

Procedure: Fleet Management – Vehicle Accidents

Revision	1
Effective Date	16 SEP 2024
Management System	Property and Infrastructure
Owner	Property and Infrastructure Management System Owner
Review Cycle	Every 3 years

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 SEMD 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.
- 2.1.3 A Standard Form 95 (SF-95) Accident Report Form is to be filled out by a third party in an accident where the government is at fault.

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 management center will dictate what steps are required based on their current rules and regulations.

3 Definitions

Acronyms

DOE	Department of Energy
FNAL	Fermi National Accelerator Laboratory

- GSA General Services Administration
- SEMD Security, Emergency Management Division

4 Responsibility

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

5 Resources / Supporting Documents

Form: SF – 91, SF-95
 Regulation: 41 CFR 102-34.290 What forms do I use to report a crash involving domestic fleet motor vehicles?
 Regulation: 41 CFR 102-34-295 To Whom do we send crash reports?
 Reference: GSA Accident Management Center (AMC)

6 Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	George Davidson, FNAL Fleet Manager	First Issuance
1	09/01/2024	Jenny Thorson FNAL Fleet Manager	Updates as result of FY22 audit findings.

7 Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	