



THE STS VEHICLE INSPECTION PROCESS

A Guide for New Drivers

Disclaimer

This presentation is for Special Transportation Service providers and drivers and is intended to provide basic guidance on the process for a STS vehicle inspection.

The Inspector

As required by Minnesota law, MnDOT will inspect your vehicle. A vehicle inspector will conduct the inspection.



Beginning the Inspection Process

When you arrive for your inspection, remain in the vehicle.

The inspector will approach the vehicle, ensure it is in a safe location and put wheel chocks against the tires.



Greeting

The inspector will then greet you and explain the overall process.



Your Role

Pay attention to the inspector. You will be directed to assist with the vehicle inspection process as needed.

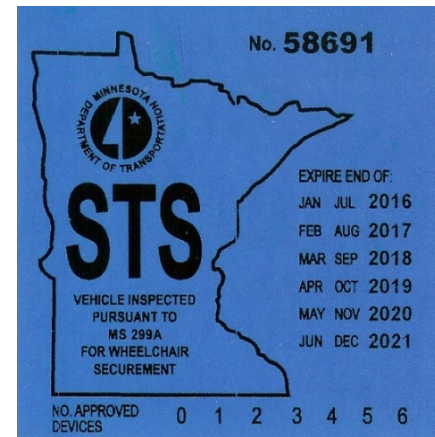


STS Decal

The inspector will look for your STS decal. If this is your first vehicle inspection, you will be issued a decal after the vehicle passes the inspection.

Your vehicle may not be used to provide special transportation service until it has been inspected and displays a valid decal.

Your decal must be located on the lower left of windshield – driver's side.



Vehicle Information

Some of the things the inspector will write in the report include:

- Vehicle make and year
- License plate number
- Vehicle Identification Number (VIN)
- Gross Vehicle Weight Rating (GVWR)
- MnDOT decal details
- Vehicle fleet number, if applicable
- Required STS vehicle identification

Next step – The Interior

On the inside of the vehicle, the inspector will look for:

- Overall cleanliness
- Critical light indicators
- Emergency/Parking brake
- Seat belts



Critical Light Indicators

The inspector will test the critical light indicators to see if they turn on and off correctly.



Interior Signage

Required signage:

- Complaint sign



- No smoking sign



- Fire extinguisher in trunk

This notice must be displayed on the dashboard of a sedan when fire extinguisher is in the trunk.



Interior Brake Test

With the engine on, the inspector will ask you to:

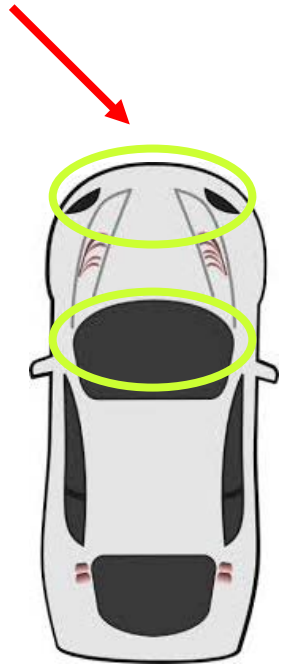
- Engage the emergency brake
- Put your foot on the foot brake and hold and hold
- Put the vehicle in “drive”
- Slowly release your foot off the foot brake



The vehicle should not move. If the vehicle moves, you will be asked to place the vehicle in “park” and repeat the steps above.

Next Step - Exterior Front

The inspector will start at the front of the vehicle.

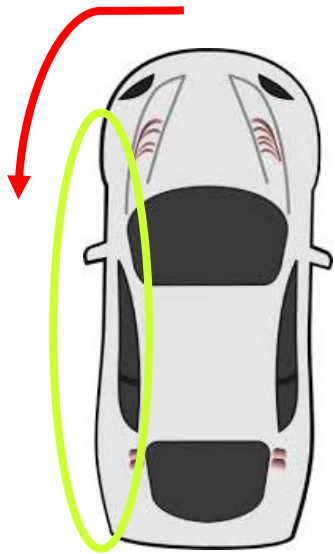


The inspector will look at:

- Front end steering
- Front end lights
- Wipers
- Horn
- Windshield
- Bumper

Exterior – Driver's Side

The inspector will move to the side of the vehicle.

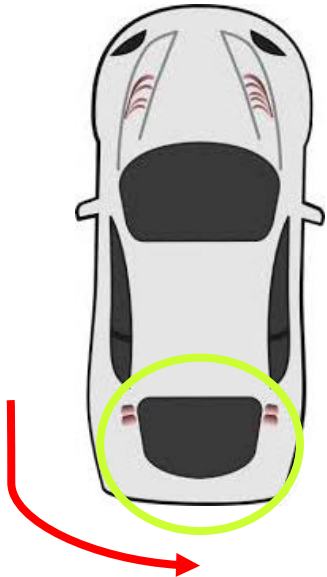


The inspector will look at:

- Wheels
- Tires
- Brakes
- Mirrors
- Doors
- Windows
- Seat securement

Exterior - Rear

The inspector will continue to move to the back of the vehicle.

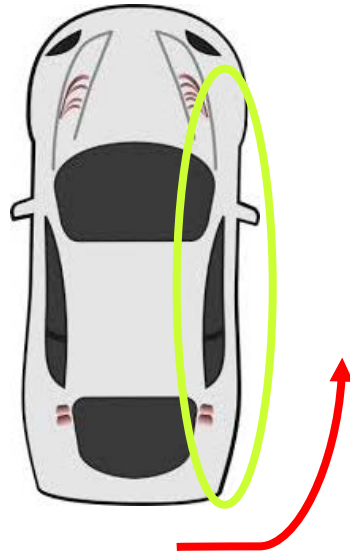


The inspector will look at:

- Turn signals
- Hazard lights (emergency flashers)
- Brake lights
- Reverse light
- License plate light
- Bumper

Exterior – Passenger's Side

The inspector will repeat the process on the other side.

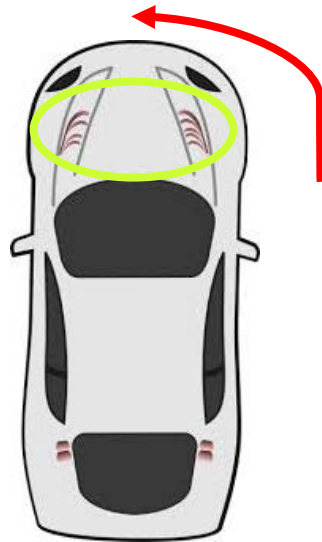


The inspector will look at:

- Wheels
- Tires
- Brakes
- Mirrors
- Doors
- Windows
- Seat securement

Exterior - Engine

The inspector will end at the front to examine the engine compartment.



The inspector will look at:

- Fluid levels
- Battery securement
- Battery posts
- Hoses, wiring and belts

Exterior - Under the Vehicle

Under the vehicle, the inspector will check for loose, worn, damaged or missing parts and any leakage on the following systems: steering, suspension, fuel and frame.



Next Step - Safety Equipment

Safety equipment will be checked to ensure it meets the STS vehicle operating standards.



Safety Equipment Requirements

The inspector will check all of the following required safety equipment:

1. Fire extinguisher
2. Working cell phone or other two-way communication
3. Three emergency triangles



Safety Equipment Requirements

Safety Equipment continued:

- 4. Operable flashlight
(cell phone flashlights qualify)



- 5. Ice scraper (Oct 1 – April 30)



- 6. Blanket* (any type)



*not required for STS taxis



Safety Equipment Requirements

Safety Equipment continued:

7. First aid kit that contains:

- gauze pads
- soft roll bandages
- adhesive tape
- scissors



Safety Equipment Requirements

Safety Equipment, continued:

8. Extra fuses, if the vehicle has interior fuse boxes



9. Strap cutter, if the vehicle is equipped with wheelchair securement devices



10. Child-restraint system, if necessary



Next Step - Special Equipment

Some STS vehicles have special equipment such as wheelchair ramps, lifts and wheelchair securement devices.



Special Equipment - Ramps

Vehicles with ramps will be inspected for:

- Door heights
- Slip-proof surfaces
- Protrusions
- Clear width
- Slope
- Side barriers
- Securement of stowed ramps
- Height of handrails, if applicable



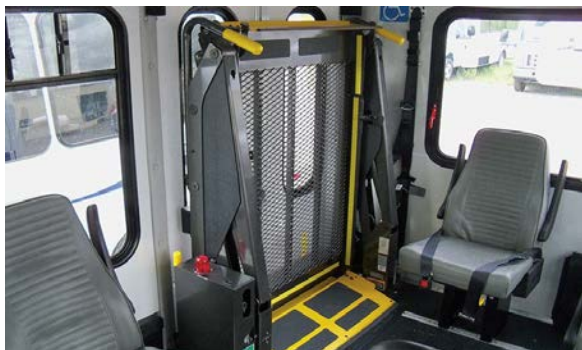
Special Equipment - Lifts



Vehicles with lifts will have inspection of the controls, the kick plates, light or sensor plates.



The inspector will operate the controls.



The inspector will ensure the equipment properly locks into place.

Special Equipment - Securement Devices

Wheelchair securement devices will be inspected to determine:

- that the securement devices are in working order and not in need of obvious repair
- that the correct number of devices are in the vehicle as related to the number of wheelchair positions in the vehicle

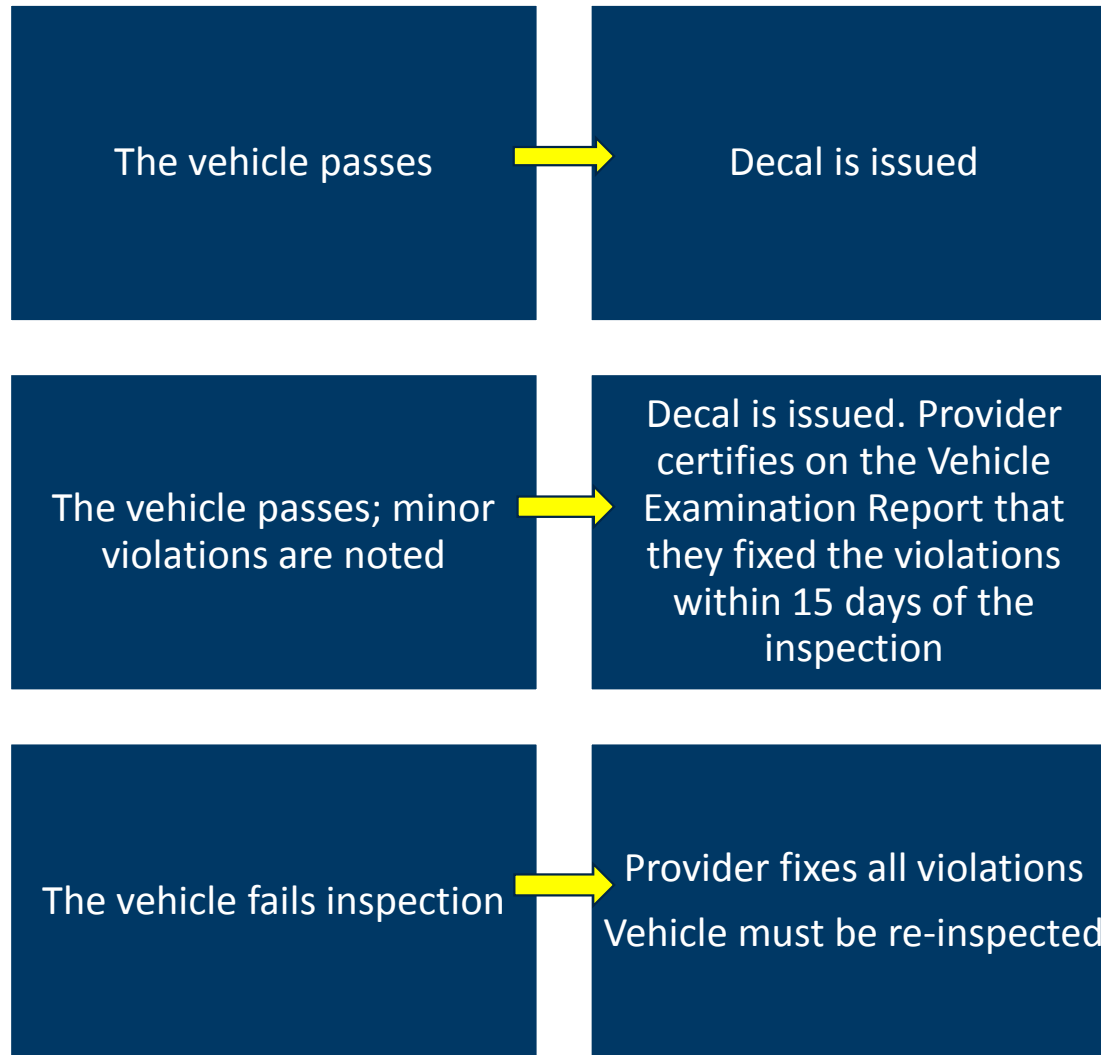


Final Step - Creating the Inspection Report

Upon completion of the inspection, a report will be created. You will be given a copy and a copy will be sent to the provider.



Possible Outcomes to Inspections



Thank you!

Office of Freight and Commercial Vehicle Operations

AUGUST 2018