Delaware Division of Motor Vehicles

Inspection Lane Manual

Revised 12/18

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STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
DIVISION OF MOTOR VEHICLES

INTRODUCTION

Mission Statement:

"The Division of Motor Vehicles promotes safety on the highways and cleaner air quality. We embrace the standards of courteous, efficient, and timely service."

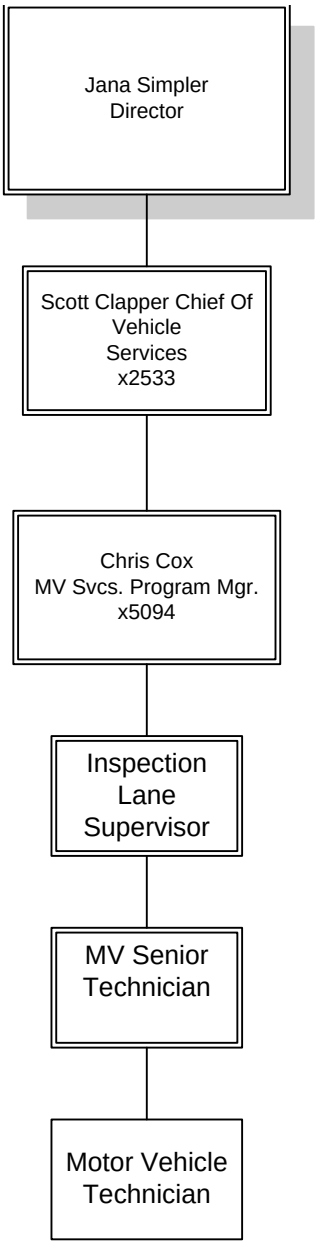
The Division of Motor Vehicle's inspection facilities are one of the most frequently visited and utilized of our services. Division customers may be state, federal, or local government officials, corporations, new residents, dealers, or private citizens. A new resident's first impression of Delaware State Government and the Division will be formed by their treatment and experience in our inspection lanes. This first impression is one that may remain with the individual for a long time. Therefore, it is important that we promote and embrace the Division's mission statement and treat all customers with the utmost courtesy.

Quality Customer Service is a key tool to the Division's daily operations. Everyone that visits our facilities is in need of a service. You as an inspection technician must perform your job duties while promoting quality and friendly service.

This manual has been created and revised in an effort to guide you through the inspection process and to use as a reference and tool to accomplish your daily tasks.

First Class Service from the First State

TABLE OF ORGANIZATION FOR VEHICLE INSPECTIONS



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GENERAL INSPECTION INFORMATION

The driver assumes all responsibility for passengers that remain in the vehicle during inspection. Motor Vehicle Services Technicians must enforce Delaware Child Restraint Law, Title 21, §4803. No vehicles will be inspected with children under age of 6 and weighing less than 60 lbs. unless they are in an approved child restraint safety seat. **Division procedure requires that all individuals who wish to remain in the vehicle during the inspection process must wear a fastened seat belt.**

Cell phones, pets, and smoking are prohibited in the inspection lanes.

Anything not covered by this manual, which in the determination of the Motor Vehicle Services Technician prevents the safe operation of the vehicle, **shall be rejected.** The Motor Vehicle Services Supervisor or Vehicle Services Program Manager will have the final decision in these particular cases.

It is the policy of the Division of Motor Vehicles to accept vehicle inspection reports **ONLY** if the inspection has been performed within the immediate past 90 days.

Title 21, Chapter 21, Subchapter III, requires a vehicle inspection before being registered or having its registration renewed except Delaware registered vehicles in the 5 newest model years. Since renewal of registration is required annually or biennial (Section 2109), the law implies that a safety inspection is required at least biennially.

Other information, as pertaining to specific laws on equipment may be found in the Delaware Criminal & Traffic Law Manual, Title 21, beginning with §4301 - §4374; 4501 – 4503; 4801 – 4803.

Other sources of reference material that are used conjunctively with this Manual to conduct Delaware vehicle inspections are:

- ESP Lane Operator's Manual
- Mobile Home Blue Book
- Delaware Code, Title 21; Title 7 (6701-7125)
- Federal Motor Vehicle Safety Standards
- Federal Motor Carrier Regulations
- AAA Digest of Motor Vehicle Laws
- Minimum Standards for School Buses Booklet
- Chilton's Emission Control System Application Manual
- EPA Bulletins
- Hunter Brake Tester Manual
- National Insurance Crime Bureau (NICB)
  Passenger Vehicle Identification Manual

GENERAL INSPECTION – THE LAW

Delaware Code, Title 21 – The Law

§302. Rules and regulations.

The Secretary may adopt and enforce such administrative rules and regulations and designate such agencies as may be necessary to carry out this title. The Secretary may also adopt and enforce such rules and regulations relative to equipment, weight, size and operation of motor vehicles, provided such rules and regulations are not contrary to a positive law, as may be necessary and proper in order to conform to the rules and regulations of the Interstate Commerce Commission and in order to establish a more uniform Motor Vehicle Code and more uniform traffic rules and regulations. No rule or regulation adopted pursuant to the authority granted by this section shall extend, modify or conflict with any law of this State, or the reasonable implications thereof.

§2141. Inspection Places

The Division of Motor Vehicles shall provide and maintain 1 or more places in each county together with such facilities and such number of qualified inspectors as may be required for registration and inspection purposes.

§ 2142. Purpose of Inspections.

Inspection shall be for the purpose of determining whether a vehicle is in a safe and in fit condition to be operated upon the highways of the State, and whether it is equipped in the manner provided by law.

§ 2143. Inspection of Motor Vehicle Before Registration; Exception; Vehicles Outside the State.

(a) Before the Department registers, renews the registration of, or reregisters a motor vehicle required to be registered under this title, such vehicle shall first be inspected by the Department and determined to be safe and fit for operation and found equipped according to law. The Department may waive all inspection requirements with respect to the registration of new motor vehicles and the initial registration or renewal of vehicles no older than 5 model years.

(b) Upon application, subject to approval by the Secretary, the Department may waive such inspection requirements with respect to the renewal of registration of a vehicle registered in this State which is not in this State at the time the inspection is required, provided that an out of state inspection, certified on forms prescribed by the Secretary, is submitted to the Department. It shall be the duty of the owner of any vehicle so inspected to submit such vehicle for inspection by the Department within 10 days after the date the vehicle is returned to this State.

(c) Upon application, subject to the approval by the Secretary, the Department may waive such registration requirements with respect to new or used motor vehicles where a fleet account is involved. A fleet account shall consist of 15 or more vehicles. The inspection requirements may be waived provided there are adequate inspection and repair facilities at the fleet headquarters. Such fleet account waiver shall not apply to fleets of school buses that transport pupils of any public, parochial or private school of the State.

(d) The Department shall waive the requirement for inspection for those small trailers with a gross weight of vehicle and load of 4,000 pounds or less, which are not required to be equipped with brakes.

(e) The Department shall waive the requirement for inspection for fire trucks, fire engines, rescue trucks, ladder trucks, tank trucks, tank trailers and ambulances which are used by fire companies,

and volunteer ambulance and rescue services in this State; provided, that at the time of the renewal of registrations for these vehicles, the principal officer of such company shall present a certification that each vehicle has been inspected by the officer or the officer's designee and that it is safe to operate on the streets and highways and equipped according to law. The waiver shall not apply to passenger cars owned or used by fire companies.

(f) The Department shall waive the requirement for inspection for all vehicles or motor vehicles registered under the International Registration Plan pursuant to Chapter 4 of this title. The Department may adopt rules and/or procedures to implement this subsection.

§ 2144. Other Inspections; Procedure; Duty of Owner.

(a) At any time and notwithstanding the possession of current registration plates, as provided by this title, the Secretary, or any authorized agent of the Department or any police officer may, upon reasonable cause, require the owner or operator of a vehicle to stop and submit such vehicle and the equipment to such further inspection and test with reference thereto as may be appropriate. In the event such vehicle is found to be in an unsafe condition or lacking the required equipment or is not in proper repair and adjustment, the officer shall give a written notice to the driver and shall send a copy thereof to the Department. The notice shall require that such vehicle and its equipment be placed in safe condition and in proper repair and adjustment and/or that proper equipment be obtained, and that a certificate of inspection and approval for such vehicle be obtained within 5 days thereafter.

(b) Every owner or driver upon receiving the notice prescribed in subsection (a) of this section shall comply therewith and shall, within the 5 day period, secure an endorsement upon such notice by an inspector of the Department that such vehicle is in safe condition and properly equipped and its equipment in proper repair and adjustment and shall then forward the notice to the Department. No person shall operate any such vehicle after receiving a notice with reference thereto as above provided, except as may be necessary to return such vehicle to the residence or the place of business of the owner or driver if within a distance of 20 miles or to a garage until the vehicle and its equipment has been placed in proper repair and adjustment and otherwise made to conform to the requirements of this title.

§ 2145. School Bus Inspection.

All school buses which transport pupils of any public, parochial or private school of this State shall receive a special inspection twice yearly at such time and place as specified by Department regulations. At such inspection, each school bus shall be inspected by the Department to determine if it is safe and fit for operation and properly equipped, and a special check shall be accomplished with respect to specific school bus safety features in accordance with the rules and regulations adopted by the Department.

§ 2161. Grounds for Refusal to Grant Registration.

The Department shall not grant an application for the registration of a motor vehicle when:

(4) The vehicle is in an unsafe and unfit condition to be operated upon the highways of this State and when it is not equipped in the manner provided by law.

§ 2162. Rescission, Cancellation or Suspension of Registration.

(c) The Department shall rescind, cancel or suspend the registration of any motor vehicle and shall rescind, cancel, or suspend and shall take up the current registration plates of any motor vehicle which is determined by the Department at any time, upon inspection pursuant to this chapter, to be unsafe or unfit to be operated or to be not equipped as required by law.

§ 2199. Inspection (Antique vehicle).

A motor vehicle registered as an antique motor vehicle shall be exempt from annual inspection. A motor vehicle must pass an initial inspection prior to the motor vehicle being registered as an antique motor vehicle. Motor vehicles registered as antique motor vehicles shall be provided EXEMPT validation stickers in lieu of the usual expiration date stickers upon passing the initial inspection.

EQUIPMENT LOGON & LOGOFF POLICY

1. All DMV technicians shall logon to the inspection equipment using their employee specific logon and password. The logon will be assigned by DMV. The technician shall choose the password.
2. If the technician leaves the workstation for any reason, such as breaks or lunch, they are to logoff the equipment.
3. THERE ARE NO EXCEPTIONS TO THIS LOGON & LOGOFF POLICY.
4. Lane Supervisors shall ensure that this policy is followed by performing periodic checks during the workday.

I/M TESTING (I/M Inspection & Maintenance)

The Division of Motor Vehicles performs on-site exhaust emissions tests on all 1968 and newer gasoline-powered passenger cars, vans & light trucks with a MGVWR of 8,500 pounds or less. The Division uses computerized equipment manufactured by Environmental Systems Products, Inc. (ESP). Vehicles less than five years old are exempted from this test. Delaware uses three types of emissions tests to examine the exhaust gases & emission related components of a vehicle.

Vehicle Year	Type of Inspection
1967 & older passenger vehicles	No emissions test performed
1968 – 1980 vehicles	Idle test
1981 – 1995	Two-speed Test
1996 – To current five model year	On-Board Diagnostic (OBD-II)
Current five model years	Exempt

DMV9702 – CURB IDLE - Gasoline-powered automobiles model years 1968 to 1980 and light trucks model years 1970 to 1980 and Sussex County registered vehicles will continue to receive the curb-idle test.

DMV0001 – TWO-SPEED IDLE (TSI) - Most gasoline-powered automobiles and light trucks model year 1981 to 1995 will receive a two-speed, Low (Curb idle RPM) & High (2500 RPM) exhaust emissions test. An evaporative recovery pressure test and anti-tampering inspection is also conducted on New Castle & Kent County registered vehicles.

The procedures for performing either of the above emissions test are quite similar. The major difference being that the technician will use a tachometer to measure engine speed when performing the TSI test. There are two types used: 1) a "Remote pickup" method places a paddle on the hood of the vehicle; 2) the "Direct pickup" method attaches a lead wire to any of the vehicle's spark plug wires. The preferred method is to use the non-intrusive (remote pickup) paddle to measure the engine speed of the vehicle.

The general emissions test procedure followed by a DMV technician is (for specific information, refer to the appropriate DMV test method):

1. The technician signals the driver of the vehicle to proceed to a pre-determined position in the inspection lane.

2. The technician instructs the driver to place the vehicle in "park" (automatic transmission) or "neutral" (manual transmission) and activate the parking brake.

3. The technician obtains the registration card or title and mileage of the vehicle and verifies the VIN on the registration card or title with the vehicle's VIN plate.

4. Since the emissions test equipment is coupled to the Division's mainframe computer network, the technician verifies the vehicle's vital statistics by entering the license plate number, or the Vehicle Identification Number (VIN), or scanning the VIN bar code.

5. Referring to Step #4, the technician inserts an exhaust probe to a minimum depth of 10 inches into the tailpipe (if the vehicle has a true dual exhaust, the dual probe is used). The technician instructs the driver of the vehicle accordingly and performs the appropriate emissions test. Curb Idle or normal idle means foot off the gas pedal or no acceleration. If a vehicle requires TSI testing, the technician uses the appropriate tachometer probe to measure RPM and instructs the driver about operating the engine at fast idle. The technician advises the driver to use the monitor as a guideline for maintaining engine speed. Technicians may use the F8 key – ***as a last resort*** - to bypass the tachometer requirement when the vehicle's rpm cannot be measure by the tachometer pickup or by clamping a plug wire under the hood.

6. While the vehicle is stopped at this position, the technician may also perform a safety inspection.

7. If a vehicle is smoking, the tailpipe test should not be performed or stopped immediately. The test is to be **bypassed** and **failed** under comments (advisory).

8. Upon completion of the above examinations, the technicians requests that the driver of the vehicle proceed to the next step of the Division's inspection process.

NOTE: All Ford/Lincoln/Mercury products, etc. (1981 and newer passenger cars, 1984 to 1990 trucks), all 1984 and 1985 Honda Preludes and all 1991 and newer Saturn's that fail emissions will be retested by: shutting the engine off, restarting engine and preconditioning at fast idle for 30

seconds prior to the retest. This resets the emissions system. Insert the analyzer's testing probe at least 10 inches into the exhaust port of the vehicle to be tested. <u>Dual exhausts will be tested with the dual exhaust probe</u>. The vehicle's exhaust system must be accessible to the analyzer's probe.

Technicians will not precondition any of the following vehicles as transmission failure could occur: 1984-1986 BMW's with automatic transmission; all 1987 BMW's 635, 734 or L7, and all 1984 and 1988 Volvo's with automatic transmission, all 1986 - 1987 Peugeot 505's with automatic transmission.

<u>I & M Emission Standards</u>

Group	Auto/Station Wagon	Pickup or Van Under 8501lbs	Hydrocarbon Limit (ppm)	Carbon Monoxide Limit (%)
1	'68 - '70	'70 - '72	900	9
2	'71 - '74	'73 – '78	600	6
3	'75 – '79	'79 - '83	400	4
4	'80	XXXXXXX	220	2
5	'81 – '95	'84 - '95	220	1.2
6	'96 & newer gas - '97 & newer diesel		OBD-II	OBD-II

OBD TESTING

The OBD-II test method will replace the Division's tailpipe test (and pressure test) for 1996 and newer gasoline powered vehicles, and 1997 and newer diesel powered vehicles with MGVWR less than 8,500 pounds registered in New Castle County and Kent County. Vehicles that are smoking, but are not excessive should receive an OBD-II test.

The OBD-II emissions test procedure followed by a DMV technician is:

1. DMV technician shall direct the motorist to enter the inspection lane (position #1) and turn the engine of the vehicle off.

2. The technician shall enter the pertinent vehicle information into the ESP system.

3. The technician shall advise the motorist to exit the vehicle and move to a designated area.

4. The engine must be off at least 15 seconds before attempting and OBD procedure. If the engine is not shut off, it can cause a false fail.

5. If the technician cannot locate the DLC, the technician shall refer to the ESP picture database to determine the DLC location.

6. If the DLC is visible but blocked by the addition of an aftermarket device such as a trailer brake control, the vehicle FAILS the OBD examination or if the DLC is hanging and not properly mounted the vehicle FAILS. The Division shall perform the remainder of the inspection.

a. The technician shall advise the motorist of the reason for the failure.
b. The motorist may relocate/remount the device and return for an OBD exam.

7. If the DLC cannot be found, the technician may OVERRIDE to perform a MIL test with supervisor approval. If the MIL test cannot be performed, a TSI and pressure test is given.

8. After making the DLC connection, the technician shall perform the Key On, Engine Off (KOEO) test to determine if the Malfunction Indicator Light (MIL) is properly functioning. If the MIL is not illuminated in the KOEO, the vehicle FAILS. The system prompts the technician to note this condition on the computer screen.

9. The technician shall start the vehicle, performing a Key On Engine Running (KOER) test. The system prompts the technician to enter PASS/FAIL information.

10. The technician activates the CONTINUE button and collects data from the computer of the vehicle. THIS PROCEDURE TAKES LESS THAN 15 SECONDS TO COMPLETE.

11. During the test, the ESP computer system downloads Diagnostic Trouble Codes (DTC) and readiness indicators (if any).

12. The technician turns the vehicle off and disconnects the DLC connector.

13. The technician requests that the motorist enter the vehicle and fasten their seat belt.

Certain vehicles shall receive a MIL test instead of an OBD test as determined by the inspection technician. Some reasons for down grading to a MIL test are as follows:

1. Location of DLC requires mechanical removal of FACTORY-INSTALLED original equipment interior parts.
2. The technician could not find the DLC after all attempts to locate it have been exhausted.
3. The driver is handicapped and cannot exit the vehicle.
4. This is the procedure we have for vehicles that have readiness issues. We test all vehicles and do not exclude any because of readiness problems.

For vehicles that fail for not-ready on test 1:

- The customer should be told that the vehicle has failed for OBD not-ready. If the vehicle has been repaired or a battery replaced, they need to drive the vehicle several trips (complete a drive cycle) to ensure the vehicle is ready to test.

For vehicles that fail for not-ready on test 2:

- The recheck lane tells the customer the vehicle needs to be driven to complete a drive cycle before DMV can test the vehicle. A second temp tag may be necessary to allow the customer to drive the vehicle and complete the drive cycle.

For vehicles that fail for not-ready on test 3:

- If a vehicle comes in not-ready for a second retest (test 3) the vehicle owner is required to take it to an appropriate repair facility for one of the following :

  - to fix any not-ready issues with the vehicle, such as, a re-flash of the computer.
  - to drive the appropriate drive cycle for the appropriate monitor.
  - to provide the customer with a technical service bulletin that discusses the not ready issue and what fixes or solutions are available.

If the repair facility service person can do either of the first two of the above solutions or any other solution that gets the vehicle ready, then the problem is solved.

For vehicles that fail for not ready on test 4:

The customer must provide documentation (a technical service bulletin or repair order) to the inspector that the vehicle cannot be tested because of readiness issues or that the vehicle's OBD system is operating normally, and there are no DTC's, and all monitors are set. Proceed to give the customer a MIL test.

The last resort, if a MIL test cannot be given, is to do a full TSI, tank, and cap test.

The technician must place an advisory on the VIR indicating why the OBD test was not performed.

Customers whose vehicles fail an emissions test will be provided a Vehicle Inspection Program Brochure, Certified Repair Technicians list, and a Vehicle Emissions Repair Report Form.

Vehicles to be MIL tested only

Model Year	Manufacturer	Model
1996	Eagle	Talon
1996	Eagle	Vision
1996	Hyundai	Elantra
1996	Hyundai	Sonata
1997	Hyundai	Sonata
1998	Hyundai	Sonata
1996	Kia	Sportage
1996	Mazda	Protégé DS
1996	VW	GTI

I/M RE-TEST PROCEDURE – *Except Sussex County*

After a vehicle has failed its emissions test (TEST #1), the Division allows a vehicle one free emissions test (TEST #2). For additional testing (TEST #3, #4, etc.) it is necessary to provide the technician with a completed Vehicle Emissions Repair Report Form (MV705). An owner, a certified repair technician, or a certified manufacturer repair technician may complete the MV705 form. The form should present (by checking off) all relevant information regarding those repairs performed on the vehicle. When performing the emissions retest (TEST #3), the resultant analysis must indicate PASS for both components of interest (hydrocarbons – HC and Carbon Monoxide – CO). For example, if the initial examination indicated a FAIL for HC, the retest shall confirm the acceptability of the HC component as well as CO. Although the Division permits unlimited emissions retests on vehicles, the Division

recommends that an owner take the vehicle to a certified repair technician or a certified manufacturer repair technician for repair after receiving FAIL on Test #3.

I/M WAIVER POLICY

Under certain conditions vehicle owners may apply to the Division of Motor Vehicles (DMV) for a Department of Natural Resources and Environmental Control (DNREC) approved exhaust emissions waiver. The Division does not grant waivers for failed fuel system tests or safety examinations. Waivers are issued to vehicles that continue to fail the exhaust emissions test even after appropriate repairs have been made. To be eligible, all items on the following checklist must apply:

- The vehicle failed the exhaust emissions test two or more times with at least one emissions reading.
- Engine parameters are set to manufacturer's specifications.
- You exceeded the repair cost limit. The limit is $75 for vehicles in the 1968-1980 model year range and $897 for 1981 and newer vehicles registered in either New Castle County or Kent County. The waiver limit for 1981 and newer vehicles registered in Sussex County is currently $200. **In New Castle or Kent Counties**, if a Delaware-certified repair technician (DEEP) performed the repairs, parts and labor apply towards the waiver limit. If an owner or non-certified technician performs the repair, only applicable parts count towards the waiver limit. A DEEP technician must verify repairs performed by owners and non-certified technicians; this fee applies towards the waiver.
- For OBD II failures a **Permitted CERT must perform repairs** to qualify for a waiver.
- The vehicle did not fail for visible smoke or missing emissions control equipment.
- When presented to a DMV technician for review, all original repair receipts, and Vehicle Inspection Reports (VIR) must accompany the waiver application.
- The owner of the vehicle must complete a Application for Emissions Test Waiver form;
- All repair receipts and Vehicle Inspection Reports (VIR's) must accompany the application;
- The accompanying repair receipts must meet the minimum expenditure and be authenticated if necessary.
- THE VEHICLE MUST HAVE PASSED THE SAFETY AND BRAKE PORTIONS OF THE INSPECTION PROCESS.

The cost to repair or replace the following items qualifies as emissions-related repairs. Written receipts and a completed VEHICLE EMISSIONS REPAIR REPORT FORM must be provided to show that the customer spent the appropriate amount of money within 90 days – either prior or after - from the original date of inspection.

In addition to general engine and fuel system repairs/replacement such as an overhaul, valve work, fuel injector and carburetor repairs, the following applies to waivers:

Air Filer	Oxygen Sensor	Catalytic Converter	Points
Pre-Heat Catalyst	Thermal Reactor	EGR Valve	Spark Plugs
EGR Hoses	EGR Sensor	PCV Air Pump	Coil
PCV Check Valve	Distributor	Ignition Wires	

In addition, the cost of labor performed by a CERT or CMRT and any gaskets, clamps, brackets or other emissions accessories directly associated with these components may be applied to the waiver.

APPLICATION FOR EMISSIONS TEST WAIVER

FOR VEHICLES FAILING EMISSIONS TEST 1/1/20_ _ – 12/31/20_ _
PLEASE PRINT
(Application must be completed in pen)

_____ _____
Owner's name as shown on registration Date submitted

Address:

_____
Street

_____
City, State, Zip

Attach Vehicle Inspection Reports and Repair Receipts to this application.

New Castle Kent Sussex
Circle County of Residence

Vehicle Information:_____ _____
Vehicle Identification Number (VIN) Vehicle Tag Number

_____ _____ _____
Model Year Make Model

Total Cost of Repairs Applicable Towards the Waiver Requirement $ _____

_____
Owner's Signature

FOR OFFICE USE ONLY

Attach Receipts:
Verified $75 Expenditure: ☐
Verified $200 Expenditure: ☐
Verified $897 Expenditure: ☐

Questionable Expenditure: ☐

Reason: _____
_____
_____

Final Decision: APPROVED: ☐ DENIED: ☐

Decision by: _____ _____
Print Name Signature/Date

Revised 12/18

EVAPORATIVE SYSTEM & ANTI-TAMPERING TESTING

The Division's Evaporative System Pressure Test evaluates the integrity of a vehicle fuel tank and the line running to the evaporative canister. The Fuel Cap Test ensures the cap is sealing properly and no fuel fumes or gasoline is escaping. The State also requires all originally equipped 1975 and newer gasoline powered vehicles to be equipped with a catalytic converter.

The following vehicles will receive a check of the catalytic converter, fuel cap pressure, and evaporative system pressure test depending on the accessibility of the evaporative canister.

- **Fuel Tank and Fuel Cap Pressure Test** - Applicable to 1975 - 1995 model-year, gasoline-powered vehicles 8,500 lbs. MGVWR or less. Vehicles registered to Sussex County owners are exempt from testing. 1996 or older diesel-fueled vehicles and those vehicles solely fueled by methods other than gasoline are exempt from testing. Inspection and testing of dual-fueled vehicles shall only occur on their gasoline-fueled systems.

- **NOTE: Evaporative system testing is NOT required for 1975 - 1978 gasoline-powered light trucks over 6,000 lbs. MGVWR.**

- **Do NOT tank test vehicles equipped with dual fuel tanks. Cap testing is still required.**

- **Catalytic Converter** – Inspection for the presence of a catalytic converter is required on all 1975 and newer gasoline-powered vehicles having a MGVWR of less than 8,501 lbs. **EXCEPT** 1975 – 1978, light trucks over 6,000 lbs. MGVWR.

- Vehicles registered to Sussex County owners are exempt from testing. Diesel-fueled vehicles are currently exempt from this examination. Inspection of dual-fueled and alternate-fueled vehicles is required. **NOTE: Most gasoline-powered light trucks having a MGVWR below 8,501 lbs. have catalytic converters—inspection of these vehicles is required. Standard reference materials such as CHILTON'S shall serve to determine if a vehicle requires testing and to determine its inspection status.**

All technicians must be familiar with DMV Regulation 9704 (Evaporative System Integrity Testing.) The following procedures are to be used as guidance when conducting the inspection. Variations on this guidance can be found at each lane because of lane layout and needs of service.

At either Position One or Position two perform the following:

- An emissions test (when applicable), safety inspection, VIN verification, paperwork and data entry.
- Inform customer no smoking or pets are allowed in the lane.
- Verify and identify vehicles eligible for pressure test.
- Check fuel cap on vehicles eligible for pressure test to determine if key is required for removal. Inform customer next inspector will need key to check fuel cap.
- Record mileage on the computer
- Inform customer to proceed at 5 mph for brake test.
- Perform brake test.
- Ask customer to put the vehicle in Park, or neutral and engage the emergency brake.
- Verify vehicle is eligible for pressure test.

- Inform customer to turn-off ignition, place keys in plain view of customer until test completion, and pull hood latch. Take the key for the fuel cap if applicable and ask if the lock works; ensure fuel cap is locked upon test completion. Return vehicle keys to customer when entire evaporative system pressure test is complete, and hoses have been disconnected.
- Customers who cannot provide fuel cap keys or refuses to provide vehicle keys shall be failed.
- Customers with damaged hoods that would be unsafe to open, hood latches that will not open, or damaged hoses running to canister, which would break if clamped, shall be failed. Explain to the customer the reason for failure.
- Open hood (if applicable) -- install hood prop. Damaged hoods are to be opened by the customer.
- Remove fuel cap slowly. **Warning - do not stand in front of fuel cap during removal!**
- Perform pressure test of fuel tank and fuel cap. Fuel cap only will be performed on vehicles where the canister cannot be located or is inaccessible. **Warning - hands and arms must be kept away from the vehicle's engine fan. The fan can operate without the engine running.**
- Release hose clamp. Remove fuel cap testing device. Close hood and <u>check to ensure hood is fully closed.</u> **Warning - failure to close the hood properly could result in property damage or serious injury.**
- Check vehicle for presence and condition of a catalytic converter. **Note:** This check can be performed anytime during the process.
- Provide failure information handouts for emissions, pressure, fuel cap or catalytic converter failure(s). Do not recommend or advise customers to patronize a specific facility or technician for repairs.
- Provide Vehicle Inspection Report (VIR) for vehicles that are required to receive one or if the customer requests.
- Provide and notate MV212A Form with paperwork presented, if applicable.

The following guidelines are to be used in determining when to waive the pressure test:

- The Division expects technicians to search for a vehicle's canister hose for a reasonable amount of time. The computer and vehicle emission diagram should provide the approximate location of hose.
- Inspect fuel cap and catalytic converter.
- Vehicle will be tested initially one time, unless an inspector is not sure the correct hose has been clamped or has other reasons to believe the test was not valid. An additional test may then be performed. Ask a senior or seasoned tech for assistance if unsure. **Check before you reject!**
- Kit cars are exempt from the emissions inspection.
- Vehicles with fuel cells, which cannot be tested, will be waived.

<u>Self-inspection Vehicles</u>

Vehicles that are registered under the self-inspection rule will be provided an emissions test. Eligible vehicles will also be given pressure/anti-tampering inspections. Provide owner the Vehicle Inspection Report. Safety inspections will not be performed, but inspectors noting obvious safety problems **will fail** the vehicle for safety violations. Vehicles that qualify for a waiver will be processed using waiver procedures.

INSPECTION DAMAGE REPORTING

Policy:

Notwithstanding the complete defense of sovereign immunity of the State of Delaware, damages less than $500.00 that occur to customer vehicles not caused by direct or indirect negligence of the customer and due solely to DMV's negligence during the DMV vehicle inspection process are to be compensated. The customer must follow the procedure below including the filing of a damage report, the receipt of estimates, and the signing of a release.

Procedure:

1. If an inspector determines that damage has occurred, or if a customer informs an Inspector of damage, the technician is to report the damage to his supervisor.

2. After assessing and photographing the damage, the supervisor prepares the DMV Inspection Damage Report. The supervisor and the customer initial the report. A copy is provided to the customer. The supervisor forwards a copy to the Vehicle Services Manager and retains a copy for his files.

3. The supervisor then directs the customer to obtain two estimates of repair from commercial repair facilities and informs the customer that compensation shall be provided in an amount not to exceed the lower estimate. The senior or supervisor is to make the Vehicle Services Manager aware immediately and send documentation to the manager. The customer should return estimates to the supervisor or send estimates to:

   Motor Vehicle Services Manager
   Division of Motor Vehicles
   P O Box 698
   Dover, DE 19903

4. Upon review of the DMV Inspection Damage Report and the associated estimates, the Vehicle Services Manager shall indicate approval or disapproval of the claim. If disapproved, the Vehicle Services Manager will notify the customer. If approved, the Manager will send two copies of the DMV Release form to the customer for signature.

5. Upon receipt of the signed Release form, the Vehicle Services Manager shall send the Inspection Damage Report, the lowest repair estimate, and the signed Release form to the Financial Services Manager and request payment to the vehicle owner/repair facility.

6. Waivers: Waivers of this policy (If estimates exceed $500.00) may be granted if good cause is shown. Customers must put their request in writing directed to the Vehicle Services Manager within TEN WORKING DAYS of alleged property damage requesting payment and setting forth why payment should be made.

ID #_____

MOTOR VEHICLE INSPECTION DAMAGE REPORT

Date Occurred: _____ Time: _____AM/PM

Lane Location: Wilmington ☐ New Castle ☐ Dover ☐ Georgetown ☐

Inspection VIR #: _____ Employee Involved: _____

Registration #: _____ VIN #: _____

Year: _____ Make: _____ Model: _____

Customers Name: _____

Address: _____

Hm. Phone #: _____ Cell Phone #: _____

Description of Incident: _____

_____

_____

_____

_____ _____

Lane Supervisor/Manager Date Owner/Rep. Date

****

Cause of Incident:

☐ Improper Instruction ☐ Unsafe Procedure ☐ Inattentive
☐ Improper Protective Equip ☐ Unsafe Equipment ☐ Misconduct
☐ Operating w/o Authority ☐ Improper Maintenance ☐ Disregard Procedure
☐ Reckless ending/assault ☐ Disorderly cust./incid. ☐ Other _____
_____

Steps to Prevent Similar Incident: _____
_____

Estimates Attached: YES NO Authorized Amount: $_____

Comments by Veh. Svcs. Mgr./Chief: _____
_____
_____

_____

Veh. Svcs. Mgr. /Chief Date

InspDamageRpt.doc1/2011

Revised 12/18

RELEASE

I, _____, in exchange for the sum of _____,
(Name) (Amount)
to be payable and sent directly to _____ for repairs, do hereby release and forever discharge the Department of Transportation, Division of Motor Vehicles, PO Box 698, Dover, DE 19903 from any and all claims, demands or actions on account of, or in any way growing out of the _____ incident, as described in DMV Inspection Damage Report # _____. _____
(Date)

It is expressly understood and agreed that acceptance of this amount is in full accord and satisfaction of the disputed claim, and that payment of said amount is not an admission of liability or a waiver of any immunity including, but not limited to, 10 Del. C., Chapter 40, Tort Claims Act, and the defense of sovereign immunity of the State of Delaware.

_____ _____
Signature Date

_____

_____
Address

DATED:

Duly sworn this _____ day of _____, 20 _____.

_____
Notary Public

My Commission Expires: _____

Please sign both copies, keep one for your records, and return the original to the Clean Air Administrator at the above address.

SAC/sac
Cc: Annie Cordo, Deputy Attorney General

VERBAL PERMITS

Each lane location has a designated telephone message advising vehicle owners of verbal permits. The numbers for each lane location are as follows:

Wilmington	302-434-3200	New Castle	302-326-5000
Dover	302-744-2500	Georgetown	302-853-1000

DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLES

POLICY REGULATION NO. 88 JUNE 24, 1992

Concerning: Verbal Permits

Pursuant to Title 21, Section 2103, the Department may, at its discretion, grant temporary or limited registration permits, in no case to be valid for more than 15 days.

In accordance with the above-mentioned law and the Division's policy of issuing verbal permits since 1986, the following policy and procedures are hereby adopted:

> The Division of Motor Vehicles will issue verbal permits to allow vehicle owners with expired license plates to bring vehicles to DMV lanes for inspection and registration renewal. The verbal permit will be issued using a telephone-taped recording.
>
> The vehicle owner will be required to drive the vehicle to the inspection lane by the most direct route and only during the hours DMV is open.
>
> Proof of insurance for the vehicle is required.

Jennifer Cohan, Secretary
Department of Transportation

Jana Simpler, Director
Division of Motor Vehicles

COURTESY INSPECTION PROCEDURE

On occasion a vehicle owner, when visiting our state, going to college or military personnel may request a courtesy inspection. The vehicle owner can pick up the Courtesy Inspection Form at the Vehicle Services counter and pay a small fee for this service. Once they have the form, they proceed to the inspection lane to have the vehicle inspected. The lane technician will then perform a full Delaware inspection for that particular vehicle. If the customer mistakenly comes through inspection before paying, perform the full inspection and inform the customer that once they pay, the vehicle inspection report will be provided to them. Once the inspection is completed, the technician will sign the form and return it to the vehicle owner so they can renew their registration in their home state. If out of state documentation requires a signature, please complete and sign documentation. Refer to regulation 2257.

VEHICLES REQUIRING STATE POLICE AUTO-THEFT INSPECTION

PROCEDURE

The following vehicles will be referred to the State Police Auto Theft Unit for Inspection.

(1) Vehicles where motor vehicle inspectors cannot locate a VIN.

(2) Any vehicle where it appears the VIN has been altered, removed, or destroyed. Inspectors will make copies of all paperwork including the owner's driver's license and notify Auto Theft Unit.

(3) Vehicles where there is a discrepancy between the VIN on the vehicle and the VIN shown on the title or certificate of origin. The following exceptions apply:

a) When <u>one</u> digit or letter of the VIN is missing on a title or is incorrect, the inspector is to inspect the vehicle and place the correct VIN on the left side of the title application (MV212), noting the correction.

b) If <u>two</u> characters are incorrect because of a transposition of two numbers or letters; i.e. <u>23</u> should be <u>32</u> or <u>3W</u> should be <u>W3</u>; place the correct VIN on the left side of the title application, noting the correction. A transposition is the only time we will accept two incorrect numbers.

4. All salvaged titled vehicles will be referred to the Auto Theft Unit.

5. All assembled motor vehicles will be referred to the Auto Theft Unit.

6. For Assigning a VIN, follow the SOP on the portal.

All inspectors are requested to look closely for VIN plate alterations, especially on vehicles being titled in Delaware for the first time.

The following schedule can be used to refer customers to inspections lanes for Auto Theft Inspections:

DELAWARE CITY LANE - 1st and 4th Thursday of each month
Hours of operation: 8:30 a.m. to 11:00 a.m. & 12:00 p.m. to 3:30 p.m.

DOVER LANE - 2nd Thursday of each month
Hours of operation: 8:30 a.m. to 12:00 p.m. & 1:00 p.m. to 3:30 p.m.

GEORGETOWN - 3rd Thursday of each month
Hours of operation: 8:30 a.m. to 12:00 a.m. & 1:00 p.m. to 3:30 p.m.

ATU Contact: Northern Delaware – 302-834-2630
Southern Delaware – 302-856-5850 Ext. 202

HOMEMADE TRAILERS

PROCEDURE

1. The Division will normally inspect and issue an ASN number for all homemade trailers. Customers should provide receipts or fill out a MV 556 Form (Affidavit for a Homemade/Unknown Trailer), so the Division can calculate the document fee.

2. Trailers less than 4,000 lb. GVWR get an initial inspection.
   1. License Plate Light
   2. Two (2) Amber Reflector Lenses, one on each side on the front of the trailer
   3. Two (2) Red Reflector Lenses, one on each side on the rear of the trailer
   4. Two (2) Red Reflector Lenses on the rear of the trailer
   5. Two (2) Stop Lights
   6. Two (2) Tail Lights
   7. Two (2) Turn Signal Lights
   8. Fenders covering the tires

3. Trailers 4,000 lb. or less with a valid title need not be referred to Auto Theft when the VIN is missing or cannot be located. If a reasonable determination can be made that the trailer matches the description on the title, stamp the last five (5) characters of the VIN on the trailer. If in doubt contact a senior or supervisor. Do not assign VIN # if referring to ATU.

4. Print the customer a title application form 212.

Pickup truck beds with frames that have been converted to a homemade trailer need not be referred to Auto Theft if the VIN is not present. Frames that show VIN will be referred unless pickup truck title has been properly assigned or the pickup truck title is in the trailer owner's name.

MOBILE HOMES

The Division will inspect mobile homes for Serial Number Verification when a new or used home is brought into Delaware from another state. The Application for Title - MV 212A - will be used for the Serial Number Verification. There is no Off-site Inspection Fee for this service.

When an inspector has inspected a mobile home and cannot find an existing serial number an Affidavit for a Mobile Home (MV702 Form), will be completed, signed by the owner, notarized, and signed by the inspection technician with an assigned serial number listed. This document will be submitted and filmed with all other existing documents, current title, bill of sale, etc. It will only be used for mobile homes. This document is not to take the place of a title; it is only for the assignment of a serial number.

Placement of Assigned Serial Number on a Mobile Home:

Delaware Assigned Serial Numbers are to be placed on the mobile home in the area of the front, upper, left frame - preferably under the bottom edge of the siding material (to protect from weather elements), but low enough to be easily seen. If this area is not accessible, then place the serial number in the electrical panel.

Questionable titles will be referred to the Auto Theft Unit.

DOT DELAWARE TRANSPORTATION AUTHORITY STICKER

PROCEDURE

(1) Customer/Carrier contacts **DIVISION OF MOTOR VEHICLES, MOTOR FUEL TAX ADMINISTRATION, OFFICE OF PUBLIC CARRIER REGULATION**

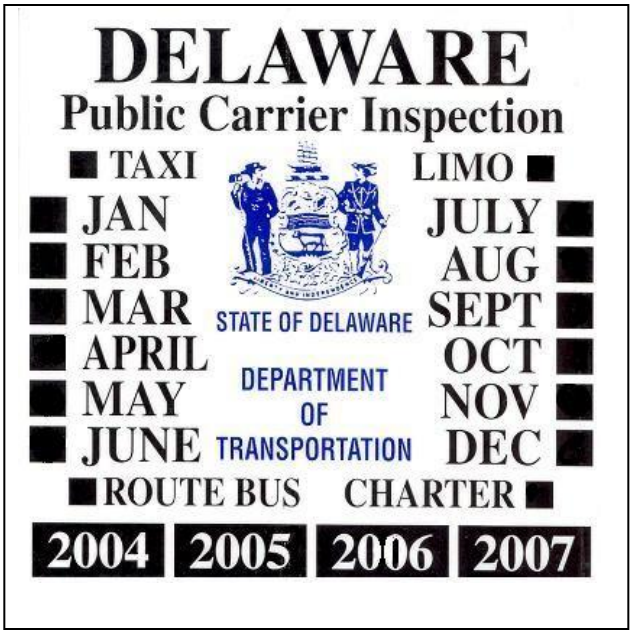
(2) A new Customer/Carrier will receive written acknowledgment from the Office of Public Carrier stating that a Certificate of Public Convenience and Necessity has been issued by DelDOT to operate.

(3) Customer/Carrier once established, receives a DOT 55-06 Form, and pays a fee to Office of Public Carrier each time inspection is required to renew their sticker.

(4) Customer/Carrier brings the vehicle to DMV inspection lane for safety inspection. If carrier is established, the Office of Public Carrier will send stickers with all the information filled in: VIN, Tag number, etc. to the carrier, they are required to mount the sticker in the upper right hand side (passenger side) of the windshield.

SAMPLE OF DOT WINDOW STICKER

FRONT (SHOWING ON OUTSIDE)



BACK (SHOWING ON DRIVERS SIDE)

ANTIQUE VEHICLES

§ 2196. SPECIAL ANTIQUE AUTOMOBILE PLATES

(a) Upon application, the Department may furnish to the owner of a registered antique motor vehicle a special antique motor vehicle plate to be displayed on such antique motor vehicle. This special plate shall be issued in addition to the plate already issued for such vehicle under this chapter.

(b) The term "antique motor vehicle" includes every automobile, truck, motorcycle or other motor vehicle, but not a reproduction thereof, manufactured more than 25 years prior to the current year, which has been maintained in or restored to a condition which is substantially in conformity with manufacturer's specifications. A vehicle, which has undergone substantial alterations from its original specifications and appearance, or has had its horsepower or dimensions changed, shall not be eligible for an antique license plate pursuant to this section.

(c) Any antique motor vehicle, registered pursuant to this section, shall be used only for participation in club activities, exhibits, tours, parades and similar uses, but in no event shall it be used for general transportation.

(d) Such special antique motor vehicle license plate shall be issued for a fee of $25 and shall be valid without further payment of a renewal fee as long as the vehicle is in existence and is owned by the same person. This fee shall be in addition to the vehicle document fee, title fee or other fees required by this title.

(e) In the event of a transfer of ownership of an antique motor vehicle registered with a special plate pursuant to this section, the transferor shall surrender the special plate to the Department.

The inspector must place in the notes whether the vehicle is eligible for antique status.

§ 2198. Inspection.

A motor vehicle registered as an antique motor vehicle shall be exempt from annual inspection. A motor vehicle must pass an initial inspection prior to the motor vehicle being registered as an antique motor vehicle. Motor vehicles registered as antique motor vehicles shall be provided EXEMPT validating stickers in lieu of the usual expiration date stickers upon passing the initial inspection.

RECREATIONAL VEHICLES

Delaware law, Title 21, Section 101, (53) states: "Recreational vehicle" includes every motor vehicle used for temporary human living quarters, not the residence of the owner or occupant, and used for recreational or vacation activities, including motor homes, self-propelled campers and other motor vehicles with permanently attached camper components. **Recreational vehicle may also include every van which is used primarily for personal pleasure and not for commercial use, regardless of the equipment or furnishings contained within such van.**

Motor vehicles with a registered gross weight of 7,000 pounds or less may be assigned any type of number plate. Motor vehicles, except for recreational vehicles, with a registered weight rating above 7,000 pounds will be assigned commercial or farm truck license plates.

When it is observed that an RV plate is being improperly displayed, **"Fail"** the vehicle for unauthorized use of RV license plate. The vehicle owner will have to provide the RV plate and title to the Title Section for a plate correction.

RECREATIONAL TRAILER LICENSE PLATES

(52) "Recreational trailer" includes every trailer which weighs more than 5,000 pounds, is designed to provide temporary living quarters and which is built into and is an integral part of, or permanently attached to, a trailer chassis. The trailer must contain permanently installed independent life support systems which meet the ANSI/NFPA 501 C Standard, and provide at least 4 of the following facilities: Cooking facilities; refrigeration or ice box; self-contained toilet; heating and/or air conditioning; a portable water supply system, including a faucet and sink; separate 110-125 volt electrical power supply; or an LP-gas supply.

TEMPORARY TAGS & TEMPORARY PERMITS

PROCEDURE

Temporary tags are not authorized for vehicles failing for exhaust, brakes, tires, stoplights, or any item that would affect safe operation of the vehicle. Vehicle Technicians will indicate in the ESP COMMENTS section – DO NOT HAND-WRITE ON THE VIR - if a vehicle is authorized a temporary tag, no temporary tag, or no permit. The following abbreviations shall be used:

Advisory Notation:

Temporary Tag = BLANK
Temporary Permit = P
Nothing/No Permit = N

FAILURE ITEM	DESCRIPTION	TEMP TAG, PERMIT, OR NOTHING
Aux. Lts.	Lts. Higher than Hdlts w/ no covers; fog lts. Inop	Temp Tag
Body Metal	Sharp or jagged edges	Temp Tag
Brakes	1 wheel: 2 or more wheels:	Permit Nothing
Clearance Lts./ Marker Lts.	1 to 3	Temp Tag
Doors	Parts missing Will not latch	Permit Nothing
Driver's window	Missing: Stuck down: Stuck up:	Nothing Permit Temp Tag
Emissions	Any	Temp Tag
Exhaust	No muffler, rusted out or holes, no tailpipe, leaking or no exit beyond psngr : Heat shields missing:	Permit Temp Tag
Fuel cap	Missing; damaged	Permit
Headlights	Hi-beam; Aim: 1 low beam out: No low beams:	Temp Tag Permit Nothing
Hood	Scoop over 3": Won't latch properly:	Temp Tag Permit
Horn	Weak, or inoperative	Temp Tag
Lenses	Unauthorized Missing, or damaged: Holes greater than 1":	Temp Tag Permit
License plate	Wrong plate, unauthorized plate, wrong decal	Temp Tag
Mirrors	Driver side missing: Passenger side missing if req.:	Permit Temp Tag
Mud flaps / Fender flares	Missing, damaged	Temp Tag
Odometer	Last 10 model yrs. must work (Jan.-Dec.)	Temp Tag
Parking Lts, Plate light	1 Inoperative or Damaged: Missing or both Inop:	Temp Tag Permit
Reflectors	Damaged, missing, or wrong color: 3 or more:	Temp Tag. Permit
Seat belts Air Bag	Missing, Inoperative, damaged Deployed or Missing	Nothing Nothing
Shocks / struts	Bounces > than 3 cycles	Permit
Smoke	Light Excessive	Permit Nothing
Steering Wheel	Must be round, 13" minimum;	Permit

Stop Lts.	2 or more on each side w/ 1 out: 1 on each side w/ 1 out: 2 or more out on each side:	Temp Tag Permit Nothing
Tail Lts.	2 on each side or more w/ 1 out: 1 on each side w/ 1 out: 2 or more out on each side:	Temp Tag Permit Nothing
Tinted Windows	Any	Temp Tag
Tires	1 or 2 tires: 2 or more: Missing lug nuts/studs:	Permit Nothing Permit
Turn Signals	Any inoperative: All inoperative:	Permit Nothing
Vehicle Height	To high, 54" max headlight, or 30" max bumper on trucks and 22" on cars: To low, 22"min headlight height 15" parking lts. /marker lts:	(see supervisor, based on safety)
Windshield	Removable obstruction, Tint below the AS1 line: 5+" crack or 1+" star: Large spider web:	Temp Tag Permit Nothing
Windshield Wipers	Blades: 1 speed (68> 2 spd. Req.): Inoperative: Will not "park":	Temp Tag Permit Nothing Permit

***School Busses will not receive a temporary tag or permit for any failure!**

POLICE INSPECTION NOTICE

PROCEDURE
Pursuant to Title 21, Section 2144, Delaware Code, "...a vehicle found to be in an unsafe condition or lacking the required equipment or is not in proper repair and adjustment, the officer shall give a written notice to the driver and shall send a copy thereof to the Department. The notice shall require that such vehicle and its equipment is placed in safe condition and in proper repair and adjustment and/or that proper equipment be obtained, and that a certificate of inspection and approval for such vehicle be obtained within 5 days thereafter."

When a customer presents a vehicle at the inspection lane with a Police Inspection Notice, please forward the inspection report and one copy of the Inspection Notice (the customer retains the other copy of notice) directly to: Supervisor, Registrations Section, Dover Administrative Office. Do not conduct I/M testing unless the vehicle is in registration renewal period (90 days) or was given an inspection notice for excessive smoke. If the vehicle is in its renewal period, and has received an emissions test, give the inspection results to the vehicle operator so the vehicle registration can be

renewed. The registration supervisor will detect the registration renewal and the registration will not be suspended.

RE-TITLING OF VEHICLE WITH EXPIRED TAG OF MORE THAN ONE YEAR

DMV Policy requires vehicles to be re-titled if the registration has been expired for over 1 year. When inspecting a vehicle that has been expired for more than 1 year please advise vehicle owner that the title will be needed in order to re-tag the vehicle along with proof of insurance. Questions can be referred to the title department.

NON - INSPECTION VEHICLES -VEHICLES REQUIRING REGISTRATION ONLY - CT, OHV, TV

CT - Title 21, Section 101 "Special construction equipment" means every vehicle not designed or used primarily for the transportation of persons or property and only incidentally operated or moved over a highway.

OHV - Title 21, Section 2154 - Recreational vehicles such as 3-wheeler, 4-wheeler, trail bikes not for highway use. See Section 2154.

TV - Normally used to tow stock cars and issued to towing companies to tow unregistered motor vehicles.

IN-TRANSIT PLATES

Title 21, Section 2124(b), The Division shall issue special plates, designated as “in-transit” plates to transporters and owners of special construction equipment. Such “in-transit” plates may be used to operate or move like vehicles or equipment upon the highways solely for the purpose of delivering or moving such vehicles to or from the location of any type of construction. All such vehicles moved or operated under this section must comply with the provisions of Chapter 45 of this title.

REGISTRATION PLATES

Policy Regulation #79 was established to provide uniformity, integrity, and control on the registration plates being displayed. There is a lot of interest by the public to display historic Delaware registration plates. This regulation outlines the types of plates that can be displayed.

1. All authentic registration plates issued by the Division of Motor Vehicles are authorized by the Department of Public Safety for display on the rear of vehicles (pursuant to 21 Del. C. Section 2121), except for those plates specified under paragraph 3 below.

2. All exact reproductions of Delaware registration plates issued by the Division of Motor Vehicles are authorized by the Department of Safety and Homeland Security for display on the rear of vehicles.

3. Notwithstanding the provision of paragraphs (1) and (2) no registration plate is authorized for display on the rear of a motor vehicle if any letter or number of the assigned registration number is less than three (3) inches in height. However, this paragraph shall not apply to those plates with a prefix of “PC” or “CL” or to those vanity plates issued by the Division of Motor Vehicles with suffixes that have smaller letters or numbers. This paragraph shall not apply to motorcycle or moped license plates since those plates are of a small configuration.

4. No vehicle shall be passed, at time of safety inspection, if the registration plate being displayed is not authorized pursuant to the provisions of the Regulation.

5. Operation and/or use of a plate frame containing or including scrolling, strobe, and/or blinking lights around a number plate for purposes of advertisement, or to convey a message or any other communication is prohibited except during a special organized event such as a parade or car show.

BLACK and WHITE LICENSE PLATES

The following is the Division's policy on black and white license plates. The majority of the information was obtained from Policy Regulation 79 and various memorandums from Robert J. Voshell to Division employees.

1. The following authentic or reproduction black and white porcelain plates are authorized:

    a. Passenger car tags not exceeding 86,999. These plates will have a diamond (υ) separator if there are <u>more than</u> 3 numbers on the plate. The diamond separator will always be between the 3rd and 4th number from the right of the plate. Numbers must be 3 inches in height.

    Examples: 3◊342 33◊342 C1◊342 C◊342

b. Commercial (C) license plates up to 4 digits. The letters and numbers must be 3 inches in height. Commercial tags with a small "c" are not authorized.

c. Dealer (D) license plates up to 4 digits. The letters and numbers must be 3 inches in height. Dealer tags with a small "d" are not authorized.

d. Motorcycle license plates up to 4 digits. Five types of plates were issued and any of the five are acceptable. See attached samples.

e. Ham operator license plates. The plate letters are 1 5/8 inches in height.

2. The following plates with a black background, stainless steel numbers, and word "Delaware" embossed on the plate are authorized: passenger car plates up to 200,000 and "C" plates up to 50,000, and PC plates up to 9,999.

3. The following plates with a black background, numbers covered with white reflective sheeting and the word "Delaware" embossed are authorized:

   a. Passenger car plates up to 200,000.

   b. "PC" plates up to 9,999.

   c. "C" plates up to 50,000.

   d. "FT" plates up to 9,999.

   e. "T" plates up to 9,999

   f. "D" plates up 9,999

4. The following plates are not authorized in black and white porcelain or stainless steel:

   a. Vanity plates

   b. Any specialty plate, i.e. POW, DAV, Organizational, National Guard, Fire Department, etc.

   c. CL plate

   d. Moped plates

   e. RV plates

   f. "PC" plate in porcelain

   g. Any other plates issued by the Division not covered under a(1)(2)(3)(4)(5)

Plates are not to be confiscated by the Division. Inform the owner the plate is illegal and must be removed. It may be displayed on the front of the vehicle without an expiration sticker.

UNACCEPTABLE PLATES (NOT AUTHORIZED AFTER MAY 1, 1986)

Any vanity plate that is not blue and gold as issued by the Division.

Any “ex-POW” or “DAV” plate that the Division did not issue.

Any “PC” plate in black and white porcelain. “PC” plates were issued in the other type black plates with stainless steel numbers; and numbers covered with white reflective sheeting.

Plates are not to be confiscated by the Division. Owner may wish to display his unauthorized plate on the front of his vehicle.

BLACK & WHITE PORCELAIN “HAM OPERATOR” PLATES

The Division of Motor Vehicles did issue black & white porcelain license plates for amateur radio (HAM) operators, in the 1940’s.

The letters on these plates were 1-5/8 inches in height. These plates are considered valid and acceptable by the Division.

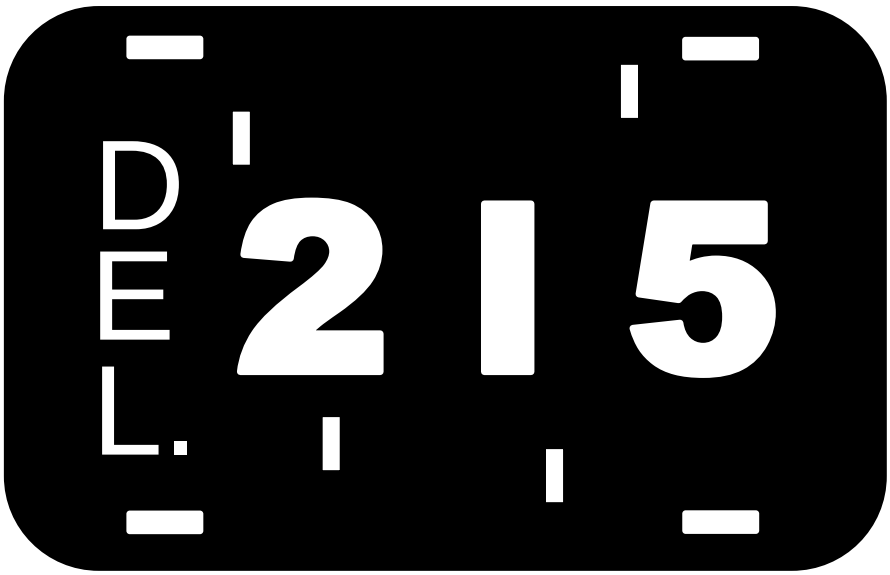
BLACK & WHITE CALL LETTERS (EXAMPLE OF HAM OPERATOR TAG)

BLACK & WHITE PORCELAIN MOTORCYCLE PLATES

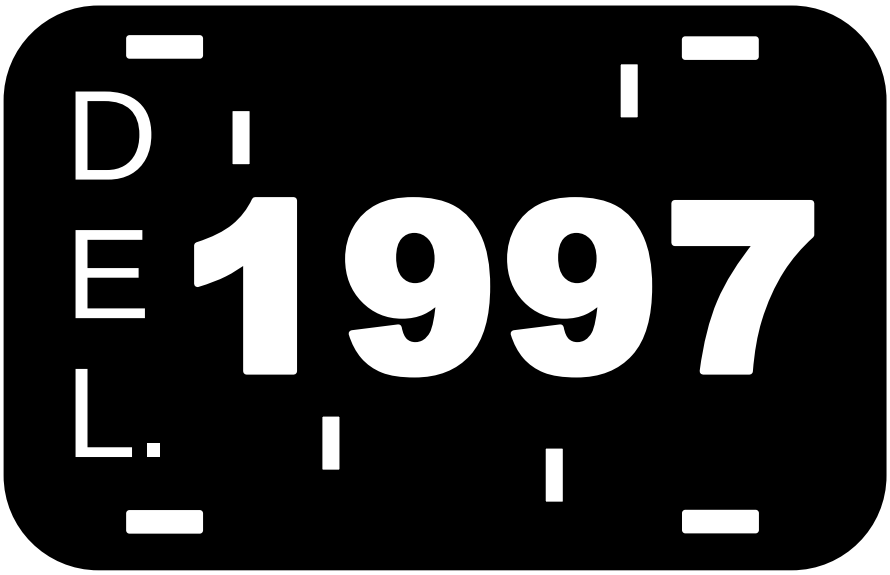
The Division of Motor Vehicles did issue black and white porcelain plates for motorcycles in the 1940’s.

Attached is a copy of one of those plates. These plates are to be recognized as being valid.

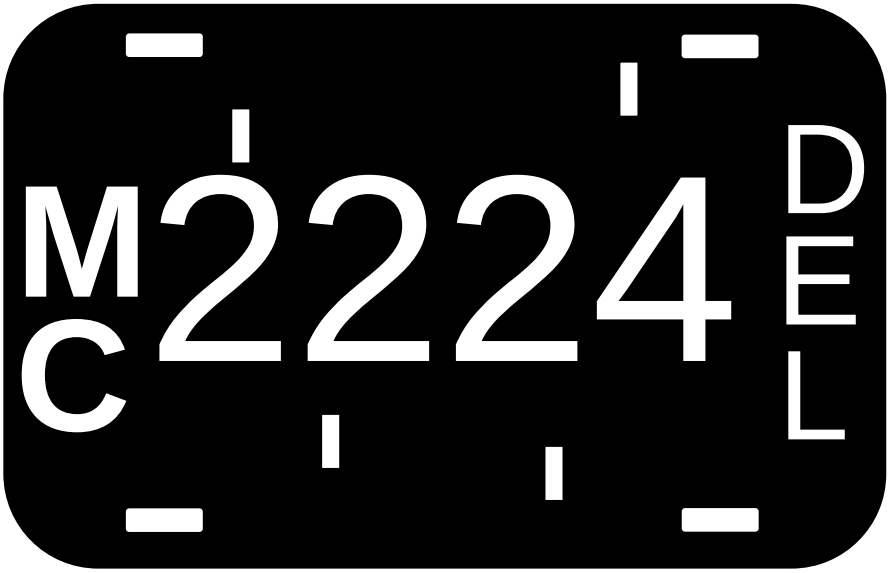
BLACK AND WHITE MOTORCYCLE PLATE (SERIES I)
Date approximately 1942 - This is when we think M/C porcelain plates started. Unfortunately, it is difficult to determine when the other series plates were issued after that. As far as we can tell the porcelain, M/C tags were issued until 1950 - 1952. Notice that physical dimensions of Series I is smaller than others. It did not need space for other numbers.



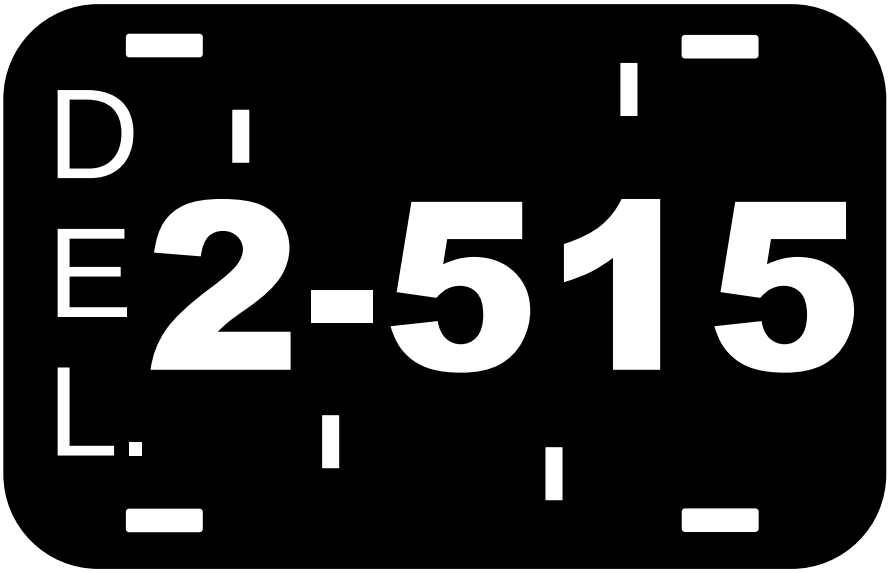
BLACK AND WHITE MOTORCYCLE PLATE (SERIES II)
Notice numbers are thicker and elongated "DEL" Four holes are added to this plate (Not original)



BLACK AND WHITE MOTORCYCLE PLATE (SERIES III)
This is the tag the Delaware Historic Plates has replicated. Notice "DEL" is not elongated and numbers are very thin.

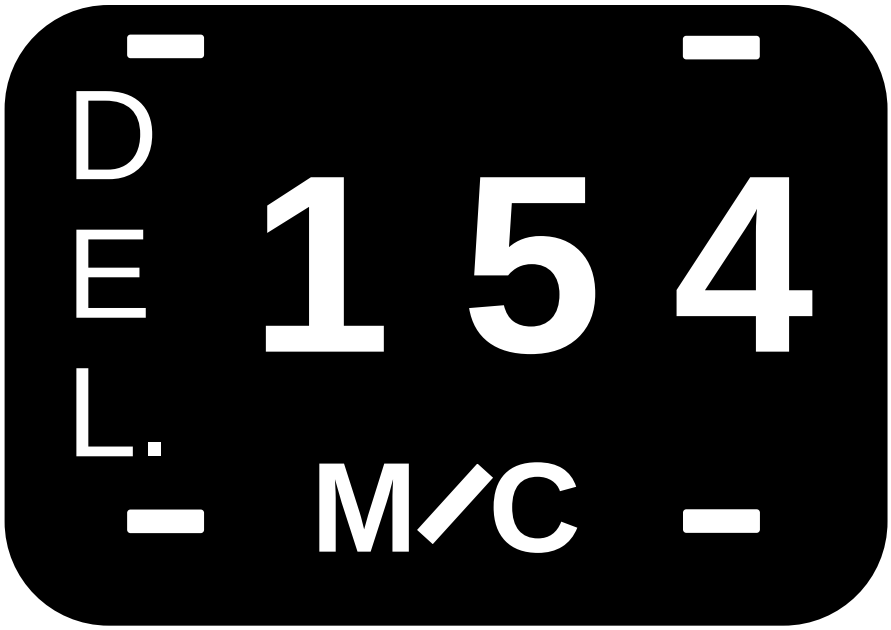


BLACK AND WHITE MOTORCYCLE PLATE (SERIES IV)
This is the last series of porcelain MC tags that was issued. It is the only type plate with a separation in the numbers.



Revised 12/18

BLACK AND WHITE MOTORCYCLE PLATE (SERIES V)



BLACK AND WHITE MOTORCYCLE PLATE (New Version 4" x 7")
This porcelain plate is the same size as the current blue and gold tag and started production in 2013.

VEHICLE INSPECTION AND REGISTRATION

The first step in the inspection of a vehicle should be a short review of the registration/title or records of the vehicle. **Dealers will present a completed MV-573 Form when the title or registration is not available.**

PROCEDURE

AGREEMENT AMONG PAPERS:
Inspect registration certificate, license plates, vehicle description, and vehicle identification number or numbers. Compare to determine if there is proper agreement among them.

ADVISE DRIVER IF:
There are disagreements on the documents which are obviously accidental in nature, such as, Delaware registration is not signed by the owner of the vehicle.

REJECT VEHICLE IF:
Vehicle description or identification number is not in agreement with registration certificate. Numbers on license plates are not in agreement with numbers on registration certificate.

PLATE MOUNTING AND CONDITION
Inspect license plates to see that they are securely mounted and are clean and clearly visible. Plates are to be mounted at a height not less than 12 inches from the ground, measuring from the bottom of the plate.

Inspect for MGVWR on all vehicles with possible weights above 5000 pounds. Write MGVWR on MV212A form & load into ESP data screen. Vehicles without a MGVWR plate will not be failed. **NOTE:** If license plate is damaged/paint/letters faded to an extent where legibility is impaired, a duplicate plate must be obtained. If either of these conditions are the fault of the plate, a duplicate is to be issued at no fee, otherwise a fee must be paid.

ADVISE DRIVER IF:
Tag is not clean. Previous validation stickers are located in improper place on tag. Black and white tag sticker should be at top of plate.

Advise if black and white tag does not have diamond separator for tags with more than 3 numbers or letters.

REJECT VEHICLE IF:
License plates are hanging from their mounting bracket. Plates are obscured so that letters, numbers, First State, State of Delaware, or registration stickers cannot be identified, numbers are missing, the plate is covered with plastic tint material or any material which obscures the plate, or if registration stickers are excessive or cover any numbers. Unauthorized tags will be rejected. (Refer to Policy Regulation No. 2279 at the end of this manual.)

DIVISION OF MOTOR VEHICLES
DEALER INSPECTION FORM

This form must be provided to the inspection lane when the dealership does not possess the title or registration card for the vehicle. This form must be completed prior to vehicle inspection.

Dealer Inspection Form

VIN #: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Titled in State of: _____

Mfg make/Year:_____

Model: _____

Mileage: _____

Weight: _____

MV573

Revised 12/18

SEAT BELTS

- **Division procedure requires all occupants of the vehicle that wish to remain in the vehicle during inspection wear a fastened seat belt.**

PROCEDURES

A. Front seat occupants of passenger cars manufactured after January 1, 1968 and later must have seat belts fastened prior to inspection.

B. Front seat occupants of trucks, buses, and multi-passenger vehicles manufactured after July 1, 1971 must have seat belts fastened prior to inspection.

C. Vehicles with children under age 7 must be in a passenger restraint seat. Every child who has attained age 7 and up to 65lbs.and has not yet attained the age of 16 shall wear a fastened seat belt or child restraint system. **§**4803

ADVISE DRIVER IF:
Vehicle cannot be inspected until all occupants have their seat belts fastened.

Vehicle cannot be inspected until child is secure in a child passenger restraint seat or seat belt. Advise driver they are in violation of the law.

REJECT VEHICLE IF:
Front seats are not equipped with seat belts.

SUPPLEMENTAL RESTRAINT SYSTEMS

Federal Motor Vehicle Safety Standard 49CFR571.208, S4.1.5.3 requires all 1998 model year or newer passenger vehicles, or 1999 model year or newer light trucks, are required to have front driver and passenger air bags.
Delaware law {**Title 21, § 4802 (f)}** also requires air bags to be in proper working condition.

(f) Every owner of a motor vehicle shall maintain all occupant protection systems, including air bags, and assemblies and mechanisms required by this section in proper working condition and in a manner that will enable occupants to use them.

AIR BAGS

Inspect the airbag indicator light on the dashboard. With the ignition in the on position, the light should come on for a short period of time and then go out. Visually inspect the air bag locations inside the vehicle.

ADVISE DRIVER IF:
If the dash air bag light remains illuminated.

REJECT VEHICLE IF:
If an air bag has been removed or deployed.

DOORS AND HOOD

DOORS

Inspect door latches, locks, hinges and handles for proper operation, fastening, bad adjustment, broken or missing components.

ADVISE DRIVER IF:
If door-latching device is out of adjustment, so that extra effort is required to close.

REJECT VEHICLE IF:
If doors or door parts are missing, broken, sagging so that the door cannot be tightly closed. Vehicles should comply with original manufacturer specifications. Chief Inspector will have final authority on vehicles that do not comply with manufacturer's specifications. Key or button only entry systems are acceptable.

HOOD

Visually inspect for defective hood. Manually inspect latch or remote control for proper operation. Check to see if hood is equipped with an "air scoop" or similar device.

ADVISE DRIVER IF:
If latches or controls are difficult to operate. If excessive pressure is needed to fully close hood.

REJECT VEHICLE IF:
Must have hood or be approved by Chief Inspector or Lane Manager. If hood latch does not securely hold hood in its proper fully closed position.

If secondary or safety catch does not function properly.

If latch release mechanism or its parts are broken, missing or badly adjusted so that the hood cannot be opened and closed properly.

If "air scoop" or similar device is higher than three (3) inches of the normal mounted position of hood.

VEHICLE GLAZING

Automotive safety glazing is marked with the manufacturer's trademark and the letters "AS" followed by a number "I" through "II." Only ASI (or ASIO-Bullet Resistant) may be used in the windshield. Safety glazing for 1966 and later models also has a glass manufacturer's model number or a DOT code number.

See additional Glazing Information on the following pages for position numbers, discoloration areas, and markings. Refer to Policy Regulation No. 2277. Motor Vehicle Services Supervisor has final determination.

PROPER MARKINGS
Inspect glass to the right, left, and front (windshield) of driver.

LEFT FRONT WINDOW
Inspect operation of window at driver's left. Window must open even though the vehicle has approved turn signals.

STICKERS - TINTING
Inspect all glass for unauthorized material or conditions that obscure driver's vision.

ADVISE DRIVER
If non transparent decal is above the AS-1 line.

Stickers exceed 3" x 5"

Sticker is not at bottom of left or right-hand corner of windshield or rear window.

More than one sticker in addition to DMV sticker. (Military are allowed 3 small stickers. Kent General Hospital 1 sticker.)

REJECT VEHICLE IF:
If non transparent decal is below the AS-1 line.

Vision from inside/out or outside/in is not clear.

Non-transparent/non safety materials are used to replace glass.

Window at driver's left cannot be opened to permit hand signals.

Stickers obstruct the drivers view, or hamper the safe operation of the vehicle.

Any items or materials obstructing drivers view.

The word "discoloration" used below refers to anything that impairs the transparency of the glazing.

Cracks, chips, or discoloration

*** NOTE:**
REAR WINDOW BRAKE LIGHT
Certain vans and recreational vehicles with factory installed tinted glass may have the tinted glass covering the rear window brake light. The National Highway Traffic Safety

Administration (NHTSA) has advised that these lights meet all federal standards. These vehicles will be exempt from Policy Regulation 2277.

ADVISE DRIVER
If there are signs of the beginning of glazing discoloration.

REJECT VEHICLE IF:
There are cracks, discoloration, or scratches to the front, right, left, or rear of the driver that definitely interferes with their vision, or safety design of the glazing.

Chips and stars over 1 inch in size on the front window in wiper range and cracks over 5 inches on any window are mandatory failure items.

Any windows are broken or have exposed sharp edges.

If vehicle windshield has been modified or changed from its original manufacture to less than 10 inches in height visibility.

If vehicle windshield has been modified or changed from its original manufactured width.

Law enforcement vehicles used for surveillance may have tinted windows. The operator of the vehicle must have a letter on the law enforcement's agency letterhead indicating that the vehicle is used for undercover police work.

WINDOW TINT

Inspect the vehicle for tint material on the windshield and front side windows. Measure the light transmission through the material.

ADVISE DRIVER IF:
If the front side windows are tinted and do not pass 70% of light through them, ask the driver if they have a window tint waiver. If the driver does have a tint waiver, inspect the waiver for completeness.

REJECT VEHICLE IF:
If the windshield is tinted.
If the front side windows are tinted and the driver does not have a tint waiver.
If the front side windows are tinted and the tint waiver is incomplete.

2277 Approved Tinting for Side Windows (Formerly Reg. No. 76)

1.0 Introduction
Whereas, 21 Del. C. §. 4313 was amended in June 1990, to read as follows:

§4313. Altering Windshield, Front Side Windows, and Side Wings

(a) No person shall operate any motor vehicle on any public highway, road, or street with the front windshield, the side windows to the immediate right and left of the driver, and/or side wings forward of and to the left and right of the driver that do not meet the requirements of Federal Motor Vehicle Safety Standard 205 in effect at the time of its manufacture.

(b) Nothing in this section shall prohibit the use of any products or materials along the top edge of the windshield so long as such products or materials are transparent and do not encroach upon the AS-1 portion of the windshield as provided by FMVSS 205 and FMVSS 128; and

(c) No person shall operate any motor vehicle on any public highway, road, or street which does not conspicuously display a certificate by the manufacturer of any "after manufacture" window tinting material which may have been installed that such window tinting material meets the requirements of Federal Motor Vehicle Safety Standard 205 in effect at the time of the vehicle's manufacture. It shall be a valid defense to any charge under this subsection if the person so charged produces in court a validated Mandatory Inspection Notice showing that the Division of Motor Vehicles has examined the motor vehicle since the date of offense and certifies compliance with FMVSS 205."

2.0 Authority

Whereas, the Department of Transportation needs a more definitive method in which to determine which products or materials are acceptable at the time of the vehicle safety inspection and to assist police officers in enforcing the law, the following regulation is adopted pursuant to 21 Del.C. §302.

3.0 Glass Coating Material on Motor Vehicles

3.1 The following regulations establish standards and specifications for the use of glass coating material and sun screening devices:

3.1.1 Glass coating material placed, displayed, installed, affixed, or applied upon the windshield of a motor vehicle shall not extend below the AS -1 portion of the windshield as provided by FMVSS 205 and FMVSS 128. The material shall not extend more than five (5) inches down from the uppermost part of the windshield on older vehicles where no AS - 1 mark is indicated on the windshield.

3.1.2 The front side wing vents and windows to the immediate right and left of the driver must comply with the requirements of Federal Motor Vehicle Safety Standard 205. Glass coating material (film tint), when used in conjunction with glazing (vehicle glass) material, must provide a light transmission of not less than 70 percent. All specifications in this rule shall be within normal manufacturer's tolerance, i.e., ± 3%.

3.1.3 Rear window or windows may be applied with glass coating material in conjunction with glazing (vehicle glass) if the motor vehicle is equipped with outside mirrors on both left and right hand sides of the vehicle.

3.1.4 Rear window mounted brake lights on 1986 and later vehicles will be clear of any tint material.

3.1.5 The law applies to all motor vehicles which are operated on the roads and highways in this State, regardless of where such vehicles are registered.

§ 4313A. Commercial window tinting.

(a) No person who installs window tinting material in motor vehicles as part of a commercial activity shall do so in violation of the requirements of § 4313 of this title.

(b) Whoever violates subsection (a) of this section shall be fined not less than $100 nor more than $500. If any fee was charged for such installation, the violator shall pay restitution to the owner of the vehicle in the amount of the fee charged for installing the illegal window tinting.

Note: Tint waivers are printed on DocuGard security paper.

STATE OF DELAWARE
DIVISION OF MOTOR VEHICLES
www.dmv.de.gov

APPLICATION FOR MEDICAL WAIVER OF TINTED WINDOW LAW

Waiver must be in registered owners name or usual operator of the vehicle. Waivers are good as long as the individual owns the vehicle or is the usual operator for which the waiver has been approved. When the individual acquires a new vehicle, a new waiver form must be completed and certified by a physician.

APPLICANTS NAME: _____

STREET ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TAG NUMBER: MAKE & YEAR: _____

SERIAL NUMBER (VIN): _____

I am applying for a Medical Waiver of the Tinted Window Law as specified by Delaware Title 21, Chapter 43, Section 4313. I understand that this waiver is only valid for the State of Delaware and must be kept in the vehicle. I certify, under penalty of Law, that the information supplied is true and correct.

SIGNATURE OF APPLICANT: _____

DATE: _____

SAMPLE

PHYSICIAN CERTIFICATION

I certify I am a licensed practitioner of medicine and surgery or osteopathic medicine, or optometry, and that tinted side windows to the immediate right and left of driver are medically required for _____, for the following reasons:
(Applicant's Name)

_____

DATE: _____

SIGNATURE OF PHYSICIAN:_____

PRINTED NAME AND ADDRESS OF PHYSICIAN: _____

APPROVED BY: _____
(DMV Representative)

* Forward copy of form to DMV Correspondence Section.
MV495 (Revised 3/10)

FUEL SYSTEM

The fuel system includes the fuel tank, fuel pump, and necessary fuel lines to carry the fuel from the tank to the engine.

FUEL SYSTEM
Visually examine the fuel tank, fuel tank vent hoses or tubes, fuel pump, and carburetor.

ADVISE DRIVER IF:
If there are any visible fuel leaks, but do not reject unless such leak could seriously affect the safe operation of the vehicle.

REJECT VEHICLE IF:
Any part of system is not securely fastened.

There is fuel leakage at any point in the system.

Fuel tank filler cap is missing.

Any rejection on this page goes under fluid leaks, except “Fuel Tank Cap Missing.”

EXHAUST SYSTEM

The exhaust system includes the piping leading from the flange of the exhaust manifold to and including the mufflers, resonators and the tail piping.

EXHAUST SYSTEM
Visually examine mufflers, tail pipes, exhaust pipes, and supporting hardware.

Rusted or corroded surfaces should be given particular attention.

Holes in the system made by the manufacturer for drainage are not cause for rejection.

ADVISE DRIVER IF:
If there is excessive rust or corrosion.

Exhaust stacks so located that an individual may be burned on entering or exiting.

REJECT VEHICLE IF:

Loose or leaking joints.

Holes, leaking seams or patches on exhaust system.

Elements of system not securely fastened.

If any part of system passes through occupant compartment.

Continuous excessive fumes or smoke.

If tail pipe does not vent out from under passenger compartment to rear or side. System must be accessible to I/M probe.

*If noise is excessive or unusual per Police Inspection follow DMV2001-01 sound test standards below. See Senior or supervisor!

NOISE STANDARDS			
VEHICLE	**TYPE/AGE**	**ENGINE RPM (approx.)**	**MAX. NOISE (dBA)**
Cars, LT Trucks	8,500 pounds or less	2500/3000	95 – 96.5**
Cars, LT Trucks	All diesel	Above idle	95 – 96.5**
Motorcycles	1976 or Newer	2500/3000*	98 – 99.5**
Motorcycles	1975 or Older	2500/3000*	100 – 101.5**
All	8,501 pounds or more	2500/3000	95 – 96.5**

***NOTE: 45 percent of the tachometer red line or 2500/3000 rpm's. Check the chart for 45 percent rpm reading.**
****NOTE: Plus 1.0 dB for testing equipment variance and 0.5 dB variance for testing inside inspection building.**

Tachometer Red Line	Engine RPM Range for Noise Test	Tachometer Red Line	Engine RPM Range for Noise Test
5000	2000 - 2500	10000	4250 - 4750
5500	2225 - 2725	10500	4475 - 4975
6000	2450 - 2950	11000	4700 - 5200
6500	2675 - 3175	11500	4925 - 5425
7000	2900 - 3400	12000	5150 - 5650
7500	3125 - 3625	12500	5375 - 5875
8000	3350 - 3850	13000	5600 - 6100
8500	3575 - 4075	13500	5825 - 6325
9000	3800 - 4300	14000	6050 - 6550
9500	4025 - 4525	14500	6275 - 6775
		15000	6500 - 7000

TIRE INSPECTION
PASSENGER VEHICLES

Equipment - Tread depth measuring gauge.

PROCEDURE
Inspect tire for wear.

Vehicles shall be equipped with tires on the same axle that are matched in tire size designation, construction, and profile.

Inspect for cord exposure.

Inspect for bumps, bulges, or knots.

Inspect for wheel damage.

Inspect lug nuts.

* **Special Note:** Special purpose tires - Tires marked “Not for Highway Use” or “Farm Use Only” or other such restrictions shall not be used on any motor vehicles operating on public highways.

* Studded tires can only be used between October 15 and April 15. §4302

ADVISE DRIVER IF:
If any tire appears to need air.

REJECT VEHICLE IF:
* Tire is worn so that less than 2/32 inch uniform tread remains when measured in any two adjacent grooves at three locations spaced approximately equally around outside of tire.
* Note: Exception - 4/32 inch on front tires only for vehicles over 10,000 pounds GVW.

Tire has worn spot that exposes the cord through the tread or sidewall.

Tire has tread cuts, snags, or sidewall cracks in excess of one inch in any direction and deep enough to expose cords.

Small emergency tire is not acceptable.

Tire has visible bumps, bulges or knots indicating partial failure or separation of the tire structure.

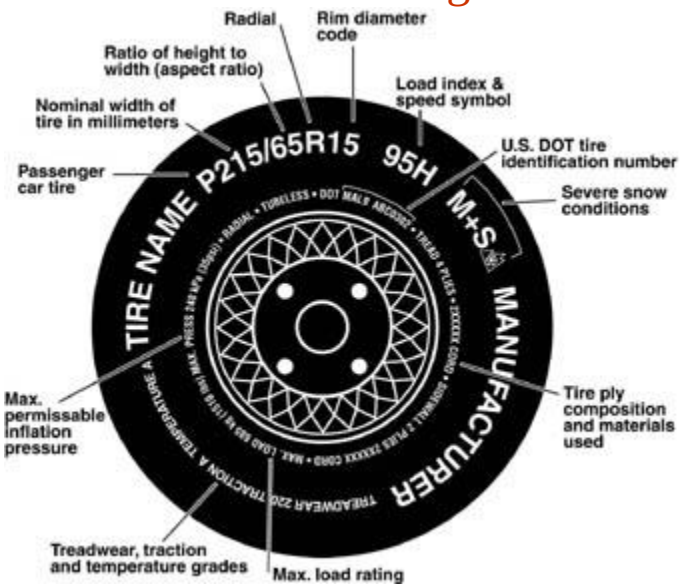
Any part of wheel is bent, cracked, rewelded, or damaged so as to affect safe operation of the vehicle.

Missing lug nuts.

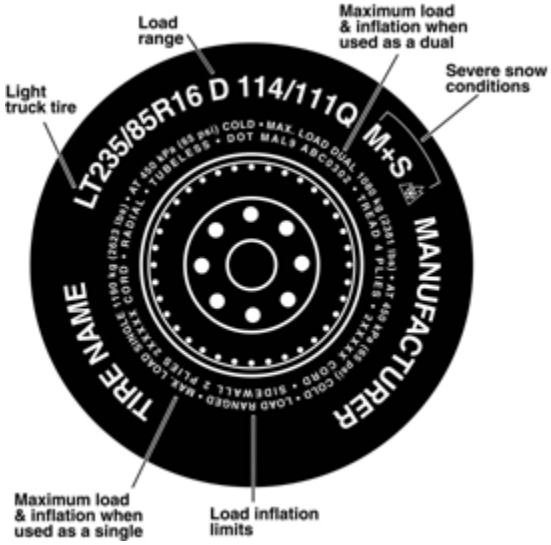
WHEELS AND TIRES

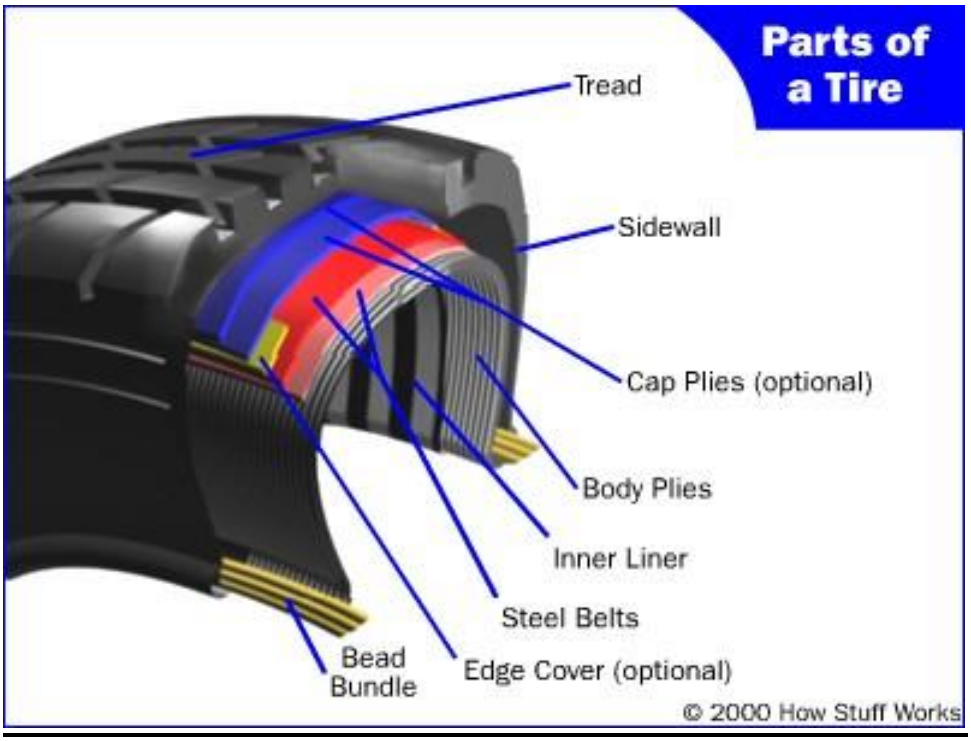
ADDITIONAL INFORMATION

DOT Information on Passenger Vehicle Tires



Additional DOT Information on Light Truck Tires





Definitions

The Bead Bundle
The **bead** is a loop of high-strength steel cable coated with rubber. It gives the tire the strength it needs to stay seated on the wheel rim and to handle the forces applied by tire mounting machines when the tires are installed on rims.

The Body
The body is made up of several layers of different fabrics, called plies. The most common ply fabric is polyester cord. The cords in a radial tire run perpendicular to the tread. Some older tires used diagonal bias tires, tires in which the fabric ran at an angle to the tread. The plies are coated with rubber to help them bond with the other components and to seal in the air.

A tire's strength is often described by the number of plies it has. Most car tires have two body plies. By comparison, large commercial jetliners often have tires with 30 or more plies.

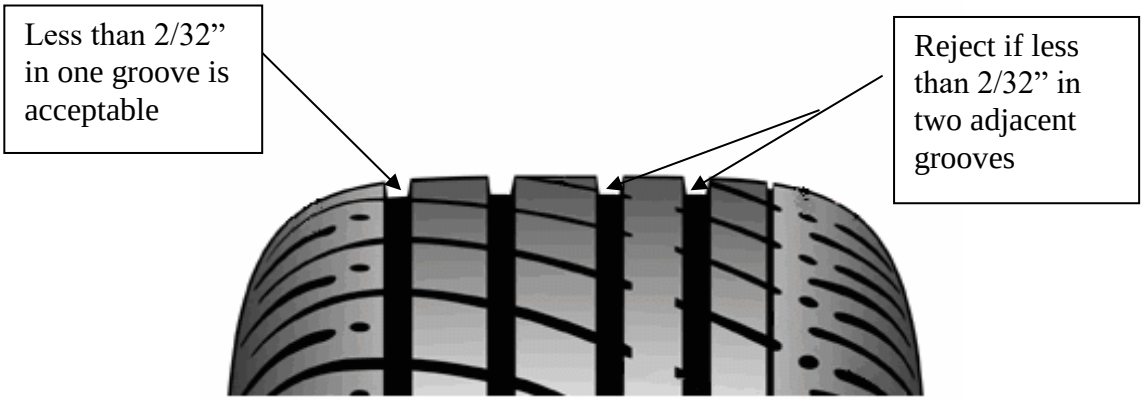
The Belts
In steel-belted radial tires, belts made from steel are used to reinforce the area under the tread. These belts provide puncture resistance and help the tire stay flat so that it makes the best contact with the road.

Cap Plies
Some tires have cap plies, an extra layer or two of polyester fabric to help hold everything in place. These cap plies are not found on all tires; they are mostly used on tires with higher speed ratings to help all the components stay in place at high speeds.

The Sidewall
The sidewall provides lateral stability for the tire, protects the body plies, and helps keep the air from escaping. It may contain additional components to help increase the lateral stability.

The Tread
The tread is made from a mixture of many different kinds of natural and synthetic rubbers. The tread and the sidewalls are extruded and cut to length. The tread is just smooth rubber at this point; it does not have the tread patterns that give the tire traction.

ADDITIONAL INFORMATION



SHOCK ABSORBERS/STRUTS

PROCEDURE
With vehicle on a level surface, bounce one corner of vehicle and determine the number of times vehicle bounces before leveling off.

One bouncing cycle includes both the up and down movement of the vehicle.

REJECT VEHICLE IF:
Vehicle continues bouncing more than four (4) cycles, indicating loss of shock absorbing functions, or vehicle has stiff or no absorbing function.

SPECIAL NOTE: The adaptation of suspension components of a vehicle affects vehicle handling, stability, directional stability, maneuverability and brake pull. Motor Vehicle Services Supervisor will have final decision in determining rejection of vehicles that have substantially altered suspension systems. (Low Riders - High Risers) Refer to minimum height of lighting and Bumpers for further information.

BODY AND SHEET METAL (METAL - BUMPERS - FENDERS - MUD FLAPS)

Body exterior components and sheet metal parts, if damaged and/or dislocated so that they project from the vehicle to present a safety hazard to occupants, pedestrians or other vehicles may be cause for rejection of the vehicle.

PROCEDURE
PROTRUDING METAL
Inspect for torn metal parts, moldings, etc., which may protrude from vehicle.

BUMPERS
Inspect bumpers for hazardous condition or unsafe mounting.

Passenger cars and station wagons only - check bumper for height from ground to bottom of bumper.

Effective June 23, 1996, check all other vehicles with a GVWR of 10,000 pounds or less for bumper height, frame rail height compared to bumper height and maximum distance between frame rail and body.
FT tagged vehicles, emergency vehicles and antique vehicles are exempt. **§**4318

Note: Inspectors must measure distances between the vehicle body and frame rail at the manufacturer body mount locations. Since frame rails are not entirely straight, varying measurements may be obtained at different locations. Inspectors may have to use judgment in determining if body height has been altered to exceed 3-inch limit. Chief inspectors will have final authority on disputes.

ADVISE DRIVER
If bumper is loose.

REJECT VEHICLE IF:
If torn metal, glass or loose or dislocated parts protrude from the surface of the vehicle causing a safety hazard to pedestrian or cyclists.

If the bumper is badly misplaced, loosely attached, or a broken or torn portion is protruding, creating a hazard.

If bumper exceeds 22 inches from ground to bottom of bumper for all passenger cars and station wagons.

Effective June 23, 1996, reject vehicles with a GVWR of 10,000 pounds or less if bumper height exceeds 30 inches from the ground to the bottom of the bumper, or if the vehicle frame rail is higher than the attached bumper, or if the maximum distance between the vehicle body and frame rail exceeds 3 inches. If body block spacer is added to factory spacer distance cannot

exceed the 3” limit. FT tagged vehicles, emergency vehicles, antique vehicles and vehicles with a 10,000 lb. GVWR are exempt. §4318

If bumper is missing all brackets must have been removed.

PROCEDURE
FENDERS
Inspect for presence and condition of fenders.
Fenders should cover half of the circumference of the wheel.
Vehicles with oversized tires should have fender flares that cover the tire. 1" of uncovered tire is allowed.

ADVISE DRIVER IF:
All required items such as tail, stop, and turn lamps, etc., must be properly mounted on replacement fender.

REJECT VEHICLE IF:
If any fender is missing.

PROCEDURE
MUD FLAPS
All commercial vehicles, trailers (except mobile homes and house trailers having a gross weight 8,000 lb. or more) or raised vehicles must have flaps, shields, or other devices to prevent water or other road debris from being thrown from rear wheels of such vehicle or combination of vehicles.

REJECT VEHICLE IF:
If no flaps or shields, unless vehicle is constructed so as prevent water and stones from being thrown.

MIRRORS

PROCEDURE
ALL REAR VIEW MIRRORS
Visually inspect all mirrors for proper mounting, location, cracks, sharp edges and ease of adjustment.

Visually inspect for obstructed rear view.

REJECT VEHICLE IF:
Mirror is loosely mounted.

Forward vision is unsafely obstructed by mirror assembly.

Mirror does not provide a clear view of highway at least 200 feet to rear.

Mirror is cracked, broken, has sharp edge, or cannot be cleaned - such that rear vision is obscured.

Mirror is very difficult to adjust or will not maintain a set adjustment.

Vehicle has obstructed rear view vision from inside the vehicle, and has no right and left outside mirrors.

Does not have a left outside and inside mirror, with no obstructed rear view.

1968 and later model year must have an outside mirror on driver's side.

Convex mirrors are not acceptable replacements.

ELECTRICAL SYSTEM

To save time, the inspector should develop his own plan or sequence for checking miscellaneous electrical items, many of which can be inspected while looking at other items. This comes with practice.

PROCEDURE
INSPECT ELECTRICAL SYSTEM
Horn - Should be securely fastened.

Switches - All should function properly and be mounted within easy access of the driver.

Dimmer Switch - Headlight dimmer switch must function properly.

Odometer/Speedometer - Must be in working order.

REJECT VEHICLE IF:
If horn is:

- Extremely loose
- Fails to function
- No button - or not pressure sensitive type, must be permanently mounted.
- If horn is not audible over a distance of not less than 200 feet.
- Horn is not a readily acceptable warning sound.
- "a-oo-gha" horns are not acceptable

If any switch:

- Fails to function

If dimmer switch:

- Does not work

Reject if odometer is visibly broken or if mileage is same from last year. Vehicles 10 model years old or older may have a broken odometer. Speedometer must be in working condition.

WINDSHIELD WIPERS

U.S. passenger vehicles produced after January 1, 1968, (Commercial vehicles after January 1, 1969) must be equipped with wiper systems capable of operating at two or more speeds. All wipers with which any vehicle is manufactured must be properly working. A cycle shall consist of blade movement from one extreme of the wiper pattern to the other and return.

PROCEDURE

Inspect for satisfactory operation. (If vacuum operated - engine must be idling and control full on.)

Inspect for damages, torn or hardened rubber elements of blades.

Inspect for damaged metal parts of wiper blades or arms.

Inspect for proper contact of blades with windshield.

REJECT VEHICLE IF:

Blades show signs of physical breakdown of rubber wiping element.

If parts of blades or arms are missing or are severely damaged.

If arm fails to return to original position or if the blade does not contact the windshield firmly after being activated.

All front wipers must be operating.

STEERING WHEEL

PROCEDURE

Steering wheel must be round in shape, similar to type vehicle was manufactured with - no bar or half wheel is permitted. No mini-type steering wheel is permitted. (Minimum of 13” in diameter.)

REJECT IF:

Mini type steering wheel has been installed.

If steering wheel is less than 13” in diameter.

LIGHTING – GENERAL

LIGHTING AND ELECTRICAL SYSTEM

All inspectors will be knowledgeable of Title 21, Section 4331-4358 (Subchapter II, Lights). The lamp and reflector inspection includes all original equipment, exterior lighting, plus whatever lights have been added. If a vehicle is equipped with a light, it should work properly. Any auxiliary lighting installed that is not comparable to normal factory lighting that meets FMVSS will be evaluated on a case by case basis and the Inspection Lane Supervisor or VS Program Manager will have final determination.

PROCEDURE

VISUAL CHECK OF LAMP FUNCTION

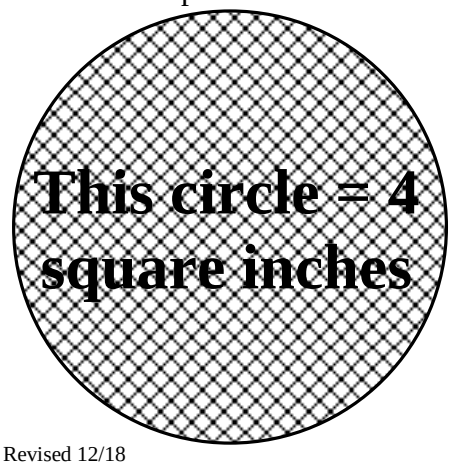
Turn on the night driving lights and visually check the following:

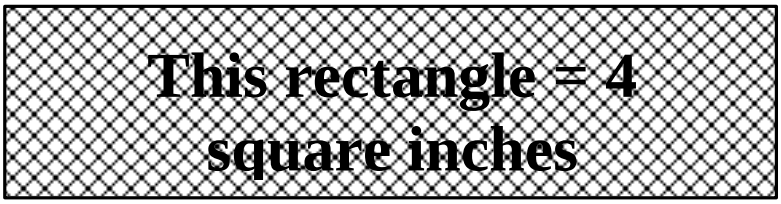
Actuate turn signal lever to right and left, and observe function of turn signal lights.
Must be visible 100 ft. - front and rear in normal sunlight.

Note: Turn Signals were not standard vehicle equipment until 1953 and later vehicles. Do not fail 1952 and older vehicles when turn signals are not installed.

Perform inspection of the following:

- Stops lamps - visible 100 ft.
- headlamps - upper and lower beam, height not more than 54” or less than 24” measured from the centerline
- Tail lamps - visible 500 ft.
- Parking lamps - visible 500 ft. 15” minimum height from ground
- Side marker lamps - visible 500 ft and have 4 square inches of lighted lens (amber in front, red in rear).
- Reflex reflectors - visible 500 ft and have 4 square inches of reflective area (amber in front, red in rear).
- emergency warning lamps - visible 500 ft
- Plate lamp - visible 100 ft.
- Clearance lamps- visible 500 ft.
- all other installed lighting
- check lamps on roll bar area





REJECT VEHICLE IF:
Any bulb or sealed beam unit fails to light. LED lighting systems have 50% or more of LED's not operating. Turn signals do not properly indicate right and left when so switched (Flashes too fast, too slow, or no flash). Back-up light system does not turn off automatically when vehicle is placed in a forward gear. Lamp shows color contrary to law. Any lamp is covered with any type of film, plastic, or any other material. Any lamp or reflector does not direct light properly. Auxiliary equipment if placed on, in, or in front of any lamp. Lamp assembly improperly fastened. Lamps on roll bar are not covered. If **LED light bars** are installed as auxiliary lamps they must be covered. LED light bars do not meet FMVSS and are for off highway use only. Fog lamps and Auxiliary lamps must be on separate switch from headlights, i.e. if headlights are on, fog lamps must be capable of being turned off without turning headlights off and must not be on when high beams are on.
Rear window stop light does not work. (1986 and newer cars, 94 and newer vans and pickups) Fed. Reg. 55.1.1.27, p.321
If rear window light works other than Stop light only.

Stop lights & turn signals must be at least 8 square inches for vehicles less than 80 in. wide; 12 square inches for vehicles 80 in. wide and larger. Headlights measure more than 54" or less than 22" from center of lamp to ground.

Note: On April 20, 1999 the Secretary of Public Safety determined that Funeral Directors my use Purple Flashing lights on Funeral lead vehicles, hearses, and limousines participating in funeral processions, pursuant to 21 Del. C. Section 4353(c).

§ 4353. Special restrictions on lamps.

(a) Any lighted lamp or illuminating device upon a motor vehicle other than head lamps, spot lamps, auxiliary lamps, flashing turn signals, emergency vehicle warning lamps and school bus warning lamps, which projects a beam of light of an intensity greater than 300 candlepower, shall be so directed that no part of the high intensity portion of the beam will strike the level of the roadway on which the vehicle stands at a distance of more than 75 feet from the vehicle.

(b) 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 section shall not apply to any vehicle upon which a red light visible from the front is expressly authorized or required by this subchapter.

(c) Flashing lights are prohibited except on an authorized emergency vehicle, school bus, snow removal equipment, vehicles authorized by the Secretary of Safety and Homeland Security if determined to be in the interest of public safety, or on any vehicle as a means of indicating a right or left turn or the presence of a vehicular hazard requiring unusual care in approaching, overtaking or passing, or when included in a motorcycle, Moped, or Motorized Scooter brake light system in which the brake lamp pulses rapidly for no more than five (5) seconds when the brake is applied, and then converts to a continuous light as a normal brake lamp until the time that the brake is released.

§ 4314 Lights and reflectors; change of original design or performance of vehicle.

> A person may not use on any motor vehicle or trailer any light, lamp or reflector that tends to change the original design or performance of the motor vehicle or trailer, unless the light, lamp or reflector is of a type that has been approved by the Department and is mounted, adjusted and aimed in accordance with regulations adopted by the Secretary. Such regulations shall not violate the Federal Motor Vehicle Safety Standards.

SERVICE BRAKES

SERVICE BRAKE TESTING

Before attempting inspection by using the brake testing equipment, the technician will be trained and experienced in the use of the equipment.

EQUIPMENT - Hunter Platform Testing Machine. See "Brake Testing Equipment"- See Specifications for "Hunter B - 400T Plate Brake Testing Machine"

Front brakes are required by Federal law on all two-axle trucks and on all trucks with three axles or more manufactured after model year 1980.

PROCEDURE
SERVICE BRAKE TEST
Method - Platform Tester

Trailers registered over 4,000 lb. must be equipped and inspected for brakes.

Drive vehicle onto "drive-on-and-stop" platform tester. Apply brakes firmly at a speed from 4 to 8 mph without wheel lock-up. All braking action must take place on the platform. These machines may be used to inspect relative effectiveness of each wheel. There should be braking action on all wheels.

ADVISE DRIVER
Trailers or combination vehicles over 10,000 lb. operating interstate must have a break away switch.

REJECT VEHICLE IF:
If trailer or combination vehicles with a registered weight over 26,000 does not have a break away switch. This is a DOT regulation.

If any wheel fails to indicate braking action or fails Hunter specifications on same axle and front to rear.

BRAKE TESTING MACHINES

These types of brake testers measure braking force at each wheel. The dimensions of these brake testers do not permit simultaneous testing of combination vehicles. The front axles of combination vehicles shall be tested in the first stop. The vehicle shall then be instructed to move forward and the trailer brakes tested. The simulated road surface of this equipment will occasionally exhibit much higher coefficients of friction than is possible on the highway. Excessive braking should therefore be avoided, because braking distribution information can be distorted. See Specifications for "Hunter B-400T Plate Brake Testing Machine"

The vehicle is driven on the pads at speeds of 4 to 8 mph. When the brakes are applied at the time the vehicle is moving on the pads, the braking effort at each wheel causes a proportionate movement of the pad against the measuring system. The braking force on the pads is measured by the equipment.

BRAKE INSPECTION- HEAVY VEHICLES

The vehicle or combination of vehicles can be extremely heavy; too much stress cannot be put upon the safety of the inspector and others when testing the stopping ability of such vehicles. These tests must be conducted with extreme care in order to prevent possible skidding, jackknifing, and over-turning. In particular, vehicles carrying a load must not be inspected. The brake equipment will not endure the testing of loaded heavy vehicles.

Using the brake machine, weigh trailers and heavy vehicles that are entering the state or are having the title transferred.

HUNTER BRAKE MACHINE SPECIFICATIONS

Approved	Effective Date 5-6-96 Page 1 of 4	Number DMV 9601 Revision - 01
SUBJECT: Specification: Hunter B-400T Plate Brake Testing Machine		

1.0 The following describes the "Delaware" specification(s) to be used for all Hunter Engineering Co. Model B-400T Flat Plate Brake Testing Machines in service at Inspection Facilities operated by the Division of Motor Vehicles (DMV).

2.0 Specification(s):

2.1 Vehicle Type: Passenger cars and light duty trucks and vans (<10001 lb. GVWR)
Each wheel must have a minimum of 75% brake pressure

Parameter	Units	Specification Limits
Deceleration	%	40.0 - 95.0
Velocity	mph	4.0 - 12.0

Front/Rear Ratio		
Absolute	%	40.0 - 95.0
Front Bias	%	Nominal + 25.0
Rear Bias	%	Nominal - 15.0
Left/Right Ratio		
Front Axle	%	0 - 35.0
Rear Axle	%	0 - 45.0
Pedal Force*	lbf	0 - 100.0
Parking Brake		
Deceleration*	%	20.0 - 95.0
Left/Right Ratio*	%	0 - 75.0
Velocity*	mph	2.0 - 10.0
Pedal Force*	lbf	0 - 100.0

* Not used in current pass/fail criteria but available if required.

2.2 Vehicle Type: Straight Truck and Bus (2 Axle Vehicle)

Parameter	**Units**	**Specification Limits**
Deceleration	%	40.0 - 95.0
Velocity	%	2.0 - 10.0
GVWR	lbs	29,000 (typical)
Axle 1 (Steering Axle)		
Left/Right Ratio	%	0 - 35.0
Adhesion Utilization (F/R Force)		
Absolute	%	0 - 100.0
Max. Tolerance	%	Nominal + 20.0
Min. Tolerance	%	Nominal - 20.0
GAWR	lb.	12,000 (max.)
Axle 2		
Left/Right Ratio	%	45.0 Max.
Adhesion Utilization		
Absolute	%	100.0 Max.
Max. Tolerance	%	Nominal + 20.0
Min. Tolerance	%	Nominal - 20.0

GAWR	lbs	17,000
Parking Brake		
Deceleration	%	20.0 - 95.0
Left/Right Ratio	%	0 - 75.0
Pedal Force lbf		0 - 100.0
Velocity	mph	2.0 - 10.0

2.3 Vehicle Type: Tractor (Semi)

Parameter	Units	Specification Limits
Deceleration	%	40.0 - 95.0
Velocity	mph	2.0 - 10.0
GVWR	lbs	46,000 (max.)
Axle 1 (Steering Axle)		
Left/Right Ratio	%	0 - 25.0
GAWR	lbs	12,000 (max.)
Axle 2		
Left/Right Ratio	%	0 - 25.0
GAWR	lbs	17,000 (max.)
Axle 3		
Left/Right Ratio	%	0 - 25.0
GAWR	lbs	17,000 (max.)
Parking Brake		
Deceleration	%	20.0 - 95.0
Left/Right Ratio	%	0 - 75.0
Pedal Force lbf		0 - 100.0
Velocity	mph	2.0 - 10.0

2.4 Vehicle Type: Tractor & Semi-Tractor

Parameter	Units	Specification Limits
Deceleration	%	40.0 - 95.0
Velocity	mph	2.0 - 10.0

GVWR	lbs	80,000 (max.)
<u>Axle 1 (Steering)</u>		
Left/Right Ratio	%	0 - 25.0
GAWR	lbs	12,000 (max.)
<u>Axle 2</u>		
Left/Right Ratio	%	0 - 25.0
GAWR	lbs	17,000 (max.)
<u>Axle 3</u>		
Left/Right Ratio	%	0 - 25.0
GAWR	lbs	17,000 (max.)
<u>Axle 4</u>		
Left/Right Ratio	%	0 - 25.0
GAWR	lbs	17,000 (max.)
<u>Axle 5</u>		
Left/Right Ratio	%	0 - 25.0
GAWR	lbs	17,000 (max.)
<u>Parking Brake</u>		
Deceleration	%	20.0 - 95.0
Left/Right Ratio	%	0 - 75.0
Pedal Force	lbf	0 - 100.0
Velocity	mph	2.0 - 10.0

STREET ROD REGISTRATIONS

See Title 21, § 2197 for reference of law.

1. A "Street Rod" shall mean a vehicle, the body and frame of which, were manufactured prior to the year 1970 and which has been modified for safe road use or a kit car that resembles an original pre-1970 vehicle and has also been modified for safe road use. For the purposes of this section "modified" means, but is not limited to, a substantial and material alteration or replacement of the engine, drive train, suspension or brake system or alteration of the body which may be chopped, channeled, sectioned, filled or otherwise changed dimensionally from the original manufactured body. The vehicle must also be registered in a Delaware Street Rod Club that is fully affiliated with the National Street Rod Association, Inc.

2. The "Street Rod" must be DMV inspected and a National Street Rod Association Vehicle Safety Inspection Certificate submitted at the time of renewal along with the registration card and fee of $20.00 per year for passenger cars for a one or two year renewal. Two-year renewals are authorized.

NATIONAL STREET ROD ASSOCIATION

VEHICLE SAFETY INSPECTION

The National Street Rod Association vehicle safety inspection is valid until expiration date* shown below, unless voided by modifications or deterioration of any system components. A new inspection can be requested at any time and is recommended if modifications are made to the vehicle or any of its components. Certification sticker is not transferable.

Owner: _____ Street Address: _____

City: _____ State: _____ Zip: _____ NSRA Membership Number: _____

Make of Vehicle: _____ Year: _____ Body Style: _____ License Number: _____

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REQUIRED EQUIPMENT:

1. ☐ **HORN:** Electric only.
2. ☐ **SPEED INDICATOR:** Speedometer or calibrated tachometer at 55 mph.
3. ☐ **REAR VIEW MIRROR:** One inside or outside on driver's side of vehicle.
4. ☐ **GLASS:** Must be safety plate.
5. ☐ **LIGHTING:** _____ Hi-beam; _____ low-beam; _____ tail; _____ brake; _____ license;
6. ☐ **WINDSHIELD WIPER:** Electric or vacuum operated.
7. ☐ **AUTOMATIC TRANSMISSION LOCKOUT:** Neutral and/or park start only.
8. ☐ **TIRES:** Minimum 3/32 tread acceptable. Must meet D.O.T. specifications.
9. ☐ **STEERING:** No excessive "play" (2" radius max.) or binding; system must be safely mounted.
10. ☐ **THROTTLE LINKAGE:** Must not travel past center, return spring required.
11. ☐ **FUEL SYSTEM:** CHECK VENT ON TRUNK AND INTERIOR MOUNTED TANKS, no clear, plastic lines allowed. No leaks.
12. ☐ **EXHAUST SYSTEM:** NO LEAKS, Must pass rear edge of front door and exit exhaust away from vehicle.
13. ☐ **SELF-ALIGNING ROD END BEARINGS:** Check for fractures, insert sloppiness or binding.
14. ☐ **SHOCK ABSORBERS:** One per wheel, no leaks, 2" travel in each direction.
15. ☐ **BRAKES:** Four-wheel brakes, no leaks, check brake pedal travel, no copper tubing, check length of flexible lines.
16. ☐ **SCRUB LINE:** No steering, suspension or chassis components should be below this line.

RECOMMENDED EQUIPMENT: May be reason for failure.

17. ☐ **WINDSHIELD:** Should be AS-1.
18. ☐ **SHIFT PATTERN:** Shift pattern should be visible except on 3 speed standard shift.
19. ☐ **FUEL LINES:** Should be safely mounted and routed.
20. ☐ **PARKING BRAKE:** Should be activated independent of vehicle's primary system. LINE-LOCK is not recommened.
21. ☐ **SELF-ALIGNING ROD END BEARINGS:** Ball should have 1/8 inch spacer on each side of the ball if there is any misalignment. Rod ends should not have more than 10° misalignment. ROD ENDS and 4 BAR-PARALLEL RADIUS ROD SYSTEM rubber bushed ends should have a safety washer at least the same outside diameter as the housing or larger.
22. ☐ **BRAKE LINES:** Should be safely mounted and routed.
23. ☐ **CHASSIS FASTENERS:** Self-locking nuts, lockwashers, safety wire, or cotter pins.

FOR YOUR SAFETY

☐ fire extinguisher in driver/passenger compartment ☐ seat belts ☐ third brake light ☐ dual master cylinder

VEHICLE INSPECTION RATING ☐ Approved ☐ Not approved *This inspection expires - June, 1, _____

If not approved, inspector's comments (indicated by number of item referred to):

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Date of inspection: _____ Place: _____ Division: _____

Completion of the NSRA vehicle inspection warrants only that the vehicle hereon identified complies with equipment requirements recommended by the National Street Rod Association. The National Street Rod Association vehicle safety inspection is only advisory and is not to be construed as an official legal clearance, and the National Street Rod Association, its employees, officers, delegates, agents, or anyone assisting the Association assumes no responsibility for this advisory clearance.

This form must be signed by Vehicle owner: SIGNED BY CAR OWNER.

Inspector: SIGNED BY N.S.R.A INSPECTOR. № 90866

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civinspman1 (Revised 3/00)

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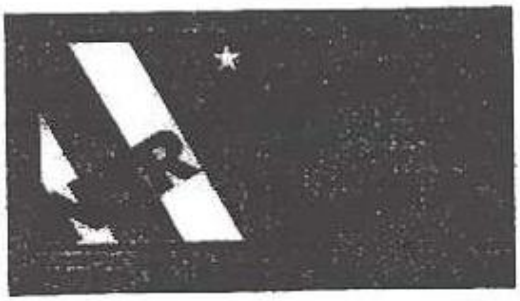
3. Street Rod vehicles are required by law to display a valid National Street Rod Association Safety Inspection Sticker in the lower right hand corner of the windshield.



4. When a vehicle is transferred with the Street Rod plate, the new owner must present a new membership card in his name or the Street Rod plate must be removed at the time the title is transferred.

5. The vehicle may already be titled in Delaware as a “1975 Assembled” or a “1976 Assembled” or any other year, depending upon when the vehicle was titled. These types of vehicles are eligible for “Street Rod” plates if the owners present a membership card and a National Street Rod Association Vehicle Safety Inspection Certificate.

STREET ROD INSPECTION

PROCEDURE
AGREEMENT AMONG PAPERS
Inspect registration/title certificate, license plate, vehicle description and vehicle identification numbers. Valid National Street Rod Association inspection form. **Street rods shall be exempt from State and Federal emission standards.**

REGISTRATION PLATE
Inspect mounting and condition.

DOOR
Inspect doors and door components for proper operation. Shall be equipped with mechanically or electrically activated latches; may be opened from outside or inside with convenient lever handle or other suitable device—key, number pad or button release entry system is acceptable.
ADVISE DRIVER IF:

There are disagreements in any areas that are obviously accidental in nature.

No valid street rod inspection sticker and/or street rod inspection form. (For samples see pages 85 & 86.) Must contact Delaware Street Rod Association to obtain inspection sticker and/or inspection form.
Expiration sticker located in an improper place, loose mounting, tag is not clean or any other condition of tag (damage, paint overspray, faded, etc.)

Door is out of adjustment so that extra effort is required to close.

REJECT VEHICLE IF:

Documents, tags, VIN's, etc. do not agree.

Plate is not visible or numbers, letters, "First State," "Delaware" or expiration date is obscured. Plate is covered with tinted material; excessive number of stickers or if the stickers cover any numbers. Unauthorized tags will be rejected.

Door or components are missing, broken, sagging, or door does not latch/close tightly.

STREET ROD HOOD

PROCEDURE:
Hoods on street rods shall be optional, but if the hood, top and/or sides are removed from the vehicle, the fan must be enclosed within a shroud of substantial rigid material to prevent the fan from flying from the engine compartment should it become loose. Vehicles with hoods, tops and/or sides, shall have an adequate latching system to prevent movement. A front opening hood shall be equipped with a primary and a secondary latching system to hold in a closed position.

Protrusions from the engine compartment shall be no more than six (6) inches above the highest point of the hood or six (6) inches above the highest point of the hood's normal location when no hood is present.

ADVISE DRIVER IF:

Latches or controls are difficult to operate or excessive pressure is needed to fully close the hood. If any scoop, carburetor cover, alternator, header pipe, etc. protrudes from the engine compartment that could be a hazard or are high enough to be in the field of vision of the operator.

REJECT VEHICLE IF:

Latch does not securely hold hood, top, and/or sides. Secondary or safety catch does not function properly. Any components or parts are missing; broken or damaged that impedes proper operation. Air scoops, air injector, carburetor cover, or similar device is higher than six (6) inches and/or obstructs driver's vision.

STREET ROD VEHICLE GLAZING

All glazing must comply with Federal Safety Standards ANSI z26.1, ASI or AS10 for windshield and ASNSI z26.1 Standard (AS1, AS2, AS4, AS6, AS10, or AS11) for side and rear glass. **Side and rear glass is not required** but must meet inspection requirements when vehicle is so designed. The minimum vertical height of the windshield glass shall be **not less than seven (7) inches.** Window tinting must meet requirements of 21 Del.C., Section 4313, and Div. Policy Regulation No. 76. House Bill 180 allows anodized glass to be installed in the windshield and windows of antique motor vehicles or street rods. Anodized glass darkens in bright sunlight and lightens in the dark.

PROCEDURE:

Inspect glass to the front/rear, left/right sides for condition, markings and any unauthorized materials. Inspect operation of the window at driver's side.

ADVISE DRIVER IF:

There are signs of beginning glazing discoloration or tint covering an added center stop lamp at rear glass.

REJECT VEHICLE IF:

Vision from inside/out or outside/in is not clear. Any unauthorized stickers, tint, items, etc. that obstructs the driver's view or hampers the safe operation of the vehicle. Street rod sticker is not at bottom right corner of windshield; window at driver's left cannot be readily operated to permit hand signals; cracks over five (5) inches on any window; discoloration, chips/stars over one (1) inch in diameter on the windshield and/or any condition that definitely interferes with the

operator's vision. If vehicle windshield has been modified to less than seven (7) inches in height visibility, modified, or changed from its original manufacturer's width.

STREET ROD FUEL SYSTEM

Every street rod shall have all fuel system components such as tank tubing, hoses, clamps, etc. securely fastened to the vehicle with fasteners designed for this purpose so as not to interfere with the vehicle's operation and shall be leak proof. Fuel cells are acceptable. Fuel lines shall be positioned so as not to be in contact with high temperature surfaces or moving components.

PROCEDURE:

Visually examine the fuel tank, lines, hoses, tubes, fasteners, clamps, fuel pump and carburetor.

REJECT VEHICLE IF:

Any part of the system is not fastened or secured; fuel leakage at any point in the system; fuel tank cap is missing.

STREET ROD EXHAUST SYSTEM

Every street rod shall be equipped with an exhaust system that is free of leaks including the exhaust manifolds (including headers), the piping leading from the flange of the exhaust manifold(s) and the tail piping.

Exhaust systems on street rods shall discharge the exhaust fumes at a location to the rear of the vehicle body or direct the exhaust fumes outward from the side of the vehicle body at a location rearward of any operable side windows. No part of the exhaust system shall pass through any area of the vehicle that is used as a passenger-carrying compartment. Every street rod must be equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise. Muffler cutouts or mufflers without internal baffle plates are prohibited.

PROCEDURE:

Visually examine mufflers and exhaust system – tail, manifold and/or header pipes and supporting hardware.

REJECT VEHICLE IF:

Vehicle has no muffler; noise is excessive or unusual; holes/leaks in system or patches. Elements of the system not securely fastened; if any of the system passes through occupant compartment or does not discharge fumes outward from the rear or side of the vehicle body rearward of any operable windows; excessive smoke.

STREET ROD TIRES AND WHEELS

The tires and wheels on street rods shall comply with current FMVSS (DOT approved). All tires must be **grooved** and have a **uniform 3/32 inch tread depth** minimum.

PROCEDURE:

Inspect tires for wear, cord exposure, bumps, bulges, or knots. Inspect for wheel damage.

REJECT VEHICLE IF:

Tire is worn so that less than 3/32 inch uniform tread remains in any two adjacent grooves at three (3) locations around the outside of the tire; tire has a worn spot that exposes cord through tread or side-wall; tread cuts, snags or side-wall cracks in excess of one (1) inch & deep enough to expose cord. Visible bumps, bulges or knots indicating partial failure or separation of the tire structure. Any part of wheel is bent, cracked, re-welded, or damaged to affect safe operation of the vehicle. Lug nuts or bolts missing.

STREET ROD SUSPENSION/STEERING

A street rod shall be equipped with a damping device (shock/strut) at each wheel. A street rod shall have no components extending below the wheel rims in their lowest position. Unconventional steering components shall be prohibited and system shall remain unobstructed when turned from lock to lock.

NOTE: The adaptation of suspension components of a vehicle affects handling, stability, directional stability, maneuverability and brake action. Motor vehicle services supervisor will have final decision in determining rejection of vehicles which have substantially altered suspension systems.

Steering wheel must be round in shape, similar to type vehicle was manufactured with – no bar or half wheel is permitted. No mini-type steering wheel is permitted **(minimum thirteen (13) inch diameter.)**

PROCEDURE:

Visualize suspension components-front and rear; bounce corner or center front or rear of vehicle to determine dampening and leveling ability if suspension is questionable.

Visualize steering system including steering wheel for approved components and location; turn steering lock to lock if questionable.

REJECT VEHICLE IF:

Suspension components are ineffective or not present or have been adapted to be non-functioning.

Use of prohibited steering components such as chain drives, sprockets, solenoids, etc.
Obstructed lock-to-lock operation: use of steering wheel less than thirteen (13) inch diameter.

STREET ROD MIRRORS/SEAT BELTS

A. **REAR VIEW MIRROR:** Every street rod shall be equipped with two rear view mirrors, each providing a clear field of vision 200 feet to the rear. One shall be mounted on the inside of the vehicle in such a position that it affords the driver a clear view to the rear. The other shall be mounted on the outside of the vehicle on the driver's side in such a position that it affords the driver a clear view to the rear. When an inside mirror does not give a clear view to the rear due to window tint or other obstructions, a right-hand outside mirror shall be required in lieu thereof. The mirror mounting shall provide for mirror adjustment by tilting in both horizontal and vertical directions.

B. **SEAT BELTS:** Every street rod shall be equipped with a safety belt system for each occupant of the vehicle. Any such safety belt system must at a minimum be a Type 1 (lap belt) and must meet Federal Motor Vehicle Safety Standard 209. All safety belt systems shall be securely anchored to the body or frame.

PROCEDURE:
Inspect for required mirrors and seat belts; condition and position.

REJECT VEHICLE IF:

Missing any required mirrors; cracks, loose mounting or unsafe location. Convex mirror on driver's side is not authorized. Mirror does not provide clear view of roadway two hundred (200) feet to rear.

Missing required or approved seat belt.

STREET ROD BUMPERS/FENDERS

Bumpers shall be optional on street rods. If bumper has been removed, all brackets must have been removed.

Street rods shall have fenders on all wheels that cover the entire tread width of the tire that comes in contact with the road surface. Coverage of the tire tread circumference shall be from at least seventy-five (75) degrees to the rear of the vertical center line at each wheel measured from the center of wheel rotation.

REJECT VEHICLE IF:

Bumper brackets protrude to create a hazard or if equipped with bumper in loose, misplaced or unsafe condition.

Fenders fail to cover required width or tread of tire. Fender is missing or loosely mounted.

STREET ROD BODY/SHEET METAL

PROCEDURE:
Inspect body components and sheet metal for damage, dislocation, any protrusion from the vehicle.

REJECT VEHICLE IF:

Metal, glass or loose or dislocated parts protrude which could cause a safety hazard to pedestrians or cyclists.

STREET ROD ELECTRICAL SYSTEM

REQUIRED EQUIPMENT:

(A) **Lighting:**
- (1) Street rods shall have a minimum of two (2) headlights.
- (2) All headlights must be equipped with a two-position dimmer switch which will lower and raise the candle power of the headlights. Rheostat-type switches are not allowed.
- (3) Vehicle must be equipped with taillight, brake lights and a license plate light which illuminates the license plate.
- (4) Two (2) taillights and two (2) brake lights required. Each light shall provide six (6) square inches of luminous lens area unless a National Street Rod Association inspector verifies the lights are original equipment.
- (5) All replacement lenses shall be made of approved reflective material.

Street rods shall have turn signals, front and rear. Each turn signal shall provide six (6) square inches of luminous lens are unless a National Street Rod Association inspector verifies the turn signals are original equipment.

(B) **Horn:** Every street rod shall be equipped with a horn that is electrically operated and that will emit a minimum sound level of 92 dB(A) measured at a distance of 200 feet directly in front of the vehicle under clear weather conditions. The switch used to actuate the horn shall be easily accessible to the driver when operating the vehicle.

(C) **Windshield Wipers:** Every street rod shall be equipped with at least one (1) windshield wiper installed in a position which effectively clears the windshield area directly in front of the driver. The operation of the windshield wiper shall be controlled by the driver from within the vehicle and shall be **electrically or vacuum operated.**

(D) **Accelerator Control System:** Every street rod shall be equipped with an accelerator control system that returns the engine throttle to an idle position when the driver removes the actuating force from the accelerator control.

(E) **Instrumentation and Controls:**

(1) **Speedometer:** Every street rod shall be equipped with an operating speedometer calibrated to indicate "miles per hour."

(2) **Odometer:** Every street rod shall be equipped with an operating odometer calibrated to indicate "total miles driven."

Automatic Transmission Lockout: Street rods equipped with an automatic transmission shall have a neutral safety switch that allows the vehicle to start in either neutral and/or park only.

PROCEDURE:
Inspect electrical/lighting system – check all functions.

REJECT VEHICLE IF:

Any bulb or sealed beam unit fails to light. Turn signals do not properly indicate right and left when switched (flashes too fast/slow.) Lamp shows color contrary to law; any lamp is covered with any type of film, plastic or other material. Any lamp or reflector does not direct light properly; dimmer fails to function. Auxiliary equipment if placed on, in or in front of any lamp. Lamp assembly improperly fastened. Auxiliary/fog lamps must be on separate switch from headlights, i.e. if headlamps are on. Auxiliary lamps must be capable of being turned off without turning off headlights. Rear center stoplight does not work or works other than stoplight only.

If tail/stop and turn signal lamps are not at least six (6) square inches of luminous lens area. If replacement lens has no reflective material. **Note: unless verified by National Street Rod Association inspector, lights are original equipment.**

Lamps must meet the following visibility requirements:

Tail – 500 feet

Stop – 100 feet

Turn Signal – 100 feet

Plate – 100 feet

Reflex reflectors – 500 feet

Headlights measure more than fifty-four (54) inches or less than twenty-four (24) inches from center of lamp to level ground.

Horn is loose/insecurely fastened, fails to function, no button or not pressure-sensitive type. Horn is not audible for not less than two hundred (200) feet. Horn is not a readily acceptable warning sound (an "a-oo-gha" horn is not acceptable.)

Wiper blades show signs of physical breakdown or wiping element parts missing or damaged. Inoperable or blade(s) does not contact the windshield firmly. **Note: Street rods are required to have at least one (1) wiper positioned to clear the area directly in front of the driver.**

Odometer/speedometer is visibly broken or if mileage is same as last registration period. A tachometer is acceptable in place of a speedometer.

Transmission lockout is non-functioning.

BRAKES: Service brake test – platform tester

(A) Every street rod shall be equipped with hydraulic brakes acting on all wheels. The service brakes, upon application, must meet all the requirements as specified in the Delaware Motor Vehicle Regulations, Title 21, Section 4303.

(B) Parking Brakes: Shall meet all the requirements of the Delaware Motor Vehicle Regulations, Title 21, Section 4304.

REJECT VEHICLE IF:

Any wheel fails to indicate braking action. The reading on any one wheel is less than 75% of the reading on other wheel on the same axle for Weaver or fails Hunter specifications on same axle and front to rear.

MOTORCYCLE INSPECTIONS

PROCEDURE:

All motorcycles presented for any DMV inspection must be ridden under their own power into the lane and cannot be inspected while on a trailer or truck.

1. Fenders – must have front and rear.

REJECT IF: One or more fenders are missing.

2. Headlamp – shall have at least one or not more than two; height not more than 54" nor lower than 24". Must have high and low beams. Must show a white light (fed. reg.)

REJECT IF: Any headlamps inoperative or no high or low beam.

3. Tail lamp – shall emit red light plainly visible from 500 feet. At least one not more than 72" high nor less than 20".

REJECT IF: Light not installed; shows white light, inoperative or light is weak.

4. Stop lamp – at least one; visible from 100 feet in normal sunlight. Must be activated by application of front brakes and rear brakes on vehicles manufactured after January 1, 1969. Must have 8 square inches of lighted lens. Brake lamps can pulse rapidly for no more than five (5) seconds when the brake is applied, and then converts to a continuous light as a normal brake lamp until the time that the brake is released.

REJECT IF: Lamp does work by both brake controls, the lens is broken, or the lighted area is too small.

5. Tag lamp – so placed to illuminate tag with a white light and render it clearly legible from a distance of 50 feet to the rear.

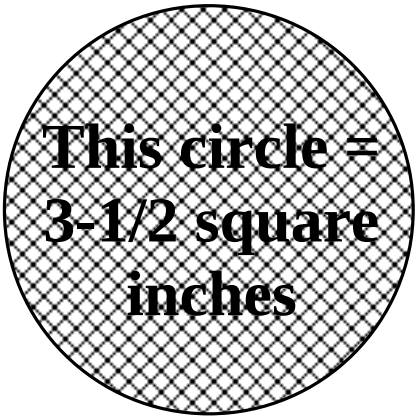
REJECT IF: Lamp not operating or installed.

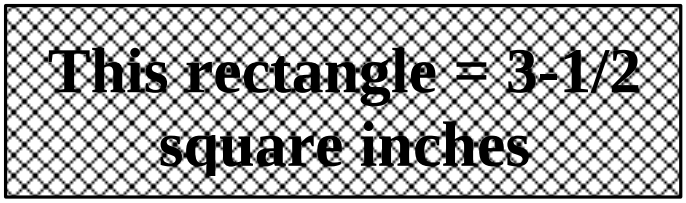
6. Reflectors – up to 1976 model year shall have at least one on the rear at a height of no more than 60" or less than 20". 1977 and newer models require five reflectors. The reflectors must have 4 square inches of reflective area.

REJECT IF: Reflectors not installed or too small.

7. Turn signals – required on all motorcycles manufactured since 1974. Minimum 3-1/2 square inches of luminous lens.

REJECT IF: Turn signals are inoperative, weak, or do not flash. If size is less than 3-1/2 square inches of luminous lens on 1974 or newer models. Rear must be a minimum of 9 inches of separation from center of lense and 16 inches on the front.





8. Horn – must be audible for 200 feet under normal conditions. Sirens, whistles, and bicycle horns are prohibited. Horn button must be on the handlebars close to handgrip.

REJECT IF: Horn weak or inoperative, wrong type of horn or horn button in wrong place.

9. Mirror – at least one so placed to readily ascertain the presence of vehicles approaching from behind or following.

REJECT IF: Mirror not installed or placed in an unusable position.

10. Exhaust – must be installed and in good working order.

ADVISE IF: Muffler is not present. See Title 21 §4311

REJECT IF: Exhaust is loose, leaks or excessively rusted with holes.

11. Tires – must have a minimum of 2/32" of tread being uniform not cupped.

REJECT IF: Tires have less than 2/32" cupped.

12. Footrest or pegs – all motorcycles shall be equipped with footrests.

REJECT IF: One or more missing or broken.

13. Chain – must be kept tight; adjusted according to manufacturer's specifications.
REJECT IF: More than ¾-inch play.

14. Brakes – all brakes shall be maintained in good working order and shall be adequate to control the movement of and to stop and hold the motorcycle.
REJECT IF: Front and rear brakes not working—both required on motorcycles manufactured after January 1, 1969.

15. Speedometer – must be equipped with a speedometer in good working order.
REJECT IF: Not installed or not working.

16. License plates – the license plate assigned to the motorcycle shall at all times be securely fastened to the rear of the vehicle at a height not less 12" from the ground and maintained in a condition to be clearly legible. The plate must be mounted horizontally. The plate can be to the left or right of the rear fender but must mount as far rearward of the axle as possible, between the rear fender and the rear axle .
REJECT IF: Plate not securely fastened or obscured so that letters, numbers, or "Delaware" cannot be identified. If registration sticker covers any number or letter or if the plate is covered with plastic or tint material. If the plate is mounted vertically. If the plate is further forward than the rear axle or between the seat/fender and tire and is not clearly legible.

17. Chain guard/drive pulley cover – required if originally equipped 1969 or newer.
REJECT IF: If chain guard/drive pulley cover is missing, broken or cracked. **Note**: Some motorcycles are factory equipped with a chain guard that does not cover the rear half of the chain—these vehicles **<u>will not</u>** be rejected.

18. Helmet – required for every person operating or riding on a motorcycle.
REJECT IF: Helmet is not in the possession of the operator.

19. Ground Effect Lighting- LED ground effect lighting is acceptable if amber or white in color and burns steady.
REJECT IF: Flashing or any other color than amber, yellowish or white.

MOPED and TRIPED INSPECTION

PROCEDURE:
Follow same procedure as specified for Motorcycles **EXCEPT mopeds do not require turn signals**. After initial inspection and registration/title of a Moped or Triped, Delaware inspection is waived. The owner only needs to present the registration for renewal. Renewal period for Mopeds and Tripeds is always December. The customer receives a 3-year sticker that will expire in December of the 3rd year. **Proof of insurance is <u>NOT</u> required.**

§101. Definition

(31) “Moped” shall mean a pedal or nonpedal bicycle having 2 tandem wheels, either of which is 10 inches or more in maximum diameter, and having a motor characterized in that the maximum piston displacement is less than 55 cc, or an electric motor rated between 751 watts and 2,000 watts.
(76) "Triped" shall mean a pedal or nonpedal cycle having 3 wheels, either of which is 10 inches or more in maximum diameter, and having an internal combustion motor characterized in that the maximum piston displacement is less than 55 cc, or an electric motor rated between 751 watts and 2,000 watts.

§ 4198J. Mopeds and Tripeds (Found in Delaware Annotated Code)

(a) Mopeds and Tripeds shall not be operated upon interstate and limited access highways, even to cross such highways, nor shall they be operated on the right-of-way of an operating railroad, except to cross such railroad, nor shall they be operated on any path set aside for the exclusive use of bicycles unless the helper motor has been turned off.

(b) No person shall drive a moped or triped without having been licensed as an operator of a motor vehicle under this title. The licensee shall have such license in his immediate possession at all times when operating a moped or triped.

(c) Regulations applicable to bicycles shall apply whenever a moped or triped is operated upon any public road or upon any path set aside for the exclusive use of bicycles.

(d) Mopeds or tripeds shall be registered under regulations which shall be adopted by the Division of Motor Vehicles. The registration and re-registration fee for mopeds or tripeds shall be $5.00 for a 3-year registration period. Upon registration of a moped or triped, the Division of Motor Vehicles shall issue a decal or a distinctive number plate to be affixed to the moped or triped as indicia of registration.

SCHOOL BUS INSPECTIONS

School bus inspections are the most important inspections we perform. There will be no compromise on school bus safety. The lives of up to 72 children depend on our inspectors ensuring these vehicles are safe. If any doubt exists on the safety on any items, fail the bus and require the item to be fixed.

Anything not covered by this manual, which in the determination of the Motor Vehicle Services Technician prevents the safe operation of the vehicle, should be rejected.

Motor Vehicle Services Supervisor will have final decision in these particular cases.

The Motor Vehicle Services Supervisor will ensure new vehicle inspectors are trained prior to being certified to perform school bus inspections. The training will require a minimum of 10 school bus inspections to be performed, under supervision, prior to being certified as a qualified school bus inspector. Certification will require the inspector to be evaluated by the vehicle services supervisor while performing a school bus inspection.

NOTE

The Department of Education has a "12 year old rule" on school buses that are allowed to be on contract by districts and contractors. This is enforced by the Department of Education and is something DMV does not need to enforce.

Vehicle Services Supervisors will periodically evaluate inspectors to ensure all bus inspections are performed in a standardized manner.

!! Warning !!

New Motor Vehicle Service Technicians will not perform bus inspections, without supervision, until they have been certified.

Definitions

"School Bus" means every motor vehicle which has the words "School Bus" displayed on the front and rear of the vehicle as specified under Title 21 Delaware Code, Section 4362. It is painted national school bus yellow as specified under Title 21, Delaware Code, Section 4363(a). It is equipped with flashing lamps as required under 21 Delaware Code, Section 4364. It meets the minimum size requirements under 21 Delaware Code, Section 4363(b) and meets other regulations as required by the Department of Public Safety and Department of Education.

Type A - The Type “A” school bus is a conversion or body constructed upon a van-type or cutaway front-section vehicle with a left side driver’s door, designed for carrying more than 10 persons. This definition shall include two classifications: Type A-I, with a Gross Vehicle Weight Rating (GVWR) over 10,000 pounds; and Type A-II, with a GVWR of 10,000 pounds and under.

Type B - A Type “B” school bus is a conversion or body constructed and installed upon a van or front-section vehicle chassis, or stripped chassis, with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. Part of the engine is beneath and/or behind the windshield and beside the driver’s seat. The entrance door is behind the front wheels.

Type C - A Type “C” school bus is a body installed upon a flat-back cowl chassis with a gross vehicle weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. All of the engine is in front of the windshield and the entrance door is behind the front wheels.

Type D - A Type “D” school bus is a body installed upon a chassis, with the engine mounted in the front, midship, or rear, with a gross weight rating of more than 10,000 pounds, designed for carrying more than 10 persons. The engine may be behind the windshield and beside the driver’s seat; it may be at the rear of the bus, behind the rear wheels, or midship between the front and rear axles. The entrance door is ahead of the front wheels.

SCHOOL BUS REGISTRATION

The first step in the inspection of a school bus should be a short review of the registration and records of the vehicle.

PROCEDURE
AGREEMENT AMONG PAPERS
Inspect registration certificate, license plates, vehicle description number, and **vehicle identification number.** Compare to determine if there is proper agreement among them.

PLATE MOUNTING AND CONDITION
Inspect license plates to see that they are securely mounted, clean and clearly visible.

REJECT VEHICLE IF:
Vehicle description or identification number is not in agreement with registration certificate. Numbers on license plates are not on registration certificate.

License plates are hanging from their mounting bracket. Plates are obscured so that letters, numbers, First State of Delaware, or registration stickers cannot be identified, numbers are missing, or plate is covered with plastic tint material or any material that obscures the plate in anyway. If registration stickers are excessive or cover any numbers. Reject busses with unauthorized tags. (Refer to Policy Regulation No. 2279.)

SCHOOL BUS FRONT END & SUSPENSION

Wheel Bearings - Improperly adjusted front wheel bearings can cause wander, erratic front brake action, and noise from interference of parts.

PROCEDURE
FRONT WHEEL BEARINGS
With front end of the vehicle raised properly, attempt to move wheel relative to the spindle by grasping front tire top and bottom. Bearing maladjustment or wear is determined by the relative movement between the brake drum (or disc) and the backing plate (or splash shield).

LINKAGE PLAY - Unsafe looseness or free play causes wheel shimmy, erratic brake action and steering control problems. Make sure any looseness detected is not wheel bearing free play, by applying service brakes during the inspection of this item.

STEERING LINKAGE - KINGPIN BALL JOINT PLAY
Vehicles with “I” beam or tube type front axle - hoist bus under axle, grasp front and rear of tire and attempt to turn assembly right and left. Then grasp top and bottom of tire and attempt to rock in and out. **Note movement at extreme front and rear - top and bottom of tire.**

REJECT VEHICLE IF:
If relative movement between drum and backing plate is excessive.

If side movement is found to be excessive.

If unsafe looseness or damage can be detected in any steering or suspension component.

SCHOOL BUS TIRE INSPECTION

EQUIPMENT - Tread depth measuring gauge.

PROCEDURE
Inspect for tire wear.

Inspect for cord exposure.

Inspect for tread cuts, snags, or sidewall cracks.

Inspect for bumps, bulges or knots.

Inspect for wheel damage.

Vehicles shall be equipped with tires on the same axle that are matched in tire size designation, construction and profile.

* **Special Note:** Special purpose tires - Tires marked "Not for Highway Use" or "Farm Use Only" or other such restrictions shall not be used on any motor vehicles operating on public highways.

REJECT VEHICLE IF:
Tire is worn with less than 4/32 inch uniform tread. No recap, regrooved tires on front of vehicle.

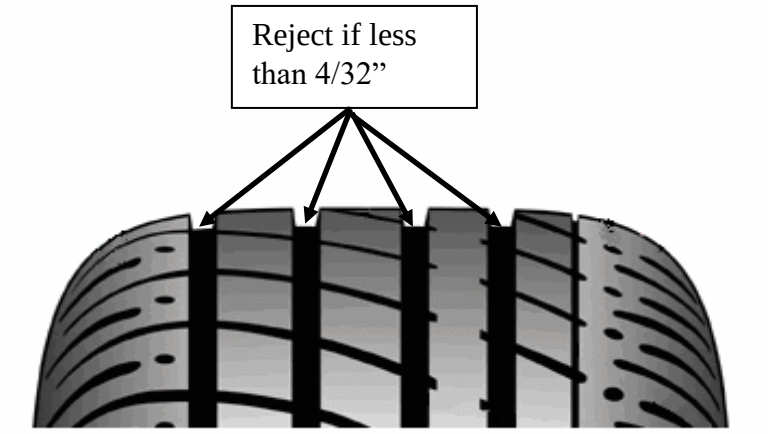
Tire has a worn spot that exposes the cord through the tread or sidewall.

Tire has tread cuts, snags or sidewall cracks. Tire has visible bumps, bulges or knots indicating partial failure or separation of the tire structure.

Any part of wheel is bent, cracked, rewelded, or damaged.

Any lug nuts or studs are loose or missing.

The bus has wheel covers concealing the lugs.



SCHOOL BUS GENERAL BODY – EXTERIOR

PROCEDURE

PROTRUDING METAL AND UNAUTORIZED STICKERS
Inspect for torn metal parts, molding, etc., which may protrude from vehicle. Inspect for unauthorized bumper or body stickers.

COLOR
Inspect bus for proper color.

BUMPERS
Inspect bumpers for hazardous condition or unsafe mounting.

TOW HOOK
Inspect for presence of and secure tow hooks.

EMERGENCY DOOR
Inspect for operation of door and listen for driver warning device. Inspect for lettering and arrows showing direction of movement.

PASSENGER ENTRY DOOR
Inspect for operation of door.

MARKINGS
“School Bus” in black letters, 8 inches high on both front and rear of body.

*For buses manufactured after **Jan. 1, 2012**: Each school bus shall be equipped with a sign on the left side of the rear bumper that says “WE STOP AT RAILROAD CROSSINGS”. The words “WE STOP AT” shall be four-inch capital letters conforming to “Series B” of Standard Alphabets for Highway Signs. The “RAILROAD CROSSING” portion of this signage shall be

the universal round railroad crossing sign (minimum 6 inch diameter). The symbol and all lettering shall be black. The remainder of the signage shall be retro reflective NSBY material. No other colored decals or markings are allowed except the school district or contractors business name in black on the sides of the bus as close to middle as possible.

OBSTRUCTIONS TO VISION
Check for hood mounted devices such as bug deflectors.

REJECT VEHICLE IF:
Torn metal, glass or loose or dislocated parts protrude from surface of the vehicle causing a safety hazard to pedestrian or cyclists.

If bus is any color contrary to law or unauthorized bumper or body stickers are present.

If the bumper is badly misplaced, loosely attached, or a broken or torn portion is protruding.

Tow hooks are missing or loose.

If door operations is hampered in any manner. No warning to driver when door is open. Missing or broken parts. Emergency door is not marked or arrows showing direction of movement is missing.

If "School Bus" in black letters, 8 inches high on both front and rear of body is not present or illegible. If "We Stop at Railroad Crossings" not present on the rear of buses manufactured after **Jan. 1, 2012.**

Vehicle is equipped with hood bug deflectors or any item that would obstruct the driver's vision.

SCHOOL BUS - GENERAL BODY - INTERIOR

PROCEDURE
FLOOR PAN & STEPS
Inspect floor pan for rusted out areas or holes which could permit entry of exhaust gases or which would not support occupants properly.

Inspect floor covering for cracking, adhesion, and sealing.

Inspect for white separation line.

SEATS AND SEAT BELT
Inspect seats to see that they are securely anchored to floor pan. Cushions should be anchored to the seat support system.

Inspect seats for condition of frames, rail, and cover material.

Inspect driver's seat belt for frayed, split, or torn webbing; malfunctioning buckles; loose or damaged anchorage or floor pan.

Inspect for torn interior metal trim, etc., which may present a hazard to passengers.

STANCHIONS AND GUARD RAILS
Inspect all stanchions, guard rails, grab handles, etc., for tightness.

HANDRAILS
Inspect handrails and ensure spacer has been added to the bottom attachment of the handrail to the wall. Use "Inspection Tool" (string at least 18" with a ½ hex nut attached) to ensure straps, draw strings, etc. will not lodge in handrail when child is exiting from bus. **Warning** - temporary installed handrails can result in fatal injuries if a child's garment becomes hung on the rail.

SUN VISORS
Inspect sun visor for broken, bent or loose parts which prevent it from being positioned; or for visor which will not stay in a set position.

COMMUNICATION DEVICES
Effective September 1, 1997, all buses will be equipped with an operating cellular phone or radio.

REJECT VEHICLE IF:
If floor pan or floor is rusted through significantly to cause a hazard to an occupant, or so that exhaust gases could enter the occupant compartment.

Floor pan or steps show signs of structural weakness or not covered with step tread covering.

If floor is cracked, curled, or worn so that it is not waterproof at the seams, or presents a tripping hazard.

Line is not present or visible.

All seat anchor bolts are not securely fastened to floor or are missing.

Seat cover material is torn or seat rail or frame is exposed.

No seat belt is installed for driver or does not operate properly.

Stanchions and guard rails shall be padded with an energy absorbing material designed to minimize injury producing impact forces. Padding on stanchions shall extend to within 3 inches of bus ceiling and to within 3 inches of bus floor. Padding on each guard rail shall extend from bus wall to its farthest support.

Handrail spacer has not been installed in proper location. “Inspection Tool” when drawn across the handrail catches on handrail.

Driver visor is missing, broken, bent, loose, or will not stay in a set position.

Communication devices are not installed.

SCHOOL BUS UNDERBODY

EXHAUST
The exhaust system includes the piping leading from the flange of the exhaust manifold -to and including- the mufflers, resonators and the tail piping.

PROCEDURE
EXHAUST SYSTEM
Visually examine mufflers, resonators, tail pipes, and supporting hardware.

Rusted or corroded surfaces should be given particular attention.

Holes in the system made by the manufacturer for drainage are not cause for rejection.

FUEL SYSTEM
The fuel system includes the fuel tank, fuel pump and necessary piping to carry the fuel from the tank to the carburetor.

FLUID LEAKS
Visually examine for fuel and/or fluid leaks.

DRIVE SHAFT
A Metal guard or guards to prevent the drive shaft from whipping through the floor or dropping to ground if it is broken shall protect the drive shaft.

REJECT VEHICLE IF:
Vehicle has no muffler. There are loose or leaking joints; holes, leaking seams or patches on the muffler. Tail pipe end is pinched. Elements of system are not securely fastened. There is a muffler cutout or similar device that allows excessive noise.

Any part of the exhaust system is not securely fastened or supported.

Tailpipes must extend from bus using one of the following guidelines: (a) extend beyond rear axle and shall extend at least 5 inches beyond chassis frame and be mounted outside of chassis frame rail at end point (end of bus) or (b) may extend to the left side of the bus behind the drivers compartment outboard of chassis center line but must extend past chassis center line as follows: Type A bus - manufacturer standard. Type B, C, D, bus - 48.5 inches past centerline. (See Definitions)

Buses manufactured **after March 1, 1998**, must adhere to the following guidelines:

Exhaust pipe, muffler, and tailpipe shall be outside the bus body compartment and attached to the chassis so as not to damage any other chassis component.

Tailpipe shall be constructed of a corrosion-resistant tubing material at least equal in strength and durability to 16-gauge steel tubing.

Chassis manufacturers shall furnish an exhaust system with tailpipe of sufficient length to exit the rear of the bus or at the left side of the bus body no more than 18" forward of the front edge of the rear wheel house opening. If designed to exit at the rear of the bus, the tailpipe shall extend at five inches beyond the end of the chassis frame. If designed to exit to the side of the bus, the tailpipe shall extend at least 48.5 inches (51.5 inches if the body is to be 102 inches wide) outboard from the chassis centerline.

a) On Types C and D vehicles, the tailpipe shall not exit beneath a fuel fill or emergency door exit.

b) Type A and B chassis may be furnished with the manufacturer's standard tailpipe configuration.

Exhaust system on a chassis shall be adequately insulated from the fuel system.

Muffler shall be constructed of corrosion-resistant material.

The exhaust system on vehicle equipped with a power lift unit may be routed to the left of the right frame rail to allow for the installation of a power lift unit on the right side of the vehicle.

There is fuel leakage at any point in the system.

Fuel tank filler cap is missing.

Any leaks in the brake or fuel system. Any leaks that may be a source of combustion.

Reject if drive shaft guard is missing.

SCHOOL BUS SERVICE BRAKES

SERVICE BRAKE EQUIPMENT - DRIVE-ON AND STOP TESTER

EQUIPMENT - DRIVE ON AND STOP TESTER (HUNTER OR WEAVER)

PROCEDURE
Method - Platform Test

Drive vehicle onto “drive on and stop” platform tester. Apply brakes firmly at a speed from 4 to 8 mph without wheel lock-up. All braking action must take place on the platform.

These machines may be used to inspect the relative effectiveness of each wheel. There should be braking action on all wheels and the action on any one wheel should be 75 percent or more of the action on the other wheel on the same axle.

PARKING BRAKE
Inspect parking brake function for setting and release. Set the parking brake firmly.

REJECT VEHICLE IF:
If any wheel fails to indicate braking action. If the reading on any one wheel is less than 75 percent of the reading or other wheel on the same axle.

If the parking brake will not hold the vehicle stationary with the engine running at slightly accelerated speed with shift lever in drive position for automatic transmission or shift lever in low gear with clutch engaged for standard transmission.

SCHOOL BUS LAMPS AND SIGNALS

All inspectors will be knowledgeable of Title 21, Section 4331-4358, Subchapter II, Lights, General lamp reflector inspection and special provision of Section 4364, Flashing Lamp, and Section 4365, Stop Signal Device. This includes all original equipment, exterior lighting, plus whatever lights have been added. If a vehicle is equipped with a light, it should work properly.

PROCEDURE
VISUAL CHECK OF LAMP FUNCTION
Turn on the night driving lights and visually check the following:

Activate turn signal lever to right and left, observe function of turn signal lights:

- Stop lamps (4) on 89 or newer
- Tail lamps (4) on 89 or newer (type A buses may have manufacturer standard)
- Headlamps-upper and lower beam
- Parking lamps
- Clearance lamps
- Side marker lamps
- Reflex reflectors
- Emergency warning lamps
- Plate lamp
- Clearance lamps on sides connected to function with regular turn signal lamps

Required on all size school buses alternately flashing lamps - 2 amber - 2 red on front and rear - 5 1/2” in diameter & visible at 500 ft. in normal sunlight.
*Visors or hoods over flashing red and amber lights, black in color, shall be required and shall have a minimum depth of 4 inches on buses manufactured after **Jan. 1, 2012**.

Stop Arm - Stop signal device should have 2 double faced red lamps

Floor line lighting.

Rear license plate lamp may be combined with one lower tail lamp.

REJECT VEHICLE IF:
Any bulb or sealed beam unit fails to light. Turn signals do not indicate right and left when so switched. Red and amber flasher lamps do not alternate properly (Flashes too fast, too slow or no flash.) or do not have hoods on buses manufactured after **Jan. 1, 2012.** Back-up light system does not turn off automatically when vehicle goes forward. Lamp shows color contrary to law. Any lamp is covered with any type of film, plastic or any other material. Any lamp or reflector does not direct light properly. Auxiliary equipment if placed on, in, or in front of any lamp. Lamp assembly improperly fastened. Lamp has cracked, broken, or missing lens. Fog lamps must be on separate switch from headlights, i.e. if headlights are on, fog lamps must be capable of being turned off without turning head lights off.

Turn signals must be at least 7 inches in diameter on rear and at least 12 square inches on front.

Stop lamps 2 - (1989 and newer) with a minimum diameter of 7 inches plus 2 with a minimum diameter of 4 inches. Stop arm lamps - 4 1/2 inches in diameter to work in conjunction with red flashing lamps.

Standards for buses manufactured **after March 1, 1998:**

Turn signal and stop/tail lamps:
Bus body shall be equipped with amber rear turn signal lamps that are at least 7” in diameter and meet SAE specifications. These signal lamps must be connected to the chassis hazard warning switch to cause simultaneous flashing of turn signal lamps when needed as vehicular traffic hazard warning. Turn signal lamps are to be placed as wide apart as practical and their centerline shall be approximately 8” below the rear windows. Type A-II conversion vehicle lamps must be at least 21 square inches in lens area. All turn signal lenses shall be amber in color.

a) Buses shall be equipped with amber side-mounted turn signal lights. The turn signal lamps on the left side shall be mounted rearward of the stop signal arm and the turn signal lamp on the right side shall be mounted rearward of the service door.

b) For bus chassis and bodies produced after January 1, 2004, an additional amber side turn lamp shall be mounted between the rear wheel opening and the rear of the bus on both sides.

c) Buses shall be equipped with four combination red stop/tail lamps:

   (1) Two combination lamps with a minimum of 7”, or if a shape other than round, a minimum 38 square inches of illuminated area shall be mounted on the rear of the bus just inside the turn signal lamps.

Two combination lamps with a minimum diameter of 4", or if a shape other than round, a minimum 12 square inches of illuminated area shall be placed on the rear of the body between the beltline and the by the service brakes and shall emit a steady light when illuminated. Type A-II buses with bodies supplied by chassis manufacturer may have manufacturer's stand stop and tail lamps.

In addition to the red and amber lamps required in Title 21, Section 4364, every school bus manufactured **after January 1, 2001**, must have a permanently installed white flashing strobe light on its outside roof.

STROBE LIGHT SPECIFICATIONS:

The strobe light shall be located within 4-6 feet from the rear of the roof edge and 1 foot from the centerline. Installation shall be behind all other roof equipment (roof air-conditioners.) The height above the roof must be within 4 ½ and 6 ¾ inches. The light (12-16 joules shall be equipped with a clear lens and emit light at 360 degrees around its axis. When actuated, the light shall be visible at 500 feet in normal sunlight.

The strobe light shall activate when the amber (alternately flashing) signal lamps are in use continuing through the complete loading/unloading cycle. A functional override switch to allow activation during inclement weather is required.

The school bus must have a monitor light near the driver's area to indicate activation of the strobe light.

PROCEDURES:

Visually check for presence of strobe light per specifications

When evaluating the function of the amber/red flashing lamps, observe the function of the strobe light; the strobe light should flash with the amber lights

Observe the strobe light function throughout the full loading/unloading cycle.

Determine if monitor lamp in driver's area functions per specification

Determine if override switch functions properly

REJECT VEHICLE IF:

If strobe light is not present or improperly installed.

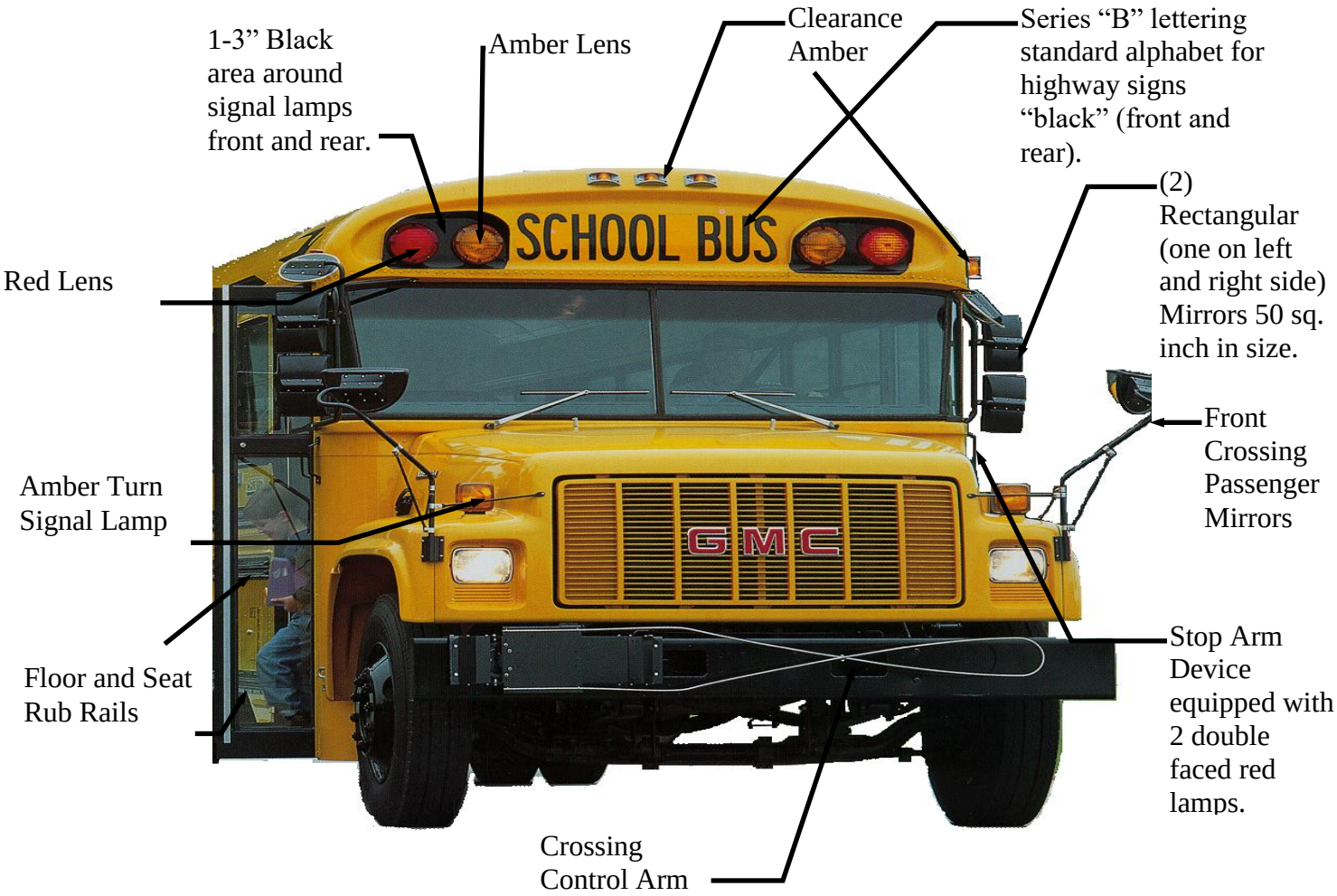
If strobe light does not flash or does not flash alternately with amber lamps.

If the strobe light function is incomplete through the loading/unloading cycle.

If monitor lamp is not present or non-functional.

If override switch is not present or non-functional.

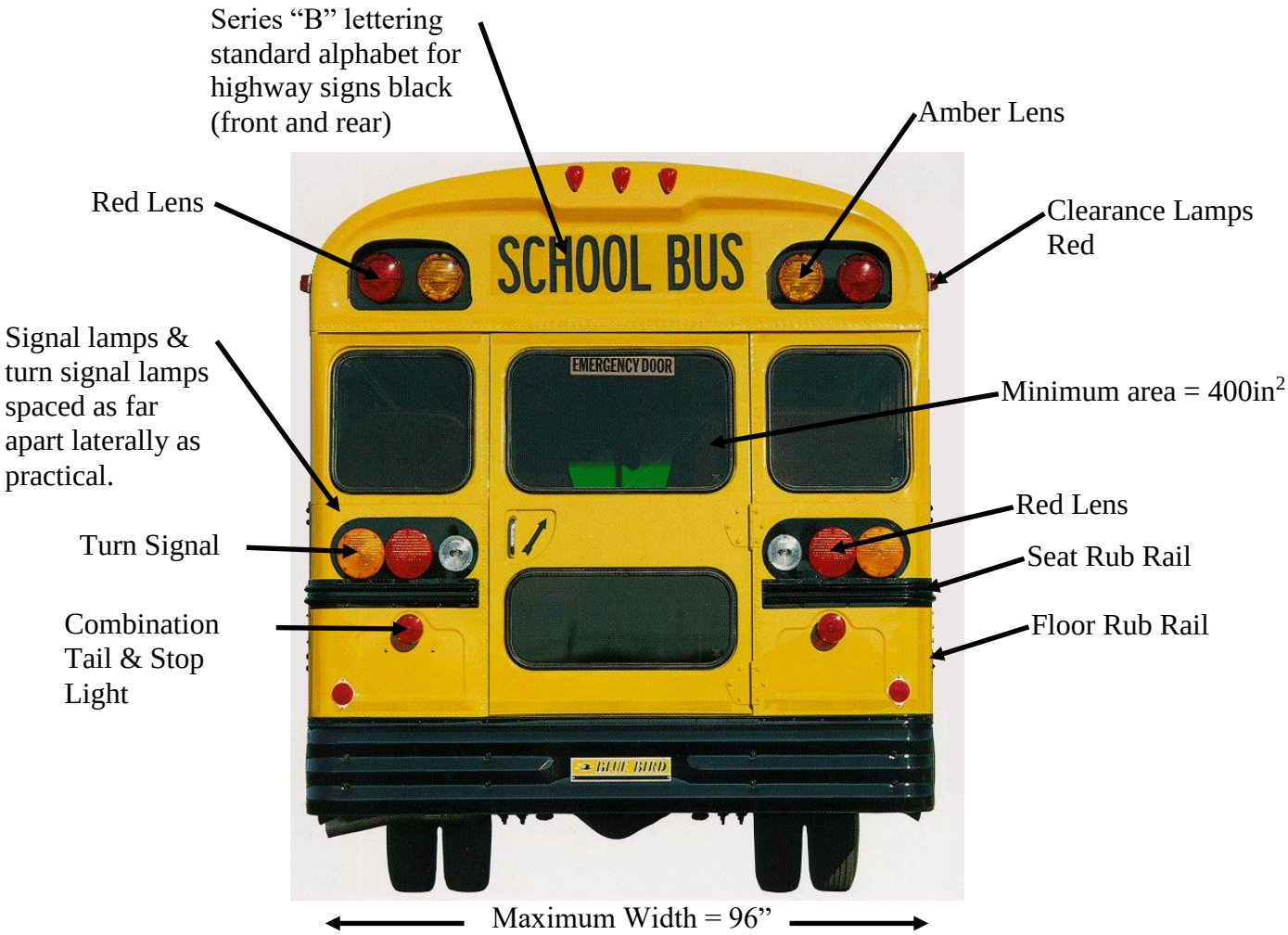
SCHOOL BUS LAMPS AND SIGNALS (Diagram of Front Elevation)



Hoods on flashing lights required on buses manufactured after **Jan. 1, 2012**

Location of “We Stop at R/R Crossings” on buses manufactured after **Jan. 1, 2012**

SCHOOL BUS LAMPS AND SIGNALS (Diagram of Rear Elevation)



SCHOOL BUS - VEHICLE GLAZING

Automotive safety glazing is marked with the manufacturer's trademark and the letters "AS" followed by a number I through II. Only ASI (or ASIO-Bullet Resistant) may be used in the windshield. Safety glazing for 1966 and later models also has a glass manufacturer's model number or a DOT code number.

The word "discoloration" used below refers to anything that impairs the transparency of the glazing.

PROCEDURE

PROPER MARKINGS

Inspect glass to the right, left, and front (windshield) of driver.

LEFT FRONT WINDOW
Inspect operation of window at driver's left. Window must open readily even though the vehicle has approved turn signals.

SIDE WINDOWS
Determine whether all full side windows can be opened readily to provide at least a 9 x 22 inch emergency opening for each. Also, check closing.

Check for cracks, chips, or discoloration.

STICKERS - TINTING
Inspect all glass for unauthorized material or conditions that obscure driver's vision.

Entry Door not permitted to have unauthorized material.

REJECT VEHICLE IF:
Vision from inside/out or outside/in is not clear.

Non transparent materials etc., are used as clear glass replacement.

Window at driver's left cannot be readily opened to permit arm signals.

Any side window cannot be readily opened to permit at least a 9 x 22 inch unobstructed emergency opening. Any side window does not close properly.

There are cracks, discoloration or scratches to the front, right, left, or rear of the driver which definitely interferes with his vision (within wiper range).

Chips and stars over 1 inch in size on the front window and cracks over 5 inches on any window are mandatory failure items.

Reject any windows that are broken or have exposed sharp edges.

Glazed surfaces contain any stickers not permitted by law or regulation.

Unauthorized tinting material has been used. Tint must conform to Policy Regulation No. 2277.

NOTE: School bus inspection stickers will be placed in the bottom left-hand corner of the right windshield panel (next to the center post).

SCHOOL BUS - MIRRORS

PROCEDURE
Visually check for the following mirrors:

A. Interior 6” x 30” (framed)
B. Exterior - 1 left, 1 right, 50 sq.in. each
C. Adjustable convex mirrors - 1 left, 1 right
D. Safety cross mirror - 7 1/2” left side

*** Note:** Convex mirrors may be combined with 50-inch mirrors on models through 1988.

EXTERIOR REARVIEW MIRRORS
From driver’s position, visually inspect exterior mirrors on both sides for clear and reasonably unobstructed views past left and right rear of bus. Look for correct location, stable mounting, cracks, sharp edges, unnecessary protrusion, and ease of adjustment.

EXTERIOR FRONT CROSSVIEW MIRRORS
Same as above, except these mirrors allow driver to see across the front below the hood or cowl from ground up to top of hood.

INTERIOR REARVIEW MIRROR
From the driver’s position, visually inspect interior mirror for proper mounting, location, cracks, sharp edges and ease of adjustment.

REJECT VEHICLE IF:
Any are mirrors are missing, or mirror is loosely mounted.

Forward vision is obstructed by mirror assembly.

Mirror does not provide a clear view of highway at least 200 feet to rear.

Mirrors are cracked, pitted, or clouded to the extent that rear vision is obscured.

Mirror is very difficult to adjust or will not maintain a set adjustment.

SCHOOL BUS - ELECTRICAL SYSTEM

PROCEDURE

HEATERS

Inspect general condition of heating system.

HORN
Switches should all function properly.

DIMMER SWITCH
Headlight dimmer switch must function properly.

WINDSHIELD DEFROSTER
Inspect for a properly functioning windshield defroster.

WINDSHIELD WIPERS
Inspect for satisfactory operation. If vacuum operated, engine must be idling and control full on. Inspect for proper contact of blades with windshield.

Inspect for damaged, torn, or hardened rubber elements of blades. Inspect for damaged metal parts of wiper blades or arms.

REJECT VEHICLE IF:
Malfunction of heater is detected.

If horn is: extremely loose; fails to function; no button; if horn is not audible over a distance of not less than 200 feet.

Dimmer switch fails to function; does not work or high beam indicator does not work.

Windshield defroster/defogger fails to function properly.

If the wiper arm fails to return to original position or the blade fails to make contact with the windshield firmly.

If the wiper blades show signs of physical breakdown or rubber wiping element.

If parts of the wiper blades or arms are missing or are severely damaged.

SCHOOL BUS - INSTRUMENTS AND INSTRUMENT PANEL

PROCEDURE
Chassis shall be equipped with standard instruments and gauges. Instruments and gauges shall be mounted on instrument panel in such a manner that each is clearly visible to driver while in normal seated position.

MONITOR
All buses shall be equipped with a monitor which monitors the front and rear lamps of the school bus and the monitor shall be mounted in full view of the driver.

INTERIOR LAMPS
Interior lamps shall be provided which adequately illuminate aisle and step well.

ODOMETER - SPEEDOMETER
Must be in working order.

REJECT VEHICLE IF:

Instruments and gauges must be in proper working order.

An electrical child reminder system shall be installed to assist the driver in checking for students left on board the bus. Required on buses manufactured after **Jan. 1, 2012**

Any bulbs fail to light on step well or inadequately illuminate aisle.

Reject if odometer or speedometer is visibly broken or if mileage is same from last year.

SCHOOL BUS - SAFETY EQUIPMENT

PROCEDURE

FIRE EXTINGUISHER

Inspect for presence of, location, and readiness of the fire extinguisher. It must be a dry chemical type.

The bus shall be equipped with at least one pressurized, dry chemical fire extinguisher complete with hose, to meet Underwriters Laboratories, Inc., approval. Extinguisher must be mounted in a bracket, located in the driver's compartment and readily accessible to the driver and passengers. A pressure gauge shall be mounted on the extinguisher to be easily read without moving the extinguisher from its mounted position.

The fire extinguisher shall be of a type approved by Underwriters Laboratories, Inc., with a total rating of 2A10BC or greater. The operating mechanism shall be sealed with a type of seal which will not interfere with the use of the fire extinguisher.

CROSSING CONTROL ARM

All buses shall be equipped with a crossing control arm located on the far right side (door side) of the front bumper. **Effective June 1, 1997.**

FIRST AID KIT AND BODY FLUID CLEAN UP KIT

The bus shall have a removable, moisture proof and dust proof first aid kit in an accessible place in the driver's compartment. It shall be mounted and identified as a first aid kit. The location for the first aid kit shall be marked.

Minimum contents include:

Units	Quantity per unit
2	12 - 1" x 3" adhesive bandages
3	2 - 2" bandage compress
3	1 - 4" bandage compress
2	1 - non sterile triangular bandages approximately 40" x 36" x 54" with 2 safety pins

BODY FLUID CLEAN UP- KIT

Each bus shall have a removable and moisture proof body fluid clean up kit accessible to the driver. It shall be mounted and identified as a body fluid clean up kit in the driver's compartment.

Minimum contents of the body fluid clean up kit shall include the following:
1 16 oz. bottle of 70% rubbing alcohol or 10% solution of bleach
1 plastic trash bag with tie, minimum of 12" x 12"
2 pairs of medical examination gloves (non latex)
10 paper towels, approximately 10-1/ 2" x 12-1/2"

EMERGENCY EQUIPMENT

The bus shall be equipped with at least 3 red emergency reflectors to be displayed in the event of a prolonged stop on the highway.

STOP SIGNAL DEVICE

Every school bus must be equipped with one stop signal device, commonly referred to as a stop arm. The stop signal device shall meet the applicable requirement of the Society of Automotive Engineers J1133, be of an octagonal shape approximately 18 inches in diameter, be red in color with a white border approximately 1/2 inch wide, have the word "STOP" located near the top and one located near the middle of the sign in 6 inch white letters 1 inch in width. The stop signal device shall, in addition to having the above requirements on both sides of the sign, have 2 double faced red lights approximately 4-1/2 inches in diameter, one located near the top and one located near the bottom of the sign. The lights shall be wired to work in conjunction with the flashing red overhead lights located at the front and rear of the bus. For busses manufactured after **Jan. 1, 2012,** shall have LED lights with a strobe function.

PUBLIC ADDRESS SYSTEM

Inspect for operation of control unit, 2 inside speakers, one weather proof outside speaker. For busses manufactured after **Jan. 1, 2012:** The outside speaker on Type A and B buses shall be located on the left front side of the-bus forward of the front wheels. On Type C buses the speaker shall be located in the engine compartment forward of the radiator or on the inside of the front bumper on the left side. On Type D buses the speaker shall be located under the floor on the left side of the bus between the front bumper and the left, front wheel.

REJECT VEHICLE IF:

Reject if the extinguisher is missing;

- Not functional;

- Not readily accessible to driver;
- Is not dry chemical type;
- Lacks proper charge.

Crossing control arm does not fully deploy/retract when school bus door is opened/closed. Arm is damaged in any way, has sharp edges or points.

If first aid kit or body fluid kit:

- does not contain all required items in good condition
- or if either is missing

Reflectors are missing or broken.

If stop arm device does not function properly.

If any part does not function properly.

If PA system is not operational or cannot be heard do to static or commands are unrecognizable. Both interior and exterior must work.

Regulations

2250 Assessment of Fees for Off-Premise Inspection of Serial Numbers of Vehicles (Formerly Reg. No. 5)

WHEREAS the number of off-premise inspection of vehicle serial numbers has increased tremendously over the last few years; and

WHEREAS the costs to the State of Delaware to provide such inspections have likewise risen tremendously over the last few years; and

WHEREAS this service has been provided at the request of the vehicle owners; The applicant should pay the costs of this service.

1.0 Exemptions

Effective immediately, the following fee is to be assessed for all off-site vehicle serial number inspections except mobile homes, house trailers and other trailers with living quarters.

2.0 Inspection Fees

$15.00 for the first vehicle inspected and $5.00 for each additional inspection.
This inspection fee is to be collected when the vehicle is titled.

2251 Assessment of a Fee When Assigning a Special Serial Number on a Motor Vehicle (Formerly Reg. No. 8)

1.0 Serial Number Fee Required

Effective immediately, when an assigned serial number is issued to a vehicle, a fee of $2.00 is to be charged.

1.1 This fee is required under Section 2310, Title 21 of the Delaware Code.
1.2 Fee is to be collected at time the title fees are collected.
1.3 Title Clerks can tell if an assigned number has been issued by checking the serial number on all yellow title applications issued by the State Police Auto Theft Unit.

2254 Registration of Tarpots (Formerly Reg. No. 15)

Whereas the nature of the work involving tarpots many times leaves such tarpots covered with tar, thus, rendering the lights inoperable;

1.0

The following policy is implemented immediately.

1.1 All tarpots must be registered. Tarpots can be registered with a trailer (T) tag, or with a construction (CT) tag.
1.2 The requirement for all lights are waived during daylight hours, if lights on the towing vehicle are visible to a trailing vehicle on the left and right sides.

2257 Assessment of a Fee for a Courtesy Vehicle Safety Inspection (Formerly Reg. No. 21)

1.0 Courtesy Vehicle Safety Inspection

Whereas the number of non-resident owners requesting a "courtesy" vehicle safety inspection has increased tremendously over the last few years; and

Whereas the costs to the State of Delaware to provide such inspections have likewise increased over the last few years; and

Whereas State agencies are required to bill other State agencies for costs of services, thereby showing the State General Assembly's implied intent to collect payment for services;

1.1 The non-resident owner should pay the costs of this service.

2.0 Fee

Effective January 1, 1977, a $4.00 fee is to be assessed for each courtesy safety inspection provided for a vehicle which is registered in another state and which is not going to be registered in Delaware.

3.0 Applicability
This regulation only applies to on-site inspections.

2260 Cement Mixers Which are Towed (Formerly Reg. No. 25)

1.0
Whereas the nature of the work involving cement mixers many times leaves such mixers covered with cement, thus, rendering the lights inoperable;
2.0
The following policy is implemented immediately.

2.1 All cement mixers (which are towed) must be registered. Such mixers can be registered with a trailer (T) tag, or with a construction (CT) tag.
2.2 The requirement for all lights are waived during daylight hours, if lights on the towing vehicle are visible to a trailing vehicle on the left and right sides.

2262 Special Assigned Vehicle Identification Number (VIN) Plates (Formerly Reg. No. 37)

1.0 Special Plates
Pursuant to 21 Del.C. §302 and 21 Del.C. 92310, this Policy Regulation is adopted for implementation, effective January 1, 1979.

1.1 The Delaware State Police Auto Theft Unit, acting as an agent of the Director of the Division of Motor Vehicles, will issue the Special Plates for all motor vehicles and semi trailers.
1.2 The Special Assigned VIN Plate will be made of aluminum and will measure 3 5/8" x 1 3/4". The plate will have a blue background and a silver portion where the information is to be embossed.
1.3 The information on the Special VIN Plate will include the Delaware title number, the date of issue, the code number, the year, the make, the model, the type of vehicle, the plate number, and the originally assigned manufacturer's vehicle identification number. If the original manufacturer's number cannot be determined, then a special assigned number will be issued.
1.4 The Delaware State Police Auto Theft Unit will issue assigned special numbers to vehicles where no serial number has been assigned by the manufacturer. This serial number will consist of a combination of letters and digits, such as (ASN00000DEL) A log of the Assigned Special Number Plates issued will be controlled and maintained by the DSP Auto Theft Unit.
1.5 Instructions and locations relative to the placement of this Special Number Plate will be as follows:
1.5.1 On all motor vehicles, where feasible, the plate will be attached to the driver's side doorpost where it can be read clearly by any police officer or inspector of the Division of Motor Vehicles.

1.5.2 On semi trailers, motorcycles, mopeds, motor scooters, and other vehicles, the special number or plate will be either die stamped or attached to the left front or side of the vehicle on a permanent component part.

2.0 Reference "A"

2.1 The new Delaware Special Number Plate will be blue and silver. The information printed on the Special Number Plate will be embossed as indicated.

2.2 Explanation of each block is as follows:

2.2.1 TITLE This will be the title, tag and registration number assigned by the Department of Motor Vehicles at the time the VIN number is. assigned. (Note: Title, tag and registration number may change in the future, due to retention of tag, etc.)

2.2.2 DATE ISSUED This will be three letters followed by four digits. The three letters will designate the month, and the four digits will indicate the day of month and the year.

2.2.3 CODE This will be a two (2) digit number which designates the type of vehicle for which the Special Number Plate was issued (see Ref. "B").

2.2.4 YEAR This will be a four (4) digit number pertaining to the year of the vehicle for which the plate is issued.

2.2.5 MAKE This will be a four (4) letter characterization and will consist of the first four (4) letters of the make of vehicle.

2.2.6 MODEL This will be the first four (4) letters of the model of the vehicle.

2.2.7 TYPE This block will be as follows: Coupe, sedan or convertible, etc. (abbreviated).

2.2.8 PLATE NUMBER This block will be a five (5) digit number in numerical sequence as the Special Number Plates are issued: A log will be kept and maintained, in sequence, by the Delaware State Police Auto Theft Unit on plates issued.

2.2.9 MANUFACTURER'S This number will be the original manufacturer's serial number

2.2.10 SERIAL NUMBER assigned to the vehicle by the manufacturer, except on some occasions such as on reconstructed or homemade vehicles. These assigned special numbers will be assigned and maintained by the Division of Motor Vehicles or the Delaware State Police Auto Theft Unit acting as an agent for the Division.

2268 Registration of Wood splitters and Wood Chippers

(Formerly Reg. No. 60)

1.0 Authority

Whereas the size and design of wood splitters and wood chippers and the nature of their work make it impractical to require turn signals, stoplights, taillights and license plate lights on them, the following policy is implemented effective immediately.

2.0 Required Registration

All log (wood) splitters and wood chippers must be titled and registered as a trailer.

3.0 Lights
The requirement for all lights are waived during daylight hours, if the stop lights and directional signals on the towing vehicle are visible to a trailing vehicle.

2276 Single-Axle Tow Dollies (Formerly Reg. No. 75)

WHEREAS, there is a pressing need and desire to tow front wheel drive vehicles; and

WHEREAS, it is impossible to disconnect the drive train of front wheel drive vehicles to allow the use of the conventional tow bar; and

WHEREAS, a modern second generation tow bar has been developed that allows a front wheel drive vehicle to be towed by substituting an axle and wheels for the unusable front axle and heels of the front wheel drive vehicle being towed; and

WHEREAS, there is a lack of a definition for this modern tow bar, along with a lack of uniformity in the manner in which the device is considered for title and/or registration;

1.0 The following regulation is adopted effective February 24, 1984:

1.1 Definition:
Single-Axle Tow Dolly is a vehicle towed by a self-propelled motor vehicle and designed and used exclusively to transport another self-propelled motor vehicle and upon which the front or rear wheels of the towed self-propelled motor vehicle are mounted, while the other wheels of the towed self-propelled motor vehicle remain in contact with the ground.

1.2 The Tow Dolly shall:

1.2.1 Not be titled or registered.

1.2.2 Not be treated as a separate vehicle when used in combination with another vehicle, i.e., when a tow dolly is being towed with the front or rear wheels of another vehicle mounted thereon, it should not be considered as one of the vehicles in a combination of vehicles, but rather the tow dolly and towed vehicle should be treated as one integral unit.

1.2.3 Be subject to equipment safety requirements such as lighting and safety chains.

2277 Approved Tinting for Side Windows (Formerly Reg. No. 76)

1.0 Introduction
Whereas, 21 Del. C. §. 4313 was amended in June 1990, to read as follows:

§4313. Altering Windshield, Front Side Windows, and Side Wings

(a) No person shall operate any motor vehicle on any public highway, road, or street with the front windshield, the side windows to the immediate right and left of the driver, and/or side wings forward of and to the left and right of the driver that do not meet the requirements of Federal Motor Vehicle Safety Standard 205 in effect at the time of its manufacture.

(b) Nothing in this section shall prohibit the use of any products or materials along the top edge of the windshield so long as such products or materials are transparent and do not encroach upon the AS-1 portion of the windshield as provided by FMVSS 205 and FMVSS 128"; and

(c) No person shall operate any motor vehicle on any public highway, road, or street which does not conspicuously display a certificate by the manufacturer of any "after manufacture" window tinting material which may have been installed that such window tinting material meets the requirements of Federal Motor Vehicle Safety Standard 205 in effect at the time of the vehicle's manufacture. It shall be a valid defense to any charge under this subsection if the person so charged produces in court a validated Mandatory Inspection Notice showing that the Division of Motor Vehicles has examined the motor vehicle since the date of offense and certifies compliance with FMVSS 205."

2.0 Authority

Whereas, the Department of Transportation needs a more definitive method in which to determine which products or materials are acceptable at the time of the vehicle safety inspection and to assist police officers in enforcing the law, the following regulation is adopted pursuant to 21 Del.C. §302.

3.0 Glass Coating Material on Motor Vehicles

3.1 The following regulations establish standards and specifications for the use of glass coating material and sun screening devices:

3.1.1 Glass coating material placed, displayed, installed, affixed, or applied upon the windshield of a motor vehicle shall not extend below the AS -1 portion of the windshield as provided by FMVSS 205 and FMVSS 128. The material shall not extend more than five (5) inches down from the uppermost part of the windshield on older vehicles where no AS - 1 mark is indicated on the windshield.

3.1.2 The front side wing vents and windows to the immediate right and left of the driver must comply with the requirements of Federal Motor Vehicle Safety Standard 205. Glass coating material (film tint), when used in conjunction with glazing (vehicle glass) material, must provide a light transmission of not less than 70 percent. All specifications in this rule shall be within normal manufacturer's tolerance, i.e., ± 3%.

3.1.3 Rear window or windows may be applied with glass coating material in conjunction with glazing (vehicle glass) if the motor vehicle is equipped with outside mirrors on both left and right hand sides of the vehicle.

3.1.4 Rear window mounted brake lights on 1986 and later vehicles will be clear of any tint material.

3.1.5 The law applies to all motor vehicles which are operated on the roads and highways in this State, regardless of where such vehicles are registered.

2279 Motor Vehicle Registration Plates (Formerly Reg. No. 79)

Whereas, Delaware laws provide that the Department shall be the agency for issuing authorized registration plates; and

Whereas, it is not considered feasible to allow motorists to purchase registration plates from any available source they may choose; and

Whereas, it is in the public interest that a certain amount of regulation must be exercised to maintain uniformity, integrity and control on the registration plates being displayed; and

Whereas, there is much public sentiment for continued recognition of historic plates;

1.0 Registration Plates

The following regulation is adopted effective May 1, 1986:

1.1 All authentic registration plates issued by the Division of Motor Vehicles are authorized by the Department of Public Safety for display on the rear of vehicles (pursuant to 21 Del.C. Section 2121), except for those plates specified under Paragraph 1.3 below.

1.2. All exact reproductions of Delaware registration plates issued by the Division of Motor Vehicles are authorized by the Department of Public Safety for display on the rear of vehicles.

1.3. Notwithstanding the provision of Paragraphs 1.1 and 1.2 no registration plate is authorized for display on the rear of a motor vehicle if any letter or number of the assigned registration number is less than three (3) inches in height. However, this paragraph shall not apply to those plates with a prefix of "PC" or "CL" or to those vanity plates issued by the Division of Motor Vehicles with suffixes that have smaller letters or numbers. This paragraph shall not apply to motorcycle or moped license plates since those plates are of a smaller configuration.

1.4 No vehicle shall be passed, at time of safety inspection, if the registration plate being displayed is not authorized pursuant to the provisions of this regulation.

MAXIMUM SIZE AND WEIGHTS FOR DELAWARE

SIZE

Description	On Interstates & US Numbered Routes	On All Other Highways
Width	102”	102”
Height	13’ 6”	13’ 6”
Length		
• Single Motor Vehicle	40’	40’
• Buses	45’	45’
• Single Semi-trailer	53’	Not Specified
• Twin Trailer	29’ (each trailer)	Not Specified

• Tractor-semi trailer combination	65’	65’ (car carrier - 65’) (piling/pole - 70’)

WEIGHTS

Single Axle	20,000 lbs.	20,000 lbs.
2 Axle	40,000 lbs.	40,000 lbs.
3 Axle	54,000 lbs.	54,000 lbs.
4 Axle	74,000 lbs.	74,000 lbs.
5 Axle Tractor/Semi-Trailer	80,000 lbs.	80,000 lbs.

Any vehicle which exceeds any of the above listed sizes or weights, being moved or operated while displaying an in-transit (CT) plate, must also have a special permit issued by the Motor Fuel Tax Administration, Permit Section (744-2700).

The Division shall issue special plates, designated as “in-transit” plates, to transporters and owners of special construction equipment. Such “in-transit” plates may be used to operate or move like vehicles or equipment upon the highways solely for the purpose of delivering or moving such vehicle to or from the location of any type of construction.

Everyone, to whom “in-transit” plates are issued, shall keep written records of the vehicles upon which such special plates are used, and the time during which each plate is used on a particular vehicle. These records shall be open for inspection by any police officer or any employee of the Division of Motor Vehicles.