

### 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.					
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

### 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.
<b>ITEMS TO BE CHECKED DAILY</b>		
<i>(operator's signature required on inside page to verify inspection)</i>		
1.	<b>REGISTRATION / PROOF OF INSURANCE</b>	
2.	<b>FIRE EXTINGUISHER / FIRST AID KIT</b>	
3.	<b>DAMAGE</b> <i>(exterior and interior, missing parts)</i>	
4.	<b>TIRES</b> <i>(visually check for damage / abnormalities)</i>	
5.	<b>CHECK FLUID LEVELS</b> <i>(oil, transmission, brake, power steering and coolant) (check according to manufacturers instructions.)</i>	
6.	<b>BATTERY CONDITION</b>	
7.	<b>LEAKS</b> <i>(visually check fuel / oil / coolant)</i>	
8.	<b>DRIVE BELTS / HOSES</b> <i>(visually check for fraying or cracking)</i>	
9.	<b>LIGHTS</b> <i>(visually check for proper operation)</i>	
10.	<b>BACK UP ALARM / EMERGENCY FLASHERS</b> <i>(functionally check proper operation)</i>	
11.	<b>SAFETY DEVICES</b> <i>(seatbelts / harness, headrests, etc.)</i>	
12.	<b>INSTRUMENTS / HORN</b> <i>(functionally check proper operation)</i>	
13.	<b>WINDSHIELD WIPERS / WASHER</b> <i>(functionally check for proper operation / condition)</i>	
14.	<b>BRAKES / STEERING</b> <i>(functionally check responsive / effective / smooth)</i>	
15.	<b>MIRRORS</b> <i>(rearview / side)</i>	
16.	<b>EXHAUST SYSTEM</b>	
17.	<b>WINDOWS</b> <i>(functionally check proper operation)</i>	
18.	<b>RADIO MOUNTS</b> <i>(CAP added equipment)</i>	
19.	<b>CURRENT STATE INSPECTION STICKER</b> <i>(if applicable)</i>	
20.	<b>TIRE PRESSURE</b> <i>(checked monthly – requires signature and date below)</i>	
	<i>Signature:</i>	<i>Date Performed:</i>

### VEHICLE OPERATOR DISCREPANCY REPORT

ITEM NO.	DISCREPANCY	DATE FOUND

### OPERATOR'S SIGNATURE

*(SIGNATURE SIGNIFIES ACCOMPLISHMENT OF INSPECTION)*

DAY	SIGNATURE	DAY	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

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