



INWG OPERATING INSTRUCTION 12-01

23 Sept 2015

Transportation

ONLINE DRIVER'S LICENSE PROCEDURES

- 1. Purpose.** This OI prescribes the procedures for the online CAP corporate Driver's License module within the Indiana Wing.
- 2. Approving Authority.** Primary reviewer and approval authority for corporate driver's licenses is delegated to the Wing Transportation Officer (LGT). The wing Director of Logistics (LG) may also approve license applications when LGT is not available. (CAPR 77-1, para 1-2, b.)
- 3. Documents Required.** Members applying for a CAP Driver's License will upload the following documents into the Ops Qual driver's license module (CAPR 77-1, para 1-5, b). After the application is processed, the module automatically deletes this documentation to ensure privacy of individual information.
 - a. Photocopy of current State Driver's License
 - b. Copy of current State Driving Record
- 4. Requirements for Obtaining a CAP Driver's License.** The approving authority will review the member's driving record and determine whether or not the applicant constitutes a liability risk. If an application has one or more of the following convictions within the previous 2 years, CAP driving privileges will be automatically denied (CAPR 77-1, para 1-5, d):
 - a. DUI/DWI
 - b. Three or more moving violations
 - c. Six or more non-moving violations
 - d. Reckless driving
 - e. Vehicle felony (hit and run, negligent homicide, theft, assault with a motor vehicle)

Note: If the approval authority notes a pattern of violations that do not meet the automatic denial threshold, but cause concern in granting a corporate driver's license to an individual, the

approval authority will defer the application to the Wing Commander for review and a final determination.

5. Application Procedures. Note, as of 1 June 2012, the online Ops Qual module is required for new INWG corporate driver's license applications.

- a. Members will:
 - 1) Upload a copy of their current, valid state Driver's License into the Ops Qual driver's license module.
 - 2) Upload a copy of their current State Driving record into the Ops Qual driver's license module.
- b. Unit and Group commanders in the individual's chain of command will:
 - 1) Review the documents uploaded
 - 2) Approve or disapprove the member's application
- c. INWG Transportation Officer will:
 - 1) Review the documents uploaded.
 - 2) Approve or Disapprove the member's application. Approval will result in an automatic entry on the individual's 101 card. No paper license will be issued. If an application is disapproved, the Transportation Officer will provide an explanatory message to the individual and their unit and group commander.

6. Powered Vehicle Operators.

- a. Individuals 21 years of age and older will generally be approved to operate vehicles in the following categories:
 - 1) Sedan
 - 2) 7 Passenger Van
 - 3) 8 Passenger Van
 - 4) 9 Passenger Van
 - 5) 12 Passenger Van
 - 6) 15 Passenger Van

7) Pickup Truck

b. Individuals under 21 years of age, but at least 18 years of age, will generally be approved to operate vehicles in the following categories, but will not be allowed to carry passengers or tow and trailers. (CAPR 77-1, para 1-7, a):

- 1) Sedan
- 2) 7 Passenger Van
- 3) Pickup Truck

7. Special Purpose Vehicles. Indiana Wing does not possess any Special Purpose Vehicles. If a member participates in activities outside of INWG where approval to operate a Special Purpose Vehicle is required, the member must supply documentation from the Activity Director, or the host Wing Transportation Officer, describing the vehicle to be operated and that the member is qualified to operate such vehicles.

8. Trailer Towing. Individuals wishing to tow any CAP Corporate Trailers, or use CAP Corporate Vehicles to tow any Temporary Use Trailers will obtain permission from the Indiana Wing Transportation Officer. Individuals will generally need to pass a Safe Towing “Check Ride” with the Transportation Officer. This “Check Ride” will consist of the following items at a minimum:

- 1) Trailer and Towing Orientation
- 2) Safety Walk-around
- 3) Overview of Safe Trailering Techniques
- 4) Operation of Electronic Trailer Brake
- 5) Basic Driving Maneuvers

9. Driver’s License Expiration. CAP Driver’s Licenses expire with the State Driver’s License and must be revalidated per the procedures as detailed in section five of this OI. (CAPR 77-1, para 1-5, h). All CAP Driver’s Licenses will be maintained through the online system and member’s will be required to carry a copy of the CAPF 101 while operating a Corporate Vehicle or towing a Corporate Trailer.

Matthew R. Creed, Col, CAP
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