

**CHAPTER 4**  
**INSPECTION AND MAINTENANCE STATIONS**  
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**TABLE OF CONTENTS**

<u>ELIGIBILITY</u> .....	4-3
<u>APPLICATION</u> .....	4-3
Form .....	4-3
Fees .....	4-3
Instructions .....	4-4
Initial Application.....	4-4
Renewal .....	4-4
Source .....	4-4
<u>ISSUANCE</u> .....	4-4
<u>PURCHASE OF INSPECTION AND MAINTENANCE STATION STICKERS</u> .....	4-4
<u>ANNUAL TERMINAL EVALUATION</u> .....	4-5
Scheduling.....	4-5
Conducting the Evaluation.....	4-5
Documenting Discrepancies.....	4-5
Compliance History .....	4-5
<u>RELOCATION OF FACILITIES</u> .....	4-6
<u>CHANGE OF OWNERSHIP</u> .....	4-6
Change of Ownership.....	4-6
Acquisition of New Facility .....	4-6
<u>SURRENDER OF LICENSE</u> .....	4-6
Journey-Level Mechanic.....	4-6
Biennial Inspection of Terminals (BIT) Assumptions .....	4-6
Biennial Inspection of Terminals (BIT) Consolidations .....	4-6
Voluntary Surrender .....	4-7
Return of Forms.....	4-7
<u>SUPERVISION AND ENFORCEMENT</u> .....	4-7

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## CHAPTER 4

### INSPECTION AND MAINTENANCE STATIONS

1. ELIGIBILITY. Only those motor carriers with terminals whose maintenance practices are excellent and who meet all the qualifications prescribed in Section 616, Title 13, California Code of Regulations (13 CCR), shall be considered eligible for a Fleet Owner Inspection and Maintenance Station license (IMS).

2. APPLICATION.

a. Form. California Highway Patrol (CHP) 361N, Application for Fleet Owner Inspection and Maintenance Station License (available on the CHP Internet). Carriers applying for an IMS license are required to complete a CHP 361N.

(1) Forms must be completed in their entirety, and original signatures are required for application certification. Incomplete applications or photocopies of certified applications shall be returned to the applicant for completion or original certification.

(2) An application returned to the carrier for corrective action does not constitute a denial of the license.

(a) Corrected applications received by Commercial Vehicle Section (CVS) within the license term shall be renewed. Applications received within 30 days after the expiration are late renewals and require the appropriate fee for renewal. Applications received after 30 days of expiration shall be processed as an initial application.

b. Fees. Fees are to be submitted by check, payable to the California Highway Patrol. Pursuant to Sections 2502 and 2503 CVC, the annual license fees for an IMS license are as follows:

(1) Initial or late renewal - \$10.

(2) Renewal - \$5.

(3) Duplicate - \$5.

(4) An amended application, or an application for a replacement license due to a name or address change not involving a change of ownership, may be provided; at no cost, for the remainder of the unexpired term of the

license. For an address change involving relocation of an IMS location, refer to paragraph 6, of this chapter.

c. Instructions. Instructions for completing the initial CHP 361N are contained in the form CHP 361D, How to Obtain a License for a Fleet Owner Inspection and Maintenance Station. Renewal instructions are contained in the form CHP 361L, License Renewal Notice – Fleet Owner Inspection and Maintenance Station License.

(1) Motor carriers are to complete the application and return it, together with the appropriate fee, to the CHP, Fiscal Management Section, P.O. Box 942902, Sacramento, CA 94298-2902. All checks and/or money orders shall be made payable to the CHP.

d. Initial Application. Initial applications for a license must be filled out completely, showing both the applicant's mailing address and the address where the applicant's vehicles are maintained. The application must be endorsed, recommending approval, by a Motor Carrier Specialist (MCS) after inspection of the applicant's facilities, in accordance with HPM 84.1, Motor Carrier Safety Operations, Chapter 9. The applicant is responsible for mailing the approved application, together with the license fee, directly to Fiscal Management Section within 60 days of inspection.

e. Renewal. Commercial Vehicle Section shall mail renewal applications to licensees 90 days prior to expiration of the current license. Renewal applications should be submitted with the renewal fee in time to reach CVS approximately 30 days prior to expiration of the license. Renewal applications do not require MCS endorsement unless the licensed station has been relocated (refer to paragraph 6 of this chapter). Applications received by the Department after the license expiration are to be processed as an initial application.

f. Source. License forms are available from CVS and on the Department's web site: <http://www.chp.ca.gov/publications/pdf/chp361n.pdf>.

3. ISSUANCE. Licenses are issued to carriers for a specific station location, not to shop foremen or maintenance supervisors, even though these personnel may sign the application. The original CHP 360F, Fleet Owner Inspection and Maintenance Station License, is mailed to the licensee by CVS.

4. PURCHASE OF INSPECTION AND MAINTENANCE STATION STICKERS. Inspection and Maintenance Station stickers may be purchased from Fiscal

Management Section. An order for stickers may be submitted with the application for license, but the stickers cannot be shipped until the license is issued.

5. ANNUAL TERMINAL EVALUATION.

a. Scheduling. Each Division Motor Carrier Safety Unit (MCSU) shall maintain a file of IMS licensees and a suspense system in order to ensure that an annual terminal evaluation is performed.

b. Conducting the Evaluation. The MCS I may make the appraisal, based on records of a terminal inspection conducted within the previous 60 days, or ask that an appraisal inspection be scheduled. The latter should be conducted as if the licensee were applying for an initial license, except for the following additional items:

- (1) Ascertaining that appropriate personnel are regularly employed.
- (2) Randomly inspecting the IMS sticker register to determine if proper records of stickers applied to vehicles are maintained.
- (3) Ascertaining that reasonable precautions are in force to prevent misuse or theft of stickers.
- (4) Verifying proper display of a current IMS license.
- (5) Determining whether identification of vehicles bearing stickers and sticker serial numbers are correctly reflected in station records.
- (6) Determining whether serious mechanical defects noted on stickered vehicles existed at the time of sticker issuance.
- (7) Determining whether the superintendent of maintenance has maintained a legible enforcement document clearance register to record all violations cleared at the facility for the current calendar year, plus the two preceding years.

c. Documenting Discrepancies. Licensees should be given written notice of any discrepancies, together with a specific period, in which to correct them. Violations of regulations (e.g., failure to keep records or failure to attempt to correct serious discrepancies) should be documented for possible disciplinary action.

d. Compliance History. Each licensed IMS licensee shall have an adequate preventive maintenance program, as evidenced by three consecutive terminal

inspections with “satisfactory” ratings in the Maintenance Program category, and the terminal’s most recent overall safety compliance rating shall be “satisfactory.” The terminal inspection referenced in paragraph b, above, may be counted as one of these ratings.

6. RELOCATION OF FACILITIES. When an IMS reports a change of address involving a relocation of maintenance facilities, the appropriate Division MCSU will be requested to determine whether the IMS still meets the qualifications for the license.

7. CHANGE OF OWNERSHIP. A change of ownership, as outlined in 13 CCR, Section 1235.1, results in a new motor carrier entity and requires the motor carrier to apply for an initial license.

a. Change of Ownership. When a change in ownership occurs, the previous licensee will be advised of the requirement to surrender the IMS license and submit the original or a legible, non-fading copy, of the enforcement document clearance register and IMS sticker register, to CVS within 14 days of the change in ownership.

b. Acquisition of New Facility. When an existing motor carrier acquires an existing facility, the newly acquired facility will normally be treated as an initial applicant, without regard to the prior licensing status.

(1) When a change of ownership occurs but the maintenance oversight remains unchanged (e.g., same maintenance facilities, maintenance personnel, maintenance supervisor), an exemption may be requested pursuant to 13 CCR, Section 619.2. The exemption, permitting issuance of a license to the new entity, may be granted following a determination that the maintenance practices remain unchanged and the qualifying conditions of paragraph 5, of this chapter, are still met.

8. SURRENDER OF LICENSE. Surrender of license does not prevent the Department from carrying out investigative or disciplinary proceedings against the licensee, or rendering a decision suspending or revoking the license.

a. Journey-Level Mechanic. A licensee who does not employ a journey-level mechanic shall be advised to immediately cease to operate as an official station; and, unless it employs a journey-level truck mechanic within 60 days, to surrender the official station IMS license to the Department.

b. Biennial Inspection of Terminals (BIT) Assumptions. A motor carrier who is a current IMS licensee will be advised to immediately surrender each IMS license to

the Department, upon assumption by another carrier, pursuant to subdivision (a)(2) of Section 34501.12 CVC.

c. Biennial Inspection of Terminals (BIT) Consolidations. A licensee will be advised to immediately surrender the IMS license to the Department upon consolidation of any station with any other terminal, pursuant to subdivision (b) of Section 34501.12 CVC, unless the IMS licensed facility is the designated terminal for the departmental inspection specified in subdivision (d) of that section.

d. Voluntary Surrender. A station may voluntarily surrender the license at any time without cause.

e. Return of Forms. The licensee will be advised to surrender all forms, stickers, and supplies and all unused IMS stickers issued by the Department to the MCSU and forwarded by the MCSU to CVS when the official station IMS license is surrendered, suspended, or revoked; or, is allowed to expire. The purchase price of the IMS stickers is not refundable.

9. SUPERVISION AND ENFORCEMENT. Division MCSU personnel are responsible for detecting and requiring correction of violations of CVC and 13 CCR requirements. Evidence of violations that may be required to support criminal or administrative disciplinary action should be preserved until no longer needed.

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