



# STATE OF CONNECTICUT

## DEPARTMENT OF MOTOR VEHICLES

60 State Street, Wethersfield, CT 06161

<http://ct.gov/dmv>



Effective: September 1, 2022

To: All School Bus and Student Transportation Vehicle (STV) Companies

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

### **1. Instructions for Driver/Vehicle (Inspection) Reports**

Inspection reports with “No Violations Were Discovered”

- Please keep your copy in your maintenance file for that vehicle.
- Do not email 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 signed copy must be emailed to DMV within 15 days of the inspection date.

1. Please email reports to [mcsap.reports@ct.gov](mailto:mcsap.reports@ct.gov)
2. Sending reports by US mail is not recommended and may delay compliance

- **Important:**  
**If the signed report is not received by DMV 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”.

- If you have Reports with Violations that cannot be signed and returned within 15 days, due to parts backorders or other reasons, you must email us before the 15 days, identify the vehicle, and briefly explain the reason for the delay. You will receive an email reply.

[Mcsap.reports@ct.gov](mailto:Mcsap.reports@ct.gov)

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## **2. Instructions for Registration Renewals**

Successful registration renewal **requires** that you were issued one of the following inspection reports for your School Bus or Student Transportation Vehicle (STV):

- 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 within the 12 months prior to registration expiration date.

For example: Reg expires Aug. 31, the inspection date must be Sept 1 or later.

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!**

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## **3. Instructions for Inspections of Student Transportation Vehicles**

These guidelines are intended to save time and reduce travel costs for STV operators by performing STV inspections within their own town or geographical area.

STV’s at school bus yards:

- Inspectors will inspect all STV’s that are parked / located in the same yard as the school buses. Please coordinate these STV and school bus inspections with the Inspector assigned to your location / bus yard.

STV’s owned / operated by public / private schools or other companies:

- Public / private schools or companies not associated with a school bus company will have their STV inspections completed at their location by the Inspector assigned to your geographical area.
- To schedule these STV inspections, please email our STV inspection unit and include the information below: [Mcsap.reports@ct.gov](mailto:Mcsap.reports@ct.gov)

- a) School name or company name;
- b) Name and phone number of your contact person;
- c) Number of STV’s needing inspection;
- d) Address where the inspections will be conducted; (at your location)

- Email requests are checked and responded to within 3-5 business days, however, please schedule your inspections at least 2 months prior to your registration expiration date.
- Once you have spoken with the Inspector who will inspect your vehicles, you will continue to coordinate with him/her each year for your inspections.
- Generally, and unless directed otherwise, STV's should not be brought to DMV for inspection.