

Third Party Driver Skills Test Administration:

In Michigan, state or federal laws mandate all driver testing. The Department of State administers driver knowledge (written) tests only through a branch office. Driver road test services are provided only through a privatized third party testing program. This program utilizes a statewide network of public and private organizations certified by the Department to conduct the driver skills tests. The Department is committed to assuring that driver tests (both written and skills) are given by qualified persons trained to administer the tests in a fair, honest and a reliable manner.

Applicants should know the test procedures and time involved for each class of driver skills test. The following study guides are available at any Secretary of State branch office. Each study guide contains the required elements for each test type:

- ✓ **Road Skills Test Study Guide** (SOS-360, automobile tests)
- ✓ **Motorcycle Operator Manual** (SOS-116, motorcycle tests)
- ✓ **Commercial Driver License Manual** (TS-004, bus and truck tests)

Drivers should question any skills test that does not include all the test components as described in the appropriate study guide. Following is a table that shows the required skills test elements and approximate times needed for each test type. The allotted times are estimated minimums based on an average length driving route, good weather conditions, light traffic and a well-prepared driver. Skills tests must have all the segments listed below and may take longer, but not take significantly less time to complete.

TEST TYPE	VEHICLE INSPECTION	BASIC CONTROL SKILLS	ON-STREET DRIVING	TOTAL TIME
CDL Group A	1 – 2 hours	20 – 30 minutes	40 minutes – 1 hour	2 hours – 3 hours 30 minutes
CDL Group B	30 minutes – 1 hour	20 - 30 minutes	40 minutes – 1 hour	1 hour 30 minutes – 2 hours 30 minutes
CDL Group C	20 – 30 minutes	20 – 30 minutes	40 minutes – 1 hour	1 hour 20 minutes – 2 hours

During the test, certified examiners must always:

- ✓ Read standard instructions for each part of the test (a list of instructions is provided for this purpose).
- ✓ Use only Department approved forms and test procedures.
- ✓ Use only Department approved off-street exercises and on-street driving test routes.

Any third party organization or examiner who intentionally misrepresents a driver skills test by omitting any driver testing requirement or procedure or participates in any illegal activity related to driver licensing, is subject to severe penalties including loss of the testing certification, criminal prosecution and restitution for monetary damages to the test applicant and/or the Department.

Any person (not limited to the driver applicant) who knowingly encourages, facilitates or participates in improper, illegal or fraudulent driver testing is also subject to criminal prosecution.

Any person found to have been improperly, illegally or fraudulently tested must take the test(s) again. The applicant or third party organization will be liable for the costs associated with retesting. The Secretary of State may randomly retest anyone tested by a third party tester.

Improper, fraudulent or unlawful driver license tests result in illegal license applications. The Michigan Vehicle Code (P.A. 300 of 1949) includes the following language concerning illegal driver testing:

- ✓ A person who makes a false certification regarding any driver license application is guilty of a felony.
- ✓ A person who bribes or attempts to corrupt a person or agency that conducts a driving test under an agreement entered into with the Secretary of State with the intent to influence the opinion or decision of the person or agency conducting the driving test is guilty of a felony.
- ✓ A designated examining officer appointed or designated by the secretary of state who conducts a driving test under an agreement entered into with the Secretary of State and who varies from, shortens, or in any other way changes the method or examination criteria prescribed under that agreement is guilty of a felony.
- ✓ A person who forges, counterfeits, or alters a driving test certification issued by a designated examining officer appointed or designated by the Secretary of State is guilty of a felony.

A felony committed under these laws shall be punished by imprisonment for not less than one year nor more than five years and fines up to \$5,000.00 for the first offense. Subsequent convictions result in additional penalties.

Third Party Test Organization Business Requirements:

Third party test organizations must adhere to certain business practices and administer road skills tests according to established standards and procedures contained in a formal, legal agreement with the Department. Among many contract requirements, third party test organizations must:

- ✓ Be approved by the Department before testing services are offered.
- ✓ Maintain an established place of business and obtain written permission to use all approved test sites.
- ✓ Display a sign with the test organization name at all approved test sites.
- ✓ Respond to all driver testing service inquiries within (24) hours (excluding weekends and holidays).
- ✓ Publish a printed fee policy and provide receipts (actual fees are not regulated by law).
- ✓ Maintain a surety bond.
- ✓ Ensure examiners pass all required training and obtain Department certification before giving tests.
- ✓ Require examiners adhere to Department dress code standards and display Department approved photo identification during tests.

Reporting Improper, Illegal or Fraudulent Test Activities:

Improper, illegal or fraudulent driver testing activity should be reported immediately to the Michigan Department of State. Information needed includes the name(s) of the person(s) and organization(s) involved, the date(s) of the incident(s) and a detailed description of the activity observed or discussed. All legitimate reports will be investigated. **A written statement may be required.** The information should be submitted to:

**Michigan Department of State
Bureau of Regulatory Services
Driver Programs Division
Lansing, MI 48918
Phone (517) 241-6850 Fax (517) 373-0964
e-mail ThirdPartyTesting@Michigan.gov <mailto:ThirdPartyTesting@Michigan.gov>**

**Sections 11, 12 and 13 are for drivers who
need to take the CDL skills tests.**

