

Instructions for Using the Post Disaster Vehicle Damage Report (DA-I-8)

This form provides additional information required to fully document extraordinary damage to, or the destruction of, force account equipment during a disaster if we want to be reimbursed for the damage or destruction by FEMA.

Normal wear and tear to force account equipment (agency owned equipment) is covered under the equipment rates that FEMA will pay for when we properly document the use of that equipment for a disaster response.

However if a vehicle is damaged or destroyed in a disaster it may be eligible for replacement at current "Blue Book" value when we properly document the cause and follow certain required procedures. Note that these procedures usually go beyond the ordinary requirements that the agency may have for documenting an accident.

Ideally, this form should be printed on a 10" by 13" envelope so that all the reports, photographs, thumb drives or CD-ROM's with photos and other documents can be safely kept together until a permanent case file is opened.

In the text area on page 1, write a detailed narrative describing how the equipment was damaged by the disaster. For instance, if a fire engine is damaged or destroyed because the fire station collapsed on it during an earthquake, the engine is probably eligible for reimbursement. However, if the fire engine is damaged or destroyed because it was involved in a traffic accident en route to a call for service caused by the earthquake, the engine is probably not eligible for reimbursement. This determination may be made on a case by case basis, so having a thoroughly detailed report of how the damage occurred is critical to the eligibility decision. Attach additional sheets for the explanation if necessary.

On page 2, enter the disaster name. This may seem ridiculous, but remember that some auditor may be reviewing the file several years after the fact, so this is not redundant information.

Include the date of the disaster, and the date the loss occurred, if a different date. Enter the time the loss occurred. Both the date and time information could play a key role in the determination of eligibility.

Enter the vehicle location when it was damaged, even if this information is already included in the narrative explanation.

Enter the name, department and agency of the vehicle operator, if any, when the loss occurred.

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Enter the name of the agency that owns and operates the vehicle.

If known, enter the name of the fleet manager or department head of the department operating the vehicle.

Enter the fleet manager or department head's phone number.

Enter the fleet manager or department head's email address.

"Yes/No/Unknown" Check Boxes

Indicate if the vehicle was directly damaged in the disaster.

Indicate if the vehicle is operable as intended. If the vehicle is drive able, but cannot perform its intended purpose, such as the dump bed won't raise up, indicate that the vehicle is not operable.

Indicate if there photos of the damage were taken and are readily available. Photos should be attached to the reports and this document.

Indicate if a qualified person has made an estimate of the cost to repair or replace the vehicle.

Indicate if the vehicle was insured at the time of loss.

Indicate if the vehicle is a leased vehicle.

If the vehicle is leased, who is the legal owner?

Enter the year the vehicle was acquired by the agency, whether new or used at the time.

Enter the total miles or engine hours for the vehicle. Most vehicles use mileage, but special equipment like tractors and excavators use engine hours.

Enter the current "Blue Book" value if known. If not this can be entered later.

Enter the DMV registration number.

Enter the agency I.D. or unit number.