

**White Sands Missile Range SOP 385-2**

**The Army Safety Program**

**Army Motor Vehicle and  
Government Operated  
Vehicle Accident  
Prevention Program**

**Headquarters  
White Sands Missile Range, NM  
22 February 2010**

**UNCLASSIFIED**

Department of the Army  
U.S. Army White Sands Missile Range  
White Sands Missile Range, New Mexico 88002-5000

WSMR Standing Operating Procedure  
SOP 385-2

ARMY MOTOR VEHICLE AND GOVERNMENT OPERATED VEHICLE ACCIDENT  
PREVENTION PROGRAM

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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

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- 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.

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- 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.

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.

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(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.

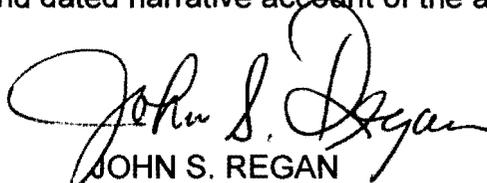
(3) The package will be submitted through the chain of command up to the commander / director level, and then to the ISD no later than ten (10) working days following the accident. See Appendix A for forms to be included in the package.

**(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)

WSMR ARMY MOTOR VEHICLE AND GOVERNMENT OPERATED VEHICLE ACCIDENT ADMINISTRATIVE POLICY	AMV ACCIDENT NUMBER: (When Assigned)
SUBJECT: ARMY MOTOR VEHICLE AND GOVERNMENT OPERATED VEHICLE ACCIDENT REVIEW EFFECTIVE DATE:	
REFERENCE (Police Report #):	PAGE NO. 1

# WHITE SANDS MISSILE RANGE



## ARMY MOTOR VEHICLE AND GOVERNMENT OPERATED VEHICLE ACCIDENT PROGRAM

Date: \_\_\_\_\_

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WSMR ARMY MOTOR VEHICLE AND GOVERNMENT OPERATED VEHICLE ACCIDENT ADMINISTRATIVE POLICY	AMV/GOV ACCIDENT NUMBER:
SUBJECT: ARMY MOTOR VEHICLE AND GOVERNMENT OPERATED VEHICLE ACCIDENT REVIEW EFFECTIVE DATE:	
REFERENCE (Police Report #):	PAGE NO. 2

## 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

First Line Supervisor:	Driver of Accident Vehicle:
Police Report Number:	
ACCIDENT REVIEW NUMBER: (When Assigned)	

### HISTORY OF ALL AMV/GOV ACCIDENTS

Type of Accident: (Example: (Army Motor Vehicle and Oryx)	DATE: DD/MM/YY	Citation Yes or No	AMV/GOV Accident Resulted in \$2000 in damages or Lost Work Days Yes or No

**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