



Vehicle Maintenance Bulletin

POLICY AND PROCEDURES: PROCEDURES FOR REPORTING VEHICLE FIRES

I. Purpose This Vehicle Maintenance Bulletin (VMB) establishes policy and procedures related to the reporting of fires to USPS-owned vehicle.

II. Procedures for Reporting Vehicle Fires to Postal-Owned Vehicles

A. Overview

Current business and safety needs require the USPS to document the number and nature of Postal-owned vehicle fires. This information is necessary to ensure an adequate investigation of the vehicle fire has been completed to document the event, determine the potential root causes, and capture the data necessary to establish trends to support preventive measures.

B. Detailed Procedures

1. The servicing Manager Vehicle Maintenance or Vehicle Maintenance Facility (MVM/MVMF) is required to report all postal-owned vehicle fires to the Area Analyst assigned to vehicles. The servicing VMF manager is defined as the VMF manager responsible for the maintenance of the vehicle involved in the fire. This report should include the following:
 - Date and time of the vehicle fire.
 - Vehicle type and model year.
 - Vehicle number.
 - Any findings or determinations following immediate examination of the vehicle after the fire.
 - The servicing VMF manager must notify the District Manager, Safety to ensure a report is created and submitted using the Employee Health and Safety Application (EHS).
2. The servicing VMF manager will notify Vehicle Programs of the incident, sending a copy of all received documentation concerning the vehicle fire to the address identified below. Examples of these documents are, but not limited to: PS Form 1769/301* - Accident Report, PS Form 1700 - Accident Investigation Worksheet, pictures of the damages, VMF findings and/or PS Form 4543 - Vehicle Work Order, police report if appropriate, local fire investigator findings if appropriate, and any other related reports concerning the vehicle fire.

HQ Vehicle Programs
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*PS Form 1769/301 can be requested and sent electronically from your District servicing safety office.

Date: April 15, 2011


Number: VMB-04-11

Subject: Procedures for Reporting Vehicle Fires

To: Managers, Operations Programs Support

Attn.: Managers, Vehicle Maintenance

Managers, Vehicle Maintenance Facilities


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Vehicle Programs

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