The Army Safety Program

Army Motor Vehicle and Government Operated Vehicle Accident Prevention Program

Headquarters
White Sands Missile Range, NM
22 February 2010

UNCLASSIFIED
1. **Purpose:** The purpose of this Standing Operating Procedure (SOP) is to provide guidance and standards relating to the review of collisions or accidents involving motor vehicles owned or leased by the Department of the Army or other agencies of the United States Government, when such Army Motor Vehicle (AMV) accidents and Government Operated Vehicle (GOV) accidents occur on the White Sands Missile Range (WSMR), New Mexico, or occur off-post but involve an AMV or GOV assigned to WSMR. The objectives of the Army Motor Vehicle Accident Prevention Program are to:

   a. Enable the Senior Commander (SC), WSMR, to manage all aspects of the WSMR AMV/GOV Accident Prevention Program.

   b. Minimize the potential for loss of life, personal injury, and destruction of property through leader engagement.

2. **Scope:**

   a. This SOP applies to all government civilians employed by the WSMR Garrison, Test Center, and Tenant Activities who operate AMVs and other GOVs at White Sands Missile Range.

   b. Where provisions of this SOP conflict with the terms of a negotiated labor agreement, the terms of the negotiated agreement apply, unless change is required by law, rule, or regulation from appropriate higher authority.

3. **References:** The following publications are applicable to WSMR SOP 385-2:

   a. AR 385-10, Army Safety Program
WSMR Standing Operating Procedure
No. 385-2

b. AR 58-1, Management, Acquisition, and Use of Army Motor Vehicles

c. AR 735-5, Policies and Procedures for Property Accountability

d. AR 190-5, Motor Vehicle Traffic Supervision

e. DA Pam 385-10, Army Safety Program

4. Policy:

a. AMV/GOV accidents shall be officially reported as soon as possible and by the quickest means reasonably available, to the Directorate of Emergency Services (DES), Law Enforcement Division, Emergency Dispatch Center by calling 575-678-1234.

b. AMV/GOV involved in an accident will be reported without delay to the supervisor of the driver.

c. Actions for a Single Accident (DES determined driver at fault):
   • Prior to the driver operating an AMV/GOV after an accident the supervisor will review with the driver all policies and procedures relating to use of AMVs/GOVs.
   • Supervisor will require the driver to complete the Accident Avoidance Course within 30 days. This course is located at the Army Learning Management System at: https://www.lms.army.mil
   • An AMV/GOV accident resulting in more than $2000 in damages or lost work days will be briefed to the SC during a recurring WSMR Leadership Team Staff meeting by the driver's Commander/Director at a location and time prescribed by the SC.
   • These actions are not intended to be a replacement or substitute for any disciplinary action or liability under AR 735-5, or any civil or criminal action taken under the laws of the United States.

d. Actions for Two (2) or more Accidents within 3 years (DES determined driver at fault):
   • Supervisor and section chief review with the driver all policies and procedures relating to use of AMV/GOV. Supervisor, section chief and driver complete defensive driving course together before driver may use any AMVs, or any government paid rental vehicles on or off the installation.
   • Two (2) or more AMV/GOV accidents resulting in more than $2000 in damages or lost work days will be briefed to the SC during a recurring WSMR Leadership Team Staff meeting by the driver's Commander/Director at a location and time prescribed by the SC.
   • Driver must request approval from their Commander or Director to continue driving.
5. Responsibilities:

a. The Senior Commander, WSMR will:
   
   (1) Establish a WSMR AMV/GOV Accident Prevention Program.
   
   (2) Chair briefings for AMV/GOV accidents resulting in more than $2000 in damages or lost work days.

b. The Installation Safety Director (ISD) will:
   
   (1) Provide for review and monitoring of the overall WSMR AMV/GOV Accident Prevention Program for the SC.
   
   (2) Provide Command emphasis to the WSMR AMV/GOV Accident Prevention Program.
   
   (3) Manage and implement the WSMR AMV/GOV Accident Prevention Program.
   
   (4) Ensure the WSMR SC and staffs are informed on WSMR AMV/GOV Accident Prevention Program issues.
   
   (5) Be the proponent of this SOP.
   
   (6) Incorporate this SOP into WSMR Regulation 385-18 during its next update.
   
   (7) Review this SOP annually during the month January and make adjustments as necessary.

 c. The Commander/Director, White Sands Test Center, will:
   
   (1) Review Test Center AMV/GOV accident packages and forward thru the ISD to the SC.
   
   (2) Brief all AMV/GOV accidents resulting in more than $2000 in damages or lost workdays to the SC within 30 days of the accident at a location prescribed by the SC. Contact the ISD for scheduling at (575) 678-2305 or the Secretary of the General Staff (SGS) at (575) 678-5175.

 d. The Commander, U.S. Army Garrison WSMR, will:
   
   (1) Review all Garrison AMV/GOV accident packages and forward thru the ISD to the SC.
(2) Brief all AMV/GOV accident resulting in more than $2000 in damages or lost workdays to the SC within 30 days of the accident at a location prescribed by the SC. Contact the ISD for scheduling at (575) 678-2305 or the SGS at (575) 678-5175.

e. WSMR Tenant Activities Directors will:

(1) Review your AMV/GOV accident packages and forward thru the ISD to the SC.

(2) Brief all AMV/GOV accidents resulting in more than $2000 in damages or lost workdays to the SC within 30 days of the accident at a location prescribed by the SC. Contact the ISD for scheduling at (575) 678-2305 or the SGS at (575) 678-5175.

f. The Drivers Immediate Supervisor will:

(1) Investigate the scene following the AMV/GOV accident to determine its root cause.

(2) Immediately following the accident, assemble a package containing the following; 1) supervisor's accident investigation report; 2) description of the root cause; 3) the employees written testimony; 4) the official police accident report; 5) and the supervisor's statement of corrective action.

(3) The package will be submitted through the chain of command up to the commander / director level, and then to the ISD no later than ten (10) working days following the accident. See Appendix A for forms to be included in the package.

(g.) The Driver involved in an AMV/GOV will:

(1) Immediately report the accident to his/her supervisor, and to the DES Law Enforcement Division, Emergency Dispatch Center. Failure to report a traffic collision or accident in a timely manner, regardless of fault, may subject the employee to disciplinary action, and to criminal penalties.

(2) Submit a written report of the collision to the DES Law Enforcement Division.

(3) Provide a written signed and dated narrative account of the accident to his/her supervisor.

JOHN S. REGAN
Brigadier General, US Army
Commanding

DISTRIBUTION:
A,C,D,E,F,H
ARMY MOTOR VEHICLE AND GOVERNMENT OPERATED VEHICLE ACCIDENT FORMS

APPENDIX A

Page 6 - Cover Page

Page 7 - White Sands Missile Range AMV/GOV Accident Form

Page 8 - Driver Accident History (WSMR Installation)
White Sands Missile Range Accident Form

Date of Accident: ________________________ Time: ________________________
Location of Accident: ________________________
Vehicle Description: Year __ Make __ Model __ Plate # __
Narrative: ____________________________________________________________

Accident Classification
AMV accidents resulting in more than $2000 in damages or lost work days must be briefed by the Commander/Director to the Senior Commander within 30 Days of the accident.

Driver Signature
Immediate Supervisor Signature
Director Signature
Commander/ Test Center Director /Tenant Activities Director Signature

AMV accidents resulted in more than $2000 in damages or lost work days: Yes__ No__

If yes, contact the ISD or the SGS for scheduling of the accident briefing to the SC. (575) 678-2305 or (575) 678-5175

Date: ________________________
## WSMR INSTALLATION ACCIDENT HISTORY

### ACCIDENT FORM

<table>
<thead>
<tr>
<th>First Line Supervisor:</th>
<th>Driver of Accident Vehicle:</th>
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<tbody>
<tr>
<td>Police Report Number:</td>
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**ACCIDENT REVIEW NUMBER: (When Assigned)**

### HISTORY OF ALL AMV/GOV ACCIDENTS

<table>
<thead>
<tr>
<th>Type of Accident: (Example: Army Motor Vehicle and Oryx)</th>
<th>DATE: DD/MM/YY</th>
<th>Citation Yes or No</th>
<th>AMV/GOV Accident Resulted in $2000 in damages or Lost Work Days Yes or No</th>
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**COMMENTS/CORRECTIVE ACTIONS:**
ACRONYM LIST

APPENDIX B

AMV - Army Motor Vehicle
AR – Army Regulation
DA – Department of the Army
DES - Directorate of Emergency Services
GOV – Government Operated Vehicle
ISD – Installation Safety Director
PAM – Pamphlet
SC - Senior Commander
SGS - Secretary of the General Staff
SOP - Standing Operating Procedure
WSMR - White Sands Missile Range