

Continuous Compliance Guidance

D8 – Transportation

This document is to be used as guidance only. You need to make the decisions for your wing to ensure you are compliant. I have included several items that you can use to help, that list is as follows:

- Guidance on filling out the D8 Worksheet
- Guidance on how to answer each question
- Sample of a completed D8 Worksheet

I have not provided sample report to be uploaded, but if you need samples I can try to put something together.

D8 – Transportation Worksheet Guidance

D-8 TRANSPORTATION

Summary

Commendables Discrepancies

0

0

Staffing

Position - Transportation Officer (LGT) held position:

0

Year(s)

0

Month(s)

Logistics Specialty Track:

Mission and Staffing No

- Not enrolled
- Enrolled no rating
- Technician
- Senior
- Master

- 1.) Enter # Years you have been in the Transportation Officer
- 2.) Enter # Months you have been in the Transportation Officer
- 3.) Click the down arrow and select the appropriate response to the question.
- 4.) Select your Specialty Track Rating
 - a. Not Enrolled
 - b. Enrolled –No Rating
 - c. Technician
 - d. Senior
 - e. Master
- 5.) Column 1 – Answer **Y/N/NA** in for each question in Column 2
- 6.) Column 2 – Contains the question(s) to be answered.
- 7.) Column 3 – Important to read and understand this column.

This will tell you what will be reviewed in order to determine your compliance with this section. You should try to ensure there is a document for each validation item, this is what should be uploaded to the IG → Documentation → D8 Section for your wing.

- 8.) Column 4 – This is for the inspector. If you are not compliant based on the evaluation of the items in Column 3, then this is the exact text that will appear in the Inspection Report
- 9.) Column 5 – Your notes regarding this question. See below for examples.

D8 – Transportation Question Guidance

Question 1: Are vehicle folders established and present in the vehicle according to CAPR 77-1? **Y/N/NA**

Question 2: Do the vehicle folders contain all required documentation? **Y/N/NA**

- a) *Copy of Registration,*
- b) *Completed CAPF 73's for last 12 months,*
- c) *MX and repair records,*
- d) *Copy of current insurance card.*

Question 3: Are original vehicle titles kept in a secure location at the region or wing headquarters?
Y/N/NA

Question 4: Are original vehicle titles uploaded in ORMS? **Yes/No**

Question 5: Are vehicle driving privileges approved/revalidated and uploaded into Ops Quals as required? **Y/N/NA** *Print current CAP Drivers License report for unit as proof.*

Question 6: Are CAPFs 73 completed on all COVs in accordance with CAP regulations? **Yes/No**
See CAPR 77-1 and any region or wing supplements for additional info.

Question 8: Are all COVs appearance, identification, and markings maintained IAW with CAP regulations? **Y/N/NA**

- a) Are Vehicle identification numbers affixed properly? **Yes/No** *See CAPR 77-1*
- b) Are only approved decals properly located on COVs? **Yes/No**
- c) If light bars are installed on COVs has the Wing CC approved in writing? **Yes/No**
- d) Is manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire? **Yes/No**

Question 9: Is maintenance on CAP vehicles performed IAW the vehicles owner's manual or CAP regulations? **Y/N/NA**

- a) Is preventative maintenance being accomplished IAW vehicle owner's manual or CAPR 77-1? **Yes/No**
See vehicle owners manual and any region or wing supplements to CAPR 77-1.
- b) Are vehicle tires in a safe working order IAW manufacturer's recommendations and IAW CAPR 77-1 para 2-1a? **Yes/No**
- c) Are fire extinguishers installed in CAP vehicles? **Yes/No**
See wing supplements to CAPR 77-1 and State Motor Vehicle codes.
If **yes**, then:
Wing supplement to CAPR 77-1 is required
Fire extinguisher must be secured

d) Are first aid kits installed in CAP vehicles? **Yes/No**

If **Yes**, then:

Wing supplement to CAPR 77-1 is required,

First aid kits must be secured

First aid kit inspections schedule is required in supplement CAPR 77-1

Question 10: When a corporate owned vehicle is involved in a mishap does the wing submit the required items to NHQ/LGT immediately up completion of themishap investigation? **Y/N/NA**

Reference the ORMS vehicle transaction history or safety reports to see past history of mishaps.

<u>Y/N/N</u>	<u>Topic/ Detailed Question</u>	<u>How to verify compliance</u>	<u>Discrepancy Write up</u>	<u>Notes</u>
	01 Are vehicle folders established for each vehicle?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 1) Wing does not maintain vehicle folders for its assigned vehicles IAW CAPR 77-1 para 1-3.	<u>Ensure vehicle folders are established for each vehicle.</u>
	02 Do the vehicle folders contain all required documentation?	Compliance is determined through on-site inspection and/or eServices.	all) (Discrepancy): [xx] (D8 Question 2) Vehicle folders for vehicle(s) assigned to the wing do not include _____ IAW CAPR 77-1 para 1-3a,b,c, or d.	<u>Ensure vehicle folders contain all required documentation.</u>
	a) original copy of registration	NOTE: If state does not require registration, wing should have documentation from the state documenting no registration is required.	NOTE: List Vehicle# and items and CAPR reference for each item.	
	b) completed CAPF 73, CAP Vehicle Inspection Guide and Usage Data			
	c) records of repair and maintenance expenses	NOTE: When the CAPF 73 is retained for more than 36 months, refer to D-4 Question 7.		
	d) copy of insurance card unless maintained in the vehicle	The entire CAPF 73 will either be scanned into ORMS or kept on file as required. Updating only ORMS utilization data does not meet the requirement.		
		NOTE: When the CAPF 73 was not retained, see D-4 Question 6.		
	03 Are original vehicle titles kept in a secure location at the region or wing headquarters?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 3) Wing failed to ensure vehicle titles in a secure location IAW CAPR 77-1 para 1-4.	<u>Ensure original vehicle titles are kept in a secure location at the wing headquarters.</u> +
	04 Are original vehicle titles uploaded to ORMS?	Compliance is determined through on-site inspection and/or eServices.	(Discrepancy): [xx] (D8 Question 4) Wing failed to ensure original titles for all vehicles were uploaded into ORMS IAW CAPR 77-1 para 1-4.	<u>Ensure original titles for all vehicles are uploaded into ORMS.</u>

	05 Are vehicle driving privileges approved/revalidated and uploaded into Ops Quals as required?	Compliance is determined through both on-site inspection sampling and a review of data in the Ops Quals. NOTE: Current license (CAPF 75) holders are grandfathered until their next state driver's license renewal date.	(Discrepancy): [xx] (D8 Question 5) Driving privileges for vehicle operators assigned to the wing are not properly approved/revalidated IAW CAPR 77-1 para 1-5b & 5d.	<u>Ensure driving privileges for vehicle operators assigned to the wing are properly approved/revalidated.</u>
	06 Are CAPFs 73 completed on all COVs in accordance with CAP regulations?	Compliance is determined through on-site inspection. Complete an inspection of the COV using the most current CAPF 73 and compare with historic CAPFs 73 maintained on file. Verify, completeness accuracy and actual condition of the vehicle.	NOTE: Only use for trends (Discrepancy): [xx] (D8 Question 6) Wing failed to ensure all operators completed the CAPF 73 on COVs prior to the first use of the day in vehicle(s) xxx,xxx,xxx IAW CAPR 77-1 para 2-1a.	<u>Ensure CAPFs 73 are completed on all COVs in accordance with CAP regulations.</u>
	08 Are all COVs appearance, identification, and markings maintained IAW with CAP regulation?	Compliance is determined through on-site inspection.		<u>Ensure all COVs appearance, identification, and markings are maintained IAW with CAP regulation.</u>
	a) Are vehicle identification numbers affixed properly?		a) (Discrepancy): [xx] (D8 Question 8) Wing COV(s) #xxxxx does not have vehicle identification numbers properly affixed IAW CAPR 77-1 para 3-5a.	
	b) Are only approved decals properly located on COVs?		b) (Discrepancy): [xx] (D8 Question 8) Decals on vehicle XXXXXX are not properly located IAW CAPR 77-1 para 3-5b.	
	c) If light bars are installed on COVs has the Wing CC approved in writing?		c) (Discrepancy): [xx] (D8 Question 8) Light bars installed on van(s) xxxxxx, xxxxxx, did not have written approval of the Wing CC IAW CAPR 77-1 para 3-5c.	<u>Upload Wing CC written approval for all COVs with light bars installed.</u>
	d) Is manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire?		d) (Discrepancy): [xx] (D8 Question 8) Wing COV(s) xxxxx, xxxxxx, did not have manufacturer's recommended tire pressure stenciled on wheel hubs or on the bottom of the fender directly above the tire IAW CAPR 77-1 para 2-1b.	

	<p>09 Is maintenance on CAP vehicles performed IAW the vehicle owner's manual or CAP regulations?</p>			
	<p>a) Is preventative maintenance being accomplished IAW vehicle owner's manual or CAPR 77-1?</p>	<p>a) compliance review on-site</p>	<p>a) (Discrepancy): [xx] (D8 Question 9) Vehicle XXXXX's preventative maintenance is not being accomplished IAW vehicle owner's manual or CAPR 77-1.</p>	<p><u>Ensure that preventative maintenance is being accomplished IAW vehicle owner's manual or CAPR 77-1.</u></p>
	<p>b) Are vehicle tires in a safe working order IAW manufacturer's recommendations and IAW CAPR 77-1 para 2-1a?</p>	<p>b) review general condition of tires (tread, dry rot, etc.) NOTE: There are no regulatory tire pressure tolerances. If during the inspection a vehicle tire is found not to be in safe working order, it will be listed as an A-Discrepancy. HOWEVER, if the tire is not at manufacturer's recommended pressure then have the tire pressure corrected on the spot.</p>	<p>b) (Discrepancy): [xx] (D8 Question 9) Vehicle XXXX's tires were found not to be in safe working order IAW manufacturer's recommended pressure and IAW CAPR 77-1 para 2-1 a.</p>	<p><u>Ensure vehicle tires are in a safe working order.</u></p>
	<p>c) Are fire extinguisher installed in CAP vehicles?</p>	<p>c) Fire Extinguisher. - Wing must determine if a fire extinguisher is required by state law. - If not, then it must be removed. If required then: - wing supplement to CAPR 77-1 is required. - schedule for fire extinguisher inspections. - fire extinguisher must be secured.</p>	<p>c) (Discrepancy): [xx] (D8 Question 9) Wing failed to ensure compliance with CAP policy for fire extinguishers in vehicle(s) IAW CAPR 77-1 para 2-2j NOTE: List issues - Wing failed to determine if state laws required fire extinguishers. - Wing failed to publish a supplement to CAPR 77-1 when fire extinguishers are required. - Wing failed to remove fire extinguishers from vehicles XXXXX's.</p>	<p><u>Ensure compliance with CAP policy for fire extinguishers in vehicle(s) IAW CAPR 77-1 para 2-2j.</u></p>
	<p>d) Are first aid kits installed in CAP vehicles?</p>	<p>d) First Aid Kit. - Wing must determine if a first aid kit is required by state law. - If not, then it must be removed. If required or if the wing has chosen to carry first aid kits in vehicles then: - wing supplement to CAPR 77-1 is required. - schedule for first aid kit inspections. - first aid kits must be secured.</p>	<p>d) (Discrepancy): [xx] (D8 Question 9) Wing failed to ensure compliance CAP policy for first aid kits in vehicle(s) IAW CAPR 77-1 para 2-2k NOTE: List issues - Wing failed to determine if state laws required first aid kits. - Wing failed to publish CAPR 77-1 when first aid kits are required. - Wing failed to remove first aid kits from vehicles XXXXX's. - Wing failed to inspect first aid kits. - Wing failed to secure first aid kits in vehicle# XXXXX's.</p>	<p><u>Ensure compliance with CAP policy for first aid kits in vehicle (s) IAW CAPR 77-1 para 2-2k.</u></p>
	<p>10 When a corporate owned vehicle is involved in a mishap does the wing submit the required items to NHQ/LGT immediately upon completion of the mishap investigation?</p>	<p>Compliance is determined through on-site inspection.</p>	<p>(Discrepancy): [xx] (D8 Question 10) A mishap involving vehicle XXXXX was not reported IAW CAPR 77-1 para 4-1b & c and CAPR 62-2 para 4.</p>	<p><u>Ensure when a corporate owned vehicle is involved in a mishap, the wing submits the required items to NHQ/LGT immediately upon completion of the mishap investigation.</u></p>