

WEST VIRGINIA LEGISLATIVE RULES
DEPARTMENT OF MOTOR VEHICLES

Chapter 17A-2
Series XII
1964 (amended)

Subject: Motor Vehicle Inspection Manual

Section 1. General

1.01. Scope - These legislative rules establish the procedures for the administration and enforcement of the Vehicle Inspection Laws of this state.

1.02. Authority - These legislative rules are issued under the authority of Chapter 17A, Article 2, Section 9 and relate to Chapter 17C, Article 16, Section 4 of the Code of West Virginia of 1931, as amended.

1.03. Filing Date - These legislative rules were promulgated on May 19, 1965 and were filed in the Office of the Secretary of State on May 19, 1965. Legislative Rule 3.00 was amended and refiled on September 12, 1969; Legislative Rule 4.00 was amended and refiled on November 20, 1969. These legislative rules were refiled prior to January 1, 1983.

1.04. Effective Date - These legislative rules became effective thirty days after the original filing with the Secretary of State.

*obsolete
valid Dec 20, 1969 to April 1, 1986*

Section 2. Application And Enforcement

2.01. Application - These legislative rules apply to operators of motor vehicle inspection stations and motor vehicle operators.

2.02. Enforcement - Enforcement of these legislative rules is vested with the Commissioner of Motor Vehicles or lawful designee.

Section 3. Inspection Of Vehicles

Chapter Seventeen C, Article Sixteen, Section Four of the Code of West Virginia, 1931, as amended, authorizes the Commissioner of Motor Vehicles to make necessary rules and regulations for the administration and enforcement of the Vehicle Inspection Laws of this State.

The Nineteen Hundred and Sixty-nine edition of the Vehicle Inspection Handbook as prepared by the Automobile Manufacturers Association in cooperation with the American Association of Motor Vehicle Administrators interprets the requirements of the United States of America Standards Institute (USASI) D7.1 1968, Standards, which were established and authorized by the Highway Safety Act of 1966. The Handbook provides for the standard inspection procedures for motor vehicles, trailers and semi-trailers when operated on the public highways. After a careful study of the Handbook it is the decision of the Commissioner of Motor Vehicles that the provisions and procedures outlined in the Handbook shall constitute the official rules and regulations of the Department of Motor Vehicles governing the annual inspection of all vehicles that are subject to the Vehicle Inspection Program.

In cases of practical difficulty or unnecessary hardship, the Department of Public Safety may grant exceptions from the literal requirements of the Manual or permit the use of other devices or methods, but only when it is clearly evident that equivalent protection is hereby secured.

Any revisions or new additions made by the Automobile Manufacturers Association and the American Association of Motor Vehicle Administrators to the Manual shall constitute a part of the official rules and regulations of the Department of Motor Vehicles.

Section 4. Reciprocity On Vehicle Inspection Certificates Issued
By Other Jurisdictions

On January 11, 1967, the State of West Virginia became a member of the National Vehicle Inspection Reciprocity Agreement. A copy of the Agreement properly executed and signed by the duly authorized officials of the State of West Virginia was filed with the American Association of Motor Vehicle Administrators who was designated to act as the Secretary and Depository for signed Agreements for the member jurisdictions.

The terms of the Agreement are, that all vehicles bearing a valid Certificate of Inspection issued by one of the contracting jurisdictions, after inspection as defined, may be operated in any other contracting jurisdiction without the necessity of having such vehicle inspected in the jurisdiction in which operated for as long as the Certificate is valid. Provided such vehicles are not included in the exceptions of the jurisdiction issuing the Certificate of Inspection.

Any vehicle outside the jurisdiction of registration at time of inspection may be inspected by any member jurisdiction and such Inspection Certificate shall be recognized in all jurisdictions.

The adoption of the American Standards Institute (U. S. A. S. I.) D7.1, Standard for Vehicle Inspection, by the West Virginia Department of Motor Vehicles and which all members of the National Vehicle Inspection Reciprocity Agreement must have adopted as their official Inspection Program, it is the decision of the Commissioner of the Department of Motor Vehicles to extend reciprocity on Vehicle Inspection Certificates to those jurisdictions only that are members of the National Vehicle Inspection Reciprocity Agreement.

Section 5. Authority For Inspection Rules And Regulations

The rules and regulations contained in the following pages, of the Official Inspection Manual, are promulgated under the authority of Chapter 17-C, of the Code of West Virginia as amended, which reads in part as follows:

Sec. 4. The Commissioner of Motor Vehicles shall, once each year, require that every motor vehicle, trailer, semi-trailer and pole trailer registered in this state be inspected and that an official certificate of inspection and approval be obtained for each vehicle.

The Commissioner is hereby authorized to make necessary rules and regulations for the administration and enforcement of this section.

The Commissioner may suspend the registration of any vehicle which he determines is in an unsafe condition or which is not equipped as required by law or for which a required certificate of inspection and approval has not been obtained.

Sec. 5. The Superintendent of the Department of Public Safety shall be responsible for the inspection as provided in this article and shall prescribe requirements and qualifications for official inspection stations.

The Superintendent shall select and designate such stations and shall issue permits therefor. Applications for permit shall be made upon official form prescribed by the Superintendent and permits shall be granted only when the Superintendent is satisfied that the station is properly equipped and has competent personnel to make such inspections and adjustments as required.

Sec. 6. No permit for an official inspection station shall be assigned or transferred or used at any other location other than

therein designated and every said permit shall be posted in a conspicuous place at the station location designated.

The person operating such a station shall issue a certificate of inspection and approval, upon an official form, to the owner of the vehicle upon inspecting such vehicle and determining that its equipment required hereunder is in good condition and proper adjustment.

A fee of not more than one dollar and twenty-five cents may be charged for an inspection and issuance of such certificate, but the imposition of such charge shall not be mandatory.

All Official Inspection Stations shall comply with all the laws, rules and regulations as prescribed in this MANUAL.

Section 6. General Inspection Requirements

1. All motor vehicles, motorcycles, trailers, semi-trailers and pole trailers, registered in West Virginia or displaying thereon a temporary registration plate or marker, must be inspected before they may be operated on or over the public streets or highways, except vehicles classified and registered as Class "S", vehicles classified and registered as Class "R" (house trailers), vehicles registered as "antique vehicles" under 17A-10-3a, Code of West Virginia, and except those vehicles classified and registered as Class "B" or Class "C" which are not designed for the transportation of property upon or over the public streets and highways but which may be occasionally and incidentally operated by the owner thereof, or his or its authorized agent, upon and over the public streets and highways between sunrise and sunset. Residents of this State who are owners of vehicles of a type required to be inspected as hereinabove set out who have been outside the State of West Virginia with such vehicle or vehicles for a period of thirty (30) days or more continuously, preceding the expiration of current inspection certificate (sticker), shall, upon re-entering the state, proceed, within a reasonable length of time, not exceeding three (3) days, to an inspection station for inspection and approval. Vehicles in transit from factory or dealer outside of West Virginia for delivery to a dealer within the state are permitted to proceed to destination for inspection and approval; this includes vehicles unloaded from railroad cars in transit from outside of the state to their destination at a dealer within the State of West Virginia. Any vehicle owned or possessed by a dealer within this State and operated over the public streets and highways displaying thereon a Class "D" Special Plate, must have affixed to the windshield thereof a valid Certificate of

Inspection and Approval (sticker), except as exempted immediately above. Vehicles acquired by residents of this State from dealers or owners located outside the State of West Virginia, whether such vehicles be acquired through purchase, by gift, or by any other manner whatsoever, may upon entry into this State, be operated, towed or otherwise propelled to the place of residence of the owner thereof and within a reasonable length of time, not exceeding ten (10) days, such vehicle shall be submitted to an approved inspection station for inspection; this is also applicable to residents of other states who take up residence in West Virginia and possess a vehicle registered in such other state, may wait until the expiration date of the sticker issued by such state before complying with West Virginia inspection procedure. Any vehicle purchased or otherwise acquired within this State by devise or inheritance, not bearing a valid inspection sticker, will be inspected within a reasonable length of time, not exceeding three (3) days.

Responsibility for having a new or used vehicle inspected rests entirely with the purchaser or person who is having it licensed and not on the dealer or seller. The new purchaser is granted a period of three (3) days in which to have the vehicle inspected and it need not be inspected where it was purchased.

2. Each Official Inspection Station must inspect every properly registered vehicle presented for inspection, either rejecting or approving it. A vehicle rejected by one station may be re-inspected by another station if the owner desires to have this done.

3. Each inspection shall be complete inspection and shall include a check of all the items in these rules and regulations, except that a re-inspection of a rejected vehicle by the same station on the

same day need include only a check of the items previously found defective.

4. All inspections must be made at the place or places approved by the Superintendent of the Department of Public Safety.

5. The owner or operator of an Inspection Station shall register the name, age and address of all designated inspector mechanics. If an inspector mechanic is relieved of his duties as inspector, the Department of Public Safety shall be notified immediately in writing by the owner or operator.

6. No mechanic shall act in the capacity of inspector mechanic until he has successfully passed the examination required by the Department of Public Safety and has been issued a card designating him as such.

The identification card will be made available for verification to members of this department when so requested.

This card and privilege may be recalled by the Superintendent of Department of Public Safety for any infraction or violation of the rules and regulations governing the inspection of vehicles.

7. A fee of not more than one dollar, twenty-five cents may be charged for an inspection and the issuance of a certificate of inspection and approval (sticker). Code of West Virginia, Chapter 17-C, Article 16, Section 5.

8. When a vehicle is presented for annual inspection, owner's registration card will be checked against registration number on vehicle then old approval sticker must be removed before further inspection is carried out.

9. Official Inspection Stations shall be open for inspections at least eight (8) hours of each normal business day, except Saturday. On

Saturday inspections will be conducted during regular business hours. All Official Inspection Stations shall be able to perform inspections twelve months throughout the year.

10. When a vehicle is rejected, only one rejection sticker shall be issued before vehicle is approved.

11. The "Certificate of Appointment" must be framed under glass and posted at or near the point of inspection.

12. The required "Official Inspection Procedure" and "Light" charts furnished each Inspection Station must be posted conspicuously at the point of inspection.

13. All inspection supplies (unused stickers, bulletins, and other forms) must be safe-guarded against loss. All losses of stickers must be reported at once to the nearest State Police Detachment and the Department of Public Safety at Charleston in writing. Every precaution against the loss of stickers must be taken. If the loss occurs through carelessness or neglect, a suspension or revocation of station certificate may result and no refund will be made for stickers lost.

14. Station supplies issued to an inspection station can be used only by that station and are not to be loaned or re-issued to any other station.

15. Appointed stations will keep sufficient inspection supplies on hand to meet their needs. Request for additional supplies are to be made to the Department of Public Safety, Inspection Unit, Charleston, West Virginia.

16. Vehicles bearing out-of-state registration are exempt from inspection requirements, but may be inspected upon request of owner.

Such vehicles inspected shall not be issued a Certificate of Approval (sticker) unless they meet West Virginia standards.

17. Fleet stations may inspect only all vehicles registered in name of company, vehicles under lease, plus five additional vehicles registered in name of officials or employees of the company.

18. All vehicles operated under a Dealer's Permit, must be inspected and approved before being operated on the streets or highways.

19. IMPORTANT - Any change in name, ownership or in location of any Official Inspection Station cancels the appointment of that station, and the Department of Public Safety must be notified immediately in writing.

20. Reports of violations of the inspection law or of these rules and regulations will be investigated, and if found to be justified will result in the suspension or revocation of the station inspection certificate.

21. Any vehicle which fails to meet the requirements for approval will be issued a rejection sticker by the inspector mechanic. Such rejections will be recorded on MVI-5 (Log Sheet).

22. In those cases where a valid inspection sticker has been lost, is otherwise missing or is illegible, and in those cases where a windshield has been broken and must be replaced during the period of a valid inspection sticker issued for the vehicle in question, and a new inspection is not completed, a replacement inspection sticker must be obtained. If the original sticker has been lost, is otherwise missing or is illegible, the replacement sticker must be issued by the inspection station which issued the original sticker so that the original sticker number and date of inspection can be noted on the log sheet each inspection station is required to maintain. When a replacement sticker

is necessitated by a windshield replacement, the replacement sticker must either be issued by the station which issued the original sticker or the original sticker must be examined by the inspection station issuing the replacement sticker so that the required information can be shown on the log sheet. In all events, the replacement sticker must bear the same date as the original sticker. If the original sticker has been lost, is otherwise missing or is illegible and the original date of inspection cannot be determined, a complete inspection in accordance with the provisions of the Inspection Manual shall be made, and a new sticker showing the date of such inspection shall be affixed to such vehicle. In the event a valid inspection sticker must be replaced for any of the reasons herein specified, and the only replacement stickers then available are inspection stickers for the ensuing inspection year, the vehicle must be completely inspected and a new sticker for such ensuing inspection year attached, which sticker shall carry the date of actual inspection.

23. Any and all modifications and revisions of the Manual shall be by General Order of the Commissioner of Motor Vehicles.

Section 7. Minimum Requirements For Inspection Station

1. Must be an established garage.

SPACE - MINIMUM REQUIREMENTS.

1. One car inspection station - 12' x 25' - 300 sq. ft. with approved headlight tester.
One car inspection station - 12' x 45' - 540 sq. ft. with approved headlight tester or approved screen with output meter.
2. Two car inspection station - 24' x 25' - 600 sq. ft. with approved headlight tester.
Two car inspection station - 24' x 45' - 1,080 sq. ft. with approved headlight tester or approved screen with output meter.
3. Three car inspection station - 36' x 25' - 900 sq. ft. with approved headlight tester.
Three car inspection station - 36' x 45' - 1,620 sq. ft. with approved headlight tester or approved screen with output meter.
4. Inspection lane must be level floored space exclusive of grease pit, wash pit, hoist or other obstructions.
5. At least an additional 12' x 25' space exclusive of grease pit, wash pit, hoist or other obstructions must be available for maintenance and repairs in addition to designated inspection lane or lanes.
6. Sign - Approved Official Inspection Station Sign (Metal) to be displayed. No outside sign required for "Fleet" stations.
7. Entrance - Free access to street or highway.

Temporary expedients for obtaining additional space or facilities, such as tents, sheds, erected on nearby lots, or so called curb service will not be permitted.

PERSONNEL

1. Inspection stations will be required to have at least one qualified mechanic for each operated inspection lane in addition to inspector mechanic.
2. Inspections will be made only by designated licensed mechanics.

EQUIPMENT AND TOOLS

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| 1. Work bench. | 11. Complete set mechanic hand tools. |
| 2. Wheel puller. | 12. Light bulbs - assorted types. |
| 3. Garage Jacks. | 13. Insulated wire - assorted sizes. |
| 4. Vise. | 14. Reflex reflectors. |
| 5. Portable lights. | 15. Tail light lens - assorted makes. |
| 6. Bench grinder. | 16. Windshield wipers, blade and arms - assorted. |
| 7. Socket wrench set. | 17. Mirrors - inside and outside types. |
| 8. Pipe wrenches. | 18. Measuring tape or rule. |
| 9. Toe in guage. | 19. Approved light testing device, or approved light testing screen and output meter. |
| 10. Soldering iron. | |

NOTE: If garage does not meet with minimum requirements, application will not be considered for an appointment as an Official Inspection Station.

Section 8. General Provisions

It is important that every Official Station properly instruct all employees in accordance with the instructions as set forth herein. Continued supervision of all inspector mechanics should be maintained.

Persons operating under a Certificate of Appointment, contemplating a change of location or ownership, must notify the Department of Public Safety, Inspection Unit, Charleston, West Virginia, before such change is made.

A new application must be made for appointment of inspection privilege for the new location or ownership; this requires new inspection by the West Virginia State Police.

To eliminate any period of non-operation, such application should be made to give ample time for inspection. (Thirty days in advance.)

Upon effective date of new Certificate of Appointment all inspection privileges will cease under the old Certificate.

Persons operating under a Certificate of Appointment, who are NOT contemplating a change of location or ownership, but want to make a change in NAME ONLY, must fill out a new application, showing the change in name.

Upon receiving the notarized application by the Superintendent, a new certificate will be issued. After receiving new certificate of appointment, the old certificate must be returned to the Superintendent immediately.

Inspections may continue during the above transaction.

No inspections will be conducted on premises during period of suspension or revocation.

Application for appointment shall be made on Form No. DPS MVI-1. This form may be secured by writing to the Superintendent, Department of Public Safety, Inspection Unit, Charleston, West Virginia. The Superintendent will investigate all persons or firms filing the above mentioned form. Appointments will only be made when a favorable report is received.

If a garage does not maintain normal business hours, and is, for example, open for business and inspections only in the evening, application for appointment as an Inspection Station will not be approved.

Q. How many hours a day is an Official Station required to remain open?

A. Must be open at least eight normal, continuous business hours.

Inspection Station operators, upon going out of business, shall immediately return to the Superintendent the Certificate of Appointment with all unused Inspection Stickers, final reports of inspections and all other forms issued.

Section 9. Responsibility Of Station Owner Or Operator

On the APPLICATION FOR DESIGNATION AS AN OFFICIAL INSPECTION STATION, the owner or operator has pledged himself to do certain things:

1. That he will act as its agent in inspecting motor vehicles in compliance with the instructions.
2. That he will see that the Official Inspection Station Instructions and supplements are available to each authorized inspector mechanic.
3. That he will employ only qualified employees to do the actual inspecting, servicing and repairing.
4. That he will notify the Superintendent of the Department of Public Safety at once when a new inspector mechanic is designated.
5. That he and his employees will conduct honest, thorough and efficient inspections in compliance with the Motor Vehicle Laws, Rules and Regulations governing such inspections.
6. To maintain the necessary tools and equipment prescribed in the regulations.
7. To maintain a clean and orderly place of business and shop.
(He is responsible for his employees in this respect.)
8. To keep an up-to-date and correct set of inspections records, which can be examined by the State Police.
Such records shall be kept for a period of two years.

In accepting the appointment, the station owner or operator obligates himself to make inspections and to affix approval stickers only to those vehicles which have been properly inspected and are

passed as safe; and to submit the required inspection reports to the Department of Public Safety. It is important that reports be filed with the Department of Public Safety as soon as a sheet (Form DPS MVI-5 or 6) is completed. This has a special bearing on enforcement directed at those uninspected.

All information required on MVI-5 or 6 (Log Sheet) must be kept and must be available for checking by a member of the Department of Public Safety for at least two years.

Name of Inspector Mechanic

Registration and Serial Number of Car Inspected

Year, Make and Body Style of Vehicle

Name of Owner

Street Address, RFD Number

City or Town

Speedometer Reading

Equipment Required - R and A

Sticker Affixed (Approved or Rejected)

Inspection Cost (If fee is charged)

Total Inspection and Repair Costs.

If necessary repairs and adjustments are not made, or if the owner attempts to delay the inspection, Official Inspection Stations are required to affix a red rejection sticker to the vehicle.

Q. Could a Station Appointment be suspended for not maintaining a clean garage?

A. Yes. This would be contributory factor in suspension of Station Appointment, if employer tolerates continuance of such condition.

- Q. Could a Station Appointment be suspended for not maintaining proper tools and equipment?
- A. Yes.
- Q. Is it necessary to complete an inspection before affixing a rejection sticker?
- A. Yes.
- Q. Must a vehicle which has been rejected, return to the original station for inspection?
- A. No.
- Q. Is a vehicle owner permitted any length of time in which to have repairs made before a rejection sticker is affixed?
- A. No, unless corrections are made before vehicle leaves inspection station.
- Q. What employees are permitted to inspect motor vehicles and affix stickers?
- A. Only those designated as inspector mechanics.
- Q. Is an inspector mechanic required to have an Operator's or Chauffeur's license?
- A. Yes, if engaged in road testing.
- Q. How often should reports of automobile inspection record form No. DPS MVI-5 or 6 be mailed to Superintendent, Department of Public Safety.
- A. Fill in all 25 lines before mailing to DPS.
(Except Fleet Stations.) Fleet Stations will forward MVI-6 as soon as fleet has been inspected.
- a. Inspection must be completed either approving

or rejecting the vehicle. If vehicle is rejected, the owner must be advised of the items that must be corrected. The owner must authorize any repairs or adjustments before they are made.

b. If vehicle does not pass inspection and needs repairs or adjustments and owner does not want such repairs and adjustments made at the inspection station and wishes to take vehicle to another garage or station, a rejection sticker must be affixed, showing cause for rejection under equipment spaces on log sheet.

FILL OUT FORM 5 WHEN A VEHICLE IS REJECTED SHOWING CAUSE FOR REJECTION.

If a vehicle is rejected and owner takes it to another garage for repair and returns to the inspection station that rejected it the same day, only those items rejected need be re-inspected. (If items rejected are in proper repair, vehicle will be passed and approval sticker issued.)

If vehicle is rejected and does not return the same day for approval but returns next day or later, a complete inspection must be made. Owner may be charged for this inspection.

If a vehicle is rejected by one station and owner takes it to another station for approval, even if it is the same day, that station must make a complete inspection before approving the vehicle and

he may charge for such inspection and approval.

If a vehicle is rejected and it is returned to the station that rejected it the same day, the station may or may not charge for the sticker (optional). Will not charge for complete inspection.

Inspection station may or may not charge for any inspection (optional).

When vehicle is approved or rejected and sticker issued, Form 5 must be filled out. Items causing vehicle to be rejected should be marked with the letter "X", and other spaces left blank on rejected vehicle.

Column 2, on Inspection Report, should show number of vehicles, starting with Number 1.

c. If any item inspected is required to be repaired or replaced, the letter "R" should be placed in the bracket under each item repaired or replaced.

If the item required to be adjusted, place the letter "A" in the bracket under the item so adjusted.

Total charges for repairs and adjustments, plus inspection charge, will be shown in the total column. See INSTRUCTIONS, right hand corner of Form 5 or 6.

- Q. Is it necessary to reject a vehicle when speedometer is not working?

A. Indicate broken. No.

After vehicles have been inspected either the approval or rejection sticker shall be marked and affixed in the following order:

1. The date of the inspection shall be punched in the date box on the sticker.
2. THE APPROVAL OR REJECTION STICKER SHALL BE AFFIXED TO THE WINDSHIELD IN THE LOWER LEFT HAND CORNER.
3. When applying either of the inspection stickers to the windshield, follow these instructions carefully:
 - (a) Use a clean cloth.
 - (b) The area of the windshield to which either of the stickers is applied must be thoroughly cleaned.
 - (c) Follow instructions as furnished by manufacturer for application of Certificate of Approval or Rejection Sticker to windshield.
 - (d) Apply to glass evenly, and smooth down with blotter carefully, to remove all air bubbles. Sticker must lie absolutely flat on the glass for proper adhesion.

Sticker must bear correct Station number. Stickers should always be examined before using, and if Station number is incorrectly perforated thereon, should be returned to the Department of Public Safety immediately.

Q. Where is a sticker attached to a trailer?

A. Anywhere on the front - plainly visible or accessible for inspection.

Q. May the sticker for a trailer be placed on window of the truck-tractor?

A. No.

Q. Where is a sticker attached to a motorcycle?

A. Inside the tool-box or under the saddle, numbered side showing, using extra glue if necessary. If exposed to the weather, shall be shellacked or varnished.

Q. Are any other stickers permissible?

A. See Paragraph 4, under WINDSHIELD

Q. If stock of stickers is depleted, may a customer be given a letter, showing vehicle has been inspected, - later returning for sticker when stock is replenished?

A. No.

Q. Where should sticker be affixed if motor vehicle is not equipped with windshield?

A. Affixed to dash (panel) board. If exposed to weather, shall be shellacked or varnished.

A conservative estimate should be made on the amount of stickers that will be used for any inspection station, as no refund will be allowed for unused stickers.

All forms necessary for inspection will be furnished by the Department of Public Safety and will be mailed each station when Certificate of Appointment and Approval is issued.

It will be necessary for station to requisition additional forms when needed (allow ten days for delivery.)

A fee of 25 cents will be charged the Inspection Station for each Inspection Sticker.

Requisition Form DPS MVI-4 in duplicate must be submitted to the Superintendent, Department of Public Safety, Inspection Unit, stating amount of stickers desired.

Requisition for stickers shall be accompanied by a Check or Money Order. (Do Not Send Cash).

Stations are not permitted to sell, loan or give stickers to other Official Stations, and must account for every sticker issued.

STICKERS MUST BE PROTECTED AND KEPT IN A SAFE PLACE. THE STATION OPERATOR IS RESPONSIBLE FOR THEM.

Section 10. Fleet Stations

A station may be approved as a "fleet station" if they have 10 or more trucks, busses, tractors, trailers and/or 20 or more passenger cars registered in the name of the company or owner signed on the application.

Fleet stations may inspect only vehicles they may have under lease in addition to the number of vehicles registered in their name, plus five registered to officials or employees.

Fleet stations can only order stickers for the number of vehicles shown upon application, plus the actual number required for Officials and Employees, not exceeding five in any case.

Fleet stations must keep records according to the instructions set up by the Superintendent, Department of Public Safety.

Fleet stations must notify the Superintendent, Department of Public Safety of any increase or decrease in the number of vehicles registered or leased in their name.

Q. Is a fleet owner permitted to obtain additional stickers, as his fleet of vehicles increases?

A. Yes. Notify Department.

No sign, placard or card whatsoever, relating to official inspections shall be displayed in any official inspection station without having previously been approved by the Superintendent, Department of Public Safety.

It is the duty of the employees in an Official Inspection Station to ALWAYS properly and thoroughly conduct the official inspection of vehicles presented for that purpose. It is a grave responsibility and should not be taken lightly.

In approving a vehicle, the employee is placing a "certificate of safety" on that vehicle, indicating that the vehicle is safe for operation on the highway.

It is the responsibility of the employee to check that all equipment is of an approved type. That is the purpose of requiring approved devices in these regulations. The aiming of headlights, fog lights or auxiliary driving headlamps is an important must.

In addition to the actual inspection requirements, he should instruct the owner as to repairs or adjustments which may be necessary to conserve the vehicle.

The employees interested in properly discharging his duties in an Official Inspection Station will at all times have a complete set of instructions governing inspections.

Approximately sixty per cent of pedestrian deaths occur at night. We may well assume that a large portion of these deaths are caused either directly or indirectly by insufficient road illumination, occasionally by faulty headlight adjustment. Naturally no employee would want to assume the responsibility for one of these deaths.

The owner, operator and employees of an OFFICIAL INSPECTION STATION assumes full responsibility, and, if proved through investigation by the State Police that the owner, operator or employee knowingly permitted improper inspections, or is guilty of improper conduct, such as selling stickers, placing them on unsafe cars, negligence in complying with the Instructions, etc., suspension of the inspection privileges or prosecution shall result.

Section 11. Chapter 17-C, Traffic Regulations And Laws Of The Road
Article 16, Inspection of Vehicles, Sec. 8, False Certificates.

- (a) No person shall make, issue, or knowingly use imitation or counterfeit of an official certificate of inspection.
- (b) No person shall display or cause or permit to be displayed upon a vehicle any certificate of inspection and approval knowing the same to be fictitious or issued for another vehicle or issued without an inspection having been made.

PENALTIES FOR VIOLATION OF CHAPTER 17-C, ARTICLE 16, SECTION 8, TRAFFIC REGULATIONS AND LAWS OF THE ROAD:

- (a) It is a misdemeanor for any person to violate any of the provisions of this chapter unless such violation is by this chapter or other law of this state declared to be a felony.
- (b) Every person convicted of a misdemeanor for a violation of any of the provisions of this chapter for which another penalty is not provided shall for a first conviction thereof be punished by a fine of not more than one hundred dollars or by imprisonment for not more than ten days; for a second such conviction within one year thereafter such person shall be punished by a fine of not more than two hundred dollars or by imprisonment for not more than twenty days or by both such fine and imprisonment; upon a third or subsequent conviction such person shall be

punished by a fine of not more than five hundred dollars or by imprisonment for not more than six months or both such fine and imprisonment.

CHAPTER 17-C, ARTICLE 16, SECTION 9, CODE OF WEST VIRGINIA.

Penalty for Misdemeanor - Operating Without Certificate of Inspection.

- (a) It is a misdemeanor for any owner or operator, or both owner and operator, of any vehicle required to be inspected under subsection (a), section four of this article, to operate or permit to be operated such vehicle without having displayed thereon a current and valid certificate of inspection and approval or fail to produce same upon demand of any authorized person as designated under subsection (a), section four of this article.

Unless another penalty is by the laws of this State provided, every person convicted of a misdemeanor for operating a vehicle without having displayed thereon a current and valid certificate of inspection and approval or for failure to produce such certificate upon demand of an authorized person shall be punished by fine of not more than one hundred dollars.

UNDER RULES AND REGULATIONS PROMULGATED BY THE SUPERINTENDENT, DEPARTMENT OF PUBLIC SAFETY GOVERNING INSPECTION STATIONS, THE INSPECTION CERTIFICATE OF ANY STATION SHALL BE SUSPENDED FOR ONE OR MORE VIOLATIONS OF THE LAW AND OR RULES AND REGULATIONS GOVERNING AN OFFICIAL INSPECTION STATION.

The following shall be penalties against the inspection station or inspection station mechanic or against both the inspection station and the inspection station mechanic.

- (a) Sale or gift of sticker without proper inspection and approval.

FIRST OFFENSE - Certificate of Inspection shall be suspended for a period of not less than one year.

SECOND OFFENSE - Permanent suspension of Certificate of Inspection.

- (b) Affixing Stickers without proper inspection and approval.

FIRST OFFENSE - Certificate of Inspection shall be suspended for a period of not to exceed one year.

SECOND OFFENSE - Permanent suspension of Certificate of Inspection.

- (c) Faulty or inefficient inspections.

FIRST OFFENSE - Certificate of Inspection shall be suspended for a period of not to exceed six months.

SECOND OFFENSE - Certificate of Inspection shall be suspended for a period of not less than one year.

THIRD OFFENSE - Certificate of Inspection suspended permanently.

- (d) Lack of ability: mental, physical or mechanical.
Tools, equipment and space.

FIRST OFFENSE - Suspended until they are able to comply with requirements.

(e) Improper records - dirty or inaccurate.

FIRST OFFENSE - Warning.

SECOND OFFENSE - Certificate of Inspection suspended
for a period of not to exceed six months.

(f) Dirty garage.

FIRST OFFENSE - Warning.

SECOND OFFENSE - Certificate of Inspection suspended
for a period of not to exceed six months.

THIRD OFFENSE - Certificate of Inspection may be
suspended permanently.

SUSPENSION OR REVOCATION OF LICENSE TO AN INSPECTION STATION
TO APPLY TO THE BUILDING SITE AS WELL AS THE INDIVIDUAL TO WHOM LICENSE
WAS ISSUED.

Section 12. Official Inspection Procedure

Foreign make, as well as American make motor vehicles, must comply with all the inspection requirements, including approved safety glass and lighting equipment.

1. Check registration card with registration plate, or temporary registration plate, except Class "D" as to the registration number on each being identical. Also, check registration card as to name of owner. If the registration number on the card and plate do not coincide, or if the name of the owner as shown on the registration card is incorrect, notify your local State Police. If registration number corresponds and name of owner is correct, remove old approval sticker and proceed with the inspection.

IF PRESENTED VEHICLE BEARS RED REJECTION STICKER, DO NOT REMOVE UNTIL INSPECTION IS COMPLETED, AND THEN ONLY IF APPROVED.

Q. In cases where owner has made application for transfer of registration and title, and displays certificate of transfer to that effect, are we to inspect vehicle?

A. Yes.

Q. What documents are necessary, showing proof of ownership and vehicle identification, numbers, etc., prior to issuance of sticker?

A. Registration card, temporary registration certificate, notification of transfer or title.

Q. Are we permitted to issue sticker if assigned registration number on the registration card and

that on the registration plate do not correspond?

A. No.

BRAKES (Service or Foot). Ch. 17-C, Art. 15, Sec. 31, Motor Vehicle Law.

Inspect for:

- (1) Worn or greasy lining or scored drums. Except new vehicles or vehicles which have been driven less than 15,000 miles, remove wheel to ascertain condition of brake lining and drum.
- (2) Leaks in hydraulic, vacuum, or air lines and cylinders.
- (3) Fluid level in hydraulic systems.
- (4) Bent rods, missing cotter keys or lock nuts in mechanical system.
- (5) Frayed or frozen cables.
- (6) Equalization.
- (7) Braking - To be checked by driving operation or by brake testing machine.
- (8) Pedal reserve.

Reject if:

- (1) Linings are worn to rivet heads or if grease cannot satisfactorily be removed from lining.
- (2) Leakage in lines or cylinders appears in hydraulic, vacuum or air brake systems.

(With air brakes fully applied and engine shut off, air pressure shall not drop more than ten pounds in five minutes).

- (3) Linings are less than 1/16 inch at thinnest point on lining.
- (4) Fluid level in master cylinder is lower than 1/2 inch from the top.
- (5) Rods are bent or cotter keys or lock nuts are missing.
- (6) Cables are frayed or frozen.
- (7) Brakes are not equalized so as to stop the vehicle on a straight line.
- (8) Stopping distance required, Feet to stop Declaration
from 20 MPH in ft. per second

Vehicles or combination of vehicles having brakes on all wheels -----	30	14
Vehicles or combination of vehicles not having brakes on all wheels -----	40	10.7

- (9) There is less than 2 inches pedal reserve on mechanical or hydraulic brakes when the brakes are fully applied.

REJECT ANY VEHICLE NOT EQUIPPED WITH BRAKES, OR ANY VEHICLE ON WHICH ANY BRAKE HAS BEEN DISCONNECTED OR RENDERED INOPERATIVE. BRAKES (Hand or Holding). Ch. 17-C, Art. 15, Sec. 51, Motor Vehicle Law.

Inspect for:

- (1) Holding ability.
- (2) Lever reserve.
- (3) Ratchet or other locking device.

Reject if:

- (1) Fails to hold vehicle under all loading conditions.

(2) There is no lever reserve when the brake is fully applied.

(3) A ratchet and pawl or other automatic locking device does not hold brake in an applied position.

REJECT ANY MOTOR VEHICLE, EXCEPT MOTORCYCLE OR MOTOR DRIVEN CYCLE NOT EQUIPPED WITH A HAND (OR HOLDING) BRAKE,

BRAKES (Trailer). Over 1,500 lbs. gross weight.

Inspect for:

- (1) Leaks or kinks in air or vacuum lines.
- (2) Control by driver.
- (3) Stopping distance.

Reject if:

- (1) Leaks or kinks in lines appear.
- (2) Driver does not have full control over brakes.
- (3) Combination will not stop as required for "Foot or Service Brakes".

BRAKES NOT REQUIRED ON SEMI-TRAILERS WHOSE GROSS WEIGHT IS LESS THAN 1,500 LBS.

- Q. If at time of inspection a wheel is removed and as a result of accident other wheels are found to have no lining, who is responsible?
- A. Responsibility for proper inspection lies with Inspection Station and Inspector.
- Q. Is an inspector responsible for all four brakes when only one wheel is removed?
- A. Yes.

- Q. Is it necessary to remove all four wheels in order to check brake lining?
- A. Yes, if unable to equalize.
- Q. If a vehicle owner will not permit a proper test, what action is required?
- A. Reject.
- Q. If a vehicle is equipped with four-wheel brakes and shoes have been removed from front wheels, may vehicle be approved?
- A. No.
- Q. In testing hydraulic brakes with sufficient amount of pedal but showing slight pedal failure during proper test, are you permitted to issue a sticker?
- A. No. Hydraulic System should be checked as to master cylinder - brake cylinder and all brake lines.
- Q. Is it necessary to shim up lining when drum has been "turned down" or must drum be replaced?
- A. Satisfactory to shim lining providing shim stock, metallic or fabric is used and linings set tightly to shoe, when riveting. Advisable to glue shims before riveting to avoid slippage to lining of shoe.
- Q. Should a drum be "turned down" or replaced with new drums if scored?
- A. Yes.
- Q. Is it necessary to disconnect trailer brakes to test brake line to trailer?
- A. Yes.

Q. If only a few teeth are broken, is it necessary to replace a ratchet on hand or holding brake?

A. Yes.

Q. Is it necessary to replace brake lining worn to rivets?

A. Yes.

HEADLAMPS. Ch. 17-C, Art. 15, Sec. 20 and 21 as amended 1955.

Inspect for:

- (1) Approved type.
- (2) Condition of lens and reflectors.
- (3) Proper burning of all filaments.
- (4) Wiring condition and switches.
- (5) Focus. (If of a type requiring focusing.)
- (6) Aim:

- a. New hooded filament type --- 2" drop below center at 25 ft. with a vertical tolerance of 1".
- b. Old Sealbeam type ----- 3" drop below center at 25 ft. with a vertical tolerance of 1".
- c. Single beam type ----- 5" drop below center at 25 ft. with a vertical tolerance of 1".
- d. Dual headlight adjustment -- Type I (high beam) adjust on high beam - 2" drop at 25 ft. 1" vertical tolerance. Type II (low beam) adjust on low beam - 12" drop at 25 ft. 15" to right at 25 ft., 1" tolerance, vertical or horizontal.
- e. Dual headlight adjustment -- Type I and II - both (snap on mechanical aimers) aimed alike. 2" drop at 25 ft. with 1" vertical tolerance. No side adjustment.

- (7) Firmness of mounting.

- (8) Beam indicator on dash.
- (9) Light output.

Reject if:

- (1) Not of approved type.
- (2) Any lens is cracked, broken, discolored, or rotated away from the proper position, or any reflector is not clean and bright.
- (3) Any filament in headlamps or parking lamps fails to burn.
- (4) Wiring is dangling or connections are loose, or if proper filaments do not burn at different switch positions, or if switches including foot dimmer, do not function properly or do not make good contact.
- (5) Lamps are not focused. (Look for sagged or distorted filaments in prefocused bulbs.)
- (6) Aim does not correspond to requirements for the particular lamp and vehicle.
- (7) Lamps can be moved easily by hand due to broken fender or supports, or if a good ground is not made by the mounting.
- (8) The beam indicator in the driver's compartment does not burn on high beam.
- (9) Multiple-beam lamps do not produce enough light to make a person or object visible at 350 feet under normal light conditions. (Less than 5,000 beam candle power. Test will be made with ignition off.)

- (10) Single-beam lamps that do not produce enough light to make a person or object visible 200 feet under normal light conditions. (Less than 3,500 beam candle power. Test will be made with ignition off.)

REJECT ANY VEHICLE, EXCEPT A TRAILER, SEMI-TRAILER, POLE TRAILER OR MOTORCYCLE WHICH IS NOT EQUIPPED WITH TWO HEADLAMPS OF AN APPROVED TYPE.

REAR LAMPS AND REAR LAMP COMBINATIONS. Ch. 17-C, Art. 15, Sec. 5, Motor Vehicle Law.

Inspect for:

- (1) Approved type.
- (2) Condition of bulbs.
- (3) Lens color and condition.
- (4) Proper mounting.
- (5) Proper burning of filament.
- (6) Illumination of rear license plate.

Reject if:

- (1) Lamps are not of approved type.
- (2) Bulbs are blackened or discolored.
- (3) Lens are not red (except registration light, back-up light "white" and stop light which may be red or yellow.)
- (4) Lamps are not mounted according to law.
- (5) Filament in all rear lamps does not burn when headlamp switch is turned on to any position or if lamps do not provide a red indication

visible 500 feet to the rear (back-up lights
excepted.)

- (6) Rear license plate is not so illuminated as to
be legible at a distance of fifty feet.

REJECT ANY VEHICLE WHICH IS NOT EQUIPPED WITH A REAR LAMP
OR REAL LAMP COMBINATION OF AN APPROVED TYPE.

AUXILIARY LAMPS. (Driving, Passing, and Fog Lamps). Ch. 17-C, Art. 15,
Sec. 17, Motor Vehicle Law.

Inspected for:

- (1) Approved type.
- (2) Candlepower and conditions of bulbs.
- (3) Condition of lens and reflectors.
- (4) Wiring.
- (5) Aim.
 - (a) Fog lamp mounted on front not less than
12" or more than 30" above the level
surface upon which the vehicle stands
with 4" drop from center.
 - (b) Driving lamps mounted on front at a
height not less than 16" nor more than
42" above the level surface upon which
vehicle stands.
 - (c) Passing lamp mounted on front at a
height not less than 24" nor more than
42" above level surface upon which
vehicle stands.

NO PERSON SHALL DRIVE OR MOVE ANY VEHICLE OR EQUIPMENT UPON
ANY HIGHWAY WITH ANY LAMP OR DEVICE THEREON DISPLAYING A RED LIGHT VISIBLE
FROM DIRECTLY IN FRONT OF THE CENTER THEREOF. THIS SHALL NOT APPLY TO
ANY VEHICLE UPON WHICH A RED LIGHT VISIBLE FROM THE FRONT IS EXPRESSLY
AUTHORIZED OR REQUIRED.

FLASHING LIGHTS ARE PROHIBITED ON MOTOR VEHICLES ... EXCEPT

ON AUTHORIZED EMERGENCY VEHICLES, SCHOOL BUSES, SNOW REMOVAL EQUIPMENT,
OR ON ANY VEHICLE AS A MEANS FOR INDICATING A RIGHT OR LEFT TURN.

Reject if:

- (1) Not approved type.
- (2) Bulbs are blackened or discolored.
- (3) Lens cracked, broken or rotated away from the proper position.
- (4) Wiring is frayed, with poor electrical connections.
- (5) Driving and passing lamps are not wired to burn only with corresponding headlamp circuits.
- (6) Lamps not aimed in accordance with requirements.
- (7) Any lamp is mounted above the level of the regular headlamps, or is not mounted firmly to prevent vibration.

REJECT ANY VEHICLE EQUIPPED WITH A COMBINATION OF AUXILIARY LAMPS WHICH INCLUDES MORE THAN TWO FOG LAMPS, MORE THAN ONE DRIVING LAMP, MORE THAN ONE PASSING LAMP.

SPOTLAMPS (Inner-controlled).

Inspect for:

- (1) Approved type.
- (2) Aiming movement.
- (3) Color of lens.

Reject if:

- (1) Not approved type.
- (2) Not mounted for proper aiming movement.
- (3) Lens not white.

SPOTLAMPS AND AUXILIARY LAMPS

(a) Spot Lamps.

Any motor vehicle may be equipped with not to exceed one spot lamp and every lighted spot lamp shall be so aimed and used upon approaching another vehicle that no part of the high-intensity portion of the beam will be directed to the left of the prolongation of the extreme left side of the vehicle nor more than one hundred feet ahead of the vehicle.

REJECT ANY VEHICLE EQUIPPED WITH MORE THAN ONE SPOTLAMP.

PARKING LAMPS. Ch. 17-C, Art. 15, Sec. 15, Motor Vehicle Law.

Inspect for:

- (1) Proper color lens.
- (2) Illumination.

Reject if:

- (1) Not proper color.
- (2) Proper illumination as required by law.

REJECT ANY VEHICLE EQUIPPED WITH PARKING LAMPS WHICH DO NOT OPERATE.

CLEARANCE LAMPS AND REFLECTORS. Ch 17-C, Art. 15, Sec. 12, Motor Vehicle Law.

Inspect for:

- (1) Approved type.
- (2) Lens color and condition.
- (3) Wiring when applicable.
- (4) Proper burning of all filaments and visibility.
- (5) Mounting.

(Clearance lamps and reflectors and side marker lamps may be used in combination.)

Reject if:

- (1) Lamps or reflectors not approved type.
- (2) Lens and reflectors not proper condition and color.
- (3) Wiring is defective or poor electrical connections.
- (4) All filaments do not burn or lamps are not visible for a distance of 500 feet. Reflectors not visible for a distance of 500 feet.
- (5) Lamps and reflectors not mounted according to law.

REJECT ANY VEHICLE NOT EQUIPPED WITH CLEARANCE LAMPS OR REFLECTORS AS REQUIRED BY LAW.
PROHIBITED LIGHTING EQUIPMENT.

Reject any vehicle if equipped with:

- (1) A lamp showing red to the front, except authorized emergency vehicles. (Ch. 17-C, Art. 15, Sec. 26, Motor Vehicle Law.)
- (2) An amber lens in a headlamp or spot lamp.
- (3) An unapproved lighting device.
- (4) Any lighted flashing advertising sign.
- (5) Any flashing stop signal.

ADDITIONAL PERMISSIBLE LIGHTING EQUIPMENT. Ch. 17-C, Art. 15, Sec. 19, Motor Vehicle Law.

Any vehicle may be equipped with:

- (1) Not more than two side cowl fender lamps (which shall emit an amber or white light without glare.)

- (2) Not more than one running board courtesy lamp, one each side (which shall emit an amber or white light without glare.)
- (3) Not more than two back up lamps (either separately or in combination with other lamps -- shall not be lighted when vehicle is in forward motion.)
- (4) Any additional permissible lighting equipment must be in operating condition or removed.

SIGNAL DEVICE (Intention to stop or turn). Ch. 17-C, Art. 15, Sec. 18,
Motor Vehicle Law.

Inspect for:

- (1) Approved type.
- (2) Condition of bulb.
- (3) Lens condition.
- (4) Wiring.
- (5) Proper indications.
- (6) Mounting.

Reject if:

- (1) Not approved type.
- (2) Bulbs discolored. Projects a glaring or dazzling light.
- (3) Lens cracked or broken.
- (4) Defective wiring or poor electrical connection.
- (5) Not functioning properly.
- (6) Not mounted according to law.

STEERING.

Inspect for:

- (1) Wear in King Pins and bushings, and looseness in wheel bearings. (Jack up front end on independent suspension, lift one wheel at a time.)
- (2) Free motion of steering wheel.
- (3) Blow out patches, boots, cuts into fabric in front tires, or tires dangerously worn.
- (4) Wheel alignment.
- (5) Broken or sagging springs and worn shackles.
- (6) Leaks in "power steering system".

Reject if:

- (1) Either front wheel has a lateral or vertical movement of $3/16$ inch on a 16 inch wheel or smaller, or more than $3/8$ inch if over 16 inches.
- (2) Free motion of steering wheel not over 18 inches in diameter is more than 3 inches, or free motion of a steering wheel over 18 inches in diameter is more than 4 inches.
- (3) Tire worn into fabric, or showing any knot or bulge that would affect steering.
- (4) Wheels are out of line or axle is bent or twisted.
(Check by visual examination.)
- (5) A spring is broken or sagging or if shackles are loose or worn excessively.
- (6) Leaks are detected in "power steering system".

REJECT ANY VEHICLE WHICH IS SUBJECT TO SHIMMY, OR STEERING WHICH IS SO TIGHT AS TO MAKE IT DIFFICULT TO STEER.

MIRROR. Ch. 17-C, Art. 15, Sec. 35, Motor Vehicle Law.

Inspect for:

- (1) Mounting.
- (2) Condition of reflecting surface.
- (3) View to the rear.

Reject if:

- (1) Not mounted securely to prevent swinging and excessive vibration.
- (2) Reflecting surface is peeled or tarnished.
- (3) Does not give driver a view of the road 200 feet to the rear.

HORN. Ch. 17-C, Art. 15, Sec. 33, Motor Vehicle Law.

Inspect for:

- (1) Sound.
- (2) Control and wiring.
- (3) Mounting.

Reject if:

- (1) Horn does not produce a sound audible for 200 feet.
(No horn or other warning device shall emit an unreasonable loud or harsh sound or whistle.)
- (2) A button making a good electrical connection is not provided, or wiring is defective.
- (3) Horn is not mounted firmly.

NO VEHICLE SHALL BE EQUIPPED WITH ANY SIREN, WHISTLE, OR BELL, EXCEPT AS PERMITTED BY LAW.

WINDSHIELD. Ch. 17-C, Art. 15, Sec. 36 and 38, Motor Vehicle Law.

Inspect for:

- (1) Approved type of glass.
- (2) Discoloration or diffusion.
- (3) Cracked or broken glass.
- (4) Unauthorized obstructions.
- (5) Wiper scratches on drivers side.

Reject if:

- (1) Safety glass is not of approved type.
- (2) Areas of discoloration and diffusion are greater than specifications permit. (See Chart.)
- (3) Shattered to extent that vision is obscured or if sharp edges of glass are exposed.
- (4) Any sign, poster or other nontransparent material is displayed upon the front windshield, side wings, or side or rear windows of the vehicle being inspected which obstructs the driver's clear view of the highway or any intersecting highway; any vehicle displays upon the front windshield thereof, in addition to the Official Certificate of Inspection and Approval (sticker), a nontransparent sign, poster, sticker, decal or other nontransparent material in dimensions greater than three and one-half inches (3 1/2) in diameter if circular in shape, or greater than two and five-eighths inches (2 5/8") measured vertically, by four and one-eighths inches (4 1/8")

measured horizontally, or more than one sign, poster, sticker, decal or other nontransparent material of a size or smaller than of those dimensions hereinabove set out; any vehicle displays upon the rear window thereof a nontransparent sign, poster, sticker, decal or other nontransparent material in dimensions greater than three and one-half inches (3 1/2") in diameter, if circular in shape, or greater than three and one-half inches (3 1/2") measured upon its longest dimensions, if not circular, or more than one sign, poster, sticker, decal or other nontransparent material of a size or smaller than of those dimensions hereinabove set out.

PROVIDED HOWEVER, that vehicles operated in interstate commerce shall be exempted from the forgoing prohibitions and limitations, which vehicles displaying upon the front windshield, side wings, or side or rear windows of same, valid signs, posters, stickers, decals or other nontransparent materials issued by a foreign state, jurisdiction or an agency of the United States Government and required by such foreign state, jurisdiction or an agency of the United States Government and required by such foreign state, jurisdiction or Government of the United States for vehicles operated in interstate commerce in accordance with its statutes, laws or

rules and/or regulations; provided further, that the exemptions hereinabove immediately set out relative to vehicles operated in interstate commerce shall not in any way be deemed or interpreted to waive the provisions of Chapter 17-C, Article 15, Section 36, Subsection (a) Official Code of West Virginia, 1931, as amended by Acts of the Legislature, Regular Session, 1951.

(5) Wiper scratches interfere with drivers view.

Q. Will vehicle be approved if windshield glass is missing?

A. Yes. (Sticker will be placed on dash.)

Q. What stickers are permitted on windshields?

A. Official Inspection Sticker. School bus sticker on school bus, and sticker referred to in Paragraph 4 above.

Q. Should door glass be checked?

A. Yes.

Q. Is blue or amber glass in rear or side windows permitted?

A. Yes, if approved safety glass.

OTHER GLASS. Ch. 17-C, Art. 15, Sec. 36 and 38, Motor Vehicle Law.

Inspect for:

- (1) Approved type.
- (2) Diffusion or discoloration in door glass ventilators and rear window glass.
- (3) Operation of left front door glass.
- (4) Shattered or jagged glass.
- (5) Stickers and other obstructions.

Reject if:

- (1) Not approved type.
- (2) Area of discoloration and diffusion is greater than specifications permit. (See Chart.)
- (3) Glass in left front door cannot be raised and lowered easily so a hand signal can be given. (Do not reject if glass is removed entirely, or if an approved signal device is installed and operating.)
- (4) Shattered to extent that vision is obscured or if sharp edges of glass are exposed.
- (5) Not permitted by law. (Ch. 17-C, Art. 15, Sec. 36, Motor Vehicle Law. No person shall drive any motor vehicle with any sign, poster, or other nontransparent material upon the front windshield, side wings, or side or rear windows of such vehicle which obstructs the driver's clear view of the highway or any intersecting highway.)

MUFFLER AND EXHAUST SYSTEM. Ch. 17-C, Art. 15, Sec. 34, Motor Vehicle Law.

Inspect for:

- (1) Presence of:
 - (a) Exhaust line and muffler.
 - (b) Tail pipe, if the system is designed for the same.
- (2) Straight exhaust and gutted or altered muffler.
- (3) Muffler cut out.
- (4) Loose brackets and excessive vibrations of exhaust line.

- (5) Leakage of gases at:
 - (a) Manifold gaskets.
 - (b) Manifold and exhaust pipe gasket.
 - (c) Muffler and muffler connections.
 - (d) Any point in exhaust pipe.
- (6) Clear tail pipe opening.

Reject if:

- (1) Vehicle has no:
 - (a) Exhaust line and muffler.
 - (b) Tail pipe, if the system is designed for same.
- (2) Vehicle has a straight exhaust, gutted or altered muffler.
- (3) Vehicle has a muffler cut out.
- (4) There is excessive vibration in exhaust line.
- (5) Leakage of gases at:
 - (a) Manifold gaskets.
 - (b) Manifold and exhaust pipe gasket.
 - (c) Muffler and muffler connections.
 - (d) Any point in the exhaust line.
- (6) Tail pipe opening is mashed or pinched.

Q. Is it permissible to put asbestos or a tin plug in a muffler which has exhaust leaks?

A. No.

Q. How far must muffler tail pipe extend to rear of truck or passenger vehicle which has a separation between truck tractor and semi-trailer?

A. Exhaust pipe must extend to rear of passenger carrying section of vehicle.

Q. Must manifold gaskets be replaced when blown?

A. Yes.

Q. If a muffler is leaking, must vehicle be rejected?

A. Yes.

Q. Certain vehicles come equipped from the factory with a moisture hole in the bottom of muffler or tail pipe. Should such vehicle be passed?

A. Yes.

Q. Is it permissible to have any part of exhaust system passing through the body or trunk of a motor vehicle?

A. No.

FOR THE PURPOSE OF INSPECTION, A MUFFLER WHICH DOES NOT CONTAIN BAFFLE PLATES OR SIMILIAR MATERIALS WILL NOT BE APPROVED.

EVERY MOTOR VEHICLE SHALL AT ALL TIMES BE EQUIPPED WITH A MUFFLER IN GOOD WORKING ORDER AND IN CONSTANT OPERATION TO PREVENT EXCESSIVE OR UNUSUAL NOISE AND ANNOYING SMOKE, AND NO PERSON SHALL USE A MUFFLER CUT-OUT, BYPASS, OR SIMILIAR DEVICE UPON A MOTOR VEHICLE ON A HIGHWAY.

WINDSHIELD WIPER. Ch. 17-C, Art. 15, Sec. 36, Motor Vehicle Law.

Inspect for:

- (1) Condition of blade.
- (2) Operation.

Reject if:

- (1) Blade has dead or worn rubber.
- (2) Wiper does not operate freely.

Q. Is a hand-operated windshield wiper legal?

A. Yes, if it can be operated by the driver.

Q. On a vehicle equipped with two wipers, is it necessary that the right side be working?

A. Yes.

REJECT ANY VEHICLE EQUIPPED WITH A WINDSHIELD WHICH IS NOT EQUIPPED WITH A WIPER IN GOOD WORKING ORDER.

TAG MOUNTING. Ch. 17-A, Art. 3, Sec. 15, Motor Vehicle Law.

Inspect for:

- (1) Location and visibility.
- (2) Type of fastening.

Reject if:

- (1) Not properly located or plainly visible. (Rear plate must be illuminated.)
- (2) Is not securely fastened in a horizontal position to the vehicle for which it is issued so as to prevent plate from swinging and at a height of not less than twelve inches from the ground, measuring from the bottom of such plate. Not free of all foreign materials.

Q. Is it permissible to attach emblems, club signs, etc., to registration plates, if registration numbers are not obscured?

A. Yes, provided that the numerals on the registration plate are clearly visible and legible. Such emblems, when mounted, may not obstruct a clear and ready identification of the registration plate. The foregoing is also applicable to a "trailer hitch".

BUMPERS, FENDERS AND FRAMES.

Motor vehicles with bumpers, fenders or frames having protruding or broken sharp edges that would be hazardous to any person

coming in contact, should not be passed for inspection until such hazardous conditions have been eliminated. Bumper and fenders must be securely attached to body of vehicle.

Q. Is it necessary that a vehicle be equipped with bumpers, front and rear?

A. Not required as standard equipment, however, when furnished as standard equipment, they should be maintained.

Q. Is it legal for bumper guards to obscure registration plate?

A. No.

Q. Should bumper guard or any other accessory obscure part of any lighting device?

A. No.

TIRES.

Inspect for:

(1) Condition.

Reject if:

(1) Tires are:

- (a) Tread worn to fabric.
- (b) Showing a bulge or knot.
- (c) Showing external breaks.

SOLID RUBBER TIRES. Ch. 17-C, Art. 15, Sec. 37, Motor Vehicle Law.

Reject if less than one inch of rubber outside of flange.

Q. Are we permitted to pass tires with side wall rubbed although fabric is not broken?

A. Yes.

Q. Should we reject a vehicle if tire is regrooved and

groove digs into fabric or fabric shows?

A. Yes.

Q. Should the condition of spare tire be taken into consideration when inspecting?

A. No.

Q. Are we permitted to issue a sticker for a vehicle with vulcanized tire on front?

A. Yes, if steering is not affected.

Q. In case where tires are switched from one vehicle to another for inspection, who is responsible?

A. Station is not responsible if proper equipment is on vehicle at time of inspection.

Q. Where it is felt motorist is switching tires from one vehicle to another to secure sticker, what procedure should be followed?

A. Notify West Virginia State Police.

TELEVISION SETS. Ch. 17-C, Art. 15, Sec. 42, Motor Vehicle Law.

Any type of television set or equipment, whereby the video screen of such television set is within the view of the operator of such vehicle, is prohibited.

SCHOOL BUSES.

In addition to the regular inspection for commercial or passenger type vehicles, all school busses must be inspected by the State Police in September, December and March of each year.

VEHICLES TRANSPORTING EXPLOSIVES SHALL. Ch. 17-C, Art. 15, Sec. 41,
Motor Vehicle Law.

- (a) Be marked or placarded on each side and the rear with the word "EXPLOSIVES" in letters not less than eight inches high, or there shall be displayed on the rear of such vehicle a red flag not less than twenty-four inches square marked with the word "DANGER" in white letters six inches high.
- (b) Be equipped with not less than two fire extinguishers, filled and ready for immediate use, and placed at a convenient point on the vehicle so used.

VEHICLES EXEMPT FROM INSPECTION.

All vehicles exempt from West Virginia registration shall be exempt from all provisions of the inspections laws or instructions. All vehicles bearing class "S", class "R", or antique registration shall be exempt from such inspection.

All vehicles or chassis are exempt from all provisions when they are in transit from factory or factory branch to distributor or dealer, or from distributor to dealer or from dealer's warehouse or storage plant to his place of business or from one car dealer to another when an exchange of cars is in progress.

MISCELLANEOUS QUESTIONS.

- Q. Is it permissible to drive a registered vehicle which requires inspection on a highway without a valid inspection sticker?
- A. No, except as provided in Paragraph 1, General Inspection Requirements, and those vehicles exempt

from inspection. (May be towed if displaying proper registration plate.)

Q. When a vehicle is junked, will Official Inspection Sticker be removed and destroyed?

A. Yes.

Q. May an out-of-state vehicle be inspected and issued a sticker in West Virginia?

A. Yes.

Q. Must entire procedure of inspection be followed on a new vehicle?

A. Yes.

Q. May a properly inspected and approved truck tractor tow a foreign state trailer which has not been inspected and approved in West Virginia?

A. Yes.

Q. Must a trailer, that is hitched to a passenger vehicle, be inspected?

A. Yes.

Q. What are the requirements on inspection a home-made trailer?

A. Same as any other type.

Q. Should vehicles be rejected when license plates are illegible?

A. Yes.

Q. May a station be appointed for inspections of trailers only.

A. Yes, providing towing vehicle is used to complete inspection.

- Q. May truck-tractor be inspected and approved without trailer attached thereto?
- A. Yes.
- Q. Is it a violation of the law for a person to refuse to have his vehicle inspected as required under the Motor Vehicle Inspection Law?
- A. Yes.
- Q. What period of time is allowed for corrections to be made after vehicle has been rejected?
- A. Five days. (No person shall operate any vehicle after receiving rejection sticker, except as may be necessary to return such vehicle to the residence or place of business of the owner, or driver, if within a distance of twenty miles, or to a garage, until said vehicle and its equipment has been placed in proper repair and adjustment.)
- Q. If a vehicle is rejected and owner fails to have the proper corrections made within five days, what penalty if any may be applied?
- A. Commissioner of Motor Vehicles may suspend registration issued for such vehicle until such corrections are made and vehicle has been approved.

Official Inspection Procedure (Motorcycles or Motor-Driven
Cycles)

BRAKES. Ch. 17-C, Art. 15, Sec. 32, Motor Vehicle Law.

Inspect for:

- (1) Bent rods, missing cotter keys or lock nuts,
and frayed or frozen cables.
- (2) Stopping distance.
- (3) Lever reserve.

Reject if:

- (1) Rods are bent, cotter keys or lock nuts are
missing, or cables frayed or broken.
- (2) Not able to stop within 30 feet from 20 miles
per hour or decelerate 14 feet per second.
- (3) Levers (foot and hand) do not have at least
one-third of their travel as reserve after
brakes are fully applied.

REJECT ANY MOTORCYCLE OR MOTOR-DRIVEN CYCLE WHICH IS NOT
EQUIPPED WITH A BRAKE, OR WITH A DISCONNECTED BRAKE.

HEADLAMP. Ch 17-C, Art. 15, Sec. 23, Motor Vehicle Law

Inspect for:

- (1) Approved type.
- (2) Proper lens and reflectors.
- (3) Proper bulbs.
- (4) Focus.
- (5) Aim. (Drop from center not required.)
- (6) Mounting, wiring, and switching.
- (7) Light output.

Reject if:

- (1) Not an approved type of motorcycle lamp. (A motorcycle or motor-driven cycle may have one or two headlamps, but not more than two.)
- (2) Lens are cracked or broken. Reflectors not clean and bright.
- (3) Bulb is blackened.
- (4) Lamp is not focused.
- (5) Lamp is not properly aimed.
- (6) Lamp not mounted securely to prevent excessive vibration, or if wiring is not good with good ground, or if switch does not operate properly and make good contact.
- (7) Light output is not sufficient to make persons and objects visible at 200 feet.

REJECT ANY MOTORCYCLE OR MOTOR-DRIVEN CYCLE THAT IS NOT
EQUIPPED WITH LAMP OR HEADLAMPS.

REAR LAMP AND SIDECAR LAMP. Ch. 17-C, Art. 15, Sec. 5, Motor Vehicle Law.

Inspect for:

- (1) Approved type.
- (2) Bulbs and proper condition.
- (3) Lens color and condition.
- (4) Proper mounting.
- (5) Proper burning of filaments.
- (6) Illumination of rear license plate.

Reject if:

- (1) Lamps are not of approved type. (White light to

illuminate license plate.)

- (2) Bulbs blackened or discolored.
- (3) Lens cracked or broken, or not proper color.
- (4) Lamp not properly mounted to prevent vibration or does not make a good electrical ground.
- (5) Filaments in all lamps do not burn when headlamp switch is turned on to any position or if rear lamps are not visible at 500 feet.
- (6) The rear license plate is not properly illuminated.

REJECT ANY MOTORCYCLE OR MOTOR-DRIVEN CYCLE WHICH IS NOT
EQUIPPED WITH PROPER LIGHTING EQUIPMENT.

PROHIBITED LIGHTING EQUIPMENT.

- (1) Any lamp showing red to the front, except police vehicles. (Ch. 17-C, Art. 15, Sec. 26, Motor Vehicle Law.)
- (2) Any auxiliary lamp except approved type. (Ch. 17-C, Art. 15, Sec. 17, Motor Vehicle Law.)
- (3) Any flashing lighted advertising sign. (Ch. 17-C, Art. 15, Sec. 26, Motor Vehicle Law.)

MIRROR. Ch. 17-C, Art. 15, Sec. 35, Motor Vehicle Law.

Inspect for:

- (1) Condition.
- (2) Mounting.
- (3) View to rear.

Reject if:

- (1) Reflector tarnished or peeling.
- (2) Not mounted securely.

- (3) Operator does not have a view of the road
200 feet to the rear.

REJECT ANY MOTORCYCLE OR MOTOR-DRIVEN CYCLE NOT EQUIPPED
WITH A MIRROR.

HORN. Ch. 17-C, Art. 15, Sec. 33, Motor Vehicle Law.

Inspect for:

- (1) Approved type.
- (2) Mounting and wiring.
- (3) Sound.

Reject if:

- (1) Siren or exhaust whistle on any motorcycle
or motor-driven cycle not a police or fire
department vehicle.
- (2) Not mounted securely, or if wiring is not good,
or if control button is not operating properly.
- (3) Sound not audible for 200 feet.

REJECT ANY MOTORCYCLE OR MOTOR-DRIVEN CYCLE NOT EQUIPPED
WITH A HORN.

TAG MOUNTING. Ch. 17-C, Art. 3, Sec. 15, Motor Vehicle Law.

Inspect for:

- (1) Mounting.
- (2) Illumination.
- (3) Visibility.

Reject if:

- (1) Not securely fastened in a horizontal position
to the vehicle for which issued.
- (2) Not properly illuminated as required by law.

- (3) Tags are not placed so as to be clearly visible
from the rear.

MUFFLER AND EXHAUST SYSTEM. Ch. 17-C, Art. 15, Sec. 34, Motor Vehicle
Law.

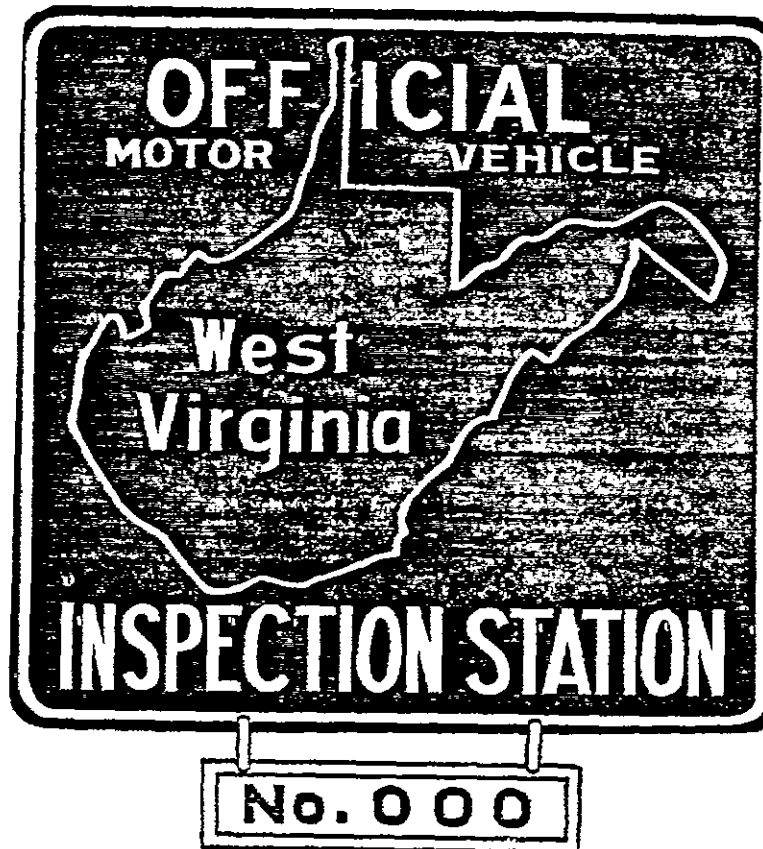
Inspect for:

- (1) Presence of:
 - (a) Exhaust line and muffler.
 - (b) Tail pipe if the system is designed
for the same.
- (2) Straight exhaust and gutted or altered muffler.
- (3) Muffler cut out.
- (4) Loose brackets and excessive vibration of exhaust
line.
- (5) Leakage of gases at:
 - (a) Manifold gaskets.
 - (b) Manifold and exhaust pipe gasket.
 - (c) Muffler and muffler connections.
 - (d) Any point in exhaust pipe.
- (6) Clear tail pipe opening.
- (7) Direction of exhaust discharge from tail pipe
muffler.

Reject if:

- (1) Vehicle has no:
 - (a) Exhaust line and muffler.
 - (b) Tail pipe if system is designed for same.
- (2) Vehicle has a straight exhaust, gutted or
altered muffler.
- (3) Vehicle has a muffler cut out.
- (4) There is excessive vibration of exhaust line.
- (5) Leakage of gases is noted at:
 - (a) Manifold gaskets.
 - (b) Manifold and exhaust gasket.
 - (c) Muffler and muffler connections.
 - (d) Any point in exhaust line.

- (6) Tail pipe opening is mashed or pinched.
- (7) Tail pipe discharge is not directly parallel
with the ground or upward.



Section 13. Specifications For Official Motor Vehicle Inspection Station Sign And Station License Number Plate As Reproduced Above

Sign and Number Plate will be made of not less than 20 guage metal. Sign 24 inches square. Plate 4 inches by 14 inches.

Outline of State of West Virginia, border, lettering and numerals to be gold (Sherwin-Williams Kem-Glo Starlite Gold or like color) in color on blue (Sherwin-Williams Kem-Glo Colony Blue or like color) background.

Outline of State of West Virginia - 1/4 inch wide.

Border - 1/2 inch wide.

Lettering - "Motor Vehicle" - 1 inch high.

Lettering - "Official" - 2 inches high.

Lettering - "Inspection Station" - 3 inches high.

Lettering - "West Virginia" - Capital letters 2 inches high, other
letters 1 1/2 inches high.

Numerals on station license number plate - 2 inches high.

Lettering on station license number plate - Same as lettering used in
"West Virginia" on official sign.

Number plate will be suspended from the center of official sign by
two chain links, one link near each end of number plate.

DESIGN WILL BE THE SAME ON BOTH SIDES.