

DOCUMENT REVIEW AND OTHER PRE-TEST INFORMATION

SECTION 1: TEMPORARY INSTRUCTION PERMITS – Automobile, Motorcycle COMMERCIAL LEARNERS PERMIT – Commercial Driver License

A Temporary Instruction Permit (TIP) issued for an Operator License allows a permit holder to practice driving when accompanied by a licensed adult driver. There is a mandatory waiting period of 30 days before taking the skills test unless the waiting period has been waived by a Secretary of State (SOS) branch office employee.

A Temporary Instruction Permit (TIP) issued for a Motorcycle Endorsement allows the permit holder to operate a motorcycle while under the constant supervision of a properly licensed adult motorcycle operator. The permit holder cannot ride at night or carry passengers. The permit holder will practice riding with the TIP until they are ready to take the motorcycle skills test. The motorcycle skills test may only be attempted twice. If the permit holder fails the test on the second attempt, they are required to complete a Rider's Education Course in order to gain the motorcycle endorsement. There is no waiting period required before taking the Rider Skills Test.

A Commercial Learner's Permit (CLP) issued for a Commercial Driver License allows the permit holder to practice driving designated commercial vehicles when accompanied by a properly licensed CDL holder. There is a mandatory waiting period of 14 days before taking the skills test.

An examiner is required to review the applicant's TIP or CLP prior to starting the skills test. For motorcycle and CDL applicants, they must also present a valid operator or chauffer license along with their TIP or CLP. The examiner is looking to make sure the documents are not expired, and that the applicant is eligible for a skills test. The examiner uses the issue date, the eight-digit number at the top left of the document e.g. 12102019, to determine if the applicant is eligible for a skills test.

All TIPs and CLPs are valid for 180 days from the date of issue unless the expiration date falls on a state holiday or weekend. For which case, the TIP or CLP is valid through the next state business day.

Contact the Driver Testing Section with any questions.

SECTION 2: GRADUATED DRIVER LICENSE- Level One, Level Two and Level Three

A level one license (paper license) is issued to a minor who has completed Segment One of driver education and is at least 14 years 9 months old. The level one license allows the minor to drive while accompanied by a licensed parent, legal guardian or a properly licensed driver 21 years of age or older that has been designated by the parent or legal guardian. The level one license must be held a minimum of 180 days before taking a skills test.

A level two license (plastic, photo license) is issued to a minor who has completed Segment Two of driver education, is at least 16 years old and has passed a skills test. The level two license allows the minor to drive between the hours of 5:00 a.m. and 10 p.m. unsupervised. The minor may not drive a vehicle between 10 p.m. and 5:00 a.m. unless accompanied by a parent, legal guardian or properly licensed driver 21 years of age or older that has been designated by the parent or legal guardian. The minor may drive unaccompanied to and from employment.

A minor may be upgraded to a level three license when they are at least 17 years old, have driven on a level two for a minimum of 6 months, and driven 12 consecutive months without a moving violation, at-fault accident or incurred any suspensions or restrictions. The level three license allows the minor full driving privileges.

A GDL applicant must present their Level 1 learner license and a driving log with 50 hours. The applicant must also be able to provide proof of completing Segment 2 prior to taking the skills test. While the segment 2 completion certificate is the ideal proof, alternative ways to provide this information are acceptable. For example, the applicant may contact their driver education provider to retrieve this information. The examiner should document on the score sheet any alternative proof.

The examiner is looking for the Level 1 issue and expiration dates. The Level 1 must be held for a minimum of 180 days after its issuance date before the applicant is eligible for a skills test. The level 1 issue date is the eight-digit number, e.g. 12102019, at the top of the document. The examiner must record the Level 1 issue date and the Segment 2 completion certificate date and the school permit number on the score sheet. They must also review the driving log to ensure the applicant has driven their minimum of 50 hours.

SECTION 3: ROAD TEST RECEIPT

Road test receipts, also known as one-cent receipts, are primarily issued to applicants with driver's licenses from foreign countries and are valid for 30 days (see sample below.) The document allows them to drive without being accompanied by another licensed adult. Applicants with a valid out-of-state driver education certificate or out-of-state temporary instruction permit (OOS TIP) may also be issued a road test receipt. The applicants are often required to take a driving skills test before receiving their original Michigan driver's license. Applicants under the age of 18 must be accompanied to the road skills test by a parent or legal guardian. Since a foreign driver's license can be difficult and expensive to obtain, the Department does not deface or confiscate them. The foreign driver's license and driving privileges remain intact should the applicant return to their country. Road test receipts must always be presented with a foreign driver's license before a test is administered. All documents presented with a Road test receipt must be current and valid. If the documents are expired the examiner must instruct the applicant to return to the SOS branch office.

Prior to the test, examiners must verify the name and signatures on both the road test receipt and the foreign driver's license. The branch office employee's signature must be present on the road test receipt also. If there are discrepancies or examiners have reason to question the authenticity of the documents, the applicant must present supporting documentation to establish identity. Examiners must also compare the signature on the road test receipt with the signature on the scoring form. This is done to prevent administering a road skills test to an impostor. If an examiner determines the person appearing at the test site is not the person whose documents are being presented, do not administer the test. If possible, make copies of the foreign driver's license, road test receipt, and the score sheet. Email or fax these documents to the Driver Testing Section with a cover letter briefly explaining the situation.

This receipt is for your records only - cannot be used for a SOS refund. 05-30-2017	
MICHIGAN DEPARTMENT OF STATE LANSING, MI 48918	
Issued To:	<u>IMA NEW DRIVER</u>
Amount:	<u>\$ 0.01</u>
Reason:	<u>ROAD TEST REQUIRED WAIVE 30-DAY PRACTICE PERIOD</u>
_____	_____
Branch Employee Signature	Customer Signature
05302017 D1D1810096	0.01

SECTION 4: REGISTRATION AND INSURANCE – Automobile, Motorcycle, and Commercial Driver License

Prior to conducting a skills test the examiner must verify the vehicle is properly registered and insured. If the vehicle does not have a license plate—metal, plastic, or paper—the examiner may not administer the skills test.

An applicant using an automobile, commercial motor vehicle, or motorcycle registered in Michigan must present a valid registration and certificate of insurance, and the vehicle must have a valid license plate. Either a paper or electronic copy (digital photo) of the registration and certificate of insurance may be accepted. A registration must also be presented for a trailer used for a Group A CDL test; no proof of insurance is needed for a trailer. If the applicant does not have the valid Michigan registration and proof of insurance (CDL – power unit only), the examiner may not administer the skills test.

If an applicant's vehicle is a rental owned by a company whose primary business is vehicle rentals—e.g., Budget, Hertz, Enterprise—then the examiner may accept the rental agreement as evidence of proof of registration and insurance—even for a vehicle with a Michigan plate. The applicant must be named as a driver on the rental agreement. Proof of registration and insurance is required for other vehicles not owned by the applicant—including a vehicle owned by a driver education provider.

Registration and insurance requirements in other states vary significantly; an applicant using a vehicle registered with a state other than Michigan may not have been issued documents similar to those issued in Michigan. The examiner may conduct the test if the applicant is unable to present a registration or insurance certificate but should note it in the comment section of the score sheet. The plate number is recorded in the appropriate field on the score sheet and the state of issuance should be recorded in the comment section of the score sheet. An applicant using a commercial motor vehicle with an out-of-state plate on the power unit may present an apportioned registration document; this may be accepted as proof of registration.

Non-typical license plates

An applicant using a vehicle with a Municipal “X” plate is not required to show proof of registration and insurance.

A vehicle with a valid Dealer “D” or Manufacturer “M” plate may be used only if the examiner is satisfied that the applicant has permission from the dealer or manufacturer to use the vehicle on a driving test—e.g., a letter on the letterhead of the dealer or manufacturer or direct communication between the examiner and a representative of the dealer or manufacturer. No proof of insurance or registration is required.

Temporary plates may also be used for skills testing. The temporary plate should have accompanying documents to support the temporary plate. The most common temporary plate seen by examiners is the *Dealer 15-Day Registration for Original Plates (BFS-4)*. The applicant should show the *Application for Title and Registration/Statement of Vehicle Sale (RD-108)*, which documents that the paper plate is legitimate.

Some special plate types have very limited uses. A vehicle displaying any of the following special plate types may not be used on a driving skills test: In-Transit Repair “G”; Historical; Repossession “R”; Transporter “T”.

Contact Driver Testing Section with questions.

SECTION 5: HEARING IMPAIRED

Hearing Impaired Applicants. Prior to beginning the skills test the examiner and the hearing-impaired applicant must establish a non-verbal method of communication. The examiner must be careful to choose a method of communication that will allow the applicant to be fairly tested without compromising the test integrity. The examiner should allow the applicant to read the instruction directly from the instruction sheet. If the applicant needs clarification, the examiner may communicate on paper or by using illustrations and hand signals. Sample cue cards are provided in Appendix D-1. Organizations and examiners are encouraged to create additional cue cards appropriate for their road test route.

Interpreters for Hearing Impaired Applicants. The applicant may use an interpreter who is at least 16 years old. However, the examiner must explain to the interpreter that he or she may only translate each set of skills tests instructions as they are given. The interpreter will also translate any narrative given by the applicant during the driving skills test simulations. Additional communication between the applicant and interpreter beyond what is required will not be permitted except in an emergency. The interpreter must be advised that the first instance of unnecessary communication with the applicant will result in a warning. The second instance will cause the applicant to fail the test. Due to the complexity of the testing process, extra time should be allotted to administer the driving skills test to a hearing impaired applicant.

If the applicant chooses not to provide their own interpreter, it is the responsibility of the driver testing business to provide one. A list of State of Michigan approved interpreters can be found on the Department of Licensing and Regulatory Affairs website.

The fee for department approved interpreters for the hearing impaired is reimbursed by the Department of State. The department will not reimburse an applicant's friend or family member. Contact an analyst for assistance with the reimbursement procedures.

See Appendix D-1 for flash card examples

SECTION 6: PHYSICAL DISABILITIES AND LICENSE RESTRICTIONS

Examiners may encounter applicants who cannot pass the complete road test as designed but may have enough skill to obtain a “limited license”. For example, an applicant may drive safely throughout the entire road test but fail the test because he or she could not safely handle expressway driving. This applicant may be eligible for a limited license that includes a restriction for “no expressway driving” (restriction code 34). However, the skills test examiner does not have the authority to add or remove this restriction. These applicants should be referred to a Driver Assessment analyst. Driver Assessment analysts have the authority to grant limited license privileges. These limited licenses are based on a review of the applicant’s skills test performance, medical examination and other information. SOS offices have information on the availability and location of these analysts.

However, there are some restrictions that can be added or removed by examiners. When testing an applicant with physical disabilities, he or she must be able to perform the road test as designed. Driver testing examiners do not have the authority to modify the test from its present form. If an applicant claims to have a condition that qualifies for a reasonable accommodation under the ADA, examiners should contact the DTS. An analyst will decide whether an accommodation will be made and provide guidance on how to make the accommodation.

Adding Adaptive Equipment. Some applicants can pass the standard road test, but only with the aid of “adaptive equipment” (i.e. hand controls, cushions, pedal extensions, etc.). Examiners are authorized to add adaptive equipment restrictions to a driver’s license if the equipment is present on the vehicle and the examiner believes the equipment is fundamental to the safe operation of the vehicle. For example, if an applicant uses hand controls during a successful completion of the driving skills test, the examiner must write the statement, “Passed automobile skills test with 05 restriction – Special steering knob” on the final license line of the skills test certificate.

Removing Adaptive Equipment. If an applicant possesses a valid license with “adaptive equipment” restriction(s) but wishes to have these restriction(s) removed, he or she must obtain an unrestricted TIP from the SOS office prior to skills testing. In order for the examiner to conduct a legal skills test, the TIP must allow the applicant to practice driving without the designated restriction(s). If the applicant passes the skills test without using the adaptive equipment, the examiner will issue a skills test certificate that indicates a full license with no restrictions.

Please see the list of restrictions listed on the next page.

MICHIGAN DRIVER LICENSE RESTRICTION CODES

The following list identifies the most common automobile and motorcycle driver license restrictions that examiners may add or remove.

MICHIGAN DRIVER LICENSE RESTRICTIONS	
01	Artificial Arm
02	Artificial Arms
03	Artificial Leg
04	Artificial Legs
05	Special Steering Knob
06	Turn Signal Extension
08	Cushions
09	Foot Pedal Extension
10	All Hand Controls
12	Hand Operated Brake
13	Hand Operated Clutch
15	Accelerator on Left Side
20	Not Valid for 2-Wheel Cycle
21	Steering Knob Power Steering
25	Hand Operated Accelerator

SECTION 7: OHAO AUTHORIZATION FOR LICENSE APPLICATION

Office of Hearings and Administrative Oversight (OHAO) uses a computer generated DI-159 *Authorization for License Application*. The DI-159 may be issued as an authorization for a restricted license, shortening a suspension action, or granting full driving privileges. When an individual has been granted either full driving privileges or restrictions as a result of an appeal with Circuit Court or OHAO, a DI-159 authorization is issued. OHAO will issue a temporary restricted license based on the Circuit Court order or the OHAO appeal.

OHAO may order that all tests be taken including a driving skills test administered by a skills test examiner. If the applicant is ordered to complete a driving skills test, the SOS branch office will issue a TIP to the applicant. The applicant must successfully complete all segments of the driving skills test. When an applicant appears at a driving skills test site, they should present a valid TIP and a copy of the Authorization for License Application letter. The letter should be used to verify the restrictions on the TIP. If the applicant does not have the letter, Department staff should be able to assist verifying the restrictions.

When the applicant successfully completes the skills test, follow the directions in the letter either to issue a skills test certificate and instruct the applicant to return to the originating SOS branch office to convert the certificate or to complete a form included with the letter.

The DI-159 may look something like the sample document on the next page.

OFFICE OF HEARING AND ADMINISTRATIVE OVERSIGHT
AUTHORIZATION FOR LICENSE APPLICATION

David Johnson
896 Birch St.
Lansing, MI 48918

License Number: J-784-945-115-786
Birth Date: 03/05/1989
Expiration Date: 12/01/2019

Department of State action of revoked/denied from 02/18/2019 has been modified and a restricted license is approved from 05/18/2019 through indefinite.

REQUIREMENTS:

YOU MUST APPEAR AT A SECRETARY OF STATE BRANCH OFFICE TO COMPLY WITH THE FOLLOWING:

- MUST SHOW PROOF OF INSTALLATION OF IGNITION INTERLOCK SYSTEM
- VISION TEST REQUIRED
- KNOWLEDGE TEST REQUIRED
- ROAD TEST REQUIRED. (TIP may be issued only for third party road testing.)
- PETITIONER MUST PRESENT THIS FORM TO A SECRETARY OF STATE BRANCH OFFICE TO RENEW OPERATING PRIVILEGES WITH THE RESTRICTIONS
- FOLLOW BRANCH OFFICE PROCEDURES

ANY ALCOHOL/DRUG RELATED ACTIVITY; ORIGINAL ACTION TO BE REINSTATED. LICENSEE SHALL NOT CONSUME INTOXICANTS. MAY DRIVE TO AND FROM RESIDENCE AND EMPLOYMENT, DURING EMPLOYMENT, TO TRTMENT AND/OR SUPPORT GROUP MTGS, TO REGULARLY SCHEDULED TRTMENT FOR SERIOUS MEDICAL CONDITION, TO PROBATION, COMMUNITY SERVICE AND SCHOOL, MUST CARRY PROOF OF DESTINATIONS AND HOURS; MAY ONLY OPERATE VEHICLE EQUIPPED WITH INTERLOCK DEVICE; MAY DRIVE TO AND FROM CALIBRATION; ORIGINAL ACTION TO BE REINSTATED UPON VIOLATION;IGNITION INTERLOCK REQUIRED FOR ONE YEAR FROM DATE OF RESTRICTION; SAFETY BELT USE REQUIRED.

IMPORTANT: Please take this authorization to any Branch Office of the Secretary of State for Processing.

Date: December 13, 2019

Authorized by:

SECTION 8: IGNITION INTERLOCK DEVICE

An ignition interlock system, referred to as a Breath Alcohol Ignition Interlock Device (BAIID), is a breath alcohol analyzer. It has computer logic and internal memory that interconnect with the ignition and other control systems of a vehicle. This device measures the bodily alcohol content (BAC) of a driver and prevents the vehicle from starting if their BAC exceeds 0.025.

Office of Hearings and Administrative Oversight (OHAO) requires an ignition interlock device when a driver is returning to the road from a license revocation. If a restricted license is issued, the OHAO hearing officer may order the person to have an ignition interlock device installed. A manufacturer approved by OHAO must professionally install the device.

The applicant may only drive a vehicle with an ignition interlock device installed and the device will require random retests while driving. If the applicant acquires three start-up test violations within a monitoring period, one rolling retest failure, if the device detects tampering, or any other violations, it will lock out the applicant from further operation and must be checked by the installer.

When administering a driving skills test to an applicant with an interlock device restriction, the applicant must begin the test by blowing into the device and starting the engine of the test vehicle in the examiner's presence. If the applicant successfully passes the driving skills test the examiner must write on the final license line of the skills test certificate, "Passed automobile skills test with interlock device".

SECTION 9: FOREIGN LANGUAGE INTERPRETERS

If a language barrier exists between an applicant and a skill test examiner, the applicant is entitled to use an interpreter who is at least 16 years old. The applicant is responsible for the fees of a foreign language interpreter and a department-approved interpreter is not required.

Organizations and examiners must ask the interpreter to present a photo driver's license and examiners must record the interpreter's full name and driver's license number in comments section on the scoring form. If the interpreter is from a driver education school, record their instructor number also. The examiner must note in the comments section if the interpreter is providing the test vehicle for the applicant.

The examiner must explain to the interpreter that s/he may only speak to the applicant to translate the instructions as they are given. The interpreter will also translate any narrative given by the applicant during the driving skills test. Additional comments by the interpreter are not permitted except in an emergency. The interpreter will be advised that the first instance of unnecessary communication with the applicant will result in a warning. A second instance will cause the applicant to fail the test.

Interpreters may be used throughout the entire automobile and motorcycle skills testing process.

A foreign language interpreter is not allowed during a commercial driver license skills test – the skills test must be conducted in English.

SECTION 10: FACILITATORS

A facilitator is a person who may assist an applicant in obtaining a driver's license. Facilitators sometimes offer language interpretation or driver training services. They may schedule test appointments and regularly transport different applicants to the same test site. At times, facilitators are not properly licensed as driver trainers and may engage in other illegal activities such as providing answers to the Department knowledge tests. In some cases, facilitators will attempt to corrupt the skills testing process by offering bribes or gratuities to examiners in an effort to influence the test outcome. In the extreme, some facilitators may try to purchase a skills test certificate from the examiner without any skills test being administered. People who participate in an improper skills test have committed a criminal act and are subject to criminal penalties. This includes the applicant, examiner and facilitator.

A Michigan driver's license can be obtained without the assistance of a facilitator. In many instances, facilitators financially victimize individuals who do not understand the driver licensing process. They often charge a large fee for their services, far above the actual cost of legitimately procuring a driver's license.

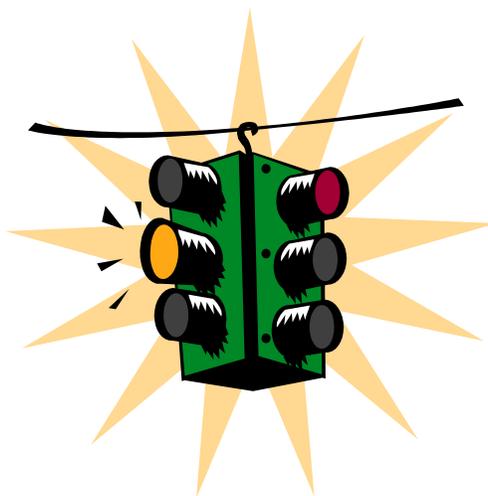
Organizations and examiners must be particularly aware of facilitators who regularly schedule skills test for applicants, and/or accompany them to the test site. Some facilitators routinely provide vehicle(s) for applicants to use during the skills test. Organizations and examiners must ask the facilitator to present a photo driver's license and examiners must record the facilitator's full name and driver's license number in the comments section on every scoring form of every applicant the facilitator assists. The examiner must also record names and driver's license numbers of facilitators who provide test vehicles for applicants. If the facilitator is from a driver education school, record the instructor's license number also.

APPENDIX D-1

DIRECTIONAL CUE CARDS FOR HEARING IMPAIRED APPLICANTS

These are provided as samples.

STOP



LEFT



RIGHT



**NEXT
STREET,
TURN RIGHT**



**NEXT
STREET,
TURN LEFT**



**CHANGE
LANES
RIGHT**



**CHANGE
LANES LEFT**



TAKE

NEXT

EXIT

**ENTER
EXPRESSWAY
WEST**

**ENTER
EXPRESSWAY
EAST**

**ENTER
EXPRESSWAY
SOUTH**

**ENTER
EXPRESSWAY
NORTH**

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