

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAPR 77-1, dated 26 December 2012, changed 13 March 2013, is supplemented as follows:

1. Para 1-1d amend;
As per the CT Wing Commander, the Connecticut Wing Transportation Officer is the approval authority for CAP drivers' privileges for the CT Wing, see attachment 1.
2. Para 1-2d add;
All Connecticut Wing Units in possession of CAP Owned Vehicle (COV) must have a Transportation Officer assigned in eServices.
3. Para. 1-3 (add):
In addition to items A through D from CAPR 77-1, the Wing Vehicle Records Folder (located at Wing) will also contain;
 - E. Vehicle Title
 - F. Vehicle Emission Certificate (if required, vehicles over four years old)
 - G. CAPF 175, "Vehicle Justification"
 - H. Purchase agreement
 - I. Mileage discloser information
 - J. Auto Manufacturer maintenance/service schedule
 - K. Initial CAPF 73 & supplement completed at time of receipt/transfer.
 - L. Receipt of vehicle by unit, CAPF 37
 - M. Pictures of Vehicle
 - N. National new vehicle information sheets.
 - O. New vehicle window information sticker
 - P. Disposal information when required

In addition to items A through D from CAPR 77-1, the Vehicle Log Book (located in the vehicle) will also contain;

- E. CT Wing Supplement checklist to CAPF 73
- F. Vehicle Emission Certificate (if required, vehicles over four years old)
- G. CAPR 77-1
- H. CTWG Supplement to CAPR 77-1
- I. CAPR 62-2
- J. NER Supplement to CAPR 62-2
- K. CTWG Supplement to CAPR 62-2
- L. Simi-Annually Vehicle First Aid Kit Inspection Verification (if required)
- M. Worksheet for online CAPF 78
- N. Carbon Monoxide Poisoning information sheets
- O. Vehicle Tire Safety information sheets.
- P. Purchase agreement
- Q. Mileage discloser information
- R. State of CT Sales Tax Exemption Form
- S. Drivers information handout
- T. Auto Manufacturer maintenance/service schedule
- U. New vehicle window information sticker

Wing LGT will renew item A (vehicle registration) and forward to units/members in possession of a vehicle. A copy of item B (CAPF 73), for the previous month, will be submitted monthly to the Wing LGT by the 7th of the month. A copy of item F (CT state emission certificate) will be submitted to Wing LGT upon renewal. The fee for item F will be the responsibility of the unit along with any late fee incurred.

4. Para. 1-5b,g&h add/amend;

- a. Application or renewal for CAP driving privileges will be submitted/uploaded through eServices Operations Qualification Module, under driver's license, to the Wing LGT through the Unit/Group Commander &/or LGT. Members will upload a READABLE copy of their State Drivers license and a copy of their State Drivers History Record. Member's can obtain their Driver's History Record by applying to the DMV and paying a fee of \$20.00. Alternately, the member may authorize CT Wing to obtain this record by completing the CT Wing release authorization for State Drivers Record Form (attachment 2), at no cost to the member and upload this form in lieu of the History Record. This is only available to members with a CT State Driver's License not an out of state driver's license. Members with out of state drivers license, must obtain a copy of their History Record form their respective state DMV.
- b. Members applying to operate a 12/15 PAX CAP vehicle (with passengers) must have at least an 'F' endorsement on their CT State Drivers License along with a medical card, renewable every two years. These members must upload both the medical card and CT State Driver's license into ORMS for approval. Either the medical wallet size card or the full medical report is acceptable. See attachment 9 for CT DMV requirements. However this requirement only applies if the vehicle is carrying passengers. If the driver is the only occupant, then the public service endorsement is not required. Since the CAPF 101 card does not provide provisions for special instructions or exceptions to driving privileges, Connecticut Wing CAP drivers authorized to operate COV with less than 10 passengers on the 101 card will also be authorized to operate 12/15 passenger vehicles if the driver is the only occupant (no passengers).
- c. If the required information is not received or safety requirements are not completed timely, a members CAP driver's privileges will be revoked and the members driving privileges will be removed from the Ops Qual CAP driver's list report and the members 101 card. National HQ automatically removes CAP driver privileges from the CAPF 101 card, if the following occurs; non-completion of the monthly safety requirement, state driver's license expires/lapses &/or membership lapses. Members whose CAP privileges have been revoked/removed WILL NOT drive any COV vehicles.
- d. Unit Commanders/Transportation officers should print a driver's report, as needed or at least the beginning of each month and compare with the previous month to identify any deleted drivers.

5. Para 1-5e added;

Any CAP driver who is accused of or alleged, of operating a COV vehicle in an unsafe manner will have his CAP drivers' privileges revoked, indefinitely. This member WILL NOT drive any COV vehicles. The member's privileges will be reinstated only after an investigation has cleared the individual of any unsafe practices.

6. Para. 1-7 add;

Refer to attachment 3 "CAP Members Information" for CAP Drivers.

7. Para. 1-7a amend;

In the CT Wing, members must be 21 years of age or older to obtain CAP Driving Privileges.

8. Para. 1-7d&e added;
Request to add driving privileges for special purpose vehicles &/or towing trailers over/under 2000 pounds, require prior approval. Squadron, Group Commanders and CTLGT must approve in writing each time a trailer is towed. Email approval is sufficient. Note; Per CT State law a CDL is required for towing a trailer over 26,000 pounds.
9. Para. 1-8a add;
See attachment 4 for Wing Commander Vehicle Use Policy. Wing approval is required for any COV that leaves the State of Connecticut with the exception of an Air Force Assigned Mission (AFAM) under the direction of an Incident Commander. See CTWG Form: CTWG Out of State Vehicle and Unit Activity Request, attachment 10.
10. Para. 1-8b add:
Refer to attachment 8 for a sample of a Unit Commanders approval letter for member's use of Privately Owned Vehicles (POV). Individual units may elect to reimburse fuel for members using POV that are properly authorized/approved. This reimbursement will come out of the individual unit funds. Reimbursement of fuel for members using a POV will not be authorized above unit level to include AFAM.
11. Para. 2-1a add;
See attachment 5, for CTWG checklist utilized in conjunction with the CAPF 73. COVs will be inspected (**CAPF 73**) for mission readiness at each regularly scheduled unit meeting. This inspection will also include starting the engine, inspecting the radio and inspecting the amber flashing lights. Each inspection will be recorded in the vehicle log under "Mission Support."
12. Para. 2-2k add;
For Wing vehicles that have a First Aid kit (unit discretion), this kit will be inspected at each scheduled servicing or six months, whichever occurs first. Additional all vehicle First Aid kits must have a component list and components will be inspected against this list as part of the inspection. All expired items will be disposed of and replaced as necessary. Units will be required to respond to CTLGT upon completion of the required servicing, that the First Aid kit inspection was completed, along with recording on the First Aid Kit checklist, attachment 13. This checklist will be maintained in the vehicle log book.
13. Para. 3-1 & 3-2 add/amend;
 - a. WEX Cards will NOT be used for fuel purchases and only utilized for COVs.
 - b. A request asking for approval must be sent to the Wing LGT Officer prior to each use of the WEX card. The request should include the estimated amount and the part/service requested. The request will be in writing (email is sufficient). A written estimate document is not required (for repairs under \$500), only the estimated cost.
 - c. Within 72 hours after the card is used, a written documentation of the purchase will be sent to the Wing LGT Officer. The detailed receipt must clearly state the location, date, amount and the service/part purchased on the WEX card.
 - d. The unit assigned the vehicle will be responsible for any purchases that are not properly authorized or not paid by National Headquarters. These costs will be deducted from the squadron wing banker account.
 - e. The WEX card will be issued to the unit commander and is responsible to ensure that the card is properly utilized.

- f. For repairs \$500 & over (except tire replacement where each tire is less than \$200), units/vehicle managers see below;
 - i. Submit one estimate to Wing LGT for repairs/maintenance. National WILL NOT reimburse without an estimate. If no estimate is received, either the unit or member will be responsible for the maintenance/repair cost.
 - ii. After National approval and the issuing of a control number, you will be notified by Wing LGT to complete the maintenance/repair.
 - iii. After completion of the maintenance/repair, submit a copy of the paid invoice to Wing LGT for submission to National HQ.
 - iv. Units will be reimbursed through Wing Banking upon receipt of the reimbursement from National.
 - v. Units &/or members will submit the required financial forms directly to Wing finance for local reimbursement as outlined in attachment 11.
 - g. All vehicle maintenance/repairs will be entered into ORMS vehicle maintenance section. After updating, print an updated copy of your COV maintenance record and file in your COV log book.
 - h. The Wing LGT will maintain a log of submitted repairs to include date approved, estimated cost, actual cost, vehicle & unit number, National HQ control # (if required), description of the repair, date invoice sent to National HQ for payment and date National HQ paid invoice (if required).
- 14.** Para. 3-5 add;
All CTWG COVs Vehicles will be hand waxed annually.
- 15.** Para. 3-5c add;
Refer to attachment 6, 7 & 12 for information on CT Wing & CT DMV policy/information on vehicle light bars.
- 16.** Para. 5-1b add/amend;
By the 7th of each month, Unit Commanders/Transportation Officers/Vehicle Managers, must email the previous months CAPF 73 to the Wing LGT.



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