




**Division of State Patrol  
Policy and Procedure**

Number <b>8-6</b>
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Subject <b>MOTOR BUS INSPECTION</b>	
Author/Originator Bureau of Field Operations	Approved by  <b>Superintendent</b>
Records Management Statement Supersedes P&P 8-6 dated January 24, 2014 Posted on WisDOT Internal Website (SharePoint) at <a href="https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx">https://wigov.sharepoint.com/sites/dot-dsp/policy/SitePages/Home.aspx</a>	

**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to conduct annual safety inspections of all motor buses that are required to be registered in this State or for which this State issues the base registration or is the base jurisdiction.

**II. BACKGROUND**

Promulgation and enforcement of rules necessary in the interests of the safety of persons being transported to cover the design, construction, equipment, inspection and operation of motor buses is a statutory responsibility of the Wisconsin Department of Transportation. Responsibility for enforcement and compliance is vested in the DSP, Motor Carrier Enforcement (MCE) Section.

**III. OBJECTIVE**

It is the objective of this policy to provide guidance to Division personnel in fulfilling statutory responsibilities set forth in ss. 110.063, 110.064 and TRANS 330, Wisconsin Administrative Code, relating to safety inspection of motor buses.

**IV. GENERAL PROVISIONS**

Guidelines and procedures regarding the Wisconsin State Patrol Motor Bus Inspection Program are set forth in the National Training Center Passenger Vehicle Inspection Manual. Many existing equipment and maintenance record requirements are applicable to motor

buses operated in either interstate or intrastate commerce under the provisions of TRANS 325 and 327, Wisconsin Administrative Code.

**V. PROCEDURE**

A. MCE Lieutenant:

1. Monitor, review and direct the division's statewide motor bus inspection program to ensure compliance with applicable statutes and administrative rules and meeting Division goals.
2. Prepare an annual Division motor bus inspection summary report and other reports as required.
3. Authorize the periodic review and spot check by MCE inspectors of urban mass transit systems conducting self-inspections in order to ensure compliance with TRANS 330.21.

C. MCE Sergeant:

1. Schedule sufficient personnel to conduct inspections and meet Division goals.
2. Ensure that inspectors assigned to conduct motor bus inspections are qualified as set forth in TRANS 330.22.
3. Ensure that personnel having responsibilities to perform motor bus inspections are provided with a copy of and follow the procedures outlined in the National Training Center Passenger Vehicle Inspection Manual.
4. Ensure completion of form DT1404, Cash Sale Summary and enter all checks collected for motor bus inspections.
5. Ensure submission of summary sheet and checks to the Bureau of Business Services (BBS).
6. Prepare an annual Region motor bus inspection summary report and other reports as required.

D. Inspector:

1. Shall be qualified to perform the inspection as set forth in TRANS 330.22.
2. Conduct motor bus inspections according to instructions from supervisor, training, Division guidelines and procedures.
3. Collect the inspection fee authorized by TRANS 330.23 and record it on the Traffic and Criminal Software (TraCS) form-Motor Bus Inspection. Submit collected fees to the designated individual within the applicable region for recording on DT1404-Cash Sale Summary.

4. Select inspection site locations and times based on existing circumstances of the applicable region.
5. Ensure that the registered owner of each motor bus required to be inspected is notified at least two weeks in advance of the annual inspection site, date and time.
6. Perform motor bus inspection conducted pursuant to TRANS 330, and the standards as set forth in 49 CFR 396, Appendix G to Subchapter B.
7. Attach out-of-service sticker, certificate of inspection decal and Commercial Vehicle Safety Alliance (CVSA) decal (when warranted) as set forth in TRANS 330.06, TRANS 330.24 and the National Training Center Passenger Vehicle Inspection Manual.
8. Accurately complete the Motor Bus Inspection form in TraCS.
9. Follow the procedures as set forth in the Wisconsin State Patrol Motor Bus Inspection Program, Standard Operations Procedure Manual.

**V. REFERENCES**

Wis. Stats. Sec. 110.063

Wis. Stats. Sec. 110.064

TRANS 325, Wisconsin Administrative Code

TRANS 327, Wisconsin Administrative Code

TRANS 330, Wisconsin Administrative Code

49 CFR 396

United States Department of Transportation, Federal Motor Carrier Safety Administration,  
National Training Center Passenger Vehicle Inspection Manual.

DT1404, Cash Sale Summary

TraCS