

South Carolina Department of Motor Vehicles



South Carolina Fire Academy (SCFA)

Classified E & F License Third Party Tester's Safety Officer Manual

Revised
September 6, 2017

Authorization for Third Party Testing

SECTION 56-1-15. Administration of driver's license examination; random testing of driver's license applicants; contractor's failure to conform to licensing laws.

(A) The Department of Motor Vehicles must enter into contracts with persons, corporations, or governmental subdivisions, including public schools, in localities throughout the State to administer the portion of the driver's license examination that tests the driver's license applicant's ability to read and understand highway signs that regulate, warn, and direct traffic, and his knowledge of the traffic laws of the State, and the actual demonstration of his ability to exercise ordinary and reasonable control in the operation of the type of motor vehicle for which the license is sought as contained in Section 56-1-130(A). The department must supervise the provision of services contained in this subsection. The department must supply driver education instructors appropriate testing materials to administer the examinations contained in this section. A person or corporation administering an examination pursuant to this section may charge a fee in excess of the fee charged by the department for the examination.

(B) The department must randomly test driver's license applicants who successfully complete the driver's license examinations pursuant to subsection (A) to ensure that the driver's license instructors are properly certifying that their students have successfully completed a driver's license examination.

(C) If through testing or other review procedures, the department determines that a contractor is not conforming to the law and regulations applicable to licensing, it may:

1. suspend the authority of a particular individual or entity operating under the contract to administer the tests;
2. suspend the contract;
3. cancel the contract.

(D) The department must randomly test a driver's license applicant, only at the time the applicant is seeking his initial driver's license at the Department of Motor Vehicles.

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1.1 Definitions

1. **Applicant** - An individual who intends to apply for a Class E or F license and is required to pass applicable skills tests.
2. **Career Firefighter** - Person designated to drive a fire apparatus, whose primary purpose is to drive and operate fire apparatus designed for extinguishment of a fire or perform rescues. Full-time or Part-time employees of a fire department.
3. **Company** - Any corporation, partnership, joint venture or sole proprietorship, federal or state agency or department, and any political subdivisions.
4. **Department** - The South Carolina Department of Motor Vehicles (SCDMV).
5. **Designated Responsible Person** - Person selected by a Company to supervise Safety Officers, to include responsibility of all records and submission of reports.
6. **Domicile** - The residence where you have your permanent home or principal establishment and to where, whenever you are absent, you intend to return; every person is compelled to have one and only one domicile at a time.
7. **Emergency Vehicle Driver Training (EVDT)** - is a firefighter training course offered through the South Carolina Fire Academy (SCFA).
8. **Gross Vehicle Weight (GVW)** - A class E driver license allows you to operate a non-commercial truck or motor home with a gross vehicle weight (GVW) more than 26,000 lbs. A class F driver license allows you to operate a non-commercial truck or motor home with a towed unit with a combined gross vehicle weight (GVW) more than 26,000 lbs.
9. **Motor Vehicle Report (MVR)** - also known as a driving record, shows your driving history, including information concerning your driver's license, traffic violations, and convictions, and license status on your driving record.
10. **Safety Officer** - A full time employee of a Company licensed by the Department to administer skills tests to drivers applying for a Class E or F driver's license.
11. **Substandard Test** - Any part or parts of a license test not administered in accordance with standards, guidelines and/or policies established by the Department, state Law or the Classified License Safety Officer Manual.
12. **Volunteer Firefighter** - Person designated to drive a fire apparatus, not a Career employee of the fire department.

1.2 Company Qualifications and Requirements

The Department reserves the right to change or modify these regulations or policies at any time without prior notice. Notification of changes will be sent to the Designated Responsible Person.

Failure to adhere to applicable guidelines, established by the Department, can result in your company being: removed from the third party tester program, suspended from testing privileges, and/or subject to retesting of any applicant administered a skill test.

1. Complete and sign a written Agreement with the Department.
2. Maintain at least one permanent, regularly occupied structure in South Carolina with

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a permanent South Carolina street mailing address.

3. Allow representatives from the Department to conduct unannounced audits without prior notice and upon request, provide copies of any applicable records required to be maintained. All records, documents, reports and files required under this program must be kept in South Carolina at a designated location and available during normal working hours.
4. Employee at least one full-time Safety Officer who meets all Department qualifications.

Exception: Safety Officer's serving as certified EVDT Instructors on behalf of the South Carolina Fire Academy may be a paid or volunteer fire-fighter of a community fire department, in South Carolina and participate as a Third Party Tester under the Classified License Program offered by the SCDMV.

5. Allow representatives from the Department to observe any or all portions of an applicant's skills test being administered by its safety officers.
6. Conduct all portions of the skills test in South Carolina.
7. Maintain a basic control skills course and road test route in South Carolina.

Note: Basic control skills course(s) and road test route(s) must be approved by the Department before a test can be administered. If changes are necessary to a skills pad or road test route, the Department must approve any changes, or modifications, before the next test is administered.

Exception: The SCFA's Emergency Vehicle Driver Training course administers a Driver Operator Skills Evaluation as part of the course content that meets or exceeds the basic control skills test administered by the Department to license Class E and F drivers. Skills courses will be set by SCFA Instructor's as needed to administer this part of the evaluation/test.

8. Companies must allow representatives from the Department to conduct random examinations, inspections, and audits without prior notice. All records, documents, reports, and/or files—required under this program—must be kept in South Carolina at a designated location and available during normal working hours.

NOTE: The law governing this program allows the random retest of applicants, at the time of application, for their initial driver's license at the Department of Motor Vehicles.

1.3 Designated Responsible Person Qualifications and Requirements

1. May or may not be a Safety Officer.
2. Must be employed by company before submitting an application and remain employed by company while serving as the Designated Responsible Person. No Exception. Allow the Department up to 60 calendar days to review and approve application.
3. Ensure company agreements, safety officer applications, and company updates are sent to the Department, as required.
4. Ensure the following report is faxed 803-896-8002 or emailed

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(CDLCompliance@scdmv.net) to the Department as indicated below:

- a. Notification of Scheduled Test (provided by the Department) sent no later than 7 days before the administration of a test.
 - b. Monthly Activity Report (provided by the Department) sent by the 10th of each month indicating test administered. For example, a report for January 2016 is due to the Department no later than February 10, 2016. Negative reports are required even if no tests were administered.
5. Accountable for the maintenance of all driver files.
 6. Notify the Department in writing within 24 hours if a Safety Officer is convicted of a crime or has any cancellation, suspension, or revocation of their driving privileges.
 7. Must have no convictions of a felony, misdemeanor convictions, or any crime or moral turpitude preceding the date of application. Crimes include: murder, fraud, larceny, solicitation, manslaughter, distribution of illegal substance, criminal domestic violence, assault and battery, rape, lewd act, contributing to delinquency of a minor, robbery, burglary, felony DUI, criminal issuance (fraudulent) of a bad check, false reports of a crime.
 8. Must have no revocations, cancellations, or suspensions of their motor vehicle operator's license in the three (3) years immediately preceding the date of application for a Safety Officer for the South Carolina Fire Academy.
 9. Ensure only Safety Officers certified by the Department are permitted to administer skills tests, and those tests are administered in accordance with applicable Department guidelines or other agreeable terms established between the SCFA and the SCDMV.
 10. Inform Safety Officers of any changes regarding test administration and/or paperwork requirements as directed by the Department. Designated Responsible Persons may be required to attend periodic training, conducted by the Department. Failure to attend training may result in the loss of certification.
 11. Notify the Department in writing (within 10 days) of any changes with a Safety Officer, Designated Responsible Person or Company status (examples below):
 - a. Terminations
 - b. Withdrawals from the program
 - c. Email address changes
 - d. Relocations
 - e. Mailing address changes
 12. Required reports, score sheets, safety officer cards, etc. can be obtained by email (CDLCompliance@scdmv.net), fax (803-896-8002), or written request to:

The Department of Motor Vehicles
CDL Compliance Office
10311 Wilson Blvd. PO Box 1498
Blythewood, South Carolina 29016-0015

Note: Request forms 30 days in advance before you run out.

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1.4 Safety Officer Qualifications / Requirements

1. Must be domiciled in South Carolina.
2. Cannot have any cancellation, suspension, or revocation of driving privileges connected to a moving violation for three years prior to applying to become a Safety Officer and must not have any thereafter.
3. Be employed by company before submitting an application and remain an employee while serving as a Safety Officer. Allow the Department up to 60 calendar days to review and approve application. A renewal application is required every three years thereafter.

Exemption: S.C. Fire Academy Payroll Evaluators for the Emergency Vehicle Driver Training Program specialty classification. Part-time certified SCFA Instructor's will be permitted to be Certified Safety Officer's under this program.

4. Participating SCFA Instructors, and volunteer firefighters associated with a Fire Department involved as a student at the SCFA's EVDT program may be licensed through this program if they successfully complete the EVDT course and skills testing requirements and are examined by a SCDMV certified Safety Officer who is also a participating certified Instructor with the (SCFA).

Exception: SCFA certified Instructors selected to be Safety Officer's under the Classified License Third Party Tester Program may be part-time or volunteer firefighters.

5. Submit a completed Safety Officer Application to the Department. **Allow the Department up to 60 calendar days to review and approve the application.**
6. **Cannot hold a "Dual Certification". Meaning: A Safety Officer may only be licensed for one Company.**
7. Maintain a copy of their valid Class E or F license in the third party files.
8. **All applicants must successfully pass all phases of the EVDT Course and receive a Certification from the South Carolina Fire Academy in order to become a Safety Officer Instructor.**
9. **Upon receiving the Certification as a SCDMV TPT Safety Officer, the applicant may begin administering and conducting tests to applicants who seek to receive an E or F Driver's License.**
10. Safety officers may be required to attend periodic training, conducted by the Department. Failure to attend training may result in the loss of certification.
11. **Safety Officer Applicants, who wish to be trained by the SCDMV to perform and/or conduct Safety Officer duties, must complete and submit a Safety Officer Application to the SCDMV.**
12. **Safety Officer Applicants cannot administer any TPT tests until they have successfully completed the SCDMV's Classified E & F South Carolina Fire Academy Third Party Tester training course and have received a Certificate of Training from SCDMV. Certificates will only be issued after all Third Party Tester Company and Safety Officer requirements have been met.**

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1.5 Safety Officer's Skills Test Administration

1. Cannot administer a skills test until trained and certified by the Department.
2. Administer the same skills test State Examiners administer in accordance with guidelines established by the Department, and the Examiner Manual.

Exception: SCFA EVDT "Driver Operator Skills" evaluation or basic control skills evaluation may be administered as an alternative basic control skills examination.

3. Can only administer a skills test for a Class of license that is equal to or below what was certified for by the Department.
4. Administer skills tests in the appropriate group/class or "representative vehicle" the driver intends to operate.
5. Safety Officer's cannot receive any compensation (other than normal salary or overtime pay) from a Company or applicant for the administration of a skills test. Example: money, gifts, lunches, favors, goods or services, trades, etc.
6. Cannot administer skills tests for family members or relatives. Upon request, the Department will determine whether testing a specific applicant violates this requirement.
7. During the skills test, there cannot be any one else in or around the vehicle other than one applicant, the safety officer, and/or Department auditors or inspectors.

Exception: SCFA EVDT course basic control skills evaluation. Spotters who are assigned to assist SCFA Instructor's, also certified by the SCDMV as Safety Officers, are permitted on the skills pad during the Driver Operator Skills evaluation, however if the Instructor or spotter has to stop the student for safety concerns, then the evaluation is stopped, and the applicant fails. Return times to retest are determined by the SCDMV policy, already established in Item 12. EVDT off road exemptions; return times that are established by the SCFA.

8. Examine each applicant's MVR and refuse to test any driver whose license is currently or subject to, being suspended, revoked or cancelled. MVR cannot be more than 30 days old on the day skills test is administered.

Note: An official MVR may be obtained from any DMV Branch Office or by submitting a request with six dollars to the address below. An unofficial copy can be printed online at www.scdmvonline.com and attached to the official MVR once it's received.

Driver Record Check
Department of Motor Vehicles
Post Office Box 1498
Blythewood, South Carolina 29016-0027

9. Cannot assist applicant in a manner that provides an unfair advantage in passing the skills tests. For example, training on the approved road test route.
10. After being licensed by the Department the Safety Officer or Company will be issued a series of controlled Forms (**447-SCFA: EF Skills Test Score Sheet and the 447-EF S.O.: Safety Officer Card**) that must be completed in **black ink**.
 - a. Complete all applicable areas of the 447-SCFA, **regardless if passed or failed**.
 - b. If the applicant passes the skills test, the following (original) documents are to

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be completed in full, placed in an envelope provided by the Department, and hand carried to a DMV Office by the applicant:

- i. All original Forms
 - ii. **447-SCFA: EF Skills Test Score Sheet. Legible copy (ies) maintained in the drivers file or they may be electronic files.**
 - iii. On-road test waiver **Form 447-EF S.O. (Safety Officer Card)** signed by the Safety Officer who administered the test. Legible copy maintained in the drivers file.
 - iv. **Voided forms (447-SCFA and 447-EF S.O.) must not be destroyed and must be kept in an individual file for 3 years from the date it was voided. Voided forms will be audited by the Department.**
- c. Test will be considered invalid if:
- i. Envelope was altered or opened before it's delivered to the DMV.
 - ii. Envelope is delivered to the DMV 31 days after the skills test was administered.
 - iii. **The 447-SCFA or 447-EF S.O. have been altered.**
11. The Department reserves the right to test or reexamine any applicant who was licensed for a class E or class F driver's license under the Classified License TPT Program.
12. Standardized waiting times must be followed if an applicant fails a skills test and cannot be superseded. I.e. An applicant who fails a skills test today cannot retest at the DMV tomorrow. Standardized waiting times between skills test are as follows:
- a. **7 days:** Applicants with previous driving experience (held a driver's license previously) who fail any portion of their 1st test must wait **7** days before being administered their 2nd and/or 3rd test – regardless of age.
Note: A beginner's permit does not count as driving experience.
 - b. **60 days:** Any applicant (regardless of driving experience) who fails their 3rd test must wait **60** days before being administered their 4th, 5th or subsequent tests.
NOTE: Wait times must be adhered to regardless if a DMV examiner or Safety Officer administered the test; and no tester can override the other. (I.e. if an applicant goes to the DMV and fails their test, they must wait 7 days to be retested, regardless if the next test is administered by a DMV examiner or Safety Officer. Likewise, if an applicant fails a test administered by a Safety Officer, they must wait 7 days to be retested, regardless if the next test is administered by a Safety Officer or DMV examiner.)
 - c. **All 447-SCFA Forms must be sent to and placed in files at the SCFA Office within 14 days of completion of tests.**
13. Safety Officers are permitted to have their skills test administered by a State Examiner or another Safety Officer within the same Company.
14. **Skills tests must be administered at an approved site in South Carolina and passed in sequence: 1) Vehicle Inspection, 2) SCFA EVDT Course, and 3) Road Test. Skills test is finished if an applicant fails any portion – they cannot advance to the next step. If there is ever a lapse in time between any of the (above three) sequenced**

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steps, the applicant must **always**, carefully re-inspect the vehicle and determine its fitness, prior to administering the road test.

15. Under the agreement which the Department of Motor Vehicles participates, SCFA Safety Officers will administer a selected battery of skills test exercises as part of the driver evaluation. The Safety Officer must identify, on the Form 447-SCFA, which maneuvers were tested and if the firefighter passed or failed. The firefighter must first pass the basic skills evaluation before being eligible to perform the on-road driving evaluation. If failure occurs, when applicant returns to retest, the applicant will be required to start over at the beginning of whichever test they were performing at the time of failure. For example, if the applicant fails during the EVDT portion of the test, return times are established by the SCFA for the EVDT course. If the applicant fails the test during the road test, when the applicant returns to retest, the applicant will begin at the beginning of the road test. **Note:** return times listed in 12 (a) and (b) apply to the road test.
16. After being licensed by the Department, the Safety Officer or Company will be issued a series of controlled Forms (447-SCFA: EF Skills Test Score Sheet and the **447-EF S.O.:** Safety Officer Card) that **must be completed in black ink** and utilized in numerical order.
17. Tests that are postponed due to severe weather or emergencies must be noted on the 447-SCFA and reported to the CDL Compliance Office as soon as possible.

1.6 Applicant Requirements

1. 18 years of age or older.
2. Maintain a valid driver's license.
3. Obtain a valid Class E or Class F beginner's permit.
4. Successfully completed the SCFA EVDT driver training course.
5. Be domiciled in South Carolina.
6. Conduct vision screening.
7. Have a good understanding of traffic signs, signals and pavement markings.
8. Be able to safely maneuver a vehicle on the streets and highways.
9. Respect the rights of other drivers.
10. Surrender any other driver's license in their possession.
11. Successfully pass applicable knowledge test **that has been approved by the Department of Motor Vehicles and administered during the EVDT Course.**

1.7 Documents Required in Driver's File

Companies must maintain a separate driver file for each individual administered a skills test. Driver files will be kept for three years from the date the test was administered; three years after the driver leaves employment; or three years after the Company is withdrawn from the Third Party Tester Program – whichever is greater. At a minimum driver files will include the following documents for each applicant (copies must be legible):

1. **Copy of Driver's License reflecting the applicant's current address.**
2. **Copy of E or F learner's permit.**
3. **3-year Official MVR (cannot be more than 30 days old on the day skills test is**

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- administered).
4. Date and proof of employment, if applicable-will accept copy of SCFA registration form as proof of employment.(**Exception:** Copy of EVDT Certification)
 5. The original Form 447-SCFA: EF Skills Test Score Sheet if an applicant did not pass their skills test or failed to return.
 6. Copy of the Form 447-SCFA: EF Skills Test Score Sheet if an applicant passed their skills test.
 7. Copy of the road test waiver Form 447-EF S.O. (Safety Officer Card) completed and signed by the Safety Officer who administered the test, after applicant passes the skills test.
 8. Copy of applicant's E or F driver's license (if or when test is passed).
 9. Copy of EVDT Certification

FILE FOLDERS

1. Folder for each applicant tested with their name, containing the above items.
2. Folder for correspondence from the DMV, I.e. audits, approved road test routes and other related documents.
3. Folder for blank 447-SCFA Forms and 447-EF S.O. Safety Officers Cards.
4. Folder for voided 447-SCFA Forms and 447-EF S.O. Safety Officer Cards.
5. Folder for pass/fail statistics.
6. Folder for files that have not been audited.
7. Folder for files that have been audited.
8. Folder for a copy of each Safety Officers driver's license, SCFA instructor's certification (including EVDT course certification) & TPT certification Card.

1.8 Penalties and Appeals

1. The Department reserves the right to take prompt and appropriate remedial action against a third party tester that fails to comply with State standards for the E&F license testing program, or with any other terms of the third party agreement.
2. The falsification of any required records, applications, or forms by a Company, Designated Responsible Person, or Safety Officer will result in the permanent revocation of their certification and at a minimum the suspension of their Third Party Testing privileges and may result in the Company's expulsion from the program. Such falsification may also result in criminal prosecution pursuant to §56-1-510.
3. Failure to comply with Third Party Tester Program requirements, the Third Party Testing Agreement, applicable State statutes and regulations may result in the suspension or revocation of your Company, Designated Responsible Person and/or your Safety Officers testing privileges.
4. Penalties for non-compliance violations with this program are defined and applied as follows:

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- a. **Administrative Non-Compliance:** Failure to meet requirements for reporting, notifications, record keeping, or similar acts that do not compromise test integrity or public safety.

First Occurrence	Warning letter
Repeated Occurrence	Thirty (30) day suspension of testing authority

- b. **Discrepancy in Test Procedure:** Failure to properly administer a required portion of an otherwise complete test procedure, such as omission of a required maneuver. Or failure to include all required parts of a test procedure, such as omission of the vehicle inspection, where applicable, failure to use an approved test route, use of an unsafe vehicle, or other action determined to significantly compromise the integrity of the test process or public safety.

First Occurrence	Termination of testing authority
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- c. **Fraud:** Abuse of authority granted to gain profit through issuance of a license to an applicant that has not passed a complete skills test, falsification of records or information, refusal to allow access to all documents, papers, letters and material subject to the provisions of the Third Party Tester Program or commits an act that, in the opinion of the Department, compromises the integrity of the Program.

First Occurrence	Termination of testing authority
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Note: The Department will have sole discretion to determine the level of noncompliance and substandard testing is a **permanent** removal from the program.

5. Prior to the imposition of any penalties, the Department will afford the affected parties the opportunity for a hearing in accordance with the Administrative Procedures Act §23-1-10, et seq., if the request for the hearing is received by the Department within ten days from the date of the Department's notification to the affected parties.
6. Appeals from decisions of the Department shall be handled in accordance with the Administrative Procedures Act.
7. The Office of Motor Vehicle Hearings (OMVH) was created in 2005 and is an office within the South Carolina Administrative Law Court. There are five Hearing Officers, one of whom will be assigned to hear your case. The hearing officers conduct hearings in accordance with Chapter 23 of Title 1, the Administrative Procedures Act, and the rules of procedure for the Administrative Law Court.
8. The OMVH provides a neutral forum for fair, prompt and objective hearings for persons affected by an action or proposed action of the South Carolina Department of Motor Vehicles.
9. Cases will not be processed until the Office of Motor Vehicle Hearings receives the \$200 filing fee (Act No. 212 of the 2012 General Assembly).

South Carolina Administrative Law Court
Office of Motor Vehicle Hearings
Edgar A. Brown Building
1205 Pendleton Street, Suite 325
Columbia, S.C. 29201
Voice: (803) 734-3201 | Fax: (803)734-3200

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2.1 Section 56-1-130. License examinations; basic and classified license

- A. The Department of Motor Vehicles shall examine every applicant for a driver's license, except as otherwise provided in this article. The examination shall include a test of the applicant's eyesight, his ability to read and understand highway signs regulating, warning, and directing traffic, and his knowledge of the traffic laws of this State and shall include an actual demonstration of ability to exercise ordinary and reasonable control in the operation of the type motor vehicle, including motorcycles, for which a license is sought. The department may require a further physical and mental examination as it considers necessary to determine the applicant's fitness to operate a motor vehicle upon the highways, the further examination to be at the applicant's expense. The department shall make provisions for giving an examination in the county where the applicant resides. The department shall charge an appropriate fee for each complete examination or reexamination required in this article.
- B. No persons, except those exempted under Section 56-1-30 and Section 56-1-60, or those holding beginner's permits under Section 56-1-50, shall operate any classification of motor vehicle without first being examined and duly licensed by the driver examiner as a qualified driver of that classification of motor vehicle.
- C. A classified driver's license shall authorize the licensee to operate a motorcycle, motorcycle three-wheel vehicle, including a motorcycle with a detachable side car, or those vehicles in excess of twenty-six thousand pounds gross vehicle weight which are indicated by endorsement on the license. The endorsement may include classifications such as: motorcycle, two-axle truck, three- or more axle truck, combination of vehicles, motor busses, or oversize or overweight vehicles. The department shall determine from the driving demonstration the endorsements to be indicated on the license.

2.2 Section 56-1-140. Issuance of license; fee; signature; contents

Upon the payment of a fee of twelve dollars and fifty cents for a license that is valid for five years, or twenty-five dollars for a license that is valid for ten years, the Department of Motor Vehicles shall issue to every qualified applicant a driver's license as applied for by law. The license must bear on it a distinguishing number assigned to the licensee, the full name, date of birth, and residence address and a brief description and laminated colored photograph of the licensee, and a facsimile of the signature of the licensee or a space upon which the licensee shall write his usual signature with pen and ink immediately upon receipt of the license. No license is valid until it has been so signed by the licensee. The license authorizes the licensee to operate only those classifications of vehicles as indicated on the license.

2.3 Section 56-5-2950. Implied consent for alcohol or drugs

A person who drives a motor vehicle in this State is considered to have given consent to chemical tests of his breath, blood, or urine for the purpose of determining the presence of alcohol or drugs or the combination of alcohol and drugs if arrested for an offense arising out of acts alleged to have been committed while the person was driving a motor vehicle while under the influence of alcohol, drugs, or a combination of alcohol and drugs.

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2.4 Five Classes of Non-Commercial Licenses

South Carolina issues classified licenses showing that you have been examined and are qualified to operate a particular type of vehicle.

Regular (non-commercial) driver's licenses are issued in the following classes depending on the type and intended use of the vehicle.

Class D	A Class D driver's license allows you to drive non-commercial passenger vehicles, such as cars and trucks, which do not exceed 26,000 pounds <u>gross vehicle weight</u> . With a Class D driver's license, you may also operate a three-wheel vehicle (excluding a two-wheel motorcycle with a side car).
Class E	A Class E driver's license allows you to operate non-commercial, single unit vehicles that exceeds 26,000 pounds <u>gross vehicle weight</u> . Examples of Class E vehicles include trucks and motor homes. With a Class E driver's license, you may also operate a three-wheel vehicle (excluding a two-wheel motorcycle with a side car).
Class F	A Class F driver's license allows you to drive non-commercial, combination vehicles that exceed 26,000 pounds <u>gross vehicle weight</u> . Examples of Class F vehicles include trucks and motor homes with a towed trailer or vehicle and any combination of vehicles used exclusively for recreation such as truck and camper combinations if the gross combination weight exceeds 26,000 lbs. With a Class F driver's license, you may also operate a three-wheel vehicle (excluding a two-wheel motorcycle with a side car).
Class G	A Class G driver license allows you to operate a moped as that vehicle is defined by S.C. Code of Laws, Section 56-1-1710.
Class M	A Class M license allows you to operate a two-wheel motorcycle, a two-wheel motorcycle with a detachable side car, or a three-wheel vehicle.

Each qualified driver will have only one driver's license, endorsed for one of the five classifications. License may be endorsed for two classifications i.e. motorcycle and another type of vehicle.

Fee for all licenses is \$12.50.

Vision and written tests will be administered by the DMV. **Exception:** Firefighters (Career or Volunteer) may have their classified license knowledge "written" test administered as part of the EVDT curriculum through the SCFA.

Driver's operating a for-hire vehicle will comply with applicable Federal Motor Carrier Safety Administration and State Transport Police regulations.

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3.1 Examiner Responsibilities

Examiners have a unique responsibility for ensuring that drivers who are granted a driver's license have the knowledge and skills required for the safe operation of their vehicles.

As crashes and collisions increase, licensing is seen as one way of controlling highway safety and the use of roadways. Examiners play an important role in reducing the incidence and severity of traffic crashes and collisions. Examiners help prevent unqualified drivers from operating motor vehicles, ensure that drivers are qualified and will not be a threat to the public's safety and work alongside the police, driver education teachers, highway designers, courts, and others in reducing the motor vehicle crash and collision toll.

Although examiners are important to licensing, under the law, it is the licensing agency that is responsible for the licensing process. The staff of a licensing agency, including examiners, merely assists the administration by collecting and providing information, making recommendations, and processing paperwork.

Meeting the licensing standards requires all persons who operate motor vehicles to pass certain knowledge and skills tests. Together, these tests ensure that the driver meets the minimum knowledge and skill requirements for the safe operation of a motor vehicle. The examiner plays a key role in ensuring that this testing process is carried out correctly and consistently.

The primary purpose of licensing is to see that drivers are able to drive safely before they are allowed to operate by themselves. Driver license examinations measure what the drivers **can** do or are capable of. No license test can tell what drivers **will** do because most drivers are able to conceal their true driving habits during the license test. Drivers who lack the ability to drive safely must acquire the ability before they are allowed to drive. The license test requires applicants to prepare by developing necessary knowledge and skills. Drivers who fail the exam must improve their ability in order to pass a test. By requiring drivers to prepare for tests it improves the ability of drivers to operate a vehicle safely. License tests are not intended primarily to "screen out" bad drivers because most applicants will eventually receive a license. A license to drive is critical in today's society, but people who have the ability to become safe drivers must have the opportunity to do so. License tests help applicants to become safe drivers by establishing skills and knowledge standards.

Although the examiner plays a key role in ensuring that this testing process is carried out correctly, drivers have a responsibility as well. Whether a license is a right or a privilege there are responsibilities that come with it, such as operating a vehicle in a way that will not cause injury to a person or damage property, obtaining the qualifications needed to drive safely, operating in a safe manner at all times, accepting legal responsibility for the operation of a motor vehicle, and compensating others for injury or property damage if it is caused by the driver.

The tests you will administer to applicants for a driver's license are based on scientific research and driver safety standards that specify the knowledge and skills necessary for the safe operation of a motor vehicle. The tests described in this manual were developed specifically to meet these standards. This ensures that the desired standards of knowledge and skill are met; examiners must use uniform administration and scoring procedures. This manual was prepared to help examiners meet these requirements for Class E and F Licenses.

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Test Reliability is an index of how consistently a test measures something. If a knowledge test is reliable, a person taking the same test twice would be expected to get close to the same score both times. A skills test is reliable if different examiners administer the same test to a driver and the driver receives a similar score on both tests.

Test Validity of a test is an index of how well it measures something. A licensing test measures if an applicant knows how to be a safe driver. A licensing test has content validity if it's related to the knowledge and skills needed to safely operate a vehicle. A test is considered to be valid if a more experienced driver scores higher than a novice driver.

There are two basic kinds of examinations: Knowledge tests and road tests. Knowledge tests are administered to determine whether the applicant has sufficient knowledge about good driving practices to operate a motor vehicle safely. Knowledge tests, however, provide no assurance that the applicant has sufficient technical skill to actually operate the vehicle correctly or to drive it safely on the highway. Therefore, the testing program is designed to include a series of tests to measure that the applicant can operate a motor vehicle safely.

1. **A Knowledge Test:** evaluates applicant's understanding of good driving practices and safe operation of vehicles.
2. **A Skills Test:** evaluates applicant's ability for safe vehicle operation and control in various situations.

The Testing Program calls for three types of test that are required for E & F vehicles:

1. Vehicle Inspection – Off Road
2. Basic Control Skills / EVDT Off Road Exemption
3. Road Test – On Road

3.2 Drivers Covered

Operators driving trucks or recreational vehicles exceeding 26,000 lbs. gross vehicle weight are required to have a license. A class E or F is required, depending on whether it is a single unit or a combination of vehicles on their operator's license.

For the purpose of classification and uniformity, a truck or recreational vehicle is defined as every motor vehicle designed, used, or maintained primarily for transportation of property or passengers. A truck tractor is defined as every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the weight of the vehicle and load as drawn. Trailer is defined as vehicle with or without motive power, other than a pole trailer; designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

3.3 Administering Driving Test

To make the driving test fair to all applicants and to insure uniformity among Examiners, the test is given over well planned routes which are as standardized as possible. Driving test routes must be designed to afford an opportunity to grade applicants on their ability to control a vehicle and show their ability to handle traffic and road problems which may occur.

SECTION THREE

The best routes are the ones that include, in the shortest distance all items upon which the applicant is scored. In some areas, features aren't present to utilize in making certain maneuvers, such as hill and traffic lights. The E and F road test will be administered over the same routes as CDL.

During the test each examiner should be equipped with a clipboard, score sheet, examiner manual and public handbook. You should give the applicants as much of your time and attention as possible during the examination.

3.4 Passing Standards

The customer must demonstrate the ability to perform basic control skills and on road skills test. Performance standards examined in the class E and F driver exam should not present a problem to the novice operator. Speed, stopping distance and observable events are used in scoring. Each skill and scoring method measures the operator's ability to meet minimum licensing standards. Subjective judgments of styles or technique are not appropriate and not included in this test.

The test is not dependent on the type, or style of vehicle being driven. Applicants are responsible for maneuvering whatever vehicle they choose to test in, whether it is large or small. The examiner's task is to determine the operator's ability to operate the vehicle being used.

3.5 Safety

Safety is the final determining factor in deciding whether to administer the test during inclement weather. The decision to cancel testing is the responsibility of the branch manager and the examiner administering the test.

Ensure vehicle is in a safe location before starting the vehicle. If not, move it to a safe location. Have applicant shut down the vehicle. Use footholds and handholds correctly. (i.e., climb out backwards when you are exiting the vehicle. Ensure that your wheels are chocked during the external inspection if parking brakes are released.)

Never get under, in front of, or behind a vehicle when there is any chance of it moving—doors, mirrors, or other protruding objects could hit you.

You are not responsible for the applicant's safety; however, do not allow the applicant to do anything dangerous. Stay where you and the driver can see each other.

SECTION FOUR

(1210 Emergency Vehicle Driver Training—Student PTM)

4.1 Vehicle Inspection

It is important that you inspect the vehicle carefully and determine its fitness to begin a driving demonstration by the driver. During testing, in which the driver will reconnect the towed unit, it will be necessary to re-inspect the vehicle prior to administering the road test.

If the vehicle does not meet the requirements, the test will be discontinued. However, if a minor adjustment can be made, allow the adjustment and continue the examination. When the test is discontinued, the applicant's **Form 447-SCFA** must be marked in the space provided and filed for future use.

The vehicle inspection contains three inspections:

1. In-Cab Operational Inspection
2. Engine Compartment Inspection & Routine Preventive Maintenance
3. Routine/ Walk Around Inspections & Document Results

To determine the Safety Officer's pass or fail status, DMV's Pre-Trip inspection guidelines require the following items to be inspect:

External Check	Internal Check	Optional Equipment
Vehicle walk around	Horn	Vehicle axles
Leaks	Air Brake L/A/B	Trailer Axles
Tires		Air Brakes
Headlights (Low and Hi Beams)		
Tail Lights and Brake Lights		
Turn Signals (Front and Back)		

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Sample Fire Department Vehicle Inspection Form

Sample Fire Department Vehicle Inspection Form			
Vehicle:		Mileage:	Date:
Exterior Inspection		Interior Inspection	
Item	Sat/Unsat	Item	Sat/Unsat
General Body Condition/Damage		Seat/Seat Belts	
Tires/Wheels/Suspension		Windshield/Mirrors	
Undercarriage		Heater/Defroster	
Doors/Windows		Dashboard Gauges (Fuel, Oil, etc.)	
Compartments		Horns/Sirens	
Lights (Head, Indicator, Reverse)		Maps, Pre-Fire Plans, etc.	
Emergency Lights		Communication Equipment	
Other		Other	
Engine Compartment		Fire Pump	
Item	Sat/Unsat	Item	Sat/Unsat
Engine Oil		Agent Level (Water, Foam, etc.)	
Transmission Fluid		Engage/Disengage	
Power Steering Fluid		Priming Device	
Radiator Coolant		Tank-to-Pump	
Belts/Hoses/Fan Blades		Throttle	
Air Intake/Filter		Discharge Valves	
Batteries		Relief Valves	
Other		Other	
Equipment		Other	
Item	Sat/Unsat	Item	Sat/Unsat
Supply Hose		Pneumatic/Air	
Preconnected Hose		Hydraulic	
Ladder(s)		Electrical	
Hand Tools		Brakes (Parking, Road)	
Power Tools		Auxiliary	
Emergency Medical Supplies		Breathing Air	
Fire Extinguisher		Generator	
Other		Other	
Discrepancies:			
Driver/Operator Signature:			
Captain Signature:			

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(1210 Emergency Vehicle Driver Training—Student PTM)

If equipped with air brakes, the examiner assists the applicant in performing the air brake check.

-
- STEP 1:** With the engine running, build the air pressure up to governed cut-out (100-125 psi). Shut off the engine, chock your wheels if necessary and release the parking brake (all vehicles) and the tractor protection valve (combination vehicles) and fully apply the foot brake. Hold the foot brake for one minute. Check the air gauge to see if the air pressure drops more than three pounds in one minute (single vehicle) or four pounds in one minute (combination vehicle).
-
- STEP 2:** Without restarting the engine, turn electrical power to the on or battery charge position. Begin fanning off the air pressure by rapidly applying and releasing the foot brake. Low air warning devices (buzzer, light, and flag) should activate before air pressure drops below 60 psi or level specified by the manufacturer.
-
- STEP 3:** Continue to fan off the air pressure. At approximately 40 psi on a tractor trailer combination vehicle (or level specified by manufacturer), the tractor protection valve and parking brake valve should close (pop out). On other combination vehicle types and single vehicle types the parking valve should close (pop out).
-

SECTION FIVE

5.1 Basic Control Skills

The purpose of the Driver Operator “Basic” Skills Test is to evaluate the driver’s basic skills in controlling the vehicle and judging its position in relation to other objects. They test basic skills essential for safe control of the vehicle. It does not matter that a driver might not perform all of these test maneuvers on the job. The types of judgement and control skills required for these basic control skills also are required in many different driving situations.

Disclaimer

In a cooperative agreement with the South Carolina Fire Academy, the EVDT course instructors selected to be certified by the SCDMV as Safety Officers in the Classified License Third Party Tester Program have agreed to evaluate each fire fighter licensed through this program on the required Driver Operator Skills. Each driver must pass the required battery of operator “basic skills” and the score sheet for each driver must reflect which skills were evaluated and passed before the on-road skills test can be administered.

The Basic Control Skills Test contains five maneuvers:

1. Confined Space Turn Around Skill
2. Straight Line Backing Using Mirrors Skill
3. Alley Dock Skill
4. Diminishing Clearance Skill
5. Serpentine Course Skill

Basic Control Skills

Under the agreement with the Department of Motor Vehicles participating SCFA Safety Officers will administer as part of the driver evaluation a selected battery of skills test exercises. The Safety Officer must identify on the Form 447-SCFA which maneuvers were tested and if the firefighter passed or failed. The firefighter must first pass the basic skills evaluation before being eligible to perform the on-road driving evaluation.

(1) Confined Space turn around Skill

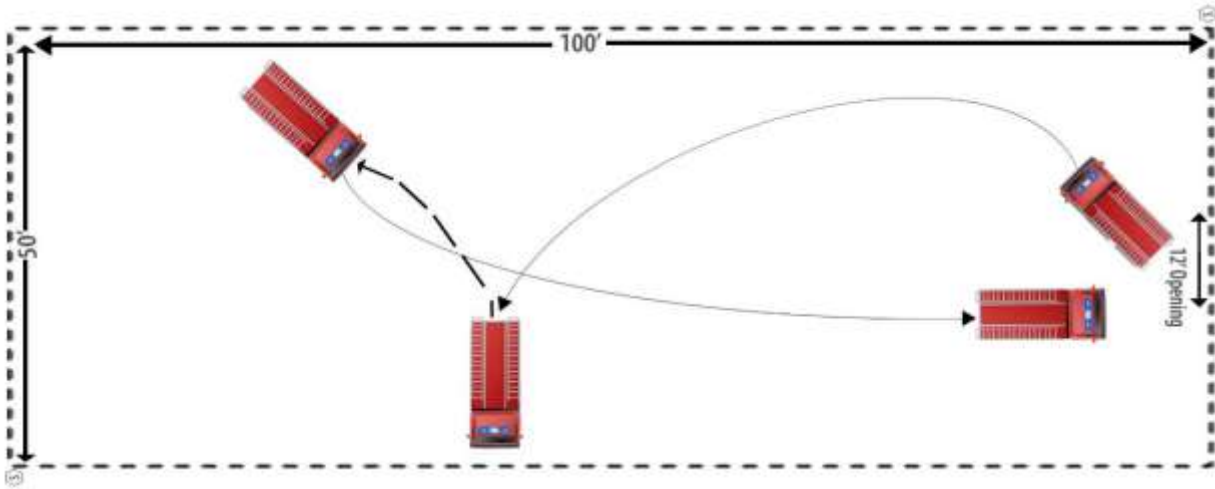
(1210 Emergency Vehicle Driver Training- Student PTM, EVDT D/O Skill 3-8, NFPA1002, 2014 Edition, 4.3.1; 4.3.4)

Directions

For this evaluation participants will make a U turn with a fire department apparatus with in a very confined area. This skill requires at least two firefighters: one to operate the apparatus, and one to serve as a spotter. The safety spotter is there to warn the driver in the event the driver is in danger of hitting an object.

Participants will always follow manufacturer’s recommendations and local standard operating procedures (SOPs) when performing all procedures.

SECTION FIVE



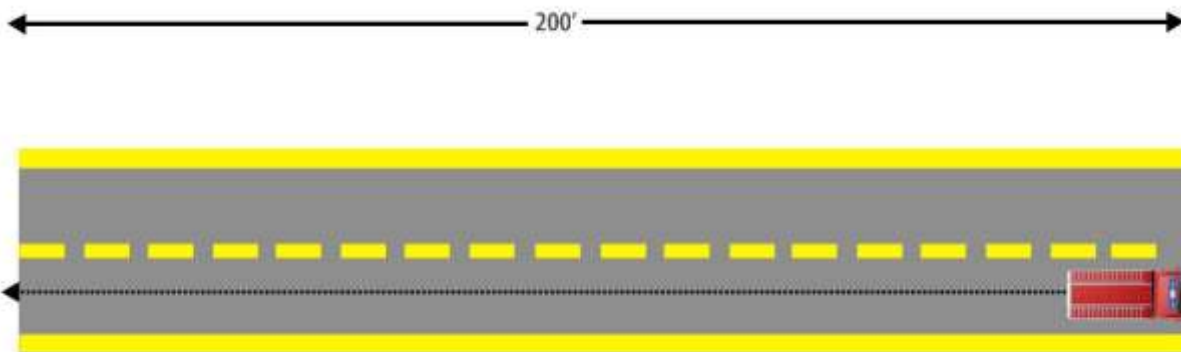
(2) Straight Line Backing (Back Apparatus) Using Mirrors Skill

(1210 Emergency Vehicle Driver Training- Student PTM, EVDT D/O Skill 3-3, NFPA1002, 2014 Edition, 4.3.2)

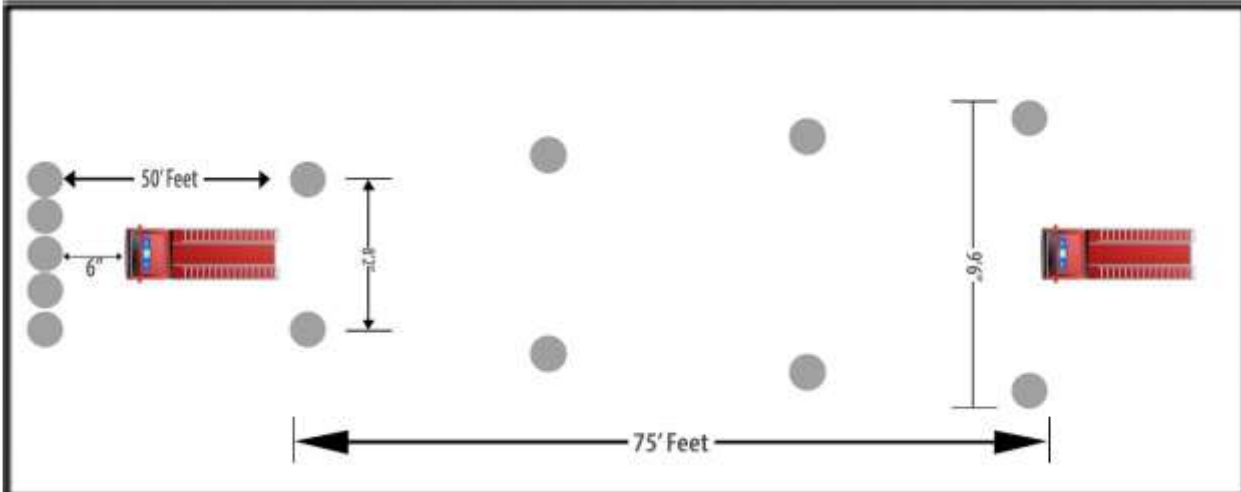
Directions

For this evaluation, participants will back a fire department apparatus using mirrors. This skill requires two firefighters: one to operate the apparatus and one to serve as a safety spotter. The safety spotter is there to warn the driver in the event the driver is in danger of hitting an object.

Remind the participants to always follow manufacturer's recommendations and local standard operating procedures (SOPs) when performing all procedures.



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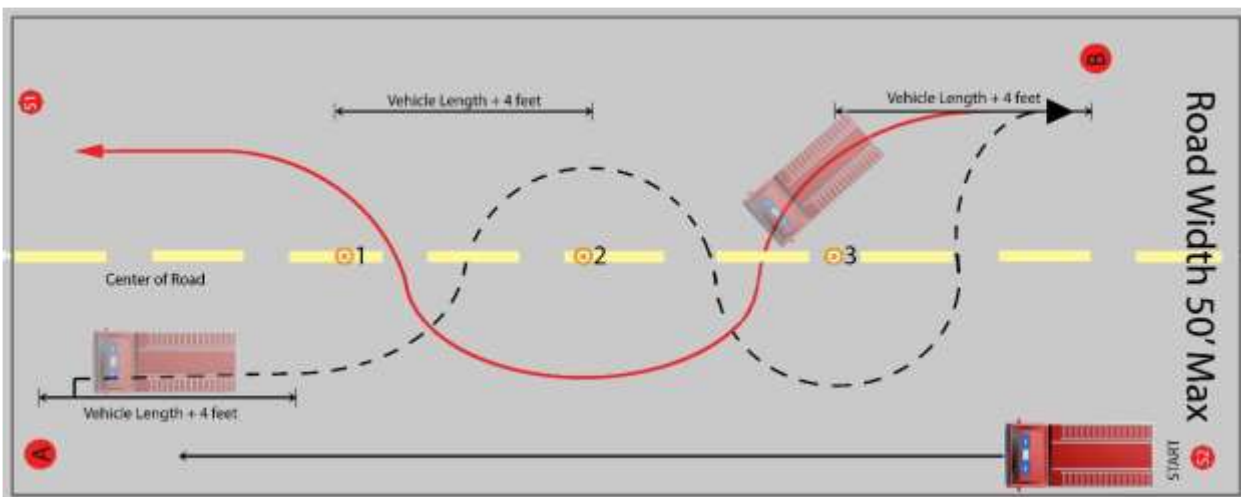
(5) Serpentine Course Skill

(1210 Emergency Vehicle Driver Training- Student PTM, EVDT D/O Skill 3-6, NFPA1002, 2014 Edition, 4.3.1; 4.3.3; 4.3.6)

Directions

For this evaluation the participant will drive the fire department apparatus around an obstruction while moving forward and in reverse. This skill requires at least two firefighters: one to operate the apparatus, and one to serve as a spotter. The safety spotter is there to warn the driver in the event the driver is in danger of hitting an object.

Participants will always follow manufacturer's recommendations and local standard operating procedures (SOPs) when performing all procedures.



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6.1 Road Test

The purpose of the road test is to evaluate if the driver has a minimum level of skills to drive in various situations.

A predetermined route will be used to evaluate the driver. Route(s) are approved through the Department and can be used as long as conditions allow.

When designing a road test route you must identify places where all required maneuvers can be tested. If you cannot find the ideal location for a maneuver you must find a substitute. Do not omit any maneuver. If you do not evaluate all the specified maneuvers the driver's test score will be inaccurate.

There is no minimum or maximum length for a route nor is there a minimum amount of time that a route has to take. A route is acceptable when it includes all required maneuvers a driver must be evaluated on during the road test.

Stay on the approved route. Detour due to wrecks, construction, etc. is unavoidable. Contact the Department if route needs to be changed.

Give directions and score accordingly. Do not discuss what driver should or should not do, they will know what to expect if prepared. Conversation should be held to a minimum, Driver should concentrate on driving and examiner should concentrate on scoring.

6.2 Road Test Required Maneuvers

- **Left and Right Turns (Four Scored Each)** - Include turns at traffic lights, stop signs, and uncontrolled intersections. The turns should range from easy to somewhat difficult for commercial vehicles. You should try to get a mixture of types of intersections so that they vary in complexity.
- **Lane Changes** - Include two lane changes maneuvers. Each maneuver should include a lane change to the left and to the right. The lane change maneuvers can be conducted during any portion of the road test. The locations should be suitable for conducting lane changes and allow enough time for the driver to complete each lane change. The lane change maneuvers may be conducted during the expressway, urban or rural driving sections provided a sufficient amount of driving distance is available. *When designing road test routes for compliance, select three separate locations where a set of lane changes can be safely accomplished.*
- **Intersections** - Select one through intersection and two intersections where a stop has to be made. If possible, these intersections should be included in the urban section.
- **Curves** - Try to get curves that are tight enough to produce noticeable off-tracking.
- **Expressway or Limited Access Road** - You should use an expressway section if there is one close to the testing area. If there is no expressway, freeway, etc., then use a road or highway with high speeds. The expressway section should be a four-lane controlled access highway such as an interstate highway. The section should start with a conventional ramp entrance and end with a conventional ramp exit.
- **Roadside Stop / Start** - For this maneuver, the driver will be asked to pull his vehicle over to the side of the road and stop as if he were going to get out and check/inspect something

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on his vehicle. Once stopped remind the driver that she/he is not required to turn off the vehicle and to **not** exit the vehicle.

- **Rural/Urban Area** - This area should be at least two miles long. It should contain through intersections and intersections with traffic lights. It should have moderate traffic density. Try to have a section where the driver can make lane changes. The section should be one that lets you see how the driver copes with traffic in a typical business area.

6.3 Administering the Road Test

Make sure the appropriate information is on the 447-SCFA. Road test instructions are required to be read to all applicants. Road test instructions are as follows:

During this road test, you will demonstrate your ability to operate a vehicle in most road situations using the techniques described in the Drivers' Manual.

- I will give you instructions as we go along and provide directions for turns as far in advance as possible.
- Continue straight ahead unless otherwise directed. I will never intentionally tell you to do something that might be unsafe or illegal.
- You are responsible for the safe operation of this vehicle, so let me know if I ask you to make a maneuver you feel unsafe performing.
- I will be making marks on the test form but this does not necessarily mean you have done anything wrong so please concentrate on your driving.
- **[Non-synchronized transmissions]** You are required to double clutch, failure to do so will result in each instance being scored against you.
- If you do not understand my directions, please do not hesitate to ask for clarification.
- Do you have any questions?

When the driver and you are ready, give clear and audible directions for the road test. Avoid the use of slang when giving road test instructions. In general, give all directions in way that avoids distracting the driver. Also, you must avoid unnecessary conversations. Some examples of giving directions are: at the next (intersection), turn (right); at the (traffic light), turn (left).

If necessary, you can give combined directions. For example, immediately after you complete your right turn, you will have to turn left on Main Street. It is the first road to your left after turning the corner.

In some licensing jurisdictions, it is practice not to use traffic signs or signals to tell drivers where to do something. Use the best guidance you can. Avoid using local landmarks that may not be familiar to the driver. Do not assume that drivers will be familiar with the area.

Give directions well before the maneuver is to be performed, but not before the driver clearly understands where s/he will do the maneuver. For, example do not tell the driver to turn at the next intersection if there are several large driveways between you and where you want the driver to turn.

Try to give directions at the same location each time you give the test. Before you give a direction, check the traffic and check that the driver can pay attention to you. However, if the driver is busy

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attending to traffic, delay the direction. If it looks like the driver will be busy when you want to give a direction, give it a little earlier. It is more important to give the directions when the driver can pay attention than to rigidly give directions at standard locations.

Specific instructions should also be given for each of the required maneuvers. At the beginning of the roadway (or rural highway) section say:

Lane Changes Instructions: We will be driving on this roadway (or road) for about _____ miles. When it is safe to do so, move one lane to the left. When it is safe to do so, change lanes back to the right.

Expressway or Rural Roadway Instructions: We will be driving on this roadway (or road) for about _____ miles

Roadside Stop/Start Instructions: When it is safe to do so, please pull your vehicle over to the right side of the road, stop your vehicle, and secure it as though you were going get out of the vehicle and check/inspect something on your load. Once you are stopped you do not need to exit your vehicle or turn the engine off.

6.4 Scoring the Road Test

The recommended scoring form for the E & F skills tests is a single sheet with the Vehicle Inspection and Basic Control Skills tests on one side and the Road test on the other.

The main headings in the boxes give the names of the different maneuvers. For each maneuver, there is a list of driver behaviors to be scored. Beside each behavior, there is a (0) used for marking the driver on the behavior. In cases where a maneuver is done several times on the route, there are several columns of (0)'s, one for each time the maneuver appears on the route.

To score a behavior, place a slash mark in the (0) whenever the driver's performance is unsatisfactory. Make no mark if the driver performs the behavior correctly. For each maneuver, there is a "No Errors" category at the bottom of the list of the behaviors for that maneuver. On the "No Errors" line, there is a line where you can put a check mark if the driver is satisfactory on all behaviors. These check marks will show that you scored the driver on these maneuvers and that the driver has made no errors.

For some behavior scores, mark the driver off if one or more of several things were done incorrectly. For example, the second item on the approach for a left or right turn is "Signal, Decelerate, Coast, Lane." This scoring item covers several things a driver should do on approaching a turn. That is: turn on the signal, decelerate smoothly, not coast with the clutch in, and be in the correct lane.

If the driver fails to do one or more of these items correctly, you would put a mark through the name of each item that was not performed correctly. For example, if the driver did not signal, you would put a mark through "Signal." At the completion of the turn, you would put a check mark in the box if one or more of the items are marked.

The only other marking that needs to be done on the test is to indicate if the maneuver was not done. A maneuver might not be done because you missed it for some reason; perhaps because there was no opportunity for it on the route or because traffic or weather conditions would not

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allow for the maneuver. To show that a maneuver was not performed, draw a vertical line down through the entire column of boxes for marking that maneuver. A passing score on the road test portion is twenty-five errors or less.

When scoring a maneuver, follow these steps:

1. Find the maneuver on the score sheet so you will be ready to mark it.
2. Check the driver and the traffic. When the driver can pay attention, give the directions for the next maneuver.
3. Watch the driver perform the maneuver.
4. Mark the score sheet.
5. Repeat the steps as needed for the test.

It is important to mark the driver's score immediately after each maneuver. Do not try to remember what the driver did and mark the sheet later.

The following section describes how to mark the score sheet for each test situation.

- **Left and Right Turns:** There are four columns of boxes each for left and right turns. The columns are numbered for the order in which the turns will be scored. For example, Column 1 under left turn is for the first left turn that is tested, and so on. The first few times you use a route, it might be helpful to write the names of the locations of the turns at the tops of the columns. This will help you to keep track of the turns until you have the route completely memorized, documented, and mapped. A turn is marked in four steps: approach, if vehicle stops, turning, and complete turn.
- **Lane changes:** There are two boxes for each lane change maneuver. Mark the one labeled "L" for the lane change to the left. Mark the one labeled "R" for the lane change to the right.
- **Intersections:** There are four columns for scoring the driver on intersections. The first two columns, both labeled "S" are for intersections where the driver has to make a legal stop (e.g., at a traffic light or a stop sign). The third and fourth columns, labeled "T", are for scoring a through intersection. There are two parts in this section: stopping and driving through. For a legal stop intersection, the driving through items cover the time from when the vehicle leaves the stop until it resumes normal traffic speed. For the through intersections, scores are only marked in the "T" column.
- **Curve:** Use this space for scoring a curve to the left or right.
- **Expressway or Limited Access Road:** Score the roadway section in four groupings: merge on, lane changes (if performed here), roadway driving, and exit. Mark each group as the driver completes it.
- **Roadside Stop/Start:** This section has one column for scoring. The behaviors are organized in three groups: approach, stop, and resume. You can usually score each group for the driver. Score the "approach" as soon as the driver stops. Then score the "stop" behaviors before telling the driver to continue. After the driver pulls away, score the "resume" behaviors.
- **General Driving Behavior:** When you observe poor driving behaviors that cannot be scored under any of the maneuvers on the main driving form, they should be marked under one of the seven "General Driving Behaviors". The first time a particular behavior occurs that cannot be captured on the main form, mark box "1"; the second time the same behavior occurs, mark

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box “2”; etc. to a maximum of “5”. The “Automatic Failure” category is scored more severely. The first time a driver fails to use a safety belt during the Road Test, the corresponding category should be marked and the test should be discontinued.

- **Errors at non-scoring locations:** Since you score at predetermined locations, there will be occasions when the driver makes an error at some place other than at one of these locations. Score these errors in the “General Driving Behavior” section of the form if it is something that fits in this section. Otherwise, you must ignore the error. Research has shown that if drivers make errors in places where you are not scoring, they will most likely make errors in places where you do score. Do not decide where to score a driver based on when the driver makes an error. Stick to scoring at the predetermined locations.

6.5 Road Test Scoring Standards

You learn how to use standardized scoring for the road test during the examiner training course. The following standards define the scoring procedures you need to score the Road test. The headings are the items you mark on the scoring sheet. The descriptions below each heading are the driving behaviors you look for when you mark an item. Refer to this section any time you need to review the scoring standards. You should also refer to this section any time you encounter a situation or driving behavior that the regular scoring form does not seem to cover. Often, it is, in fact, covered in the detailed scoring standards.

LEFT AND RIGHT TURNS

Approach

Traffic Check

- Examiner looks for any indication that the driver is observing the traffic environment ahead, to the left, right, and rear (through the mirrors).
- Driver makes head/body movements to left and right.
- Makes eye contact with other drivers and pedestrians.
- Uses mirrors.

Rationale: A constant visual search (including mirror checks) around the vehicle is necessary to alert the driver to any changes in traffic or road conditions. Mirror checks are critical because of the vehicle's large blind spots. The driver must be continually aware of conditions so that necessary adjustments in speed and position can be made. These adjustments take longer in commercial vehicles because of their large size, so the driver must be able to anticipate them as early as possible.

Signal

- Activates left turn signal.

Rationale: Drivers must communicate with other traffic. A signal is required at least 100 feet before turning, but not so early as to confuse traffic that may be exiting driveways or entering other intersections close to the turn.

Decelerates

- Takes foot off accelerator.
- Brakes gradually, evenly.
- Changes gears as necessary to keep power.

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Rationale: Gradual slowing allows driver time to properly set up for turn, make gear changes as needed, and obtain proper speed for control of vehicle (approximately 10 mph).

Coast

- Does not coast (foot on clutch or gearshift in neutral).
- Vehicle slows down smoothly.

Rationale: Driver should not place the transmission in neutral before coming to a complete stop. If the transmission is in neutral, the driver may not be able to supply power to vehicle if necessary and the vehicle could become a hazard to other traffic.

Lane - Vehicle in left-most lane, but not over lane markings.

Rationale: Turning from the wrong lane may create a hazard to other traffic. The driver should follow traffic rules by turning from the lane going the same direction that is closest to the left curb. The driver must use a special left turn lane when available. When there is more than one lane for turning left, the driver must use the right-most lane so that there will not be traffic on the right side of the vehicle where there are large blind spots.

If Stop

Necessary - Traffic, signals, or sign made it impossible to time arrival to avoid stopping.

Rationale: Stopping unnecessarily prior to turning may impede other traffic or cause other drivers to become impatient and commit unsafe actions, such as passing. A driver may stop unnecessarily because they are unable to change gears while the vehicle is in motion.

Smooth - Vehicle comes to a smooth stop without skidding.

Gap - Can pull around the vehicle in front, without backing.

Rationale: The driver should allow enough space to maneuver the vehicle in case of emergency or stalled traffic.

Stop Line

- Not out in intersection.
- Not over stop line on pavement or not past sidewalk, crosswalk, stop sign, or other marker.

Rationale: Stopping before the stop line will allow the driver to see the areas in front of vehicle. Pedestrians and other traffic must be visible to the driver. Stopping in the intersection may impede the flow of traffic.

Full Stop

- Driver does not coast.
- Vehicle comes to full stop.
- Vehicle doesn't roll.

Rationale: Making a full stop allows the driver enough time to thoroughly observe the traffic environment around the vehicle (i.e., vehicles trying to pass or vehicles temporarily in blind spots).

Wheels Straight - Wheels straight ahead (watch steering when moving away from the stop).

Turning

Traffic Check

- Head/body movements to left and right, especially movement to the left (mirror).

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- Eye contact with others.
- Uses mirrors.

Rationale: A constant visual search around the vehicle is necessary to alert the driver to any changes in traffic or road conditions. Mirror checks are critical to see the vehicle's large blind spots and to see where the rear of the vehicle is tracking. The driver must watch the front corner of the trailer because it sticks out farther than the tractor in turns and may strike fixed objects or other traffic. The driver must be continually aware of all conditions so that necessary adjustments in speed and position can be made. These adjustments take longer in commercial vehicles because of their large size, so the driver must be able to anticipate them as early as possible.

Both Hands

- Has grip on wheel (no palming).
- Both hands must be on wheel unless shifting.

Gears

- Gear change allowed to get started away from stop.
- Changes gears during turn if needed.
- If gear changes were necessary, driver did not clash gears, lug engine, or coast.

Rationale: The vehicle should remain in gear because it is difficult to shift in turns. It will also increase the vehicle stability and the driver's ability to control the vehicle.

Speed

- Barely noticeable lateral acceleration.
- No unnecessary stops during turn.
- Maintains smooth even speed.

Rationale: The driver must turn at a safe speed. A safe speed will vary depending upon the combined length of the vehicle and how sharp the turn is. A speed of 10 mph or less is a safe speed, especially for right turns. Using the correct speed reduces the chance of rollover or hitting traffic or objects during the turn.

Wide / Short

- Short if vehicle is touching inside curb, line, median, grass, etc...
- Wide if vehicle is more than three feet away from the curb, line, median, grass, etc.

Rationale: The driver should minimize the space on the right side of the vehicle so that traffic cannot pass. The vehicle must not hit the curb or other objects on the right side. The driver should maintain the position of the vehicle in the middle of the lane as much as possible while turning.

Note: Driving up and over a curb, median, or sidewalk anywhere on the road test route to include scored turns is an automatic failure. (Code XF-41). Driving up and over a curb, median, or sidewalk in a non-scored turn is not an automatic failure.

Complete Turn

Traffic Check

- Makes head/body movements to left and right, especially movement to the right (mirror).
- Makes eye contact with other drivers and pedestrians.
- Uses mirrors.

Rationale: The driver must make regular checks to see where the vehicle is tracking and to be aware of the traffic patterns that flow around the vehicle (i.e., front, sides, rear, top, and bottom).

SECTION SIX

Correct Lane - Vehicle finishes in the left-most lane.

Rationale: After turning, the vehicle should be in the correct lane. The driver should turn into a lane that permits travel and acceleration without the added burden of attempting a lane change into faster traffic.

Signal - Cancels signal after completion of turn.

Rationale: Signals on large trucks in most cases are not self-canceling and need to be manually canceled so that other traffic does not become confused.

Accelerate, Right

- Accelerates smoothly up to speed of traffic.
- Moves into right-most lane when traffic is clear (if not already there).

Rationale: Smooth, even acceleration prevents damage to the vehicle which may cause a stall or breakdown. It is also important that the vehicle picks up speed and does not delay other traffic.

LANE CHANGES

Signal - Activates proper turn signal.

Rationale: Signals alert other traffic that driver is about to make a lane change.

Spacing

- Should not tailgate while waiting to change lanes.
- Waits for safe gap.

Rationale: Because of the increased stopping distance of loaded or empty trucks, following distance must be adjusted to allow for a safe stop of the vehicle being driven and for vehicles following behind.

Smooth

- Blends smoothly with other traffic.
- No hard (sharp) turns; maintains speed.
- Moves to center of lane; safe gap front and rear.

Rationale: To reduce the chance of rollover and decrease the danger of collisions with unseen vehicles, drivers need to make lane changes gradually. This gives other drivers time to react.

Signal

- Activates signal.
- Turns signal off.

Rationale: Signals on large trucks, in most cases, are not self-canceling and need to be manually canceled so as not to confuse other traffic.

INTERSECTIONS

Stopping At

Traffic Check

- Head/body movements to left and right.
- Eye contact with other drivers and pedestrians.
- Uses mirrors to check traffic to rear.

SECTION SIX

Rationale: A constant visual search around the vehicle is necessary to alert the driver to any changes in traffic or road conditions. Mirror checks are critical because of the vehicle's large blind spots. The driver must be continually aware of conditions so that necessary adjustments in speed and position can be made. These adjustments take longer in commercial vehicles because of their large size, so the driver must be able to anticipate them as early as possible.

Deceleration

- Takes foot off accelerator.
- Brakes steadily.
- Changes gears if needed.
- Vehicle slows down smoothly.

Rationale: Gradual slowing allows for proper control of the vehicle.

Coast - Does not coast (foot on clutch or gearshift in neutral).

Rationale: Driver should not place the transmission in neutral before coming to a complete stop. If the transmission is in neutral, the driver may not be able to supply power to vehicle if necessary and the vehicle could become a hazard to other traffic.

Gap - Can pull around the vehicle in front, without backing.

Rationale: The driver should allow enough space to maneuver the vehicle in case of emergency or stalled traffic.

Stop Line - Front of vehicle should not be in intersection, over stop line or crosswalk, or past stop sign, sidewalk, or other marker.

Rationale: Stopping before the stop lines, etc., will allow the driver to see the area in front of vehicle. Pedestrians and other traffic must be visible to the driver. Stopping in the intersection may impede the flow of traffic.

Full Stop

- Vehicle comes to full stop.
- Vehicle does not roll forward or backward.

Rationale: Making a full stop allows the driver enough time to thoroughly observe the traffic environment around the vehicle (i.e., vehicles trying to pass or vehicles temporarily in blind spots).

DRIVING THROUGH

Traffic Check

- Makes head/body movements to left and right.
- Makes eye contact with other drivers and pedestrians.
- Uses mirrors.

Rationale: A constant visual search around the vehicle will alert the driver to any changes in condition. Driver also checks mirror in order to see vehicles approaching from the rear and to see where vehicle is tracking.

Yield - Yields to pedestrians and other traffic already at or in intersection.

SECTION SIX

Rationale: Failure to yield right-of-way can result in a collision.

Lane - Does not change lanes in intersection.

Gear

- If necessary, changes gears to move vehicle safely through the intersection.
- If gear changes were necessary, driver did not clash gears, lug engine, or coast.

Rationale: The vehicle should be in gear as it proceeds through an intersection. If the driver is shifting or coasting, they may not be able to supply power to the vehicle and it could become a hazard to other traffic. Any necessary transmission shifts should be made prior to entering an intersection, unless the driver is starting from a stop and is moving the vehicle in a low gear. Downshifting prior to an intersection may be necessary to avoid lugging the engine.

Accelerate

- Does not stall engine.
- Does not cause disruption in traffic flow.
- Changes gears as necessary and does not lug or rev engine.

Rationale: Smooth, even acceleration prevents damage to the vehicle which may cause a stall or breakdown. It is also important that the vehicle picks up speed and does not delay other traffic.

CURVE

Speed: Enter, Through

- Reduces speed before curve.
- Does not have to brake or downshift while in curve.
- Maintains speed during curve.
- No strong lateral accelerations.

Rationale: Drivers must adjust speed to safely negotiate a curve. Drivers inexperienced with the operation of a particular type of vehicle often misjudge the maximum speed with which they can negotiate a curve of a given radius. Excessive speed prior to the curve often requires hard braking in the curve which, when combined with the outward force of the curve, creates a very hazardous situation. The danger is greater in articulated vehicles where it can lead to a partial jackknife or possible rollover. At the other extreme, drivers whose handling skills are deficient may slow too much to keep the vehicle in the lane while negotiating the curve. Speed adjustments need to be made prior to the curve to allow drivers time to concentrate on the curve, not on shifting.

Stays in Lane - Keeps all vehicle wheels in lane.

Rationale: Because of the off-tracking of large vehicles, drivers must approach the curve from an outside position of the lane to keep the rear wheels from cutting across the apex of the curve. Failure to do so can cause the rear wheels to leave the road or present a hazard to vehicles in a neighboring lane.

Traffic Checks

- Continual traffic checks.
- Makes extra effort to keep track of following vehicles when coming out of curve.

EXPRESSWAY

SECTION SIX

Merge On

Traffic Check - Checks traffic in front and rear, and especially to the left (blind spot).

Rationale: A constant visual search around the vehicle will alert the driver to any changes in conditions. Watch for vehicles slowing, stopping, or turning, pedestrians or other traffic from the side of the road, and other traffic approaching from the side. Driver also watches for passing vehicles or other traffic traveling along the side that may enter a blind spot. Driver checks mirror in order to see vehicles approaching from the rear before selecting a possible space in traffic in which to merge.

Signal - Signals when expressway traffic can see signal.

Rationale: Signals alert other traffic that driver is about to make a lane change.

Spacing

- Does not tailgate.
- Avoids making traffic in rear slow down.

Rationale: Because of the increased stopping distance of loaded or empty trucks, following distance must be adjusted to allow for a safe stop of the vehicle being driven and for the vehicles following behind.

No Stop - Merges without stopping.

Rationale: Stopping on a merge lane creates a hazardous situation for other traffic attempting to accelerate to freeway speeds.

Merge

- Does not exceed ramp speed.
- Accelerates to traffic speed in acceleration lane; no hard (sharp) turn onto expressway lane.
- Does not lug or rev engine.
- Moves to center of driving lane (right-most lane).

Rationale: The vehicle should travel as close to the highway speed as possible. A heavy vehicle's low acceleration, coupled with its large space requirement, makes it important that drivers use the acceleration lane to gain as much speed as possible to minimize disruption of traffic flow.

Cancel Signal - Turns signal off.

Rationale: Signals on large trucks, in most cases, are not self-canceling and need to be manually canceled so that other drivers do not get confused.

Expressway Driving Behaviors

Regular Traffic Checks - Look for any indication the driver is observing traffic to the left, right, and rear through the use of mirrors or head movement.

Selects Proper Lane - Right lane if clear, center lane if using right lane requires constant lane changes, center lane if high volume of entering, exiting traffic.

Keeps Vehicle in Lane - Stays in center of lane, does not wander or drift.

Speed - Keeps up with traffic flow, timed approach to hazards or obstructions to avoid continual slowing up. Stopping and accelerating, maintains steady speed.

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Following Distance - 1 second for every 10 feet of vehicle, avoids having view blocked by large vehicles in front.

Traffic Check - Checks front and rear, especially blind spot.

Rationale: A constant visual search around the vehicle will alert the driver to any changes in conditions. The driver should watch for vehicles slowing, stopping and turning; and other traffic approaching from the side. The driver also watches for passing vehicles or other traffic traveling alongside that may enter a blind spot. Driver checks mirror in order to see vehicles approaching from the rear.

- **Exit Expressway**

Traffic Check - Checks traffic, especially to the right (blind spot).

Rationale: A constant visual search around the vehicle will alert the driver to any changes in conditions. Drivers should watch for vehicles slowing, stopping or turning; pedestrians, or other traffic from the side of the road; and other traffic approaching from the side. Driver should also watch for passing vehicles or other traffic traveling alongside that may enter a blind spot. Driver checks mirror in order to see vehicles approaching from the rear.

Signal - Activates right turn signal.

Rationale: Signals alert other traffic that driver is about to make a lane change.

Smooth Merge to Exit Lane

- No hard (sharp) turn onto deceleration lane.
- Enters exit lane where lane begins.

Decelerate in Exit Lane - Decelerates in deceleration lane and not below minimum posted speed on expressway.

Rationale: Decelerating on the ramp instead of on the expressway prevents a disruption in traffic flow. Slower moving vehicles can become obstructions to vehicles traveling at expressway speeds.

Ramp Speed

- Does not exceed ramp speed.
- No noticeable lateral acceleration on ramp curve.
- Follows correct downgrade or upgrade procedure on ramp with grade.

Rationale: Reduction in speed must be sufficient to negotiate the ramp at or below posted speed for the ramp. Braking or downshifting once the driver has entered the ramp curve are indications the driver did not make the speed adjustments soon enough and should be considered excessive speed.

Spacing - Does not tailgate on ramp.

Rationale: Because of the increased stopping distance of loaded or empty trucks, following distance must be adjusted to allow for a safe stop of vehicle being driven and the vehicles following behind.

Cancel Signal - Turns signal off.

SECTION SIX

ROADSIDE STOP / START

Approach

Traffic Check - Examiner looks for indication that the driver is observing traffic environment ahead, left, right, and at the rear (through the mirrors).

Rationale: A constant visual search around the vehicle is necessary to alert the driver to any changes in traffic or road conditions. Mirror checks are critical because of the vehicle's large blind spots. The driver must be continually aware of conditions so that necessary adjustments in speed and position can be made. These adjustments take longer in commercial vehicles because of their large size, so the driver must be able to anticipate them as early as possible.

Signal On - Driver activates right turn signal.

Rationale: Drivers must communicate with other traffic. A signal is required at least 100 feet before changing lanes, but not so early as to confuse other traffic.

Correct Lane - Vehicle in right-most or curb lane.

Rationale: The driver must not cut across other traffic lanes since there could be vehicles in the blind spots on the right side of the vehicle.

Deceleration

- Driver takes foot off accelerator.
- Brakes smoothly and evenly.
- Changes gears (if necessary).
- Vehicle slows down smoothly.

Rationale: Gradual slowing allows driver proper control of vehicle.

Not Coast - Driver does not coast (foot on clutch or gearshift in neutral).

Rationale: Driver should not coast before coming to a complete stop. If the transmission is in neutral, the driver may not be able to supply power to vehicle if necessary and the vehicle could become a hazard to other traffic.

Stop

Parallel - Vehicle parallel to curb or shoulder of road, out of the flow of traffic, and oncoming traffic can be seen through drivers outside mirror.

Rationale: Large vehicles should be parked so that they do not restrict vision or cause distractions. Hitting the curb can damage tires. Vehicles must be parked parallel and close to the curb.

Not Blocking - Not blocking driveways, fire hydrants, intersections, signs, etc.

Not Rolling - Vehicle does not roll forward or backward.

Rationale: Once a driver has reached the final parking position, they must secure the vehicle against movement. It is important that service brakes remain applied until the parking brake is activated to prevent vehicle from rolling forward or backward.

Signal Off / 4-Ways On

- Cancels turn signal.
- Activates 4-way flashers.

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Rationale: The turn signal needs to be canceled and the 4-ways activated so as not to confuse other traffic.

Parking Brake On

- Puts parking brake on.
- Puts gear shift in neutral or park.
- Foot is not resting on brake or clutch pedals.

Resume

Traffic Check

- Makes head/body movements to left and right, especially movement to the left (mirror).
- Makes eye contact with other drivers and pedestrians.
- Uses mirrors.

Rationale: The driver needs to observe the traffic environment ahead, left, right, above, and below the vehicle. Also, checks mirrors so that the driver will be alerted to any changes around the vehicle, with checks especially in the direction of the merge.

4-ways Off/Signals On

- Turns 4-way flashers off.
- Activates left turn signal and keeps it activated until vehicle is back into traffic flow.

Rationale: Driver must cancel the 4-way flasher and activate the left turn signal to warn traffic of the intention to pull out.

Parking Brake

- Releases parking brake, puts vehicle in gear, and moves slowly forward.
- Does not turn wheel before vehicle moves.

Rationale: Driver must ensure the vehicle does not roll as they release the parking brake and put the transmission into gear. Driver may use the parking brake to hold the vehicle as they begin to engage the clutch, but driver should not attempt to pull forward without releasing the brake.

Not Stall Engine - Does not stall engine when starting to move.

Rationale: Driver should start vehicle forward without lurching, jerking, or stalling the engine, which may cause vehicle to become a hazard to other traffic.

Traffic Check - Checks traffic, especially to left (mirror).

Accelerate

- Driver does not coast (foot on clutch or gearshift in neutral).
- Does not stall engine.
- Accelerates smoothly and merges with other traffic into proper lane.
- No hard (sharp) turn into traffic.
- Appropriate gears for speed/engine.

Rationale: Accelerating and merging properly prevents the vehicle from interfering with traffic flow. Accelerating too quickly may damage equipment, which may in turn, cause the vehicle to stall or break-down.

SECTION SIX

GENERAL DRIVING BEHAVIORS

Used Clutch Properly

- Used clutch to shift.
- Double clutched if vehicle is equipped with non-synchronized transmission.
- Did not over-rev or lug the engine.
- Did not coast with clutch in.
- Did not ride clutch to control speed.
- Did not "snap" clutch.

Rationale: Proper use of the clutch eliminates unnecessary stress on the drive train which can lead to equipment damage or breakdowns.

Used Gears Properly

- Did not grind or clash gears.
- Generally kept in proper gear and did not coast.
- Did not over-rev or lug engine.

Rationale: Drivers weak in basic shifting abilities can be distracted from controlling the vehicle properly. Weak shifting abilities cause difficulties in shifting smoothly, resulting in gears being clashed or lever being forced into gear.

Used Brakes Properly

- Did not ride or pump brakes.
- Braked smoothly without causing tires to slide.

Rationale: Drivers unskilled at operating vehicles with air brakes will have a tendency to over-brake causing harsh and erratic stops.

Proper Steering - Kept both hands on wheel when not shifting gears; didn't under-or over-control steering.

Rationale: A driver who keeps both hands on the wheel is better able to control the vehicle during quick evasive maneuvers (i.e., avoiding potholes, hitting obstacles, etc.).

Proper Lane Usage

- Did not encroach on traffic control pavement markings, stop lines, etc.
- Generally kept in correct lane (right lane, if clear).

Rationale: If driver is observing the environment ahead, he should choose the right-most lane that can be traveled safely. Drivers should avoid lane changes going through an intersection and maintain lane position without encroaching into other lanes. Drivers should not encroach on or over traffic control pavement markings, stop lines.

Speed

- Does not maintain a constant speed when possible.
- Race engine while starting or standing.
- Drives to slow no other traffic involved.
- Exceeds speed limit. *Five miles or greater over posted speed limit is an automatic failure.*

Rationale: Drivers should operate within 10 mph of the posted speed limit if conditions permit without exceeding the posted limit. Slow driving not only obstructs traffic, but can be indicative of a driver whose ability to handle a large vehicle is marginal.

Yield/Right-of-Way

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- Driver shows tendency to bluff their right-of-way over others.
- Overly aggressive in taking right-of-way even though legally within the law.
- Does not give proper consideration to pedestrians at crosswalks.
- Uses size of vehicle to demand or intimidate right-of-way over others.

Rationale: The driver's ability to make decisions on right-of-way is one of the most important responsibilities for all drivers. Knowing when to accept right-of-way or give the right-of-way is an important point to watch during the road test.

Following Distance

- Allows one second per 10 feet of vehicle length when under 40 mph.
- Adds one second if over 40 mph.
- Avoids having forward view blocked by large vehicles. If view is blocked by other large vehicles, increases following distance.

Rationale: Because of the increased stopping distance of loaded or empty trucks, following distance must be adjusted to allow for a safe stop of the vehicle being driven and the vehicles following behind, (such as 40-foot truck under 40 mph, four seconds; over 40 mph, five seconds).

6.6 Automatic Failures

An applicant may do a maneuver or commit a traffic law violation that immediately disqualifies him. The examiner must discontinue the test if one of these four conditions is met.

• XF-41 Dangerous Action

1. An accident is prevented only by defensive driving on the part of another or dodging by a pedestrian.
2. Examiner has to aid in controlling the vehicle by taking hold of the wheel or by applying the brakes (if applicable).
3. Driver stalls the vehicle in the middle of the intersection or a roadway so as to obstruct traffic.
4. Drives one or more wheels over the curb or onto sidewalk.
5. Examiner has to provide verbal instruction to prevent the applicant from performing a dangerous action.

• XF-42 Violation of Law

1. Any act for which a driver might be arrested.
2. Any act which might make them liable for damages in case of accident.

• XF-43 Non-Cooperation or Refusal to Perform

1. The driver refuses to try to do any legal maneuver.
2. The driver repeatedly fails to follow instructions.
3. The driver offers bribes or gratuity.
4. The driver argues concerning scoring (not just a discussion of scoring)
5. The driver accuses the examiner of discriminating against him/her.

• XF-44 Accident

1. Any accident, however slight, which the driver could have prevented regardless of who is responsible for it:
 - A. Contact with another vehicle.

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- B. Contact with a pedestrian, except from a pedestrians intent.
 - C. Contact with a fixed object not otherwise covered by specific regulations.
2. If driver's vehicle is disabled in an accident which could not have been prevented, the test report is marked incomplete with the proper explanation in the remarks section.

During the course of the skills test the applicant may display many poor driving characteristics, none of them alone sufficient for failure. However, the combined mistakes would indicate need for further practice. Driver mistakes are rated according to fair or bad performance. When they total enough points for failure, discontinue the road test.

- **XF-45 Points Accumulation** – When applicant exceeds the maximum point accumulation assigned to the class license.
 1. Road Test
 - A. 0-25 points equal a passing score.
 - B. 26 or more points is equal to a failure
- **XF-50 Vehicle Fails** - The vehicle does not meet minimum operating standards.

Critique and answer any questions before telling the applicant their final score. While administering the road test, you may make notes on the 447-SCFA form to assist you when debriefing the applicant after the test is completed. This will help give applicant an accurate understanding why they were successful or unsuccessful.

6.7 Calculating the Driver's Score

At the end of the test, go over the 447-SCFA score sheet and check that everything is marked clearly and correctly. Be sure you cross out maneuvers that were not done on the test and that you have checked the "No Errors" space for maneuvers where the driver did not make any errors. Make sure that wherever you marked a word in a multiple item driving behavior, you also marked the scoring (0) for the item.

Carefully add up the number of marked (0)'s, and write the total in the space next to the heading, "Road Test Score." If the score is close to the passing score, double check that you have added up the score correctly. Enter the score on the required paper work and determine whether or not the driver passed the Road test. If not, explain the deficiencies to the driver and tell the driver that it will be necessary to retake the Road test before a driver's license can be issued. Inform the driver of when a test can be retaken or what procedures the driver needs to follow to reschedule the test.