



THE LIMOUSINE VEHICLE INSPECTION PROCESS

A Guide for New Drivers

Disclaimer

This presentation is for Limousine providers and drivers and is intended to provide basic guidance on the process for a limousine vehicle inspection.

Where to Go

1912 East 66th Street,
Richfield MN 55423

This is the Freeway Incident
Response Safety Team
building, known as “FIRST”.

It is important to park by the
Motor Carrier Vehicle
Inspection Parking sign.



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

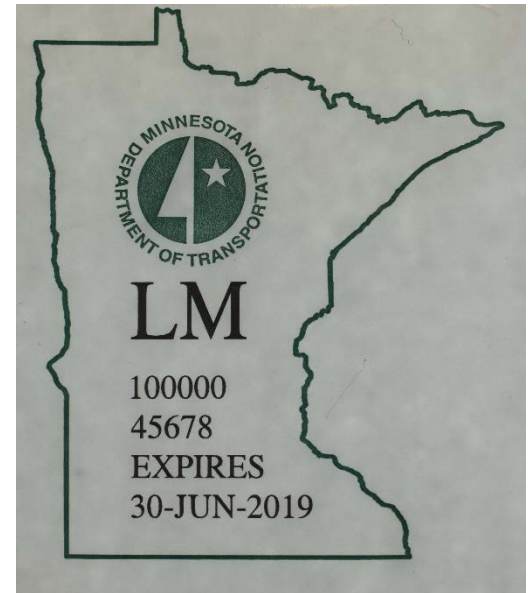
Pay attention to the inspector. You will be directed to assist with the vehicle inspection process as needed.



Limo Decal

The inspector will look for your limo decal.

Your vehicle may not be used to provide limousine service until it has been inspected and displays a valid decal on the lower part of the windshield on the passenger's side.



Decals are assigned to specific vehicles and are not interchangeable.

When a vehicle is added to a fleet, the decal is assigned after MnDOT receives the inspection report, the vehicle registration form and payment for the decal.

Inspectors do not issue the decals for limousines.

Limousine Operator Permit

The inspector will need to see the original or a copy of the Limousine Operator Permit. It must be in the vehicle when operating as a limousine service.

Additionally, the original or a copy of the Limousine Operator Permit must be kept at the principle place of business.

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)

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 Brake Test

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

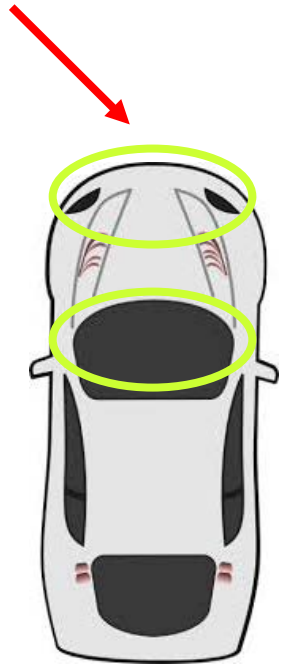
- Engage the emergency brake
- Put your foot on the foot brake and hold
- Put the vehicle in “drive”
- Slowly release your foot off the foot brake



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.

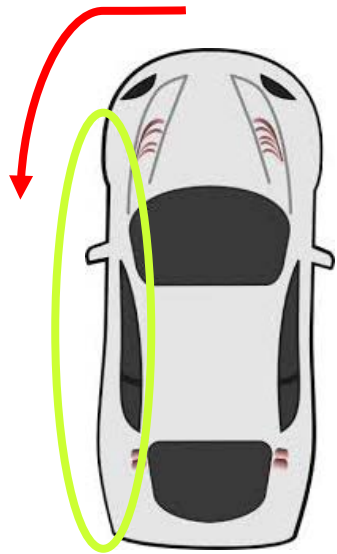


The inspector will look at:

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

Exterior – Driver's Side

The inspector will move to the side of the vehicle.

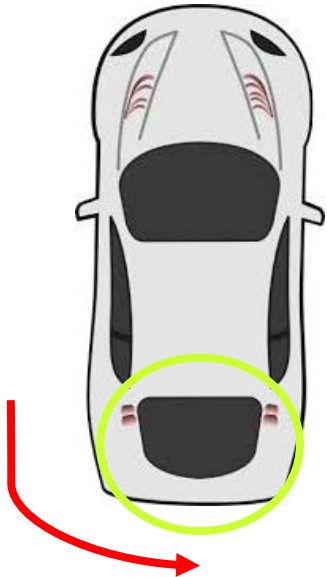


The inspector will look at:

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

Exterior - Rear

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

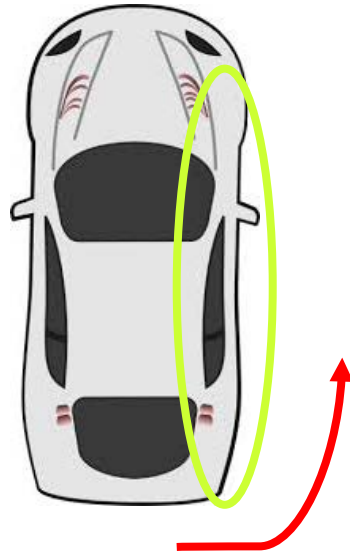


The inspector will look at:

- 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.

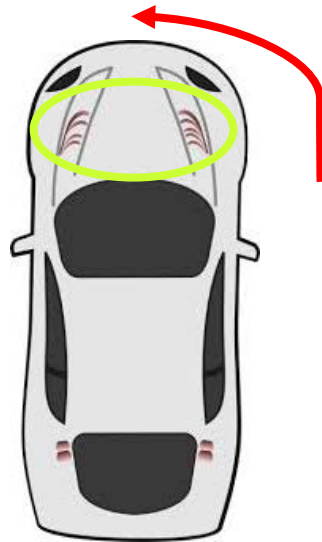


The inspector will look at:

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

Exterior - Engine

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

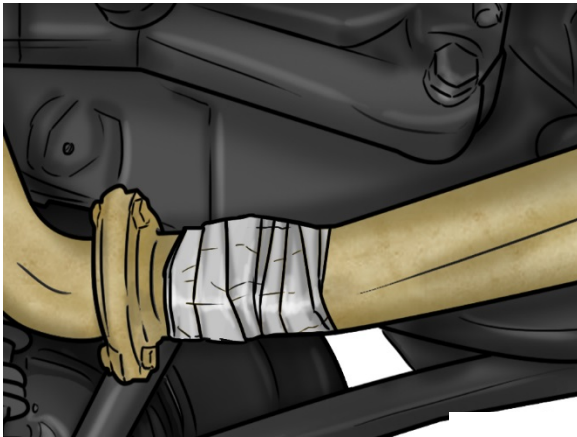


The inspector will look at:

- 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: Checking Safety Equipment

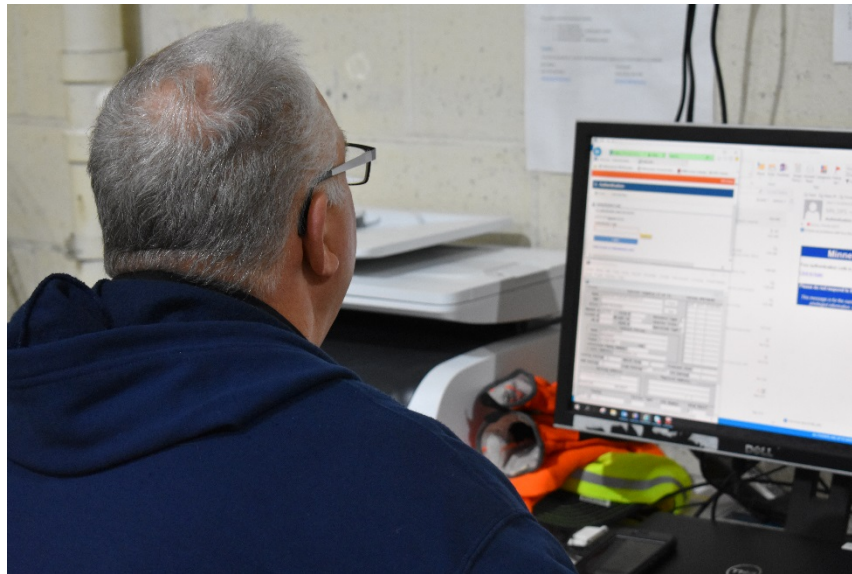
The inspector will check all of the following required safety equipment:

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



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 owner of the company (the operator).



Possible Outcomes to Inspections

The vehicle passes



Decal is issued

The vehicle passes;
minor violations are
noted



Decal is issued.
Operator certifies on
the Vehicle Examination
Report that they fixed
the violations

The vehicle fails
inspection

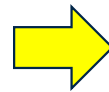


Operator fixes all
violations
Vehicle must be re-
inspected

Decal Process

Operator provides:

1. Vehicle inspection report
2. Vehicle registration form
3. Payment



MnDOT issues a decal that is specific to the vehicle.

Operator attaches the decal to the vehicle.

Thank you!

Office of Freight and Commercial Vehicle Operations

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