

**BY ORDER OF THE COMMANDER,
MINOT AFB**

MINOT AFB INSTRUCTION 24-301

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VEHICLE INCIDENT/ACCIDENT & ABUSE

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OPR: 5 LRS/LGRV (2Lt J Mark Nesvig)

Certified by: 5 MSG/CC
(Colonel Maryann H. Chisholm)

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This instruction implements AFI 24-302, *Vehicle Maintenance Management*, 19 May 1994, and AFMAN 24-307, *Procedures for Vehicle Maintenance Management*, 06 Aug 2001. This instruction is applicable to all squadron commanders, Vehicle Control Officers and vehicle operators assigned to Minot Air Force Base.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision adds specific procedures for Government Service Agency lease vehicle incident/accidents/abuse processing, enhances accident/abuse notification procedures via electronic routing, and further defines the category of vehicle incidents. In addition, it also removes the mandatory requirement for the Report of Survey, defines vehicle incidents apart from accident/abuse cases and allows for charging incident/accident/abuse damage against the using organization instead of the owning organization if the situation warrants.

1. Objective: This instruction establishes policies and procedures for implementing and managing the base vehicle incident/abuse/accident program. It includes specific guidance, general information, and addresses the definition, authority, disposition, and reporting procedures.

1.1. The goal of this program is to reduce the number of vehicle incident, accident and abuse cases, reducing the risk of personal injury or death, and keeping the cost of repairs to a minimum.

1.2. The key to successfully reducing preventable damage to vehicles is placing responsibility where it rightfully belongs—with the vehicle operator and the operator’s commander who is charged with maintaining standards of vehicle operator training, conduct, and discipline.

1.3. As per AFMAN 24-307, ACC Sup 1, the unit responsible for the vehicle at the time of the accident/abuse will transfer funds to Vehicle Maintenance for the material cost in vehicle accident/abuse cases (note: damage incurred on a vehicle being used by other than the owning organization will be charged against the using organization as long as the loan of the vehicle was directed by the 5 LRS Vehicle Management and Analysis Flight or other competent authority; all others will be processed against the owning organization). Vehicle accident/abuse damage less than \$500.00 will not be recouped as cost analysis indicates the administrative cost of pursuing reimbursement below this level is not cost effective. When damages are less than \$500.00, the owning organization unit commander will be notified of the accident and the case will be closed. 91 SW assets which incur accident/abuse costs will follow the same reimbursement guidelines established under existing host tenant agreements.

1.4. In accordance with AFMAN 23-220, paragraph 18.4, Unit Commanders will determine whether a Report of Survey (ROS) will be initiated.

2. Definitions: Vehicle damage not attributable to fair wear and tear will be identified as an incident, accident, or abuse.

2.1. Damage caused by an “Act of God” (wind damage, hail damage, lightning, falling trees, etc.) will be categorized as a vehicle incident. A notification letter will be sent to the owning squadron commander for informational purposes but unit funds will not be transferred for incident repair costs and a release letter is not required.

2.2. Vehicle accidents involve the human element resulting in unintentional damage. This includes all collision damage with the exception of an “Act of God”.

2.3. Vehicle abuse is damage caused by an intentional act or omission that may result in premature failure of components or immediate, detectable damage. The following are typical examples of vehicle abuse:

2.3.1. Failure to report malfunctions, defects, or damage to the vehicle.

2.3.2. Operating vehicle with insufficient oil or coolants because of failure to check levels, according to established requirements, or failure to monitor instrumentation.

2.3.3. Running engines at excessive speeds or tampering with governors.

2.3.4. Operating vehicles using improperly selected gears, such as lugging in high gear, excessive revolutions per minute during engine backing, and shifting into reverse when traveling forward.

2.3.5. Improper distribution or failure to secure cargo loads.

2.3.6. Unauthorized wiring, marking, or modifications to vehicles.

2.3.7. Operating a vehicle with broken tire chain links or improperly inflated tires.

2.3.8. Using a vehicle for other than its designated or intended purpose.

2.3.9. Tampering with any emission control device.

2.3.10. Failure to perform operator care.

2.3.11. Failure to bring vehicle in for scheduled maintenance.

2.3.12. Damage to doors, fenders, or windows due to high winds when the vehicle isn't immediately reported to maintenance and further damage to the vehicle occurs.

2.3.13. Excessive use of starting fluid (ether) or fuel line antifreeze.

3. Responsibilities:

3.1. The Vehicle Management Flight is responsible for identifying suspected vehicle incidents, accidents and abuses. The Vehicle Maintenance Manager (VMM) or Vehicle Maintenance Superintendent (VMS) will evaluate and certify each alleged case. Vehicle Management & Analysis will document and track vehicle incident, accident and abuse cases.

3.2. Unit commanders are responsible for ensuring an investigation of the suspected vehicle accident and abuse is conducted and a Report of Survey is initiated when required.

3.3. Unit Vehicle Control Officers (VCOs) are responsible for providing a release letter to Vehicle Maintenance releasing the damaged vehicle for repairs as soon as all facts and evidence have been collected to perform a thorough investigation.

4. Procedures:

4.1. Vehicle Management Flight will initiate an electronic vehicle incident/accident/abuse notification letter routed to the unit VCO with an information copy provided to the unit commander and 5 LRS commander. This letter will include the estimated repair cost and digital photographs of the vehicle damage. A second request will be sent on accident/abuse cases if no unit response is received within six duty days and the vehicle will be inducted into the normal repair process at that time. The repaired asset will not be released back to the unit until Vehicle Maintenance receives the accident/abuse release letter so the case file can be closed. Vehicle incidents will be inducted into the repair process after the initial notification letter is sent with no other action required by the unit.

4.2. Vehicles leased from the General Services Administration (GSA) involved in incidents, accidents or abuse will be treated the same as AF owned assets and processed accordingly. When GSA bills for subsequent repairs, regardless of the dollar value, they will be processed for reimbursement through the Vehicle Management Flight, Vehicle Management and Analysis Section.

4.3. Vehicle accident cases involving any third party liability/private insurance company will be coordinated through the Base Legal Office. A private estimator/insurance adjuster will accomplish the repair estimates and repairs will be accomplished by a private repair agency at the insurance company's expense. All repairs must be inspected by an authorized representative of the Vehicle Management Flight.

DANIEL J. CHARCHIAN, Colonel, USAF
Commander, 5th Bomb Wing