



Operation and Maintenance of CAP Vehicles

TRANSPORTATION

CAPR 77-1, dated 8 October 2010, is supplemented as follows:

1-5. Vehicle operator will

c. Amended: Obtain a CAPF 75 by furnishing the FLWG/LGL (Licensing Officer) a current copy of the member's current state driver's license and a completed and signed copy of FL WG Form 3. (located on the 'Forms Menu' at <http://www.flwg.us>). The FLWG/LGL will obtain a copy of the applicant's driver's record for a minimum of the past 3 years to determine issuance of a CAPF 75. By signing the FL WG Form 3, the member authorizes the FLWG/LGL to conduct a review of the member's state driver's license record and based upon the results of that review recommend to the FL WG/CC that the CAPF 75 be issued, suspended, placed on probation or remain in effect. The CAPF 75 will expire on the same date as the member's State Driver's License. The applicant will provide the FLWG/LGL with a check made payable to CAP FL WG in the amount of \$5.00 to reimburse the FL WG for his/her share of the access fee to the Florida Drivers Record database. The FLWG/LGL will revalidate the CAPF 75 at the time a member renews his/her state driver's license, or every 5 years, whichever occurs first.

If an applicant has one or more of the following convictions within the previous 3 years, a CAPF 75 will not be issued:

- 1) DUI/DWI.
- 2) Three or more moving violations.
- 3) Six or more non-moving violations.
- 4) Reckless driving resulting in injury or property damage.
- 5) Vehicle felony (hit and run, negligent homicide, theft, assault with a motor vehicle)

1-8. Use of CO V's, TUVs and POVs

e. Added: CAP Vehicle Usage: Units that do not have CAP vehicles issued to their unit are encouraged to utilize vehicles issued to nearby units, if available.

f. Added: Procedure for Use: UNIT/CC of requesting unit will contact Vehicle Custodian via phone and or email, with notification to FLWG/LGL and FLWG/LGT (Wing Transportation Officer) who must be kept aware of vehicle use/location in case of emergency needs.

g. Added: Custodian Responsibilities: The Vehicle Custodian will make certain that the vehicle has a full tank of gas and the interior and exterior are cleaned. The UNIT /CC of the borrowing unit will make certain that the vehicle has a full tank of gas and the interior and exterior are cleaned at time of return.

h. Added: The driver will enter the use of the vehicle on the CAPF 73 in accordance with, CAPR 77-1. Group and unit commanders are highly encouraged to use FLWG Form 73A (Forms Library at: <http://www.flwg.us>.) to manage vehicle use. Any damage to the vehicle incurred during use will be documented in the vehicle logbook and in writing to the owning Vehicle Custodian. The borrowing UNIT ICC will insure that the vehicle is returned on the date and time specified previously. Drivers must carry his/her CAPF 75 when operating a CAP Vehicle.

i. Added: **Penalties** - If a vehicle is returned without proper fueling or a clean condition, the Vehicle Custodian will notify the FL WGILGT within 24 hours. The FL WGILGT will advise FL WG/LG, and the commander of unit to which the driver is assigned via e-mail of the situation and attempt to ascertain the reasons why. The UNIT/CC of the borrowing unit will be requested to respond via e-mail with reasons the vehicle was not returned properly. If necessary, the Command Staff will make any decisions as to the reasons. If not, the unit could be prohibited from requesting CAP vehicle for future use. Any and all expenses to return vehicle to pre-use condition will be the responsibility of the borrowing squadron.

j. Added: All Vehicles will be assigned by the Group/CCs. The Group/CC will notify the following of his/her decision to re-assign a vehicle: the gaining Squadron/CC, FL WGILG, FL W *GIDC* via e-mail of his/her intent. In turn, the gaining Squadron CC will notify the Group/CC, FL WGILG and FL *WGIDC* via e-mail of the name, CAPID, home address, telephone numbers of the individual who will perform the duty of Transportation Officer (Vehicle Custodian) The Squadron CC of the unit identified to receive a vehicle, will appoint a Transportation Officer using the NHQ e-services Duty Assignment Utility.

k. Added: The FL W GILG will notify the FL WG IT and LGT of his assignment or change of assignment and request that the individual be granted full Wing Level Data-Entry permissions in the NHQ e-services Monthly Vehicle Reporting Utility.

l. Added: The FLWG/LGL will notify the FL WG/IT and LGT of this assignment or change of assignment and request that the individual be granted full Wing Level Data-Entry permissions in the NHQ e-services Monthly Vehicle Reporting Utility.

3-2. Vehicle Maintenance/Reimbursement Procedures.

g. Added: Custodians will obtain scheduled maintenance at a State Licensed Repair Facility only. Custodians will contact the FLWGILG in advance for routine maintenance to obtain specific instructions pertaining to obtaining and paying for services and repairs. The FL WG pay for the repairs utilizing a Visa Card issued to the FL WGILG. Emergency repairs will be obtained by contacting the FL WG/LG.

h. Added: Custodians will maintain copies of all receipts for maintenance and repairs in the Vehicle record folder as stated in CAPR 77-1. Failure to maintain records according to this regulation can be considered grounds for relocation of the vehicle

5-1 Vehicle Time and Usage Data.

c. Added: Once appointed all Transportation Officers and or alternates identified by the Custodial Unit CC will be required to enter the monthly vehicle use reports. These reports will be submitted accurately and promptly and no later than the **fifth** (5th) day of each month. It is required that in order to comply with CAPR 10-2, A copy of the CAPF 73 will be emailed or faxed to the official address of the FL WGILGT by the fifth (5th) day of the month following the usage month. The LGT will collect all the required monthly reports from the vehicle custodians and then send the

completed package via FedEx (or similar delivery service that provides tracking) to Wing Headquarters for filing in the permanent vehicle folders. Failure to distribute the monthly report will generate a notice from the FL WG/LGT to the FL WG/LG, Chief of Staff, and the respective GRP/CC. It is further required that the Unit TO maintain a copy in his/her Transportation File. Two (2) consecutive report delinquencies may result in reassignment of the vehicle.

d. Added: Once appointed all Transportation Officers and or alternates identified by the Custodial Unit CC will be required to enter the monthly vehicle use reports. These reports will be submitted accurately and promptly and no later than the **fifth** (5th) day of each month. It is required that in order to comply with CAPR 10-2, A copy of the CAPF 73 will be emailed or faxed to the official address of the FL WG/LGT by the fifth (5th) day of the month following the usage month. The LGT will collect all the required monthly reports from the vehicle custodians and then send the completed package via FedEx (or similar delivery service that provides tracking) to Wing Headquarters for filing in the permanent vehicle folders. Failure to distribute the monthly report will generate a notice from the FL WG/LGT to the FL WG/LG, Chief of Staff, and the respective GRP/CC. It is further required that the Unit TO maintain a copy in his/her Transportation File. Two (2) consecutive report delinquencies may result in reassignment of the vehicle.

Approved



CHRISTIAN MOERSCH, Col, CAP
Commander, FL WG