



City of Chicago

Business Affairs and Consumer Protection

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PUBLIC PASSENGER VEHICLE INSPECTION GUIDE (October 21, 2015)

City of Chicago licensed public passenger vehicles are inspected by the City of Chicago at the Department of Business Affairs and Consumer Protection (BACP) Public Passenger Vehicle Inspection Facility located at 2420 W. Pershing Road, Chicago, Illinois. The Municipal Code of Chicago and applicable rules regulate public passenger vehicle inspection scheduling.

The Municipal Code of Chicago defines a public passenger vehicle is defined as a motor vehicle which is used for the transportation of passengers for hire.

At the BACP Public Vehicle Inspection Facility, licensed public passenger vehicles are inspected at three inspection stations: Visual, Mechanical, and Meter.

The following is a list of the items checked at each inspection station. Please note that all items are not applicable to all types of licensed public passenger vehicles. For example, a meter inspection is only applicable to public passenger vehicles required to install and operate a fare meter, i.e. taxicabs.

Please note that the following list is a general guideline for a public passenger vehicle license to refer to when preparing its vehicle for an inspection.

It is the responsibility of a public passenger vehicle licensee to ensure that:

- Its vehicle and installed equipment is in safe operating condition at all times;
- Its vehicle and installed equipment is in compliance with specifications itemized in the Municipal Code of Chicago and applicable rules posted at www.cityofchicago.org/bacp; and
- Its vehicle appears at the BACP Public Vehicle Inspection Facility on time for its scheduled inspection.

A. Visual Inspection Station

1. ***Two Way Communication System*** – Taxicab must use and be able to demonstrate ability to send/receive communications from an approved two-way dispatch system.

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2. **Telephone #** - Must be on exterior of taxicab on both rear passenger door panels.
3. **Safety Equipment**- Safety Shield must include either intercom communication capability or installed baffle plate with six baffle holes no more than 2 inches in diameter. There must be a minimum of 8.5 inches of clearance between any part of the rear seat in the vehicle and any part of the safety shield at all times. Must fully separate passenger from driver. If equipped with a sliding door, the door must lock. If equipped with an electric door, the window must roll all the way up and down.
4. **Safety Stickers** – “LOOK” stickers must be affixed on both rear windows and public safety sticker (Call “311”) must be affixed to rear of vehicle.
5. **Braille Card** - Must be mounted on rear of safety shield or rear of front seat headrest. Braille Card must be fully intact and include medallion number in Braille script. Braille Card must also include “For compliments or complaints, call 311” in Braille script. In lieu of Braille Card, a BACP approved audible communication system with same information is acceptable.
6. **Fare & Information Sheet** - Must be under clear lamination or plastic covering and permanently affixed to the back of the driver's side front seat in plain view of passenger. The fare & information sheet must list the taxicab number and taxicab affiliation name.
7. **Lights in General** – Light casings must not be cracked or broken.
8. **Top Light** - Must illuminate. All bulbs must be functional. Left and right sections must be identical and must have “TAXI” in white letters with black background.
9. **Side Marker** - Must illuminate - all bulbs must be functional.
10. **High or Low Beams** -Must illuminate correctly on selected setting - all bulbs must be functional.
11. **Parking Light** - Must illuminate - all parking light bulbs must be functional.
12. **Brake Light** - Must illuminate, including third brake light bulb(s) (middle of back window).
13. **Tail Light** - Must illuminate when headlights are activated.
14. **Turn Signals** -Bulbs must flash when activated and turn signal must self-cancel after turn.
15. **Back-up Lights** - Must illuminate when vehicle in reverse gear.

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16. **Dash Warning Lights** - All dash warning lights must function when key is turned to ignition position. All dash warning lights must turn off after ignition is engaged. No vehicle should be operated when a dash warning light is illuminated or altered.
17. **Windows** - Must be clean and unobstructed without cracks, breaks or chips. Individual door controls or manual cranks must be functional.
18. **Doors & Latches** - Must be functional. If vehicle is equipped with door lock knobs, they must extend above door panel so that they may be manually operated.
19. **Wipers & Washers** - Must be in good working condition and must come to a full rest position when deactivated. Windshield wiper fluid function must be functional.
20. **Mirrors** - Side mirrors and optional adhesive side (Cachi-type) mirrors must be solidly attached to frame with not loose, cracked or broken.
21. **Rear View Mirror** - Must be functional, clean and unobstructed without cracks, breaks or chips.
22. **Horn** - Must be audible and not altered from manufacturer specifications.
23. **Vehicle Interior** – Must be free from all waste paper, cans, garbage or any other item not intrinsic to the vehicle or to the conduct of operating the vehicle. The interior shall be kept free from all dirt, grease, oil, adhesive resin, or any other item that can be transferred onto clothing or possessions of a passenger. The interior shall be kept free of any material that a reasonable person would find noxious or unpleasant. All seats must be properly secured. All passenger seating areas, including headrests, must be covered in leather or vinyl.
24. **Seat Belts** - Must have functional seatbelts that are visible and not tucked under seats.
25. **Vehicle Body Condition** - No visible exterior damage including dents, cracks, scratches, etc. The exterior of the vehicle must be kept free from all dirt, grease, oil or any other substance besides water or snow that can be transferred onto the person, clothing or possessions of a passenger by incidental contact.
26. **Paint Condition** - No running paint, mismatched paint or peeling paint.
27. **Trunk Condition** - Must be free of waste, including waste paper, cans, garbage or any other item not intrinsic to the vehicle or to the conduct of operating the vehicle. The trunk interior must be kept free from all dirt, grease, oil, adhesive resin, or any other item which can be transferred onto the person, clothing or possessions of a passenger.

28. **License Number and Affiliation Markings** - Each taxicab shall have its public passenger vehicle license number painted or otherwise permanently affixed on the rear of the driver's seat, on both rear door panels, on the left front of the hood and on the right rear of the vehicle in plain gothic figures with at least ½ inch wide stroke and 4 inches in height. Affiliation name or company name and telephone (including area code) number must meet the same requirements. Affiliation designation must match what is registered with BACP.
29. **Gas Cap** -Must be present and properly installed.
30. **Excessive Exhaust Smoke** -No blue, gray or white smoke.
31. **Meter Receipt** – Required information must print on meter receipt
32. **Gear Indicator**- Gear indicator handle must not be loose, properly functional and must indicate appropriate gear.
33. **Steering Column**- Must not be loose. Bolts on tilt column must be secure.
34. **Parking Brakes**- Must properly function and parking brake cable must be properly adjusted so it is not sagging beneath vehicle.
35. **Brake system** – When vehicle is driven 4-8 mph and brakes are engaged, brake pedal must not be stiff, spongy, or demonstrate excessive travel. Braking should not cause vehicle to pull to one side. No grinding or squeaking should be present.

B. Mechanical Inspection Station

1. **Control Arms** - Bushings must not be damaged or worn. Control arms must be undamaged.
2. **Springs** – Must not be broken or sagging.
3. **Torsion Bars** - Must not be broken.
4. **Exhaust System**
 - a. Manifold – Must not be leaking or cracked.
 - b. Muffler- Must be attached and intact - no rust holes or metal fatigue.
 - c. Tailpipe- Must not be damaged - no rust holes or metal fatigue.
5. **Floor Boards** - Must be intact - no rust holes.

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6. **Tires** - Must not be worn past manufacturers tread indicator – sidewall(s) must not be cracked, dry rot, or damaged. Inspectors will use a tire depth gauge to determine tread wear and depth.
7. **Brakes** - Brake rotors must be free of rust, pitting or excessive grooving. Brake lines and master cylinder must not have leaks or excessive corrosion. ABS sensors must be properly wired and connected. ABS Light or Brake Warning Lights must not be illuminated on dashboard. Parking brake must hold car in place.
8. **Tie Rods** -Tie rod ends must not have excessive wear; must be tightened and secured at the sleeve; and must be secured at appropriate connections with castle nut and cotter pin.
9. **Front Wheel Bearings** - Must not have excessive play or movement.
10. **Ball Joints** – Must not have more than 1/8 inch play.
11. **Shocks & Struts** - Must be properly secured and in good working condition – must not be leaking or have worn out bushings.
12. **Trans-mounts & Motor-mounts** – Must not have excessive play and mount must not be deteriorated or broken.
13. **Universal Joints** - Must be properly secured and lubricated with no damage to the bearing cup or needle bearings – there must not be any movement within bearing cup and needle bearings.
14. **Fuel Filter Secured** - Fuel filter must be secured and must not be leaking.
15. **ABS Cables** – Must not be broken – no broken sensors. Anti-lock system cables must be intact.
16. **Fluid Leaks** - No excessive fluid leaks - no visible, accumulated leakage onto frame, undercarriage or mechanical components.
17. **Belts & Hoses** – Must not be worn, cracked or heat fatigued
18. **Frame & Frame Bushings** – Must not have damage or bend to frame. All bushings must be intact and free of damage, wear and decay.
19. **Battery** – Battery and battery terminals must be free of rust, acid, and corrosion. Must be properly secured with no movement. Positive and negative battery cables must be properly connected with no movement and free of corrosion.
20. **Engine** – No visible leaks from valve covers, intake manifold, oil pan, freeze plugs, water pump housing, hoses, or any other engine related components.

21. **Transmission** – Properly installed with no bolts missing. No damage or cracks to bell housing. No visible leaks from front or rear seal, transmission fluid pan, trans cooler lines, or any other transmission related components.

C. Meter Inspection Station

1. **A/C and/or Heater**- A/C must be capable of reducing the interior temperature of the passenger section to sixty-eight degrees Fahrenheit. Heater must be functional.
2. **Taxi Meter Check** - Taxi meter must be in working order and functioning properly including time off, time on, extras, and receipt.
3. **Meter Receipt** – Receipts must be printed with the following information: (1) cab number; (2) date of trip; (3) time of trip; (4) fare charges; (5) extra charges; (6) total charges; and (7) "Call 311 for Compliments or Complaints".
4. **Meter Serial Number** - Must match taxi meter serial number registered with BACP.
5. **Meter Seal Number** - Must match meter seal number registered with BACP.
6. **Speedometer** -Must be in proper working order.
7. **Credit Card System** - Must be rear seat mounted – must acknowledge and perform electronic swipe card transaction.
8. **Security camera** –Must be able to view and record all passengers and driver in vehicle. Display should include cab number, date and time.

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