



Cooperative Driver Testing Program (CDTP)

Montana Department of Justice
Motor Vehicle Division
Driver Services Bureau

Table of Contents

COOPERATIVE DRIVER TESTING PROGRAM (CDTP)	3
MOTOR VEHICLE DIVISION CONTACTS	4
CDTP INSTRUCTOR CHECKLIST	5
REASONS TO PARTICIPATE IN THE CDTP PROGRAM	6
ABOUT THE PROGRAM	6
GRADUATED DRIVER LICENSE (GDL)	9
PROGRAM PROCEDURES	9
ISSUANCE OF PERMITS OR CREDENTIALS	9
CDTP TESTING REQUIREMENTS	11
INSTRUCTOR REVIEW PROCEDURES	13
THE APPLICATION	15
<i>PARENT OR LEGAL GUARDIAN CONSENT</i>	<i>157</i>
<i>VOTER REGISTRATION SECTION</i>	<i>158</i>
<i>RECORD OF IDENTIFICATION DOCUMENTS AND EXAM RESULTS</i>	<i>158</i>
ADMINISTERING THE KNOWLEDGE TEST	20
ISSUING THE TRAFFIC EDUCATION LEARNER LICENSE (TELL)	21
<i>DISTRIBUTION OF PAPERWORK</i>	<i>22</i>
OPTIONS TO ADMINISTER THE KNOWLEDGE TEST MORE THAN ONCE	23
ADMINISTERING AND SCORING THE ROAD TEST	24
<i>USING THE TEST FORM</i>	<i>25</i>
SCORING THE TEST	<i>26</i>
COMPUTING THE APPLICANT'S SCORE	<i>26</i>
SCORING STANDARDS	<i>27</i>
<i>DISTRIBUTION OF PAPERWORK</i>	<i>30</i>
OBTAINING A SNELLEN EYE CHART FOR VISION SCREENING	31

COOPERATIVE DRIVER TESTING PROGRAM (CDTP)

Montana's 53rd 1993 Legislative Assembly amended HB 2 to read as follows:

“The Department (Justice) shall prepare a plan by July 1, 1994, in consultation with the Superintendent of Public Instruction, to have driver license examinations of students conducted, under the supervision and direction of the Department (Justice), by local school district staff of traffic education programs administered by the Superintendent of Public Instruction.”

This plan is to be presented to the legislative audit committee.

Montana's 54th 1995 Legislative Assembly passed HB248 which officially creates the Cooperative Driver Testing Program (CDTP). MCA 61-5-110 was amended to authorize certified cooperative driver testing program staff to administer the Department of Justice's knowledge and road tests. Only state-approved high school traffic education programs offered by, or in cooperation with, a school district that employs an approved instructor who has current endorsement from the Superintendent of Public Instruction, as a teacher of traffic education, and who agrees to comply with regulations of the Department of Justice and the Office of Public Instruction can be certified.

Motor Vehicle Division Contacts

For guidance or assistance with a specific class or student situation, the best point of contact is the local driver examiner or a regional manager.

Central Regional Manager (Billings, Bozeman, Lewistown, Livingston, and surrounding areas)

Vicki Gambrel

406-896-4329

vgambrel@mt.gov

Eastern Regional Manager (Glasgow, Glendive, Miles City, Sidney, and surrounding areas)

LaNette Simonton

406-366-5122

lsimonton@mt.gov

Northern Regional Manager (Butte, Cut Bank, Dillon, Great Falls, Havre, Helena, and surrounding areas)

Jennifer Anderson

406-727-2569

Jenanderson@mt.gov

Western Regional Manager (Kalispell, Missoula, Libby, Stevensville, Thompson Falls, Polson, and surrounding areas)

Terry Davis

406-257-2148

tdavis@mt.gov

For assistance with CDTP Certification or for assistance with a situation that a regional manager is unable to resolve:

Driver Services Bureau, Helena Headquarters

Tammy Stefanik, Deputy Bureau Chief

406-444-1779

tstefanik@mt.gov

Patrick McJannet, Deputy Bureau Chief

406-444-2001

pmcjannet@mt.gov

Michele Snowberger, Bureau Chief

406-444-1776

msnowberger@mt.gov

CDTP INSTRUCTOR CHECKLIST

This checklist is provided as a quick reference. Be sure to thoroughly read and comply with all instructions in this manual.

1. Complete CDTP Training
2. Submit required forms for certification (available on the **TEDRS** website)
 - a. School District Intent to Participate (form 26-0100)
 - b. Instructor Compliance Affidavit (form 26-0200)
 - c. Mail forms:
Driver Services Bureau
Attn: CDTP Certification
PO Box 201430
Helena, MT 59620-1430
 - d. Fax*: 406-444-2086
Completed forms can initially be submitted by fax, but the originals must still be mailed to the Driver Services Bureau (DSB).
3. Students must be 14 ½ to participate in CDTP.
4. Applications must be completed in black or blue ink and the **parental signature** must be witnessed by the CDTP instructor or DSB staff, or notarized by a Notary Public.
5. **If medical questions answered “Yes”** the student may participate in class, but must be referred to the Driver Services Bureau for further processing and testing.
6. Once the knowledge test has been given and **TELL issued**, the application and **TE03 and TE04 participation lists** must be turned in to the Driver Services Bureau **within three days**.
7. Once **class is complete**, form 21-1800 CDTP Test Results (for students that are being waived from taking the road test) must be turned in to the Driver Services Bureau **along with the TE03 and TE04 completion lists**.

HISTORY

Prior to Illinois joining the Waiver Movement, the Secretary of State studied the driving exam histories and subsequent driving records of traffic education graduates. Four assessments were reached:

1. Graduates of high school traffic education programs exhibit great success in passing the driver exam.
2. The driver exam prevents only a small percentage of graduates from obtaining their driver license.
3. The vast majority of high school traffic education graduates are generally not multiple offenders.
4. Driver tests are not designed to screen the most common traffic violations committed by high school traffic education graduates.

Overall conclusion: **The best judge of a driver's ability is the authority figure who spends the most time observing them: THE TRAFFIC EDUCATION INSTRUCTOR.**

REASONS TO PARTICIPATE IN THE CDTP PROGRAM

Benefits:

- Rewards young, educated drivers
- Improves service to the public; less wait at driver services facility
- Provides an incentive for students to take traffic education seriously
- Offers a more standardized approach to high school traffic education assessment rules
- Makes traffic education a more serious component of Montana's educational system
- Leads to more consistent traffic education outcomes
- Provides the opportunity to raise the level of testing during the driving exam

Drawbacks:

- More responsibility placed on the schools
- Additional school time and expenses may be incurred to administer driver exams
- Teachers may fear the implied accountability and associated liability when they, in essence, certify a young person to have their drive test waived
- The check and balance system of the schools and licensing agency may be compromised
- Community and parent pressure may be placed upon the traffic education teacher to pass students
- May send signal that the main purpose of traffic education is to get a driver license

ABOUT THE PROGRAM

Montana's Cooperative Driver Testing Program (CDTP) is designed to enhance high school traffic education as well as to improve the Department of Justice, Motor Vehicle Division's (MVD) Driver Services Bureau (DSB) and the Office of Public Instruction (OPI) service to the public.

Participating students may qualify to have their licensing test(s) waived if they meet CDTP course standards. Essentially, CDTP Instructors are certifying that the student has passed the course and required knowledge and road tests, if applicable.

Program Requirements

1. The CDTP is available only to schools offering state-approved high school traffic education courses through the MVD/OPI. Participation is voluntary.
2. Instructors must have current approval as a Teacher of Traffic Education issued by OPI.
3. Instructors will administer the CDTP knowledge and road tests.
4. The MVD will monitor the program by conducting random checks of students who have been certified to have their driving test waived. A percentage of students will be required to demonstrate his or her ability to pass the road test.

Student Benefits

1. Students who score at least 82 percent on the DSB driver license knowledge test will not be retested at the exam station.
2. Students who score at least 8 on the DSB driver license road test and are judged competent by the traffic education instructor may be certified to have their test waived. However, a percentage of all waived students will be retested at the exam station.
3. If students qualify to have one or both of their licensing tests certified to be waived, the instructor will notify the DSB and the students will simply go to a driver license station, fill out any additional paperwork, pass the vision screening, pay the appropriate fees, and have their photo taken.

Those who have only one of the tests certified will have to take the other test when applying for their license at the exam station.

Terms

Traffic Education Learner License (TELL)

- Issued by a CDTP Instructor or DSB examiner
- Valid for 1 year from the date the knowledge test is passed

Learner License (LL)

- Issued by a DSB Examiner
- Student must be at least 15 and successfully passed a traffic education program
- Valid for 1 year from the date the knowledge test is passed

Graduated Driver License (GDL)

GDL is a three step process applicants under 18 must follow and fulfill before obtaining a driver a fully un-restricted license. More information regarding GDL requirements can be found on the MVD website at: <https://dojmt.gov/driving/driver-licensing/> GDL is covered in § 61-5-132 to 134 M.C.A.

Step 1: Permit Period and Conditions

- Must be held for a minimum of 6 months (Starts at TEP issue date)
- Teen driver must acquire at least 50 hours of supervised driving experience, including 10 hours at night.
- A driver with a TELL permit must be supervised by a licensed parent or guardian.
- A driver with a Learner License must be supervised by a licensed parent or guardian, or a licensed driver age 18 years or older who is authorized by the parent or guardian.
- Everyone in the vehicle must wear a seatbelt.
- The teen driver must not receive any traffic violations or alcohol/drug offenses in the six-month period before advancing to GDL Step 2 (First-Year Restricted License).
- The teen driver must hold the Learner License for a minimum of 6 consecutive months before advancing to GDL Step 2 (First-Year Restricted License).

Step 2: First-Year Restricted License

- Pay the associated fees
- Provide the required documents to the DSB
 - Proof of identity
 - Proof of Montana residency
 - Proof of authorized presence
 - Completed Graduated Driver Licensing Parent/Legal Guardian Certification form
- The license will have a restriction which is in effect for one year. The restrictions apply:
 - Everyone must wear a seatbelt.
 - May not drive between 11:00 p.m. and 5:00 a.m., with some exceptions
 - For the first six months, unless supervised by a licensed driver age 18 or older, a teenage driver may have only one unrelated passenger under age 18 in the vehicle.
 - For the second six months, unless supervised by a licensed driver age 18 or older, a teenage driver may have three unrelated passengers under age 18 in the vehicle.

Step 3: Full Privilege Driver License

First-Year Restricted License restrictions automatically end on the date indicated on the back of the driver license, or when the individual turns 18, whichever occurs first. Once the teenager reaches Step 3, the driver license confers full privileges

PROGRAM PROCEDURES

Students Eligible to Participate

- Students must be 14/12 years of age
- Student must be currently enrolled in an CDTP and (OPI) approved course

Student Outcome

If a student passes the knowledge test before the class is completed (either with CDTP instructor or at an MVD exam station), passes the driving skills test, meets the minimum age requirement, and successfully completes the entire course, the corresponding MVD test may be certified (waived).

- Students may qualify to receive waiver for a knowledge test
 - Must have completed a number of required components of the course and successfully passed the knowledge test
- Students may qualify to receive waiver for the road test
 - Must successfully complete the entire course and pass the road test

**Students not qualifying under the MVD test standards will need to complete testing at a driver exam station.

ISSUANCE OF PERMITS OR CREDENTIALS

The terms 'permit' and 'learner license' are sometimes used interchangeably by the public. **The tests indicated below by asterisks (*) are the tests a CDTP Instructor can certify.** In addition to meeting technical eligibility requirements such as establishing proof of identity and obtaining written consent from parents, the minimum requirements for a Class D TELL and license are as follows:

- **TEP (Traffic Education Permit)** issued by a traffic education instructor
 - Minimum age is 14½
 - Vision
 - Valid while class is in session
 - May only be used when driving with the instructor
- **TELL (Traffic Education Learner License)** issued by a CDTP instructor or driver examiner
 - Minimum age is 14½
 - Vision
 - Knowledge*
 - Valid for 1 year from the date the knowledge test is passed
 - Must be supervised by a licensed parent or guardian
- **Learner License**
 - Minimum age is 15
 - Course must be successfully completed
 - Vision
 - Knowledge*
 - Valid for 1 year from the date the knowledge test is passed
 - must be supervised by a licensed parent or guardian, or a licensed driver age 18 years or older who is authorized by the parent or guardian

- **Restricted Driver License (restriction is one year from date of issuance or when reaches age 18)**
 - Minimum age is 15
 - Vision
 - Knowledge*
 - Driving*
 - Has completed GDL requirements
 - Parent certifies GDL requirement completion

***Note: If the student does not successfully pass the knowledge test while the CDTP course is in session, all aspects of the test must be taken over and the 6 month permit holding phase requirement also starts over. This is because the TEP is only valid while the student is in class. When class ends, the TEP does also and there will be a break in time.**

Students may convert a TELL to a Learner License. This allows them to drive with a licensed driver age 18 or older approved by their parent/guardian. This allows the student to drive with others such as grandparents, aunt, uncles, adult siblings, etc. This is done at the driver exam station.

- Student is 15
- Successfully completed the CDTP course

CDTP Testing Requirements

As part of the regular high school traffic education course, teachers administer a variety of knowledge and road tests. The grades issued for course completion may be based upon a combination of such tests, as well as attendance, participation, etc.

For the purpose of the CDTP and testing waivers, the following tests are considered:

1. Vision screening

No student should be permitted to drive or issued a TELL unless they have successfully passed the required vision screening. If a student fails the vision screening with the instructor or school nurse, refer them to the DSB. They may still take the knowledge test in step 2, but may not be issued a TELL.

2. The MVD Knowledge Test (may ONLY be given by a CDTP instructor). Instructor may give the test verbally if they choose to make accommodations for student needs.

Passing score is 82%. The test must be administered in a supervised setting (no take-home test), and records must be maintained in a secure location. If the student passes, a **TELL** can be issued

3. The MVD Road Test

The MVD road test must include the normal basic control skills used in everyday driving: left and right turns; handling traffic and a variety of roadway conditions; applying appropriate visual and perceptual skills; general attitude and driving behavior. The road test should be conducted in moderate to heavy traffic conditions and include basic driving maneuvers that will provide for an adequate assessment of the student's visual/perceptual, defensive, and manipulative driving skills. The same road test route (or a standard alternate) should be used for all students for consistency.

If, in your judgment, the student demonstrates safe driving competence with respect to both skills and judgment, you may waive the MVD road test.

If you feel the student needs further testing before being licensed, you should not waive the road test. The student will take the road test with a DSB examiner.

Student Participation Certification Requirements

As documentation that a student has passed the CDTP knowledge and/or road tests, you must complete certain sections of the OPI Student List (Form TE04) and sign the certification sections A and B of Form TE03. The following sections must be completed:

- (a) The student's full legal name as it appears on his or her birth certificate
- (b) Date of birth
- (c) Date course started
- (d) TEP issue date
- (e) TELL issue date
- (f) Date course completed
- (g) Successful course completion status
- (h) If applicable, certification of the knowledge test waived
- (i) If applicable, certification of the road test waived

Record Retention Requirements

All CDTP student test scores must be maintained for a minimum of five (5) years. This requirement is satisfied by keeping on file the school's copy of the OPI Student List form as well as their regular class rolls/grade books.

Auditing of the CDTP

In order to maintain program integrity, a percentage of students who have been waived from the road test will be randomly selected for testing with an examiner. Except under the most extreme conditions, if a student has been waived, the MVD will honor the instructor's waiver. The audit comparisons will be used to monitor the program as a whole and not to single out any individual student or instructor. However, if a pattern of discrepancies becomes apparent, the MVD and OPI will work with school personnel to resolve any problems.

The MVD and/or OPI may conduct periodic visits to randomly-selected classrooms in order to ensure minimum standards are maintained. The intent of the visit is to monitor, assess, and strengthen the CDTP effort as a whole.

INSTRUCTOR REVIEW PROCEDURES

1. When a local driver license examiner observes or learns of an incident of noncompliance by a CDTP certified instructor, the examiner will communicate with the instructor to identify areas of noncompliance and offer information and assistance to correct the incident.
2. When an instructor does not follow the required procedures and policies of the CDTP and does not respond to the examiner's assistance as required in 1 above, the examiner will document the incident and report it to their Regional Manager.
3. The Regional Manager will review the incident reported by the examiner. If the Regional Manager believes that the incident warrants further investigation, the Regional Manager will conduct further investigation and review the documentation of the examiner and the paperwork submitted by the instructor (applications, TE04, etc.).
4. The Regional Manager will report his/her findings to DSB Chief. The DSB Chief will determine an appropriate course of action, and may consult the director of OPI Traffic Education if necessary. If it is felt a meeting with the instructor is warranted, the DSB Chief will request the Regional Manager schedule a meeting with the instructor to review issues that need to be addressed. If it is felt the examiner has acted in error, the DSB Chief will direct the Regional Manager provide additional assistance to the examiner.
5. If two or more incidents concerning one instructor are reported and an investigation establishes they are valid, the DSB Chief will notify the instructor that he/she must attend the next available CDTP training class.
6. If the instructor fails to comply or to respond with favorable improvement, upon consultation with the OPI Traffic Education director the DSB Chief will revoke the instructor's CDTP approval status. The instructor may contest the revocation recommendation by filing a written objection to the action and request for hearing with the Motor Vehicle Division Administrator within 30 days of the date of the notice of revocation. The Administrator will appoint a hearing examiner to preside over a contested case hearing regarding the revocation recommendation and, following the hearing, submit a proposed decision to the Administrator, who will make the final determination in accordance with the requirements of the Montana Administrative Procedure Act.

ITEMS THAT CONSTITUTE NONCOMPLIANCE (including, but not limited to):

1. The instructor does not appropriately protect the MVD Knowledge Test against theft, copying, or cheating due to one or more of the following:
 - The instructor does not store the test in a secure location (locked cabinet)
 - The instructor does not administer the test in a supervised setting
 - The instructor does not administer the test using appropriate security techniques
2. The instructor does not complete the Notice of Participation on the OPI Certification (TE03 - must be signed) and the Student List (TE04) and/or update the Traffic Education Data Reporting System (TEDRS) with required student information.
3. The instructor does not forward the Notice of Participation on the Certification and Student List and all driver license applications to the appropriate driver exam station **within three days**.

4. The instructor does not issue students an appropriate permit:
 - TEP – if the knowledge test is not taken or successfully completed
 - TELL – if the knowledge test is successfully completed

or

5. The instructor does not complete the Notice of Completion on the TE03 Certification and TE04 student List and/or update (TEDRS) and does not submit them to the appropriate driver exam station
6. The instructor does not submit the driving test score sheet CDTP Test Results (form 21-1800), if the student is waived from the road test.
7. Driver exam office audit of students, to whom the instructor gave driving test waivers, indicate repeated driving violations and errors.
8. Driver license applications submitted by the CDTP instructor are incomplete or completed with errors.
9. Students report they are not receiving the hours of driving time required for traffic education, and/or some of the driving performance training is not provided (e.g., the instructor did not teach parallel parking, or how to complete a legal left turn in various types of intersections).

THE APPLICATION

Once the applicant has filled out the application (form 21-1400A), go over each field to see if the proper information was entered. **This application must be completed in BLACK or BLUE INK.**

APPLICANT INFORMATION

Legal Last Name		Legal First Name			Legal Middle Name		Suffix (Jr., Sr., 1 st , etc.)	
Date of Birth (mm/dd/yyyy)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Eye Color	Weight	Height	Hair Color	Are you a Montana Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		County #
Current Mailing Address (Print on License/ID?) <input type="checkbox"/> Yes <input type="checkbox"/> No				City		State	Zip Code	
Current Residential Address (Print on License/ID?) <input type="checkbox"/> Yes <input type="checkbox"/> No				City		State	Zip Code	
Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Birth: City			Place of Birth: State/Province/Country				
Driver License/ID Card Number		State	Social Security Number			Current Daytime Phone Number () () ()		

Applicant's Name: The full legal name must be recorded as shown on proper identification documents. See page 2 of application and steps below where to record what the instructor was presented.

Date of Birth: Date of birth must match with the DOB listed on the document used for identification. If it does not, refer the student to the driver license exam station.

Do not proceed if applicant is not 14½ years of age.

Applicant Description:

- Sex – put an “X” in appropriate box to indicate sex
- Eye Color – enter actual color (blue, brown, etc.); be sure it doesn't just show “B”
- Hair Color – enter natural color (black, brown, blond, red, etc.)
- Weight – weight in pounds (120, 165, etc.)
- Height – enter in feet and inches (5'6", 6'0", etc.)

Montana Resident: Appropriate box needs to be marked to indicate if student is currently a Montana resident or not. *They must be a Montana resident in order to be issued a TELL.*

Current Mailing Address: Enter the full Montana mailing address.

Current Residential Address: Enter only if different than the mailing address or if the mailing address is a P.O. box or rural route (for emergency contact location). **Proof of residency will be required at time of licensure.** (Acceptable proof of residency is listed in the Driver Manual and on the MVD website at doj.mt.gov/driving > [Required Documents](#))

United States Citizenship and Place of Birth: Complete as accurately as possible.

Social Security Number: It is not mandatory that you record the applicant's social security number because student may not know it. If the student does record it, verify the number from the applicant's social security card and put a “(Y)” after the number to show you verified it. If taken verbally or it is already on the application but you don't see the card, DO NOT put a “(Y).”

This lower portion of form 21-1400A on page 1 must be filled out if applicant is less than 18 years of age:

PARENT OR LEGAL GUARDIAN CONSENT

This portion of the form must be signed in the presence of a notary or authorized department employee.

PARENTAL CONSENT FOR A MINOR <i>(Must be signed in front of a notary or MVD employee):</i>		
Check one: I certify that as a <input type="checkbox"/> parent <input type="checkbox"/> legal guardian or <input type="checkbox"/> responsible adult of the above-named minor applicant, I consent to the issuance of a driver license to the minor applicant and assume obligation imposed under Montana Code Annotated 61-5-108.		
Signature:	Date:	Driver License # or Printed Name:

A parent must sign unless they are unavailable. A parent is considered unavailable if:

- They reside in another state
- They are hospitalized with an extended illness
- They are incarcerated

NOTARY OR VERIFICATION SECTION

NOTARIZATION OR VERIFICATION OF PARENT SIGNATURE:			
Parent signature verified before me on:		Signature of MVD staff or CDTP instructor:	
State of	County of	Signed before me on (date)	Notary Stamp/Seal
by (clearly print name of parent signing form)			
Notary signature			

The traffic education instructor is considered an authorized department employee and can verify a parent's signature. The instructor must complete the following:

- Date parent's signature was verified
- Signature of traffic education instructor
- Printed name of instructor with "TEI" (Traffic Education Instructor) written after name

IF NO PARENTAL SIGNATURE APPEARS, the student must be processed at the exam station and the student should not be issued a TELL.

CDTP Inst. ID Doc. (identification document presented): Indicate the type of identification document presented and verified by the instructor. Birth certificate (BC), passport (PP), Montana Identification Card (MTID).

Stress to students that they must bring their **certified birth certificate** (issued by the county or state they were born in) to the exam station. **This is required for licensure.** Photocopies are NOT acceptable.

The student's social security card or another acceptable form of identification along with their certified birth certificate must be presented at the time of licensure. Photocopies are NOT accepted.

Acceptable identification documents are listed in the Driver Manual and on the MVD website at doj.mt.gov/driving > [Required Documents](#).

Vision Test: CDTP instructor or school nurse to use Snellen Eye Chart (see last page for chart information)

- **Circle appropriate item method the test was done: Without Glasses or With Glasses/Contacts**
 - **Use the WITHOUT GLASSES** line if the applicant does not wear glasses or contacts or if they take off their glasses to take the test (their vision may not be bad enough to require corrective lenses).
 - **Use the WITH GLASSES/CONTACTS** line if the applicant was tested with either glasses or contacts. They will be restricted to Corrective Lenses (see Restrictions area).
- **The three parts of the vision test** must be recorded in this part of the form: LEFT, RIGHT, and BOTH EYES together. Enter "P" for pass or "F" for fail next to the 20/
- **If applicant passes with only one eye**, mark "P" for pass in that area and "F" for fail in the appropriate area.
- **If applicant passes the vision test with one eye but fails with the other eye**, they can still be issued a TELL *if they pass using both eyes together*. Those applicants must then be restricted to LEFT OUTSIDE MIRROR (see Restrictions area).
- **If the applicant fails the vision screening**, DO NOT ISSUE ANY TYPE OF PERMIT; refer them to the exam station.

NOTE: A student may still be allowed to take the knowledge test if the vision screening is unsuccessful, but should not be issued a TELL. Refer them to the exam station.

Hearing Test: If applicant is wearing a hearing aid or has poor hearing, they must be restricted to LEFT OUTSIDE MIRROR (see Restrictions area).

General Physical Condition: If applicant's physical condition appears normal, list it here as GOOD.

List any physical impairment (missing fingers or limbs) **and do not waive applicant from skills test.** They must be tested by an MVD examiner as additional restrictions or adaptive equipment may be necessary as determined by the examiner.

ADMINISTERING THE KNOWLEDGE TEST

Instructing the Applicant

Issue the student one of the knowledge tests (CDTP-1 through CDTP-5). The following procedures must be followed when taking the knowledge test. Instruct the applicant:

- Select only one answer by marking an “X” on the answer sheet
- Sign the answer sheet
- No talking permitted
- No use of books, notes, or electronic devices
- When finished, give the test and the answer sheet to the instructor

Grading the Knowledge Test

- Use RED ink to mark INCORRECT answers
- Using the test overlay, mark any answer that is not correct
- Do not mark the question if it is answered correctly
- Students are allowed to miss six questions and pass. Each question is worth three points (82% required to pass).
- You may allow the student to review their test in your presence, but **YOU MUST RETAIN THE TEST.**

Knowledge Testing Results

Record knowledge test results:

- Date – date of exam
- Type – mark “DL” box with an “X”
- Examiner - instructor’s last name and school
- Set/Score –
 - Mark Paper box with an “X”
 - Write **passing** score in BLACK ink (82% or above) or **failing** score in RED ink (anything below 82%)
 - Record test number used (CDTP1-CDTP5)

DRIVER LICENSE (Class D) or MOTORCYCLE (MC):									
Knowledge Testing Results									
	Date:	Type:	Examiner:	Set # /Score:		Date:	Type:	Examiner:	Set # /Score:
1		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper	4		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper
2		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper	5		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper
3		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper	6		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper
Permit Issued:		<input type="checkbox"/> Learner License		<input type="checkbox"/> Traffic Education Learner License		<input type="checkbox"/> Motorcycle Learner License			

If student fails knowledge test at school and takes second test at exam station, permit expiration date will be one year from the date the test was successfully passed.

The instructor is allowed to give **NO** more than three knowledge tests. After three unsuccessful attempts, the student must report to an exam station and pay the appropriate fees to retest.

Permit Issued: If the knowledge test is passed by the applicant and a TELL is issued, mark an “X” in the Traffic Education Learner License box.

Restrictions: If applicant has any restrictions (e.g., Corrective Lenses, Left Outside Mirror), mark appropriate box.

License / ID Issued: <input type="checkbox"/> Driver License <input type="checkbox"/> MC Only	
Endorsements: <input type="checkbox"/> Motorcycle	
Restrictions:	
<input type="checkbox"/> CL – Corrective Lenses	<input type="checkbox"/> NW – No Inclement Weather
<input type="checkbox"/> LM – Left Outside Mirror	<input type="checkbox"/> RS – 45-55 MPH
<input type="checkbox"/> RL – First-Year Restricted	<input type="checkbox"/> NI – No Interstate
<input type="checkbox"/> DO – Daylight Only	<input type="checkbox"/> AT – Automatic Transmission Only
<input type="checkbox"/> SC – To/From School	<input type="checkbox"/> VM – Valid in MT only
<input type="checkbox"/> BU – To/From Bus	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> RA – Restricted Area	<input type="checkbox"/> EO – Essential Only
Examiner: _____	Date: _____

Mark any restrictions in the License/ID Issued section.
The Examiner and Date portions are to be completed by MVD staff upon license issuance.

ISSUING THE TRAFFIC EDUCATION LEARNER LICENSE (TELL)

Issue a TELL (MVD form 26-0301) when the student is successful on the knowledge test and meets other classroom requirements. TELL permits can be printed by CDTF certified instructors from the TEDRS system.



**State of Montana
Traffic Education Learners License
(TELL) Permit**

Date: _____ Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Restrictions: _____ License: Class D

DOB: _____ Sex: _____ Wt: _____ Ht: _____ Hair: _____ Eyes: _____

Applicant's Signature: _____

Traffic Education Learner's License: Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver. Six months and 50 hours of supervised driving practice are required with 10 hours at night and no alcohol, drug, or traffic citations. After _____, you may apply for a First Year Restricted License at a driver exam station. Schedule your driving test online at www.doj.mt.gov/driving or call 1-866-450-8034. **This TELL is valid for 1 year from the date the knowledge test was passed.** Expiration Date: _____

Examiner / Station /
Instructor: _____ School: _____ Date: _____

26-0301 (6/14)

Each line on form 26-0301 is to be completed with the following information:

- **DATE:** Date the permit is issued
- **NAME:** Full legal name of applicant, as recorded on the application
- **ADDRESS:** Mailing address of applicant
- **CITY:** City
- **STATE:** State

- **ZIP CODE:** Zip code
- **RESTRICTIONS:** If listed on the application, fill in here (e.g., left outside mirror, corrective lenses)
- **LICENSE CLASS D:** TELL permit
- **DOB:** Date of birth as recorded on the application
- **SEX:** Male or Female
- **WT:** Actual weight of student - 130, 118, etc.
- **HT:** Height of student in feet and inches - 5'4", 6', etc.
- **HAIR:** Color of hair
- **EYES:** Color of eyes
- **APPLICANT'S SIGNATURE:** Student signs with his usual signature
- **AFTER:** Six (6) months after the date the TEP was issued.
- **EXP. DATE:** Expiration date is one year from date the knowledge test is successfully passed
- **EXAMINER/INSTRUCTOR:** The instructor's name
- **STATION/SCHOOL:** The name of the school issuing the permit
- **DATE:** The date the permit is signed, which should be the same as the date of issue

Note: A student will only be considered as participating in the CDTP while the course is being given. Once the TE03 Notice of Completion form and TE04 Student List reaches the driver exam station, any students unsuccessful on the knowledge test or incomplete students will be treated as students not participating. They will be required to present identification and proof of residency documents, pay the licensing fee, and follow standard procedures including starting the six-month permit holding period over.

If the student loses the TELL, they must go to a driver exam station to obtain a replacement. They must present identification and pay the \$10 replacement fee.

DISTRIBUTION OF PAPERWORK AFTER THE KNOWLEDGE TEST IS GIVEN

Deliver to the driver exam station within THREE working days:

1. The TE03 Notice of Participation and TE04 Student List
2. The TE04 Student List must provide student's name, date of birth, and an "X" in the proper column for each student you certify as passing the knowledge test.
3. All driver license applications, successful and unsuccessful. Applications must have all sections properly completed.

OPTIONS TO ADMINISTER THE KNOWLEDGE TEST MORE THAN ONCE

If you wish to give the knowledge test more than one time, you may do so up to a total of three times. You have two retesting options. Whichever option you choose below, it is imperative that **once you issue a Traffic Education Learner's License (TELL permit)**, you must update TEDRS and submit the student's applications, TE03, and TE04 to your local driver examiner **within three days**.

1. **Issue permits to students that passed;** update TEDRS and TE03/TE04; turn applications of those that passed into driver exam station within three days of issuing TELL.
 - a. When you give the test again, follow the same steps as outlined above. You may repeat this process one more time if there are still students that did not pass.
 - b. Once the test has been administered three times, submit **all** applications to the driver examiner within three days. TEDRS, TE03, and TE04 will need to be updated appropriately.
 - c. Students that did not pass the knowledge test will need to take the test at the driver exam station **PRIOR** to class completion or they forfeit any time applied to the six-month permit holding rule from issuance of a TEP.

2. **Do not issue any permits to those that passed at this time;** you do not need to update TEDRS or complete TE03/TE04 or submit any applications to your examiner.
 - a. Give the test again (within 1-2 days)
 - i. If all pass or you are not going to give the test a third time, issue TELL permits, update TEDRS and TE03/TE04; turn **all** applications into your local driver examiner within three days.
 - ii. If all did not pass and you want to give the test a third time, you may once again refrain from issuing any permits, or:
 1. You may issue permits to those that passed; update TEDRS and TE03/TE04; turn applications of those that passed into your local driver examiner within three days of issuing TELLs.
 - b. Once you have exhausted testing, issued TELL permits to those that passed, and updated TEDRS and TE03/TE04, submit **all** applications to the driver examiner within three days of issuing TELLs.
 - c. Students that did not pass the knowledge test will need to take the test at the driver exam station and obtain their TELL permit **PRIOR** to class completion or they forfeit any time applied to the six-month permit holding rule from issuance of a TEP.

ADMINISTERING AND SCORING THE ROAD TEST

To administer the road test, certain procedures must be followed. They are:

- Instructing the applicant
- Giving traffic directions
- Using the CDTP Test Results form (form 21-1800)
- Use the scoring standards for each maneuver
- Use the same drive route (or an alternate) for every student

NOTE: If the driver does not obey traffic laws or causes an accident during the test, they are automatically disqualified. No matter what point you're at, stop testing.

INSTRUCTING THE APPLICANT

Before beginning the road test, read these instructions to the driver. Repeat any part as necessary.

"During the road test, I will give you directions as we go along. I will always give directions for turns and so on as far in advance as possible. There will be no trick directions to get you to do something illegal or unsafe. As we go along, I will be making various marks on the test form. When you see this, it does not necessarily mean you have done anything wrong. Keep your concentration on your driving and remain focused at all times."

GIVING TRAFFIC DIRECTIONS

When the driver is ready, get into the vehicle with the driver and begin giving directions for following the road test route.

- Give directions clearly, well in advance of the maneuver, but not so early that it could cause confusion (e.g., telling them to turn at the next intersection when there is another intersection you would go through before the one you want them to use).

Ex: "At the first intersection, turn right."

Ex: "At the stop sign, turn left."

- Directions can be combined.
Ex: "Immediately after you complete your right turn, you will have to turn left into that road over there."
- Avoid using commercial signs or buildings as landmarks for directions (the applicant may not be familiar with the area).

Traffic signs may be used to give directions. Ex: "Turn right at the next stop sign."

- Check the traffic and the driver's attention before giving directions.

Giving directions at standard locations is best, but you may have to give them earlier or later if the driver is busy attending to traffic.

- No other elements should be scored (e.g., perpendicular parking, etc.).

USING THE TEST FORM

There are four sections to scoring the road test:

1. Turns
2. Traffic Driving
3. Skill Test
4. General Driving Behavior

		<h3 style="margin: 0;">CDTP Test Results</h3>																																																																																																																																																																																																																																																																																																																																								
P.O. Box 201430 Helena, MT 59620-1430 • Phone (406) 444-3933 • doj.mt.gov/driving																																																																																																																																																																																																																																																																																																																																										
Applicant Legal Name (please print):																																																																																																																																																																																																																																																																																																																																										
Last:	First:	Middle or Maiden:																																																																																																																																																																																																																																																																																																																																								
Driver License Number:		Date of Birth (mm/dd/yyyy):																																																																																																																																																																																																																																																																																																																																								
Applicant Signature:		Date:																																																																																																																																																																																																																																																																																																																																								
Examiner/Instructor Signature:		Examiner/Instructor Printed Name:																																																																																																																																																																																																																																																																																																																																								
GENERAL DRIVING BEHAVIOR																																																																																																																																																																																																																																																																																																																																										
<input type="checkbox"/> Used brakes properly (smooth braking, no riding or pumping) <input type="checkbox"/> Proper steering (no over/under, one finger) <input type="checkbox"/> Understood controls <input type="checkbox"/> General car control, good <input type="checkbox"/> Attitude, good		<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div>	<input type="checkbox"/> Accident <input type="checkbox"/> Committed dangerous act <input type="checkbox"/> Vehicle over sidewalk or lanes <input type="checkbox"/> Vehicle over stop lines when pedestrian present <input type="checkbox"/> Failed to obey all traffic signs, signals, and laws																																																																																																																																																																																																																																																																																																																																							
<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div>	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div>																																																																																																																																																																																																																																																																																																																																							
1 TURNS	2 TRAFFIC DRIVING	DRIVING TEST	3 SKILL TEST																																																																																																																																																																																																																																																																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td>R</td> <td>Signal</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>I</td> <td>Speed</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>G</td> <td>Lane</td> <td><input type="checkbox"/></td> </tr> <tr> <td>H</td> <td>Wheel Straight</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>T</td> <td>Wheel Straight</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td colspan="3"></td> </tr> </table>														R	Signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I	Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G	Lane	<input type="checkbox"/>	H	Wheel Straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T	Wheel Straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td>L</td> <td>Signal</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>E</td> <td>Speed</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>F</td> <td>Lane</td> <td><input type="checkbox"/></td> </tr> <tr> <td>T</td> <td>Wheel Straight</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td colspan="3"></td> <td colspan="3"></td> <td colspan="3"></td> </tr> </table>														L	Signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E	Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	Lane	<input type="checkbox"/>	T	Wheel Straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Starting (from curb – signal)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Parallel Parking</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Stop Sign or Light</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Backing</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Stop Line</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Driving Test Score</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Judgment of Distance</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Examiner</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Judgment of Intersection</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Successful</td> <td>8</td> <td>Unsuccessful</td> <td>9</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Head Check</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Restrictions:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Correct Lane</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Attention (signs – signals)</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Stalls Motor</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Use of Clutch</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Right of Way, Ped. Veh.</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Attention to Driving</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Shifting Ability</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Use of Horn</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>														<input type="checkbox"/>	Starting (from curb – signal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parallel Parking	<input type="checkbox"/>	Stop Sign or Light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backing	<input type="checkbox"/>	Stop Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving Test Score	<input type="checkbox"/>	Judgment of Distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Examiner	<input type="checkbox"/>	Judgment of Intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successful	8	Unsuccessful	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Head Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restrictions:	<input type="checkbox"/>	Correct Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Attention (signs – signals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Stalls Motor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Use of Clutch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Right of Way, Ped. Veh.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Attention to Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Shifting Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Use of Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td colspan="13">Describe Physical Condition:</td> </tr> </table>														Describe Physical Condition:													<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 5%;"></td> <td style="width: 15%;"></td> <td style="width: 5%;"></td> </tr> <tr> <td colspan="13">COMMENTS</td> </tr> </table>														COMMENTS																																																																																									
R	Signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	I	Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G	Lane	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																														
H	Wheel Straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	T	Wheel Straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																	
L	Signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E	Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F	Lane	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																														
T	Wheel Straight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																						
<input type="checkbox"/>	Starting (from curb – signal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parallel Parking	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Stop Sign or Light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Backing	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Stop Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Driving Test Score	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Judgment of Distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Examiner	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Judgment of Intersection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Successful	8	Unsuccessful	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																														
<input type="checkbox"/>	Head Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restrictions:	<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Correct Lane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Attention (signs – signals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Stalls Motor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Use of Clutch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Right of Way, Ped. Veh.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Attention to Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Shifting Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
<input type="checkbox"/>	Use of Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>																																																																																																																																																																																																																																																																																																																																			
Describe Physical Condition:																																																																																																																																																																																																																																																																																																																																										
COMMENTS																																																																																																																																																																																																																																																																																																																																										

The following pages describe the way to mark this form when scoring each item.

SCORING THE TEST

- Use form 21-1800 to score the final drive. Submit 21-1800 with the TE03 Notice of Completion and TE04 only on students you want to certify for waiver.
- Do not mark an item if it is performed correctly.
- Mark UNSATISFACTORY maneuvers with a slash (/) in the box to the right of the corresponding function.
- Score an item at a predetermined location on your route. This predetermined location should be the same used for all students

1

TURNS

The first column of boxes is for the first turn, second column for the second turn, etc.

Turns are scored by four steps: SIGNAL, SPEED, LANE, and WHEELS STRAIGHT. SCORING STANDARDS explains acceptable maneuvers.

2

TRAFFIC DRIVING

There will be adequate intersections on your route for each item in this section to be scored. An intersection with traffic lights can be scored as one with a stop sign, and vice-versa. Through or stop intersections can be scored in whatever order they occur.

3

SKILL TEST (Parallel Parking)

The driver will park in a space to his right. Have the applicant drive past the parking space and back into it.

Instructions: Point out the parking space to the applicant, and say:

"Drive by the parking space and back into it. Try to get your vehicle completely into the space. When you are parked, let me know."

See the SCORING STANDARDS for an explanation of acceptable maneuvers.

4

GENERAL DRIVING BEHAVIOR

This section will cover driving behavior done at other than the predetermined locations on the route. If the driver makes an error that doesn't fit in this section, ignore it.

COMPUTING THE APPLICANT'S SCORE

- Go over the form and check that everything is marked clearly and correctly.
- Carefully add up the number of marked boxes and write the total in the DRIVING TEST SCORE area.
- A score of 8 or under passes; 9 or more fails. Circle the appropriate one.
- Enter your initials in the examiner section.
- MAKE SURE APPLICANT'S NAME IS PRINTED ON THE FORM.
- MAKE SURE YOU, THE INSTRUCTOR, SIGN THE FORM.

SCORING STANDARDS

TURNS

- **Signal**
Driver activates signal 100 feet before turning (right for right turn, left for left turn). Indicator lights will flash - clicking noise heard.
- **Speed**
Driver takes foot off accelerator; turn is taken at a safe speed.
Brakes gradually, evenly, if necessary.
- **Lane**
Driver is in appropriate lane for turn - for right turns, in right-most lane; for left turns, in left-most lane. Turns are not taken too wide or cut short.
- **Wheels straight**
Wheels are straight ahead if a stop is necessary or if pausing for traffic.

TRAFFIC DRIVING

- **Starting from curb-signal**
Must signal before and while pulling into street.
Use head check for existing traffic.
- **Stop sign or light**
Vehicle must come to a full stop. Must not roll forward or backward.
- **Stop line**
Vehicle is not:
 - Out in the intersection.
 - Not over the stop line.
 - Not past the stop sign or other marker.
- **Judgment of distance**
Vehicle blends smoothly with other traffic.
No hard (sharp) turns into traffic.
- **Judgment of intersection**
Applicant uses head/body movements to left and right, eye contact with other drivers, pedestrians; uses mirrors.
- **Head check**
Applicant uses head/body movements to the left and right, eye contact with other drivers, pedestrians; uses mirrors.
- **Correct lane**
Keeps to center of lane - no wandering.

- **Attention (signs/signals)**
Traffic signs and signals are observed at all times. (speed zones, one ways, yield or stop signs)
- **Stall motor**
Applicant does not stall engine at any time during test.
- **Use of clutch**
Always used clutch to shift.
Did not over rev or lug engine.
Did not coast with the clutch in.
Did not ride the clutch to control speed.
Did not 'snap' clutch.
- **Right of way, ped. veh**
Yields to pedestrians and other traffic already at or in intersections.
- **Attention to driving**
Notice if driver is observing the traffic environment ahead, on both sides (head/body movements to left and right, eye contact with other drivers and pedestrians), and to the rear (through the mirrors).
- **Shifting ability**
No grinding or clashing of gears.
Kept in gear, not over-revving or lugging engine.
- **Use of horn**
Uses horn only for emergency situations - not to scare or freeze possible hazard.

SKILL TEST

- **Backing**
Driver uses mirrors and a head check to look before backing.
Use of the turn signal is optional (not in law to use when parking).
- **Parallel parking**
Vehicle is within 18 inches of the curb.
None of the wheels went up on or over the curb entirely.
Wheels are not turned toward the street.
Vehicle is in park or parking brake is on.

GENERAL DRIVING BEHAVIOR

DO mark if:

- **Accident**
Had physical contact with (bumped into) other vehicles, objects, pedestrians, animals, etc.
- **Committed dangerous act**
Applicant failed to use head or mirror check when pulling away from the curb.
At any time, other drivers, pedestrians, or applicant forced to take evasive actions.
- **Vehicle over sidewalk, lanes, stop lines**
Vehicle went up on curb or sidewalk.
Vehicle was not kept in correct lane.
Encroached on traffic control pavement markings, stop lines, etc., when pedestrian was present.
Examiner thrown to left, right, or forward.
- **Failed to obey all traffic signs, signals, and laws**
Did not obey signs and signals.
Incorrect speed, rolled through stops, or ignored traffic laws.

(**Note:** Only mark if the applicant committed an obvious serious violation, or persistently ignored traffic laws. Do not mark if one or two minor inadvertent violations were made – those infractions should be marked in appropriate driving test section.)

DO NOT mark if:

- **Used brakes properly (smooth braking, no riding or pumping)**
Driver did not ride the brake.
Brakes applied smoothly with steady pressure.
No hard braking or pumping.
- **Proper steering (no over/under, one finger)**
Driver kept both hands on the wheel.
No palming of steering wheel.
Didn't under or over correct steering.
- **Understood controls**
Knows how to use turn signal indicator, dim headlights, etc.
- **General car control**
Handled vehicle well and did not seem unable to control it at any time.
- **Attitude**
Courteous to other drivers, pedestrians.
Drove defensively during test.

DISTRIBUTION OF PAPERWORK

DELIVER TO DRIVER EXAM STATION:

1. The 21-1800 driving test forms for successful students you want certified for waiver. This form is sent in only if the student is waived from the road test.
2. A completed copy of form TE03 and TE04 showing proper verification signature and listing student's name, date of birth, course completed date, and indication that the MVD driving test is certified as waived. (The TE04 Student List is not valid unless accompanied by a signed TE03. Driver examiners cannot accept the TE04 without the TE03.)
3. Also update TEDRS with student completion information

KEEPING RECORDS

Maintain records of knowledge test scores for five years, keeping on file a copy of the CERTIFICATION (TE03) and STUDENT LIST FORM (TE04) as well as the regular class role/grade books.

Note: Advise students who were not successful on the road test when you will have the paperwork (TE03 and TE04) at the driver exam station and when they may retest.

Obtaining a Snellen Eye Chart for Vision Screening

Snellen eye charts can be obtained from many vendors. We suggest going online or contacting a local doctor or eye doctor for information.

Student must stand 20 feet back from chart when reading

