



# Class D Skills Test

Driver License - Testing

1-30-2025



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## Revision History

|   |  |
|---|--|
| <b>Effective Date of SOP:</b> 1/30/2025   | <b>SOP Number:</b> SOP D.03                                      |
| <b>Functional Area Name:</b> Drive Test   | <b>Division Name:</b> Drive School Examiners                     |
| <b>Last Review Date:</b> 1/30/2025        | <b>Last Reviewer:</b> Ed Ward, Road Test Compliance Manager      |
| <b>Next Review Date:</b> 1/30/2026        | <b>Next Reviewer:</b> Road Test Compliance Manager               |
| <b>Executive Approval Date:</b> 1/30/2025 | <b>Approved By:</b> Roxann Donatini, Designated Examiner Manager |

## Overview

These Standard Operating Procedures (SOP) provide Service Oklahoma (SOK) Examiners / Designated Examiners with guidelines and instructions for conducting and scoring Class D Skills tests (also referred to as Drive Test or Road Test).

## Purpose

The purpose of this SOP is to provide SOK Examiners / Designated Examiners with detailed guidelines and instructions for conducting and scoring Class D Skills tests. This document includes checklists for vehicle inspection and insurance verification, in addition to scoring rubrics and protocols for immediate discontinuation of the test.

## Policy Statement

The described procedures apply to all Class D Skills tests, performed by both SOK DLEs and Designated Examiners.

## Compliance

OAC 670:15-9-7 – Class D Skills Test (including Vehicle Inspection, Insurance Verification)  
[47 O.S. § 6, 12, 1113, 1128, 1137.1](#) – Class D Skills Test Procedures  
[49 CFR § 571.218](#) – Motorcycle Helmets

## Systems

N/A

## Roles

*List the roles and functions of anyone involved in the operations described within this document.*

| Role                               | Responsibilities  |
|------------------------------------|---|
| SOK Examiner / Designated Examiner | Conducts the vehicle inspection, facilitates skills test and scores performance.          |
| Examiner Lead / Supervisor         | Plans the skills test route, which is submitted through the appropriate Regional Manager. |

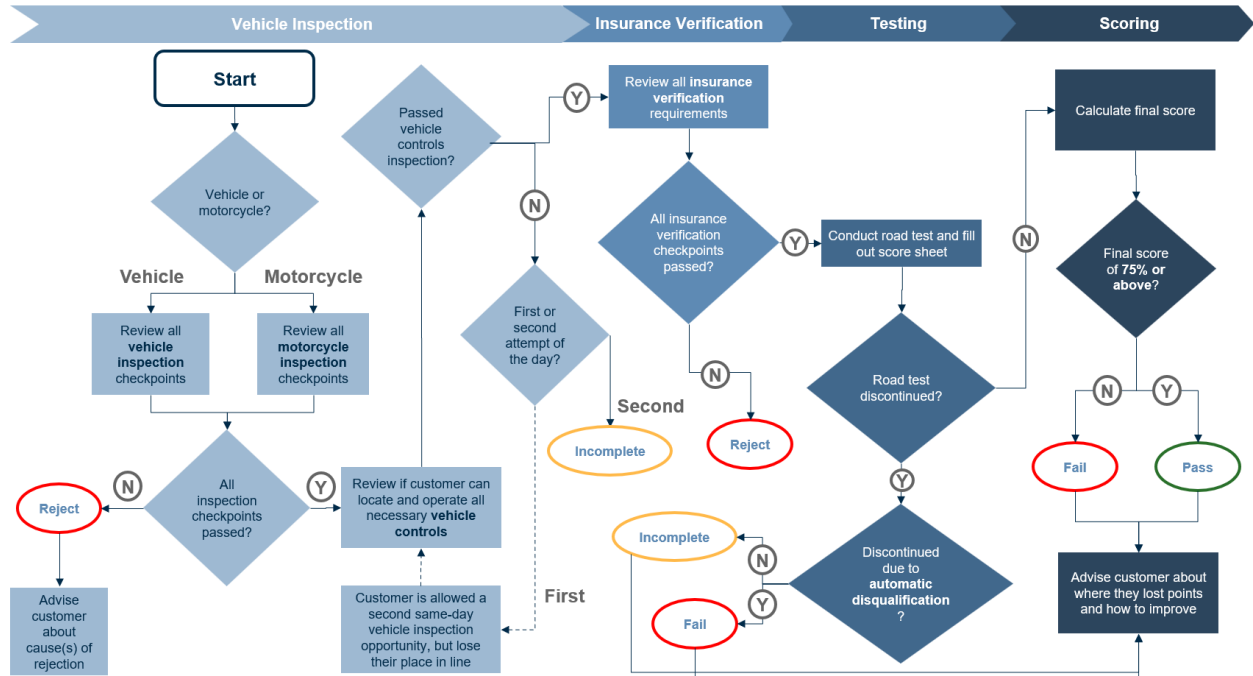


|                  |   |
|------------------|---|
| Regional Manager | Submits the road test route to the Skills Test Compliance Manager for approval. |
|------------------|---|

## Procedures

### 1. Process Map

#### Class D Road Test Procedures



(see [Appendix E](#) for larger version)

### 2. Class D Vehicle Inspection Standards [670:15-9-7.(a)(2)(C) and (D)]

#### I. Vehicle Inspection

1. Inspection of the vehicle must take place before the road test is conducted and the vehicle must meet certain standards before it may be used for the road test. Examiners shall not administer a road test in vehicles that do not meet standards required by law and essential for safety. The Examiner shall check the customer's vehicle for all points of rejection before advising the customer as to the cause(s) for rejection. Proper and current insurance verification shall be presented by the customer.
2. Customers must know how to locate and operate all vehicle controls needed to complete the vehicle inspection (including blinkers, brake lights, horn) when they come in for a road test. If they do not know how to operate the necessary controls, customers are allowed a second vehicle inspection opportunity in the same day but will lose their place in line. [670:15-9-7.(a)(1)]
3. Customers who do not know the location and/or operation of controls on the second attempt will be asked to return another day for the inspection and road test and shown as incomplete.
4. Special Vehicle Types



1. Vehicles with Dealer plates can only be used by the dealer or a salesman (*with a salesman license*). [47 O.S. § 1128.; 47 O.S. § 1137.1]
2. Vehicles with *valid* paper tags may be used for a road test. Paper tags issued *on or after* September 1, 2024, are only valid for ten (10) days.
3. Effective September 1, 2024, vehicles with no tags may be used for the road test, only if they are within five (5) days of the purchase date, and have a dated, notarized bill of sale in the motor vehicle.
4. Rental cars are not acceptable for use in a road test.
5. Vehicles registered in a state other than Oklahoma may be used for road tests with valid insurance (*see II.2.C*).
6. Fleet vehicles should have a security verification form bearing the term "Fleet Coverage" and be registered to the company shown on the security verification form. The Examiner should ask the customer to confirm that they are an employee of the company. These vehicles are not required to have the company logo on the side of the vehicle.

## II. Insurance Verification [670:15-9-7.(a)(2)(A)]

- A. Current Security Verification Form for the vehicle must be carried in the vehicle, either a paper or electronic copy is acceptable, except those exempted by law (see section II.2.C.-E. below). If the customer uses the electronic form, the phone showing the insurance **MUST** be in the car during the drive test. (*Make sure that if it is not the driver's phone that the driver can unlock the phone to access the insurance verification*). Be sure both sides of the form are available to be shown, as excluded drivers are sometimes printed on the back side.
  - a) Customers may take a road test using a vehicle that is not theirs, provided the customer is *not* listed as an "excluded driver" on the policy.
- B. For road test purposes, the Security Verification Form shall contain the following:
  - a) The name, address of the carrier, and the five-digit National Association of Insurance Commissioners (NAIC) company code.
  - b) The name, address, and telephone number of the person or office where an inquiry may be made to verify the existence of security.
  - c) The name of the insured driver.
  - d) A notice that an owner's liability insurance policy has been issued pursuant to the Compulsory Insurance Law.
  - e) The inclusive dates of liability coverage.
  - f) The insurance policy number.
- C. Customers testing in a vehicle not registered in Oklahoma must also show proof of liability coverage by the home state's version of the Oklahoma Security Verification form. *Note: Proof of liability coverage is not required for vehicles registered in Virginia and New Hampshire, as those states do not require car insurance.*
- D. Any vehicle registered with the Oklahoma Corporation Commission (OCC) should have a permit number in the driver's possession verified by the OCC



indicating the existence of a current liability insurance policy and does not require an Oklahoma Security Verification form.

- E. Any vehicle leased or owned by the Federal or State Government and bearing Federal, State, County, City, or School tags is exempt from having to provide an Oklahoma Security Verification form.
- F. Valid non-owner insurance verification shall be accepted with no insurance verification required for the vehicle being used on the road test.
- G. If a customer appears for a road test and the vehicle tag is currently displaying a "black decal," indicating the vehicle is not in use and typically not insured, the Examiner will NOT administer a road test in this vehicle.

### III. Vehicle Inspection Checkpoints [47 O.S. § 12 and § 13]

Inspections shall include the following, and failure to meet any of the requirements will result in the vehicle being declined for use in a road test:

- a. Points of inspection and rejection:
  - i. Brakes [47 O. S. § 12-301] Vehicle rejected if:
    - 1. Brakes will not adequately stop the vehicle.
    - 2. Obvious metal contact sound is heard from brakes.
    - 3. When depressed, no clearance from the floorboard.
    - 4. Excessive pulling to either side when brake applied.
  - ii. Brake Lights: [47 O. S. § 12-206] Vehicle rejected if:
    - 1. Any required lamp fails to function.
    - 2. Any light that emits a color other than red, amber or any shade between.
    - 3. Third brake light not functioning.
    - 4. *Note: Nothing in statute or rule states cracked lenses cannot be repaired with appropriate colored tape, but tape must have enough transparency to illuminate to the distance required.*
  - iii. Doors: If front door latches are not operable from both inside and outside, vehicle may not be used for test.
  - iv. Exhaust: [47 O. S. § 12-402] Vehicle rejected if:
    - 1. Vehicle has no muffler.
    - 2. Vehicle has no tailpipe.
    - 3. There are obvious leaks in the exhaust system.
    - 4. Exhaust fumes are emitted other than to the side or to the rear of the extreme edge of the vehicle body.
  - v. Head Lamps: [47 O. S. § 12-203, 47 O.S. § 12-601 & § 12-201(B)(2)] (*Head Lamps only inspected if the weather conditions would require their usage.*) Vehicle rejected if:
    - 1. Does not have two (or four) white headlamps.
    - 2. Any of the head lamps do not function properly on both low and high beam.
  - vi. Horn: [47 O. S. § 12-401] Vehicle rejected if:
    - 1. Horn is not audible for at least 200 feet in traffic.



2. The horn button is not present or within easy reach of the driver.
- vii. License Plate: [47 O.S. § 1113] Vehicle rejected if:
1. License plate is not valid and/or not displayed—there is no grace period.
  2. Vehicle has a Black decal.
  3. Vehicle has dealer plates but is in use by anyone other than the dealer or a salesman (must have salesman license).
  4. Has invalid paper tags (*see section II. 1.e. above*).
- viii. Mirrors: [47 O. S. § 12-403] Vehicle rejected if:
1. Not equipped with a mirror mounted on the left side of the vehicle, so positioned and located as to reflect to the driver a view of the highway to the rear of the motor vehicle.
  2. Not equipped with an additional mirror mounted either inside the vehicle approximately in the center or outside the vehicle on the right side, so positioned and located as to reflect to the driver a view of the highway to the rear of the vehicle.
- ix. Seat Belts: [47 O.S. § 12-417(A)] Vehicle may not be used for test unless all operator and front passenger seats are equipped with the required properly functioning safety seat belt system, pursuant to 49 C.F.R., § 571.208.
- x. Speedometer: [47 O. S. § 12-426] Vehicle may not be used for test if it is not equipped with a properly operating speedometer capable of registering at least the maximum legal speed limit for that vehicle.
- xi. Turn Signals [47 O. S. § 12-206.1] Vehicle may not be used if it does not have all of the following signal lamps:
1. Front: Two white, amber, or any shade in between.
  2. Rear: Two red, amber, or any shade in between.
  3. *Note: Nothing in statute or rule states cracked lenses cannot be repaired with appropriate colored tape, but the tape must have enough transparency to illuminate to the distance required.*
- xii. Tail Lamps: [47 O. S. § 12-204] Vehicle may not be used for test if it does not have at least two red tail lamps.
- Note: Nothing in statute or rule states cracked lenses cannot be repaired with appropriate colored tape, but tape must have enough transparency to illuminate to the distance required.*
- xiii. Tires: [47 O. S. § 12-405] Vehicle rejected if:
1. Any tire with ply or cord exposed in the tread area.
  2. Tread depth less than two-thirty-seconds ( $2/32$ ) inch.
  3. Studded tires between 1 April to 1 November.
  4. Bulges, bumps, cuts, gashes, or knots showing in the tread or sidewall area.
  5. Temporary undersized tires (donuts).



- xiv. Windshield and Other Glass: [47 O. S. § 12-404] Vehicle rejected if:
1. Critical area cleaned by the normal sweep of the windshield wiper blade on the driver's side reduced from the manufacturer's original specifications.
  2. Vehicle does not have a windshield.
  3. Glass is cracked to the extent that it obstructs the driver's view.
  4. Any outright breakage of the windshield or in the window on either side of the driver which can be felt by running a fingertip over the cracked area, the glass moves, or sharp edges can be felt.
  5. Star break or shot damage three (3) inches or more in diameter, meaning a vented break with cracks radiating from the point of impact in the critical area.
  6. Two or more stress or hairline cracks (no visible point of impact), twelve (12) inches or more in combined length in the critical area.
  7. Window tint applied to the windshield extends downward beyond the AS-1 line, or more than five (5) inches from the top of the windshield, whichever is closer to the top of the windshield. [47 O. S. § 12-422]
  8. The windshield not equipped with an electric windshield wiper mechanism for cleaning rain, snow, or other moisture from the windshield.
  9. Any sign, poster, other nontransparent material, or debris, including but not limited to snow, ice, or frost, upon the front windshield.
  10. Examiner may require passenger door glass to be operable and able to open and close for ventilation in the absence of air conditioning in the summer, or for warmth and protection in the winter.

#### IV. Motorcycle Inspection Checkpoints

Must meet all of the following to be used in a road test:

- i. Brakes: Must be equipped with a separate means of applying brakes to the front and rear wheels.
- ii. Fenders: Must be equipped with a fender over each wheel. All fenders shall be of the type provided by the manufacturer.
- iii. Handlebars: Handlebars on motorcycles shall not be higher than eye level of the operator
- iv. Helmet: Any person under eighteen (18) years of age shall not operate or ride upon any motorcycle unless such person is properly wearing a crash helmet of a type which complies with standards established by [49 CFR, § 571.218](#).
- v. Horn: Must have a horn capable of emitting a sound audible under normal conditions for a distance of at least 200 feet.



- vi. Current Security Verification Form for the vehicle must be carried in the vehicle, either a paper or electronic copy is acceptable, except those exempted by law.
- vii. License Plate: Must be valid and displayed—there is no grace period. Test will not be given in a vehicle with a Black decal.
- viii. Lights:
  - 1. Must be equipped with a functioning headlight, brake light, and tag light.
  - 2. Shall display a red or amber light brake light, or any shade of color between red and amber.
- ix. Mirrors: Must be equipped with two mirrors (3" surface), one on each side of the vehicle, positioned to see at least 200 feet to the rear.
- x. Muffler: Must be equipped with a muffler that does not emit a sound loud enough to restrict communication between the examiner and customer.
- xi. Speedometer: Must be equipped with a properly operating speedometer capable of registering at least the maximum speed allowed for that vehicle.
- xii. Turn Signals: If equipped, must function properly with and without brakes applied. Every motorcycle of model year 2005 and later shall be equipped with electric flashing turn signal lamps.
- xiii. Windshield: Must be equipped with a windshield that provides adequate eye protection, OR the customer must wear approved protective goggles or face shield which meets American National Standards Institute (ANSI) Standard Z87.1 and provides positive retention.

### 3. Class D Road Test Procedures

#### I. Road Test Compliance

- A. Examiners shall administer a road test in compliance with the provisions of law (47 O.S. § 6-110) and Oklahoma Administrative Code (670:15-9-7) which requires an actual demonstration of every individual's ability to exercise ordinary and reasonable control in the operation of a motor vehicle.
- B. Applicants shall furnish the type of vehicle required for the Class D skills examination.
- C. There shall be no pets or other individuals riding in the vehicle with the Examiner and the customer while the road test is being conducted.
  - a. *Exception: Examiner trainee or Supervisor performing a check ride.*
  - b. *Note: In accordance with the Americans with Disabilities Act, if a driver license applicant has a service animal (dog needed due to a disability, and trained to perform a task), the service animal must be allowed in the car.*
- D. Non-commercial road tests will only be given during daylight hours.
- E. SOK DLEs must be age 18 or older; however, road tests shall only be conducted by an Examiner age 21 or older, unless authorized by



Executive Leadership (including the Chief Executive Officer, Chief Strategy & Operating Officer, Chief Product & Experience Officer, Chief Development and Support Officer, and Director of Customer Experience).

- F. Examiners are prohibited from administering tests for members of their family, close friends, or any other person which may present a conflict of interest.
- G. Road tests are not to be conducted in weather conditions that render the roads hazardous, which shall be determined at the discretion of the Office Lead or Regional Manager.
- H. Applicants must pass a vision screening and written test prior to completing a road test.
- I. To ensure safety and reliability, medical questions must have been answered to reveal what, if any, further driving restrictions may need to be imposed prior to conducting the road test.
- J. Applicants with physical or other disabilities shall complete their road test at an SOK location, not with a Designated Examiner [OAC 670:15-17-13(a)(2)].

## II. Road Test Route

- A. For a road test, a customer drives an approved, predetermined route which meets testing requirements. An Examiner Lead or Supervisor shall plan the route to be used and submit it through the applicable Regional Manager to the Road Test Compliance Manager for approval. Once a route has been set up, it can be used indefinitely. A route should contain the maneuvers listed in section IV.4. [Oklahoma Administrative Code (OAC) 670:15-9-7.(c)]
- B. All SOK location routes should be kept on file locally as well as with the Road Test Compliance Manager. All Designated Examiner routes will be approved by a Drive School Examiner and filed with SOK.

## III. Instructions to be Given During Road Test

- A. Examiners are prohibited from conversing with customers in any language other than English. Customers must be able to understand and respond to verbal commands and instructions in English by an examiner (Okla. Const. art. XXX, § XXX-1).
- B. Neither the customer nor the Examiner may communicate in a language other than English during any part of the road test. Agency provided American Sign Language interpreters are authorized for pre-drive instruction and post-drive debrief. They are not allowed on the road test itself. (Okla. Const. art. XXX, § XXX-1).
- C. Conversations shall be restricted to instructions, consisting only of "where" to go, and then "what" to do.
- D. A script for conducting road tests can be found in [Appendix A](#).

## 4. Class D Road Test Scoring

### I. Required Score to Pass Road Test

Class D and Motorcycle applicants must score 75% or better on the road test to qualify for a driver license.

### II. Score Sheets

- A. Examiner shall have in their possession and record scores on the approved score sheet or approved electronic tablet.
- B. The established score sheet (see **Appendix D** for example) shall serve as the formal record of the customer's road test performance. It shall contain the road test situations and scoring criteria and may or may not be a part of the Driver License Application (DL-18) / (DL-18 DE).
- C. Beside the scoring criteria, there are corresponding numbers that the Examiner checks when the customer makes an error. Most items are assigned ascending point values, allowing the Examiner to score more points if the same mistake occurs multiple times. However, the customer is scored only according to the greatest degree of error. For example, the first mistake made on the item graded results in a deduction according to the points listed in the first column, and subsequent occurrences of the same mistake lead to deductions in the second column, etc. The points are not totaled across columns; the number in the last column represents the total points deducted. After completing the test, the Examiner carefully adds up the deducted points and subtracts this total from 100% to determine the individual's score. If the score is failing or close to failing, the Examiner should always double-check the scoring and addition. Once the final score has been calculated, the Examiner should show the score sheet to the individual and review where points were scored and how the individual might correct unsafe driving practices.

### III. Abbreviation Codes

Abbreviation codes used when scoring the Road Test can be found in [Appendix B](#).

### IV. Scoring Criteria for Standard Class D Road Test

- A. Detailed guidelines for scoring can be found in [Appendix C](#).
- B. Class D applicants will be scored on the following criteria:
  - 1) Starting
  - 2) Parallel Park
  - 3) Transmission
  - 4) Brake/Park Brake
  - 5) Control of Speed
  - 6) GAP Selection
  - 7) Driver Alertness
  - 8) Right of Way

- 9) Legal Stop
- 10) Lights and Signs
- 11) Signals
- 12) Lane Usage (Left Turn/Right Turn)
- 13) Observation/Intersection
- 14) Final Park

## V. Criteria for Motorcycle Operator Road Test

- A. The Scoring criteria for a motorcycle operator's road test will be the same as a Class D road test, except that parallel park and hill park are excluded. Rider shall drive to the curb and stop the motorcycle. Rider shall follow applicable procedures when re-entering traffic, including vision checks and signals.
- B. Make sure the radio is firmly attached to the rider.
- C. Be sure the rider has the motorcycle running when testing the receiver.
- D. When conducting the road test: The examiner must ensure they are focused on the rider and traffic, not writing down scores. Scoring should be done during the time when the customer drives to the curb and stops.
- E. What would be an insignificant road obstruction or traffic situation for a car can be a major issue for a motorcycle. The examiner must be totally focused on what is happening at all times.
- F. The examiner should always maintain adequate following distances; riders can crash or stop without notice.

## 5. Road Test Discontinuation and Failure [OAC 670:15-9-7.c.(4)]

### I. Driving Test Automatic Disqualifications

*(not limited to the following)*

- A. Dangerous Act: Any act which interferes with other vehicles, pedestrians, or otherwise could be considered an act or action that endangers lives or property shall constitute immediate failure.

Examples for both Class D and Motorcycle are as follows:

- 1) Fails to use the best possible vision at blind intersection with other traffic present.
- 2) Causes other vehicle(s) or pedestrian(s) to take evasive action to avoid a collision.
- 3) Loss of control to the extent that a collision is possible.
- 4) Makes left or right turn from wrong lane (traffic present)
- 5) Makes lane change without looking to the rear (traffic present)
- 6) Fails to yield to pedestrian in crosswalk.
- 7) Stops unnecessarily in roadway (traffic involved)
- 8) Examiner has to take control or tell the customer to stop to avoid an accident.
- 9) Any wheel over curb (Class D)



- B. Violation: Any act contrary to state law or city ordinance that the Examiner feels is flagrant enough to justify summons shall constitute immediate failure. *(Not graded while in parking lot)*

Examples for both Class D and Motorcycle are as follows:

- 1) Fails to stop at stop sign or red light.
- 2) Drives left of Center *(except when needed to perform a turn safely or any other lawful reason)*
- 3) Fails to fasten seat belt before entering Public Street or highway.
- 4) Fails to wear corrective lens when restricted.
- 5) Customer's speed is more than five (5) miles per hour over the posted speed limit or the lawful speed limit for the vehicle being driven: Provided the speeding is not in a school zone during normal school hours or a construction zone with workers present. There will be no tolerance in a school zone during normal school hours and school is in session or in a construction zone with workers present.

C. Failure:

- 1) Failure based on points/deductions that result in minimum scores not being met during a road test.
- 2) An individual's refusal to comply with the Examiner's instructions while the road test is being conducted constitutes an immediate failure. *(Does not apply to failing to follow instructions).*
- 3) Weighted Offenses Failure. *(Considered a violation for scoring purposes)* Accumulation of four (4) or more of any of the following offenses in any combination:
  - a. Failure to use signal.
  - b. Coasting on a downgrade *(gears in neutral or clutch disengaged)*.
  - c. Enters intersection on yellow light when the customer could have stopped without creating a dangerous situation.
  - d. Consistently exceeds speed limit.

- D. Accident: Any action that results in damage to vehicle(s) or property or personal injury will constitute immediate failure if caused or contributed to by the individual.

- 1) SOK Examiners report immediately as listed below:
  - a. Call Emergency Services and get a case number. If officers are responding, wait at the scene for them to arrive.
  - b. Call Supervisor or Regional Manager as applicable– initial report. Take photos of damage to send to supervisor/manager.
  - c. Fill out the [OMES Personal/Bodily Injury Standard Liability Incident Report](#) and [Scope of Employment form](#), and email both to Supervisor and/or Regional Manager. After review, they will be sent to the Facilities Management Division.



- d. If the applicant is uncomfortable, the DLE may drive back to SOK. DLE must note the accident in D360 and indicate whether the applicant or DLE drove back to SOK.
- 2) For Designated Examiners:
  - a. Call Emergency Services and get a case report and/or wait for responding officers.
  - b. Notify your employer and applicant's parent/legal guardian if under 18.
  - c. Email notification to your SOK Drive School Examiner and submit an official (police) collision report to SOK per OAC 670:15-17-6.(g).

## II. Discontinuing Road Test

- A. If a Dangerous Act, Violation or Accident occurs and the individual is immediately disqualified the Examiner shall discontinue the road test at that point. If the Examiner feels the individual can return to the testing station safely, the individual should be allowed to do so.
  - a) If a road test is terminated, not because of failure, but because of serious mechanical malfunction, illness, inclement weather, extreme nervousness of the customer, or any other condition or situation that requires the Examiner to take immediate official action, the Examiner shall take whatever action is appropriate under the conditions existing. However, the individual should not be penalized unjustly because of this, and shall be given any assistance possible or reasonable, and be informed as to when they may return.
  - b) Incomplete: If test is discontinued due to circumstances beyond the customers control, the test will be considered an incomplete not a fail.
  - c) Retest: Individuals shall be advised to bring approved identification and any other required documentation when they return for the road test.

## III. Retest Eligibility [670:15-9-7(d)]

- A. Restricted License Required Class D/Motorcycle: Customers who fail the road test for a driver license or the motorcycle endorsement may be granted the opportunity to retest the following day or when scheduling allows. When a customer fails to qualify for a Class D license after three (3) road test attempts, he or she will be required to obtain a restricted driver license, restricting the individual to operating a motor vehicle while accompanied by a qualified licensed driver in the front seat for a minimum of 30 days, before another road test will be administered. If the customer already has a restricted (Learners Permit) license all subsequent test are given with a 30-day interval.
- B. Computing Retest Time: The day of the failed examination from which the designated period of time begins to run shall not be included. The last day of the period computed shall be included, unless it is not a working day, in which event the period runs until the end of the next working day. The thirty (30) days start from the day after last road test date.

## References

1. 47 O.S. § 6, 12, 1113, 1128, 1137.1
2. OAC 670:15-9-7 (formerly 260:135-5-42)
3. 49 CFR § 571.218
4. [Class D/Motorcycle Road Test Score Sheet](#)
5. [DL-18 Driver License Application](#) (for use by SOK)
6. [DL-18-DE Driver License Application](#) (for use by Designated Examiners)

## Appendix

### Appendix A: Road Test Script

#### Introduction:

*"I am Examiner XXX, I will tell you WHERE to go and WHAT to do, your job is to do this safely and correctly.*

*Do you have any questions?"*

*Answer questions they have then, let them know no more questions can be answered after the test is started, make sure they do not have a question then let them know the test is beginning.*

#### Intersections:

*"At the street turn right/left."*

#### Hill Park:

*"Drive to the curb and stop.*

*Do an uphill/downhill park with a curb.*

*Do everything you would do if you were parking the car over night, but do not shut off the engine.*

*Tell me when you are finished."*

*Let them park and tell you they are finished, catch up on all scoring then say:*

*"When traffic permits continue."*

#### Parallel Park

*"Drive beside the cone (or line, barrel etc.) and stop.*

*Parallel Park between these cones just like you are parking between 2 cars.*

*(Do this just like you are on a city street.)*

*Tell me when you are finished."*

*Score this maneuver then catch up on all scoring then say:*

*"When traffic permits continue.*

*(Do this just like you are on a city street.)"*

#### Lane Change

*"When Traffic permits change lanes."*

*(both left and right lane changes if the municipality's infrastructure allows)*

#### Final Park

*"Drive to the XX and park."*

## Appendix B: Abbreviation Codes

### Code - Description

- A** - Arm or elbow out the window unnecessarily - Aggressive in use of right of way.
- ACC** - Accident on road test.
- B** - Backs more than 1 ½ car lengths while parking - fails to use brake when required- brake applied after starting turn.
- C** - Climbs, scrapes, or bumps curb - coasting - fails to depress clutch when necessary - cuts corners -drives too close to parked vehicles or other objects- fails to center vehicle on parallel park
- D** - Door not fully closed on driver's side - does not use defroster when needed
- DA** - Any Dangerous Act which terminates the road test.
- E** - Attempts to start engine when engine is running.
- F** - Too Fast.
- FP** - Fails to pass parked vehicles when necessary - fails to safely act as directed by light or signal.
- FS** - Fails to start promptly when way is clear.
- G** - Improper Use of Gears - Scrapes or forces gears - Shifts to lower gear while turning.
- H** - Fails to use horn when necessary.
- HW** - Hands improperly positioned on steering wheel.
- IH** - Unnecessary one-handed driving.
- I** - Fails to follow instructions two or more times - incorrect signal.
- J** - Movement of the vehicle is rough or jerky.
- L** - Does not look.
- LL** - Looks late.
- LT** - Vehicle leans excessively in turn.
- M** - Improperly adjusted mirror - Uses mirror only when the view is not blocked.
- N** - No Signal
- P** - Does not park inside of lines if properly marked.
- R** - Rides clutch - Rides Brake - Rejects safe gap - Fails to release park brake
- RC** - Refusal to comply.
- S** - Drives partially out of lane - Improperly adjusted seat - Too Slow - Stops short of legal stopping point - Stops too close to the vehicle in front. - Fails to make a second stop if needed
- SS** - Short signal - Sudden stop
- S2** - Fails to cancel signal after two seconds.
- U** - Unnecessary stop - Unnecessary lane change
- VIOL** - Any traffic law violation that terminates the road test.
- W** - Weaves unnecessarily in lane - wheels not turned to proper angle - Fails to use windshield wiper when needed - Wide turn
- WA** - Wheels turned but not anchored
- WL** - Turns from or into the wrong lane
- WT** - Turns wheels while stopped waiting to turn left
- X** - Stops beyond the legal stopping point
- XB** - Attempts to back after stopping on or beyond the legal stopping point
- Y** - Enters the intersection on yellow
- 2** - Two or more unnecessary movements of the vehicle
- +** - More than 18 inches from curb



## Appendix C: Scoring Guidelines for Class D Road Test

### A. **Starting** [OAC 670:15-9-7.c.3.A.]

1. Purpose: To determine if the individual is familiar with the vehicle's controls, their proper use, and to determine the individual's skill and ability in moving the vehicle from a parking space or parking lot into the traffic lane.
2. Scoring standards: If one or more of the listed situations occurs, after the vehicle is put in motion, score in first column only:
  - a. Improperly adjusted mirrors. (M)
  - b. Improperly adjusted Seat. (S)
  - c. Door not fully closed on driver's side. (D)
  - d. Climbs, scrapes, or bumps curb. (C)
  - e. Two or more unnecessary movements to place vehicle in motion. (2)
3. Points: Possible points for this standard are 0-1, maximum points are 1.
4. Immediate failure: Individual's improper action causes a traffic law violation, dangerous situation or near collision.

### B. **Parallel Park** [47 O.S. §11-603 and 47 O.S. §11-1104] (Parallel Park reinstated July 1, 2011)

1. Purpose: To determine the proficiency an individual has attained in coordinating judgement, skill, and ability to park a vehicle and drive away from a designated area and/or to maneuver the vehicle in close quarters.
2. Key points:
  - a. The individual, not the vehicle, is required to conduct the maneuver. The individual is not permitted to allow the vehicle to self-drive.
  - b. Do not score off for no turn signal while approaching parallel park or setting park brake.
3. If using standards (cones) for this maneuver the dimensions are *26 feet long by 8 feet wide*.
4. Scoring standards: If one of the listed situations occurs, score in the first column. If two or more of the listed situations occur, score in the second column.
  - a. Backs two or more times (entering or leaving Parallel Park). (2)
  - b. Climbs, scrapes, or bumps curb. (C)
  - c. Leaves vehicle more than 18" from curb. (+)
  - d. Doesn't center vehicle in parking space. (C)
  - e. Backs more than 1 ½ parking spaces when only one vehicle is available to demonstrate parking skills. (B)
5. Points: Possible points for this standard are 0, 1, 3, and maximum points are 3.



6. Immediate failure: Individual's improper action causes a traffic law violation, dangerous situation or near collision, including driving over the curb. Do not make a distinction between touching, striking, or bumping the standards or another vehicle. Any of these are an automatic failure.

C. **Hill Park (*stopping and starting*)** [47 O.S. §11-603 and 47 O.S. §11-1104] [47 O.S. §11-1102]

1. Purpose: To determine if the individual has the knowledge to park the vehicle on an incline in a safe manner and leave that position in a safe manner.
2. Key Points: Do not score off for no turn signal while approaching hill park.
3. Scoring standards: If one of the listed situations occurs, score in the first column. If two or more of the listed situations occur, score in the second column.
  - a. Front wheels not turned to proper angle. *(W)\**
  - b. Wheels turned but not anchored. *(WA)\**  
*\* If a W is scored, a WA will be scored as well.*
  - c. Climbs, scrapes, or bumps curb. (C)
  - d. Leaves vehicle more than 18" from curb. (+)
  - e. Backs two times to anchor front wheels. (2)
4. Points: Possible points for this standard are 0, 1, 3, maximum points are 3.
5. Immediate failure: Individual drives vehicle over curb or individual's improper action causes a dangerous situation or near collision.

D. **Transmission (*automatic or standard*)**

1. Purpose: To determine if the individual has had proper training in the development of the coordination and ability necessary for reasonable control of his/her vehicle.
2. Scoring standards: If one or more of the listed situations occur, score in the first column.
  - a. Fails to depress clutch when necessary. (C)
  - b. Uses improper gear. (G)
  - c. Gears shifted while turning. (G)
  - d. Rides clutch. (R)
  - e. Disengages transmission to coast. (C)
  - f. Scrapes or forces gears. (G)
3. Points: Possible points for this standard are 0-1, maximum points are 1.
4. Immediate failure: Customer's improper action causes a traffic law violation, a dangerous situation, or near collision.

E. **Brakes**



1. Purpose: To determine the individual's skill and physical ability in proper usage of the brake(s).
2. Key Points: Some vehicles now automatically set the parking brake when the car is shifted into park—do not deduct points in this instance.

a. Park Brake

- i. Scoring standards: If one or more of the listed situations occur, score in the first column only.
- ii. Does not release parking brake when necessary. *(Even if Examiner has to tell customer to release brake)* (R)
- iii. Fails to use parking brake as required. (B)\*  
*\*parking brake only required for Hill Park*
- iv. Points. Possible points for this standard are 0, 1, and maximum point is 1.

b. Other

- i. Scoring standards: If one of the listed situations occurs, score in the first column. If a listed situation occurs twice or if two or more of the listed situations occur, score in the second column.
- ii. Brakes during turn. (B)
- iii. Brakes not used when needed, i.e., brake not applied before shifting from park or neutral to drive or reverse in vehicles equipped with an automatic transmission. (B)
- iv. Applies brake so that movement of vehicle is rough or jerky. (J)
- v. Rides brake (R)
- vi. Stops made unnecessarily in intersection or before entering intersection. (U)
- vii. Stops at green light, green arrow or flashing yellow light unnecessarily. (U)
- viii. Individual fails to observe light change or other signs and has to brake suddenly. (SS)
- ix. Stops too close to vehicle in front. (S)

When stopping behind another vehicle, a person should stop at a distance that is reasonable to keep them from surging into the back of the car directly in front of them, if they are “hit” from behind by another car. The term hit is basically a tap at approximately 5 mph or less.

- x. Points: Possible points for this standard are 0, 2, 6, maximum points are 6.

c. Points: The maximum number of points possible for brakes is 7.

**F. Control of Speed**



1. Purpose: This item determines the speed the individual maintains relative to speed limits and other traffic.
2. Key points: The individual's speed should not exceed the limit or be so slow as to impede the normal flow of traffic.
3. Scoring standards: If one of the listed situations occur, score in the first column. If a listed situation occurs twice or two or more of the listed situations occur, score in the second column. If a listed situation occurs three or more times or three or more of the listed situations occur, score in the third column:
  - a. Vehicle leans excessively in turn due to speed. (LT)
  - b. Exceeds speed limit (one to five miles per hour). (F)
  - c. Proceeds too slowly (the customer operates motor vehicle slower than the normal flow of traffic but is not slow enough to impede traffic). (S)
  - d. Slows unnecessarily for cross traffic where cross traffic is controlled. (S)
  - e. Has to slow down after entering the intersection. (F)
  - f. Follows at slow speeds when customer should pass. (S)
  - g. Follows too close. (FTC)
4. Points: Possible points for this standard are 0, 2, 6, 10, maximum points are 10.
5. Immediate failure:
  - a. Individual exceeds the speed limit by six m.p.h. or more (Violation).
  - b. Individual impedes normal flow of traffic through entire test. (Violation)
  - c. Speeding **even 1 mph** over the limit in the **school zone** during normal school hours and school is in session or **construction zone** with workers present it will be an automatic fail. DLE must take the time to make sure they are over the speed limit before discontinuing the test.
  - d. Individual's improper action causes a dangerous situation or near collision. (DA)

#### G. Gap Selection

1. Purpose: This item determines if the individual exercises proper judgment when entering or leaving the roadway, when turning or crossing an intersection, or changing lanes.
2. Key points: This item is scored only when the individual rejects an obviously safe gap in traffic. Hesitation and uncertainty are indicators that safe driving habits have not been completely formed. Failing to accept safe gaps in traffic will impede the flow of traffic following the individual's vehicle.
3. Scoring standards:
  - a. On first occurrence, score in first column. If listed situation occurs two or more times, score in second column.
  - b. Rejects safe gap (individual does not accept an obviously safe gap in traffic). (R)



4. Points: Possible points for this standard are 0, 2, 6, maximum points are 6.
5. Immediate failure: Individual's improper action causes a dangerous situation or near collision.

#### **H. Driver Alertness**

1. Purpose: To determine if the individual observes and is aware of those things which play an important part in safe driving.
2. Scoring standards: If one of the listed situations occur, score in first column. If a listed situation occurs twice or two or more listed situations occur, score in the second column:
  - a. Fails to use horn when necessary. (H)
  - b. Elbow out the window. (A)
  - c. Fails to follow instructions two or more times. (I)
  - d. Hands improperly positioned on steering wheel. Due to the placement of air bags in the steering wheel, hands may be positioned between the 8 & 10 o'clock and 2 & 4 o'clock positions. The driver should be consistent in the choice of hand positions. (HW)
  - e. Attempts to start engine when engine is running. (E)
  - f. Unnecessary one-hand driving. (IH)
  - g. Drives in rain without using windshield wipers. (W)
  - h. Does not use defroster when needed. (D)
  - i. Delays test unnecessarily because of failure to pass parked vehicles. (FP)
  - j. Fails to start promptly when way is clear. (FS)
3. Points: Possible points for this standard are 0, 2, 6, maximum points are 6.
4. Immediate failure: Individual's improper action causes a traffic law violation, dangerous situation, or near collision.

#### **I. Right of Way**

1. Purpose: To determine the individual's knowledge of right of way and his/her ability to react properly; and determine if they share the road properly with other drivers and pedestrians.
2. Scoring standards: If one of the listed situations occur, score in the first column. If a listed situation occurs twice or two or more listed situations occur, score in the second column:
  - a. Fails to take right of way when yielded by pedestrian or vehicle. (Ft)
  - b. Interferes with other traffic having the right of way (intersections, turns, lane change, etc.). (A)\*

*\*Deduct maximum points on first occurrence unless so aggravated as to constitute a dangerous act.*

3. Points: Possible points for this standard are 0, 2, 6, and maximum points are 6.



4. Immediate failure: Individual's improper action causes a traffic law violation, dangerous situation, or near collision.

#### **J. Legal Stop**

1. Purpose: This item determines if the individual observes, understands, and obeys stop signs and traffic signals.
2. Key points: The customer must bring the motor vehicle to a legal stop as required by statute. If the individual stops the motor vehicle behind another vehicle stopped at a stop intersection, the individual must stop again before proceeding into intersection. It may be necessary for the individual to move forward into a blind intersection in order to check the traffic flow. Score only if the individual does not come to a complete stop at the required stopping point before moving forward to check traffic or if the individual fails to make a second stop if necessary to observe traffic. This could be cause for immediate failure.
3. Scoring standards: If one of the listed situations occur, score in first column. If a listed situation occurs twice or more or two or more of the listed situations occur, score in the second column:
  - a. Stops beyond legal stopping point. (X)
  - b. Stops short of legal stopping point (one car length or more). (S)
  - c. Attempts to back after stopping on or past crosswalk or stop line. (XB)
  - d. Fails to make second (2nd) stop if needed. (S)
4. Points: Possible points for this standard are 0, 2, 6, and maximum points are 6.
5. Immediate Failure: Individual's improper action causes a traffic law violation, dangerous situation or near collision.

#### **K. Traffic Lights or Signs**

1. Purpose: To determine if the individual sees, understands and obeys traffic lights and other signs.
2. Scoring standards: If a listed situation occurs one or more times, score in the first column only.
  - a. Fails to safely act as directed by traffic signal or sign. (FP)
  - b. Enters intersection on yellow. (Y)
3. Points: Possible points for this standard are 0-1, maximum point is 1.
4. Immediate failure: Individual's improper action causes a traffic law violation, dangerous situation, or near collision.

#### **L. Signals**

1. Purpose: This item determines if the individual gives the proper signal when driving away from the curb, changing lanes, or turning.
2. Key points: When turning, the individual must activate the signal in the correct direction at least 100 feet before reaching the intersection and must cancel the signal within two seconds after completing the turn. When changing lanes, the



individual must activate the signal in the correct direction at least two seconds before making the lane change and must cancel the signal within two seconds after completing the lane change.

3. Scoring standards:

- a. If one of the listed situations occur, score in the first column.
- b. If a listed situation occurs twice or if two of the listed situations occur, score in the second column.
- c. If a listed situation occurs three or more times or if three or more of the listed situations occur, score in the third column.
  - i. A required signal not given. *(Does not affect other traffic). (N)\**
  - ii. Fails to cancel signal within two seconds after turn or lane change. (S2)
  - iii. Short signal. (SS)
  - iv. Incorrect signal given. (I)

4. Points: Possible points for this standard are 0, 4, 6, 8, maximum points are 8.

5. Immediate Failure:

- a. Individual's improper action causes a traffic law violation, dangerous situation, or near collision.

*\*A required signal not given on four (4) or more occasions shall be cause for immediate failure and scored as a traffic law violation.*

**M. Lane Usage:**

Each road test shall have a minimum of four (4) left turns and four right turns.

1. Purpose: This item determines if the individual has the knowledge and ability to use lanes properly.
2. Key Points:
  - a. When turning, the individual must start from and end in the proper lane.
  - b. On a roadway with two lanes in each direction, the individual should usually operate in the right lane, except when passing other vehicles or approaching a left turn.
  - c. If the individual operates the motor vehicle over the line separating two lanes traveling in the same direction, score as "other" under lane usage unless this action constitutes a dangerous act. Flagrant operation of the vehicle on the line or any dangerous action constitutes an immediate failure.
3. Scoring Standards: If one of the listed situations occur, score in the first column. If a situation occurs twice or if two of the listed situations occur, score in the second column.
4. Left Turn



- a. Cuts corner on approach. (C)
- b. Cuts corner on lane entry. (C)
- c. Turns into wrong lane. (Does not affect other traffic.) (WL)\*
- d. Turns from wrong lane. (Does not affect other traffic.) (WL)\*  
*\*Deduct maximum points from first occurrence.*
- e. Turns wheels while stopped, waiting to make turn. (WT)
- f. Too wide on lane entry. (W)
- g. Points. Possible points for this standard are 0, 4, 6, 8, and maximum points are 8.

5. Right Turn

- a. Turns into wrong lane. (Does not affect other traffic.) (WL)\*
- b. Turns from wrong lane. (Does not affect other traffic.) (WL)\*  
*\*Deduct maximum points from first occurrence.*
- c. Bumps, scrapes or climbs curb. (not over curb) (C)
- d. Too wide on lane entry. (W)
- e. Points. Possible points for this standard are 0, 4, 6, 8, and maximum points are 8.

6. Other

- a. Drives partially out of lane (not across center). (S)
- b. Weaves unnecessarily within lane. (W)
- c. Drives unnecessarily close to parked vehicles. (C)
- d. Changes lane unnecessarily. (U)
- e. Points: Possible points for this standard are 0, 2, 4, and maximum points are 4.

7. Total maximum points which may be deducted for lane usage is 20.

8. Immediate failure: Individual's improper action causes a traffic law violation, a dangerous situation, or near collision.

**N. Observation**

- 1. Purpose: This item determines if the individual observes those things which are necessary for safe driving.
- 2. Key points:
  - a. When crossing or turning at an intersection, the individual must make head or eye movements as appropriate in the appropriate directions.



- b. When changing lanes or leaving a parked position the individual must make a head movement in the appropriate directions before moving the vehicle in desired direction.
  - c. The use of a vehicle's camera is a useful tool and should be considered the same as a mirror. The individual is still expected to make head or eye movements in the appropriate directions.
3. Scoring standards: If one of the listed situations occur, score in the first column of appropriate heading.
  - a. If a listed situation occurs twice, score in the second column or if two of the listed situations occur, score in the second column of appropriate heading.
  - b. If a listed situation occurs three or more times or if three listed situations occur, score in the third column of appropriate heading.
4. Intersection
  - a. Glances both right and left although slightly late - if a stop was necessary, it would be rather abrupt. (LL)
  - b. Does not look both ways before entering an intersection. (L)\*  
*\*Deduct maximum points on first occurrence.*
5. Points: Possible points for this standard are 0, 4, 6, 10, maximum points are 10.
6. Other
  - a. Does not exercise best possible vision (uses mirrors only). (M)
  - b. Takes eyes off traffic pattern for any unnecessary reason. (L)
  - c. Does not physically look, does not use mirrors, or looks in an inappropriate direction before changing lanes, driving away from the curb, or while performing the backing maneuver. (L)\*  
*\*Deduct maximum points for first occurrence.*
  - d. Opens door and leans out while vehicle is in motion (attempting to improve observation advantage point). (DA-- dangerous act)
7. Points: Possible points for this standard are 0, 4, 6, 10, maximum points are 10.
8. Points: Total maximum points which may be scored under observation is 20.
9. Immediate failure: Individual's improper action causes a traffic law violation, dangerous situation or near collision. Sample of actions may include but are not limited to an Intersection (Traffic present).

#### **O. Final Park**

1. Purpose: To determine the individual's ability to park a vehicle at the conclusion of the skill test in a manner compatible with safe driving practices and statutory requirements.
2. Key points: Make no distinction between touching, striking, or bumping the curb.



3. Scoring standards: If a listed situation occurs one or more times, score in first column only.
  - a. Climbs, scrapes, or bumps curb. (C)
  - b. Parks more than 18" from curb (parallel or angle). (+)
  - c. Does not park inside of lines if properly marked. (P)
4. Points: Possible points for this standard are 0, 1, maximum point is 1.
5. Immediate failure: Individual's improper action causes a dangerous situation or near collision.



## Appendix D: Road Test Scoring Sheet

### CLASS D / MOTORCYCLE TEST

DATE \_\_\_\_\_ TIME \_\_\_\_\_

NAME \_\_\_\_\_ DOB \_\_\_\_\_

DL NUMBER \_\_\_\_\_ REST \_\_\_\_\_

VEHICLE \_\_\_\_\_ VHCL COLOR \_\_\_\_\_

VIN \_\_\_\_\_ TAG \_\_\_\_\_ BADGE \_\_\_\_\_

TEST # \_\_\_\_\_ SCORE \_\_\_\_\_

|                        |   |   |    |                  |   |   |    |
|------------------------|---|---|----|------------------|---|---|----|
| Starting               | 1 |   |    | Right of Way     | 2 | 6 |    |
|                        |   |   |    | Legal Stop       | 2 | 6 |    |
| Parallel Park          | 1 | 3 |    | Lights and Signs | 1 |   |    |
| Hill Park              | 1 | 3 |    | Signals          | 4 | 6 | 8  |
| Transmission(Auto/Std) | 1 |   |    | Lane Usage       |   |   |    |
| Brake                  |   |   |    | 1. Left Turn     | 4 | 6 | 8  |
| 1. Park Brake          | 1 |   |    | 2. Right Turn    | 4 | 6 | 8  |
| 2. Other               | 2 | 6 |    | 3. Other         | 2 | 4 |    |
| Control of Speed       | 2 | 6 | 10 | Observation      |   |   |    |
| GAP Selection          | 2 | 6 |    | 1. Intersection  | 4 | 6 | 10 |
| Driver Alertness       | 2 | 6 |    | 2. Other         | 4 | 6 | 10 |
|                        |   |   |    | Final Park       | 1 |   |    |

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SOK 300DLX 085 02/2024

## Appendix E: Process Map

### Class D Road Test Procedures

