

**BY ORDER OF THE COMMANDER
SHAW AFB**



AIR FORCE INSTRUCTION 24-302

SHAW AIR FORCE BASE

Supplement

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Transportation

VEHICLE MANAGEMENT

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AFI 24-302, 26 June 2012 is supplemented as follows: This supplement establishes the vehicle abuse and accident program for the 20th Fighter Wing (FW) and tenant units assigned to Shaw Air Force Base (AFB). It outlines the purpose of the program, assigns responsibilities and identifies procedures to be used in administering the program. The purpose of this program is to ensure the safety and serviceability of the wing's vehicle fleet and to ensure recovery of government funds for vehicle damage not attributable to fair wear and tear. This publication applies to 20 FW and tenant unit personnel who use Air Force government-owned vehicles (GOV). Ensure that all records created as a result of process prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS). Send comments recommended changes, and questions about this publication, on Air Force (AF) Form 847, *Recommendation for Change of Publication*, to 20 LRS/LGLOC, 321 Cullen St., Shaw AFB, SC 29152-5125; route through your appropriate functional chain of command.

SUMMARY OF CHANGES

This supplement establishes the vehicle abuse and accident program for the 20th FW and tenant units assigned to Shaw AFB. The supplement also provides additional guidance concerning

Other Government Motor Vehicle Conveyance (OGMVC) management, vehicle serviceability inspections, vehicle markings, required forms, and the base's vehicle idling policy.

1.13. **Vehicle Abuse and Accidents Maintenance.** When a damaged vehicle is turned in to the 20th Logistics Readiness Squadron (LRS) Vehicle Management Flight, 20 LRS/LGRV, the Vehicle Fleet Manager (VFM) or Vehicle Management Superintendent (VMS) will determine if the damage is suspected accident, abuse, or incident. An accident occurs when a vehicle is damaged by inadvertently hitting, or being struck by, another vehicle or object. Vehicle abuse is any damage other than an accident that cannot be attributed to fair wear and tear. All Vehicle Management Operation & Maintenance (O&M) funds expended for vehicle accident and abuse repair costs, including contract cost, will be reimbursed to Vehicle Management by the owning organization or the organization responsible for the damage if not the owner. An incident is damage caused by normal use of a vehicle or an unavoidable act of nature. Vehicle Management funds costs incurred by incident damage and routine maintenance. Damage to General Services Administration (GSA) lease vehicles will be reported per guidance provided by GSA. Report damage to rental/lease agencies per the rental/lease agreement. Damaged government vehicles will be turned in to Vehicle Management within 24 hours or the next duty day, whichever comes first.

1.13.1. When vehicle abuse or accident is suspected, the following will occur: an estimate of the repairs will be completed; Vehicle Management will take electronic photographs of the damage, and will contact the owning unit's Vehicle Control Officer (VCO) or Vehicle Control Non-commissioned Officer (VCNCO). Fleet Management and Analysis, 20 LRS/LGRVA, personnel will generate a letter stating the damage, whether suspected abuse or accident exists, and the repair estimates. The first letter will be sent to the owning unit VCO/VCNCO. If Vehicle Management does not receive a response within 14 calendar days, the Operations Officer, 20 LRS/LGR, will contact the unit's Operations Officer or equivalent. If, after 14 calendar days with no response, the commander, 20 LRS/CC will contact the unit's commander or equivalent.

1.13.2.3. **(Added)** The owning commander or representative investigates the damage and returns the letter to Vehicle Management with the unit's Government Purchase Card (GPC) holder contact information annotated. The group commander, 20 MSG/CC will settle all disputes. Vehicle Management will hold the vehicle until the letter is returned from the using unit. Vehicle Management may begin repairs prior to the return of the letter if there is an agreement between the owning organization commander and the LRS Commander. **Note:** If a GOV or government-leased/rented vehicle caused a fatality, or was involved in a fatality or an accident with private property, the 20 FW Legal Office must release the vehicle before repairs commence.

3.17.1.3. **(Added)** Units purchasing OGMVCs must budget for maintenance. Vehicle Management is not funded for maintaining OGMVCs.

3.19.1.1.1. **(Added)** The first "walk-around" serviceability inspection performed before a vehicle is operated each day or each shift will be documented in the AF Form 1800/4427, *Operator's Inspection Guide and Trouble Report/Operator's Inspection Guide and Trouble Report (Fuel Servicing Vehicle and Equipment)*.

4.70.1. Special activity and radio call sign markings are allowed on vehicles frequently used on the airfield for easy identification from a distance. These markings will be fixed to the windshield, each side, and/or the rear of the vehicle and will consist of alphanumeric characters

only. To ensure safe vehicle operation, characters will be block type and will be no more than 4 inches in height for the windshield marking. Logos, base names, organizational patches, insignias, or other markings should not obstruct the safe operation of the vehicle and need to be removable. If damage occurs because of these logos, the unit is responsible for repair IAW paragraph 1.13. Vehicle Abuse and Accidents Maintenance.

10.4. **Vehicle Control Duties.** The forms listed here are required to be in each government vehicle whenever the vehicle is in operation: AF Form 1800/4427; DD Form 518, *Accident Identification Card*; SF 91, *Motor Vehicle Accident Report*. The Vehicle Waiver Record is available from the Vehicle Management Customer Service Center.

11.9. **Vehicle Idling Policy.** Excessive vehicle idling wastes fuel (as much as 1/2 gallon per hour), causes unnecessary air pollution, and wears vehicle components out more quickly.

11.9.1. Shaw AFB vehicle operators will limit vehicle idling to 5 minutes except when the Wet Bulb Globe Temperature (WBGT) reaches stage 4 (Red Flag) or stage 5 (Black Flag) to allow for the use of vehicle air conditioning. These limits can be waived for mission requirements by the unit commander.

DEREK J. O'MALLEY, Colonel, USAF
Commander

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

AFI 24-302, *Vehicle Management*, 26 June 2012

Adopted Forms

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

AF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Servicing Vehicle and Equipment)*

Acronyms

AFB—Air Force Base

AFRIMS—Air Force Records Information Management System

FW—Fighter Wing

GOV—Government Owned Vehicle

RDS—Records Disposition Schedule

WBGT—Wet Bulb Global Temperature