

SOS, Third Party Testing

From: SOS, Third Party Testing
Sent: Wednesday, March 15, 2017 1:58 PM
To: SOS, Third Party Testing
Subject: UPDATE: Important notice about the driving log requirement
Attachments: MEMORANDUM - Procedure change update- Driving log required 3-15-17.pdf

The attached memo ends the grace period on the driving log requirement.

--Driver Testing Section.



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

Date: March 15, 2017
To: Third Party Testers
From: Traffic Safety Programs Division
Subject: Driving log requirement- **UPDATE**

IMPORTANT CHANGE OF PROCEDURE

In May of 2016, you were sent a notice of a change of procedure in the document review segment of the auto driving skills tests for teens seeking a Level 2 Graduated Driver License. The Michigan Vehicle Code requires a parent to certify that their teen completed 50 hours of driving practice, including at least 10 hours at night, prior to the driving skills test.

Department procedures require that examiners ask for and review the driving log prior to administering the test. Effective upon receipt of this message, testing business staff should inform customers scheduling a test that the test cannot be administered if a log is not presented.

- The examiner must check that there is a log and that it reports at least 50 hours of driving, including at least 10 hours at night.
- There is no standard form or format for the log. The driving log in the *Parent's Supervised Driving Guide* (SOS-191) and the free mobile app *RoadReady* are the preferred formats, but any written or electronic format may be accepted. The driving log must, at a minimum, show the dates of each practice drive, the number of hours/minutes of each drive, and a designation when a practice drive was at night.
- Examiners are to accept what is represented by the teen and parent. Examiners are not responsible for verifying or challenging the validity of the information in the log.
- The examiner will not be required to make or keep copies of the driving logs.

Implementation timeline

Following is a history of how this change of procedure was communicated to customers.

March 2016- Secretary of State Branch Offices began informing parents and teens when applying for the Level 1 GDL of this new requirement.

March 2016- Driver education instructors began informing Segment 1 students and their parents that the driving practice time must be logged in the *Parent's Supervised Driving Guide* or in an alternative format, and that the driving log will need to be presented before attending a Segment 2 class and before a driving skills test.

March 2016- The Department of State's web site was updated to reflect the change and publications were updated when current stocks were depleted. The *Driving Skills Test Study Guide* was republished with the update in March.

June 15, 2016- Driver education instructors began requesting the log prior to admission into a Segment 2 class.

September 15, 2016- Examiners begin requesting the log prior to conducting a skills test of a teen testing on a Level 1 GDL.

Grace periods

The requirement to present the driving logs had a "soft" introduction with a grace period into October 2016 for presenting the log to an examiner. Examiners were required to ask to see the driving log, but a teen was allowed to take a driving skills test without the log.

The purpose of the grace period was to assess the effectiveness of the message about the new procedure to parents and teens and to confirm that a one-month grace period is sufficient. As a result of feedback and additional review the grace period was extended indefinitely. That grace period is now ended.

Examiner authority to handle complaints

Even with the effort of Secretary of State staff, driver education providers, instructors, and testers, some teens may show up for a test with no driving log. Examiners should explain the requirement, just as they would with any document failure. By procedure, the examiner should not administer the test. However, if an examiner is faced with a situation where a parent is adamant that their teen was not informed and insists the examiner continue the test, the department is giving the examiner the authority to diffuse the situation by administering the test. Examiners may call Driver Testing Section for assistance or they may handle it on their own.

If an examiner exercises his or her discretion to continue the test, the following steps must be taken.

1. Explain again that the procedure is in place because Michigan law requires 50 hours of driving practice before the test.
2. Explain that the parent must sign a certification on the score sheet that the teen completed 50 hours of practice.
3. Tell the parent it is a criminal offense to sign the certification if the teen did not complete the 50 hours of practice.
4. Handwrite on the score sheet, in the Comments box, "I understand it is a criminal offense to make a false certification on this score sheet." Have the parent sign under that statement in the Comments box and then sign the certification statement.

Testers and examiners with questions should contact the Driver Testing Section by phone at (517) 241-6850 or email at thirdpartytesting@michigan.gov.