



**Motor Carrier Attachment**

**CVSA Inspection Program Procedures**

**Schoharie, NY October 6, 2018**

**HWY19MH001**

(3 pages)

## Section 3.3: NAS Inspection Program Procedures (1 of 2)

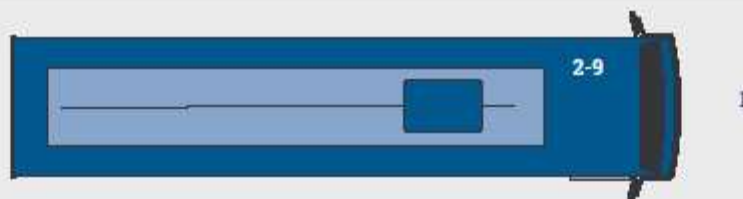


# Inspection Procedure

## North American Standard Passenger Carrier Vehicle

For Levels II and V, omit steps that do not apply.

For more detailed information, see the written procedures contained in the CVSA Operations Manual.



Jurisdictions should adopt safety procedures based on the number of inspectors present. Multiple inspectors are recommended when using inspection ramps. Steps are marked with "Team Leader" for use during a two or three-person inspection. The team leader should determine at what step to position the passenger carrier vehicle over the inspection pit or on inspection ramps. If an inspection pit is used, ignore references to inspection ramps. When conducting a North American Standard (NAS) Level V Vehicle-Only Inspection, begin with step 10. When conducting a NAS Level II Walk-Around Driver/Vehicle Inspection, omit steps 16 through 18. Ignore the areas referring to passengers when none are present.

### 1 Inspection Preparation (Team Leader)

- Select vehicle and direct it to the inspection location.
- Gather preliminary information from the vehicle for the inspection report, including the license plate number and state/province/territory and country, company name as shown on the vehicle, company number, appropriate DOT, PUC/PSC identifiers, etc., and the time the inspection began. Verify the company operator, not the tour company or leasing company.

**Note:** Communication is paramount between the inspector(s) and the driver.

### 2 Greet and Prepare the Driver and Passengers (Team Leader)

- Identify yourself.
- Explain the inspection procedure.
- Ensure engine is off.
- Check seat belt usage and condition.
- Observe the driver's overall condition for illness, fatigue or other signs of impairment.
- Check for illegal presence of alcohol, drugs, radar detector, weapons or other contraband.
- If passengers are present, explain the purpose of the inspection and how it will be conducted.

### 3 Collect Driver's Documents (Team Leader)

- Collect commercial driver's license (CDL) and record of duty status.
- Collect Medical Examiner's Certificate and Skill Performance Evaluation (SPE) Certificate (if applicable).
- Collect periodic inspection certificates, CVIP.
- Collect supporting documents: bills of lading, receipts, other documents used to verify record of duty status, trip information, tour itinerary, trip envelope and charter order.

### 4 Interview the Driver (Team Leader)

- Ask the driver for starting location, final destination, load description, time traveled, most recent stop and fueling location(s).
- Ask the driver what other jobs he/she has worked in the past week (many drivers are part time).
- Check for presence of hazardous materials/dangerous goods.

### 5 Identify the Carrier (Team Leader)

- Identify carrier by using vehicle identification, vehicle registration, insurance and driver interview.
- Check interline agreements/operating authority.

### 6 Examine Commercial Driver's License (Team Leader)

- Check the expiration date, class, endorsements, restrictions and status.

### 7 Check Medical Examiner's Certificate and Skills Performance Evaluation (SPE) Certificate (If Applicable) (Team Leader)

- Check certificate(s) date, which may be valid for up to 24 months.
- Check corrective lens requirement.
- Check hearing aid requirement.
- Check physical limitations.

**Note:** The medical qualifications may be contained in the driver's license. Proper class indicates adequate medical requirements.

### 8 Check Record of Duty Status (Team Leader)

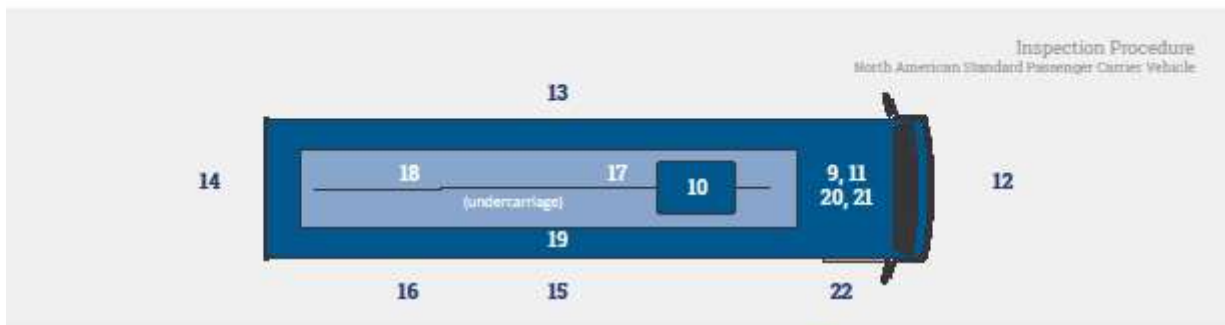
- Check hours of service verification.
- Check accuracy of record.

### 9 Review Vehicle Inspection Reports (Team Leader)

- Check driver's daily vehicle inspection report (if applicable).
- Review the vehicle inspection report to verify that listed safety defects have been certified as corrected.

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- Check for driver signature on previous driver's vehicle inspection reports (if applicable).
- Ensure vehicle has passed the required periodic inspection and has the required document and decal.
- Review periodic inspection report.
- 10 Check Passenger Area (Team Leader)**
  - Check windows, emergency doors and emergency exits.
  - Check for fire extinguisher.
  - Check seats and floor and look for unacceptable items being used for temporary seating.
  - Ensure the aisle is clear of obstructions.
- 11 Check Driver's Compartment (Team Leader)**
  - Check driver's seat, seat belt, low air pressure warning device, ABS malfunction lamp, and steering wheel lash and column.
  - Inspect the brake pedal (valve and treadle assembly).
- 12 Inspect Front Outside of Vehicle (Other Inspector(s))**
  - Check headlamps, turn signals, emergency flashers, windshield, windshield wipers, suspension and brake components.
  - Inspect bumper and spare tire.
- 13 Inspect Left Side of Vehicle (Other Inspector(s))**
  - Check wheels, rims, hubs and tires.
  - Check fuel cap(s) (if applicable).
  - Check battery compartment (if applicable).
  - Check for body damage.
  - Check cargo bays and reflective warning devices.
- Check for presence of hazardous materials/dangerous goods.
- 14 Inspect Rear of Vehicle (Other Inspector(s))**
  - Check exhaust system.
  - Check tail, stop and turn signals, four-way flashers and all other required lamps for improper color, operation, mounting and visibility.
  - Check engine compartment for belts, fluid leaks and frame integrity.
  - Check wiring and electrical systems.
- 15 Inspect Right Side of Vehicle (Other Inspector(s))**
  - Check wheels, rims, hubs, tires, fuel caps and exterior condition as described in step 13.
- 16 Place Inspection Ramps (All Inspector(s))**
  - Place ramps either in front of or behind the wheels, as appropriate.
  - Direct the driver to drive carefully up the ramps and stop at the top. Insert chock blocks at the front and rear of the right drive wheels. Instruct the driver to release the brakes and turn off the engine.
  - Ensure air pressure is at maximum.
- 17 Inspect the Front Undercarriage (Other Inspector(s))**
  - Check the steering system, front suspension, front brakes and frame.
- 18 Inspect the Rear Undercarriage (Other Inspector(s))**
  - Check rear suspension, rear brakes, frame, fuel tank, tag axle and driveline/driveshaft.
- 19 Check for the Presence of Hazardous Materials/Dangerous Goods (All Inspector(s))**
  - Commercial motor vehicles carrying passengers or transporting hazardous materials are subject to the same regulations as a truck, plus additional requirements and restrictions.
- 20 Check Air Loss Rate (Team Leader)**
  - When an air leak is discovered, conduct an air loss rate test.
  - With the parking brakes released, the governor cut in, the reservoir pressure between 80-90 psi (551-620 kPa), and the engine at idle, have the driver apply the service brakes and hold.
  - Ensure the air pressure maintains or builds upon application and release.
- 21 Complete the Inspection (Team Leader)**
  - Complete all paperwork.
  - Check the North American Standard Out-of-Service Criteria (OOSC) to determine if the driver or vehicle is out of service.
  - Return documents to driver.
  - Explain violations to driver.
- 22 Take Appropriate Enforcement Action (Team Leader)**
  - Refer to the OOSC when placing the vehicle or driver out of service.
  - Inform the driver of the reason(s) for the out-of-service action.
  - Inform passengers of the necessary action and arrangements.
  - Re-inspect repaired vehicle.
- 23 Apply CVSA Decal (Team Leader)**
  - If the vehicle passes inspection, apply a CVSA decal on the glass portion (window) of the passenger door as close to inspector's eye-level as possible.