

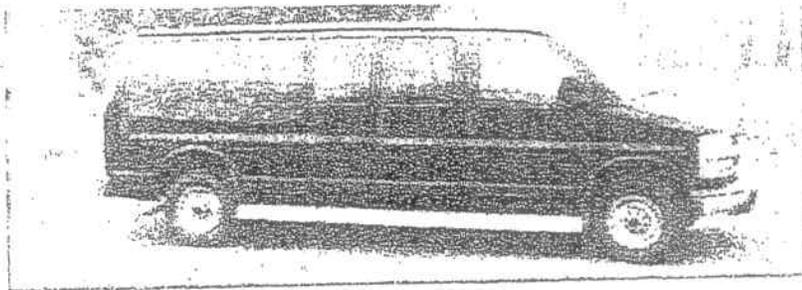


## CIVIL AIR PATROL DRIVERS CHECKLIST

1. YOU MUST HAVE DRIVER'S PRIVILEGES ON YOUR CAPF 101 CARD LISTING THE VEHICLES YOU'RE AUTHORIZED TO DRIVER. ALSO, AT LEAST AN "F" ENDORSEMENT ON YOUR STATE DRIVERS LICENSE IS REQUIRED TO OPERATE ANY CAP 12/15 PASSENGER VANS.
2. PER CT STATE LAW & CAP REGULATION, HAND-HELD CELLULAR PHONES AND TEXTING DEVICES WILL NOT BE USED WHILE DRIVING A CAP VEHICLE.
3. SEAT BELTS MUST BE USED AT ALL TIMES BY THE DRIVER & PASSENGERS.
4. HEADLIGHTS SHOULD BE ON AT ALL TIMES.
5. **SMOKING IS PROHIBITED IN ANY CAP VEHICLE.**
6. ENSURE THAT A FLASHLIGHT IS IN THE VEHICLE AND THAT THE BACKUP ALARM IS WORKING.
7. VEHICLE CHECKLIST, CAPF 73 "CAP VEHICLE INSPECTION GUIDE AND USAGE DATA", IS COMPLETED EVERY TIME A CAP VEHICLE IS USED, ALONG WITH NOTATION OF ANY VEHICLE DISCREPANCIES/PROBLEMS. REVIEW THE ATTACHED INFORMATION ON PROPER COMPLETION OF CAPF 73.
8. 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. A POV WILL NOT BE USED IF NOT IN SAFE WORKING ORDER.
9. BE AWARE OF CAPR 77-1, PARA; 4-1d, (& CAPR 174-1) ON MEMBERS ASSESSMENT OF LIABILITY
10. UPON RENEWAL, UPLOAD IN OPS. QUAL UNDER DRIVERS LICENSE, A COPY OF YOUR CONNECTICUT STATE DRIVERS LICENSE AND CURRENT COPY OF YOUR STATE DRIVERS HISTORY RECORD OR A COPY OF THE "CONNECTICUT WING RELEASE AUTHORIZATION FOR STATE DRIVERS RECORD".
11. YOU MUST COMPLETE MONTHLY SAFETY REQUIREMENTS TO RETAIN CAP DRIVER PRIVILEGES
12. ENSURE THAT ONLY CAP MEMBERS USE AND ARE PASSENGERS IN ANY CAP VEHICLE AS PER CAPR 77-1 AND WING COMMANDER'S POLICY LETTER.
13. NEVER USE A CAP VEHICLE FOR PERSONAL USE
14. SPOTTERS ARE REQUIRED FOR BACKING UP A VEHICLE, IF MORE THEN ONE PERSON IS AVAILABLE
15. REVIEW ATTACHMENTS ON OPERATING 12/15 PAX VEHICLES, IF APPLICABLE (GOOD GENERAL INFORMATION)
16. REVIEW INFORMATION LOCATED IN THE CAP VEHICLE LOG BOOK, ON CARBON MONOXIDE POISONING & TIRE SAFETY/MAINTENANCE INFORMATION.

## 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 <sup>All</sup> 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 4<sup>th</sup> 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 <sup>All</sup> 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.

- o **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](http://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



C  
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 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**

This portion is filled in by Wing at the beginning of each year and is kept in the log book.

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 NO.	
<b>ITEMS TO BE CHECKED DAILY</b> <i>(operator's signature required on inside page to verify inspection)</i>			
1.	REGISTRATION / PROOF OF INSURANCE		
2.	FIRE EXTINGUISHER / FIRST AID KIT <u>None</u>		
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 manufacturers 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)		Date Performed:
	Signature:		

The 20 items listed must be checked prior to each daily use per CAPR 77-1 paragraph 2-1.

Item 1) Registration/ Insurance Card is kept in the book.

Item 2) None

Item 3) Damage: A walk around to make sure there is no damage that went unreported. Check all glass for cracks / chips.

Item 4) Tires: Visually check for damage/abnormalities/unsafe tread wear, stones in tread.

Item 5) Fluid levels: Self explanatory. If you don't know how please ask prior to having to do this inspection. Do not Skip it!

Item 6) Battery : Look for corrosion, loose connections, leaks, etc

Item 7) Leaks: Look at the ground under the SUV to see if there are any drips or puddles.

Item 8) Drive belts and Hoses: Visually inspect for cracks or disconnects. Report excessive wear.

Item 9 & 10) Lights: Turn the SUV on and make sure the headlights, high beams, turn signals, hazard lights, back up lights and back up alarm work. If installed, check Light Bar for proper operation.

Item 11) Safety devices: Seatbelts and headrests working and in proper position.

Item 12) Instruments/Horn: Yes you need to beep the horn.

Item 13) Windshield wipers and washer: Washer fluid should be checked during the fluid check also check condition of the blades.

Item 14) Breaks/steering: Check before loading cadets /passengers.

Item 15) Mirrors : Mirrors should be adjusted to the driver.

Item 16) Exhaust: Visual look underneath for corrosion / breach.

Item 17) Windows: All can be controlled from the drivers seat.

Item 18) Radio Mounts: Radios & Mounts must be secure.

Item 19) Inspection Sticker: Not required for the state of CT.

Item 20) Required monthly.

# Time and Usage Data

Starting with line 1, each time the vehicle is used an entry **MUST** be made. The number of hours in your possession must be entered in the appropriate box as to why it is being used.

**Example: 8 Hours = 8, 5:30 = 6, 30 minutes = 1 (round up to whole hours).**

Further Example:

- Vehicle used for weekend encampment  
- Departs Friday at 4pm - Returns Sunday at 4pm
- Record utilization  
- Times used = 1 (not how many times is used during the encampment)  
- Hours used = 48 (Time from beginning to end of mission)  
- Mission = Cadet Activities

**ADMIN:** trips to meetings, conferences, and personnel transportation to and from airports and hotels

**Cadet Activities:** Any activity pertaining to and involving cadets and cadet programs

**Mission Support:** Drug Demand Reduction, Counter Drug, Homeland Security, Emergency Services (Search and Rescue / Disaster Relief) And Aerospace Education and Training

**Other:** Vehicle maintenance, servicing, inspections and repairs, parts and supply pick up

**Note:** When using the "Other" Category you must make note in the "Other Description" column

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.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
<b>TOTAL</b>					

\* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK

\* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK



# Operator's Signature

The numbers in the "Day" columns represent the **Day of the Month** the SUV was used. Each time the SUV is used, the signature of the operator **MUST** be on this page next to the **corresponding day of the month** it was used, after the inspection is completed.

OPERATOR'S SIGNATURE <i>(SIGNATURE SIGNIFIES ACCOMPLISHMENT OF INSPECTION)</i>		
DAY	SIGNATURE	SIGNATURE
1		17
2		18
3		19
4		20
5		21
6		22
7		23
8		24
9		25
10		26
11		27
12		28
13		29
14		30
15		31
16		

ADDITIONAL COMMENTS