



**DEPARTMENT OF THE NAVY**  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET

P.O. BOX 357068  
NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 11240.1C

**MAY 12 2000**

FASOTRAGRUPAC INSTRUCTION 11240.1C

Subj: GOVERNMENT VEHICLES

(a) NASNIINST 11240.2S

Encl: (1 Motor Vehicle Accident Report Form (Standard Form 91

1. Purpose. To promulgate regulations and procedures for the use and maintenance of government vehicles at FASOTRAGRUPAC North Island.

2. Cancellation. FASOTRAGRUPACINST 11240.1B.

3. Background. Reference (a) establishes procedures for issue and use of government vehicles. To prevent fraud, waste and abuse, government vehicles will be used for official business only and maintained in good working order.

a. Facility/Transportation Manager (N141)

(1) Ensure the command is in compliance with reference (a), and that departments carry out their responsibilities as set forth in this instruction.

(2) Make periodic spot inspections to ensure vehicles being kept clean inside and out.

(3) Ensure assigned vehicles are being effectively used. Coordinate with the Public Works Center transportation manager when temporary loan of vehicles are needed by the command.

b. Department Transportation Liaison

(1) Coordinate all vehicle requirements with facility/transportation manager (24 hour notice required). Emergencies will be handled on a case by case basis.

(2) Each department is responsible for purchasing bridge toll tickets from their OFC-10 funds. Bridge tickets are to be used for command business only.

(3) Ensure all vehicles are maintained in safe working order and all maintenance schedules are met.

(4) Ensure each operator has a valid driver's license in their possession when operating any vehicle.

(5) Report all accidents to department transportation liaison, with Motor Vehicle Accident Report Form (Enclosure 1).



F. M. GALLIE

Distribution:  
FASOTRAGRUPACINST 5216.3A  
List A

**MOTOR VEHICLE  
ACCIDENT REPORT**

Please read the  
Privacy Act State-  
ment on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

**SECTION I - FEDERAL VEHICLE DATA**

DRIVER'S NAME (Last, first, middle)		2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		3. DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS				4b. WORK TELEPHONE NUMBER ( )	
5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE					

**SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed.)**

12. DRIVER'S NAME (Last, first, middle)			13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS		
14a. DRIVER'S WORK ADDRESS			14b. WORK TELEPHONE NUMBER ( )		
15a. DRIVER'S HOME ADDRESS			15b. HOME TELEPHONE NUMBER ( )		
16. DESCRIBE VEHICLE DAMAGE			17. ESTIMATED REPAIR COST \$		
18. YEAR OF VEHICLE	19. MAKE OF VEHICLE	20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS			22b. POLICY NUMBER		
			22c. TELEPHONE NUMBER ( )		
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED		24a. OWNER'S NAME(S) (Last, first, middle)  ( )			
25. OWNER'S ADDRESS(ES)					

**SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)**

26. NAME (Last, first, middle)				27. SEX	28. DATE OF BIRTH
29. ADDRESS					
A	30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY
	34. TRANSPORTED BY		35. TRANSPORTED TO		
36. NAME (Last, first, middle)				37. SEX	38. DATE OF BIRTH
39. ADDRESS					
B	40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY
	44. TRANSPORTED BY		45. TRANSPORTED TO		

46. Pedes- trian	a. NAME OF STREET OR HIGHWAY		b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.) FROM   TO	
	c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)			

**SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)**

47. DATE OF ACCIDENT	48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description).
49. TIME OF ACCIDENT AM PM	

**50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED**

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.

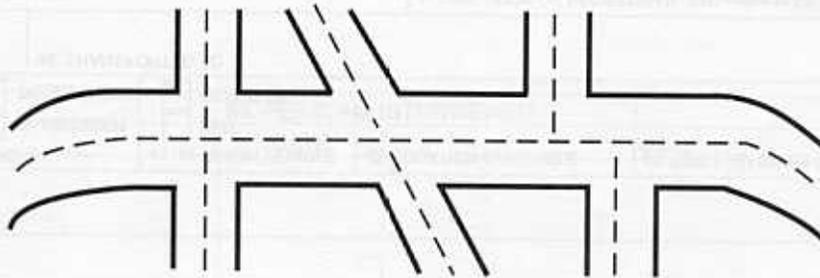
Example: → 1 ← 2 ←

b. Use solid line to show path before accident and broken line after the accident

c. Show pedestrian by → ○

d. Show railroad by ++++++

e. Place arrow in this circle to indicate NORTH



**51. POINT OF IMPACT (Check one for each vehicle)**

FED	2	AREA
		a. FRONT
		b. R. FRONT
		c. L. FRONT
		d. REAR
		e. R. REAR
		f. L. REAR
		g. R. SIDE
		h. L. SIDE

52. DESCRIBE WHAT HAPPENED (Refer to vehicles as "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).

**SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)**

A	53. NAME (Last, first, middle)	54. WORK TELEPHONE NUMBER ( )	55. HOME TELEPHONE NUMBER ( )
	56. BUSINESS ADDRESS	57. HOME ADDRESS	
B	58. NAME (Last, first, middle)	59. WORK TELEPHONE NUMBER ( )	60. HOME TELEPHONE NUMBER ( )
	61. BUSINESS ADDRESS	62. HOME ADDRESS	

**SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)**

63a. NAME OF OWNER	63b. OFFICE TELEPHONE NUMBER ( )	63c. HOME TELEPHONE NUMBER ( )
63d. BUSINESS ADDRESS	63e. HOME ADDRESS	
64a. NAME OF INSURANCE COMPANY	64b. TELEPHONE NUMBER ( )	64c. POLICY NUMBER
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM	67. ESTIMATED COST \$

**SECTION VII - POLICE INFORMATION**

68a. NAME OF POLICE OFFICER	68b. BADGE NUMBER	68c. TELEPHONE NUMBER ( )
69. PRECINCT OR HEADQUARTERS	70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)

**SECTION VIII - EXTRA DETAILS**

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

**SECTION IX - FEDERAL DRIVER CERTIFICATION**

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER	71b. DRIVER'S SIGNATURE AND DATE
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**SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED**

72. ORIGIN	73. DESTINATION
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74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN	DATE	TIME (Circle one) a.m. p.m.	76. ACCIDENT OCCURRED	DATE	TIME (Circle one) a.m. p.m.
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77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Explain)	78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
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79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)	80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED. <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)
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81. COMPLETED BY DRIVER'S SUPERVISOR	a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY <input type="checkbox"/> YES <input type="checkbox"/> NO	b. COMMENTS
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82a. NAME AND TITLE OF SUPERVISOR	82b. SUPERVISOR'S SIGNATURE AND DATE	82c. TELEPHONE NUMBER (    )
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**SECTION XI - ACCIDENT INVESTIGATION DATA**

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION.  YES  NO (If "Yes", explain below.)

**84. PERSONS INTERVIEWED**

NAME		DATE	NAME		DATE
a.			c.		
b.			d.		

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

**SECTION XII - ATTACHMENTS**

LIST ALL ATTACHMENTS TO THIS REPORT

**SECTION XIII - COMMENTS/APPROVALS**

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR		88. ACCIDENT REVIEWING OFFICIAL	
a. SIGNATURE AND DATE		a. SIGNATURE AND DATE	
b. NAME (First, middle, last)		b. NAME (First, middle, last)	
c. TITLE		c. TITLE	
d. OFFICE		d. OFFICE	
e. OFFICE TELEPHONE NUMBER ( )		e. OFFICE TELEPHONE NUMBER ( )	



**FASO**  
DEPARTMENT OF THE NAVY  
NAVAL AIR STATION  
NORTH ISLAND  
BOX 35143  
SAN DIEGO, CALIFORNIA 92135-7033

NASNIINST 11240.2S  
184T

8 MAR 1996

NASNI INSTRUCTION 11240.2S

Subj: USE, ASSIGNMENT, OPERATION AND MAINTENANCE OF GOVERNMENT OWNED OR LEASED TRANSPORTATION EQUIPMENT

Ref: (a) NAVFAC P-300  
(b) NASNIINST 5560.4N  
(c) CINCPACFLTINST 11240.5A  
(d) CINCPACFLTINST 11200.3G  
(e) COMNAVAIRPACINST 11200.4B  
(f) NASNIINST 5100.38A

1. Purpose. Publish procedures for assignment, care, operation and maintenance of all government owned or leased transportation equipment under control of Commanding Officer, NASNI. This implements policies in references (a) through (d) to maximize efficiency in assignment and operation of automotive equipment. This is a major revision and should be read in its entirety. Margin markings have not been used.

2. Cancellation. NASNIINST 11240.2R

3. Assignment of Transportation Equipment

a. Class "A" Assignments. Chief of Naval Operations authorizes Class "A" continuing dispatch assignments, when appropriate. Class "A" continuing dispatch assignment permits incumbent of designated billet to retain a passenger or nonpassenger vehicle on standby basis so appropriate transportation will be available for discharging assigned responsibilities.

b. Class "B" Assignments. Assignment of equipment to an organizational unit or tenant command and activity on a regular or continuous basis as authorized by Commanding Officer, NASNI. Such an assignment is contingent on meeting mileage or hours of operation standards or having military requirements which cannot be satisfied by NASNI taxi, bus or "C" Pool of Public Works Center, San Diego. Proper use of Class "B" assigned vehicles within this command will be periodically reviewed by Staff Civil Engineer and if records indicate low use, misuse or abuse, assignment will be terminated and vehicle returned to Class "C" Pool.

c. Class "C" Assignments. Assigned to Public Works Center, San Diego Transportation Pool. This pool provides personnel and cargo transportation support to station departments and tenant activities without assigned vehicles and/or requirements exceeding capacity of assigned equipment. Vehicles in this pool are also used in support of afloat commands. Class "C" assignments are normally issued on a day-to-day basis and are not intended to act as a substitute for a Class "B" assignment.

4. Responsibilities

a. Staff Civil Engineer, NASNI is responsible for:

(1) Administering transportation program for NASNI, supported tenant commands and homeported and visiting COMNAVAIRPAC units.

(2) Reviewing and approving all requests for transportation services and equipment within funding restrictions.

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(3) Managing station's allowances of material handling equipment, including assignment, operation, maintenance and repair of equipment.

(4) Performing periodic review of Class "B" assigned equipment and reassigning or returning equipment that does not meet acceptable mileage and/or use requirements.

(5) Providing funding to the Public Works Center, San Diego for testing and issue of U.S. Government motor vehicle licenses for motor vehicles in excess of one ton or 14,000 pounds gross vehicle weight (GVW). GVW defines curb weight of vehicle and its payload.

b. Commanding Officers/Officers in Charge of tenant activities and department heads, NASNI are responsible for:

(1) Officially assigning a Transportation Representative, in writing, who will screen and coordinate transportation requests with Staff Civil Engineer Transportation Specialist, Code 18T, Bldg 3.

(2) Accumulating equipment use statistics and submitting monthly mileage, prior to date requested each month, to Staff Civil Engineer Transportation Specialist, Code 18T, Bldg 3.

(3) Ensuring each government owned or leased piece of "C" pool transportation equipment has a properly validated "Trip Ticket," before being driven off station. Operators may be required to present off station trip tickets upon leaving the station. Trip tickets may be issued on a weekly basis. Operators of emergency vehicles such as fire and crash trucks, ambulances, etc., in an emergency status, including Class "A" and Class "B" vehicles, will be allowed off station without a trip ticket. Each vehicle must have an Operator's Report of Motor Vehicle Accident, Standard Form 91.

(4) Proper use of all government vehicles under their control. Personal use of assigned vehicles is prohibited. Appropriate disciplinary action will be taken for misuse, abuse or personal use of government vehicles or equipment.

(5) Ensuring administrative type vehicles do not exceed 100 mile radius permissible operating distance (POD), established by NASNI per reference (a). It is understood that periodic exceptions may be necessary. Approval to exceed established POD will be granted on a case-by-case basis by Staff Civil Engineer.

(6) Ensuring operators perform required daily preventive maintenance, maintain cleanliness inside and out and provide basic protection such as washing and waxing. Facilities are available at Bldg 802 for washing Government vehicles. Vehicle operators will be responsible for washing their own vehicle's. A vacuum cleaner is also available within the compound at Bldg 1459.

(7) Ensuring equipment is not modified unless specifically approved in writing by Staff Civil Engineer. Equipment is not to be altered by painting or inscribing insignias, pictures, decals or decoration.

(8) Ensuring vehicles are not procured from DRMO or any other source, per references (d) and (e).

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(9) Repair of vehicles resulting from abuse, misuse or accidents, per paragraphs 6 and 7 of enclosure (2) to reference (d). Identification and prosecution of negligent personnel should be diligently pursued.

(10) As stated in reference (f), there will be no smoking allowed in government owned or leased vehicles.

#### 5. Automotive Vehicle Support for Pacific Fleet Ships

a. Vehicles will be issued to ships berthed at NASNI per provisions of reference (d).

b. Vehicles on Class "B" assignments will be subject to recall to provide vehicular support to afloat commands.

#### 6. Maintenance

a. Vehicles scheduled for preventive maintenance and/or interim repair will be delivered to Public Works Center, North Island Repair Facility, Bldg 802. Temporary replacement for equipment undergoing repair is contingent upon availability of "C" pool vehicles.

b. Drivers delivering vehicles to garage for preventive maintenance services are required to complete Operator's Inspection Guide and Trouble Report, NAVFAC 9-11240/13, indicating repair items requiring special attention.

c. Vehicles with indication of accident damage will be held until completed accident reports, SF-91, are submitted. Replacement vehicles will not be provided until a properly completed SF-91 is submitted or it is determined that the damage was caused by negligence or abuse.

d. Where lack of maintenance or operational abuse is determined by inspection, vehicles will be subject to confiscation and returned to Transportation Pool.

#### 7. Government Motor Vehicle Operators Licensing for Civilian and Military Personnel

a. Staff Civil Engineer Transportation Specialist will issue U.S. Government Motor Vehicle Licenses, Standard Form 46 for operation of government owned or leased general purpose vehicles up to and including one ton (14,000 lbs GVW). Per provisions of reference (a), personnel are exempt from obtaining an OF 346 when they have in their possession a valid state operators license for the type and class of government vehicle to be operated.

b. When a license to operate a vehicle of more than one ton (14,000 lbs GVW) is required, or when valid state drivers license is not held, an application for Vehicle Operator's Identification Card NAVFAC 11240/10 (Rev 9-73), must be submitted for approval to Staff Civil Engineer, Bldg 3. When approved, tenant commands and station departments will arrange for testing and license issuance with Public Works Center, San Diego Licensing Examiner by calling 58435 for appointment. NASNI will provide funding to Public Works Center, San Diego for the tenant commands and station departments supported by NASNI.

#### 8. Transportation Requests

a. Routine requests for transportation services may be made in writing or calling 51107 by designated departmental or tenant command transportation representative to Staff Civil Engineer Transportation Specialist, Code 18T, Bldg 3, at least 24 hours before required date.

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b. Emergency requests for transportation services shall be submitted with as much notice as possible.

c. Transportation services which involve overtime must be kept to a minimum and be fully justified in writing to NASNI Staff Civil Engineer, by a department head or tenant command Commanding Officer.

9. Accident Procedures

a. When a government vehicle is involved in an accident, the Motor Vehicle Accident Report, Standard Form 91 (SF-91) will be filled out by the vehicle operator. If the operator is unable to complete the SF-91 due to injuries, the immediate supervisor will do so using the Incident Report filed by the station police or cognizant police authority.

b. The SF-91 will be submitted to Staff Civil Engineer, Code 18T, Bldg 3 for distribution to the pertinent departments and activities.

10. Station Bus Service. Scheduled bus service will be provided aboard station. Bus schedules are at 20 minute intervals at all major bus stops. Bus schedule conforms to the ferry service available at fleet landing. Bus operates daily (Monday through Friday except holidays) as follows:

a. Yellow route starts at Bldg 605 (main gate) at 0613.

b. Red route starts at Bldg 605 (main gate) at 0555.

c. Bus operation ceases at 1700

11. Taxi Service. Station taxi operates daily Monday through Friday from 0700 until 1600 but will be available for the use of handicapped riders only from 0700 to 0900 and 1500 to 1600. All other times the taxi will be available to all riders by dialing 58428.

12. Forms. Operator's Inspection Guide and Trouble Report, NAVFAC 11240/13 (12-60); Operator's Report of Motor Vehicle Accident, Standard Form 91; Government Motor Vehicle Licenses, Standard Form 46; Vehicle Operator's Identification Card, NAVFAC 11240/10 (Rev 9-73), may be obtained from SERVMART 60, Bldg 651-1.



D. F. STEUER

Distribution:  
NASNIINST 5215.2V  
Lists A, C, D (Case I)

Stocked at:  
Administration Department (Code 111)  
NAS North Island  
Box 357033  
San Diego, CA 92135-7033