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**Transportation**

**VEHICLE ACCIDENT AND ABUSE**



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(Major Tanaka Dunn)

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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, Air Force Instruction (AFI) 24-301, *Vehicle Operations*, and supplements AFI 24-302, *Vehicle Maintenance Management*, AFMAN 23-220, *Reports of Survey for Air Force Property*. This instruction promotes the safe operation of government vehicles and establishes accident and abuse policies and procedures to include reimbursement of funds. It applies to all personnel operating government vehicles assigned to the 911<sup>th</sup> AW, Pittsburgh, PA. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afirms/afirms/rds/rds\\_series.cfm](https://www.my.af.mil/afirms/afirms/rds/rds_series.cfm).” Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force Form (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional’ s chain of command. See Attachment 1 for Glossary of References and Supporting Information.

**SUMMARY OF CHANGES**

The content within this publication has been completely rewritten from the previous superseded edition. Major rewrites are included in paragraph one, which indicates a more concise description of the program, paragraph two gives a more detailed description of term used within the publication and paragraph three which helps define the actual program.

**1. Management:**

1.1. The purpose of this program is to deter vehicle accidents and abuse, which jeopardizes lives and drains our limited resources. Commander emphasis and direct involvement is essential to the program's success.

**2. Terms Explained:**

2.1. Motor Vehicle Accident: Any collision, impact, or abrasion against a fixed or moving object with a government owned vehicle (GOV) which causes damage to either the GOV or the object, whether immediately noticeable or not.

2.2. 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. Vehicle abuse may result in safety hazards, early failure of components, or immediately detectable damage. For example, vehicle abuse may occur when an individual operator or organization:

2.2.1. Fails to accomplish operator maintenance.

2.2.2. Does not report malfunctions, defects or safety discrepancies affecting vehicle condition to vehicle maintenance.

2.2.3. Over-loads a vehicle or fails to tie down or otherwise secure cargo.

2.2.4. Tamper with governors or pollution control devices.

2.2.5. Operates a vehicle with improperly inflated tires or tires with insufficient tread.

2.2.6. Fails to protect the painted surface from oxidation and corrosion by infrequent washing, waxing and polishing IAW the 911 Airlift Wing's washing and waxing policy.

2.2.7. Fails to bring a vehicle or piece of equipment in for scheduled maintenance.

2.2.7.1. Scheduled maintenance is the only way the 911Logistics Readiness Squadron Vehicle Maintenance Element (911 LRS/LGRVM) can ensure a safe and serviceable vehicle fleet. These inspections are time-critical and must be completed at certain intervals to meet manufacturer and Air Force criteria. Therefore, vehicles not turned into the 911 LRS/LGRVM for scheduled maintenance on or before their assigned appointment dates, will be considered vehicle abuse cases.

2.2.8. Services vehicle with incorrect fluid (e.g. diesel fuel instead of mogas, 30W oil instead of hydraulic fluid).

2.2.9. Incurs wind damage by not parking vehicles into the wind "when possible," restraining doors when opening, or leaving doors open while the vehicle is unattended.

2.2.10. Operates a vehicle in violation of the operator's manual or accepted driving practices.

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

2.4. Vehicle Incident: Any situation where a GMV sustains damage where the action by any participant vehicle operator could not have prevented the outcome (e.g., act of nature)

**3. The Program:**

3.1. Responsibilities: All units assigned, attached to or associated with the 911 Airlift Wing will ensure compliance with this instruction.

3.1.1. The vehicle operator has the primary responsibility to prevent vehicle abuse/accidents. Any damage should be reported immediately by the operator to the unit's VCO/VCNCO.

3.1.2. The secondary responsibility rests with the unit VCO/VCNCO, who should inspect unit vehicles periodically for unreported damage and inspect each vehicle being turned in for damage repairs.

3.1.3. Unreported damage to an Air Force vehicle clearly indicates that the unit operator or the VCO/VCNCO is not inspecting vehicles properly.

3.1.4. Documentation and tracking of accident/abuse damage are the responsibility of Vehicle Maintenance.

3.2. Objective: To reduce the number of vehicle accidents and abuses, protect Air Force personnel from injury and/or death and reduce or eliminate unnecessary expenditure of limited monetary resources. The ultimate goal is to eliminate vehicle accidents and/or abuses at the 911 AW.

3.2.1. The keys to successfully reducing the number of accidents and abuses are to encourage commanders to maintain high standards of vehicle operator training and discipline and to make base personnel aware of the high costs associated with accident and abuse repairs.

#### 4. Procedures:

4.1. All GOVs involved in an accident, or found to have damage not previously reported (Abuse/Incident), must be turned into the 911 LRS/LGRVM as soon as possible, but no later than the next duty day, so the damage assessment and initial repair cost estimate can be accomplished.

4.1.1. IAW AFI 24-301 and this instruction, a Standard Form 91, *Motor Vehicle Accident Report*, and if a Privately Owned Vehicle (POV) is involved a DD Form 518, Accident Identification Card, must be completed with all pertinent information and provided upon vehicle turn-in to 911 LRS/LGRVM. The vehicle will not be considered reported to maintenance until the vehicle and all forms are properly submitted. The reporting party must record the responding Security Forces Squadron's individual name and rank or the name and rank of the civilian law enforcement authorities if off base in block 81 of the Standard Form 91.

4.2. Vehicle Maintenance will initiate a work order and an accident/abuse estimate (**Attachment 1, Accident/Abuse Estimate Letter**), which will indicate and estimate the cost of repairs. Photographs will be taken of vehicle damage to aid in further investigation. The work order and the estimate letter will, along with a letter (**Attachment 2, Notification letter**), identifying the accident or abuse case, will be signed by the 911<sup>th</sup> Logistic Readiness Squadron Vehicle Management and Analysis personnel and routed through the commander of the organization assigned the vehicle in question.

4.3. The owning unit commander will sign and provide a release letter (**Attachment 3, Maintenance Release letter**) indicating the damage has been viewed and Vehicle

Maintenance has been given the authority to initiate the repair action. The unit commander has ten working days to investigate and remit a release letter.

4.4. When requested, an AF Form 20, **Repair Cost and repairable Value Statement**, will be prepared by Vehicle Maintenance. The responsible unit commander will initiate a Report of Survey (ROS) to determine financial liability if there is evidence of gross negligence. For accidents involving a POV, determinations are made through the legal office in cooperation with Security Forces and civilian law enforcement agencies (if applicable).

4.5. Vehicle Accident/Abuse Reimbursement: Using organizations will reimburse the 911 LRS all parts and material costs associated with vehicle accidents/abuses.

4.6. Vehicle damaged beyond repair or determined to be not economically repairable will be parked and a Limited Technical Inspection (LTI) will be completed and turned into the Vehicle Equipment Management Support Office (VEMSO) with a recommendation to be turned into the Defense Reutilization and Marketing Office (DRMO).

4.7. If the using organization commander concludes there has not been a vehicle accident or abuse and the 911 LRS/agrees with the rationale, the vehicle abuse/accident case will be closed. If the 911 LRS/CCdisagrees, the case will be forwarded to the 911 MSG/CC, who will make the final determination of responsibility.

4.8. It should be noted that this instruction concerns only the procedures and determination of accidents and abuse. It does not determine personal negligence nor does it assess financial liability to the individual. These issues must be handled IAW AFMAN 23-220, *Reports of Survey for Air Force Property*. Organization commanders may use the ROS process in conjunction with an accident/abuse investigation as a tool for the determination of liability in an accident/abuse allegation. Contact the unit ROS point of contact or the base ROS administrator.

4.9. In the event a vehicle is removed from service due to an accident or abuse, a replacement vehicle will not be furnished. The responsible organization will be required to use internal squadron resources in order to fill their requirements unless that unit can document clear mission degradation will occur.

JEFFREY A. VAN DOOTINGH, Col, USAFR  
Commander

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

AFPD 24-3, MANAGEMENT, OPERATION AND USE OF TRANSPORTATION VEHICLES, 07 Jul 2010

AFI 24-301, VEHICLE OPERATIONS, 01 Nov 2008

AFI 24-302, VEHICLE MANAGEMENT, 26 Jun 2012

AFMAN 33-363, MANAGEMENT OF RECORDS, 01 Mar 2008

AFMAN 23-220, REPORTS OF SURVEY FOR AIR FORCE PROPERTY, 01 Jul 1996

***Adopted Forms***

AF 847, RECOMMENDATION FOR CHANGE OF PUBLICATION, 22 Sep 2009

***Abbreviations and Acronyms***

**AFMD**—Air Force Policy Directive

**AFI**—Air Force Instruction

**GOV**—Government Owned Vehicle

**VM&A**—Vehicle Management and Analysis

***Terms***

**FAIR WEAR AND TEAR**— The normal expected deterioration of the vehicle or equipment based on its age, usage and life expectancy.

**VEHICLE ABUSE**— Any act or omission that has caused damage, 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 2](#).

**VEHICLE ACCIDENT**— Any situation where a GMV strikes or is struck by another GMV and/or object, structure or animal where action by any participant vehicle operator could have prevented the outcome.

**VEHICLE INCIDENT**— Any situation where a GMV sustains damage where the action by any participant vehicle operator could not have prevented the outcome (e.g., act of nature)

## Attachment 2

## SAMPLE VEHICLE ACCIDENT/ABUSE ESTIMATE

DATE

MEMORANDUM FOR \_\_\_\_/CC/VCO/VCNCO

FROM: 911 LRS/CC

SUBJECT: Vehicle Accident/Abuse Estimate Letter

- Vehicle Accident/Abuse Case Number \_\_\_\_\_,
- Vehicle Reg Number \_\_\_\_\_
- Repair Release Suspense \_\_\_\_\_ (10 calendar from e-mail notification)

1. The above vehicle assigned to your unit was turned in to the 911 Logistics Readiness Squadron Vehicle Maintenance Element (911 LRS/LGVM) with damage that cannot be attributed to fair wear and tear. After careful inspection of the vehicle we found the following:

**Description of Damage:** \_\_\_\_\_

The attached work order lists the repairs and estimated price necessary to return the vehicle to a safe and serviceable condition.

2. Please send us a written statement releasing the vehicle to maintenance for repairs (**Attachment 3, Sample Release Letter**) within 10 calendar days of e-mail notification (**See AWI 24-302, Para 4.3**). Close coordination with 911 LRS Vehicle Management and Analysis must be initiated as to the units' intent (appeal, required for investigation, ROS, payment). This will allow us to expedite repairs and return the vehicle to service.

3. As outlined in AFI 24-302, *Vehicle Maintenance Management*, 911 LRS/LGVM is not funded to cover accident/abuse repairs. If the vehicle will be repaired by 911 LRS/LGVM, the estimated cost of \$\_\_\_\_\_ includes parts. If repaired by contract, the unit will pay for all cost.

4. If you have requested an appeal in writing to the 911 LRS, the funds transfer will not be initiated until appeal process has been completed. (**See AWI 24-302 Para. 4.7**).

5. If you elect to initiate a Report of Survey IAW AFMAN 23-220, please contact the Wing ROS monitor.

7. Please reference AFI 24-301 and AFI 24-302 or any locally prepared vehicle control officer guide for the proper procedures. Please contact one of my maintenance controllers at DSN 277-8196 if you have any questions.

NAME, RANK, USAF  
Commander, Logistic Readiness Squadron

**Attachment 3**

**SAMPLE VEHICLE ACCIDENT/ABUSE NOTIFICATION**

DATE

MEMORANDUM FOR (unit CC/VCO/VCNCO)

FROM: 911 LRS/LGVO

SUBJECT: Vehicle Accident/Abuse Notification

- Vehicle Reg Number \_\_\_\_\_,
- Suspense \_\_\_\_\_ (10 calendar days from turn in date)

1. The above vehicle assigned to your unit was turned in to 911th Logistics Readiness Squadron Vehicle Maintenance Element (911 LRS/LGRVM) with damage that cannot be attributed to fair wear and tear. A vehicle accident/abuse package Case Number: (*CASE NUMBER*) has been initiated to determine damage and to establish an estimated repair cost (**Attachment 1**).

2. IAW AWI 24-302, organizations have 10 calendar days from the e-mail notification, or date of this letter, to conduct an investigation, gather ROS data (if required), provide a release letter (**Attachment 3**) and/or file an appeal to 911 LRS Vehicle Management and Analysis. 911 LRS/LGVM will open an accident/abuse repair work order and begin repairs on the 11th calendar day, or upon receipt of the release letter from the organization, whichever comes first.

3. Please contact 911 LRS Vehicle Management and Analysis at DSN 277-8196 for any further information regarding this memo.

NAME, RANK, USAF  
911 LRS Vehicle Management and  
Analysis

## Attachment 4

## SAMPLE VEHICLE ACCIDENT/ABUSE MAINTENANCE RELEASE

DATE

MEMORANDUM FOR 911 LRS/LGRVM

FROM: (unit CC/VCO/VCNCO)

1st Ind (your unit/CC)

SUBJECT: Release of Vehicle for Repairs

1. The vehicle accident/abuse package (*CASE NUMBER*) against (*REG NUMBER*) has been reviewed by my Commander and me. We determined our squadron will pay all repair costs for this vehicle. The vehicle is authorized for release to maintenance.

2. Contact me at DSN 277-(your number) if any further information is required regarding this memo.

NAME, RANK, USAF

VCO/VCNCO, (your unit)

1st Ind, (your unit)

MEMORANDUM FOR 911 LRS/CC

Concur / Non-Concur

NAME, RANK, USAF  
Commander, (your unit)