

**25 March 1998**

**Transportation**

**BASE VEHICLE MANAGEMENT**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFPD 24-1, *Personnel Movement*. It establishes procedures and responsibilities governing the pooling, dispatching and operation of government owned vehicles at Westover ARB. For a better understanding to all concerned, and for a more efficient system of operation, each section is considered one unit (using organization). This instruction applies to all Westover ARB personnel utilizing government vehicles.

**SUMMARY OF REVISIONS**

This revision deletes all references to using 439 AW Form 5, **New York Toll Voucher** (paragraphs 3.3 and 8). A (j) indicates revision from the previous edition.

**1. Dispatching .** Vehicles are not dispatched for trips beyond the established POD without the approval of the Chief Dispatcher in the Vehicle Management Office.

**2. Responsibilities:**

- 2.1. Persons to whom vehicles are dispatched are responsible for the safeguarding and proper utilization of the vehicle until it is officially released.
- 2.2. The using organization and operator ensure that each vehicle is clean before it is returned to the dispatch line.
- 2.3. Requests for transportation and vehicles come from the Unit Vehicle Control/Non-commissioned Officer, unless none are appointed from the requesting organization.
- 2.4. Requests for transportation to and from Bradley International Airport are accepted for a minimum of three people, or for non-Westover temporary duty personnel.

**3. Documentation:**

3.1. DD Form 518, **Accident - Identification Card**, SF Form 91, **Operator's Report of Motor Vehicle Accident**, and AF Forms 1800, 1806, 1807, or 1812, **Operator's Inspection Guide and Trouble Reports**, are in the vehicle while in operation. All vehicle operators sign the appropriate Operator's Inspection Guide and Trouble Report even if more than one operator utilizes that vehicle on the day. Waiver cards for maintenance and inspection purposes accompany each Operator's Inspection Guide and Trouble Report.

3.2. All personnel operating Westover assigned USAF vehicles obtain approval from the Vehicle Management Office (LGTV) before departing the base. Upon approval, a 439 AW Form 8, **Off-Base Authorization Pass**, is displayed on the dashboard of the vehicle. 439 AW Form 8 is returned to the LGTV dispatcher upon return of the vehicle.

3.3. Receipts are obtained and turned in to LGTV for all off-base fuel purchases and Massachusetts Toll Credit Card Usage. 439AW Form 4, **Massachusetts Turnpike Toll Voucher**, is completely filled out and turned in to the Vehicle Management dispatcher immediately upon return.

3.4. Personnel operating vehicles on the flight line must be briefed on flight line driving procedures by their unit Vehicle Control Officer and issued an AF Form 483, **Certificate of Competency**, signed by the unit Vehicle Control Officer on the reverse side, and certified by the Chief of Airfield Management on the front side.

3.5. Personnel discovering or causing damage to a government vehicle must notify Security Police and their Unit Vehicle Control Officer immediately upon detection. The vehicle is not moved until advised by Security Police personnel. The unit commander investigates and reports all damage to vehicles on DD Form 200, **Financial Liability Investigation of Property Loss**, to the Finance Officer. An information copy is forwarded within thirty days to LGTV. All vehicles with damage are turned in and reported to LGTV immediately after release from security personnel.

3.6. All personnel assigned to the installation operating government owned vehicles must possess an AF Form 2293.

**4. Government Vehicle Speed Limits.** The maximum speed limit, on and off base, is that which is safe, reasonable, and prudent under the circumstance, and will not exceed the speed limit as indicated by posted signs.

**5. Number of Passengers Authorized in Front Seat .** The number of persons authorized in the front seat of government vehicles off-base does not exceed vehicle driver and one passenger, and on-base does not exceed the vehicle driver and two passengers. A seat belt is provided for each passenger.

**6. Vehicle Air Transport .** Written approval must be obtained from the Installation Commander and Transportation Officer prior to vehicle air transport. The requesting unit prepares DD Form 1149, **Requisition and Invoice/Shipping Document**, notifies Traffic Management Office, reports to LGTV for vehicle dispatch and physically turns the vehicle in to Vehicle Maintenance. These requirements are accomplished at least two full work days prior to air shipment.

**7. Force and Effect .** All provisions herein apply with equal force to officers, airmen and civilian drivers of government vehicles. Further, it is the responsibility of all personnel to make on-the-spot corrections and to report all infractions of this instruction to the Base Vehicle Management Officer without delay.

**8. Forms Prescribed .** 439 AW Form 4, **Massachusetts Turnpike Toll Voucher**, and 439 AW Form 8, **Off-Base Authorization Pass**.

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Commander