



# 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](mailto: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 and STV’s must be dated between September 1<sup>st</sup> and August 31<sup>st</sup> of the current registration period.

**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.

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