ARIZONA DEPARTMENT OF TRANSPORTATION

REPORT NUMBER: FHWA/AZ 85/225-I

AN ANALYSIS OF THE EFFECTIVENESS OF WRITTEN DRIVER LICENSE EXAMINATIONS IN EVALUATING APPLICANT DRIVING ABILITIES

Revisions of Test and Manual
Task I

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March 1985

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in cooperation with
U.S. Department of Transportation
Federal Highway Administration

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"AN ANALYSIS OF THE EFFECTIVENESS OF WRITTEN DRIVER LICENSE EXAMINATIONS IN EVALUATING APPLICANT DRIVING ABILITIES"

Report of Task 1
Recommended Revisions of Test and Manual

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March 15, 1985

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TECHNICAL REPORT DOCUMENTATION PAGE

1. REPORT NO.	2. GOVERNMENT ACCESSION NO.	3. RECIPIENT'S CATALOG NO.
4. TITLE AND SUBTITLE An Analysis of the Effectiveness of Written Driver License Examinations in Evaluating Applicant Driving Abilities. Task 1 Revisions of Test and Manual.		5. REPORT DATE March, 1985 6. PERFORMING ORGANIZATION CODE
7. AUTHOR(S) Dr. A. James McKnight		8. PERFORMING ORGANIZATION REPORT NO.
9. PERFORMING ORGANIZATION NAME AND ADDRESS National Public Services Research Institute 123 North Pitt Street Alexandria, Virginia 22314		10. WORK UNIT NO. 11. CONTRACT OR GRANT NO.
12. SPONSORING AGENCY NAME AND ADDRESS Arizona Department of Transportation 206 South 17th Avenue Phoenix, Arizona 85007		13. TYPE OF REPORT & PERIOD COVERED 14. SPONSORING AGENCY CODE

15. SUPPLEMENTARY NOTES

In cooperation with the U.S. Department of Transportation Federal Highway Administration.

16. ABSTRACT

Based upon a survey of driver's license manual/test state-of-the-art and an analysis of the Arizona manual and test, recommendations were developed for improvements in both the manual and the test.

Recommendations for improvement focused on changes involving manual and test content in the following areas:

1) Safe driving practices.
2) Rationale.
3) Driver licensing requirements.

Additionally, it was recommended that some unnecessary material be omitted and that readability be improved by avoiding technical words and long or compound sentences.

17. KEY WORDS	18. DISTRIBUTION STATEMENT
	No restrictions.

19. SECURITY CLASSIF. (of this report)	20. SECURITY CLASSIF. (of this page)	21. NO. OF PAGES	22. PRICE

TASK 1 - RECOMMEND REVISIONS OF TEST AND MANUAL

This report describes the activities undertaken in, and the results obtained from, Task 1, "Recommend Revisions of Test and Manual," of a study entitled "An Analysis of the Effectiveness of Written Driver License Examinations in Evaluating Applicant Driving Abilities," Research Project No. HPR-PL-1(25) Item 225.

OBJECTIVES OF THE STUDY

The overall goal of the effort described is to recommend actions that can be taken by the Arizona Department of Transportation to improve the effectiveness of the Arizona written driver license examination as a means of assuring the qualifications of Arizona drivers. In achieving this overall goal, the following objectives must be fulfilled:

1. To analyze the Arizona Driver License Examination to identify needs for improvement--Once the state-of-the-art has been surveyed, the results need to be compared with the present state of the Arizona driver license knowledge examination, and the system of which it is a part. Discrepancies between the two will identify areas in which improvement can be sought.

2. To assess the state-of-the-art in driver license knowledge examination--The first objective will be undertake a broad survey of driver license knowledge examination technology in order to identify what the state-of-the-art has to offer.

3. To define a set of goals and objectives for the Arizona Department of Transportation--From the needed improvements identified in fulfilling the second objective, those that are appropriate for the Arizona DOT must be identified. These needed improvements must then be fashioned into a set of attainable goals.

4. To identify a plan of action to enable the Arizona DOT to fulfill goals--A step-by-step plan of action needs to be formulated to enable the Arizona DOT to undertake the activities and to procure the goods and services needed to fulfill goals.

BACKGROUND

A little over a decade ago, Nuckols (1972) found the content of state driver license manuals and tests to be woefully deficient with respect to the needs of safe motor vehicle operation.[1] Since that time, enormous strides have been made in improving the quality of driver license manuals and tests.

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[1] Nuckols, H.C. An Analysis of the Contents of State Driver Manuals. Clemson University, SC, May 1972.

Factors Leading to Improvement

Among the factors responsible for this improvement are:

- Federal driver licensing standards and the release of 402 funds to support innovative developments, including manuals, written tests, test equipment, etc.
- Increased professionalism within driver licensing agencies leading to development of greater levels of experience and skill in development and use of driver testing methods.
- Development of driver licensing guides, model tests, and other useful products by federal agencies and national private sector organizations.
- Better communication among states and state agencies, leading to the sharing of information and products.
- Research into driver information needs and effective means of fulfilling them.
- Participation by the private sector in dissemination of information and marketing of products.

Study Needs

What was needed to bring the benefit of improvements in the state of the driver licensing art to Arizona was a study that surveys the state of the art and the State of Arizona, compares the two, and recommends improvements along with a plan for achieving them. In order to be of benefit to the Arizona DOT, the proposed study had to:

- Carry out a survey of the driver licensing state-of-the-art that is as comprehensive, thorough, and up-to-date.
- Objectively identify the advantages and disadvantages, benefits and liabilities, successes and failures of driver licensing examination innovations.
- Make a thorough analysis of the Arizona licensing operation, its needs, and the constraints under which it operates.
- Identify, for any contemplated improvement, the specific changes that need to be made, the obstacles to be overcome, the steps that must be taken to overcome them, the cost of instituting the change, the potential benefits to be realized, and means of assessing those benefits.

Prior to the conduct of a survey and preparation of recommendations for overall improvements in driver licensing, the study was to carry out an analysis of the current Arizona Driver License Manual and Test and recommend specific revisions that would bring those particular items up to date.

Study Approach

NPSRI proposed a 3-phase approach to improving the effectivness of the driver license examination as a means of assuring that Arizona drivers are qualified to operate motor vehicles safely.

> Task 1 - Recommend Revisions of Test and Manual--involved the simultaneous survey of the state of the art in licensing and analysis of the current Arizona Driver License Manual and Examination. Information from these two sources was applied to recommendations for improvements that need to be made to the License Manual and Examination.
>
> Task 2 - Arizona Driver Licensing for the Nineties--will involve design of a license examination system based upon an analysis of the state of the licensing art.
>
> Task 3 - Plan License Examination Program Implementation--will describe a series of steps by which the MVD can bring into being the system designed in Task 2.

ACTIVITY

Activities to be undertaken to improve the effectiveness of the Arizona Driver License Examination will follow a three-task program agreed upon jointly between representatives of ATRC and NPSRI on 8/21/84.

This report describes activity undertaken as part of the first phase of the study effort: Task 1 - Recommend Revisions of Test and Manual.

NPSRI conducted a survey of the licensing state of the art as well as an analysis of the Arizona Driver License Manual and Test in order to recommend improvements to the Manual and Test. The work involved the following three activities:

- Survey Manual/Test state of the art.
- Analyze Arizona Driver License Manual and Test.
- Recommend revisions of the Manual and Test.

Survey Manual/Test State of the Art

Upon award of a contract on February 1, 1985, NPSRI undertook to survey the state of the art in driver license written examinations.

Scope of the Survey

The survey encompassed all aspects of driver manuals and tests capable of influencing their effectiveness in ensuring the qualifications of motor vehicle operators, including:

- License examinations, manuals and tests, including content, format, administrative procedures, scoring processes, etc.

- Evaluation of license exams, ranging from administrative to impact evaluations.

Sources of Information

Through an ongoing ten-year program of research and development in driver license examinations, the NPSRI staff has remained fairly well abreast of the state of the art. This general familiarity with the licensing state of the art was augmented through a literature search conducted as part of the study. NPSRI was fortunate to have access to the largest available libraries of transportation literature including:

- The National Highway Traffic Safety Administration (NHTSA) and the Transportation Research Board (TRB). TRB maintains the Transportation Research Information Service (TRIS), a computerized abstract search that has recently taken over entries in the NHTSA Technical Reference Library as well as maintaining abstracts on its own library accessions. These sources provided access to documentary sources of information related to the driver license examination state-of-the-art.

- The American Association of Motor Vehicle Administrators, which maintains a library of licensing products such as manuals, test equipment brochures, etc., and the staff is generally knowledgeable as to driver license developments within the states.

- NPSRI's own library of over 5,000 volumes in the traffic safety area.

Analyze Arizona Driver License Manual and Test

Concurrent with the state-of-the-art survey, the project staff analyzed the driver license manual (chauffeurs, operators, and motorcyclists) provided by and driver license examinations (chauffeurs, operators, and motorcyclists) that are administered by the Arizona MVD. This analysis included:

Adequacy of Content--If the test and manual are intended to help assure qualifications of drivers, then the content of both must encompass all of the knowledges needed to be a qualified driver. The contents of the Arizona manual and test were assessed against critical information requirements as revealed in the survey.

Correlation of Test and Manual--The correspondence between the Arizona manual and test was analyzed. If the objective of the written license examination is to assure qualifications by assuring preparation, then the content of the examination and the manual must correlate. Correlation of test and manual is also important for purely administrative reasons. The applicants who fail the test often challenge examiners on the correct answers. The ability of examiners to show disgruntled applicants just where the correct answer appears in the manual saves a lot of argument and time.

Format of Manual--The format of the manual was analyzed for the following:

- o Overall organization
- o Ease of finding desired information
- o Headings, paragraphing, highlighting, and other devices to aid retention of important information.
- o Reading level (see Guidelines provided in original proposal)
- o Style of writing
- o Use of, and need for, illustrations
- o Use of, and need for, color

Test Format--Each item on a driver license test is intended to ascertain whether an applicant does or does not possess a particular item of information. Wording of test questions was analyzed for attainment of this objective. The Guidelines furnished in the original proposal were used in assessing test questions.

Recommendations

Based upon the survey of the manual/test state of the art, and the analysis of the Arizona manual and test, recommendations were developed for improvement in both manual and test. The recommendations will be described in the next two sections.

The Task 1 work effort is also to include providing reproducible copy of the revised Motorcycle Operator Manual (MOM) and Written Examination (MOWE), and copies of the newly-developed Truck Operator Manual (TOM) and Truck Operator Knowledge Examination (TOKE). The MOM and MOWE will be furnished by the Motorcycle Safety Foundation directly to the Division of Motor Vehicles. The TOM and TOKE are too voluminous to be part of this report and will, therefore, be furnished separately. At no cost to the contract, the text of the TOM will be edited to make it Arizona specific where necessary.

RECOMMENDED CHANGES IN THE MANUAL

The Arizona Driver License Manual presents a wide array of information dealing with the licensing process, post-licensing action (suspension and revocation), and matters related to the safety of motor vehicle operation. It is certainly a great deal more comprehensive than the manual that was provided just a few years ago. However, we believe that there are some areas in which it could stand improvement. These involve the following:

- o Safe driving practices
- o Rationale
- o Driver licensing

- Unnecessary material
- Reading level.

This section will describe recommended changes in the Manual. A revised Manual incorporating these changes is attached as Appendix 1.

Safe Driving Practices

The content of the Manual deals almost exclusively with laws. Most of the content is drawn directly from the Motor Vehicle Code.[1] Indeed, it amounts to a "mini-code." While drivers should certainly know the law governing motor vehicle operation, there are many aspects of safe vehicle operation that are not spelled out in the Motor Vehicle Code. If the purpose of the Manual is to foster safe motor vehicle operation, this information should be communicated to drivers and they should be tested on it.

Areas of safe driving practice not covered by the Manual, at least not extensively will be summarized in the following paragraphs. The topics are listed in the order in which they appear in the original and revised Manuals.

Drinking and Driving

The current Manual describes quite adequately the safety problem caused by alcohol impaired driving, the effect of alcohol upon the body and ability to drive, the means by which drivers can figure out how much alcohol it takes to produce impairment, and the penalties for driving while impaired and refusing to submit to a breath test. However, it is lacking in practical guidance on ways to avoid drinking to impairment. A set of suggestions for avoiding impaired driving has been added to the Manual.

Controlling Speed

Speed is certainly one of the key factors contributing to the incidence and severiy of highway crashes. The discussion of speed in the current Manual is largely confined to the topic of "speed limits." The revisions of the Manual have added a section dealing with means by which drivers can adjust speed to highway, traffic, and weather conditions.

Following Distance

While the current Manual identifies the need to follow at a safe distance, it does not provide any guidance on what constitutes a safe following distance. The revised Manual describes the "two-second rule" for following

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[1] Transportation Laws of Arizona, Arizona Department of Transportation, Administrative Services Division, 1983.

distance as well as situations under which a greater following distance is required.

Signaling

The discussion of signaling in the current Manual is limited primarily to the use of hand and arm signals (curiously under a section entitled "Vehicle Control"). The revised Manual gives more information on when to signal changes in speed and direction, signals to use when the vehicle is disabled on the road, and signaling with the horn.

Night Driving

The current Manual provides information on when headlights must be turned on. It also includes information on lighting requirements that may be more appropriate to manufacturers and dealers than to drivers. Finally, there is also information on animal-drawn vehicles which would appear inappropriate for a driver's manual (since you don't need a license to operate them). The revised Manual provides more information on conditions in which headlights need to be used as well as information on the dimming of headlights.

Visual Search

The single most common accident-producing driver error is "failure to exercise proper lookout."[1] Yet, the current Manual provides very little information on ways in which drivers can improve their visual search in order to improve their likelihood of spotting various types of hazards. The revised Manual includes sections on distance scanning, use of mirrors, and checks to the side at intersections.

Lanes for Turning

The current Manual provides a number of diagrams showing, for different highway configurations, the lanes from which turns must be started and into which they must be completed. It would help if the various procedures could be subsumed under one simple rule. They can. The rule is simply to start from the lane closest to where one is going and enter the lane closest to where one came from. This rule is presented in the revised Manual.

Railroad Crossings

The current Manual describes the signals and procedures employed at railroad crossings. However, it does not deal specifically with three of the more common causes of railroad crossing accidents:

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[1] Tri-level Study of the Causes of Traffic Accidents: Final Report, Institute for Research in Public Safety, Indiana University March 31, 1977.

- Collisions with vehicles required to stop at railroad crossings.

- Failure to anticipate the possibility of an approaching train being obscured by one that has just passed.

- Drivers becoming inattentive after using a crossing many times without seeing a train.

The revisions deal specifically with these hazards.

Emergencies

Safety can be benefited if drivers are informed as to how to handle their vehicles in an emergency. The current Manual deals with four types of emergencies: blowout, skid, right wheels dropping off the pavement, headon collision. The revised Manual adds procedures for stopping quickly, turning quickly, skid prevention, hydroplaning, brake failure, power steering failure, headlight failure, and accelerator sticking.

Rationale

There's no way of assuring that drivers will observe the safety laws and practices set forth in the new and revised Manual. However, it seems likely that drivers will be more apt to apply safe driving laws and practices if they understand the reasons for them.

The current Manual is very short on rationale and explanation. The revised Manual provides some rationale for almost every safe driving practice. In addition, it introduces the following two topics which are almost entirely devoted to rationale:

Stopping Distance--The distance required to stop at various speeds is discussed as the rationale for observing speed limits and adjusting speed to conditions.

Safety Belts--The discussion of safety belts is almost entirely concerned with the rationale for wearing them. It includes the benefits of wearing safety belts in preventing ejection, a "second collision", loss of control, as well as some of the more common myths that drivers hold concerning safety belts.

Driver Licensing

The front of the Manual provides a great deal of information on procedures to be used in obtaining a license. However, the following aspects of licensing, seemingly of importance to license applicants, are omitted:

Types of Licenses--While the Manual alludes to different types of licenses, it doesn't describe the types that are available and their purpose.

Tests--There's no description of the tests that must be passed in order to obtain a license. The NPSRI proposal made a strong case

for the proposition that license tests are to provide an incentive for drivers to acquire abilities needed to operate safely. Vision screening forces drivers to have their eyes checked, vision defects; written test forces them to read the Manual; the road test forces them to acquire the skills needed to to operate safely. If the testing process is to serve this function, drivers need to know in advance what they are to be tested on. To help the drivers along this line, a section describing license tests has been added to the Manual.

Unnecessary Material

The current Manual deals with a number of topics that do not appear to be appropriate for driver license manuals. These topics include driver improvement, license renewal, DWI symptoms, parallel parking, prohibited parking, other road users, and freeway driving. While there's no harm in including information on these topics in the Manual, the space it occupies would be better devoted to information that would be of immediate and long-term benefit to the general population of driver license applicants.

Driver Improvement

The current Manual devotes somewhat over two pages to driver improvement, including descriptions of the driver improvement program and suspension and revocation of licenses. In the same category, though much less extensive, is information concerning second and third offenses for drinking and driving. The value of including this information in the Manual that drivers use to prepare for a license examination can be challenged on the following grounds:

1. Almost none of the driver license applicants using the Manual would be subject to the driver improvement program.

2. Only a small fraction of those reading the Manual will ever be subject to the driver improvement program.

3. By the time drivers become subject to the driver improvement program, they will have forgotten what was in the Manual.

A far better way to communicate driver improvement information would be through warning letters and through the notices sent to drivers as they become subject to each driver improvement action. This assures that information goes to the drivers who need it at the time it is needed.

License Renewal

The Manual provides a brief description of the license renewal process. It seems unlikely that very many license applicants will still have the Manual in their possession at the time their license is subject to renewal. The information is better provided in a renewal notice.

Parallel Parking

The Manual devotes approximately one-half page to the procedures for parallel parking. While the information is useful, it is not really essential for protection of the public. Rather, it seems more appropriate to driver training, along with procedures for shifting gears, backing, changing tires, and the like.

Other Road Users

The current Manual devotes considerable space to pedestrians and riders of motorcycles, mopeds, and bicycles. Some of the information has to do with the way in which drivers should respond to these various road users. This information has been retained in the revised Manual. However, a great deal of the information is intended for the other road users themselves. A driver license manual seems to be a cruious avenue of communication with these other road users.

Information intended for motorcycle operators is presumably best transferred to the Motorcycle Operator Manual. This can be easily done through a flysheet added to the Manual provided by the Motorcycle Safety Foundation. Information intended for pedestrians, moped riders, and bicyclists would seem best handled through other avenues of communication, such as mass media, or materials disseminated to people seeking to register vehicles of these types. Certainly, it doesn't seem reasonable to hold applicants for a driver's license responsible for information relating to categories of vehicles they do not intend to operate.

Chauffeur Requirements

Under the heading "Chauffeur's License," the current Manual provides approximately 1-1/2 pages of information dealing almost entirely with the requirements for operating trucks and buses. Since a substantial portion of those seeking chauffeur's licensese only want to operate taxicabs, inclusion of this information in the Manual and Test for chauffeur's licenses seems inappropriate. It would seem better to forego testing applicants on information that is specific to trucks and buses until a classified license system has been developed.

Freeways

Slightly over an entire page is devoted to "freeway driving." The contents of this section apply to operation on other types of highways as well. Information provided in this section has been integrated into other portions of the revised Manual.

Reading Level

A recently completed study of the readability of driver manuals[1] rates the errors on a Manual being at the 8th to 9th grade reading level and being of "moderate" difficulty. Only seven States have more readable manuals.

The major contributor to the reading difficulty of the Arizona Driver License Manual is its rather stilted wording and phraseology, a consequence of the fact that most of its content is drawn directly from the Motor Vehicle Code. In revising the Manual, readability has been improved by avoiding:

- Long words
- Technical words
- Long sentences
- Compound sentences
- Passive case

The same process was employed by NPSRI in developing the driver manual employed by the State of Connecticut. This manual was rated as the most readable (at the sixth grading reading level) of the State manuals in the report just cited.

Format of Manual

The analysis of the Manual also addressed the overall organization of the Manual, access to desired information, headings, paragraphing, illustrations, and use of color. No revisions in these aspects of the Manual appeared to be necessary.

Some might criticize the organization of the Manual as not following a particularly logical sequence of topics. However, inasmuch as the tasks that arise in driving don't follow any set pattern, it would be hard to make a case for any one sequence of topics. Ability to gain ready access to topics is probably more important than the order in which they occur within the Manual. The Table of Contents is sufficiently detailed to permit fairly ready access. The Manual might be improved with detailed, alphabetized Index that would allow applicants to find specific items of content more rapidly than they can through use of the Table of Contents. The existing Manual makes liberal use of headings and uses paragraphing well to isolate topics. While illustrations and color are used sparingly, they are provided where needed.

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[1] "The Readability of State Driver Manuals," Transportation Quarterly, Volume 38, #4, October 1984. Henk, W.A.; Stahl, N.A.; and King, J.R. The Eno Foundation for Transportation, Inc., Westport, Connecticut.

RECOMMENDED CHANGES IN TEST

The various test forms making up the Arizona "Operator's License Examination" and "Chauffeur's License Examination" were analyzed. No analysis was made of the "Two-Wheel Motor Vehicle Examination" since this test was developed by NPSRI in the first place. This test has been recently revised by NPSRI for the Motorcycle Safety Foundation. As noted previously, copies of the revised examination and manual are being sent by the Motorcycle Safety Foundation directly to the Division of Motor Vehicles.

An item analysis of all items on the Operator's and Chauffeur's tests was performed. This analysis included:

(1) item statistics.

(2) item content.

(3) item structure.

Item Statistics

The following statistics were compiled for each item:

- o Percent passing
- o Use of alternatives
- o Item-test correlations.

The purpose of this analysis was to identify any items that were poorly worded. Such items might be expected to have low percent passing, alternatives that were rarely selected, or low item-test correlations. Results were as follows:

Percent Passing

Only two items on each examination were failed by more than half of the applicants taking the tests. Items on the Operator's test falling into this category included questions dealing with (1) dimming headlights when following another vehicle, and (2) suspension for violation of implied consent. Questions on the Chauffeur's license falling into this category included questios dealing with (1) the number of flares required when a vehicle is disabled at night, and (2) the meaning of a double yellow line.

In all cases, the wording of the questions appeared to be clear and the answers were provided in the Manual. Three of the questions dealt with information that one could get only by reading the Manual. It appears that substantial numbers of applicants simply failed to commit to memory those portions of the Manual dealing with those subjects. It is difficult to understand, however, why over half of the applicants for a Chauffeur's license didn't know the answer to the remaining item, that is, that a double yellow line in the middle of the road means that passing in either direction is prohibited.

Use of Alternatives

Examination of response frequencies for the various alternative reponses indicates that all the alternatives are pulling their weight in the test. When items were failed, the answers were distributed across both foils (incorrect alternatives). None of the foils seemed to be so far-fetched as to draw no responses or so attractive as to mislead applicants.

Item-Test Correlations

Item-test correlations varied considerably. The correlations for the Operator's test ranged from .08 to .47, while those for the Chauffeur's test ranged from -.07 to .50. Correlations up to .2 would be expected solely from the contribution of the item itself to total score.

A low item-test correlation means that people answering that item correctly were not necessarily those who answered other items correctly. Such items were examined to see if there was something in the wording of the item or its discussion in the Manual that would cause otherwise knowledgeable applicants to answer them incorrectly. The results of this analysis were essentially negative. For example, the item on the Chauffeur's exam showed a -.07 correlation with total test score dealt with the duration of license suspension for refusing to take a chemical test. There was nothing in the question that would mislead knowledgeable applicants.

Items showing small item-test correlations were primarily those that almost everyone answered correctly. In such instances, the item variances were necessarily low, leading to low covariances. For example, the question dealing with duration of license suspension was correctly by 97% of the applicants receiving it.

Item Content

If the purpose of a license test is to induce applicants to read the Manual, then the content of the Test must sample from the Manual, just as the questions on a final exam must draw from those taught in a course. That certainly seems to be the case. There are, however, a few instances in which the Manual and Test item do not correspond directly. For example, the correct answer to a question asking the meaning of a green arrow is: "That you may move in the direction indicated by the green arrow without stopping." The explanation of a green arrow on page 30 of the Manual says nothing about whether it is necessary to stop or not. The fault actually lies with the Manual for not explaining that a green arrow means that the turn is protected and that it isn't necessary to stop. Fortunately, the two foils are clearly incorrect and the question was answered correctly by 85% of the applicants.

If the suggested revisions to the Manual are accepted, those questions dealing with portions of the Manual that have been revised will have to be rewritten. Therefore, there is no point in rewriting items at the present time.

Item Structure

The items making up the Operator's and Chauffeur's license examinations were analyzed against the guidelines for written test items that were provided in the proposal. For the most part, the items are consistent with these guidelines. The only significant departure is including explanation in some foils to make them more attractive, e.g., in a question on yielding to pedestrians carrying white or metal canes, a foil reads: "give the same consideration to any other pedestrian because the cane is carried only to be seen at night."

Many of the items could stand to have the length of the alternatives made somewhat more equal. However, the structure of the test items is, on the whole, excellent.

Revision of Test Items

Many existing test items must be revised to reflect revisions in the Manual. This is an undertaking that can be handled by NPSRI as part of the contract once the revisions of the Manual have been accepted.

There was a need for additional test items to cover content that has been added through the revision of the Manual. Thirty-four test items have been developed for this purpose. These items are provided in Appendix 2 to this Report.

DELIVERABLES

Task 1 produced the following deliverable products:

- This report of activities undertaken in Task 1 during the period February 14-15, 1985.
- The revised version of the Arizona Driver License Manual incorporating changes resulting from the analyses set forth in the contract.
- Thirty-seven multiple choice items dealing with information added to the Manual.

APPENDIX 1

PROPOSED REVISION TO ARIZONA DRIVER LICENSE MANUAL

ARIZONA DRIVER'S LICENSES

Who Must Have A Driver's License?

All residents are required to have an Arizona driver's license before operating a motor vehicle on the streets and highways of this State. You are a resident if you fall into any of the following categories:

- You live here for seven months or more out of any calendar year.
- You live here and rent or own the place you live in (unless you are just going to school here).
- Your children go to public school without paying tutition.
- You said you were a resident in order to pay resident rates when getting a State license or tutition at any educational institute maintained by public funds.

What Kind of License Do I Need?

The following types of licenses are issued:

Instruction Permit - Allows you to drive any motor vehicle on public streets and highways when accompanied by a licensed operator or chauffeur in the front seat beside you except for motorcycles.

Operator's License - Allows you to operate any vehicle except a motorcycle or a vehicle carrying passengers for hire (taxi, school bus, passenger bus).

Motorcycle License - Allows you to operate a motorcycle or motor driven cycle on public highways.

Chauffeur's License - Allows you to drive any vehicle, including a passenger carrying vehicle for hire (taxi, passenger bus, school bus).

What is Required to Obtain A License

To obtain a driver's license, you must meet the following requirements:

Age and Experience

Age requirements are as follows:

Type of License or Permit	Age
Instruction permit	15 years, 7 months
Operator's license	16 years
Chauffeur's license	18 years, plus one year's driving experience
Identification card	18 years

Vision

You must have 20/40 vision with or without glasses.

What Must You Bring

Identification

When you apply for a license, you must be able to prove your identity. Any of the following are accepted as proof of identity:

- Old Driver's License
- Birth Certificate
- Passport
- Naturalization Papers
- Alien Registration Card
- Military Discharge Papers
- School Identification Card

If you cannot bring these, call the Motor Vehicle Division for information on other acceptable documents.

Proof of Age

Applicants who are under the age of 24 years must also bring proof of age. Any of the documents listed above for proof of identity, are accepted as proof of age. If you cannot provide any of these documents, call the Motor Vehicle Division for additional information.

If you are under 18 years of age, your application must be signed by both parents or legal guardian. Signatures must be witnessed by a Motor Vehicle Examiner or by a Notary Public. If you cannot do this, call the Motor Vehicle Division for advice. Signatures are required for both Instruction Permits and a Driver's License.

Fees

Fees must be paid at the time of application. Bring money, check or money order. Credit cards are not accepted.

- -

INSERT DRIVER LICENSE FEE SCHEDULE ABOUT HERE

- -

What Kind of Tests Will I Have to Take?

When you apply for your license, you will be required to pass the vision screening, written test and in-vehicle test.

Vision Screening

You will be screened for your ability to meet the 20/40 vision requirement. If you require glasses or contact lenses, you must be sure to wear them.

Written Test

Applicants for an Operator's or a Chauffeur's license are required to pass a written test of information in this manual. For a motorcycle license, you will take a written test of information in the Motorcycle Operator's Manual. Be sure to study the appropriate manual thoroughly before coming to take the test.

If you are unable to take the written in the English language, you should call your Motor Vehicle Division office to arrange an appointment for an oral test.

In-Vehicle Test

If you hold a valid license, of the type you are applying for from another state, you need not take an In-vehicle test. Otherwise, you must take one of the following tests:

- Chauffeur's or Operator's Road Test
- Motorcycle Skill Test

Road Test

You will be responsible for providing the vehicle in which the road test is taken. The car must have a current registration, proof of insurance, and be in good working order.

Before taking the road test, you will be required to make a three-point turn to show your ability to maneuver the car before being allowed to take the road test. The road test will last approximately 15 minutes and you will be scored on your ability to follow the procedures in this manual, including:

- Coming to a full stop at a stop sign
- Keeping the vehicle properly placed in the lane
- Maintaining a safe following distance
- Yielding the right-of-way to other vehicles and pedestrians
- Maintaining a proper speed (neither too slow or too fast)
- Choice of proper lane
- Signalling
- Smoothness of brake application
- Looking around you including use of mirrors
- Position after stopping (crosswalk and stop signs)
- Judging the speed and distance of the traffic
- Steering
- Turning properly

Motorcycle Skill Test

The Motorcycle Skill Test is described in the Motorcycle Operator's Manual. It will test your ability to make sharp and gradual turns, select speed for turns, make normal and quick stops, and swerve to avoid obstacles.

Medi-Code

If you suffer from a medical condition that requires immediate attention, you may be permitted to indicate that condition on your driver's license, if you bring a signed statement from a licensed physician.

Anatomical Gift

If you wish to donate organs or tissues after your death, you can do so by marking "yes" on your license. If you do not wish to do so, mark "no". If you do not mark "no", a licenses physician or county medical examiner may authorize taking corneal tissue from the eye(s). If you mark "yes" and then change your mind, you may revoke the gift by signing the space provided on the back of the license.

Your getting a license is not affected by whether or not you agree to become a donor.

Changing Your Name or Address

The law requires you to notify the Department of Motor Vehicles in writing within 10 days of any change in your name or address. If you want your license to show the change, you must apply for a duplicate license and pay an additional fee.

TITLE AND REGISTRATION OF VEHICLES

If you buy a vehicles, you are required by law to apply for a Title within 15 days from the date of purchase.

If you are from out-of-state, you must register your motor vehicle in Arizona upon establishing residency, accepting employment, enrolling children in a public school or being in Arizona for 7 months or more during a calendar year.

To register a vehicle that has been previously registered or titled in another state, you need to furnish the following items:

1. Previous Registration and License Plates

2. Previous Title (from a state that provides titles or from states that do not provide titles, a notarized bill of sale) You must show verification that no lien exists against the vehicle.

3. An Inspection Slip with the vehicle serial numbers completed by the Arizona Highway Patrol, County Assessor or Motor Vehicle Division.

4. Arizona Vehicle Emissions Inspection Certificate of Compliance if your vehicle is registered in Maracopa or Pima County. (A Certificate is not needed for electric powered vehicles such as golf carts, new vehicles you just bought, a vehicle over 13 years of age, or vehicle with less than 90 cc's or a diesel powered vehicle.)

Anyone who fails to do so is subject to a severe monetary penalty.

If you sell or transfer ownership of your vehicle, you must immediately notify the Motor Vehicle Division by endorsing the back of the registration card, showing the name and address of the person to whom you sold it or transfered.

INSURANCE

All vehicle owners must carry $40,000 liability insurance ($15,000 for injury to one person, $30,000 for injury to more than one person and $10,000 property damage). Evidence that the vehicle is insured for this amount must be maintained in the vehicle at all times.

Documents that are accepted as evidence are:

1. A copy or photocopy of the insurance policy

2. A Certificate of Insurance

3. A copy of a $40,000 Surety Bond

4. A copy of a $40,000 Certificate of Deposit filed with the State Treasurer

5. Vehicle Identification Card issued by an insurance company.

A driver who is stopped for a traffic violation must provide evidence of insurance upon the officer's request. Drivers who cannot do so will be given a Citation and they will have until the court date stated on the Citation to prove that insurance was in effect at the time the Citation was given. Those who cannot do so will on the first offense, be subject to a $250 fine and a 90 day suspension of driver's license and vehicle registration.

Any changes in policy number, insurance company or vehicle covered by the insurance must be reported to the Division of Motor Vehicles within 10 days after the changes are made. Changes can be reported by letter or a special form available from the Motor Vehicle Division. The vehicle regis-

tration and licenses will be suspended if changes are not reported within 10 days.

Changes or requests for informational forms should be directed to:

Safety and Driver's Responsibility
Motor Vehicle Division
Box 2100
Room 139-M
Phoenix, Arizona 85001

DRINKING AND DRIVING

Alcohol is by far the greatest hazard for drivers. It is involved in over half of highway fatalities. In the average year, 25,000 people are killed in alcohol-related highway crashes. In Arizona alone, the figure is 500 fatalities per year.

What Alcohol Does

Alcohol is absorbed through the stomach into the bloodstream. It leaves the bloodstream at the rate of about one drink an hour. A "drink" is:

- A 12 oz. bottle or can of beer;
- A 5 oz. glass of wine;
- A 1-1/2 oz. shot of liquor.

If you have more than one drink an hour, alcohol builds up in your system.

When you drive, your brain acts as a computer, constantly receiving information through your senses and making decisions that help you keep your vehicle moving safely through traffic. Alcohol short circuits your computer.

One of the first effects of alcohol is a lessening of judgment and self control. It is also one of the worst effects because it keeps people from recognizing that they have had too much to drink and they become a menace to themselves and everyone on the highway. Alcohol also affects reflexes, coordination, and the ability to see clearly.

How Much Is Too Much?

How people feel, or other's impressions of them, are not good ways of telling why they've had too much to drink. Their ability to drive may be impaired long before they or anyone else notices it.

The most reliable indicator of alcohol's effect is the amount of alcohol in the blood. To find out the person's "Blood Alcohol Content" (BAC):

- Count the number of drinks they've consumed, and substract one drink for each hour of drinking. This gives you the number of drinks still in the system;

- Find the drinks in the "drink" column of the chart;

- Look across the row until you come to the column corresponding to the weight. The number in that column is the percent of alcohol. For example:

If someone has six drinks in two hours they would have (6) - (2) = 4 drinks still in the system. If the person weighed 160 pounds, their Blood Alcohol Content would be ".09" as shown in the chart.

In Arizona, anyone whose BAC exceeds .10% is considered to be "under the influence" of alcohol and may be found guilty of driving while intoxicated. However, drivers whose BAC is less than .10% can also be convicted of driving while intoxicated if they show signs of intoxication.

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INSERT CHART ABOUT HERE

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What You Can Do About It

The best way of not driving while intoxicated is simply not to drink. More and more people are finding that they can have a good time without the aid of alcohol. If you are going to drink, however, you can do the following things to keep from becoming a menace to others:

- Ride with someone else. If you don't have your car, you can't drive it.

- Name someone else to drive you home and give them the keys before you start drinking.

- Have no more than one drink an hour, so that alcohol does not build up in your bloodstream;

- Set a limit to your drinking in advance - and sticking to it.

- Get involved in activities to reduce the tendency to drink.

If you or anyone else drinks too much and becomes impaired, they must wait until the alcohol leaves their system and they can drive safely. Only time will let that happen. Coffee, cold showers and exercise may help pass the time, but they do <u>not</u> speed the process of sobering up.

The Penalties

Penalties of being convicted for drinking and driving are very severe. Penalties for a first offense are:

- 24 hours in jail
- A fine of $250 or more
- Eight hours or more of community service
- 30 to 90 day license suspension.

Additional offenses within three years after the first offense brings even stiffer penalties.

Implied Consent

If you are arrested while driving under-the-influence by a law enforcement officer, you may be asked to take a breath test to determine your BAC. Under the "Implied Consent Law", you give your consent to take such a test whenever you drive on a public highway. The penalty for refusing to take a breath test is a one year suspension of the driving privilege.

Many people don't understood is that license suspension for refusing to take a test is totally separate from any penalty for driving while intoxicated. The one year implied consent suspension will still be required even if there is no penalty for the DWI conviction.

Drugs

It is important to know that many drugs will impair driving. This includes all kinds of drugs - prescription and non-prescription, leal and illegal. Effects of drugs and alcohol together are often worse than either one alone. Driving is difficult enough. Why complicate it by the effects of drugs?

CONTROLLING YOUR SPEED

The faster your drive, the longer it takes to stop. At 50 mph, it takes about 250 feet to stop. That's about 1/2 the distance of a city block. At 30 mph, it takes about 100 feet to stop. Only by adjusting your speed to the conditions can you be sure of being able to stop in time to avoid an accident.

Speed Limits

The speed limits advise how fast you can safely drive in that area. They are based upon analysis of road and traffic conditions, as well as accidents that have occurred there.

Where speed limits are not posted the following limits prevail:

- 15 mph approaching school crossings
- 25 mph in any business or residential district
- 55 mph on open highways.

Adjusting Speed to Conditions

The speed limits just described, as well as posted limits, may apply when conditions are favorable. When conditions are not favorable, these speeds should be reduced to that which is reasonable and prudent for prevailing conditions. Speed must be reduced under these conditions:

Approaching an Intersection - You need time to react to cars that may be approaching from the side street out of your line of sight. The more limited your view of the intersection, the slower you must go. Approach blind intersections very slowly.

Approaching Curves - The time to slow for a curve is before reaching it. Applying the brakes while in a curve is risky. If the rear wheels lock up, the car could go into a skid and the car could be off the road before the driver could gain control.

Entering an Expressway - Use an expressway entrance ramp or acceleration lane to build up to the speed of traffic on the highway. Find a gap that is large enough and turn smoothly into traffic. Don't stop at the end of the ramp. If you have to wait for a gap, wait at the beginning of the ramp so that you will have the entire ramp to build up speed.

When Leaving an Expressway - Maintain your speed until your have pulled off into the exit lane. Don't slow down while you are still on the highway. Drivers behind will not expect it.

On Downgrades - Always keep the car in gear on downgrades so that your engine will help you brake. Use the gear you would use to go up the same hill. The law prohibits coasting with the gears in neutral (you might not be able to get back in gear).

Approaching a Hillcrest - There is no way of knowing what could be in your path on the other side of a hillcrest. If there is a stalled car, tree limb or other obstruction in your path, you don't want to have to make a panic stop while going down hill. It is, therefore, best to ease up before you reach the crest so that you will be prepared for anything.

When Visibility is Reduced - It is the driver's obligation to be able to stop in time to avoid anything in the road ahead. When vision is obscured by darkness, rain, snow or fog, you won't be able to see things in your path until you are close to them. You need to reduce speed in order to stop in time. When visibility is severely curtailed by dust storms or a downpour, it is best to pull off the road completely and stop until it lets up enough to drive safely.

Slippery Surfaces - Rain, snow and ice loosens your tires' grip on the road, lengthening stopping distance and increasing the possiblities of skids. The only thing you can do to offset the effects of slippery roads is to reduce speed. Here are some guidelines:

Condition	Reduce Speed
Wet Road	by 1/3
Packed Snow	by 1/2
Ice	to a crawl

Driving Too Slowly

Driving too slowly can be just as dangerous as driving too fast. It invites rearend collisions and painful whip lash injuries. To avoid it:

- Maintain speed as you approach turns at corners and driveways. Don't slow down any more than is necessary.
- If you are lost or confused, pull off the road until you figure things out.
- If you can't keep up with the flow of traffic, drive in the right hand lane.

FOLLOWING DISTANCE

When other people do things unexpectedly, you need time to react. You need to keep enough following distance to be able to avoid a collision if the vehicle ahead stops suddenly.

Two-Second Rule

An easy rule to follow is the "Two-Second Rule". Wait until the vehicle ahead passes some mark on the road, such as hole, pavement seam then count the number of seconds it takes you to reach the same spot (e.g. "One-Thousand-and-One, One-Thousand-and-Two, ..."). If you reach the mark before you finish the full 2 seconds, you are too close. Drop back and count again.

- -

ADD ILLUSTRATION OF 2-SECOND RULE

- -

Added Following Distance

A two-second following distance is sufficient for most of the time. However, even a longer following distance will be needed:

<u>On Slippery roads</u> - if the car ahead should slow down or stop, you'll need more distance to stop your care.

<u>When following motorcycles</u> - if the motorcycle should fall, you'll need extra distance to avoid hitting the rider.

<u>When the driver behind wants to pass</u> - slowing down allows them to pass more quickly, while the added distance makes it easier to pull back into the lane.

<u>When following large vehicles that block your view of the road ahead</u> - you need extra room to see around the vehicle and get a view of the road ahead.

When you have a heavy load or are pulling a trailer - the extra weight increases your braking distance.

When following fire vehicles - you are not allowed to follow within 500 feet of fire apparatus responding to a fire alarm.

SIGNALING

Signals should be used to tell other drivers what you plan to do and where you are.

Signal Direction Changes

Signaling your intention to turn gives other drivers a chance to adjust to your actions and to warn you if what you intend to do is dangerous. Always use your turn signals before you:

- Change lanes
- Turn at an intersection
- Enter or leave a freeway
- Pull away from a curve or pull over to the side of the road.

Here are some important rules about signaling directional changes.

Signal early - Signal at least 3 or 4 minutes before you make your move. If you plan on turning at an intersection, start signaling at least a half a block away. The law requires that you signal at least 100 feet before stopping.

Make a Habit - Signal every time you change direction even if you don't see anyone else around. It's the car that you don't see that's the most dangerous.

Use Hand Signals - In heavy traffic, a hand signal can be seen by drivers who are several cars back and can't see your lights. In bright sunlight, hand signals are visible when reflection prevents lights from being seen.

Delay When Necessary - People generally expect turns to be made at intersections. If you plan on turning beyond an intersection (e.g. into a driveway), don't signal until you are in the intersection. Otherwise, someone may think you plan to turn at the intersection and feel free to pull into your path.

Signal Speed Changes

If you are going to stop or slow down where others don't expect it, signal the car behind with a hand signal. To be sure of getting the other driver's attention, it's a good idea to flash your brake lights by tapping your brake pedal several times.

Times to signal are when you have to slow down to:

- Pull off a highway.
- Turn into a driveway or alley.
- Turn just before an intersection.
- Avoid something in the road ahead that the driver behind cannot see.

Signaling Breakdowns and Emergencies

If your car breaks down on the highway, make sure that other drivers can see it. If possible, pull off the road. However, if you must stop on the road, or near the road:

- Try to stop where approaching drivers will have a clear view of your car. Don't stop just over a hill or on a curve.
- Place emergency flares at least 200 feet behind the car. This gives other drivers plenty of time to stop or change lanes.
- Turn on your emergency flashes to show that your car is not moving. If your car does not have flashers, turn signals are better than nothing.
- If you do not have emergency flares, stand by the side of the road and wave traffic around with a cloth or a flag, but stay off the roadway.

Signaling with the Horn

The horn is intended as a warning signal. Don't use it unless you have to. However, don't hesitate to use it to prevent a possible accident.

As an Early Warning

If there is no immediate danger, a light tap on the horn will let people know you are there. Examples are when you:

- Approach a person on foot or on a bike near the edge of the road.
- Are about to pass a driver who is overtaking a vehicle in front of him.
- Approach a driver who is looking in the other direction and not paying attention or may be having trouble seeing you.
- Come to a place where you cannot see what is ahead, such as a steep hill, sharp curve or narrow pass.

In An Emergency

Don't be afraid to sound a sharp blast on the horn if there is real danger, such as:

- When a child is about to run into the street.
- When another car is in danger of hitting you.
- When you have lost control of your own car.

NIGHT DRIVING

Darkness reduces visibility and creates its own set of problems. Here are suggestions for overcoming those problems.

Use Your Headlights

You should turn on your headlights as soon as you begin to have difficulty in seeing clearly. The law requires that they be on from at least sunset to sunrise, or whenever you cannot see clearly for a distance of 500 feet. Use your high beams when there are no other cars in front of you. High beams let you see twice as far as low beams. It is particularly important to use high beams on unfamiliar roads, in construction areas or where people may be alongside the road.

In addition helping you see better, headlights also help other drivers to see you. Don't hesitate to use them in rain, snow, fog, dust or simply on dark, grey days. HINT: When you begin having trouble seeing other cars, other drivers probably have a hard time seeing you. Keep you headlights on low beams. High beams can cause glare even in the daytime and never drive with your parking lights; they don't make your car noticeable or they can confuse other drivers.

Use your high beams when there are no other car in front of you. High beams let you see twice as far as low beams. It is particularly important to use high beams on unfamiliar roads, in construction areas or where people may be alongside the road.

Dim Your Lights

Dim your lights whenever an oncoming vehicle approaches within 500 feet (about the distance of one city block). Also keep your lights on low beams when you are following another vehicle that is 200 feet away or closer. If a car comes toward you with high beams on, flash your lights quickly a couple of times with the dimmer switch. If the lights don't dim, look toward the right side of the road. This will help keep you from being blinded by the other car's headlights. You should also be able to see enough of the edge of the lane to stay on course until the car passes.

Never try "to get back at" the driver by turning your bright lights on. If you do, both of you may be blinded. It is better that at least one of you can see.

It is also a good idea to dim your lights when driving in heavy rain, fog or snow. High beams tend to reflect light back into your eyes.

LOOKING

Most of what you do in driving is a reaction to what you see. To be a good driver you must continually look around you.

Looking Well Ahead

Inexperienced drivers often focus their attention on the road ahead of the car. By the time they see something, it is too late to adjust. Skillful drivers will focus their eyes 10 to 15 second ahead. This gives them plenty of time to adjust smoothly to road and traffic conditions and avoid last minute stops or lane changes.

When looking ahead, try to take in the whole scene - the side of the road as well as the middle. This helps you to see:

- Signs warning of conditions ahead
- Cars and people may be in the road by the time you reach them
- People that you may not be able to see later (e.g. a pedestrian about to walk behind a parked car).

Looking Behind You

Looking behind you can be as important as looking ahead. You need to check behind you whenever you change lanes, slow down suddenly, pass, or back up.

Changing Lanes

Be sure to check conditions behind when you change lanes, which includes entering the highway from an on-ramp, a curb, or the shoulder of the road.

The best procedure is:

- Check your rearview and sideview mirrors to make sure that no one is about to pass you
- Glance over your shoulder to check the blindspot (this is the area you can't see in either mirror)
- Check quickly so that your eyes are not off the road for more than an instance
- Check far lanes for someone planning to move into the same spot that you are.

Slowing Suddenly

Take a quick glance in your mirror before you slow down suddenly for something in the road ahead, to turn into a side road, or to pull into a parking space. If the driver behind is not paying attention and comes bearing down on you, you may want to keep on going.

Passing

After you have passed a vehicle, check in your rearview mirror to make sure that there is enough distance between you and the vehicle you've passed before you pull back into your lane. Only if you can see the entire front end of the vehicle is it safe to change lanes.

Backing Up

Backing up is always dangerous because it so hard to see. Whenever you back up, you should:

- Check behind the car before you get in for children or small objects that you can't see from the driver's seat;
- Place your right arm on the back of the seat and turn around so that you can look directly through the rear window;
- Don't try to use the mirrors;
- Back slowly so that approaching drivers can adjust or warn you before you are in their path;
- Try to avoid backing up by parking in a way that it will allow you to pull out head first (back into a parking space or find one that you can drive through).

Looking at Intersections

It is important to check traffic closely whenever you are about to enter or cross a stream of traffic. Here are some good rules to follow:

Look both ways - Check in both directions before crossing an intersection. The best system is to look to the left, then the right and then once more to the left before pulling out. Check both directions even when you cross a one-way street (someone might be going the wrong way).

Don't rely on traffic signals - Look in both directions even though traffic may have a red light or a stop sign. Drivers have been known to run both of them.

Make sure you have a good view - If your view of a crossed street is blocked by a building or a row of parked cars, edge forward slowly until you can see. If a line of cars is blocking your view, wait until traffic clears rather than sticking your nose out and taking a chance of being hit.

Watch for pedestrians and cyclists - If you are making a right or a left turn, be on the look out for pedestrians crossing the street you are entering. Remember, the light is green for them too. Be particularly careful to look both before starting to turn right on red. Pedestrians and

cyclists will expect the car to be stopped for the red light and may cross the intersection without looking.

Watch for motorcycles - Many drivers misjudge the speed and distance of oncoming motorcycles. If you see a motorcycle approaching, make sure it is far enough away before you pull across its path. When turning left, be particularly careful and take one last check of the street you are going across before you pull out. One of the chief causes of accidents to motorcycles is cars turning left across their path.

PASSING

There is a risk of accident anytime you pass another vehicle. The risk can be kept at a minimum by following a few rules.

Passing on Two- or Three-Lane Roads

To pass a car ahead of you when you are on a two or three lane road, you may have to use a lane in which vehicles may be coming toward you. That is what makes passing on two- or three-lane roads so dangerous. Here are things to consider before attempting to pass:

Oncoming cars - When two cars are travelling toward one another at highway speeds, it takes about a third of a mile to complete a pass safely. Unfortunately, it is hard to judge the speed of oncoming cars that are a third of a mile away. They don't seem to be coming as fast as they are. In fact, they will generally appear to be standing still. So, if you can see a car coming closer, it is probably too close for you to pass.

Hills and curves - If there is a hill or a curve ahead, you have to assume there is an oncoming car just out of sight. Therefore, you should treat a hill or a curve as you would an oncoming car. You should not start to pass if you are within a third of a mile of the hill or curve.

Signs and markings - Hills and curves limit visibility. There may be signs or markings saying if you can legally pass. The diagrams show you where you may or may not legally pass.

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INSERT "ROADWAY STRIPING" DIAGRAM ABOUT HERE

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In dealing with signs and road markings consider the following:

- o Regardless of what the signs and markings say, you must not attempt to pass when there is an oncoming vehicle that is too close.
- o If you attempt to pass as you are approaching a no-passing zone, complete the pass before reaching it.

Intersections, or railroad crossings - It is dangerous to pass where cars could enter or cross the road, such as intersections, railroad crossing and shopping center entrances. While you are passing, you may not see

vehicles coming from the side and their drivers cannot see you. Also, drivers turning onto the road into the left lane won't expect you to be there, and therefore, may not even look your way before pulling away.

It is against the law to pass another vehicle within 100 feet of any intersection.

Room to return - Don't pull out to pass unless there is enough room to get back in the lane and don't count on having enough time to pass several cars at once. Don't count on other drivers to make room for you.

Bridges and Tunnels - Where a bridge, tunnel or viaduct structure is ahead of you, assume there may be a car approaching and don't pass. The law prohibits starting a pass within 100 feet of such a structure.

Passing on the Left - Pass to the left side of any vehicle if possible. It is hard to see anyone pass on the right side. They might start a lane change or turn to the right without noticing. It is illegal to pass on the right, unless:

- The other vehicle is about to make a left hand turn;
- There are two or more lanes of traffic going in the same direction.

RIGHT OF WAY

The law requires certain vehicles yield the right of way to other vehicles. The law doesn't actually "give" the right of way to anyone; it just says who must yield. No one is allowed to take to right of way if it means an accident.

The Right of Way rules are:

Stop Signs and Yield Signs - A driver must obey the STOP or YIELD signs and yield the right of way to other vehicles.

Uncontrolled Intersection - If there are no traffic lights, stop or yield signs (or where no streets have stops signs), drivers should yield to the first vehicle in the intersection. If two vehicles reach the intersection at approximately the same time, the driver on the left must yield to the driver on a right. At a T intersection, the driver on the street which ends must yield the right of way to vehicles on the continuing street or highway.

Left Turn - The driver turning left at an intersection must yield the right of way to a driver approaching from the opposite direction.

Pedestrians - Drivers must yield the right of way to pedestrians crossing the street in any marked or unmarked crosswalk. The law also requires vehicles to come to a complete stop at any school crossing when the crosswalk is occupied by any person.

Alleys and Driveways - A driver coming out of an alley or a driveway must stop before reaching the sidewalk and must yield the right of way to pedestrians and approaching vehicles on the street or road.

School Buses - Drivers approaching a school bus from either direction must come to a complete stop before reaching the bus if it is displaying the stop arm and alternately flashing lights. Drivers must remained stopped until the school bus either resumes motion, or the stop arm and flashing lights are no longer displayed.

Emergency Vehicles - Drivers must yield the right of way to emergency vehicles equipped with a red light by driving as close to the right hand side of the road as possible, stopping until the emergency vehicle has passed.

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

USE OF LANES

Different lanes should be used for different purposes. There are correct lanes for through traffic, passing and turning.

Lanes for Through Traffic

In ordinary driving, use the lane that has the smoothest flow of traffic. If there are three or more lanes in one direction, the middle lanes are usually the smoothest. The left lane should be used by drivers who want to go faster, pass, or turn left. The right lane should be used by drivers who want to go slower, or who are entering or turning off the road.

If a road has only two lanes in one direction, the right lane generally has the smoothest traffic, unless there are special left turn lanes at the intersections.

Lanes for Passing

If you pass another vehicle, you should pass them on the left, if at all possible. Passing on the right can be dangerous since other drivers don't expect it and cars on the right are more difficult to see. A driver could easily start a turn or lane change on the right without noticing a car attempting to pass. You are allowed to pass only on the right when:

- The car you are passing is making a left turn and there is room for two or more lanes to move in the same direction.
- The car you are passing is the left lane of a highway with two or more lanes for traffic to move in the same direction.

When you pass on the left, do it quickly. Don't remain in another driver's blind spot any longer than you have to.

Lanes for Turning

A simple rule to follow in selecting lanes for turning is:

- Start from the lane closest to where you are going.
- Drive into the nearest lane (for traffic moving in the direction in which you are going). The diagrams show how this rule works in various kinds of intersections.

- -

INSERT DIAGRAMS ABOUT HERE

- -

Lane Control Signs - At some intersections, signs or pavement markings will say what turns can be made from what lane. These signs take precedence over any other rules.

- -

INSERT LANE CONTROL SIGNS ABOUT HERE

- -

A Left Turn - Some roads will have a center lane allowing left turns from either direction. The lane is marked with dashed lines along both sides of the lane and left turn arrows pointing in both directions. Use the lane as follows:

1. Enter the left turn lane just before you are ready to make a left turn.
2. Make sure the lane is clear before you enter it.
3. Signal and pull into the left turn lane.
4. Complete the left turn when it is safe to do so.

- -

INSERT TWO-WAY LEFT TURN LANE DIAGRAMS ABOUT HERE

- -

Right on Red - After coming to a full stop, you may make a right turn against the red signal provided no signs prohibit the turn. You must yield the right of way to pedestrians and vehicles obeying the signal.

Left on Red - You may also make a left turn onto a one way street in which traffic moves to the left, if there is no sign to prohibit it. In making left turns against a red light, you must yield the right of way to pedestrians and vehicles that have the green light.

PARKING

When you park on a public road, you must make sure you do not get in the way of traffic or obstruct visibility.

Parking on a Highway

If it becomes necessary to leave a vehicle standing on a highway:

- Move it as far from traffic as possible. If there is a shoulder, pull onto it as far as you can.

- If there is a curb, pull as close to it as you can, but no more than one foot away.
- Make sure the approaching drivers can see you. There must be a clear view of the highway for at least 200 feet in either direction.
- Don't park just beyond a hill or a curve.
- Make sure your car cannot move. Set your parking brake and shift into "Park" or "Reverse" on a manual shift car.

Parking on a Hill

When you park headed downhill, turn your wheels into the curb or toward the side of the hill. When you park headed uphill, turn your front wheels away from the curb and let your car roll back a few inches until the rear wheel bumps up against the curb or stops the car. If there is no curb, turn the wheels so that the car will roll away from the center of the road if the brakes fail.

- -

INSERT DIAGRAM ABOUT HERE

- -

Prohibited Parking

It is illegal to park in any of the following places:

- On a sidewalk.
- In front of a public or private driveway.
- Within an intersection.
- On a crosswalk.
- On any controlled access highway (except for emergencies).
- Any other area where signs prohibit parking.

Disabled Vehicle Parking

This symbol marks parking spaces for disabled persons. It is illegal for any able bodied person to park in one of these spaces <u>at any time</u>.

RAILROAD CROSSING

Over a thousand motorists are killed each year in collisions with railroad trains. Following these rules will reduce your chances of becoming one of them.

Slow down as soon as you see a sign indicating a railroad crossing so

- -

INSERT DIAGRAM ABOUT HERE

- -

that you'll be able to respond quickly if a train is approaching. Look both ways as you approach the crossing, even if the warning signals are not on. They may be broken.

- o Stop anytime the approach of a train is signalled by a flashing light, mechnical arm, crossing gate, a flagman, a whistle or the train itself. The law requires that you stop within 50 feet but dot less than 15 feet from the nearest track.

- o Remain stopped until the signal goes off. If there is more than one track, wait until you have a clear view down the track in both directions before you start to cross. A train coming in the other direction may be hidden by the first train.

- o Keep looking out for trains even if you never see one. Many of those killed at railroad crossings are drivers who cross the tracks everyday at the same time without ever seeing a train. They decided the track wasn't used and therefore, stopped looking. One day the train was late and they both got there at the same time.

- -

INSERT R.R. CROSSING SIGN ABOUT HERE

- -

- o Passenger carrying buses, school buses, and vehicles carrying explosive or flammable materials are required to stop at railroad crossings, whether a train is coming or not. If you are following one of these vehicles, be prepared for it to slow down and stop. Rear end collisions with these vehicles is one of the principal types of accidents at railroad crossings.

VEHICLE LOADS

No vehicle can be loaded in such a way as to create a dangerous situation. It is against the law to:

- o Load passengers or cargo in such a way that it interferes with the operation of the vehicle or obstructs driver's view to the front or side

- o Allow a load to extend more than 6 feet beyond the rear of the vehicle

- o Allow a load to extend 4 feet or more beyond the rear of the vehicle without attaching a red flag that is at least 12 inches square in the daytime or a red light at night.

- Allow loads to extend beyond the fender on the left side or more than 6 inches beyond the fender on the right side of a passenger car

- Allow a load to extend 3 feet beyond the front of any vehicle.

HANDLING EMERGENCIES

If you do all the things this manual says, you may never have an emergency. However, the chances are that sometime in the future you will be faced with an emergency calling for quick action. If you are well prepared in advance, you'll be able to react quickly to avoid an accident.

Stopping Quickly

You may have to stop quickly to avoid a car that has pulled into your path, something that has fallen into the road, or some other obstruction. Don't slam on the brakes; this will only lock the rear wheels so that the car will go into an uncontrollable skid. Instead, apply the brakes as hard as you can without locking them up. If the wheels do lock and the car begins to skid, come off the brake immediately and reapply it.

Turning Quickly

If you see that you can't stop in time to avoid hitting something, steer away from it. Run off the road if you have to; that's better than hitting another car. In order to be able to turn quickly, you should always grip the steering wheel in the 3 o'clock and 9 o'clock position shown in the figure. This way, you can turn a steering wheel a 180 degrees in either direction without letting go of the wheel. (Try it sometime.)

To steer away from trouble:

- Turn the wheel quickly 180 degrees to one side to steer away from the obstacles

- Once you have cleared the obstacle, turn the wheel back 360 degrees to the opposite side to get back on your original course

- To straighten out the wheel, turn the wheel to the straight ahead position. Don't brake while you are turning; wheels are likely to lock up and through you into a skid.

- -

INSERT QUICK TURN DIAGRAMS ABOUT HERE

- -

Skid Recovery

Driving on a slippery surface or braking too sharply can throw your car into a skid. If this happens, these are the things to do:

- Get off the brake and stay off of it. Braking will only make a skid worse.

- Quickly turn the wheel in the direction you want to go. Turning the wheel will come automatically. The trick is to turn it quickly enough and far enough to stop the car from spinning before it gets too far.

- As the car begins to straighten out, turn the wheel back the other way quickly so that the car doesn't end up skidding in the other direction.

- Continue turning the wheel back and forth as necessary until the car straigthens out.

Skid Prevention

The best way to handle a skid is not to get into one in the first place. If you find yourself approaching a slippery surface:

1. Keep a steady speed and keep moving in a straight line. Sudden changes in speed and direction can cause a skid.

2. Take your foot off the gas pedal very gradually.

3. Keep the steering wheel straight. If you have to turn, do it slowly and only as much as you have to.

4. Try to get one set of wheels on dry pavement, sand or the shoulder, but do it gradually.

5. Once you have at least one set of wheels on a good surface, brake gently.

Off Road Recovery

Sometimes you may find yourself driving on the shoulder of the road. Perhaps you weren't paying attention and a set of wheels dropped off the pavement. Or, you may have had to swerve onto the shoulder in order to avoid an accident.

If the path ahead is clear, the best thing to do is simply take your foot off the accelerator, let the vehicle slow down, and brake gently to a stop. Then, check behind you, signal and pull back onto the road.

If your path is obstructed by a parked car, telephone pole, or some other obstacle, you have to get back on the paved surface quickly. Use this two step procedure:

1. Turn the wheel sharply in the direction of the pavement.

2. As soon as both wheels are on the pavement, turn sharply back into the other direction.

This should be done in a single "1-2" motion. Do not try to edge gradually back on the road. The left front wheel is likely to rub against the edge of the pavement as you turn the wheel more and more to the left. Suddenly the wheels will climb onto the pavement, and your car may shoot across the road and into another lane before you can regain control.

Water on the Highway

When there is water on the highway, your tires can actually ride up on a film of water like water skis. This is called "hydroplaning". In a heavy rain, your tires can lose all contact with the road at about 50 mph. The only way to keep from hydroplaning is to keep your speed down when there is water on the highway.

Car Emergencies

No matter how well you take care of your car, there is always a chance that something will go wrong. This table describes some problems and what to do about them.

PROBLEM	WHAT TO DO
Brake Failure - If your brakes suddenly give out.	1. Pump the brakes rapidly. This may build up enough pressure to stop the car. If that doesn't work ---
	2. Use the parking brake but hold the brake release so that you can ease off from the brakes if the rear wheels lock and the car begins to skid. If that doesn't work ---
	3. Shift to low gear and look for a place to stop.
Blow Out - If you have a blow out you may hear a loud thump-thump or feel the car slid back and forth.	1. Hold steering wheel tightly and keep the car going straight.
	2. Ease off the gas pedal slowly; don't hit the brakes.
	3. Let the car slow down until it is almost stopped.
	4. Just before it stops, pull off the road and apply the brakes.
Power Steering Failure - If the engine dies as you start to go around a corner . . .	1. Pull with both hands on the wheel to make it around the corner.

PROBLEM	WHAT TO DO
	2. Stop the car. You may have to push the brakes hard if your car has power brakes.
	3. Restart the engine.
Headlight Failure - If your headlights suddenly go out . . .	1. Try the dimmer switch. That may put them on again.
	2. Try the headlight switch a few times.
	3. If neither works, put on the parking lights, emergency flashers, or turn signals. Get as much light as you can.
	4. Just before you come to a stop, pull off the road and leave the emergency flashers on.
Accelerator Sticks - The car keeps going when you take your foot off the accelerator.	1. Keep you eyes on the road.
	2. Quickly shift to neutral.
	3. Pull off the road as quickly as you can.
	4. Bring your car to a stop and turn of the engine.

SAFETY BELTS

You are in better shape to handle any emergency if you are wearing your safety belts. If you are in a collision, your chances of surviving are three to four times better if you are wearing a seat belt and shoulder harness.

Benefits of Safety Belts

This is what safety belts do for you:

- They keep you from being thrown out of the car. Your chances of surviving a crash are up to five time greater if you stay within the protection of your car.
- They keep you from hitting the dashboard or windshield. At 30 mph, this "second" collision is the same as hitting the ground from a three story building.

- They keep you behind the wheel no matter what happens. If you are struck from the side, the impact could push you across the seat. You might lose control of the vehicle and end up in another crash.

Myths

There are a lot of myths of safety belts. Here are a few of the more popular ones, and what's wrong with them:

"They trap you inside the car."

Some people believe that they'll be trapped inside a car if it catches fire or sinks. Such happenings are very rare - less than 1 in every 200 accidents. If you are in an accident involving fire or water, the belt will keep you from being knocked unconscious so that you can unfasten your belt and escape.

"You don't need them for short trips."

Three out of four fatal accidents occur on short trips, that is, within 25 minles of home. More than half of the accidents in which someone is hurt occur at speeds lower than 40 mph. You can be killed in a crash as low as 12 mph.

"You're better off being thrown clear of the car."

Going through the windshield or landing on the pavement is far more likely to kill or cripple you than staying in the car. Even if you survive the impact, there is a good chance that you'll be run over by your own car or another car. Studies show that you're 25 times more likely to be killed if you are thrown out of the car than if you remain inside it.

"They're inconvenient."

Modern belts take but seconds to fasten or unfasten. They allow you to lean forward and reach any part of the car that you could reach if you were not wearing a belt.

Child Restraints

The parent, guardian or custodian transporting a child who is not over 4 years old or over 40 pounds, must secure the child in a restraint system. Anyone who violates this law is subject to a fine of $50.00.

Make sure the restraint has a label reading, "This child restraint system conforms to all applicable Federal motor vehicle safety standards." Be sure to follow installation instructions carefully and completely.

TRAFFIC SIGNAL LIGHTS

Signal lights are placed many intersections to control the motion of traffic. At intersections, all colored lights have the same meanings:

GREEN means GO;

RED means STOP;

YELLOW means WARNING;

(Red Light) - A Red Light means "Stop" until the light changes to Green.

(Yellow Light) - A Yellow Light means the light is about to turn Red; stop if you can do it safely.

(Green Light) - A Green Light means "Go". However, let any vehicles or pedestrians still in the intersection to get through before you move ahead. Quickly look both ways to make sure that traffic is stopped before you proceed.

(Flashing Yellow Light) A flashing yellow light means slow down and watch for others.

(Flashing Red Light) A flashing red light means the same thing as a STOP sign. Come to a full stop and only proceed when the way is clear.

(Green Arrow) You may turn without stopping in the direction of the arrow. Generally, any traffic that would interfere with you will be stopped while the Green arrow is on, but don't count on it.

ACCIDENTS

If you are involved in an accident, you must do the following:

1. Show your operator's license, giving your name, address and registration number to any person, or the operator of any vehicle struck by your car.

2. You must render reasonable assistance to any person injured in the accident, and make arrngements for carrying the person for medical treatment.

3. Leave your name and address, if you strike an unattended vehicle.

ROADSIGNS

A number of different kinds of signs are provided to help traffic move safely and smoothly.

Regulatory Signs

These signs regulate the movement of traffic:

Warning Signs

These signs warn of danger ahead.

(insert the following signs)

Crossroad Sideroad Pedestrian Crossing School Crossing

Signal Ahead Low Vertical Clearance Slippery when wet

Hill Divided Highway Begins Divided Highway Ends

Two Way Traffic Road Narrows Curves and Sharp Turns

Animal/Vehicle Crossing

Guide Signs

These signs tell you what routes your are on:

Interstate Marker U.S. Route Marker State Highway Route Marker
(insert route marker signs)

Shapes of Signs

Learn to identify these signs by their shapes:

(Insert the following signs with captions)

School	Warning
Stop	Regulatory/Information
Yield	Railroad Crossing
Railroad warning	No Passing

Mile Posts

Arizona is one of the few states in which all highways in the state system that are provided with reference markers. These reference markers are situated two feet off the right shoulder and are approximately 1 mile apart.

- -

INSERT MILE POST HERE

- -

Mile posts can be used to tell people where you are located if you have an accident, mechanical difficulties or are out of gas. Identify your location:

1. Note the route your are travelling.

2. Note the direction

3. Estimate the distance from the next mile post.

Stop Signs

After you have stopped for a STOP sign, look for cars coming from either direction. Do not pull out if it will cause them to change their speed or direction. (Insert picture)

Yield Signs

Slow down and look for approaching vehicles. Do not pull out if it will cause the other driver to change speed or direction. (Insert picture)

Traffic Control Signs

This sign says which lanes may be used for turning. In this example, traffic in the right lane must turn right. Traffic in the left lane may go straight ahead or turn right. (Lane control signs)

This sign directs traffic to the right of an obstruction. It is generally used to show the beginning of a divided highway. (Divided highway sign)

These signs prohibit: (Prohibitive signs)

U-Turns

Left Turns

Right Turns

One Way Streets

This sign indicates a street's traffic is only allowed to go in one direction. In this example, the traffic direction is to the right. (One way sign)

This sign is placed usually where a one way street begins. People usually find it at a freeway exit ramp. (Do Not Enter sign)

This sign already indicates that you are going th wrong way. It is often used on freeway exit ramps. (Insert Wrong Way sign)

Speed Control (Speed control signs)

These signs limit speeds on:

Highways
Exit Ramps
Entrance Ramps

VEHICLE EQUIPMENT

There are certain pieces of equipment that must be available and in good working order for you to drive your car safely. These include the following:

Brakes

Your brakes must be in good working order in order to stop you quickly in an emergency. The law requires that:

- You have both a foot brake and a hand brake;
- Each set of brakes must be applied to two sets of wheels;
- The brakes must be able to stop the vehicle in 30 feet or less on a hard, level and dry road surface from a speed of 20 mph;
- Your emergency brake must be capable of holding the vehicle on any grade.

Muffler

Many people are killed each year by fumes from faulty mufflers. The muffler must be in good working order and prevent fumes or excessive noise. It is against the law to use a muffler "cut out" or, by pass or a similar device on a public highway.

Air Pollution Control Devices

Motor vehicles of the 1968 model year and later must be equipped with emission control devices to prevent air pollution.

Windows and Windshields

Every car must have a windshield, as well as windshield wipers in good working order.

Rearview Mirror

If your car is constructed and loaded in a way as to obstruct your view directly behind, you must have a mirror that reflects a view of the highway at least 100 feet behind the vehicle.

Horn

Your car must have a horn that is capable of being heard at least 200 feet away. Only emergency vehicles are permitted to have sirens, whistles or bells.

Lights

The car must have, in good working order, at least two headlights, one taillight and a white license plate light. Only authorized vehicles are permitted to use flashing lights or a red light that can be seen from the front.

LEGAL GUARDIAN AFFIDAVIT

(FRONT)

Insert the Legal Guardian Affidavit

LEGAL GUARDIAN AFFIDAVIT

(BACK)

Insert the backside of the Legal Guardian Affidavit

TEST REVIEW QUESTIONS

1. When do the pedestrians have the right of way over motor vehicles? (See page ___)

2. What should you do to bring your car out of a skid? (See page ___)

3. If you refuse to take a breath test when arrested for drinking and driving, what penalties are you subject to? (See page ___)

4. Before leaving your car parked on a downgrade, you should do what? (See page ___)

5. What does a green arrow appearing with a red light mean? (See page ___)

6. When you are driving from an alley or private driveway and approaching a sidewalk, what should you do? (See page ___)

7. Making a right turn onto a road with three lanes going in one direction, which lane should you enter? (See page ___)

8. How far should you follow behind the vehicle ahead? (See page ___)

9. When there is a solid yellow line on your side of the road, what does it mean? (see page ___)

10. If the rearend of your car begins to skid to the right, what should you do? (See page ___)

(Insert material from current manual.)

APPENDIX 2

Additional Test Items

1. At an intersection without traffic controls, the law says:
   a. who has the right of way
   b. who must yield the right of way
   c. nothing about the right of way — b

2. If drivers want to see cars in the "blind spot", they should:
   a. check the inside rearview mirror
   b. check the outside rearview mirrors
   c. check over the shoulder — c

3. In backing up, you should:
   a. look out the rear window
   b. look in the car's inside rearview mirror
   c. look out the driver's window — a

4. How can you alert a driver behind you that you are planning on slowing down in the middle of the block?
   a. Put on your emergency flashers
   b. Put on your turn signals.
   c. Tap your brake pedal severl times. — c

5. When you enter a crowded freeway from an entrance ramp, you should:
   a. slow down on the ramp to wait for a gap
   b. stop at the end of a ramp and wait for a gap.
   c. maintain speed and let other drivers make room for you. — a

6. In order to stop at 50 mph, you need about:
   a. 1/4 of a block.
   b. 1/2 of a block.
   c. 3/4 of a block. — b

7. How soon is it safe to return to your lane after passing?
   a. When the driver you've just passed signals you over.
   b. When you look over your shoulder and can see the car behind you.
   c. When you can see the entire front of the car in your inside mirror. — c

8. If your car begins to skid, you should:
   a. stay off the brake.
   b. pump the brakes.
   c. apply the brakes firmly. — a

9. If you have to go around an object to avoid a collision, steer hard and:
   a. brake firmly
   c. pump the brakes
   d. stay off the brakes — c

10. If a person has 3 beers, how long will it take for all the alcohol to leave the bloodstream?
    a. One hour.
    b. Two hours.
    c. Three hours. c

11. If you are stopped at railroad crossing with more than one track, you should cross:
    a. As soon as the train has passed.
    b. Only when the train is well down the track.
    c. Only when the train is completely out of sight. b

12. The best way to keep your car from hydroplaning, is:
    a. Drive at constant speeds
    b. Apply the brakes firmly
    c. Keep your speed down. c

13. You should allow extra following distance behind big trucks:
    a. To see the road ahead.
    b. Because they take longer to stop.
    c. To avoid slip stream. a

14. If a tire blows out, you should:
    a. Stay off the brake.
    b. Apply the brake firmly.
    c. Pump the brake. a

15. The first driving ability effected by alcohol, is:
    a. Coordination
    b. Skills
    c. Judgment c

16 The amount of alcohol in a 1 1/2 shot of whiskey is the same as that in:
    a. One can of beer
    b. Two cans of beer
    c. Three cans of beer a

17. If you are stopped for a school bus that is unloading children, you must remain stopped until:
    a. The doors of the bus are closed
    b. The bus has started moving
    c. The children have left the roadside. b

18. You are driving on a freeway and an accident ahead. You may warn the driver behind you by:
    a. Tapping the brake pedal several times.
    b. Turning on the emergency flashers.
    c. Waving your hand back and forth. a

19. If you turn on your headlights in the daytime to make your car more noticeable, you should use:
    a. The parking lights.
    b. The high beams.
    c. The low beams. c

20. As you approach the crest of a hill, you should:
    a. Slow down slightly.
    b. Speed up slightly.
    c. Keep a steady speed. a

21. The best way to grip the steering wheel in order to be able to turn quickly is with the hands:
    a. Together at the top of the wheel
    b. The top and bottom of the wheel.
    c. On opposite sides of the wheel. c

22. When crossing an intersection with two way traffic, a driver should look:
    a. Right, left and right.
    b. Left, right and left.
    c. Left, right. b

23. Which of the following will sober you up?
    a. Fresh air
    b. Coffee
    c. Time c

24. Use your headlights at night:
    a. As little as possible
    b. Only on unlighted streets
    c. When there are no cars in front of you. c

25. You should drive more slowly at night than during the day because:
    a. You cannot see as far ahead.
    b. Drivers are not as careful.
    c. It takes longer to stop. a

26. You are on a two lane road and want to pass. It is unsafe to pass if an oncoming car seems to be:
    a. Standing still.
    b. Getting closer.
    c. Going the other way. b

27. You should expect a gasoline truck to stop at:
    a. Freeway entrances.
    b. Roadside accidents
    c. Railroad crossings. c

30. What common seeing errors do inexperienced drivers make?
    a. Check the mirrors too frequently.
    b. Look too far down the road
    c. Look right in front of the car. c

31. How many seconds ahead should you look when you drive?
    a. 5-10 seconds
    b. 10-15 seconds
    c. 15-20 seconds b

32. If glare from the headlights of an oncoming car blinds you, you should focus your eyes:
    a. On the center of the road.
    b. On the right edge of the road.
    c. Straight ahead. b

33. If you are leaving a freeway, you should slow down:
    a. Just before the exit lane.
    b. Just as you move into the exit lane.
    c. Just after you move into the exit lane. c

34. Under normal driving conditions, you need to keep a following distance of:
    a. 1 second
    b. 2 seconds
    c. 3 seconds b