



STATE OF CONNECTICUT

DEPARTMENT OF MOTOR VEHICLES

Commercial Vehicle Safety Division
60 State Street, Wethersfield, CT 06161
Room 145



Effective September 1, 2016

To: All School Bus and Student Transportation Companies

The instructions listed below are to ensure proper compliance with Driver / Vehicle Examination (Inspection) Reports. The goal is to minimize suspensions due to non-compliance, to eliminate unnecessary paperwork, and to make registration renewals more streamlined.

Driver/Vehicle (Inspection) Report Compliance

Inspection reports with “No Violations Were Discovered”

- Please keep your copy in your maintenance file for that vehicle.
- Do **not** mail or send a ‘No Violations Were Discovered’ report to DMV for any reason.

Inspection reports with “Violations”

- Please keep one copy in your maintenance file for that vehicle.
- After all violations have been corrected, one copy **must** be signed by the ‘motor carrier’ and the copy **must** be returned to DMV within 15 days of the inspection date using **one** of the following methods:
 1. E-mail to mcsap.reports@ct.gov
 2. Fax to 860.263.5589
 3. US Mail to the address at the top of this letter
- **Important:**
If the signed report is not received by us within 15 days of the inspection date, the registration suspension process will begin.

PLEASE NOTE

- **All** Driver / Vehicle Examination (Inspection) Reports with “Violations” are **individual** in nature and **require** compliance as noted above.

- Additional Driver / Vehicle Examination (Inspection) Reports issued for the same vehicle will **not** provide compliance for previous inspection reports with “Violations”.

Registration Renewal

Successful registration renewal **requires** that you were issued one of the following inspection reports for your STV or school bus:

- A “No Violations Were Discovered” inspection report; **OR**
- An inspection report with “Violations” that has been signed and returned to DMV as described on page 1.

Inspection reports for school buses must be dated between September 1st and August 31st of the current registration period.

Inspection reports for STV’s must be dated within the 12 months prior to the expiration date of the STV registration.

Do **not** mail or send any inspection reports with your renewal!

Registration renewals with proper payment **must** be mailed to the address provided with the renewal notice. **Do not** use any other address and **do not** send any other documents with your renewal.

Do **not** mail or send any inspection reports with your renewal!