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Material Management

VEHICLE ACCIDENT AND ABUSE PROGRAM FOR TRANSPORTATION

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This instruction implements and extends the guidance of Air Force Instruction (AFI) 23-302, *Vehicle Management*, 29 October 2007. The procedures outlined apply to both government and contractor owned vehicles. This instruction requires collection and maintaining information protected by the *Privacy Act of 1974* authorized by 10 U.S.C. 8013, 40 U.S.C. Section 491 and Title 31 U.S.C. Section 7701. System of records notice F031 AF SP L, *Traffic Accident and Violation Reports*, applies. 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 are disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Air Force Records Disposition Schedule (RDS) located at https://www.my.af.mil/gcss-af61a/afirms/afirms/rds_series.cfm. 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 847 from the field through the VAFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, *USAF Flight Manuals Program [FMP]*. Refer to that publication for guidance on filling out the form.)

1. General: The government and contractor owned vehicle fleets at Vance AFB are critical to the accomplishment of the 71 FTW mission. To avoid adverse mission impact and excessive repair costs, commanders, directors, Vehicle Control Officers (VCO's), and vehicle users at all levels must take an active part in helping to prevent vehicle accidents and abuse. This instruction outlines responsibilities and implements procedures that will be used to manage the base Vehicle Accident and Abuse Program.

2. Explanations of Vehicle Accidents and Vehicle Abuse

2.1. A vehicle accident is the result of a collision with another vehicle or an object, while vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care.

2.1.1. Examples Of Vehicle Abuse Include: Damage that cannot be attributed to normal wear and tear such as excessive scratches on the vehicle exterior paint or windows; damage resulting from failure to accomplish operator care, e.g. failure to check engine oil etc.; intentional cutting of upholstery or steering wheel; damage resulting from improper use of the vehicle, e.g. failure to secure a load, overloading, improper towing; failure to report a malfunction that results in extensive damage.

2.2. Vehicle 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. NOTE: Wind damage to vehicle doors and fenders is not an act of nature.

2.3. Owning Organization: The organization to whom a vehicle is officially assigned by Vehicle Management.

2.4. Using Organization: An organization in possession of, and using, a vehicle. The using organization may not be the same as the owning organization in the event a vehicle was temporarily loaned out by the owner.

2.4.1. All U-Drive vehicles issued by Vehicle Operations are contractor owned assets. When they are issued out, the unit to whom the driver is assigned is considered the using organization, and may be held fiscally liable for damages which occur to the vehicle.

3. Responsibilities

3.1. Commanders: The MSG/CC approves the base Vehicle Accident and Abuse Program. The LRS/CC implements the program through Vehicle Management. Unit commanders and contractor department directors support the program by ensuring compliance within their organizations, and encouraging their personnel to be good stewards of the vehicle assets assigned to them.

3.2. Unit VCO's: As their unit liaison to Vehicle Management, VCO's are the focal point for all correspondence regarding vehicle accidents and abuse events that affect their assigned vehicles. VCO's conduct accident and abuse investigations, brief their commanders on associated matters, recommend Report of Survey action to their commander if deemed necessary, and provide Vehicle Management with documentation, i.e. accident reports, release letters etc., as required.

3.3. Vehicle Operators: Vehicle Operators are responsible for adhering to the requirements outlined in AFI 23-302, Para 10.7., to include using vehicles for official purposes only, performing required operator care, and reporting vehicle malfunctions and damage to Vehicle Management.

3.4. Vehicle Management: Vehicle Management implements the Vehicle Accident and Abuse Program procedures outlined in this instruction as empowered by the 71 LRS/CC. Vehicle Management will correspond directly with unit VCO's on all matters regarding vehicle accidents and abuse as they apply to their respective organization and/or assigned vehicles.

4. Funding For Repairs: In accordance with AFI 23-302, Para 1.20, vehicle using organizations fund for costs associated with vehicle abuse and/or accident damage on government owned, leased, and rental vehicles.

4.1. All Vehicle Management Operations & 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.

4.2. Military Organizations: Upon completion of accident or abuse repairs, Vehicle Management will prepare an AF Form 20, Repair Cost and Repairable Value Statement. The Form 20 will be forwarded to the vehicle owning/using organization. The vehicle owning/using organization will then transfer unit funds to Vehicle Management for the amount of the repair cost shown on the AF Form 20.

4.2.1. In the event a military organization damages a contractor owned vehicle, the liability for the repairs will be determined jointly by the contract Program Manager and the Air Force contracting officer.

4.3. Contractor Organizations: Contractor Target Funds will be utilized to repair all vehicles, both contractor owned and government owned, which were in the possession of, or being operated by, contractor personnel when they were damaged.

5. Procedures:

5.1. Identification: Vehicle accidents will be reported in accordance with Vance AFB Supplement 1 to AFI 23-302. A accident or suspected vehicle abuse damage discovered by Vehicle Management in the course of performing maintenance will be reported to the Transportation Manager and subsequently reported to the vehicle owning organization VCO.

5.2. Notification: The Transportation Manager will send the vehicle owning organization VCO an accident/abuse notification via e-mail that includes a copy of the vehicle repair estimate and digital photographs of the damage. The VCO will be requested to conduct an accident/abuse investigation and to provide a vehicle repair release following their investigation.

5.2.1. Vehicle Repair Release: The vehicle owning organization VCO must provide the Transportation Manager with a vehicle repair release following their accident/abuse investigation. The release can be via e-mail and should, at a minimum, contain the following statement: "The circumstances surrounding accident/abuse damage which occurred to vehicle registration number (insert registration number) have been investigated. The vehicle is no longer needed for investigative purposes and is hereby released for repairs." The unit VCO should sign the release.

5.2.1.1. The purpose of the repair release is to ensure the unrepaired vehicle is no longer required by the unit as evidence in the event the unit commander is considering Report of Survey action. Vehicle Management will not begin accident/abuse repairs until the unit VCO provides a repair release statement.

5.3. Documentation:

5.3.1. When a vehicle is turned in to Vehicle Management with accident/abuse damage, or when a vehicle in maintenance is discovered to have accident/abuse damage, Vehicle Maintenance Control will open a vehicle work order for an accident/abuse repair estimate. Vehicle mechanics or body shop personnel document the repairs required and the associated cost of direct labor, parts, and materials on a locally developed form.

5.3.2. Vehicle Maintenance Control will forward the accident/abuse estimate and work order to the Transportation Manager for review and subsequent forwarding to the vehicle-owning unit VCO.

5.3.3. The Transportation manager maintains a file for all vehicle accident/abuse cases. Each case is individually logged, and a package assembled with pertinent documentation including the following:

5.3.3.1. Digital photos of the damaged vehicle; SF 91 Vehicle Accident Report (if applicable); copy of the damage repair estimate; copy of the accident notification sent to the unit VCO; unit VCO vehicle release; copy of AF Form 20 (if applicable); other pertinent information.

5.3.4. The Transportation Manager will notify 71 FTW/SE of all government vehicle accidents, and will forward that office a copy of the SF 91 Vehicle Accident Report after it is received from the vehicle operator.

5.4. Repairs: Upon receipt of a vehicle repair release from the vehicle owning organization VCO, the Transportation Manager will direct that repair action be initiated. Standard vehicle maintenance procedures for repairs will be followed. Repairs which exceed local capability, such as frame straightening, will be accomplished via contract maintenance with local vendors.

6. Prescribed and Adopted Forms.

6.1. Forms Prescribed: No forms were prescribed in the publication

6.2. Adopted Forms: AF Form 20, *Repair Cost and Repairable Value Statement*, SF 91, *Vehicle Accident Report*, AF 847, *Recommendation for Change of Publication*

JENNIFER L. GRAHAM, Colonel, USAF
Commander, 71st Mission Support Group

Attachment:
Glossary of References and Supporting Information

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

Vehicle Accident: A vehicle accident is the result of a collision with another vehicle or an object.

Vehicle Abuse: Vehicle abuse is normally considered damage caused by willful or negligent acts of improper operation or care.

Vehicle Incident: Vehicle 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. NOTE: Wind damage to vehicle doors and fenders is not an act of nature.

Owning Organization: The organization to whom a vehicle is officially assigned by Vehicle Management.

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References:

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

Interim Change 2008-1 to AFI 23-302, *Vehicle Management*, 18 March 2008

Vance AFB Supplement 1 to AFI 23-302, *Vehicle Management*, 26 November 2007