

**30 March 1999**

**Transportation**

**VEHICLE CONTROL**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFRD 24-3, *Operation, Maintenance, and use of Transportation Vehicles and Equipment*, by establishing responsibilities and procedures for operating and maintaining the government vehicles assigned to this unit. The VCO and the Vehicle Control Noncommissioned Officer (VCNCO) ensure that the procedures in this instruction and AFI 24-301, *Vehicle Operations*, are complied with by all personnel using these vehicles.

**SUMMARY OF REVISIONS**

This revision changes the unit designation throughout the document, and updates office symbols and references. A (I) indicates new or revised material since the previous edition.

**1. Responsibilities.** The vehicle control officer (VCO) initiates letters designating vehicle custodians for all vehicles assigned to this unit.

**2. Vehicle Operators Duties.** Vehicle operators perform the following duties:

- 2.1. Ensure AF Forms 1800, **Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)**, AF Forms 1806, **Operator's Inspection Guide and Trouble Report (Aircraft Towing, Base Maintenance, Deicers, High Reach and Snow Removal)**, or AF Forms 1810, **Operator's Monthly Requirement**, are completed and signed each duty day. Note all discrepancies at this time and enter them on respective forms. Each AF Form 1800, 1806, or 1810 is utilized for current month.
- 2.2. Ensure AF Forms 1800, 1806, or 1810 are closed out on the first duty day of the month and turned in to the VCO. All open discrepancies are carried forward to the next months forms.
- 2.3. Ensure scheduled and unscheduled maintenance is accomplished on time.
- 2.4. Ensure the vehicle is kept clean and is waxed each month.

- 2.5. Ensure the vehicle has ample fuel supply.
- 2.6. Ensure the vehicle is locked and parked in its designated space at the end of the day.
- 2.7. Ensure current AF Form 1800, 1806, or 1810; SF Form 91, **Operators Report of Motor Vehicle Accident**; DD Form 518, **Accident Identification Card**; and waiver cards are in the vehicle.
- 2.8. Ensure tire pressure and tread depths are checked monthly, and it is annotated on AF Form 1800, 1806, and 1810.

RICHARD R. SEVERSON, Colonel, USAFR  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 24-3, *Operations Maintenance*

AFI 24-301, *Vehicle Operations*

AF Form 1800, **Operator's Inspection Guide and Trouble Report (General Purpose Vehicles)**

AF Form 1806, **Operator's Inspection Guide and Trouble Report (Aircraft Towing, Base Maintenance, Deicers, High Reach and Snow Removal)**

AF Form 1810, **Operator's Monthly Requirements**

SF Form 91, **Operator's Report of Motor Vehicle Accident**

DD Form 518, **Accident Identification Card**

***Abbreviations and Acronyms***

**VCO**--Vehicle Control Officer