

Vehicle Test Procedures

Greeting

1. Scan Badge
2. Direct the vehicle into the building.(behind yellow lines)
3. Greet motorist in a friendly manner. (Identify yourself)
4. Ask motorist to place the vehicle in park (automatic) or neutral (manual), engage the emergency brake
5. Ask for the odometer reading
6. Ask motorist to turn off all accessories.
7. Ask the motorist to shut off the engine.
8. Ask motorist for the test notice or registration.
9. Verify VIN and Tag number.
10. Scan test notice. Return it to the motorist.
11. Verify GVWR (If PC prompts you to)
12. Place Chocks
13. **Perform Pre-Safety and Tamper Check with mirror (tire to tire on driver's side)
14. Perform Data Entry
15. Fee Collection

** For further investigation. Walk around entire vehicle.

Idle Mode Test

16. Perform Gas Cap Pressure Test
17. Finish Gas Cap Pressure Test
18. Remove Adapter from Hose
19. Scan Gas Cap Adapter
20. Store Gas Cap Hose
21. Perform Pre-Conditioning
22. Perform Idle Test
23. Store Sample Hose and Probe
24. Go to step 25

** Customers now must get out of the vehicle to use POS for Credit Card Payment.

OBD II Test

16. Escort Customer to the appropriate waiting area (odd lanes-waiting chair, Even lanes-vestibule)
17. Locate DLC
18. Perform KOEO/KOER Bulb Check
19. Perform Communication
20. Disconnect Cable
21. Store Cable
22. Go to step 25

Farewell

25. Verify VIN and Tag to the vehicle
26. Give Test Results
27. Inform customer to proceed with caution
28. Remove Chock