

**City of San Antonio
Vehicle Inspection Guidelines
Safety Requirements**

CITY OF SAN ANTONIO

GROUND TRANSPORTATION VEHICLE INSPECTION (SAFETY) GUIDELINES

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Vehicle Inspection Guidelines

Safety Requirements

The City of San Antonio's Police Departments Ground Transportation Unit has established the following Vehicle Inspection Guidelines as a reference source for both industry members and staff. These guidelines are not intended to be absolute for each vehicle or industry and other items may be inspected that are not discussed within these guidelines.

The Vehicle Inspection Guidelines are to enhance the requirements of Chapter 33 and the Rule and Regulations. These guidelines shall be the same guidelines for all industries that are governed by Chapter 33.

The Inspections and sections are listed below:

- **SAFETY INSPECTIONS (Section 100):** Shall provide an overview for inspectors performed with or without notice, primarily, but not limited to, inspections done on the streets, stands, or other opportunities. Deficiencies found during an informal inspection shall result in either:
 - A correction notice being issued, as outlined by Chapter 33, for repairs to be conducted on the vehicle, or
 - Being placed Immediately Out of Service (IOS).

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SECTION 100: SAFETY INSPECTIONS

101. HORN:

- Every motor vehicle shall be equipped with an OEM horn in good working order and capable of emitting a sound. (IOS)

102. Windshields and Windows:

- Windshields and windows shall be made from safety glass. (IOS)
- Windshields and windows must be present and shall be free from any cracks, chips or any damage as to impair vision or present a risk. (IOS)
- Windows must be operational as originally intended.

103. WINDSHIELD WIPERS:

- All wipers shall be present and properly installed. (IOS)
- All wipers shall be operational sound as to adequately clean rain or any other moisture from the windshield. (IOS)
- Wiper blades shall not be damaged hardened, badly worn, torn, or have the metal blade holder bent. (IOS)

104. MIRROR:

- Mirrors shall be present, properly mounted, installed, and operational as designed.(IOS)
- Mirrors shall be free from cracks or breaks.
- Mirrors shall be OEM.

105. SEAT BELTS:

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- Vehicles shall have a seat belt for each rated passenger as OEM. (IOS)
- Seat belt webbing shall not be frayed, split, or torn. (IOS)
- Seat belt anchors shall not be loose, corroded, or missing. (IOS)
- Seat belt anchors shall be properly installed to the vehicle Chassis.(IOS)
- Seat belt buckles shall not be loose or inoperative.(IOS)
- Seat belts shall be retractable, allow for proper fit, and function as designed. (IOS)
- Horse Carriages and Pedicabs are exempt from this requirement.

106. TIRES:

A tire shall be in safe operating condition if it meets the following visual and tread depth requirements:

- Tire Tread shall have more than two thirty seconds (2/32).(IOS)
- Tires shall be free from sidewall cracks and cuts.(IOS)
- Tires shall not have visible bumps, bulges, or knots. (IOS)
- Tires shall not have any visible tread separation or cords. (IOS)
- Tires shall not be regrooved, recut, or retreads.
- Tires shall not be marked as "Not for highway use", "Farm Use Only" or any other restriction. (IOS)
- Dual wheel tires shall not be in contact with each other.
- Tires shall be equal to OEM Size

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107. WHEEL ASSEMBLY:

The inspection of all wheels and rims will be visual. Covers or hubcaps may be removed from the vehicle if probable cause or reason to believe that wheel or rim defects exists.

- Wheel assembly shall OEM and be properly secured to the vehicles hub, with no loose, missing, or damaged wheel studs, bolts, nuts, or lugs. (IOS)
- Wheel assembly shall be the same on all wheels; exceptions shall be vehicles that are required to be different due to manufactures specifications.
- Wheel assembly shall not be cracked, bent, welded or damaged.(IOS)

108. LIGHTS AND LIGHT COVERS:

- Lights must be OEM and properly secured,wired, and installed.
- Lights must be present and operate as designed.(IOS)
- Light covers must be present and free from cracks, paint, discoloration, or hazing.
- Lights or light covers shall not have moisture or liquid on the inside of the light or light cover.
- Lights on Horse Carriages and Pedicabs shall be working.

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109. REFLECTORS:

Vehicles, to include horse carriages and pedicabs that are required to have reflectors shall have reflectors so mounted as to be visible at night from such vehicle when directly in front of the lawful lower beams of headlamps.

- Reflectors must be present and properly secured.
- Reflectors must be free from cracks, paint or discoloration.

110. MARKINGS AND DESIGNS:

The marking on a vehicle shall be permanently affixed to the exterior of the vehicle and shall include the companies name, telephone number and vehicle number (exception for limousine, tour, and charter industries). Application of such information shall be done in a professional manner.

- Company name shall be:
 - at least 2 ½ inches in height and at least 5/16 inches wide;
 - contrasting color of the primary color utilized on the body, as to be highly visible;
 - placed on both sides of the vehicle and on the rear of the vehicle.
- Telephone number shall be:
 - at least 2 ½ inches in height and at least 5/16 inches wide;
 - contrasting color of the primary color utilized on the body, as to be highly visible;
 - placed on both sides of the vehicle and on the rear of the vehicle.
- Vehicle number shall be:
 - at least 2 ½ inches in height and at least 5/16 inches wide;
 - placed at least on the top center of the rear window and on both front quarter panels.

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111. REGISTRATION STICKER:

- All vehicles shall have a valid Registration Sticker. (IOS)
- Vehicles shall have a valid TxDMV Registration if they are:
 - Operate a vehicle with a gross weight of or exceeding 26,000 lbs.
 - Operate a vehicle designed to transport more than 15 passengers, including the driver.

112. VEHICLE FOR HIRE PERMIT:

- Taxicabs, limousine, Tour and Charter must be issued a permit for each vehicle by the Ground Transportation Unit. (IOS)

113. VEHICLE IDENTIFICATION NUMBER:

- Motor vehicles shall have a vehicle identification number on the vehicle.

114. VEHICLE INTERIORS:

- **CLEANLINESS**

Vehicles shall be free from excess dirt, grime, grease, stains, smoke film, odors, loose materials, or other items that could be a hazard.

- **SEATS**

All Seats shall be free from burns, rips, tears, or cuts.

All seats shall be in good condition.

All seats must be present and OEM.

- **CARPET/FLOORBOARDS/FLOOR COVERS**

Floorboards shall be free from holes or soft spots

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- **HEADLINERS / SUN VISORS**

Headliners that are present shall be free from tacks, staples, tape, and shall be properly secured as designed and manufactured

Headliners shall be free from rips, tears, holes, or sagging.

Sun visors shall be present and shall be free of tacks, staples, tape, and shall be properly secured as designed and manufactured.

Sun visors shall be free from rips, tears, holes, or sagging.

- **DASHBOARDS**

Dashboards shall be free from loose items.

Dashboards shall be free from cracks, tears, or holes that would be considered a safety issues.

Dashboards shall be free from any objects that could harm a passenger.

Dashboards shall be free from fans or other objects mounted on the dashboard, exception shall be rate meters, license displays or memo pads approved by the department.

Dashboards shall be OEM.

- **INSTRUMENTATION**

All instruments panel lights and gauges shall be in proper working condition.

Instruments panel warning lights shall not be activated.

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115. AIR CONDITIONER AND HEATER:

- All Vehicles shall have fully functioning AC/heating units sufficiently cools/heats the passenger compartments as originally designed and manufactured. (IOS)
- Vehicles AC units shall cool to a minimum of 60 degrees Fahrenheit.
- Vehicles heating units shall heat to a minimum of 75 degrees Fahrenheit.
- Vehicles shall be equipped with an interior defrosting device.
- All AC/heating controls must work properly and be properly labeled.
- A/C Compressor noise shall not be excessive.

116. DOORS:

- All vehicles shall have doors that are fully functional from both the inside and outside of vehicles. Doors shall open and close as originally designed and manufactured. (IOS)
- All door locks shall function as originally designed. (IOS)
- Door arm rests and panels shall be free from rips, tears, or any other damage.

117. FIRE EXTINGUISHERS:

- All vehicles shall be equipped with ABC fire extinguishers that are fully operable and mounted in a visible location. (IOS)
- Taxicabs, Tour Vans, and luxury vehicles shall have at least a 2.5lbs ABC fire extinguisher mounted in the vehicle.
- Stretch Limousines, Charters, and Tour shall have at least a 2.5lbs ABC fire extinguisher mounted in the vehicles driver's area.

118. RESERVED:

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119. FARE RATE DECALS:

- Taxicabs shall have a Fare Rate Decal on the left and right rear passenger door windows on both the inside and outside of the windows.
- Rate Decals shall be approved by the GTU.

120. SAFETY SHIELDS:

- Safety shields may be installed in any taxicab at the option and the expense of the driver or permit holder.
- Safety shields shall be designed and installed in the vehicle so that the shield not only provides protection for the driver but also ensures the environmental comfort of the rear seat passengers.

121. TAXI METER / SEALS / OPERATION:

- Taxicabs shall have a rate meter installed that is accurately calculating the approved fare
- Taxicabs rate meters shall be programmed with the correct date and time.
- Taxicabs shall have a rate meter installed that has been sealed by GTU.
- Taxicabs rate meters shall illuminate as designed as to be visible to the passenger.

122. VEHICLE EXTERIOR:

- The exterior portion of all vehicles shall be free of body damage that is considered a safe concern by GTU.
- Loose pieces hanging from the vehicle body are not permitted. Fenders, bumpers, hood, doors, trunk and body trim shall be securely fixed and shall be in correct alignment to the vehicle as OEM (original equipment manufacturer).

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123. LICENSE PLATES:

- All vehicles shall have license plates displayed as required by the state the vehicle is registered in.
- All license plates shall be mounted as originally designed and manufactured.
- All license plates shall be located in the originally intended location and attached securely with screws, bolts and fasteners as originally designed.

124. TRUNK/LUGGAGE COMPARTMENT:

- Each vehicle trunk interior, rear luggage compartment, and/or any storage areas shall be free of protruding metal or any material or objects that could soil or damage luggage.
- Each vehicle shall have a functioning locking mechanism to ensure that the trunk or rear access doors remain closed during travel.
- Vehicles that have an emergency trunk-release lever, the lever must be present and must be operable as manufactures intent.

125. ENGINE & ENGINE ACCESSORIES:

- Vehicles engine shall be free from blue, black, gray or white smoke or haze emanating from the engine, crankcase ventilation system, exhaust system or tailpipe for a time period that exceeds two minutes after engine start up.

126. OIL LEAKS:

- The engine may not leak to the extent of dripping noticeable quantities of fluid from any part of the engine or related systems.