

UNITED STATES MARINE CORPS
Logistics Operations School
Marine Corps Combat Service Support Schools
Training Command
PSC Box 20041
Camp Lejeune, North Carolina 28542-0041

AOM 6102

STUDENT OUTLINE

VEHICLE AND EQUIPMENT OPERATIONAL RECORD

LEARNING OBJECTIVE:

1. Terminal Learning Objective: Given a student handout entitled "Vehicle and Equipment Operational Record," Vehicle and Equipment Operational Record (NAVMC 10627), and written scenario involving a hypothetical dispatch and operation situation, complete the form to the extent of the operator's responsibility, per information contained in the reference. (6.1.1)

2. Enabling Learning Objectives: Given a student handout entitled "Vehicle and Equipment Operational Record," Vehicle and Equipment Operational Record (NAVMC 10627), and written scenario involving a hypothetical dispatch and operation situation, per information contained in the reference:

- a. complete the vehicle operation (top) portion of the form, (6.1.1a)
- b. complete the PM service (bottom) portion of the form, and (6.1.1b)
- c. complete the (back) portion of the form. (6.1.1c)

OUTLINE:

1. **VEHICLE AND EQUIPMENT OPERATIONAL RECORD**

a. General

(1) The Vehicle and Equipment Operational Record is the form used to authorize the operation of Marine Corps vehicles. The Vehicle and Equipment Operational Record is identified by its Navy and Marine Corps number NAVMC 10627 and commonly referred to as a trip ticket. For clarity, the term "trip ticket" will be used throughout the remainder of this lesson.

(2) The primary purpose of the trip ticket is to provide authority for a qualified driver to operate a government owned vehicle. When properly

completed by the operator, the trip ticket also serves as a record of utilization for the vehicle. Finally, the trip ticket serves as a record of accomplishment of the first echelon maintenance checks and services that must be performed by the driver before, during, and after every driving assignment.

(3) A properly prepared and authenticated trip ticket is required for each item of equipment that is operated. When a truck-trailer combination is to be operated, a separate trip ticket is required for each item of equipment involved.

(4) The trip ticket is designed so that the same form can be used for dispatching the same vehicle up to three times during any given day.

b. Dispatcher's Responsibilities for the NAVMC 10627

(1) The dispatcher is responsible for preparing the trip ticket to authorize the operation of a vehicle for the accomplishment of official business.

(2) The dispatcher will fill in the blocks on the form marked "Date," "Type," "Registration Number," "Dispatching Organization," "Operator's Name," "Report To," "Time Out," and "Administrative Number."

(3) The dispatcher will sign his/her name in the space provided for "Dispatcher's Signature."

(4) The trip ticket, thus completed, is given to the driver to serve as authority to operate a designated vehicle and as instructions to carry out a specific driving assignment.

(5) Upon completion of the commitment, the completed form will be returned to the dispatcher. The trip ticket will be reviewed by the dispatcher for completeness and accuracy.

c. Driver's Responsibilities for the Trip Ticket

(1) After receiving the trip ticket from the dispatcher, the driver signs his/her name in the space provided for "Operator's Signature."

(2) The odometer reading of the vehicle will be entered in the "Miles Out" block of the form.

(3) The "From" block in Column A will be completed and the "Destination" entered in Column A, Line 1.

(4) The departure time will be entered in the first block of Column C and then proceed to the assigned destination.

(5) Upon arriving at the assigned destination, the driver enters the odometer reading in the second block of Column D.

(6) The driver notifies the individual designated in the "Report To" block and enters the next destination on line 2 of Column A.

(7) Before proceeding to the next destination, the driver enters the departure time in the second block of Column C and the cube or weight of any cargo to be hauled are to be entered in the second block of Column E. If any passengers are to be transported, the number of personnel are entered in the second block of Column F.

(8) Upon arrival at the assigned destination, the time is entered in the third block of Column B and odometer reading in the third block of Column D.

(9) The next assigned destination is entered on line 3 of Column A and departure time entered in the third block of Column C.

(10) The arrival time at the destination is entered in the fourth block of Column B and odometer reading entered in the fourth block of Column D.

(11) When the user has no further need for the vehicle, that individual will sign on the last line used in Column G. This signature authorizes the driver to return the vehicle to the motor pool and accept another driving commitment.

(12) Upon completion of all commitments, the driver will enter the arrival time at the motor pool in the fifth block of Column B and the odometer reading in the fifth block of Column D.

(13) The total time and mileage will be computed and entered in the center top portion of the form.

d. Preventive Maintenance Checks and Services

(1) The legend informs us to make an entry in the "Before," "During," and "After" operation columns. An "S" indicates the item or component is satisfactory and an X indicates the item or component is defective.

(2) Above the legend are the first echelon preventive maintenance checks and services that must be performed by each operator of a vehicle

before, during and after each driving assignment. The checks and services listed represent mandatory functions that must be performed by the vehicle operator.

(3) In all cases, the operator's manual for each item of motor transport equipment contains a table of preventive maintenance checks and services that are prescribed for accomplishment on the vehicle to which it applies. It is mandatory those checks and services be performed.

(4) In situations when the vehicle operator's manual reflects a check or service that is not included on the trip ticket, that check or service should be annotated on the form and the required work accomplished.

e. Before Operation

(1) If the required maintenance check does not reveal a discrepancy, place an "S" beside the item in the first operator block.

(2) If the maintenance check reveals a discrepancy, place an X beside the item in the first operator block. Further identify the discrepancy in the remarks section on the reverse side of the form. Entries in the remarks section are followed by the operator's initials.

(3) If the operator's manual requires an item to be checked that is not listed on the form and the check reveals a discrepancy, enter the name of that item and make the appropriate entry in the box.

(4) Correct any discrepancies that were noted in Column No. 1 to the extent of your authority and responsibility.

(a) Check the operator's manual for authority to repair or replace the defective item.

(b) Notify the dispatcher of any discrepancies that cannot be corrected by first echelon maintenance.

(c) The vehicle should not be operated if a known discrepancy exists that could cause an injury or damage or discrepancies exist which meet the "NOT READY/AVAILABLE" column from the PMCS table in the TM.

f. During Operation

(1) "During Operation" checks require you to monitor the functioning of the vehicle and related components while the vehicle is actually being operated.

(2) The procedures for recording the results of the "During Operation" checks are the same as for the "Before Operation" checks.

(3) Read and be familiar with the instructions within the TM for "During Operations."

g. After Operation

(1) The operator performs the "After Operation" maintenance checks as listed in the operator's technical manual for that particular vehicle.

(2) If the required after operation checks do not reveal a discrepancy, place an "S" beside the maintenance check performed in Column 3.

(3) If an item in the Column does not apply to that particular vehicle, enter N/A for not applicable.

(4) Fuel and oil consumption are recorded in the appropriate blocks in the top portion of the form. Enter the total number of gallons/quarts used.

(5) If the required "After Operation" checks reveal a discrepancy, place an X beside the appropriate item of Column 3 and further identify the discrepancy in the remarks section on the reverse side of the form. Entries in the remarks section are followed by the operator's initials.

(6) The operator will record the total of the cargo cube or weight in Column E and total number of passengers in Column F on the reverse side of the form.

(7) At this time, the operator signs the reverse side of the form and returns the completed trip ticket to the dispatcher. Also, the vehicle will normally be washed and parked for the following day or next commitment.

2. MOTOR VEHICLE ACCIDENT REPORTS

a. Report of a Motor Vehicle Accident (SF-91)

(1) The purpose of the SF-91, (Report of a Motor Vehicle Accident), is to provide a detailed report of an accident which involves a government motor vehicle.

(2) The SF-91 is usually stored in the map compartment of the government vehicle or issued with the trip ticket by the dispatcher.

(3) The required entries are contained on the SF-91 and are self-explanatory. Upon completion of the SF-91, it is submitted to the operator's supervisor.

b. DD Form 518

(1) The purpose of the DD Form 518 is to provide any person(s) involved in an accident all the information require of the driver of a government vehicle.

(2) Several copies of the DD Form 518 are issued with the trip ticket and the SF-91.

(3) The required entries on the DD Form 518 are self-explanatory. After completion, one copy of the DD Form 518 is given to each interested party at the scene of an accident.

(4) If the accident involves a parked vehicle, and the owner is not present, place the DD Form 518 on or in the involved vehicle.

c. Operator's Responsibilities at the Scene of an Accident

(1) The first thing you should do at the scene of an accident is to render first aid to injured personnel and then summon the nearest military or civilian doctor or ambulance; whichever can be secured in the least amount of time.

(2) If fire breaks out and you cannot stop it with a fire extinguisher or sand, send for the fire department.

(3) Call the civilian police; they are responsible for investigating all accidents on the public highways.

(4) If you are in an area controlled by military police, send for them or ask someone to do so.

(5) When there are enough people available, you may be able to obtain aid quicker by sending one messenger to summon doctors, another for fireman, and still another for police.

(6) Complete SF-91 and DD Form 518, and whenever possible, call your unit to inform them of the accident.

(7) There are certain safety procedures to follow at the scene of an accident. Set flares, flags, or guards to warn other traffic of the accident. In case of a fuel spill, shut down engines of all vehicles

involved and allow no open flames or smoking within fifty feet of the accident.

STUDENT REFERENCE:

TM 4700-15/1