

ISSUANCE TRANSMITTAL
SHEET

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 6750.1E1	Date: SEP 26 1986
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Material Transmitted:

1. Management Instruction, MMI 6750.1E, subject: "Accidents Involving Government-Owned, -Leased, and -Rented Vehicles."
2. This Instruction has been revised to:
 - a. Update it organizationally.
 - b. Make editorial improvements.
 - c. Include instructions for reporting accidents involving rented vehicles.
 - d. Change format to conform to guidelines offered in MMI 1410.1 "MSFC Directives Systems."

Filing Instructions:

Remove MMI 6750.1D, and changes 1 and 2 thereto and insert the attached MMI 6750.1E.

MANAGEMENT
INSTRUCTION

N A S A
National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
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Originating Organization: CN01	Effective Date: SEP 26 1986	MMI: 6750.1E
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Subject: Accidents Involving Government-Owned, -Leased, and Rented Vehicles

1. PURPOSE

To establish the responsibilities and procedures for documenting and reporting information pertaining to accidents involving Government- owned, -leased, and -rented vehicles.

2. APPLICABILITY

This Instruction applies to all organizational elements of the Center. The Michoud Assembly Facility will adapt the responsibilities and procedures to agree with its respective location and organization.

3. REFERENCES (Only applicable parts of most recent edition apply.)

- a. Federal Property Management Regulations, Subparts 101-38.8, "Reporting Motor Vehicle Accidents" and 101-39.8, "Accidents and Claims."
- b. MMI 1600.2, "MSFC Traffic Regulations."
- c. MMI 1711.2, "Mishap Reporting and Investigation."
- d. NHB 4200.1, "NASA Equipment Management Manual."

4. POLICY

All vehicle accidents will be reported, irrespective of the amount of damage or seriousness of injury.

5. BACKGROUND

This Instruction has been written to cover personnel driving GSA or commercial rental vehicles while on TDY, as well as vehicles from the MSFC motor pools and subpools, on or off the Center.

6. RESPONSIBILITIES AND PROCEDURES

Safe operation of assigned vehicles is the direct responsibility of the designated drivers. Any actions or circumstances affecting the safe care and custody of assigned vehicles should be expeditiously reported to the appropriate officials. Detailed responsibilities and procedures are contained in the attachment of this instruction.

7. CANCELLATION

MMI 6750.1D, dated August 4, 1980, and changes 1 and 2 thereto.

Original Signed by
T. J. Lee
Acting Director

Attachment:
Responsibilities and Procedures

Distribution
SDL 4
CN74V/25 copies

ATTACHMENT

RESPONSIBILITIES AND PROCEDURES

1. Vehicle Coordinator of the organization to which a Government vehicle is assigned will assure that accident reporting kits are kept in their vehicles. Kits may be obtained from the Vehicle Maintenance Shop, building 4483, and are to contain:
 - a. Standard Form (SF) 91 (Operator's Report of Motor Vehicle Accident).
 - b. Accident reporting instructions.
2. Operator of vehicle involved in an accident will:
 - a. Request emergency medical care to aid the injured.
 - b. Notify the appropriate police authorities.
 - c. Notify the motor pool dispatcher.
 - d. Notify immediate supervisor.
 - e. Not move vehicle until investigation is completed or as directed by appropriate authority.
 - f. Complete SF 91 and give to supervisor.
 - g. If driving a GSA vehicle, comply with driver instruction packet and notify the Chief, Transportation Management Division.
 - h. If driving a rented vehicle, comply with the requirements of the rental agreement and give notice of possible claim by reporting the vehicle damage on the travel voucher.

3. Supervisor of employee (operator of vehicle) involved in an accident will:
 - a. Review and forward the original SF 91 to the Chief, Transportation Management Division within 2 working days following the accident.
 - b. Investigate the accident and complete MSFC Form 666 (Accident) and forward to the Director, Safety Office in accordance with MMI 1711.2.
 - c. Initiate corrective or disciplinary action when appropriate.
4. Security Division will:
 - a. Investigate vehicle accidents which occur within MSFC boundaries as designated in the current MSFC/MICOM agreement and prepare SF 91-A (Investigation Report of Motor Vehicle Accident).
 - b. Furnish a copy of SF 91-A to the Chief Counsel, Chief, Property Management Division and Chief, Transportation Management Division.
5. Transportation Management Division will forward copies of SF 91 and estimate of damage to the Director, Safety Office, and the Chief, Property Management Division.
6. Property Management Division will:
 - a. Review and assemble SF 91, SF 91-A, and estimate of damage, and forward to the Property Survey Officer, as appropriate, for evaluation and approval.
 - b. Review documentation package from the Property Survey Officer and file.
 - c. Initiate action to have NASA Form 598 (Report of Survey) prepared when requested by the Property Survey Officer or if vehicle damage exceeds \$250.

NOTE: SF 91-A may be processed in lieu of NASA Form 598 accordance with NHB 4200.1.

