

28 OCTOBER 2002



Transportation

VEHICLE ACCIDENT AND ABUSE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 18 LRS/LGRVM
(Capt AaBram G. Marsh)
Supersedes 18 WGI 24-304, 3 July 2001

Certified by: 18 LRS/CC
(Lt Col Anthony D. Dunbar)
Pages: 7
Distribution: F

This instruction implements Air Force Policy Directive 24-3, *Operation, Maintenance, and Use of Transportation Vehicles and Equipment*, Air Force Instruction 24-302, *Vehicle Maintenance Management*, Air Force Manual 24-307, *Procedures for Vehicle Maintenance Management*, and Air Force Manual 23-220, *Reports of Survey for Air Force Property*. It outlines definitions, responsibilities, and procedures for an effective Vehicle Accident and Abuse Program at Kadena AB. Visibility and emphasis are placed at the unit level and under the direct control of the unit commander to foster better operator care and condition of Kadena's vehicle fleet. This instruction is applicable to all persons operating Government Owned Vehicles/Equipment (GOV/E) assigned to Kadena AB or its Geographically Separated Units (GSUs) which are loaded in the On-Line Vehicle Interactive Management System (OLVIMS), as well as vehicles maintained by 18 LRS through inter-service support agreements. This publication applies to the Air National Guard or US Air Force Reserve.

SUMMARY OF REVISIONS

This revision is to make corrections changing unit identification from 18th Transportation Squadron (18 TRANS) to 18th Logistics Readiness Squadron (18 LRS), and changing group identification from 18th Logistics Group (18 LG) to 18th Mission Support Group (18 MSG). There is also a clarification to reimbursement actions for accident and abuse actions that exceed \$250.00 in material cost. New or revised material is indicated with an bar (|).

1. Definitions.

1.1. Fair Wear and Tear: The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.

1.2. Vehicle Abuse: An act or omission that has caused damage that cannot be attributed to vehicle accidents, vehicle incident, or fair wear and tear. Some examples of vehicle abuse are listed in

Attachment 1. NOTE: For damage not attributed to an accident, the Vehicle Maintenance Flight Commander/Chief will consider the facts and determine whether the vehicle should be processed as an incident or abuse. Controversies about classification will be handled at the lowest level, with the 18 MSG/CC being final authority.

1.3. Vehicle Accident: Any situation where a GOV/E strikes or is struck by an object under conditions indicating that the situation occurred due to the negligence or unintentional act of a vehicle operator.

1.4. Vehicle Incident: GOV is damaged under conditions that are reasonably beyond the control of the vehicle operator. An incident letter from the using organization's Vehicle Control Officer/NCO (VCO/VCNCO) will accompany any vehicle turned in for incident damage. Examples of incidents are:

1.4.1. A rock thrown through the windshield by the tire of a vehicle being followed.

1.4.2. Wind carried objects striking a vehicle as a result of a typhoon.

2. Responsibilities.

2.1. The 18th Logistics Readiness Squadron will:

2.1.1. Identify vehicle damage caused by accident, abuse or incident.

2.1.2. Provide accident/abuse notification letter (**Attachment 2**) and photos to the squadron commander and VCO/VCNCO of the assigned organization (may not be the unit responsible for damage). A copy of the repair estimate work order may be provided upon request.

2.1.3. Repair vehicle and start reimbursement action for repairs where the material cost is over \$250.00. Submit AF Form 20, **Repair Cost and Repairable Value Statement** and all supporting documentation to Accounting and Finance for reimbursement from the assigned organization.

2.1.4. Maintain accident/abuse repair information for a 6-year period.

2.1.5. Make vehicle repairs for single incidents when the repair estimate for material costs is \$250.00 or less. However, if a using organization exhibits a trend or causes damage to vehicles and equipment in their possession, the unit will reimburse 18 LRS for vehicle repairs. Units will still be notified of those accidents and abuses under the \$250.00 threshold.

2.2. Vehicle operator will:

2.2.1. Stop and aid injured.

2.2.2. Notify security forces immediately, prior to moving the vehicle.

2.2.3. Notify supervisor and unit VCO.

2.2.4. Complete SF 91, **Operator's Report of Motor Vehicle Accident**.

2.2.5. Complete DD Form 518, **Accident-Identification Card** if POV or private property is involved.

2.3. Assigned or using organization will:

- 2.3.1. Report all vehicle damage to 18 LRS/LGRVM within 24 hours if the vehicle can be driven safely. Vehicle operations will recover all non-drivable vehicles using a military wrecker. The initial responsibility to identify and report accidents rests with the vehicle operator.
 - 2.3.2. Report U-Drive-It or loaned vehicle damage to 18 LRS/LGRVO within 24 hours.
 - 2.3.3. Conduct a preliminary investigation to ascertain the facts of vehicle damage or loss, and process the results of the investigation IAW AFMAN 23-220, Ch 18.
 - 2.3.4. Ensure that copies of accident reports are submitted to the Base Legal Office not later than one duty day after the damage for all accidents involving POVs.
- 2.4. For accidents involving privately owned vehicles:
- 2.4.1. The assigned or using organization will inform vehicle maintenance upon turning the vehicle in that the damage was a result of a POV/GOV accident.
 - 2.4.2. The assigned or using organization will provide the 18 WG/JA with sufficient information about the accident, to determine if the POV or GOV driver was at fault. If the POV was at fault, the 18 WG/JA will pursue repairs through the POV insurance company.
 - 2.4.3. Accidents involving a POV will have repairs suspended pending release from 18 WG/JA.
- 2.5. The 18 MSG/CC is the final decision authority to resolve any conflicts concerning this program.

JEFFREY A. REMINGTON, Brigadier General, USAF
Commander, 18th Wing

Attachment 1

EXAMPLES OF VEHICLE ABUSE

A1.1. Vehicle abuse action will be initiated for vehicle/equipment damage or failure resulting from:

- A1.1.1. Tampering with governors or distributors.
- A1.1.2. Operating vehicle with insufficient oil or coolant because of failure to check levels according to established requirements, or failure to monitor dash instrumentation.
- A1.1.3. Operating vehicle with applied/dragging parking brakes.
- A1.1.4. Improper distribution or securing of loads in vehicle cargo areas or not following established loading and unloading procedures.
- A1.1.5. Using a vehicle for other than its intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet).
- A1.1.6. Failure to clean/maintain vehicle's interior/exterior to meet corrosion control and appearance requirements.
- A1.1.7. Unauthorized wiring, marking, or modification of a vehicle (modifications must be processed in writing through the VCO/VCNCO, the Vehicle Operations Officer (VOO) and Vehicle Maintenance Management for approval).
- A1.1.8. Vehicle being operated by an unqualified/untrained operator without an instructor present.
- A1.1.9. Operating a vehicle with improperly inflated tires (i.e., not IAW manufactures recommendations).
- A1.1.10. Tire wear beyond limits (i.e., below minimum acceptable safe tread depth of 2/32 inch). Tire wear that exposes the cord renders tires unable to be recapped/re-grooved and is unsafe.
- A1.1.11. Intentional destruction/disfigurement of vehicle's interior/exterior.
- A1.1.12. Operating a vehicle/equipment in conflict with published DoD, AFOSH, OSHA, Air Force Instructions/Manuals/Technical Orders, or Japanese law concerning vehicle safety.
- A1.1.13. Failing to protect the painted surface(s) from corrosion and/or oxidation.
- A1.1.14. Allowing water to accumulate in the vehicle interior (i.e. washing out the interior with a hose, not closing windows during a rainstorm, etc).
- A1.1.15. Over-filling the engine crankcase, transmission, or hydraulic reservoirs.
- A1.1.16. Servicing the vehicle fuel tank or hydraulic reservoir with incorrect fuel or oils.

A1.2. Other situations where vehicle abuses may be indicated include, but are not limited to, the following.

- A1.2.1. Failure to report discrepancies in any of the safety-type systems or devices described in AFI 24-302, paragraph 2.16.2 that could adversely affect the safety of personnel or the operation of equipment.

A1.2.2. Failure to report damage (accident, incident, negligence) to vehicle maintenance within one duty day. A pre-approved delay of this action to satisfy immediate mission needs is authorized.

A1.2.3. Failure to accomplish proper operator care and maintenance.

A1.2.4. Failure to bring vehicle/equipment in scheduled maintenance before an overdue condition exists. An approved rescheduling by vehicle maintenance due to mission requirements is permitted.

Attachment 2**SAMPLE ACCIDENT ABUSE NOTIFICATION LETTER**

MEMORANDUM FOR 18 LRS/CC

ASSIGNED ORG/CC/VCO

FROM: 18 LRS/LGRVM

SUBJECT: Notification of Government Vehicle Accident/Abuse (Case Number)

1. Government vehicle, **(Registration Number) - (Vehicle Make/Type)**, assigned to your organization, was turned into Vehicle Maintenance on **(Date)** with damage to the **(Description of Damages)**. The estimate cost to repair this vehicle is **(Cost)**. Additionally, the estimated direct labor cost associated with this accident is **(Cost)** and will be absorbed by the 18 LRS.
2. In accordance with 18th Wing Instruction 24-304, the using organization will reimburse 18th Logistics Readiness Squadron Vehicle Management Flight for vehicle accident/abuse repairs over \$250.00. **(Additional information identifying reasons for abuse cases)**.
3. Vehicle Maintenance will provide Accounting Finance with an AF Form 20, **Repair Cost and Repairable Value Statement**, a copy of this letter and any other supporting documents to have the funds transferred from your unit's (O&M) account to Vehicle Maintenance's (O&M) account when the repairs are complete.
4. IAW AFMAN 23-220, chapter 18, an investigation is required to determine if gross negligence or willful misconduct is evident. If it is determined that either of these criteria are met, you must decide whether to seek recovery of the vehicle repair cost associated with the accident. Please note that the material cost must be transferred to Vehicle Maintenance whether or not you chose to do an investigation.
5. If you have any questions concerning this matter, please contact Vehicle Fleet Control & Analysis at 634-1511.

LARRY D. WOODRING, SMSgt, USAF
Vehicle Maintenance Manager

1st Ind, 18 LRS/CC

MEMORANDUM FOR ASSIGNED ORG/CC

Concur/Non-concur

ANTHONY D. DUNBAR, Lt Col, USAF
Commander, 18th Logistics Readiness Squadron

Attachment:

Pictures