

## Motor Vehicles

### OPERATION AND MAINTENANCE OF CAP OWNED VEHICLES

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

**4.** All vehicles purchased by the State of West Virginia and licensed to the Civil Air Patrol, are property of the state and are subject to all state regulations.

**5c.** Members must submit a WVF 75 application for their CAP Operator's Permit.

**7b.(3).** No personal vehicles are to be serviced with gas or oil from the state. Nor are they to be refueled with WV Wing credit cards.

**8d.** 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.

**8i.** Added. West Virginia Wing vehicles will be equipped with the following items:

1. Back Up Alarm
2. Road Kit
  - a. 1 qt of Oil
  - b. 1 qt of Transmission Fluid
  - c. 1 gal of Water
  - d. 1 set of Tire Chains
  - e. Jumper Cables
  - f. Fire Extinguisher
  - g. Tow Rope
  - h. First Aid Kit
  - i. FM Radio

**8e.** Added. The back seats in all of the 15 passenger vans shall be removed. The weight load shall be

forward of the back wheel base. Example: Assess weight of passengers when loading. Have larger members seated forward.

**9b.** Wing vehicles that obtain fuel or oil from the state will return a copy of the fuel ticket with the monthly report. It will be the responsibility of the unit to purchase gasoline, oil and the like for a vehicle assigned to that unit, at unit expense.

**9c.** All requests for maintenance on wing vehicles must be submitted to Wing Headquarters prior to any work being done. Approving authorities for the maintenance are the Transportation Officer and the Wing Commander. Upon completion of maintenance, a copy of the repair request and completion date will be forwarded to the Wing Maintenance 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.

**10e.** West Virginia Wing unit corporate vans shall have their radio call sign numbers (do not use Hill-CAP or HC) painted international orange on the top of the van with at least twenty-four inch numbers.

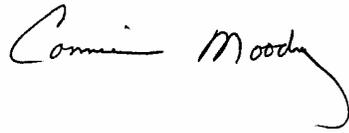
**13d.(2).** All commanders will submit to the Wing Transportation Officer a vehicle status report on CAPF 73 by the first Thursday of the month.

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Supersedes WV Wing Supplement 1, 1 August 2003

OPR: LGT

Distribution: Each Unit (1); MER/DA (1)

A handwritten signature in cursive script that reads "Connie Moody". The signature is written in black ink on a white background.

CONNIE MOODY, Lt Col, CAP  
Administrative Officer

RODNEY F. MOODY, Colonel, CAP  
Commander