

PRE-ROAD TEST VEHICLE INSPECTION

Summary of Changes

Added motor vehicle insurance to the list of items/conditions in section C.

Purpose

To establish guidelines to use in order to evaluate the roadworthiness of a motor vehicle prior to its use in the road test.

Policy

- A. It is the policy of the Division to require the customer to provide a roadworthy, currently registered vehicle for the road test.
- B. The customer may use a rental vehicle provided the customer's name appears on the rental contract. It is not necessary that the Customer Service Representative (CSR) examine each vehicle registration to determine whether the rental company owns the vehicle. However, when it is determined that the vehicle is a rental vehicle, the rental contract shall be examined to verify that the customer's name is on the contract. A rental vehicle may be determined by:
 - The license plate (will display permanent fleet tabs)
 - Decals or other markings that may indicate the vehicle is owned by a rental company
- C. The CSR is responsible for visually inspecting the vehicle in which he/she will be conducting the road test prior to the parking exam. This is to ensure the safety of the CSR and customer while conducting the road test. The following items/conditions shall be verified:
 1. Proof of current registration
 - A current license plate (valid year tabs), 30-Day General Use Permit, 90-Day Resident Registration, or Temporary Registration Permit (TRP) are sufficient evidence of current registration
 2. Proof of current motor vehicle insurance
 - CSR must verify current insurance coverage using Tran QBPOL and
 - Verify there are no current mandatory insurance cases using Tran QBCAS
 - CSR will ask to see proof of current insurance for vehicles with an out of state license plate/registration
 3. Working brakes
 - The CSR shall determine that the vehicle stops sufficiently and that the rear brake lights operate properly when the customer depresses the brake pedal
 - There must be at least one "working" brake light
 4. Speedometer
 - The CSR shall determine that a speedometer is present and works properly
 - Upon learning that the speedometer does not work, the CSR shall terminate the road test

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- - 5. Working mechanical turn signals
 - The CSR shall determine whether the mechanical turn signals function properly
 - When the mechanical signals are not functional, the customer must use arm signals during the road test
 - Before beginning the road test, the CSR shall ensure that the customer is able to perform the arm signals correctly
 - 6. Seat belts (seat belts must be present and functioning properly for all vehicles manufactured after 1971)
 - The CSR shall determine that seat belts are present and function properly
 - The CSR shall ensure that seat belts are worn at all times during the road test
 - 7. Windshield intact (driver and CSR have unobstructed view)
 - Windshields are:
 - Required on a passenger vehicle, truck and truck tractor
 - Not required on a motorcycle, golf cart, fire truck, fire engine, antique vehicle, classic vehicle, or horseless carriage when not originally equipped with a windshield
- D. When any of the requirements above are not met, the road test will not be conducted. In addition, the following conditions will prohibit the administration of the road test:
- Vehicle displays a Dealer License Plate
 - Vehicle is not properly registered
 - Vehicle has one or more “bald” tires
 - Horn does not function properly
 - Both brake lights do not function properly (at least one “working” brake light)
 - Passenger and/or driver door does not open or close properly
 - Passenger and/or driver side window does not open or close properly
 - Passenger seat is missing
 - Left outside rear view mirror is missing
 - Vehicle is carrying explosives
 - Glove compartment door hangs in such a position as to cause injury in the event of a sudden stop
 - Customer insists that passengers or animals must ride in the vehicle during the test
 - Vehicle interior is in such a state so as to pose health and/or safety concerns
 - The supervisor or their designee will determine whether the road test shall be refused due to the condition of the interior of the vehicle
- E. Refusal to conduct road test due to the condition of the vehicle is not considered a road test failure. When it is determined that the road test will be refused due to the condition of vehicle, the customer is given an Additional Requirements Driver License, form #48-7803 or, when issued by an Authorized Third Party Provider, the Additional Requirements Third Party DL, form #48-7803TP. The customer may return once the condition is corrected or the customer presents a roadworthy vehicle, see Policy [9.1.1 Additional Requirements Driver License](#).
- F. Upon successful completion of the pre-road test vehicle inspection, the parking portion of the road test will begin, see Policy [16.2.4 Parking Tests Requirements](#).

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Date


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Procedure Information: [Road Test Requirement](#)

Steps: [Out of State Road Test](#)