



Logistics Readiness Center-(LRC)Vicenza Italy



Transportation Motor Pool BLDG# 272

**NTV DAMAGED or NOT DAMAGED BUT A THIRD PARTY
VEHICLE INVOLVED OR DAMAGE DISCOVERED WHILE
PERFORMING DAILY PMCS**

1. NOTIFY YOUR UNIT TRANSPORTATION CORDINATOR
2. REPORT TO PMO OFFICE TO DO AN MP REPORT (REQUIRED BY AR 190-45)
3. NOTIFY TO TMP OFFICE PROVIDING THE FOLLOWING DOCUMENTATION:
 - COPY OF DRIVER LICENSE (OF346)
 - COPY OF THE DISPATCH
 - SF91 (MOTOR VEHICLE ACCIDENT REPORT) COMPLETE WITH A SIGNATURE OF DRIVER'S SUPERVISOR (SECTION X)
 - DRIVER SWORN STATEMENT
 - VEHICLE AT TMP TO TAKE PHOTO OF DAMAGE
 - VEHICLE TO IFMS BODY SHOP FOR AN ESTIMATE (SHOP LOCATION WILL BE PROVIDED BY TMP OFFICE)
 - POC FOR SUBMITTING THE FLIPL PACKAGE
4. WHEN THE VEHICLE AT TMP CALL PMO 634-7626 AND ASK A PATROL COME OVER TO FILL OUT SF91 SECTION VII (POLICE INFORMATION) AND TAKE SOME PICTURES, PROVIDE COPY OF ALL DOCUMENTATION TO THEM
5. TMP WILL NOTIFY THE UNIT TRANSPORTATION COORDINATOR WHEN THE VEHICLE CAN BE BROUGHT TO IFMS DEALER FOR REPAIRS AND WHEN IS READY TO BE PICKED UP

NOTE: IF THE DAMAGE REPORTED WILL NOT MAKE THE VEHICLE SAFE, THE VEHICLE WILL NOT BE RE-DISPACHED AND WILL BE BROUGHT THE IFMS VENDOR FOR REPAIRS