



16 JUL 2018

Transportation

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

CAP Regulation 77-1, dated 26 December 2012 (Includes Change 1, 13 March 2013) is supplemented as follow:

**1.3. Vehicle Records Folder.**

e. (added in whole) **Logbook**

A vehicle logbook shall be maintained at all times in CAP vehicles assigned to the Kansas Wing. The logbook shall be established and maintained as outlined in Attachment 2.

**1-5. Vehicle operators will:**

i.. **Eligibility to Drive Various Classes of Vehicles** (added in whole)

Individuals will be eligible to drive class(es) of vehicle(s) for which he/she holds a valid State of Kansas (or another state) driver's license. I.e.: passenger vans, station wagons, SUVs...Class C or higher. 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. Vehicle Operators and Authorized Passengers**

a. (1) KSWG issued CAP driver's licenses are restricted to current CAP members 21 years of age or older.

**3-1.c. COV Maintenance:**

**d. Maintenance Record Sheet**

The Completed KSWG Form 41's shall be kept in the vehicle's logbook until such time vehicle is no longer a KSWG asset. The individual having the maintenance done shall sign the KSWG Form 41 as the authorizing individual. (See Attachment 3). Cost of maintenance shall be logged, as well.

**5-1. Reports**

**c. KSWG Reports.**

**(1). KSWG Form 39---Vehicle Utilization Report.**

Vehicle Utilization Report will be submitted **ONLY** upon request of KSWG/LGT or designee.

**ALL**

applicable sections will be completed before form is sent.

**(2). KSWG Vehicle Inspection Form.**

KSWG Form 32—Vehicle Inspection Form will be completed (and signed) **ONLY** upon request of KSWG/LGT or at missions upon Incident Commander's request.

**(3). Delinquent Reports.**

Any individual/unit who fails to meet deadlines on required paperwork, regardless of requesting headquarters, shall be recommended for administrative action by the Wing Commander.

LINETTE LAHAN, Col CAP  
Commander

**Attachment 1 –COMPLIANCE ELEMENTS**

#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
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 a 1-inch) a three ring binder with the following sections and documents:

- **PREFACE**

- ☐ Vehicle Logbook Procedures

- **DOCUMENTS**

- ☐ Proof of Insurance
- ☐ Registration Paperwork

- **REPORT(S)**

*Submit ONLY upon KSWG/LGT's, KSWG/CC's, or designees request*

- KSWG Form 32, KSWG Vehicle Inspection Checklist
- KSWG Form 39, KSWG Vehicle Utilization Report

- **OPERATIONS**

- ☐ CAP Form 73
  - Complete as per NHQ directive

- **MISHAPS**

- ☐ Accident Notification Roster
- ☐ CAPR 62-2, Mishap Reporting and Investigation
- ☐ CAPR 62-2, Mishap Reporting and Investigation, KSWG Supplement
- CAPF 78, Mishap Report Form...Now available on-line from e-Services

- **MAINTENANCE**

- KSWG Form 41, Vehicle Maintenance Report...keep in vehicle...DO NOT remove at end of the year.
- For suggested maintenance schedule, see vehicle's owner's manual . If not available, contact KSWG/LGT.

- **OWNER'S MANUAL**

- Vehicle's Owner's Manual as printed by vehicle manufacturer shall be utilized for obtaining necessary information. Book to be kept in vehicle.
- Those vehicles without a manufacturer's Owner's Manual...utilize forms available from KSWG/LGT. Forms to be placed in this booklet.

- **PROCEDURES**

- Transportation Operating Procedures

- CAPR 77-1, Transportation...Operation and Maintenance of Civil Air Patrol Vehicles
- CAPR 77-1, Transportation...Operation and Maintenance of Civil Air Patrol Vehicles, KSWG Supplement 1

- **MISCELLANEOUS (NOTE: This section optional.)**

- Information important to operation of vehicle or its equipment.