

# Vehicle Examiner

## Removal of Passenger Side Pedal Controls



### Introduction

This bulletin provides revised procedures for the decommissioning of Passenger Side Pedal Controls (PSPC) fitted to driver instruction vehicles.

### Background

Previously the removal of PSPC required inspection by an Approved Vehicle Certifier (AVC) to ensure full decommissioning of the vehicle. This included verifying PSPC are removed, vehicle controls are reverted to the original configuration and mounting holes are sealed etc. This requirement has been reviewed and expanded to include Vehicle Examiner's (VE) to inspect decommissioned driving instruction vehicles and amendment of the procedures.

### Actions

#### DECOMMISSIONING

Where a driving instruction vehicle is being retired from driving instruction duties, it must be inspected with the removal of the PSPC. Decommissioning PSPC inspection requires the following.

- Ensure all PSPC have been removed, and all associated holes in the vehicle's bodywork filled.
- Removal of the additional internal rear vision mirror.
- Removal of the PSPC warning decal.

Once the above items are completed and the VE is satisfied the OEM pedals operate freely and as intended by the vehicle manufacturer, the VE is to email [vehicle\\_standards@stategrowth.tas.gov.au](mailto:vehicle_standards@stategrowth.tas.gov.au) requesting authority to remove the modification plate affixed to the vehicle. The request must also describe the PSPC removal, the VE number, AIS station number, and include the following images:

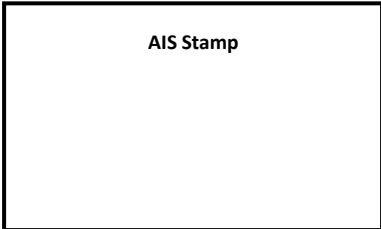
- Vehicle's VIN
- The Modification plate (affixed) to the vehicle.
- The vehicle's front passenger side floor pan (interior footwell area) clearly identifying the PSPC removal.

Where appropriate, Vehicle Standards Unit will provide written authority to remove the modification plate and request it be destroyed. The VE is to provide Vehicle Standards Unit with an image of the plate once destroyed and a copy of the General Inspection report, this will initiate the removal of the applicable registration 'transfer bar' from the vehicle's registration record.

NOTE: The modification plate must ONLY be removed from the vehicle after all work is completed and the VE has received approval from Vehicle Standards Unit.

### Questions?

Any further questions regarding this Special Information Bulletin should be directed to the Vehicle Standards Unit on [vehicle\\_standards@stategrowth.tas.gov.au](mailto:vehicle_standards@stategrowth.tas.gov.au) Or Ph. 6166 3261.



### Declaration

VE / MBE / AVC No.	Date Bulletin Read & Understood	VE Signature
VE / MBE / AVC .....		
VE / MBE / AVC .....		
VE / MBE / AVC .....		
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VE / MBE / AVC .....		

I, the Proprietor of the AIS stamped in the top right corner of this document have distributed SIB 09-2023 - Decommissioning Driving School Vehicles to all above-mentioned VE / MBE / AVC's. All VE / MBE / AVC's at this AIS have confirmed that they have read and fully understand the information provided.

**Signed:** ..... **Name:** .....

**Date:** ...../...../2023

**This document must be filed in your AIS Information Bulletin folder for review at AIS Audit time.**