



**CITY CLERK
ORIGINAL**

2016-060

DPS CONTRACT NO.

C-10729

05/22/2016

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

**THE ARIZONA DEPARTMENT OF PUBLIC SAFETY (DPS)
AND THE CITY OF CITY OF GLENDALE, ACTING BY AND THROUGH THE CITY OF
GLENDALE POLICE DEPARTMENT (CITY OF GLENDALE PD)
REGARDING COMMERCIAL VEHICLE ENFORCEMENT MATTERS**

This agreement supersedes all previous agreements related to these topics.

The purpose of this agreement is to establish procedures for:

1. Using Commercial Vehicle Safety Alliance (CVSA) decals.
2. Using the ASPEN software program.

This agreement becomes effective on the last date of the signature page and shall remain in effect for (5) years or when CITY OF GLENDALE PD disbands their commercial vehicle enforcement program. Either party may cancel this agreement on thirty (30) days written notice to the other party. Notice of such cancellation shall be sent registered mail to the other party. This agreement is subject to cancellation for conflict of interest pursuant to A.R.S. §38-511.

CITY OF GLENDALE PD shall appoint one person as the contact with DPS for all matters addressed in this document.

CITY OF GLENDALE PD shall at all times be acting as an independent contractor and not as an agent or joint venturer of the State of Arizona.

CITY OF GLENDALE PD shall not assign or transfer any of its duties under this agreement.

Neither party shall charge the other for any administrative fees for work performed pursuant to this agreement.

To the extent required by A.R.S. §§12-1518(B) and 12-133, the parties shall resolve any dispute arising out of this agreement by arbitration.

The parties shall comply with Arizona Executive Order 2009-09 and any other Federal or State laws relating to equal opportunity and non-discrimination, including the Americans with Disabilities Act.

1. Using CVSA Decals

CVSA is an association of state/provincial/territory, federal and commercial vehicle industry officials. CVSA is responsible for setting enforcement standards in the United States, Canada and Mexico to improve commercial vehicle safety.

DPS is a member of CVSA.

CVSA permits member agencies to enable local agencies to issue and affix state-owned CVSA decals to vehicles which meet specific safety standards following an inspection.

DPS has the authority to provide such decals to local agencies.

CITY OF GLENDALE PD shall follow all current procedures for affixing decals as documented in the CVSA Operations Manual, Section 5 available at www.cvsa.org. A copy is attached hereto.

DPS shall provide the decals at no cost to CITY OF GLENDALE PD upon request. DPS will mail them to CITY OF GLENDALE PD on a quarterly basis as DPS receives them from CVSA.

At the end of each quarter, CITY OF GLENDALE PD shall return unused decals to DPS or destroy unused decals, whichever is requested by DPS.

CITY OF GLENDALE PD shall secure decals in such a way that they will not be lost or stolen.

CITY OF GLENDALE PD shall notify DPS if the CITY OF GLENDALE PD no longer has Level I certified officers who conduct motor carrier inspections.

2. ASPEN Software Program

ASPEN is a federally developed software program which is used nationwide by officers who conduct motor carrier inspections. Inspection data is downloaded from ASPEN computers to the SAFER data mailbox which enables the data to be incorporated into DPS' SAFETYNET system and Federal Motor Carrier Safety Administration's (FMCSA) Motor Carrier Management Information System (MCMIS).

The following are basic principles of this program:

- DPS is the lead agency for collecting, storing and uploading motor carrier inspection information
 - Only inspections documented using ASPEN software can be downloaded directly to SAFER
 - ASPEN software shall be current to be compatible with SAFER/SAFETYNET
 - ASPEN does not preclude the use of handwritten inspection reports
 - CITY OF GLENDALE PD shall be responsible for maintaining its own ASPEN program from the standpoint of hardware and software issues, as well as officer training.
- a) CITY OF GLENDALE PD shall designate a computer specialist to handle the following functions:
- Maintain software and hardware to keep it compatible with SAFER
 - Resolve software and hardware problems that officers may encounter with the program
 - Set up software to make it agency-specific
 - Update CITY OF GLENDALE PD computers with new versions of the software and new editions of the Inspection Selection System (ISS)
 - Resolve download and data entry problems after officers submit their inspections to SAFER
 - Attend ASPEN-related training conducted by DPS
- b) CITY OF GLENDALE PD shall purchase all hardware and software necessary to run ASPEN. Hardware shall comply with minimum standards required to run the program.

- c) Laptops and Other Portable Devices - CITY OF GLENDALE PD shall utilize full disk encryption (FDE) to encrypt all data on a disk, including the partition tables, whole physical disk, master boot record, and available files.
- d) DPS shall conduct training for CITY OF GLENDALE PD officers.
- e) DPS shall, at no charge, provide CITY OF GLENDALE PD with one copy of new releases of ASPEN software, as well as the most current versions of ISS. CITY OF GLENDALE PD shall install this software on all machines per FMCSA requirements, which will be provided by DPS.
- f) CITY OF GLENDALE PD officers shall download data daily via modem. If officers use air cards or other methods of field transmission, inspections shall be downloaded after each inspection is completed.
- g) A printed copy of the signed inspection report shall be sent to DPS after download has been completed. This copy must have the officer's and driver's signatures. Reports shall be mailed to:

Commercial Vehicle Enforcement
 Arizona Department of Public Safety
 Mail Drop 1240
 PO Box 6638
 Phoenix, AZ 85005

STATE OF ARIZONA

CITY OF GLENDALE POLICE DEPT


 Frank L. Milstead, Director


 Agency Head

4-28-16
 Date

3-24-2016
 Date


 Approved as to Form

ATTEST:

 City Clerk

Approved as to form


 City Attorney

OPERATIONAL POLICY 5
INSPECTION / CVSA DECAL

PURPOSE

To provide guidance and procedures for driver-vehicle inspection using the recommended North American Standard Inspection Procedure, and to establish a *North American Standard Out-of-Service Criteria* for drivers and vehicles.

OBJECTIVES

1. Remove potentially unsafe drivers and imminently hazardous vehicles from the highways.
2. Direct attention to the provisions of the Federal Motor Carrier Safety Regulations (FMCSR), the Hazardous Materials Regulations / Transportation of Dangerous Goods Regulation, the Canadian National Safety Code, the Mexican Federal Safety Regulations, and compatible state and provincial rules by requiring repairs of vehicle defects and appropriate remedial action for vehicle and/or driver violations.
3. Document violations that might be used in subsequent enforcement actions.
4. Obtain information regarding carriers, drivers, vehicles, and cargo relative to safety and compliance, and overall program direction and evaluation.

NORTH AMERICAN STANDARD INSPECTION LEVELS

Level I

North American Standard Inspection – An inspection that includes examination of driver's license; medical examiner's certificate and Skill Performance Evaluation (SPE) Certificate (if applicable); alcohol and drugs; driver's record of duty status as required; hours of service; seat belt; vehicle inspection report(s) (if applicable); brake systems; coupling devices; exhaust systems; frames; fuel systems; lighting devices (headlamps, tail lamps, stop lamps, turn signals and lamps/flags on projecting loads); securement of cargo; steering mechanisms; suspensions; tires; van and open-top trailer bodies; wheels, rims and hubs; windshield wipers; emergency exits and/or electrical cables and systems in engine and battery compartments (buses), and HM/DG requirements as applicable. HM/DG required inspection items will be inspected by certified HM/DG inspectors.

Level II

Walk-Around Driver/Vehicle Inspection – An examination that includes each of the items specified under the North American Standard Level II Walk-Around Driver/Vehicle Inspection Procedure. As a minimum, Level II inspections must include examination of: driver's license; medical examiner's certificate and Skill Performance Evaluation (SPE) Certificate (if applicable); alcohol and drugs; driver's record of duty status as required; hours of service; seat belt; vehicle inspection report(s) (if applicable); brake systems; coupling devices; exhaust systems; frames; fuel systems; lighting devices (headlamps, tail lamps, stop lamps, turn signals and lamps/flags on projecting loads); securement of cargo; steering mechanisms; suspensions; tires; van and open-top trailer bodies; wheels, rims and hubs; windshield wipers; emergency exits and/or electrical cables and systems in engine and battery compartments (buses), and HM/DG requirements as applicable. HM/DG required inspection items will be inspected by certified HM/DG inspectors. It is contemplated that the walk-around driver/vehicle inspection will include only those items, which can be inspected without physically getting under the vehicle.

Level III

Driver/Credential Inspection – An examination that includes those items specified under the North American Standard Level III Driver/Credential Inspection Procedure. As a minimum, Level III inspections must include, where required and/or applicable, examination of the driver's license; medical examiner's certificate and Skill Performance Evaluation (SPE) Certificate; driver's record of duty status; hours of service; seat belt; vehicle inspection report(s); and HM/DG requirements. Those items not indicated in the North American Standard Level III Driver/Credential Inspection Procedure shall not be included on a Level III inspection.

Level IV

Special Inspections – Inspections under this heading typically include a one-time examination of a particular item. These examinations are normally made in support of a study or to verify or refute a suspected trend.

Level V

Vehicle-Only Inspection – An inspection that includes each of the vehicle inspection items specified under the North American Standard Inspection (Level I), without a driver present, conducted at any location.

Level VI

North American Standard Inspection for Transuranic Waste and Highway Route Controlled Quantities (HRCQ) of Radioactive Material – An inspection for select radiological shipments, which include inspection procedures, enhancements to the North American Standard Level I inspection, radiological requirements, and the *North American Standard Out-of-Service Criteria for Transuranic Waste and Highway Route Controlled Quantities (HRCQ) of Radioactive Material*.

As of January 1, 2005, all vehicles and carriers transporting highway route controlled quantities (HRCQ) of radioactive material are regulated by the U.S. Department of Transportation and required to pass the North American Standard Level VI Inspection.

Previously, U.S. Department of Energy (DOE) voluntarily complied with the North American Standard Level VI Inspection Program requirements.

Select radiological shipments include highway route controlled quantities (HRCQ) of radioactive material as defined by Title 49 CFR Section 173.403. And, because only a small fraction of transuranics are HRCQ, DOE has decided to include its transuranic waste shipments in the North American Standard Level VI Inspection Program.

Level VII

Jurisdictional Mandated Commercial Vehicle Inspection – An inspection that is a jurisdictional mandated inspection program that does not meet the requirements of any other level of inspection. An example will include inspection programs such as, but not limited to: school buses; limousines; taxis; shared ride; hotel courtesy shuttles, and other intrastate/intraprovincial operations. These inspections may be conducted by CVSA-certified inspectors, other designated government employees or jurisdiction approved contractors. Inspector training requirements shall be determined by each jurisdiction. No CVSA decal shall be issued for a Level VII inspection but a jurisdiction-specific decal may be applied.

COUNTING INSPECTIONS

Each inspection, regardless of the number of vehicles constituting the combination, shall be counted as one inspection for the purposes of inspection tallies and SafetyNet.

RAISED LIFT AXLE(S)

Raised lift axles are to be inspected to ensure all components are secure and for conditions that adversely affect the vehicles operation (i.e. air leaks, etc.). If a Critical Vehicle Inspection Item defect is discovered on the raised axle, the vehicle is not eligible to receive a CVSA decal and the defect should be documented in the notes section of the inspection report.

BRAKE MEASUREMENTS

It shall be the policy of CVSA to record on inspection forms all brake measurements during North American Standard Level I and Level V Inspections.

NOTE: The marking and measuring of pushrod travel is not required if a performance-based brake test (PBBT) has been completed.

QUALIFYING FOR CVSA DECALS

The North American Standard Level I and/or Level V are the only inspections that may result in issuance of a CVSA decal. To qualify for a CVSA decal, a vehicle must not have any Critical Vehicle Inspection Item violations contained in CVSA Operational Policy.

Inspections must be performed by and CVSA decals affixed by North American Standard Level I and/or Level V certified inspectors. The term “certified” as used in this section means the government employee performing inspections and/or affixing CVSA decals must have first successfully completed a training program approved by the Alliance. CVSA decals, when affixed, shall remain valid for a period not to exceed three consecutive months. Vehicles displaying a valid CVSA decal generally will not be subject to re-inspection.

However, nothing shall prevent re-inspection of a vehicle or combination of vehicles bearing valid CVSA decals, under the conditions specified in the section titled, “Vehicle Re-inspections”.

CRITICAL VEHICLE INSPECTION ITEMS

- Brake Systems
- Coupling Devices
- Exhaust Systems
- Frames
- Fuel Systems
- Lighting Devices (Headlamps, Tail Lamps, Stop Lamps, Turn Signals and Lamps/Flags on Projecting Loads)
- Securement of Cargo
- Steering Mechanisms
- Suspensions
- Tires
- Van and Open-Top Trailer Bodies
- Wheels, Rims and Hubs
- Windshield Wipers
- Emergency Exits and/or Electrical Cables and Systems in Engine and Battery Compartments (Buses)

CVSA DECALS ON CARGO TANKS

When a U.S. DOT/Transport Canada specification cargo tank inspection is completed in conjunction with North American Standard Level I and/or Level V Inspection CVSA decals shall not be issued to U.S. DOT/Transport Canada specification cargo tank vehicles found to have violations of the following:

- Retest requirements
- Cargo Tank Authorization
 - Does not include specification shortages
- Manhole Covers
- Internal Valves
- Discharge Valves
- Cargo Tank Integrity
- Supports and Anchoring
- Double Bulkhead Drains
- Ring Stiffeners
- Rear End Protection
- Emergency Flow Control
- Piping and Protection
- Overturn Protection
- Venting

VEHICLE INSPECTIONS

Each vehicle (i.e. motorcoach, school bus, other bus, truck, truck-tractor, semi-trailer, trailer, converter dollies, etc.) used singularly or in combination may qualify for a CVSA decal if it passes inspection, and a CVSA decal shall be applied. "Pass Inspection" means that during a North American Standard Level I or Level V Inspection no defects are found in the Critical Vehicle Inspection Items.

For the purpose of a CVSA decal issuance, if no violation is detected during a North American Standard Level I or Level V Inspection due to a hidden part of the listed Critical Vehicle Inspection Items, CVSA decal shall be applied. An inspector can still apply a CVSA decal even though his/her jurisdiction does not allow for the inspection of gaseous fuel systems.

The CVSA decal criteria apply only to the condition of the vehicle, not the driver. It is possible for a driver to be out-of-service and still have vehicle(s) qualify for a CVSA decal.

Example #1:

A vehicle may have a clearance lamp out, (which is a violation) and still qualify for a CVSA decal. This is because clearance lamps are not specifically listed in the Critical Vehicle Inspection Items.

Example #2:

If a vehicle has one headlamp out, it does not qualify for a CVSA decal. This is because headlamps are specifically listed in the Critical Vehicle Inspection Items.

Example #3:

If a vehicle is missing one wheel fastener, it does not qualify for a CVSA decal. This is because wheel fasteners are listed in the Critical Vehicle Inspection Items.

Example #4:

A vehicle has two brakes with required self-adjusting brake adjusters that are out-of-adjustment. The brakes are adjusted at the time of inspection. Because only the brake adjustment problem was corrected, there is still a violation with the brake not adjusting automatically. As a result, the vehicle does not receive a CVSA decal.

Example #5:

A truck-tractor and semi-trailer is inspected. The tractor passes the inspection, but the semi-trailer has one flat tire. The tractor receives a CVSA decal, but the semi-trailer does not.

Example #6:

When you inspect a vehicle, you find that about 10% of the brakes are defective. This is a violation. The vehicle does not receive a CVSA decal because this is a violation of the Critical Vehicle Inspection Items.

Example #7:

When you inspect a truck-tractor and semi-trailer combination, you find that 10% of the brakes are defective. All defects are on the semi-trailer. The semi-trailer would not qualify for a CVSA decal; however, the truck-tractor would qualify for a CVSA decal.

LOCATION OF CVSA DECALS

The location for affixing a CVSA decal on a power unit shall be on the lower right corner of the exterior surface of the passenger's windshield.

The location for affixing a CVSA decal on trailing units (i.e. trailers, full trailers, semi-trailers, converter dollies, etc.) shall be on the lower right corner as near the front as possible.

The location for a CVSA decal on a cargo tank semi-trailer shall be at eye-level near the right front of the cargo tank and on the lower right corner of the exterior surface of the passenger's windshield of a straight truck.

The location for a CVSA decal on passenger vehicles shall be on the glass portion (window) of the passenger door as close to inspector's eye-level as possible.

Any expired CVSA decal shall be removed before a new CVSA decal is affixed.

CVSA DECAL APPLICATION

The quarter in which an inspection is performed is indicated by the color of the CVSA decal issued.

Inspection Period	Color Code
January, February, March	Green
April, May, June	Yellow
July, August, September	Orange
October, November, December	White

The year of issuance shall be indicated by using the last number of the calendar year (i.e. 2011 shall be indicated by the number "1") and shall be printed at the top portion of the sticker, with the CVSA trademark printed directly below.

CVSA decals affixed on the first month of a new calendar quarter must have both upper corners removed. Those issued during the second month of the same quarter must have the upper right corner removed. No corners are removed from those CVSA decals issued during the last month of a calendar quarter.

CVSA decals, affixed, will remain valid for the month of issuance plus two months. For example, a CVSA decal issued on July 28 will expire September 30.

In general, vehicles displaying a valid CVSA decal are not subject to re-inspection. However, if a Critical Vehicle Inspection Item violation is detected on a vehicle with a current CVSA decal, nothing prohibits inspection of the vehicle.

Should inspection of a vehicle displaying a valid CVSA decal disclose vehicle maintenance inconsistent with the minimum inspection criteria, the CVSA decal must be removed. However, if the Critical Vehicle Inspection Item(s) found are repaired at the scene, the CVSA decal would not have to be removed. In those instances where a complete re-inspection is performed and no Critical Vehicle Inspection Item(s) are detected, or if the item(s) are corrected at the scene, a new CVSA decal should be applied.

CVSA LEVEL VI DECAL

All Level VI inspectors will honor the display of a valid Level VI decal. En-route Level VI inspections should be conducted only if an obvious defect is observed or suspected by a certified Level VI inspector. This does not prohibit jurisdictions that have laws, mandates, or orders requiring en-route inspections prior to transportation through the jurisdiction, from conducting such inspections.

A CVSA Level VI decal will be issued only to a vehicle and/or vehicle combination that is “defect free” of the North American Standard Level VI Inspection for Transuranic Waste and Highway Route Controlled Quantities (HRCQ) of Radioactive Material at the point of origin.

If at the point of origin a vehicle and/or vehicle combination passes a “Level VI defect free” inspection, the CVSA Level VI decal should be placed on the passenger side edge of the windshield near the top so that the bottom edge of the decal is not more than 6” from the top of the windshield. It must be out of the sweep of the wiper and not be affixed where it would interfere with the driver's view. Refer to the Federal Motor Carrier Safety Regulations, 49 CFR §393.60(e)(1) & (2) for windshield decal placement restrictions. In addition, a regular or standard CVSA decal will also be applied in accordance with this Operational Policy if one is missing or not valid. Unlike the regular or standard CVSA decal, the CVSA Level VI decal will be for the entire vehicle and/or vehicle combination.

The CVSA Level VI decal will be hole-punched with the correct year, month, and day the North American Standard Level VI Inspection was completed and will be valid for a single trip.

Any vehicle and/or vehicle combination in violation of the *North American Standard Out-of-Service Criteria for Transuranic Waste and Highway Route Controlled Quantities (HRCQ) of Radioactive Material* will be declared out-of-service and the CVSA Level VI decal will be removed. Once in compliance and re-inspected following the defect free North American Standard Level VI Inspection for Transuranic Waste and Highway Route Controlled Quantities (HRCQ) of Radioactive Material, a new CVSA Level VI decal will be applied. The CVSA Level VI decal is not valid after the shipment for which it was issued is completed. If there is an equipment change while enroute, the vehicle and/or vehicle combination will be re-inspected and a new CVSA Level VI decal applied.

Any expired, regular or standard CVSA decal and any CVSA Level VI decal will be removed before a new CVSA Level VI decal is affixed. In addition, it is the driver's responsibility to remove the Level VI decal at the conclusion of the trip.

VEHICLE RE-INSPECTIONS

For the purposes of uniformity in the application of this section and maximum maintenance of the reciprocity standard, re-inspection of a vehicle bearing a current and valid CVSA decal is contemplated under the following circumstances:

1. A North American Standard Critical Vehicle Inspection Items or out-of-service violation is detected;
2. When a North American Standard Level IV (Special Inspection) exercise is involved;
3. When a statistically based random inspection technique is being employed to validate an individual jurisdiction or regional out-of-service percentage;

Or,

4. When re-inspections are conducted to maintain CVSA North American Standard Inspection quality assurance.

REQUIRED REPAIRS FOR OUT-OF-SERVICE NOTICES

The following shall be the policy regarding required repairs for out-of-service notices:

No motor carrier shall require nor shall any person operate, or any inspector release any commercial motor vehicle declared "out-of-service" until all repairs required by the "out-of-service notice" have been satisfactorily completed to where a violation no longer exists.

When a vehicle is declared out-of-service for a condition resulting from an accumulation of violations, all violations that contributed to the specific out-of-service condition must be repaired (e.g. a vehicle, or vehicles in combination declared out-of-service for 20 percent defective brake violations must have all the 20 percent defective brake violations repaired prior to being released; or, a vehicle declared out-of-service for two tires at less than 1/32 inch (.8mm) tread depth must have both tire violations repaired prior to the vehicle being released, etc.).

An out-of-service condition cannot be corrected by creating a new violation (e.g. if a vehicle is declared out-of-service for three missing wheel fasteners on one wheel, wheel fasteners from other wheels cannot be removed to correct this out-of-service condition, etc.).

When a vehicle is declared out-of-service, it may not be moved under its own power to a place of repair. The following are three exceptions:

1. Vehicles transporting hazardous materials/dangerous goods that require placarding may be escorted to a repair facility or safe parking place.
2. When the imminently hazardous condition is automatically removed by the disconnection of the power unit from a towed unit, the power unit may be moved. When such an out-of-service power unit is operated, the examination report must carry the notation, "Power unit not to be operated in combination with another vehicle until repaired". In these instances a CVSA decal will not be issued.

There are two mechanical defect conditions, which meet this criterion:

- a. Defective coupling mechanism on the power unit.
 - b. Defective emergency or service brake hoses, or tubing between tractor and trailer.
3. Vehicles transporting passengers that have been declared out-of-service for emergency exits that are missing, inoperative, or obstructed may be moved by driver to a location where the out-of-service condition can be repaired. At no time will the vehicle be moved in this condition with passengers aboard.

OUT-OF-SERVICE NOTIFICATION

When a driver or vehicle is declared out-of-service, the carrier must be notified by telephone in the following cases:

1. Vehicles transporting hazardous materials that require placarding or prohibit leaving the vehicle unattended.
2. Vehicles transporting perishable commodities.
3. Cargo tanks transporting commodities that require temperature control.
4. Vehicles transporting livestock or other living creatures.
5. Vehicles transporting mail for the U.S. Postal Service. When vehicles or drivers of Highway Mail Carriers are declared out-of-service, telephone notice of the out-of-service action shall be given to both the USPS and the HMC the USPS manuals require a driver who is delayed in route to contact postal personnel at the location of his/her scheduled stop. The driver can supply this information to the inspector.

Interpretation #2:

Is it an OOS condition when a vehicle has had a tire or rim problem and a driver or owner has either singled out the axle or has removed the wheels and chained up the axle?

If the vehicle arrives at an inspection site in this condition, this is not a violation unto itself, but other violations may have resulted from this action (e.g. exceeds tire weight rating).

However, if a vehicle is inspected, the driver should not be permitted to single-out a tire or chain up an axle as a “quick fix” for an out-of-service defect. This does not comply with CVSA Operational Policy 5 which states:

“...REQUIRED REPAIRS FOR OUT-OF-SERVICE NOTICES

The following shall be the policy regarding required repairs for out-of-service notices:

No motor carrier shall require nor shall any person operate, or any inspector release any commercial motor vehicle declared “out-of-service” until all repairs required by the “out-of-service notice” have been satisfactorily completed to where a violation no longer exists. ...”

Interpretation #3:

Shall a tiedown used to secure auxiliary equipment on a heavy vehicle be used in the calculation of the aggregate working load limit?

ANSWER: Yes

SAFETY CONSIDERATIONS

1. Avoid conducting a North American Standard Inspection by the side of a road. Crawling under the vehicle is dangerous enough without the threat of passing traffic.
2. Be aware that many trucks carry Hazardous Materials/Dangerous Goods. Never touch liquids or breathe fumes unless you are certain of the source. If you suspect a problem, contact local experts immediately.
3. Make sure the inspection site is level and able to support the weight of the vehicle.
4. Do not go underneath a vehicle while the engine is running.

5. Use chock blocks to prevent the vehicle from moving. Place one in front of and one behind of the drive axle tires or between the axles.
6. Have the driver place the transmission in neutral and release all brakes.
7. Use extreme caution when inspecting between tandem axles, when checking tires, inside wheels, and suspension components, or between front fender well and front tire when checking steering components.
8. Always inform the driver when you are going under the vehicle.
9. Always enter and exit the vehicle undercarriage in view of the driver. However, if you choose to conduct this inspection by the side of a road, it is best to exit the vehicle undercarriage on the curbside.
10. When under the vehicle, try to remain in a position parallel with the frame rail. Never position your body directly in front of or behind a tire.
11. Never position your body directly behind the spring brake chamber. When the spring brake is compressed (parking/emergency brakes released), the potential for explosion of the chamber exists. This potential is increased when there is any corrosion of the chamber. Never attempt to remove any clamps or bolts from these chambers.

PLANNING ROADSIDE INSPECTIONS

1. Selection of Check Sites

As a general rule, a check site should have enough volume of commercial vehicle traffic to support the work activity.

Select check sites that will provide safe working conditions for inspectors, drivers, and other authorized personnel.

Each location selected should have sufficient space available or reasonably adjacent for the safe parking of vehicles declared out-of-service.

2. Assistance to Drivers

Ascertain the following information for future reference:

- Location and name of the check site;
- Location of and distance to nearest public telephone;

- Location of and distance to nearest cities or towns providing taxi service, meals and lodging;
- Location of vehicle repair facilities and wrecker service for heavy commercial vehicles. (In no case is an inspector to recommend a repair facility.); and,
- Location and hours of relevant courthouse.

3. Equipment

Calipers	Eye Protection
Chalk	Head Protection
Coveralls	Scraper
Creeper	6" - 12" Ruler
Flashlight	Tread Depth Gauge
Tire Pressure Gauge	Wheel Chock Blocks

4. Applicable Forms

- A Driver-Vehicle Examination Report is to be used to report the results of driver, vehicle, and cargo examinations. It is to be prepared even though no defects are discovered and a copy given to the driver regardless of whether or not the driver consents to sign the form.
- A vehicle out-of-service sticker is to be affixed to a vehicle that has been declared out-of-service.
- CVSA decals are to be affixed to a vehicle that passes inspection, as described below.

COLLECTING EVIDENCE

1. Statements from Drivers

The inspector should obtain signed statements from drivers or other carrier personnel at the examination side when such statements are of evidentiary value. Such statements can develop facts that are difficult or impractical to obtain at a later date.

2. Copies of Documents

The inspector should make copies of documents of evidentiary value. In many cases, the best, and sometimes only, opportunity to obtain documentary evidence is at the time of the vehicle examination.

3. Photographic Evidence

The inspector should take photographs whenever they can establish evidence material to the facts of the violation. Photographs can be used to substantiate such violations as defective and/or missing parts. Photographs can also be used to copy documents of evidentiary value.