

# D-8 TRANSPORTATION

## Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
SUI	01	<p>Do the vehicle folders contain all required documentation?</p> <p>a) original copy of Registration</p> <p>b) completed CAPF 73, CAP Vehicle Inspection Guide and Usage Data,</p> <p>c) records of repair and maintenance expenses</p>	<p>Compliance is determined through on-site inspection and/or eServices.</p> <p>NOTE: if state does not require registration, unit should have documentation from the state documenting no registration is required.</p> <p>NOTE: When the CAPF 73 is retained for more than 12 months D4 Question 6. The entire CAPF 73 will either be scanned into ORMS or kept on file as required. Updating only ORMS utilization data does not meet the requirement.</p>	<p>all) (Discrepancy): [xx] (D8 Question 1) Vehicle folders for vehicle(s) assigned to the unit do not include _____, IAW CAPR 77-1 para 1-3a,b,c, or d.</p> <p>NOTE: List Vehicle# and items and CAPR reference for each item.</p>	<p>a) Place copy of the registration in the vehicle folder OR documentation from the state showing registration is not required. Upload to the discrepancy in the DTS either the registration or letter from state showing registration is not required.</p> <p>b) Complete a vehicle inspection. Attach a plan of action, approved by the Unit CC, to ensure this does not occur again and upload to this discrepancy in the DTS.</p> <p>c) Submit a plan of action to ensure repair and maintenance is tracked to this discrepancy in the DTS. Submit and attach a copy of the plan of action approved by the Unit/CC to prevent reoccurrence to the discrepancy in the DTS.</p> <p>d) Obtain current insurance card and place in vehicle.</p>

Attach a copy of the plan of action approved by the Unit/CC to prevent recurrence to the discrepancy in the DTS.

CI	01	Are vehicle folders established for each vehicle?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 1) Wing does not maintain vehicle folders for its assigned vehicles IAW CAPR 77-1 para 1-3.	Create vehicle folders for any vehicle not having one. Attach a copy of proof of folders to the discrepancy in the Discrepancy Tracking System (DTS).
SUI	02	Prior to first use of the day, do vehicle operators perform a safety check on all CAP vehicles using CAPF 73?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 2) Unit failed to ensure all operators completed the CAPF 73 on CAP vehicles prior to the first use of the day in vehicle(s) xxx,xxx,xxx IAW CAPR 77-1 para 2-1a.	Attach a plan of action, approved by Unit/CC, to prevent recurrence to the discrepancy in the DTS.
CI	02	Do the vehicle folders contain all required documentation? a) original copy of registration b) completed CAPF 73, CAP Vehicle Inspection Guide and Usage Data c) records of repair and maintenance expenses d) copy of insurance card unless maintained in the vehicle	Compliance is determined through on-site inspection and/or eServices.  NOTE: If state does not require registration, wing should have documentation from the state documenting no registration is required.  NOTE: When the CAPF 73 is retained for more than 36 months, refer to D-4 Question 7. The entire CAPF 73 will either be scanned into ORMS or kept on file as required. Updating only ORMS utilization data does not meet the requirement.  NOTE: When the CAPF 73 was	all) (Discrepancy): [xx] (D8 Question 2) Vehicle folders for vehicle(s) assigned to the wing do not include _____ IAW CAPR 77-1 para 1-3a,b,c, or d. NOTE: List Vehicle# and items and CAPR reference for each item.	a) Place copy of the registration in the vehicle folder OR documentation from the state showing registration is not required. Upload to the discrepancy in the Discrepancy Tracking System (DTS) either the registration or letter from state showing registration is not required.  b) Complete a vehicle inspection. Attach a plan of action, approved by Wing/CC, to ensure this does not occur again and upload to this discrepancy in the DTS.

not retained, see D-4 Question 6.

c) Submit a plan of action to ensure repair and maintenance is tracked to this discrepancy in the DTS.

Attach a copy of the plan of action, approved by the Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

d) Obtain current insurance card and place in vehicle.

Attach a copy of the plan of action, approved by the Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.

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SUI	03	Are all CAP vehicles appearance, identification, and markings maintained IAW with CAP regulations? Are all CAP vehicles appearance, identification, and markings maintained IAW with CAPR 77-1?  a) Are vehicle identification numbers affixed properly?  b) Are only approved decals properly located on CAP vehicles?	Compliance is determined through on-site inspection.	a) (Discrepancy): [xx] (D8 Question 3) CAP vehicle(s) #xxxxx does not have vehicle identification numbers properly affixed IAW CAPR 77-1 para 3-5a.  b) (Discrepancy): [xx] (D8 Question 3) Decals on vehicle XXXXX are not properly located	a) Upload a photo of vehicle identification numbers installed IAW CAPR 77-1 para 3-5a to this discrepancy in the DTS.  b) Upload a photo of decals affixed IAW CAPR 77-1 3-5b to this discrepancy in the DTS.
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c) If light bars are installed on CAP vehicles has the Wing CC approved in writing?

IAW CAPR 77-1 para 3-5b.

c) (Discrepancy): [xx] (D8 Question 3) Light bars installed on van(s) xxxxx, xxxxx, did not have written approval of the Wing CC IAW CAPR 77-1 para 3-5©.

c) Upload a copy of the Wing CC's written approval to this discrepancy in the DTS.

d) Is manufacture recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire?

d) (Discrepancy): [xx] (D8 Question 3) CAP vehicle(s) xxxxx, xxxxx, did not have manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire IAW CAPR 77-1 para 2-1b.

d) Upload photos of tire pressures on wheel hubs or on the bottom of fender directly above the tire to this discrepancy in the DTS.

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CI	03	Are original vehicle titles kept in a secure location at the region or wing headquarters?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 3) Wing failed to ensure vehicle titles in a secure location IAW CAPR 77-1 para 1-4.	Place vehicle titles in a secure location. Attach a photo of secure location to the discrepancy in the Discrepancy Tracking System (DTS).
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SUI	04	Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?			
		a) Is preventative maintenance being accomplished IAW vehicle owner's manual or CAPR 77-1?	a) compliance review on-site	a) (Discrepancy): [xx] (D8 Question 4) Vehicle XXXXX's preventive maintenance is not being accomplished IAW vehicle owner's manual or CAPR 77-1.	a & b) Complete required maintenance. Attach copy of receipt for maintenance to the discrepancy in the DTS.
		b) Are vehicle tires in a safe working order IAW manufactures recommendations and IAW CAPR 77-1 para 2-1a?	b) NOTE: There are no regulatory tire pressure tolerances. If during the inspection a vehicle tire is found not to be in safe working order it will be listed as a Discrepancy.	b) (Discrepancy): [xx] (D8 Question 4) Vehicle XXXXX tires were not maintained in safe working order IAW manufacturer recommended pressure and IAW CAPR 77-1 para 2-1 a.	Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.

HOWEVER, if the tire is not at manufactures recommended pressure then have the tire pressure corrected on the spot.

c) Are fire extinguishers installed in CAP vehicles?

c) Fire Extinguisher.  
 - Units must determine if a fire extinguisher is required by state law.  
 - If not then it must be removed.  
 If required then:  
 - wing supplement to CAPR 77-1 is required  
 - schedule for fire extinguisher inspections  
 - fire extinguisher must be secured.

c) (Discrepancy): [xx] (D8 Question 4) Unit failed to ensure compliance with CAP policy for fire extinguishers in vehicle(s) IAW CAPR 77-1 para 2-2j & 2l.  
 NOTE: List issues  
 - No published supplement to CAPR 77-1 when fire extinguishers are required.  
 - Unit failed to remove fire extinguishers from vehicles XXXXX's.  
 - Unit failed to inspect fire extinguishers  
 - Unit failed to secure fire extinguishers in vehicle# XXXXX's.

c) Attach a photo showing the fire extinguisher secured to the discrepancy in the DTS. If not required unit will remove fire extinguishers from the vehicle.

d) Are first aid kits installed in CAP vehicles?

d) First Aid Kit.  
 - Units must determine if a first aid kit is required by state law.  
 - If not then it is optional.  
 If required then:  
 - wing supplement to CAPR 77-1 is required  
 If the vehicle has a first aid kit  
 - schedule for first aid kits inspections  
 - first aid kits must be secured.

d) (Discrepancy): [xx] (D8 Question 4) Unit failed to ensure compliance with CAP policy for first aid kits in vehicle(s) IAW CAPR 77-1 para 2-2k & 2l.  
 NOTE: List issues  
 - Unit failed to carry required first aid kits in vehicles XXXXX's.  
 - Unit failed to inspect first aid kits  
 - Unit failed to secure first aid kits in vehicle# XXXXX's.

d) Attach a photo showing the first aid kit secured to the discrepancy in the DTS. If not required wing will remove first aid kits from the vehicle.

CI 04 Are original vehicle titles uploaded to ORMS?

Compliance is determined through on-site inspection and/or eServices.

(Discrepancy): [xx] (D8 Question 4) Wing failed to ensure original titles for all vehicles were uploaded into ORMS IAW CAPR 77-1 para 1-4.

Upload copy(ies) of missing vehicle title(s) into the master record in ORMS database under appropriate vehicle. Attach copies of ORMS screen

shots to the discrepancy in the Discrepancy Tracking System (DTS).

SUI	05	When a CAP vehicle is involved in a mishap does the unit submit the required items to NHQ/LGT immediately upon completion of the mishap investigation?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 5) A mishap involving vehicle XXXXX was not reported IAW CAPR 77-1 para 4-1c and CAPR 62-2 para 4.	Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the discrepancy in the DTS.
CI	05	Are vehicle driving privileges approved/revalidated and uploaded into Ops Quals as required?	Compliance is determined through both on-site inspection sampling and a review of data in the Ops Quals. NOTE: Current license (CAPF 75) holders are grandfathered until their next state driver's license renewal date.	(Discrepancy): [xx] (D8 Question 5) Driving privileges for vehicle operators assigned to the wing are not properly approved/revalidated IAW CAPR 77-1 para 1-5b & 5d.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	06	Are CAPFs 73 completed on all COVs in accordance with CAP regulations?	Compliance is determined through on-site inspection. Complete an inspection of the COV using the most current CAPF 73 and compare with historic CAPFs 73 maintained on file. Verify, completeness accuracy and actual condition of the vehicle.	NOTE: Only use for trends (Discrepancy): [xx] (D8 Question 6) Wing failed to ensure all operators completed the CAPF 73 on COVs prior to the first use of the day in vehicle(s) xxx,xxx,xxx IAW CAPR 77-1 para 2-1a.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
CI	08	Are all COVs appearance, identification, and markings maintained IAW with CAP regulation?  a) Are vehicle identification numbers affixed properly?	Compliance is determined through on-site inspection.	a) (Discrepancy): [xx] (D8 Question 8) Wing COV(s) #xxxxx does not have vehicle identification numbers properly affixed IAW CAPR 77-1 para 3-5a.	a) Upload a photo of vehicle identification numbers installed IAW CAP R 77-1 para 3-5a to this discrepancy in the Discrepancy Tracking System (DTS).

b) Are only approved decals properly located on COVs?

c) If light bars are installed on COVs has the Wing CC approved in writing?

d) Is manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire?

b) (Discrepancy): [xx] (D8 Question 8) Decals on vehicle XXXXX are not properly located IAW CAPR 77-1 para 3-5b.

c) (Discrepancy): [xx] (D8 Question 8) Light bars installed on van(s) xxxxxx, xxxxxx, did not have written approval of the Wing CC IAW CAPR 77-1 para 3-5c.

d) (Discrepancy): [xx] (D8 Question 8) Wing COV(s) xxxxxx, xxxxxx, did not have manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire IAW CAPR 77-1 para 2-1b.

b) Upload a photo of decals affixed IAW CAPR 77-1 3-5b to this discrepancy in the DTS.

c) Upload a copy of the wing commander's written approval to this discrepancy in the DTS. If not approved, remove light bars and upload photo of vehicle without light bars.

d) Upload photos of tire pressures on wheel hubs or on the bottom of fender directly above the tire to this discrepancy in the DTS.

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CI 09 Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?

a) Is preventative maintenance being accomplished IAW vehicle owner's manual or CAPR 77-1?

b) Are vehicle tires in a safe working order IAW manufacturer's recommendations and IAW CAPR 77-1 para 2-1a?

a) compliance review on-site

b) review general condition of tires (tread, dry rot, etc.)  
NOTE: There are no regulatory tire pressure tolerances. If during the inspection a vehicle tire is found not to be in safe

a) (Discrepancy): [xx] (D8 Question 9) Vehicle XXXXX's preventive maintenance is not being accomplished IAW vehicle owner's manual or CAPR 77-1.

b) (Discrepancy): [xx] (D8 Question 9) Vehicle XXXX's tires were found not to be in safe working order IAW manufacturer's recommended pressure and IAW CAPR 77-1

a) Complete required maintenance. Attach copy of receipt for maintenance to the discrepancy in the DTS.

Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).

b) Complete required

working order, it will be listed as a Discrepancy. HOWEVER, if the tire is not at manufacturer's recommended pressure then have the tire pressure corrected on the spot.

para 2-1 a.

maintenance.  
Attach copy of receipt for maintenance to the discrepancy in the DTS.  
Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.  
OR  
Discrepancy is closed on the spot.

c) Are fire extinguisher installed in CAP vehicles?

c) Fire Extinguisher.  
- Wing must determine if a fire extinguisher is required by state law.  
- If not, then it must be removed.  
If required then:  
- wing supplement to CAPR 77-1 is required.  
- schedule for fire extinguisher inspections.  
- fire extinguisher must be secured.

c) (Discrepancy): [xx] (D8 Question 9) Wing failed to ensure compliance with CAP policy for fire extinguishers in vehicle(s) IAW CAPR 77-1 para 2-2j  
NOTE: List issues  
- Wing failed to determine if state laws required fire extinguishers.  
- Wing failed to publish a supplement to CAPR 77-1 when fire extinguishers are required.  
- Wing failed to remove fire extinguishers from vehicles XXXXX's.  
- Wing failed to inspect fire extinguishers.  
- Wing failed to secure fire extinguishers in vehicle# XXXXX's.

c) Wing will contact state DOT to determine fire extinguisher requirement and attach a copy of documentation of the requirement to the discrepancy in the DTS.  
If required, wing will publish and coordinate a supplement to CAPR 77-1 IAW CAP regulations.  
Attach as copy of supplement and documentation of coordination to the discrepancy in the DTS.  
Attach a photo showing the fire extinguisher secured to the discrepancy in the DTS.  
If not required, wing will remove fire extinguishers from all vehicles and attach documentation from the LGT listing the vehicles which had fire extinguishers removed.

d) Are first aid kits installed in CAP vehicles?

d) First Aid Kit.  
- Wing must determine if a first aid kit is required by state law.  
- If not, then it must be removed.  
If required or if the wing has chosen to carry first aid kits in vehicles then:

d) (Discrepancy): [xx] (D8 Question 9) Wing failed to ensure compliance CAP policy for first aid kits in vehicle(s) IAW CAPR 77-1 para 2-2k  
NOTE: List issues  
- Wing failed to determine if state

d) Wing will contact state DOT to determine first aid kits

- wing supplement to CAPR 77-1 is required.
- schedule for first aid kit inspections.
- first aid kits must be secured.

- laws required first aid kits.
- Wing failed to publish CAPR 77-1 when first aid kits are required.
- Wing failed to remove first aid kits from vehicles XXXXX's.
- Wing failed to inspect first aid kits.
- Wing failed to secure first aid kits in vehicle# XXXXX's.

requirement and attach a copy of documentation of the requirement to the discrepancy in the DTS. If required will publish and coordinate a supplement to CAPR 77-1 IAW CAP regulations. Attach as copy of supplement and documentation of coordination to the discrepancy in the DTS. Attach a photo showing the first aid kits secured to the discrepancy in the DTS. If not required, wing will remove first aid kits from all vehicles and attach documentation from the LGT listing the vehicles which had first aid kits removed.

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CI	10	When a corporate owned vehicle is involved in a mishap does the wing submit the required items to NHQ/LGT immediately upon completion of the mishap investigation?	Compliance is determined through on-site inspection.	(Discrepancy): [xx] (D8 Question 10) A mishap involving vehicle XXXXX was not reported IAW CAPR 77-1 para 4-1b & c and CAPR 62-2 para 4.	Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the Discrepancy Tracking System (DTS).
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