

SOS, Third Party Testing

From: SOS, Third Party Testing
Sent: Monday, July 06, 2015 4:56 PM
To: SOS, Third Party Testing
Subject: Notice to CDL testers 7-8-15
Attachments: Changes to CDL test procedures 7-8-15.pdf; Wait Period and Test Banking in CSTIMS 7-8-15.pdf

Importance: High

You are receiving this notice because your business conducts CDL skills testing for the Secretary of State. Your CDL examiners have been briefed on changes to Michigan's CDL testing procedures, including new CDL restrictions, a 14-day wait period, and test banking. These changes take place on Wednesday, July 8, 2015.

The two attached documents should be shared with your CDL examiners and any staff that schedules CDL skills tests. The first document summarizes the changes; the second describes how CSTIMS is used for test banking and enforcing the 14-day wait period.

--Driver Testing Section



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

July 8, 2015

NOTICE TO CDL TESTERS: CHANGES IN CDL SKILLS TEST PROCEDURES

Several changes to CDL skills test procedures take effect July 8, 2015 to bring Michigan into compliance with federal regulations for the testing of persons operating a commercial motor vehicle (CMV). Designated representatives must share this information with examiners and other staff to ensure their understanding of the procedures.

14-day waiting period (49 CFR 383.25(6)(e))

An examiner may not administer a CDL skills test to an applicant who has not held a Commercial Learner's Permit (CLP) for at least 14 days. CSTIMS will not allow scheduling of a test if the issuance date of the original CLP is not at least 14 days prior to the scheduled test date (see the guidance document "Wait Period and Test Banking in CSTIMS").

There is no "grandfathering" for applicants issued an original CLP in the 14 days prior to July 8. Exception: Any test scheduled in CSTIMS prior to 5:00 p.m., Monday, July 6 may be conducted.

New CDL restrictions (49 CFR 383.95)

New CDL restrictions are added and all CDL restrictions are now designated by letter codes instead of numbers. The following describes CDL restrictions associated with skills testing. The examiner must report applicable restrictions on the driver skills test certificate and the score sheet.

L – no air brake equipped CMV (formerly the 28 restriction): An applicant who passes the skills test in a CMV equipped with hydraulic brakes receives this restriction. The driver may not drive a CMV equipped with any type of air brake system.

Z – no full air equipped CMV: An applicant who passes the skills test in a vehicle equipped with air over hydraulic brakes will receive this restriction. Air over hydraulic includes any braking system operation partially on the air brake and partially on the hydraulic brake principle. The driver may not drive a vehicle equipped with any braking system operating fully on the air brake principle.

E – no manual transmission equipped CMV: An applicant who passes a skills test in a vehicle not equipped with a manual transmission receives this restriction. Federal rules define a manual transmission as ". . . a transmission utilizing a driver-operated clutch that is activated by a pedal or lever and a gear-shift mechanism operated either by hand or foot. All other transmissions, whether semi-automatic or automatic, will be considered automatic for the purposes of the standardized restriction code" (49 CFR 383.5). The driver may not drive a CMV equipped with a manual transmission.

O – no tractor-trailer CMV: An applicant who passes a Group A skills test in a combination vehicle with the power unit and towed unit connected with a pintle hook or other non-fifth wheel

connection, or with a power unit that is not a tractor-type CMV, will receive this restriction. The individual is restricted from operating a tractor-trailer combination connected by a fifth wheel that requires a Group A CDL.

M – no Class A passenger vehicle (formerly the 29 restriction): An applicant who passes a skills test in a Group B passenger or school bus CMV receives this restriction. The driver may not drive a Group A passenger or school bus CMV.

N – no Class A and B passenger vehicle (formerly the 30 restriction): An applicant who passes a skills test in a Group C Passenger CMV receives this restriction. The driver may not drive a Group A or B passenger or school bus CMV.

Banking skills test segments

Applicants who fail the basic control skills or on-road test segments will “bank” successfully completed skills test segments. The passed test segments will be banked for the duration of the CLP. If the applicant does not pass all segments prior to expiration of the CLP or before renewing the CLP, then he or she loses the banked test segments and will need to retake and pass all test segments.

There are only two banking scenarios:

1. Applicant passed the vehicle inspection and failed the basic control skills. In this scenario the applicant banks the VI and starts a retest with the BCS segment.
2. Applicant passed the vehicle inspection and the basic control skills, but then failed the on road segment. In this scenario the applicant banks the VI and BCS and starts the retest with the on road test segment.

Applicants with banked test segments may retest with any CDL testing business. All CDL testers must honor banked test segments, even if the customer’s initial test was performed by a different testing business. CSTIMS must be used to verify an applicant’s test history prior to scheduling a test (see the guidance document “Wait Period and Test Banking in CSTIMS”).

Banked test segments are valid only for the same CDL test type. The applicant may use a different vehicle but it must be the same type—group designation, endorsements, restrictions. For example, if the applicant banked a VI on a Group B CMV equipped with air brakes, she may not use the banked VI to retest in a Group B CMV equipped with hydraulic brakes.

NOTE: Banking is retroactive. An applicant holding a valid CLP who passed a VI or both a VI and BCS prior to July 8 using that CLP now has those test segments banked in CSTIMS. Persons scheduling CDL skills tests should ask applicants about prior tests and check CSTIMS to verify the banked test segments.

New driver skills test certificates

Some CDL testers may not receive the new version of the *Driver Skills Test Certificate* (TPT-010) prior to July 8. The current version of the certificate will remain valid and may be used for CDL tests. Examiners will write out the “Final License” line as in the past, but with letter restriction codes in place of numbers.

FAQs

Please email your questions, with “CDL FAQ” in the subject line, to thirdpartytesting@michigan.gov. Questions and answers will be compiled in an FAQ document that will be emailed to all CDL testing businesses.



STATE OF MICHIGAN
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July 8, 2015

GUIDANCE: WAIT PERIOD AND TEST BANKING IN CSTIMS

Beginning July 8, 2015, Michigan enacts changes to CDL testing procedures to comply with federal regulations. Those changes are described in the *Notice to CDL Testers: Changes in CDL Skills Test Procedures* that accompanies this document. This document offers guidance on how those changes impact your use of CSTIMS.

14-day waiting period in CSTIMS

CSTIMS will not allow you to schedule an applicant within 14 days of the issue date you entered into the CLP Permit Information. If you try to schedule an applicant within these 14 days you will receive a notification that they are not eligible and will not allow you to continue. The notification will provide the date the applicant may test, as in this example.

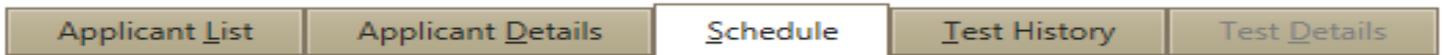
If the CLP is a renewal, click the circle "yes" next to CLP renewal. This will allow you to schedule the applicant under normal business requirements.

Banking skills test segments in CSTIMS

An applicant banks skills test segments they completed successfully for the duration of the CLP. If an applicant renews their CLP, then any banked test segments on the previous CLP are no longer valid.

CSTIMS allows you to determine if an applicant has banked test segments. If an applicant has an existing profile, verify the applicant's CLP expiration date (along with all of the other information). If you have to change the expiration date in the CLP information section indicating a renewal, then there are no valid banked test segments. They must complete all 3 segments.

If an applicant has an existing profile and the expiration date is correct (along with all of the other information), click Schedule Applicant as you normally would. When the scheduling screen appears, there are tabs above the applicant's name.



Click the Test History tab. It should look something like this

Applicant: Applicant, Test Print

Testing Organization	Skill Test	Actual Test Details				
		test date time	test type	test site/route	examiner	result
1 Driver Programs Division	Emergency: Class B No Endorsement With Air Brakes Manual Transmission	04/07/2015 11:00 AM	Vehicle Inspection	1-1	Rawson, Ernest	P
		04/07/2015 11:30 AM	Basic Control Skills	1-1	Rawson, Ernest	F
		04/07/2015 12:00 PM	Road Test	1-1 / 1-1-2	Rawson, Ernest	C

From this screen you can verify all of the successfully completed segments banked within the dates of the current CLP.

Once you verify any banked segments, click the Schedule tab at the top to bring you back to the scheduling screen and complete the skills test general information which must be identical (with exception of schedule reason) to the banked skills test information. That does not mean it has to be the exact same vehicle they used previously – it could be a different vehicle with identical features (group designation, endorsement(s), and restriction(s))

Applicant: Applicant, Test Testing Organization: Driver Programs Division

Skill Test General Information

- * Schedule Reason: - Choose Schedule Reason -
- * Class: - Choose Class -
- * Endorsement: - Choose Endorsement -
- * Air Brakes: - Choose Air Brakes -
- * Transmission: - Choose Transmission -

Schedule Comments:

Skill Test Detailed Information

- Vehicle Inspection
 - * Test Site: 1-1
 - * Examiner: - Choose Examiner -
 - * Test Date: * Test Time:
- Basic Control Skills
 - * Test Site: 1-1
 - * Examiner: - Choose Examiner -
 - * Test Date: * Test Time:
- Road Test
 - * Test Site: 1-1
 - * Test Route: - Choose Test Route -
 - * Examiner: - Choose Examiner -
 - * Test Date: * Test Time:

If the applicant has banked segments, you will uncheck the segments already successfully completed. Upon doing so the segment information will be grayed out as shown in this example.

Skill Test Detailed Information

Vehicle Inspection
 * Test Site: 1-1
 * Examiner: - Choose Examiner -
 * Test Date: * Test Time:

 Basic Control Skills
 * Test Site: 1-1
 * Examiner: Binkley, Kyle
 * Test Date: 06/19/2015 * Test Time: 11:00 AM

 Road Test
 * Test Site: 1-1
 * Test Route: 1-1-2
 * Examiner: Binkley, Kyle
 * Test Date: 06/19/2015 * Test Time: 11:30 AM

Once you have entered all of the required information click Save. The next screen should appear with just the scheduled skills test segments.

Applicant List	Applicant Details	Schedule	Test History	Test Details
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Applicant: Applicant, Test

	Testing Organization	Scheduled Skill Test	Scheduled Test Details				
			test date time	test type	test site/route	examiner	result
1	Driver Programs Division	Retest: Class B No Endorsement With Air Brakes Manual Transmission	⇒ 06/19/2015 11:00 AM	Basic Control Skills	1-1	Binkley, Kyle	N
			⇒ 06/19/2015 11:30 AM	Road Test	1-1 / 1-1-2	Binkley, Kyle	N

The above example shows how an applicant would be scheduled if they banked the Vehicle Inspection. You will follow the same format for scheduling a test applicant who is banking the Vehicle Inspection (VI) and Basic Control Skills (BCS). The only difference would be unchecking the boxes for both VI and BCS.