



SQ14 OPERATING INSTRUCTION 09-04

15 MAY 2009

Logistics: Transportation
Local Procedures Van 04991

This instruction describes local procedures concerning CAP Corporate Vehicle 04991 (Ford E-350 Van with California Exempt Plate 131261) based at Sacramento Executive Airport and assigned to Sacramento Composite Squadron 14.

Location/Scheduling and Expenses

- Van 04991 is parked at Sacramento Executive Airport in the parking lot in front of the main terminal.
- Supplies are located in the back of the van (first aid kit and cargo net).
- Contact the Vehicle Manager (see below) for lock box combination, location and scheduling.
- Scheduling is first come-first served. However, scheduling priority is given to Group and Wing level activities over local unit activities. In the event of a scheduling conflict, you may be "bumped" up to one week before you scheduled activity for higher priority uses. Any disputes will be mediated by the Squadron 14 Logistics Officer with final decision by the Commander.
- All fuel, oil, parking and toll expenses are the responsibility of the driver. Reimbursement may be available for some activities but must be requested and approved in advance. The driver must pay for all expenses as they are incurred and then submit receipts for reimbursement via CAWG Form 11.

Restrictions and Operator Requirements

- All drivers of Corporate Vehicles must have current CAP Drivers License (CAP Form 75) and provide this information to the Vehicle Manager prior to scheduling.
- This vehicle is limited to a *maximum* of **ten** (10) occupants including the driver (refer to California Wing Operating Instruction 11).
- Under California Vehicle Code sections 15278a(2) and 12804.9, this vehicle is considered a bus and requires a Commercial Class B license with Passenger [P] endorsement.
- CAWG has attempted to comply with the California Vehicle Code and insurance requirements by removing the rear seat, which limits seating to 11 people. However, the driver may be cited during a traffic stop and fined for driving a vehicle outside their license class.

Before Driving

- Perform a daily inspection on CAPF 73 in the log book (don't put checkmarks on the right side.)
- Verify the previous log entry before departing.
- Check all vehicle fluids, tire wear and body condition before departing.

Enroute

- No smoking. Consuming food and beverages is prohibited.
- Remain seated with seatbelt fastened and doors closed while van is in motion.
- No horse play.
- Obey all traffic laws! CAP is not exempt.
- Do not drive while fatigued.
- Notify the Vehicle Manager if you will be unable to return the van by the scheduled time or if any problems are experienced.

Upon Return

- Refuel and top off the gas tank.
- Dispose of all garbage and refuse. The driver will be assessed a fine of \$20 or invited to wash the vehicle if it is found dirty by the next driver.
- Complete AND SIGN the log book.
- Notify Vehicle Manager of any problems.

Issues

- Notify the Vehicle Manager of any problems.
- In case of accident or incident comply with CAPR 62-2 and PCR and CAWG Supplements to 62-2(in the log book).

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Contacts

- Vehicle Manager: 2d Lt Ray Davis: 916-489-1456, email: raydaviss@sbcglobal.net
- Logistics Officer: 1st Lt Steve Wormley 916-812-3228, email: cap@wormley.com
- Commander: Lt Col John Aylesworth: 916-752-5265, email: jaylesworth@cawg.cap.gov

California Vehicle Code References

- 15278. (a) A driver is required to obtain an endorsement issued by the department to operate any commercial motor vehicle that is any of the following:
 1. A double trailer.
 2. A passenger transportation vehicle, which includes, but is not limited to, a bus, farm labor vehicle, or general public paratransit vehicle when designed, used, or maintained to carry more than 10 persons including the driver.
- 12804.9. (a) (1) The examination shall include all of the following:
 - (2) Class B includes the following:
 - (A) A single vehicle with a gross vehicle weight rating of more than 26,000 pounds.
 - (B) A single vehicle with three or more axles, except any three-axle vehicle weighing less than 6,000 pounds.
 - (C) A bus except a trailer bus.
 - (D) A farm labor vehicle.
 - (E) A single vehicle with three or more axles or a gross vehicle weight rating of more than 26,000 pounds towing another vehicle with a gross vehicle weight rating of 10,000 pounds or less.
 - (F) A house car over 40 feet in length, excluding safety devices and safety bumpers.
 - (G) The operation of all vehicles covered under class C.