

**BY ORDER OF THE COMMANDER
RAF MILDENHALL**

MILDENHALL INSTRUCTION 24-305



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Transportation**

**VEHICLE ACCIDENTS AND ABUSE
PROGRAM AND REPORTING
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, 6 September 2006, Air Force Manual (AFMAN) 23-220, *Reports of Survey for Air Force Property*, 1 July 1996 Air Force Instruction (AFI) 24-301, *Vehicle Operations*, 1 November 2008, AFI 23-302, *Vehicle Maintenance Management*, 29 October 2007, AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*, 14 July 2000. 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, with review and administrative responsibilities placed within the Mission Support Group. It applies to all individuals, military or civilian, who operate government vehicles on RAF Mildenhall. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. Refer recommended changes and question about this publication to 100 LRS/LGROC, using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 from the field through the appropriate functional chain of command.

Summary of Changes

This publication consolidates MILDENHALLI 24-303, *Motor Vehicle Accidents* and MILDENHALLI 24-305, *Vehicle Accident and Abuse Program*. Requires letter of release to 100 LRS/LGRV for all repair estimates exceeding \$250.00 before Vehicle Maintenance will initiate repair actions. For repair estimates less than \$250.00, Vehicle Maintenance will initiate

repair actions immediately. All cost regardless of dollar amount will be recouped by 100 LRS/LGRV from using organization.

1. Objectives.

1.1. The purpose of this operating instruction is to establish procedures for reporting government motor vehicle/equipment (GOV/E) accidents. It also addresses when operators will surrender driving permits, and completion of accident forms and investigations. Vehicle Maintenance tracks and notifies the commander and Vehicle Control Officer (VCO)/Vehicle Control Noncommissioned Officer (VCNCO) of the unit involved, along with base legal, finance, and safety offices (usually by form letter or e-mail) as applicable. Vehicle Management is tasked with determining effectiveness of the unit prevention program and discussing findings with the VCO/VCNCO during staff assistance visits. Commanders, supervisors and VCO/VCNCOs will ensure that all assigned personnel are familiar with this instruction and accident reporting procedures prior to operating any GOV/E.

1.2. Using organizations with vehicles and/or equipment involved in an accident or abuse will pay for materials and/or contract costs to repair the accident/abuse damage. The primary method of payment will be reimbursement accomplished through a transfer of funds from the using organization's operation and maintenance (O&M) account to LRS's O&M. In some instances it is recognized that the using organization may not be the owning/assigned organization (i.e., U-Drive-It vehicles from Vehicle Operations, or a loaner vehicle from another unit), but the intent is for the using/operating organization to be responsible for repair. Unit reimbursement will be made irrespective of the determination of pecuniary liability or reimbursement made by the individual to the government. Unit reimbursement is a "budget" event, not a punishment or legal event.

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 vehicle, object or structure.

2.3. Vehicle Abuse: An act or omission that has caused damage, or may cause damage and cannot be attributed to fair wear and tear or accident. Some examples of vehicle abuse are listed in Attachment 2.

2.4. Vehicle Incident: Incidents are classified as damage caused by acts of nature, natural disasters, mechanical failures or other phenomenon that in no way could have been avoided by safe operation or adequate vehicle care during non-use. Cases of incidents may also include damage resulting from normal use for the vehicle's intended purpose (e.g., snow removal or heavy construction work). Using organizations are not required to reimburse for damage caused by incidents.

3. Reporting Procedures.

3.1. Off Base Accident: Vehicle accidents will be reported promptly. When operators are involved in GOV/E accidents, the following will be adhered to:

3.1.1. Do not move the vehicle unless directed by proper authorities or it is causing a safety hazard.

- 3.1.2. Assist the injured if possible.
- 3.1.3. Notify British Police (999), Wing Safety and your unit as soon as possible after the accident occurs. Contact Vehicle Dispatch (01638 542339) if the vehicle needs to be towed.
 - 3.1.4. If private property or a private vehicle is involved, you will need to fill out 16AF Form 349, *U.S. Armed Forces Motor Vehicle Accident Report*, 14 June 2006, prescribed by 16AFI51-501, and Department of Defense (DD) Form 518, *Accident Identification Card*, October 1978. Fill out the front side of DD Form 518 and give it to the Police Officer or vehicle operator if police are unavailable.
 - 3.1.5. Fill out Standard Form (SF) 91, *Operator's Report of Motor Vehicle Accident*, February 1993, prescribed by GSA-FPMR101-38.6.
 - 3.1.6. Upon returning to base, prepare a separate statement of exactly what happened. Inform immediate supervisor of the accident and ensure he/she initiates a USAFE Form 281, *Supervisor's Report of Mishap*, 3 September 2000, prescribed by AFI31-204.
 - 3.1.7. Submit the SF 91, 3AF Form 349 and statement to VCO/VCNCOs or supervisor on shift.
 - 3.1.8. Turn the vehicle in to Vehicle Maintenance for inspection within 24 hours of accident, whether or not there is obvious damage. Safety related damage should be reported immediately.
- 3.2. On Base Accidents: Follow the above procedures but contact the Security Forces Control Center at DSN 238-6365 instead of British Police. (NOTE: If the accident involves only GOV/E's the DD Form 518 and 3AF Form 349 are not required.)

4. Accident Investigations and Procedures.

- 4.1. Report U-Drive-It vehicle damage to 100 LRS/LGRDDO (Vehicle Operations) within 24 hours. Safety related damage should be reported immediately.
- 4.2. Squadron commanders or equivalent will initiate an accident/abuse investigation to determine circumstances of the situation, evaluate procedures/safety considerations and determine whether a Report of Survey (ROS) should be accomplished IAW AFMAN 23-220.
- 4.3. The VCO/VCNCO conducts an investigation of the accident.
- 4.4. Copies of the accident investigation report must be sent to 100 ARW Safety and 100 ARW/FM. IAW *Air Force Records Disposition Schedule*, Table 24-3, Rule 13; all unit VCO/VCNCOs must maintain a copy of all accident related material for six years. As a minimum, the following will be accomplished:
 - 4.4.1. Inspect the vehicle for any damage (the vehicle must be turned in to maintenance whether or not there is visible damage) and obtain photographs, if necessary.
 - 4.4.2. If private property or a privately owned vehicle (POV) is involved, copies of the accident package must be sent to Ministry of Defense, within 72 hours. Base Legal & Wing Safety will be notified accordingly.
 - 4.4.3. Review Operator's & Security Force's accident reports, operator's statements and discuss the accident with the operator. Determine at this time if the individual was at fault, and if so, he/she may elect to voluntarily pay for damages.

4.4.4. The Unit Commander sends the investigation to Wing Safety. The Chief of Safety investigates and analyzes to determine the causes or possible corrective actions. Accident trends involving government owned or rented motor vehicles are analyzed or investigated by the Chief of Safety.

4.4.5. The investigator should make a recommendation as to whether they feel a Report of Survey is needed. It is mandatory in cases of gross negligence, willful misconduct or deliberate unauthorized use. Once the investigation report has been reviewed by the ROS appointing authority you will be notified if a ROS is necessary. Guidance on completion of a ROS can be obtained from AFMAN 23-220, Chapter 18.

4.4.6. Vehicle operator driving privileges will be suspended and reinstated using the guidance contained in AFI 31-204. Base law enforcement activities, acting on behalf of the installation commander, administer the program. An operator is given a reexamination on abilities to safely operate a vehicle when considered necessary by the unit commander due to an accident, evidence of abuse or misuse, moving violations or display of immature judgment or behavior.

4.4.7. Sign (electronically or accident memorandum) and return vehicle release letter to 100 LRS/VMA within five duty days if repair estimates exceed \$250.00. Notify 100 LRS/LGRV if repairs should not begin within five working days of receiving the letter.

4.4.8. Using activity Vehicle Control personnel informs squadron leadership of applicable funds redistribution upon completion of accident/abuse repair actions.

5. 100 LRS/LGRV will:

5.1. Identify damage caused by accident/abuse. Estimate repair cost on AF Form 1823-1, *Automated Vehicle and Equipment Work Order* for staffing to using organization, 15 September 2000, prescribed by AFMAN24-307.

5.2. Initiate repairs to the vehicle/equipment upon receipt of release letter from using organization's commander or designated representative (usually the VCO/VCNCO). If release letter is not received within five working days from estimate completion, Vehicle Management will initiate repair action. The five day suspense begins as soon as the release letter is sent to the using organization from 100 LRS/DO. (Note: If estimate is less than \$250.00, repairs will commence immediately).

5.3. Maintain accident/abuse case files to track quantity and repair cost data. Provide an AF Form 20, *Cost and Repairable Value Statement*, 1 July 1996, prescribed by AFMAN23-220 when requested by assigned organization.

5.4. Track and provide reimbursable costs to 100 LRS Resource Advisor as required for timely funds transfer.

5.5. Notify using organization that repairs have been completed and the cost that will be forwarded to the Resource Advisor for transfer of funds to the 100 LRS.

6. Adopted Forms. AF Form 847, *Recommendation for Change of Publication*

16AF Form 349, *U.S. Armed Forces Motor Vehicle Accident Report*

DD Form 518, *Accident Identification Card*,

SF 91, *Operator's Report of Motor Vehicle Accident*

USAFE Form 281, *Supervisor's Report of Mishap*

AF Form 1823-1, *Automated Vehicle and Equipment Work Order* for staffing to using organization

AF Form 20, *Cost and Repairable Value Statement*

EDEN J. MURRIE, COL, USAF
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Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 23-220, *Reports of Survey for Air Force Property*, 1 July 1996

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFI 23-302, *Vehicle Maintenance Management*, 29 October 2007

AFPD 24-3, *Operation, Maintenance and use of Transportation Vehicles and Equipment*, 6 September 2006

AFI 31-204, *Motor Vehicle Traffic Supervision*, 14 July 2000

16AFI 51-505, *Traffic Accident Reporting and Claims Procedures*, 14 June 2006

Abbreviations and Acronyms

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFOSH— Air Force Occupational Safety & Health

AFPD— Air Force Policy Directive

DD— Department of Defense

DoD— Department of Defense

GOV/E— Government Owned Vehicle/ Equipment

O & M— Operation and Maintenance

OSHA— Occupational Safety & Health Administration

POV— Privately Owned Vehicle

ROS— Report of Survey

SF— Standard Form

VCO— Vehicle Control Officer

VCNCO— Vehicle Control Noncommissioned Officer

Attachment 2

EXAMPLES OF VEHICLE ABUSE

A2.1. Vehicle abuse action will be initiated for vehicle/equipment damage or failure resulting from:

A2.1.1. Tampering with governors or distributors.

A2.1.2. Operating vehicles with insufficient oils or coolants because of failure to check levels according to established requirements, failure to monitor dash instrumentation or failure to ensure appropriate anti-freeze/purging of equipment items (de-icer plumbing or reservoirs, etc.).

A2.1.3. Operating vehicle with applied/dragging parking brakes.

A2.1.4. Improperly distributing or failing to secure loads properly in cargo areas of vehicle or not following established load/unloading procedures.

A2.1.5. Using a vehicle for other than its intended or designed purpose (e.g., 6K forklift used to transport a 10,000 pound pallet.)

A2.1.6. Failing to clean/maintain vehicle interior/exterior to meet corrosion control and appearance requirements which leads to carpet damage, corrosion to floorboards, etc.

A2.1.7. Installing unauthorized wiring, marking and modification or adding special equipment in or on vehicle.

A2.1.8. Operating a vehicle with improperly inflated tires IAW manufacturer's recommendations.

A2.1.9. Use of vehicle by an unqualified/untrained operator.

A2.1.10. Allowing tires to wear beyond re-cappable limits (i.e., cord exposed.)

A2.1.11. Intentionally destroying or disfiguring the vehicle interior/exterior.

A2.1.12. Operating vehicle/equipment in conflict with published safety Department of Defense (DOD), Air Force Occupational Safety & Health (AFOSH), Occupational Safety & Health Administration (OSHA), and Air Force Instructions/Manuals/Technical Orders.

A2.1.13. Failure to exercise reasonable care when opening doors in high winds. Reasonable care would include parking GOV/E into the wind and/or properly restraining the doors when opened.

A2.2. Other situations when vehicle abuse action may be initiated:

A2.2.1. Failure to report malfunctions, defects, or damage to Vehicle Maintenance within 24 hours of incident. A pre-approved delay of this action to satisfy immediate mission needs is authorized.

A2.2.2. Failure to bring a vehicle/equipment to Vehicle Maintenance for scheduled preventative maintenance by due date/time. Pre-approved rescheduling due to mission requirements is exempt.