

Motor Vehicles

OPERATION AND MAINTENANCE OF CAP OWNED VEHICLES

CAPR 77-1, 1 March 2011, is supplemented as follows:

1-5h. Members must submit a completed WVF 75 to Wing HQ's, along with a copy of their state issued driver's license, in order to apply for their WV CAP Operator's Permit. CAP Operator's Permits are only valid for the duration of their state driver's license and must be renewed every time the members' state driver's license is renewed.

1-5i. Wing vehicles that obtain fuel or oil from the State Division of Highways will return a copy of the fuel ticket with the monthly vehicle report (CAPF 73). It will be the responsibility of the unit to purchase gasoline and oil and fund minor maintenance for a vehicle assigned to that unit.

1-7d ADDED: The WV Wing will not issue CAP Operator's Permits to any member under the age of 21 years.

1-8e. No privately owned vehicles (POVs) are to be serviced with gas or oil from a state Division of Highways facility, nor are they to be refueled with WV Wing credit cards.

2-2a ADDED: It shall be the responsibility of the vehicle commander to see to it that all personnel utilize the seat belts in said vehicle. Failure to utilize the seat belts shall be an unsafe act and could result in loss of CAPF 75.

3-2g. All requests for maintenance or repairs to any wing vehicles must be submitted to Wing Headquarters prior to any work being performed. Approving authorities for the maintenance are the Transportation Officer and/or the Wing Commander. Upon completion of the maintenance or repairs, a copy of the repair request and completion date will be forwarded to the Wing Transportation Officer. Any parts, including antennas, that require permanent mounting, once attached, are then considered permanent equipment of the vehicle. No vehicle can be altered in any way (radio installation, antenna installation, etc.), without prior approval from the Transportation Officer or the Wing Commander.

5-1c. A CAPF 73 will be submitted to WV Wing HQ's by every unit / individual possessing a corporate vehicle, NLT the 10th of each month, reporting the usage and mileage of all vehicles assigned to the unit / individual. This reporting requirement includes any travel trailers assigned to the unit. Failure of any unit or individual to file the required monthly reports may result in either the temporary or permanent transfer of any corporate vehicles.