

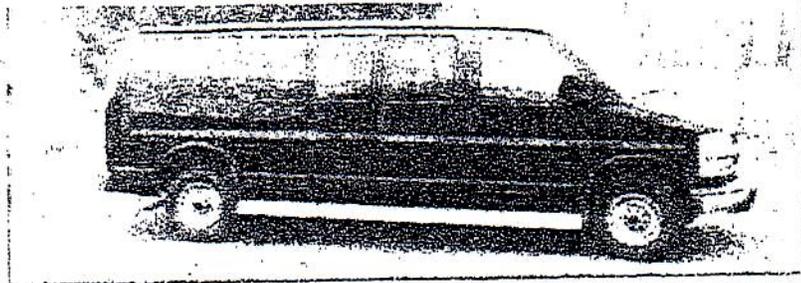


CIVIL AIR PATROL DRIVER INFORMATION

1. You must have driver's privileges on your CAPF 101 card listing the type of vehicle you're authorized to driver. Also, at least an "F" endorsement on your state driver's license is required to operate any CAP COV 12/15 passenger vans with passengers. Refer to CTWGLG web page for more information.
2. Upon renewal, upload in Ops Qual under driver's license module, a copy of your Connecticut state driver's license and current copy of your state driver's history record or a copy of the CTWG from 77-A "Connecticut wing release authorization for state driver's record".
3. Ensure that only CAP members use and are passengers in any CAP vehicle as per CAPR 77-1.
4. Never use a CAP vehicle for personal use
5. Per CT state law & CAP regulation, hand-held cellular phones and texting devices will not be used while driving a CAP vehicle.
6. Seat belts must be used at all times by both driver & passengers.
7. Headlights should be on at all times while vehicle is operation.
8. Smoking is prohibited in any CAP vehicle.
9. Ensure that a working flashlight is in the vehicle and that the backup/camera alarm is operational.
10. Spotters are required for backing up a vehicle, if more than one person is available
11. Vehicle checklist, CAPF 73 "CAP Vehicle Inspection Guide and Usage Data", is completed every time a CAP vehicle is used or inspected, along with notation of any vehicle discrepancies/problems. Review the attached information on proper completion of CAPF 73.
12. Review information located in the CAP vehicle log book, on carbon monoxide poisoning & tire safety/maintenance information.
13. Review attachments on operating 12/15 PAX vehicles, if applicable (also good general information).
14. When a POV is used for official CAP transportation it will have a safety check performed using CAPF 73, prior to use, as required by CAPR 77-1, para 2-1a, along with the unit commanders approval letter. A POV will not be used, if not in safe working order. Wing and AF will not reimburse fuel for POV without prior written permission from Wing Commander.
15. Be aware of CAPR 77-1, para; 4-1d & CAPR 174-1, para; 2-27, related to members assessment of liability.

REDUCING THE RISK OF ROLLOVER CRASHES IN 15-PASSENGER VANS

Fifteen-passenger vans typically have seating positions for a driver and 14 passengers. They are widely used by community organizations to take members on short trips and outings. Colleges use them to drive sports teams to intercollegiate games and vanpools use them for commuters.



What increases the risk of rollover crashes?

Recent research conducted by the National Highway Traffic Safety Administration (NHTSA) has found that the risk of a rollover crash is greatly increased when 10 or more people ride in a 15-passenger van. This increased risk occurs because the passenger weight raises the vehicle's center of gravity and causes it to shift rearward. As a result, the van has less resistance to rollover and handles differently from other commonly driven passenger vehicles, making it more difficult to control in an emergency situation. Placing any load on the roof also raises the center of gravity and increases the likelihood of a rollover.

What situations can cause a rollover?

A rollover crash is a complex event, heavily influenced by driver and road characteristics as well as the design of the vehicle. In studies of single-vehicle crashes, NHTSA has found that more than 90 percent of rollovers occur after a driver has lost control of the vehicle and has run off the road. Three major situations can lead to a rollover in a 15-passenger van.

- The van goes off a rural road. If this occurs, the van is likely to overturn when it strikes a ditch or embankment or when it is tripped by an object or runs onto soft soil.
- The driver is fatigued or driving too fast for conditions. A tired driver can doze off and lose control. The driver can also lose control when traveling at a high speed causing the van to slide sideways off the road. The grassy or dirt medians that line highways can often cause the van to overturn when the tires dig into the dirt.
- The driver overcorrects the steering as a panic reaction to an emergency or to a wheel dropping off the pavement. Especially at freeway speeds, this situation can cause the driver to lose control, resulting in the van sliding sideways and rolling over.

What can organizations do to protect their passengers?

Over the past decade, 80 percent of people killed in rollover crashes in 15-passenger vans were unbelted. Passengers can dramatically reduce their risk of being killed or seriously injured in a rollover crash by simply using

their seat belts. Organizations that own 15-passenger vans should have a written seat belt use policy. Drivers should be responsible for enforcing the policy.

Seat belt use is especially critical because large numbers of people die in rollover crashes when they are partially or completely thrown from the vehicle. NHTSA estimates that people who wear their seat belts are about 75 percent less likely to be killed in a rollover crash than people who don't.

Does an experienced driver make a difference?

Significant differences in the design and handling characteristics of a 15-passenger van make it drive differently from other passenger vehicles. Therefore, an organization that owns a 15-passenger van should select one or two experienced drivers to drive the van on a regular basis. These drivers will gain valuable experience handling the van. This experience will help make each trip a safe one.

How can rollover crashes be prevented?

Because most rollover crashes don't involve other vehicles, they are often preventable. Here are some tips for drivers to minimize the risk of a rollover crash and serious injury:

- Avoid conditions that lead to a loss of control. Never drive while under the influence of alcohol or other drugs. Make sure you are well rested and attentive, and always slow down if the roads are wet or icy.
- Drive cautiously on rural roads. Be particularly cautious on *curved* rural roads and maintain a safe speed to avoid running off the road.
- Know what to do if your wheels drop off the roadway. If your wheels drop off the roadway, or pavement, *gradually* reduce speed and steer back onto the roadway when it is safe to do so.
- Properly maintain your tires. Make sure your tires are properly inflated and the tread is not worn down. Worn tires can cause your van to slide sideways on wet or slippery pavement. Improper inflation can cause handling problems and can lead to catastrophic tire failures, such as blowouts. Therefore, check tire pressure and treadwear once a month.

What are other considerations for safe driving?

When a 15-passenger van is not full, passengers should sit in seats that are in front of the rear axle.

More than 15 people should never be allowed to ride in a 15-passenger van.

Because a 15-passenger van is substantially longer and wider than a car, it:

- Requires more space and additional reliance on the side-view mirrors for changing lanes
- Does not respond as well to abrupt steering maneuvers
- Requires additional braking time.

"15 Passenger Van Rollover Information"

- **NHTSA Repeats Rollover Warning To Users of 15-Passenger Vans**
([Press Release](#))
- **"Reducing The Risk of Rollover Crashes in 15-Passenger Vans" - Flyer**
([PDF - Laser Resolution](#))
- **"Reducing The Risk of Rollover Crashes in 15-Passenger Vans" -**
Hangtag
([PDF - Laser Resolution](#)) **([PDF - Printing-Press Resolution](#))**
([Spanish HTML](#))



U.S. Department
of Transportation
**National Highway
Traffic Safety
Administration**

DOT Auto Safety HotLine
888-327-4236
TDD 800-424-9153



New Safety Advisory on ^{All} 15-Passenger Vans Issued

Fifteen-passenger vans are more likely to be involved in a single-vehicle rollover crash than any other type of vehicle. In response, the National Highway Traffic Safety Administration (NHTSA) has issued an updated safety advisory on these vehicles. In fact, this 2005 advisory marks the 4th time in just 5 years that NHTSA has issued a safety warning on these vehicles.

The good news is that such consumer alerts and educational efforts are apparently working to help reduce fatalities in 15-passenger van rollover crashes. The proof is in the numbers: The percent of 15-passenger van occupant fatalities that occur as a result of rollover crashes is down from a high of 81% in 2000 to 52% in 2003.

Still, more needs to be done to alert operators of these vehicles' high center of gravity — particularly when fully loaded — and their increased chance of rollover. NHTSA is continuing to work to get the word out about this increased rollover risk, as well as what can be done to mitigate it.

Organizations <such as "insert" your group> that use 15-passenger vans to transport students, seniors, sports groups or other members, need to be informed about how to reduce rollover risks, avoid potential dangers, and better protect occupants in the event of a rollover crash.

These NHTA recommended ^{All} 15-passenger van safety precautions include the following:

- **Keep your passenger load light.** NHTSA research has shown that 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than ten. In fact, 15-passenger vans (with 10 or more occupants) had a rollover rate in single vehicle crashes that is nearly three times the rate of those that were lightly loaded.
- **Check your van's tire pressure frequently — at least once a week.** A just-released NHTSA study found that 74 percent of all 15-passenger vans had improperly inflated tires. By contrast, 39 percent of passenger cars had improperly inflated tires. Improperly inflated tires can change handling characteristics, increasing the prospect of a rollover crash in 15-passenger vans.
- **Require all occupants to use their seat belts or the appropriate child restraint.** Nearly 80% of those who have died nationwide in 15-passenger vans were not buckled up. Wearing seat belts dramatically increases the chances of survival during a rollover crash.
- **If at all possible, seat passengers & place cargo forward of the rear axle — and avoid placing any loads on the roof.** By following these guidelines, you'll lower the vehicle's center of gravity and lower the chance of a rollover crash.
- **Be mindful of speed and road conditions.** The analysis of 15-passenger van crashes also shows that the risk of rollover increases significantly at speeds over 50 miles per hour and on curved roads.

- **Only qualified drivers should be behind the wheel.** Special training and experience are required to properly operate a 15-passenger van. Make sure your driver or drivers have both — and only operate these vehicles when well rested and fully alert.

For more information, including free copies of 15-passenger van safety hangtags, as well as the latest NHTSA research and analysis, please visit the agency's web site at: www.nhtsa.gov. Hangtags can also be ordered at no cost by contacting NHTSA's Vehicle Safety Hotline directly at **888-327-4236**.



National Highway Traffic Safety Administration
Our Mission: Save lives, prevent injuries, reduce vehicle-related crashes



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Win

NHTSA 12-05
Thursday, May 26, 2005

Contact: Rae Tyson,
Telephone: (202) 366-9550

NHTSA Restates Rollover Warning For Users of 15-Passenger Vans

The National Highway Traffic Safety Administration (NHTSA) today announced new research that reinforces its existing concern about 15-passenger vans. As a result, NHTSA reissued its consumer advisory for users of 15-passenger vans for the third time in the past four years.

In a new research report related to improper tire maintenance on 15-passenger vans, the NHTSA study found that 74 percent of all 15-passenger vans had significantly mis-inflated tires. By contrast, 39 percent of passenger cars were found with significant inflation problems. NHTSA research has consistently shown that improperly inflated tires can change handling characteristics increasing the prospect of a rollover crash in 15-passenger vans.

"The vans are convenient, but drivers and passengers have to use extra caution. The risks associated with 15-passenger vans can be minimized if users take some basic safety precautions", said Jeffrey Runge, M.D, NHTSA administrator. "Routinely checking the condition of the tires, including the tire pressure, should be at the top of the list".

To reduce the risks associated with 15-passenger vans, NHTSA's safety advisory recommends that drivers insist all occupants wear safety belts at all times; drivers of 15-passenger vans are trained and experienced; tires are checked at least once a week, using the manufacturer's recommended pressure levels; and no loads are placed on the roof of the vehicle.

NHTSA research has shown that 15-passenger vans have a rollover risk that increases dramatically as the number of occupants increases from fewer than five to more than ten. In fact, 15-passenger vans (with 10 or more occupants) had a rollover rate in single vehicle crashes that is nearly three times the rate of those that were lightly loaded (with fewer than five occupants).

Nearly 80 percent of those who died in 15-passenger van rollovers nationwide between 1990 and 2003 were not buckled up. Wearing safety belts dramatically increases the chances of survival during a rollover crash. In fatal, single-vehicle rollovers involving 15-passenger vans over the past decade, 91 percent of belted occupants survived.

NHTSA is reissuing this advisory to specifically alert summertime users of 15-passenger vans. The agency also has prepared a flyer on 15-passenger van safety that is available on the 15-Passenger Van Advisory page here <http://nhtsa.gov/cars/problems/studies/15PassVans/15PassCustomerAdvisory.htm>.

The public is responding to safety information about 15-passenger vans. Fatalities from 15-passenger van rollover van crashes have declined 35 percent since advisories began in 2001.

While Federal law prohibits the sale of 15-passenger vans for the school-related transport of high school age and younger students, no such prohibition exists for vehicles to transport college students or other passengers. An interpretation of this Federal law can be found at <http://www.nhtsa.dot.gov/cars/rules/interps/files/17730.drn.htm>.

A copy of the NHTSA study on tire maintenance can be found at: <http://www-nrd.nhtsa.dot.gov/pdf/hrd-30/NCSA/RNotes/2005/809846.pdf> under "Research Notes".

Spanish Version



At the beginning...

Enter date as:
April 2010

Enter mileage from
odometer

Enter just the
squadron number.
Such as 306, 302
etc

This is the year the
van was made —
Check the
registration

Enter NY/NER"

VIN is from van
title, insurance
card or
registration

Check all 19 items
on the safety
checklist each time
the van is utilized.
Item 2 is reserved.

TIME AND VEHICLE USAGE DATA			
<i>(Enter Number of Hours rounded up) Under the Appropriate Use Category</i>			
TIMES USED	ADMIN	MISSION SUPPORT	OTHER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
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22.			
23.			
24.			
25.			
26.			
TOTAL			

* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK
* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK

CAP VEHICLE INSPECTION GUIDE AND USAGE DATA			
MONTH / YEAR	END OF MONTH ODOMETER READING	CHARTER	
WING / REGION	VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE	FIELD ID NO.
VEHICLE MAKE	VEHICLE MODEL	ITEMS TO BE CHECKED DAILY	
<i>(operator's signature required on inside page to verify inspection)</i>			
1.	REGISTRATION / PROOF OF INSURANCE		
2.	FIRE EXTINGUISHER - PROPERLY		
3.	DAMAGE (exterior and interior, missing parts)		
4.	TIRES (visually check for damage / abnormalities)		
5.	CHECK FLUID LEVELS (oil, transmission, brake, power steering and coolant) (check according to manufacturer's instructions)		
6.	BATTERY CONDITION		
7.	LEAKS (visually check fuel / oil / coolant)		
8.	DRIVE BELTS / HOSES (visually check for fraying or cracking)		
9.	LIGHTS (visually check for proper operation)		
10.	BACK UP ALARM / EMERGENCY FLASHERS (functionally check proper operation)		
11.	SAFETY DEVICES (seats/belts / harness, headrests, etc.)		
12.	INSTRUMENTS / HORN (functionally check proper operation)		
13.	WINDSHIELD WIPERS / WASHER (functionally check for proper operation / condition)		
14.	BRAKES / STEERING (functionally check responsive / effective / smooth)		
15.	MIRRORS (rearview / side)		
16.	EXHAUST SYSTEM		
17.	WINDOWS (functionally check proper operation)		
18.	RADIO MOUNTS (CAP added equipment)		
19.	CURRENT STATE INSPECTION STICKER (if applicable)		
20.	TIRE PRESSURE (checked monthly - requires signature and date below)		
Signature:		Date Performed:	

CAP FORM 73, SEP 03 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 NOV 03
OPR/ROUTING: LGT

12/12



At the beginning (continued)...

TIME AND VEHICLE USAGE DATA <i>(Enter Number of Hours rounded up) Under the Appropriate Use Category</i>					
TIMES USED	ADMIN	CABIN ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.					
2.					
3.					
4.					
5.					
6.					
7.					
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9.					
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23.					
24.					
25.					
26.					
TOTAL					

* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK
 * ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK

CAP VEHICLE INSPECTION GUIDE AND USAGE DATA	
MONTH / YEAR	END OF MONTH ODOMETER READING
WING / REGION	CHARTER
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE
VEHICLE MAKE	VEHICLE MODEL
	FIELD ID #
ITEMS TO BE CHECKED DAILY <i>(operator's signature required on this page to verify inspection)</i>	
1.	REGISTRATION / PROOF OF INSURANCE
2.	FIRE EXTINGUISHER - FIRST-AID KIT
3.	DAMAGE (exterior and interior, missing parts)
4.	TIRES (visually check for damage / abnormalities)
5.	CHECK FLUID LEVELS (oil, transmission, brake, power steering and coolant) (check according to manufacturer's instructions)
6.	BATTERY CONDITION
7.	LEAKS (visually check fuel / oil / coolant)
8.	DRIVE BELTS / HOSES (visually check for fraying or cracking)
9.	LIGHTS (visually check for proper operation)
10.	BACK UP ALARM / EMERGENCY FLASHERS (functionally check proper operation)
11.	SAFETY DEVICES (seatbelts / harness, headrests, etc.)
12.	INSTRUMENTS / HORN (functionally check proper operation)
13.	WINDSHIELD WIPERS: WASHER (functionally check for proper operation / condition)
14.	BRAKES: STEERING (functionally check responsive / effective / smooth)
15.	MIRRORS (rearview / side)
16.	EXHAUST SYSTEM
17.	WINDOWS (functionally check proper operation)
18.	RADIO MOUNTS (CAP added equipment)
19.	CURRENT STATE INSPECTION STICKER (if applicable)
20.	TIRE PRESSURE (checked monthly - requires signature and date below)
	Signature: _____ Date Performed: _____

This is the 5 digit Wing assigned #
 ALL NY vans #s start with 31 as in 31XXX

Enter the model. Van, Pick-up, Minivan, 4x4, etc.

Who made the van. Ford, Chevrolet, Dodge

These are the system Item Number you will use on the discrepancy on back left side

This signature/date is for the monthly inspection.



And on the left...

TIME AND VEHICLE USAGE DATA
(Enter Number of Hours (rounded up) Under the Appropriate Use Category)

TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.					
2.					
3.					
4.					
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6.					
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24.					
25.					
26.					
TOTAL					

* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK
 * ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK

Enter the number of hours the van is used for the entire activity in these blocks rounded up.

This number is the times the van is used, **not the date.**

Describe any "Other" use in this column - Use this column for van maintenance.

The top part of this block is the sum of all the times used.

The bottom is the sum of all the hours the van is used.

CAP VEHICLE INSPECTION GUIDE AND USAGE DATA

MONTH / YEAR	END OF MONTH ODOMETER READING	
WING / REGION	CHARTER	
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE	
VEHICLE MAKE	VEHICLE MODEL	FIELD ID NO.
ITEMS TO BE CHECKED DAILY <i>(operator's signature required on inside page to verify inspection)</i>		
1. REGISTRATION / PROOF OF INSURANCE		
2. FIRE EXTINGUISHER - MUST BE FULL		
3. DAMAGE (exterior and interior, missing parts)		
4. TIRES (visually check for damage / abnormalities)		
5. CHECK FLUID LEVELS (oil, transmission, brake, power steering and coolant) (check according to manufacturer's instructions)		
6. BATTERY CONDITION		
7. LEAKS (visually check fuel / oil / coolant)		
8. DRIVE BELTS / HOSES (visually check for fraying or cracking)		
9. LIGHTS (visually check for proper operation)		
10. BACK UP ALARM / EMERGENCY FLASHERS (functionally check proper operation)		
11. SAFETY DEVICES (seatbelts / harness, headrests, etc.)		
12. INSTRUMENTS / HORN (functionally check proper operation)		
13. WINDSHIELD WIPERS / WASHER (functionally check for proper operation / condition)		
14. BRAKES / STEERING (functionally check responsive / effective / smooth)		
15. MIRRORS (rearview / side)		
16. EXHAUST SYSTEM		
17. WINDOWS (functionally check proper operation)		
18. RADIO MOUNTS (C.A.P. added equipment)		
19. CURRENT STATE INSPECTION STICKER (if applicable)		
20. TIRE PRESSURE (checked monthly - requires signature and date below)		
Signature:		Date Performed:

CAP FORM 73, SEP 03, PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 NOV 03
 OPR/ROUTING, LGT 12/12



Example of a properly completed front Form 73

TIME AND VEHICLE USAGE DATA					
<i>(Enter Number of Hours (rounded up) Under the Appropriate Use Category)</i>					
TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER	OTHER DESCRIPTION
1.	4	3	4		
2.		8	2		
3.					
4.					
5.					
6.					
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25.					
26.					
TOTAL	14	11	2	6	

Add up the number of hours the van was used here. Note: there may be two or more categories of usage for one day.

Enter the number of times the van was used here

Enter the sum of the hours here

CAP VEHICLE INSPECTION GUIDE AND USAGE DATA		
MONTH / YEAR	END OF MONTH ODOMETER READING	
April 2010	000000	
WING / REGION	CHARTER	
NY/NER	000	
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE	FIELD ID NO.
IDEC1941VAN111	2009	31XXX
VEHICLE MAKE	VEHICLE MODEL	
Ford	Van	
ITEMS TO BE CHECKED DAILY <i>(operator's signature required on inside page to verify inspection)</i>		
1.	REGISTRATION / PROOF OF INSURANCE	
2.	PRE-OPERATION TEST REPORT	
3.	DAMAGE <i>(exterior and interior, missing parts)</i>	
4.	TIRES <i>(visually check for damage / abnormalities)</i>	
5.	CHECK FLUID LEVELS <i>(oil, transmission, brake, power steering and coolant) (check according to manufacturers instructions)</i>	
6.	BATTERY CONDITION	
7.	LEAKS <i>(visually check fuel / oil / coolant)</i>	
8.	DRIVE BELTS / HOSES <i>(visually check for fraying or cracking)</i>	
9.	LIGHTS <i>(visually check for proper operation)</i>	
10.	BACK UP ALARM / EMERGENCY FLASHERS <i>(functionally check proper operation)</i>	
11.	SAFETY DEVICES <i>(seatbelts / harness, headrests, etc.)</i>	
12.	INSTRUMENTS / HORN <i>(functionally check proper operation)</i>	
13.	WINDSHIELD WIPERS / WASHER <i>(functionally check for proper operation / condition)</i>	
14.	BRAKES / STEERING <i>(functionally check responsive / effective / smooth)</i>	
15.	MIRRORS <i>(rearview / side)</i>	
16.	EXHAUST SYSTEM	
17.	WINDOWS <i>(functionally check proper operation)</i>	
18.	RADIO MOUNTS <i>(CAP added equipment)</i>	
19.	CURRENT STATE INSPECTION STICKER <i>(if applicable)</i>	
20.	TIRE PRESSURE <i>(checked monthly - requires signature and date below)</i>	
Signature: <i>Van Operator</i>		Date Performed: 3 Apr 10

CAP FORM 73, SEP 03 PREVIOUS EDITIONS WILL NOT BE USED AFTER 30 NOV 03
OPR/ROUTING: LGT 18112



CAPR 77-1 VEHICLE USAGE EXAMPLES

Vehicle usage examples: Including but not limited to the following:

- **(a) ADMIN:** Trips to meetings, conferences and personnel transportation to and from airports or hotels.
- **(b) CADET ACTIVITIES:** Any activity pertaining to and involving cadets and cadet programs.
- **(c) MISSION SUPPORT:** Drug Demand Reduction, Counterdrug, Homeland Security, Emergency Services (Search and Rescue/Disaster Relief) and Aerospace Education and Training.
- **(d) OTHER:** Vehicle maintenance, servicing, inspections and repairs, parts and supply pick up.

