**Section 451.160 Official Testing Station Forms, Records and Reports**

a) The following forms, records, supplies and reports which are required for the operation of an Official Testing Station shall be prescribed and furnished by the CVSS:

1) VIR-1 – Vehicle Inspection Report

2) VIR-2 School Bus – Vehicle Inspection Report

3) SVI-1241-1 – Lost or Stolen Certificate Report

4) SVI-1280 – Defective, Mutilated or Replacement Certificate of Safety Report

5) GVI-R075 – Certificate of Safety Requisition Form

6) SVI-1274 – Requisition form for all supplies, including Certificates of Safety. Receipt for Certificates of Safety.

7) VIR Mailers – Envelopes used to return top copy of VIR to the Department for tabulation. Do not use these envelopes for any other purposes. School bus VIRs must be returned to the Department in school bus mailers.

b) All required forms, records, supplies and reports will remain the property of the Department.

c) All forms, completed records and reports shall be kept in a secure place within the Official Testing Station.

d) Furnished materials shall be available for inspection by Department personnel anytime during the hours listed in Section 451.70(1)(1)(B).

e) Upon request of the Department, all materials and supplies furnished by the Department will be surrendered immediately to Department personnel when the Station is either temporarily or permanently closed.

f) It shall be the Station Owner's responsibility to maintain a supply of all forms needed in the operation of the Official Testing Station. These forms may be obtained from the CVSS by submitting the prescribed order form. It shall be the owner's responsibility to make sure his employees utilize the proper forms.

g) It shall be the Station Owner's responsibility to mount in a prominent place, within the lane, designated testing area or immediately adjacent, a display board to contain the following items which are furnished by the CVSS:

1) Official Testing Station Permit;

2) Certificate of each CST;

3) Lighting Devices and Reflectors Chart;

4) Approved inspection fee per axle as shown on the Vehicle Inspection Station Price Schedule (if applicable); and

5) Approved school bus inspection fee as shown on the Official School Bus Testing Lane poster (if applicable).

h) The items required to be displayed shall be posted immediately upon receipt.

i) The posted items shall be covered and protected, either individually or as a group, by a transparent material to preserve their neat and legible appearance.

j) The board displaying the posted items must be accessible and visible to the vehicle's driver waiting for a safety test.

k) The Station Owner shall advise the CVSS immediately if any of the posted items need to be reissued due to their being inaccurate, invalid, illegible or no longer current.

l) All posted items remain the property of the Department.

(Source: Amended at 17 Ill. Reg. 12839, effective July 27, 1993)