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Transportation

**VEHICLE ACCIDENT AND ABUSE
REPORTING PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

- 1. Responsibility:** Unit commanders and Flight Chiefs will ensure compliance with this regulation.
- 2. Procedures:** When a vehicle is turned in for maintenance and abuse is suspected, the Vehicle Maintenance Manager or Superintendent (VMM/VMS) will decide whether or not to initiate abuse action on the vehicle. Upon notification or identification of damage resulting from an accident or a suspected abuse (defined as other than normal wear and tear), the following procedures apply:
 - 2.1. When a vehicle involved in an accident is turned into Vehicle Maintenance or a decision is made to start an abuse action, the Customer Service Center (CSC) will initiate a work order to estimate the cost of repairs and forward it to Fleet Management and Analysis (FM&A). FM&A will document, track, control all discrepancies, and transfer AF Form 1823, **Vehicle and Equipment Work Order** to the appropriate work center for a repair cost estimate. FM&A will prepare an accident or abuse case package for VMM/VMS review. The VMM/VMS forwards the package to the 43d Logistics Readiness Squadron Commander (43 LRS/CC) for review and signature, who in turn sends the package to the Commander or Vehicle Control Officer/Vehicle Control Non-Commission Officer (VCO/

VCNCO) of the unit responsible for the damage. The package includes an accident or abuse case letter, a copy of the work order, local vendor estimate, and copies of pictures.

2.2. Upon occurrence of an accident or notification of suspected vehicle abuse, the unit Commander or designated representative will initiate an investigation in accordance with AFM 23-220, *Report of Survey for Air Force Property*, chapters 3 and 18, to determine the need for a report of survey. All Government Owned Vehicles/Equipment (GOV/E) and GSA involved in an accident must be reported to Vehicle Maintenance within 24-hours, accompanied by a statement from Security Forces and a completed SF 91, **Motor Vehicle Accident Report**, for GSA vehicles. The using organization will forward to FM&A within ten days after receipt of the accident/abuse package from the 43d Logistics Readiness Squadron Commander, a copy of the "request to hold" letter (see [Attachment 3](#)), if the using organization needs more time to complete their investigation or a "vehicle release" letter (see [Attachment 2](#)) when investigation is completed. Using organization will also report damage to U-Drive-it or loaned vehicles to Vehicle Operations Element (43 LRS/LGRVM) within 24 hours.

2.3. Vehicle Operations Element may withhold issuing replacement vehicles for vehicles involved in an accident or abuse action, until the release letter is received by FM&A.

2.4. The using/responsible organization will reimburse 43 LRS/LGRVM for all replacement parts, civilian labor and contract repair costs associated with the repairs of accident or abuse vehicles.

2.5. FM&A will prepare an AF Form 20, **Repair Cost and Repairable Value Statement**, Journal Voucher and "transfer of funds" letter (see [Attachment 4](#)) to 43 LRS Resource Advisor for coordination with the using/responsible organizations resource advisor and Accounting and Finance for reimbursement.

2.6. The using organizations Commander may pursue collection from the responsible individual through the Report of Survey process (see AFMAN 23-220). **NOTE:** When individual payment for damage is anticipated, the actual amount of the repair will be computed using the AF Form 20, which can be accomplished after the repairs are made and the work order has cleared the On-Line Vehicle Integrated Management System.

FRANK J. KISNER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

Abbreviations and Acronyms

CSC—Customer Service Center

GOV—Government Owned Vehicle

FM&A—Fleet Management and Analysis

GOV/E—Government Owned Vehicles/Equipment

GSA—General Services Administration

GSU—Geographically Separated Units

VCNCO—Vehicle Control Non-Commissioned Officer

VCO—Vehicle Control Officer

VMM—Vehicle Maintenance Manager

VMS—Vehicle Maintenance Superintendent

Attachment 2**SAMPLE VEHICLE RELEASE LETTER**

DATE

MEMORANDUM FOR 43 LRS/LGRV

FROM: (Using/Responsible Organization)

SUBJECT: Request Release Letter (Vehicle Registration #)

1. Our preliminary investigation of the accident/suspected abuse involving subject vehicle has been completed. The vehicle is no longer required for our investigation and is hereby released for repair.
2. I understand that all replacement parts, civilian labor and contract repair costs associated with these repairs will be reimbursed to 43 Logistics Readiness Squadron/LRGV by transferring funds from our unit's Operation and Maintenance (O&M) account to the 43 Logistics Readiness Squadron/LRGV (O&M) account.

SIGNATURE BLOCK

Unit Commander

Attachment 3

SAMPLE VEHICLE HOLD LETTER

DATE

MEMORANDUM FOR 43 LRS/LGRV

FROM: (Using/Responsible Organization)

SUBJECT: Request To Hold Vehicle (Vehicle Registration #)

1. Our preliminary investigation of the accident/suspected abuse involving subject vehicle is still on going and it is essential that the vehicle remain in its present condition at this time. This request will be resubmitted every ten days as necessary, and we will provide a release letter as soon as possible.

SIGNATURE BLOCK

Unit Commander

Attachment 4

SAMPLE TRANSFER OF FUNDS LETTER

DATE

MEMORANDUM FOR 43 CPTS/FMA

FROM: 43 LRS/Resource Advisor

SUBJECT: Transfer of Funds

1. Request the transfer of funds in the amount of _____ from (using organization) RC/CC, to (43 LRS/LGRV) RC/CC _____ to reimburse repairs on Vehicle Registration number _____.

SIGNATURE BLOCK

Resource Advisor

Attachment 5

SAFE DRIVING GUIDELINES

A5.1. 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:

A5.2. Regular Vehicle Inspections (at least weekly, or more frequently as needed).

- A5.2.1. Tires. Check tire pressure and visually check for damage/abnormalities.
- A5.2.2. Lights. Visually check for proper operation.
- A5.2.3. Leaks. Visually check for fuel/brake/oil/coolant leaks.
- A5.2.4. Engine oil and coolant. Visually check levels.
- A5.2.5. Battery. Visually check fluid level, cleanliness, and security of hold-down.
- A5.2.6. Drive belts. Visually check for fraying or cracking.
- A5.2.7. Safety devices. Functionally check operation of seat belts, headrests, and warning lights.
- A5.2.8. Instrument, horn, and windshield wipers. Functionally check for operation.
- A5.2.9. Brake and steering. Functionally check responsiveness and effectiveness.
- A5.2.10. Note any unusual occurrences such as noise, odor, and erratic instruments/operation.

A5.3. Safe Driving Cushion between Vehicles.

- A5.3.1. Use the 2-second rule during normal driving conditions and more during inclement weather.
- A5.3.2. 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.
- A5.3.3. Exercise caution anytime that you are backing a vehicle; use spotters when you cannot see.
- A5.3.4. Use mirrors to monitor your surroundings. If you cannot see, use a spotter.
- A5.3.5. Ensure you have adequate clearance around vehicles, especially when operating over-sized vehicles or towing equipment. Larger vehicles need a larger area to maneuver.

A5.4. Expecting the Unexpected.

- A5.4.1. 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.
- A5.4.2. Be attentive to situations that may come up while driving. You are not the only driver on the road.
- A5.4.3. Always drive defensively and expect other drivers to do something unexpected.
- A5.4.4. 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.

A5.4.5. 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.

A5.5. Weather and Road Conditions.

A5.5.1. Changing weather conditions can degrade road conditions in a matter of seconds.

A5.5.2. Road surfaces can have damaged areas, be prepared for them.

A5.5.3. Use extra time to drive safely during inclement weather conditions and when roadways are damaged or are under construction.

A5.6. Rules of the Road.

A5.6.1. Pay attention to traffic signs and obey them. Traffic signs give drivers information to prepare for situations on the road ahead.

A5.6.2. Follow posted speed limits. Speed limits are set for a reason!

A5.6.3. Follow directional arrows in parking lots. Arrows are used to control the flow of traffic in parking lots and to make things safer for everyone.

A5.7. Use of Seat Belts.

A5.7.1. Seat belt use is MANDATORY for all drivers and passengers.

A5.8. 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 6

EXAMPLES OF VEHICLE ABUSE

A6.1. Vehicle abuse action will be initiated for vehicle or equipment damage or failure resulting from: *NOTE: The examples below are not an all-inclusive list of vehicle abuses.*

A6.1.1. Operating a vehicle in violation of operator's manual or accepted driving practices.

A6.1.2. 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 North Carolina laws concerning vehicle safety.

A6.1.3. Improper cargo distribution or failure to secure loads properly in cargo areas of vehicle or not following established loading or unloading procedures.

A6.1.4. Using a vehicle for other than its intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet).

A6.1.5. Vehicle being operated by an unqualified or untrained operator without an instructor present.

A6.1.6. Operating a vehicle with broken tire chains or improperly inflated tires; i.e., not IAW manufacturer recommendations.

A6.1.7. 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.

A6.1.8. Tampering with governors, distributors, or pollution-control devices.

A6.1.9. Operating vehicles with insufficient oil or coolant, or a failure to check fluid levels according to established requirements, or failure to monitor dashboard instrumentation.

A6.1.10. Operating vehicle with brakes applied or dragging parking brakes.

A6.1.11. Failing to protect the painted surface(s) from corrosion and/or oxidation.

A6.1.12. Failure to clean, wax, or maintain vehicle's interior or exterior to meet corrosion control and appearance requirements.

A6.1.13. 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).

A6.1.14. Intentional destruction or disfigurement of vehicle interior or exterior.

A6.1.15. 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.

A6.1.16. Over-filling the engine crankcase, transmission, or hydraulic reservoirs.

A6.1.17. Servicing the vehicle fuel tank or hydraulic reservoir with incorrect fuel or oils.

A6.1.18. Not restraining doors when opening in excessive wind.

A6.1.19. Failure to report malfunctions, defects in, or damage to a vehicle to 43 LRS/LGRVM within 24 hours. A pre-approved delay of this action is authorized to satisfy immediate mission needs.

A6.1.20. Failure to bring vehicle or equipment to 43 LRS/LGRVM for scheduled maintenance before an overdue condition exists. Prior to becoming overdue, pre-approved rescheduling due to mission requirements is exempt.

A6.1.21. Failure to accomplish proper operator care and maintenance.