



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 LEARNER LICENSES	9
CDTP TESTING REQUIREMENTS	11
INSTRUCTOR REVIEW PROCEDURES	12
THE APPLICATION	15
ADMINISTERING THE KNOWLEDGE TEST	19
ISSUING THE LEARNER LICENSE	19
<i>DISTRIBUTION OF PAPERWORK</i>	<i>20</i>
OPTIONS TO ADMINISTER THE KNOWLEDGE TEST MORE THAN ONCE	21
ADMINISTERING AND SCORING THE ROAD TEST	24
<i>USING THE TEST FORM</i>	<i>22</i>
SCORING THE TEST	<i>22</i>
COMPUTING THE APPLICANT'S SCORE	<i>23</i>
SCORING STANDARDS	<i>23</i>
<i>DISTRIBUTION OF PAPERWORK</i>	<i>26</i>
OBTAINING A SNELLEN EYE CHART FOR VISION SCREENING	27

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 assistance with a specific class or student situation, contact the local driver examiner or a regional manager.

Central Region (Helena, Bozeman, Lewistown, Livingston, Butte and surrounding areas)

Chris Delvaux, *Regional Manager*
406-465-8804 - cell
cdelvaux@mt.gov

Eastern Region (Billings, Glendive, Miles City, Sidney, and surrounding areas)

Victoria Gambrel, *Regional Manager*
406-702-0696 - cell
406-896-4329 - office
vgambrel@mt.gov

Northern Region (Glasgow, Cut Bank, Great Falls, Havre, and surrounding areas)

Kadee Peterson, *Regional Manager*
406-438-1966 - cell
406-727-2569 - office
kadeepeterson@mt.gov

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

Terry Davis, *Regional Manager*
406-270-1854 - cell
406-257-2148 - office
tedavis@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

Paige Mander, Program Support – CDTP Certification questions
406-444-3568
pmandera@mt.gov

CDTP INSTRUCTOR CHECKLIST

This checklist is provided as a quick reference. CDTP instructors must be familiar with and comply with the instructions and procedures in this manual.

1. **Complete CDTP Training**
2. **Pass the CDTP Instructor Certification test** (minimum score is 80%)
3. **Mail CDTP certification forms to MVD** (use mailing address at the top of the form)
 - a. School District Intent to Participate (form 26-0100)
 - b. Instructor Compliance Affidavit (form 26-0200)
4. **Class begins.**
 - a. Students must be 14 ½ to be issued a learner license
 - b. Class materials can be obtained from your local driver license station. Contact a regional manager prior to class beginning to arrange pickup.
5. **Notarized signature:** Applications must be completed in black or blue ink and the parent/legal guardian signature must be witnessed by the CDTP instructor or DSB staff, or notarized by a Notary Public.
6. **Medical questions:** If medical questions answered “Yes” the student may participate in class, but must be referred to the local driver license station for further processing and testing.
7. **Foreign exchange students:** If a student is a foreign exchange student refer them to the local exam station prior to issuance of a learner license for MVD’s to process a verification of the student’s authorized presence. They will need to provide all identity, residency, and authorized presence documents.
8. **Learner licenses issued:** Once the knowledge test has been given and learner license issued, the application and TE03 and TE04 participation lists must be turned in to the Driver Services Bureau within three days.
9. **Class completion:** 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 local driver license station along with the TE03 and TE04 completion lists.

HISTORY OF CDTP

Prior to Illinois joining the Waiver Movement, the Illinois 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 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 a percentage of students who have been certified to have their driving test waived by requiring them to pass a road test at a driver license station.

Student Benefits

1. Students who score at least 82 percent on the DSB driver license knowledge test will not need to complete a knowledge test at the driver license station.
2. Students who score at least 8 or less on the DSB driver license road test and are judged competent by the instructor may be certified to have their road test waived. However, a percentage of all waived students will be retested at the driver license station.
3. If students qualify to have one or both of their tests certified to be waived, the instructor will notify the DSB and the students will simply go to a driver license station to complete the following:
 - a. Complete any additional paperwork
 - b. Provide identification, residency and authorized presence documents
 - c. Pass a vision screening
 - d. Pay the appropriate fees
 - e. Provide parental certification
 - f. Have photo taken

Terminology

Learner License (LL)

- Issued by a CDTP instructor or DSB Examiner
- Student must be at least 14 1/2 and enrolled in a traffic education program
- Valid for 1 year from the date the knowledge test is passed and cannot be renewed or extended

Graduated Driver License (GDL) Law

GDL is a three stage process applicants under 18 must follow and fulfill before obtaining 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)
- A driver with a learner license must be supervised by a parent or legal guardian or other adult with parent or guardian permission.
- Everyone in the vehicle must wear a seatbelt.

Step 2: First-Year Restricted License

- Pay the associated fees
- The teen driver must not receive any traffic violations or alcohol/drug offenses in the six-month period.
- Teen driver must acquire at least 50 hours of supervised driving experience, including 10 hours at night.
- Must hold the Learner license for a minimum of 6 consecutive months.
- Provide the required documents to the local driver license station
 - Proof of identity
 - Proof of Montana residency
 - Proof of authorized presence
 - Completed Graduated Driver Licensing Parent/Legal Guardian Certification form
- The following license restrictions apply for one year:
 - 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.

CDTP PROGRAM PROCEDURES

Students Eligible to Participate

- Students must be 14 1/2 years of age to be issued a learner license
 - Best practice recommendations are to have age requirements for students to enroll in the course.
- Student must be currently enrolled in an CDTP and (OPI) approved course

Program Requirements

- 48 hours of classroom instruction
- 12 hours of observation
- 6 hours of driving

Student Outcome

If a student passes the knowledge test before the class is completed (either with CDTP instructor or at a driver license 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 license station.

ISSUANCE OF LEARNER LICENSE

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 learner license 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
- **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, guardian or other adult with parent or guardian permission.

Learner License

- **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.**

CDTP Requirements

As part of the traffic education course, teachers may 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.

CDTP and testing waivers, the following tests are considered:

1. Vision Screening

Students should not be permitted to drive or issued a learner license 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 driver license station. They may still take the knowledge test in step 2, but may not be issued a learner license.

2. **The Driver License Knowledge Test** This may ONLY be given by a certified CDTP instructor. A school counselor, school clerk or other school official may not give the test unless they are CDTP certified through MVD. The 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 for five years. If the student passes, a **learner license** can be issued.

3. The MVD Road Test

The MVD road test must include normal basic control skills used in everyday driving. It 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 the test should include the following:

- Left and right turns
- Handling traffic and a variety of roadway conditions
- Applying appropriate visual and perceptual skills
- General attitude and driving behavior

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) Learner license issue date
- (f) Date course completed
- (g) Successful course completion status
- (h) If applicable, knowledge test is waived
- (i) If applicable, road test is 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 and ensure program integrity.

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 in writing 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 and documentation. This may include review of paperwork submitted by the instructor (applications, TE04, etc.) or anything else related to the issue.
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 or determine an alternative course of action to assist the instructor to correct the issue of noncompliance.
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
 - The instructor allows another person who is not CDTP certified to issue the test.
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 license station ***within three days***.
Reasons this is important
4. The instructor does not issue students an appropriate permit:
 - TEP – if the knowledge test is not taken or successfully completed
 - Learner license– 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 license 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

The application for a license for a minor consists of 2 pages. The student page is form 11-1402. The instructor page is form number 11-1403. Once the student has filled out the student page, verify each field to ensure completeness. **The application must be completed in BLACK or BLUE INK and both pages must be turned in.**

APPLICANT INFORMATION

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 driver license station. Applicant must be 14 ½ 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. *They must be a Montana resident in order to be issued a learner license.*

Mailing Address: Enter the full Montana mailing address.

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: Complete as accurately as possible. If the student is a foreign exchange student or not a U.S. Citizen, please refer them to the driver license station before issuance of a learner license. Montana law requires foreign national's authorized presence to be verified before issuance of a Montana learner license or driver license. The student may still take the class; the exam station staff can work to communicate with you when a learner license should expire based on the verification of their authorized presence.

Place of Birth: Enter city, state, province, country

Social Security Number: It is not mandatory that you record the applicant's social security number because the 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).”

Daytime phone number: Enter best daytime phone number

TYPE OF DOCUMENT

Type of document applying for: “Driver License” box should be marked for traffic education students.

APPLICANT QUESTIONS

All questions must be answered by marking an “X” in the appropriate “Yes” or ”No” box.

If any questions are marked “yes” other than the first question, do not process the student. Send them to the driver license station for further review. The student may still participate in the program, but must test at a driver license station. This includes medical conditions. If you know a student has a medical condition, refer them to the driver license station so the appropriate forms and guidance can be provided. **The knowledge test should not be administered until a favorable medical or permission is given to the instructor from the office or regional manager.**

PARENT OR LEGAL GUARDIAN CONSENT

This lower portion of form 11-1402 on page 1 must be filled out if applicant is less than 18 years of age: This portion of the form **must be signed in the presence of a notary or authorized department employee.**

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

A traffic education instructor is considered an authorized department employee and can verify a parent/legal guardian’s signature. The instructor must complete the following:

- Date parent/legal guardian’s signature was verified
- Signature of traffic education instructor
- Printed name of instructor with “TEI” (Traffic Education Instructor) written after name

If no parent/legal guardian signature appears, the student must be processed at the driver license station and the student should not be issued a learner license.

MINOR SIGNATURE

The applicant must sign and date application.

VOTER REGISTRATION SECTION

Students who will be 18 by the next election **must** complete this section.

RECORD OF IDENTIFICATION DOCUMENTS AND EXAM RESULTS (FORM 11-1403)

Special handling: Note here if test is given verbally.

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) **or valid U.S. Passport** to the driver license 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 should use a Snellen Eye Chart (see last page for chart information)

- **Circle appropriate option:**
 - **Circle 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).
 - **Circle 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, and passes with both eyes together**, they can still be issued a learner license. Mark box next to LM- Left Outside Mirror to the restriction area on the application and add it as a restriction on the student's learner license (see Restrictions area below).
- **If the applicant fails the vision screening**, DO NOT ISSUE ANY TYPE OF PERMIT; refer them to the driver license station.
- **If the student passes and must use corrective lenses**, mark the box next to **CL – Corrective Lenses** (see restrictions area).

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

Hearing Test: If applicant is hearing impaired mark the box next to LM – 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 manuals, 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
- Students are allowed to miss six (6) questions and pass (82%). Each question is worth three points.
- 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)

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

Permit Issued: If the knowledge test is passed by the applicant and a learner license is issued, mark an “X” in the learner license box.

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

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 LEARNER LICENSE

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

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:
- **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
- **INSTRUCTOR:** The instructor's name
- **SCHOOL:** The name of the school instructor is teaching at
- **DATE:** The date the permit is signed, which should be the same as the date of issue

Note: If a student is under 16, was issued a learner license, and is unsuccessful in the class, their learner license becomes invalid. The reason is a student can only get a learner license before they are 16, if they are in traffic education. They are considered not participating if they are unsuccessful. If possible, instructor should attempt to collect the learner license and inform the driver license station.

Replacing a lost learner license

If the student loses the learner license, they must go to a driver license 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 license 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.

Note: If you are not able to deliver the paperwork within 3 days, please contact the driver license station to make acceptable arrangements. Driver license station staff to enter the driver information into the system law enforcement uses for traffic investigations. This is important for public safety.

OPTIONS TO ADMINISTER THE KNOWLEDGE TEST MORE THAN ONCE

If you choose to give the knowledge test more than one time, you may do so up to a total of three times. You have two options. Whichever option you choose below, it is imperative that **once you issue a learner license** 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 license station within three days of issuing a learner license.
 - 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 remaining students that were not successful.
 - 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 license station **PRIOR** to class completion or they forfeit any time applied to the six-month permit holding rule from issuance of a TEP.

2. **Used only when retesting within 1-2 days: 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 a learner license, 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 a learner license.
 - b. Once you have exhausted testing, issued a learner license to those that passed, and updated TEDRS and TE03/TE04, submit **all** applications to the driver examiner within three days of issuing a learner license.
 - c. Students that did not pass the knowledge test will need to take the test at the driver license station and obtain their learner license **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
 - MVD recommends creating a standard and alternate route and marking the points on the route you will be scoring various maneuvers.

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. These are the same instructions MVD gives to drive test applicants.

"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., instructing 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 complete a left hand turn onto Main St."
- 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

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.
- ONLY mark an item if it is performed incorrectly.
- Mark UNSATISFACTORY maneuvers with a forward slash (/) in the box to the right of the maneuver.
- Score an item at a predetermined location on your route. This predetermined location should be the same used for all students

1 TURNS (3 right and 3 left turns scored)

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
- WHEELS STRAIGHT

2 TRAFFIC DRIVING

There should 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 the right of the vehicle. Have the applicant drive past the parking space and back into it.

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

"Proceed to the red vehicle parked in the street ahead. Complete a proper parallel park behind the red car. When you are in your final position, let me know."

See the SCORING STANDARDS for an explanation of acceptable maneuvers.

4 GENERAL DRIVING BEHAVIOR

This section covers general driving behavior and does not need to be scored at predetermined locations on the route.

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 either SUCCESSFUL or UNSUCCESSFUL options.
- Enter your initials in the examiner section.
- Make sure the applicant's name is printed on the form.
- Make sure you sign the form as the instructor.

SCORING STANDARDS

URNS

- **Signal**
Driver activates the appropriate direction signal 100 feet before turning. 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 top of 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 violation, or persistently ignored traffic laws.

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 LICENSE 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 if any testing is 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 (5) 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 license station and when they may retest.

Snellen Eye Charts - 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

