

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	<small>Reference Number</small> <b>CVE-008</b>
	<small>Subject</small> <b>Commercial Vehicle Inspection: Field Evaluation/Certification Program</b>	
	<small>Special Instructions</small> <b>Replaces CVE-010 dated December 9, 2011</b>	<small>Effective Date</small> <b>January 15, 2015</b>

## **I. PURPOSE**

Establish guidelines for Commercial Vehicle Safety Alliance (CVSA) inspections and audits; and guidelines for field evaluations, certification and recertification of Department personnel trained to conduct North American Standard Driver/Vehicle Inspections (NASD/VI).

## **II. POLICY**

The Commercial Vehicle Enforcement Division (CVED) shall be responsible for the certification and recertification of applicable persons. Certified personnel shall meet the required guidelines to retain certification; properly submit all paperwork as described by CVED; attend in-service training when directed; and successfully complete all recertification as required.

## **III. PROCEDURE**

### **A. Certification.**

1. Motor Carrier Inspectors (MCI) and eligible Commercial Vehicle Enforcement Officers (CVEO) must successfully complete the appropriate Department and Federal Motor Carrier Safety Administration (FMCSA) sponsored training before being eligible to enforce Federal Motor Carrier Safety Regulations (FMCSR), Hazardous Material (H/M) Regulations, H/M Cargo Tank Regulations, Passenger Vehicle Inspection Regulations, Compliance Review Regulations or New Entrant Safety Review Regulations.
2. All certifications shall remain valid as long as participating personnel complete the CVSA annual requirements to maintain certification.
3. CVED command personnel shall determine if annual in-service training is required for all CVSA certified personnel. If in-service training is necessary, attendance will be mandatory.
4. CVED shall maintain an annual record of every inspection and audit conducted by certified personnel. The Department's SAFETYNET Coordinator shall notify the CVED Commander of any personnel not meeting the CVSA requirements. Upon notification, the CVED Commander shall suspend the CVEO's or MCI's authority to perform any new inspections or audits, of the type-where the CVSA certification was not maintained.

### **B. Recertification.**

1. Personnel failing to maintain certification of any inspection or audit program will be required to complete CVSA recertification guidelines to successfully gain recertification.

2. Certified personnel failing to maintain CVSA certification shall submit a memorandum, through channels, to the CVED Commander explaining why the certification was lost and requesting to be considered for recertification.
3. The CVED Commander shall consider and then approve or deny the recertification request.
4. The employee shall be notified of the CVED Commander's decision, and if acceptable, provided the necessary testing and/or training needed for recertification. Non-department employees failing to maintain certification shall not be recertified through CVED.

**C. Reporting.**

1. Personnel failing to submit acceptable reports within the prescribed time frame will face a review of their eligibility to conduct inspections/audits and work MCSAP.
2. The CVED Commander may suspend a CVEO's or MCI's authority to conduct inspection/audit activities and/or their eligibility to work MCSAP. If a CVEO's or MCI's authority/eligibility is suspended, the CVED Commander shall submit a report to the employee's immediate supervisor for inclusion in the employee's Performance Appraisal Report.

D. This procedure shall be used in conjunction with all relevant Department regulations, rules, policies and procedures.