



# NATIONAL HEADQUARTERS CIVIL AIR PATROL

## CAP REGULATION 77-1

26 DECEMBER 2012

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### Transportation

## OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

This regulation implements Civil Air Patrol policies relating to ownership, maintenance and management of CAP-owned vehicles. It defines operator qualifications and sets standards for operation of CAP Corporate, temporary use and privately owned (and pre-authorized) vehicles. Additional guidance regarding acquisition, accountability and disposal of vehicles is found in CAPR 174-1, *Property Management and Accountability*.

### SUMMARY OF CHANGES.

This change directs removal of fire extinguishers from CAP ground vehicles unless specifically required by state or local codes. It provides additional guidance on carrying first aid kits aboard CAP ground vehicles. It also incorporates Board of Governors governance changes. **Note: Shaded areas identify new or revised material.**

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## CHAPTER 1 - GENERAL

### 1-1. Definitions.

a. CAP owned vehicle (COV). Any wheel-mounted vehicle or trailer for highway or land use, owned by and titled in the name of Civil Air Patrol.

b. Temporary use vehicle (TUV). Any vehicle rented, leased or borrowed by a CAP unit to accomplish its mission.

c. Privately owned vehicle (POV). Any vehicle not included in 1a or 1b above that is owned, leased, rented, or borrowed by an individual or organization other than CAP.

d. Approval Authority. Unless indicated otherwise, the approval authority is the region/wing commander and/or their designated representative(s). Designated representatives will be appointed in writing.

### 1-2 Wing Transportation Officer Responsibilities.

a. Ensure compliance with this regulation.

b. Review/approve driver's license applications (when designated).

c. Provide management control of vehicles.

(1) Keep vehicle record folders current.

(2) Schedule routine maintenance (see attachment 1).

(3) Ensure major maintenance is performed when required.

(4) Ensure that the vehicle operator performs vehicle daily inspection requirements.

(5) Ensure monthly time, usage and mileage reporting is accomplished by each wing/unit and the information submitted online via the Vehicle Usage Reporting link on eServices.

(6) Ensure vehicles are cleaned monthly.

(7) Require expeditious reporting of vehicle discrepancies.

**1-3. Vehicle Records Folder.** Establish a vehicle record folder for each assigned COV. Vehicle record folders may be maintained at the region or wing headquarters or at the location of vehicle assignment. Record folder may be maintained electronically in ORMS. The folder shall contain the following items:

a. Copy of registration maintained in accordance with local state law.

b. Completed CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*. Maintain in the vehicle record folder in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*.

c. Records of repair and maintenance expenses.

d. Copy of insurance card unless maintained in the vehicle when required by state law. Insurance cards are not required for golf cart type utility vehicles.

**1-4. Vehicle Registration.** Secure and maintain ownership documents (i.e., title and registration certificates) for all COVs as required by applicable laws of the state, commonwealth or local government jurisdiction where vehicles are located. Register COVs in the name of Civil Air Patrol. Registration and license fees shall be paid from region or wing funds. Retain the original vehicle title in a secure location at the region or wing headquarters. Upload a copy of the title to the vehicle information in ORMS.

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

a. Operate COVs in strict compliance with federal, state, commonwealth or local laws, regulations and ordinances governing operation of motor vehicles to include any and all laws, regulations and ordinances that apply to operations of motor vehicles on military installations.

b. Scan and upload into eServices Ops Quals driver's license module, a copy of a valid state driver's license and a current copy of member's state driving record, normally provided by the Department of Motor Vehicles at no cost to the member. This driver's record must show any driving violations received within two years preceding the date of request. Individuals may upload their own driver's license and driving record or records may be uploaded by a unit commander or transportation officer. All uploaded personally identifiable information (PII) documents will be purged from the system when the application is approved by the approval authority.

c. The approval authority will receive notification of a pending driver's license application awaiting approval in eServices Ops Quals.

d. The approval authority will review the member's driving record and determine whether or not the applicant constitutes a liability risk. If an applicant has one or more of the following convictions within the previous 2 years, CAP driving privileges will be denied:

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

**Note:** The approval authority shall review violations other than those listed above to determine whether or not to approve the driver's license application.

e. Commission of any of the driving offenses listed above by a member holding CAP driving privileges will be reported to the wing/region commander immediately and will result in suspension of the member's CAP driving privileges. This suspension will be accomplished using the "*Suspension*" module of eServices Ops Quals. At the time of suspension, the wing/region commander will determine the length of suspension and enter it into eServices Ops Quals. Region/wing commanders should consider permanent revocation of CAP driving privileges depending upon the severity of the violation.

f. A CAP member will automatically lose CAP driving privileges upon revocation of state driver's license.

g. The approving authority will select from the list provided in Ops Quals, the types of vehicles the member is authorized to operate.

**h.** The approval authority or designated alternate will revalidate member driving privileges in Ops Quals at the time a member renews his/her state driver's license. After reviewing the member's civilian driving record the approval authority will enter updated information into Ops Quals. The wing commander may require a review of members' civilian driving records more frequently. Current CAP license holders will be grandfathered; however, they must follow procedures listed above for subsequent renewals.

### **1-6. Special Use Vehicles.**

**a.** Golf cart type utility vehicles (internal combustion or electric) may be authorized for use at wing-level, region-level or national-level activities by the commander at such level on an individual activity basis. The commander may delegate this authority (e.g. to the vice commander, chief of staff or transportation officer.)

**b.** Golf cart type utility vehicles (internal combustion or electric) may not be purchased unless approved by the Chief Operating Officer (NHQ/CO) in coordination with the region commander and National Safety Officer.

**c.** Types of vehicles not permitted to be owned or operated by CAP will be determined by NHQ. Vehicles not permitted to be owned or operated by CAP include, but are not limited to:

(1) Buses (vehicles with carrying capacity of 16 or more passengers, for the purpose of this regulation).

(2) Humvees/Hummers.

(3) Deuce and half (2 1/2 ton vehicles or larger).

(4) Water Trailers.

(5) Boats.

(6) Golf cart type utility vehicle (gas or electric) except as authorized in para 1-6a.

(7) ATVs (for purposes of this regulation an ATV is a motorized off-highway vehicle, designed to travel on three or more low pressure tires, having a seat designed to be straddled and handlebars for steering, intended for use by a single operator with or without a passenger).

### **1-7. Vehicle Operators and Authorized Passengers.**

**a.** Members 21 years of age or older, who are properly licensed to operate specific vehicle types according to applicable local and state laws and who hold current CAP driving permissions are permitted to operate COVs or TUVs. Members under 21 years of age, but at least 18 years of age, may be permitted to operate general purpose CAP owned vehicles (sedans, station wagons, 7-passenger vans or pickup trucks). They may not carry passengers or tow trailers. They must also have written or electronic approval from their unit commander to do so. Members between the ages of 18 and 21 must comply with licensing provisions and documentation requirements listed in Paragraph 1-5. Except for the below listed exclusions, only CAP members are permitted to ride as passengers in COVs, TUVs or golf cart type utility vehicles. Non-members may ride as passengers when their presence contributes to the CAP program. Region and wing commanders shall approve, in writing, non-member passengers in advance of travel.

**b.** AFI 10-2701, *Organization and Function of the Civil Air Patrol*, paragraph 3.9.4 states that "CAP members are not authorized to drive government vehicles."

c. CAP-USAF use of CAP corporate vehicles is governed by CAP-USAF Instruction 24-309, Transportation, Government and CAP Vehicles. CAP-USAF personnel (including CAPRAP) must have a valid state driver's license. Other AF personnel and ROTC units are not authorized to operate CAP vehicles without explicit permission from CAP-USAF/CC.

d. Region or wing commanders may raise experience requirements and minimum age for COV operators when operation of special purpose vehicles (vans with capacity of more than 7 passengers, communications vans, cargo trucks or similar equipment or golf cart type utility vehicles) is involved. Region or wing commanders will publish these requirements in a supplement to this regulation, in accordance with CAPR 5-4, *Publications and Forms Management*.

e. Cadet use of golf type utility vehicles will be restricted to cadets 18 years of age or older with verification of a valid driver's license and then only with approval of the national/region/wing commander (as appropriate for the level of activity being performed) or commander's designated representative. There will be no other cadet passengers in or on any vehicle being operated by a cadet.

#### **1-8. Use of COVs, TUVs and POVs.**

a. COVs and TUVs shall be used for official CAP purposes only. For this regulation, official purposes include direct and indirect support of CAP programs and missions. COVs may be loaned to other public agencies to render emergency services, with written approval from the region or wing commander. The use of COVs by ROTC programs is prohibited. TUVs may not be loaned to public agencies.

b. Use of POVs for transportation to and from CAP meetings, encampments and other activities is solely at the risk of the individual CAP members and their passengers. CAP assumes no right of control, liability or responsibility for such transportation. Unit commanders must approve, in writing, justification for use of a POV as official CAP transportation, when adequate COVs are not available for such purposes. Approval is limited to unusual circumstances where lack of transportation or capability for CAP members adversely impacts important activities. Prior to granting such permission, the member must produce evidence of insurance coverage, state inspection (if required) and registration. Written approval for use of a POV will be maintained on file in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*.

c. Region/wing commanders must approve, in writing, the use of a rented or leased buses for official CAP transportation. Region/wing headquarters will retain the approval on file, along with the justification. The leaser must provide the bus and driver. CAP drivers are not to be used on leased buses. Before a lease is approved, the leaser, providing the bus and driver, must furnish to the wing or region commander a certificate of liability coverage for the proposed lease period with limits of not less than \$2 million. The wing or region commander shall retain copies of the certificate of liability during the lease period.

d. When the use of an Air Force bus is required for CAP transportation, the Air Force must furnish the driver (CAP-USAFI 24-309). CAP members are not authorized to drive Air Force vehicles.

## CHAPTER 2 – VEHICLE OPERATION

### 2-1. Vehicle Inspections.

a. Prior to first use of the day, vehicle operators will perform a safety check on COVs or TUVs using CAPF 73, *CAP Vehicle Inspection Guide and Usage Data*. During the inspection, all items found not to be in safe working order must be corrected before placing the vehicle in service. When a POV is used for official CAP transportation it will have a safety check performed using CAPF 73, prior to use. A POV will not be used if not in safe working order.

b. Stencil vehicle manufacturer recommended tire pressure on wheel hubs or on the bottom of the fender directly above the tire on COVs.

c. When replacing tires on COVs ensure that replacement tires meet all vehicle manufacturers recommended size and load range ratings (see attachment 2).

### 2-2. Vehicle Safety Requirements.

a. Seat belts or seat belt/shoulder harness combinations must be used by all occupants of COVs. Do not transport more people in a vehicle than there are seat belts to accommodate them. Do not allow passengers to ride in truck beds.

b. There is a slightly higher safety risk when operating vans. A high center of gravity, coupled with inexperienced drivers operating fully loaded vehicles, create this safety risk.

c. Extended vans even further increase this risk. With a high center of gravity a van can tip over more easily than cars if a driver has to negotiate sudden turns. Vans do not handle like passenger cars, they handle more like trucks. Drivers must be particularly aware of and careful to avoid conditions that could lead to rollover.

d. Only experienced drivers should operate the vans. Vans must not be overloaded.

e. Operators of all vehicles, but especially 15-passenger vans, should not make sharp turns, use excessive speed and should avoid abrupt maneuvers. In addition for 15-passenger vans, rear seats must be removed (in concern for load distribution and handling characteristics).

(1) Removing the rear seat creates a large area in the rear of the van which can be used for luggage and support equipment. Limit the weight of cargo in this area to 300 pounds, and do not stack items above the top of the rear seat. Cargo netting must be used to secure items stowed in this area.

(2) It is the responsibility of units to which these vans are assigned to store the rear seat. Seats must not be disposed of as their reinstallation will be required when the van is disposed of.

f. When towing a COV, use an approved towing or professional wrecker service.

g. When towing trailers with a COV, the trailer weight should not exceed the weight limit of the towing COV, as specified in the vehicle owner's manual, or the rating of the tow hitch. CAP personnel are not permitted, under any circumstances, to ride in a towed vehicle. When towing, CAP personnel must ensure compliance with federal, state and local laws.

**h.** All driven COVs (except sedans) shall be equipped with operating backup alarms. In areas where a vehicle operator cannot see clearly behind the vehicle, the use of a spotter is required when backing to eliminate the chance of a mishap. The exception to this is when another individual is not available. In this event the vehicle should be positioned, if possible, in such a way that backing is not required.

**i.** Spare tires must be securely attached in the area identified in the owner's manual for spare tire storage. If, during installation of an after-market trailer hitch or other device, the spare tire is displaced from the manufacturer's recommended storage area, the spare tire must be securely mounted regardless of whether it is carried outside or inside the vehicle.

**j.** Fire extinguishers shall not be carried aboard CAP ground vehicles unless required by state or local codes. Units must check the fire extinguisher specifications for their state or municipality as requirements may vary. Fire extinguishers carried aboard CAP ground vehicles will be provided by the unit. The specific requirement for these fire extinguishers shall be published in a wing supplement to this regulation along with a schedule for fire extinguisher inspections.

**k.** First aid kits are optional items for ground vehicles unless required by state or local codes. First aid kits carried aboard CAP ground vehicles, will be inspected regularly to ensure that they are in good condition, that they contain the proper items and to replace components that have been consumed or have expired. A first aid kit component list will be periodically reviewed to ensure that the kit meets the needs outlined in the applicable code. If first aid kits are carried aboard CAP ground vehicles, either electively or by law, they will be provided by the unit and the inspection schedule shall be published in a wing supplement to this regulation.

**l.** First aid kits, fire extinguishers and other miscellaneous items must be secured to prevent movement inside the vehicle.

**m.** Daytime running lights shall be kept in operating condition on vehicles so equipped. Headlights should be turned on whenever vehicles not equipped with daytime running lights are being driven, to increase visibility of the vehicle during daylight hours.

**n.** The use of tobacco products is prohibited in CAP vehicles.

**o.** Drivers shall not use hand-held cellular phones or texting devices while operating COVs.

## CHAPTER 3 – VEHICLE MAINTENANCE

### 3-1. Routine Maintenance.

a. The CAP vehicle maintenance program provides for optimum use of vehicles at the lowest possible cost, and ensures maximum readiness and capability to perform designated functions efficiently and safely. This is achieved by:

- (1) Maintaining vehicles so they attain the maximum economic life expectancy.
- (2) Increasing individual understanding of effective maintenance controls.
- (3) Developing and encouraging regular review of maintenance techniques.
- (4) Performing inspections per CAPF 73 prior to vehicle operation.
- (5) Maintaining proper tire inflation. The vehicle manufacturer, not the tire manufacturer, determines the correct tire pressure for tires.
- (6) Purchasing tires of the same load rating and size as recommended by the vehicle manufacturer.
- (7) Identifying vehicles for replacement when repair and maintenance is no longer economically reasonable (as determined by NHQ/LGT).

b. Following manufacturer's recommended schedule for recurring maintenance. Use the schedule that best suits driving conditions for the vehicle. The schedule at attachment 1 is recommended for COVs that do not have a manufacturer's recurring routine maintenance schedule.

### 3-2. Vehicle Maintenance/reimbursement Procedures.

a. The region/wing/unit submits a completed CAPF 70, *Vehicle Reimbursement Request*, signed by the region/wing commander, transportation officer or designated alternate to NHQ/LGT. The region/wing commander will provide a letter to NHQ/LGT with typed names and signatures of designated alternates.

b. Include a clearly written estimate from the vendor or vendors, with descriptions of repairs to be accomplished. Army Air Force Exchange Service (AAFES) is not an authorized source for parts or repair.

c. Each request for reimbursement, along with the maintenance history of the vehicle, is reviewed by NHQ/LGT, to determine whether or not the estimate is reasonable or if the vehicle itself is beyond reasonable repair. NHQ/LGT may approve full reimbursement, partial reimbursement or may recommend the vehicle be retired in lieu of repairs.

d. When approved, a control number will be issued, authorizing the repair and approving the reimbursement amount. Do not authorize the vendor to begin work until the control number has been issued.

e. When vehicle repairs have been completed, fax or e-mail a legible copy of the paid invoice/receipt to NHQ/LGT, no later than 45 days from the issue date of the control number. If unable to meet the 45-day deadline, contact NHQ/LGT for an extension.

f. All maintenance on utility, glider and travel trailers is the responsibility of the owning wing or region.

**3-3. Emergency Actions.** Emergency actions are those that result from a breakdown on the road, after hours, on weekends or during holidays. Under these circumstances members should contact their wing transportation officer for authorization to complete emergency actions (repair, tow, etc.). The transportation officers should, in turn, contact NHQ/LGT via e-mail or leave a voice mail message with the following information:

- a. Name and unit of assignment.
- b. Vehicle ID Number.
- c. Description of damage or required repair and estimate of cost to repair.
- d. Telephone number for a point of contact.

Fax or e-mail a completed CAPF 70 along with the paid invoice/receipt to NHQ/LGT within 24 hours.

**3-4. Vehicle Painting.** Vehicles (except non-highway) will be painted white. Any COV not painted white, shall remain its original color until it requires painting. Repaint vehicles only when required, not solely to comply with this regulation. When requesting to paint a COV, follow maintenance reimbursement procedures in paragraph 3-2, except for the following additions:

- a. Provide at least two estimates.
- b. Submit pictures of the entire outside surface of vehicle.

**3-5. COV Appearance, Identification and Marking.** COVs shall be maintained to the highest possible standard in order to reflect a positive image for the organization. With the exception of golf cart type utility vehicles, all COVs are to be marked in accordance with this regulation. Appropriate markings are as follows:

a. A vehicle identification number consisting of five digits (using 2-inch black numerals) shall be affixed to the lower left rear of hatch door on van type vehicles (see attachment 3). On trucks and SUVs, affix numerals on lower left tailgate and on sedans affix numbers to the lower left bumper. The first two digits are the region or wing vehicle identity number. Example: 01XXX for Alabama, 23XXX for Missouri, 93XXX for Great Lakes Region, etc., (see attachment 4). Reuse of vehicles identity numbers is not authorized for a period of 1 year.

b. Only permanently affixed CAP emblem door decals shall be used on COVs. Magnetic door emblems are not authorized. These decals are to be centered on left and right driver compartment doors. Door emblems containing "US" can remain on vehicles until they must be replaced due to wear or fading. A decal featuring the CAP website shall be placed under the CAP emblem on side doors and centered on the rear of the vehicle. A CAP banner decal shall be placed on both sides of vans (see attachment 3). Sedans require only the door emblems and vehicle identification number. Vehicles with NHQ-approved wraps or splashes will not have door emblems, website decals or CAP banner decals affixed. All CAP vehicle decals are available through NHQ/LGT.

c. Rescue vehicle marking must conform to federal, state and local laws. The type of light bar used on vehicles must be approved in writing by the wing commander (region commander if a region vehicle) and must follow the narrowest guidelines established by the

resident state and all surrounding states. Colors used on approved light bars will be amber or amber/white. Red and blue colors on light bars or the use of sirens are not authorized for use on any CAP vehicle.

**d.** Travel trailers may be marked with 16" CAP emblem decals. One may be placed on each side of the trailer and a third may be placed on the rear. Actual location of placement may vary depending upon window locations and/or location of attached equipment.

**e.** CAP identifications, markings and all CAP property will be removed from vehicles prior to taking them off the CAP Vehicle Inventory.

## CHAPTER 4 – VEHICLE INCIDENTS/ACCIDENTS

**4-1. Reporting Mishaps.** Unit commanders must ensure compliance with CAPR 62-2, *Mishap Reporting and Review*, and CAPR 900-5, *CAP Insurance/Benefits Program*, in the event of a mishap involving corporate vehicles, temporary use vehicles or pre-approved member-owned vehicles.

a. When COVs are used for official CAP business, other than Air Force-assigned missions, and operated by CAP members, CAP and operators are covered by CAP's vehicle liability insurance. Direct all liability insurance questions to General Counsel (NHQ/GC). When COVs are used for Air Force-assigned missions, CAP and operators are covered for liability by the United States Air Force under the Federal Tort Claims Act (FTCA). See CAPR 900-5 for specifics on coverage and reporting instructions.

b. When a COV is involved in a mishap, the responsible wing commander, property management officer or NHQ/LGT will change the condition of the vehicle to "missing/damaged" in ORMS and a report of survey will be initiated.

c. When a COV is involved in a mishap or has a comprehensive claim, the commander or designated representative must, immediately upon completion of the mishap review submit the following items to NHQ/LGT:

- (1) Police reports, if accomplished.
- (2) Pictures of vehicle and damage (if not provided with the CAP Online Mishap Review).
- (3) Completed CAPF 70, along with two written repair estimates from reputable facilities.

d. IAW CAPR 174-1, wing commanders may recommend and region commanders may financially assess CAP members or units for vehicles damaged in a mishap due to negligence, abuse, or misconduct.

e. No repairs shall be authorized or performed until NHQ/LGT approves the claim. NHQ/LGT will make the final disposition determination IAW CAPR 174-1.

f. Any CAP driver involved in a mishap while operating a CAP vehicle shall not operate any CAP vehicle other than to return to home station, pending the results of a review of the mishap.

**4-2. Windshield Damage Repairs.** Windshield replacement requests must be submitted to NHQ/LGT with one estimate using CAPF 70, *Vehicle Reimbursement Request*.

## CHAPTER 5 - MONTHLY REPORTING

### 5-1. Vehicle Time and Usage Data.

**a.** Vehicle time and usage data is used in making vehicle acquisition, distribution and redistribution decisions at all levels of the organization. Failure to accurately report this data may indicate that a vehicle is being underutilized or even excess to unit needs.

**b.** Vehicle time and usage data monthly reporting.

**(1)** On the last day of each month, remove the CAPF 73 from each vehicle and replace it with a new one. Vehicle data is to be entered into the online vehicle reporting program by the 10th of the month following the reported month.

**(2)** Use the “Vehicle Usage Entry” function of the vehicle module in ORMS, to submit vehicle information. Enter this information monthly.

**(3)** Vehicle usage examples: Including but not limited to the following:

**(a)** ADMIN: Trips to meetings, conferences and personnel transportation to and from airports or hotels.

**(b)** CADET ACTIVITIES: Any activity pertaining to and involving cadets and cadet programs.

**(c)** MISSION SUPPORT: Drug Demand Reduction, Counterdrug, Homeland Security, Emergency Services (Search and Rescue/Disaster Relief) and Aerospace Education and Training.

**(d)** OTHER: Vehicle maintenance, servicing, inspections and repairs, parts and supply pick up.

## CHAPTER 6 – FEMA-SOURCED TRAVEL TRAILERS

**6-1. Region commanders shall** establish trailer modification review committees to review all proposed trailer modifications. The purpose of these committees is to prevent structural changes that will reduce the safety of trailers and ensure proposed modifications increase the ability of the trailer to support the mission of the wing or region. FEMA-sourced travel trailers may be modified to allow for their use as mobile command posts, communications units and for other purposes supporting Air Force-assigned missions and exercises. However, it must be kept in mind that at the end of its useful life in CAP, the trailer must be restored to as close to its original condition as possible before it can be turned in to DLA Disposition Services.

**a.** Attachment 5 of this regulation, Important Health Notice, must be prominently placed in each FEMA-sourced trailer.

**b.** Smoking is prohibited inside all CAP camper trailers. A “No smoking” sign must be prominently displayed near the entrance to each trailer.

**c.** Anyone experiencing symptoms of formaldehyde exposure (i.e., eye, nose or throat irritation, headache, nausea and a variety of asthma-like symptoms including shortness of breath) in one of these trailers should not enter any trailers during the performance of their duties. Wings who no longer require the use of one of these trailers should notify the Chief Supply/Management and Plans (NHQ/LGS) to request turn in instructions.

CHARLES L. CARR, JR.  
Major General, CAP  
Commander

**Attachment 1 – General Routine Maintenance Schedule**

ROUTINE MAINTENANCE SCHEDULE FOR VEHICLES WITHOUT A  
MANUFACTURER'S SCHEDULE

<u>Maintenance</u>	<u>Interval Schedule</u>
Fluid Levels .....	Prior to Operation
Inspect CV Joint Boots .....	7,500 miles
Rotate and Balance Tires .....	7,500 miles
Inspect Engine Coolant Condition, Coolant Hoses & Clamps, and Fan Clutch.....	7,500 miles
Inspect and Adjust/Replace- Drive Belts .....	15,000 miles
Change Transmission Fluid and Replace Filter .....	15,000 miles
Change Spark Plugs .....	30,000 miles
Replace Engine Air Filter, Fuel, and PCV Filter .....	30,000 miles
Replace Distributor Cap and Rotor.....	30,000 miles
Adjust Ignition Timing .....	30,000 miles
Replace Serpentine Belt and Check Belt Tensioner .....	30,000 miles
Replace PCV Valve .....	60,000 miles
Test Vacuum Operated Emission Components .....	60,000 miles
Replace Spark Plug Wires .....	60,000 miles
Replace Oxygen Sensor .....	82,000 miles
Engine Oil Change & Filter .....	6 months or 3,000 to 5,000 miles
Check and Service Engine Cooling System.....	12 months
Inspect Exhaust System .....	12 months/7,500 miles
Inspect Brake Linings and Hoses.....	12 months/7,500 miles
Inspect Wheel Bearings .....	12 months/7,500 miles
Air Conditioning Service and Inspection.....	12 months/12,000 miles
Flush and Replace Engine Coolant.....	36 months (24 months thereafter)
Lube Chassis System .....	At oil change
Towing .....	As required

## Attachment 2 – Tire Safety “Everything Rides On It”

Edited from the U.S. Department of Transportation National Highway Traffic Safety Administration (NHTSA) DOT HS 809 361

### TIRE SAFETY Everything Rides On It

Studies of tire safety show that maintaining proper tire pressure, observing tire and vehicle load limits (not carrying more weight in your vehicle than your tires or vehicle can safely handle), avoiding road hazards and inspecting tires for cuts, slashes, and other irregularities are the most important things you can do to avoid tire failure, such as tread separation or blowout and flat tires. These actions, along with other care and maintenance activities, can also:

- Improve vehicle handling
- Help protect you and others from avoidable break-downs and accidents
- Improve fuel economy
- Increase the life of your tires.

### TIRE PRESSURE

Tires should be inflated in accord with the vehicle manufacturer's recommendations. These can be found in the owner's manual or on a placard, which is often located in the glove compartment or on the driver's doorjamb. Motorists should not rely on visual tire inspections to determine whether a tire is properly inflated but should use a tire pressure gauge to do so.

#### Finding Your Vehicle's Recommended Tire Pressure and Load Limits

Tire information placards and vehicle certification labels contain information on tires and load limits. These labels indicate the vehicle manufacturer's information including:

- Recommended tire size
- Recommended tire inflation pressure
- Vehicle capacity weight (VCW –the maximum occupant and cargo weight vehicle is designed to carry)
- Front and rear gross axle weight ratings (GAWR – the maximum weight the axle systems are designed to carry).

Both placards and certification labels are permanently attached to the vehicle door edge, doorpost, glove-box door, or inside of the trunk lid. You can also find the recommended tire pressure and load limit for your vehicle in the vehicle owner's manual. Manufacturers of passenger vehicles and light trucks determine this number based on the vehicle's design load limit, that is, the greatest amount of weight a vehicle can safely carry and the vehicle's tire size. The proper tire pressure for your vehicle is referred to as the “recommended cold inflation pressure.” (As you will read below, it is difficult to obtain the recommended tire pressure if your tires are not cold.)

Because tires are designed to be used on more than one type of vehicle, tire manufacturers list the “maximum permissible inflation pressure” on the tire sidewall. This number is the greatest amount of air pressure that should *ever be put in the tire under normal driving conditions*. Remember, however, that the vehicle manufacturer, not the tire manufacturer, determines the correct tire pressure for the tires on your vehicle. The recommended tire inflation pressure that vehicle manufacturers provide reflects the proper psi when a tire is cold. The term cold does not relate to the outside temperature. Rather, a cold tire is one that has not been driven on for at least three hours. When you drive, your tires get warmer, causing the air pressure within them to increase. Therefore, to get an accurate tire pressure reading, you must measure tire pressure when the tires are cold or compensate for the extra pressure in warm tires.

### Steps for Maintaining Proper Tire Pressure

**Step 1:** Locate the recommended tire pressure on the vehicle's tire information placard, certification label, or in the owner's manual.

**Step 2:** Record the tire pressure of all tires.

**Step 3:** If the tire pressure is too high in any of the tires, slowly release air by gently pressing on the tire valve stem with the edge of your tire gauge until you get to the correct pressure.

**Step 4:** If the tire pressure is too low, note the difference between the measured tire pressure and the correct tire pressure. These "missing" pounds of pressure are what you will need to add.

**Step 5:** At a service station, add the missing pounds of air pressure to each tire that is underinflated.

**Step 6:** Check all the tires to make sure they have the same air pressure (except in cases in which the front and rear tires are supposed to have different amounts of pressure).

If you have been driving your vehicle and think that a tire is underinflated, fill it to the recommended cold inflation pressure indicated on your vehicle's tire information placard or certification label. While your tire may still be slightly underinflated due to the extra pounds of pressure in the warm tire, it is safer to drive with air pressure that is slightly lower than the vehicle manufacturer's recommended cold inflation pressure than to drive with a significantly underinflated tire. Since this is a temporary fix, don't forget to recheck and adjust the tire's pressure when you can obtain a cold reading.

### Checking Tire Pressure

Only 49 percent of gas stations that are equipped with air pumps provide tire pressure gauges, which are critical to determining if the correct amount of air has been delivered to tires. However, for a nominal price, motorists can purchase a tire pressure gauge. Because tires may naturally lose air over time, it is important to check your tire pressure at least once a month. For convenience, purchase a tire pressure gauge to keep in your vehicle. Gauges can be purchased at tire dealerships, auto supply stores and other retail outlets. Remember, the tire inflation number that vehicle manufacturers provide reflects the proper pounds per square inch (psi) when a tire is cold. To get an accurate tire pressure reading, measure tire pressure when the car has been unused for at least three hours. A radial tire can lose much of its air pressure and still appear to be fully inflated. Operating a vehicle with substantially underinflated tires can result in a tire failure, such as instances of tire separation and blowouts, with the potential for a loss of control of the vehicle. Under-inflated tires also shorten tire life and increase fuel consumption.

### **Maximum Permissible Inflation Pressure**

This number is the greatest amount of air pressure that should ever be put in the tire under normal driving conditions.

### **Tire Size**

To maintain tire safety, purchase new tires that are the same size as the vehicle's original tires or another size recommended by the manufacturer.

Look at the tire information placard, the owner's manual, or the sidewall of the tire you are replacing to find this information. If you have any doubt about the correct size to choose, consult with the tire dealer.

### **Maximum Load Rating**

This number indicates the maximum load in kilograms and pounds that can be carried by the tire.

### **Tire Tread**

"It is vitally important that motorists monitor tread depth to guard against tire failure and replace unsafe tires. Checking tires is a crucial element in regular vehicle maintenance," said Dr. Jeffrey W. Runge, NHTSA's Administrator.

Like tires that are under-inflated, bald tires also pose risks to motorists. A tire with insufficient tread can cause a driver to lose traction, especially under wet conditions. In addition, bald tires are more prone to damage caused by road debris. The tire tread provides the gripping action and traction that prevent your vehicle from slipping or sliding, especially when the road is wet or icy. In general, tires are not safe and should be replaced when the tread is worn down to 1/16 of an inch. Tires have built-in treadwear indicators that let you know when it is time to replace your tires. These indicators are raised sections spaced intermittently in the bottom of the tread grooves. When they appear "even" with the outside of the tread, it is time to replace your tires. Another method for checking tread depth is to place a penny in the tread with Lincoln's head upside down and facing you. If you can see the top of Lincoln's head, you are ready for new tires.

### **Tire Balance and Wheel Alignment**

To avoid vibration or shaking of the vehicle when a tire rotates, the tire must be properly balanced. This balance is achieved by positioning weights on the wheel to counterbalance heavy spots on the wheel-and-tire assembly. A wheel alignment adjusts the angles of the wheels so that they are positioned correctly relative to the vehicle's frame. This adjustment maximizes the life of your tires and prevents your car from veering to the right or left when driving on a straight, level road. These adjustments require special equipment and should be performed by a qualified technician.

### **Tire Safety Checklist.**

- Check tire pressure regularly (at least once a month), including the spare.
- Inspect tires for uneven wear patterns on the tread, cracks, foreign objects, or other signs of wear or trauma.
- Remove bits of glass and other foreign objects wedged in the tread.
- Make sure your tire valves have valve caps.
- Check tire pressure before going on a long trip.
- Do not overload your vehicle. Check the tire information placard or owner's manual for the maximum recommended load for the vehicle.
- If you are towing a trailer, remember that some of the weight of the loaded trailer is transferred to the towing vehicle.

### **Protection against avoidable breakdowns and crashes.**

Improved vehicle handling. Better fuel economy. Increased tire life. Just a few of the reasons to take five minutes every month to check your tires. Simply use the handy checklist below, and see the reverse side for more information on tire safety. Safety Checklist Check tire pressure regularly (at least once a month), including the spare. Inspect tires for uneven wear patterns on the tread, cracks, foreign objects, or other signs of wear or trauma. Remove bits of glass and other foreign objects wedged in the tread. Make sure your tire valves have valve caps. Check tire pressure before going on a long trip. Do not overload your vehicle. Check the tire information placard or owner's manual for the maximum recommended load for the vehicle. If you are towing a trailer, remember that some of the weight of the loaded trailer is transferred to the towing vehicle.

### **Safety Tips**

Slow down if you have to go over a pothole or other object in the road. Do not run over curbs, and try not to strike the curb when parking. Remember to check your tires once a month! There's Safety in Numbers You can find the numbers for recommended tire pressure and vehicle load limit on the tire information placard and in the vehicle owner's manual. Tire placards are permanent labels attached to the vehicle door edge, doorpost, glove-box door, or inside of the trunk lid. Once you've located this information, use it to check your tire pressure and to make sure your vehicle is not overloaded.

**Attachment 3 — Placement of CAP Seal and Identity Number**

**Side View**



**Rear View**



## Attachment 4 — Vehicle Identification Numbers

### List of Numbers Used as First Two Digits on Region/Wing Vehicle Identity Numbers

The following list of numbers to be used as the first two digits for region/wing vehicle identity numbers. Regions and wings will assign the last three digits to complete the five-digit vehicle identification number.

- |                      |                           |
|----------------------|---------------------------|
| 01. Alabama          | 32. North Carolina        |
| 02. Arizona          | 33. North Dakota          |
| 03. Arkansas         | 34. Ohio                  |
| 04. California       | 35. Oklahoma              |
| 05. Colorado         | 36. Oregon                |
| 06. Connecticut      | 37. Pennsylvania          |
| 07. Delaware         | 38. Rhode Island          |
| 08. Florida          | 39. South Carolina        |
| 09. Georgia          | 40. South Dakota          |
| 10. Idaho            | 41. Tennessee             |
| 11. Illinois         | 42. Texas                 |
| 12. Indiana          | 43. Utah                  |
| 13. Iowa             | 44. Vermont               |
| 14. Kansas           | 45. Virginia              |
| 15. Kentucky         | 46. Washington            |
| 16. Louisiana        | 47. West Virginia         |
| 17. Maine            | 48. Wisconsin             |
| 18. Maryland         | 49. Wyoming               |
| 19. Massachusetts    | 50. Alaska                |
| 20. Michigan         | 51. Hawaii                |
| 21. Minnesota        | 52. Puerto Rico           |
| 22. Mississippi      | 91. Northeast Region      |
| 23. Missouri         | 92. Middle East Region    |
| 24. Montana          | 93. Great Lakes Region    |
| 25. National Capital | 94. Southeast Region      |
| 26. Nebraska         | 95. North Central Region  |
| 27. Nevada           | 96. Southwest Region      |
| 28. New Hampshire    | 97. Rocky Mountain Region |
| 29. New Jersey       | 98. Pacific Region        |
| 30. New Mexico       | 99. National Headquarters |
| 31. New York         |                           |

**Attachment 5 – Important Health Notice FEMA-sourced Trailers****IMPORTANT HEALTH NOTICE**  
**Trailer Ventilation Procedures**

**By order of the National Commander, CAP, a copy of these procedures is required to be followed and prominently posted in each CAP camper trailer.**

Some of the building materials in this camper or mobile home may emit Formaldehyde gas. Eye, nose and throat irritation, headache, nausea, and a variety of asthma-like symptoms, including shortness of breath, have been reported as a result of formaldehyde exposure. Elderly persons and young children, as well as anyone with a history of asthma, allergies, or lung problems, may be at greater risk. Persons experiencing symptoms of formaldehyde exposure should exit this trailer immediately and seek assistance from medical personnel.

Although reduced ventilation, high temperatures and high humidity can all raise formaldehyde levels the following steps shall be followed prior to use of this trailer:

1. After more than two weeks of storage or non-use, open the windows and doors of the unit and use fans to force stale air out and bring fresh air in, for a minimum of four (4) days. Open cabinet doors, drawers, closets, etc to maximize exposure of all potential formaldehyde emitting surfaces to fresh air.
2. During use, maintain increased ventilation throughout the trailer.
  - Open windows and doors of the unit and continue to use fans to force stale air out and bring fresh air in.
  - Keep indoor temperatures cool through the use of an air conditioner. Heat causes increased out-gassing of formaldehyde.
  - Keep humidity low by use of a dehumidifier. Humidity causes formaldehyde to release more fumes. Relative humidity of about 40%-50% is considered optimum.
  - Smoking is prohibited inside this trailer. Tobacco smoking releases additional Formaldehyde and other toxic chemicals.
3. Overnight stays are prohibited unless this trailer has been tested and determined to have less than 0.3 ppm of formaldehyde in the atmosphere. Overnight stays in this trailer are permitted only if test results are posted with this notice.



**NATIONAL HEADQUARTERS CIVIL AIR PATROL**

**CHANGE 1**

**CAP REGULATION 77-1**

**13 MARCH 2013**

**Transportation**

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

CAP Regulation 77-1, 26 December 2012, is changed as follows:

Page-Insert Change.

**Remove**

**Insert**

**3/4**

**3/4**

**Note: Shaded areas identify new or revised material.**

CHARLES L. CARR, JR.

Major General, CAP

Commander