th Transportation Squadron (6 TRANS) or a loaned vehicle from another organization). Units will make payment regardless of determination of pecuniary liability or reimbursement made by the individual to the government. Payment is made using the International Merchants Purchase Card (IMPAC) if damages are less than \$2,500. For damages more than \$2,500, reimbursement will be accomplished through a transfer of funds from the using organization's operation and maintenance (O&M) account to 6 TRANS O&M account. (Exception: POV caused damage will be funded through the POV owner's insurance company.)

#### **4. Procedures.**

- 4.1. The Vehicle Maintenance Flight (6 TRANS/LGTM) will:
  - 4.1.1. Identify vehicle damage caused by accident, abuse, or incident.
  - 4.1.2. Provide a letter of accident/abuse notification (**Attachment 2**) to the Squadron Commander and Vehicle Control Officer/Noncommissioned Officer (VCO/VCNCO) of the assigned organization (may not be the unit responsible for damage) with a copy of the repair estimate work order.
  - 4.1.3. Repair the vehicle upon receipt of a Letter of Release/Acceptance of Financial Responsibility (**Attachment 2**) from the responsible unit (may not be the assigned organization).
  - 4.1.4. Maintain accident/abuse case files to track quantity and repair cost data.
  - 4.1.5. Provide an AF Form 20, **Repair Cost and Repairable Value Statement**, when requested by the assigned/using organization.
  - 4.1.6. Track and provide costs to be reimbursed to the 6th Comptroller Squadron, Accounting and Finance Flight (6 CPTS/FMF), monthly.
- 4.2. The Vehicle Operations Flight (6 TRANS/LGTO) may withhold issuing replacement vehicles for vehicles involved in accident/abuse action(s) until the Letter of Release/Acceptance of Financial Responsibility is received by LGTM.
- 4.3. Assigned & using organizations will:
  - 4.3.1. Report all vehicle damage to 6 TRANS/LGTM within 24 hours.
  - 4.3.2. Report U-Drive-It or loaned vehicle damage to 6 TRANS/LGTO and LGTM within 24 hours.
  - 4.3.3. Initiate a Report of Survey as required in accordance with applicable publications.
  - 4.3.4. Forward a copy of the Letter of Release/Acceptance of Financial Responsibility to LGTM when the vehicle is no longer needed for the investigation.
- 4.4. 6 CPTS/FMF will transfer O&M funds from the appropriate account into 6 TRANS O&M account on a monthly basis.

4.5. The Commander, 6th Logistics Group (6 LG/CC), is the final decision authority to resolve any conflicts concerning the vehicle accident and abuse program.

ARTHUR F. DIEHL III, Colonel, USAF  
Commander

**Attachment 1****EXAMPLES OF VEHICLE ABUSE**

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

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

Tampering with governors or distributors.

Operating vehicles with insufficient oils or coolants because of failure to check levels according to established requirements, or failure to monitor dash instrumentation.

Operating a vehicle with applied/dragging parking brakes.

Improper distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading/unloading procedures.

Using a vehicle 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).

Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.

Unauthorized wiring, marking, modification, or adding special equipment in or on vehicles.

Operating a vehicle with improperly inflated tires not in accordance with the manufacturer's recommended inflation pressure as marked on the vehicle.

A vehicle being operated by an unqualified/untrained operator.

Tire wear beyond recappable limits (i.e., cord exposed).

Intentional destruction/disfigurement of vehicle interior/exterior.

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 Florida law concerning vehicle safety.

Other situations where vehicle abuse action may be initiated:

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.

Failure to bring a vehicle/equipment to Vehicle Maintenance for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling to meet urgent mission requirements can be accomplished to prevent this condition from occurring.

**Attachment 2**

**SAMPLE MEMORANDUM OF RELEASE/ACCEPTANCE OF FINANCIAL RESPONSIBILITY**

MEMORANDUM FOR 6 TRANS/LGTM

FROM: (Assigned/Using Organization)

SUBJECT: Memorandum of Release/Acceptance of Financial Responsibility

1. Vehicle (Registration Number) that (is assigned to our organization/was used by our organization) was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to maintenance for repairs.
2. I understand the cost associated with these repairs to include parts, materials, and civilian labor will be charged to our IMPAC card or transferred from our unit's operation and maintenance (O&M) account to the 6th Transportation Squadron O&M account.

VCO/VCNCO/Unit Commander Signature Block