

**BY ORDER OF THE COMMANDER  
HURLBURT FIELD (AFSOC)**

**HURLBURT FIELD INSTRUCTION  
24-302**



**13 MAY 2020**

**Transportation**

**VEHICLE MANAGEMENT**

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(Col Michael D. Curry)

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This publication implements Air Force Policy Directive (AFPD) 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, AFI 24-301, *Vehicle Operations* and AFI 24-302, *Vehicle Management*. This publication does not apply to the Air Force Reserve Command (AFRC) units, the Air National Guard (ANG), or the Rapid Engineers Deployable Heavy Operational Repair Squadron Engineer (RED HORSE) squadron assigned to Hurlburt Field. However, the Vehicle Parking Plan applies to all units on Hurlburt Field. Refer to [para 11](#) for more guidance on the Vehicle Parking Plan. Requests for waivers must be submitted to the OPR listed above for consideration and approval. 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). 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 Form 847s from the field through the appropriate functional chain of command.

### **SUMMARY OF CHANGES**

This document has been revised and must be completely reviewed. Changes include: Removing Lt Col Kristen N. Wood from the “Certified by” section and adding Col Michael D. Curry to the “Certified by” section.

**1. Objective.** To establish policies and procedures for managing both Air Force-owned and GSA-leased vehicles, and the wing's Vehicle Abuse/Accident Program.

**2. Scope.** This publication governs all government purchased, leased, or rented vehicles or vehicular equipment and applies to all personnel operating vehicles or equipment assigned to Hurlburt Field except ANG, AFRC and RED HORSE personnel.

### **3. Vehicle Accident/Abuse**

3.1. A vehicle accident is defined as an unintentional occurrence that causes damage to a vehicle or property while it is operated under authorized parameters. Gross negligence, willful misconduct or deliberate unauthorized use must have occurred for operators to be held pecuniarily liable for property loss. Vehicle abuse is defined as an intentional act that occurs when a vehicle is operated outside authorized parameters and cannot be attributed to normal wear and tear or an accident. Examples of GMV abuses are detailed in [Attachment 2](#). Additionally, per AFI 24-302, para. 1.13.1., all Vehicle Management operation & maintenance (O&M) funds expended for vehicle accident and abuse repair costs, including contract costs, will be reimbursed to Vehicle Management by the owning organization or the organization responsible for the damage if not the owner.

#### **3.2. Policy and Procedures for GSA Leased Vehicles**

3.2.1. Whether on or off base, when a GSA vehicle is involved in an accident, the operator will summon law enforcement to the scene by calling 911 (off-base) or 884-7777 (on base). The operator fills out the SF 91, *Motor Vehicle Accident Report*, (section 7 will be filled out by responding law enforcement personnel) and DD Form 518, *Accident-Identification Card*, (given to the other party involved in accident) at the scene of the accident. Additional information can be found on GSAs step-by-step instruction guide at [Attachment 3](#). The operator or unit's VCO/VCNCO will turn in the vehicle, along with completed SF 91 to Fleet Management & Analysis (FM&A) immediately after authorities have released the vehicle, or no later than the start of next duty day if accident occurs outside normal duty hours. If vehicle is not operational, the operator or operator's organization will request recovery service by calling the number on the back of the GSA WEX card. 1 SOLRS Ground Transportation may move GSA vehicles from the flightline.

3.2.2. FM&A personnel will take pictures, keep a copy of the SF 91 and retain vehicle (if damages are safety related) until repairs are complete. If not deemed a safety concern by the Vehicle Fleet Manager, vehicle will be released back to using organization to obtain required accident estimates (a list of authorized vendors will be provided). Required estimates must be obtained and sent back to the FM&A office within 3 duty days.

3.2.3. A memorandum providing details of the accident or abuse will be drafted and forwarded to the using organization's commander.

3.2.4. Commanders or equivalent may initiate a Report of Survey (ROS) if gross and willful negligence is suspected. Notify FM&A at 884-4724 within 3 duty days if a ROS has been initiated. If after 3 duty days no response is received, Vehicle Management will proceed with repairs.

### 3.3. Policy and Procedures for GMVs (Air Force Registered)

3.3.1. Whether on or off base, when a GMV is involved in an accident, the operator will summon law enforcement to the scene by calling 911 (off base) or 884-7777 (on base). The operator will fill out the SF Form 91 (section 7 will be filled in by responding law enforcement personnel) and DD Form 518. The operator or unit's VCO/VCNCO will turn in the vehicle along with the completed SF 91 to FM&A immediately after authorities have released the vehicle, or no later than the start of next duty day if accident occurs outside normal duty hours. If the vehicle is not operational, the operator or operator's organization will request recovery service from Ground Transportation.

3.3.2. FM&A personnel will take pictures, keep a copy of the SF 91 and retain vehicle (if damages are safety related) until repairs are complete. The Vehicle Fleet Manager will direct the appropriate Vehicle Maintenance shop to accomplish the required accident estimate to include all parts and labor associated.

3.3.3. A memorandum providing details of the accident or abuse will be drafted and forwarded to the using organization's commander.

3.3.4. Commanders or equivalent may initiate a ROS if gross and willful negligence is suspected. Notify FM&A within 3 duty days if a ROS has been initiated. If after 3 duty days no notification has been received, Vehicle Management will proceed with repairs.

3.3.5. Reimbursement of repair obligations will be made regardless of individual pecuniary liability as determined by a ROS. Payment will be coordinated between the 1 SOLRS RA and responsible organization's RA.

## 4. Official Use of Air Force Owned or Leased Vehicles

4.1. Government vehicles are closely controlled because of their easy accessibility, high visibility, and potential for misuse. Unauthorized use of these vehicles often result in unnecessary expenditure of funds and public criticism. When questions arise about official use, they will be resolved in favor of strict compliance with statutory provisions and the policies outlined in AFI 24-301, *Vehicle Operations*.

4.2. **TDY Personnel:** IAW AFI 24-301, para 3.8., the TDY status of an individual does not necessarily justify the use of a vehicle. Use of vehicles will always be predicated on need, distance involved, and other conditions that justify use. Personnel on permissive TDY are not authorized dedicated appropriated funded GMV transportation support. When an adequate DoD or commercial bus system is available or can be provided, the use of any individual motor vehicle or commercial rental car is prohibited. When authorized, a GMV may be used between places of business or lodging and eating establishments, pharmacy, barber shops, places of worship, laundry cleaning establishments and similar places required for sustenance of the member whether on or off-base. If used off-base for sustenance, GMVs will only be taken to reputable establishments in reasonable proximity to the installation.

4.3. **Permanent Party:** Official use for active duty personnel includes transportation to or from Air Force scheduled appointments on or off-base, e.g., MPS records check, dental appointments, commander's calls (special consideration must be taken to prevent transportation that circumvent official use rules for purposes of morale or personal convenience), urinalysis testing and hospital outpatient appointments. GMV travel is not authorized for elective surgery, procedures, or treatments where the member would otherwise not be entitled to government travel. Personnel conducting official off-base duties are authorized to stop at off-base eating establishments in the immediate vicinity or direct route of the off-base work site. Stopping at (on or off-base) private quarters for any reason or stopping for shopping/personal convenience purposes is prohibited. Additionally, GMV use for alert aircrews and emergency response forces to on-base military dining facilities and gymnasium during alert status is authorized.

4.4. **Contractor-Use:** Contractor use of GMVs is limited to those vehicles specifically identified as government furnished in their contract. Any other use of government vehicles in support of a contract is prohibited.

## 5. Licensing

5.1. Operation of non-tactical GMVs where gross vehicle weight rating (GVWR) is less than 10,000 pounds, and the vehicle is designed to transport eight passengers or less, requires only a valid State motor vehicle license and DoD issued Common Access Card. Operation of all other GMVs requires additional training/certification and licensing and a valid AF Form 2293, *USAF Motor Vehicle Operator Identification Card*.

## 6. Command and Control Vehicle (CACV) Authorizations and Use

6.1. When a permanently assigned vehicle is authorized, Installation, NAF, and MAJCOM commanders may use that GMV for on-base travel to locations and tasks related to personal health and sustenance (except member's residence). This authorization accommodates the commander's responsibility to ensure an immediate response capability and to facilitate travel to meet official responsibilities. Permanent party official use rules apply for off-base travel and stops.

## 7. Vehicle Idling Policy IAW Executive Order 13423

7.1. All units must ensure their vehicles do not idle for unnecessary periods of time. Unnecessary idling includes but is not limited to, starting a vehicle to pre-heat or cool down the operator compartment, loading/unloading cargo while vehicle is running and leaving the engine running during a convenience stop or while parked.

7.2. Vehicles used by maintenance personnel who perform their primary duties exposed to the elements can deviate from this policy in order to avoid thermal injury if the Wind Chill temperature index meet the criteria for flag advisory colors "yellow" or "red" or the Heat Category flag colors are "red" or "black" IAW AFI 48-151, *Thermal Injury Prevention Program*, Table 3.1 and 3.2, Frostbite Risk Level and Wind Chill temperature index, Table 3.3 and 3.4, and wet bulb globe thermometer tables A2.3 and A2.4.

7.3. Ground Transportation personnel performing unit movements, mass personnel transport, shuttle services or distinguished visitor duties can deviate from this policy to the extent necessary to maintain a comfortable temperature in the passenger compartments.

7.4. Emergency response and law enforcement vehicles are exempt from this idling policy. However, every effort should be made to minimize unnecessary idle time.

7.5. Failure to comply with this policy can result in substantial fuel/maintenance cost and an increase in generated emissions. Additionally, vehicle abuse will be processed if it is determined that vehicle damage resulted from unnecessary idling.

## 8. OGMVC and Non-Vehicle Classified Trailer Purchase Coordination Policy

8.1. IAW AFI 24-302, purchase requests for OGMVCs and trailers not meeting the criteria as a registered vehicle must be coordinated and reviewed by the Vehicle Fleet Manager or Vehicle Management Superintendent to ensure the desired OGMVC or trailer is an equipment item and not a registered vehicle.

8.2. OGMVCs are self-propelled assets providing a basic passenger and/or light cargo carrying transportation capability (i.e. golf carts, ATVs, quad runners, snowmobiles, electric stand up, etc.) that do not meet specifications of 49 CFR Part 571, *Federal Motor Vehicle Safety Standard*, or have been determined as such by the appropriate Integrated Product Team Manager at WR-ALC to be an OGMVC by AF definition.

8.3. Trailers are considered registered vehicles if they meet all the following criteria:

8.3.1. Measuring 6'x12' (width x length) or larger.

8.3.2. Has Department of Transportation approved lighting.

8.3.3. Has at least two axles.

8.3.4. Has a towing vehicle braking system or surge brakes that actuate each wheel.

8.3.5. Has a GVWR of over 6,999 lbs.

8.4. Trailers not meeting the criteria listed above are classified as equipment items and will be accounted for on the owning unit's CA/CRL. Vehicular equipment items are permitted to be procured through local purchase IAW applicable acquisition regulation.

8.5. Organizations will purchase OGMVC assets IAW the applicable acquisition regulation and supplements, related AFIs and AFPD 64-1, *The Contracting System*, and will manage IAW AFI 23-101, *Air Force Material Management* and AFI 91-207, *Air Force Traffic Safety Program*.

8.6. Purchase requests will be coordinated/processed through the Ground Safety Office, Contracting, Vehicle Management, and Equipment Accountability Element offices using the 1st SOW OGMVC Purchase Coordination Sheet prior to purchase.

8.7. Organizations purchasing OGMVCs or non-vehicle classified trailers are responsible for the maintenance of these assets IAW the manufacturer specifications. As such, the Vehicle Management flight highly encourages organizations to consider the purchase of a maintenance plan.

8.8. When requested and approved by Vehicle Fleet Manager or Vehicle Management Superintendent, Vehicle Management may assist organizations with OGMVCs or trailers not classified as vehicles. All parts and maintenance for these assets will be on a reimbursable and mission permitting basis.

## **9. Vehicle Control Personnel (VCO/VCNCO)**

9.1. Unit commanders will appoint VCO/VCNCOs to act as liaisons between their units and the LRS. New VCO/VCNCOs must be appointed prior to departure of outgoing VCO/VCNCOs.

9.2. VCO/VCNCO Responsibilities:

9.2.1. Ensure adherence to AFI 24-302, Chapter 10, HFI 24-302, and GSA directives.

9.2.2. Keep unit personnel informed on transportation related issues.

9.2.3. Maintain an AF Form 1800, waiver card, SF 91, and DD 518 in each vehicle.

9.2.4. Brief unit personnel on official use, organizational maintenance, accident reporting procedures, vehicle abuse, discrepancy reporting, and the use of accident forms.

9.2.5. Ensure vehicle lesson plans are developed IAW AFI 24-301, coordinated through Ground Transportation and Vehicle Management, approved by unit commander, and maintained in the VCO/VCNCO binder. Note: The unit explosives or weapons safety manager is required to coordinate on all lesson plans for vehicles that handle or transport explosives.

9.2.6. Ensure approved lesson plans are on file prior to operating newly assigned vehicle.

9.2.7. Comply with accident reporting procedures as outlined in this instruction.

9.2.8. Ensure Vehicle Identification Link (VIL) fuel keys are used at Hurlburt Field military fuel pumps.

9.2.9. Ensure the GSA fleet card is used to purchase fuel for GSA vehicles only. Operators will follow the fueling procedures as defined in GSA guidance.

9.2.10. Provide FM&A monthly mileage updates for all assigned vehicles.

9.2.11. IAW AFI 24-302 and TO 36-1-191, brief operators to keep government owned and leased vehicles clean. Note: GSA vehicles may be washed twice a month, not to exceed \$10.00 each time.

## **10. GSA Vehicle Management**

10.1. GSA vehicles are maintained off-base by GSA-approved commercial vendors. Scheduled preventative maintenance (PM) can be completed at any approved local repair shop. Warranty work and recalls must be completed at manufacture's dealership.

10.2. Units are only authorized to pay for PM and minor repairs (\$100 or less), using the vehicle's assigned GSA WEX card. These cards will not be used for repairs over \$100 or for tires, batteries, or windshield replacement, regardless of cost. Unit VCO/VCNCO must contact GSA to obtain approval for all repairs over \$100. Once approved, GSA will provide a purchase order to the vendor

10.3. Agency Incurred Expense (AIE) are out of the norm GSA expenses such as: accident repairs, early tire replacement, front end alignment, etc. AIE reports are forwarded to respective VCO/VCNO and Resource Advisors (RA) for validation and payment.

10.4. FM&A personnel will:

10.4.1. Act as primary POC with the GSA Regional Fleet Manager.

10.4.2. Load/track GSA vehicles in Logistics Installation & Mission Support Enterprise View (LIMS-EV).

10.4.3. Process accident cases with the GSA Accident Management Center, local vendors, and using organizations.

10.4.4. Notify using organizations when PM, service bulletins, and safety recalls are due.

10.4.5. Track unit compliance.

10.5. Ground Transportation will only tow disabled GSA vehicles for the following situations:

10.5.1. Blocking aircraft on the flight line or the flow of vehicle traffic on Hurlburt Field.

10.5.1.1. Located in a restricted or controlled area.

10.6. Organizations with assigned GSA vehicles will:

10.6.1. Make every effort to complete PM, service bulletins, and safety recalls in a timely manner.

10.6.2. Sponsor/escort local vendors on base when needed.

10.6.3. Maintain spare keys and commercial invoices for all vehicle repairs.

10.6.4. Request and receive FM&A and GSA approval before equipment is added to GSA vehicles.

10.6.5. Coordinate with local vendors for wrecker, jump start, and other mobile repair services.

10.7. If a unit falls below their minimum essential level, VCO/VCNCO will:

10.7.1. Seek a replacement vehicle from within their organization before contacting the 1 SOLRS.

10.7.2. VCO/VCNCO or unit commander must complete the Request for Ground Transportation Support form and send it to the 1 SOLRS Vehicle Dispatch distribution box for loaner vehicle.

## **11. Vehicle Parking Plan**

11.1. Hurlburt Field is at great risk of natural disasters such as hurricanes and the parking plan for such disasters resides in the Hurricane Playbook.

11.2. To protect the vehicle fleet from damage during hurricanes, units will implement the following procedures to shelter GMVs. This information pertains to all government owned, leased, and rented vehicles assigned to Hurlburt Field, regardless of unit or MAJCOM assignment. The determination of vehicle categories has been assessed through unit VCO/VCNCOs for all vehicles managed by the 1 SOLRS Vehicle Management office. Vehicle categories are:

11.2.1. Cat A = Base Recovery (Parked inside)

11.2.2. Cat B = Sortie Generating (Parked inside)

11.2.3. Cat C = All others/base use (Parked inside or outside)

11.3. Vehicles will be parked IAW the Hurricane Playbook as directed by IEMP 10-2.

11.4. Commanders should ensure VCO/VCNCOs are not released until all vehicles are parked and sheltered according to this parking plan. If FM&A is unable to get in contact with unit VCO/VCNCO, the unit Commander and UCCs will be contacted to ensure assets are secured in assigned locations. Each unit needs to report through their UCC up to the EOC when vehicles are parked.

11.5. During execution of the vehicle parking plan, unit VCO/VCNCOs will be the sole POC for all communication between their UCC, the EOC, and FM&A.

## 12. Traffic Safety Program and Maximum Driving Time

12.1. Traffic Safety Program within Hurlburt Field is imperative to reduce the potential for traffic mishaps. Commanders, supervisors and all personnel will apply a risk assessment IAW AFI 90-802, *Risk Management*, to assess the risks, establish operating procedures, and apply supervision and other controls to mitigate risks. This applies to missions exceeding a singular shift or duty day. Risk assessments include but are not limited to time on duty, operator's physical condition, driving conditions, duty requirements and length of travel.

12.2. All persons operating or riding in or on motor vehicles shall use seat belts. All restraint devices shall be properly installed as prescribed by the manufacturer. Individuals shall not ride where safety belts have not been installed, have been removed or have been rendered inoperative.

12.3. Commanders may authorize use of combat helmets for operating tactical vehicles during operations and training based on a risk assessment IAW AFI 90-802. A helmet, certified to meet current Federal Motor Vehicle Safety Standard No. 218 (DOT), or higher, shall be worn correctly. For personnel riding motorcycles and ATVs helmets must also meet these standards.

12.4. **Passenger Carrying Vehicles:** In accordance with Title 49 Code of Federal Regulations, Transportation, part 359.3 maximum driving times for passenger carrying vehicles, operators are limited to 10-hours of driving time after 8-hours consecutive off-duty time.

12.5. **Property Carrying Vehicles:** Furthermore, Title 49 Code of Federal Regulations, Transportation, part 359.3 maximum driving times for property carrying vehicles, provides operators with at least 10 consecutive hours of rest for a 24-hour period. An operator will not drive more than 11 hours in a duty day (including rest and meal breaks). Operators will not be permitted to drive after 14 hours on-duty until following 10 consecutive hours off-duty.

MICHAEL E. CONLEY, Colonel, USAF  
Commander

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

AFI 23-101, *Air Force Material Management*, 11 December 2016

AFI 24-301, *Ground Transportation*, 21 October 2019

AFI 24-302, *Vehicle Management*, 20 February 2020

AFI 91-207, *Air Force Traffic Safety Program*, 25 July 2019

AFPAM 48-151, *Thermal Injury Prevention Program*, 1 April 2016

AFPD 64-1, *The Contracting System*, 5 November 2018

DODM 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*

DOD 5200.1R, *Information Security Program*

Title 10, *United States Code, Section 8013*

Title 49, Code of Federal Regulations, Part 571, *Federal Motor Vehicle Safety Standards*, current edition Executive Order 13423, *Strengthening Federal Environmental Energy, and Transportation Management*

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

DD Form 518, *Accident – Identification Card*

AF Form 1800, *Operator’s Inspection Guide and Trouble Report*

SF 91, *Motor Vehicle Accident Report*

AF Form 2293, *USAF Motor Vehicle Operator Identification Card*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**AFOSH**—Air Force Occupational Safety and Health

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**ATV**—All Terrain Vehicle

**CA/CRL**—Custodian Authorization/Custody Receipt Listing

**CACV**—Command and Control Vehicle

**FM&A**—Fleet Management & Analysis

**GMV**—Government-Motor Vehicle

**GSA**—General Services Administration

**IAW**—In Accordance With

**LIMS-EV**—Logistics Installation and Mission Support Enterprise View

**O&M**—Operations and Maintenance

**OPR**—Office of Primary Responsibility

**OSHA**—Occupational Safety and Health Administration

**RA**—Resource Advisor

**RDS**—Records Disposition Schedule

**ROS**—Report of Survey

**SF**—Standard Form

**UCC**—Unit Control Center

**VCNCO**—Vehicle Control Noncommissioned Officer

**VCO**—Vehicle Control Officer

**WEX**—Wright Express

**WR-ALC**—Warner Robins-Air Logistics Center

## Attachment 2

### EXAMPLES OF VEHICLE/EQUIPMENT ABUSE

**A2.1. Note:** The examples below are not an all-inclusive list of vehicle abuses.

**A2.1.1. Examples of vehicle/equipment abuse:**

A2.1.1.1. Tampering with governors or distributors.

A2.1.2. Operating vehicle/equipment with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.

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

A2.1.4. Improper distribution or failure to secure loads properly in cargo areas of vehicle/equipment or not following established loading/unloading procedures.

A2.1.5. Using a vehicle/equipment for other than the intended or designed purpose (e.g., 6K F/L used to transport a 10,000-lbs pallet, bobtail tow-tractor used to transport passengers).

A2.1.6. Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.

A2.1.7. Unauthorized wiring, marking, modification, or adding special equipment in or on vehicle/equipment.

A2.1.8. Vehicle/equipment being operated by an unqualified/untrained operator.

A2.1.9. Intentional destruction/disfigurement of vehicle/equipment interior/exterior.

A2.1.10. Operation of a vehicle/equipment in conflict with published DoD, OSHA, AFOSH, Air Force regulations/instructions/manuals/technical orders, or Washington law concerning vehicle safety.

A2.1.11. Damage resulting from improperly installed or broken tire chains.

A2.1.12. Corrosion or oxidation caused by insufficient waxing or operator care.

A2.1.13. Servicing the vehicle/equipment with improper fuel or oil.

A2.1.14. Operating a vehicle/equipment with improperly inflated tires, and/or tire wears beyond re-capable limits (e.g., cord exposed).

A2.1.15. Failure to turn-in vehicle for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.

A2.1.16. Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions.

A2.1.17. Failing to come to a complete stop before changing direction or placing the vehicle/equipment transmission gear selector in park.

A2.1.18. Failure to report malfunctions, defects in, or damage to a vehicle to Vehicle Maintenance within 24 hours of discovery. A pre-approved delay of this action to satisfy immediate mission needs can be authorized.

## Attachment 3

## MOTOR VEHICLE ACCIDENT REPORTING KIT

Figure A3.1. Motor Vehicle Accident Reporting Kit.



U.S. General Services Administration

**U.S. General Services Administration**  
**MOTOR VEHICLE ACCIDENT REPORTING KIT**

**In Case of Accident**

1. Stop immediately and turn on emergency flashers.
2. Take steps to prevent another accident at the scene.
3. Call a doctor or ambulance if necessary.
4. Notify police.
5. **DO NOT sign any paper or make any statement** as to who was at fault (except to your supervisor or to a Federal Government investigator.)
6. Get name and address of each witness. Ask the witness to complete Standard Form (SF) 94, Statement of Witness, contained in this envelope.
7. State your name, address, place of employment, name of your supervisor, and upon request show your operator's permit and vehicle registration card. (*NOTE: Only Government-owned or leased vehicles registered in the District of Columbia or displaying state tags have registration cards.*)
8. Complete Standard Form (SF) 91, Motor Vehicle Accident Report (or reporting form required by your agency) at the scene. If conditions prevent this, make notes of the following:
  - a. Registration information for other vehicle(s) (owner's name, owner's address, tag number, VIN, and vehicle description);
  - b. Information on other drivers (name, address, operator's permit number, and expiration date);
  - c. Name, address and phone number of each person involved and extent of injury, if any;
  - d. Name, address and phone number of company insuring other vehicle(s) and insurance policy number, and;
  - e. General information such as location, time, measurements, weather, damage, etc.
9. For proof of fault, submit a copy of the Police Report along with the SF 91.
10. If you have a camera, take pictures of the accident scene and any damage to the vehicles involved. Submit the pictures along with the SF 91.
11. Notify state, county or local authorities as required by law and CALL OUR TOLL FREE Accident Management Center (AMC) at 866-400-0411 (7:00 am - 6:00 pm CST).
12. If the vehicle is unsafe to operate, call the AMC at 866-400-0411 (7:00 am - 6:00 pm CST)
  - a. After 6:00 pm CST, if your vehicle is less than 3 years/36,000 miles it may be covered by a manufacturer's Roadside Assistance Program. Contact the appropriate manufacturer at the following toll free numbers; Ford: 800-241-3673, Chrysler, Dodge: 800-521-2779, Chevrolet: 800-243-8872, GM: 800-462-8782, Pontiac: 800-762-2737 and Honda: 800-465-7587, towing and minor services may be arranged at no extra cost.
  - b. If the Roadside Assistance Program does not apply to your vehicle, contact our After Hours Emergency toll free number, 866-WEX-4GSA. A customer service representative will authorize towing expenses and any other after hour's emergency services up to \$500.00.
13. Submit all reports and data to your supervisor within one working day. Your supervisor should fax them to the AMC within five days.
14. Injuries should be processed through your agency personnel office using a CA-1 form.

**NOTE: If you are injured, have the police notify your supervisor who will assume your responsibilities for reporting the accident.**

(See list of contents on reverse.)

**GSA Form 1627** (Rev. 11/09)  
 Prescribed by FSS P 5600.8