



## CAP REGULATION 77-1

07 September 2022

APPROVED/D. LARSON/CAP/LG

Transportation

### OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

CAP Regulation 77-1, Operation and Maintenance of CAP Vehicles (Includes Change 1, 13 Mar 13 and ICL 20-05 , ICL 22-02) is supplemented as follows:

**1-3.e. Added** The vehicle's logbook shall be always maintained in CAP vehicles assigned to the Kansas Wing. The logbook shall be established and maintained in accordance with Attachment 2.

**1-5.i. Added** Individuals will be eligible to drive class(es) of vehicle(s) for which he/she holds a valid State of Kansas (or another state's) driver's license. 1 Ton (or greater) box vans...Class A or CDL. Exception(s) may be made with the permission of the KSWG/LGT or KSWG/CC.

**1-7.a. Added** KSWG issued CAP driver's licenses are restricted to current CAP members 21 years of age or older.

**3-1.c. Added** The use of KSWG form 41 (Maintenance Log) allows members who do not have access to the vehicle in ORMS to know when and what type of maintenance was performed on the COV. Completed KSWG Form 41 shall be kept in the vehicle's logbook until such time the vehicle is no longer a KSWG asset. The individual having the maintenance done shall sign the KSWG 41 as the authorizing individual. Type of maintenance, cost, date, mileage shall be logged.

**5-1.c. Added** KSWG form 32 (Vehicle Inspection Form) will be completed and signed ONLY upon the request of the KSWG/LGT or at missions, upon the Incident Commander's request.

**5-1.d. Added** The CAPF73 will be uploaded by the 6<sup>th</sup> of each month for all KSWG COV.

**5-1.e. Added** Units failing to meet deadlines on required COV paperwork are subject to administrative action.

//Signed//  
MARK LAHAN, Colonel, CAP  
Commander

**ATTACHMENT 1****Compliance Elements**

<b>#</b>	<b>Compliance Question</b>	<b>How to Verify Compliance</b>	<b>Discrepancy Write-up</b>	<b>How to Clear Discrepancy</b>
01	Does vehicle have logbook IAW Attachment 2?	Inspected at SUI's and at other times requested.	Squadron LGT failed to ensure logbook is maintained IAW KSWG Supplement to CAPR 77-1, Attachment 2	KSWG/LGT will visually inspect vehicle logbook and document compliance.
02	Are all KSWG/CAP members, who are driving COV's, 21 years of age or older?	Print out CAP DL Report...any Senior Member with rank of SM' will have his/her age checked. If member is a 'SM', age will be annotated on the report.	CAP/DL approved for member under 21 years of age. Upload a copy of individuals' 101 card showing DL satus.	KSWG/LGT will have DL qualifications removed from 101 card. New 101 card will be issued with no DL qualifications showing.
03	Has COV's maintenance been documented on the KSWG 41 (in the COV's logbook)?	Inspect COV's logbook, KSWG 41 (Maintenance Record Sheet) for compliance.	Squadron LGT failed to log COV's maintenance on KSWG 41 required by KSWG Supplement 3-1-c.d	KSWG/LGT will be presented with documentation showing that maintenance has been recorded on the KSWG 41.

## ATTACHMENT 2

### Vehicle Logbook Index and Contents

The vehicle logbook shall be (at a minimum) one inch, three ring binder with the following sections (indicated by labeled tabs) and containing documents mentioned below:

- **PREFACE**
  - Vehicle Logbook Procedures
- **DOCUMENTS**
  - Proof of insurance
  - Vehicle Registration
  - Vehicle Light Bar and Beacon Memorandum
- **INSPECTION**
  - KSWG Form 32, KSWG Vehicle Inspection Checklist
- **OPERATIONS**
  - CAP Form 73: Ensure that form is signed before uploading
- **MISHAPS**
  - Current Mishap Notification Roster
  - CAPR 160-2, Mishap Reporting\* and Investigation  
\*For mishap reporting use Safety Information Reporting System (SIRS)
- **MAINTENANCE**
  - KSWG Form 41, Vehicle Maintenance Report. KEEP IN LOGBOOK EVEN WHEN COMPLETED! Do not remove at the end of the year.
- **OWNER'S MANUAL**
  - Vehicle's Owner's Manual, as printed by the vehicle manufacturer, *if not kept in the vehicle's glove box.*
- **PROCEDURES**
  - Transportation Procedures...KSWG document
  - CAPR 77-1, Transportation...Operation and Maintenance of Civil Air Patrol Vehicles
  - KSWG Supplement 1 to CAPR 77-1, Transportation Operation and Maintenance of Civil Air Patrol Vehicles,
- **MISCELLANEOUS**
  - Information not included in other sections but could be relevant to operation