



City of Chicago

Business Affairs and Consumer Protection

Public Vehicle Operations Division · 2350 W. Ogden, First Floor · Chicago, IL 60608
312-746-4200 · BACPPV@CITYOFCHICAGO.ORG · Chicago.gov/PublicVehicles

PUBLIC PASSENGER VEHICLE INSPECTION GUIDE (Feb. 26, 2024)

City of Chicago licensed public passenger vehicles are inspected at the Department of Business Affairs and Consumer Protection (BACP) Public Passenger Vehicle Inspection Facility located at **2420 W. Pershing Road, Chicago, Illinois**. Only currently licensed vehicles are inspected. A license holder must renew an expired license before the vehicle is inspected at the BACP facility.

This guide is to assist a public passenger vehicle licensee to prepare for its vehicle inspection.

- **Taxi vehicles:**
 - Newer taxi vehicles (five years old or newer) are required to submit to and are scheduled for an annual (once a year) vehicle inspection.
 - Older taxi vehicles (older than five years old) are required to submit to and are scheduled for semiannual (twice a year) vehicle inspections.
 - A vehicle being added as a taxi vehicle for the first time may not have an odometer reading of 150,000 miles or greater in operation.
- **Livery vehicles** with a vehicle age of five years or older are required to submit to and are scheduled for an annual (once a year) vehicle inspection.
- **Ambulance vehicles** are required to submit to and are scheduled for an annual (once a year) vehicle inspection.
- **Vehicle Inspection Schedules** are publicly posted on the City of Chicago Data Portal data.cityofchicago.org in the [Public Passenger Vehicle Inspection Schedule](#) dataset – which is updated and current daily.

Transportation Network Vehicles should email BACPPV@cityofchicago.org for information on scheduling vehicle inspections for wheelchair accessible vehicles and roof-top/car-top advertising equipment.

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. taxi.

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

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

A. Visual Inspection Station

1. **Taxi Two Way Communication System** – Taxi must use and be able to demonstrate ability to send/receive communications from an approved two-way dispatch system.
2. **Taxi Telephone #** - Must be on exterior of taxi on both rear passenger door panels.
3. **Taxi 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 always 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. 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. **Taxi 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. **Taxi 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. **Taxi 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 taxi number and taxi affiliation name.
7. **Lights in General** – Light casings must not be cracked or broken.
8. **Taxi 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. **Taillight** - 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.
16. **Dash Warning Lights** - All dash warning lights must function when the key is turned to ignition position. All dash warning lights must turn off after the 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 a vehicle is equipped with door lock knobs, they must extend above door panel so that they may be manually operated.

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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 wastepaper, 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 wastepaper, 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. **Taxi License Number and Affiliation Markings** - Each taxi 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. **Taxi Meter Receipt** – Required information must be printed on the 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. ***Rooftop/Car Top Installed Advertising Equipment***

- Public Vehicle Advertising Permits portal is at [Chicago.gov/PublicVehicles](https://www.chicago.gov/publicvehicles)
- Paid/current receipt of public vehicle advertising permit. Receipt copies on phones or electronic equipment will not be accepted.
- Sign/sign mount and wiring harness must be properly secured with no movement

36. ***Brake system*** – When a 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 the vehicle to pull to one side. No grinding or squeaking should be present.

37. ***Wheelchair Accessible Vehicles (WAVs)***

- Side-entry/curb entry ramp for wheelchair access (rear entry does not meet definition)
- Ramp must be operational, free of defects, and be properly secured when not in use
- Sliding door must function properly: must remain open, unassisted, while loading/unloading passengers
- Wheelchair and wheelchair passenger restraints must be present
- WAV signage (6"x6") should be posted on both rear side windows and rear of vehicle

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***

- Manifold – Must not leak or crack.
- Muffler- Must be attached and intact - no rust holes or metal fatigue.
- Tailpipe- Must not be damaged - no rust holes or metal fatigue.

5. ***Floorboards*** - Must be intact - no rust holes.

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 bends to frame. All bushings must be intact and free of damage, wear, and decay.
19. **Battery** – Battery, battery terminals, and battery cables must be free of rust, acid, and corrosion. Must be properly secured with no movement.
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. The 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. Driver/operator login and demonstrate at inspection.
3. **Taxi 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. **Taxi Meter Serial Number** - Must match taxi meter serial number registered with BACP.
5. **Taxi Meter Seal Number** - Must match meter seal number registered with BACP.
6. **Speedometer** -Must be in proper working order.
7. **Taxi Credit Card System** - Must be rear seat mounted – must acknowledge and perform electronic swipe card transaction.
8. **Taxi Security camera** –Must be able to view and record all passengers and driver in vehicle. The display should include cab number, date and time.