

# City of New Orleans

## Department of Safety and Permits

Jared E. Munster, Ph.D., Director



## Administrative Rule 17-03

## Motor Vehicle Inspection Program Inspection and Regulatory Guidelines

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# Motor Vehicle Inspection Program Inspection and Regulatory Guidelines

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# **Motor Vehicle Inspection Program Inspection and Regulatory Guidelines**

## **Introduction**

Pursuant to Section 154-1301 of the Code of Ordinances of the City of New Orleans, the Department of Safety and Permits hereby promulgates inspection and regulatory guidelines for the Motor Vehicle Inspection Program.

The purpose of creating these inspection and regulatory guidelines is to provide consistency in the application of inspection, reinspection, and fee assessment standards across all satellite inspection stations. Additionally, this document provides recordkeeping and accountability standards for all inspectors and inspection stations performing motor vehicle inspections on behalf of the City of New Orleans.

## **Regulatory Standards**

The inspection and regulatory guidelines contained herein shall not be read or construed to supersede or replace any standards of the Motor Vehicle Inspection Program as provided in Chapter 154, Article XI of the Code of Ordinances of the City of New Orleans.

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### Inspections of Newly Acquired or Re-Registered Vehicles

- (1) Newly acquired vehicles shall be inspected within sixty (60) days of acquisition. The sixty (60) day period begins at the end of the month of acquisition as indicated on the vehicle registration or temporary registration.
- (2) Vehicles which are registered in Orleans Parish after having been registered in another parish or another state shall be inspected within sixty (60) days of registration. The sixty (60) day period begins at the end of the month of registration as indicated on the vehicle registration or temporary registration.

### Vehicle Inspections

- (1) Customers may leave the inspection line at any time before an inspection begins. Once an inspection has started, the vehicle inspection must be completed and a pass/fail determination made in accordance with the City Code.
- (2) With the exception of motorcycles, all motor vehicles subject to inspection must be test driven by the Motor Vehicle Inspector.
  - a. If the customer specifically refuses to allow the Motor Vehicle Inspector to operate the vehicle, all elements must be visually inspected to the best ability of the Motor Vehicle Inspector. However, the inspection must include an observation of the customer operating the vehicle and effectively applying the brakes.
  - b. If an animal is present in the vehicle being inspected, the inspector may decline to enter the vehicle unless the animal is removed. If the inspector cannot enter the vehicle to complete the inspection, the process in subpart a, above, shall apply.

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### Vehicle Reinspections

- (1) Following windshield replacement:
  - a. For all vehicle and inspection certificate types, an inspection fee of \$25.00 will be assessed for the reinspection of a vehicle following replacement of the vehicle's windshield.
    - i. Proof of a previous, valid inspection sticker must be presented to the inspection station at the time of reinspection to avoid delinquency penalties.
    - ii. Such proof of inspection can be demonstrated by:
      1. A receipt issued by a satellite inspection station at the time of the vehicle's last inspection.
      2. A document from the Motor Vehicle Inspection Bureau of the Department of Safety and Permits confirming the inspection and expiration dates of the previous Motor Vehicle Inspection Certificate and the certificate number.
  - b. For passenger vehicles that were previously approved for a two (2) year Motor Vehicle Inspection Certificate, all requirements of subsection (1), above, apply. Additionally:
    - i. If the Certificate being replaced has one (1) year or more of validity at the time of such reinspection, the new Motor Vehicle Inspection Certificate will be issued with the same expiration date as the previous Certificate upon a successfully completed reinspection.
    - ii. In order to obtain a Certificate with the same expiration date, the staff of the Motor Vehicle Inspection Bureau of the Department of Safety and Permits must perform the reinspection.
      1. Reinspections by staff are conducted by appointment and all efforts will be made to accommodate the schedule of the vehicle owner.
      2. Payment for this reinspection may be made in advance or at the time of the reinspection. If payment is made in advance, the receipt for payment should be presented at the time of reinspection in addition to all other required documentation.
- (2) Following issuance of a Rejection Card
  - a. Vehicle operators are entitled to a reinspection within ten (10) days of the issuance of a Rejection Card at no charge. However, such reinspection

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- must be conducted at the same inspection station that issued the Rejection Card.
- b. When a vehicle is returned for reinspection following issuance of a Rejection Card, the inspection station is only required to reinspect that or those elements of the initial inspection which caused the initial rejection. The inspection station may perform a complete reinspection at the discretion of the vehicle inspector or station manager.
    - i. The Rejection Card shall be removed from the vehicle prior to inspection and may not be reissued if the vehicle fails reinspection.
  - c. If the vehicle must be rejected a second time, another Rejection Card will be issued and another period of ten (10) days provided to successfully complete a reinspection. A vehicle may not be rejected more than two consecutive times for the same issue.

### Record Keeping and Reporting

- (1) All inspections conducted by authorized inspection stations shall be recorded on Motor Vehicle Inspection log sheets as issued by the Motor Vehicle Inspection Bureau. These log sheets shall be remitted to the Motor Vehicle Inspection Bureau not less than once per week.
  - a. Log Sheets:
    - i. A separate log sheet shall be maintained for each type of certificate issued by the station.
    - ii. A separate log sheet shall be maintained for each day vehicle inspections are conducted.
    - iii. A separate log sheet shall be maintained for each inspector performing vehicle inspections, unless multiple inspectors are inspecting the same vehicle simultaneously.
    - iv. Only the station manager or station owner is authorized to sign the inspection log to certify that all inspections indicated we performed properly and in compliance with the laws and ordinances of the City of New Orleans.
  - b. Completing Log Sheets:
    - i. The “Decal Number” field should indicate, as applicable:
      1. Reject Card number for vehicles returning for reinspection.

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2. Newly purchased vehicles with no previous Inspection Certificate should be recorded as “NP” when a temporary registration certificate is provided at the time of inspection.
  3. Newly registered vehicles with no previous Inspection Certificate should be recorded as “NR” when a permanent registration certificate is provided at the time of inspection.
  - ii. Vehicle weight rating must be determined based on the vehicle information on the inside of the driver’s door and not based directly on the vehicle registration certificate.
  - iii. Lost or stolen Certificates or Rejection Cards shall be accounted for on the weekly log report by individual serial number. The word “Lost” or “Stolen” must be noted on the log sheet in lieu of vehicle information.
  - iv. Stations performing inspection on heavy weight vehicles must complete and maintain the Record of Annual Commercial Inspection form (DPSSE 1019) in its entirety. A copy of this form must be retained by the inspection station for a period of fourteen (14) months and a copy shall be remitted to the Motor Vehicle Inspection Bureau not less than once per month.
- (2) Lost or Stolen Inspection Certificates or Rejection Cards
- a. The Motor Vehicle Inspection Bureau shall be notified immediately upon discovery of missing Certificates or Inspection Cards.
  - b. If theft is suspected, the inspection station permit holder shall immediately notify the New Orleans Police Department. A copy of the police report shall be provided to the Motor Vehicle Inspection Bureau by the permit holder once the report has been issued by the New Orleans Police Department.
- (3) Fleet Inspection Stations
- a. Inspection Certificates will be issued to Fleet Inspection Stations with the month of expiration punched and vehicle license plate numbers indicated on the reverse of the Certificate.
  - b. Inspection Certificates will be issued only for vehicles which have current, valid registration certificates and proof of insurance on file with the Motor Vehicle Inspection Bureau.
- (4) Rejection Cards:
- a. The Rejection Card shall include the type of inspection which was requested at the time of initial inspection (P1, P2, MW, etc.) on the reverse of the card.

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- (5) Inspection Certificates:
  - a. The vehicle license plate number shall be written on the reverse of all issued Inspection Certificates. (This is not applicable to Motorcycle or Trailer Certificates.)
  - b. For vehicles presented for inspection with a temporary license plate/registration certificate, the last six (6) characters of the Vehicle Identification Number (VIN) shall be written on the reverse of the Inspection Certificate.

### Station Responsibilities

Any person or entity approved to operate an Inspection Station on behalf of the City of New Orleans for administration of the Motor Vehicle Inspection Program shall:

- (1) Notify the Motor Vehicle Inspection Bureau of unscheduled closures during posted inspection hours. This notification may be by phone or email, but is required prior to closure.
- (2) Properly and promptly inform all authorized Motor Vehicle Inspectors of rules, policies, regulations, or directives issued by the Motor Vehicle Inspection Bureau.
- (3) Exercise consistent supervision over inspections and the inspection process to ensure the efficacy and integrity of the Motor Vehicle Inspection Program.
- (4) Maintain at least a one (1) day supply of Inspection Certificates and Rejection Cards for all types of vehicles inspected and all authorized periods of validity.
- (5) Display all signage issued by the Motor Vehicle Inspection Bureau at all times during which inspections are performed.
  - a. The signage must be prominently and visibly displayed in a location approved by the Motor Vehicle Inspection Bureau.
  - b. Signage may not be altered in any way without prior authorization of the Motor Vehicle Inspection Bureau.
- (6) In the event of a natural or man-made disaster which may cause the Inspection Station to cease operation for longer than 30-days, the station operator shall notify the Motor Vehicle Inspection Bureau within 30-days of the event. The Department of Safety and Permits will process a refund for all Inspection Certificates returned to the Motor Vehicle Inspection Bureau within 90-days of the event or closure.



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- (7) Should the permit for operation of an inspection station be suspended, all Inspection Certificates and Rejection Cards in the possession of the station shall be surrendered to the Motor Vehicle Inspection Bureau.
  - a. An accounting will be performed upon surrender to verify that the station operator and Motor Vehicle Inspection Bureau staff concur on the number and types of Certificates surrendered.
  - b. Surrendered Inspection Certificates and Rejection Cards will be returned to the inspection station when the suspension has ended.
  - c. If an inspection station chooses to permanently cease operation during the period of suspension, the Department of Safety and Permits will process a refund for all Inspection Certificates in the possession of the Motor Vehicle Inspection Bureau.
- (8) If an Inspection Certificate is found to be defective by means of production or quality, the Motor Vehicle Inspection Bureau will replace the Certificate in-kind.
  - a. The Certificate must be returned to the Motor Vehicle Inspection Bureau with an explanation of the nature of the defect.
- (9) Motor Vehicle Inspectors at stations performing inspections on heavy weight vehicles must demonstrate a working knowledge of inspection of braking systems, including air brake systems prior to approval as a Satellite or Fleet Inspection Station.
  - a. Approved Motor Vehicle Inspectors at such stations shall demonstrate how to measure pushrod stroke and perform an air brake test to ensure braking systems are working properly.

### Motor Vehicle Inspectors

All inspection station employees authorized to perform motor vehicle inspections shall:

- (1) Attend a training class provided by the Motor Vehicle Inspection Bureau at least once every two (2) years.
- (2) Wear the City-provided identification badge on or above the outermost garment any time vehicle inspections are being conducted.

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### **Penalty for Violation**

Any violations of these provisions may be cited as a violation of procedurally adopted Departmental Regulations, promulgated pursuant to Section 2-1000 of the City Code.

- (1) Multiple violations of the standards contained herein shall constitute separate violations of Departmental Regulations and may be cited individually.
  
- (2) Any inspection station operator found operating in violation of these Regulations shall be subject to fines, or suspension or revocation of the station's permit. Penalties may include fines not to exceed \$500 per violation, or suspension or revocation of the Inspector's Permit or authorization to operate a Motor Vehicle Inspection Station on behalf of the Department of Safety and Permits.