

CIVIL AIR PATROL
HEADQUARTERS TEXAS WING
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TX WING SUPPLEMENT
CAPR 77-1
1 Dec 05

Motor Vehicles

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL OWNED VEHICLES

CAPR 77-1. 1 September 2003, is supplemented as follows:

2.a Units requesting consideration for placement of a CAP Corporate Owned Vehicle (COV) must submit a CAPF 175 to the Group Headquarters by 1 February of each year, then to the Texas Wing Transportation Officer by 1 March of each year. The CAPF 175 must be complete and include a justification. The Wing Transportation Officer will compile the requests and forward the CAPF 75's along with a recommendation to the Texas Wing Commander by 1 February of each year.

3.g All COV custodial units will submit current photographs, preferably digital, of the COV in their care. Photo's will include all four sides of the vehicle, two pictures of the roof take from both the front and rear ends of the COV, and several interior photo's. These photographs will be due at Wing every March 1.

3.h All COV custodians will be responsible to insure the Wing HQ has a copy of the ignition and door key (should they be different) of their assigned COV in the Wing transportation file.

4.a. A Texas State Inspection is required on all COV's. Units will maintain a current Texas State Inspections Stickers on all COV's assigned to them.

5.c. TXWGF 77-1-1 (Request for Cap Motor Vehicle Operators Permit). Members desiring a CAP Motor Vehicle Operators Permit shall submit a TXWGF 77-1-1, copy of the members current Texas Drivers License and a Texas Department of Public Safety Form DR-1 (Application for Copy of Driving Record) to the members unit. CAP Motor Vehicle Operators Permit requests must be approved by the member's Unit Commander and forwarded by the Unit Commander to Wing HQ. Submissions shall include the DPS DR-1 Form and a copy of the applicants Texas Drivers License. Wing HQ will obtain the required background information from the State of Texas at no cost to the member. Members transferring to Texas Wing or driving on an out of state drivers license, will be responsible for providing a current certified copy of their state drivers' record for a period of at least 2 years. Any cost associated with obtaining out of state driving records will be the responsibility of the individual member.

5.d Members holding a CAP Motor Vehicle Operators Permit shall promptly notify their Unit Commander of being cited for any traffic violations or the revocation or suspension of their state driver's license. Unit Commander's shall notify the Wing Transportation Officer of any traffic violations or the revocation or suspension of a member's state driver's license. Should a member's CAP Motor Vehicle Operator's Permit be revoked, the Unit Commander will be responsible to retrieve the CAP Motor Vehicle Operator's Permit from the member and forward it to the Wing Transportation Officer.

7.a.1 COV's will be parked at the custodial units meeting location unless the vehicle cannot be safely secured. In the event the vehicle cannot be stored at the unit, a suitable governmental agency location such as a police, fire or EMS departments should be attempted. In a case that no suitable location can be secured, a COV can be requested in writing be parked at a members residence or business under the following five provisions:

1. The vehicle is secured indoors.
2. The Group Commander has evaluated and authorized the request in writing.
3. A copy of the request and authorization must be maintained in the Unit, Group and Wing files and must be re-approved yearly.
4. The member storing the vehicle must sign an acknowledgement of damage liability.
5. 24 hour access to the COV by any authorized CAP is required.

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OPR: LGT
DISTRIBUTION: 2 ea. Unit, 1 ea. Wing Staff, 2 ea. SWR HQ.

8.a TUV's must carry an operable fire extinguisher, blood borne pathogen and first aid kits when being used at, or in conjunction with, CAP activities. The combination of equipment carried in the TUV and carried by ground team members utilizing the TUV, may be used to satisfy this requirement.

9.b Units having custody of vehicles shall be responsible for cost of routine maintenance, any required insurance and the cost of repair for rock chips in windshields. Units are required to follow the Routine Maintenance Schedule in CAPR 77-1, Attachment 6. Units will document ALL maintenance with copies of receipts for materials purchased or services rendered, sent to Wing HQ with the monthly reports. Vehicles requiring repairs funded by National Headquarters or Texas Wing are required to obtain two bids to be forwarded to the Wing Transportation Officer. Units may request a waiver of the two-bid process from the Wing Transportation Officer if special circumstances exist such as the vehicle is totally inoperable or can not be operated safely.

9.c.2.b To obtain emergency repair authorization during normal business hours, contact Wing/LGT first. If after hours or holidays, units are authorized to contact the respective Group Commander after attempting to contact the Wing/LGT with out success.

9.c.2.e In the event of an automobile accident, the member involved or the members Unit Commander, will make the contacts according to the Mishap Reporting documents in the vehicle.

10.d Door seals on all TXWG COV's will be the eleven-inch scotchlite corporate seal and are required on both front side doors of CAP vehicles operated in Texas in order to comply with 1995 State Law on marking of exempt vehicles. A third 11" scotchlite seal will be centered on the left rear door or tailgate of all TXWG COV's.

10.e TXWG COV's will have the assigned vehicle asset numbers placed on both the front side doors, centered on and below the door seal, approximately three inches above the bottom of the door. All COV's are required to have the assigned vehicle asset numbers on the left rear corner of the rear door or tailgate. All numbers will be black in color and two inches in size. Black numbers on a reflective white background are recommended. The www.cap.org will be centered and just below the CAP Seal on both side doors and rear under the rear seal.

11.7.a VSI premiums for all TXWG assigned COV's will be paid using TXWG funds when available. If TXWG funds are not available, the Wing Commander or his designee will notify all Group Commanders who will insure vehicle custodians provide a payment of \$ 60.00 to TXWG by the date designated by the Wing Commander. Checks will be made out to Texas Wing CAP. The Wing Finance Officer will consolidate the fees collected and issue one check to NHQ CAP/FMF in the amount to cover all TXWG COV's covered by VSI insurance not later than 15 September of that year.

13.d.2.a A copy of the current Operator's Vehicle Inspection Guide and Checklist, CAPF 73, and the vehicles daily usage log, shall be forwarded to Wing and received by TXWG by the 5th of the following month. Any significant information as to the vehicles mechanical condition shall be noted.

18.b.6 All custodians shall note on their CAPF 73, the month in which they comply with the requirement in CAPR 77-1, Section 18, b, 6, to wax the COV's every six months.


ROBERT F. ELDRIDGE, Col, CAP
Commander

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