

# **VERMONT MOTORCYCLE AND MOTOR DRIVEN CYCLE PERIODIC INSPECTION MANUAL**



**State of Vermont  
DEPARTMENT OF MOTOR  
VEHICLES  
120 State Street  
Montpelier, VT 05603-0001**



[dmv.vermont.gov](http://dmv.vermont.gov)



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*“With a commitment to excellence, the dedicated employees of DMV strive to provide the highest level of customer service through the administration of motor vehicle laws and the promotion of highway safety.”*

*Integrity, Accountability, Professionalism and Accuracy/Quality of Information are the DMV's Core Values.*

Robert D. Ide, Commissioner

**Revised 2013**



## INTRODUCTION

### **TO: Inspection Station Owner/Operator**

The procedure outlined herein should be carefully studied and frequently reviewed by your entire organization. Be thoroughly familiar with all the provisions, regulations and laws contained herein, as full compliance will be required of all concerned.

Failure to comply with all provisions, regulations and laws pertaining to motor vehicle inspection may result in the assessment of administrative penalties, a fine and/or suspension of the mechanic's certification or the appointment of an inspection station.

It is the responsibility of the station owner and/or operators to maintain this manual in an up-to-date manner at all times for the use of inspection personnel. Examine all correspondence immediately upon arrival from this Department, as this is our primary method of keeping you informed of important changes or additions to the regulations.

**YOUR STATION NUMBER OR MECHANIC'S CERTIFICATION NUMBER** should be placed on all correspondence pertaining to inspections and such communications should be addressed to:

Agency of Transportation  
Department of Motor Vehicles  
Enforcement & Safety Division  
Inspection Unit  
120 State Street  
Montpelier, VT 05603-0001

Any inspection station or mechanic needing assistance may contact the Department of Motor Vehicles between 7:45 A.M. and 4:30 P.M. on Monday through Friday, except holidays.

**For Information on Station Appointment, Mechanic Certification, Inspection Procedures and Regulations and Inspection Stickers, call the Inspection Unit at (802) 828-2094.**



**Vermont  
Law  
Regarding  
Motor  
Vehicle  
Inspection**



## VERMONT LAW REGARDING MOTOR VEHICLE INSPECTION

### 23 V.S.A. §1001(a)(1) ~ Regulations

(a) The commissioner may make regulations:

- (1) Relating to motor vehicle equipment in all cases where its use is not defined in this title and whenever the use or nonuse, contrary to the regulation, in the judgment of the commissioner, may render the operation of the motor vehicle hazardous or unlawful;

### 23 V.S.A. §1221 ~ Condition of Vehicle

A motor vehicle, operated on any highway, shall be in good mechanical condition and shall be properly equipped.

### 23 V.S.A. 1222 ~ Inspection of Registered Vehicles

- (a) Except for school buses which shall be inspected as prescribed in section 1282 of this title and motorbuses as defined in section 4 (17) which shall be inspected twice during the calendar year at six-month intervals, all motor vehicles registered in this state shall be inspected once each year. Any motor vehicle, trailer, or semi-trailer not currently inspected in this state shall be inspected within 15 days from the date of its registration in the State of Vermont. The inspection shall be made at garages or qualified service stations, designated by the Commissioner as inspection stations, for the purpose of determining whether those motor vehicles are properly equipped and maintained in good mechanical condition. The charges for such inspections made by garages or qualified inspection stations designated to conduct periodic inspections shall be subject to the approval of the Commissioner. If a fee is charged for inspection, it shall be based upon the hourly rate charged by each official inspection station or it may be a flat rate fee and in either instance the fee shall be prominently displayed beside the official inspection station certificate. A person shall not operate a motor vehicle unless it has been inspected as required by this Section and has a valid certification of inspection affixed to it. The month of next inspection for all other motor vehicles shall be shown on the current inspection certificate affixed to the vehicle.
- (b) If a fee is charged for inspection, it shall be based upon the hourly rate charged by each official inspection station or it may be a flat rate fee and, in either instance, the fee shall be prominently posted and displayed beside the official inspection station certificate. In addition, the official inspection station may disclose the state inspection certificate charge on the repair order as a separate item and collect the charge from the consumer. A person shall not operate a motor vehicle unless it has

been inspected as required by this section and has a valid certification of inspection affixed to it. The month of next inspection for all motor vehicles shall be shown on the current inspection certificate affixed to the vehicle.

- (c) Notwithstanding the provisions of subsection (a) of this section, an exhibition vehicle of model year 1940 or before, registered as prescribed in section 373 of this title or a trailer registered as prescribed in subdivision 371(a)(1)(A) of this title shall be exempt from inspection; provided, however, the vehicle must be equipped as originally manufactured, must be in good mechanical condition, and must meet the applicable standards of the inspection manual.

### **23 V.S.A. 1223 ~ Prohibitions**

A person shall not affix or cause to be affixed to a motor vehicle, trailer, or semi-trailer a certification of inspection that was not assigned by an official inspection station to such motor vehicle, trailer, or semi-trailer. No person shall reaffix or cause to be reaffixed an official sticker once removed; instead, replacement stickers shall be affixed as prescribed by the rules for replacement sticker agents. A person shall not knowingly operate a motor vehicle, trailer, or semi-trailer to which a certification of inspection is affixed if the certification of inspection was not assigned by an official station to that vehicle, trailer, or semi-trailer.

### **23 V.S.A. 1224 ~ Inspection Certificates**

For each inspection certificate issued by the Department, the designated station shall pay the commissioner the fee required under Section 1230 of this title. All unused inspection certificates shall be returned to the Department within two months of the certificate's expiration date. A designated inspection station shall receive a refund for each unused certificate returned during the two-month period. If the station's designation is revoked or suspended under Section 1228 of this title, the station shall return all unused certificates to the Department and shall not receive a refund.

### **23 V.S.A. 1225 ~ Penalty**

The Commissioner may suspend the registration of any motor vehicle, trailer, or semi-trailer until the operator thereof complies with the requirements of this article.

### **23 V.S.A. 1226 ~ Reciprocity**

The Commissioner may authorize the acceptance in this state of a certificate of inspection and approval issued in another state or province having inspection requirements similar to the requirements in effect in this state. He may extend the time within which a certificate of inspection shall be obtained in this state by the owner of a

motor vehicle registered in this state and so inspected which was not in this state during the time an inspection was required.

### **23 V.S.A. 1227 ~ Certified Inspection Mechanics**

- (a) Periodic inspections may be performed only by mechanics who have been certified by the commissioner; provided that an uncertified person employed as an inspection mechanic may perform inspections during the first 30 days that he or she is employed by the inspection station.
- (b) A person who applies for certification under this Section shall complete an application form prescribed by the commissioner, shall be at least 18 years of age, and shall pass an examination based on the official inspection manual for each type of vehicle to be inspected.
- (c) Applicants for certification under this Section shall be examined on the inspection requirements for each type of vehicle to be inspected. Upon satisfactory completion of the examination, the commissioner shall issue a certification which shall remain in effect for a period of five years or until surrendered, suspended or revoked. Inspection Mechanics certified by their employer as competent to perform inspections and who were continuously employed by one or more designated inspection stations for a period of at least one year at any time prior to July 1, 1998 shall not be required to take the examination.

### **23 V.S.A. 1228 ~ Mechanic Certification; Inspection Designation; Revocation**

Any certification for mechanic or designation as an inspection station may be revoked or suspended for cause as described in the official inspection manuals.

### **23 V.S.A. 1230 ~ Charge**

For each inspection certificate issued by the Department of Motor Vehicles, the commissioner shall be paid \$5.00; provided that state and municipal inspection stations that inspect only state or municipally owned and registered vehicles shall not be required to pay a fee. All vehicle inspection certificate charge revenue shall be allocated to the transportation fund with one-half reserved for bridge maintenance activities.

### **23 V.S.A. 1231~ Administrative Penalties**

- (a) The commissioner may impose an administrative penalty of not more than \$500.00 for each violation against a designated inspection station or a certified inspection

mechanic who violates the laws relating to the performance of periodic motor vehicle inspections or the official inspection manuals.

- (b) Each violation is a separate and distinct offense and, in the case of a continuing violation, each day's continuance may be deemed a separate and distinct offense. In no event shall the maximum amount imposed for a continuing offense exceed \$1,000.00.
- (c) The commissioner shall adopt rules establishing categories of violations for which administrative penalties are to be imposed under this Section. Categories shall be based on the severity of the violation involved. Penalties assessed for each determination of violation of the inspection rules shall not exceed the following amounts per category:
  - (1) Category 1. Violation of state law relative to inspection – \$500.00
  - (2) Category 2. Violation of inspection rule (fraud related) – \$300.00
  - (3) Category 3. Violation of inspection rule (improper action) – \$250.00
  - (4) Category 4. Violation of inspection rule (records/equipment) – \$100.00
  - (5) Category 5. Violation of inspection rule (documentation) – \$50.00
- (d) The alleged violator shall be given notice and opportunity for a hearing. Service of the notice shall be sufficient if sent by first class mail to the station's address or the most recent address provided by the mechanic. The notice shall include the following:
  - (1) A factual description of the alleged violation.
  - (2) A reference to the particular statute allegedly violated.
  - (3) The amount of the proposed administrative penalty.
  - (4) A warning that the person will be deemed to have waived his or her right to a hearing, that the penalty will be imposed if no hearing is requested within 15 days from date of notice and that failure to pay a penalty may result in suspension of his or her license.
- (e) A person who receives notice under subsection (d) of this Section shall be deemed to have waived the right to a hearing unless, within 15 days from date of the notice, the person requests a hearing in writing. If the person waives the right to a hearing, the commissioner shall issue a final order finding the person in default and imposing the penalty.
- (f) The provisions of Sections 105, 106 and 107 of this title shall apply to hearings conducted under this Section.

- (g) The commissioner may collect an unpaid administrative penalty by filing a civil action in superior court, or through any other means available to state agencies.
- (h) If a penalty is not paid within 60 days after it is imposed, the commissioner may suspend any license, certificate, registration or permit issued under this subchapter.
- (i) The remedies authorized by this Section shall be in addition to any other civil or criminal remedies provided by law for violation of this subchapter.
- (j) Penalties assessed under this Section shall be deposited in the transportation fund.

**23 V.S.A. §1247 ~ Approval of Lighting Devices**

The manufacturer or distributor of each device or lens designed to control lights on motor vehicles shall apply to the commissioner for his approval of the use of such device or lens in this state. The commissioner shall make or cause to be made such laboratory and road tests of each device or lens submitted as he deems necessary, or he may adopt the approval or disapproval of such device or lens by the American Association of Motor Vehicle Administrators.





# **General Information**

## **Handbook of Rules Governing Inspection of Motorcycles and Motor Driven Cycles**



## GENERAL INFORMATION

### DEFINITIONS

**Motorcycle:** Shall mean any motor driven vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three (3) wheels in contact with the ground, but excluding motor driven cycles, golf carts, track driven vehicles, tractors, electric personal assistive mobility devices and vehicles on which the operator and passengers ride within an enclosed cab.

**Motor Driven Cycle:** Means any vehicle equipped with two (2) or three (3) wheels, a power source providing up to a maximum of two (2) brake horsepower and having a maximum piston or rotor displacement of fifty (50) cubic centimeters if a combustion engine is used, which will propel the vehicle, unassisted, at a speed not to exceed 30 MPH on a level road surface, and which is equipped with a power drive system that functions directly or automatically only, not requiring clutching or shifting by the operator after the drive system is engaged. An electric personal assistive mobility device is not a motor driven cycle.

**Standard equipment and properly equipped:** As applied to a motorcycle or a motor driven cycle shall include:

- Adequate tires
- Brakes
- Headlamp
- Horn
- Lenses
- Only such motor fuel tanks as are regularly installed by the manufacturer
- Motor approved with an EPA highway use certification
- Muffler
- Rear number plate bracket
- Rear-view mirror
- Tail lamp
- **Note:** All motor vehicles must comply with Federal Motor Vehicle Safety Standards (FMVSS).

### INSPECTION OF REGISTERED MOTORCYCLES OR MOTOR DRIVEN CYCLES

Every motorcycle or motor driven cycle registered in this state shall be inspected at a station designated as an Official Motorcycle and Motor Driven Cycle Inspection Station by the Commissioner of Motor Vehicles and, if found to be unsafe or unfit for operation or improperly equipped, it must be put in a safe condition and properly equipped before an official inspection sticker is attached.

## **MOTORCYCLES OR MOTOR DRIVEN CYCLES REGISTERED OUT-OF-STATE**

Motorcycles and Motor Driven Cycles registered out-of-state can be inspected in Vermont provided they meet all requirements outlined in the Vermont Periodic Inspection Manual.

## **WHERE INSPECTIONS CAN BE MADE**

Official Inspection Stations appointed to conduct inspection on motorcycles and motor driven cycles shall be designated as Motorcycle and Motor Driven Cycle Inspection Stations and may perform only motorcycle and motor driven cycle inspections, unless the inspection station has also been authorized to inspect other types of motor vehicles.

Motorcycles and motor driven cycle inspection stations shall display a sign reading "Vermont Official Motorcycle and Motor Driven Cycle Inspection Station" in a prominent place. The sign is to be furnished by the Department of Motor Vehicles.

## **WHERE REPAIRS CAN BE MADE**

Any motorcycle or motor driven cycle owner is free to select his/her own Official Motorcycle and Motor Driven Cycle Inspection Station and is not obligated to have needed work done at the station where the inspection was made, unless the owner or operator so desires.

## **FEES TO CUSTOMER FOR INSPECTION AND DOCUMENTATION OF REPAIR**

Every Official Inspection Station shall provide an invoice to its customer when a Vermont Inspection Sticker is issued.

If a charge or fee is to be made for inspection, every Official Inspection Station shall post that fee or the hourly rate which is charged for the inspection and present an itemized bill or invoice to the owner or person presenting the motor vehicle for inspection, and such itemized bill shall contain the following information:

1. Charges for parts and materials installed for inspection.
2. Labor charge, to include time spent and hourly rate charged if charging by a posted hourly rate, whether or not the vehicle passed inspection.
3. Flat rate fee if charging by a posted flat rate for inspection.

A copy of that itemized bill/invoice shall be maintained and available to any authorized agent of the Commissioner of Motor Vehicles for a period of three (3) years.

The sign posting the charge or the hourly rate for inspections shall be prominently posted near the station's certification as an Official Vermont Inspection Station.

## **REPORTS, CERTIFICATES AND SUPPLIES**

1. The Department will furnish Official certificates, inspection stickers and official display posters. Additional supplies will be forwarded upon request.
2. For each inspection certificate (sticker) issued by the Department of Motor Vehicles, the statutory fee shall be paid to the Department of Motor Vehicles, except state and municipal inspection stations, when inspecting state and municipal vehicles.
3. All unused stickers must be returned before the end of the last day of February. For example all unused 2011 stickers must be returned before February 28, 2012. If the unused stickers are not returned by this date you will be subject to a penalty as provided and no refund shall be issued.
4. Refunds will not be issued for used, voided, lost or stolen stickers.



## **REQUIREMENTS FOR DESIGNATION: SPECIFICATIONS**

### **APPLICATION FOR APPOINTMENT**

1. Inspection Stations are appointed and mechanic's certifications are issued solely for the benefit of the motoring public. Before a certificate of appointment as an Official Motorcycle or Motor Driven Cycle Inspection Station will be issued, an applicant must have an approved place of business. Recommendation for designation as an Official Motorcycle or Motor Driven Cycle Inspection Station shall be made by a Motor Vehicle Inspector.
2. All appointments are provisional and are conditional upon the proper conduct of the work and compliance with Department regulations as specified in this manual.
3. All applications for appointment as an Official Inspection Station for each vehicle type and any changes to the station ownership, type of vehicles to be inspected or location must be submitted to the Department on a form provided by the Department and must be accompanied by a form provided by the Department indicating the station is compliance with the local zoning regulations.

4. Inspection Stations and licensed replacement stations need to be physically located in Vermont.
5. For appointment as an Official Inspection Station, the applicant must meet the following requirements:
  - a. For initial inspection station appointment only, an applicant has had no previous record of criminal convictions for extortion, forgery, fraud related crimes, larceny or embezzlement.
  - b. Applicant has had no previous record of willful violations of inspection laws or regulations in this or any other jurisdiction.
  - c. Applicant has had no civil judgments that are the result of willful intent to commit fraud or misrepresentation.
  - d. Applicant has no history of violations of issuing non-negotiable, insufficient funds, account closed or counterfeit checks within the past 5 years.
    - **Note:** Upon designation, your certificate of authorization as an inspection station must be prominently displayed under glass or clear plastic. In addition the station shall prominently display an exterior sign with the words, "Official Vermont Inspection Station" on it. The letters must be at least four inches (4") high.

### TOOLS AND EQUIPMENT REQUIREMENTS

It is the responsibility of the station owner or operator to be properly equipped to complete a proper inspection. At a minimum, the following is required:

- Adequate Tools and Equipment for General Repairs - As Required
- Approved Headlight-Testing Device
- Computer software and hardware workstations authorized by the Commissioner to conduct electronic safety and emissions inspections.
- Dial Indicator Tire Tread Depth Gauge
- Tire Pressure Gauge

### CERTIFIED INSPECTION MECHANIC REQUIREMENTS

1. Any person conducting inspections must be 18 years of age or over and must be certified by the Commissioner. An uncertified person employed as an Inspection

Mechanic may perform inspections during the first thirty (30) days he or she is employed by the inspection station.

2. Individuals age 16 or 17 that have completed an approved vocational school Inspection Mechanic credentialing program may be issued a “provisional” inspection license. Upon being issued a provisional inspection license, these individuals may perform vehicle inspections, except for the vehicle road test (a fully Certified Inspection Mechanic must perform this test). Additionally, their inspection must be approved and signed off by a fully Certified Inspection Mechanic, vouching for their work. The provisional inspection license may be surrendered any time on or after the licensee’s 18<sup>th</sup> birthday in favor of a full certification.
3. The examination shall be an “open book” test and the applicant must answer eighty percent (80%) of the questions correctly in order to pass the examination.
4. At the discretion of a Motor Vehicle Inspector, a practical proficiency test (i.e. mock inspection) may be administered to any inspection mechanic applicant or previously certified inspection mechanic.
  - **Note:** A motorcycle endorsement is not necessary for the inspection of motor driven cycles.

## SPACE REQUIREMENTS

1. Available, level space within the approved area for inspection and repairs is a requirement for obtaining and retaining an appointment as an Official Inspection Station. All inspections must be conducted in the approved area, unless specific regulations state otherwise.
2. “Inspection Area” is defined as “the designated space approved for inspection purposes”. Approval cannot be granted, nor permitted to continue, unless full compliance of the following requirements are maintained.
  - a. A station using an approved headlamp testing machine or an approved mechanical aimer shall have at least twenty-five feet (25’) of adequate floor within the approved area.
  - b. An adequate floor must not slope other than to the front or rear, as the vehicle would sit to be inspected. The rate of slope shall be uniform and no greater than three inches (3”) in twenty-five feet (25’).
  - c. When a standard headlamp-testing screen is to be used, there must be at least forty-five feet (45’) of floor space within the approved area. The first twenty-five feet (25’) shall be an adequate floor.

- d. Floors must be hard surface of a type approved by the Department of Motor Vehicles (concrete or blacktop).
- e. Lifts are permissible.
- f. A center drain is permitted providing the sloped area on all sides of the drain is a uniform pitch and the floor is clearly marked to indicate where the vehicle must be parked for inspection.
- g. Door tracks cannot be included in the space requirements.
- h. Have a telephone line or internet connection to conduct electronic safety and emissions inspections.

### **HOURS OF OPERATION**

Inspection Stations shall be ready to conduct inspections during normal business hours at any time during the year. This means the floor area used for inspection must be clean and clear of obstructions; guide lines, painted and all necessary equipment in place and ready for use.

### **REGULAR INSPECTION STATIONS**

Each station shall, on the average, be open at least five (5) days a week for a total of at least thirty-five (35) hours per week, holidays and emergencies excepted. For the calculations of these hours, the period between 9:00 P.M. and 6:00 A.M. of any day shall not be counted. The Department may, upon determination of compelling need or exceptional circumstances, waive this requirement. The hours of operation shall be posted in a conspicuous manner. The Station shall be subject to random visits by authorized agents of the Commissioner of Motor Vehicles.

A station may be closed temporarily, for example for an extended vacation, provided the owner or authorized agent obtains prior approval from the area Inspector and written notice is sent to the Inspection Unit.

### **TECHNICAL CENTER CREDENTIALING PROGRAM**

Vermont DMV partners with several technical centers throughout Vermont who train students to become Certified Inspection Mechanics. Technical centers participating in the Vermont DMV credentialing program must be approved to conduct vehicle inspections prior to participating in the credentialing program. Technical centers must be approved in the same manner as regular inspection stations; however, they do not conduct inspections for the motoring public and are not provided inspection stickers for issuance. Technical centers approved for the credentialing program are not required to

post hours of operation or any type of fee, as these stations/training facilities exist solely for credentialing purposes.

### **INSPECTION STICKER SECURITY**

Inspection stickers must be kept in a locked drawer, cabinet or other device that is not easily moved or portable when not being issued to prevent theft and limit access only to those persons authorized to inspect vehicles. The mechanism used to secure inspection stickers must be approved by an agent of the Commissioner.



### **GENERAL PROVISIONS**

#### **CHANGES: NAME, OWNERSHIP OR LOCATION**

1. Any change in name, ownership or in location of any Official Motorcycle and Motor Driven Cycle Inspection Station cancels the designation of that station, and the Department of Motor Vehicles Inspection Unit must be notified immediately in writing.
2. An Inspection Station, upon going out of business, shall immediately return to the Department of Motor Vehicles the certificate of designation with all unused inspection stickers, numbers and complete inspection sticker log sheets on all inspections.

#### **SUPPLIES (STICKERS – NUMERALS)**

1. Stations should anticipate the necessity for additional supplies of inspection stickers. If it becomes necessary to request additional stickers, they must be obtained through the Montpelier office by telephone or mail. If someone appears in person to pick up stickers, they will be required to show proof of identification. The statutory fee per sticker must be paid prior to the issuance of any stickers.
2. All Official Inspection Stations are required to maintain the inspection log sheet form provided by the Department. The section of the log sheet pertaining to the book of stickers shall be completed upon receipt of that book of stickers. The information regarding each inspection shall be completed at the time of inspection.
3. A station shall not lend, give, sell or otherwise provide inspection stickers to any other station nor borrow, purchase or otherwise acquire stickers from any other inspection station.

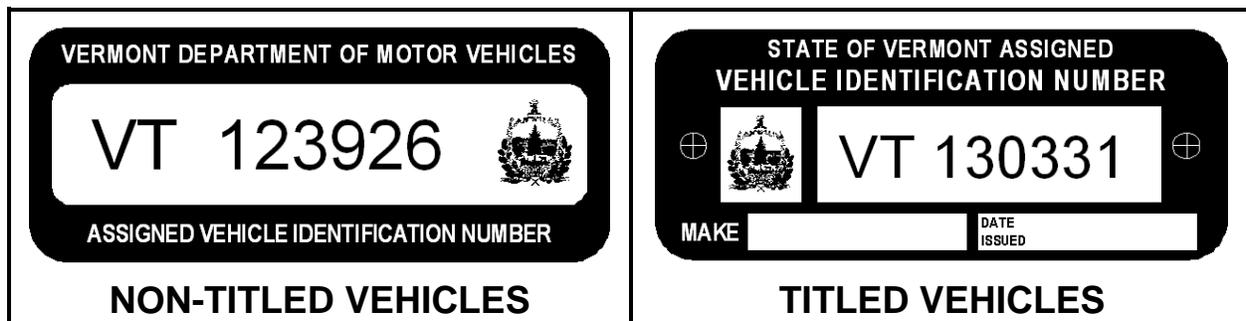
4. In order to receive the next year's stickers prior to the beginning of the new inspection year, the Department must be in receipt of the funds required to issue stickers. The station is responsible to have funds in the escrow account or to provide payment to the Department in time for the new stickers to be issued.
5. All inspection records, including invoices for repair and inspection, must be maintained by the Official Inspection Station for a period of three (3) years and made available upon request by an authorized agent of the Commissioner of Motor Vehicles.



## DETAILED INSTRUCTIONS: PROCEDURES, REQUIREMENTS, ETC.

### VERIFICATION OF VIN (VEHICLE IDENTIFICATION NUMBER)

1. When any part of the VIN on the registration certificate does not correspond exactly with the VIN attached to the vehicle, the vehicle **CANNOT** be inspected until the following is done:
  - a. Submit the incorrect certificate and the correct VIN.
  - b. Enclose fee for corrected certificate.
2. If the vehicle has no VIN or the VIN has been defaced, destroyed or detached, the owner must apply to the Department of Motor Vehicles for an assigned Vermont Vehicle Identification Number. No official inspection sticker shall be attached to the vehicle until the assigned VIN has been presented or attached in the manner prescribed.
3. Assigned Vehicle Identification Numbers:
  - a. Assigned Number Tags: Must be obtained directly from the Department of Motor Vehicles.



b. Attachment: Must be made by a Motor Vehicle Inspector or mechanic employed by an Official Inspection Station. A specific location has been approved for motorcycles and motor driven cycles as follows:

- The fork leg or headstock preferably on the right side of the vehicle, as you would sit on it.
- **Rebuilt, Reconstructed or Homemade Vehicles:**

The assigned VIN tag must be located in a position where it can be easily read. The type and rigidity of the material should be considered. All tags should be on an outside surface which is smooth and clean. The tag should be right side up, if possible, and away from a place where it will experience any kind of wear.

### LOST PLATE

Whenever a registration plate has been lost, damaged, worn or faded to the extent that it is not plainly legible, the vehicle cannot be inspected until the following is completed:

1. Collect fee for duplicate plate.
2. Submit fee and request for replacement plate to the Department of Motor Vehicles.

### REPLACEMENT FORMS

1. The duplicate registration form (TA-VL-15) can be obtained from the Department of Motor Vehicles via the submission of a Stockroom Order Form. Order forms can be obtained by calling (802) 828-2090.
2. Lost registration plate forms (TA-VD-16) can be obtained from the Department of Motor Vehicles via the submission of a Stockroom Order Form. Order forms can be obtained by calling (802) 828-2090.

## MANDATORY INSURANCE

Vermont is a mandatory insurance state. Refer to Section 1 ~ Registration and Insurance.

## AUTOMATED VEHICLE INSPECTION PROGRAM

After a date to be established by the Commissioner, all inspections shall be conducted online to the Automated Vehicle Inspection Program (AVIP) database. No offline inspections will be permitted except as expressly authorized by the Commissioner.

Inspection Stations shall acquire their workstations from the designated vendor or as determined by the Commissioner.

An Inspection Station's workstation computer shall transmit the inspection data required by the Commissioner to the AVIP database.



## GENERAL INSPECTION GUIDELINES

Unless statutes or regulations provide otherwise, original factory installed equipment or equivalent replacement equipment shall be on vehicles. Where such equipment is in an unsafe condition or does not function properly, it shall be repaired or replaced.

Any condition, part or assembly that fails to comply with the following requirements, or any other condition, part or assembly not specifically mentioned, but in obviously unsafe condition or which constitutes a hazard to the safe and proper operation of the vehicle, shall be deemed sufficient justification to reject the vehicle for inspection until such condition or hazard has been corrected.

The following items must be thoroughly examined and checked to constitute an official inspection:

1. Body Items
2. Brakes
3. Colored Lights, Sirens and Permits (Emergency Vehicle)
4. Exhaust System
5. Fuel System
6. Horn
7. Lighting and Electrical Systems
8. Rear-View Mirror
9. Registration and Insurance
10. Road Test
11. Steering, Alignment and Suspension
12. Tires, Wheels and Rims
13. Windshield Or Windscreen

Upon completion of the inspection, complete the inspection record and inspection sticker and then affix the inspection sticker to the motorcycle or motor driven cycle.

### **PLACEMENT OF INSPECTION STICKER**

The inspection sticker must be attached in one of the following places on all motorcycles or motor driven cycles:

1. The left outer side of the windscreen as low as possible and located so it does not interfere with the vision of the operator.
2. The left fork leg located so that it is easily visible or metal tag securely attached to left front side of frame.





# **Schedule of Penalties and Suspension**



## SCHEDULE OF PENALTIES AND SUSPENSION

### VIOLATIONS OF STATE INSPECTION REGULATIONS

#### DEFINITIONS

For the purposes of this Section, words and terms shall have the following meanings, unless the context clearly indicates otherwise:

- **Certificate of Inspection:** The nontransferable inspection sticker (and accompanying number of expiration month) which is issued by an Inspection Mechanic to a vehicle to certify the vehicle to which it is attached has successfully passed all the state's inspection requirements. All losses of certificates of inspection must be reported to the Department immediately. If for any reason a certificate of inspection (sticker) is voided it must be attached to the corresponding log sheet for the inspection book and returned to the Department, along with the rest of the log sheet when the book is used or otherwise returned.
- **Department:** The Department of Motor Vehicles.
- **Hearing:** If an inspection station owner/operator, and/or Certified Inspection Mechanic wishes to contest a warning, administrative penalty or order of suspension, he/she shall have a right to a hearing before a hearing examiner of the Transportation Policy and Hearing Section provided the inspection station owner or operator or Certified Inspection Mechanic submits a request for such hearing within fifteen (15) days of the notice, in writing, to the Agency of Transportation, Transportation Policy and Hearing Section, National Life Building, Drawer 33, Montpelier, VT 05633-5001. When a hearing is requested the warning, suspension or the administrative penalty shall be held in abeyance until the decision of the hearing, unless the Commissioner has cause to believe the inspection station or Certified Inspection Mechanic will continue to act in such a manner as to be detrimental to the state or any existing or potential customers, in which case the warning, suspension or administrative penalty shall become effective as indicated in the original order.
- **Inspection Area:** The specifically approved area of an inspection station inside a building in which all vehicle inspections must be conducted, unless prior approval has been obtained from the Department of Motor Vehicles. Trailers may be inspected outside the building. The road test must be conducted outside. The Inspection Area is also the only location at which the certificate of inspection shall be issued and affixed to the vehicle.

- **Inspection Books:** The books containing the certificates of inspection and accompanying log sheet. These books must immediately be returned to the Department when completely used or before the last day of February following the issue of new stickers, unless a fleet or replacement station or when expired or when the station is no longer in business or certified to inspect vehicles.
- **Inspection Fee:** If a fee is charged, it must be approved by the Commissioner and shall be determined by the time actually spent to complete the inspection multiplied by the posted hourly rate or be a posted flat rate fee based upon the average time to conduct a complete inspection. Costs of parts and time for repairs shall be recorded separately.
- **Certified Inspection Mechanic:** Any individual who is at least 18 years of age and has successfully completed the Certified Inspection Mechanic exam is qualified and capable of conducting safety inspections of the various kinds of vehicles and who actually conducts the state inspection of the vehicle for which he/she is qualified. The mechanic signing the inspection log sheet shall have conducted the inspection of the vehicle and be responsible for the road test. If the road test is performed by someone other than the inspecting mechanic, that person must hold a valid operator license in the proper class and/or endorsement for the vehicle being inspected and must sign the inspection log along with the inspecting mechanic. Periodic inspections may be performed only by mechanics that have been certified by the Commissioner. An uncertified person employed as an Inspection Mechanic may perform inspections during the first thirty (30) days that he or she is employed by the inspection station, under the direct supervision of the station supervisor, or a certified mechanic.

Individuals age 16 or 17 that have completed an approved vocational school Inspection Mechanic credentialing program may be issued a "provisional" inspection license. Upon being issued a provisional inspection license, these individuals may perform vehicle inspections, except for the vehicle road test (a fully Certified Inspection Mechanic must perform this test). Additionally, their inspection must be approved and signed off by a fully Certified Inspection Mechanic, vouching for their work. The provisional inspection license may be surrendered any time on or after the licensee's 18<sup>th</sup> birthday in favor of a full certification.

- **Inspection Period:** Shall mean the two (2) month period within which a Certificate of Inspection may be issued. Example: Only a number "2" may be affixed during the period between January 1<sup>st</sup> and the last day of February; a number "4" between March 1<sup>st</sup> and April 30<sup>th</sup>; and so on for each of the six (6) periods.
- **Inspection Record:** The legible information log sheet attached to and including the certificate of inspection. The log sheet and sticker must be completely and accurately filled out at inspection time.

- **Inspection Station License:** The certificate of designation issued by the Department to verify the facility is properly equipped and has adequate space and qualified personnel to conduct state inspection of vehicles as stated on the certificate. The license must be conspicuously displayed at the place for which it has been issued. It shall be valid only for the Official Inspection Station in whose name it has been issued and for transacting business only at the designated place.
- **Inspection Station Supervisor:** Any person designated by the inspection station owner to supervise/manage the operation of the respective inspection station.
- **Official Inspection Station:** A government agency, owned or leased, or privately owned or leased facility designated and licensed by the Department to conduct state inspections of vehicles as stated on the license certificate.
- **Periodic Inspection Manual:** Those books, pamphlets or bulletins distributed by the Department containing the rules that govern the action of Official Inspection Stations and Certified Inspection Mechanics to determine whether the motor vehicles are properly equipped and maintained in good mechanical condition.
- **Person:** A natural person, firm, co-partnership, association or corporation that owns the business to which the inspection station license has been issued.
- **Proof of Insurance:** Shall be one of the following:
  - ◆ An insurance identification card.
  - ◆ The declaration page from the policy or a photocopy of that page.
  - ◆ A temporary card or binder, or a photocopy of a binder.
  - ◆ A self-insurance card.
  - ◆ Evidence of a bond issued by a surety company.
- **Registration:** The authority for a vehicle to be operated on a public highway as evidenced by the issuance of an identifying certificate and plate or plates issued by a governmental entity. A temporary registration plate does qualify as a registration.
- **SAE:** The Society of Automotive Engineers International (SAE) is a professional organization for engineering professionals in aerospace, automotive and the commercial vehicle industries. The Society is a standards development organization for the engineering of powered vehicles of all kinds, including cars, trucks, boats, aircraft and others.
- **State Inspection Requirements:** All the rules as described in the Periodic Inspection Manuals distributed by the Department, used for the purpose of

determining whether the motor vehicles are properly equipped and maintained in good mechanical condition.

- **Secure Location:** Shall mean a lockable desk, file cabinet, strongbox, safe or other non-portable similar device where all Certificates of Inspection shall be kept safe and secure when in the possession of an Official Inspection Station.
- **Suspend:** To withdraw temporarily by formal action of the Department any license, certification, registration or privilege issued or granted by the Department. On the effective date, an Inspector shall pick up the following applicable items: any inspection stickers, logs and official inspection certificate from the station or mechanic whose designation has been suspended.
- **Revoke:** To withdraw permanently by formal action of the Department any license, certification, registration or privilege issued or granted by the Department. On the effective date, an Inspector shall pick up the following applicable items; any inspection stickers, logs and official inspection certificate from the station or mechanic whose designation has been revoked.
- **VIN – Vehicle Identification Number:** A combination of numerals or letters or both which the manufacturer assigns to a vehicle for identification purposes or, in the absence of a manufacturer, assigned number, which the Department assigns to a vehicle for identification purposes.
- **Serious Violation:**
  - (1) Three or more violations of Category 1, Category 2, Category 3 or Category 4, or any combination thereof, occurring during the same inspection of a single vehicle;
  - (2) Three or more violations of Category 1, Category 2, Category 3 or Category 4, or any combination thereof, occurring during the inspections conducted by a fleet inspection station during the same inspection period.

#### **CAUSE FOR ADMINISTRATIVE PENALTY AND SUSPENSION**

- **Schedule:** The complete operation of an inspection station shall be the responsibility of the owner. Failure to comply with the provisions of this Section will be considered sufficient cause for suspension of any or all Inspection Mechanic or inspection station certificates. Administrative penalties or suspensions may be imposed upon the inspection station or Inspection Mechanic, or both, that had primary responsibility for the violation. All requests for penalties or suspensions will be reviewed and approved by the Commissioner prior to being effectuated. An inspection station owner/operator or Certified Inspection Mechanic to whom an administrative penalty or suspension has been issued will be afforded the

opportunity for a hearing. In addition thereto, violators may be subject to criminal or civil prosecution.

- ◆ **Inspection Station:** After the full term of suspension has been served, inspection privileges will not be restored until an application for reappointment has been reviewed and the station has been approved by the Department.
- ◆ **Certified Inspection Mechanic:** After the full term of suspension has been served, the Inspection Mechanic certificate shall be restored.
- **Warning:** The Department, or authorized agent of the Commissioner of Motor Vehicles in its discretion, may issue written warnings to the inspection station or Certified Inspection Mechanic for any violation in Category 2 through 5 inclusive. In either case, written documentation and a written acknowledgment of receipt of the warning must be submitted to the Department by the authorized agent of the Commissioner of Motor Vehicles. The warning receipt acknowledgment must be signed by the station owner, Certified Inspection Mechanic, operator or supervisor.
- **Subsequent:** Determination of second and subsequent violations is made on the basis of previous violations in the same category.
- **Multiple Violations:** In the case of multiple violations considered at one time, the Department will impose separate penalties for each violation as required by schedule, however, in the case of multiple violations considered at one time, the Department may, in its discretion, direct that any suspensions be served concurrently.
- **Sale of Business:** If an inspection station that is currently suspended is sold or leased to a new owner, an application will be considered provided the suspended parties have no interest whatsoever in the new inspection station.
- **Failure to Pay the Administrative Penalty:** In the case of failure to pay an administrative penalty, the Department of Motor Vehicles shall mail a notice to the inspection station or Inspection Mechanic at their last known address notifying the inspection station and/or Inspection Mechanic failure to pay or otherwise satisfy the administrative penalty within sixty (60) days of the notice will result in suspension of the inspection certificate of the station and/or the mechanic, whichever is appropriate, until the penalty is paid in full or otherwise satisfied. The inspection station or Inspection Mechanic shall be entitled to a hearing if requested within fifteen (15) days.
- **Serious Violation:** The Commissioner may suspend, the certificate of the inspection station or the Inspection Mechanic or both, whichever is deemed appropriate by the Commissioner, in addition to the administrative penalty or penalties set forth in Categories 1 through Category 5, when a serious violation has occurred. Additionally, the Commissioner may revoke the inspection certification

from a mechanic who has been found to be stealing or fraudulently gaining stickers for his/her own use or illegal sale.



ADMINISTRATIVE PENALTY AND DURATION OF SUSPENSION					
CATEGORY 1 VIOLATION					
TYPE OF VIOLATION		DURATION OF SUSPENSION			
		1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> & Subsequent Violation
a.	Furnish, give, sell or attach a certificate of inspection without a complete inspection of the vehicle.	\$300.00	\$400.00 & 30 day suspension	\$500.00 & 6 month suspension	Revocation
b.	Fraudulent recording of information on any and all inspection records to include certificate of inspection, log sheet and/or OBDII form.	\$300.00	\$400.00 & 30 day suspension	\$500.00 & 6 month suspension	Revocation
c.	Performing or diagnosing unnecessary repairs for the purpose of inspection.	\$300.00	\$400.00 & 30 day suspension	\$500.00 & 6 month suspension	Revocation
d.	Inspecting a vehicle at an unlicensed location.	\$300.00	\$400.00 & 30 day suspension	\$500.00 & 6 month suspension	Revocation
e.	Inspecting an unregistered vehicle and/or a vehicle without approved proof of insurance.	\$300.00	\$400.00 & 30 day suspension	\$500.00 & 6 month suspension	Revocation
f.	Failure of Replacement Sticker Agent to properly replace and affix certificate of inspection as required.	\$300.00	\$400.00 & 30 day suspension	\$500.00 & 6 month suspension	Revocation

- **Note:** Determination of second and subsequent violations is made on the basis of previous violations.

<b>ADMINISTRATIVE PENALTY AND DURATION OF SUSPENSION</b>					
<b>CATEGORY 2 VIOLATION</b>					
<b>TYPE OF VIOLATION</b>		<b>DURATION OF SUSPENSION</b>			
		<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>	<b>4<sup>th</sup> &amp; Subsequent Violation</b>
a.	Inspection of a vehicle not owned by and registered to the fleet inspection station	\$120.00	\$220.00	\$300.00 & 30 day suspension	1 year suspension
b.	Inspection by uncertified, unauthorized or suspended mechanic.	\$120.00	\$220.00	\$300.00 & 30 day suspension	1 year suspension
c.	Inspecting a vehicle with missing registration certificate or registration plate or validation sticker(s) or unreadable registration plate.	\$120.00	\$220.00	\$300.00 & 30 day suspension	1 year suspension
d.	Failure to verify VIN and registration information with vehicle or inspection of a vehicle with unreadable or missing VIN plate.	\$120.00	\$220.00	\$300.00 & 30 day suspension	1 year suspension
e.	Faulty or incomplete inspection, inspecting a vehicle with inoperable, illegal or defective equipment.	\$120.00	\$220.00	\$300.00 & 30 day suspension	1 year suspension
f.	Inspection of a vehicle in a facility without the required tools, equipment, space or any of the requirements of the provisions for designation.	\$120.00	\$220.00	\$300.00 & 30 day suspension	1 year suspension
g.	Inspection of a vehicle of which the vehicle was taken on a road test by a mechanic with a suspended operator's license.	\$120.00	\$220.00	\$300.00 & 30 day suspension	1 year suspension

ADMINISTRATIVE PENALTY AND DURATION OF SUSPENSION					
CATEGORY 2 VIOLATION					
TYPE OF VIOLATION		DURATION OF SUSPENSION			
		1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> & Subsequent Violation
h.	Failure to return all Department materials to the Department immediately upon revocation, suspension, cancellation or discontinuance of business.	\$120.00	\$220.00	\$300.00 & 30 day suspension	1 year suspension
i.	Failure to comply with any of the provisions for inspection station designation.	\$120.00	\$220.00	\$300.00 & 30 day suspension	1 year suspension

- **Note:** Determination of second and subsequent violations is made on the basis of previous violations.

<b>ADMINISTRATIVE PENALTY AND DURATION OF SUSPENSION</b>					
<b>CATEGORY 3 VIOLATION</b>					
<b>TYPE OF VIOLATION</b>		<b>DURATION OF SUSPENSION</b>			
		<b>1<sup>st</sup> Violation</b>	<b>2<sup>nd</sup> Violation</b>	<b>3<sup>rd</sup> Violation</b>	<b>4<sup>th</sup> &amp; Subsequent Violation</b>
a.	Failure to produce inspection records or related work orders to the Department, or agent on request.	\$65.00	\$120.00	\$200.00 & 30 day suspension	6 month suspension
b.	Failure to maintain inspection log, or improper, inaccurate or incomplete recording of information on inspection records.	\$65.00	\$120.00	\$200.00 & 30 day suspension	6 month suspension
c.	Failure to assign correct expiration/date month on certificate of inspection.	\$65.00	\$120.00	\$200.00 & 30 day suspension	6 month suspension
d.	Failure to conspicuously display inspection station license, hourly rate or flat fee rate.	\$65.00	\$120.00	\$200.00 & 30 day suspension	6 month suspension
e.	Failure to notify the Department immediately in writing of changes of ownership, name or location affecting an Official Inspection Station.	\$65.00	\$120.00	\$200.00 & 30 day suspension	6 month suspension
f.	Failure to report within two (2) business days of the loss or theft of certificate of inspection to the Department.	\$65.00	\$120.00	\$200.00 & 30 day suspension	6 month suspension
g.	Failure to immediately notify the Department of Motor Vehicles upon temporary or permanent closing of the inspection station or a change of business hours.	\$65.00	\$120.00	\$200.00 & 30 day suspension	6 month suspension

- **Note:** Determination of second and subsequent violations is made on the basis of previous violations.

ADMINISTRATIVE PENALTY AND DURATION OF SUSPENSION					
CATEGORY 4 VIOLATION					
TYPE OF VIOLATION		DURATION OF SUSPENSION			
		1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> & Subsequent Violation
a.	Failure to affix certificate of inspection to correct vehicle.	\$25.00	\$30.00	\$65.00	3 month suspension
b.	Loaning certificates of inspection to or borrowing certificates of inspection from another inspection station.	\$25.00	\$30.00	\$65.00	3 month suspension
c.	Failure to return unused inspection stickers before the end of February following the use of the next year's stickers.	\$25.00	\$30.00	\$65.00	3 month suspension

- **Note:** Determination of second and subsequent violations is made on the basis of previous violations.

ADMINISTRATIVE PENALTY AND DURATION OF SUSPENSION					
CATEGORY 5 VIOLATION					
TYPE OF VIOLATION		DURATION OF SUSPENSION			
		1 <sup>st</sup> Violation	2 <sup>nd</sup> Violation	3 <sup>rd</sup> Violation	4 <sup>th</sup> & Subsequent Violation
a.	Illegible recording of information on any and all inspection records to include certificate of inspection, log sheet and/or OBDII form.	Warning	\$10.00	\$25.00	30 day suspension
b.	Failure of 2 <sup>nd</sup> mechanic to sign log sheet when primary Inspection Mechanic's operator's license is under suspension or does not hold a valid class or endorsement on driver's license; or holds a provisional inspection license.	Warning	\$10.00	\$25.00	30 day suspension
c.	Failure to maintain and/or update station's Vermont Periodic Inspection Manual.	Warning	\$10.00	\$25.00	30 day suspension

- **Note:** Determination of second and subsequent violations is made on the basis of previous violations.



# Motorcycle Section





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# **Registration and Insurance**



## SECTION 1 – REGISTRATION AND INSURANCE

The first step in the inspection of a vehicle should be a short review of the registration, plate and insurance certificate.

### ▪ **Agreement Among Papers:**

#### Procedure:

Inspect registration certificate, license plate, vehicle description and vehicle identification number or numbers. Compare to determine if there is proper agreement among them.

#### Reject vehicle if:

1. Vehicle description or identification number is not in agreement with registration certificate.
2. Numbers on license plate are not in agreement with numbers on registration certificate.
3. Registration certificate is lost or missing.
  - **Note:** Vehicle registrations obtained via the Vermont DMV website are valid for a period of 10 days from the date of issue and serve as temporary registrations. These are permissible for inspection purposes.

### ▪ **Plate Mounting and Condition:**

#### Procedure:

1. Inspect license plate to see that it is securely mounted and are clean and clearly visible.
2. Ensure license plate is mounted horizontally.
3. Plate must be mounted in required position in order to be illuminated by plate light.
4. Ensure plate is clearly visible.
5. Ensure validation sticker is unobstructed and affixed in the lower right corner of the license plate.

Reject vehicle if:

1. License plate is hanging loosely from its mounting bracket or if the plate is missing. (Refer to the preceding page for detailed instructions.)
2. Plate is missing, covered in a way that inhibits clearly viewing the numbers and letters, has been lost, damaged, worn or faded to the extent that it is not plainly legible, or otherwise not visible.
3. Plate is not mounted horizontally.

▪ **Insurance Certificate:**

Procedure:

Inspect for proof of insurance and ensure that the card properly describes the vehicle and owner. Examine the effective and expiration dates to determine if the policy is valid.

Reject vehicle if:

1. No insurance identification card, or
2. No declaration page from the policy or a photocopy of that page, or
3. No temporary card or binder, or a photocopy of a binder, or
4. No self-insurance card, or
5. No evidence of a bond by a surety company.
6. Information on card does not match vehicle and/or owner.
7. Insurance card is not in effect or has expired.



# **Steering Alignment and Suspension**



## SECTION 2 – STEERING, ALIGNMENT AND SUSPENSION

### STEERING AND WHEEL ALIGNMENT

#### Procedure:

1. Steering and alignment items should be checked visually and adjusted according to manufacturer's specification.
2. Check for condition, adjustment, wear or broken and defective parts.
3. Check ball joints if so equipped.

#### Reject vehicle if:

1. Bent frame.
2. Wheels out of line.
3. Broken, loose or worn components.
4. Loose, broken, defective or out-of-adjustment steering head bearing.
5. Loose, bent, broken or damaged handlebars.
6. In normal riding position, handlebar grips shall not be higher than fifteen inches (15") above the saddle.
7. Ball joints, if equipped, exceed manufacturer's specification.

### SUSPENSION

#### Procedure:

Examine the suspension system; check for defective, broken, worn or missing components.

#### Reject vehicle if:

1. Broken, worn, missing, defective, disconnected or malfunctioning shock absorbers.
2. Broken or sagging springs.



# **Tires, Wheels and Rims**



## SECTION 3 – TIRES, WHEELS AND RIMS

Tires, wheels and rims should be checked by visual examination.

### Procedure:

1. Check for condition and mounting of wheels, condition and adjustment of bearings, wear, play and any broken parts.

### Reject vehicle if:

- a. Loose, missing, cracked or defective bolts, nuts or lugs.
  - b. Bent, loose, cracked or damaged wheel or defective rim or wheel flange, or missing, broken, bent, loose or damaged spokes.
  - c. Wheel runout exceeding three-sixteenths of an inch (3/16").
  - d. Broken or out of adjustment wheel bearings.
  - e. Wheels out of balance.
  - f. No tire shall be passed and certified to be in safe operating condition unless it meets the visual and tread depth requirements set forth in these standards.
2. Inspect for Tire Wear. Tread Depth is the amount of tread design on the tire. Tread depth includes both original, retread and recapped tread design.

### Equipment:

Tread Depth Measuring Gauge.

Tire tread depth shall be measured by a tread depth gauge that shall be of a type calibrated in thirty seconds of an inch. Tires shall be measured in any two (2) adjacent major tread grooves at three (3) locations spaced approximately equal distance around the outside of the tire.

### Reject vehicle if:

- a. A fabric break, cut or weather crack in any direction on the outside of the tire or has been repaired temporarily by the use of a blow-out patch or boot; or
- b. Any bump, bulge or knob related to separation or partial failure of tire structure; or

- c. Any portion of the ply or cord structure exposed; or
- d. A portion of the tread design completely worn, provided such worn portion is of sufficient size to affect the traction and stopping ability of the tire, or
- e. Tire is worn so that less than 2/32" of tread remains.



# Fuel System



## SECTION 4 – FUEL SYSTEM

### Procedure:

Examine fuel system, paying particular attention to connections, fittings and linkage.

### Reject vehicle if:

1. Fuel leakage at any point in the fuel system.
2. Fuel tank and piping not securely installed.
3. Fuel tank not vented.
4. Throttle not aligned or binding, linkage worn, bent, broken, corroded or missing.





# **Exhaust System**



## SECTION 5 – EXHAUST SYSTEM

### Procedure:

Examine complete exhaust system paying particular attention to rusted and corroded parts and surfaces.

### Reject vehicle if:

1. No muffler or exhaust pipe shall be passed that has breaks, open seams or perforations. All joints shall be tight and the entire system shall be firmly attached to the vehicle.
2. The use of muffler repair jackets is prohibited. No patches shall be approved other than those that are welded securely and completely around the entire perimeter.
3. Any muffler (or catalytic converter, if so equipped) that is not original factory installed equipment or equivalent replacement equipment or any muffler that was not designed for on highway use.
4. Any exhaust system manufactured after December 31, 1982 must meet Federal EPA noise emission requirements.
5. Any exhaust system shall be deemed defective if any changes, modifications, alterations, deletions or adjustments have been made which would thereby cause any exhaust system to generate a higher sound level than would be generated by the exhaust system customarily installed by the manufacturer as original equipment.





# Brakes



## SECTION 6 – BRAKES

### ROAD TEST

#### Procedure:

1. Brake tests on the highway or street should be conducted on a substantially level, dry, smooth road free from loose material, oil or grease.
2. The driver should stop the vehicle in the shortest possible distance.
3. The brake application should be started at as close to 20 MPH as practical.
4. The required minimum performance is for the vehicle to stop within thirty feet (30') from 20 MPH.

#### Reject vehicle if:

Failure of the vehicle to stop in the distance equal to or less than specified.

### ANTILOCK BRAKE SYSTEM (ABS)

#### Procedure:

If ABS equipped, inspect vehicle for properly operating ABS.

#### Reject vehicle if:

ABS light fails to illuminate.

### PEDAL RESERVE

#### Procedure:

With vehicle in standing position, measure the brake travel when forty (40) to sixty (60) pounds of pressure have been applied to the pedal.

#### Reject vehicle if:

Foot and hand levers do not have at least one third ( $1/3^{\text{rd}}$ ) of their travel as reserve after brakes are fully applied.

## CONDITION OF MECHANICAL COMPONENTS

### Procedure:

Visually inspect the condition of the mechanical components. Items to be checked specifically include:

- Worn pins
- Missing or defective cotter pins
- Broken or missing springs
- Worn rods, clevises or couplings
- Brake linings, drums and rotors
- Misaligned anchor pins
- Frozen, rusted or inoperative connections
- Missing spring clips
- Improper wheel bearing adjustments
- Defective grease retainers.

### Reject vehicle if:

1. Mechanical parts misaligned, badly worn, broken, or missing.
2. High friction in pedal arrangement or brake components.
3. Brake operating levers improperly positioned or misaligned.
4. Any angle greater than ninety degrees (90°) between the cam-operating lever and the actuating cable or rod.
5. Brake lining thickness is less than manufacturer's minimum thickness.
6. Rotor thickness is less than manufacturer's recommended minimum thickness.
7. Drum inside diameter exceeds manufacturer's maximum tolerance.
8. If rust or cracks are present on the contact surface of rotor or drum.
9. Rotor is warped.

## CONDITION OF HYDRAULIC SYSTEM

### Procedure:

1. Inspect hydraulic system visually. Specific items to be checked include:
  - a. Wheel cylinders for leakage;

- b. Binding pistons;
  - c. Hydraulic hoses and tubes for kinks, cracked, chafed or flattened or restricted sections and improper support; and
  - d. Master cylinder for leakage.
2. Check master cylinder rod for proper adjustment and test system for brake fluid leakage by applying moderate foot pressure to pedal and maintaining this pressure for at least one (1) minute. Check fluid level in master cylinder.

Reject vehicle if:

- 1. Leaks in master cylinder or wheel cylinders.
- 2. Scraped hydraulic hoses; hydraulic hose, tubes or connections leaking, restricted, crimped, cracked or broken. Connecting lines not properly attached or supported to prevent damage or abrasion by contact with the frame, axle, other lines or any part of the vehicle. Pressure hoses not equal to manufacturer's original equipment.
- 3. Master cylinder rod improperly adjusted.
- 4. Tendency of brake pedal to move slowly toward applied position (indicating fluid leakage) while pressure is maintained on pedal/lever for one (1) minute.
- 5. Fluid level in master cylinder perceptibly below full mark.

**BRAKE FLUID REQUIREMENTS**

Vermont law states no person may distribute or provide any fluid for use in the hydraulic brake system of a motor vehicle unless it meets the Society of Automotive Engineers Standards of 70 R1 or better and any container must bear a statement of its classification such as SAE 70 R1 or SAE 70 R3.





# **Lighting and Electrical Systems**



## SECTION 7 – LIGHTING AND ELECTRICAL SYSTEMS

All headlamps must be DOT approved and marked as such.

Reject vehicle if:

1. Any lamp fails to have the letters "DOT" horizontally or vertically on the lens.
2. Auxiliary or after-market "undercarriage" glow light(s) is placed on or under the vehicle, whether flashing or steady burning.

### HEADLAMP TESTING

Beams may be inspected for specific aim by using one of the following methods, if deemed necessary:

- Approved screen, placed twenty-five feet (25') in front of the headlamp.
- Approved photoelectric testing machine that will give essentially equivalent results.

Procedure:

1. Check for proper inflation of tires.
2. Rock cycle to free and equalize suspension.
3. Aim with rider in the saddle.
4. Clean lenses, check for burned out and correct bulbs, proper wiring and switches.
5. Check headlamp approval; one (1) lamp is required; not more than two (2) are permitted.

### HEADLAMP ADJUSTMENT

Procedure:

Adjust headlamp until hot spot on high beam is aimed straight ahead and dropped the following distance in twenty-five feet (25'):

- Single and double filament lamp – Two inch (2") drop in twenty-five feet (25').

- All headlamps shall show a clear white light and no colored headlamp lens shall be permitted.
- Beam indicators or Tell-tales are required on all motor vehicles originally designed with a beam indicator or telltale as an integral part of the lighting system.

### **ADDITIONAL LIGHTING EQUIPMENT – MANDATORY**

#### Procedure:

Inspect for condition, operating, wiring and switching.

1. Inspect tail lamps.
  - a. At least one (1) is required; two (2) are permitted.
  - b. Must be of approved type.
  - c. Must be red in color.
2. Inspect stop signal lamps.
  - a. At least one (1) is required; two (2) are permitted.
  - b. Must be of approved type.
  - c. Must be red in color.
  - d. Must be activated by application of the brake.
  - e. May be combined with other rear lamp.
  - f. Must be extinguished when the turn signal lamp is functioning if combined with the turn signal lamp.
3. Inspect license plate lamp.
  - a. One (1) is required.
  - b. Must be white in color.
  - c. Rear plate must be visible under normal atmospheric conditions at night from fifty feet (50') to the rear.
  - d. Must be activated by same switch which activates the headlamps.

- e. Number plate light shall clearly illuminate number plate.

### **ADDITIONAL LIGHTING EQUIPMENT – PERMITTED BUT NOT MANDATORY**

1. Reflectors:
  - a. None required; two (2) are permitted.
  - b. Must be of approved type; must show red to rear, and amber to front.
  - c. Reflectors cannot be used in lieu of any lights required.
2. Fog lamps or auxiliary driving lamps:
  - a. Two (2) of each type are permitted.
  - b. Must be of an approved type.
  - c. Must be spaced not less than twenty inches (20”) apart.
  - d. Must be placed at a height not less than twelve inches (12”) nor more than forty-two inches (42”) above the surface upon which the vehicle stands and not above height of headlamp.
  - e. Cannot be used in lieu of headlamps.
  - f. Must be permanently and rigidly mounted.
  - g. May be wired independently of or in conjunction with the headlamps if only two (2) are attached.
  - h. If two (2) fog and two (2) auxiliary lamps are attached, they must be wired in conjunction with headlamp:
    - FOG: To assist low beam only.
    - DRIVING: To assist high beam only.
  - i. Must be aimed as provided under headlamps.
3. Parking lights:
  - a. If vehicle was originally equipped with parking lights, they must be in good operating condition.

4. Turn signal system:
  - a. If equipped, two (2) lamps permitted visible from the front and two (2) lamps visible from the rear.
  - b. Must be of approved type.
  - c. Lamps showing to the front must be amber or white in color.
  - d. Lamps showing to the rear must be red or amber in color.
  - e. May be Class A or Class B.
5. Hazard warning lights:
  - a. If equipped, lamps must be of approved type.
  - b. Must flash front and rear turn signals simultaneously.

Reject vehicle if:

1. Lamps not mounted securely to prevent excessive vibration, bad wiring, improper ground or bad switch.
2. Inoperative dimmer switch on double filament headlamp.
3. Dimmer switch in an unnatural location.
4. Beam indicator, if installed, not operational.
5. Any cause listed under headlamp above, when applicable.
6. Any required reflector, lamp or lens that is turned or inclined so that its light is not properly directed.
7. Any signal lamp, pilot lamp, or operating unit not functioning properly.
8. Any signal-operating unit canceling mechanism not functioning properly.
9. Switches and operating units not in good condition and functioning properly.
10. Wiring in poor condition, improperly installed or insulated and so located as to incur damage.
11. Any connection that is not secure or shows signs of excessive corrosion.

12. Power source that does not maintain lamps at required brightness for all conditions of operation.





**Horn**



## SECTION 8 – HORN

### Procedure:

1. Inspect for condition and operation.
2. Button must be located on left handlebar.

### Reject vehicle if:

1. Horn not securely fastened to vehicle.
2. Horn not audible under normal conditions.
3. Button placed in an unnatural position.





**Windshield**

**or**

**Windscreen**



## SECTION 9 – WINDSHIELD OR WINDSCREEN

Windshields or windscreens are not required but, if installed, they must be free of cracks, discoloration or scratches and must be mounted so that the driver's vision is not obstructed.

Reject vehicle if:

1. Any windscreen that obstructs or obscures the driver's line of vision.
2. Any crack, discoloration or scratches that obstruct or obscure the driver's vision.
3. Any support or stiffener device mounted in the driver's line of vision.





# Body Items



## SECTION 10 – BODY ITEMS

### Procedure:

Check for required body items, defective or discolored parts and parts projecting from the vehicle.

### Reject vehicle if:

1. Seats designed to carry more than one (1) person are not equipped with handgrips and footrests for passengers.
2. Engine mounting frame or brackets cracked or broken.
3. Fenders and mudguards broken, missing or insufficient design. Front and rear fenders must be equivalent to the manufacturer's original specifications.
4. Rear number plate bracket not securely fastened.
5. Obscured rear number plate.
6. Footrests for driver not securely mounted or of insufficient design or improper location.
7. Seat not equivalent to manufacturer's design, improperly or insecurely attached.
8. When attached, check sidecar for proper attachment and compliance with lighting and tire requirements.
9. Sidecar must display an approved white or amber light showing to the front and mounted on the right side.
10. Clutch not aligned or binding, linkage worn, corroded, broken or missing.
11. Chain and belt guards not sufficient to prevent bodily contact and snagging of clothing.
12. Vehicle stand fails to fold rearward and upward if it contacts the ground when the vehicle is moving forward or fails to retract to the fullest position.

## SPEEDOMETER AND ODOMETER

### Procedure:

All motorcycles must be equipped with a speedometer and odometer so connected to the motorcycle as to render both operable. The dial and calibrations on the speedometer shall be legible and unobstructed from the view of the operator of the motorcycle.

### Reject vehicle if:

Speedometer and/or odometer is not operational.



# Rear-View Mirror



## SECTION 11 – REAR-VIEW MIRROR

Rear-view mirror must permit a clear view to the rear of the vehicle.

Procedure:

Inspect for security of mounting, visibility and condition of mirror.

Reject vehicle if:

1. Cracked or discolored mirrors.
2. Improperly installed mirrors.





# **Colored Lights and Siren and Permits**



## SECTION 12 – COLORED LIGHTS AND SIRENS AND PERMITS

### Procedure:

Inspect any red or blue flashing signal lamp and the permit issued by the Commissioner authorizing its use.

### Reject vehicle if:

1. Permit is not with the vehicle.
2. Permit does not match the vehicle description, including the make, type, year and serial number.





# **Affixing the Sticker and Record of Inspection**



## SECTION 13 – AFFIXING THE STICKER AND RECORD OF INSPECTION

### Procedure:

1. Fill out the entire inspection sticker log sheet.
2. Affix the sticker to the windscreen or the left front fork of the motorcycle in a space readily visible and located where it will not be damaged.





# Motor Driven Cycle Section





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#### A note about **MOTOR DRIVEN CYCLES** ~ Formerly referred to as **MOPEDS**

- **Note:** A “Motor Driven Cycle” means any vehicle equipped with two or three wheels, a power source providing up to a maximum of two brake horsepower and having a maximum piston or rotor displacement of 50 cubic centimeters if a combustion engine is used, which will propel the vehicle, unassisted, at a speed not to exceed 30 miles per hour on a level road surface, and which is equipped with a power drive system that functions directly or automatically only, not requiring clutching or shifting by the operator after the drive system is engaged. As motor vehicles, motor-driven cycles shall be subject to the purchase and use tax imposed under chapter 219 of Title 32 rather than to a general sales tax. An electric personal assistive mobility device is not a motor-driven cycle.
  - ♦ Vehicles that do not conform to the above definition cannot be inspected as Motor Driven Cycles.
- **Note:** Smaller recreational vehicles commonly referred to as pocket bikes or mini-bikes are not considered motor driven cycles. They cannot be registered or inspected, and are not approved for highway use.



# **Registration and Insurance**



## SECTION 1 – REGISTRATION AND INSURANCE

The first step in the inspection of a vehicle should be a short review of the registration, plate and insurance certificate.

### ▪ **Agreement Among Papers:**

#### Procedure:

Inspect registration certificate, license plate, vehicle description and vehicle identification number or numbers. Compare to determine if there is proper agreement among them.

#### Reject vehicle if:

1. Vehicle description or identification number is not in agreement with registration certificate.
2. Numbers on license plate are not in agreement with numbers on registration certificate.
3. Registration certificate is lost or missing.
  - **Note:** Vehicle registrations obtained via the Vermont DMV website are valid for a period of 10 days from the date of issue and serve as temporary registrations. These are permissible for inspection purposes.

### ▪ **Plate Mounting and Condition:**

#### Procedure:

1. Inspect license plate to see that it is securely mounted and are clean and clearly visible.
2. Ensure license plate is mounted horizontally.
3. Plate must be mounted in required position in order to be illuminated by plate light.
4. Ensure plate is clearly visible.
5. Ensure validation sticker is unobstructed and affixed in the lower right corner of the license plate.

Reject vehicle if:

1. License plate is hanging loosely from its mounting bracket or if the plate is missing. (Refer to the preceding page for detailed instructions.)
2. Plate is missing, covered in a way that inhibits clearly viewing the numbers and letters, has been lost, damaged, worn or faded to the extent that it is not plainly legible, or otherwise not visible.
3. Plate is not mounted horizontally.

▪ **Insurance Certificate:**

Procedure:

Inspect for proof of insurance and ensure that the card properly describes the vehicle and owner. Examine the effective and expiration dates to determine if the policy is valid.

Reject vehicle if:

1. No insurance identification card, or
2. No declaration page from the policy or a photocopy of that page, or
3. No temporary card or binder, or a photocopy of a binder, or
4. No self-insurance card, or
5. No evidence of a bond by a surety company.
6. Information on card does not match vehicle and/or owner.
7. Insurance card is not in effect or has expired.



# **Steering and Wheel Alignment**



## SECTION 2 – STEERING AND WHEEL ALIGNMENT

### Procedure:

1. Steering items should be checked visually and adjusted according to manufacturer's specifications.
2. Check for condition, adjustment, wear or broken and defective parts.
3. Handlebars shall be equipped with handgrips designed to insure a firm non-slip grip for the operator's hands.

### Reject vehicle if:

1. Bent frame.
2. Wheels out of line.
3. Broken, loose or worn components.
4. Loose, broken, defective or out-of-adjustment steering head bearing.
5. Loose, bent, broken or damaged handlebars.
6. In normal riding position, handlebar grips shall not be higher than fifteen inches (15") above the saddle.





# **Tires, Wheels and Rims**



## SECTION 3 – TIRES, WHEELS AND RIMS

### Procedure:

Tires, wheel and rims should be checked by visual examination. Check for condition and mounting of wheels, condition and adjustment of bearings, wear, play and any broken parts.

### Reject vehicle if:

1. Loose, missing, cracked or defective bolts, nuts or lugs.
2. Bent, loose, cracked or damaged wheel, or defective rim or wheel flange, or missing, broken, bent, loose or damaged spokes.
3. Broken or out of adjustment wheel bearings.
4. No tire shall be passed and certified to be in safe operating condition unless it meets the visual and tread depth requirements set forth in these standards.
5. Tire fails to meet minimum size.
6. A fabric break, side wall or tread crack is present or if the tire has been repaired by the use of blow-out patches or boots.
7. Any bump, bulge or knob related to separation or partial failure of tire structure.
8. Any portion of the ply or cord structure exposed.
9. A portion of the tread design completely worn, provided the worn portion is of sufficient size to affect the traction or stopping ability of the tire.
10. Tire has less than 2/32" tread depth when measured with a tread depth gauge in any two (2) adjacent major tread grooves at three (3) locations spaced approximately equally distance around the outside of the tire.





# **Fuel System**



## SECTION 4 – FUEL SYSTEM

### Procedure:

1. Examine fuel system, paying particular attention to connections, fittings and leakage.
2. Power setting control (throttle) shall be of the twist-grip type located on the right handlebar and shall be self-returning toward low engine or low motor speed, in a clockwise direction (when viewing the end of the handle grip), after release of the right hand.

### Reject vehicle if:

1. When power setting control (throttle) fails to return to low engine speed.
2. No fuel tank valve control located between engine and fuel tank.
3. Fuel leakage at any point in the fuel system.
4. Fuel tank not vented.





# **Exhaust System**



## SECTION 5 – EXHAUST SYSTEM

### Procedure:

Motor Driven Cycles shall be equipped with an exhaust system, where applicable, incorporating a muffler or other mechanical device for the purpose of reducing engine noise.

### Reject vehicle if:

1. Muffler or exhaust pipe has breaks, open seams or perforations or has any loose joints that would allow leakage.
2. Exhaust system has cutout or bypass.
3. Any component not securely fastened or is located so as to interfere with the operation of the motor driven cycle.
4. Any patch or repair jacket used other than one welded securely and completely around the entire perimeter.
5. Any muffler that is not original factory installed equipment or equivalent replacement equipment or any muffler that was not designed for on-highway use.
6. Any exhaust system manufactured after December 31, 1982 must meet Federal EPA noise emission requirements.
7. Shielding is not present to prevent inadvertent bodily contact with any part of the exhaust system during normal operation.
8. Any changes, modifications, alterations, deletions or adjustments made which would cause the exhaust to generate a louder noise than that customarily installed by the manufacturer as original equipment.





# Brakes



## SECTION 6 – BRAKES

Every motor driven cycle shall be equipped with at least one (1) service brake, which may be operated by hand, or foot.

### ROAD TEST

#### Procedure:

1. Brake tests on the highway or street should be conducted on a substantially level, dry, smooth road that is free from loose material, oil or grease.
2. The driver should stop the vehicle in the shortest possible distance.
3. Manual clutch shall be the "squeeze to engage" type located on the left handlebar and shall be operable by the operator's left hand throughout its full range from the handgrip. If a manual clutch control is used, the rear brake shall be foot operated in accordance with the requirements as follows:
  - a. The rear wheel brake of a motor driven cycle, if foot actuated, shall be applied by depressing a pedal on the manual propulsion foot pedal crank, not requiring removal of the operator's foot from either foot pedal or the necessity to depress or otherwise actuate a separate or remotely located device.
4. Front wheel brake application shall be of the "squeeze to engage" type located near the right handle grip in such a position that it is operable by the operator's right hand throughout its full range without removal of the operator's hand from the power setting control.
5. Rear wheel brake application shall be either the "squeeze to engage" type located near the left handle grip or shall be foot actuated in compliance with the requirements as listed above. The "squeeze to engage" type, if used, shall be operable by the operator's left hand throughout its full range without removal of the operator's left hand from the handgrip.

#### Reject vehicle if:

1. Failure of the vehicle to stop in eleven feet (11') at 15 MPH.
2. Pedal reserve inspection procedure:
  - a. Foot and hand levers which do not have at least one-third (1/3<sup>rd</sup>) of their travel as reserve after brakes are fully applied as described below.

- b. With the vehicle in standing position, measure the brake travel when fifty (50) to sixty (60) pounds of pressure have been applied to the pedal.



# **Lighting and Electrical Systems**



## SECTION 7 – LIGHTING AND ELECTRICAL SYSTEMS

All headlamps must be DOT approved and marked as such.

Reject vehicle if:

1. Any lamp fails to have the letters "DOT" horizontally or vertically on the lens.
2. Auxiliary or after-market "undercarriage" glow light(s) is placed on or under the vehicle, whether flashing or steady burning.

### HEADLAMP TESTING

Beams may be inspected for specific aim by using one of the following methods, if deemed necessary:

- Approved screen, placed twenty-five feet (25') in front of the headlamp;
- Approved photoelectric testing machine that will give essentially equivalent results.

One (1) lamp is required; not more than two (2) are permitted.

### HEADLAMP ADJUSTMENT

Procedure:

Adjust headlamp until hot spot on high beam is aimed straight ahead and dropped the following distance in twenty-five feet (25').

- Single and double filament lamp – Two-inch (2") drop in twenty-five feet (25').
- All headlamps shall show a clear white light and no colored headlamp lens shall be permitted.
- Beam indicators are required on all motor driven cycles with a double filament lamp to indicate high or low beam.

### ADDITIONAL LIGHTING EQUIPMENT – MANDATORY

Procedure:

Inspect for condition, operating, wiring and switching.

1. Inspect tail lamps.
  - a. At least one (1) is required; two (2) are permitted.
  - b. Must be of approved type.
  - c. Must be red in color.
2. Inspect stop signal lamps.
  - a. At least one (1) is required; two (2) are permitted.
  - b. Must be of approved type.
  - c. Must be red in color.
  - d. Must be activated by application of the brake.
  - e. Must be extinguished when the turn signal lamp is functioning if combined with the turn signal lamp.
3. Inspect license plate lamp.
  - a. One (1) is required.
  - b. Must be white in color.
  - c. Rear plate must be visible under normal atmospheric conditions at night from fifty feet (50') to the rear.
  - d. Must be activated by same switch that activates the headlamps.
  - e. Number plate light shall clearly illuminate number plate.
4. Inspect reflex reflectors.
  - a. Every motor driven cycle shall be equipped with reflex reflectors.
  - b. REAR: One (1) red on the vertical centerline except that if two (2) are used on the rear, they shall be symmetrically disposed about the vertical centerline.
  - c. SIDES: On each side, one (1) red located as far to the rear as practicable and one (1) amber as far to the front as practicable. Must be of approved type and must show red to the rear and amber to the front.

d. Reflectors cannot be used in lieu of any lights required.

Reject vehicle if:

1. Lamps not mounted securely to prevent excessive vibration, bad wiring, improper ground or bad switch.
2. Inoperative dimmer switch on double filament headlamp.
3. Dimmer switch in an unnatural location.
4. Beam indicator, if installed, not operational.
5. Any cause listed under headlamp above, when applicable.
6. Any required reflector, lamp or lens that is turned or inclined so that its light is not properly directed.
7. Any signal lamp, pilot lamp, or operating unit not functioning properly.
8. Any signal-operating unit canceling mechanism not functioning properly.
9. Switches and operating units not in good condition and functioning properly.
10. Wiring in poor condition, improperly installed or insulated and so located as to incur damage.
11. Any connection that is not secure or shows the signs of excessive corrosion.
12. Power source that does not maintain lamps at required brightness for all conditions of operation.





**Horn**



## SECTION 8 – HORN

### Procedure:

1. Inspect for condition and operation.
2. Button must be located on left handlebar.

### Reject vehicle if:

1. Horn is not securely fastened to vehicle.
2. Horn not audible under normal conditions.
3. Button placed in an unnatural position.





# **Body Items**



## SECTION 9 – BODY ITEMS

### Procedure:

Check for required body items, defective or dislocated parts and parts projecting from vehicle.

### Reject vehicle if:

1. Seats designed to carry more than one (1) person not equipped with handgrips and footrests for passengers.
2. Fenders and mudguards broken, missing or of insufficient design. Front and rear fenders must be equivalent to the manufacturer's original specifications.
3. Rear number plate bracket not securely fastened.
4. Obscured rear number plate.
5. Footrests for driver not securely mounted or of insufficient design or improper location.
6. Seat not less than twenty-five inches (25") above the level road surface, improperly or insecurely attached.
7. Chain and belt guards not sufficient to prevent bodily contact and snagging of clothing.
8. Vehicle stand fails to fold rearward and upward if it contacts the ground when the vehicle is moving forward or fails to retract to the fullest point.

## SPEEDOMETER AND ODOMETER

### Procedure:

All Motor Driven Cycles must be equipped with a speedometer and odometer so connected to the Motor Driven Cycle as to render both operable. The dial and calibrations on the speedometer shall be legible and unobstructed from the view of the operator of the Motor Driven Cycle.

### Reject vehicle if:

Speedometer and/or odometer is not operational.



# **Rear-View Mirror**



## SECTION 10 – REAR-VIEW MIRROR

Rear-view mirrors must permit a clear view to the rear of the vehicle.

Procedure:

Inspect for security of mounting, visibility and condition of mirror.

Reject vehicle if:

1. Cracked or discolored mirrors.
2. Improperly installed mirrors.





# **Affixing the Sticker and Record of Inspection**



## SECTION 11 – AFFIXING THE STICKER AND RECORD OF INSPECTION

### Procedure:

1. Fill out the entire inspection log sheet.
2. Affix the sticker to the windscreen or the left front fork of the motor driven cycle in a space readily visible and located where it will not be damaged.







