	Department of Public Works Operations Division Fleet Services Section	Revision #	1.0
		SOP Owner	Jeffrey Tews, Fleet Operations Manager
		Last Reviewed/ Update Date	9/28/2014
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SOP: Public Passenger Vehicle Inspection Process

1. Purpose

The purpose of this standard operating procedure is to establish the process for public passenger vehicle inspections conducted by the Department of Public Works, Operations Division—Fleet Services Section.

2. Scope

The scope of this standard operating procedure is limited to establishing procedures for inspections of public passenger vehicles conducted by City mechanics, as required under s. 100-51-1-b, MCO.

Sec. 100-51-1-c, MCO, provides that the Commissioner of Public Works may designate one or more additional parties, businesses or agencies, subject to approval by the Common Council, to conduct inspections under terms and conditions that will ensure substantially similar quality and costs as if conducted by the department. This standard operating procedure does not relate to establishing procedures for inspections conducted by any entity other than the Department of Public Works.

3. Prerequisites


Inspection Location: 7am – 2pm at 2657 S. 31st St.; 4-6pm 2142 W. Canal St.

Inspection Days and Hours: Each Wednesday, 0700 to 1400 and 1600 to 1800. Up to a total of 9 hours per week, if needed, based upon the size of the inspection backlog and the inspection frequency requirements.

Inspection Frequency: Based upon priority categories and ranking, but no less frequently than once per permit period.

4. Responsibilities

Department of Public Works: The Department of Public Works shall conduct inspections of public passenger vehicles. The Department shall designate one or more appropriate locations at which public passenger vehicles may be conducted weekly, and shall provide one or more qualified mechanics to inspect vehicle standards and equipment requirements. The Department shall provide early morning and evening time for inspections, in addition to times during normal business hours. The Department shall report the results of each inspection to the City Clerk in a form and manner prescribed by the City Clerk.

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Office of the City Clerk—License Division: The Office of the City Clerk—License Division shall schedule and provide notice of inspections to permit holders, based upon the inspection priority. The License Division shall prior to each inspection date provide a listing to the Department of all pending scheduled inspections and reinspections. The License Division shall be responsible for ensuring the payment of all required reinspection fees and the recording of all inspection actions.

The License Division shall provide a staff member, as available, to provide general oversight of the inspection process as well as assistance to the Department by inspecting requirements relating to vehicle markings, complaint forms and placards, trip records, daily safety checklists and other non-equipment requirements.

The License Division shall establish and revise, as necessary, forms for the recording and reporting of inspection results and inspection stickers.

Milwaukee Health Department: The Milwaukee Health Department shall conduct inspections of taximeters as required under ss. 100-51-4 and 100-51.5-3-b, MCO, and report the results of the inspections to the License Division.


Shared Responsibilities: The Department of Public Works and the Office of the City Clerk—License Division shall jointly prepare and submit a periodic report to the appropriate standing committee of the Common Council of vehicles appearing for inspection, vehicles passing inspection, vehicles removed from public service, reasons for removal of vehicles from public service and vehicles failing to appear for inspection.

5. Procedure

Section 100-51-2, MCO, establishes that public passenger vehicle inspections shall only be required as determined by a random or other selection process or when identified by complaint by the police department, the department of public works or the city clerk, and that no minimum number of inspections shall be required during the permit period.


Regardless, each vehicle shall be inspected at least once during the permit period.

Events for which an inspection is required are characterized into 6 specific categories: Complaint/Order, Reinspection, New, Car Change, Renewal and Random. The scheduling and conducting of inspections shall be based on the priority ranking of the inspection category. The higher the priority of the inspection category, the shorter the timeframe in which the Department shall conduct the inspection following the event.

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Inspection Priority Table

Priority Rank	Inspection Category	Inspection Description	Target Inspection Timeframe
1	Complaint/ Order	Vehicle for which a verified complaint has been received, or for which the City has ordered for inspection due to observed vehicle condition.	Within 3 to 7 days of complaint verified or inspection order issued.
2	Reinspection	Vehicle for which a reinspection is required based on the results of any City inspection. Does not include vehicles removed from service based on hazardous equipment violations.	Within 7 to 30 days of date of inspection, depending upon nature of inspection violations.
3	New	Vehicle for which a new permit has been issued.	Within 30 to 60 days of date the new permit is issued.
4	Car Change	Vehicle replacing a vehicle placed into service under a permit previously issued and currently in effect.	Within 60 to 90 days of date replacement vehicle placed into service.
5	Renewal	Vehicle for which a renewal permit has been issued.	At least once during permit period.
6	Random	Vehicles for which a qualifying event has occurred.	As resources available.

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The scheduling and frequency of a random inspection shall be based upon the number or frequency of qualifying events relating to the vehicle. A qualifying event shall include whether the vehicle has previously failed any inspection or reinspection, or has been removed from service due to a hazardous equipment violation; the number of instances of verified complaints having been received or inspection orders issued relating to the observed vehicle condition; or whether the age of the vehicle or the number of miles driven on the vehicle exceeds a certain threshold in comparison to other public passenger vehicles to which permits have been issued by the City.

The reinspection of vehicles removed from service by the Department due to a hazardous equipment violation ("red-tagged") shall be initiated by the permit holder at a time and place agreed upon by the Department and the permit holder.

6. References

Inspection Form, ccl-ppvnp

Special Inspection Fees: s. 81-101.5-7, MCO.

Vehicle Inspection Required: s. 100-51, MCO.

Vehicle Standard and Equipment Requirements: s. 100-51.5, MCO.

7. Definitions

None.