

**Bay-Valley Performance Cluster**  
**Vehicle Damage Reporting Procedures**

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**OBJECTIVE:**

The objective of this Standard Operating Procedure (SOP) is to establish and define the new procedures to record and track vehicle damage. This new procedure was developed because of the increasing amount of damage visible on Bay-Valley vehicles, but these vehicles do not have documented accident reports detailing the cause of the damage. Much of this damage has gone unreported.

The new vehicle damage reporting procedures are as follows:

- I. Bay-Valley VMF will receive baseline vehicle damage reports from all vehicle offices/units
  - A. Track offices/units reporting of the baseline assessments.
  - B. Report to District Safety Manager non-reporting offices.
  
- II. File baseline Vehicle Damage Reports in front of each vehicle jacket.
  
- III. Continually review vehicle damage
  - A. Utilize Preventive Maintenance Inspection form PS 4546 to record all noted vehicle damage on each and every PMI.
  - B. New damage noted against baseline report filed will be reported to the District's Safety Manager via email or FAX with a copy of the PS 4546 attached/sent. (*\*Note, Bay-Valley VMF will ensure that the name of the damaged vehicle's office/unit is provided to the Manager, Safety when the reporting is emailed or faxed.*)
  - C. After the initial baseline report, the PS 4546 from the latest PMI becomes the review document in the vehicle jacket.
    1. Newly noted damage is reported as in III.B above.
  - D. Vehicle damage discovered during occasional field "tag" repairs will be annotated on the PS 4543 VMF work order. This information will be reported as in III.B above.
  
- IV. VMF Log of vehicles awaiting body repairs

All vehicles with damage and reported to District Safety will be logged for tracking purposes. Vehicle number, date damage reporting sent to District Safety and date repairs made will be tracked.
  
- V. Manager, Safety follow-up
  - A. If no accident report exists, the office will be asked to conduct an accident investigation and to submit all appropriate accident forms and reports.

- B. If an accident report exists, the office will be notified by District Safety to update the baseline diagram and send a copy to the VMF with instructions to replace the obsolete form unless the damage is being repaired.
- C. Request the assistance of appropriate Senior Plant Manager or MPOO when requested investigation paperwork is not forthcoming.
- D. Safety Specialists will complete random validations to ensure the process is working.

VI. Facility Requirements

- A. Ensuring baseline survey is updated, and VMF notified, as required.
- B. Reviewing each completed PS Form 4565 to ensure request for repair does not involve damage which may have resulted from a Motor Vehicle Accident. If the damage did result from an MVA, all necessary paperwork will be completed and forwarded to District Safety.
- C. Facility will establish monthly documented review of vehicle to ensure that no new damage has gone unreported. The expected method of documented review is that a supervisor will sign each baseline survey monthly to verify a visual check was completed and no new damage was seen. If new damage is noted, an investigation will be required and appropriate accident investigation forms and reports will be forwarded to District Safety.