

**BY ORDER OF THE COMMANDER  
934TH AIRLIFT WING**

**934 AIRLIFT WING INSTRUCTION  
24-302**



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**Transportation**

**VEHICLE ACCIDENT/ABUSE &  
IDLING POLICY/PROCEDURES**

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This operating instruction (OI) implements Air Force Instruction (AFI) 24-302, *Vehicle Management*. It establishes local policy and instructional guidance for all organizations and personnel that operate and control Air Force Government Motor Vehicles (GMV) (GMVs owned, rented or leased) managed and provided by the 934 Logistics Readiness Squadron (LRS) at Minneapolis/St. Paul Air Reserve Station. This OI specifically addresses guidance and procedures regarding the Vehicle Accident and Abuse Program and the Vehicle Idling Policy. This instruction applies to all active duty, Air National Guard, Air Force Reserve, and civilian personnel assigned, attached, on temporary duty (TDY), or on contract operating a government motor vehicle. Failure to observe the prohibitions and mandatory provisions in paragraphs **1.4 - 1.4.8.1**, and **4.1 - 4.1.5**, of this OI by military members is a violation of Article 92 of the Uniform Code of Military Justice (UCMJ). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. This OI may be supplemented at any level, but all supplements that directly implement this OI must be routed to the OPR of this OI for coordination prior to certification and approval. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, and T-3”) number following the compliance statement. See DAFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of

command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

## 1. Vehicle or Vehicular Equipment Accidents and Abuses.

1.1. Goal. The goal of a GMV Accident and Abuse Program is to reduce mishaps and avert personal injury or death to Department of Defense (DoD) personnel and reduce the wing cost of vehicle accident and abuse repairs. Note: The term GMV as used in this OI refers to any vehicle, government-owned, rented or leased provided by the 934 LRS, to include General Service Administration (GSA) leased vehicles.

### 1.2. Definitions.

1.2.1. Accident: A vehicle or vehicular equipment accident is the result of a major or minor impact/collision with any vehicle or object, to include stationary vehicles or objects.

1.2.2. Abuse: Vehicle and vehicular equipment abuse is considered damage caused by willful or negligent acts of improper operation or care. Some examples of vehicle abuse are listed in [Attachment 2](#).

1.2.3. Fair Wear and Tear: The normal and expected deterioration of a vehicle or vehicular equipment based on its age, usage, and service life expectancy.

1.2.4. Incident: Damage caused by acts of nature, natural disasters, mechanical failures, or other phenomenon that in no way could have been avoided by safe operation of the vehicle or vehicular equipment or adequate vehicle care during its non-use.

### 1.3. Vehicle Management Responsibilities.

1.3.1. Fleet Management and Analysis (FM&A) are the program and process owners for all vehicles assigned to the St Paul Intl (934 LRS) Master Vehicle Report (MVR). FM&A will maintain and account for all accident and abuse cases throughout the process.

1.3.2. The 934 LRS Vehicle Fleet Manager (VFM) is the program and process owner for all vehicles assigned to the St Paul Intl (934 LRS) MVR. 934 LRS VFM will maintain and account for all accident and abuse cases throughout the process.

1.3.3. The Vehicle Fleet Manager/Vehicle Management Superintendent (VMS) or designated representative are the functional experts with the authority, (VFM/VMS will evaluate and validate each alleged vehicle or vehicular equipment occurred event on a case-by- case basis), to determine whether, the vehicle or vehicular equipment should or shouldn't be processed as an accident, abuse, or incident.

### 1.4. Reimbursement.

1.4.1. Vehicle Management is funded to provide preventive periodic maintenance and repair discrepancies caused by fair wear and tear for government owned vehicles (GOV), but not for accident and abuse repairs.

1.4.2. All Vehicle Management Operation and Maintenance (O&M) funds expended for vehicle or vehicular equipment accident and abuse repair costs, including contract costs, will be reimbursed to Vehicle Management by the organization responsible for the damage.

1.4.2.1. Responsible organizations will fund for all costs associated with government owned, rented, or leased vehicle abuse and or accident damage, to include repair costs of a multiple GMV accident.

1.4.2.1.1. In the event of a GMV multiple organization accident, and liability is not determined by Security Forces or civil authorities, then each organization will conduct an investigation and the involved organization commanders will jointly determine liability.

1.4.3. When accidents or abuses involve vehicles or vehicular equipment from the LRS U-Drive- It (UDI) fleet, the organization that operated the vehicle is considered the “owning/responsible organization” and subsequently responsible for the accident and or abuse repair reimbursement. Note: In the event of an accident or if abuse damage is discovered on a vehicle or vehicular equipment temporarily reassigned due to a priority recall, it will be the responsibility of the organization operating the vehicle or vehicular equipment.

1.4.3.1. Where responsibility cannot be determined, the organization operating the vehicle will be responsible for accident and or abuse repair reimbursement.

1.4.3.2. In all accident or abuse cases where responsibility is disputed, the 934 Mission Support Group (MSG)/CC will have final decision authority. Note: Open cases involving GSA leased vehicles cannot be contested as they are a “Must Pay Bill” borne by the owning organization.

1.4.3.3. The responsible organization commander shall appoint an investigating officer, if deemed appropriate, to complete a Report of Survey (ROS). Reports of Survey for Air Force Property are conducted when there is accident or abuse damage with evidence of gross negligence, willful misconduct, deliberate unauthorized use pertaining to the loss, damage, or destruction of a government vehicle or vehicular equipment or when the vehicle or vehicular equipment property records must be adjusted (i.e. the vehicle or vehicular equipment is a total loss).

1.4.3.4. If requested by the using organization’s commander and/or Surveying Officer, FM&A will provide an estimate of parts and/or repairs costs.

1.4.3.5. Reimbursement or direct payment will be made regardless of any administrative or pecuniary liability assessed to an individual.

1.4.4. As a preferred method of payment and prior to seeking reimbursement, Vehicle Management will coordinate with the owning/responsible organization’s Vehicle Control Official (VCO) and Resource Adviser (RA) to make direct payment for the vehicle or vehicular equipment accident and or abuse damage repairs.

1.4.4.1. The owning/responsible organization with vehicles or vehicular equipment assigned to the St Paul Intl (934 LRS) MVR will coordinate any reimbursements through their RA with the FM&A section & 934 LRS/RA.

1.4.4.2. VFM & RA. All direct payments for GOVs via the Government Purchase Card (GPC), will be coordinated through Vehicle Management. Owing/responsible organizations electing to use GPC (direct payment) for transactions to fund accident or abuse damage repairs cannot exceed the micro-purchase threshold for services of

- \$2,500. For GPC transactions to procure parts for in-house accident or abuse repairs, the micro-purchase threshold of \$3,500 cannot be exceeded.
- 1.4.4.3. Any accident or abuse repair exceeding the GPC micro-purchase threshold, regardless of an owning/responsible organization electing direct payment, will be funded utilizing the AF Form 9, Request for Purchase, process to be completed by the owning/responsible organization's RA.
- 1.4.5. All accidents involving GSA vehicles, will be reported to the GSA Accident Management Center, via the FM&A section. All accident and or abuse damage costs are identified as "Bill Backs" from GSA and are considered a "Must-Pay Bill". The owning/responsible organization liable for accident or abuse damage will be responsible for reimbursing the cost of repairs. Owning/responsible organization will coordinate with the FM&A section for St Paul Intl (934LRS) MVR assets and provide a Miscellaneous Obligation Reimbursement Document (MORD, AF Form 406)/Military Interdepartmental Purchase Request (MIPR, DD Form 448)/Line of Accounting at the beginning of each fiscal year. Wing Finance will be responsible for adding the provided forms into the accident billings portion of the GSA's SpeedPay system.
- 1.4.6. If a GMV or vehicular equipment is involved in an accident with a Privately Owned Vehicle (POV) and the POV is the negligent party, FM&A will coordinate with 319 RW/JA to have the liable party's insurance company make direct payment to the repairing contractor.
- 1.4.7. If a GMV or vehicular equipment is involved in an accident with a POV and the GMV or vehicular equipment operator is the negligent party, that operator's organization is responsible for repair costs of the GMV or vehicular equipment. 319 RW/JA will resolve the POV liability issue if a claim is filed.
- 1.4.8. Vehicles or vehicular equipment will not be released to the owning organization until after confirmation that reimbursement or direct payment was completed.
- 1.4.8.1. UDI or recalled vehicles will not be issued as replacement vehicles to organizations involved in accident or abuse cases. Note: The only exception to this is when the lack of vehicles or vehicular equipment assigned to an organization impacts sortie generation or sustainment, and approved by the 934 LRS/CC.

## **2. Accident Procedures.**

- 2.1. Initial Notification. Immediately after a vehicle or vehicular equipment accident, the using organization's operator will report damages to Security Forces or the civil authorities prior to moving the vehicle or vehicular equipment.
- 2.2. Documentation. At the time and scene of an alleged accident, the using organization's operator will accomplish a Standard Form (SF) 91, Motor Vehicle Accident Report, and provide the original form to their organization's VCO.
- 2.2.1. In accidents involving POVs, the using organization's operator must complete a DD Form 518, Accident-Identification Card, at the scene.
- 2.2.1.1. In addition to the forms above, an AF Form 978, Supervisor's Mishap Report, must be completed by the operator's supervisor, regardless of injury or extent of damage and sent to Wing Safety.

2.2.2. The VCO shall ensure a copy of the SF 91 form is turned into Vehicle Management at the time the vehicle or vehicular equipment is delivered to the Vehicle Management facility.

2.3. Vehicle Management Notification for St Paul Intl (934 LRS) MVR Vehicles. The using organization operator and or VCO will notify Vehicle Management when an accident occurs. Vehicle Management can be contacted during duty hours at Defense Switched Network (DSN) 783- 1190. After duty hours, in the event of a maintenance requirement the using organization operator and or VCO will contact the Base Defense Operations Center (BDOC) for Vehicle Management's after hour's emergency stand- by technician at DSN 783-1102.

2.3.1. If Vehicle Management personnel are required, the using organization operator or VCO will remain on-scene until the vehicle or vehicular equipment is transported to the Vehicle Management facility.

2.3.2. All GMV accidents, regardless of sustained damages, must be reported to Vehicle Management within one duty day, or the accident will be considered an abuse.

2.4. Accident Case Package. FM&A will complete the vehicle or vehicular equipment accident case package for St Paul Intl (934LRS) MVR vehicles; consisting of a notification memorandum, accident damage photos, a release memorandum and an accident damage repair estimate (either through in- house Vehicle Management or commercial sources), No Later Than (NLT) seven duty days from the time the vehicle or vehicular equipment was turned into Vehicle Management, provided that all documentation is delivered with the vehicle or vehicular equipment during turn-in.

2.4.1. FM&A or the 934 LRS VFM will obtain all accident damage repair estimates for inclusion in the accident case package. Accident damage repairs will be accomplished utilizing the most economical means (local commercial vendors will be the primary method to repair GMVs with accident damage). Vehicle Management will select the source for accident damage repair based upon quality, timeliness, warranty, reliability, economy, and mission needs.

2.4.2. Vehicle Management leadership will validate the accident case package and forward to the 934 LRS/CC, who in turn will notify the owning/responsible organization commander by letter (notification memorandum), which may be electronically signed.

2.4.3. The release memorandum is to be completed by the owning/responsible organization's commander, which can be electronically signed, and returned to Vehicle Management within two duty days from receipt of the release memorandum from the 934 LRS/CC. When organizational commanders endorse the release memorandum, they are accepting financial liability and will allocate funds for vehicle accident repairs.

2.4.4. If more time is needed for investigative purposes, the owning/responsible organization, in coordination with the VFM/VMS, will determine the extension.

2.5. Accident Damage Repairs. Accident damage repairs will commence after receipt of the release memorandum. Note: If a GMV caused a fatality or was involved in an accident with a POV or any other non-Air Force owned property it will not be repaired until authorized by the 319 RW/JA.

2.6. Records and Data Processing.

2.6.1. FM&A will:

2.6.1.1. Maintain accident case files IAW Air Force RDS.

2.6.1.2. Track and provide costs for reimbursable/refundable organizations to 934 LRS RA.

2.6.1.3. Provide the LRS/CC with accident cost data for each organization.

**3. Abuse Procedures.**

3.1. Abuse Determination. Upon determination by the VFM/VMS or designated representative that a vehicle or vehicular equipment has sustained damage caused by willful or negligent acts of improper operation or care, then an abuse case will be processed.

3.2. Documentation. A memorandum/SF 91 will be requested by Vehicle Management from the responsible owning/responsible organization, identifying the details of the abuse damage, to be delivered within two duty days of the vehicle or vehicular equipment being turned into Vehicle Management facility and deemed an abuse case.

3.2.1. The VCO shall be the Point of Contact (POC) for the abuse memorandum and will ensure it is delivered to Vehicle Management within the required time frame.

3.3. Abuse Case Package. FM&A section or 934 LRS VFM will complete the vehicle or vehicular equipment abuse case package for the vehicles or vehicular equipment assigned to their respective MVRs; consisting of a notification memorandum, abuse damage photos, a release memorandum and an abuse damage repair estimate (either through in-house Vehicle Management or commercial sources), NLT seven duty days from the time the vehicle or vehicular equipment was identified with abuse damage, provided that all documentation was received.

3.3.1. FM&A or the 934 LRS VFM will obtain all abuse damage repair estimates for inclusion in the abuse case package. Abuse damage repairs will be accomplished utilizing the most economical means (local commercial vendors will be the primary method to repair GMVs with abuse damage). Vehicle Management will select the source for abuse damage repair based upon quality, timeliness, warranty, reliability, economy, and mission needs.

3.3.2. Vehicle Management leadership will validate the abuse case package and forward to the 934 LRS/CC, who in turn will notify the owning/responsible organization's commander by letter (notification memorandum), which may be electronically signed.

3.3.3. The release memorandum is to be completed by the owning/responsible organization commander, which can be electronically signed, and returned to Vehicle Management within two duty days from receipt of the release memorandum from the 934 LRS/CC. When organizational commanders endorse the release memorandum, they are accepting financial liability and will allocate funds for vehicle abuse repairs.

3.3.4. If more time is needed for investigative purposes, the owning/responsible organization, in coordination with the VFM/VMS, will determine the extension.

3.4. Abuse Damage Repairs. Abuse damage repairs will commence after receipt of the release memorandum, or the third day of the vehicle or vehicular equipment being identified with abuse damage.

### 3.5. Records and Data Processing.

#### 3.5.1. FM&A will:

3.5.1.1. Maintain abuse case files IAW Air Force RDS.

3.5.1.2. Track and provide costs for reimbursable/refundable organizations to 934 LRS RA.

3.5.1.3. Provide the LRS/CC with abuse cost data for each organization.

## 4. Vehicle or Vehicular Equipment Idling Policy.

4.1. Idling Policy. The vehicle or vehicular equipment idling policy limits the amount of time personnel can idle the engine. Exhaust from idling engines contain dangerous air pollutants, including carbon dioxide, which contributes to global climate change, nitrogen oxides and volatile organic compounds, which contribute to the formation of ozone smog, poisonous carbon monoxide and harmful particulate matter. Additionally, idling vehicle or vehicular equipment engines wastes fuel and increases wear and tear on the asset's engine.

4.1.1. During extreme cold weather conditions, there are inherent associated risks with Wind Chill Index and flag colors "yellow", "red", and "black." Vehicles or vehicular equipment may remain idling for the purposes of warming while personnel perform duties to accomplish mission needs within and related to the environmental factors. The vehicle or vehicular equipment should only remain idling during warming cycles, IAW AFI 48-151, *Thermal Injury Prevention Program*. Safety is the number one concern, as it will be at the operator's discretion to feel the need to have the vehicle or vehicular equipment idle longer for the purpose of warming to prevent hypothermia, frostbite, etc.

4.1.2. During extreme hot weather conditions, there are inherent associated risks with Heat Category flag colors "red" and "black", vehicles or vehicular equipment may remain idling for the purposes of cooling while personnel perform duties to accomplish mission needs within and related to the environmental factors. The vehicle or vehicular equipment should only remain idling during cooling cycles, IAW AFI 48-151, *Thermal Injury Prevention Program*. Safety is the number one concern, as it will be at the operator's discretion to feel the need to have the vehicle or vehicular equipment idle longer for the purpose of cooling to prevent heat stroke, heat exhaustion, etc.

4.1.3. The idling policy does not apply to the following vehicles or vehicular equipment and or condition.

4.1.3.1. Vehicles or vehicular equipment undergoing maintenance/diagnostic procedures.

4.1.3.2. Flight line operations, such as loading and unloading of aircraft.

4.1.3.3. The purpose of defogging, defrosting or deicing windshields. Idling must end when fog, frost, or ice conditions have been eliminated.

4.1.3.4. Emergency vehicles or vehicular equipment are exempt while engaged in operational activities such as a fire, security, rescue, or an emergency/military exercise.

4.1.3.5. Security Forces vehicles idling to maintain accessories necessary to accomplish its mission.

- 4.1.3.6. During passenger loading or unloading of buses.
  - 4.1.3.7. Where engine power is necessary, but not limited to, to supply electrical power, compressed air, and power take-off devices such as, hydraulics, wrecker, deicing, etc.
  - 4.1.3.8. When in Mission Oriented Protective Posture (MOPP) condition levels, vehicles may remain idling for air conditioning use to prevent heat stress situations, unless otherwise directed.
- 4.1.4. Unless otherwise specified, a “3 consecutive minutes in a one-hour period” idling policy is in effect. Buses, truck and other diesel-powered vehicles may idle no more than five minutes in a one-hour period.
- 4.1.4.1. Vehicles or vehicular equipment will not be left idling unattended.

ROGER R. STOECKMANN, Colonel, USAF  
Commander

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

AFI 24-302, *Vehicle Management*, 21 Apr 2020  
DAFI 90-160, *Publications and Forms Management*, 14 Apr 2022  
DAFI 48-151, *Thermal Stress Program*, 02 May 2022  
AFMAN 33-363, *Management of Records*, 29 Aug 2013  
TO 36-1-191-Change 2, Technical and Managerial Reference for Motor Vehicle Maintenance  
934 AWI 31-102, *Motor Vehicle Traffic Supervision*, 07 Apr 2020

***Adopted Forms***

AF Form 9, Request for Purchase  
AF Form 847, Recommendation for Change of Publication AF Form 978, Supervisor's Mishap Report  
DD Form 518, Accident-Identification Card SF 91, Motor Vehicle Accident Report

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFRIMS**—Air Force Records Information Management System  
**BDOC**—Base Defense Operations Center  
**DD**—Department of Defense  
**DSN**—Defense Switched Network  
**FM&A**—Fleet Management and Analysis  
**GMV**—Government Motor Vehicle  
**GOV**—Government Owned Vehicle  
**GPC**—Government Purchase Card  
**GSA**—General Services Administration  
**IAW**—In Accordance With  
**LRS**—Logistics Readiness Squadron  
**MIPR**—Military Interdepartmental Purchase Request  
**MOPP**—Mission Oriented Protective Posture  
**MORD**—Miscellaneous Obligation Reimbursement Document  
**MVR**—Master Vehicle Report

**NLT**—No Later Than

**O&M**—Operation and Maintenance

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**POV**—Privately Owned Vehicle

**RA**—Resource Advisor

**RDS**—Records Disposition Schedule

**ROS**—Report of Survey

**SF**—Standard Form

**TDY**—Temporary Duty

**UCMJ**—Uniform Code of Military Justice

**UDI—U**—Drive-It

**VCO**—Vehicle Control Official

**VFM**—Vehicle Fleet Manager

**VMS**—Vehicle Management Superintendent

## Attachment 2

### EXAMPLES OF VEHICLE OR VEHICULAR ABUSE

**A2.1. Vehicle Management.** Will initiate a vehicle or vehicular abuse case for damage or failure resulting from (this list is not all-inclusive):

A2.1.1. Tampering with engine governors or pollution control devices.

A2.1.2. Operating vehicle or vehicular equipment with insufficient oil or coolant because operator failed to check levels according to established requirements, operation with major leaks, or failure to monitor dash instrumentation.

A2.1.3. Operating vehicle or vehicular equipment with applied/dragging parking brakes.

A2.1.4. Improper distribution or securing of loads in vehicle cargo areas or not following established loading and unloading procedures.

A2.1.5. Using a vehicle or vehicular equipment for other than it's intended or designed purpose (e.g., 6,000 pound rated forklift used to transport a 10,000 pound pallet).

A2.1.6. Failure to accomplish proper operator care and maintenance IAW AFI 24-302 paragraph 1.11, resulting in damage to the vehicle that was otherwise preventable. (e.g., clean/maintain vehicle's or vehicular equipment's interior/exterior to meet corrosion control and appearance requirements).

A2.1.7. Unauthorized wiring, marking, or add-on/modification of the vehicle or vehicular equipment (VCO/VCNCO must submit all add-on/modification requests through Vehicle Management for approval).

A2.1.8. Unqualified/untrained personnel operating vehicles or vehicular equipment without an instructor present.

A2.1.9. Operating a vehicle or vehicular equipment with improperly inflated tires (e.g., not in accordance with manufacture's recommendations).

A2.1.10. Tire wear beyond limits (e.g., below minimum acceptable safe tread depth IAW Technical Order (TO) 36-1-191, Technical and Managerial Reference for Motor Vehicle Maintenance). Tire wear that exposes the cords renders tires useless for the recapped/re-grooved process.

A2.1.11. Intentional destruction/disfigurement of the vehicle's or vehicular equipment's interior/exterior.

A2.1.12. Operating a vehicle or vehicular equipment in conflict with published Occupational Safety and Health Administration, Department of Defense, Air Force Instructions, Manuals, Technical orders, Air Force Occupational Safety and Health Standards or Minnesota laws concerning vehicle safety.

A2.1.13. Allowing water to accumulate in the vehicle or vehicular equipment interior (e.g., washing out the interior with a hose, failing to close windows during a rainstorm, etc.).

A2.1.14. Over-filling the engine crankcase, transmission, or hydraulic reservoirs.

A2.1.15. Servicing the vehicle or vehicular equipment fuel tank or hydraulic reservoir with incorrect fuel or oils.

A2.1.16. Failure to report vehicle discrepancies. Discrepancies involving safety items must be reported immediately. Non-safety related items should be reported within 24 hours (one duty day).

A2.1.17. Failure to bring vehicle or vehicular equipment in for scheduled maintenance before an overdue condition exists.

A2.1.18. Failure to secure vehicle or vehicular equipment doors from overextending when opening during high winds.

A2.1.19. Failure to protect gloss or semi-gloss painted surfaces from corrosion and/or oxidation by not washing and waxing.

A2.1.20. Failure to report an accident or incident within one duty day.

A2.1.21. Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.

A2.1.22. Operating vehicles using improperly selected gears, such as lugging in high gear and shifting into reverse when traveling forward.