



KSWG SUPPLEMENT 1
CAP REGULATION 77-1

21 JANUARY 2021

APPROVED/G.SCHNEIDER/CAP/LG

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 follows:

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 outline 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's) driver's license. I.e.: passenger vans, station wagons, SUV's...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 the vehicle is no longer a KSWG asset. The individual having the maintenance done shall sign the KSWG 41 as the authorizing individual. Cost/date/mileage of maintenance shall be logged, as well.

5-1. Reports

1. KSWG Vehicle Inspection Form.

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.

2. **Delinquent Reports.**

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

ROGER EATON, 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 status.	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
 - Registration Paperwork
 - Emergency Beacon Authorization
- **REPORT**
 - KSWG Form 32, KSWG Vehicle Inspection Checklist
 - Submit only upon KSWG/LGT's, KSWG/CC's or IC's request
- **OPERATIONS**
 - CAP Form 73
 - Complete as per NHQ directive
 - Submit to ORMS NLT 10th of each month
 - Ensure that form is signed before uploading
- **MISHAPS**
 - Current Mishap Notification Roster
 - CAPR 160-2, Mishap Reporting* and Investigation
 - *For mishap reporting utilize e-Services: "Safety Information Reporting System" (SIRS)
- **MAINTENANCE**
 - Maintenance is tracked utilizing KSWG Form 41, Vehicle Maintenance Report. KEEP IN LOGBOOK EVEN WHEN COMPLETED! Do not remove at the end of the year.
 - For suggested maintenance schedule, see vehicle's owner's manual. No manual? Go on-line/download schedule.
- **OWNER'S MANUAL**
 - Vehicle's Owner's Manual, as printed by the vehicle manufacturer, shall be kept in vehicle for reference.
 - Those vehicles without a manufacturer's Owner's Manual, go on-line/download/print/put in vehicle.
- **PROCEDURES**
 - Transportation Procedures...KSWG document
 - 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**
 - Information not included in other sections but could be relevant to operation
 - Other