

**BY ORDER OF THE COMMANDER
WARNER ROBINS AIR LOGISTICS
COMPLEX**

**WARNER ROBINS AIR LOGISTICS
COMPLEX INSTRUCTION 24-300**

9 JUNE 2026

Transportation

**MANAGEMENT AND USE OF
VEHICLES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(William R. Broach)

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This instruction implements Department of the Air Force Instruction (DAFI) 24-302, *Vehicle Management*. This instruction establishes responsibilities and procedures for the management, control, and use of assigned vehicles. It applies to all Warner Robins Air Logistics Complex (WR-ALC) groups, squadrons, and staff offices. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Product*. This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must come through the chain of command from the commander or civilian director of the maintenance group or staff office seeking relief from compliance. Waiver requests must be submitted to the OPR; waiver authority has not been delegated. This publication is exempt from tiering pursuant to Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force (AF) Records Information Management System Records Disposition Schedule. See **Attachment 1** for glossary of references and supporting information.

SUMMARY OF CHANGES

This publication has been revised and must be completely reviewed. The revision includes the conversion of AFI 24-301, *Ground Transportation*, to DAFI 24-301, *Ground Transportation*, and incorporates all updates from DAFI 24-302. Please note, this publication pertains only to vehicles.

1. **Policy.** Vehicles are assigned to WR-ALC for mission accomplishment only.

2. **Responsibilities.**

2.1. The WR-ALC/Commander (CC) will appoint a qualified WR-ALC Vehicle Control Officer (VCO) assigned to 402d Maintenance Support Groups Mission Support Flight (402 MXSG/MXDSM).

2.1.1. The WR-ALC VCO will serve as the representative for the WR-ALC/CC in all vehicle and operator matters.

2.1.2. Serve as the OPR for vehicle operator management and vehicle control for the WR-ALC staff offices.

2.1.3. Establish WR-ALC policies and procedures on vehicle matters and be the OPR for this instruction. Provide guidance to groups and squadron VCOs accordingly.

2.1.4. Comply with all policies and directives from WR-ALC/CC.

2.1.5. Provide data and WR-ALC vehicle program status to WR-ALC/CC, as needed.

2.1.6. Task group and squadron VCOs to accomplish WR-ALC directives and action items, as necessary.

2.1.7. Serve as the liaison between the WR-ALC and 78th Logistics Readiness Squadron Vehicle Management and Analysis Section (78 LRS/LGRV) and represent WR-ALC concerning vehicle-related matters. **Note:** All VCOs receive training from 78 LRS/LGRV.

2.1.8. Meet with WR-ALC group VCOs annually.

2.1.9. Provide support to staff office personnel and serve as the primary support function for centrally located personnel (buildings 210 and 301).

2.2. Group or squadron commanders/directors will:

2.2.1. Appoint a primary and alternate VCO if vehicles are assigned to the group. The appointment letter will be sent to 78 LRS/LGRV and to the WR-ALC VCO (402 MXSG/MXDSM).

2.2.2. Ensure safe and efficient operation of assigned vehicles.

2.2.3. Determine the correct vehicle and operator requirements to accomplish mission.

2.2.4. Coordinate with and respond to the group VCO in vehicle matters.

2.2.5. Appoint one primary and at least two alternate trainers to accomplish operator training for vehicles assigned to the group. Personnel selected as group vehicle trainers must be highly proficient in the operation and use of the vehicles for which training is to be provided. Appointees must first be coordinated through the group VCO before selection as vehicle trainers. Submit a signed DAF Form 170, *Appointment of Vehicle Trainers* (and AF Form 170B, *Appointment of Vehicle Trainers (Continued)*, if applicable) for potential instructors to 78th Ground Transportation (78 LRS/LGDDO) for approval as vehicle trainers. Course CTEMAS0000500SU, *Air Force Materiel Command Structured On-The-Job Trainer Course*, must be completed prior to being appointed as a vehicle trainer. **Note:** Completed DAF Forms 170 will be verified by the 78th Security Forces (78 SFS) using the Georgia Criminal Information Center (GCIC) Terminal. If employees have any

previous or pending suspension or revocation actions on their state driver's license, they will be removed from the group trainers listing.

2.2.6. Direct that all supervisors brief all newly certified vehicle operators on the procedures and responsibilities established by this instruction.

2.2.7. Support mission-aligned, non-group personnel physically collocated within group facilities, such as, but not limited to, Quality Assurance and Safety staff office personnel, including record retention.

2.3. WR-ALC Group and Squadron (if assigned) VCOs will:

2.3.1. Serve as the OPR for vehicle operator management and vehicle control within the organization.

2.3.2. Accept receipt for permanently assigned vehicles from 78 LRS/LGRV and issue vehicles to respective functions within the group.

2.3.3. Initiate and manage vehicle operator training, qualification, and licensing for organizations with vehicle operators assigned. Train all vehicle operators annually on AF policy regarding official use, accident reporting procedures, vehicle abuse, discrepancy reporting, and use of Department of Defense (DD) Form 518, *Accident - Identification Card*, Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report*, and SF 94, *Statement of Witness*. Annual vehicle operator training will be recorded in the Training Scheduling System (TSS) section 2.

2.3.4. Validate vehicle requirements and justify additional vehicle authorization requests on the Vehicle Authorization Request Worksheet, provided by the 78 LRS/LGRV for final approval through 441st Vehicle Support Chain Operations Squadron (VSCOS). **Note:** Complete request form and submit to your local Fleet Management Office for validation and approval. This worksheet will be uploaded with the official request via the Logistics, Installations and Mission Support-Enterprise Vehicle View.

2.3.5. Provide a monthly safety topic for supervisors to brief all employees who operate government vehicles within the group.

2.3.6. Serve as airfield driving program manager (ADPM) if an alternate individual has not been appointed by group or squadron CC/director IAW DAF13-213_ROBINSAFBSUP, *Airfield Driving*. **Note:** VCO and ADPM programs may be delegated to other group personnel and squadrons, as applicable.

2.3.7. Ensure proper training for all forklift operators is accomplished. Air Force Qualification Training Packages (AFQTP) have been developed for powered industrial truck (PIT) or forklift and will be used to train all operators. PIT (forklift) QTP24-3-E814 packages must be completed every 3 years. Provide refresher and associated evaluation when needed, such as the occurrence of a near miss, a reportable mishap, or if a spot evaluation indicates that an operator is not capable of performing assigned duties IAW *Occupational Safety and Health Administration*, Title 29, Code of Federal Regulations, part 1910.178 (I)(4), *Refresher Training and Evaluation*. VCOs must ensure authorized vehicle trainers complete the package, operator training, and documentation prior to the completion of DAF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License*, and licensing. Documentation may be managed

electronically. **Note:** Training packages can be found at e-pubs, check this site for the most current revision before use. To obtain AFQTPs, navigate to e-pubs, select Publications Forms, under Publications select Air Force, select Departmental, and scroll to the bottom of the page under Special Publications.

2.3.8. Air Force Qualification Training Packages are available for over 150 vehicles and listed as QTP24-3-XXXX (for example, QTP24-3-B192, *Passenger Van Vehicle Training Package*). The last four alphanumeric digits of the training package is the vehicle management code and must be added to the AF Form 171 for licensing. If the vehicle type is not listed in the AFQTP, then local lesson plans must be developed for special-purpose vehicles assigned to the group(s) and updated as required (initially and at least every three years). Coordinate all lesson plans through the 78 LRS/LGDDO Noncommissioned Officer in Charge and 78 LRS/LGRV for approval.

2.3.9. Identify qualified vehicle training instructors and alternates for special-purpose vehicles that are assigned to the group. Submit AF Form 170 and 170B, if needed, for potential instructors to group director/commander for approval, and forward to 78 LRS/LGDDO for approval as certified vehicle trainers. Always refer to e-publishing (<https://www.e-publishing.af.mil/>) for most current revision of forms before use. See group training managers for scheduling and completion of CTEMAS0000500SU. Course must be completed prior to being appointed as a vehicle trainer. **Note:** Completed AF Forms 170 will be verified by the 78 SFS using the GCIC Terminal. If employees have any previous or pending suspension or revocation action on their state driver's license, they will be removed from the group trainers listing.

2.3.10. Ensure licensing requirements are accomplished as follows:

2.3.10.1. Validate and maintain copies of AF Form 171 to ensure employees are trained by a qualified instructor. Ensure you properly mark or encrypt your e-mail to protect Personal Identifiable Information.

2.3.10.2. Review employee's state driver's license for medical or physical restrictions and note it on the AF Form 171, in Section I item 11.

2.3.10.3. Direct the employee to provide completed forms to the vehicle driver evaluator (appointment required), 78 LRS/LGDDO, for issuance of AF Form 2293, *US Air Force Motor Vehicle Identification Card*. E-mail or hand-carry completed/signed DAF Forms 171 to the 78th Operator Records and Licensing Section (LRS/OR&L) in building 306. **Note:** Add the following information to AF Form 171, Section V on page 2, in the Comments/Remarks Section: "Required for licensing:" and include the correct weight, hair color, eye color and sex information. The expiration date of the AF Form 2293 will be determined by 78 LRS/OR&L based on both the expiration dates of state-issued motor vehicle operator's license and common access card, whichever expires first. AF requirements for PIT-Forklifts are 3 years from the completion date of the training package date. This is managed electronically in Training Scheduling System. The PIT-Forklift certification will not be valid if the AFQTP package date exceeds three years. The responsible group VCO will ensure that the QTP date is current/valid prior to signing the AF Form 171 for new, renewal, or additions to the license.

- 2.3.10.4. Maintain a list of employees who are qualified to drive government vehicles and the types of vehicles each employee may operate. Each group VCO must maintain a copy of the completed AF Form 171 and AF Form 2293 for each valid operator (electronically maintained files are acceptable). If a VCO has questions or concerns regarding licensing, contact 78 LRS/OR&L, located in building 306. This office monitors, maintains, and updates all AF Form 2293 licensing requests using the On-Line Vehicle Integrated Management System database.
- 2.3.10.5. When employees transfer from one organization to another, forward the employees' driving records and Airfield Driving Program training records to the gaining group VCO. The out-processing employee must sign out their records and hand-carry them to the gaining group, squadron, or unit for in-processing. **Note:** This action must be identified on all in and out-processing checklists to ensure continuity. The employee will be subject to initial training requirements if no records are on file.
- 2.3.11. Maintain and update a VCO guidebook (continuity binder) as mandated by 78 LRS/LGRV. New VCOs must attend initial training with the Fleet Manager after appointment as the designated program manager; during this training the guidebook will be explained in detail. **Note:** The book may be electronically maintained to meet this requirement. Continuous process improvement methods should be used to enhance program management and develop new procedures that benefit all group VCOs.
- 2.3.12. Ensure that authorized replacement vehicles are ordered in a timely manner when current vehicles are replacement eligible or permanently taken out of service.
- 2.3.13. Determine permanent and temporary placement of vehicles, as required, ensuring WR-ALC vehicles are properly utilized.
- 2.3.13.1. Assign vehicles on permanent dispatch to a shop, work area, or location according to AFMC-approved Vehicle Authorization Listing and the Master Vehicle Report.
- 2.3.13.2. Reassign vehicles on a temporary basis as priority workload and mission requirements dictate.
- 2.3.13.3. Provide replacement vehicles in support of priority workload and/or projects when vehicles are out of commission. Consider General Services Administration (GSA) short-term lease for vehicles that are out of service for extensive amounts of time for repairs. Coordinate with the 78 LRS/LGRV for assistance.
- 2.3.13.4. Immediately request replacement/loaner vehicles from 78 LRS/LGRDDO. Send AF Form 868, *Request for Ground Transportation Support*, to 78lrs.lg.evo.vd@us.af.mil. Always refer to AF e-publishing for most current revision of forms before use. Call Vehicle Dispatch at defense switched network (DSN) 468-3493 for help or submit GSA short-term lease vehicle requests to 78 LRS/LGRV. Call DSN 468-5991 for assistance. All vehicle lease requirements require coordination through 78 LRS/LGRV. Lease terms for more than 60 and up to 120 days will require approval from the fleet managers, group resource advisors, and 441 VSCOS.

- 2.3.13.5. In the event vehicle replacement is not possible, review assignment of other vehicles and consult with flight leaders to establish workload priorities. Review mission essential listing for utilization.
- 2.3.13.6. Notify organizations prior to a vehicle being removed from organization for loan or assignment to another organization.
- 2.3.14. Serve as the liaison between WR-ALC staff offices/groups and the 78 LRS/LGRV concerning vehicle problems, repairs, and requirements. Establish and maintain communication and relationships, and provide feedback as required to assist all assigned group VCOs.
- 2.3.14.1. Maintain personal contact with 78 LRS/LGRV on all aspects pertaining to the operation and maintenance of vehicles. Attend all required meetings to ensure the most capable fleet of vehicles and share any updated information and process changes with all assigned VCOs.
- 2.3.14.2. Direct that vehicles assigned be delivered to the appropriate vehicle maintenance shop as requested for scheduled maintenance and for repair of all malfunctions affecting safe operation of vehicle. All government-owned vehicles (GOV) will be taken to building 319 for maintenance and to building 308, Minor Maintenance Facility, for check-in. Leased vehicles will be serviced by the leasing company or by approved commercial vendor, as mandated by 78 LRS/LGRV and GSA guidelines.
- 2.3.15. Control and operate vehicle rotation program to provide correct utilization to meet AF standards. Ensure low-use vehicles are rotated with high-use vehicles. Realign vehicles as required to support the highest priority workload.
- 2.3.16. Submit vehicle add-on letters for modification/enhancement requests through 78 LRS/LGRV for approval. Requests must address the extent of modification and impact if denied. Modification is a change in configuration that alters the basic design and/or use of the vehicle. Use this letter to provide detailed modification plans for review/approval by 78 LRS/LGRV technical manager. Ensure your market research is conducted; products may be available for purchase to meet your needs. Provide manufacturers, part numbers, pictures and schematics, if known. The best sources for recommendation of modifications or add-ons are the operators; solicit and encourage their participation in this process.
- 2.3.17. Comply with DAFI 24-302, Chapter 2, and DAFI 24-301, Chapter 2, both pertaining to vehicle accidents, misuse, abuse, and unofficial use. If misuse and/or unsafe driving practices are observed, use the DAF Form 870, *U.S. Government Motor Vehicle (GMV) Suspected Misuse Report*, to document and report suspected cases. The 78 LRS/LGDDO section can assist in processing this form.
- 2.3.17.1. Ensure timely investigation of vehicle accidents to determine authorized use, misuse, and abuse, as applicable. Submit Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report* and SF 94, *Statement of Witness*, (if completed) within 3 duty days to 78 LRS/LGRV.
- 2.3.17.2. Ensure damaged vehicle is sent to the vehicle maintenance shop or maintenance contractor for a repair estimate. The group VCO must submit a release

- for repair notification letter to 78 LRS/LGRV before repair on the damaged vehicle may begin.
- 2.3.17.3. An investigation report for a vehicle accident must be prepared within 10 workdays and sent to 78 LRS/LGRV. Upon request, complete DD Form 200, *Financial Liability Investigation of Property Loss*.
- 2.3.18. Inspect permanently authorized government vehicles using DAF Form 1800, *Operator's Inspection Guide and Trouble Report*. All assigned vehicles within the fleet shall be inspected at least semi-annually to ensure the vehicles are clean and serviceable and that the operator inspections are performed. Maintain the vehicle inspections and file in the applicable vehicle's file for 12 months. **Note:** Completed forms may be maintained electronically and should be available for inspection if requested by 78 LRS/LGRV. Forward results of inspection report to group commander/director outlining discrepancies noted. The group VCO must be notified of the action taken to correct discrepancies.
- 2.3.19. Maintain Vehicle Auxiliary Parking Plan, as mandated by 78 LRS/LGRV, to ensure supervisors and operators secure vehicles during non-use IAW established plan for assigned vehicles.
- 2.3.20. Review and maintain files for DAF Forms 1800. If vehicle is transferred, the vehicle maintenance records will be transferred to the gaining VCO. **Note:** Retain copies of completed DAF Form 1800 on file for 12 months for reference purposes.
- 2.3.21. Comply with all policies and tasks directed from 78 LRS/LGRV and the WR-ALC VCO.
- 2.3.22. Serve as the focal point for all matters concerning new vehicle requests, fuel, fuel keys, transfers, and asset accountability.
- 2.4. Immediate Supervisors having Vehicles and Operators Assigned Will:
- 2.4.1. Ensure correct and safe use of vehicles by allowing only qualified, physically able, and licensed employees to operate vehicles and equipment.
- 2.4.2. Brief new vehicle operators on procedures for accident reporting, misuse and abuse, daily inspection forms, driving slow moving vehicles on base, and general practices for operating government vehicles.
- 2.4.3. Provide DAF Form 1800 to vehicle operators to control vehicle abuse and to improve condition and serviceability of vehicles. The current DAF Form 1800 will be maintained and kept with the assigned AF fleet and leased vehicles.
- 2.4.4. Direct that an employee performing an initial vehicle inspection for each shift will sign DAF Form 1800 daily in the "Operator Signature" block on page 1. On the first workday of the month, the previous month's DAF Form 1800 must be annotated with the "Ending Mileage" and reviewed for accuracy. Ensure completed AF Form 1800s are provided to the organizations Group VCO immediately, not to exceed seven calendar days for monthly mileage reporting and final disposition. **Note:** When the date under "Maintenance Report Status" is blank, transcribe discrepancies or safety issues from the previous month's DAF Form 1800 to the new one and "C/F" (carried forward) is entered in the blank "Date" block of the old form IAW DAFI 24-302, 7.9.6. When problems are discovered, notify your VCO, turn in the vehicles to 78 LRS for maintenance and trouble

shooting. 78 LRS will notify the VCO when the vehicles are ready for pick up from Vehicle Maintenance.

2.4.5. Ensure vehicle mileage or hour reading (if applicable) is annotated on DAF Form 1800 within the first 10 calendar days of each month.

2.4.6. Ensure vehicle tire pressure is checked and signed off on DAF Form 1800 within the first 10 calendar days of each month. **Note:** Required tire information, such as pounds per square inch (PSI) will be found on vehicle placard located in the driver's doorframe, or the owner's manual. For more information refer to Technical Order (TO) 36-1-191, *Technical and Managerial Reference Motor Vehicle Maintenance*, Table 3.1..

2.4.7. Ensure all vehicles assigned are turned in promptly for periodic maintenance inspection, corrective maintenance, annual vehicle inspections, or maintenance required no later than the date designated, or as notified. Failure to promptly turn in requested vehicles will be considered vehicle abuse and reported to affected group directors for action. **Note:** Failure to do so could be grounds for the overdue vehicle to be impounded by the organization's VCO and/or 78 LRS/LGRV.

2.4.8. Ensure all vehicles are immediately turned in for maintenance if there are malfunctions that affect safe operation (tires, brakes, lights, wipers, levers, etc.). Notify the group VCO of the discrepancies.

2.4.9. Ensure all vehicles assigned are accounted for each day. Report any discrepancies to the group VCO.

2.4.10. Provide vehicle safety briefing monthly to all assigned employees who operate government vehicles. **Note:** WRALC group/squadron VCO will provide a monthly vehicle safety topic.

2.4.11. Stress through daily supervision that vehicles and equipment are for official use only and not to be abused or misused. Hold the operator responsible for vehicle usage while the key is in their possession.

2.4.12. If there are more than two operators for a vehicle, establish a key control system and ensure operators maintain a daily log of time signed in and out, the name of operator, and destination for each vehicle.

2.4.13. Verify that civilian employees and military personnel have a valid state license.

2.4.13.1. Identify to the group VCO all employees required to drive government vehicles and the type of vehicle the employee will drive.

2.4.13.2. Ensure employees have a valid AF Form 2293 if they operate any government-owned or leased vehicles that require licensing IAW DAFI 24-301, Chapter 6. (Contact your WR-ALC Complex VCO or group VCO for clarification on any subject).

2.4.13.3. Schedule an appointment with the group VCO for the initial issue of government driving license. IAW DAFI 24-301, Chapter 6, ensure employees complete AF Form 171 for review and/or signature. **Note:** Licensing and airfield driving requirements will be explained during initial newcomer in-processing.

- 2.4.13.4. Identify all employees who operate vehicles, including bicycles, that require access to the flight line or industrial area.
- 2.4.13.4.1. Schedule employees for the initial and refresher airfield driving for the flight line and industrial training through the unit training point of contact (POC) and/or group VCO.
 - 2.4.13.4.2. An AF Form 483, *Certificate of Competency*, is required for the flight line and industrial area access. Individuals authorized to drive on the flight line have authorization to drive in the industrial area; however, individuals authorized to drive in the industrial area only are not authorized to drive on the flight line.
 - 2.4.13.5. Verify AF Form 483 is validated annually for employees who are required to drive on the flight line and for industrial area driving. Supervisors must direct employees not to drive on the flight line/industrial area pending completion of refresher training or if AF Form 483 has not been updated and/or signed. Immediately notify the group ADPM of any expired AF Form 483, or if an employee's AF Form 483 needs to be suspended or revoked for safety and/or non-compliance reasons.
 - 2.4.13.6. Ensure all GOVs/leased vehicles that operate on the airfield inside the foreign object damage (FOD) checkpoints are equipped with an approved FOD container and a tool for removing foreign objects from tire treads. The tool will be marked with the vehicle's identification number. FOD containers will be emptied at the end of each shift or when full, whichever comes first.
- 2.4.14. For purposes of reporting accidents, check vehicles to ensure SF 91, SF 94, and DD Form 518 are always in the vehicle. When involved in an accident with a vehicle not assigned to Robins Air Force Base (RAFB), or a privately-owned vehicle, a completed DD Form 518 is given to the operator of this vehicle.
- 2.4.15. Report accidents/incidents to immediate supervisor, the Aircraft Maintenance Operations Center (DSN 468-3567, DSN 468-5428, or DSN 468-3029), applicable Group Control Center (GCC), group/staff office safety officer, and VCO. If a vehicle or equipment is disabled in a tow lane, within the wing-tip clearance area or blocking a hangar exit and attempts to remove it from the areas listed above fail, notify Airfield Operations at DSN 468-2114/2115 for assistance immediately. Contact the applicable GCC, group/staff office safety officer, and group VCO until the problem is resolved.
- 2.4.16. Withdraw AF Form 2293 from the vehicle when safe operation by an employee of the vehicle is in jeopardy. The decision to withdraw AF Form 2293 may be based on medical examination, information furnished by the employee concerning physical condition, observation of the employee, etc. Forward AF Form 2293 to the group VCO stating why it was withdrawn.
- 2.4.17. During periods of nonuse, ensure control and security of vehicles to safeguard and prevent pilferage from vehicles. (All vehicles not having ignition-type switch keys will be locked with a chain or hasp unless vehicle is parked in a secure area or in the flight line area).
- 2.4.18. Schedule refresher vehicle operator training through unit group VCO for employees when circumstances warrant.

2.4.19. Coordinate all vehicle modifications or requests for additional equipment mounted on a vehicle through the VCO for submission to 78 LRS/LGRV.

2.4.20. Submit requests for lease vehicles, u-drive vehicles, and other types of vehicles to group VCO for coordination and submission to 78 LRS/LGRV. Submit the AF Form 868 to 78lrs.lg.evo.vd@us.af.mil.

2.4.20.1. After request to lease is approved by 78 LRS/LGRV, submit required documents as part of purchase request to applicable Financial Management Office for coordination, approval, and routing to Maintenance Acquisition Program Office in the WR-ALC Business Office to initiate a service contract.

2.4.20.2. Ensure vehicles will be returned on or before the scheduled return date. If extenuating circumstances arise and an extension of use of the vehicle is required, contact the group VCO.

2.4.21. Ensure forklifts and tugs have an adequate fire extinguisher available when engaged in serviceable condition. The extinguisher will be operational and within inspection date IAW DAFMAN 91-203, *Department of the Air Force Occupational Safety, Fire, and Health Standards*, Chapter 6.

2.4.22. Encourage operators to comply with fuel conservation programs, such as using alternative fuel (when applicable), limiting engine idle time, consolidating trips, and making only official trips.

2.4.23. Designate the functional location of all assigned vehicles and maintain an updated list of such vehicles. The primary location of vehicles will be coordinated with the group VCO. The names and phone numbers of the personnel responsible for the vehicles will be provided to the group VCO. The group VCO will be notified as soon as possible of any changes to the vehicle's primary location and POCs. **Note:** Vehicle operations will not normally be performed unless a designated supervisor is on duty. Should peculiar shift work and special assignments preclude the availability of a supervisor, operators will be responsible for vehicle use as defined in this instruction.

2.4.23.1. Supervisors at all levels are responsible for the safe-keeping and protection of resources, equipment, and all assigned vehicles under their control. Their role is vital to the overall mission and the success of the group VCO program.

2.4.23.2. Supervisors must have a working knowledge of the management and the use of assigned vehicles and equipment. Supervisors must comply with all DoD directives, AFIs, DAFIs, safety guidelines, TOs, and this local instruction.

2.5. Vehicle Operators will:

2.5.1. Use correct safe operating techniques for vehicles and mounted/towed equipment for the task being performed. If there is any situation or circumstance not covered by instruction, local policy or training, contact your work leader, supervisor, or group VCO for assistance.

2.5.2. Have a working knowledge of the management and use of assigned vehicles and equipment. Operators will comply with all DoD directives, AFIs, DAFIs, safety guidelines, TOs and this local instruction.

2.5.3. Be trained/certified and receive an AF Form 2293 before operating any specialized GOV or leased vehicles that requires licensing. Contact group VCO for requirements and provide completed AF Form 171 for review and/or signature.

2.5.4. Take immediate action and notify the work leader, supervisor, or group VCO when state-issued license is suspended or revoked, or if a physical, mental, or any other condition adversely affects driving ability. Turn in government-issued AF Form 2293 and discontinue operation of any vehicles or equipment listed on the back of the form.

2.5.5. Know, understand, and comply with the rules regarding vehicle abuse, misuse, and the official use of assigned vehicles. All GOVs assigned are for official use only and not for personal convenience.

2.5.6. Possess a current/valid AF Form 483, *Certificate of Competency*, to drive on the flight line or industrial area. Industrial area cards will be issued unless there is a recurring need to access the flight line area through the FOD checkpoints. Request additional training if required to drive on areas of the flight line or industrial area that are unfamiliar.

2.5.6.1. All vehicles that operate on the airfield inside the FOD checkpoints will be equipped with an approved FOD container and a tool for removing foreign objects from tire treads. The tool will be marked with the vehicle's identification number. FOD containers will be emptied at the end of each shift or when full, whichever comes first. Unattended vehicles shall be parked with the driver's side facing the aircraft so it will not interfere with aircraft being towed or taxied. Ignition shall be turned off, keys left in the ignition, and the gear lever put in "reverse" for manual transmissions and in "park" for automatic transmissions. All vehicles parked and left unattended will have brakes set or chocks placed in front of and behind a rear wheel, or one chock placed between the tandem wheels of dual (tandem) axle vehicles.

2.5.6.2. Bicycles.

2.5.6.2.1. Bicycle operators that enter the flight line or industrial area will be qualified for the applicable area and possess a valid AF Form 483.

2.5.6.2.2. All bicycles (government- or privately-owned) will be equipped with an operational headlamp (turned on) and reflectors or reflective tape when ridden during hours of darkness or low visibility. All operators are required to always wear helmets and reflective safety vest or reflective belt. This includes riders going to and from the parking lots during early morning and evening hours.

2.5.6.2.3. Bicycles will not be ridden or parked inside buildings, hangars, tail enclosures, or nose docks. Park bicycles where aircraft or motor vehicles are not impeded. When not in use, bicycles will be parked in storage racks and labeled with owner's name, office symbol, and contact number.

2.5.7. Ensure correct seating of passengers and that safety belts, if equipped, are fastened by all operators and passengers prior to vehicle movement. Vehicle side doors will be closed when the vehicle is in motion.

2.5.8. Use correct loading and securing of cargo procedures for vehicles, trailers, and dollies to ensure safe delivery. Install slow-moving vehicle sign on the last trailer when pulled on public roadways.

2.5.9. Obtain DAF Form 1800 from immediate supervisor when performing the first prior-to-use inspection of the month.

2.5.9.1. Upon receipt of new DAF Forms 1800 for the current month, turn in the old, completed form to work leaders and/or supervisor for disposition. **Note:** When the date under "Maintenance Report Status" is blank, transcribe discrepancies or safety issues from the previous month's DAF Form 1800 to the new one and "C/F" is entered in the blank "Date" block of the old form IAW DAFI 24-302, 7.9.6. When problems are discovered, notify your supervisor, turn in the vehicles to 78 LRS for maintenance and trouble shooting. Notify your VCO when vehicles are turned into Vehicle Maintenance for service or repair.

2.5.9.2. Thoroughly inspect vehicle before operating IAW DAF Form 1800 and sign in "Operator Signature" block to show the prior-to-use inspection was completed.

2.5.9.3. If prior-to-use inspection reveals discrepancies, complete applicable blocks in the Vehicle/Equipment Discrepancy and Maintenance Report section on page two of DAF Form 1800. Before operation, notify immediate supervisor and group VCO if the vehicle requires maintenance. Take the vehicle to the appropriate vehicle maintenance shop for repairs. Take all vehicles and low speed vehicles to the Minor Maintenance Facility in building 308 for in-check, assessment, and maintenance. If the vehicle must be turned in for extensive maintenance, contact the group VCO immediately for assistance. Vehicles with non-safety related malfunctions must be turned in for maintenance within 1 normal workday. Vehicles with malfunctions that affect safe operation, to include but not limited to tires, brakes, lights, wipers, etc., must be turned in immediately to the appropriate vehicle maintenance shop.

2.5.9.4. Within the first 10 calendar days of each month, annotate vehicle mileage or hours reading (if applicable) on DAF Form 1800, as stated in TO 36-1-191, Table 3.1.

2.5.9.5. Within the first 10 calendar days of each month, check and record the tire pressure for front and rear tires on DAF Form 1800 as stated in TO 36-1-191, Table 3.1. **Note:** Required tire PSI will be found on vehicle placards in driver's-side doorframe (right), owner's manual, or stenciled on equipment. Do not mark vehicles without approval from Vehicle Management.

2.5.9.6. A complete prior-to-use inspection, including all items listed in the "Items to be Checked" section of the DAF Form 1800, is required at least once each shift. Operators on subsequent shifts will:

2.5.9.6.1. Verify the prior-to-use inspection has been completed and documented on DAF Form 1800 or accomplish the inspection before operating the vehicle.

2.5.9.6.2. Inspect the vehicle to see if there is any damage, if maintenance is required, or if there are any operating problems that occurred after the initial inspection was completed.

2.5.9.6.3. Enter any discrepancies found in the "Vehicle/Equipment Discrepancy and Maintenance Report" section on page 2 of the DAF Form 1800. **Note:** Ensure page 2 is completed/printed legibly. Select the applicable item number from page three. Annotate the discrepancy, use the next line below if more space is needed to

describe the problem of discrepancy.

2.5.9.6.4. If vehicle is equipped with a fire extinguisher, verify that the extinguisher is serviceable and within inspection date. On DAF Form 1800, page 3, check item number 32, Fire Fighting Specialized Equipment/Safety Devices. See DAFMAN 91-203, Chapter 6, for more information. **Note:** For purposes of this instruction, day shift is the primary shift and will annotate using the first line of the shift/signature block of the day (first initial and last name; swing shift will annotate the second line; and owl shift should annotate the third line (if applicable). If more than three operators are required within a shift period, supervisors may use a sign-in-out log for this purpose.

2.5.10. Service vehicle with correct fuel and maintain correct tire pressure. Keep windshield, windows, lights, and rear-view mirrors clean.

2.5.11. Keep the interior and exterior of all vehicles clean at all times.

2.5.11.1. Wash all general-purpose vehicles at least every 45 days at any wash rack area, industrial waste drain, or wash facilities located at building 319.

2.5.11.2. Wax exterior (at least annually) on all general-purpose vehicles to protect finish, prevent corrosion, and maintain good appearance. Waxing for forklifts and tugs will be limited to the areas with a glossy finish. Notify group VCO when completed so the unit's waxing schedule can be updated and submitted to 78 LRS/LGRV.

2.5.12. Ensure the exterior and interior of vehicles are clean prior to delivering to the Vehicle Minor Maintenance Shop in building 308 for scheduled maintenance, correction of safety discrepancies, etc.

2.5.13. Keep one SF 91, one SF 94, and one DD Form 518 (marked with RAFB Legal Office contact information) in all vehicles. If the vehicle is driven on the RAFB airfield, ensure a copy of the local airfield taxi-way map, a copy of Air Force Visual Aid (AFVA) 11-240, *USAF Airport Signs and Markings*, and a copy of AFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*, are in each vehicle.

2.5.14. Report all accidents. An accident is any damage to the vehicle or another vehicle, associated equipment, aircraft, or cargo which occurs during the operation of the vehicle. Failure to report an accident to an immediate supervisor may result in disciplinary action due to negligence. If an accident occurs, accomplish the following as applicable:

2.5.14.1. Call 911 from a base telephone if Emergency Medical Services, Fire Department, or Security Forces are needed. **Note:** Use the fastest means available; a base telephone is the preferred method, but if a mobile phone is used, call 478-222-2900 and specify that the emergency is on RAFB.

2.5.14.2. Notify immediate supervisor, AMXG Maintenance Operation Center (DSN 468-3567, 468-5428, or 468-3029), WR-ALC Ground Safety Officer, and the group VCO immediately after the accident.

2.5.14.3. Do not move vehicles or other objects involved in an accident except to prevent further damage, to rescue the injured, or after release by 78 SFS or group VCO.

- 2.5.14.4. If a vehicle not assigned to RAFB or a privately-owned vehicle is involved in an accident, give the other driver a completed DD Form 518 at the scene of the accident.
- 2.5.14.5. Complete and deliver SF 91 to the group VCO within 8 hours after the accident. SF 91 will be taken to 78 LRS/LGRV within 24 hours of the accident.
- 2.5.15. Never leave a vehicle unattended with the engine running. For purposes of this instruction, a motor vehicle is attended when the person in charge of it is within 25 feet and has an unobstructed field of view of the vehicle (except for vehicles in the industrial/flight line area) For more information regarding airfield parking procedures, refer to DAFI 13-213_ROBINSAFBSUP, or contact your organizations ADPM for assistance.
- 2.5.16. For vehicles not in an industrial/flight line area, remove ignition keys from all general-purpose vehicles during all non-use periods. Vehicles not having ignition-type switch keys will be locked with a chain/cable or hasp unless vehicle is parked in a secure area or in the flight line area.
- 2.5.17. Ensure that vehicle is in park for automatic transmissions, and reverse gear for manual shift vehicles, and that the parking brake is set when not in use.
- 2.5.18. Do not smoke, use tobacco products, or consume alcoholic beverages in any GOV.
- 2.5.19. Do not use cell phones, to include texting/messaging, while operating any GOV unless a hands-free device is used. To avoid any confusion or false reporting, stop the vehicle, disengage the transmission or place in park, set the emergency/parking brake, and exit the vehicle to make your call. Resume normal operation when your call is completed.
- 2.5.20. Be responsible for the safe operation, conservation, and condition of vehicle. Report discrepancies to the supervisor and annotate them on DAF Form 1800.
- 2.5.21. Use a spotter/ground guide whenever a vehicle is in motion and the vehicle operator's vision is restricted. Prior to operating in an unfamiliar area, walk through the area with your spotter and identify areas of danger and concern. Communicate the plan and begin the operation if it can be done safely. In any case where safety is in question, contact a work leader, supervisor, or your group VCO for further instructions.
- 2.5.22. Adhere to the following speed limits:
- 2.5.22.1. Speed limit for warehouses, on ramps, docks, and on paved surfaces between warehouses and shops is 5 miles per hour (MPH).
 - 2.5.22.2. Speed limit in all parking lots is 10 MPH.
 - 2.5.22.3. General speed limit on the flight line and industrial areas is 15 MPH and 5 MPH within 25 feet of an aircraft.
 - 2.5.22.4. Towing speed for a single maintenance stand is 10 MPH.
 - 2.5.22.5. Towing speed for all aircraft and vehicles towing two or more maintenance stands is 5 MPH.

2.5.23. Do not drive vehicles inside buildings and hangars unless delivering or picking up material and/or equipment.

2.5.23.1. Ensure no gasoline vehicles are in hangars when there are open aircraft fuel tanks, even if fuel tanks have been purged.

DAVID S. MILLER, Brigadier General
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFQTP 24-3-B192, *Full-size Van Operator Training Package*, 14 November 2024

DAFI 13-213_ROBINSAFB SUP, *Airfield Driving*, 08 February 2023

DAFI 24-301, *Ground Transportation*, 9 January 2026

DAFI 24-302, *Vehicle Management*, 23 January 2026

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

DAFMAN 91-203, *Department of the Air Force Occupational Safety, Fire, and Health Standards*, 24 February 2026

DoDI 4500.36, *Acquisition, Management, and Use of DoD Non-Tactical Vehicles*, Department of Defense, 2 September 2025

QTP 24-3-E814, *Forklift Vehicle Training Package*, 24 May 2019

Title 29, CFR, Part 1910.178 (I)(4), *Refresher Training and Evaluation*

Title 49 CFR, Part 571.500, *Low Sped Vehicles*

TO 36-1-191, *Technical and Managerial Reference for Motor Vehicle Maintenance*, 24 September 2025

Prescribed Forms

None

Adopted Forms

AF Form 170B, *Appointment of Vehicle Trainers (Continued)*

AF Form 483, *Certificate of Competency*

AF Form 2293, *U.S. Air Force Motor Vehicle Operator Identification Card*

DAF Form 170, *Appointment of Vehicle Trainers*

DAF Form 171, *Request for Driver Training and Addition to U.S. Government Driver's License*

DAF Form 868, *Request for Ground Transportation Support*

DAF Form 870, *U.S. Government Motor Vehicle (GMV) Suspected Misuse Report*

DAF Form 847, *Recommendation for Change of Product*

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

DAFVA 11-240, *US Air Force Airport Signs and Markings*

DAFVA 13-222, *Runway/Controlled Movement Area (CMA) Procedures*

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 518, *Accident Identification Card*

SF 91, *Motor Vehicle Accident (Crash) Report*

SF 94, *Statement of Witness*

Abbreviations and Acronyms

ADPM—Airfield Driving Program Manager

AF—Air Force

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFQTP—Air Force Qualification Training Package

CC—Commander

CF—Carried Forward

CFR—Code of Federal Regulations

DAFMAN—Department of the Air Force Manual

DD—Department of Defense

DoDI—Department of Defense Instruction

DSN—Defense Switched Network

FOD—Foreign Object Damage

GCC—Group Control Center

GCIC—Georgia Criminal Information Center

GOV—Government-Owned Vehicle

GSA—General Services Administration

IAW—In Accordance With

LSV—Low-Speed Vehicle

MPH—Miles per Hour

OPR—Office of Primary Responsibility

PIT—Powered Industrial Truck

POC—Point of Contact

PSI—Pounds Per Square Inch

RAFB—Robins Air Force Base

RAFBI—Robins Air Force Base Instruction

SF—Standard Form

TO—Technical Order

VCO—Vehicle Control Officer

VSCOS—Vehicle Support Chain Operations Squadron

WR-ALC—Warner Robins Air Logistics Complex

402 MXSG/MXDMS—402d Maintenance Support Group Mission Support Flight

441 VSCOS—441st Vehicle Support Chain Operations Squadron

78 LRS/LGGDO—78th Logistics Readiness Squadron Ground Transportation Section

78 LRS/LGRV—78th Logistics Readiness Squadron Vehicle Management and Analysis Section

78 LRS/OR&L—78th Logistics Readiness Squadron Operator Records and Licensing Section

78 SFS—78th Security Forces Squadron

Terms

Government-Owned Vehicle (GOV)—Consisting of all vehicles owned or leased by using organizations.

Low Speed Vehicles—Vehicles whose maximum speed is not greater than 25 MPH that meet Title 49 CFR, Part 571, Standard Number 500, will be categorized as LSV. These items are managed as a registered vehicle.

Material Handling Equipment—Vehicles/equipment used for material handling or lifting, powered industrial trucks, forklifts, warehouse tugs, pallet jacks, etc.

Official Use—GOVs are closely controlled because of their easy accessibility, high visibility and potential for misuse. DoDI 4500.36 implements federal law (e.g., 31 United States Code §1344, *Passenger Carrier Use*, and 40 United States Code §§ 601-611, *Motor Vehicle Pools and Transportation Systems*) and prescribes the limited use of GOVs to official governmental purposes. Unauthorized use results in unnecessary expenditure of funds and creates public criticism. Commanders, vehicle operators, and the base populace must be familiar with vehicle use restrictions and what constitutes official use. Three basic rules apply when making Official Use determination: 1) The purpose of vehicle use must be essential to the successful completion of a DoDI function, activity, or operation. 2) The purpose of the GOVs use must be consistent with the purpose for which the vehicle was acquired. 3) If provided, the GOV transportation used must be the most cost-effective method of satisfying the requirement.

Other Government Motor Vehicle Conveyance—Self-propelled asset providing a basic transportation capability (i.e., golf cart, all-terrain vehicle, etc.) not meeting specifications of Title 49 CFR, Part 571.500, *Federal Motor Vehicle Safety Standard, Low-speed Vehicles*.

78 LRS Operator Records & Licensing (OR&L)—This organization is responsible for licensing and maintaining operator records for military and civilian personnel authorized to operate GOVs that require additional training and certification.

Vehicle—All government-owned or leased vehicles, special purpose vehicles, material handling equipment, and LSVs.

Vehicle Abuse—Any act or omission that may result or has resulted in damage to the vehicle that cannot be due to fair wear and tear.

Vehicle Misuse—Any use of a vehicle for purposes other than for which it was designed or not according to operating directives, also for any use other than official purposes.