

## **Transportation**

### **OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES**

CAPR 77-1, dated 26 December 2012 updated 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 CAP drivers' privileges for the CT Wing (see attachment 1).
2. Para. 1-2c add;  
8) Ensure compliance with both National HQ CAP Driver privileges and Connecticut State Driver License requirements.  
9) Inspect wing corporate vehicles on a periodical basis.
3. Para 1-2d add;  
All Connecticut Wing Units in possession of a CAP vehicle must have a Transportation Officer assigned in eServices.
4. 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 Vehicles
  - 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. Worksheet for online CAPF 78
- M. Carbon Monoxide Poisoning information sheets
- N. Vehicle Tire Safety information sheets.
- O. Purchase agreement
- P. Mileage discloser information
- Q. State of CT Sales Tax Exemption Form

- R. Drivers information handout
- S. Auto Manufacturer maintenance/service schedule
- T. New vehicle window information sticker

It will be the responsibility of Wing LGT to renew item A (vehicle registration) and forward to units/members possessing vehicles. A copy of item B (CAPF 73) & any repair bills will be submitted to Wing LGT on a monthly basis for the previous month. A copy of item F will be submitted to Wing LGT upon renewal. The Cost for item F will be the responsibility of the unit along with any LATE FEE incurred.

5. Para. 1-5b&c add/amend;

Application for CAP driving privileges will be submitted/uploaded through eServices Operations Qualification Module, under driver's license, to the Wing LGT through the Unit Commander/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 Drivers License not members with an out of state driver's license.

NOTE 1; Unit Commanders are part (but not the only approver) of the approval process.

NOTE 2; members applying to operate a 12/15 PAX CAP vehicle, must have an 'F' endorsement on their CT State Drivers License along with a medical card, required every two years. These members must upload both the medical card and CT State Drivers license for approval. Either the medical wallet size card or the full medical report is acceptable. See attachment 9 for CT DMV requirements.

6. Para 1-5d added;

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

7. Para 1-5g added;

To operate CAP 12/15 passenger vehicle's in the State of Connecticut, drivers are required to hold a public service "F" endorsement, at the minimum, on their license. However this requirement only applies if the vehicle is carrying passenger. 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 CAP vehicles with less then 10 passenger on the 101 card will also be authorized to operate 12/15 passenger vehicle's if only the driver is the occupant (no passengers).

8. Para 1-5h added;

a. Upon renewal of the members CT State Drivers License &/or request from the Wing LGT, members will submit a READABLE copy of their renewed 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 uploading this form in lieu of the History Record. This is only available to members with a CT. State Drivers License not members with an out of state driver's license.

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- NOTE 2; members applying to operate a 12/15 PAX CAP vehicle, must have an 'F' endorsement on their CT State Drivers License along with a medical card, required every two years. These members must upload both the medical card and CT State Drivers license for approval. Either the medical wallet size card or the full medical report is acceptable. See attachment 9 for CT DMV requirements.
- b. If the required information is not received or safety requirements not completed timely, a members CAP driver's privileges will be revoked by the Wing Commander and notification of this revoking will be sent to all Wing units. National HQ automatically removes CAP driver privileges on members CAPF 101 card if the following occurs; non-completion of the monthly safety requirement, state drivers license expires/lapses &/or membership lapses. Members whose CAP privileges have been revoked/removed WILL NOT drive any CAP vehicles. Unit Commanders/Transportation officers should print a driver's license report at the beginning of each month and compare with the previous month in identifying any deleted drivers.
9. Para. 1-7 add;  
Refer to attachment 3 "CAP Member Checklist" for CAP Drivers (without attachments).
10. Para. 1-7a amend;  
Members must be 21 years of age or older to obtain CAP Driving Privileges.
11. Para. 1-7d&e added;  
Request for driving privileges for special purpose vehicles &/or towing trailers over 2000 pounds, will be approved by CTLGT on a case by case basis. Note; Per CT State law a CDL is required for towing over 26,000 pounds.
12. Para. 1-8a add;  
Refer to attachment 4 for CTWG/CC Vehicle Use Policy.
13. 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).
14. Para. 2-1a add;  
Additional CTWG checklist to be used along with the CAPF 73, see attachment 5.
15. Para. 3-1 add/amend;  
Units/members possessing a CAP vehicle will provide copies of invoices and/or notify Wing LGT when routine maintenance (oil change, tune-up, wax & etc.) and repairs are completed. Refer to your vehicles manufacturer's recommended schedule maintenance along with entering all maintenance/repairs completed in ORMS. Upon updating vehicle maintenance/repairs in ORMS, print an updated copy and file in your vehicles log book. In lieu of printing the ORMS maintenance/repair record, units/members can utilize attachment 10 (pg 1-3) for recording of vehicle maintenance/repairs, however all maintenance/repairs must still be entered into ORMS.
16. Para. 3-2 add/amend;  
Units are responsible for completing & paying for all vehicle maintenance & repairs. There is NO GUARANTEE, but reimbursement from National HQ may be considered if funds are available.  
NOTE: 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.

For reimbursement consideration:

- a) Submit one estimate to Wing LGT for any repairs/maintenance.
- b) After National approval and the issuing of a control number, you will be notified by Wing LGT to complete the maintenance/repair.
- c) After completion of the maintenance/repair, submit copy of invoice to Wing LGT for submission to National HQ.
- d) Units will be reimbursed through Wing Banking upon receipt of the reimbursement from National.
- e) Units &/or members will submit the required financial forms directly to Wing finance for reimbursement as outlined in attachment 11.

The Wing LGT will maintain a log of submitted repairs to include date approved, estimated cost, actual cost, vehicle & unit number, National HQ control #, description of the repair, date invoice sent to National HQ for payment and date National HQ paid invoice.

**17. Para. 3-5 add;**

All Connecticut Wing Vehicles will be hand waxed annually.

**18. Para. 3-5c add;**

Refer to attachment 6 & 7 for information on CT. Wing & CT DMV policy/information on vehicle light bars.

**19. Para. 5-1b add/amend;**

All Unit Commanders/Transportation Officers/Vehicle Managers are required to submit CAPF 73 to Wing for the previous month no later than the 7<sup>th</sup> of the month. This report can be emailed or faxed to the Wing LGT, hand delivered to CT Wing at Commanders Call or mailed to LGT at his home address. Refer to the latest CT Wing HQ Roster for the Wing LGT home email, phone number & mailing address. Only the Wing LGT will enter data into the National online vehicle data base in ORMS.

//Signed//

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CAP Wing Transportation Officer  
31 DEC 2013

Kenneth Chapman, COL. CAP  
CT Wing Commander  
31 DEC 2013

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Distribution:  
Each unit (1);  
Each Wing Command Staff (1);  
Each Wing Vehicle (1);  
CTWG/SD (1);  
NER (1)