

Procedure: Fleet Management – Vehicle Accidents

Revision	0
Effective Date	03/04/19
Management System	Property
Owner	Property Management System Owner
Review Cycle	Every 3 years

Procedure to report vehicle accidents involving DOE – FNAL owned or GSA leased vehicles

1. Purpose

This policy outlines how to proceed in the event of an accident or damage to a government vehicle.

2. Procedure

2.1. In the event of a motor vehicle accident –

2.1.1. The operator of the vehicle must *first* notify Fermilab ESH&Q Security Department (on-site) or the local police department (if off-site).

2.1.2. A Standard Form 91 (SF-91) motor vehicle accident report must be completed immediately by the operator and returned to the Vehicle Maintenance department.

2.2. Fleet manager responsibilities in the event of a motor vehicle accident –

2.2.1. The fleet manager (or designee) will notify the Department of Energy (DOE) and/or General Services Administration (GSA) for qualifying motor vehicle accidents by immediately sending the preliminary SF-91 form to DOE.

2.2.2. A completed SF-91 will be submitted to DOE/GSA when Vehicle Maintenance has acquired all the necessary information: security/police report, signatures, repair estimates, purchase order information and invoices.

2.2.3. When information processing is finished, and the vehicle is repaired, DOE will be sent the completed accident report. GSA accident control center will dictate what steps are required based on their current rules and regulations.

3. Definitions

N/A

4. Responsibilities

- 4.1. The Property and Infrastructure Management System owner** approves this procedure, identifying necessary resources and overseeing consistent laboratory compliance.
- 4.2. The FESS Site Services Department Head** implements and manages changes to this policy by assigning appropriate resources.
- 4.3. The Vehicle Operator** is responsible for accident notification to onsite security or offsite local law enforcement and Vehicle Maintenance staff.
- 4.4. The Fleet Manager** implements procedures in support of this policy.

5. Resources / Supporting Documents

Form: SF – 91

Regulation: 41 CFR 102-34.290 What forms do I use to report a crash involving domestic fleet motor vehicles?

Regulation: 41 CFR 1002-34-295 To whom do we send crash reports?

6. Revision History

Version Number	Date	Author	Change Summary
0	03/04/19	George Davidson	First issuance

7. Approvals

Title	Name	Electronic Signature
FESS Site Services Department Head	Joe Pygott	Joe Pygott, UID:pygott <small>Digitally signed by Joe Pygott, UID:pygott Date: 2019.03.05 11:37:16 -0600</small>
Property and Infrastructure Management System Owner	Karen Kosky	Karen Kosky, UID:kkosky <small>Digitally signed by Karen Kosky, UID:kkosky Date: 2019.04.03 05:48:44 -0500</small>