

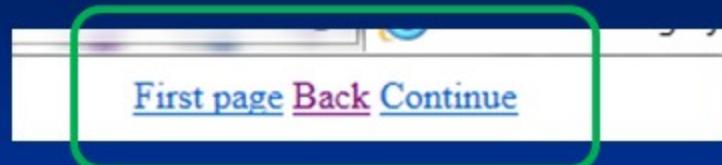
Group 3  
(Motorcycle)  
Inspector Certification  
Training Material

January 2021

# Presentation Guide



**1 - TABS** - The browser tab at the top of each slide contains a title identifying the topic.



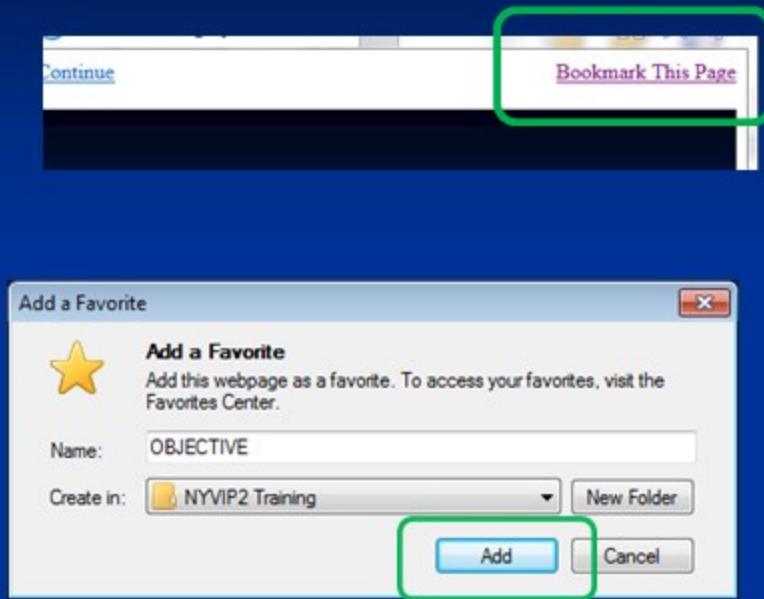
**2 - NAVIGATION** – Along the top of each slide (below the browser tab) there are three controls (First page, Back, and Continue) . First page will return you to the first slide in the presentation. Back will take you the previous slide. Continue will take you to the next slide.

**3 - LINKS** – Throughout the training slides you will find links that you can CLICK -ON to bring you to the related section(s) of the Commissioner's Regulations – Part 79.

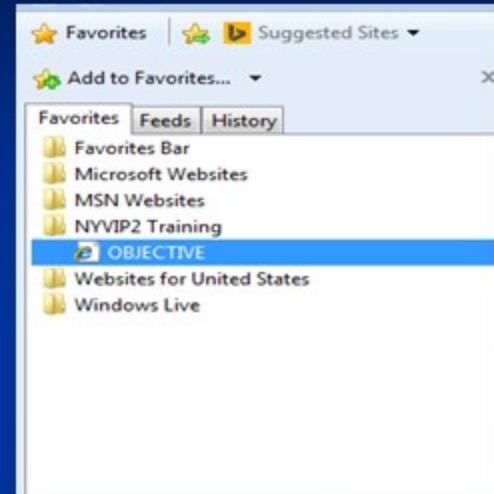
**Click to See Regulation 79.21(c)(1)**

**Click to See Regulation  
79.21(c)(2), 79.21(c)(3), 79.21(c)(4),  
79.21(c)(5) & 79.21(c)(6)**

# Presentation Guide Cont'd



**1 - BOOKMARKING A SLIDE** - Click-on "Bookmark This Page" at the top right corner of any slide. Next, click-on "Add" to save your Bookmark.



**2 - RETURNING TO BOOKMARKED SLIDES** – Open your browser's Favorites (Internet Explorer shown here). Select the slide that you wish to return to.

**NOTE:** If prompted for credentials, enter your Applicant ID # and Password used to register for the training.

# OBJECTIVE

To train you to do a proper New York State  
Motorcycle safety inspection.

This program will summarize inspection requirements for motorcycles. It is not intended as a replacement for the complete official procedures outlined in section 79.28 of the Commissioner's Regulations. When performing an inspection, ALWAYS refer to the Regulation Book as there may be different inspection requirements for certain motorcycle model years and / or components.

# Inspector Card

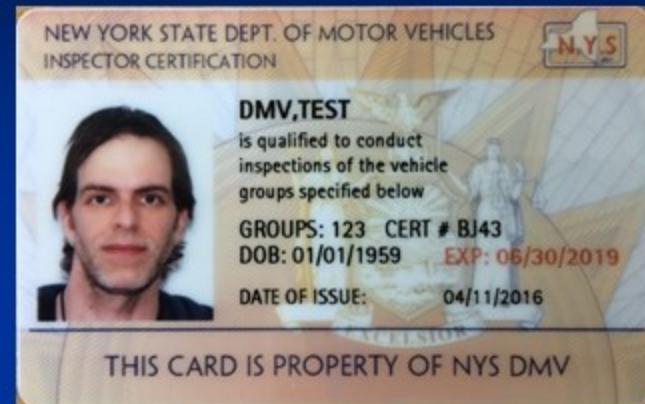
## Inspection Groups

**Group 1 – Vehicles up to 18,000 pounds—  
safety, low enhanced emissions,  
OBD II and diesel opacity (smoke  
meter) emissions test**

**Group 2 – Vehicles over 18,000 pounds  
( heavy duty ) safety and diesel  
opacity ( smoke meter ) emissions**

**Group 3 – Motorcycles – safety only**

**PENALTIES FOR  
IMPROPER INSPECTIONS  
CAN INCLUDE  
SUSPENSION,  
REVOCATION AND  
FINES !!!**

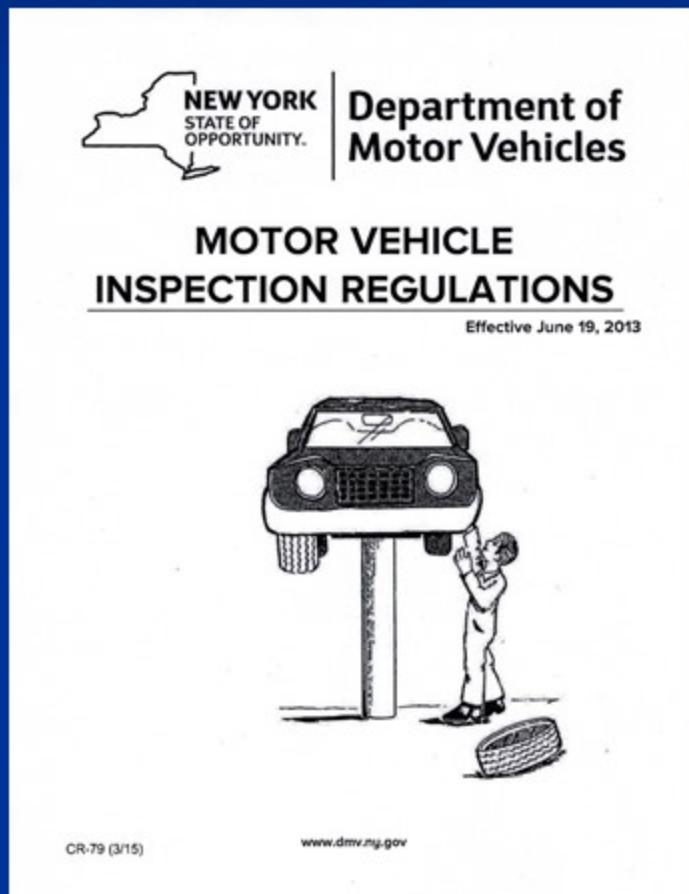


**An inspector is required to:**

- Safeguard inspector card and password at all times;**
- Have possession of card at all times during working hours.**

**Remember, YOU are personally responsible for any inspection performed using your card.**

# Commissioners Inspection Regulation Book



**Every motorcycle inspection station must have an up to date copy of the COMMISSIONERS REGULATIONS (CR – 79 ).**

**Regulations must be made available by the station for review at all times by the certified inspector(s).**

**Contact DMV Technical Services for assistance (518) 474-5282 (option #4).**

**Copies of the latest regulations, regulation updates, and other DMV forms are available on the internet at:**

**<http://dmv.ny.gov/forms/cr79.pdf>**

# Required Equipment

Every Group 3 station must have:

- A tire tread depth gauge
- A paper punch which makes a  $\frac{1}{4}$ " ROUND hole
  - Tire pressure gauge

**Click to See Regulation 79.9(d)(1)**

# Which Vehicles Are Required To Be Inspected ?

Every motor vehicle – including motorcycles and trailers - registered in this State are required to be inspected once every 12 months, prior to midnight on the last day of the month punched out on the existing certificate.

## ALSO

Upon the sale or transfer of a motor vehicle, including motorcycles and trailers, any certificate of inspection issued prior to the date of the sale or transfer becomes invalid.

Every motor vehicle, including motorcycles and trailers, must be inspected upon any change of registered owner.

**[Click to See Regulation 79.2 \(a\), 79.2 \(b\), & 79.2 \(c\)](#)**

# Refusing to Inspect A Motorcycle and Appointments

Generally, a motorcycle inspection station **MAY NOT REFUSE** to inspect a motorcycle. **Click to See Regulation 79.8(b)(1) for full details.**

However, if a motorcycle cannot be inspected when it is initially presented for inspection, a **written** appointment, within the next 8 working days, must be offered. **Click to See Regulation 79.8(c)(1) & 79.8(c)(2) for full details.**

A deposit of up to the full inspection fee may be collected in advance of the inspection for making the appointment. **Click to See Regulation 79.8(c)(4) for full details.**

If the motorcycle has a missing or mutilated VIN plate AND an acceptable ownership document was **NOT** provided, you **MUST REFUSE** to perform the inspection.

For motorcycle stations that keep their inspection records in the CVIS unit: If unit is inoperative and you are waiting for a service call, **YOU MUST REFUSE** to perform the inspection.

# “BEST PRACTICES” WHEN A MOTORCYCLE IS PRESENTED FOR INSPECTION

- Obtain an acceptable ownership document & ask the operator if the motorcycle has been inspected within the past 30-days.
- Perform a **COMPLETE** inspection or re-inspection within the enclosed premises of inspection station, FIRST!
- Discuss any failures with the customer and obtain authorization for any needed repair(s).
- Pass or fail, the completed inspection or re-inspection **MUST** include entering a single line entry on the VS-1074M to record the results of inspection before the motorcycle leaves the inspection station. If a motorcycle has been REJECTED, also issue a VS-1075, manual Rejection Notice.
- Issue an inspection receipt or invoice meeting the requirements in Regulation 79.20(a). **Click to See Regulation 79.20(a)**

**NOTE:** Motorcycle inspection stations equipped with a CVIS unit will keep all records in CVIS; and Pass or Fail, the CVIS will generate a Vehicle Inspection Receipt (VIR), which is the only receipt required to be given to motorcycle operator.

**Click to See Regulation 79.20(c) & 79.20(c)(6)**

# Ownership Documents - Registration

Can be New York OR Out - of - State



Note: Motorcycle Inspection Stations equipped with a CVIS should scan the 2D barcode on the NYS Registration Receipt (pictured).

[Click to See Regulation 79.20\(c\)\(1\)](#)



# V.I.N. Plate Check

A missing or mutilated manufacturer VIN plate is NOT cause to REFUSE to perform an inspection UNLESS the motorcycle operator has NOT provided an acceptable ownership document.

New York State Department of Motor Vehicles <b>NOTICE OF MISSING OR MUTILATED VEHICLE IDENTIFICATION NO.</b>			Month	Day	Year
Registered Owner's Last Name	First	M.I.	Year and Make of Vehicle		
Number and Street			Type of Registration	Vehicle Plate Number	
City or Town	State		ZIP Code	Expiration Date of Registration / /	
Mail Completed Form To: Department of Motor Vehicles Division of Field Investigation 6 Empire State Plaza Albany NY 12228					
VS-110 (1/98)					

If the motorcycle V.I.N. plate is missing or mutilated, you must complete form VS-110 (shown above) available at: <http://dmv.ny.gov/forms/vs110.pdf> and mail it to D.M.V. within 24 hours of the vehicle being presented for inspection.

# Registration Plate

Enter the registration (license) plate number on the VS-1074M. If either **No plate** or a **Dealer plate** is displayed, enter the **FULL VIN** in the registration plate column.



If the station is equipped with a CVIS unit: **FOLLOW CVIS UNIT Instructions to Enter Plate Number**

# **Replacement Certificates**

**If an inspection sticker becomes lost, damaged, or stolen, a vehicle owner may request a replacement sticker if less than 12 months have passed since the sticker was originally issued.**

**Replacements are available ONLY from the DMV Vehicle Safety Central Office in Albany.**

**The owner must submit a statement of fact, proof of inspection, and the appropriate fee by mail;**

**OR**

**The motorcycle owner MAY have a FULL NEW inspection performed at the FULL FEE instead of obtaining a replacement certificate.**

**[Click to See Regulation 79.11\(c\)](#)**

# Ten Day Extension Certificate

VS - 1077



Issued only by  
**DMV issuing offices**  
when a motorcycle purchased  
from a private party (not  
involving a N.Y. Dealer) is first  
registered.

Valid for 10 days from the date  
of issuance.

# Sticker Removal



At the start of the inspection, check the existing certificate on vehicle:

**EXPIRED:**

Remove from motorcycle at the start of the inspection.



**VALID:**

Leave on Motorcycle.

**Click to See  
Regulation 79.20(c)(3)**

# Rejections, Rejection Notice & Re-Inspections

Form VS-1075, manual Rejection Notice, MUST be issued for all REJECTED (failed) motorcycle inspections recorded on the VS-1074M (unless the vehicle is repaired, re-inspected, and a certificate is issued without the bike leaving the facility, in which case, a rejection notice is not needed).

If a motorcycle REMAINS at the station (within 30 days) after an initial inspection failure for customer authorized repair of failed item(s), AFTER failed item(s) has/ have been repaired, complete only a SINGLE LINE ENTRY on the VS-1074M by entering the failed, but now repaired item(s), and the sticker # issued. The station may charge only the initial inspection fee of \$ 6.00.

If a motorcycle LEAVES the station with a Rejection Notice, and the motorcycle is later repaired, regardless of which inspection station the motorcycle is brought to, the station MUST perform a full inspection and may charge the full inspection fee of \$ 6.00. In the case where the motorcycle is brought back to the same station that issued the original rejection, a new entry line will be added to the inspection record.

VS-1075

VIR from CVIS

## NOTES:

If a motorcycle is taken to a different (new) station for a Re-inspection after being Rejected, the new inspection station would perform an INITIAL inspection (checking all safety items) and the inspection fee would (still) be \$ 6.00. When a station is keeping motorcycle inspection records in a CVIS, a Vehicle Inspection Receipt (VIR) MUST be issued for ALL inspections and Re-Inspections - PASS or FAIL - and in cases of a FAILURE, the VIR serves as a Rejection Notice.

**Click to See Regulation 79.5(b)  
& 79.20(d)(2)**



# MOTORCYCLE Inspection Records (cont'd)

See Page 2 (reverse side) of the VS-1074M for full instructions on using the document. Also see your copy of the Commissioners Regulations for additional information on record keeping requirements.

**INSTRUCTIONS FOR COMPLETING VEHICLE INSPECTION RECORD-SAFETY MOTORCYCLE - FORM VS-1074M**

The VS-1074M is available online at [www.dmv.ny.gov](http://www.dmv.ny.gov).

The Vehicle Inspection Record (VS-1074M) is used to record inspections performed on and inspection certificates issued for motorcycles. It is also used to record information about motorcycles that are rejected after inspection. When completed, the form must be kept by the facility for two years after the last entry. The inspection station must enter the facility name, address, and facility number in the space provided on each form.

When a motorcycle is presented for inspection, you must perform a complete and thorough inspection. If the motorcycle fails because of items that need repair, adjustment or replacement, you must notify the customer of this and request authorization before performing repairs. If the customer authorizes repairs, complete the repairs, enter the repair order number in column 8 and the certificate number in column 9. If the customer chooses not to have the motorcycle repaired, write "Rejected" in column 9. After repairs are completed, the inspection date should be recorded on the VS-1074M. This includes any items that were cause for failure. These items must be noted in column 7. Any items that would cause the motorcycle to fail if repairs were NOT made, must be recorded on the VS-1074M.

For each inspection performed, enter the following information in the appropriate numbered column:

1. enter the date of the inspection (Month/Day/Year).
2. enter the odometer reading, as it appears on the motorcycle, followed by an "M" if the reading is in miles, or a "K" if the reading is in kilometers. If the odometer is broken or missing, write the word "Broken" or the word "Missing".
3. enter the model year of the motorcycle, as it appears on the registration or other documents. If the year of the motorcycle is wrong, tell the customer that it should be corrected, but do not reject the motorcycle for the wrong year.
4. enter the make of the motorcycle.
5. enter the license plate number. If the motorcycle does not have a plate, or displays a "Dealer" plate, enter the vehicle identification number (VIN) instead. If the motorcycle has an out-of-state plate, enter the state and plate number.
6. indicate how brakes were inspected. If brake inspection was by road test, write "R" in this column. If one or more wheels were visually inspected or pulled, indicate which ones.
7. if the motorcycle fails inspection, list the items that failed. Use the number(s) from the code list in column 12.
8. enter the number of the repair order, if one was prepared. (If repairs are to be performed, an invoice must be prepared, and the customer's authorization must be obtained.)
9. if the motorcycle passes inspection, enter the number of the certificate (VS-1082) issued. If the motorcycle fails inspection, enter the word "Rejected".
10. from the certified inspector's card, enter the number of the certified inspector who performed the inspection.
11. check this box if tire pressure is not within specifications. **Do not reject the vehicle.** The motorist must be notified of the problem.

VS-1074M (9/12)



**REMINDER: Motorcycle inspection stations equipped with a CVIS unit will keep all inspection records and follow instructions in the CVIS unit.**

# Issuing & Affixing a Motorcycle Inspection Certificate

After passing an inspection:

Issue a motorcycle inspection certificate. Use  $\frac{1}{4}$  " hole punch to punch out month of expiration. Enter mileage in the space provided. Affix the certificate to a permanent structural member (A metal bolted-on aftermarket sticker mounting plate is OK) on the LEFT FRONT SIDE of the motorcycle visible when approaching the motorcycle from the operator's left.

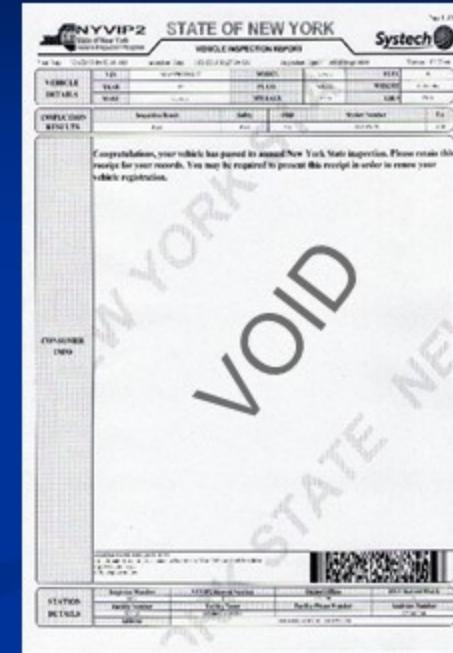
**Click to See Regulation  
79.20(c)(7)(i)(g)**



# Inspection Receipt / VIR

A motorcycle inspection station is required to provide the operator with a RECEIPT / INVOICE for inspection that includes the following information:

- Date of inspection;
- Facility (station) number;
- Certified Inspector number;
- Vehicle information (year, make, mileage, plate #, or VIN if the motorcycle has no plate);
- Actual fee charged for the inspection;
- Inspection result: Pass or Fail, including the required advisory notification to the motorist for tire pressure out-of-range;
- Inspection certificate number (if Passed).



**NOTE: Motorcycle inspection stations equipped with a CVIS unit will keep all inspection records in the CVIS and MUST issue a CVIS generated Vehicle Inspection Receipt (VIR).**

**Click to See Regulation 79.20(a)**

# **Conduct Inspections ONLY Within The Enclosed Premises**

**NOTE: All MOTORCYCLE inspections MUST be conducted within the enclosed premises of the inspection station, which means inside the building in the station's DMV approved inspection area.**

**[Click to See Regulation 79.20\(b\)](#)**

# Presence of Required Brakes

**Reject if:**

- The motorcycle is not equipped with both Front & Rear brakes;
- Any brake is disconnected.

**NOTE:** 1970 & older need only one operating brake.

**Click to See Regulation 79.28(a)(1)**

# Road Test of Brake(s)

**REJECT if:**

Vehicle does not stop with 25 feet when brakes are applied at 20 mph, on a hard, dry level surface free of loose material.

**NOTES:** If a road test cannot be performed, pull at least one wheel on a DRUM BRAKE SYSTEM for inspection of linings, drum and wheel cylinders, if vehicle is so equipped. On a DISK BRAKE SYSTEM, only a visual check of rotors, pads and calipers is necessary.

**Click to See Regulation 79.28(a)(2)**

# Brake System Components

Check the condition of hydraulic brake lines, master cylinder, & wheel cylinder/ calipers.

**REJECT if:**

- Lines or hoses are bent, cracked, abraded, crimped, restricted, or leaking;
- Master cylinder, calipers or wheel cylinders leak or control rod is improperly adjusted;
- Fluid level is below full mark.

**Click to See Regulation 79.28(a)(7)**

# Drum Brakes

Visually inspect shoes, drum and hardware for condition.

REJECT if:

- **Riveted Linings** – worn to LESS than 1/32" above the rivet head(s);
- **Bonded Linings** – worn to LESS than 1/16" thick at the thinnest point;
- Drums are scored AND impair braking;
- Linings are contaminated;
- Drums are turned below manufacturer's minimum thickness specifications.

**Click to See Regulation 79.28(a)(3)**

# Disc Brakes

Visually check the condition of pads & rotors.

REJECT if:

- Brake pads are worn to metal;
- Rotor has mechanical damage other than normal wear;
- Rotors are cracked;
- Rotors are turned below manufacturer's minimum thickness specifications.



# Mechanical Brakes

Check mechanical brakes, linkage hardware, and operation.

**REJECT if any:**

**Rods, springs, and other hardware are bent, cracked, broken, missing, frozen, or improperly connected or adjusted.**

**Click to See Regulation 79.28(a)(5)**

# Brake Lever & Pedal Play/ Reserve

Check foot and hand lever free play and reserve.

**REJECT if:**

- Foot pedal does not have at least  $\frac{1}{2}$  inch free play or manufacturer's specification, whichever is less;
- Hand brake does not have at least  $\frac{1}{4}$  inch free play or manufacturer's specification, whichever is less;
- Pedal reserve is less than  $\frac{1}{3}$  of the possible travel or less than the manufacturer's specification.

**Click to See Regulation 79.28(a)(6)**

# Brake Pedal & Lever Fade

Check hydraulic brake pedal and lever for drop/ fade

**REJECT if:**

**Pedal or hand control moves or drops in one minute while normal pressure is applied.**

**[Click to See Regulation 79.28\(a\)\(8\)](#)**

# Steering, Suspension and Frame

Check condition of the FRAME, WHEELS/WHEEL BEARINGS, STEERING HEAD AND BEARINGS, HANDLEBARS, & SHOCK ABSORBERS.

## REJECT if:

- **FRAME** - Bent, broken or cracked and is considered to be a hazard for operation;
- **WHEELS/WHEEL BEARINGS** - Bearings are loose, broken, out of adjustment. Spokes or rims are out of alignment or broken;
- **STEERING HEAD AND BEARINGS** - Loose, broken, out of adjustment or modified beyond manufacturer's specifications;
- **HANDLEBARS** - Loose, bent, broken, cracked or damaged, affecting proper steering; equipped with bicycle handlebars or the handlebars or grips are higher than the operator's shoulders;
- **SHOCK ABSORBERS** - Broken, defective, or do not operate properly.

**Click to See Regulation 79.28(b)(1-5)**

# Exhaust System and Muffler

Check the exhaust system and muffler.

REJECT if:

- System or elements are not securely fastened;
- Not equipped with an adequate exhaust system and muffler to prevent excessive noise;
- Equipped with cut-outs, bypass or any device which allows excessive noise;
- Equipped with a replacement exhaust system or components that are not equivalent to original;
- Diffusers or resonators or any internal muffler parts are removed.

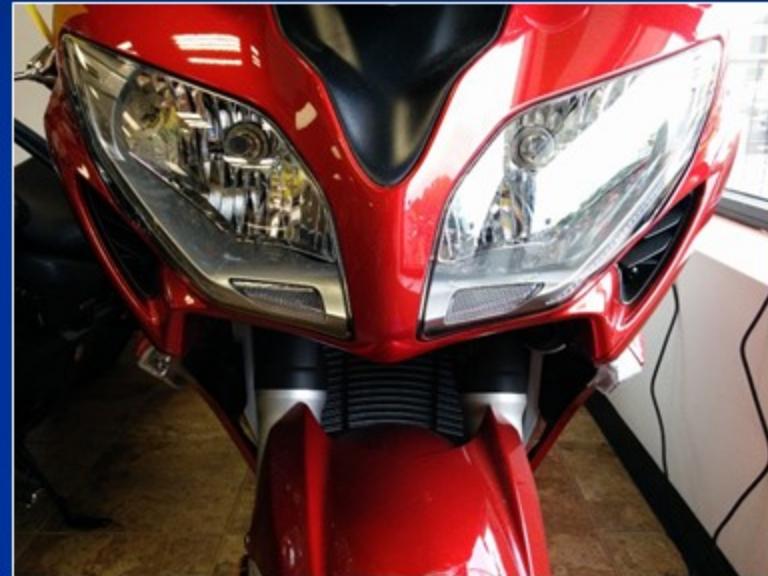
**Click to See Regulation 79.28(c)(1)**

# Headlamp

Check for the presence & condition.

REJECT if:

- Not equipped with at least one SAE/DOT APPROVED and OPERATING motorcycle headlamp;
- Lamp is not properly and securely mounted;
- Lens is cracked, broken, covered, discolored or obstructed (such as by shields, paint, etc.);
- Light is not white or does not operate properly in all switching positions;
- Lights do not have high and low beams.



NOTE: Certain motorcycles may have a headlamp system that "modulates" between high and low intensity. This is an allowed modification only if the system can be switched OFF for normal operation.

**Click to See Regulation 79.28(d)(1)**

# Other Lights

Check for the presence.

REJECT if the vehicle is not equipped with:

- At least one tail and license plate light;
- One stop lamp when motorcycle manufactured AFTER October 1, 1968;
- Turn signals when motorcycle manufactured FROM August 1985 (and newer);
- At least one Class B red reflector on rear (may be part of light lens).



[Click to See Regulation 79.28\(e\)\(1\)](#)

# Other Lights Continued

Check the condition and operation.

REJECT if:

- Tail lamp does not provide light visible for at least 300 feet from rear;
- License plate is not visible for 50 feet from the rear;
- Tail light lens does not produce red light;
- Stop light does not produce light within a range of red to amber (orange - yellow);
- Signal lights other than red or amber on rear, white or amber on front;
- A lens is broken, missing, obstructed, discolored or fits improperly;
- Lamps are not securely mounted and do not produce a steady light;
- Lamps do not work properly in all switching positions (switch on/off, brakes applied, etc.).

NOTES: No lighting other than the headlamp(s) referenced in 79.28(d) may be modulated; they must emit steady light. If any motorcycle was originally equipped with more than one of each of the required lights, or such lights have been added when not required, all lights must meet the inspection criteria. A combination tail, stop, and number plate light may be used.

**Click to See Regulation 79.28(e)(2)**

# Tire Tread Depth and Condition

Tread depth measurement readings must be taken in a major tread groove nearest the center of tire at two points of the circumferences not closer than 15 inches using a tire tread depth gauge calibrated in 1/32".



Both Readings, taken at least 15" apart & must be 2/32" or higher for a tire to pass.

Check tire pressures using a tire pressure gauge calibrated in PSI. If NOT within specifications, enter the results on VS-1074M and notify the customer in writing on invoice, but DO NOT REJECT VEHICLE.

Spare Tires Are Not Inspected

## REJECT if:

- Less than 2/32 of an inch of tread remains at both points where readings are taken. If flat spots exist, start check at this spot;
- Any cut in excess of one inch that is deep enough to reach the body cords;
- Tire is temporarily repaired, using a blowout patch or boots;
- Tire has bumps, bulges or knots showing partial failure of the tire structure;
- Tire has exposed ply or cord structure exposed;
- Tire does not display appropriate DOT markings or indicates "for off-road use," "racing use only," or similar wording.

[Click to See Regulation 79.28\(f\)\(1-3\)](#)

# Horn

Check for the presence & condition.

REJECT if:



Horn Control Button

- Not equipped with a horn;
- Not securely mounted;
- Button or activator interferes with brakes or other mechanism;
- Sound is not audible at 200 feet under normal conditions;
- Sound is loud or harsh;
- Horn control / activator does not work properly;
- Vehicle is equipped with gong or siren whistle (only allowed or authorized on emergency vehicle).

**Click to See Regulation 79.28(g)(1-2)**

# Rear View Mirror

Check for the presence & condition.

**REJECT if:**

- Not equipped with at least one rear view mirror that provides a clear view to the rear;
- Not securely mounted;
- Reflector is deteriorated, peeling, tarnished, broken or cracked.



# Congratulations, you have now completed the Group 3 New York State Inspector Certification training presentation!

If you are ready to accept the affirmation and certify that you have studied the training material and are ready to take the Pre-test (practice test), choose the “Proceed to Pre-Test” button below. Note: You must pass the Pre-test (practice test) before you can begin your online DMV Final Exam.

Before moving ahead with the online DMV Final Exam you should ensure that you have adequately prepared, and if necessary go back and review any slide(s) and / or regulation(s) you are still unsure of. (Choose the “Return to Training Materials” button below).

Remember, if you do not PASS your DMV Final Exam, you MUST restart the Training process from the beginning!