

DRIVER LICENSE MANUALS BEST PRACTICES

FINAL REPORT 553

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16. Abstract Each motor vehicle jurisdiction in the United States has an established process by which it assesses the required knowledge of driver license applicants to determine whether they are able to operate their vehicles safely and thus qualify for a driver's license. Corollary to that assessment process is the jurisdiction's responsibility to provide drivers with the information for which they are to be held responsible during the licensing exam and subsequently while operating their vehicle on our nation's roadways. The primary means of providing this information to drivers is the jurisdiction's basic driver license manual. This study was directed at identifying best practices with regard to the basic driver license manuals produced by motor vehicle jurisdictions. To identify best practices, three types of information sources were consulted: (1) driver license manuals produced by motor vehicle jurisdictions throughout the country; (2) driver safety information produced by relevant government agencies and private organizations; and (3) research, news, education, and popular literature. Of 212 knowledge items recommended by the American Association of Motor Vehicle Administrators (AAMVA) for inclusion in driver manuals, 119 were addressed by a majority (51% or more) of the manuals reviewed and are considered best practices in subject matter content. Additional topics that should be considered best practices in subject matter content are: intersection safety, particularly with regard to red light running; sharing the road with trucks, particularly emphasis on their "No-Zones"; road rage and aggressive driving; driver distraction; seatbelt usage, particularly with regard to the jurisdiction's primary or secondary seatbelt laws; and following distance, with emphasis on the need for a three- or four-second gap. With regard to factors other than subject matter content, it was found that most jurisdictional manuals (77%) are smaller than the 8 1/2" x 11" size of the Arizona manual, with 48% opting for the compact 5 1/2" x 8 1/2". More than half the jurisdictions produce a version of the manual in Spanish, and more than a third of the jurisdictions produce a specialized driver manual directed at teen learners and their parents and encouraging parents' active involvement in their teen's learning process.					
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SI* (MODERN METRIC) CONVERSION FACTORS

APPROXIMATE CONVERSIONS TO SI UNITS					APPROXIMATE CONVERSIONS FROM SI UNITS				
Symbol	When You Know	Multiply By	To Find	Symbol	Symbol	When You Know	Multiply By	To Find	Symbol
<u>LENGTH</u>					<u>LENGTH</u>				
in	inches	25.4	millimeters	mm	mm	millimeters	0.039	inches	in
ft	feet	0.305	meters	m	m	meters	3.28	feet	ft
yd	yards	0.914	meters	m	m	meters	1.09	yards	yd
mi	miles	1.61	kilometers	km	km	kilometers	0.621	miles	mi
<u>AREA</u>					<u>AREA</u>				
in ²	square inches	645.2	square millimeters	mm ²	mm ²	Square millimeters	0.0016	square inches	in ²
ft ²	square feet	0.093	square meters	m ²	m ²	Square meters	10.764	square feet	ft ²
yd ²	square yards	0.836	square meters	m ²	m ²	Square meters	1.195	square yards	yd ²
ac	acres	0.405	hectares	ha	ha	hectares	2.47	acres	ac
mi ²	square miles	2.59	square kilometers	km ²	km ²	Square kilometers	0.386	square miles	mi ²
<u>VOLUME</u>					<u>VOLUME</u>				
fl oz	fluid ounces	29.57	milliliters	mL	mL	milliliters	0.034	fluid ounces	fl oz
gal	gallons	3.785	liters	L	L	liters	0.264	gallons	gal
ft ³	cubic feet	0.028	cubic meters	m ³	m ³	Cubic meters	35.315	cubic feet	ft ³
yd ³	cubic yards	0.765	cubic meters	m ³	m ³	Cubic meters	1.308	cubic yards	yd ³
NOTE: Volumes greater than 1000L shall be shown in m ³ .									
<u>MASS</u>					<u>MASS</u>				
oz	ounces	28.35	grams	g	g	grams	0.035	ounces	oz
lb	pounds	0.454	kilograms	kg	kg	kilograms	2.205	pounds	lb
T	short tons (2000lb)	0.907	megagrams (or "metric ton")	mg (or "t")	Mg	megagrams (or "metric ton")	1.102	short tons (2000lb)	T
<u>TEMPERATURE (exact)</u>					<u>TEMPERATURE (exact)</u>				
°F	Fahrenheit temperature	5(F-32)/9 or (F-32)/1.8	Celsius temperature	°C	°C	Celsius temperature	1.8C + 32	Fahrenheit temperature	°F
<u>ILLUMINATION</u>					<u>ILLUMINATION</u>				
fc	foot candles	10.76	lux	lx	lx	lux	0.0929	foot-candles	fc
fl	foot-Lamberts	3.426	candela/m ²	cd/m ²	cd/m ²	candela/m ²	0.2919	foot-Lamberts	fl
<u>FORCE AND PRESSURE OR STRESS</u>					<u>FORCE AND PRESSURE OR STRESS</u>				
lbf	poundforce	4.45	newtons	N	N	newtons	0.225	poundforce	lbf
lbf/in ²	poundforce per square inch	6.89	kilopascals	kPa	kPa	kilopascals	0.145	poundforce per square inch	lbf/in ²

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GLOSSARY OF ACRONYMS

AAMVA	American Association of Motor Vehicle Administrators
AARP	Acronym now used for organization formerly called American Association of Retired Persons
AASHTO	American Association of State Highway and Transportation Officials
AAA	American Automobile Association
ADTSEA	American Driver and Traffic Safety Education Association
ADOT	Arizona Department of Transportation
FHWA	Federal Highway Administration
FMCSA	Federal Motor Carrier Safety Administration
GDL	Graduated Driver Licensing
HTML	Hyper Text Markup Language
IIHS	Insurance Institute for Highway Safety
MVD	Motor Vehicle Division
NHTSA	National Highway Traffic Safety Administration
PDF	Portable Document Format

EXECUTIVE SUMMARY

Each motor vehicle jurisdiction in the United States has an established process by which it assesses the required knowledge of driver license applicants to determine whether they are able to operate their vehicles safely and thus qualify for a driver's license. Corollary to that assessment process is the jurisdiction's responsibility to provide drivers with the information for which they are to be held responsible during the licensing exam and subsequently while operating their vehicle on our nation's roadways.

The primary means of providing this information to drivers is the jurisdiction's basic driver license manual. Some jurisdictions also produce supplementary materials directed at specific segments of the driving population, such as teenage or elderly drivers, or at specific driving and traffic safety issues, such as red light running or sharing the road with bicyclists.

The nation's motor vehicle jurisdictions also provide information on obtaining specialized licenses such as those required for operating commercial vehicles or motorcycles. While a few jurisdictions include such information within their basic driver license manual, most – including Arizona – produce separate publications for these purposes.

This study was directed at identifying best practices with regard to the basic driver license manual produced by motor vehicle jurisdictions and did not encompass manuals or other information produced by jurisdictions with regard to obtaining specialized operator licenses. To identify best practices, three types of information sources were consulted: (1) driver license manuals produced by motor vehicle jurisdictions throughout the country; (2) driver safety information produced by relevant government agencies and private organizations; and (3) research, news, education, and popular literature.

KEY FINDINGS

- ▶ The American Association of Motor Vehicle Administrators (AAMVA) *Guidelines for Knowledge and Skill Testing* recommend that 212 individual knowledge requirements be addressed in all driver license manuals. Of these 212 items, a total of 119 were addressed by a majority (51% or more) of the manuals reviewed and are considered best practices in subject matter content. That total comprises 43 requirements addressed by 51 to 74 percent of the manuals and another 76 addressed by 75 to 100 percent of the manuals reviewed.
- ▶ Most of the topics identified as best practices in subject matter content are already included and well addressed in the current Arizona driver license manual.

- ▶ Two categories of AAMVA knowledge requirements stand out from the rest in that they are only lightly addressed or omitted altogether by nearly all the manuals reviewed in the study. The two categories are Vehicle Control, which includes such topics as starting, accelerating, and upshifting, and Vehicle Readiness, which includes such topics as vehicle characteristics, drive train configuration, and safety equipment. It is presumed that for reasons of cost, jurisdictions must identify topics that are less critical for inclusion than others, and that these topics were so identified by most of the jurisdictions.
- ▶ The review of the driver manuals and the literature search identified additional topics that should be considered best practices in subject matter content: intersection safety, particularly with regard to red light running; sharing the road with trucks, particularly emphasis on their “No-Zones”; road rage and aggressive driving; driver distraction; seatbelt usage, particularly with regard to the jurisdiction’s primary or secondary seatbelt laws; and following distance, with emphasis on the need for a three- or four-second gap.
- ▶ The questionnaire completed by motor vehicle jurisdictions revealed that:
 - More than half the jurisdictions provide a Spanish version of the manual.
 - More than half the jurisdictions review and update their manual annually or more frequently, while another fourth of the jurisdictions update it as needed.
 - The most common distribution methods are motor vehicle test locations, online, schools and driver training organizations, and via mail at the user’s request. Approximately two-fifths of the jurisdictions also make their manuals available through local law enforcement offices.
 - More than a third of the jurisdictions produce a specialty manual directed at teens and their parents.
- ▶ With regard to format, less than one-fourth (23%) of the jurisdictional manuals reviewed are 8 ½ x 11" in size, which is the size of the Arizona manual. The vast majority (77%) are smaller, with 48% produced in the 5 ½ x 8 ½" size.

KEY RECOMMENDATIONS

- ▶ Because most of the topics identified as best practices in subject matter content are already included and well addressed in the current Arizona driver license manual, only 18 topics are recommended for addition.
- ▶ While best practice topics are generally well covered in the current Arizona manual, organization and coverage can be improved. It is recommended that an overall graphic redesign of the manual be undertaken, encompassing both reorganization of text and better use of graphic elements to facilitate reader comprehension. The reorganization of text should be directed at placing greater emphasis on high-priority topics – by covering them earlier in the material as well as giving them more

attention – and achieving a more reader-friendly flow of information. Several topics would benefit from expanded discussion, while others can be relocated for improved clarity and/or consolidated to eliminate repetition.

Additionally, the redesign should include increased use of graphic representations to clarify and illustrate complex concepts as well as the use of other graphic elements to improve communication and comprehension of the material.

It is also recommended that the two components of the publication, the driver manual and the customer guide, be transposed so that the driver manual is first, and that a new cover design be created for the combined publication. The design should clearly communicate the publication's function as an information guide for Arizona drivers. Suggestions to accomplish this include using photographs of drivers and passengers who represent various segments of Arizona's demographics as well as incorporating the state's name in the publication title.

- ▶ Because there is a clear preference among jurisdictions for a smaller manual than Arizona's, it is suggested that ADOT consider whether economic benefits would be derived from producing a smaller manual, such as 5 ½" x 8 ½".
- ▶ Additional recommendations include updating ADOT's Spanish translation of the manual to correspond with this update of the English-language version, adding the Spanish-language version to the ADOT website for online access, and undertaking additional research to examine the benefits of producing a specialized manual directed at teenage drivers and their parents – possibly as a co-sponsored project with an appropriate organization or agency.

RESEARCH METHODOLOGY

CURRENT PRACTICES AMONG MOTOR VEHICLE JURISDICTIONS

An investigation of current practices among motor vehicle jurisdictions throughout the United States (including Washington, D.C. and Puerto Rico) was undertaken in February 2003.¹

Each of the 52 motor vehicle jurisdictions received a letter from the director of the ADOT Motor Vehicle Division addressed to the jurisdiction's "Motor Vehicle Administrator." Contact information for the addressees was obtained from the membership directory of the American Association of Motor Vehicle Administrators (AAMVA) with the assistance of the ADOT Motor Vehicle Division director, a member of that association.

The letter explained the nature and purpose of the research project and asked the recipient to provide two types of information:

- a. A copy of the jurisdiction's primary driver license manual as well as any specialty manuals offered by the jurisdiction.
- b. Completion of a brief (10-question) survey (Appendix A) enclosed with the letter, collecting information on such topics as publication of the primary manual in languages other than English; types of specialty manuals published; distribution methods/locations; frequency of review and revision; and methods used to evaluate effectiveness of manuals.

The survey was also sent to the same individuals in two electronic versions, a PDF and a Word document, thereby enabling each recipient to choose the most convenient method for completing and returning the questionnaire.

DRIVER SAFETY INFORMATION PRODUCED BY GOVERNMENT AGENCIES AND PRIVATE ORGANIZATIONS

Numerous agencies and organizations offer information and materials on driver safety. Depending on the focus of the sponsoring organization, this information runs the gamut from educational brochures aimed at the individual driver to reports and recommendations from national conferences on specific safety issues. While the latter

¹This research project was initiated in November 2002 with an expected completion date of September 2003. In March 2003 the original researcher left the project. The current project researcher was contracted in September 2004 to continue the project. At that point, driver license manuals and completed surveys had already been obtained from the jurisdictions. Upon review of the materials, the current researcher determined that manuals from 16 of the 52 jurisdictions had been reviewed and their content documented.

type of information is typically aimed at agencies responsible for implementing broad-scale public safety programs, most of the reports contain recommendations for public education and information efforts that may be applicable to the content of the Arizona driver license manual.

The organization websites listed below were thoroughly searched for driver safety information available to the public. A variety of relevant models, reports, brochures, and other materials were downloaded and reviewed.

- AARP (formerly known as the American Association of Retired Persons)
[<http://www.aarp.org/>]
Site last visited February 8, 2005
- American Association of Motor Vehicle Administrators
[<http://www.aamva.org/>]
Site last visited February 8, 2005
- American Association of State Highway and Transportation Officials
[<http://www.transportation.org/aashto/home.nsf/FrontPage>]
Site last visited February 8, 2005
- American Automobile Association (AAA) Foundation for Traffic Safety
[<http://www.aaafoundation.org/home/>]
Site last visited February 8, 2005
- American Driver and Traffic Safety Education Association
[<http://adtsea.iup.edu/adtsea/default.aspx>]
Site last visited February 8, 2005
- Bureau of Transportation Statistics
[<http://www.bts.gov/>]
Site last visited February 8, 2005
- Federal Highway Administration
[<http://www.fhwa.dot.gov/>]
Site last visited February 8, 2005
- Insurance Institute for Highway and Auto Safety
[<http://www.hwysafety.org/>]
Site last visited February 8, 2005
- Motorcycle Safety Foundation
[<http://www.msf-usa.org/>]
Site last visited February 8, 2005

- National Highway Traffic Safety Administration
[<http://www.nhtsa.dot.gov/>]
Site last visited February 8, 2005

As might be expected, the American Association of Motor Vehicle Administrators (AAMVA) and the American Driver and Traffic Safety Education Association (ADTSEA) were the richest sources of information related specifically to driver education. AAMVA is the primary organization representing the state and provincial officials in the United States and Canada who administer and enforce motor vehicle laws. ADTSEA is the professional association for driver education instructors.

The comprehensive *AAMVA Guidelines for Knowledge and Skill Testing (1999)* recommend topics and specific knowledge items for inclusion on driver license tests and in driver license manuals. To identify best practices in driver license manual content, the knowledge items were used as the basis on which to compare content included in the jurisdictions' driver manuals.

The *Guidelines* also contain general recommendations on organization, format, and reading level of the manual as well as the inclusion of graphics and practice questions. Those recommendations were consulted – along with recommendations from other expert sources on writing for the public – in determining best practices with regard to the manual's presentation of content.

ADTSEA offers a comprehensive nine-unit driver education curriculum downloadable for free from its website. Similarly, the American Automobile Association (AAA) Foundation for Traffic Safety has developed an outline for a novice driver education curriculum, also downloadable for free from its website. Topics addressed in these recommended curricula were reviewed with an eye toward supplementing the items recommended.

Additional materials downloaded for review included numerous educational and informational brochures addressing specific driver safety topics or driver populations. All relevant driver safety materials used for this project will be cited in the final report.

LITERATURE REVIEW – USE AND EFFECTIVENESS OF DRIVER LICENSE MANUALS

A literature search for current research on the driver license manual as a tool for driver education yielded few results. Included in the search were the driver safety organization websites noted above as well as public policy research centers.

While the body of research on driver education is fairly substantial, little if any addresses or even acknowledges the possible use of the driver license manual as an education tool, and that research which does is at least five years old. The vast majority of current research is directed at improving curriculum and delivery methods for driver education

programs – particularly as they relate to graduated licensing of novice drivers, as exists in Arizona.

Consequently, the research on driver education was reviewed with an eye toward applicability of findings to the content and presentation of driver license manuals generally and the Arizona manual in particular.

In addition to the body of research on driver education, the literature search also examined news, education, and popular media for discussion of traffic safety issues and public education as a means of addressing such issues.

DATA ANALYSIS AND RESEARCH FINDINGS

SUMMARY OF MOTOR VEHICLE JURISDICTION RESPONSES TO ADOT REQUEST FOR INFORMATION

Of the 52 jurisdictions contacted, 37 provided at least their primary driver license manual. A few jurisdictions also provided one or more specialty manuals and/or other related public information materials. In an effort to obtain the primary driver license manual for non-responsive jurisdictions, their websites were explored for an online manual that could be reviewed and/or downloaded. An additional 13 publications were obtained electronically for a preliminary total of 50; Mississippi and Puerto Rico neither sent a hard copy of their manuals nor offer an online version. Two of the downloaded publications – those of Michigan and Washington, D.C. – had to be excluded from the analysis because they were study guides for the licensing exam rather than driver license manuals; neither jurisdiction offers an online version of its actual driver manual. Consequently, the final total was 48 jurisdictional manuals used in the analysis.

Response rate among the jurisdictions was significantly higher for completion of the survey than for providing driver manuals. Only five jurisdictions – Alaska, Massachusetts, Puerto Rico, South Carolina, and Tennessee – failed to return the survey, for a response rate of 90 percent. The project records provided by the previous researcher show that several follow-up attempts were made to obtain completed surveys from these five jurisdictions. Those efforts were apparently unsuccessful, as no survey from any of the five was included in the project materials provided to the current researcher.

Addressees were also offered a copy of the final report and asked to confirm their mailing address when they returned their completed survey; 12 of the 47 jurisdictions who returned the survey also requested a copy of the final report.

This information is presented in Table 1 on the following page.

Table 1. Jurisdiction Responses to ADOT Request

JURISDICTION	MANUAL RECEIVED	SURVEY RECEIVED	SEND FINAL REPORT
Alabama	X	X	
Alaska	Downloaded	—	
Arizona	X	X	
Arkansas	X	X	X
California	X	X	
Colorado	X	X	
Connecticut	X	X	
Delaware	X	X	
District of Columbia	Study Guide	X	
Florida	X	X	
Georgia	X	X	
Hawaii	X	X	
Idaho	X	X	X
Illinois	Downloaded	X	
Indiana	X	X	
Iowa	X	X	
Kansas	X	X	
Kentucky	X	X	
Louisiana	X	X	X
Maine	X	X	
Maryland	X	X	X
Massachusetts	Downloaded	—	
Michigan	Study Guide	X	
Minnesota	Downloaded	X	
Mississippi	—	X	
Missouri	X	X	
Montana	Downloaded	X	
Nebraska	X	X	
Nevada	X	X	X
New Hampshire	Downloaded	X	
New Jersey	X	X	
New Mexico	X	X	X
New York	X	X	
North Carolina	Downloaded	X	
North Dakota	X	X	
Ohio	X	X	X
Oklahoma	X	X	X
Oregon	X	X	X
Pennsylvania	X	X	X

Table 1. Jurisdiction Responses to ADOT Request (cont'd)

JURISDICTION	MANUAL RECEIVED	SURVEY RECEIVED	SEND FINAL REPORT
Puerto Rico	—	—	
Rhode Island	Downloaded	X	
South Carolina	X	—	
South Dakota	X	X	X
Tennessee	X	—	
Texas	X	X	
Utah	X	X	
Vermont	X	X	
Virginia	X	X	X
Washington	Downloaded	X	
West Virginia	Downloaded	X	
Wisconsin	X	X	
Wyoming	Downloaded	X	

ANALYSIS AND DISCUSSION OF JURISDICTIONAL DRIVER MANUALS – SUBJECT MATTER

According to the *AAMVA Guidelines for Knowledge and Skill Testing*, “research has shown that a license testing program directed at critical knowledge requirements is capable of reducing the likelihood that drivers would be involved in accidents for which they are responsible” (AAMVA 1999, 2). Based on input from licensing agencies throughout the United States and Canada, AAMVA developed a comprehensive list of knowledge requirements. That list served as the basis for comparison and evaluation of the subject matter content of the 48 jurisdictions’ driver license manuals included in this study.

In the *Guidelines*, AAMVA refers to the overall list both as “knowledge requirements” and “knowledge categories” (AAMVA 1999, 2). Although the list items are organized in a hierarchical structure, AAMVA does not assign terms to the levels, or groupings. For purposes of clarity in analyzing and discussing the findings, this study identified the hierarchical levels of the AAMVA list as discussed below.

The knowledge requirements are organized into ten broad categories. Each of the ten categories contains several topics appropriate to that category, for a total of 48 topics. A list of the ten categories, and examples of topics included in each, follows.

1. Pre-/post-driving – e.g., adjusting seat & mirrors, checking operation of signals and lights.
2. Vehicle control – e.g., starting vehicle, steering, regulating speed.
3. Rules of the road – e.g., traffic controls, lanes, right-of-way.
4. Visual search – e.g., maintaining attention ahead and side-to-side, use of mirrors, headlights.
5. Communication – e.g., signaling intentions to turn or stop, communicating presence.
6. Adjusting speed – e.g., complying with limits, adjusting for weather, traffic, visibility, hazards.
7. Positioning vehicle – e.g., following, passing, crossing/entering intersection, stopping at side of road.
8. Handling emergencies – e.g., vehicle failures, avoiding collisions, accident procedures.
9. Driver preparation – e.g., physical fitness, emotional state, use of alcohol/drugs, trip planning.
10. Vehicle readiness – e.g., vehicle and engine size, drive train, safety equipment, maintenance.

Likewise, most of the topics contain driver tasks and/or concepts relevant to that topic, for a total of 164 different tasks and concepts. Both the 48 topics and the 164 specific driver tasks and concepts were used as the basis for reviewing and documenting content of the jurisdictional driver license manuals – that is, each of the forty-eight manuals was examined on the basis of 212 individual knowledge requirements. A chart showing the hierarchy of category and topic for all 164 driver tasks/concepts – and which jurisdictional manuals include each item – is provided as Appendix B. Summary data is provided in Table 2.

Table 2. Summary Data: Coverage of AAMVA-Recommended Knowledge Requirements in Jurisdictional Driver Manuals

Items denoted with one asterisk (*) in the Percent column are addressed by 51% to 74% of the manuals reviewed in this study. Items denoted with two asterisks (**) are addressed by 75% to 100% of the manuals.

AAMVA CATEGORIES (10), TOPICS (48), AND DRIVER TASKS/CONCEPTS (164)	JURISDICTIONAL MANUALS ADDRESSING TOPIC (n = 48)	
	Number	Percent
<i>CATEGORY 1 – PRE/POST DRIVING</i>		
Topic 1 – Adjustments	29	60% *
Seat position	27	56% *
Mirrors	28	58% *
Topic 2 – Occupant Protection	47	98% **
Restraint use	48	100% **
Locked doors	11	23%
Topic 3 – Inspection	25	52% *
Signals	17	35%
Lights	22	46%
Tires	19	40%
Loose objects	15	31%
Behind vehicle (outside, before backing up)	34	71% *
Topic 4– Cleaning	28	58% *
Windshield	26	54% *
Lights	20	42%
Topic 5 –Securing Vehicle	10	21%

Table 2. Summary Data: Coverage of AAMVA-Recommended Knowledge Requirements in Jurisdictional Driver Manuals (cont'd)

AAMVA CATEGORIES (10), TOPICS (48), AND DRIVER TASKS/CONCEPTS (164)	JURISDICTIONAL MANUALS ADDRESSING TOPIC (n = 48)	
	Number	Percent
<i>CATEGORY 2 – VEHICLE CONTROL</i>		
Topic 6 – Starting	18	38%
Starting procedure	15	31%
Limited warm-up	3	6%
Topic 7 - Accelerating	12	25%
On the flat	0	0%
On upgrades	2	4%
On slippery surfaces	7	15%
Topic 8 – Upshifting (Manual Transmission)	10	21%
Shift at proper speed/rpm	3	6%
Coordinating clutch/acceleration	10	21%
Topic 9 – Lane Keeping	21	44%
Grasping wheel (should ref position of hands w/airbag)	20	42%
Adjusting wheel to speed and position	6	13%
Fixate well ahead	9	19%
Topic 10 – Turning	32	67% *
Positioning for turn	29	60% *
Adjusting speed for turn	22	46%
Turning wheel in relation to speed and path	7	15%
Straightening wheel	8	17%
Topic 11 – Regulating Speed	15	31%
Regulating accelerator to maintain speed	1	2%
Observing speedometer	10	21%
Keeping transmission in gear (no coasting)	6	13%
Topic 12 – Slowing/Stopping	24	50%
Anticipating stops	25	52% *
Applying brake	13	27%
Easing brake at stop speed	4	8%
Maintaining brake pressure when stopped	0	0%
Topic 13 – Backing	36	75% **
Assuming proper body position	24	50%
Observing through rear window	38	79% **
Coordinating clutch and accelerator	0	0%
Turning wheel in relation to speed and path	4	8%
Braking to a stop	4	8%

Table 2. Summary Data: Coverage of AAMVA-Recommended Knowledge Requirements in Jurisdictional Driver Manuals (cont'd)

AAMVA CATEGORIES (10), TOPICS (48), AND DRIVER TASKS/CONCEPTS (164)	JURISDICTIONAL MANUALS ADDRESSING TOPIC (n = 48)	
	Number	Percent
<i>CATEGORY 3 – RULES OF THE ROAD</i>		
Topic 14 – Traffic Controls	48	100% **
Traffic lights	48	100% **
Stop signs	47	98% **
Yield signs	48	100% **
No-turn signs	46	96% **
No enter signs	45	94% **
Crosswalks	45	94% **
Railroad crossing signs/lights	47	98% **
Human controls (enforcement/highway personnel)	44	92% **
Topic 15 – Lane Control	48	100% **
Basic lane use	47	98% **
Passing	47	98% **
Reversible lanes	24	50%
Reserved lanes (e.g., HOV)	24	50%
Shared left-turn lanes	36	75% **
(No) Backing	14	29%
(No) Stopping	22	46%
One-way	18	38%
Lane drops, merges	18	38%
Topic 16 – Turns	44	92% **
General rules	42	88% **
Turn control signs	32	67% *
Traffic circles	11	23%
Topic 17 – Right-of-Way	48	100% **
Yielding right-of-way	45	94% **
Intersections	44	92% **
Traffic circles	17	35%
Pedestrians	47	98% **
Emergency vehicles	48	100% **
School buses	45	94% **
Topic 18 – Vehicle Restrictions (max. height/width)	8	17%
Topic 19 – Parking Restrictions	32	67% *

Table 2. Summary Data: Coverage of AAMVA-Recommended Knowledge Requirements in Jurisdictional Driver Manuals (cont'd)

AAMVA CATEGORIES (10), TOPICS (48), AND DRIVER TASKS/CONCEPTS (164)	JURISDICTIONAL MANUALS ADDRESSING TOPIC (n = 48)	
	Number	Percent
<i>CATEGORY 4 – VISUAL SEARCH</i>		
Topic 20 – Maintaining Attention	45	94% **
Maintaining general surveillance	40	83% **
Avoiding distraction	22	46%
Topic 21 – Search Ahead	34	71% *
Distance	28	58% *
Side-to-side	33	69% *
Topic 22 – To the Side	29	60% *
Intersections	29	60% *
Crosswalks	22	46%
Railroad crossings	31	65% *
Roadside activity	19	40%
Sight obstructions	15	31%
Merges/on-ramps	8	17%
Topic 23 – Over-the-Shoulder	41	85% **
Lane changing	40	83% **
Merging	23	48%
Topic 24 – Mirrors	44	92% **
Periodic scanning	30	63% *
When slowing	15	31%
Changing lanes	41	85% **
Merging	18	38%
Overtaken on downgrades	13	27%
Topic 25 – Headlight Use	47	98% **
Use of high beams	30	63% *
Dimming for vehicles	47	98% **
Low beams for fog and rain	39	81% **
Not retaliating	17	35%

Table 2. Summary Data: Coverage of AAMVA-Recommended Knowledge Requirements in Jurisdictional Driver Manuals (cont'd)

AAMVA CATEGORIES (10), TOPICS (48), AND DRIVER TASKS/CONCEPTS (164)	JURISDICTIONAL MANUALS ADDRESSING TOPIC (n = 48)	
	Number	Percent
<i>CATEGORY 5 – COMMUNICATION</i>		
Topic 26 – Signaling Intentions	48	100% **
Signaling turns	47	98% **
Nature	40	83% **
Timing	44	92% **
Canceling signal	24	50%
Signaling slow/stop	33	69% *
Uses hand signals when appropriate	29	60% *
Topic 27 – Communicating Presence	37	77% **
Headlights	24	50%
Horn	27	56% *
Emergency flashers	34	71% *
Signals (reflectors, flares)	23	48%
<i>CATEGORY 6 – ADJUSTING SPEED</i>		
Topic 28 – Compliance with Limits	48	100% **
Topic 29 – Adjusting to Traction	45	94% **
Slick surfaces	42	88% **
Curves	27	56% *
Hydroplaning	37	77% **
Topic 30 – Adjusting to Visibility	45	94% **
Intersections	25	52% *
Hills, curves	35	73% *
Vehicles	22	46%
Weather	45	94% **
Darkness/Night driving	43	89% **
Fog	39	81% **
Topic 31 – Adjusting to Traffic	44	92% **
Prevailing speed	38	79% **
Entering traffic	43	89% **
Leaving traffic	41	85% **
Pulls over when required	27	56% *
Emergency vehicles	48	100% **
Topic 32 – Specific Hazards	44	92% **
Maneuver limitations	24	50%
Roadside activity	23	48%
Path threats	14	29%
Pedestrian traffic	31	65% *
Shopping areas	18	38%
Wildlife	15	31%

Table 2. Summary Data: Coverage of AAMVA-Recommended Knowledge Requirements in Jurisdictional Driver Manuals (cont'd)

AAMVA CATEGORIES (10), TOPICS (48), AND DRIVER TASKS/CONCEPTS (164)	JURISDICTIONAL MANUALS ADDRESSING TOPIC (n = 48)	
	Number	Percent
<i>CATEGORY 7 – POSITIONING VEHICLE</i>		
Topic 33 – When Following	46	96% **
Vehicles in general	45	94% **
Specific vehicles	37	77% **
Limited visibility	29	60% *
Avoiding blind spot	42	88% **
Slippery surfaces	27	56% *
When carrying/towing heavy loads	18	38%
When followed (closely)	27	56% *
Topic 34 – Passing Vehicles	32	67% *
Gap acceptance (2-3 lane)	31	65% *
Lateral separation (cars on either side)	25	52% *
Topic 35 – Crossing/Entering	31	65% *
Accepting proper gap	29	60% *
Assuring clearance ahead	21	44%
Responding to turn signals (not trusting)	13	27%
Vision obstructed	8	17%
Topic 36 – When Stopping/Parking	48	100% **
Selecting locations	46	96% **
Vehicle orientation	45	94% **
Keeping clearance	43	89% **
Observes restrictions	48	100% **
<i>CATEGORY 8 – HANDLING EMERGENCIES</i>		
Topic 37 – Vehicle Failures	39	81% **
Brake	36	75% **
Tire	39	81% **
Headlight	26	54% *
Topic 38 – Collision Avoidance	43	89% **
Quick stop	20	42%
Manual and Anti-Locking Brake Systems (ABS)	28	58% *
Quick turns	22	46%
Skid recovery	37	77% **
Escape paths (swerve to RIGHT or speed up)	14	29%
Topic 39 – Accident Procedures	42	88% **
Scene control	36	75% **
First aid	39	81% **
Summoning help	42	88% **

Table 2. Summary Data: Coverage of AAMVA-Recommended Knowledge Requirements in Jurisdictional Driver Manuals (cont'd)

AAMVA CATEGORIES (10), TOPICS (48), AND DRIVER TASKS/CONCEPTS (164)	JURISDICTIONAL MANUALS ADDRESSING TOPIC (n = 48)	
	Number	Percent
<i>CATEGORY 9 – DRIVER PREPARATION</i>		
Topic 40 – Physical Fitness	42	88% **
Vision checks	19	40%
Hearing checks	19	40%
General physical checks	6	13%
Treatment for illness/disability	25	52% *
Eating	1	2%
General	4	8%
During trips	7	15%
Exercise	4	8%
Fatigue prevention	35	73% *
Topic 41 – Use of Alcohol and Other Drugs	48	100% **
Limiting consumption	14	29%
Limit of driving	45	94% **
Avoiding mixing	39	81% **
Topic 42 – Trip Planning	29	60% *
Topic 43 – Alternatives to Driving	22	46%
<i>CATEGORY 10 – VEHICLE READINESS</i>		
Topic 44 – Characteristics	0	0%
Vehicle size	6	13%
Engine size	0	0%
Topic 45 – Drive Train Configuration	0	0%
Displays (legibility)	0	0%
Controls (ease of reach, operation)	0	0%
Seats	0	0%
Trailers and towing	5	10%
Topic 46 – Safety Equipment	27	56% *
Passive restraints / Airbags	19	40%
Mirrors	2	4%
Anti-lock brakes	10	21%
CB radio	4	8%
Topic 47 – Inspection/Maintenance (and/or What Equipment a Vehicle Must Have)	38	79% **
Topic 48 – Servicing	16	33%

Scoring Method Utilized

Referencing Table 2, the “scoring” of a manual as having addressed a topic means that it addressed at least one of the driver tasks/concepts for that area, or that it addressed some other aspect of the topic. Scoring on a task or concept means that the manual addressed that particular item. Therefore, the number of manuals addressing a topic may be greater than the number addressing any of that topic’s associated driver tasks. This is clearly illustrated in the very first topic on the chart, *Adjustments*. That topic was addressed in 29 (60 percent) of the manuals, 27 of which specifically mentioned adjusting the driver’s seat and 28 of which specifically referred to adjustment of the mirrors. In those few instances when no specific driver task was mentioned, the manuals contained a general statement about the topic along the lines of, “Be sure to make any necessary adjustments before you begin driving.”

The reverse situation can also be seen in Table 2. For example, only 25 (52 percent) of the manuals addressed Topic 3, *Inspection*, as something that should generally be undertaken prior to driving. However, the specific task of looking behind one’s vehicle (outside) before backing up was recommended in 34 (71 percent) of the manuals. The task was scored this way because many of the manuals addressed it in contexts unrelated to general inspection of one’s vehicle prior to driving. In some manuals it was contained within a section on backing up; in others, it was covered within the context of parking the vehicle and/or exiting a parking space.

Discussion of Findings

The breadth of the knowledge requirements recommended in the *AAMVA Guidelines for Knowledge and Skill Testing* reflects current thinking about the types of knowledge that driver license applicants should be expected to have. “Knowledge requirements include, in addition to laws and regulations, driving procedures, principles, facts, and concepts, including both those that *enable* drivers to operate their vehicles properly and those that *motivate* them to do so” (AAMVA 1999, 2).

According to the *AAMVA Guidelines*, this represents a significant change in our expectations of driver applicants, which in turn has broadened our information objectives for the driver manual itself. In the past, subject matter content of driver manuals and knowledge tests was limited to laws and regulations concerning motor vehicle operation. This reflected the position that drivers could only be held accountable for knowing what law imposed upon them. However, it is now generally accepted that applicants can – and should – be held responsible for any knowledge that contributes to public safety and mobility, so long as that information is made available to them through the driver manual, a study guide, or similar material.

The *Guidelines* recommend that “the subject matter of the driver manual should encompass, **at the minimum** (emphasis added), all of the knowledge requirements” discussed earlier (AAMVA 1999, 6). To assist licensing agencies in accomplishing this, AAMVA has produced a model driver manual and knowledge test based on the guidelines and distributed both items to AAMVA member jurisdictions. The model

manual is not available on the AAMVA website, so its contents could not be examined for this study. However, a number of the manuals reviewed were nearly alike in both content and organization, indicating that they were created in accordance with a model manual – probably the one produced by AAMVA. Additionally, the subsequent review and compilation of the survey responses found comments from several jurisdictions noting that their manual was based on the AAMVA model. Those manuals typically included more of the AAMVA knowledge requirements than other manuals, but **none addressed all 212 items or even all of the 164 driver tasks and concepts.**

It is likely that jurisdictions' selection of items to be included reflects such pragmatic considerations as the size of the manual and the associated production cost. Manuals addressing the majority of the AAMVA knowledge items are significantly larger than average, with some numbering more than 100 pages in an 8 ½ x 11" format. (A discussion of various formats used for driver manuals is presented later in this report.) To produce a manual that is economical for the jurisdiction as well as manageable for the driver, jurisdictions have to determine which of the AAMVA-recommended items to include and which to omit.

The summary data contained in Table 2 reveals those AAMVA-recommended topics, driver tasks, and general concepts that jurisdictions consider more important than others in terms of the decision to include them in their manuals. For example, looking at Category 2, Vehicle Control, only two of the topics and three of the driver tasks in that category are addressed by a majority of the manuals, making it one of the least covered AAMVA categories. We can assume that jurisdictions judge the category to be one of the least important with respect to inclusion in the driver manual – perhaps because the overall category crosses somewhat into the domain of physical driving *technique* rather than cognitive awareness and knowledge. The two topics in this category that were the exception were included by a solid majority of the jurisdictions: *Backing* (Topic 13), addressed by 75 percent of the manuals, and *Turning* (Topic 10), addressed by 67 percent.

The determination of best practices in subject matter content of driver manuals was based on the above-described analysis of jurisdictional driver manuals as well as suggested curricula for driver education programs and traffic safety topics receiving the greatest emphasis in the literature.

FINDINGS FROM THE LITERATURE REVIEW

One of the three project objectives – and the original focus of the literature review – was to document the safety implications of having a good driver manual. As discussed earlier, however, the review showed that the last research study on use of the driver manual as an education tool appeared in the literature five years ago. Interestingly, while further research on the role of the manual in driver education has disappeared from the literature, the focus of that last study – pedestrian safety at intersections – has become a nationwide safety issue and is discussed below with other nationwide issues in “Traffic and Driving Safety Issues.”

Due to the absence of research on use of the driver license manual in education, the literature review was directed toward an examination of general issues associated with driver education and driver safety to identify additional topics that should be addressed in driver manuals. It was determined that several traffic and driving safety issues have been the focus of numerous research studies and have been identified as critical areas for improvement nationwide. Recommended strategies for addressing these issues often include the implementation of public information campaigns at the state level, and the state driver license manual would be one of the logical communication pieces to be used. Whether these recommendations are the direct cause is unknown, but nearly all the topics are addressed in one form or another – for example, within the text or featured as ads – in most of the jurisdictional driver manuals reviewed. Because of their national prominence, these safety issues should be included among best practices in subject matter content of driver manuals and are discussed below in “Traffic and Driving Safety Issues.”

Finally, one of the predominant driving-related issues appearing in the research literature as well as popular media during the past few years has been the high accident risk, or crash risk, among teenage drivers (professionals in the driving and safety fields favor the term *crash* over *accident*, contending that because so many of these incidents are preventable, they are not truly accidents). Revamping traditional driver education and licensure practices – including implementing graduated licensing programs and increasing parental involvement – are the two most recently identified means of addressing the problem. While developments related to teenage driving and driving education have little impact on the content of the general driver license manual, they present an opportunity for jurisdictions to develop specialized materials directed at this critical segment of the driver population. Consequently, the topic is discussed below in “Driver Education and Other Methods for Improving Performance by Teen/Novice Drivers.”

The Driver Manual as an Education Tool

As noted earlier, the literature contains very few studies on the use of jurisdictional driver manuals in driver education. The most recent study appearing in the literature suggested that manuals can play a key role in educating drivers about the vulnerability of pedestrians at intersections (Sarkar, Van Houten, and Moffatt 1999). The researchers had developed a set of criteria that they judged as necessary to effectively communicate intersection hazards – such as providing statistical information on pedestrian-vehicle conflicts at intersections – and then reviewed driver manuals to determine how well they met the criteria. They concluded that most driver manuals did not address the topic of intersection safety to the degree necessary. However, the study’s recommendations and conclusions appeared to be more intuitive than analytical, in that no evidence was offered on the validity of the criteria as factors in increasing driver awareness or improving driver performance.

Regardless of any methodological flaws that may have existed in this study, the fact is that intersection safety – with regard to multi-car as well as car-pedestrian conflicts – has been acknowledged as a nationwide problem that needs to be addressed. As such, it

deserves attention as a possible topic for inclusion in driver license manuals and is discussed below.

Traffic and Driving Safety Issues

The literature review helped identify numerous traffic and driving safety issues that have emerged in recent years. As such issues move to the forefront of national attention, they frequently lead to widespread public education and information programs. These programs are typically implemented at the state level, with the state licensing and/or transportation agency responsible for communicating and promoting the program, and it is evident that jurisdictions perceive the driver manual to be an appropriate vehicle for communicating these issues to the driving public. Most of the manuals reviewed in this study address those topics that have received national attention, as well as other topics that do not appear in the *AAMVA Guidelines* but are deemed important by individual jurisdictions. These topics should be included for consideration in an identification of best practices in subject matter content of driver manuals. Following is a summary of the major traffic and safety issues addressed in the literature in recent years and their effect, if any, on the subject matter content of jurisdictional driver manuals.

Intersection Safety

The Federal Highway Administration (FHWA) reports that more than 2.7 million intersection crashes occur each year, representing more than 45 percent of all reported crashes and accounting for nearly one-fourth (23 percent) of all traffic fatalities (more than one every hour).

FHWA has cited intersection safety as one of four priority areas in its performance plan and is initiating a new research focus area for this topic. Intersection safety is also one of the emphasis areas in the American Association of State Highway and Transportation Officials (AASHTO) Strategic Highway Safety Plan. In November 2001, FHWA, AASHTO, and several other organizations sponsored a national workshop on intersection safety attended by nearly 200 transportation and safety professionals from around the country. The ultimate objective of the gathering was to develop a national agenda on intersection safety that provides a vision for its improvement.

The resulting *National Agenda for Intersection Safety* contains recommendations in 11 categories, most of which have no relevance to driver manual content – categories such as political support and engineering, for example. In the category of marketing and communications, however, the recommendations are directly relevant to agencies responsible for producing their state's driver's manual:

Intersection safety is not accepted nationally as a public health problem. The public is not getting the message. Participants recommended that a number of steps be taken to address this issue, including the allocation of resources to market intersection safety and . . . that a media campaign be developed to create and

sustain public awareness of intersection safety issues (Federal Highway Administration *National Agenda*).

Furthermore, it has been determined that the running of red lights and other traffic controls like stop and yield signs is the leading cause of urban crashes. According to the Insurance Institute for Highway Safety (IIHS), drivers who run red lights are responsible for an estimated 260,000 crashes each year, of which approximately 750 are fatal. On a national basis, fatal motor vehicle crashes at traffic signals increased 19 percent between 1992 and 1996, far outpacing the 6 percent rise in all other fatal crashes. In response to the growing problem, the FHWA developed the Stop Red Light Running Campaign, a comprehensive safety outreach program that combined public education with aggressive enforcement.

Despite the statistics regarding crashes related to intersections and to red light running, most of the driver manuals reviewed only lightly address the topic of intersection safety, typically within a broad discussion of making turns, yielding to pedestrians, watching for a sufficient gap in traffic, etc. Very few give the topic particular attention, and even fewer specifically address the problem of red light running.

Safely Sharing the Road with Trucks

In 1991, Congress directed the Federal Highway Administration (FHWA) to educate the driving public about how to safely share the road with trucks and buses. The project was subsequently moved to the Federal Motor Carrier Safety Administration (FMCSA), and in 1994 FMCSA introduced the No-Zone, or Share the Road, program.

The campaign is aimed at increasing motorist awareness of the “No-Zones” – the large blind spots surrounding commercial vehicles. When a car drives in one of these blind spots, it disappears from the view of the truck or bus driver. FCMA developed and distributed outreach materials, including graphics that can be used in publications. Nearly all the manuals reviewed include, at the least, a discussion of the No-Zones, and many also use one or more FMCSA graphics.

Road Rage and Aggressive Driving

In the late 1990s, concern over horrific road rage incidents swept the country. Although such incidents were still relatively infrequent, they appeared to be increasing. As a result, a number of research studies were undertaken to examine the issues of road rage and aggressive driving and identify strategies for reducing them. While both are dangerous behaviors, road rage and aggressive driving are not the same. A 1999 study conducted for the AAA Foundation for Traffic Safety defined road rage as “an incident in which an angry or impatient driver intentionally injures or kills another motorist.... Aggressive driving does not rise to the level of criminal behavior. [It] includes tailgating, abrupt lane changes, and speeding, alone or in combination.” (AAA Foundation for Traffic Safety 1999)

Early in 1999, the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA) cosponsored “Aggressive Driving and the Law,” a national symposium of public safety, legal, and justice system representatives. Participants examined the issue of aggressive driving from six perspectives, developing action steps for each: (1) statutory approaches, (2) applied technology, (3) charging decisions [re prosecution and law enforcement], (4) sentencing strategies, (5) community leadership, and (6) enforcement strategies.

With regard to statutory approaches, participants recommended that states look at their laws to determine their adequacy in dealing with both the misdemeanor and felony levels. It is noteworthy that the previous year, nine states had introduced into their legislatures a total of 26 aggressive driving bills; Arizona’s is one of the two that was enacted.

Recommendations concerning communication and education about the aggressive driving issue included making the message “clear and uniform, localized, personalized, and publicized” and identifying and involving stakeholder groups and community leaders to help educate the public and raise awareness throughout the community through innovative programs. The use of driver manuals was not mentioned in the symposium summary, nor was any specific recommendation made concerning inclusion of the topic in jurisdictional driver manuals. Nevertheless, approximately one-third of the manuals reviewed in this study do include a discussion of aggressive driving and/or road rage, and several jurisdictions noted that it would be included in their next revision.

Driver Distraction

Although some forms of driver distraction have always existed – and, therefore, have always raised safety concerns – the sudden widespread proliferation of cell phone usage that began in the late 1990s launched the issue of distracted driving to national prominence. Numerous research studies were undertaken to determine the danger level of this new distraction. Among the largest were a two-phase study conducted by the University of North Carolina Highway Safety Research Center between 2001 and 2003 among North Carolina drivers, and a pair of surveys conducted by the Gallup Organization for the National Highway Transportation Safety Administration in spring of 2002 among a nationally representative sample of 4,010 drivers.

Both studies reported that most drivers occasionally engage in behaviors that draw some of their attention away from their driving task. Furthermore, both studies found that, despite the perception of cell phones as a leading cause of distraction-related accidents, in reality they are relatively low on the list of distractions.

The North Carolina study, which placed cameras in the vehicles of study participants, identified the top ten driver distractions as: 1. Things outside the car; 2. Adjusting radio, etc.; 3. Other occupants of car; 4. Moving objects in car; 5. Other objects in car; 6. Vehicle controls; 7. Eating, drinking; 8. Cell phones; 9. Smoking; 10. Other distractions.

In the Gallup study, drivers were asked how often they personally engaged in each of 12 potentially distracting behaviors while driving. The vast majority of drivers (81% and 66%, respectively) reported talking to other passengers and changing radio stations or looking for CDs or tapes while driving, while nearly half (49%) reported eating or drinking while driving. While it is estimated that more than a billion driving trips are made weekly by drivers engaging in each of these behaviors, fewer than one in four drivers perceived these particular activities as distracting or as making driving much more dangerous.

About one in four drivers reported using a cell phone while driving for either inbound (26%) or outbound calls (25%), while a similar proportion reported dealing with children in a back seat (24%). Close to one-half of drivers perceived these behaviors as making driving much more dangerous, although drivers who use cell phones were only half as likely as non-users to feel cell phone use is dangerous.

According to accident statistics, drivers talking on cell phones are nearly twice as likely as other drivers involved in crashes to have rear-end collisions. However, such crashes are less likely to result in fatalities or serious injuries.

As seen in Table 2, nearly half (46%) the driver manuals reviewed in the current study addressed the AAMVA-recommended topic of avoiding distractions. Specific distractions were not specified by AAMVA and therefore not included in the table, but a scan of the manuals indicated that the majority of those addressing the topic specifically referred to cell phone usage as an example.

Renewed Emphasis on Seatbelt Usage

As the single most effective means of reducing crash-related deaths, seatbelt usage has been encouraged not only by means of public information campaigns but through legislation as well. Secondary seatbelt laws, which allow police to issue citations for seatbelt violation if they have stopped the motorist for a different violation, have been in effect in most states since the mid- to late-1980s. During the past decade, safety advocates have been lobbying for states to enact primary laws, which allow police to stop a motorist and issue a citation solely for driving unbelted. In April 1997, the U.S. Department of Transportation recommended that all states enact and actively enforce primary seatbelt laws. According to the Centers for Disease Control and Prevention (CDC), as of Dec. 2003, The District of Columbia, 20 states, and three U.S. territories had enacted primary laws, 29 states had secondary laws, and one state (New Hampshire) had no law mandating seatbelt use by adults (CDC 2004).

Potential barriers to enactment of primary seatbelt laws include concerns about the potential for discriminatory enforcement on the basis of race/ethnicity. Nevertheless, in a national survey conducted in 2000 by the National Highway Traffic Safety Administration, approximately 61 percent of U.S. residents supported primary laws, with a support rate of 70% in states that currently had primary laws and 53% in states that had only secondary laws (NHTSA 2004).

As seen in Table 2, 100 percent of the manuals reviewed in this study address the topic of restraint (seatbelt) use while driving, and many make use of graphics from “Buckle Up,” “Click It or Ticket,” and other national campaigns.

Following Distance

Smith System, a company that has been providing fleet driver safety training for nearly 50 years, reports that the most common driver error observed in its more than 100,000 trainees to date is inadequate following distance.

Smith System’s trainers have determined that most drivers continue to maintain a following distance of only one to two seconds, as was originally recommended in the earliest days of driver education. The two-second recommendation was abandoned some time ago by the U.S. Department of Transportation and most state motor vehicle agencies in favor of a safer three- or four-second following distance.

The Smith System training recommends a four-second distance for today’s traffic, noting that the original two-second recommendation was derived from testing the stopping distance and reaction time of drivers under ideal road, vehicle, and driver conditions – conditions that rarely exist. Furthermore, the company website points out, the two-second recommendation never considered how such a limited following distance restricts the driver’s freedom to survey the complete traffic picture. “With two seconds or less, drivers can ill afford to take their eyes off the vehicle directly in front of them to identify risks further ahead, to the sides, or behind” (Smith System 2004).

As seen in Table 2 (Category 7, Topic 33), 46 (96 percent) of the driver manuals reviewed in this study address the topic of following distance. Nearly all recommend a distance of three or four seconds, but a few –including Arizona’s – continue to recommend the outdated two-second following distance.

Driver Education and Other Methods for Improving Performance by Teen/Novice Drivers

Driver education programs – including curriculum design, content, and delivery – as well as other methods for improving driver performance are frequent topics in both research and popular literature. Much of the research in this area is focused on teenagers – first, because they comprise the vast majority of student drivers, and second, because they are highly overrepresented in crashes. Teen crash rates are higher than those of any other age group, including older novice drivers, and crashes are the leading cause of death and injury among teenagers 16 to 19.

Driver education programs have been under attack for their apparent inability to produce beginner drivers who crash less frequently than those who haven’t had driver education. In the late 1970s and early 1980s, the DeKalb County Driver Education Project was undertaken to evaluate the effectiveness of a comprehensive driver education program.

The study, widely recognized as comprehensive and well designed, determined that driver education was not associated with reliable or significant decreases in crash involvement. Because of the disappointing results, the data from the study have been scrutinized and re-analyzed by many researchers, but the findings have remained consistent. Subsequent research in the same area has provided little support for the safety benefits of formal driver education. Due in part to these findings, along with increasing financial constraints, school-sponsored driver education programs began to be eliminated throughout the country.

Consequently, research efforts turned to finding more effective ways to improve the risk factor among teenage drivers. Two resources have been identified as the most promising in helping achieve this objective: graduated driver licensing (GDL) programs and increased parental management of teen driving.

Graduated licensing has been steadily gaining in popularity nationwide due to the growing belief among safety experts – supported by national studies – that it is hours of behind-the-wheel practice, not driver education, that has a positive impact on crash reduction among teenage drivers. Furthermore, GDL addresses the paradox of how to enable teens to gain driving experience despite the fact that their driving leads to increased risk for crash and injury.

As GDL programs have begun to take hold, more has been learned about better ways to teach teens to drive, and technology developments such as driving simulators now offer alternative means of providing driving practice, the curricula of driver education programs have come under greater scrutiny. Additionally, communities around the country – with the support of local business organizations and/or associations – have taken steps to reinstate better-designed school-based driver education programs and/or revise existing programs to provide more driving practice time.

Concerns about the quality of all driver education programs being offered, whether private or school-based, and how to judge that quality have spurred a collaborative effort between the AAA Foundation for Traffic Safety and BMW of North America, Inc. The two recently announced their plan to co-sponsor the development of a set of guidelines for evaluating driver education programs.

With regard to the second resource, increased parental management of teen driving, experts in driving safety believe that it is highly powerful but equally highly underutilized. Parents have control over teens' access to the family vehicle, including frequency, time of day or night, and duration of that access, as well as the number of passengers permitted and other high-risk factors in teen driving. Parents can even delay their son's or daughter's licensure until they determine that the teen is ready.

The problem, experts say, is that parents too often give up and give over, yielding their control to the teen so as to avoid the “never-ending argument” that parents say would likely be evoked by such limitations. Others truly welcome their teen's driving status, perceiving immediate benefit to themselves in a reduction of their chauffeuring duties.

Modifying parental attitudes about increasing control over their teens' driving will require a broad-based and ongoing effort. Many driver education programs have already developed a parental component, such as a parent-teen contract stating the limitations associated with the teen's access to the family car, a prescribed number of hours of teen driving practice with the parent, with an accompanying log to be signed by the parent, and similar strategies that actively engage parents in their teens' driver education and driving time.

Rather than revising or expanding the general driver license manual to address topics of particular significance to teen drivers and their parents, approximately one-third of the jurisdictions have developed specialized materials for this purpose.

ANALYSIS OF SURVEY RESPONSES

As noted earlier, a brief survey was sent to all jurisdictions and returned by 90 percent. The survey queried jurisdictions on such topics as: what types of specialty manuals they produce (if any); whether manuals are produced in languages other than English (and which languages); how manuals are made available to the public; and what methods are used to evaluate the manual's effectiveness. Two questions also investigated the jurisdiction's satisfaction level with its manual – one referencing the distribution system used and the other referencing the manual's content, usefulness, and value – and, if dissatisfied, asked what change would be required for the jurisdiction to be satisfied in each area.

Table 3 presents the summary data for the survey responses. For total respondents, $n = 47$, and percentages were calculated on that basis. However, some respondents did not answer every question, so the responses for a given question may total fewer than 47.

Key findings reflected in Table 3 include the following:

- ▶ The most frequently published specialty manual (36% of jurisdictions) is one directed at parents and/or teens. This is not surprising given the current trend toward greater parental involvement in teenage driver education, as discussed earlier.
- ▶ More than half the jurisdictions (57%) provide a Spanish version of the manual, but versions in other languages are rare.
- ▶ The most common distribution methods are motor vehicle test locations (98%), online (91%), schools and driver training organizations (78%), and via mail at the user's request (74%). Another 40% make them available through local law enforcement offices.
- ▶ More than half the jurisdictions (51%) review and update their manually annually or better, while another fourth of the jurisdictions (26%) update it as needed. Only one jurisdiction reported using inserts to update the manual; the rest reprint the entire manual.

- ▶ Most jurisdictions obtain information on the effectiveness of their manual from test administrators, test takers (drivers), driver training schools, and law enforcement officials, but the primary collection method is by means of complaints and comments submitted from these groups. Approximately 10 percent actively survey test administrators, while 8 percent survey test takers. However, a few jurisdictions report sending out the existing manual to these groups and soliciting comments prior to producing an updated version.
- ▶ A little more than half the jurisdictions track pass/fail ratios of test takers. Several jurisdictions commented that they were about to implement a web-based or automated testing system that would provide such tracking information.
- ▶ General comments made reference to the excessive time and cost involved in revising the manual on a regular basis. Several jurisdictions noted that they are currently considering the possibility of selling advertising space in the manual to public entities. The review of current manuals determined that a few jurisdictions already do this, although it is not always clear which of these ads might be included as a public service and which generate revenue for the agency producing the manual.

ANALYSIS OF JURISDICTIONAL DRIVER MANUALS – FORMAT

The review of jurisdictional manuals included a size and page count comparison. Key findings were as follows:

- ▶ Jurisdictions clearly prefer a driver's manual that is smaller in size than the 8 ½ x 11" full sheet used for the Arizona manual. Of the 48 manuals reviewed:
 - 23 (48%) are approximately 5 ½ x 8 ½" in size
 - 5 (10%) are approximately 5 ¼ x 7 ½" in size
 - 3 (6%) are approximately 6 x 9" in size
 - 6 (13%) are each a different size, ranging from 3 ¾ x 8 ½" to 7 x 11" in size
 - 11 (23%) of the manuals, including Arizona's, are 8 ½ x 11" in size

Jurisdictions were not surveyed about the size of their manual or the reasons for the chosen size, so no quantitative data exists in this area. Possible reasons for the strong preference for a smaller format include lower printing costs, more convenient and/or economical storage, lower postage costs when mailed to members of the public, and/or other economic or convenience factors.

- ▶ As would be expected, the smaller manuals typically have higher page counts than the larger manuals. In manuals that are 8 ½ x 11", page counts range from a low of 34 to a high of 83 pages, with the median page count in the 51 to 70 range. For the manuals that are 5 ½ x 8 ½", page counts range from a low of 56 to an amazing high of 162 pages, with the median page count in the 71 to 90 range. It should also be noted that the high page counts are not necessarily attributable to size alone. Several of the manuals containing 100+ pages – such as the Texas manual, with 155 pages – contain sections on driving other vehicles such as commercial trucks or motorcycles.

Table 3. Summary Data for Jurisdiction Survey Responses

1. Does your jurisdiction publish any specialty manuals as supplements to the standard driver license manual? (check all that apply)		
Type of Specialty Manual	Jurisdictions Producing	
	Number (n = 47)	Percent
Parent/Teen	16 (+1 in process)	36%
Recreational vehicle	3 (+1 in process)	9%
Pedestrian/Bicycle	10	21%
Aging driver	7	15%
Other:	15	32%
▪ CDL	9	19%
▪ Motorcycle	10	21%
▪ School bus	1	2%
▪ ATV	1	2%
▪ Brochures (<i>Aggressive Driving</i> and <i>Rookie Driver</i> , English and Spanish)	1	2%
▪ Brochure (<i>What Every Driver Must Know</i> , English and Spanish)	1	2%
▪ Either the Dept. of Public Safety, Bureau of Motor Vehicles (BMV) or State Highway Patrol has brochures to accompany manuals	1	2%
Languages other than English*:		
Spanish	27	57%
Korean, Russian, Vietnamese,	3	6%
Bosnian, Chinese, Japanese	2	4%
Albanian, German, Polish, Tagalog	1	2%
*Several responses indicate that some or all foreign language versions are available only electronically, but data is unclear.		

2. How are your driver license manuals made available to the public? (check all that apply)

Distribution Method	Jurisdictions Using Method	
	Number	Percent
All motor vehicle test locations	46 (+1 distributing only motorcycle & CDL manuals)	98%
Mail, at user's request	35	74%
Schools and/or driver training organizations	37	78%
Local law enforcement offices	19	40%
Online via website In what format?	43 PDF – 34 HTML – 9	91%
Other:		
▪ Retail stores	1	2%
▪ Libraries	3	6%
▪ Audio tape for individuals with reading difficulties	1	2%
▪ Schools and driver ed organizations order directly from printer and pay for orders	1	2%
▪ Via DMV call centers (telephone, including Telecommunications Device for the Deaf (TDD or TTY))	1 1	2% 2%
▪ Order process	1	2%
▪ Messenger services		

3. How satisfied are you with your current system for publishing and distributing your driver license manual? (rated on scale of 1 to 5 with 5 equal to “very satisfied” and 1 equal to “very dissatisfied”)

15 jurisdictions rated their satisfaction level as 5 (32%)
 23 jurisdictions rated their satisfaction level as 4 (49%)
 7 jurisdictions rated their satisfaction level as 3 (15%)
 2 jurisdictions rated their satisfaction level as 2 (4%)
 0 jurisdictions rated their satisfaction level as 1

If dissatisfied, what would be necessary in order to be satisfied? (The state authoring each comment is shown in parentheses.)

- We have lacked the funding to properly present and maintain the online version of the manual. The printing costs need to be reduced. (AZ)
- It is a tedious process. Linking each section to state law would make changes in state law easier to incorporate. (MI)
- Lower costs. (PA)
- We would like to reduce expense of manuals. (VA)

4. What section of your department or agency is responsible for writing, updating and publishing the driver license manual?

Answers not quantifiable; refer to individual surveys

5. How often does your jurisdiction review and update its driver license manual?

- Annually – 19 (40%)
- As needed – 12 (26%)
- Every 2 years – 6 (13%)
- Semiannual to annual – 5 (11%)
- Every 1 ½ years – 1 (2%)
- Review annually & update as needed with inserts – 1 (2%)

6. What methods are used to gather and analyze information about the effectiveness of your driver license manuals in adequately preparing safe and responsible drivers? (complete all that apply) (The state authoring each comment is shown in parentheses.)

Source of Information		Method of Collection
Users (test takers)	36 (75%)	Interview – 2 Survey – 4 Complaints/comments – 33
Administrators (test givers)	40 (83%)	Interview – 3 Survey – 5 Complaints/comments – 34
Law enforcement	32 (67%)	Interview – 2 Survey – 3 Complaints/comments – 28
Driver training schools	33 (69%)	Interview – 2 Survey – 2 Complaints/comments – 30
Insurance companies	13 (27%)	Interview – 0 Survey – 0 Complaints/comments – 12
Additional sources & comments: 12 (25%)		
<ul style="list-style-type: none"> ▪ Internal policy and financial areas (CA) ▪ We send out the manual to all of the above BEFORE publication. We make changes as we are notified. (DE) ▪ Driver training school work groups (GA) ▪ User survey is not specific to the manual, but we give customers opportunity to comment generally. We are represented at driver educators’ annual meeting. (IA) ▪ Administrators review current booklet. (LA) ▪ The MVA also gets information/comments from a survey form that is in the back of the Rookie Driver Skills Log. Both the parent(s) and young driver fill it out and turn it back in to the MVA. (MD) ▪ Written review by administrators during clearance process. Also internal interview and written review during clearance process through legal affairs, field operations, field investigations, program analysis (forms control), systems implementation and design (procedures development), vehicle safety (equipment requirements), driver safety services (driver testing requirements); external review through Dept. of Transportation (work zone safety and other highway concerns), Health Dept. (NY) ▪ Changes made in law by General Assembly (NC) ▪ Manual review process through administrators, law enforcement, driver training schools, Traffic Safety Division, Traffic Engineers (all regions), Office of Motor Carriers, TEAM Oregon (motorcycle program), Dept. of Education, and various safety groups such as 55 Alive. (OR) ▪ Analysis of crash statistics (PA) ▪ The Dept. of Education reviews the manual (RI) 		

- We use an AAMVA model (SD)
- Reviewed by Texas Education Agency (TX)
- Dept. of Transportation and Dept. of Education review manual before publication. (VA)
- Our guide is a customization of the AAMVA Model Guide. We meet yearly with the State Patrol, Dept. of Transportation, and other areas of our Dept. to seek input. We also get letters/calls from the public and other special interest groups. All are considered. (WA)
- Legislative bodies, special interest groups, other groups (WI)

7. Does your jurisdiction track any of the following types of information? (check all that apply) (The state authoring each comment is shown in parentheses.)

Pass/fail ratios, such as the number of test-takers that pass or fail the driver license test on the first, second, or third attempt – 27

Recurring problem questions, such as data indicating that a high percentage of test-takers fail the same question – 22

Other possible indicators that the driver license manual may be deficient – 4

Comments:

- Consumer complaints (ID)
- We tracked all of this information manually when the new tests were first used – do not have the resources to continue tracking. (NE)
- We are currently rolling out a web-based testing system. It will be several more months before this system is fielded statewide. Once this is completed, many of the testing statistics listed above will be available. (NM)
- Complaints from public re accuracy of information (OH)
- Comments from customers at driver license centers (PA)

8. How satisfied are you with the content, usefulness, and value of your driver license manual and your current system for reviewing and updating the manual? (rated on scale of 1 to 5 with 5 equal to “very satisfied” and 1 equal to “very dissatisfied”) (The state authoring each comment is shown in parentheses.)

9 jurisdictions rated their satisfaction level as 5 (19%)
 23 jurisdictions rated their satisfaction level as 4 (48%)
 12 jurisdictions rated their satisfaction level as 3 (25%)
 3 jurisdictions rated their satisfaction level as 2 (6%)
 0 jurisdictions rated their satisfaction level as 1

If dissatisfied, what would be necessary in order to be satisfied?

- Need staff to do this. (DE)
- THE MVA is currently in the final states of producing a new driver handbook, which updates the one currently in use.” (MD)
- In the course of the next few months, we will be addressing the layout of the text to make it more reader-friendly. (MN)
- Need an automated system to do so – too much to handle manually. (NE)
- Computerized testing [statewide in a few more months] will address our concerns. (NM)
- Would like more streamlined way to maintain the information. We update the same info in the driver manual, publications, procedures manuals, and online. Must be a simpler way. (VA)

9. Has your jurisdiction done any studies or do you have any other information on the possible effects of your driver license manuals on safety? (If YES, please provide a copy.)

No – 42

Yes – 1 (Missouri – 1999 study provided – focus groups of driver’s ed students and teachers)

10. Other comments: (The state authoring each comment are shown in parentheses.)

- The manual has been recognized nationally as a very user-friendly, informative document. But the updating process of going through the state’s graphics department can be very time consuming and tedious. (CO)
- The CDL coordinator and myself draft statutes, testify before the legislature, run the driver license shop, write regulations, support AAMVA, and write the manuals and test questions. No time left to determine its effectiveness. In most cases, it is not the manual: it is those who don’t read it and expect to pass. (DE)
- The driver handbook will be available on our website in the late spring of this year. Currently all of our rookie driver materials and other safety-related items are available on our website. (MD)
- The MN driver license manual is not intended as a primary text for driver’s ed. schools. However, it is the basis for the written exam. (MN)
- Will be going to automated testing in some stations by October and will be able to have statistics on pass/fail and questions that are missed most often. (MS)
- We have a computer automated testing system in our larger offices. (NC)
- We are looking at the possibility of advertising in the manual for public entities such as Army Guard, Turnpike Authority to offset the printing costs. (OK)
- We are now looking into putting advertisements in our driver’s manual – cost purposes. (PA)

CONCLUSIONS – BEST PRACTICES IN SUBJECT MATTER CONTENT AND ORGANIZATION

Based upon the findings from this study, it was determined that certain topics can be considered best practices with regard to driver license manual subject matter content. Presented in Table 4, these topics are based upon the *AAMVA Guidelines*, review of the jurisdictional driver manuals, suggested driver education curricula, and findings from the literature review. They include the topics most widely addressed by jurisdictional manuals, driving safety issues of nationwide concern, and subjects of particular concern in Arizona.

It was also determined that a good overall organization of relevant material is demonstrated in the *Driver Education Classroom and In-Car Curriculum* developed by the Highway Safety Center at Indiana University of Pennsylvania under the direction of Dr. Allen R. Robinson, Director of the Highway Safety Center and CEO of the American Driver and Traffic Safety Education Association (ADTSEA). This suggested organization of the material strives to achieve a reader-friendly flow of information, addressing topics in a logical order and avoiding unnecessary repetition. To the extent possible, a similar organization of material is suggested for the Arizona manual. Table 4 organizes the topics in that suggested order, with potential section titles offered as well. For example, a section with a suggested title of “Before You Drive” is presented as the first section of the manual.

Because the suggested order is different from that of the current manual, the right-hand column of Table 4 contains a brief notation on the text source for each item. For items that are addressed in the current Arizona manual and/or customer service guide (January 2005 revision), the appropriate page numbers are provided. Items to be added have a notation to that effect.

The status of best practice topics presented in Table 4 is identified as follows:

- Best practice topics that are satisfactorily addressed in the current Arizona manual are listed with no additional designation.
- Best practice topics that are included in the current manual but require or may require updating, consolidating, etc. are denoted with one asterisk (*). This group also includes best practice topics that are addressed only in the *Customer Service Guide* portion of the Arizona manual and/or those that are included in both but are covered more fully in the *Guide* than in the *Driver License Manual* section.
- Best practice topics not currently addressed in the Arizona driver license manual are denoted with two asterisks (**).

- Finally, one topic in the Arizona driver manual (Vehicle Dimensions, p. 30) is identified with three asterisks (***) . It is not considered a best practice topic for jurisdictional driver manuals in general. However, the fact that it is included in the Arizona manual indicates that it is considered to be of significant importance to Arizona drivers. If that is, in fact, the case, it is suggested that the topic be moved, since its present placement indicates that it may have been inserted into available space on a pre-existing page. Assuming that the Vehicle Equipment section currently on page 31 is to remain, this would seem a logical location for the Vehicle Dimensions topic.
- The best practice topics and organization of material reflected in Table 4 form the basis of the Arizona driver license manual prototype (Appendix C). The above-described method of using one, two, or three asterisks to identify the status of topics has been retained in the prototype to facilitate cross-referencing.
- All topics denoted with one or more asterisks are discussed in the next chapter, Recommendations – Arizona Driver License Manual.

**Table 4. Best Practices in Subject Matter Content and Organization
As Reflected in Arizona Driver License Manual Prototype**

ORGANIZATION AND TOPICS	SOURCE OF TEXT
SECTION 1 – BEFORE YOU DRIVE	
Adjustments Seat position and mirrors**	To be written by ADOT
Occupant Protection	
Using seatbelts and child restraints*	Guide, pp. 20–21
No passengers, especially children, in cargo bed of pickup trucks**	To be written by ADOT (was in Oct. 2003 version; should be reinstated)
Locking doors**	To be written by ADOT
Airbags – familiarity with operation to avoid injuries: Protection of children from injury** Driver’s positioning of hands on steering wheel**	Both items to be written by ADOT
Vehicle Readiness	
Signals and lights clean and working** Windshield and windows clean, good visibility**	Both items to be written by ADOT
Required equipment*	Manual, p. 31 – In “Safety Belts,” and “Child Safety Belts,” ADOT to delete references to Guide pp. 20–21.
Vehicle dimensions***	Manual, p. 30

SECTION 2 – SAFE DRIVING PRACTICES

Defensive Driving	
Maintaining attention; avoiding distractions inside & outside vehicle	Manual, pp. 47–48 and portions of p. 50 (“Distractions” and “Cell Phone”)
Steering	Manual, p. 31
Looking ahead Looking to the sides Looking behind Mirrors – periodic scanning	Manual, pp. 47–48
Positioning Vehicle	
Cushion of space around your vehicle*	Manual, p. 49 – All references to “2 seconds” to be updated by ADOT; see also Manual, p. 34 (now in Section 5)
Avoiding blind spots	Manual, pp. 48–49
Entering and Crossing Traffic	
Signal entering, exiting, lane changes	Manual, pp. 32 and 49
Clearance ahead to cross or enter**	To be written by ADOT
Oncoming vehicles Obstructed vision** Not trusting turn signals**	Both items to be written by ADOT
Roundabouts	Manual, p. 36
Passing	
Passing on the right Passing restrictions	Manual, p. 38
Parking & Exiting Parking Spaces	
Observe restrictions Leave room ahead and behind Keep clear of traffic Always lock vehicle before leaving* Check behind vehicle before backing up Turn head to look through rear window	Manual, pp. 38–39, for all items; text on locking one’s vehicle before leaving is within “Emergency Parking” but should be included in general introductory paragraph applicable to parking anywhere
Special Tips for Freeway Driving	
Entrance ramp stop/go signals**	To be written by ADOT
Space to merge No crossing of solid lines or gores Space to pass and return	Manual, pp. 41–42

SECTION 3 – RULES OF THE ROAD

Right-of-Way Laws	
Yielding right-of-way (meaning)	Manual, p. 35
Intersections – safety issues	Manual, p. 35
Pedestrians	Manual, p. 37
Other vehicles	Manual, p. 37
Red light running*	Manual, p. 54
Emergency vehicles School buses	Manual, p. 37 and last paragraph on p. 34 for both items
Speed Limits	
Compliance with limits	Manual, p. 37
Regulating speed, monitoring speedometer**	To be written by ADOT
Special speed limit areas** Construction zones School zones Other (elder care facilities, etc., if applicable)	To be written by ADOT
Traffic Controls	
Signal lights	Manual, p. 25
Traffic signs Shape and meaning Stop, yield, do not enter, no turns, warning (including lane drops/merge**) School crossing sign; school zone with 24/7 speed limits** Railroad warning, railroad crossing signs/lights	Manual, pp. 26–29, for all items, plus additional sources noted below “Graphic for lane drops” sign to be added by ADOT Graphic for “school zone” sign to be added by ADOT
Roadway construction signs and devices Traffic control signs/devices (cones, etc.) Human controls – flaggers Double fines for violation No passing sign	Manual, pp. 26–29, for all items
Pavement Markings & Use of Lanes	
Crosswalk**	Graphic to be added by ADOT
Basic lane use – meaning of lines	Manual, p. 30 and “One-Way Streets” from p. 39
Lane drops, merges**	Graphic to be added by ADOT
Reversible lanes*	Manual, p. 40
Reserved lanes HOV on freeway Bicycle lane on city streets)**	Manual, p. 41, for text on HOV lanes; confirm that violation fine is still \$350. Bike lane text to be written by ADOT
Passing permitted/not permitted	Manual, p. 30

Turns	
Turn control signs/lights Turn lanes	Manual, pp. 32–33
Two-way left-turn lanes*	Manual, p. 40
Examples of turns Positioning & signaling for turn Canceling signal	Manual, pp. 32–33
Legal and illegal U-turns**	To be written by ADOT
SECTION 4 – SHARING THE ROAD WITH OTHER VEHICLES	
Bicycles	Manual, p. 39 – Note that section contains numerous typographical errors, including use of the singular “bicyclist” where the plural is required.
Motorcycles	Manual, pp. 40–41
Trucks	Manual, pp. 42–43
Slow-Moving Vehicles	Manual, p. 42
SECTION 5 – ACTIVELY AVOIDING ACCIDENTS	
Anticipating Slowing/Stopping Roadway construction Heavy pedestrian traffic – shopping areas, events Wildlife	Manual, p. 34, and “Driving the Open Road” from p. 42
Adjusting Speed	
Adjusting to traffic Adjusting to roadway Adjusting to Arizona’s unique weather conditions Adjusting to visibility	Manual, p. 37, and pp. 45–47, from “Weather Conditions,” through “Snow and Ice”
Headlight Use Night driving Use of high beams Dimming for vehicles Low beams for fog and rain*	Manual, p. 43, and repeat first two sentences from “Fog, p. 47”
Use of Alcohol and Other Drugs Recommendation on limiting (eliminating) driving vs. limiting consumption* Avoiding mixing Alternatives to driving	Manual, pp. 50–51, and “It’s Tough to be Young” from Guide, p. 21
Emotional Fitness Road rage and aggressive driving	Manual, p. 54
Physical Fitness Treatment for illness/disability Trip planning to prevent fatigue	Manual, p. 50, and “Travel Information Service” from p. 45

SECTION 6 – HANDLING EMERGENCIES

Vehicle Failures Tires Headlights Sticking accelerator Brakes	Manual, pp. 43–44, for all items
Avoiding Collisions	Manual, p. 44, and “Compromise” from p. 49
Skid recovery*	Manual, p. 43
Quick stop	Manual, p. 44
Quick turns/ Escape paths	Manual, p. 44
Defensive driving	Manual, p. 44
Stopping on Freeway Park well off the road on shoulder Emergency flashers Signals (reflectors, flares)	Manual, p. 42 for all items
Accident Procedures Scene control First aid Summoning help	Manual, p. 45, and “Failure to Stop at Accident,” from pp. 54–55
Recommended equipment	Manual, p. 45

TEST REVIEW QUESTIONS

RECOMMENDATIONS – ARIZONA DRIVER LICENSE MANUAL

SUMMARY

Most of the topics considered to be best practice already appear in the Arizona manual. The few exceptions are denoted with a double asterisk (**) in Table 4. More frequent, however, are best practice topics that appear in the Arizona manual but would benefit from expanded coverage and/or a more logical, reader-friendly location in the text. Additionally, a few topics of importance to drivers are addressed in the *Customer Service Guide* portion of the publication and could be overlooked by individuals learning to drive or preparing to take the licensure test. Consequently, we believe that a revision of the overall organization of subject matter in the Arizona driver license manual would achieve the following:

- ▶ Presentation of the material in a logical order corresponding to contemporary driver education curricula
- ▶ Greater emphasis on critical knowledge items
- ▶ Improved driver awareness and comprehension of the driving process as a whole, involving anticipation of and strategic responses to risk and safety threats to oneself and to other drivers.

At the request of ADOT, this report contains an Arizona driver license manual prototype (Appendix C). Because the original art files for the publication were not available to us, the prototype was created using Adobe Acrobat PDF files, which reduce the image quality of both text and graphics.

It is important to note that this prototype provides a general reorganization of the current Arizona manual based on best practices in content and editorial organization of subject matter. Where text relevant to the topic exists in the current manual, it was simply moved, in whole, to the appropriate general section of the prototype. No editorial reworking of the text was done for the prototype, since that would extend far beyond the scope of this research project.

Nor does the prototype represent a recommended graphic treatment or design for the manual. In fact, it is our belief that the Arizona driver license manual – and its users – would benefit greatly from a graphic redesign of the publication. Included below are recommendations related to the overall graphic treatment of the manual, aimed at improving communication and comprehension of the material.

SUBJECT MATTER CONTENT AND ORGANIZATION

Specific recommendations are presented below in the same order as the topics appear in Table 4.

- ▶ Identification of major sections by number and title, and revision of Table of Contents accordingly.
- ▶ Creation of a brief “Before You Drive” section that highlights the critical tasks drivers should complete before driving.

New topics/tasks to be included are:

1. Driver adjustment of the seat and mirrors for the best view of the area around the vehicle.
2. Locking the vehicle doors
3. Dependent on whether the vehicle is equipped with both driver and passenger airbags and whether children are being transported, the driver should confirm that children are positioned so as not to be injured if the airbags should inflate. Additionally, the driver should grip the wheel in a manner that will not trap his or her hands under an inflated airbag.
4. Driver should make a quick confirmation that the vehicle’s signals and lights are clean and in working order, and that the windows and windshield are sufficiently clean for good visibility.

Existing topics/tasks to be included are:

1. Occupant protection topics (child car seat safety, seatbelt law) to be relocated here from pages 20–21 in the *Customer Service Guide*.
 2. Vehicle equipment information from page 31 of the manual, along with vehicle dimension information currently on page 30 of the manual, placed here in a newly created subsection, “Required Vehicle Equipment.” Considerable space can be saved by handling these as bulleted items rather than the way they now appear, as full paragraphs under headings. This treatment will also minimize the repeated discussion of seatbelts and child safety seats while acknowledging their importance among an itemization of required vehicle equipment.
- ▶ In Section 2, “Safe Driving Practices,” under “Positioning Vehicle,” the current Arizona manual cites a two-second following distance as sufficient under normal circumstances. It is strongly recommended that this distance be changed to three or four seconds, as discussed in the findings from the literature review.

Discussion of the cushion of space principle and the need to avoid blind spots have been moved to this section as well.

- ▶ In Section 2, “Safe Driving Practices,” under “Entering and Crossing Traffic,” it is suggested that brief discussions be added on ensuring clearance ahead before crossing or entering traffic. Also in this section, brief discussions should be added on two

items related to safely crossing the path of oncoming vehicles – (1) waiting for an unobstructed view and (2) not “trusting” the display of a turn signal by the oncoming vehicle – since these are important contributing factors to intersection safety.

- ▶ In Section 2, “Safe Driving Practices,” under “Parking & Exiting Parking Spaces,” it is suggested that a brief statement be added to the introductory paragraph recommending that drivers always lock their cars when leaving them. Currently, this recommendation is made only within the “Emergency Parking” topic.
- ▶ In Section 2, “Safe Driving Practices,” under “Special Tips for Freeway Driving,” it is suggested that a brief explanation of the purpose of entrance ramp signals be added as a new topic.
- ▶ In Section 3, “Rules of the Road,” under “Right-of-Way Laws,” the existing topic of red light running (currently addressed on page 54 of the manual) has been included under “Intersections.” While it could also be appropriately discussed elsewhere in this same section, red light running has been identified as a significant factor in intersection safety and we believe the primary discussion should be handled in that context.

In its current location in the manual (page 54), red light running is addressed with other “driver improvement” topics, most of which relate to DUI violations. Unless one is specifically seeking information on penalties for driving infractions, particularly DUI-related penalties, the information on red light running is easily overlooked. Furthermore, the research indicates that most drivers know that red light running is “wrong,” but do not consider it a serious crime, and therefore, would be unlikely even to seek out information on its penalty unless already cited. Thus, in this location within the manual, the material on red light running forfeits whatever educational and preventive value it might have. In addition to moving the material as suggested above, we also suggest that its potential preventive value be strengthened by broadening the discussion to include not only the financial and license suspension consequences of red light running for the violator, but also a brief discussion of its deadly nature and the consequences for other drivers and pedestrians, etc.

- ▶ In Section 3, “Rules of the Road,” under “Speed Limits,” a new task is suggested – encouraging drivers to monitor their own adherence to speed limits by checking their speedometer from time to time. Also recommended is addition of a brief discussion of special speed limit areas, including construction zones and school zones. An “Other” category was included because it was unknown to the researcher whether Arizona designates additional special speed limit areas, such as for elder care facilities. If this is not the case, the topic should naturally be deleted from the best practices list.
- ▶ In Section 3, “Rules of the Road,” under “Traffic Controls,” it is suggested that two sign examples be added. The first is a warning sign example for “Lane Drops/Merges,” as it is used frequently and should become readily recognized by drivers. (It is also suggested that an example of the corresponding pavement markings

be included in that section as well.) The second is the all too frequently ignored school zone speed limit “at all times” sign. Inclusion of only general school zone signs may suggest to drivers that the “at all times” is not treated seriously.

- ▶ In Section 3, “Rules of the Road,” under “Pavement Markings & Use of Lanes,” it is suggested that a new topic, pedestrian crosswalk markings, be displayed and explained. While adherence to the markings may not prevent intersection crashes, driver understanding of the markings should nevertheless be considered a knowledge requirement to be addressed in the driver manual, and drivers should be encouraged to respect the meaning of these markings with regard to pedestrian safety.

As noted above, it is also suggested that a graphic example be provided of the pavement markings denoting the dropping or merging of a lane.

The existing topics of reversible lanes and two-way turn lanes are addressed on page 40, under “City Driving,” while the topic of reserved lanes is only partially addressed with a mention of the HOV lane restrictions on page 41 under “Freeway Driving.” (We consider the topic only partially addressed because bicycle lanes, which are also considered reserved lanes, are not discussed at all – and, of course, could not appropriately be discussed under “Freeway Driving.”) There is some merit in these subsections directed at a particular driving environment. However, we believe that novice drivers in particular would benefit from being able to find all similar information (e.g., lane usage and controls) in a single area, since their awareness level of specific differences between city and freeway driving (other than speed limits) may be somewhat limited.

Consequently, it is recommended that the topics of reversible lanes and reserved lanes both be addressed under “Pavement Markings and Use of Lanes.”

- ▶ In Section 3, “Rules of the Road,” under “Turns,” it is suggested that the topic of U-turns be added, describing the law (if applicable) or guidelines concerning safe and appropriate U-turn locations and circumstances. Currently, the depiction of the No U Turn sign on page 26 is the only mention of U-turns contained in the manual.
- ▶ In Section 5, “Actively Avoiding Accidents,” under “Use of Alcohol and Other Drugs,” it is suggested that the “It’s Tough to be Young” section addressing youthful drivers on page 21 of *the Customer Service Guide* portion be moved into the driver manual itself with other information on the same topic. While we have no evidence on this issue, we suspect that youthful drivers are more likely to be interested primarily in the driver manual and less in the Guide – unless the information were placed on the same page as information about testing facilities. Additionally, combining the information eliminates repetition of the topic and saves space.

GRAPHIC TREATMENT

- ▶ Undertake an overall graphic redesign of the driver license manual. This redesign should encompass not only a reorganization of the text but also increased use of graphic elements to clarify and illustrate complex concepts, thereby improving reader comprehension of those concepts.

Accompanying this report is a prototype manual that can be used as the basis for reorganization of the content.

The current manual makes use of color and point size to indicate hierarchy of headings and subheadings – presumably to eliminate the wasted space associated with starting new sections on new pages. However, the frequency of subheadings – sometimes as many as eight on a page, and many of which are followed by a single paragraph – distract the reader, and the distinctions by color and point size are too subtle for most readers.

As the text is consolidated and reorganized, the designer can make use of numerous graphic elements to enhance clarity and readability and increase comprehension of the material. Examples include the use of bulleted lists, call-outs, and boxed items to group related text, as well as additional graphic representations to illustrate difficult concepts.

It is also recommended that the two components of the combined publication be reversed – that is, place the driver manual in front, followed by the customer service guide.

- ▶ As part of the overall redesign, create a new external cover for the combined *Guide and Manual*:
 1. Include “Arizona” or “State of Arizona” in the title, e.g., “Arizona Driver License Manual and Customer Service Guide.”
 2. Develop a cover design aimed at “humanizing” the manual, communicating its function as an information guide about driving, and giving it an identity that Arizonans can make a connection with. As an example, our prototype cover design incorporates close-up shots of drivers and passengers representing Arizona’s primary age and cultural demographic segments.
- ▶ A smaller-sized manual, such as 5 ½” by 8 ½”, is likely to be more convenient for the user, since it fits easily in a purse, glove compartment of car, etc. ADOT may likewise find a smaller size manual beneficial, since it would require smaller display racks in facilities and smaller storage space for inventory. It is recommended that ADOT look into production costs to determine whether economic benefits are associated with reducing the size of the Arizona manual to 5 ½" x 8 ½" or similar.
- ▶ The Hispanic population of Arizona represents 25.3 percent of the entire state population (U.S. Census 2000). In addition, according to the Pew Internet &

American Life Project, the three-state region referred to as the Border States (Arizona, New Mexico, and Texas) are tied with California for the largest proportion of Hispanic Internet users in the country (21 percent of the nation's Internet users).

Therefore, it is recommended that ADOT update the Spanish translation of the manual to correspond with the current update of the English-language version, and add the Spanish-language version to the ADOT website to be accessed online in the same manner as the English-language version.

- ▶ Finally, because of the high accident rates among novice teen drivers, it is suggested that ADOT undertake additional research to examine the views of teens and their parents regarding a specialized manual directed at them – what would make it most helpful, topics it should address, suggestions for activities involving parent and teen interaction, etc. Should ADOT decide to produce this specialized version, it may wish to seek out an appropriate organization or agency to co-sponsor and share production costs of the publication.

IMPLEMENTATION

Following are suggested steps for implementation of the recommendations contained in this report.

1. Develop general timeline for production and distribution.
2. Select graphic design firm for project and work with design team to develop detailed timeline with benchmark deliverables and date.
3. Design team prepares graphic design plan for manual. ADOT staff develops copy for topics to be added, revises and consolidates existing copy, etc.
4. Design team develops suggested layouts for manual at current size and smaller size, incorporating new and revised copy into reorganization.
5. ADOT investigates and compares production costs for each size and decides on size for new manual.
6. Design team develops new cover design aimed at a stronger Arizona identity.
7. ADOT conducts research among teen learners and their parents to investigate their perceptions of a specialized version of the Arizona driver license manual designed specifically for them. The research should also obtain input from these two stakeholder groups in such areas as: specialized topics that the manual should address; learning activities in which teen and parent interact; suggestions for distribution outlets, etc.
8. If the research indicates that a specialized teen/parent version of the manual is warranted, ADOT explores possible partnerships for sharing production costs.

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APPENDIX A
JURISDICTION SURVEY QUESTIONNAIRE

ARIZONA DEPARTMENT OF TRANSPORTATION SURVEY OF DRIVER LICENSE MANUAL PRACTICES

The Arizona Department of Transportation (ADOT) is working to improve its automobile driver license manual publication and dissemination practices. As part of this effort, we are interested in learning how other jurisdictions handle their automobile driver license manuals and in gathering information about the safety impacts of good versus bad driver manuals.

We would appreciate your response to the following questions. This information will be used to assist ADOT in improving its current practices.

Person completing this survey: _____ Jurisdiction: _____

Department and Section: _____

Telephone: _____ Fax: _____ Email: _____

PLEASE EMAIL, FAX OR MAIL YOUR COMPLETED SURVEY DIRECTLY TO TRICIA TOOL AT ONE OF THE FOLLOWING CONTACTS:

MAILING ADDRESS: 16839 Iron Mountain Drive, Poway CA 92064 **FAX:** 858-391-1068 **EMAIL:** ttool@ix.netcom.com

If you have any questions regarding completion of this survey, please contact Tricia Tool at 858-748-6070 or ttool@ix.netcom.com

1. What types of automobile driver license manuals are published in your jurisdiction? *(check all that apply)*

- Regular Automobile
- Parent/Teen
- Other, Specify: _____
- Published in other languages? Specify: _____
- Bi-lingual? Specify: _____

2. How are your driver license manuals made available to the public? *(check all that apply)*

- At all motor vehicle test locations
- By mail, at the user's request
- Through schools and/or other driver training organizations
- Through local law enforcement offices
- Online via your jurisdiction's website: IF YES, in what format? *(check all that apply)* PDF HTML
- OTHER, Specify: _____

3. How satisfied are you with your current system for publishing and distributing your driver license manual? *(check one response)*

- Very Satisfied
Very Dissatisfied
- 5 4 3 2 1

IF DISSATISFIED, what would be necessary in order to be satisfied? _____

4. What section of your department or agency is responsible for writing, updating and publishing the driver license manual?

Section: _____ Who to Contact for More Information: _____

Telephone: _____ Email Address: _____ Fax: _____

5. How often does your jurisdiction review and update its driver license manual? _____

6. What methods are used to gather and analyze information about the effectiveness of your driver license manuals in adequately preparing safe and responsible drivers? *(complete all that apply)*

Users (test takers) by: interview survey complaints or comments other _____

Administrators (test givers) by: interview survey complaints or comments other _____

Law enforcement by: interview survey complaints or comments other _____

Driver training schools by: interview survey complaints or comments other _____

Insurance companies by: interview survey complaints or comments other _____

OTHER, specify: _____

7. Does your jurisdiction track any of the following types of information? *(check all that apply)*

percentage of test-takers who pass/fail on the first, second, third attempt

multiple attempts at test taking before passing

recurring problem questions (high percentage of test-takers fail the same question)

other possible indicators that the driver license manual may be deficient: _____

8. How satisfied are you with the content, usefulness, and value of your driver license manual and your current system for reviewing and updating the manual? *(check one response)*

Very Satisfied

5

4

3

2

1

Very Dissatisfied

IF DISSATISFIED, what would be necessary in order to be satisfied? _____

9. Has your jurisdiction done any studies or do you have any other information on the possible effects of your driver license manuals on safety?

No Yes: IF YES, please provide a copy with this completed survey.

10. OTHER COMMENTS: _____

THANK YOU FOR YOUR ASSISTANCE!

APPENDIX B

RAW DATA – KNOWLEDGE ITEMS AND OTHER FEATURES CONTAINED IN JURISDICTION DRIVER LICENSE MANUALS

SURVEY CONTACT INFORMATION

State	Initial Request Mailed To:	Title or Section	Bureau/Dept	Address	City/State/Zip	Phone
AK	Kerry Hennings	Driver Licensing Manager	Alaska Division of Motor Vehicles	1300 W. Benson Boulevard	Anchorage AK 99503-3689	(907) 269-3771
AL	Major Roscoe Howell	Driver Licensing Chief	Alabama Driver License Division	PO Box 1471	Montgomery AL 36102-1471	(334) 242-4240
AR	Richard L. Duke	Manager; Driver License Issuance	Arkansas Office of Driver Services	PO Box 1272	Little Rock AR 72203-0000	(501) 682-7052
AZ	Stacey Stanton	Director	Arizona Motor Vehicle Division	1801 W. Jefferson	Phoenix AZ 85007-0000	(602) 712-8152
CA	John McClellan	Deputy Director; Licensing Operations	California Department of Motor Vehicles	2415 1st Avenue	Sacramento CA 95818-0000	(916) 657-6534
CO	Donald L. Burton	Operations Director; Driver License Section	Colorado Motor Vehicle Business Group	1881 Pierce Street, Room 136	Lakewood CO 80214-0000	(303) 205-5646
CT	Barbara Tanuis	Registration & License Bureau Chief	Connecticut Department of Motor Vehicles	60 State Street	Wethersfield CT 06161-0001	(203) 805-6092
DC	Sherryl Hobbs Newman	Director	Bureau of Motor Vehicle Services	301 C Street, NW, Room 1015	Washington DC 20001-0000	(202) 724-2034
DE	Arthur G. Ericson	Chief, Driver Services	Delaware Division of Motor Vehicles	110 Hazeltine Road	Dover DE 19904-0000	(302) 744-2561
FL	Larry Peters	Chief; Bureau of Licenses & Enforcement	Florida Division of Driver Licenses	2900 Apalachee Parkway, Neil Kirkland Building	Tallahassee FL 32399-0560	(850) 488-1102
GA	Ronny Johnson	Director, Driver Services	Georgia Department of Motor Vehicle Safety	PO Box 80447	Conyers GA 30013-0000	(678) 413-8488
HI	Alan F. Miyamura	Chief Licensing Examiner & Inspector	Hawaii City and County of Honolulu; Division of Motor Vehicles and Licensing	PO Box 30300	Honolulu HI 96820-0300	(808) 532-7730
IA	Terry L. Dillinger	Director; Office of Driver Services/Driver Licensing	Iowa Motor Vehicle Division	100 Euclid Avenue, Park Fair Mall	Des Moines IA 50306-9204	(515) 237-3153
ID	Edward Pemble	Manager, Driver Services	Idaho Division of Motor Vehicles	PO Box 7129	Boise ID 83797-1129	(208) 332-7830
IL	Michael Mayer	Director	Illinois Driver Services Department	2701 S. Dirksen Parkway	Springfield IL 62723-0000	(217) 785-0963
IN	Sedalia Rivers	Director, Driver Licensing	Indiana Bureau of Motor Vehicles	100 N. Senate Avenue, N440	Indianapolis IN 46204-0000	(317) 232-6949
KS	Alan Anderson	Administrator; Driver Licensing/Chief Examiner	Kansas Department of Revenue	Docking State Office Building, Room 130; PO Box 2888	Topeka KS 66612-0000	(785) 296-2617

KY	Gary Brunker	Director, Driver Licensing	Kentucky Department of Vehicle Regulation	Room 308, State Office Building	Frankfort KY 40622-0000	(502) 564-6800
LA	Karen Horton	Section Manager; Driver Licenses	Louisiana Office of Motor Vehicles	PO Box 64886	Baton Rouge LA 70896-0000	(225) 925-6323
MA	Herbert Osbood	Director, Driver Licensing	Massachusetts Registry of Motor Vehicles	1 Copley Place; PO Box 199100	Boston MA 02116-0000	(617) 351-9992
MD	Andrew S. Krajewski	Program Director; Driver Education & Licensing	Maryland Motor Vehicle Administration	6601 Ritchie Highway, N.E.	Glen Burnie MD 21062-0000	(410) 787-3731
ME	Ted Martin	Chief Examiner	Maine Bureau of Motor Vehicles	State House Station #29	Augusta ME 04333-0000	(207) 624-9171
MI	Stephen J. Madejek	Director; Driver Training & Testing Division	Michigan Department of State	Treasury Building - 1st Floor; 430 W. Allegan	Lansing MI 48918-9900	(517) 241-6850
MN	James Connolly	Chief Examiner	Minnesota Driver and Vehicle Services Division	445 Minnesota Street, Suite 175	St. Paul MN 55101-5175	(651) 297-3320
MO	Barbara Schaller	Assistant Administrator; Driver Licensing	Missouri Motor Vehicle & Driver Licensing Division	Harry S. Truman State Office Building; PO Box 629	Jefferson City MO 65105-0629	(573) 526-3656
MS	Major Lane Jenkins	Director, Driver Licensing	Mississippi Highway Safety Patrol	PO Box 958	Jackson MS 39205-0000	(601) 987-1200
MT	Anita Drews-Oppedahl	Chief, Field Operations	Montana Motor Vehicle Division	303 North Roberts	Helena MT 59620-1430	(406) 444-1778
NC	Wayne Hurder	Director; Driver License Certification	North Carolina Division of Motor Vehicles	1100 New Bern Avenue	Raleigh NC 27697-0000	(919) 861-3808
ND	Syndi Worrel	Chief Driver License Examiner	North Dakota Department of Transportation	608 E. Boulevard Avenue	Bismarck ND 58505-0700	(701) 328-2070
NE	Beverly Neth	Director	Nebraska Department of Motor Vehicles	301 Centennial Mall South	Lincoln NE 68509-4789	(402) 471-3900
NH	Darryl Peasley	Supervisor, Driver Licensing	New Hampshire Department of Safety	10 Hazen Drive; James H. Hayes Safety Building	Concord NH 03305-0000	(603) 271-2371
NJ	Roger Gilmore	Manager, Driver Testing	New Jersey Division of Motor Vehicles	225 E. State Street	Trenton NJ 08666-0000	(973) 628-6594
NM	Curt Sanchez	Acting Director/Deputy Director; Driver & Vehicle Services	New Mexico Motor Vehicle Division	Joseph M. Montoya Building; PO Box 1028	Santa Fe NM 87504-1028	(505) 827-0519
NV	Karen Daly	Manager, Driver Programs	Nevada Department of Motor Vehicles	555 Wright Way	Carson City NV 89711-0000	(775) 684-4617
NY	Joseph H. Sanders	Director, Driver Safety	New York Department of Motor Vehicles	6 Empire State Plaza	Albany NY 12228-0000	(518) 474-2955
OH	Thomas Haller	Administrator; Central Operations	Ohio Bureau of Motor Vehicles	PO Box 16520	Columbus OH 43216-6520	(614) 387-3339

OK	Karen S. Gentry	Director; Driver License Examinations	Oklahoma Department of Public Safety	3600 North Martin Luther King Avenue	Oklahoma City OK 73136-0000	(405) 425-7746
OR	Rod Rosenkranz	Manager, Driver Programs	Oregon Driver and Motor Vehicle Services	1905 Lana Avenue, NE	Salem OR 97314-0000	(503) 945-5088
PA	Rebecca Bickley	Director; Bureau of Driver Licensing	Pennsylvania Safety Administration; Department of Transportation	Riverfront Office Center; 1101 S. Front Street, 4th Floor	Harrisburg PA 17104-0000	(717) 787-4701
PR	Maria Rosario	Chief Examiner	Puerto Rico Department of Transportation & Public Works	PO Box 41243 Minillas Station	Santurce PR 00940-1243	(787) 757-4151
RI	Elaine A. Phillips	Assistant Administrator, MCS	Rhode Island Division of Motor Vehicles	286 Main Street	Pawtucket RI 02860-0000	(401) 588-3003
SC	David Burgis	Deputy Director	South Carolina Division of Motor Vehicles	PO Box 1498	Columbia SC 29216-0000	(803) 737-1654
SD	Cynthia Gerber	Director, Driver Licensing	South Dakota Department of Commerce & Regulation	118 W. Capitol Avenue	Pierre SD 57501-0000	(605) 773-4846
TN	Denny King	Commissioner	Tennessee Department of Safety	1150 Foster Avenue	Nashville TN 37210-0000	(615) 251-5166
TX	Michael Anderson	Chief, Driver License Division	Texas Department of Public Safety	5805 N. Lamar Boulevard	Austin TX 78773-0001	(512) 424-5232
UT	Wally Wintle	Acting Bureau Chief	Utah Driver License Division	4501 South 2700 West	Salt Lake City UT 84114-0560	(801) 965-4765
VA	Ronald B. Hall Sr.	Assistant Administrator; Driver Licensing	Virginia Department of Motor Vehicles	2300 W. Broad Street	Richmond VA 23221-0000	(804) 367-6824
VT	Michael Smith	Chief, Customer Services	Vermont Department of Motor Vehicles	120 State Street	Montpelier VT 05603-0001	(802) 828-2037
WA	Clark Holloway	Manager; Driver Licensing	Washington Department of Licensing	PO Box 9020	Olympia WA 98507-9020	(360) 902-3846
WI	Julie Clark	Director; Bureau of Driver Services	Wisconsin Division of Motor Vehicles	PO Box 7920, #351	Madison WI 53707-0000	(608) 266-2239
WV	Raymond Douglas Thompson	Manager, Driver Licensing	West Virginia Division of Motor Vehicles	1800 Kanawha Boulevard, East; Building 3, Room 138, Capital Complex	Charleston WV 25309-0000	(304) 558-2940
WY	Jenny L. Christman	Manager, Licensing Section	Wyoming Department of Transportation	5300 Bishop Boulevard	Cheyenne WY 82009-3340	(307) 777-4834

FEATURES NOTED WITHIN THE STANDARD DRIVER LICENSING MANUAL FOR EACH STATE

	#	AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA
PRE/POST DRIVING		DNLD							TEST GUIDE DNLD			DNLD		
Adjustments	29		X	X		X	X	X		X	X	X		X
Seat position	27		X	X		X		X		X	X	X		X
Mirrors	28		X	X		X	X	X		X	X	X		X
Occupant Protection	47	X	X	X	X	X	X	X		X	X	X	X	X
Restraint use	48	X	X	X	X	X	X	X		X	X	X	X	X
Locked doors	11			X				X		X	X			
Inspection	25	X	X	X			X	X		X	X		X	X
Signals	17	X	X				X	X		X	X		X	X
Lights	22	X		X			X	X		X	X		X	X
Tires	19	X		X			X	X		X				X
Loose objects	15			X			X	X		X	X			X
Behind vehicle (when backing up)	34		X	X	X	X		X			X	X	X	X
Cleaning	28	X	X	X		X	X	X		X	X			X
Windshield	26	X		X		X	X	X		X	X			X
Lights	20	X	X	X				X		X	X			X
Securing Vehicle	10													

	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
PRE/POST DRIVING			DNLD		DNLD			DNLD			TEST GUIDE DNLD	DNLD		NA
Adjustments	29	X				X	X		X	X		X	X	
Seat position	27	X				X	X		X	X		X	X	
Mirrors	28	X				X	X		X	X		X		
Occupant Protection	47	X	X	X	X	X	X	X	X	X		X	X	
Restraint use	48	X	X	X	X	X	X	X	X	X		X	X	
Locked doors	11						X							
Inspection	25						X	X	X	X		X		
Signals	17							X	X	X				
Lights	22						X	X	X	X		X		
Tires	19						X	X		X				
Loose objects	15							X	X					
Behind vehicle (when backing up)	34	X			X	X	X	X		X		X		
Cleaning	28	X				X	X	X	X	X				
Windshield	26	X				X	X	X	X	X				
Lights	20	X						X		X				
Securing Vehicle	10											X		

	#	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK	OR	PA
PRE/POST DRIVING		DNLD	DNLD	BAD		DNLD					DIGEST OF LAWS			
Adjustments	29	X	X				X		X			X		X
Seat position	27	X					X		X			X		X
Mirrors	28	X	X				X		X			X		X
Occupant Protection	47	X	X	X	X	X	X	X	X	X	X	X	X	X
Restraint use	48	X	X	X	X	X	X	X	X	X	X	X	X	X
Locked doors	11	X										X		
Inspection	25	X	X			X	X			X		X	X	X
Signals	17					X	X			X				X
Lights	22	X	X			X	X						X	X
Tires	19	X	X			X	X			X			X	X
Loose objects	15	X				X						X	X	
Behind vehicle (when backing up)	34	X	X	X			X	X	X	X		X	X	X
Cleaning	28	X	X	X			X		X	X	X		X	
Windshield	26	X		X			X		X	X	X		X	
Lights	20	X	X	X			X		X	X				
Securing Vehicle	10					X	X					X		

	#	PR	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY
PRE/POST DRIVING		NA	DNLD					BAD			DNLD		DNLD	DNLD
Adjustments	29		X	X	X					X	X	X	X	
Seat position	27		X	X	X					X	X	X	X	
Mirrors	28		X	X	X					X	X	X	X	
Occupant Protection	47		X	X	X		X	X	X	X	X	X	X	X
Restraint use	48		X	X	X	X	X	X	X	X	X	X	X	X
Locked doors	11		X		X						X		X	
Inspection	25				X						X	X		
Signals	17										X	X		
Lights	22				X						X	X		
Tires	19				X						X	X		
Loose objects	15				X						X	X		
Behind vehicle (when backing up)	34		X	X	X		X				X	X	X	X
Cleaning	28				X	X				X	X	X		
Windshield	26				X	X				X	X	X		
Lights	20				X	X					X	X		
Securing Vehicle	10		X	X			X			X	X		X	

VEHICLE CONTROL	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
Starting	18	X					X		X	X				
Starting procedure	15	X					X		X					
Limited warm-up	3									X				
Accelerating	12													
On the flat	0													
On upgrades	2													
On slippery surfaces	7													
Upshifting (Manual Transmission)	10									X				
Shift at proper speed/rpm	3									X				
Coordinating clutch/acceleration	10									X				
Lane Keeping	21					X							X	
Grasping wheel	20					X							X	
Adjusting wheel to turn to speed and position	6												X	
Fixate well ahead	9												X	
Turning	32	X			X	X	X	X	X	X		X		
Positioning for turn	29	X		X	X		X	X	X	X		X		
Adjusting speed for turn	22				X		X	X	X			X		
Turning wheel in relation to speed and path	7					X								
Straightening wheel	8					X								
Regulating Speed	15					X							X	
Regulating accelerator to maintain speed	1													
Observing speedometer	10					X							X	
Keeping transmission in gear (No coasting)	6													
Slowing/Stopping	24						X	X	X				X	
Anticipating stops	25			X			X	X	X				X	
Applying brake	13						X	X						
Easing brake at stop speed	4													
Maintaining brake pressure when stopped	0													
Backing	36	X			X	X	X		X	X		X		
Assuming proper body position	24	X			X	X	X		X	X		X		
Observing through rear window	38	X			X	X	X		X	X		X		
Coordinating clutch and accelerator	0													
Turning wheel in relation to speed and path	4													
Braking to a stop	4											X		

RULES OF THE ROAD	#	AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA
Traffic Controls	48	X	X	X	X	X	X	X		X	X	X	X	X
Traffic lights	48	X	X	X	X	X	X	X		X	X	X	X	X
Stop signs	47	X	X	X	X	X	X	X		X	X	X	X	X
Yield signs	48	X	X	X	X	X	X	X		X	X	X	X	X
No-turn signs	46	X	X	X	X	X	X	X		X	X	X	X	X
No enter signs	45	X	X	X	X	X	X	X		X	X	X	X	X
Crosswalks	45	X	X	X	X	X	X	X		X	X	X	X	X
Railroad crossing signs/ lights	47	X	X	X	X	X	X	X		X	X	X	X	X
Human controls (enforcement/highway personnel)	44	X	X	X	X	X	X	X		X		X	X	X
Lane Control	48	X	X	X	X	X	X	X		X	X	X	X	X
Basic lane use	47	X	X	X	X	X	X	X		X	X	X	X	X
Passing	47	X	X	X	X	X	X	X		X	X	X	X	X
Reversible lanes	24	X			X		X	X		X	X	X		X
Reserved lanes (eg, HOV)	24	X			X	X	X	X		X	X	X		X
Shared left-turn lanes	36	X	X	X	X	X	X	X		X	X	X	X	
(No) Backing	14		X		X								X	X
(No) Stopping	22	X			X							X		X
One-way	18				X						X	X	X	
Lane drops, merges	18		X		No							X	X	
Turns	44	X	X	X	X	X	X	X			X	X		X
General rules	42	X	X	X	X	X	X	X			X	X		X
Turn control signs	32		X	X	X	X	X	X				X		X
Traffic circles/roundabouts	11				X		X				X			
Right-of-Way	48	X	X	X	X	X	X	X		X	X	X	X	X
Yielding right-of-way	45	X	X	X	X	X	X	X		X	X	X	X	X
Intersections	44	X	X	X	X	X	X	X		X	X	X		X
Traffic circles/roundabouts	17	X			X		X							
Pedestrians	47	X	X	X	X	X	X	X		X	X	X	X	X
Emergency vehicles	48	X	X	X	X	X	X	X		X	X	X	X	X
School buses	45	X		X	X	X	X	X		X	X	X		X
Vehicle Restrictions (?)	8				Size									
Parking Restrictions	32	X	X	X	X	X	X	X		X	X		X	X

RULES OF THE ROAD	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
Traffic Controls	48	X	X	X	X	X	X	X	X	X		X	X	
Traffic lights	48	X	X	X	X	X	X	X	X	X		X	X	
Stop signs	47	X	X	X	X	X	X	X	X	X		X	X	
Yield signs	48	X	X	X	X	X	X	X	X	X		X	X	
No-turn signs	46	X	X	X	X	X	X	X	X	X		X	X	
No enter signs	45	X	X	X	X	X	X	X	X	X		X	X	
Crosswalks	45	X	X	X	X	X	X	X	X			X	X	
Railroad crossing signs/ lights	47	X	X	X	X	X	X	X	X			X	X	
Human controls (enforcement/highway personnel)	44	X	X	X	X	X	X	X	X	X		X	X	
Lane Control	48	X	X	X	X	X	X	X	X	X		X	X	
Basic lane use	47	X	X	X	X	X	X	X	X	X		X	X	
Passing	47	X	X	X	X	X	X	X	X	X		X	X	
Reversible lanes	24		X						X			X	X	
Reserved lanes (eg, HOV)	24							X	X			X		
Shared left-turn lanes	36	X	X	X	X		X	X				X	X	
(No) Backing	14					X	X		X					
(No) Stopping	22						X		X	X				
One-way	18		X		X							X	X	
Lane drops, merges	18	X					X							
Turns	44		X	X	X	X	X	X	X	X		X	X	
General rules	42		X	X	X	X	X	X	X	X		X	X	
Turn control signs	32		X				X	X	X	X			X	
Traffic circles	11				X					X				
Right-of-Way	48	X	X	X	X	X	X	X	X	X		X	X	
Yielding right-of-way	45	X	X		X	X	X	X	X	X		X	X	
Intersections	44	X	X		X	X	X	X		X		X	X	
Traffic circles	17				X	X		X		X				
Pedestrians	47	X	X	X	X	X	X	X	X	X		X	X	
Emergency vehicles	48	X	X	X	X	X	X	X	X	X		X	X	
School buses	45	X	X	X	X	X	X	X	X			X	X	
Vehicle Restrictions (?)	8		X	X								X		
Parking Restrictions	32	X	X		X		X	X	X	X			X	

RULES OF THE ROAD	#	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK	OR	PA
Traffic Controls	48	X	X	X	X	X	X	X	X	X	X	X	X	X
Traffic lights	48	X	X	X	X	X	X	X	X	X	X	X	X	X
Stop signs	47	X	X	X	X	X	X	X	X	X	X	X	X	X
Yield signs	48	X	X	X	X	X	X	X	X	X	X	X	X	X
No-turn signs	46	X	X	X	X	X	X	X		X	X	X	X	X
No enter signs	45	X	X	X	X	X	X	X			X	X	X	X
Crosswalks	45	X	X	X	X	X	X	X		X	X	X	X	X
Railroad crossing signs/ lights	47	X	X	X	X	X	X	X	X	X	X	X	X	X
Human controls (enforcement/highway personnel)	44	X	X	X	X		X	X	X	X		X	X	X
Lane Control	48	X	X	X	X	X	X	X	X	X	X	X	X	X
Basic lane use	47	X	X	X	X	X	X	X	X	X	X	X	X	X
Passing	47	X	X	X	X	X	X	X	X	X		X	X	X
Reversible lanes	24	X			X			X						X
Reserved lanes (eg, HOV)	24	X			X		X	X		X			X	
Shared left-turn lanes	36	X	X	X	X			X	X		X		X	X
(No) Backing	14	X						X						
(No) Stopping	22	X		X		X		X	X	X	X		X	
One-way	18		X					X					X	
Lane drops, merges	18											X	X	X
Turns	44	X		X	X	X	X	X	X	X	X	X	X	X
General rules	42	X		X	X	X	X	X	X	X	X	X	X	X
Turn control signs	32			X			X	X	X		X	X	X	X
Traffic circles	11				X		X						X	
Right-of-Way	48	X	X	X	X	X	X	X	X	X	X	X	X	X
Yielding right-of-way	45	X	X	X	X	X	X	X	X		X	X	X	X
Intersections	44	X	X	X	X	X	X	X	X	X	X	X	X	X
Traffic circles	17		X		X		X	X	X				X	X
Pedestrians	47	X	X	X	X	X	X	X	X	X	X	X	X	X
Emergency vehicles	48	X	X	X	X	X	X	X	X	X	X	X	X	X
School buses	45	X	X	X	X	X	X	X	X	X	X	X	X	X
Vehicle Restrictions (?)	8			X		X							X	
Parking Restrictions	32	X			X		X	X		X			X	

RULES OF THE ROAD	#	PR	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY
Traffic Controls	48		X	X	X	X	X	X	X	X	X	X	X	X
Traffic lights	48		X	X	X	X	X	X	X	X	X	X	X	X
Stop signs	47			X	X	X	X	X	X	X	X	X	X	X
Yield signs	48		X	X	X	X	X	X	X	X	X	X	X	X
No-turn signs	46		X	X	X	X	X	X	X		X	X	X	X
No enter signs	45		X	X	X	X	X	X	X		X	X	X	X
Crosswalks	45		X	X		X	X	X	X	X	X	X	X	X
Railroad crossing signs/ lights	47		X	X	X	X	X	X	X	X	X	X	X	X
Human controls (enforcement/highway personnel)	44			X	X	X	X	X	X	X	X	X	X	X
Lane Control	48		X	X	X	X	X	X	X	X	X	X	X	X
Basic lane use	47		X	X	X	X	X	X	X	X		X	X	X
Passing	47		X	X	X	X	X	X	X	X	X	X	X	X
Reversible lanes	24			X	X	X	X		X		X	X	X	
Reserved lanes (eg, HOV)	24					X	X	X	X		X	X		
Shared left-turn lanes	36				X		X	X	X	X	X	X	X	
(No) Backing	14				X					X	X	X	X	
(No) Stopping	22				X	X	X			X	X	X	X	
One-way	18		X				X		X	X	X		X	X
Lane drops, merges	18		X		X	X	X	X	X	X	X	X		
Turns	44		X	X	X	X	X	X	X	X	X	X	X	X
General rules	42		X	X	X	X	X	X		X		X	X	X
Turn control signs	32		X	X	X	X	X		X		X	X	X	X
Traffic circles	11							X		X	X	X		
Right-of-Way	48		X	X	X	X	X	X	X	X	X	X	X	X
Yielding right-of-way	45		X	X	X	X	X	X	X		X	X	X	X
Intersections	44		X	X	X		X	X	X	X	X	X	X	X
Traffic circles	17							X		X	X	X		
Pedestrians	47		X	X	X	X	X	X	X	X	X	X		X
Emergency vehicles	48		X	X	X	X	X	X	X	X	X	X	X	X
School buses	45		X	X	X	X	X	X	X	X	X	X	X	X
Vehicle Restrictions (?)	8						X							
Parking Restrictions	32			X	X					X	X	X	X	X

VISUAL SEARCH	#	AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA
Maintaining Attention	45	X	X	X	X	X	X	X			X	X	X	X
Maintaining general surveillance	40	X	X	X	X	X	X	X				X	X	X
Avoiding distraction	22	X	X	X	X			X			X			X
Search Ahead	34	X		X	X	X	X	X			X	X	X	X
Distance	28			X	X	X	X	X			X		X	X
Side-to-side	33	X		X	X	X	X	X			X	X	X	X
To the Side	29	X		X	X	X		X						X
Intersections	29	X		X	X	X		X						X
Crosswalks	22	X		X	X	X		X						X
Railroad crossings	31	X		X	X			X						X
Roadside activity	19	X		X	X	X		X						
Sight obstructions	15	X		X	X			X						
Merges/on-ramps	8		X		X	X							X	
Over-the-Shoulder	41	X	X	X	X	X	X					X	X	X
Lane changing	40	X	X	X	X	X	X					X	X	X
Merging	23					X						X		
Mirrors	44	X	X	X	X	X	X	X			X	X	X	X
Periodic scanning	30			X	X	X	X	X			X	X	X	X
When slowing	15			X		X	X	X						
Changing lanes	41	X	X	X	X	X	X	X				X	X	X
Merging	18					X						X		
Overtaken on downgrades	13			X		X	X	X						
Headlight Use	47	X	X	X	X	X	X	X		X	X	X	X	X
Use of high beams	30		X	X	X	X	X	X			X	X	X	X
Dimming for vehicles	47	X	X	X	X	X	X	X		X	X	X	X	X
Low beams for fog and rain	39	X		X	X	X		X			X	X	X	X
Not retaliating	17		X	X		X		X						

VISUAL SEARCH	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
Maintaining Attention	45	X	X	X	X	X	X	X	X	X		X	X	
Maintaining general surveillance	40	X	X		X	X	X	X		X			X	
Avoiding distraction	22				X			X				X		
Search Ahead	34	X				X	X	X		X				
Distance	28	X				X	X	X		X				
Side-to-side	33	X				X	X	X		X				
To the Side	29	X	X			X		X		X		X		
Intersections	29		X			X		X		X		X		
Crosswalks	22		X			X				X		X		
Railroad crossings	31		X	X	X	X		X		X		X		
Roadside activity	19	X								X		X	X	
Sight obstructions	15											X		
Merges/on-ramps	8	X												
Over-the-Shoulder	41	X	X	X	X	X	X	X	X	X		X		
Lane changing	40	X	X	X	X	X	X	X	X	X		X		
Merging	23	X			X	X		X		X				
Mirrors	44	X	X	X	X	X	X	X	X	X		X	X	
Periodic scanning	30	X			X	X	X		X	X			X	
When slowing	15					X				X				
Changing lanes	41		X	X	X	X	X	X	X	X		X		
Merging	18	X			X	X		X						
Overtaken on downgrades	13									X				
Headlight Use	47	X	X	X	X	X	X	X	X	X		X		
Use of high beams	30	X			X	X	X	X	X	X				
Dimming for vehicles	47	X	X	X	X	X	X	X	X	X		X		
Low beams for fog and rain	39	X	X	X	X	X		X	X	X		X		
Not retaliating	17				X	X		X		X				

VISUAL SEARCH	#	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK	OR	PA
Maintaining Attention	45	X	X	X	X	X	X	X		X		X	X	X
Maintaining general surveillance	40	X	X	X	X	X	X	X		X		X	X	X
Avoiding distraction	22	X					X	x		X		X	X	
Search Ahead	34	X	X		X	X	X	X	X	X		X	X	X
Distance	28	X	X		X		X	X	X	X			X	
Side-to-side	33	X	X		X	X	X	X	X	X			X	X
To the Side	29	X	X		X		X	X	X			X	X	X
Intersections	29	X	X	X	X		X	X	X	X		X	X	X
Crosswalks	22	X	X		X		X	X						X
Railroad crossings	31	X	X		X	X	X	X	X		X	X		X
Roadside activity	19	X			X		X	X	X					
Sight obstructions	15	X	X				X	X				X	X	X
Merges/on-ramps	8						X		X					
Over-the-Shoulder	41	X	X		X	X	X	X	X	X		X	X	
Lane changing	40	X	X		X	X	X	X	X	X		X	X	
Merging	23	X				X	X	X	X	X			X	
Mirrors	44	X	X	X	X	X	X	X		X		X		X
Periodic scanning	30	X	X		X	X		X				X		X
When slowing	15	X	X		X			X						
Changing lanes	41	X	X	X	X	X	X	X		X		X		X
Merging	18	X				X	X	X						X
Overtaken on downgrades	13	X	X		X			X						
Headlight Use	47	X	X	X	X	X	X	X	X	X	X	X	X	X
Use of high beams	30		X		X		X	X	X			X		X
Dimming for vehicles	47	X	X	X	X	X	X	X	X	X	X	X	X	X
Low beams for fog and rain	39		X		X	X	X	X		X	X	X	X	X
Not retaliating	17		X			X		X						X

VISUAL SEARCH	#	PR	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY
Maintaining Attention	45		X	X	X	X	X	X	X	X	X	X	X	X
Maintaining general surveillance	40		X	X	X	X	X	X		X	X	X	X	X
Avoiding distraction	22				X	X			X		phone	X	phone	
Search Ahead	34		X	X	X				X	X	X	X		X
Distance	28		X		X				X	X	X	X		X
Side-to-side	33		X	X	X				X	X	X	X		X
To the Side	29			X	X	X		X	X		X	X		X
Intersections	29			X	X			X	X		X	X		X
Crosswalks	22				X			X	X		X	X		X
Railroad crossings	31			X	X	X	X	X		X	X	X		X
Roadside activity	19				X	X		X			X			X
Sight obstructions	15				X			X			X			
Merges/on-ramps	8										X			
Over-the-Shoulder	41		X	X	X	X	X	X	X	X	X	X	X	X
Lane changing	40		X	X	X	X	X	X	X		X	X	X	X
Merging	23		X	X	X			X		X	X	X	X	X
Mirrors	44		X	X	X	X	X	X	X	X	X	X	X	X
Periodic scanning	30		X		X	X			X	X	X	X		
When slowing	15				X	X			X		X	X		
Changing lanes	41		X	X	X	X	X	X	X	X	X	X	X	X
Merging	18		X	X	X						X	X	X	X
Overtaken on downgrades	13				X				X		X	X		
Headlight Use	47		X	X	X	X	X	X	X	X	X	X	X	X
Use of high beams	30				X				X	X	X	X		X
Dimming for vehicles	47		X	X	X	X	X	X	X	X	X	X	X	X
Low beams for fog and rain	39		X	X	X	X	X		X	X	X	X	X	X
Not retaliating	17			X	X			X	X		X			

COMMUNICATION	#	AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA
Signaling Intentions	48	X	X	X	X	X	X	X		X	X	X	X	X
Signaling turns	47	X	X	X	X	X	X	X			X	X	X	X
Nature	40	X	X	X	X			X			X		X	X
Timing	44	X	X	X	X	X	X	X				X	X	X
Canceling signal	24	X	X	X	X	X		X				X	X	X
Signaling slow/stop	33	X		X	X	X		X		X		X	X	X
Uses hand signals when appropriate	29	X	X		X	X	X			X	X	X	X	X
Communicating Presence	37	X		X	X	X		X			X		X	X
Headlights	24			X	X	X		X						X
Horn	27			X	X	X		X						X
Emergency flashers	34	X		X	X	X		X			X		X	X
Signals (reflectors, flares)	23	X		X	X	X		X						X

COMMUNICATION	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
Signaling Intentions	48	X	X	X	X	X	X	X	X	X		X	X	
Signaling turns	47	X	X	X	X	X	X	X	X	X		X	X	
Nature	40	X	X	X		X	X	X	X	X		X	X	
Timing	44	X	X	X	X	X	X		X	X		X	X	
Canceling signal	24	X				X						X	X	
Signaling slow/stop	33	X			X	X	X			X			X	
Uses hand signals when appropriate	29	X	X		X		X	X	X	X		X	X	
Communicating Presence	37	X	X			X		X		X		X	X	
Headlights	24	X				X				X		X	X	
Horn	27					X		X		X			X	
Emergency flashers	34	X	X			X		X		X		X		
Signals (reflectors, flares)	23	X								X		X		

COMMUNICATION	#	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK	OR	PA
Signaling Intentions	48	X	X	X	X	X	X	X	X	X	X	X	X	X
Signaling turns	47	X	X	X	X	X	X	X	X	X	X	X	X	X
Nature	40		X		X		X	X	X		X	X	X	X
Timing	44	X	X	X	X	X	X	X	X	X	X	X	X	X
Canceling signal	24	X				X	X	X						X
Signaling slow/stop	33	X	X		X	X	X	X		X			X	X
Uses hand signals when appropriate	29		X		X		X							X
Communicating Presence	37	X	X		X	X	X	X	X		X	X	X	X
Headlights	24	X			X		X	X	X				X	
Horn	27	X	X		X		X	X			X	X	X	X
Emergency flashers	34	X	X		X	X	X	X	X			X	X	X
Signals (reflectors, flares)	23	X				X	X	X	X				X	X

COMMUNICATION	#	PR	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY
Signaling Intentions	48		X	X	X	X	X	X	X	X	X	X	X	X
Signaling turns	47		X	X	X	X	X	X	X	X	X	X	X	X
Nature	40		X	X	X	X	X	X		X	X		X	X
Timing	44		X	X	X	X	X	X	X		X	X	X	X
Canceling signal	24				X	X	X		X		X		X	
Signaling slow/stop	33				X	X	X	X	X	X	X	X	X	
Uses hand signals when appropriate	29		X			X					X	X	X	
Communicating Presence	37		X	X	X	X	X	X		X	X	X	X	X
Headlights	24		X		X	X		X		X	X	X	X	
Horn	27		X	X	X	X	X	X		X	X	X	X	
Emergency flashers	34		X	X	X	X	X	X			X	X	X	X
Signals (reflectors, flares)	23			X	X			X			X	X	X	X

ADJUSTING SPEED	#	AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA
Compliance with Limits	48	X	X	X	X	X	X	X		X	X	X	X	X
Adjusting to Traction	45	X	X	X	X		X	X				X	X	X
Slick surfaces	42	X	X	X	X		X	X				X		X
Curves	27			X	X		X	X				X		X
Hydroplaning	37		X	X	X		X	X				X	X	X
Adjusting to Visibility	45	X	X	X	X	X		X			X	X	X	X
Intersections	25	X	X	X	X	X								
Hills, curves	35		X	X	X	X	X	X				X		X
Vehicles	22	X		X	X			X						
Weather	45	X	X	X	X	X		X			X	X	X	X
Darkness/Night driving	43	X	X	X	X	X		X				X	X	X
Fog	39		X	X	X	X		X			X	X	X	X
Adjusting to Traffic	44	X	X	X	X		X	X			X	X	X	X
Prevailing speed	38	X		X	X		X	X			X		X	X
Entering traffic	43	X	X	X	X		X	X			X	X	X	X
Leaving traffic	41	X	X	X	X		X	X			X	X	X	X
Pulls over when required	27	X		X	X	X		X				X	X	X
Emergency vehicles	48	X	X	X	X	X	X	X		X	X	X	X	X
Specific Hazards	44	X	X	X	X	X	X	X			X	X		X
Maneuver limitations	24			X	X		X					X		X
Roadside activity	23			X	X	X		X						X
Path threats	14	X		X	X			X						X
Pedestrian traffic	31	X	X	X	X	X		X						X
Shopping areas	18			X	X	X	X	X						X
Wildlife	15		X		X	X					X	X		

ADJUSTING SPEED	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
Compliance with Limits	48	X	X	X	X	X	X	X	X	X		X	X	
Adjusting to Traction	45	X	X	X	X	X	X	X	X	X		X	X	
Slick surfaces	42	X	X	X	X	X	X		X	X		X	X	
Curves	27		X		X	X			X	X				
Hydroplaning	37		X	X	X		X	X	X	X		X	X	
Adjusting to Visibility	45	X	X	X		X	X	X	X	X		X	X	
Intersections	25		X			X			X	X				
Hills, curves	35	X	X			X			X	X		X		
Vehicles	22			X						X				
Weather	45	X	X	X		X	X	X	X	X		X	X	
Darkness/Night driving	43	X	X	X		X	X	X	X	X		X	X	
Fog	39	X	X	X		X	X	X	X	X		X	X	
Adjusting to Traffic	44	X	X	X	X	X	X	X	X	X		X	X	
Prevailing speed	38	X	X		X		X	X		X		X	X	
Entering traffic	43	X	X		X	X	X	X	X	X		X	X	
Leaving traffic	41	X	X		X	X	X	X	X	X		X	X	
Pulls over when required	27		X	X	X							X	X	
Emergency vehicles	48	X	X	X	X	X	X	X	X	X		X	X	
Specific Hazards	44	X	X	X	X	X	X	X	X	X		X	X	
Maneuver limitations	24		X	X	X							X		
Roadside activity	23		X	X				X				X		
Path threats	14													
Pedestrian traffic	31		X	X		X	X	X	X			X	X	
Shopping areas	18					X				X		X		
Wildlife	15	X								X				

ADJUSTING SPEED	#	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK	OR	PA
Compliance with Limits	48	X	X	X	X	X	X	X	X	X	X	X	X	X
Adjusting to Traction	45	X	X	X	X	X	X	X	X	X	X	X	X	X
Slick surfaces	42	X	X	X	X	X	X	X	X	X	X	X	X	X
Curves	27	X	X	X		X	X	X					X	X
Hydroplaning	37	X	X	X	X	X	X	X	X	X		X	X	X
Adjusting to Visibility	45	X	X	X	X	X	X	X	X	X	X	X	X	X
Intersections	25	X		X		X	X	X			X		X	
Hills, curves	35	X	X	X		X	X	X	X		X	X	X	
Vehicles	22	X				X	X	X				X	X	X
Weather	45	X	X	X	X	X	X	X	X	X	X	X	X	X
Darkness/Night driving	43	X	X	X	X	X	X	X		X	X	X	X	X
Fog	39	X	X	X	X	X	X	X	X	X	X	X	X	
Adjusting to Traffic	44	X	X	X	X	X	X	X	X	X	X	X	X	X
Prevailing speed	38	X	X	X	X		X	X	X	X	X	X	X	X
Entering traffic	43	X	X	X	X	X	X	X	X	X	X	X	X	X
Leaving traffic	41	X	X		X	X	X	X	X	X	X	X	X	X
Pulls over when required	27	X	X		X	X	X						X	
Emergency vehicles	48	X	X	X	X	X	X	X	X	X	X	X	X	X
Specific Hazards	44	X	X	X		X	X	X	X	X	X	X	X	
Maneuver limitations	24	X	X				X	X	X				X	
Roadside activity	23	X	X				X	X	X		X			
Path threats	14	X	X				X	X					X	
Pedestrian traffic	31	X	X	X		X	X	X				X		
Shopping areas	18	X	X					X						
Wildlife	15						X			X			X	

ADJUSTING SPEED	#	PR	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY
Compliance with Limits	48		X	X	X	X	X	X	X	X	X	X	X	X
Adjusting to Traction	45		X	X	X	X	X	X	X	X	X	X	X	X
Slick surfaces	42		X	X	X	X	X		X	X	X	X	X	X
Curves	27			X	X	X		X	X		X	X	X	X
Hydroplaning	37		X	X	X			X			X	X	X	X
Adjusting to Visibility	45		X	X	X	X	X	X	X	X	X	X	X	X
Intersections	25			X	X		X	X	X	X	X	X	X	X
Hills, curves	35			X	X	X	X	X	X	X	X	X	X	X
Vehicles	22		X		X		X		X	X	X	X	X	X
Weather	45		X	X	X	X	X	X	X	X	X	X	X	X
Darkness/Night driving	43		X	X	X	X	X	X	X	X	X	X	X	X
Fog	39			X	X	X			X		X	X	X	X
Adjusting to Traffic	44			X	X	X	X	X		X	X	X	X	X
Prevailing speed	38			X	X	X	X	X		X	X	X	X	X
Entering traffic	43			X	X	X	X	X		X	X	X	X	X
Leaving traffic	41			X	X	X	X			X	X	X	X	X
Pulls over when required	27			X	X	X	X			X	X	X	X	
Emergency vehicles	48		X	X	X	X	X	X	X	X	X	X	X	X
Specific Hazards	44		X	X	X	X	X	X	X	X	X	X	X	X
Maneuver limitations	24					X	X	X	X	X	X	X	X	X
Roadside activity	23			X		X		X			X	X		X
Path threats	14							X		X	X			X
Pedestrian traffic	31		X	X	X			X		X	X	X	X	X
Shopping areas	18				X			X	X		X	X		X
Wildlife	15				X					X		X	X	X

POSITIONING VEHICLE	#	AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA
When Following	46	X	X	X	X	X	X	X			X	X		X
Vehicles in general	45	X	X	X	X	X	X	X			X	X		X
Specific vehicles	37	X	X	X	X			X				X		
Limited visibility	29	X		X	X	X		X						
Avoiding blind spot	42	X		X	X	X		X			X	X		X
Slippery surfaces	27	X	X	X	X	X		X						
When carrying/towing heavy loads	18	X		X		X		X				X		
When followed (closely)	27	X		X	X	X		X				X		
Passing Vehicles	32	X			X							X		
Gap acceptance (2-3 lane)	31	X			X							X		
Lateral separation (cars on either side)	25	X												
Crossing/Entering	31	X		X	X			X			X	X		X
Accepting proper gap	29			X	X			X				X		X
Assuring clearance ahead	21	X		X				X			X	X		X
Responding to turn signals (not trusting)	13			X				X				X		X
Vision obstructed	8													X
When Stopping/Parking	48	X	X	X	X	X	X	X		X	X	X	X	X
Selecting locations	46	X	X	X	X	X	X	X		X	X	X	X	X
Vehicle orientation	45	X		X	X	X	X	X		X	X	X		X
Keeping clearance	43	X		X	X		X	X		X	X	X	X	X
Observes restrictions	48	X	X	X	X	X	X	X		X	X	X	X	X

POSITIONING VEHICLE	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
When Following	46	X	X	X	X	X	X	X	X	X		X	X	
Vehicles in general	45	X	X		X	X	X	X	X	X		X	X	
Specific vehicles	37		X	X	X	X		X				X		
Limited visibility	29		X	X		X		X				X		
Avoiding blind spot	42	X	X	X	X	X		X	X	X		X		
Slippery surfaces	27		X			X						X		
When carrying/towing heavy loads	18					X						X		
When followed (closely)	27					X						X	X	
Passing Vehicles	32			X	X	X						X		
Gap acceptance (2-3 lane)	31				X	X						X		
Lateral separation (cars on either side)	25			X								X		
Crossing/Entering	31		X		X	X	X			X		X		
Accepting proper gap	29		X		X	X	X			X		X		
Assuring clearance ahead	21		X				X			X		X		
Responding to turn signals (not trusting)	13									X				
Vision obstructed	8									X				
When Stopping/Parking	48	X	X	X	X	X	X	X	X	X		X	X	
Selecting locations	46	X	X		X	X	X	X	X	X		X	X	
Vehicle orientation	45	X	X	X	X	X	X	X	X	X		X	X	
Keeping clearance	43	X	X	X	X	X	X	X	X	X		X		
Observes restrictions	48	X	X	X	X	X	X	X	X	X		X	X	

HANDLING EMERGENCIES	#	AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA
Vehicle Failures	39	X	X	X	X		X	X			X	X	X	X
Brake	36	X	X	X	X		X	X			X	X	X	X
Tire	39	X	X	X	X		X	X			X	X	X	X
Headlight	26		X	X	X		X	X						X
Collision Avoidance	43	X	X	X	X	X	X	X			X	X	X	X
Quick stop	20			X			X	X			X		X	
Manual and ABS	28	X		X	1 line		X	X			X			X
Quick turns	22	X		X			X	X			X			X
Skid recovery	37	X	X	X	X-Pic	X	X	X			X	X	X	
Escape paths (swerve to RIGHT or speed up)	14				X	X		X				X	X	
Accident Procedures	42	X	X	X	X	X	X	X			X	X	X	
Scene control	36	X	X	X	Poor	X		X			X	X	X	
First aid	39	X	X	X	X		X	X			X	X	X	
Summoning help	42	X	X	X	X	X	X	X			X	X	X	

HANDLING EMERGENCIES	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
Vehicle Failures	39	X	X		X	X	X	X	X	X		X	X	
Brake	36	X	X		X	X	X	X	X	X		X	X	
Tire	39	X	X		X	X	X	X	X	X		X	X	
Headlight	26		X			X		X	X	X		X	X	
Collision Avoidance	43	X	X			X	X	X	X	X		X	X	
Quick stop	20	X				X	X			X				
Manual and ABS	28	X				X						X		
Quick turns	22					X	X			X				
Skid recovery	37	X	X			X	X	X	X			X	X	
Escape paths (swerve to RIGHT or speed up)	14	X				X	X							
Accident Procedures	42	X	X	X		X	X	X	X	X		X	X	
Scene control	36	X	X	X		X	X		X	X		X	X	
First aid	39	X	X	X		X	X	X	X	X		X		
Summoning help	42	X	X	X		X	X	X	X	X		X	X	

HANDLING EMERGENCIES	#	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK	OR	PA
Vehicle Failures	39	X	X	X		X	X	X	X	X	X	X	X	X
Brake	36	X	X			X	X	X	X	X			X	X
Tire	39	X	X	X		X	X	X	X	X	X	X	X	X
Headlight	26	X		X			X	X	X	X			X	X
Collision Avoidance	43	X	X	X		X	X	X	X	X	X	X	X	X
Quick stop	20	X				X	X	X					X	X
Manual and ABS	28	X	X	X		X	X	X	X		X	X	X	X
Quick turns	22	X	X			X	X	X					X	X
Skid recovery	37	X	X	X		X	X	X		X		X	X	X
Escape paths (swerve to RIGHT or speed up)	14	X	X			X								
Accident Procedures	42	X	X		X	X	X	X	X	X	X	X	X	X
Scene control	36	X	X		X	X	X	X	X	X	X	X		
First aid	39	X	X		X	X	X	X	X	X	X	X	X	
Summoning help	42	X	X		X	X	X	X	X	X	X	X		X

HANDLING EMERGENCIES	#	PR	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY
Vehicle Failures	39			X	X		X	X			X	X		X
Brake	36			X	X		X	X			X	X		X
Tire	39			X	X		X	X			X	X		X
Headlight	26				X			X			X	X		X
Collision Avoidance	43		X	X	X	X	X	X	X	X	X	X		X
Quick stop	20				X	X					X	X		
Manual and ABS	28				X	X			X	X	X	X		
Quick turns	22			X	X	X					X	X		
Skid recovery	37		X		X	X	X	X		X	X	X		X
Escape paths (swerve to RIGHT or speed up)	14				X						X	X		
Accident Procedures	42		X	X	X	X	X	X	X	X	X	X		
Scene control	36			X	X	X	X		X		X	X		X
First aid	39			X	X	X	X	X	X	X	X	X		X
Summoning help	42		X	X	X	X	X	X	X	X	X	X		X

DRIVER PREPARATION	#	AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA
Physical Fitness	42	X	X	X	X	X	X	X			X	X	X	X
Vision checks	19			X		X	X	X						X
Hearing checks	19			X		X	X	X						X
General physical checks	6													
Treatment for illness/disability	25		X	X	X	X	X	X				X	X	X
Eating	1										X			
General	4			X				X						X
During trips	7										X			
Exercise	4			X	X			X						X
Fatigue prevention	35	X	X	X	X	X	X	X				X		X
Use of Alcohol and Other Drugs	48	X	X	X	X	X	X	X		X	X	X	X	X
Limiting consumption	14	X											X	
Limit of driving	45	X	X	X	X		X	X		X		X	X	X
Avoiding mixing	39	X	X	X	X	X	X	X		X	X		X	X
Trip Planning	29		X	X	511			X		X		X	X	X
Alternatives to Driving	22			X	X			X		X			X	X

DRIVER PREPARATION	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
Physical Fitness	42	X	X		X	X	X	X	X	X		X	X	
Vision checks	19					X		X		X				
Hearing checks	19					X		X		X				
General physical checks	6													
Treatment for illness/disability	25		X			X				X				
Eating	1													
General	4													
During trips	7													
Exercise	4													
Fatigue prevention	35	X	X		X	X	X		X	X		X	X	
Use of Alcohol and Other Drugs	48	X	X	X	X	X	X	X	X	X		X	X	
Limiting consumption	14				X				X					
Limit of driving	45	X	X	X	X	X	X	X	X	X		X	X	
Avoiding mixing	39	X	X			X	X		X	X		X		
Trip Planning	29	X	X	X		X			X			X		
Alternatives to Driving	22					X			X			X		

DRIVER PREPARATION	#	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK	OR	PA
Physical Fitness	42	X	X		X	X	X	X	X	X	X	X	X	X
Vision checks	19	X			X		X	X					X	X
Hearing checks	19	X			X		X	X					X	X
General physical checks	6		X											X
Treatment for illness/disability	25	X	X		X			X					X	X
Eating	1													
General	4													
During trips	7	X										X		
Exercise	4													
Fatigue prevention	35	X	X			X	X	X	X	X	X	X	X	
Use of Alcohol and Other Drugs	48	X	X	X	X	X	X	X	X	X	X	X	X	X
Limiting consumption	14					X		X						X
Limit of driving	45	X	X	X	X	X	X	X	X	X	X	X	X	X
Avoiding mixing	39	X				X	X	X	X	X	X	X	X	X
Trip Planning	29	X	X			X	X	X		X		X	X	X
Alternatives to Driving	22	X					X	X		X			X	

DRIVER PREPARATION	#	PR	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY
Physical Fitness	42				X	X	X	X		X	X	X	X	X
Vision checks	19				X	X					X	X		X
Hearing checks	19				X	X					X	X		X
General physical checks	6				X	X		X				X		
Treatment for illness/disability	25				X	X		X		X	X	X		X
Eating	1													
General	4											X		
During trips	7				X	X		X				X		
Exercise	4													
Fatigue prevention	35				X	X		X			X	X	X	X
Use of Alcohol and Other Drugs	48		X	X	X	X	X	X	X	X	X	X	X	X
Limiting consumption	14				X	X	X				X	X	X	X
Limit of driving	45			X	X	X	X	X	X	X	X	X	X	X
Avoiding mixing	39		X	X	X	X	X	X	X		X	X	X	
Trip Planning	29				X	X			X		X	X	X	
Alternatives to Driving	22			X	X				X		X	X		X

VEHICLE READINESS	#	AK	AL	AR	AZ	CA	CO	CT	DC	DE	FL	GA	HI	IA
Characteristics	0													
Vehicle size	6				X									X
Engine size	0													
Drive Train Configuration	0													
Displays (legibility)	0													
Controls (ease of reach, operation)	0													
Seats	0													
Trailers and towing	5													
Safety Equipment	27	X									X			X
Passive restraints / Airbags	19													X
Mirrors	2	X												
Anti-lock brakes	10										X			
CB radio	4													
Inspection/Maintenance (and/or What Equipment a Vehicle Must Have)	38	X	X	X	Basic-		X	X		X	X	X	X	X
Servicing	16											X		

VEHICLE READINESS	#	ID	IL	IN	KS	KY	LA	MA	MD	ME	MI	MN	MO	MS
Characteristics	0													
Vehicle size	6			X			X							
Engine size	0													
Drive Train Configuration	0													
Displays (legibility)	0													
Controls (ease of reach, operation)	0													
Seats	0													
Trailers and towing	5			X								X		
Safety Equipment	27		X	X		X		X		X		X	X	
Passive restraints / Airbags	19		X	X		X		X		X		X		
Mirrors	2													
Anti-lock brakes	10			X								X	X	
CB radio	4													
Inspection/Maintenance (and/or What Equipment a Vehicle Must Have)	38	X	X		X	X	X	X		X		X	X	
Servicing	16				X		X			X				

VEHICLE READINESS	#	MT	NC	ND	NE	NH	NJ	NM	NV	NY	OH	OK	OR	PA
Characteristics	0													
Vehicle size	6													
Engine size	0													
Drive Train Configuration	0													
Displays (legibility)	0													
Controls (ease of reach, operation)	0													
Seats	0													
Trailers and towing	5													
Safety Equipment	27	X	X	X	X		X	X	X	X			X	X
Passive restraints / Airbags	19		X	X	X		X		X	X			X	X
Mirrors	2		X											
Anti-lock brakes	10		X				X		X				X	
CB radio	4	X						X						
Inspection/Maintenance (and/or What Equipment a Vehicle Must Have)	38	X	X	X		X	X			X	X	X	X	X
Servicing	16	X		Saves fuel		Saves fuel	Saves fuel			X			X	X

VEHICLE READINESS	#	PR	RI	SC	SD	TN	TX	UT	VA	VT	WA	WI	WV	WY
Characteristics	0													
Vehicle size	6						X	X						
Engine size	0													
Drive Train Configuration	0													
Displays (legibility)	0													
Controls (ease of reach, operation)	0													
Seats	0													
Trailers and towing	5						X	X						
Safety Equipment	27				X	X		X	X	X		X	X	
Passive restraints / Airbags	19					X		X	X				X	
Mirrors	2													
Anti-lock brakes	10									X			X	
CB radio	4				X							X		
Inspection/Maintenance (and/or What Equipment a Vehicle Must Have)	38			X		X	X	X		X	NO	X	X	
Servicing	16			X			X			X	X	X		

APPENDIX C

ARIZONA DRIVER LICENSE MANUAL PROTOTYPE

ARIZONA DRIVER LICENSE MANUAL PROTOTYPE

www.azdot.gov

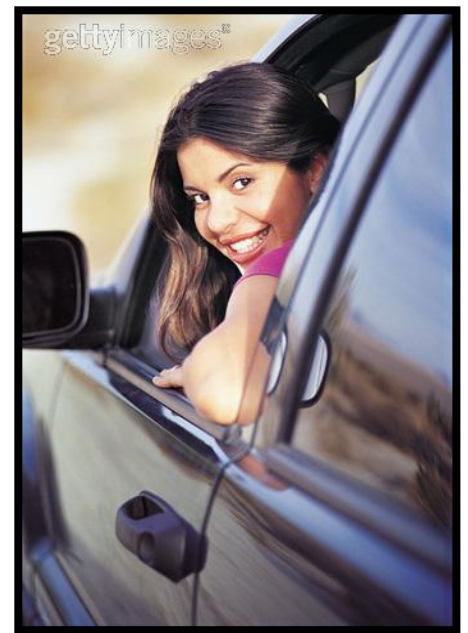


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Section 4: Sharing the Road with Other Vehicles

Section 5: Actively Avoiding Accidents

Section 6: Handling Emergencies

*Test Review Questions**

About This Manual

This manual is designed to help you obtain a driver license or an instruction permit by explaining the Arizona motor vehicle laws without using technical language. It is not a proper legal authority and should not be relied upon in a court of law.

If you are applying for a motorcycle license, you will need to study the Motorcycle Operator Manual in addition to this manual. If you are applying for a Commercial Driver License, please refer to the Commercial Driver License Manual. All manuals are available by calling one of the numbers below.

Questions or Comments?

Phoenix 602-255-0072
Tucson 520-629-9808
elsewhere in Arizona 800-251-5866
(TDD Hearing/Speech Impaired service:
Phoenix 602-712-3222,
elsewhere 800-324-5425)

NAMES AND ADDRESS CHANGES

You are required by law to notify MVD within 10 days of any change to your name or address (see Page 4).

Changes may have been made to the information contained in this publication since it was last revised. Please check the Motor Vehicle Division's What's New page at www.azdot.gov for updates.

Adjustments

Seat Position and Mirrors**

Occupant Protection

Arizona's Safety Belt Law (Buckle Up Arizona!)

Each front seat occupant of a motor vehicle subject to the federal motor vehicle safety standards, must either:

1. Have the lap and shoulder belt properly adjusted and fastened while the vehicle is in motion or,
2. If only a lap belt is installed where the occupant is sitting, the lap belt must be properly adjusted and fastened while the vehicle is in motion.

The operator of a motor vehicle must require all passengers under the age of 16 years to comply.

A combination lap/shoulder belt greatly reduces your chances of being seriously injured in a motor vehicle crash. The lap belt prevents ejection and protects your lower body. The shoulder belt keeps your head and chest from striking the dashboard or windshield. In vehicles with automatic shoulder belts and manual lap belts, it is extremely important to buckle the lap belt.

Child Car Seat Safety Information (Buckle Up Children!)

Parents please remember, seat belts are not designed for children. In general, children should be in a car seat until they reach **80 pounds** and four feet, nine inches tall.



If you see an unrestrained child in a moving vehicle, please call 800-505-BABY with the vehicle plate number, city, and location of the child in the vehicle.

Current Arizona law states: "A person shall not operate a motor vehicle on the highways in this state when transporting a child who is under five years of age unless that child is properly secured in a child passenger restraint system."

Drivers transporting more than one child must secure as many children in child passenger restraint devices as reasonable given the size of the passenger area and number of passengers being transported. Child safety seats must meet US Department of Transportation safety standards and must be used by following manufacturer's and automobile manufacturer's instructions.

Air bags can save lives and prevent serious injuries. They are intended to be used with safety belts. Children under 12 years of age should **never** ride in the front seat of a car. If a child must ride in the front seat of a car, please turn the front seat passenger side air bag to the off switch (most newer vehicles are equipped with an on-off switch.)

Avoid Carrying Passengers,
Especially Children, in Cargo Bed
of Pickup Trucks**

Vehicle Readiness
Signals and Lights Clean and
Working**

Locking Doors**

Airbags – Familiarity with
Operation to Avoid Injuries:

Protection of Children from
Injury**

Windshield and Windows Clean, Good
Visibility**

Driver's Positioning of Hands on
Steering Wheel**

Required Equipment*

Brakes

Every motor vehicle must have brakes in good working condition. Cars and trucks must have both a foot brake and an emergency brake. Each set of brakes must apply to at least two wheels. A motorcycle must have at least one brake that may be applied by hand or foot. Trailers of 3000 lbs or more gross weight must be equipped with separate brakes.

Safety Belts *

Each front seat occupant of a motor vehicle manufactured after 1972 must have the seat belt properly fastened and adjusted while the vehicle is in motion

Child Safety Seats *

A child less than 5 years old must be properly secured in a child passenger restraint system while being transported in a vehicle in this state

Head Restraints

Seat back, head restraints are designed to reduce the chance of whiplash injury in rear-end collisions. If they are adjustable, they should be positioned to fit against the back of your head and to line up with the middle of the ear.

Muffler

Every motor vehicle must have a muffler in good working condition and in constant operation to prevent excessive or unusual noise. It is against the law to use a muffler "cut-out," bypass or similar device.

Air Pollution Control

Motor vehicles of 1968 model year and newer must be equipped with an exhaust emissions system to help reduce air pollution. Also, the engine of every motor vehicle must be equipped to prevent the escape of excessive fumes and smoke.

Windows and Windshields

Vehicles must have a windshield without cracks and windshield wipers that are in good working condition.

Sun screening materials on windows and windshields are legal only within certain limits. Owners should make sure that the manufacturer or installer of the material complies with Arizona law.

Rearview Mirrors

Every vehicle that is made or loaded so that the driver's view to the rear is blocked, must have at least one outside mirror that shows the view of the highway for at least 200 feet to the rear.

Horns and Warning Devices

A working horn that can be heard for 200 feet is required on your vehicle. Emergency vehicles may have a siren, whistle or bell.

Red Lights and Flashers

Flashing red warning lights are prohibited on the front of the vehicle, even those vehicles that are disabled, except on authorized emergency vehicles, school buses and snow removal equipment.

Hazard warning signal lights (emergency flashers) should be activated whenever your vehicle is stopped on the roadway or shoulder of the road.

Vehicle Dimensions***

Maximum Width

A vehicle and its load cannot be wider than 96 inches (8 feet). On interstate highways and designated state highways, the maximum width is 102 inches (8 feet 6 inches).

Maximum Height

The vehicle and its load cannot exceed a height of 13 feet 6 inches.

Defensive Driving

“Defensive Driving” means being constantly aware of the driving conditions, planning ahead, anticipating dangers and taking the right action so as not to come in contact with any obstacle or other vehicle.

All of us want to avoid collisions that could result in personal injury or even death. But, even when there is no personal injury, a collision means inconvenience and auto repair costs. It may also result in a court appearance and fines, as well as increased insurance rates. You have a great financial stake in your own good driving record. Driving defensively will help protect your life and your driving record.

Attitude and Awareness

Courtesy and consideration toward others are the most important driving attitudes you can develop. They are the key to safe driving.

Concentration and alertness are other important elements. You must develop the habit of keeping your mind on driving. The driver seat is no place for daydreaming, window shopping, ego building, or worrying. Driving when you are suffering from extreme fatigue or emotional distress can be just as dangerous as driving drunk.

Foresight

In driving terms, foresight means being able to size up traffic situations as quickly as possible and being prepared to take corrective action. Safe driving requires exercising good judgment and recognizing the proper choices to make in any given traffic situation.

- Suppose you are driving down a steep hill; you apply your brake, but your vehicle does not decrease in speed. Should you pump the brake? Shift to a lower gear? Apply the emergency brake? Run into something?
- Perhaps you see a driver traveling in the wrong direction on a one-way street. Should you honk the horn? Stop? Flash your lights? Move to another lane?
- Maybe you are driving on a freeway and suddenly you come upon a 5-car pileup. Do you leave the scene and call for help? Try to give medical attention to those with injuries? Set up flares at the accident scene?

Any of these choices could be the right thing to do. It all depends on how you evaluate your driving situation and the existing conditions.

You will be constantly making decisions every mile you drive. There is a right way to make these decisions. It is known as defensive driving.

Insert Graphic

Knowledge and Experience

The beginning driver should learn through instruction, observation and practice. If you are not enrolled in a driver training program, ask an experienced, skilled, licensed driver for help. After you obtain your instruction permit, practice starting, stopping and vehicle control in a parking lot or other open area with little traffic. Practice will sharpen your basic skills, as well as build your confidence.

Experienced drivers, on the other hand, often face the problems of carelessness, overconfidence and bad driving habits that develop over time. Changes have taken place in cars and trucks and in driving rules and techniques. The amount of traffic is constantly increasing. Your ability to adjust and adapt to these changes will determine how safe a driver you really are. Your knowledge should include recognition of the hazards of driving and how to protect yourself.

Skill is more than eye/hand/foot coordination. It is a well rehearsed driving strategy, which involves anticipation, reaction and the constant changing of the space between your vehicle and other vehicles. You

must continually strive for improvement. Improvement can be measured in your elimination of risk-taking, your adherence to speed limits and your ability to take corrective action when necessary.

Distractions

Minor distractions can take your attention away from driving. There is a potential accident in every minor distraction. It is your responsibility to pay full attention to your driving. Avoid minor distractions such as:

- Searching for an item dropped on the seat
- Reaching across the dash into the glove compartment
- Trying to get out of a sweater or jacket, or fasten a safety belt while driving
- Controlling children
- Reading a road map
- Using a phone

Cell Phones

It is best to pull off the road safely and stop if you are going to use a cellular telephone. Trying to dial, answer or talk on a phone while driving can divert your attention from your driving and can be dangerous. While operating a motor vehicle both hands should be on the steering wheel. This allows the driver full control of the vehicle.

Steering

Many new drivers tend to turn the steering wheel too much because they are using a fender or part of the hood as a guide. The proper way to stay in your lane of travel is to look well ahead and make only slight steering corrections as needed. Only practice can teach you how to steer.

Scanning

Most of what you do as a defensive driver is in response to what you see while driving. Avoid a fixed stare. Keep your eyes moving and learn to “read” the road. To avoid the need for last minute decision-making, look ahead for a distance of about one city block. Whenever you reach a place in the road where other cars, people or animals may cross your path, look to both sides to be sure the way is clear. These trouble spots include intersections, crosswalks, shopping centers, construction areas and playgrounds.

When entering an intersection, be sure to check both left and right before proceeding. By frequently checking the traffic behind you, you will know when someone is tailgating or moving up too quickly. Check your rearview mirror often for the position of traffic behind you. When changing lanes, check your side mirrors and quickly turn your head and look over your shoulder, to be sure that it is safe to proceed with the lane change. By knowing the speed and position of traffic on all four sides of your vehicle, you will be better able to make decisions quickly and safely.

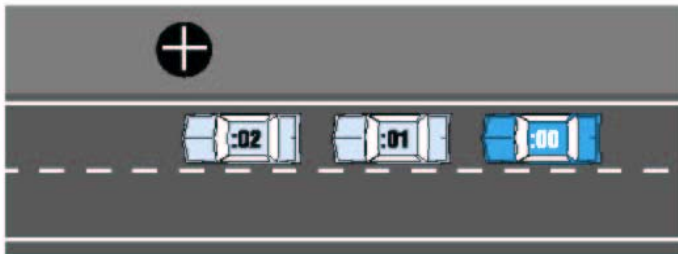
Positioning Vehicle

Cushion of Space Around Your Vehicle*

The space between you and other vehicles gives you (and the other drivers) time to react in emergencies and avoid collisions. Create a space cushion around you by staying in the middle of your lane. Make sure there is enough room ahead and behind to pass or stop safely.

When sharing a lane with a bicycle, try to allow 2 to 4 feet for clearance between you and the bicycle. Moderate your speed. At high speeds, your vehicle may cause a gust of wind that could knock the bicyclist to the ground. Be alert for the bicycle swerving.

Leave enough space between you and the car ahead



of you to allow for a sudden stop. At high speeds, the distance your vehicle travels while you are reacting to a problem is greater — and your margin for error is less. If you are following too closely, you may not be able to stop in time. Most rear end crashes are caused by following too closely.

You can use the “2-second” rule to determine if you have enough cushion between you and the vehicle you are following. When the vehicle ahead of you passes a certain point, such as a sign or over-pass, count “one-thousand-one, one-thousand-two”. This takes about two seconds. If you pass the same point before you finish counting, you are following too closely. At faster speeds the distance should be greater.

At times you will need more than a 2-second cushion (e.g., poor road conditions). Give yourself 3 to 6 seconds for more cushion. *

You can help the driver behind you maintain a safe following distance by driving at a constant speed and signaling in advance whenever you are slowing or stopping. After all, you know what you are going to do, but the other driver does not.

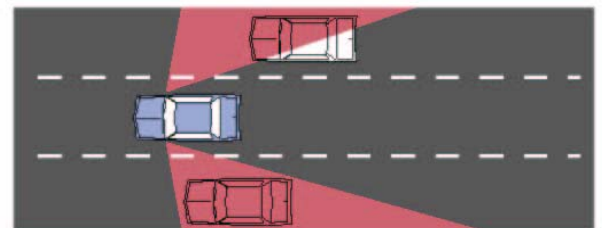
If another driver follows you too closely, move to another lane if there is room, or when the road ahead is clear, gradually slow down and move to the right. These actions should encourage the tailgater to pass you.

Remember, what you do can affect the driver behind you, especially if you must stop suddenly.

Blind Spots

Blind spots are areas on the left and right sides of your vehicle that are not visible in your mirror. If your vehicle (shown here in red) does not have a right side view mirror, the right blind spot will be larger than the one on the left. Other blind spots can occur when vehicles are parked too close to an intersection or when bushes, trees and buildings block your view. In situations like these, inch your vehicle forward until you have a clear view. Then proceed when the way is clear.

Avoid driving in someone else’s blind spot. This can be



just as dangerous as not checking your own. Speed up or drop back, but never stay for an extended time in a blind spot area. Make sure your vehicle can be seen by other drivers.

Do not rely on your mirrors alone to see other vehicles. Turn your head quickly to see if the way is clear.

Entering and Crossing Traffic

Communicating

Communicating means clearly showing other drivers and pedestrians what you plan to do early enough to avoid a collision. Any time you plan to change directions, use your turn signals — whether you are changing lanes, turning at an intersection, entering a freeway, pulling away from a curb or pulling off to the side of the road. Develop the habit of using your turn signals even when you do not see other vehicles on the road.

The vehicle you do not see is the most dangerous one. Here are some rules to follow:

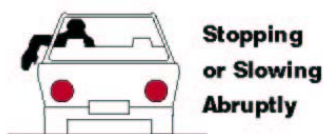
- Signal at least 4 seconds before you turn so other drivers will have time to react
- If you plan to turn beyond an intersection, do not signal until you are in the intersection (Drivers in the intersection may pull out in front of you.)
- After you complete your move, be sure your turn signal is off

Signaling

Other drivers expect you to keep doing what you are doing. Signaling lets them know you are going to do something different and gives them time to react to your move. Signaling does not give you the right-of-way. Turns may be indicated using electric turn signals, hand signals, or both. The law designates which lanes and positions you must use when turning, and requires you to signal at least 100 feet before you turn. The hand signals are shown here.

You should always signal before you:

- Change lanes
- Turn at an intersection or into a driveway or alley
- Enter or leave a freeway
- Pull away from the curb
- Pull over to the side of the road
- Slow down or stop suddenly



Here are some other important signaling rules to follow:

1. Get in the habit of signaling every time you change direction. Signal even if you do not see anyone else around. It is the car you do not see, that is the most dangerous.
2. Signal at least 4 seconds before you turn so other drivers will have time to react.
3. Use both turn and hand signals in heavy traffic. A hand signal may be seen by drivers who are several cars back and cannot see your car signal lights.
4. If you plan to turn beyond an intersection, do not signal until you are in the intersection. If you signal earlier, another driver may think you intend to turn at the intersection and might pull into your path.
5. After you complete your move, be sure your turn signal is off.

Clearance Ahead to Cross or Enter**

Oncoming Vehicles

Obstructed Vision**

Not Trusting Turn Signals**

Roundabouts

Know where you're headed – Know where you want to go as you approach the intersection. Follow the signs and get in the appropriate lane.

Slow down – Vehicles approaching a roundabout need to slow down.

Yield – Vehicles in the roundabout have the right of way.

Watch out for Large Trucks - Don't try to pass large trucks in the roundabout.

Emergency Vehicles – Proceed with caution in the roundabout when you see an emergency vehicle, exit if you can or pull over to the right.

Pedestrians – Pedestrians be aware of multiple threats of all cars in all lanes.

Bicyclists – Be aware of traffic rules or walk your bike and use the crosswalks.

For more information about modern roundabouts in Arizona visit our website www.arizonaroundabout.com

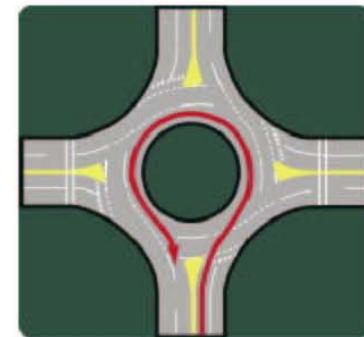
Modern Roundabouts are not Traffic Circles

- Modern roundabouts follow a yield at entry rule, which requires approaching vehicles to wait for a gap in the circulating traffic before entering the roundabout.
- Modern roundabouts involve low speeds for traffic entering and driving through the roundabout.
- Modern roundabouts use deflection to slow entering traffic and enhance safety.
- Vehicles in the modern roundabout have the right of way.

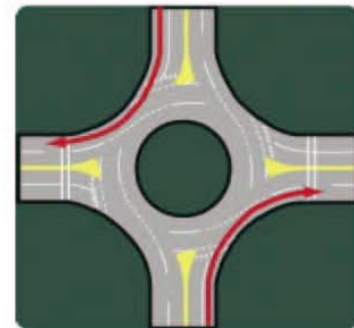
Driving Straight Through



U Turns



Right Turns



Left Turns



Passing

When you want to pass a vehicle traveling in the same direction, pass on the left. Signal that you are about to change lanes. Make sure you have time and room to get all the way in front of the vehicle you are passing without creating danger for vehicles coming toward you. Move into the left lane and pass the vehicle. When you can see the entire front or both headlights of the vehicle you passed in your rearview mirror, look over your shoulder to be sure the lane is clear, signal that you are changing lanes, then return to the lane on the right. This procedure also applies to passing slow-moving bicycles and mopeds.

When another vehicle comes up behind you and sounds its horn or flashes its lights, move to the right when safe and let it pass. Never speed up when another vehicle is passing you.

Passing on the Right

Passing on the right is permitted only when it is safe and:

- The driver of the other vehicle is making a left turn (Never pass to the left of a driver who has signaled a left turn.)
- An open highway is clearly marked for two or more lanes of vehicles moving in the same direction as you are going
- You are in a business or residential district where the pavement is wide enough for two or more lanes of vehicles moving in the direction you are going
- You must never pass on the right by driving off the paved or main portion of the roadway

Do Not Pass

You must not pass when:

- Approaching a curve or the top of a hill where you cannot see ahead to be sure of safe passing
- Approaching within 100 feet of a street crossing
- Approaching within 100 feet of a railroad crossing
- Within 100 feet of a bridge, tunnel, or underpass where your view is blocked

Parking and Exiting Parking Spaces*

When you park on a public roadway, you must be sure that you are not in the way of traffic, obstructing visibility or in an illegal parking zone.

Parallel Parking

Your ability to judge distances while controlling the speed of your vehicle is the key to completing this maneuver. When parallel parking, be sure to continually check for oncoming traffic.

To parallel park correctly:

- Check traffic behind you and signal that you are stopping.
- Stop when you are alongside the forward car and your car's back bumper lines up with the back bumper of the parked vehicle. Leave approximately 2 feet between you and the forward car.
- Shift into reverse. While looking over your right shoulder, back up slowly while turning the wheel sharply to the right.
- When your front bumper passes the rear bumper of the forward car, turn the wheel sharply to the left. Keep backing until parallel to the curb.
- Straighten the wheels and slowly pull forward.

Emergency Parking

In the event it becomes necessary for you to leave your vehicle parked on a highway or street, follow these rules:

- Pull onto the shoulder of the road as far away from traffic as possible. If there is a curb, pull your vehicle as close to the curb as possible.
- Set your parking brake, shift into park or leave the vehicle in gear, and turn off the engine.
- Lock your vehicle.
- Set out proper emergency signals.

Parking on a Hill

When you park on a downhill grade, turn your wheels toward the curb and set your parking brake.

Downhill-
Turn Wheels
Toward Curb



If you park on an uphill grade, turn your wheels to the left, let your car roll back until the right front wheel rests against the curb and stops.

Uphill with Curb-
Turn Wheels Away
From Curb



If there is no curb, turn the wheels to the right so that the car will roll away from the center of the road in the event the brakes fail. Always set your parking brake.

Uphill - No Curb
Turn Wheels Toward
Edge of Road



Extend Graphic
(Parking on a Hill)

Prohibited Parking

It is illegal to park:

- On a sidewalk
- In front of a private or public driveway
- Within the boundaries of an intersection
- On a crosswalk or within 20 feet of a crosswalk at an intersection
- On any freeway or interstate highway (except for an emergency)
- In any area with signs prohibiting parking
- Within 15 feet of a fire hydrant
- Within 50 feet of a railroad crossing
- On a bridge or within a tunnel
- In such a way that you create a hazard for other vehicles

International Symbol of Access



This symbol, which appears on reserved parking signs, placards and license plates, is the international symbol of access for persons with physical disability. Parking spaces marked with this symbol are only to be used by a vehicle displaying a valid placard or license plate with this symbol, and only when transporting the person who was issued the placard or plate.

It is illegal for anyone else to park in these spaces and it may result in a fine.

Backing

Backing is dangerous because it is hard for you to see behind your car. Here are some rules you should follow whenever you have to back your car:

- Check behind your car before you get in. Children or small objects are hard to see from the driver's seat.
- Place your arm on the back of the seat and turn around so that you can look directly through the rear window. Do not depend on your mirrors.
- Back slowly. Your car is much harder to control and to stop while you are backing.

Entrance Ramp Stop/Go Signals**

Special Tips for Freeway Driving

Freeways and interstate highways are designed to handle higher speed traffic safely. You need to be comfortable with driving at these speeds and with the special procedures discussed below before you attempt freeway driving.

Entering a Freeway

The key to entering a freeway smoothly is to accelerate on the entrance ramp/lane to match the speed of freeway traffic in the right lane. Then, signal, check the traffic around you, and merge carefully. Do not cross a solid line.



one lane to assist traffic trying to merge from the entrance ramp or other traffic merging from the right. Sometimes this does not happen, however, and it is up to you to adjust your speed to merge.

Stopping while entering a freeway is dangerous. If you must stop, signal the vehicle behind you. Be sure to leave enough room between you and the vehicle ahead of you on the entrance ramp, so if that vehicle stops, you can safely stop.

Lane Use

The right lane is used for entering and exiting, and for slow traffic. The left lane is used by higher-speed traffic.

Avoid the right lane of a freeway during rush hour. This will leave room for vehicles entering and exiting.

Be alert for other vehicles attempting to merge into your lane, and use proper signals to let other drivers know if you are changing lanes. Do not exceed the posted speed limits. Avoid "tailgating" (following the car ahead of you too closely).

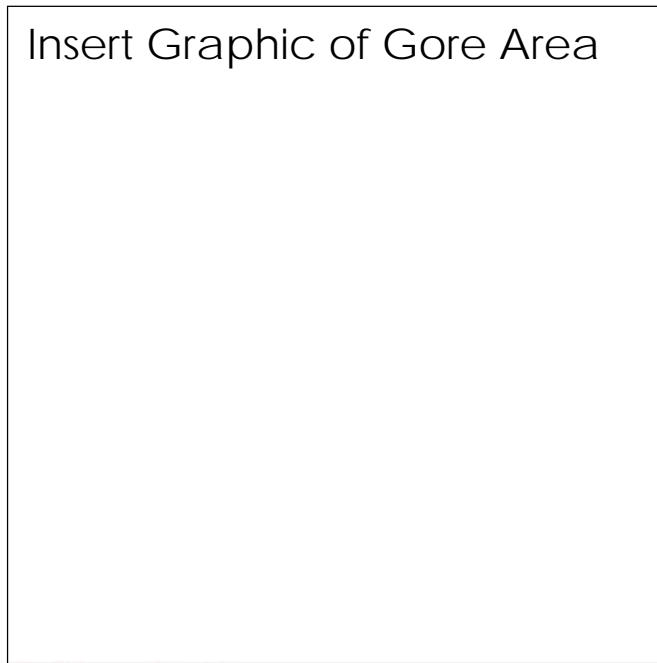
Restrictions

On the freeway, you may not:

- Drive over or across any dividing section or separation
- Make a U-turn
- Change lanes without signaling
- Drive onto the freeway, except at an on-ramp
- Park or stop on the freeway, except in specially provided areas (Parking on the shoulder of the freeway is prohibited, except in case of emergency.)
- Back up if you miss an exit (You must go on to the next exit.)

Gore Area

It is against the law to drive over or park in any part of a gore area. A gore area is the space between a through roadway and an entrance or exit ramp.



Exiting the Freeway

Use your signals at least one-half mile before your exit. Most freeways will have deceleration lanes to assist you in your exit. Use proper braking to allow for a smooth exit. Be sure to maintain adequate space (space cushion) between your vehicle and the vehicle ahead when exiting in heavy traffic. Do not cross a solid line.

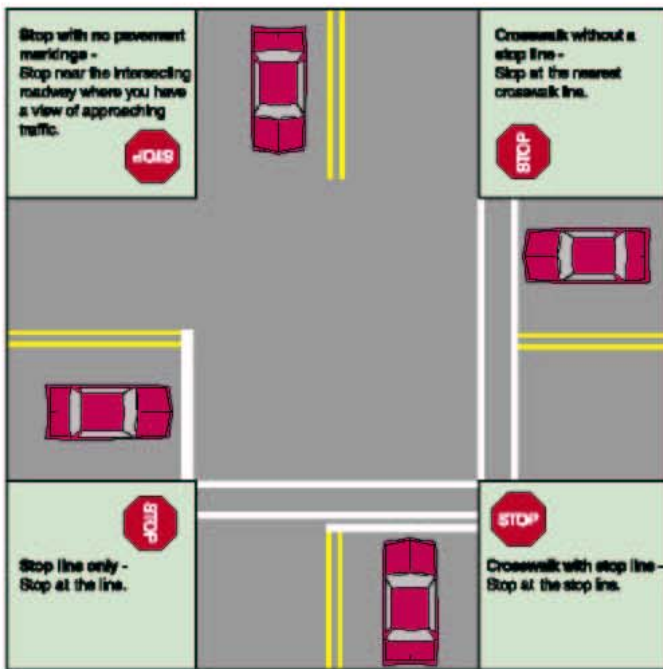


Right-Of-Way

The law requires certain vehicles to yield the right-of-way to other vehicles. The law does not actually “give” the right-of-way to any particular motorist, it just states who must yield. No one is allowed to take the right-of-way if taking it means an accident may result.

Controlled Intersections

You must obey the traffic signals and signs. Yield the right-of-way to other vehicles as directed. Do not assume it is safe to proceed just because you have the right-of-way. Check for traffic and pedestrians.



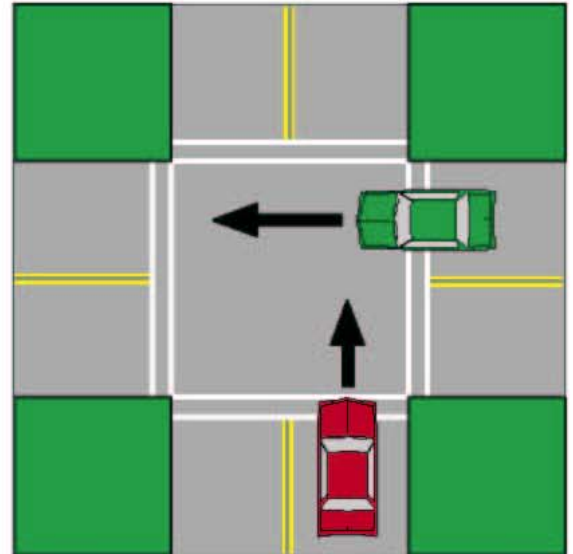
Uncontrolled Intersections

When approaching an intersection with an inoperative traffic control signal or no traffic lights, stop signs or yield signs, treat it as you would a 4-way stop. Come to a complete stop before entering the intersection and then proceed when the roadway is clear. If two vehicles arrive at the intersection at about the same time, both must stop and the driver of the vehicle on the left must yield the right-of-way to the driver on the right.

At a “T” intersection, the driver on the street which ends must yield the right-of-way to vehicles on the cross street.

Alleys and Driveways

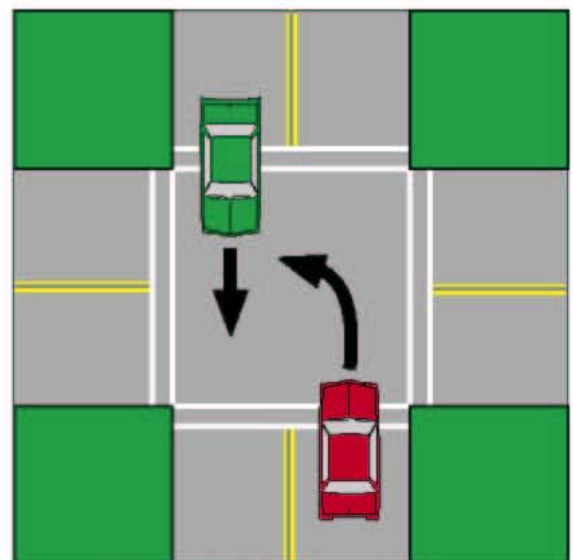
When entering the roadway from an alley or driveway, you must stop before reaching the sidewalk. Yield the right-of-way to pedestrians and approaching vehicles.



Green vehicle has the right-of-way
Red vehicle must yield.

Left Turn

When you are preparing to turn left, you must yield the right-of-way to any oncoming vehicle and pedestrian.



Green vehicle has the right-of-way
Red vehicle must yield.

Pedestrians

You must yield the right-of-way to pedestrians crossing the street in any marked or unmarked crosswalk. When the light turns green, you must still yield to pedestrians and vehicles in intersections. The law also requires vehicles to come to a complete stop at any school crossing when the crosswalk is occupied by any person. In the interest of safety, if you see persons crossing any street, give them the right-of-way.

Visually Impaired

The driver of a vehicle approaching a visually impaired pedestrian who is carrying a white or metallic cane, is using a guide dog or is assisted by a sighted person, must yield the right-of-way and take precautions to avoid injury to the pedestrian.

Red Light Running*

If you run a red light (or a flashing red light) and receive a traffic citation, upon conviction of that violation, you will be required to attend Traffic Survival School. Upon completion, no court appearance is required.

If you run a red light and cause an accident that results in life-threatening injuries to another driver or passenger, you may be fined up to \$500 and your driving privilege may be suspended for 3 months. Additionally, you may be ordered to perform community service.

If you cause an accident that results in the death of another driver or passenger you may be fined of up to \$1,000 and your driving privilege may be suspended for 6 months. Additionally, you may be ordered to perform community service.

If you cause an accident that results in the death of another driver or passenger you may be fined of up to \$1,000 and your driving privilege may be suspended for 6 months. Additionally, you may be ordered to perform community service.

Emergency Vehicles

Always be alert for emergency vehicles, especially at intersections. Do not play your radio so loudly that you are unable to hear sirens. Whenever a police car, fire engine, ambulance or other emergency vehicle approaches using a siren, lights or other warning devices, you must yield the right-of-way. Drive at once to the right side of the road and stop until the vehicle has passed.

Funerals

Drivers must yield the right-of-way to any vehicle that is part of a funeral procession being led by a funeral escort vehicle flashing a red or a blue light.

School Buses

When approaching a school bus that is picking up or dropping off passengers, you must come to a complete stop before reaching the bus, regardless of your direction of travel. A school bus will have alternating flashing lights and a mechanical stop-sign arm extended while passengers are entering or leaving the bus. You must remain stopped until the school bus moves ahead or until the stop-sign arm and flashing lights are no longer shown. Look out for children crossing the road in front of, or behind the school bus.

You are not required to stop for a school bus on a divided roadway, when traveling in the opposite direction. A divided roadway is one in which the road is separated by physical barriers such as a fence, curbing or separation of the pavement. Roadway striping by itself does not constitute a physical separation of the roadway.

Caution: Motorists should exercise extreme care when in the vicinity of any stopped school bus, as a child may dart from the front or the rear of the bus.

Speed Limits

Vehicle speed is an important part of traffic safety. You must obey all speed regulations and be ready to adjust your speed quickly if necessary.

Elements such as road conditions, traffic flow and the number of accidents are used to determine the proper speed limits for roadways. You must obey all posted limits. The following speed limits must be observed when no limit is posted:

- 15 mph when approaching a school crossing
- 25 mph in any business or residential district
- 55 mph on open highways or city freeways
- 65 mph on designated open highways
- 75 mph on rural interstate highways

Adjusting Speed to Conditions

The speed limits are set for the best driving conditions. When driving in bad weather, your speed should be reduced to a level that is reasonable. Three guidelines are:

- When driving on wet roads, reduce your speed by at least one-third
- When driving on roads with snow or ice, reduce your speed by at least one-half
- When driving in bad weather, double the following distance from the vehicle in front of you

Impeding Traffic

Driving too slowly can be as dangerous as driving too fast. Remember to drive in the right lane and allow faster moving vehicles to pass whenever you are driving slower than traffic around you. If you become

lost or disoriented, pull off the roadway instead of slowing your vehicle.

Special Speed Limit Areas**

Construction Zones**

School Zones**

Other (Elder Care Facilities, etc.) **

Regulating Speed, Monitoring Speedometer **

Roadway and Vehicle Knowledge

The flow of traffic on our streets and highways is controlled by various signal lights, traffic signs and pavement markings. You must fully understand their meaning in order to drive safely. There are also various requirements concerning vehicle equipment that you should know. This section provides information about these important basics.

Signal Lights

Signal lights (red, yellow and green) are placed at many intersections to regulate the direction and flow of traffic. These traffic lights apply to pedestrians, bicycle and moped riders, as well as to motorists. You must obey the signal lights unless a police officer is directing traffic.

Red – Red Means Stop!

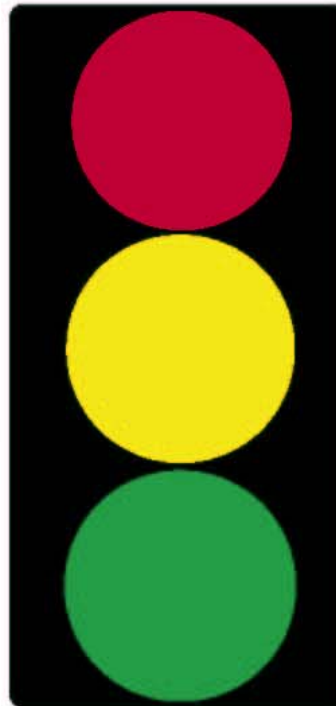
This signal means STOP. You must come to a complete stop before you reach the intersection, stop line or crosswalk. Remain stopped for as long as the light stays red. Where not prohibited by signs, a right turn may be made after coming to a complete stop, when motor traffic and pedestrian traffic are clear. See Page 4 regarding penalties.

Yellow – Yellow Means Brake!

This signal means CAUTION. A steady yellow light is a warning that the light is about to turn red. If you have not entered the intersection, you should come to a safe stop. If you are already in the intersection, you should continue moving and clear it safely. Speeding up to “beat the light” is illegal and could cause an accident.

Green – Green Means Go

This signal means GO. You may go through an intersection in the direction indicated by the signal if the roadway is clear. Check right and left for oncoming traffic.



Flashing Red Light

A flashing red light has the same meaning as a Stop sign. You must come to a full stop; then proceed with caution when the roadway is clear.

Flashing Yellow Light

A flashing yellow light means you should slow down and proceed with caution if the roadway is clear.

Red Arrow

A lighted red arrow means that you may not turn in the direction of the arrow. You must stop and wait for the green arrow to appear before making the turn.

Yellow Arrow

A yellow arrow warns that the light is about to change to red. If you have not entered the intersection, you must stop and wait for a green arrow. If you are already in the intersection, you should continue your turn and clear the intersection safely.

Green Arrow

A green arrow appearing alone or with another signal light means that you may proceed in the direction of the arrow, if you are in the proper lane and the roadway is clear.

Inoperative Signal Lights

When approaching an intersection with an inoperative traffic control signal, treat it as you would a 4-way stop. Come to a complete stop before entering the intersection and then proceed when the roadway is clear. If two vehicles arrive at the intersection at about the same time, both must stop and the driver of the vehicle on the left must yield the right-of-way to the driver on the right.

Traffic Signs

Traffic signs regulate traffic and provide important information.

The shape of a traffic sign can give you as much information about the meaning of a sign as the sign's color or wording. When visibility is poor, such as in heavy rain, dust storms, or fog, you may be able to make out only the shape of a particular sign.

Regulatory

Rectangular

These signs regulate traffic and direct the driver's speed and direction.



No Right Turn



No "U" Turn



Turn Left or Go Straight



Octagon — Eight Sides

This shape is reserved for stop signs. You must come to a complete stop.



Triangle Pointing Down

This shape requires that you yield the right-of-way to cross traffic or to merging traffic.

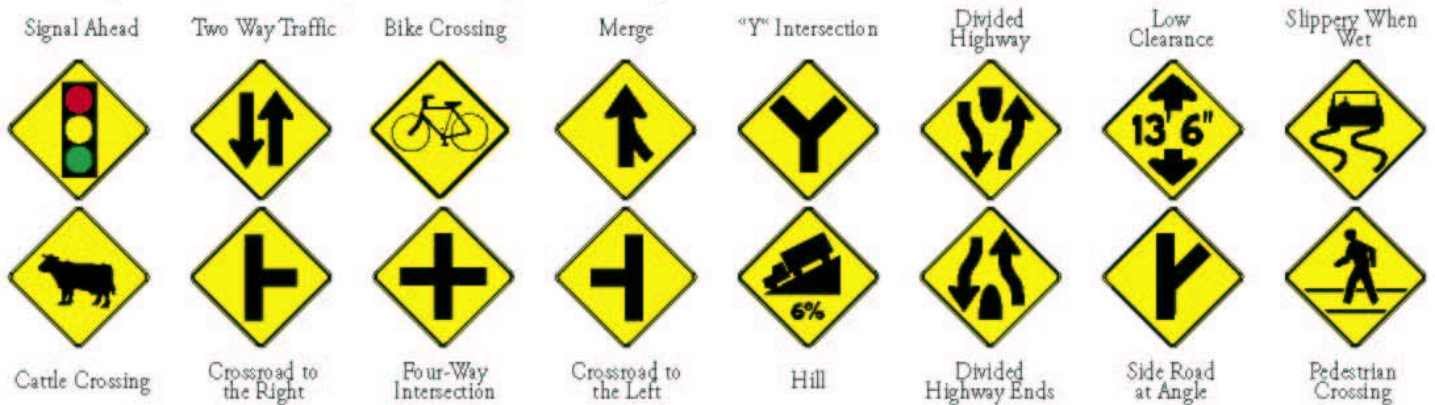


Warning

The Federal Highway Administration permits the optional use of fluorescent yellow-green pedestrian, bicycle and school warning signs.

Diamond

These signs are yellow. They warn of a possible danger ahead.



Turn, Curve and Winding Road Signs

These signs are used to warn drivers of turns in the roadway. Below the signs may be small yellow square signs indicating the safe speed to drive through the curve.



Pennant

This sign marks the beginning of a no passing zone.



School Crossing Sign

Permanent 5-sided (pentagon shaped) School Crossing signs on the side of the roadway warn drivers that children may be crossing any time of the day. New yellow-green signs are approved in Arizona and may be used at school crossings.

Drivers must also obey the portable signs placed at times in the center of the roadway. The maximum speed from the first sign to past the school crossing is 15 mph. When portable signs are not in place, the normal speed limit for area applies.



School Crossing

Passing another vehicle in school crossing is prohibited. There will often be a crossing guard assisting children crossing the roadway. You must follow the instructions of the crossing guard, and you must come to a complete stop when any person is in crosswalk.

Railroad Warning Sign

A circle-shaped sign provides a warning that you are approaching a railroad crossing.



Railroad Crossing Sign

This sign marks the location of a railroad crossing. When you arrive at a railroad crossing, you must stop no closer than 15 feet from the nearest railroad track when you observe any of the following:

- Flashing red lights
- Lowered crossing gate
- Ringing bells
- Flagger warning of an approaching train



Do not cross the tracks until all signals have stopped and the crossing gate is up all the way. Do not drive around or under a gate that is lowered.

In addition to obeying the regulations above, the following rules will reduce your chances of becoming another fatality:

- Expect a train on any track at any time
- Do not get trapped on a railroad crossing
- Get out of your vehicle if it stalls on the tracks
- Look for a second train in the other direction
- Never race with a train
- Watch for vehicles such as buses and gasoline tankers, which must stop at railroad crossings
- When driving at night, be alert for railroad crossing warning signs that are not lighted

Guide



Interstate Route Marker



U.S. Route Marker



State Route Marker

Highway Signs

Mile Posts

Arizona is one of the few states where all state highways have mileage markers. These reference “posts” are set 2 feet off the right shoulder and are about 1 mile apart.

Mile posts can be used to tell where you are located if you have an accident, have mechanical problems, or are out of gas. If you have to stop, note the route you are on and the approximate distance from a mile post.



Roadway Construction Warning Devices

Alerting and controlling devices are used in road construction and in maintenance work areas to direct drivers or pedestrians safely, as well as to protect the safety of highway workers. Orange is the basic color for these devices. You must drive slowly and be especially alert at all construction sites. Always obey the posted speed limit.

FINES DOUBLE

Fines double when traffic violations occur in work zones on Arizona highways.

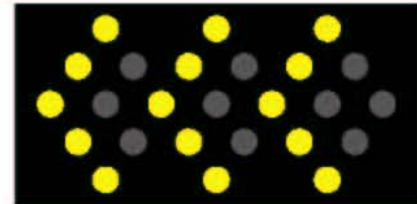
Construction and Maintenance Signs

Construction and maintenance signs are used to notify drivers of possible danger in or near work areas. Most signs used in highway and street work areas are diamond-shaped.



Flashing Arrow Panels

Flashing arrow panels are used both day and night to give advance warning to drivers to move to the right or left into another lane. Slow down and prepare to merge in the direction of the arrow.



Electronic Signs

Electronic message signs are used on some roadways to give you advance warning of construction zones, special traffic directions, road closures or even weather conditions.



Cones, Drums, and Barricades

These devices are used to alert you and to guide you safely through the work area. At night, they may be equipped with warning lights. You must slow down when you drive through these areas.



Flaggers

Flaggers are often used in road work zones to stop, slow or guide traffic safely through the area. Flaggers wear orange vests or jackets and use red flags or stop/slow panels to direct traffic through work zones. Remember to drive carefully through construction areas to protect workers on the roadway.



Pavement Markings

Pavement markings are used to guide and warn drivers, as well as to regulate traffic. Markings may be either yellow or white and can appear in combinations. Each combination has a different meaning. Yellow center lines indicate that there is two-way traffic, flowing in both directions. White lines are used to separate lanes of traffic moving in the same direction and to mark the edge of the roadway, stop lines and pedestrian crosswalks.

Broken Yellow Lines

Broken yellow lines separate lanes of traffic going in opposite directions. A broken yellow line indicates that passing on the left is permitted when the roadway is clear. Since you are facing oncoming traffic, overtaking and passing must be done with extreme caution.



Solid and Broken Yellow Lines

A broken yellow line alongside a solid yellow line indicates that passing is permitted only in one direction. If the broken yellow line is on your side, you may pass when the roadway ahead is clear. If the solid yellow line is on your side, you may not pass.



Double Yellow Lines

Double solid yellow lines mean that passing is not allowed in either direction. You may not cross the lines unless you are making a left turn.



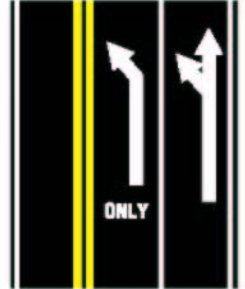
Broken White Lines

Broken white lines separate lanes of traffic going in the same direction. These lines may be crossed with caution. (Remember to signal your intention to change lanes.)



Solid White Lines

Solid white lines are used for turn lanes and to prevent lane changes near intersections. Arrows are often used with the white lines to indicate which turn may be made from the lane.



Turn Lane Arrow

If you are traveling in a lane marked with a curved arrow and the word ONLY, you must turn in the direction of the arrow. If your lane is marked with both a curved and a straight arrow, you may turn in the direction of the arrow or you may go straight.

Painted Curbs

A painted curb means that you must follow special rules to park there. The colors on the curbs mean:

White

You may stop only long enough to pick up or drop off passengers.

Yellow

You may stop only long enough to load or unload. Stay with your car.

Red

You may not stop, stand or park.

Crosswalk**

Add Graphic of Crosswalk

One-Way Streets

If you will be traveling on a one-way street for several blocks, it is best to stay in the center lane. The left and right lanes will be used by turning vehicles.

Use of Lanes

Lane Drops, Merges**

Reversible * Lanes

Some travel lanes are designed to carry traffic in one direction at certain times and in the opposite direction at other times. These lanes are usually marked by double-dashed yellow lines. Before you start driving in them, check to see which lanes you can use at that time. There may be signs posted by the side of the road or overhead.

6-9 A.M. MON.-FRI.	Do Not Use
4-6 P.M. MON.-FRI.	Thru Traffic
OTHER TIMES 2 WAY LEFT	

Reserved Lanes (e.g., HOV on Freeway, Bicycle on City Streets**)

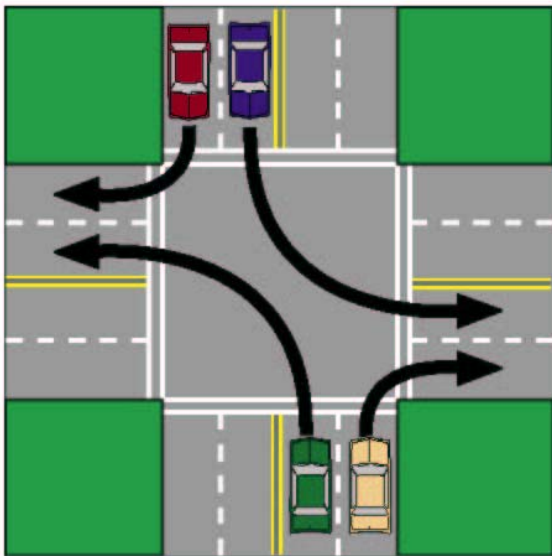
You must not drive a vehicle carrying fewer than two persons, including the driver, in a high occupancy vehicle (HOV) lane at the following times: 6 a.m. to 9 a.m. and 3 p.m. to 7 p.m. Monday through Friday (At those times the HOV lanes are restricted to car pool vehicles, motorcycles, buses or vehicles displaying alternative fuel license plates. A motorist who violates this restriction is subject to a penalty of \$350.)

Add Graphic of Lane Drops, Merges

Turning

Rules for turning apply at all locations, even driveways and alleys, not just at intersections. Signal, reduce your speed and turn smoothly. As you turn, make sure to check for pedestrians, mopeds and bicycles.

In some areas, turns may be made from more than one lane. If this is allowed, signs and pavement markings will tell you. At some locations, turns may be prohibited by signs.



Right Turns

As you prepare to turn right, stay close to the right curb or edge of the road. Do not swing wide before or while turning.

Right on Red

When making a right turn at a red light, you must first come to a complete stop before reaching the marked or unmarked crosswalk. Be sure to check for signs that may prohibit the turn.

Always yield the right-of-way to pedestrians, bicyclists and of course, oncoming traffic. Unless signs direct you otherwise, turn into the right lane of the road you enter.

Left Turns

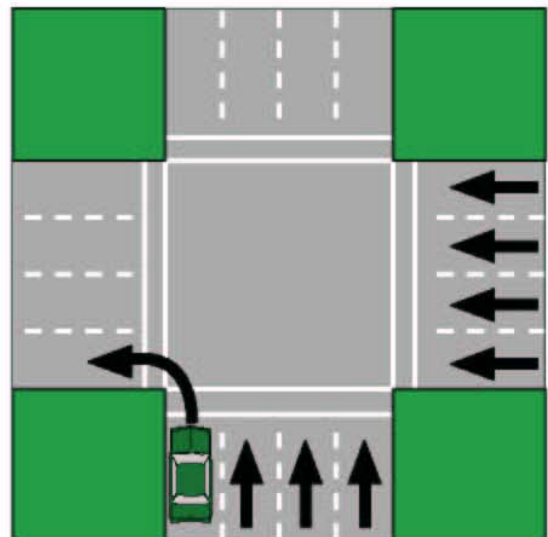
On a two-way road, approach the turn with your car in the lane just to the right of the center line. Turn just to the left of the center point of the intersection. Enter the lane just to the right of the center line. This avoids conflict with other traffic making either right or left turns.

If a special lane for making left turns has been signed or marked, use that lane — do not turn left from any other lane.

Left Turn

One-Way Road To One-Way Road

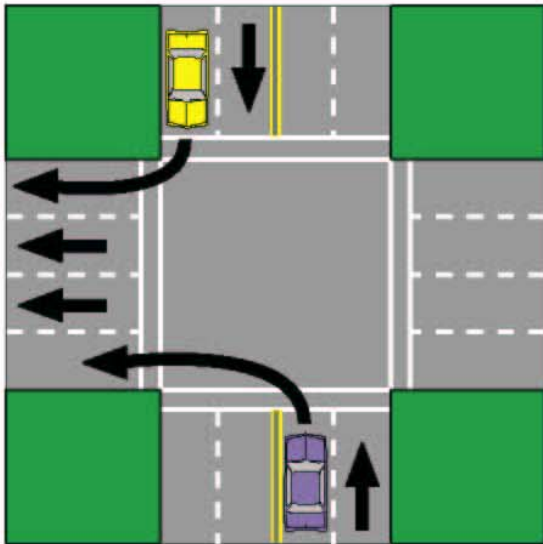
Approach with your car in the traffic lane nearest the left curb. Turn without swinging wide. Bring your car into the extreme left traffic lane on the road you are entering. This is the only left turn situation where, unless signs prohibit it, you may make the turn against a red light after stopping and yielding to traffic and pedestrians.



Left Turn

Two-Way Road To One-Way Road

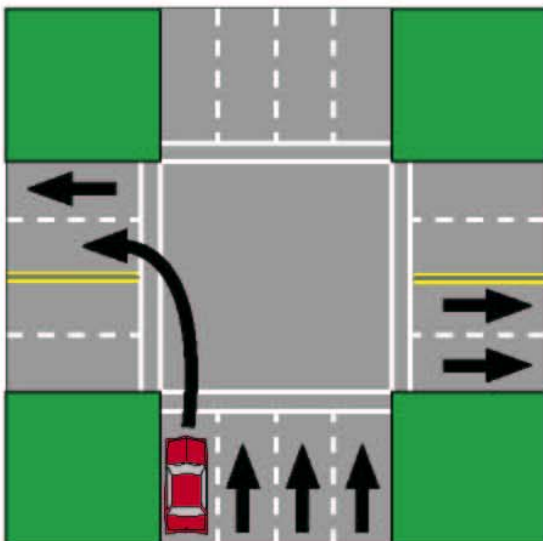
Approach the turn in the traffic lane just to the right of the center line. As you enter the intersection, turn into the extreme left lane of the road you are entering. (A right turn in the pattern also is shown.)



Left Turn

One-Way Road To Two-Way Road

Approach the intersection in the traffic lane closest to the left curb. Turn into the lane just to the right of the center line. Do not move to the right lane without checking traffic to your right and signaling for a lane change. This turn cannot be made against a red light.



Two-Way Left Turn Lane *

Many two-way streets have a center lane marked as a two-way left-hand turn lane. This lane is bordered on either side by two yellow lines - the inner line is broken, the outer line is solid. This lane is only for use of vehicles turning left in either direction. This lane provides a safe area to slow before a left turn off of the street, or to speed up after a left turn onto a street. Drivers should follow these rules:

- Signal before entering the lane
- Move completely into the lane
- Be alert for others using the lane
- Do not use the lane for passing or for thru traffic

Safe and Unsafe Locations For U-turns**

Add Graphic on Safe and
Unsafe Locations for U-turns

SECTION 4: Sharing the Road with Other Vehicles

Sharing the Road With a Bike

Bicyclists must obey the same traffic laws as drivers of motor vehicles, and they have the right-of-way under the same conditions as motorists.

Motorists should be alert for bicyclists along the roadway, because cyclists are often difficult to see. Extra caution is necessary. Motorists are required to allow a minimum safe distance of 3 feet when passing a bicycle traveling in the same direction.

At night, you should dim your headlights for bicyclists.

Drivers should be prepared for a bicyclist swerving. Although bicyclists must ride with the flow of traffic and stay near the right side of the road, they can legally move

left for several reasons, such as:

- Turning left
- Avoiding hazards
- Passing pedestrians or vehicles
- If the lane in which the person is operating a bicycle is too narrow for a bicycle and motor vehicle to travel safely side by side

Important rules for bicyclists:

- Do not carry more persons than the design of the bicycle permits
- Do not ride more than two side-by-side
- Ride as near to the right side of the road as possible
- Use proper hand signals (See Signaling on Page 34)
- Do not bicycle under the influence of drugs or alcohol — it is illegal
- When riding at night, have a white head lamp visible from 500 feet, and a rear deflector



Bike Crossing

Sharing the Road With a Motorcycle

Motorcyclists are more vulnerable to injury than a car driver if involved in an accident. Most car/motorcycle accidents are the result of a car turning in front of a motorcycle; usually because the driver did not see the motorcycle. Watch for the unexpected and give the motorcycle its share of the road.

Size

The small size of a motorcycle may make it hard to spot in traffic, and it may appear to be farther away and traveling slower than it actually is. Because it is difficult to judge the distance and speed, drivers need to pay close attention and take extra care.

Lane Position

Because of the motorcycle's size, its position within a lane will change as traffic conditions change. Often this means riding in the left side of the lane to allow a better view of traffic and road conditions. However, as conditions change, the rider may move to the center or to the right side of the lane. These sideways movements sometimes occur suddenly to avoid hazards. Motorists need to be alert and to drive accordingly.

Intersections

Intersections are the most likely places for car/motorcycle collisions, which are usually the result of a driver turning into the motorcycle's path. Do not assume the rider's intentions. A rider will move to one side not only to prepare for a turn, but also to avoid a hazard or to improve visibility.

Motorcycle turn signals do not automatically shut off and riders may forget to cancel them after a turn is completed. Make sure you know what the rider is doing before you move into the motorcycle's path.

Passing

Motorcycles are allowed the full width of a lane in which to maneuver. Never crowd into the same lane as a motorcycle. Returning to the original lane too soon can force the rider to swerve into traffic or off the road.

Share the Road With a Truck

Trucks are important to the Arizona economy, transporting products that are both critical to life and those that make life a lot more comfortable. However, as a motorist, sharing the road with large trucks can make you feel very uncomfortable unless you learn how to share the road safely with large vehicles. Here are five ways to safely share the road with trucks:

1. Don't cut in front of trucks. It takes trucks twice as long to stop. If you move into that space and have to brake suddenly, you cut the truck's available stopping distance in half—placing you and your passengers in danger.
2. Watch out for the blind spots, or the “No-Zone”, around large trucks and buses. Trucks have large blind spots around the front and back sides of the vehicle. Be safe and don't hang out in the “No-Zone”.
3. Follow trucks at a safe distance. Trucks are almost as wide as some lanes of travel. If you follow too closely behind, you won't be able to react quickly enough to changing traffic conditions.
4. Right turns. Pay close attention to truck turn signals. Trucks make wide right turns and sometimes must leave an open space to the right just before the turn. To avoid an accident, do not pass a truck on the right if there is any possibility that it might make a right turn.
5. If you break down, pull off the highway as far as you can. If a parked vehicle on a highway shoulder is struck by a moving vehicle, the damage suffered by the parked car is more severe. When the moving vehicle is a truck weighing as much as 25 cars, the result could be tragic.

If each of us does our part to share the road, we'll all be safer!

Slow Moving Vehicles

Farm machinery and other slow-moving vehicles can be particularly hazardous. Be sure to maintain a safe following distance that provides an adequate field of vision. Farm machinery usually travels at 25 mph or less, may take up more than one lane of the road, and may not have signals. To make a wide turn, operators of farm machinery may first pull to the left, then turn to the right.



When you see this symbol on the back of a vehicle ahead, it is a warning to slow down. The vehicle with the sign cannot travel faster than 25 mph.

Do not become impatient if you find yourself behind one of these slow vehicles. It has the legal right to be there.

Insert Graphic

Braking and Stopping

It takes long distances to come to a safe, complete stop. Braking distance is directly related to:

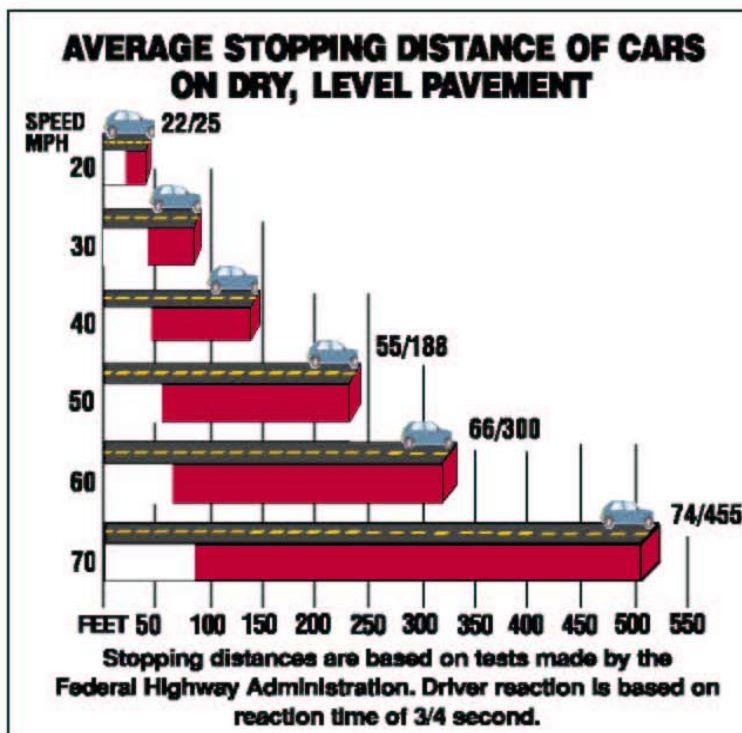
- Driver perception time (length of time it takes to see and recognize a dangerous situation)
- Driver reaction time (time from perception of danger to start of braking — the average is 0.75 seconds)
- Type and condition of the pavement
- Type and condition of the tires
- Vehicle design and condition of the shock absorbers
- Vehicle weight when loaded or towing
- Type and condition of the brakes
- Speed of the vehicle

The distance required to stop your vehicle is important in helping you choose a safe driving speed. This chart can be used as a rough guide, but your actual stopping distance will depend upon many of the above items.

When vehicles ahead do something unexpectedly, you will need time to react. You need to keep enough following distance between you and the vehicles ahead to avoid a collision if the traffic stops suddenly.

Allow at least a 2-second following distance for most driving situations (See Page 49, Space Cushion). There will be situations where a longer (3 to 6 seconds) following distance will be required:

1. When driving on slippery roads, you should double your following distance to at least 4 seconds to allow for the extra distance needed to adjust your speed or to stop.
2. When the driver behind you wishes to pass, reducing your speed will allow that driver to pass more quickly. The added distance will make it easier for the passing motorist to pull back into the lane.



3. When you are following a large vehicle, such as a tractor-trailer, that blocks your field of vision of the road ahead, you will need extra distance to see around the vehicle.

Following Emergency Vehicles

You are not allowed to follow within 500 feet of fire vehicles or other emergency vehicles.



Driving the Open Road

Driving on empty rural highways can be just as dangerous as driving in heavy city traffic. It is easy to relax your attention...and suddenly come upon a dangerous surprise. Animals in the road, slow-moving farm equipment just over the crest of a hill or a low spot covered with water are not unusual hazards in rural driving. Stay alert, watch for warning signs, and slow down when approaching curves or hills that block your view of the roadway ahead.

Adjusting Speed to Conditions

The speed limits are set for the best driving conditions. When driving in bad weather, your speed should be reduced to a level that is reasonable. Three guidelines are:

- When driving on wet roads, reduce your speed by at least one-third
- When driving on roads with snow or ice, reduce your speed by at least one-half
- When driving in bad weather, double the following distance from the vehicle in front of you

Weather Conditions

Driving becomes more difficult when your ability to see is reduced by bad weather or when the road surface is covered with rain, snow or ice. Reduced visibility and traction problems often occur at the same time.

Remember that changes in road and weather conditions will reduce your time to react and that those conditions will affect the way your car handles. You must be ready to respond. The first rule is to slow down to make up for reduced visibility and reaction time in any kind of

Sun Glare

Bright sunlight in the early morning or late afternoon creates a glare when driving into the sun. Glare can be reduced by wearing sunglasses, keeping windows clean and using sun visors. If the sun is behind you, oncoming drivers may have the glare problem. They may not be able to see your signals or your car.

Wind

Strong winds, especially crosswinds, can make it more difficult for you to control your vehicle. Wind is very dangerous if you are driving a camper or large recreational vehicle, or if you are towing a trailer. Lightweight vehicles are also more difficult to control in strong winds.

To gain more control over your vehicle in a strong wind, slow down. If you are approaching an open space after driving in a protected area, be alert for crosswinds that will push you to the side or middle of the road. If you are pulling a trailer, the wind may cause your vehicle to sway. Be ready to make necessary steering corrections.

When you meet large trucks or buses, you may also have to make steering corrections because of the gusts of wind these vehicles create. If you are pulling a trailer, wind currents can cause your vehicle to jackknife. When a truck or bus is passing you on the left, move as far as possible to the right of your lane and slow down. As the vehicle passes, accelerate slowly to keep the trailer pulling in a straight path.

If you are driving into a strong head wind, you may need to accelerate more, and steering will be more difficult. A tailwind will increase your speed, so you will have to decelerate and begin braking earlier to stop.

Dust

Dust storms are common in Arizona and can, at times, reduce a driver's visibility to zero. You should tune your radio to a local radio station for up-to-the-minute weather and road condition reports.

If you encounter a severe dust storm:

- Reduce your speed immediately.
- Drive carefully off the highway.
- Stop as far to the right as possible.
- Turn off your lights / Take your foot off the brake.
- Wait until the dust storm has passed.

Rain

Driving in heavy rain can be hazardous, especially if you also encounter gusty wind conditions, such as in a thunderstorm. Vehicles to the rear and in blind spots are especially difficult to see. Wait a short time after the rain begins before using your wipers. The blades may cause smearing if you have a dirty windshield. You should slow down to increase the distance between your vehicle and the vehicle ahead to at least 4 seconds. Be extra careful during the 30 minutes after rain begins; grime and oil on the road surface mix with water and make the road slippery.

Hydroplaning may occur during rainstorms. In a heavy rain, your tires can ride on a film of water, and at 50 mph your tires can lose all contact with the road. Under inflated, worn, or bald tires lose contact with the road at much lower speeds. A slight change of direction or gust of wind could throw your vehicle into a skid.

The best way to prevent hydroplaning is to slow down. If your car does hydroplane:

- Take your foot off the accelerator
- Do not brake
- Avoid steering changes (if possible)
- Hold the wheel firmly until your tires grip the road again

Heavy rain frequently causes "flash floods" in Arizona washes. Do not cross flooded washes. Water can stall your engine, hide potholes and can carry your vehicle downstream. Estimate the depth of the water by looking at parked cars or other objects along the road; watch what other vehicles are doing. Two vehicles should not meet in deep water; one should go entirely through before another starts from the other direction. This reduces the possibility of stalling caused by waves of water. You may be charged for emergency response expenses, if you or your vehicle needs to be removed from a flooded road.

Driving through water must be done at a slow and steady speed. Applying the brakes gently with your left foot may help keep them dry. Check your brakes after leaving the water to see if they will stop the car. If the brakes are wet, they may suddenly grab or pull to one side. Dry them by accelerating slowly while gently holding down the brake pedal.

Fog

Fog reflects light and can reflect your own headlights into your eyes. When driving in fog, use low beams only and look for road edge markings to guide you. Even light fog reduces visibility and your ability to judge distance, so it is very important to slow down. Since conditions may change from moment to moment as you pass through areas of even thicker fog, you should adjust your speed and be prepared for emergency maneuvers. If necessary, pull off the road and turn your headlights off; then stay there until the fog lifts.

Snow and Ice

Snow limits visibility, so turning on your headlights is necessary to see and to be seen. Often, snow will completely cover lane markings. Drivers may tend to move away from the edge of the road, thus passing closer to each other. Snow or ice between your tires and the road greatly reduces your traction and increases the distance you need to stop by 5 to 6 seconds. On slippery surfaces, you have the most traction and control when the front tires are rolling; therefore, your vehicle will respond better to steering than to braking.

If you decide to brake on ice or other slippery surfaces, apply the brakes gently, increasing the pressure as you feel the tires grip the road. Do not brake to the point that the wheels lock. If the wheels should lock, ease slightly off the brakes, but do not release them completely. This action may unlock them without losing brake power entirely. Then apply the brakes and ease off again, repeating the process.

Here are some other suggestions for safe winter driving:

- Before you start driving, clear snow or ice from all windows and lights so you can see and be seen
- Equip your car with snow tires or chains to help prevent skidding and reduce stopping distances
- Drive gently; do not change speed or direction suddenly
- Slow down before stopping or turning (Driving on packed snow is much like driving on ice.)
- Watch for ice on bridges and in shady areas (Bridge surfaces freeze before other road surfaces.)

Headlight Use

Night Driving

Reduced visibility, glare from oncoming headlights, and unseen objects in the road all combine to make night driving hazardous. In the late afternoon, as soon as the light begins to fade, turn on your headlights — not parking lights — to make your vehicle more visible to others. You must use headlights from sunset to sunrise, but be aware that other drivers may not have turned on their headlights.

Headlights are a poor substitute for daylight. Never drive so fast that you cannot stop within the distance you can see ahead with your lights. Use low beams when driving on city or town streets. Use high beams on highways when no other vehicle is coming toward you within 500 feet. Switch to low beams whenever you meet oncoming traffic to avoid blinding the other driver. When following another car, use low beams whenever you are within 200 feet.

If the high beams of an oncoming car are not dimmed, avoid looking directly at the bright lights. Glance toward the right side of the road, then look ahead to determine the position of the other vehicle. Keep doing this until you have passed the other vehicle.

Do not become a victim of “Highway Hypnosis” or

“White Line Fever” (a trance-like state that can occur during a long period of highway driving). Anytime you become tired when traveling, pull over and rest. Use the radio and fresh air to ward off highway hypnosis. Stop every hour to walk and exercise. This will help keep you alert.

Fog

Fog reflects light and can reflect your own headlights into your eyes. When driving in fog, use low beams only and look for road edge markings to guide you.

Use of Alcohol and Other Drugs

Drinking and Driving

Alcohol and driving do not mix. The driver who drinks, causes accidents, injuries and death.

Driving is a serious business that requires the ultimate in skill and judgment — both of which are diminished through consumption of alcohol.

Alcohol seriously reduces your reflexes, physical control over the vehicle and ability to recognize dangerous situations.

These combined physical effects make the drinking driver, a dangerous driver. Even when you may not appear or feel drunk, alcohol produces a false sense of confidence in your driving ability.

Open Container

It is a Class 2 misdemeanor for a driver or passenger to consume or possess an open container of spirituous liquor in the passenger compartment of a motor vehicle while on any public highway or right-of-way. Passengers riding in a bus, limousine, taxi or the living area of a motor home are exempt. Passenger compartment includes any unlocked compartments or portable devices within reach of the driver or passenger. It does not include the trunk or the area behind the last upright seat of a vehicle not equipped with a trunk.

Do Not Drink and Drive!

It's Tough to be Young... and Getting Tougher

Youthful drivers are substantially over represented in motor vehicle crashes compared to all other age groups. Alcohol involvement in vehicle crashes reaches it's highest rate for those between the ages of 21 and 34. Further survey data indicates that adults between the ages of 21 and 29 are the most likely to drive after they have been drinking.

It's not only tough to be young, but the consequences of driving under the influence are getting tougher. Driving while impaired is a crime.

The best way to avoid death, injury, penalties and jail time, is to practice Zero-Tolerance... No Alcohol. If you are under 21, any trace of alcohol, illegal drugs or drugs that impair your ability to drive safely, will result in stiff penalties and your license will be suspended for 2 years. Remember that being under the legal limit of 0.08 blood alcohol concentration (BAC) does not mean that it is legal or safe for you to drive. Studies prove that alcohol impairs a person's ability to drive at levels substantially below 0.08 BAC.

Emotional Fitness

Emotions

You cannot drive well if you are angry, excited, worried or depressed. Anger is the emotion that probably occurs most often while driving, especially in heavy traffic. Do not allow your emotions to influence the decisions you must make while driving. Giving your emotions a foothold over your judgment will result in driving errors.

Road Rage and Aggressive Driving

Aggressive Driving

You may be cited for aggressive driving if you commit a series of acts during a single, continuous period of driving that presents an immediate hazard to another person or vehicle, exceed the posted speed limit and commit two of the following violations:

- Failure to obey traffic control signs or signals
- Passing another vehicle on the right side
- Unsafe lane change
- Following too close
- Failure to yield to emergency vehicles

The penalties for Aggressive Driving are:

- First offense – You will be required to attend a Traffic Survival School course and your license may be suspended for 30 days
- Second and subsequent offenses – If you commit a second offense within 24 months, you are guilty of a Class 1 misdemeanor and your license will be revoked for 12 months

Physical Fitness

Health

Your physical, mental and emotional conditions outweigh any other potential problems you will face on the road. Even a simple headache or cold could affect your ability to drive safely. Be as objective as possible about your fitness to drive. Postpone your trip or have someone else drive if you are ill.

Drugs can affect your ability to drive safely. Many contain chemicals that can affect your alertness and coordination, and they may also cause drowsiness and dizziness. Read the label before taking any drug or medicine. Call your physician for possible side effects of the medication and the impact it might have on your driving.

Drowsy Driving / Fatigue

If you find yourself feeling sleepy while driving, it is already past the time to get off the road. Fatigue dulls the mind and reduces your ability to act quickly and correctly. Five groups of drivers have been identified as at risk for accidents due to sleepiness; shift workers, business travelers, commercial drivers, those with sleep disorders and young people. Drowsy Driving / Fatigue is an issue as serious and perilous as driving under the influence of alcohol, but not as detectable. Rest is the only safe remedy. To avoid fatigue, follow these guidelines:

- Get plenty of rest before you start a long trip
- Try not to drive late at night
- Take frequent rest stops, get out of the vehicle and exercise, breathe deeply and move around
- Do not stare straight ahead, keep your eyes moving, and check your mirrors and dash gauges
- Roll down the windows to get fresh air, sing along with the radio, or chew gum
- If possible, change drivers frequently

Driver Improvement

Along with your Arizona driver license comes the obligation to drive responsibly. "Driver Improvement" refers to the process of identifying those who are not driving responsibly and either correcting their behavior or removing their privilege to drive in Arizona.

Revocation

Revocation is the removal of your privilege to drive. It is required by law, upon conviction of certain driving offenses. Once your revocation period has ended, your driving privilege will remain revoked until an investigation is completed. The investigation is to determine that all withdrawal actions have ended, and that all statutory requirements are met. You will be required to pay the appropriate application fee and a \$20 reinstatement fee, and you may be required to file a Certificate of Insurance (commonly known as an SR-22). A written, vision and road test may be required.

Your driving privilege will be revoked for:

- Driving a vehicle under the influence of any drug
- Any homicide or aggravated assault involving use of a vehicle
- Any felony in which a vehicle is used
- Perjury relating to the ownership or operation of a vehicle
- Perjury or making false statements to MVD under oath
- Failure to stop and render aid at the site, if you are involved in a traffic accident
- Drive-by shooting
- Aggravated DUI (Driving while Under the Influence of alcohol or drugs)

Your driving privilege will be revoked for two or more convictions for:

- DUI
- Reckless driving
- Racing on the highways

In addition, your driving privilege may be revoked for:

- Failure to take and pass a required driving retest
- If you are determined to be medically, psychologically or physically incapable of operating a motor vehicle
- If continued operation of a motor vehicle would endanger the public health, safety and welfare

Suspension and Traffic School

Suspension is the temporary removal of your driving privilege. It is an action that may be taken after a review of your driving record. The suspension remains in effect until application for reinstatement is made. In addition to the reinstatement fee, you must pay the appropriate license application fee for your age group.

Each time you are convicted or forfeit bail for a moving traffic violation, points are assessed against your permanent driving record. If you accumulate 8 or more points within any 12-month period,

Points are assessed as follows:

Violation	Points
DUI	8
Extreme DUI	8
Reckless driving	8
Racing on highways	8
Aggressive driving	8
Leaving the scene of accident	6
Failure to stop for a traffic signal, stop sign or to yield the right-of-way, causing death.	6
Failure to stop for a traffic signal, stop sign or to yield the right-of-way, causing serious injury	4
Speeding	3
Driving over or parking in a gore area	3
All other moving violations	2

MVD may suspend or revoke your driving privilege or require you to attend and successfully complete an approved TSS if you:

- Have been convicted of frequent, serious offenses which show disrespect for traffic laws and a disregard for the safety of others
- Have been convicted of reckless driving or are a repeat reckless or negligent driver
- Have committed or permitted an unlawful or fraudulent use of your driver license
- Have been convicted of driving a motor vehicle while under the influence of alcohol, drugs, or toxic vapors
- Have been arrested for refusal to take or successfully complete a chemical test (alcohol/drug content) (The penalty for refusal or unsuccessful completion is a 12-month suspension of your driver license, or 2 years for a second or subsequent refusal within a 5-year period.)
- Have an unresolved judgment from another state

Driving on a Suspended or Revoked License

If you are cited for driving on a revoked or suspended license your vehicle may be impounded by the law enforcement agency for up to 30 days. If you are convicted of driving on a suspended or revoked license, your period of suspension or revocation will be extended for an equal time, up to an additional one year.

Failure to Appear or Pay Fine for Citation

Your driver license will not be issued or renewed if MVD has been notified that you have not appeared in court for a traffic violation charge. When you are cited for a traffic violation, your signature on the citation is a promise to appear in traffic court. If you fail to appear in court, or fail to pay a fine, the court may direct MVD to suspend your driving privilege. If you are under 18, your driving privilege may be suspended for failure to appear in court, pay a fine or failure to comply with any court order.

Traffic Ticket Enforcement

Any person who is delinquent paying fines or penalties for civil or criminal traffic violations in excess of \$200, or who has failed to appear in a criminal traffic case will be reported to us. We are then required by ARS 28-1632 to update the person's record to prohibit the

renewal of any vehicle registrations with that person as an owner.

Nitrous Oxide

If you are under 18, it is unlawful to use false identification to cause a person to sell, serve, give or furnish a nitrous oxide container. These actions will result in your driving privilege being suspended; you are also subject to possible fines and/or a jail sentence. Nitrous oxide is commonly known as laughing gas and has a variety of uses, including as an anesthetic by doctors and dentists. It can also be addictive and long-term use may cause severe medical problems or death.

The suspension penalties are:

- First offense – Your driving privilege will be suspended for 6 months
- Second and subsequent offenses – Your driving privilege will be suspended for 12 months

Altered or Fictitious License

It is unlawful to display any license that you know is canceled, revoked, suspended, fictitious or altered. It is also illegal to alter a license or obtain a false driver license. These actions will result in your driving privilege being suspended; you are also subject to possible fines and/or a jail sentence.

Driving Under The Influence

It is unlawful for any person who is under the influence of intoxicating liquor or any drugs to drive or be in actual physical control of any vehicle. There are many conditions that can affect your ability to drive even after one drink; for example, body weight, emotional state or physical condition. The best rule to follow is still: If you drink, do not drive.

When you apply for and accept the privilege to drive a vehicle in Arizona, you give consent to test for blood alcohol concentration (BAC) or drug content if you are arrested for driving while under the influence of intoxicating liquor or drugs (DUI). This is known as the Implied Consent Law.

When a law enforcement officer has reason to believe you have been driving while under the influence, the officer will request that you submit to a BAC test of your blood, breath, urine or other bodily substance to measure the amount of alcohol present in your bloodstream.

DUI Penalties

If you are stopped for driving under the influence and a test shows that you have an alcohol concentration of 0.08 percent or more (0.04 in a commercial vehicle requiring a commercial driver license), you will lose your driving privilege on the spot.

It should be understood that you may be found guilty of driving while intoxicated even though the BAC was less than 0.08 percent. If you are under 21 your license may be suspended if there is any alcohol concentration.

If you refuse to submit to or do not successfully complete any tests when you are arrested for driving under the influence, you will automatically lose your driving privilege for 12 months or 24 months for a second refusal within 60 months.

In addition to any criminal penalties imposed by the court for a second or third offense DUI violation, your driving privilege will be automatically revoked.

DUI

First offense – You will be jailed for not less than 10 consecutive days, fined not less than \$250. You will also be required to undergo alcohol screening/education/treatment and may be ordered to perform community service.

Second and subsequent offenses – You will be jailed for not less than 90 days, fined not less than \$500 and your license will be revoked for 12 months. You will also be required to undergo alcohol screening/education/treatment and to equip any vehicle you operate with a certified ignition interlock device, and may be ordered to perform community service.

Extreme DUI

This category of DUI applies to a person with an alcohol concentration of 0.15 or higher.

First offense – You will be jailed for not less than 30 consecutive days with no eligibility for probation or suspended sentence and fined not less than \$250. You will also be required to undergo alcohol screening/education/treatment and may be ordered to perform community service and to equip any vehicle you operate with a certified ignition interlock device.

Second and subsequent offenses – You will be jailed for not less than 120 days, fined not less than \$500 and your license will be revoked for 12 months. You will also be required to undergo alcohol screening/education/treatment and to equip any vehicle you operate with a certified ignition interlock device, and may be ordered to perform community service.

Aggravated DUI

This category of DUI applies to a person who commits a DUI while suspended or revoked, commits a third DUI in 5 years, or commits a DUI while a person under 15 is in the vehicle.

You will be sent to prison for not more than 2 years and, in addition to any other penalty required by law, your license will be revoked for 3 years. You will also be required to undergo alcohol screening / education / treatment and to equip any vehicle you operate with a certified ignition interlock device, and may be ordered to perform community service.

Certified Ignition Interlock Device

A certified ignition interlock device is a breath alcohol testing instrument connected to the ignition and power system of the vehicle. The driver blows into the device before attempting to turn the ignition. If the driver's alcohol level is above a certain level, the vehicle will not start. While the vehicle is in operation, the driver must blow into the device at random intervals.

Insert Graphic

Emergencies

Skids, tire blowouts and mechanical failures can happen at any time. You need to be prepared to handle them.

Some of the most common driving problems are discussed next. By following the suggestions, you should be able to deal with most emergency situations.

Tire Blowout

- Hold the steering wheel tightly and keep your vehicle going straight.
- Ease off the gas pedal; do not apply the brakes.
- Let the vehicle slow down until it is almost stopped.
- Just before your vehicle stops, pull off the roadway and apply the brakes.

Fire

Fires are usually caused by a short circuit in the electrical system. If you have a fire, pull quickly off the road, shut off the ignition to cut electrical power and get all passengers away from the car.

Always carry a fire extinguisher. Do not use water if gasoline is burning since this will spread the flames. If you do not have a fire extinguisher, a heavy blanket, a heavy coat or sand can help to smother the flames.

Fires are dangerous. If you have any indication that the fire may be beyond your control, get away from the vehicle.

Overheating

Steam coming from under your hood may mean that your cooling system has overheated. You should:

1. Pull to the side of the road and turn off your engine immediately.
2. Raise the hood but do not open the radiator cap. Opening the radiator cap while the engine is hot may allow steam to escape and cause severe burns.

Driving a car with an overheated cooling system can ruin the engine. Most cooling problems are easily fixed by skilled mechanics.

Carry extra water in your car to add to your radiator if the engine overheats. Never attempt to add water while the engine is hot! Add water only after the engine has cooled.

Power Steering Failure

(Example: Your engine dies as you pull around a corner.)

1. Pull on the wheel with both hands to complete the turn and steer to the right side of the road.
2. Stop the car; push the brakes extra hard if your vehicle has power brakes.
3. Shift to neutral and try to restart the engine.

Headlight Failure

1. Try the high beam/low beam switch. This may restore normal function.
2. Turn the headlight switch on and off several times.
3. If neither of these steps works, put on the parking lights, emergency flashers or turn signals; pull to the side of the road and stop.

Brake Failure

1. Pump the brakes rapidly. This may build up enough pressure to stop your vehicle.
2. If pumping the brakes does not work, slowly apply the parking brake. Be sure to hold the brake release so you can ease off the brake if the rear wheels lock and the car begins to skid.
3. Shift to low gear and look for a place to stop.

Do not pump anti-lock brakes.

Avoiding Collisions

Collisions

If you are stopped at a traffic light or stop sign and another vehicle is approaching you from behind at a high rate of speed, you should:

1. If possible, pull your vehicle forward in an effort to give the approaching vehicle more room to stop.
2. If the accident cannot be avoided, brace yourself between the steering wheel and the back of the seat and release your brake an instant before impact. This will help to lessen the impact.

If you are in danger from a potential head-on collision:

1. Reduce your speed and flash your headlights in an effort to warn the other driver. Using your horn might also be effective.
2. Head for the shoulder of the road, even if you must hit a fence or go through bushes.

Compromise

Another important defensive driving skill is compromise. When you cannot separate risks, and you must deal with two or more at the same time, compromise by giving the most room to either the greatest or most likely danger. For example, suppose

you are driving on a two-lane street with oncoming cars to your left and a child riding a bike to your right. The child is the most likely to move suddenly, so you need a larger space cushion to the right. In this case, moving closer to the center line is the correct compromise.

Skid Recovery *

Driving on a slippery roadway surface or braking too sharply can throw your vehicle into a skid. When this occurs, there are several actions to take:

1. Do not press on the brake any further; this will only make the skid worse.
2. Turn the wheel quickly in the direction you want your vehicle to follow (in the direction of the skid).
3. As the car begins to straighten out, turn the wheel quickly back the other way, so your vehicle does not skid in the opposite direction.
4. Continue turning the wheel back and forth as necessary until your vehicle straightens to its normal path.

Stopping on the Freeway

Special Situations on the Freeway

If you need assistance, pull over onto the right shoulder as far as possible. Avoid stopping your vehicle on or near freeway ramps.

To signal for assistance on the freeway, turn on your emergency flashers and tie a white handkerchief or scarf to the radio antenna, or raise the hood of the car. To signal after dark, turn on your inside dome light and/or set out flares or portable warning signals. Wait for help. Do not walk along the freeway.

While driving on the freeway, watch for disabled vehicles. If you are the first motorist to approach a disabled vehicle, reduce your speed and turn on your emergency flashers; then proceed around the disabled vehicle with caution.

Accident Procedures

Accident Reports

If you are involved in an accident, you are to remain at the scene of the accident to provide assistance to any person injured and to exchange information with the other drivers. You should provide:

- Driver license number
- Name and address
- Insurance company name and policy number
- Information on witnesses of the accident
- License plate numbers

If anyone was injured, you are also required to immediately file a report with the police.

Assisting at the Scene of an Accident

If you are one of the first persons to come upon the scene of an accident:

- Pull your vehicle off the road
- Turn off the ignition of vehicles involved in the accident
- Do not smoke
- Give as much assistance as possible to those who may have been injured (However, do not move injured persons, unless there is danger of fire.)
- Notify emergency officials — call 911
- Do not stand or walk in traffic lanes
- Ask others who have stopped, to warn the approaching traffic

Failure to Stop at Accident

If you are a driver involved in an accident where there is damage to a vehicle, injury or death, you are required by law to stop your vehicle at the scene of the accident, or as close as possible and immediately return to the scene. You must remain at the scene to:

- Provide aid to any injured person, including making arrangements for medical treatment
- Provide your name, address and license plate number
- If requested, show your driver license to any person involved

Conviction for failure to comply will result in your driving privilege being:

- Revoked for 5 years if involving death or serious physical injury
- Revoked for 3 years if involving injury other than death or serious physical injury
- Suspended for 1 year if involving only damage to a vehicle

Recommended Equipment

- | | |
|------------------------------------|--|
| • Blankets | • Flares |
| • Gloves | • Jumper Cables |
| • Maps | • Flashlight |
| • First Aid Kit | • Rags |
| • Sunglasses | • Mirror |
| • Food | • Motor Oil |
| • Can Opener | • Fire Extinguisher |
| • Tire Chains | • Notepad and Pencil |
| • Gasoline Can | • Jack, Lug Wrench and Spare Tire |
| • Rope | • Hand tools (screwdriver, pliers, wrenches) |
| • Water Containers /Drinking Water | |
| • Electrical Tape | |

Test Review Questions *

These are examples of questions which may appear on the driver license test.

1. When do pedestrians have the right-of-way over motor vehicles? (See Page 37)
2. What is the best way to bring your car out of a skid? (See Page 43)
3. Refusal to submit to the required test to determine the alcohol/drug content of any person operating a motor vehicle will result in...? (See Page 53)
4. Before leaving your car parked on a downgrade, you should...? (See Page 39)
5. What does a flashing red traffic light mean? (See Page 25)
6. What does a green arrow appearing with a red traffic light mean? (See Page 25)
7. When you are leaving an alley or private driveway and approaching a sidewalk, you should...? (See Page 35)
8. You have arrived at a red light and intend to make a right turn. Your car is in the right (outside) lane. You should...? (See Page 32)
9. When driving in traffic you should stay far enough behind the vehicle ahead to...? (See Page 49)
10. What does a solid yellow line painted on your side of a highway center line mean? (See Page 30)
11. What are the rights of a person riding a bicycle in the street? (See Page 40)
12. When approaching a school bus that is picking up or dropping off passengers, you must...? (See Page 37)
13. How many days do you have to report a change of address? (See Page 24)
14. What should you do if you have a tire blowout? (See Page 44)
15. What is the speed limit in a residential area? (See Page 37)
16. When is it OK to pass on the right? (See Page 38)
17. When must you use headlights? (See Page 43)
18. What should you do in a dust storm? (See Page 46)
19. When must you use a child safety seat? (See Page 20)
20. How long should you signal before you turn? (See Page 32)
21. Where are your blind spots? (See Page 48)
22. What is aggressive driving? (See Page 54)
23. When can you make a left turn on red? (See Page 33)
24. What is the 2-second rule? (See Page 49)
25. What is the purpose of a diamond-shaped traffic sign? (See Page 27)



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Governor

Victor Mendez
Director

Arizona Department of Transportation

Motor Vehicle Division

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Stacey K. Stanton
Division Director

Hello!

We at Arizona's Motor Vehicle Division (MVD) are pleased to provide this comprehensive guide to vehicle title and registration processes, driver licensing and basic motoring laws for our state.

Each driver and vehicle owner, whether relocating to Arizona, or a lifetime resident, interacts with MVD. Our goal is to provide a high standard of customer service for those whose transaction requires a visit to an office, as well as integrating the latest technology to offer convenient, routine services via Internet and telephone. In addition, MVD has partnered with others to provide additional locations to transact essential MVD business.

This guide provides a basic driver license manual for those who are new drivers, as well as a customer service guide that answers most questions that even long-time residents may have.

Arizona is one of the fastest growing states in the nation. MVD provides services for millions of Arizona motorists each year . . . and the numbers are growing! To keep pace with that growth, and to ensure fast, efficient service, we were the first state in the nation to provide electronic options for MVD services and each year we continue to enhance those services.

We look forward to providing you with outstanding customer service, whether you visit one of our offices, or visit us by telephone or on the Internet.

Sincerely,

A handwritten signature in maroon ink that reads "Stacey K. Stanton".

Stacey K. Stanton
Director
Motor Vehicle Division

P.S. This guide was designed as a basic resource for drivers and for those titling and registering vehicles in Arizona. We welcome your comments and suggestions to help us change the guide to meet your needs. Also, please visit our website at www.dot.state.az.us



www.azdot.gov