WEST VIRGINIA MOTOR VEHICLE INSPECTION CERTIFICATION

STUDY GUIDE

Revised 1/25

Introduction

- This is the Motor Vehicle Inspection (MVI) Study Guide which a mechanic needs to review prior to taking the inspection certification exam. This is NOT the Inspection Manual in its entirety. Additional information can be found in the inspection manual at your station or online.
- Once you have reviewed this study guide, you can make arrangements with Traffic Records to take the exam to become a Certified Motor Vehicle Inspector.

QUALIFICATIONS FOR INSPECTOR MECHANIC

- **AT LEAST 18 YEARS OF AGE**
- **Valid** Drivers license in the State in which you reside.
- One year experience as mechanic or completed Automotive Training Program.
- Must allow for records check of your driver's license.
- Any revocation/suspension of your driver's license automatically revokes your license to inspect.

- Inspectors must notify the Area Supervisor and the Traffic Records Section of any revocation or suspension of the Inspector's driver's license in writing and cease the Inspection of vehicles.
- Inspector Mechanics can be retested at anytime for any reason.
- May be required to perform an Inspection in the presence of the Area Supervisor.
- Inspector Mechanics found to be operating a vehicle that violates the Inspection Manual, for their personal use, may be suspended from the program.
- An inspector may not inspect more than 18 vehicles a day.
- *Inspector Mechanics affixing Sticker's without proper Inspection may be suspended for up to one year or be required to be retested or both.*

BUSINESS OWNER/OPERATOR REQUIREMENTS AND RESPONSIBILITIES

- Assume all responsibility for Inspections and Inspector Mechanics in their employment.
- Ensure that Official Inspection Station instructions and supplies are available.
- Ensure honest, thorough inspections are conducted in compliance with state law.

- Must make sure all tools and equipment are in good working order as stated by the Rules and Regulations specified in the Inspection Manual.
- Must maintain a clean and orderly station.
- Maintain proper records and adequate supply of all required Inspection materials.
- Must be registered and in compliance with Worker's Compensation or the WV Insurance Commissioner.
- Maintain Liability Insurance.
- Have a valid WV Business License.
- Ensure that Inspections are conducted without unreasonable delay and take priority over all other work performed.
- Must agree to maintaining normal business hours, Monday through Friday (or 5 days a week), for at least 8 hrs. a day.
- Ensure that Inspector Mechanics perform no more than 18 Inspections per day.
- Fleet Station Owner/Operators must maintain a minimum of 10 vehicles legally registered in the Company name.

RESPONSIBILITY OF THE INSPECTION PROGRAM

- When you affix the Sticker to a vehicle you are certifying that the vehicle is safe. State law refers to the Sticker as a **"Certificate of Inspection."**
- Mechanics, the Station and Owners can be held liable if an unsafe vehicle is passed and negligence is discovered.
- ***Stations and Mechanics can be suspended from program for 1 year and require retesting.***
- Violation of State Code 17C-16-8 penalties are: First offense $100 and/or Ten days, Second offense $200 and/or 20 days and Third offense $500 and/or 6 months. See 17C-18-1.

MVI MANUAL – SEVEN MAJOR SECTIONS

- Administrative Section contains Legislative authority, Inspection Exemptions, Requirements for Stations and Mechanics, Rules and Regulations, etc.
- Automobiles and light Trucks.
- Trailers and Motorcycles
- Trucks, Buses and School Buses.
- Specially constructed vehicles.
- Modified Vehicles
- Street Legal Special Purpose Vehicles (SPV)

LOG SHEETS

- Color Coded:
- WHITE- Vehicles (normal cars and trucks)
- BLUE- Motorcycle/Trailer/Special Purpose Vehicles (Side by Sides, etc.)
- YELLOW- Modified Vehicles
- PINK- Commercial Vehicles
- GREEN- Commercial Trailer

- Log sheets must be numbered correctly. The Inspection Program's year starts on Jan 1st and ends on Dec 31st. On Jan 1st of each year you must start a new log sheet with Inspection #1. Continue to number each Inspection consecutively to Dec 31st. **Example:** Your Station performed 2,315 Inspections for the year (calendar year). When your Station closes for the day on Dec. 31st your last Inspection # was 2,315. When your Station opens for business on Jan. 1st start over with a new log sheet and your first Inspection is #1.
- 25 Inspections can be listed on each log sheet. When you complete the first log sheet, your next log sheet starts with #26 and ends in #50 then 51-75 then 76-100 etc.
- Each Sticker has a Serial Number. ***Stickers must be listed on the log sheet in sequential order including destroyed or voided Stickers. If you mess up a sticker, it still has to be logged on the log sheet before you go to the next sticker. (Show VOID on the log sheet for a messed up sticker.)***

LOG SHEETS CONT.

- **Rejected** vehicles count as an Inspection. Write the word **Reject** in the space where the Sticker serial number goes.
- ***There will not be any duplicate Stickers issued.***
- Repairs must be marked.
- Normal total Inspection charge is $19.78. Add cost of any required repairs to this amount and then show it on log sheet.
- Log Sheets must be neat and legible.

- Log Sheets must be completed in blue or black ink ONLY.
- Station must retain a copy of the log sheets for 2 years.
- If odometer is broken, reject unless it is repaired. If a vehicles is 10 yrs. old or older it is exempt. Write “broken” on log sheet for miles.
- ***Mail the log sheet in as soon as it is completed. No more than 5 long sheets are to be mailed in at a time.***

SUPPLIES

- ***Stations cannot trade or loan Stickers.***
- Requisitions for Number Inserts are only mailed out once a year. It is station responsibility to keep in stock.
- Blank log sheets and requisitions are obtained from the West Virginia State Police in the Traffic Records Section. No charge. Use your requisition to order.
- Usually your area supervisor will have a few inserts and log sheets on hand in an emergency.

STICKER ORDERING PROCEDURE

- There is one requisition form to order all Stickers
- Send both copies of form; yellow copy will be returned to you with the Stickers. The Sticker serial numbers will be on the returned form.
- Fleet Stations can only order Stickers for the number of vehicles registered or leased in the Company name.

EXCHANGE OF STICKERS

- Exchange period (of previous year's unused stickers) is from February 1st through April 30th.
- Must use "Exchange Form."
- May exchange a total of 100 Stickers; one for one.
- Station number must appear on Exchange Form requisition.
- **Fleet Stations are not permitted to exchange Stickers.** Keep unused stickers at your station and they will be picked up by your Area Supervisor.

REFUND OF STICKERS

- Refunds on unused stickers for Cancelled or Suspended Stations will be accepted upon written request if made within 60 days ONLY if the station agrees to permanently withdraw from the program.

INSPECTION PROCEDURE

- ***Proof of ownership and valid insurance must be presented and be present prior to the beginning of the Inspection.***
- Proof of ownership can be a registration card (digital or physical), title, certificate of transfer, temporary registration card, or notarized bill of sale.
- The owner does not need to be present.
- Check VIN # to see if it matches the vehicle.
- Insurance papers must be valid for the period covering date of Inspection.
- Insurance papers and registration do not need not be in the same name, only for the same vehicle.
- **Vehicle must get to the Station legally.**
- If paperwork is not correct, advise the owner; do not charge and do not reject.
- ***Out of State vehicles may be inspected if they have valid registration and insurance just like a WV vehicle.***

OTHER – INSURANCE

- Government vehicles do not have to carry proof of Insurance.
- Vehicles operated with dealer plates do not have to carry proof of Insurance.
- Commercial Carriers controlled by the WV PSC do not have to carry proof of Insurance.
- Salvage vehicles operated on a One-Trip Permit must have proof of Insurance.
- **NEVER** place rejection sticker on vehicle that cannot produce proof of Insurance. **Do Not Inspect.**

INSPECTION BEGINS

- First action of the Inspector Mechanic is: ***Remove the old or expiring Sticker. Remove the Sticker even if it is not expired.***
- **When presented for Inspection the vehicle must leave with a new Sticker or a Rejection Sticker.**
- When a vehicle is rejected, only one rejection sticker shall be issued before the vehicle is approved. On a vehicle that has been rejected and displays a rejection sticker, the sticker shall not be removed until the inspection is complete. When a vehicle returns with repairs made, you only need to inspect for the items the vehicle was rejected for.
- **If the vehicle is not approved, the same rejection Sticker will remain on the vehicle.**

ITEMS TO BE INSPECTED

- Windshield, safety glass and tint.
- Horns, license mounting, seat belts, mirrors.
- Lights and electrical systems.
- Body, sheet metal, frame, and fuel system.
- Tires, wheels, steering, and suspension.
- Brakes.
- Exhaust system.
- Everything that is a safety issue.

ITEMS REQUIRED

- All parts and equipment used on any vehicle must meet or exceed original vehicle manufacturer specifications.

WINDSHIELD, SAFETY GLASS, TINT

- Make sure all safety glass is present in the vehicle.
- Must be of original equipment type, AS-1, AS-2, AS 10, or AS 11.
- ***No duplicate or replacement Stickers will be issued if a windshield is replaced.***
- If vehicle's windshield was replaced, then another inspection is required.

WINDSHIELD, SAFETY GLASS, TINT CONT.

- ***Breaking or distortion in the acute area is not permitted; even if repaired.***
- (Acute area is defined as 11 X 8½" directly in front of the driver.)

- Repairs of not over 1½" in diameter or 3" in length in the critical area.
- (Critical area: the area covered by the swipe of the wiper blades.)

- Repairs in all other areas (non-critical) of the windshield may not exceed 1½" in diameter or 6 inches in length.
- Any damage to the windshield must be repaired or if not within standards for repair must be replaced.

WINDOW TINT

- ***Tint of all glass on a regular passenger vehicle shall be no darker than 35%.***
- ***Front windshield: may be darker 5” from top of windshield down to the AS-1 line.***
- No vehicle can have red, yellow, amber or mirrored tint.
- SUV’s and 4 door P/U Trucks may have darker tint on the back doors and the rear of the vehicle, but front driver and front passenger doors must be no darker than 35%.

K-9 VEHICLES

- Tint which is darker than 35% is permitted to be used in K-9 law-enforcement vehicles and other emergency vehicles that transport animals.
- Undercover/unmarked law enforcement vehicles may also have tint darker than 35%.
- Regular marked police vehicles are not allowed to have tint darker than 35%.

WINDOW TINT EXEMPTIONS

- People who have in their possession a letter (affidavit) signed by a Physician or Optometrist that states that the person has a medical condition that makes it necessary to equip the vehicle with sun screening material darker than allowed are exempt.

- The affidavit/letter must be dated and on the Doctor's Letterhead,
- State the medical condition which makes the exemption necessary.
- Signed by the doctor.
- Do not accept copies.
- Do not accept prescription pad forms.
- Do not accept any affidavits over three years old.

DECALS

- No person shall drive any motor vehicle with any sign, poster, or other nontransparent material upon the front windshield, side or rear windows of such vehicle which obstructs the driver's clear view of the highway or any intersecting highway. **(State Code: 17C-15-36)**
- **Exemption for interstate commerce vehicles displaying decals required by law.**

WINDSHIELD WIPERS

- Check windshield wipers and washers; must work as the original.
- Must be capable of cleaning a reasonable arc.
- Washers must work.
- Windshield defrosters must work. Rear also if so equipped.
- Sun visor must be present; driver's side.

HORNS

- Horns must work.
- Audible from 200 ft.
- Securely fastened.
- May have horns other than the original, but original must be present and work.
- Commercial Vehicles subject to Federal Regulations: Air horn **and** City horn must work.

MIRRORS

- Check for exterior left-hand mirror.
- Must be securely mounted.
- Clear view for 200 ft. to rear
- ***Not broken, or pitted, or clouded to degree which obstructs vision.***
- Check for interior rear view mirror.
- **If the vehicle came with mirrors on both sides of the vehicle then it needs both mirrors to pass inspection.**

LICENSE PLATES

- *Must be securely mounted, **horizontally**, at least 12" from the ground.*
- *Must be lighted by a **White Light.***
- ***Must be legible.***
- Cannot be obscured.
- Clear license plate covers are permitted.
- NO TINTED covers.
- License plate frames are permissible if they do not block any identification information listed on the plate such as the State and yearly decal.

- Any lighted license plate frames are illegal.
- **No emblems, decals, stickers, other than the yearly registration decal may be attached or affixed to any portion of the plate or cover.**

AIR BAGS

- If a vehicle came with air bags then it must have operational air bags.
- All vehicles manufactured after approximately 1996 are required to have air bags installed.
- If an air bag has been deployed and not replaced then the vehicle will NOT pass inspection.
- If the air bag light is “ON” on the dash, then the system must be repaired or the vehicle is to be REJECTED.

WV STATE CODE:

- A PERSON WHO KNOWINGLY INSTALLS OR REINSTALLS ANY OBJECT IN LIEU OF AN AIR BAG OR ANYTHING OTHER THAN A NOT PREVIOUSLY DEPLOYED AIR BAG THAT WAS DESIGNED IN ACCORDANCE WITH FEDERAL SAFETY REGULATIONS FOR THE MAKE, MODEL AND YEAR OF VEHICLE, AS PART OF A VEHICLE INFLATABLE RESTRAINT SYSTEM, IS GUILTY OF A MISDEAMENOR AND, UPON CONVICTION THEREOF, SHALL BE FINED NOT LESS THAN **$1000.00 NOR MORE THAN $5000.00 DOLLARS,** OR IMPRISONED IN THE REGIONAL JAIL NOT MORE THAT ONE (1) YEAR, OR BOTH FINED AND IMPRISONED. (2001)

SEAT BELTS

- Check the Seat belt warning system; advise the owner if inoperable, do not reject.
- ***Reject if seat belts have been removed, frayed, or if the fastening components are unsafe.***
- Reject if automatic seat belts do not function properly.
- Seats must be securely attached and work properly.

ELECTRICAL SYSTEMS

- Check the electrical system switches to see if they are working.
- Randomly select a few switches on the dashboard: defroster, mirror control, locks, etc.
- Televisions and/or video equipment in driver's view is illegal.

ELECTRICAL SYSTEM CONT.

- Reject for unsafe wiring, corrosion, worn insulation. Check connections to trailers.
- Speedometers must work.

LIGHTS

- Check all lights. Make sure they work and are in proper adjustment.
- If vehicle is equipped with LED lighting, 75% of the LEDS must illuminate.
- ***Headlight and taillight covers are NOT legal***.
- L.E.D. lightbars mounted on a roof are to be used for “Off Road Use” only.

PROPER COLOR- MINIMUM AND MAXIMUM HEIGHT

- White and amber lights to the front only.
- Allowed 6 white lights to the front.
- Only 4 may be lighted at the same time.
- Two may be fog lamps.
- ***Auxiliary driving lamps must be between 16”- 42” from ground.***
- ***Headlights must be between 24”-54” from ground.***

COLOR OF LIGHTS CONT.

- White, red, and amber can shine to the rear.
- White light to the rear can only be activated when vehicle is in reverse.
- License plate to be illuminated by white light only.
- Red or amber for stopping, turn, or hazard.

EMERGENCY VEHICLES

- Only Emergency vehicles may have colors other than white, red or amber.
- Police- blue or red
- Fire- red or white.
- Ambulance- red or white or amber.
- Wreckers- amber.

PERMITTED ADDITIONAL LIGHTING

- Running board lights are to be either amber or white; which shall be without glare.
- Amber, yellow, clear lights for mail carriers, highway workers, wide load vehicles.
- Purple lighting for funeral vehicles.

ILLEGAL LIGHTS

- Lighted or flashing signs.
- Flashing or ornamental lights of any type.
- Non white license plate lights
- Neon lights mounted under the vehicle to illuminate ground.
- Colored HALO lights except amber or white.
- Any color of light not white, red or amber IS ILLEGAL.

ADDITIONAL LIGHTING REQUIREMENTS

- ***Headlight and taillight covers are illegal.***
- Screens, bars, or any device in front of or over any lighting is prohibited if it alters or changes the illumination of the lamp.

HEADLIGHT COVERS

- HEADLIGHT COVERS ARE NOT LEGAL
- THIS WILL NOT PASS INSPECTION





ADDITIONAL LIGHTING REQUIREMENTS

- Lens and reflectors on the vehicle must be present and free of defects.
- Can not use tape or caulking to repair lenses.
- All vehicles must have a high beam indicator.
- All vehicles must have a dimmer switch.

BODY, SHEET METAL, FRAME

- Reject for any sharp protruding edges on vehicle.
- **Reject for rust holes, any size, any where on the vehicle.**

BODY, SHEET, METAL, FRAME CONT.

- Do not reject for surface rust.
- Rust holes are to be repaired in a workman like manner. No spray insulation. No duct tape. No Great Foam. No Metal Tape
- Bondo or metal must be used for repairs.

BODY CONTINUED

- Missing doors must be replaced. Door latches must be present.
- May not remove door handles, inside or out.
- Aftermarket replacement with custom parts must meet or exceed original specifications.
- Hood scoops can not exceed 3 inches.

BUMPERS

- ***Bumpers must be present if originally equipped.***
- At least 3” in vertical height.
- Bumpers must be centered on the vehicle’s centerline and extend out as wide as the wheel track distance.
- Roll pans are allowed provided that it is capable of absorbing shock as the original bumper.
- Bumpers must be of original type or an equivalent replacement.
- ***No wooden bumpers.***
- Aftermarket bumpers must meet original specifications and allow passenger restraint system to function.

BUMPER HEIGHT

- For vehicles under 10,000 GVWR, bumper must be between 6” to 31” from ground and 3” tall.
- If bumper has been altered or is not original, measure from ground to the bottom of the frame rail.
- ***If vehicle has been raised or lowered in altitude it must undergo a Modified Inspection.***

FLOOR PANS

- Floor must support the weight of the occupants.
- Floors can NOT have rust holes.

DOORS HOOD LATCHES

- Doors and hood latches must work as original equipment.
- Owner may NOT remove door handles to customize vehicle.
- No shaved door handles.

ORIGINAL COMPONENTS

- ***Reject if original components are not present.*** ***Door, hood, fenders etc.***
- Exception: Wood stake beds are permitted on pickup trucks if the work is performed in workman like manner, and all lights and reflectors are present.
- If something came on the vehicle, then it needs to be on the vehicle at the time of inspection.

FRAME

- Check frame and reject if rusted through, broken, bent, buckled, or has poor quality welds.
- No more than 2 repairs to the frame are permitted.

FUEL SYSTEM

- Check fuel lines and tank.
- Must be properly secured; no bungee cords.
- No leaks.
- No beer kegs or 55-gallon drums.
- Must be located in the proper position and secured within the frame.

WHEELS AND RIMS

- Check wheels/rims.
- Make sure all lug nuts and studs are present.
- Properly tightened; not loose or damaged.
- Wheel can not be bent, cracked, broken, damaged or have elongated holes.
- ***Axle must have same size rim on left and right.***
- 14” on front and 15” on back IS permitted.
- 14” on left and 15” on right NOT permitted.

TIRES

- Tires must be of proper type.
- ***Reject for "off road use only" or "farm use only" or "race use only" except on Special Purpose Vehicles (side by sides).***
- Check inflation.
- Check valve stems. Must be accessible.

TIRES CONTINUED

- ***Must have 2/32nds of an inch tread on all tires.***
- Commercial Trucks under DOT regulations must have 4/32nds tread on steering axle.
- Measure with tread gauge at 2 adjacent major grooves and 3 equal distant locations. (Ex. 12-4-8 o'clock.)
- ***Permitted to have tires up to two sizes larger than original equipment. Three sizes or more requires a Modified Inspection.***

REJECT TIRES FOR THE FOLLOWING

- ***Cuts, snags, or sidewall crack in excess of 1”.***
- ***Visible bulges, bumps or knots showing that cords have separated.***
- ***Cords sticking outside.***
- ***Audible leak.***
- ***Any tire that is smaller than originally equipped.***

STEERING WHEEL

- ***Must be at least 13" in diameter***.
- No articles allowed on steering wheel which might grab clothes except for devices covered under American Disabilities Act.
- Check lash and free play. Acceptable range:
- Power steering 2" (1" left and 1" right)
- Manual steering 3" (1-1/2" left and 1-1/2" right)
- Steering must turn freely without interference.

SUSPENSION

- ***Must raise the front end by use of jack or lift.***
- Check springs, shocks, struts, torsion bars etc.
- ***Reject for excessive or severe leakage of shocks and struts.***
- ***Reject if vehicle continues to rock after being released after pushing down on one corner.***
- Reject for loose, broken or worn parts.

BALL JOINTS

- Check ball joints in proper manner. Must lift vehicle.
- Reject for excessive movement.

CV JOINT BOOTS

- On vehicles with front wheel drive and independent axles.
- Reject CV joint boots for cuts or leaks.

BRAKES

- Check brakes pads, rotors or drums on all vehicles.

- ***On vehicles showing over 10,000 miles you MUST pull at least 2 wheels; one on the front and one on the rear.***

BRAKE WARNING LIGHTS

- Brake warning lights and anti-brake warning lights (ABS) lights must work properly.
- If the anti-lock brake (ABS) light remains on there is a problem with the system. Attempt to fix the problem, however, if it can't be fixed DO NOT REJECT vehicle. Just advise customer.

BRAKE LINES

- Check brake lines for leakage, breaks and corrosion.

BRAKE PADS

- Check pad lining.
- ***Reject if pad lining is less than 2 mm.***
- Reject if wear sensor is contacting drum or rotor.
- Reject if lining is broken or not firmly attached to the shoe.
- Reject if shoe is contaminated with oil or grease.
- Reject if wear is uneven.

DRUMS AND ROTORS

- Check for proper thickness.
- Cracks.
- Mechanical defects.
- ***All Stations shall have a device capable of measuring the thickness of the disc or drum without removing the pads.***

PARKING BRAKE

- Check the parking brake.
- Make sure it engages and functions properly.
- Must hold the vehicle.

MEASURE

- Don’t guess.
- Use the proper tools.
- Measure the pads and shoes.

EXHAUST SYSTEM

- Make sure exhaust does not travel into or through the interior compartments of the vehicle.
- No leaks.
- Must be original or a replacement that meets original specifications.
- ***If the vehicle came with catalytic converters the vehicle must have them.***
- ***Must be properly fastened and not pinched or damaged.***
- Welding allowed at places that were originally welded by the manufacturer.
- Exhaust system must be held in place with approved hangers.

EMISSIONS

- Do not tamper with emissions controls.
- WV does not test emissions.
- EPA can fine you and the Business for removing or altering components

REPAIRS

- ***The owner of the vehicle must authorize any repairs needed for the vehicle to pass Inspection.***
- The owner should be notified if any parts, although still in passing condition, may be worn or become dangerous before the next Inspection is required.
- ***Mechanics performing unnecessary repairs may be suspended for 1 year.***

AFTER COMPLETING INSPECTION

- Complete log sheet, prepare the correct MVI Sticker.
- Attach the appropriate month insert on MVI Sticker.
- Complete the back of the MVI Sticker.
- Affix the approval Sticker to the lower left hand corner of the windshield. Make sure that it is level with bottom of the windshield.
- ***Only the Inspector Mechanic that performed the Inspection can affix the Sticker.***

REJECTIONS

- 5 Day Rule.
- Charge no more than $13.78 for the rejection.
- If the vehicle is brought back to your garage within 5 days, only defects that caused the rejection need to be checked.
- If the defects have been repaired, enter the required information on the log sheet and affix the new Sticker. The remaining charge is $6.00.
- If the vehicle returns after the 5 days or from another Station; the vehicle must receive a complete new Inspection. Charge $19.78

REJECTION STICKER

- Vehicles displaying a rejection Sticker can only be driven from the Station to home and to repair shops where vehicle is being repaired. (Mechanic must inform the owner of this rule.)
- If you can not list all the defects that caused the rejection on the Sticker due to space, list as many as you can on the Sticker and list the rest on a separate piece of paper and give it to the owner.

INSPECTION CHARGE

- ***Normal amount for an Inspection is $19.78 for Motor Vehicle or Motorcycle/Trailer***
- $6.00 for the Sticker.
- No more than $13.00 in labor.
- $0.78 tax on the labor
- If any repairs are made for the vehicle to pass inspection, then that amount is added to the $19.78 and that total amount is written in the column for the amount charged.

- You may charge less than $13 for the labor, but you must charge $6.00 for the Sticker.
- Do not make shop charges.
- Do not add tax to $19.78.
- A receipt for total charges, including repairs, shall be provided to the customer.
- *Commercial Vehicle and Commercial Trailer is $14.66*
- $3.00 for the sticker
- No more than $11.00 for labor
- $0.66 for the tax on the labor

MOTORCYCLES

- Brakes, cables and components. Do not pull wheels.
- Head lamps must have high and low beams and of proper color. Modulating lead lamps are permitted.
- Must have at least one mirror.
- Horn.
- Brake light.
- Tag mounting. Vertical license plate is permitted if it is a vertically printed license plate issued by DMV.
- ***Muffler and exhaust—no straight pipes.***
- Check wheels and tires (2/32's tread depth).

MOTORCYCLES CONT.

- Handlebars no more than 15” higher than the uppermost part of the operator’s seat.
- Must have turn signals after 1972.
- If odometer is broken reject unless repaired. Odometer is not required for vehicles 10 yrs. old or older.
- ***Attach Sticker to a permanent, smooth, easily accessible part of the structure on the left side of the vehicle. Usage of attached plate is permitted. Not to be placed under seat or in saddle bags.***

TRAILERS

- ***Class "C" trailer requires Inspection.***
- Check exterior body and frame.
- Doors, fenders, floors etc.
- Springs, axles, chassis components.
- Check connecting device and wiring harness.
- Check for proper lighting.
- Brakes.
- Tires.
- Affix Sticker to left front tongue or left side.

MOTORCYCLE/TRAILER STICKERS

- All public Stations are required to Inspect motorcycles and trailers.
- ***Each Station must have at least 5 motorcycle/trailer Stickers on hand.***

LOCATION OF INSPECTIONS

- ***All Inspections must be conducted in the bay unless the vehicle is too large.***
- If too large, as much of the vehicle must be inside the bay as possible.
- Not to be done on the parking lot.
- Not to be done down the road or across the street.

LARGE TRUCKS AND BUSES

- Basically, the same as other vehicles.
- Air Brakes, see page 92. Chamber sizes and maximum stroke can be found on page 122. Research before Inspecting.
- ***4/32" tread required on steering axle tires of vehicles with a GVWR over 10,000 lbs.***
- May use Inspection ports to check brakes, but if leakage is present must pull wheels.

LARGE TRUCKS AND BUSES CONT.

- Must have a fire extinguisher and first aid kit.
- Brake pad measurements are different for different types of pads i.e. bonded, riveted, and bolted linings. Must research the Manual.
- Hydraulic and vacuum boosters.

ANTIQUE VEHICLES

- ***Properly registered Antique vehicles with an "Antique Registration" plate do NOT need an inspection sticker.***
- However, they can only be driven on weekends and holidays, parades, and club activities.
- If registered with any other class "A" plate, vehicle must undergo Inspection.
- The vehicle is only required to have that equipment which came on the vehicle when manufactured.

EXEMPT VEHICLES

- ***The following vehicles do NOT need an Inspection sticker:***

- ***Class "M" Special Mobile Equipment.***
- ***Class "R" Recreational Trailers.***
- ***Class "T" Trailers.***
- ***Properly Registered Antique Vehicles.***

STREET LEGAL SPECIAL PURPOSE VEHICLES

- These vehicles include ATV's, UTV's, mini-trucks, side by sides, etc.
- These vehicles, if they qualify and pass inspection, receive a square motorcycle/trailer sticker.
- These must have a registration plate and insurance just like all vehicles which operate on the roadway.
- Some requirements include mirrors on both sides, horn, speedometer, original lighting and reflectors, turn signals, properly functioning frame/chassis, steering, muffler and exhaust, suspension, tires and wheels, brakes, and fuel system.
- Tire requirements include tread depth of 2/32" only.

- See WV Code 17A-13-1 (Revised) for all requirements.

SPECIAL PURPOSE VEHICLES

- Special Purpose Vehicles (SPV) may have any kind of tires. They do not need to be DOT approved.
- Tread depth on all SPV tires will not be less than 2/32”
- SPV’s will get a square Motorcycle/Trailer sticker and it will be applied near the front left side of the vehicle near the driver on the roll cage, plastic or metal chassis frame.
- Windshields are not required, however, if one is present it must be securely fastened.

MODIFIED VEHICLES

- All vehicles which have been raised or lowered in altitude require a Modified Sticker.
- Modified Vehicles inspections cost $25.90 total. (This already includes tax.)
- A vehicle may go up two sizes in tire/wheels and still obtain a regular vehicle sticker, however, if the tire/wheel size goes up three sizes or more it requires a Modified sticker.
- Modified vehicle bumper height may not exceed 31” measured from the ground to the bottom of bumper.
- Maximum body lifts may not exceed 3” plus the original factory spacer.
- Suspension shackles may not exceed 2” longer than OEM specifications.

PROBLEMS

- MISTAKES HAPPEN, WE WILL WORK WITH YOU TO CORRECT PROBLEMS
- YOU DON'T HAVE TO ARGUE WITH A CUSTOMER OVER AN INSPECTION, GIVE US A CALL

STATION REPUTATION

- How you Inspect vehicles will be known by the public and other Stations and most importantly **ALL** Police agencies.
- If you do Inspections correctly, the people that are trying to get around the system won't be at your garage.
- Honest mistakes can happen and your Area Supervisor will work with you to correct the oversights.
- Intentional Violations of the Inspection Procedure and the selling of Stickers will not be tolerated.

SELLING STICKERS

- IF YOU ARE CAUGHT SELLING STICKERS ILLEGALLY YOU WILL BE SUSPENDED FROM THE PROGRAM
- YOU MAY BE CHARGED CRIMINALLY
- YOU COULD BE SUED.
- DON'T DO IT

IMPROPER INSPECTIONS

- IF YOU ARE INTENTIONALLY DOING IMPROPER INSPECTIONS YOU WILL BE SUSPENDED.
- BOTH THE STATION AND MECHANIC CAN BE SUSPENDED.
- IF YOU FEEL YOU CAN'T COMPLY WITH OUR RULES AND REGULATIONS, LET US KNOW. WE WILL BE GLAD TO GET YOUR SUPPLIES AND LET YOU OUT OF THE PROGRAM

TAKING THE INSPECTION CERTIFICATION EXAM

- Once you have finished reviewing the information in this study guide to your satisfaction, please contact Traffic Records to set up a time for your Inspector Certification exam. This will usually be given at your garage or a previously agreed upon location.