



City of New Orleans
Motor Vehicle Inspection Program
Inspection and Regulatory Guidelines

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Motor Vehicle Inspection Program

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1. Introduction

Pursuant to Section 154-1301(B) of the Code of Ordinances of the City of New Orleans, the Department of Public Works hereby promulgates inspection and regulatory guidelines for the Motor Vehicle Inspection Program.

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

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

2. Definitions

- 1) *Bureau* – The Motor Vehicle Inspection Bureau of the City of New Orleans Department of Public Works
- 2) *Certificate* – A vehicle safety inspection certificate, often referred to as a “Brake Tag”. This includes certificates of rejection for vehicles that have failed to pass inspection.
- 3) *City* – The City of New Orleans
- 4) *City Code* – The City of New Orleans Municipal Code
- 5) *Commercial Inspection* – Inspection of a commercial vehicle as defined in this section
- 6) *Commercial Vehicle* – any self-propelled or towed vehicle used on public roads and highways in commerce to transport passengers or property when:
 - a) The vehicle has a gross vehicle weight rating or gross combination weight of 10,001 pounds or more;
 - b) The vehicle is designed to transport more than ten passengers, including the driver.
- 7) *Department* – The City of New Orleans Department of Public Works
- 8) *Fleet station* - Any person, corporation, partnership, or entity owning or holding leases for more than ten vehicles registered in New Orleans that operates at least one vehicle repair and maintenance shop that has been designated by the Department for the purpose of inspecting and certifying those motor vehicles which are owned or leased by said corporation, partnership, or entity.
- 9) *Inspection* – A vehicle safety inspection, as proscribed in 154 -1302 of the City Code
- 10) *Inspector* – any person in possession of a current and valid license issued by the Department of Public Works for the purposes of inspection vehicles and issuing vehicle safety inspection certificates.
- 11) *License Holder* – any person or entity in possession of a current and valid license to inspect vehicles or operate a motor vehicle inspection station.
- 12) *Passenger Vehicle* – Any vehicle that does not meet the definition of a commercial vehicle. This includes motorcycles, motor-driven cycles, and non-commercial trailers.
- 13) *Satellite station* - A business or entity authorized by the Department to conduct vehicle safety inspections on behalf of the department of Public Works
- 14) *School bus* - Any vehicle utilized in the transport of preprimary, primary, or secondary students to or from school or related events. A school bus is also considered a commercial vehicle.



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15) *Station or Inspection Station* – Any business or entity with a facility located in the City of New Orleans that is authorized by the Department of Public Works to operate a motor vehicle inspection station, conduct safety inspections, and issue vehicle safety inspection certificates.

3. Motor Vehicle Inspection Station Application and Requirements

- 1) Any business or entity located within the City of New Orleans wishing to apply for a motor vehicle inspection station license shall complete an application and submit it to the Bureau.
- 2) Any business or entity seeking a motor vehicle inspection station license shall have all locations and areas utilized for the purpose of inspecting vehicles approved by the Bureau.
 - a) Satellite stations performing inspections on passenger vehicles shall have a minimum of 150 feet of continuous available space on concrete or asphalt for vehicle queuing and inspection.
 - b) Inspection and queuing area shall not utilize the public right-of-way, property not owned or leased by the business, or be located in such a manner as to pose a danger to pedestrians or other vehicles.
 - c) No location may be approved that requires any vehicle to be put in reverse at any point in order to enter, exit, or traverse the inspection or queuing area.
 - d) Satellite stations shall have all designated inspection queue entrances and exits clearly marked while the station is open for inspections.
- 3) Any business or entity seeking authorization to perform commercial vehicle inspections shall be equipped with a stall or bay that is large enough to accommodate a combination tractor-trailer commercial motor vehicle of legal dimensions.
 - a) Legal dimensions for a combination tractor-trailer are as follows, overall length 75ft, width 8ft 6in, and height 14ft. The stall or bay must have a roof and two permanent connecting walls.
 - b) The stall or bay shall have a smooth, level, free from major defects hard surface (concrete or asphalt, not just concrete washout or reclaimed asphalt, etc.) that is able to withstand the weight of an 80,000 lbs combination tractor-trailer.
 - c) Combination tractor-trailers entering or leaving the inspection site shall be able to do so without repeated adjustment.
- 4) As required in 154-1309(G), a satellite station must guarantee that inspections will be conducted for a minimum of 40 hours per week, however a station is allowed up to one hour each day for lunch provided that the closure time is posted at the station, along with hours of inspection. This hour lunch break will not be factored into the total hours of inspection.
 - a) If a station is approved to take longer than one hour for lunch, any period of time past 60 minutes will be factored into the 40 hour weekly minimum requirement.
- 5) No business, corporation, or entity may operate as a motor vehicle inspection station that owes any delinquent taxes to the City of New Orleans, as required in 2-8 of the City Code.
- 6) Each owner or officer of the company, business, or organization applying for a satellite inspection station license shall undergo a criminal background check or have a current motor vehicle inspector license. The Director may refuse a license to a company, business, or organization where an owner or officer of the company has been convicted of a felony.
- 7) Any currently licensed station seeking to make a change the business name, ownership, location, or hours of inspection shall obtain written approval from the Bureau prior to the change.



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- a) Any change in location and/or ownership shall require that the new owner/location meet the requirements outlined in this section and 154-1308 of the City Code.
- 8) Stations are required to notify the Bureau in writing within fourteen (14) days after terminating a licensed inspector's employment.
- 9) All memoranda as related to inspections, motor vehicle inspectors and inspection stations shall be sent to stations via email. All stations are required to have an email address and regularly check their email for any correspondence from the Bureau. Stations are required to notify each inspector of any memoranda that pertains to them.

4. Signage Requirements

- 1) The Bureau shall issue all satellite stations three (3) signs related to vehicle inspections. These signs are property of the City and shall be provided by the Bureau at no charge to the station.
 - a) A "Motor Vehicle Inspection Standards" sign shall be displayed in a location visible and readable from the inspection area.
 - b) An "Inspection Hours/Fees" sign shall be displayed in a location visible from the queuing or inspection area.
 - i) The hours of inspection shall be filled in by the station and kept current to the station's currently approved hours
 - c) An "Authorized Motor Vehicle Inspection Station" sign shall be displayed in a location visible from the busiest street immediately adjacent to the inspection station.
- 2) All issued signage shall be displayed in accordance with this section while the station is open for inspections.
- 3) Issued signage shall not be altered without prior approval from the Bureau.
- 4) All signage related to brake tags or motor vehicle inspections displayed at a licensed station shall be approved by the Bureau prior to being displayed.
- 5) Signage related to vehicle inspections shall not be placed on the public right-of-way or in a manner inconsistent with the City of New Orleans Comprehensive Zoning Ordinance (CZO).

5. Additional Equipment Requirements

- 1) In addition to the equipment required under 154-1308 of City Code, all licensed inspection stations shall have a copy of the Title 55.801-831 of the Louisiana Administrative Code. This may be in digital or paper format.
- 2) All vehicles meeting the definition of a commercial vehicle shall have;
 - a) A fire extinguisher that is properly filled and securely fastened in an approved type mount located inside the power unit of the vehicle.
 - b) Three bi-directional emergency reflective triangles that conform to the requirements of Federal Motor Safety Standard No. 125, 571.125.



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6. Motor Vehicle Inspector License Application and Requirements

- 1) All persons performing inspections and certifying vehicles for the purpose of issuing an inspection certificate shall be licensed by the Bureau. This license shall list the types of vehicles the inspector is authorized to inspect and the location of the station where they are authorized to conduct inspections.
 - a) An inspector may be approved to inspect at more than one location and shall file a separate application for each location.
 - b) An inspector shall inspect and certify only the vehicles they are authorized by the Bureau to inspect.
 - c) An inspector license is non-transferrable and shall be valid for two years from the date of issuance unless otherwise surrendered or revoked.
 - i) An inspector's license shall be considered surrendered when they are no longer employed at the licensed station where they are authorized to inspect vehicles unless the inspector is approved by the Bureau to perform inspections at another licensed station.
 - d) An application may be rejected if the applicant has not completed the application process within sixty (60) days of the application date.
- 2) Inspectors shall be at least eighteen years of age.
- 3) All persons seeking a license to perform vehicle inspections at a satellite station shall undergo a Federal criminal background check. No background check shall be accepted if performed over 90 days prior to the application date.
- 4) No person shall be licensed to perform vehicle inspections at a satellite station having
 - a) any felony conviction within ten years of application, unless the felony is a crime of violence. A felony is defined by R.S. 14:2(A)(4);
 - b) a felony conviction for an offense related to the operation of a motor vehicle within five years of application, unless the felony is a crime of violence;
 - c) any felony conviction as defined by R.S. 14:2(B) as a crime of violence;
 - d) been registered as a sex offender or a child predator;
- 5) Inspectors shall have a current and valid driver's license.
 - a) An inspector's driver's license shall not be subject to any order of suspension, revocation or cancellation or any other order or action which prevents the issuance of a duplicate or renewed license.
 - b) An inspector or applicant residing in a bordering state or those on active military duty shall furnish a valid driver's license from their resident state along with a copy of their driving record.
 - c) The suspension, revocation, or cancellation of an inspector's driver's license shall be grounds to suspend their authority to inspect vehicles.
 - d) Inspectors shall notify the Bureau immediately of such suspension, revocation, or cancellation of their operator's license
- 6) Inspectors shall demonstrate a working knowledge of all inspection standards and requirements prior to issuance of an inspector license.
- 7) Any person applying to inspect commercial vehicles shall meet the requirements of 154-1310(c) in City Code. For the purpose of meeting these requirements, an "equivalent accreditation" may include, but is not limited to, five years of experience repairing or maintaining commercial vehicles. Evidence of this experience shall be signed by the applicant, notarized, and provided to the Bureau at the time of initial application.



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- 8) Any licensed satellite station inspector who has been charged with any of the disqualifying offenses listed in subpart 4 of this section shall immediately stop performing inspections and notify the Bureau within two (2) days. The inspector's license shall be suspended until the charges have been cleared. If the inspector has been incarcerated, the inspector shall notify the Bureau upon release.
 - a) Before the suspension is lifted, the inspector shall provide the Bureau with official certified court documents expunging or dismissing the charges. The inspector shall be notified in writing once the suspension has been lifted.
 - b) In the event that only one licensed inspector is left to conduct inspections, the satellite station's license shall be suspended until another licensed inspector has been approved or the inspector is cleared to continue performing inspections.
- 9) No person shall be approved as a motor vehicle inspector without having first completed a training session offered or approved by the Bureau.
 - a) Any training session approved by the Bureau shall be done so in writing.
 - b) The training shall cover, but is not limited to covering, the following topics:
 - i) Completing inspection-related paperwork for City of New Orleans inspectors
 - ii) Properly assessing inspection and delinquency fees mandated under City code
 - iii) Rules promulgated by the Department under 154-1301(b)

7. Training Inspectors

- 1) No person shall train as a motor vehicle inspector unless they have submitted an application to the Bureau and have passed a criminal background check, as required in subpart 3 of section 6 of this document.
- 2) Persons training as a motor vehicle inspector shall do so under the immediate and constant supervision of a licensed inspector or employee of the Bureau.
- 3) Any person training as a motor vehicle inspector shall not be allowed to certify that a vehicle has passed or failed inspection.

8. Inspector and Station Personnel Responsibilities and Conduct

- 1) Licensed satellite station inspectors shall be issued one photo ID badge for each station at which they are authorized to perform inspections.
 - a) The badge shall always be visible on the outermost garment while performing inspections.
 - b) The badge shall be considered invalid if has been altered or rendered illegible.
 - c) The inspector shall wear the appropriate badge for the station at which they are performing inspections.
 - d) Inspectors may purchase additional badges from the Bureau for a fee of \$5 per badge.
- 2) Apart from required inspection and delinquency fees, or fees for other goods and services offered by the inspection station business, an inspector or station shall not take any additional payment, money, or thing of value offered by a driver or person associated with the driver of a vehicle being presented for inspection.
- 3) No licensed motor vehicle inspector shall intentionally threaten, abuse, or harass the driver or any passengers of a vehicle being presented for inspection.
- 4) No licensed motor vehicle inspector shall intentionally damage a vehicle being presented for inspection.



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- 5) No licensed motor vehicle inspector shall make repairs or alterations to a vehicle without first rejecting the vehicle, allowing the operator to choose where to have the repair made, and obtaining permission from the vehicle's operator.
- 6) No licensed motor vehicle inspector shall intentionally falsify an inspection document.
- 7) No licensed motor vehicle inspector or inspection station shall intentionally provide false claims, provide false information, or engage in misleading conduct with regards to vehicle inspections. This includes, but is not limited to, claims in advertising materials or media.
- 8) Motor vehicle inspectors shall refrain from the use of drugs and alcohol while on duty.
 - a) Inspectors taking medication may perform inspections provided that they can do so properly and safely.
- 9) Inspectors shall conduct a full and complete inspection of each vehicle presented for inspection.
- 10) Existing inspectors may be required to attend meetings or supplemental training sessions held by or approved by the Bureau.
- 11) No licensed motor vehicle inspector shall intentionally mislead or provide false information to the Bureau related to vehicle inspections or their application to perform vehicle inspections.
- 12) Satellite station employees who are not licensed to perform inspections may be allowed to complete inspection-related paperwork only under the direct supervision of a licensed inspector and only after successfully passing a criminal background check and completing a training class outlined in Chapter 6 of this document.

9. Inspection Documentation Required

- 1) With the exception of vehicles displaying a public license plate, the operator of each vehicle presented for inspection shall present a valid and current Louisiana registration certificate, or temporary registration. Vehicle registration certificates must display a four-digit domicile code beginning with the number "36", indicating that the vehicle is registered in Orleans Parish. Vehicles domiciled outside of Orleans Parish shall not be inspected.
 - a) A vehicle may be inspected with a valid temporary license plate.
 - b) Vehicles which display either a dealer plate or a temporary cardboard plate with green lettering on a white background are exempt from presenting a registration certificate. The driver must provide proof of fleet liability insurance coverage. The insurance must be in the name of the dealership which carries the vehicle in its inventory.
- 2) The operator of each vehicle presented for inspection shall present a valid and current driver's license, issued by a U.S. state or territory.
 - a) A temporary driving permit issued in connection with a traffic violation when the operator's license is held may be accepted until the permit expires on the court date noted.
 - b) Operators of school buses and commercial motor vehicles shall present the appropriate type commercial driver's license at the time of inspection.
 - c) Operators of motorcycles shall have a motorcycle "M" endorsement.
- 3) With the exception of vehicles displaying a public license plate, the operator of each vehicle presented for inspection shall present a valid and current proof of insurance as required in LA RS:32:861.



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10. Motor Vehicle Inspections

- 1) An inspector who answers questions or provides to a motorist information related to inspections shall not be construed as having performed an inspection.
- 2) An inspector may refuse service if a driver or passenger threatens, assaults, or otherwise poses an immediate danger to people and/or property.
- 3) Any inspector who is unable to determine if a required inspected item meets required standards shall fail to pass the vehicle.
- 4) Vehicles failing to pass inspection shall be issued a rejection certificate in accordance with 154-1306(b) of City Code.
 - a) A vehicle failing a reinspection performed within thirty (30) days of a rejection shall not be issued an additional rejection certificate if failing for the same reason(s). The vehicle may be inspected a third time after an inspection fee is paid; however, a vehicle shall not be rejected more than two consecutive times for the same reason(s).
 - i) Upon issuance of a second consecutive rejection certificate, the inspector shall mark “final rejection” on the forward-facing side of the certificate.
 - b) The inspector shall mark the type of certificate on the rejection certificate (ie. passenger one or two-year) and the month, day, and year of expiration.
 - c) The operator of a vehicle being presented for inspection shall be given the choice as to where to make vehicle repairs and is under no obligation to have repairs made at the inspection station facility.
 - d) A vehicle returning within the thirty-day rejection period shall be checked only for items marked as deficient unless the inspector observes equipment on the vehicle that would cause it to fail an inspection. Such equipment may include, but is not limited to, dark window tinting, cracked windshield, and improperly functioning lighting devices.
 - i) In this case, the vehicle should fail inspection and receive an additional rejection certificate at no additional cost to the driver unless the original items of failure have not been repaired.
- 5) Upon issuance of a certificate, the inspector shall record the vehicle’s license plate number on the reverse side of the certificate unless;
 - a) the vehicle has a temporary or dealer license plate, in which the last six (6) digits of the VIN shall be recorded
 - b) the vehicle is a motorcycle or trailer
- 6) Upon passing a vehicle, an inspector shall issue the vehicle a certificate to expire in the current month of the following calendar year if the driver has paid for a one-year inspection or in the current month of the following second calendar year if the driver has paid for a two-year inspection.
 - a) The inspector shall punch the current month on the inspection certificate, indicating that it expires on the last day of the month punched.

11. Exceptions to An Inspector Entering a Vehicle

- 1) During the inspection, an inspector is required to enter and take control of a vehicle unless
 - a) An object or condition exists that may pose a safety risk to the inspector if they were to enter the vehicle;



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- b) The driver refuses to allow the inspector to enter the vehicle;
 - c) The inspector is unable to safely take control of the vehicle
- 2) Any inspector who is unable to enter or take control of the vehicle shall require the driver to demonstrate that the required internal equipment is operational.

12. Inspection Forms

- 1) All inspectors shall complete the Motor Vehicle Inspection Log (MVI-001), Passenger Vehicle Inspection Form (MVI-002), or other authorized document or system approved by the Bureau in its entirety at the time of inspection upon inspection of a passenger vehicle.
 - a) A separate form shall be maintained for each type of certificate issued by the station with the exception of rejection certificates.
 - b) Prior to submitting form MVI-001 or form MVI-002, a station operator or manager shall sign the bottom if the operator or manager has reviewed the form.
- 2) All inspectors shall complete a Record of Annual Commercial Inspection form (DPSSE 1019) in its entirety at the time of inspection upon inspection of a commercial vehicle. A copy of this form shall be given to the driver.
- 3) All inspectors shall complete a Semiannual School Bus Inspection Report (DPSSP-6724) in its entirety at the time of inspection upon inspection of a school bus. A copy of this form shall be given to the driver.
- 4) Inspectors are required to record their name on any inspection form for each vehicle they inspect or complete paperwork for.
- 5) Inspectors are required to record the date of inspection and station name on all inspection forms.
- 6) Inspectors are required to record the vehicle's license plate number or vehicle identification number (VIN) on all inspection forms. The VIN is required on form DPSSE 1019.
- 7) Inspectors are required to record, on all inspection forms, the previous inspection certificate serial number. If no certificate was present, the inspector shall indicate as such in the following manner:
 - a) "NP" (New Purchase) for a newly purchased or acquired vehicle. The date acquired shall be recorded.
 - b) "NR" (New Registration) for a newly registered vehicle (such as one transferred from another state). The "registration effective" date shall be recorded as it appears on the vehicle's registration certificate.
 - c) "NT" (No Tag) for a vehicle with no inspection certificate or no proof of an issued certificate. The date acquired or effective date as it appears on the vehicle's registration certificate shall be recorded, whichever is more recent.
- 8) Inspectors are required, on all inspection forms, to record the expiration month and year of the inspection certificate that was removed from the vehicle at the time of inspection.
 - a) If an inspector is unable to confirm a vehicle's current inspection sticker prior to inspection, the inspector shall charge a late fee in the manner required under 154-1307(b). The inspector shall record the date acquired or the registration effective date, as it appears on the vehicle's registration certificate, in "MM/DD/YY" format on all inspection forms.
- 9) Inspectors are required to record, on all inspection forms, the amount of late fees charged for an expired or missing certificate for each inspection performed.
- 10) Stations shall submit all inspection forms to the Bureau within thirty (30) days of the inspection date.



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- 11) Any certificate distributed to a station that is issued to a vehicle in error shall be voided and recorded on the corresponding inspection form and returned to the Bureau within thirty (30) days.

13. Determining Certificate Authenticity

- 1) Inspectors shall check each vehicle presented for inspection for an authentic inspection certificate, using the standards below:
 - a) Valid City of New Orleans certificates will have a silver holographic foil in the crescent portion of the certificate and security “V” slits located on points throughout.
 - b) Valid Louisiana certificates will have an “X” security slit located in the center, spanning towards each corner. Each valid certificate will have the month and year of expiration overlaid in a decal in the corresponding box. Finally, each valid Louisiana certificate will have a perforated edge, made when removed from the original certificate book at the time of issuance.
- 2) Inspectors shall check all certificates for uniform design, color, material, brightness of ink, and size.
- 3) Any inspector who is unable to verify a certificate’s authenticity, serial number, and expiration date shall charge the driver a delinquency fee in accordance with 154-1307(B) of City Code unless the driver provides proof of the previous certificate showing the certificate serial number, expiration date, and vehicle license plate number or VIN.

14. Certificate Removal and Replacement

- 1) A certificate that has been removed from a vehicle’s windshield shall be considered void and the vehicle shall be subject to reinspection and applicable inspection and delinquency fees.
- 2) For vehicles that were previously approved for a two (2) year certificate, all requirements of subsection 1 shall apply. Additionally:
 - a) If the voided certificate has twelve (12) months or more of validity at the time of removal, a new certificate may be issued upon passing an inspection within ninety (90) days of removal. A fee of \$25 shall be charged for this inspection, in accordance with 154-1307(A) of City Code. The issued certificate shall have the same expiration date as the voided certificate.

15. Loss

- 1) Any certificates suspected of being stolen shall be reported to the Bureau and the New Orleans Police Department (NOPD). A copy of the police report’s item number shall be provided to the Bureau, along with serial number of each suspected stolen certificate.
 - a) The station shall provide NOPD with the serial number of each certificate suspected of being stolen.
- 2) The percentage of certificates, issued to a station, that have not been recorded in an inspection log and not in the station’s inventory is called “shrink”. The amount of shrink is determined by dividing the number of unrecorded certificates in a given year by the total amount of certificates distributed to the station in that year.
 - a) Temporary (rejection) certificates shall not factor into a station’s shrink rate.
 - b) Any certificates that have been returned to the Bureau shall not factor into a station’s shrink rate.



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- c) Any certificates reported to NOPD as stolen will not factor into a station's shrink rate.
- d) Any station with a total annual shrink rate that falls above 0.5% may be considered in violation of 154-1309(H), which requires inspections and certificate serial numbers to be recorded on a form as determined by the department.
- 3) Any undistributed or unissued certificate that has not returned to the Bureau will be counted towards a station's shrink.

16. Ordering Certificates

- 1) Stations shall order certificates directly from the Bureau. Payment for these certificates shall be made prior to or at the time of receipt.
 - a) Stations may pick up certificate orders from the Motor Vehicle Inspection Bureau office during regular business hours.
 - i) Orders placed by satellite stations for pickup shall be placed at least two hours in advance.
 - b) Stations may request orders to be delivered to the station at a date and time agreed upon by the station and the Bureau.
 - i) Orders placed by satellite stations for delivery may be placed no later than 3:00 PM one business day prior to the desired delivery date.
- 2) Fleet stations should allow for two (2) business days to process all orders placed for delivery or pickup.
- 3) Any person who receives a brake tag order on behalf of a station shall be authorized by the station owner or manager prior to receiving the order.
- 4) Stations shall not be charged for ordering temporary (rejection) certificates.
- 5) The station shall be responsible for determining the accuracy of the order at the time of receipt.

17. Credit for Expired or Defective Unissued Certificates

- 1) Any certificate that has been found to be defective by means of production or quality and has not been assigned to a vehicle shall be returned to the Bureau by a licensed inspection station.
- 2) Any certificate that has expired and has not been affixed or assigned to a vehicle shall be returned to the Bureau by a licensed inspection station in January following the year of expiration or validity.
- 3) Any credit issued in accordance with this section shall be applied only to the purchase of additional inspection certificates by a licensed inspection station or towards the remittance of late fees assessed by inspectors at the time of inspection. This credit shall not be applied to any other fees owed by the business or entity.

18. Government Vehicle Inspections

- 1) Any vehicle registered to a government entity that displays a public license plate is eligible for a certificate specifically marked for use on government vehicles as approved by the Director. Inspections performed on these vehicles are not subject to payment of fees for these inspections or certificates.
- 2) Inspections on government vehicles shall be recorded and performed in the same fashion as other vehicles.



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- a) A commercial inspection shall be performed on government vehicles with a gross vehicle weight rating over 10,000 pounds or designed to transport more than ten passengers including the driver.
- 3) Vehicles displaying a public license plate are exempt from presenting a vehicle registration and proof of insurance.

19. Trailer or Motorcycle Inspections

- 1) Upon passing inspection, any motorcycle or trailer not exempt under 154-1304 of City Code shall be issued a certificate specifically marked for use on motorcycles and trailers as approved by the Director.
 - a) Motorcycles in excess of five (5) horsepower shall be inspected under the requirements of 154-1473 of City Code.
 - b) Motorcycle and Trailer certificates shall be affixed to the vehicle's registration certificate.
- 2) Any trailer meeting the definition of a commercial vehicle shall meet all the requirements of a commercial vehicle and, upon passing inspection, shall be issued a certificate in accordance with this section. Fees for inspection of these vehicles shall be assessed in accordance with 154-1307(A) of City Code.
- 3) Operators of motorcycles eligible for inspection shall present a valid operator's license with a motorcycle "M" endorsement.

20. Commercial Vehicle Inspections

- 1) All vehicles meeting the definition of a commercial vehicle shall be inspected under the standards promulgated by the Department of Public Safety and Corrections under LAC 55:III.829.
- 2) Upon passing inspection, any commercial vehicle, with the exception of trailers and government vehicles, shall be issued a certificate specifically marked for use on commercial vehicles as approved by the Director.

21. Challenge Inspections

- 1) Drivers of vehicles failing inspection may schedule a challenge inspection to be performed by the Bureau within the thirty (30) day period of rejection; however, no extension past thirty (30) days will be given regardless of the results of the challenge inspection. There shall be no fee assessed for this inspection.
- 2) Challenge inspections shall be scheduled in advance by contacting the Bureau and may be conducted at an approved inspection location.

22. Station Closure, Suspension, or Revocation

- 1) 154-1309(g)(1) requires satellite stations to guarantee that inspections will be conducted for a minimum of 40 hours per week. For the purpose of this section, a station is considered closed when the station is unable or unavailable to perform inspections for a period of time during a station's posted hours of inspection. Conversely, a station is considered open when the station is able and available to perform inspections. At least one licensed inspector must be on duty and available for the station to be considered open.



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- 2) Any station that is closed during their posted hours of inspection shall notify the bureau in advance of the closure and display a visible notice at the inspection area notifying the public that the station is not performing inspections and when inspections will resume.
 - a) A station is not required to notify the Bureau of any closures due specifically to rain.
- 3) A station may not be considered in violation of 154-1309(g)(1) if the station;
 - a) Has written approval from the Bureau and posts a notice of closure in a visible location at the inspection area no less than three (3) business days prior to the closure date. This notice shall list the anticipated date the station will reopen;
 - b) The station closes for a legal holiday as proscribed under LA. R.S. 1:55 or a religious holiday
 - c) The station closes due to rain or a natural or man-made disaster
 - d) The station closes in relation to an emergency proclamation issued by the Mayor
- 4) In the event of a natural or man-made disaster which may cause the inspection station to close for longer than 30 days, the Bureau may process a refund for all certificates returned to the Bureau within 90 days of the closure date.
- 5) Should the license for operation of an inspection station be surrendered, suspended, or revoked, the station shall immediately cease performing inspections and all certificates in the possession of the station shall be surrendered to the Bureau within two (2) business days.
 - a) If a station's license has been revoked or surrendered, the Bureau shall process a refund for all certificates in its possession, minus any certificates used by the Bureau to inspect vehicles returning for reinspection after having failed inspection at that station within 30 days prior to the station's closure.
 - b) If a station's license has been suspended, surrendered certificates shall be returned upon reinstating the station's license, minus any certificates used by the Bureau to inspect vehicles returning for reinspection after having failed inspection at that station within 30 days prior to the station's closure.
- 6) Any station that wishes to surrender its motor vehicle inspection station license shall do so by giving written notice to the Bureau and posting a sign listing the closure date in a visible location at the inspection area no less than (30) thirty days prior to the closure date.
 - a) Drivers of vehicles failing inspection during this period shall be verbally notified of the closure date and instructed to contact the Bureau if they wish to have their vehicle reinspected after the closure date.
 - i) Under special circumstances, as approved by the Bureau, an extension period of not more than ten (10) days may be granted to a rejection certificate if a station has stopped performing inspections and the driver wasn't made aware at the time the vehicle failed inspection.
- 7) Should a station's license be surrendered, suspended, or revoked, all signage related to brake tags or motor vehicle inspections shall be removed within two (2) calendar days of the suspension or revocation date.
- 8) Should a station's license be surrendered or revoked, any signage provided by the Bureau shall be returned to the Bureau within five (5) business days.

23. Audits & Reviews

- 1) The Bureau reserves the right to audit any licensed inspection station's supply of certificates or inspection equipment at any time. In addition, the Bureau may observe or review inspections performed on any vehicle.



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- 2) The Bureau may request copies of vehicle registration certificates for vehicles owned or leased by a licensed fleet inspection station and domiciled in the City of New Orleans.
- 3) The Bureau may perform an inspection of any fleet vehicle that is owned or leased by a licensed fleet inspection station and domiciled in the City of New Orleans.

24. Adjudication and Penalty for Violation

- 1) 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.
 - a) Multiple violations of the standards contained herein shall constitute separate violations of Departmental Regulations and may be cited individually.
- 2) The following violations are considered serious offenses. A station and/or inspector's license may be immediately suspended, pending a hearing, upon finding by the Bureau of such violations.
 - a) Allowing an unlicensed person to inspect or certify a vehicle
 - b) Issuing an inspection certificate without performing a complete inspection
 - c) Issuing an inspection certificate to a vehicle that does not meet inspection standards
 - d) Providing false information on an inspection form
 - e) Selling fraudulent inspection certificates
 - f) Improper assessment of fees
- 3) After reasonable notice and opportunity for a fair and impartial hearing to be held in accordance with the Administrative Procedure Act, any license holder who is determined by the Department to have committed an act that is in violation of these regulations, or Chapter 154 of City Code as related to motor vehicle inspections, shall be subject to penalties. These penalties may include fines not to exceed \$500 per violation per day, suspension or revocation of the holder's license, or any combination thereof.
- 4) Any holder that has had an inspection station or inspector's license revoked shall not be eligible to reapply for a period of one year from the date of revocation. If after such period application is made, the applicant shall meet all the requirements and qualifications of an original applicant.