

**BY ORDER OF THE COMMANDER
WRIGHT-PATTERSON AIR FORCE
BASE**



**WRIGHT-PATTERSON AIR FORCE
BASE INSTRUCTION 24-303**

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**VEHICLE ACCIDENT
AND ABUSE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Thomas L. Riste)

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This instruction implements Air Force Instruction (AFI) 24-302, *Vehicle Management*. It establishes policies and procedures for implementing and managing the installation's vehicle accident and abuse program. It applies to all commanders, directors, division chiefs, vehicle control officers (VCOs), vehicle control noncommissioned officers (VCNCOs) and vehicle operators assigned to host and associate units on Wright-Patterson Air Force Base, including the Air Force Reserve (AFRC). This does not apply to the Air National Guard (ANG). Instructions herein apply to all Air Force owned vehicles and vehicular assets, including General Services Administration (GSA) and Air Force Commercial leased assets. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed.

1. General Policies:

1.1. Repair of vehicles damaged by preventable accidents or confirmed abuse diverts limited resources from direct mission support and wastes government funds. Commanders at every level must take appropriate actions to minimize accident occurrences and avoid all vehicle abuse.

1.2. Military members and civilian employees can be held financially liable only in those cases in which the loss or damage to a government vehicle was proximately caused by member/employee's gross negligence, willful misconduct, or deliberate unauthorized use. The fact that financial liability may not be imposed on the person responsible for the vehicle damage, does not prevent the commander from taking other administrative actions against the responsible person.

1.3. All funds expended for vehicle accident and abuse repairs will be reimbursed to 88th Logistics Readiness Squadron (88 LRS) by organization responsible for damage. Organizations signing out U-Drive-It (UDI) vehicles from Vehicle Operations will be held responsible for costs to repair any accident/abuse damages incurred while vehicle was in their care. Where responsibility cannot be determined, the owning organization will be responsible for reimbursement IAW AFI 24-302, paragraphs 1.13.1. & 1.13.2.

2. Responsibilities:

2.1. Using organization Commanders or Directors will:

2.1.1. Implement vehicle care and training programs through their VCO/VCNCO to prevent abuse and minimize accidents. Provide support to organization VCO/VCNCO in vehicle related matters.

2.1.2. Ensure investigation procedures found in DoD 7000.14-R, Volume 12, Chapter 7, *Department of Defense Financial Management Regulations (FMRS)*, as supplemented, are followed. Personally review all vehicle accident and suspected abuse investigations involving assigned vehicles or vehicles used by unit personnel.

2.1.3. Regardless of liability determination, government vehicle accident/abuse repair costs will be paid by using organization IAW AFI 24-302, paragraph 1.13.

2.1.4. Direct a transfer of appropriated funds to 88 LRS as prescribed within reimbursement email.

2.2. VCO/VCNCO will:

2.2.1. Immediately notify their unit commander/director of all accidents and suspected abuses.

2.2.2. Assist vehicle operator in completing SF 91. For GSA vehicles, follow the GSA motor vehicle accident reporting kit instructions included within each vehicle.

2.2.2.1. Ensure completed SF 91, documentary photographs (when determined necessary), and any associated documentation needed for investigative purposes are retained on file.

2.2.3. For accidents, provide a copy of completed SF 91 to 88 ABW/JA, 88 ABW/SE, and GSA Accident Management Center as applicable within three duty days.

2.2.4. Obtain copy of accident investigation report, if available, from 88th Security Forces Squadron, Reports and Analysis (88 SFS/S5SR) or local law enforcement and forward to 88 ABW/SE.

2.2.5. Upon receipt of accident/abuse damage repair estimate, notify Commander/Director and unit Resource Advisor of estimated repair cost.

2.2.5.1. Within five duty days of estimate notification, provide authorization to release Air Force owned vehicles for repair to 88 LRS/LGRVCM. If a release is not received within five duty days, Vehicle Management will commence repair action.

2.2.5.1.1. When applicable, repairs will not be initiated until released by 88 ABW/JA.

2.2.5.2. For GSA leased vehicles contact GSA Accident Control Center for repairs.

2.2.5.3. For commercial leased/rented vehicles, contact owning agency for repair procedures.

2.3. Vehicle Operator will:

2.3.1. At time of an on base accident immediately notify Base Defense Operations Center (BDOC) and VCO/VCNCO.

2.3.2. At time of an off base accident notify local law enforcement and VCO/VCNCO.

2.3.3. Complete appropriate AF Form 1800, *Operator's Inspection Guide and Trouble Report*, or AF Form 4427, *Operator's Inspection Guide and Trouble Report (Fuels Support Equipment)*, Standard Form (SF) 91, *Motor Vehicle Accident Report*, and DD Form 518, *Accident – Identification Card*.

2.3.4. Turn AF owned vehicle in to Vehicle Management within one duty day.

2.3.5. GSA vehicles, follow "A Guide to Your Interagency Fleet Management System Vehicle" pamphlet.

2.4. Vehicle Management Contractor (88 LRS/LGRVCM) will:

2.4.1. Identify/inspect/validate damage and initiate an accident/abuse work order at time of turn in or when discovered during repairs.

2.4.1.1. If suspected abuse damage is discovered during routine maintenance, repairs will be suspended and VCO/VCNCO notified.

2.4.2. Initiate and send repair estimate with accident/abuse notification to VCO/VCNCO and 88 LRS/LGRV, within one duty day upon receipt/completion of estimate.

2.4.3. Repair work does not begin until vehicle is released for repairs by owning organization Commander or VCO/VCNCO. If release authorization is not received within five duty days, repairs will commence unless a delay is requested in writing.

2.4.3.1. When applicable, repairs will not be initiated until released by 88 ABW/JA.

2.4.4. Upon completion of repairs, initiate/distribute a reimbursement request email (excluding reimbursable units) with instructions to enable expedient transfer of funds.

2.5. The 88 LRS/LGRV will:

2.5.1. Validate and forward reimbursement request email to owning organization Commander/Director, Resource Advisor, and 88 CPTS/FMA2.

3. Replacement Vehicles: Replacement vehicles will not normally be provided for vehicle accidents/abuses. Exceptions may be approved by 88 LRS/CL upon request from using organization Commander/Director.

THOMAS P. SHERMAN, Colonel, USAF
Commander

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

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

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD 7000.14-R, Volume 12, Chapter 7, *Department of Defense Financial Management Regulations (FMR)*

Adopted Forms

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

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

DD Form 518, *Accident – Identification Card*

SF Form 91, *Motor Vehicle Accident Report*

Abbreviations and Acronyms

AFMAN—Air Force Manual

GSA—General Services Administration

LRS—Logistics Readiness Squadron

MSG—Mission Support Group

RDS—Records Disposition Schedule

SFS—Security Forces Squadron

SF—Standard Form

UDI—U—Drive It

VCNCO—Vehicle Control Noncommissioned Officer

VCO—Vehicle Control Officer

Terms

Government Vehicle—Any Air Force owned, GSA leased, or Air Force Commercial leased/rented vehicle or vehicular asset.

Vehicle Abuse—An act or omission that has caused or may cause damage to a government vehicle that cannot be attributed to fair wear and tear, accident, or incident.

Vehicle Accident—Any situation where a government vehicle strikes or is struck by another government vehicle, non-government vehicle and/or object, structure or animal where action by any participative vehicle operator could have prevented the outcome.

Vehicle Incident—Any situation where a government vehicle sustains damage where the actions of any participative vehicle operator could not have prevented the outcome (i.e., act of nature).

Vehicle Fair Wear and Tear—Normal expected deterioration of a vehicle or equipment based on age, use, and life expectancy. Final determination authority is the 88 LRS/CL.