

Nevada Transportation Authority Virtual Vehicle Inspections

A virtual NTA vehicle inspection may be available for the following Authority Types:

Charter Bus
Household Goods Movers (HHG)
Tow Car
Charter Limousine
Non-Emergency Medical Transport (NEMT)
Airport Transfer
Special Services
Scenic Tours
Contract Carriers

Taxicab vehicles will not be eligible for a virtual inspection as the NTA Investigator must take the vehicle for the mile ride and verify the meter.

Any passenger transportation vehicles with a capacity of 15 or less passengers:

- If the vehicle passes the NTA vehicle inspection, the carrier must mail in the payment for the NTA decal (\$100.00 per vehicle). Once payment is received and processed the carrier will receive the NTA Vehicle Safety Inspection form and at that time the vehicle will be added to the carriers NTA fleet

Tow Car vehicles:

- If the vehicle passes the NTA vehicle inspection, the carrier must mail in the required fee for the NTA Tow Plate and Decal. Once payment is received and processed the carrier will receive the NTA Vehicle Safety Inspection form and at that time the vehicle will be added to the carriers NTA fleet

Step 1 – Prepare for the Inspection:

- Contact the NTA Officer of the Day and schedule a time for the virtual inspection.
- Provide all required documents, via email or fax, based on the type of vehicle being added:
 - Request on Letterhead signed by an authorized representative with the Year, Make, Model, Unit #, Last 5 of VIN and License Plate of the vehicle being added.
 - Registration
 - Annual Vehicle Inspection Report (AVIR)
 - Insurance Cab Card
 - NTA staff will provide a cell phone number to call at the scheduled time.

Step 2 - Taking the video call:

- The carrier must have at least **two (2) employees of the carrier** available to conduct the inspection:
 - One person to hold the phone and communicate and follow all instructions given by the NTA Investigator.
 - One person to operate the vehicle.
- Must be 19 years old and an employee of the carrier.
- **Must Download Google Meets App**
- Must have a ruler to ensure the markings are the proper size.
- Ensure the smart phone or tablet is fully charged.
- Be prepared to call at the scheduled time.
- Turn off Notifications that may interrupt the video call.
- Set phone so that carrier has the small screen view of what the NTA Investigator sees.

Step 3 - Inspection

- Follow the direction from the NTA Investigator which will vary based on the type of vehicle involved:

- Show the License Plate on the vehicle.
- All lights must be functional (head lights, brake lights, blinkers, hazards, amber lights, emergency lights).
- Horn
- Windshield wipers
- Seat belts
- Inspection of tires
- Tow Car –
 - Must operate the winch, slide back, stinger or anything else that may be required.
 - Must have available absorbent, brush, shovel, and fire extinguisher.
 - Must have a folder in vehicle with the required regulations, tariff for public viewing upon request.
- Charter Buses –
 - push out all emergency windows and open exits and roof emergency exit.
 - Must also have a fire extinguisher.
- Measure required markings on vehicle (certificated name, CPCN, required notices on tow cars and in NEMT vehicles).
- All other instructions given by the NTA Investigator
- Non-Emergency Medical Transport must have the proper Notice placed in vehicle.

Step 4 – Results:

- NTA Investigator will inform the carrier if the vehicle has passed or failed the inspection.
- If the vehicle **fails the inspection:**
 - The NTA Investigator will inform the carrier of the corrections that need to be made prior to a second inspection being done.
 - Once the corrections have been made the carrier will again, contact the NTA Officer of the Day to schedule a new inspection time.
- If the vehicle **passes the inspection** and NO fees are required from the carrier, the carrier will be emailed the approved NTA Vehicle Safety Inspection and can begin using the vehicle.
- If the vehicle requires payment:
 - The investigator will email the carrier the *Virtual Inspection Payment* form that will include the payment amount that is due and vehicle information.
 - Passenger transportation vehicles with 15 or less passenger capacity including the driver – cannot utilize the vehicle until the \$100.00 decal fee has been submitted and the carrier receives the NTA decal and the carrier has applied decal to the vehicle.
 - Tow Cars – Cannot utilize the vehicle until the required prorated fee for the NTA tow plate and decal has been received and processed and the carrier applies to the vehicle.
 - The carrier is required to print the *Virtual Inspection Payment* form provided via email by the investigator and either mail it in with the payment **OR** bring it to the NTA office to make the payment in person. NTA cannot process the payment without this form.
 - **Payments must be received or postmarked to the NTA within 2 business days of the inspection.**
- The vehicle will not be officially added to the carrier's NTA fleet until the carrier receives the NTA Vehicle Safety Inspection sheet from the NTA Investigator. The carrier cannot utilize the vehicle until they have received the NTA Vehicle Safety Inspection sheet via email.

PLEASE NOTE:

The NTA Investigator has the discretion to deny the virtual inspection and request the vehicle be brought to the NTA office for an in-person vehicle inspection if there are issues of concern.

Created:8/14/23