Dear Hoosiers:

Your Indiana driver license is such an important part of your life. It allows you to drive to work, to drive your child to daycare and to get to the doctor. Without a license or identification card, it is more difficult to go places, to pay with a check, or to get on an airplane. These simple facts of life make the Bureau of Motor Vehicles an important part of life in Indiana.

My goal is to make your interaction with this agency as positive as possible. This driver manual will provide the information you need to obtain or renew your driver license or identification card. Important documentation and testing requirements are included in these pages, and knowing the rules before your branch visit will save valuable time.

More importantly, basic guidelines to roadway safety can be found in this manual. I hope you will take the time to learn these guidelines, and make the choice to follow them every day. Many lives are lost needlessly on Indiana roads each year, and making a conscious effort to stay focused and calm while you're driving can make all the difference in the world.

Keep in mind that it is every driver's responsibility to know the rules of the road. It is likely that the rules will change several times within your lifetime, and it is important to stay up-to-date. I strongly urge you to take advantage of this manual, and to enroll in a driver improvement course from time-to-time to stay current in your knowledge. After all, these measures could save you from a traffic citation, or even save your life.

Please keep these things in mind while driving:

- Use safety belts and child safety seats at all times;
- Do not operate a vehicle if your driving could be impaired by drug or alcohol use;
- Know your own limits to avoid driver fatigue;
- Avoid cellular phone use, eating, and other distractions while driving; and
- Respect the rights of other drivers and pedestrians.

Driver safety is our primary goal at the BMV. With the help of conscientious drivers like yourself, we can ensure that Indiana roads are safer for everyone.

Enjoy your drive,

Joel Silverman, Commissioner
Indiana Bureau of Motor Vehicles

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OUR MISSION…

The Bureau of Motor Vehicles is dedicated to providing professional and efficient service in the licensing of drivers, the registration and titling of vehicles, the collection and distribution of taxes and the management of the records related to these functions.

PLEASE ADDRESS ALL INQUIRIES TO:

Bureau of Motor Vehicles
100 North Senate Avenue
Indianapolis, Indiana 46204

"Driven to Serve"

CHAPTER 1
OBTAINING AN INDIANA DRIVER LICENSE

RESIDENCE REQUIREMENTS

For the purposes of registration and licensing, 'Indiana Resident' refers to a person who is one of the following:

- Any person who has been living in Indiana for a least 183 days during the calendar year and who has no legal residence in another state
- A person who is registered to vote in Indiana
- A person who has a child enrolled in an elementary school or a secondary school located in Indiana

FOR NEW INDIANA RESIDENTS

When you become a resident of Indiana, you have **60 days** to obtain an Indiana title and registration for your vehicle, and an Indiana driver license.

However, the term 'resident' does not include a person who has been living in Indiana for any of the following purposes:

- To attend an institution of higher education
- To serve on active duty in the armed forces of the United States
- To operate certain specialized construction equipment temporarily on a public road
- An individual who is not a resident of Indiana and who has a current valid license issued by another state and who meets the minimum age requirements for the equivalent type of Indiana drivers license

OBTAINING YOUR INDIANA DRIVER LICENSE

An Indiana driver license is an identification card issued by the Bureau of Motor Vehicles that indicates the extent of a person's privilege to operate a motor vehicle. Law enforcement officers use the license to identify drivers and access driving records. Individuals also use licenses to prove identity, for example, when writing checks or boarding an airplane. To operate a vehicle in the State of Indiana, a person must have a valid Indiana driver license issued by the BMV applicable to the type of vehicle being operated. Driving a motor vehicle in the State of Indiana is a **privilege** -- not a right.

A driver license may be obtained by making application at any of the local license branches in this state. Check your phone directory or go online at www.bmvexpress.IN.gov for the nearest license branch and requirements for renewal.

This manual explains in detail the eligibility requirements for the various types of licenses issued by the BMV.

***Reminder*:** It is your responsibility *at the time of issuance* to check your license thoroughly for possible errors in the name, address, physical description and date of birth. Any errors appearing on the license should be brought to the attention of a customer service representative **before** you leave the branch.

FRAUDULENT LICENSE APPLICATIONS

Misuse of license and illegal manufacture of licenses (IC 9-24-16-12; 9-24-18-2,7)

It is a criminal offense to:

- Produce or assist another in the production of a false or fraudulent license or non-driver identification card
- Use the driver license or non-driver identification card of another as one's own or allow another person to use your driver license or identification card

- Counterfeit or falsely reproduce a driver license or identification card with the intent to use such license or identification card, or allow another person to use such license or identification card.

In addition to the existing criminal penalties, the driving privileges of a person who produces or assists another in the production of a false or fraudulent license application will be suspended by the BMV for a period of up to one year.

APPLICATION/PROOF OF IDENTITY

If you are making application for an Indiana driver license, permit or identification card, you will be required to provide proof of your identity.

The BMV has joined many other states in revising its driver license policy to enhance the security of our driver license system. This policy requires more documentation and is intended to prevent identity fraud.

Driver licenses are accepted all over the country as an indicator of a person's identity. It is very important that we protect your identity by making our system as secure as possible.

To preserve the integrity of the driver license for identification purposes, the BMV has established guidelines of acceptable forms of proof of identity, which includes name, date of birth, Indiana residency and Social Security number. Please contact your local license branch for a current ID list or logon to www.bmvexpress.IN.gov.

IDENTIFICATION CARDS FOR NON-DRIVERS

The BMV offers identification cards for Indiana residents who do not drive. The identification card looks similar to a standard driver license except that it is clearly marked as a non-driver identification card at the top of the document as well as the letters "ID" are printed in dark pink behind the customer information. To obtain a non-driver identification card, the applicant must meet the requirements for proof of identity and date of birth from the current ID list. Persons of any age may obtain a non-driver identification card. However, the BMV offers a reduced fee for senior or disabled applicants.

LEARNING TO DRIVE

LICENSE AND PERMIT TYPES

The BMV issues a number of different types of driver licenses. Most people need only a standard operator license. There are also special permits issued to individuals who are in the process of learning to drive. The materials in the following sections detail the various licenses and permits issued by the BMV, the eligibility requirements for each license or permit and the extent of driving privileges authorized for each license or permit.

DRIVER EDUCATION LEARNER PERMIT

The driver education learner permit is a limited learner permit issued for the sole purpose of allowing a student driver to enroll in a BMV-approved driver education course.

Eligibility:
To obtain a driver education learner permit the applicant must:

- be at least 15 years of age at time of issuance;
- provide proof of identity and date of birth from the current ID list;

- show proof of enrollment in a BMV-approved driver education program by surrendering the certificate of driver education form (CDE) provided by the school, properly filled out and dated no sooner than three weeks prior to the start of class;
- successfully pass the standard vision screening test; and
- if less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. *(Refer to the section of this manual on financial responsibility on page 6.)*

Extent of Driving Privileges:

The holder of a driver education learner permit may participate in practice driving after having started an approved driver education program when accompanied by:

- a certified driving instructor in the front seat of a car equipped with a dual brake, or
- when accompanied in the front passenger seat by a parent, stepparent or guardian who holds a valid driver license. Once the holder of a driver education learner permit has successfully completed the driver education program and the driver education instructor validates the permit (i.e.; classroom and behind -the -wheel grades, school stamp(s) or seal, completion date an instructor signature) then the holder may participate in practice driving if the front passenger seat is occupied by a parent, guardian, stepparent or other relative with a valid driver license in his or her possession.

A driver education learner permit does not legally allow you to drive alone under any circumstances.

NOTE: *Your driver education learner permit is not valid if you do not complete the driver education class or if you do not meet all course requirements. The student must return to the license branch at 16 years of age to apply for a learner permit upon successfully completing a written test. When the driver education permit expires, all privileges expire with it.*

LEARNER PERMIT

The learner permit allows an individual to practice driving to qualify for an operator license.

Eligibility:

To obtain a validated learner permit the applicant must:

- be at least 16 years of age;
- provide proof of identity and date of birth from the current ID list;
- successfully pass the standard vision screening test;
- pass a written knowledge test based on the information contained in this manual; and
- if less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. *(Refer to the section of this manual on financial responsibility on page 6.)*

Extent of Driving Privileges:

The extent of driving privileges **depends upon the age of the holder.** If:

- the holder is less than 18 years of age, he or she may practice driving only while the front passenger seat is occupied by a parent, guardian, stepparent or other relative of the holder who is at least twenty-one (21) years of age with a valid driver license in his or her possession; or if
- the holder is at least 18 years of age; he or she may practice driving only while the front passenger seat is occupied by any individual with a valid driver license in his or her possession.

A learner permit does not allow you to drive alone under any circumstances.

NOTE: ***If the learner permit expires it is no longer valid, and you must pass the appropriate tests to obtain a new permit and hold it 60 days.***

OPERATOR LICENSE

An operator license gives a holder 18 years of age or older full driving privileges to operate most standard vehicles on Indiana roads. Operator licenses for persons under 18 years of age are probationary. *(Refer to section in this manual on probationary license on page 6.)*

An operator license does not authorize the holder to operate a motorcycle.

In addition, an operator license does not permit driving for hire or driving as an employee if the driver transports or carries property in any vehicle with a gross vehicle weight rating of 16,000 pounds or more or transporting people for hire or as an employee.

All states allow Indiana residents to operate under the authority of their Indiana driver license.

Eligibility:

To be eligible for an operator license the applicant must meet the following requirements:
Minimum Age Requirements:

- Sixteen years 30 days if the applicant has held a valid driver education learner permit for 60 days and has successfully completed a BMV-approved driver education course.

NOTE: ***The driver education permit must have the classroom and behind- the- wheel grades, school stamp(s) or seal, completion date and instructor signature(s).***

- Sixteen years 180 days if the applicant has held a valid Indiana learner permit for 60days.
- Provide proof of identity and date of birth from the current acceptable ID list;
- If applicable, successfully complete a written knowledge test based on the information contained in this manual;
- Successfully pass a standard vision screening test, and
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application *(refer to section of this manual on financial responsibility on page 6); and*
- Unless the applicant qualifies for a waiver *(see driver education drive test waiver requirements on page 22)*, successfully pass a roadway skill test with a BMV driver examiner in a vehicle provided by the applicant. *(Refer to drive test section of this manual on page 18).*

NOTE: ***An individual who holds a learner permit or driver education permit may fail no more than three examinations (i.e. a combination of written and drive tests) when applying for an operator license. In addition, if one of the first two examinations failed is a drive test, then the applicant must wait 14 days before being administered another drive test.***
Verbal written tests can be arranged through your local license branch by appointment.
(See page 19 for more information)

TEENS BEHIND THE WHEEL – A MESSAGE TO PARENTS

According to the National Highway Traffic Safety Administration teens die in cars at a higher rate than any other age group, including senior citizens. The problem is worst among 16-year-olds, who have the most limited driving experience and their immaturity often results in risk -taking behind the wheel.

Risk factors for teens are:

- Inattentiveness: Driver inattention/distraction is the most common contributing factor in multiple-vehicle crashes.
- Excessive speed: Illegal/unsafe speed is the most common contributing factor in single-vehicle crashes. Teens particularly have difficulty adjusting speed to suit current driving conditions.
- Failure to wear a safety belt: Properly wearing a safety belt reduces the risk of fatal injury to occupants.
- Not checking traffic before pulling out: Most crashes involving teens occur at intersections because of their inexperience judging distance and speed.
- Driving with other teens: The presence of passengers strongly increases crash risk. For teen drivers-- the more passengers, the greater the risk.

Here are some tips for parents of teenagers:

- When you drive, set a good example for your teen.
- Require safety belt use at all times.
- Take time to let your teen practice driving with you while he or she has a learner permit and during the first year of licensed driving.
- Expose your teen to different driving conditions including wet roads, snow, highways, rural roads, night driving, etc. Practice on unfamiliar roads.
- Choose vehicles for safety, not image.
- Take the necessary time to discuss driving rules, responsibilities and consequences appropriate for your family.
- Develop a strategy for progressive privileges. As the teen driver gains experience and demonstrates appropriate decisions, allow him or her to "graduate" to a higher level of driving responsibility.

Studies show that new drivers who are supervised have very few crashes. Developing necessary skills for safe driving is a complex task and can be learned only after many hours of practice. Driver education is a first step, but parents have a crucial role in teaching teens to drive.

Here are tips for teen drivers:

- You and your passengers should always wear seat belts.
- Always adjust your seats and mirrors for the best visibility while driving.
- Don't fiddle with the radio, tape or CD player while you are driving. It's better to wait until you can pull over because taking your focus off the road for even a few seconds could lead to a collision.
- Don't blast the radio. You might miss hearing a siren or a horn that could warn you of possible trouble.
- Don't talk on the phone, put on makeup, comb your hair or eat while driving.

- Don't take drugs or ride with anyone who has been using drugs. Even some over –the-counter drugs can make you drowsy.
- Don't drink and drive or ride with anyone who has been drinking.
- When the light turns green, make sure the intersection is clear before you proceed.
- Don't run red lights.
- Obey the speed limit. Going too fast gives you less time to stop or react.

The Indiana Driver Manual is designed to give you information that will help you become a safe driver.

FAST FACT: According to the National Highway Traffic Safety Administration Indiana ranks 19th among all states for teenage crash fatality rates. Don't be a statistic!
Drive Safely!

SPECIAL LICENSES AND CONDITIONS

PROBATIONARY LICENSE

Indiana Code 9-24-11-3 states a license issued to an individual less than 18 years of age is a probationary license.

NOTE: ***This law only applies to a probationary licensed driver who has not reached his or her 18th birthday. If a driver desires to have the word "Probationary" removed his or her their license after turning eighteen (18) years of age (it is not necessary, just their choice), he or she may go to any license branch and apply for an amended license. There is a fee for the amendment.***

During the 90 days following the issuance of the probationary license, the individual holding the probationary license may not operate a motor vehicle in which there are passengers unless another individual is present in the front passenger seat of the motor vehicle who is at least 21 years of age and holds a valid operator license

SEAT BELT REQUIREMENT FOR PROBATIONARY LICENSE HOLDERS

The individual holding a probationary license may operate a motor vehicle (including trucks) only if the individual and each occupant of the motor vehicle has a safety belt properly fastened about the occupants' bodies at all times when the motor vehicle is in motion.

FINANCIAL RESPONSIBILITY AGREEMENT (IC 9-24-9-3,4 and 5)

An individual under 18 years of age who applies for a permit or license must file a financial responsibility agreement with the application. The financial responsibility agreement is a method whereby a person may agree under penalty of perjury to assume all legal obligations for injury or damage which results from an accident/collision involving the minor applicant while he or she is under 18 years of age. There is a financial responsibility agreement affidavit included on the application form as well as a separate form that can be obtained at the local license branch and must be signed and sworn to before a notary public.

The application of an individual less than 18 years of age (unless emancipated) for a license or permit must be signed as accepting financial responsibility in order of preference:

- The parent having custody of the minor applicant; or a designee of the custodial parent specified by the custodial parent.
- The non-custodial parent (as defined in IC 31-9-2-83) of the minor applicant or a designee of the non-custodial parent specified by non-custodial parent.

- If there is no parent of the minor applicant then a guardian having custody of the minor applicant; a person having custody or guardianship of the minor may sign financial responsibility.
- In the absence of a person described above, any other adult who is willing to assume the obligations imposed by the provisions of this chapter.

NOTE: ***The person who signs financial responsibility must present proof of identification and age that conforms to the current identification list.***

Termination of Financial Responsibility:

Assumption of financial responsibility can be terminated in three ways:

- The minor turns 18 years of age;
- The death of the person who signed the affidavit, in which case the minor must obtain the signature of another qualified person; or
- The person who assumed financial responsibility submits by mail an affidavit, available at all license branches, revoking assumption of financial responsibility addressed to:

BMV Driver Services, Room N405
Indiana Government Center North 100 North Senate Avenue
Indianapolis, Indiana 46204.

NOTE: ***If the financial responsibility is terminated, the license will be invalidated until the applicant is 18 years of age***.

NEW RESIDENTS WITH A VALID PHOTO LICENSE FROM ANOTHER STATE

An applicant for a new Indiana operator license who holds a valid photo license issued by another state, the District of Columbia or U.S. Territory must successfully pass a written and vision test. If the out-of-state license is expired over one year, in addition to the applicant successfully passing a written and vision test, a drive test will be required.

If an applicant is less than 18 years of age, they must have an appropriate family member sign the financial responsibility portion of the application.

NOTE: ***Upon issuing the Indiana license the individual's previous license will be forfeited.***

NEW RESIDENTS WITH AN OUT-OF -COUNTRY LICENSE

An individual who does not intend to become a resident of Indiana may drive in Indiana on an out-of-country license for a period of one year. An international driving permit must accompany the out-of-country driver license while driving. However, an individual who intends to become a resident of Indiana and wants to obtain an Indiana license must first follow the guidelines to obtain an Indiana learner permit.

The BMV is committed to protecting the integrity of driver and identification records for Indiana residents. To achieve this, we must verify the accuracy of documents from the U.S. Department of Homeland Security (DHS), formerly Citizenship and Immigration Services (CIS) and/or Immigration and Naturalization Service, or (INS).

All DHS documents that are presented and accepted by the license branch will be verified at a central location. To minimize any inconvenience, we will issue a "letter of authorization" valid for 60 days.

NOTE: ***The "letter of authorization" for a license or permit is an authorization to operate a motor vehicle pending authentication of the documents submitted. It is not to be used for identification purposes or commercial driver license (CDL) permit privileges.***

When an applicant for a new or duplicate Indiana driver license, learner permit or identification card presents identification documents from DHS, he or she will pay the appropriate fee and the documents will be sent through the Central Verification Process (CVP). When the validity of the documents is determined, staff from the CVP area will mail the license, permit or identification card to the applicant. If the documents cannot be verified, the applicant will receive a letter explaining how to request an administrative hearing to review the decision. No refunds will be issued in the case of documents that cannot be verified.

NOTE: ***An out-of-country license is not accepted as identification or proof of driving experience. Therefore, it will not be forfeited upon issuance of an Indiana learner permit, driver license, or identification card. However, U.S. Territory licenses will be forfeited.***

CHAUFFEUR LICENSE

A chauffeur license grants all of those privileges granted by an operator license. In addition, it also permits the operation of vehicles with a gross vehicle weight rating of at least 16,000 but **not more than** 26,000 pounds (whether single vehicle or combined gross vehicle weight) when used to transport property for hire or as an employee. The chauffeur license **does not** authorize the holder to carry persons for hire, whether in a bus or a taxicab.

Eligibility:

To apply for a chauffeur license, the applicant must meet the following requirements:

- Be at least 18 years of age
- Have at least one year of driving experience as a licensed driver
- Pass a chauffeur written knowledge test. (Under certain conditions, an operator test may also be required)
- Successfully pass the standard vision-screening test

Check with the Department of Transportation for physical requirements

NOTE: ***A written knowledge test is not required when an applicant is renewing an Indiana chauffeur license unless the applicant has accumulated six or more points on his or her driver record since the previous application.***

PUBLIC PASSENGER CHAUFFEUR LICENSE

A public passenger chauffeur (PPC) license grants the privilege to transport persons for hire so long as the vehicle **is not designed or used to transport 16 or more persons, including the driver.** The holder of a PPC license may also operate any vehicle legally operated by the holder of an operator license or a chauffeur license. The most common applicants for the use of a PPC license are taxicab and limousine drivers.

Eligibility:

To apply for a public passenger chauffeur license, the applicant must meet the same requirements as that of an applicant for an operator license plus the following requirements:

- The applicant must be at least 18 years of age,

- The applicant must have at least two years of driving experience as a licensed driver.
- The applicant must pass a public passenger chauffeur written knowledge test. Under certain conditions, an operator test may also be required.

The applicant must submit an original (no photocopies will be accepted) medical examination state form 3337 (available at all license branches or online at: www.bmvexpress.IN.gov BMV forms) **NOTE: Although the BMV only requires state form 3337 to qualify for a public passenger chauffeur license. The Federal Motor Carrier Safety Regulations (FMCSR) may require a DOT physical to operate certain types of vehicles. Information on FMCSR regulations can be found at http://www.fmcsa.dot.gov**

- The form must have been completed within 30 days of application by a licensed physician indicating that the applicant does not suffer from any mental or physical impairment that would adversely affect his or her ability to operate a public passenger vehicle.

NOTE: ***When renewing a PPC a completed medical examination form is required, and the applicant must successfully pass the standard vision-screening test. A written knowledge test is not required, unless the applicant has accumulated six or more points on his or her driver record since the previous application.***

COMMERCIAL DRIVER LICENSE (CDL) AND CDL LEARNER PERMIT

A CDL is required to operate a commercial motor vehicle as defined below. The CDL learner permit allows an individual to learn to operate a commercial motor vehicle. A commercial motor vehicle is defined as one of the following:

- A vehicle (or combination of vehicles operated together; e.g. a semi tractor-trailer) with a declared gross vehicle weight rating in excess of 26,000 pounds;
- A vehicle designed or used to transport 16 or more persons, including the driver; or
- A vehicle used and placarded to transport hazardous materials.

Eligibility:

In general, requirements for a CDL learner permit and a CDL are much greater than for any other license and are based upon stringent federal motor carrier safety regulations. **Therefore, it is highly recommended that anyone interested in applying for a CDL, visit a local license branch or go online at:** www.in.gov/dor (forms and publications) or www.bmvexpress.IN.gov (driver license) **to obtain a CDL Manual published by the Department of Revenue Motor Carrier Services for more details.**

Basic requirements include a:

- minimum age requirement of 21 years of age for a holder who transports people, and 18 years of age for a holder who transports property within state lines;
- minimum one year of driving experience as a licensed driver;
- detailed written knowledge tests appropriate to the type of CDL to be obtained;
- intensive skills testing, and
- a detailed physical examination to determine fitness based on Federal Motor Carrier safety regulations.

IMPORTANT: IF YOU WILL BE OPERATING ANY SELF-PROPELLED OR TOWED VEHICLE THAT HAS A GROSS VEHICLE RATING OR GROSS COMBINATION VEHICLE RATING OF 10,000 OR MORE POUNDS USED

ON PUBLIC HIGHWAYS TO TRANSPORT PASSENGERS OR PROPERTY, PLEASE READ THE COMMERCIAL DRIVER LICENSE MANUAL.

MOTORCYCLE LEARNER PERMIT, LICENSE OR ENDORSEMENT REQUIREMENTS

In order to operate a motorcycle legally in Indiana, a resident must have an Indiana motorcycle learner permit, an Indiana motorcycle-only operator license or a motorcycle endorsement on their Indiana driver license.

The following sections explain how a permit, license or an endorsement may be obtained. **More detailed information concerning the safe and legal operation of a motorcycle can be found in the Motorcycle Operator Manual, which is available at your local license branch.**

MOTORCYCLE LEARNER PERMIT

The motorcycle learner permit allows an individual to practice operating a motorcycle to qualify for a motorcycle endorsement to be added to a driver license.

Eligibility:

To obtain a motorcycle learner permit the applicant must:

- **Hold a valid Indiana driver license**
- Provide proof of identity and date of birth from the current ID list, if applicable
- Pass a written motorcycle knowledge test based on the information contained in the Motorcycle Operator Manual
- Successfully pass a standard vision screening test;
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. *(Refer to the section of this manual on financial responsibility on page 6)*.

Extent of Driving Privileges:

The holder of a motorcycle learner permit is authorized to operate a motorcycle for a period of one year under the following restrictions:

- The holder must wear a helmet that meets the standards established by the United States Department of Transportation under 49CFR571.218;
- The holder may only operate a motorcycle during daylight hours, and
- The holder may not carry any passengers.

TEMPORARY MOTORCYCLE LEARNER PERMIT

The temporary motorcycle learner permit allows an applicant to enroll in a motorcycle driver education course.

Eligibility:

To obtain a temporary motorcycle learner permit the applicant must:

- Be at least 15 years of age;
- Provide proof of identity and date of birth from the current ID list;
- be enrolled in and provide a certificate of enrollment for an approved motorcycle driver education program;
- Successfully pass the standard vision screening test, and
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. *(Refer to the section of this manual on financial responsibility on page 6.)*

Extent of Driving Privileges

The holder of a temporary motorcycle learner permit may operate a motorcycle upon a street or highway while participating in an approved motorcycle driver education and training course while under the direct supervision of a certified driver instructor only. The instructor must be certified to teach a motorcycle driver education course by the State Board of Education or by the Bureau of Motor Vehicles. Once the course is completed:

- The permit holder must be under the supervision of a licensed motorcycle operator who is at least 18 years of age
- The permit holder must wear a helmet that meets the standards established by the United States Department of Transportation under 49 CFR 571.218
- The permit holder may only operate a motorcycle during daylight hours, and
- The permit holder may not carry any passengers.

MOTORCYCLE-ONLY OPERATOR LICENSE OR ENDORSEMENT

A motorcycle -only operator license or a motorcycle endorsement to a driver license shows that the holder is licensed to operate a motorcycle.

Motorcycle-only License

To be eligible:

- Show proof of completion of an approved motorcycle rider education course.
- Pass a written motorcycle knowledge test based on the information contained in the Motorcycle Operator Manual;
- Meet the age requirement of at least 16 years and 0 days of age.
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application. *(Refer to the section of this manual on financial responsibility on page 6.)*

An individual who chooses to have a Motorcycle-only license issued and at a later date applies for an operator license, he or she will be required to surrender the motorcycle-only license. The individual will be required to apply for a driver education or learner permit and when the applicant meets the age, time and testing requirements to be issued an operator license, then may apply for the motorcycle endorsement to be added.

NOTE: ***While an applicant does not have the motorcycle --only license, he or she cannot ride a motorcycle.***

Adding a Motorcycle Endorsement to an Indiana Driver License

To be eligible for the motorcycle endorsement to be added to an existing Indiana driver license the applicant must meet the following requirements:

- The license must be valid, and the applicant must:
- Be at least 16 years and 0 days of age;
- Be able to pass the standard vision screening test;
- Have held a valid motorcycle learner permit for at least 30 days;

- Pass a motorcycle skills test given by a person certified by the BMV or an approved Indiana motorcycle operator safety education program;
- If less than 18 years of age, have an appropriate family member sign the financial responsibility agreement portion of the application (*Refer to section of this manual on financial responsibility on page 6.)*

NOTE: *If the license is due for renewal, when adding the endorsement to the license, the applicant must successfully pass a standard vision-screening test.*

Obtaining a Motorcycle Endorsement from an Out-of-State License

If the applicant currently holds an endorsement issued by another state, the applicant must follow the requirements set forth to obtain an Indiana license. In addition, an applicant who wants to obtain the motorcycle endorsement will be required to pass a written motorcycle knowledge test. If the license is expired for over one year, the applicant will be required to pass a motorcycle skills test.

Please contact your local license branch for information regarding motorcycle skill testing.

Safety tip: HELMETS SAVE LIVES!

IMPORTANT: IC 9-21-10-9 on wearing of protective headgear and protective glasses by persons less than eighteen years of age. If a person who is less than 18 years of age is operating or riding on a motorcycle on the streets or highways, the person shall wear the following:

- **Protective headgear meeting the minimum standards set by the BMV and;**
- **Protective glasses, goggles, or transparent face shield.**

TYPES OF LICENSES AND PERMITS VALIDITY PERIOD

Driver Education Learner Permit	
Apply before 15 yrs., 3 mo.	Until 16 yrs., 3 mo.
Apply after 15 yrs., 3 mo.	1 year
Learner Permit	1 year
Probationary Operator License (under 18)	Applicants 21st Birthday
Operator License	6 years
75-85	3 years
85+	2 years
Chauffeur License	6 years
75+	3 years
Public Passenger Chauffeur License	2 years
Motorcycle Learner Permit	1 year
Temporary Motorcycle Learner Permit	
Apply before 15 yrs., 3 mo.	Until 16 yrs., 3 mo.
Apply after 15 yrs., 3 mo.	1 year
Motorcycle Endorsements	Validity of license
Identification Card	6 years
Special Identification Card	6 years

OTHER VEHICLES OR WATERCRAFT REQUIRING THE OPERATOR TO HOLD A DRIVER LICENSE OR BMV-ISSUED IDENTIFICATION CARD

Motorboats:

Indiana law requires the operator of any motorboat with an engine with more than ten horsepower to carry a valid driver license; in some instances the operator may hold, in lieu of a driver license, a BMV-issued identification card**. Below are the eligibility requirements:**

- Less than 15 years of age: A person less than 15 years old **cannot** legally operate a motorboat with more than 10 horsepower in Indiana.
- Fifteen to 21 years of age: A person less than 21 but at least 15 years of age can legally operate a motorboat if:
  - he or she holds a valid driver license, or
  - persons who do not hold a driver license can legally operate a motorboat if they hold a BMV-issued identification card and if they have completed a boating education course approved by the Indiana Department of Natural Resources. You may wish to contact the Department of Natural Resources at (317) 233-3149 for more information concerning boating education courses. (Also refer to the Handbook of Indiana Boating Laws.)
- At least 21 years of age: A person at least 21 years of age can legally operate a motorboat with a valid driver license or BMV-issued identification card.

NOTE: ***If your driver license is suspended you may not legally operate a motorboat.***

Motorized Bicycles:

A motorized bicycle, commonly known as a "moped," is distinguished under Indiana law by having no more than two-horse power, a cylinder capacity not exceeding 50 cubic centimeters, and an automatic transmission. Such a vehicle is not considered a "motor vehicle."
Vehicles with engines exceeding these limits are motorcycles, and a person must meet the licensing requirements to operate such a vehicle legally. A manufacturer's certificate of origin or a certificate of title, if any, to the vehicle will indicate whether such vehicle is a motorized bicycle or a motorcycle.
The following requirements apply to the operator of a motorized bicycle:

- An operator of a motorized bicycle must be at least 15 years of age.
- An operator of a motorized bicycle must have a valid driver license or have a current BMV-issued identification card in his or her possession.
- A motorized bicycle may not be operated on an interstate highway or at a speed in excess of 25 miles per hour.
- If an individual is under the age of 18, they are required to wear protect headgear and protective glasses, goggles or transparent face shield.

NOTE: ***Some scooters may fall under the same restrictions as a motorized bicycle, while others may be considered a motorcycle.***

All Terrain Vehicles (ATV):

A person who purchases an off-road vehicle after December 31st , 2005, must obtain a certificate of title for the off-road vehicle from the BMV. A person who becomes an Indiana resident after December 31st, 2005, will be required to obtain a certificate of title from the bureau for an off-road vehicle that is less than five model years old. The cylinder capacity (cc) of the vehicle may determine the recommended age for riding this type of vehicle.

NOTE: ***For further information on ATV, contact the Department of Natural Resources at (317) 233-3149.***

Safety Tip: Children should always wear a helmet when riding any motorized vehicle!

LICENSE RENEWALS, AMENDMENTS, DUPLICATE LICENSES AND THE IMPORTANCE OF NOTIFYING THE BMV OF ADDRESS CHANGES

License Renewal:

A driver license expires on the driver's birthday. A delinquent fee will be assessed if the license is renewed after that date. A person may renew his or her driver license at any license branch during the six-month period prior to the expiration of the license. If your license has expired, please refer to the proof of identity requirements to determine whether the expired license alone will satisfy as proof of identity. When renewing your license in a license branch, you will need to pass a standard vision screening. There are no other eligibility requirements except as follows:

- If a person renewing an operator license has not reached 21 years of age, or has accumulated six or more active "points" on his or her driving record, he or she must take the standard written examination for an operator license.

- Individuals who have a "4" restriction on their license that indicates the need to use special driving controls or who have a disability that requires special driving techniques are required to see a BMV driver examiner if their condition has changed since they last obtained a license. The BMV driver examiner determines whether the existing restrictions on the license are adequate.

License Amendments and the Importance of Updating Your Mailing Address with the BMV:

A person may obtain an amended driver license from any license branch in the state.

Name Changes:

A person may obtain a name change on his or her license by presenting an original or certified copy of a marriage certificate, divorce decree or court order indicating the new name to be used.

Address Changes:

IMPORTANT: Pursuant to IC 9-24-13-4, driver license holders are required to immediately notify the BMV of an address change. **Avoid license suspension by complying with this requirement!** To amend your driver license so that your new address will be on your driver license document, you must go into the license branch with proof of your physical address to change your license and pay the required fee. *(Refer to proof of residency from the current acceptable ID list visit* www.bmvexpress.IN.gov *.)*

ORGAN DONATION

Anatomical Gift/Organ Donation Information:

On the application of all licenses and non-driver identification cards, there is a space provided in which the holder can indicate his or her intention to make an anatomical gift and to indicate the extent of that gift. An individual's wish to be a donor is designated by a red heart on the front of the license or ID card. **Under Indiana's Donor Choice Law (House Enrolled Act 1628, Amended IC 29-2-16-2.5) individuals over the age of 18 may declare their intention to donate and family members may NOT override that intention at the time of death. Individuals under age 18 may declare their donation intentions with the permission of a parent or legal guardian, who must also provide consent for donation at the time of a minor's death. You are encouraged to discuss end-of-life decisions such as organ, tissue and eye donation with your family. For further information, please visit the Indiana Donation Alliance Foundation Web site and donor registry, www.donatelifeindiana.org, or call toll-free 1-888-275-4676.**

SPECIAL LICENSE TYPES AND SERVICES FOR DRIVERS

Photo-Exempt Licenses for Indiana Residents:

(IC 9-24-12-6): The BMV may renew by mail a valid Indiana driver license held by an individual **temporarily residing outside of Indiana**, if the applicant:

- shows good cause why the license cannot be renewed within Indiana; (i.e.; active military service or missionary status)
- submits a complete application; and
- pays the required fee, and
- submits a corroborating letter (i.e.; from a commanding officer or head of a religious sect.)

The Indiana driver license of an individual who is temporarily residing outside of Indiana remains valid for 30 days beyond the expiration date of that license if the individual has:

- applied for a renewal of the license
- has not been denied a renewal of the license.

The renewal license will not have a photograph. Persons seeking to renew by mail may request an application from the address listed below:

Bureau of Motor Vehicles
Photo Exempt Request
c/o 531 Virginia Avenue
Indianapolis, IN 46204
Phone (317) 234-0550

An individual with a religious objection to taking a photographic image may make a special application to the BMV for a photo-exempt driver license or non-driver identification card. An application may be obtained at a local license branch or by writing to the above-listed address. The applicant must complete the application and attach a letter of certification of religious belief on letterhead, from his or her minister, bishop, elder or other leader of the religious sect of which he or she is a member, explaining why he or she qualifies for a photo-exempt license or identification card, and mail both to the address listed above. The BMV will then mail an approval letter, which the applicant must take to a license branch to obtain a license.

Designation of Blood Type:

Allows a person's documented blood type information to be on the person's driver's license, permit, or identification card issued after June 30, 2006 at the request of the person. The person to whom the license, permit, or ID card is issued is responsible for the accuracy of the blood type information.

Temporary license / Verification letter:

A licensed driver from the State of Indiana whose license has **not expired** and whose license is lost or stolen while traveling out of state, he or she may request one 90 day verification letter by contacting the above address. This will enable him or her to return to Indiana and apply for a duplicate.

A licensed Indiana driver who finds that his or her license **has expired** while out of the state or country may request a temporary license that will allow an extension of the driver license for up to 90 days from the date of expiration. **Some restrictions do apply**.

Military:

When the Indiana driver license of an individual who is temporarily residing outside Indiana due to service in the United States armed forces has expired, the license remains valid for 90 days following the person's discharge. To obtain a renewed license, the individual must apply for the driver license during the 90 day period following the individual's discharge and show proof of discharge when applying for the renewal.

International Driving Permits:

Indiana licensed drivers may obtain a permit to operate a motor vehicle in a foreign country through their local American Automobile Association (AAA) office. An individual coming from another country to Indiana should obtain an international driver permit from his or her departing country. According to the AAA Digest of Motor Laws, foreign motorists from any of the countries included in the United Nations Convention on Road Traffic who visit the United States as bona fide tourists may drive on the out-of-country license for a period not to exceed one year from date of arrival. If the visiting tourist accepts a job or attends school in the United States, he or she then loses tourist status and may be required to obtain a state driver's license and plates in accordance with the regulations in effect in the state of residence. If he or she intends to become a resident of Indiana, *(Refer to section New Residents with Out of Country License on page 7 of this manual).*

Services for Individuals with Disabilities and Interpreters:

Accommodating Individuals with Disabilities:

BMV driver examiners are trained to make an individualized determination to issue a driver license with one or more restrictions to an individual with a disability that adversely affects the normal operation of a standard-equipped vehicle. A restricted license may specify particular equipment that is required for the person to operate a vehicle or other restrictions tailored to accommodate the individuals specific needs. The driver examiners are the only individuals authorized at the license branch to make determinations as to restrictions and to issue a restricted license in these cases. Any individual who may need a restricted license should contact a local license branch.

Translators/Interpreters:

For more information for language or hearing impaired translators or interpreters, call (317) 233-6000 option #2.

PARKING PLACARDS FOR INDIVIDUALS WITH PHYSICAL DISABILITIES:

A parking placard for persons with physical disabilities gives the holder the legal authority to park a vehicle in parking designated for persons with disabilities. The placard is available for persons with either permanent or temporary disabilities and entities that contract with governmental agencies to provide transportation for persons with physical disabilities.

How to Obtain:

- Medical Certification: To apply for a parking placard, the applicant must have a physician, chiropractor or podiatrist complete a medical certification affirming that the individual has a disability that qualifies the he or she for a parking placard. If the person has a visual disability, an optometrist or ophthalmologist may complete the form. The medical certification form is available at any license branch, on the BMV Web site or may be obtained by mail at the following address:

  BMV Driver Services, Room N405
  Indiana Government Center
  100 North Senate Avenue
  Indianapolis, IN 46204

- Application: After having the medical certification completed, an individual can obtain a parking placard at any Indiana license branch. If the individual needs more than one placard, a second placard may be obtained.
- Permanent Disabilities: For a person with a permanent disability, the placard is valid for four years. There is no fee for the first two placards issued to a person with a permanent disability. However, during the time the placard is valid, if the individual requires more than two placards, there will be a fee charged for each additional placard. No more than five placards may be issued during the validity of the placard without special permission.
- Temporary Disabilities: For persons with a temporary disability, the placard is valid for six months or for a shorter period as prescribed by the medical professional on the medical certification. There is a fee for a temporary disability placard and only one placard may be issued during the time the placard is valid.
- Transportation Companies: For transportation companies that have contracted with a government entity to transport persons with physical disabilities, the placard is valid for four years or until the company ceases such services. Placards are issued to such companies free of charge.

VOTER REGISTRATION AT BMV LICENSE BRANCHES:

A person obtaining or renewing a driver license or identification card may register to vote at any Indiana license branch. Mail-in voter registration forms are available for persons who are not at the branch for driver's license or ID card purposes. Voter registration forms are also available in English and Spanish on the BMV Web site. If you have moved, you can register to vote in your new district. If you are not currently registered, become a part of the process!

Effective July 1, 2005 an original, renewal, or duplicate identification card must be issued without the payment of a fee or charge to an individual who does not have a valid driver's license; and will be at least eighteen (18) years of age at the next general, municipal or special election.

THE DRIVER EXAMINATION

VISION SCREENING REQUIREMENTS

All applicants for a license or permit are required to satisfy the minimum vision standards established by the Bureau. This is true even if the applicant is renewing an existing license. If you normally wear glasses while driving, please be sure to bring your glasses with you so that you will be able to pass the vision screening. The vision screening will involve testing of an applicant's visual acuity and visual fields.

If your visual ability does not meet state standards, you will be referred to an eye doctor for examination. You may return to the license branch with a statement from an eye doctor certifying that your vision has been corrected to meet the state standard; however, you will still be required to submit to a vision screening at the license branch.

Following are some of the most frequent restriction codes placed on a license due to vision:

A Glasses or contact lenses
B Outside rearview mirrors
C Daylight driving only

Reading without Glasses

One Eye 20/20 through 20/40 Other Eye 20/20 through 20/40 **No Restriction**	One Eye 20/20 through 20/40 Other Eye 20/50 through Blind **B Restriction**

Reading with Glasses

One Eye 20/20 through 20/40 Other Eye 20/50 through Blind **AB Restriction**	One Eye 20/50 Other Eye 20/50 **A Restriction**	One Eye 20/50 Other Eye 20/70 through Blind **A B C Restriction**	One Eye 20/70 Other Eye 20/70 **A B C Restriction**

NOTE: ***An "A" restriction will be added anytime an applicant is wearing a contact lens while having his or her vision screened.***

Visual Field Requirements

One Eye 55 degrees – 85 degrees Other Eye 55 degrees – 85 degrees **No Restrictions**	One Eye 55 degrees – 85 degrees + nasal in same eye Other Eye NR = no reading **B Restriction**

NOTE: ***If glasses or contacts are required for acuity an "A" restriction will be required. A minimum reading of 90 degree visual field is required for an Indiana Operator, Chauffeur, Public Passenger Chauffeur, Driver Ed Learner permit, learner permit or Motorcycle learner permit.***

WRITTEN EXAMINATIONS

A written examination is required for:

- Applicants applying for a learner permit;
- First- time applicants who apply for a specific driver license type (i.e., operator, chauffeur, or public passenger chauffeur license)
- Persons who hold a valid license but who have not reached age 21 upon renewal and have active points on the applicants's driving record maintained by the bureau.
- Persons who hold an out -of -state license and who are applying for an Indiana driver license
- Persons whose Indiana license is expired for two years or more and/or;
- Applicants who have six or more active points on his or her Indiana driving record.

Contents of the Written Examination:

Written examinations are based on information contained in this manual. Passage of the written examination demonstrates basic understanding of Indiana traffic laws and safe driving techniques.

Written examinations include multiple choice questions concerning traffic maneuvers, and knowledge of types of traffic signs.

SAMPLE QUESTIONS TO REVIEW ARE AT THE END OF CHAPTER THREE

If you fail to pass a test, you must wait until the next business day to take the test again. **An applicant can not take the road test until he or she successfully passes the written test.**

NOTE: ***An applicant who holds a driver education permit may only fail three examinations (i.e.; a combination of written and drive tests) when applying for an operator license.***
Failure of three examinations while holding a driver education permit will require the individual to meet the requirements to obtain a learner permit to hold for at least 60 days, and be at least 16 and 180 days of age before applying for their operator license.
An individual who holds a learner permit may only fail three (3) drive examinations when applying for an operator license. Failure of three (3) examinations will require the individual to hold the permit until the month it expires before applying for a new permit

All applicants must have the ability to read and understand highway signs regulating, warning and directing traffic, as well as knowledge of Indiana traffic laws. The BMV may not issue a license or permit to an individual who is unable to understand highway warnings or direction signs written in the English language.

Written Knowledge Examination for CDL holders: The written knowledge examinations for a CDL are considerably different in type and substance than the other written examinations. **Please refer to the Commercial Driver License Manual for more information concerning written examinations** required for a CDL. Visit: http://www.in.gov/dor (forms and publications) or www.bmvexpress.IN.gov (driver license).

ROADWAY SKILLS TEST

After you pass your vision screening and your written test (if applicable), the examiner will test your ability to drive by riding with you and observing how well you control the vehicle and observe the Indiana rules of the road. There is no charge for the drive test administered by the BMV driver examiner.

When Required:

The following applicants for an Indiana operator license must take a roadway test, conducted by a BMV driver examiner of their ability to operate a vehicle safely:

- Persons holding an Indiana learner permit, unless the person qualifies for the driver education drive test waiver described below;
- New Indiana residents who hold an out-of-state license that has been expired for more than one year;
- New Indiana residents who hold an out-of-country license and have applied for a learner permit;
- Indiana residents whose driver licenses have been expired for three or more years, or
- Other applicants as required by BMV.

The Driver Education Drive Test Waiver:

The BMV shall waive the road test requirement for a person who has passed a driver education course given by a commercial driver school or high school driver education program with a B or above in the classroom and behind-the-wheel portions, if the school or program participates in the BMV waiver program as described in 140 IAC 4-4-89. Once a student has passed a standardized drive test with the school and is granted a waiver, he or she must successfully pass both a mandatory written test and vision-screening test before a driver license may be issued. The school participating in the BMV waiver program may charge an additional fee for the drive test. **Note: Only one drive test can be administered by the school prior to any BMV testing**

Loss of the Waiver Privilege: The waiver is not available if:

- the driver education learner permit has expired prior to the application for an operator license;
- the applicant has a grade in classroom or driving instruction of B- or below indicated on the driver education learner permit, or
- the applicant fails to pass the written test

NOTE: ***Remember the three- failed- exam rule! Study the manual before taking the examination.***

Drive Test Scheduling:

To serve new drivers efficiently, driver examiners perform drive tests on an appointment-only basis. Therefore, it is important that new applicants for an operator license call the license branch in advance to set up an appointment.

NOTE: ***BMV driver examiners cannot administer drive tests when weather conditions are hazardous.***

Requirements before the Drive Test: Upon successful completion of the vision and written knowledge tests (if applicable), the driver examiner will administer the drive test providing that the following conditions are met:

- Presentation of the proper documents (i.e. permit or license);
- Presentation of a written test affidavit (if applicable);
- Applicant's driver status must be "valid."
- The applicant must provide a vehicle (the State does not provide one.);
- The vehicle must be legally equipped and in safe and clean condition;

- The vehicle provided is properly registered **(a signed vehicle registration must be provided);**
- The applicant is accompanied by a person holding a valid driver license in his or her possession (if applicable);
- The applicant must be able to demonstrate to the driver examiner that he or she is able to understand highway warnings or direction signs in the English language (IC 9-24-2-3(4).

Before proceeding with the test and after checking the items listed above, the examiner will check the car to make sure that it is legally equipped and in safe operating condition. The examiner may refuse to ride with the applicant if the car is not clean and safe. Please don't waste your time or the examiner's time with a dirty or faulty car.

General Components of the Drive Test:

Try to approach the driving test as calmly as possible. You will be tested only on regular, ordinary driving skills. The test is designed to find out if you can make the car do the right thing at the right time under different types of conditions, smoothly and safely.

NOTE: ***Although examiners are encouraged to wear a seat belt when administering the driving test, the law does exempt them from wearing it if they feel it would restrict them from reacting in a dangerous situation. (IC 9-24-10 exemptions)***

The driver examiner wants to put you at ease and will ask you a few questions that are required before you begin driving. His or her job is to examine the applicant's driving ability, not to provide instruction. He or she will not trick the applicant into making a driving error. Please do not distract the examiner. The examiner's job is to give an applicant a fair and objective test based on what he or she observes. You should not interrupt the examiner's observations and scoring as the test proceeds. The examiner will score the test under well-established and well-defined rules.

NOTE: ***No one except the applicant and the examiner or examiner trainer/supervisor may be in the car during the drive test.***

BMV driver examiners use a standardized form to evaluate an applicant's ability to operate a vehicle safely.

The following are some examples of the actions that result in failure of the drive test:

- Speeding
- Failure to obey road signs or traffic laws
- Failure to obey school zone rules
- Failure to stop for school buses with the stop arm extended
- Straddles marked lanes
- Driving too close to pedestrians, bicycles or vehicles
- Driving left of center
- Failure to pull over and stop for emergency vehicles
- Running off the roadway
- Backing over the curb when parallel parking
- Having an accident or making contact with another vehicle
- Failure to react to hazardous driving conditions
- Failure to yield right of way
- Turning from improper lanes
- Failure to stop at stoplights or stop signs completely

- Failure to follow instructions
- Showing that driving ability does not meet requirements by accumulation of 11points

The following are some examples of actions that may accumulate point deductions:

- Failure to use defroster or wipers when needed
- Failure to use both hands on the wheel
- Selecting the wrong gear
- Failure to signal
- Driving too slowly for conditions
- Overrunning a crosswalk/stop line/stop sign
- Stopping unnecessarily
- Failure to turn into correct lane (i.e. nearest lane)
- Failure to check blind spot
- Slowing speed when changing lanes
- Backing too fast
- Leaving turn signal on after completed lane change
- Driving too closely to the vehicle ahead or a parked vehicle

The examiner will tell the applicant where to drive and where to turn. The examiner will tell the applicant soon enough for the applicant to see that the way is clear and to plan their actions accordingly. The examiner will take notes on the way the applicant handles the vehicle and pays special attention to the following items:

- Whether the applicant drives in the proper lane, obeys the lane markings, looks carefully and signals properly before changing lanes.
- The distance the applicant allows between his or her vehicle and the vehicle ahead, leaving enough space to avoid a collision.
- The applicant's reaction to being overtaken and passed by another vehicle. Did the applicant maintain speed and give the other vehicle enough room in which to pass safely?
- The applicant's speed control according to posted speed limits and varying traffic conditions.
- The applicant's general observance of good defensive driving habits.
- How well the applicant listens to instructions and observes general traffic flow.
- How did he or she approach the intersection? Did he or she approach at the proper speed? Did he or she look for other vehicles? Did he or she come to complete stops? Did the applicant anticipate that the light might change? Did he or she try to beat a yellow before it changed to red?
- Whether the applicant had good backing skills. Did the applicant back correctly out of the parking space?
- The applicant's parallel parking ability. Did the applicant check traffic by looking in the rear-view mirror and did they signal the intention to park? How well did the applicant position the vehicle before backing? Did he or she move into the space smoothly and at the proper speed? The way the applicant parks tells the examiner a great deal about how you pay attention to traffic and how well the applicant can control the vehicle in reverse. **Parking is illustrated in chapter three.**

NOTE: ***Applicants who fail the drive test must wait 14 days before taking another drive test.***

Restrictions on the Driver License:

In many instances restrictions may be placed on a driver license. These restrictions allow persons to operate a vehicle but only under conditions that ensure safety to the driver and to the public. The most common restrictions are placed on a license due to results of the vision screening and appear in the lower left-hand corner of the data portion of the driver license and are described on the back of the license *(Refer to the vision screening requirement section.)* If you have any questions pertaining to a restriction on your license, please contact your local license branch. Following are some other restrictions that may be placed on a driver license.

D	Automatic transmission	**3**	Photo exempt
U	Power steering	**4**	Special BMV restriction
V	PP Chauffeur (taxi only)	**5**	Conditional
K	CDL Intrastate only	**6**	Interlock ignition device
P	Class C Public Passenger	**7**	Seat belt exempt (medical condition)
L	Vehicle without air brakes	**8**	Medical condition (require medication)

CHAPTER 2
TRAFFIC SIGNS AND HIGHWAY MARKINGS

This chapter summarizes traffic signs, signals and road markings that are set up to control the flow of traffic, making streets and highways safer for motorists, bicyclists and pedestrians.

These signs, posted by the Indiana Department of Transportation and local governments, use colors, shapes, written messages and symbols that aid the driver in reading and understanding the information. Understanding of these rules will be necessary to obtain an operator license in Indiana.

Traffic signs:

Signs are divided into three basic categories: regulatory, warning and guidance signs. The signs:

- **Warn** you of hazards ahead that would otherwise be difficult to see;
- **Guide** you to your destination by clearly identifying the route;
- **Regulate** traffic speed and movement.

The signs are manufactured in different shapes and colors to convey a particular message.

Examples of the various sign types, shapes and colors are as follows:

Sign Colors:

The background color of traffic signs helps identify the type of information provided:

Red signs are used to inform the driver of requirements that must be followed and that constitute an immediate threat to traffic safety if not followed, e.g. “STOP,” “YIELD,” “DO NOT ENTER,” “WRONG WAY.”

Yellow or Fluorescent yellow-green signs warn drivers of specific road conditions and dangers ahead.

White signs provide important information regarding traffic regulations that you must obey such as state highway markers, maximum speed limits and other helpful information.

Orange signs warn drivers of special dangers ahead due to highway construction and maintenance projects.

Green signs indicate directions, highway exit signs and mileage signs.

Blue signs impart traveler information to motorists.

Brown signs indicate nearby parks and recreational areas.

Sign Shapes:

The shape of a sign also gives an indication of the information. There are eight common shapes used:

Octagonal ("STOP") Sign:

The eight-sided red stop sign is a common sign indicating the requirement to stop and yield the right-of-way at an intersection.

Triangular ("YIELD") Sign:

The three-sided red and white yield sign informs the driver that he or she must slow down when approaching an intersection and be prepared to come to a complete stop.

Square (Regulatory) Sign:

The red and white square regulatory signs convey regulations that the driver must follow. Signs indicating prohibitions often will have a symbol inside of a red circle with a red diagonal bar. When you see a red circle with the red diagonal bar it always means "NO."

Circular (Railroad) Sign:

The yellow circular sign is designated to provide information to the driver of an impending railroad crossing.

Pentagonal (School Zone) Sign:

The yellow or the new fluorescent yellow-green five-sided sign indicates the presence of a nearby school and an area in which children will be crossing traveled roads.

Diamond (Warning) Sign:

The four-sided, diamond-shaped signs warn drivers of specific road conditions and dangers ahead. Example shown: Divided Highway Ends

Pennant-Shaped Sign:

The yellow pennant-shaped sign is used exclusively to warn drivers of impending no-passing zones. These pennant-shaped signs are placed on the left-hand side of two-way roads to aid the driver who may be trying to pass a vehicle on the left.

Rectangular (Regulatory) Sign:

In conjunction with pennant-shaped sign you might see a regulatory sign indicating do not pass or pass with care. The white rectangular sign also provides important regulations that drivers must obey, such as maximum speed limits, or contains useful information such as state highway markers.

Written Messages and Symbols:

Traffic signs will employ either written messages or symbols to convey the information to the driver. Specific examples of written messages and symbols for particular types of signs are:

Warning Signs:

Slippery When Wet

Crossroads Ahead

Low Clearance

Divided Highway Begins

Pedestrian Crossing

Two Way Traffic

Narrow Bridge

Long Steep Downgrade

Merging Traffic

Lane Ends

Added Lane

Winding Road Ahead

Side Road

Low Shoulder

Traffic Signal Ahead

Bicycle Crossing

Turn (Speed 30 or less)

T Intersection

Fire Station Ahead

Yield Ahead

Curve Ahead

Playground Warning

Deer Crossing

Stop Ahead

Farm Machinery

Cattle Crossing

An advisory speed plate may accompany some warning signs.

Regulatory signs

No Right Turn

No Left Turn

No U Turn

Yield

Stop

Keep Right

Wrong Way

Do Not Enter

One Way

One Way

Following are Supplemental Plaques that may be added to the bottom of a stop sign.

Railroad Signs provide a driver with a warning of an impending railroad crossing.

Pentagonal (School Zone) Signs are yellow or fluorescent yellow-green and indicate the presence of a nearby school and an area in which children will be crossing traveled roads.

School Crossing

School Zone

NOTE: Use caution when you see this warning sign

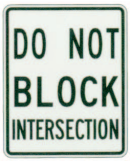
Highway Construction and Maintenance Areas pose dangers both for drivers and for the workers. The following signs warn drivers to be cautious when approaching a work zone.

Flagger Ahead

Workers Ahead

Survey Crew

The following **Regulatory Signs** might be seen at <u>intersections to regulate traffic flow.</u>



Left or Through

Right or through

Multiple Turn Lane

Written Messages and Symbol Traffic signs will employ either written messages or symbols to convey the information to the driver. Specific examples of written messages and symbols for particular types of signs are:

Two Way
Left Turn Lane

No Parking

Reserved Parking

No Trucks

Limited Parking

Tow Away Zone

Narrow
Bridge

No Parking
Anytime

Guide Signs provide information of exit locations, types of highways the driver is traveling, or locations of airports or bus terminals.

Airport

Bus Station

Exit

U S Route

Interstate

State Route

The following **Motorist Services and Recreation Signs** provide drivers with information.

Telephone

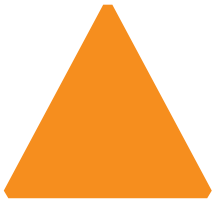
Disability Access

Hospital

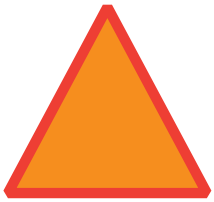
Playground Area

Bicycle Traill

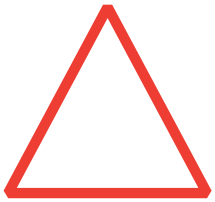
The Slow Moving Vehicle Emblem has been developed to indicate a slow-moving vehicle, which is any vehicle driven at a speed less than 25 miles per hour and slow-moving vehicles are required to exhibit the emblem.



Orange Fluorescent Center



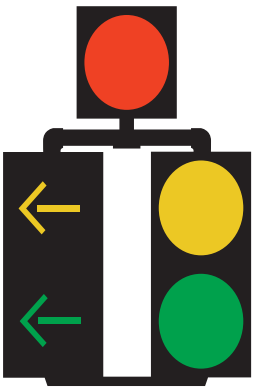
Slow Moving Vehicle Emblem Kit



Red Reflective Borders

TRAFFIC CONTROL AT INTERSECTIONS

Traffic control devices and signs are used to control traffic flow and to indicate right-of-way at intersections and pedestrian crossings.



Stop Lights: Pictured at left are the two most common types of stop lights

For Vehicles Proceeding <u>Straight</u> through Intersection:

- A green signal means go. The driver has the right-of-way and may proceed through the intersection provided it is clear of other traffic and pedestrians.
  - A yellow signal means that the right-of-way is ending.

- A red signal means stop. Traffic entering the intersection from another direction has the right-of-way. The driver may not enter the intersection until the light turns green and the intersection is clear of other traffic.

For Vehicles Turning at the Intersection:

- A green arrow displayed in conjunction with a red or green signal means the driver has the right-of-way to make the turn so long as the intersection is clear. Oncoming traffic must stop.
- A yellow arrow displayed in conjunction with a red or green signal means that the right-of-way to turn is ending.
- A green signal alone means that the driver may make a turn so long as the intersection is clear and the driver yields the right-of-way to all oncoming traffic. When making a left turn on green, only one vehicle is allowed to move into the intersection to complete the turn when the way is clear. Always make sure that the oncoming vehicles are going to stop.
- A yellow signal alone means that the period to turn is ending. As stated above, if you are in the middle of the intersection, complete your turn once the oncoming traffic has stopped.
- A red signal alone means stop. Drivers lawfully within the intersection shall complete the turn. Traffic entering the intersection from another direction has the right-of-way when conflicting traffic is no longer present. The driver may not enter the intersection until the light turns green and the intersection is clear of other traffic.

NOTE: ***Traffic facing a steady red signal alone shall stop at a clearly marked stop line. However, if there is no clearly marked stop line, traffic shall stop before entering the crosswalk on the near side of the intersection. If there is no crosswalk, traffic shall stop before entering the intersection.***

Flashing Light Signals

At some intersections a traffic control device may be found that has one steady flashing or blinking signal in each direction. The following are the rules for obeying these types of flashing light signals.

- **Red flashing light signals**: A red flashing light signal is equivalent to a stop sign and means the driver must come to a complete stop before entering the intersection.
- If cross-traffic is not required to stop at the intersection, a driver may proceed only when the way is clear and the driver will not interfere with the right-of-way of any such cross-traffic.
- If all traffic is required to stop at the intersection then the driver may proceed after a complete stop and after yielding to any vehicle:
  - that is already in the intersection,
  - that has already completely stopped and is about to enter the intersection,
  - that is to the right of the driver and has arrived at the intersection at the same time as the driver.

- **Yellow flashing light signals:** A yellow flashing light indicates the driver should slow down and use caution when traveling through an intersection or other dangerous areas where an accident can happen. Cross-traffic is required to yield the right-of-way; however, drivers should proceed with caution, watching for vehicles or pedestrians attempting to cross the intersection.

Pedestrian Signals

Pedestrian signals allow pedestrians to know when it is legally permitted and safe to cross a street or intersection. Pedestrians can promote traffic safety and protect themselves by observing the following rules:

- "Walk" Sign: Many streets with significant pedestrian traffic have a pedestrian signal that displays the word "WALK" or a symbol of a person walking when it is legally permitted and safe to cross the street or intersection. Pedestrians who have started to cross the street or intersection when the "WALK" sign or walking person symbol appears should continue as quickly as possible to the other side of the street if the signal shifts to "DON'T WALK."

NOTE: ***At some intersections there is a button near the base of the pedestrian signal or stop light that may be pushed by the pedestrian to activate the pedestrian signal to show the "WALK" sign.***

- "Don't Walk" Sign: Pedestrian signals indicate when it is not legally permissible or safe to cross a street or intersection. When the pedestrian signal shows the words "DON"T WALK" or a symbol of a raised hand appears, it is not legally permitted or safe to begin crossing a street or intersection.

Stop signs

The rules pertaining to stop signs are the same as those pertaining to red flashing light signals. A driver should come to a complete stop before the solid white line or crosswalk. If there is neither a solid white line nor crosswalk, the driver should come to a complete stop parallel to the stop sign if possible, or before entering the intersection at a place that allows the driver to determine whether any other vehicles are approaching the intersection from another direction. As always, watch for pedestrians.

Yield Signs

A yield sign indicates that a driver must slow down when approaching an intersection and be prepared to come to a complete stop if a vehicle or pedestrian with the right-of-way is approaching from another direction. A vehicle approaching from another direction with the right-of-way should not have to brake to avoid a collision with a vehicle entering from a road with a yield sign.

Intersections with No Signal or Sign, or with Traffic Signal not functioning

Vehicles approaching an intersection that has no signal or a non-operating traffic signal shall stop before entering the intersection. After stopping, vehicles may proceed with caution through the intersection and shall yield right of way to traffic within the intersection.

Entering Streets or Roadways from an Alley, Building or Driveway

A driver must yield the right of way to other vehicles and is required to stop before entering a street or roadway from an alley or driveway.

CHAPTER 3
SAFE VEHICLE OPERATION AND TRAFFIC LAWS

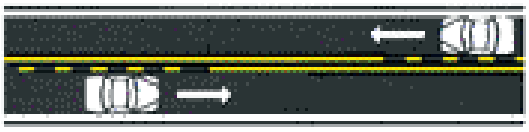
In this chapter, you'll find essential information about safe and legal vehicle operation and techniques for avoiding accidents.
The most important rule for safe vehicle operation is to **pay attention to the road!** Even the most experienced drivers are often distracted while driving. Always anticipate potential problems. A good defensive driver looks out for the actions of other drivers.

Driving Lanes and Lane Markings

Driving lanes and lane markings help separate traffic going in opposite directions and on busier roads allow for multiple lanes of traffic going in the same direction. The first thing to remember is to stay in the driving lane in which you are traveling, except to turn or pass.

Yellow Lane Markings

Yellow lane markings are found on or near the center of a road and are used to divide two-way traffic. If there is a double yellow line or a solid yellow line on your side of the road, never drive to the left of the solid yellow line, except to turn.



White Lane Markings and Changing Lanes

White lane markings are used to separate multiple lanes of traffic going in the same direction. You should not cross a solid white line. Most multiple lane roads have broken white lines to separate lanes. A broken white line indicates that a driver may change lanes when it is safe to do so. Follow these rules when changing lanes:

- first, make sure traffic directly ahead is clear;
- check your mirrors for vehicles behind you that have begun or are about to pass you;
- briefly turn your head in the direction you wish to proceed, to ensure that no vehicle is in your vehicle's "blind spot" to see if there is sufficient room to move into the adjacent lane;
- use your directional signals to alert other drivers that you are about to change lanes;
- smoothly move into new driving lane; and
- only change one lane at a time.

If you are changing lanes to prepare for a turn, do so at least 200 feet before the turn. Do not weave in and out of lanes! Your risk of an accident greatly increases. On the highway, slower vehicles should use the lane to the right. Leave the left-hand lane for faster moving vehicles that wish to pass.

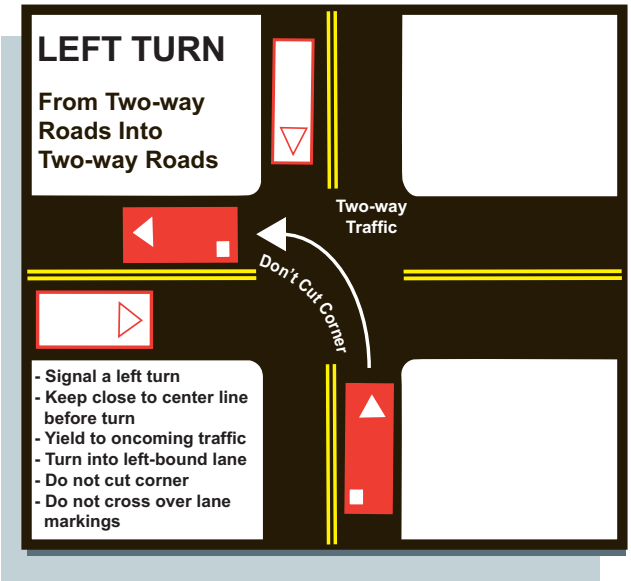
Rules for Making Safe and Legal Turns

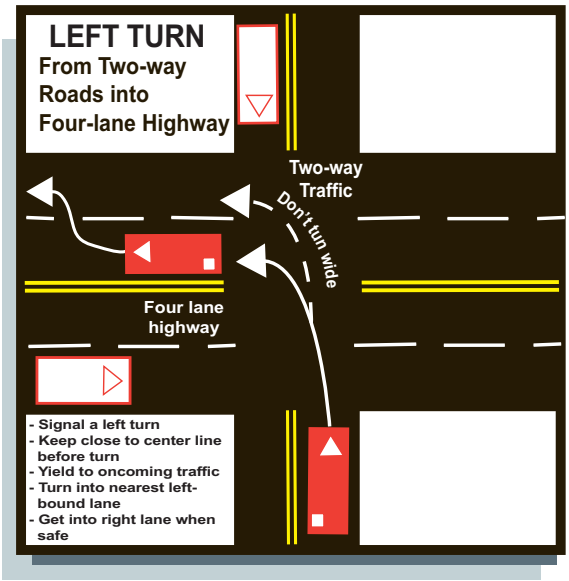
Many accidents can be avoided by adhering to the following rules and guidelines in making proper turns. Always keep in mind that it is important to plan ahead to anticipate when you are going to make a turn. If you are going to be traveling on roads with which you are unfamiliar, it is always helpful to consult a map in advance to identify when you will have to make turns to avoid last-minute decisions.

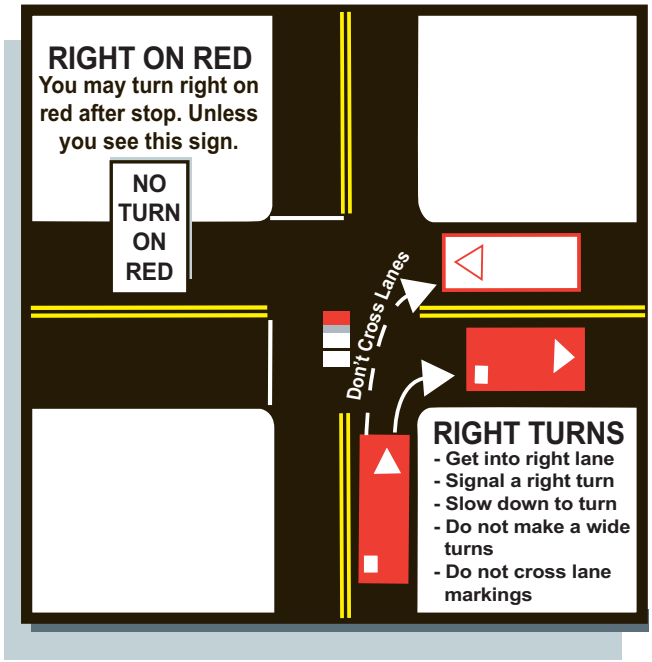
Turning From and Into the Proper Lane

If the road from which you will be turning has more than one lane, the first rule for a safe and legal turn is to move into the lane nearest the direction you will be turning well in advance of the turn. Follow the rules for changing lanes to safely move into the proper lane prior to making a turn. **The following diagrams illustrate a proper turn.**

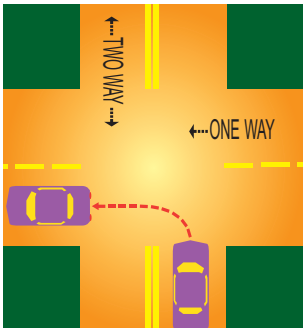
Tip: An easy way to remember proper lane positioning for a turn is, left turn left lane right turn right lane.



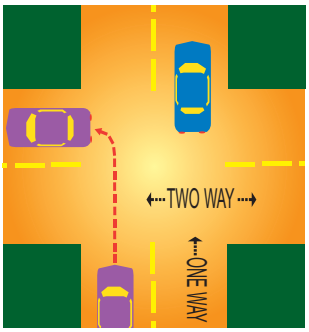




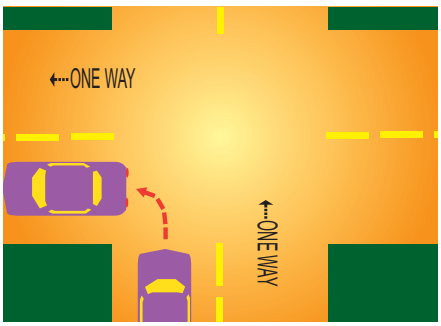
Turning left from
a two-way street
onto one-way street.



Turning left from
a one-way street
into two-way street

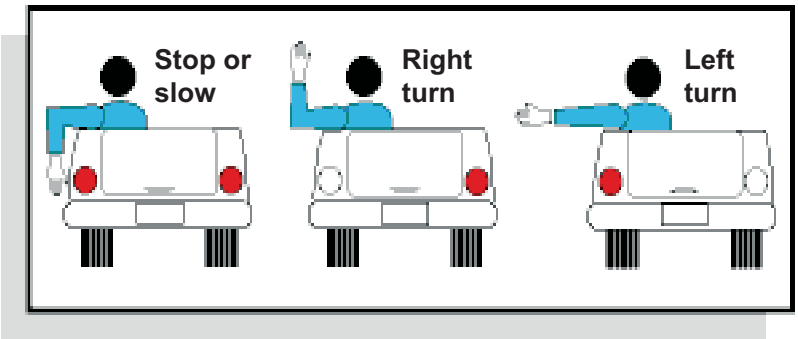


Turning left from
a one-way street
into a one-way street



Signaling Your Intention to Turn

Give a proper turn signal at least 200 feet before turning or changing lanes. If the speed limit is 50 miles per hour or more, give a proper turn signal at least 300 feet before turning or changing lanes. The safest type of signal is using the lighted signals that are standard equipment on most vehicles. If, however, one or more of these signals is malfunctioning, you may use the hand signals (except on driving tests) illustrated below:



Turning at Intersections

When making a turn at an intersection, you must follow the rules of traffic control devices, and always watch for pedestrians! Never force a pedestrian to make a special effort to avoid your car when turning. If you must stop at the intersection prior to turning, keep the vehicle's front wheels pointed straight and apply the brakes before proceeding.

Legal Right turns when a Traffic Signal is Red

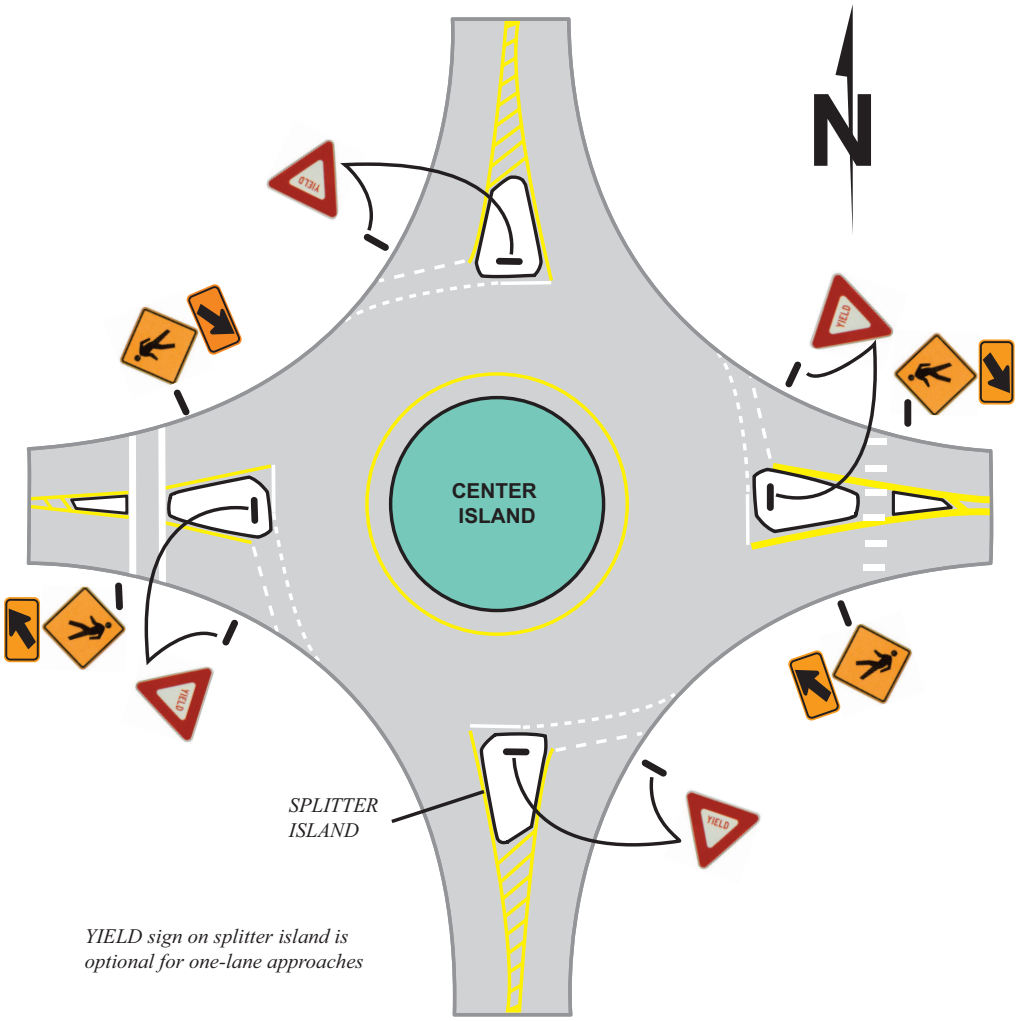
In order to facilitate greater traffic flow, Indiana and most other states allow a driver to turn right at an intersection - in limited circumstances - when a traffic signal is red. A legal turn may only be made if all of the following criteria are met:

- the driver comes to a complete and full stop at the traffic light;
- the driver makes sure there are no vehicles or pedestrians in the path of the turn;
- the driver does not interfere with the right-of-way of any vehicle or pedestrian who is moving in the direction of the turn; and
- the driver follows the other rules pertaining to turns, i.e., correct lanes, discussed in this section.

Roundabouts:

A roundabout is a circular intersection that is designed to meet the needs of all road users (i.e. drivers, pedestrians, and bicyclists. A roundabout eliminates some of the conflict traffic, such as left turns, that cause crashes at traditional intersections. Because roundabout traffic enters or exits only through right turns, collisions that do occur typically are less severe than those at conventional intersections. The roundabout's incoming traffic yeilds to the circulating traffic.

Example of Markings for Roundabout
Intersection with One-Lane Approaches



Special Exception for Left Turns

When the traffic signal is red and if the driver is on a one-way street and wishes to turn left onto another one-way street, a legal turn may be made, if the driver follows the rules listed above for turning on red. This is the only circumstance in which a driver may make a legal left turn against a red traffic signal.

U-turns

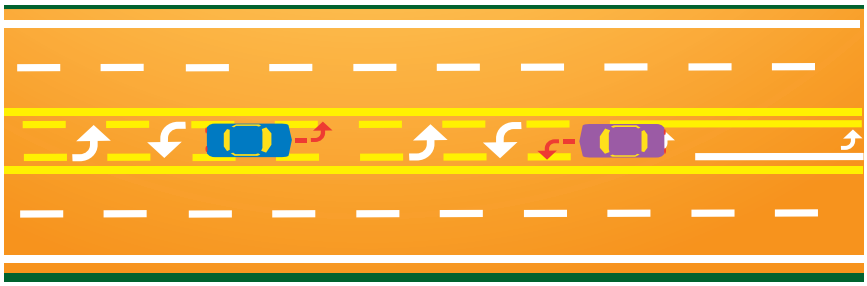
A U-turn is a potentially dangerous maneuver that should only be undertaken when absolutely necessary. Obey the following rules:

- always yield the right-of-way to oncoming vehicles and to any pedestrians
- never make a U-turn on any curve in the road or when approaching or nearing the crest of a hill or grade
- never make a U-turn on an interstate highway; simply proceed to the next exit and reenter the highway in the opposite direction
- never make a U-turn when a sign is posted prohibiting it

Turning Left From Specially Designated Center Lane

Busy roads on which there are many places a vehicle may make a left turn have a center lane designated solely for left-turning vehicles. Use these center lanes to decelerate and turn left if available. Always be aware that vehicles traveling in the opposite direction may be entering the center to turn left in front of your vehicle**. Never use this type of center lane for passing or overtaking other vehicles.** Designated center lanes for left turns can be identified by a sign with alternate directional arrows stating "CENTER LANE ONLY" or pavement arrows.

NOTE: ***Pavement arrows in center lanes are not always installed***



Following Turning Vehicles

When following a driver who has signaled his or her intention to make a turn or who has slowed down and may be looking to make a turn, drive defensively. Always slow down, and be prepared to stop.

Rules for Passing/Utilizing Left Hand Side of the Road

This section discusses safe and legal passing when a driver must use lanes on the left-hand side of the road designated for traffic traveling in the opposite direction.

Using the left-hand side of the road to pass vehicles is a potentially dangerous driving maneuver in which a serious accident can occur. Always consider the necessity of such a pass.

Passing Prohibited:

It is illegal and extremely dangerous to attempt to pass in the following situations:

- A yellow solid line is marked on the driver's side of the center line of the road
- A yellow pennant-shaped "No Passing Zone" sign is posted on the left-hand side of the road or a white rectangular "Do Not Pass" sign is posted on the right-hand side of the road
- When on or approaching a curve

- When approaching the crest of a hill or grade
- Within 100 feet of an intersection or railroad crossing
- Within 100 feet of a bridge, viaduct or tunnel

Requirements for Making a Safe and Legal Pass:

- Make absolutely sure the passing lane is clear of traffic. You are required to return to the right-side of the road no less than 100 feet before any approaching vehicle
- Check behind and to the left to make sure another car is not attempting to pass your vehicle
- Give appropriate turn signal
- Move into the passing lane, then accelerate, and continue to move forward until the vehicle passed can be seen in the rearview mirror
- Before returning to the original driving lane, give the appropriate turn signal

When Being Passed:

If your vehicle is being passed on the left-hand side of the road, allow the vehicle to pass safely and do not increase your speed.

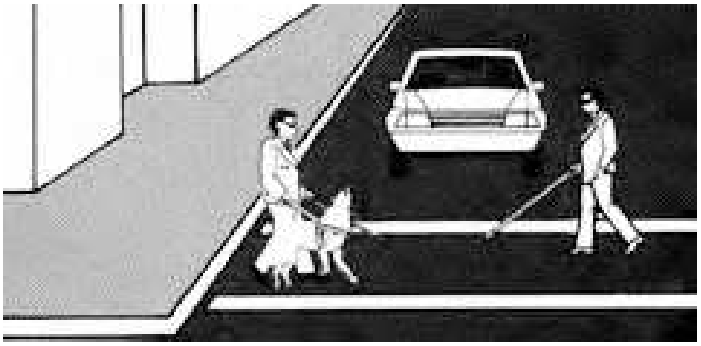
Pedestrian Safety

Crosswalks or the existence of a pedestrian signal indicates that pedestrians are nearby. Please follow these rules and guidelines when pedestrians are in the vicinity of your vehicle:

- Always yield the right-of-way to pedestrians;
- Do not make a turn that causes a pedestrian to stop, slow down or make some other special effort to avoid a collision
- If children are in the vicinity, take special care because children are not fully aware of the dangers of traffic
- Be respectful of others who have difficulty in crossing streets, such as elderly persons or persons with a visual disability

Blind pedestrians

The primary traveling aids for a person who is blind are often a white cane or a trained guide dog. Independent travel for people with visual disabilities involves some risk that can be greatly reduced when you, the driver, are aware of the use and meaning of a white cane or guide dog. Drivers must always yield the right of way to persons who are blind.

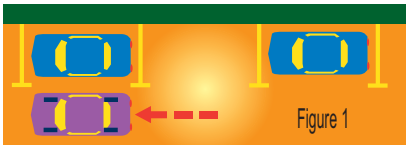


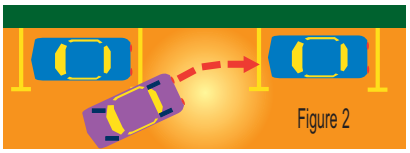
When a pedestrian is crossing a street or highway guided by a dog or carrying a white cane (or a white cane with a red tip), **vehicles must come to a complete stop.**

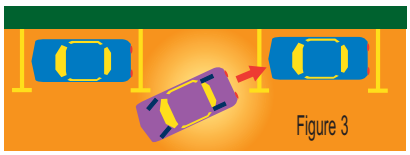
Parking Rules

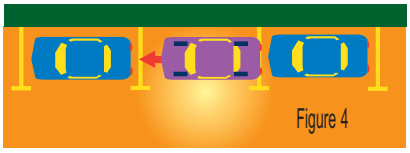
Parallel Parking:

Parallel parking is simple and easy when drivers follow this procedure:

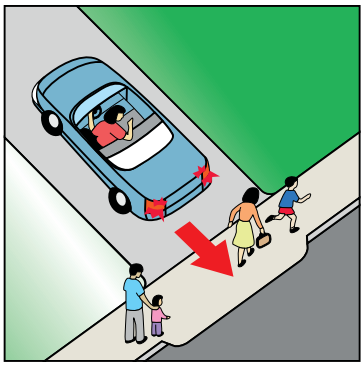








1. Signal your intention to park;
2. Position the vehicle parallel with the vehicle parked in front of the empty space and maintain at least two feet from this vehicle. *(Figure 1)*
3. Align the rear bumpers of both vehicles. *(Figure 1)*
4. Back up slowly until the front of the vehicle is even with the front door of the car beside you. Turn the wheel sharply to the right and back up slowly until the vehicle is at a 45-degree angle, and back up.
When the front of your vehicle passes the rear of the car beside you, turn your wheel to the left sharply, then gradually while backing in. *(Figure 2 & 3)*
5. Straighten the wheels and pull forward. *(Figure 4)*
6. When parked facing downhill, turn the wheels toward the curb. When parked facing uphill, turn the wheels away from the curb. When there is no curb, turn the wheels away from the street.
7. Use your turn signal when entering traffic from a parking space.



Backing

Backing is more difficult for the beginner than driving forward because the field of vision is blocked by the vehicle itself, and it's harder to control speed and direction. You will need a lot of practice to keep absolute control of the vehicle. Backing out of a parking place requires you to look in both directions and double-check for cars and pedestrians.

To back up, turn to your right so you can see through the back window. Never use only the rearview mirror for backing up. Always go slowly, watching carefully in all directions. Never back into an intersection in order to turn around. It's much safer to drive around the block.

Safety Tip: Always check behind your vehicle for bikes and small children BEFORE you enter your vehicle. This is especially important for vans and pickups.

Illegal Parking Areas

Parking in the following areas is prohibited:

- highways (unless indicated otherwise)
- intersections or pedestrian crosswalks
- on sidewalks
- in front of any driveway
- within 15 feet of a fire hydrant or in fire lanes
- underpasses or bridges
- adjacent to yellow curbs
- beside another parked vehicle

Maximum Speed Limits and Driving at Safe Speeds

Indiana law requires that drivers operate a vehicle at the posted speed limit. As discussed below, there are a number of road conditions that could cause a driver to be more cautious and drive at slower speeds.

Maximum Speed Limits are:

Rural Interstate Highway: Defined as outside an urbanized area with a population of at least 50,000.

- Passenger Vehicles ..... 65 mph or as posted
- Trucks 26,000+ Pounds ..... 60 mph or as posted
- School Buses ..... 55 mph or as posted

Effective July 1, 2005 (when posted)

- Passenger Vehicles ..... 70 mph or as posted
- Trucks 26,000 + Pounds ..... 65 mph or as posted

Rural State Divided Highway ..... 60 mph or as posted
Urban Interstate Highway ..... 55 mph or as posted
United States Federal Route (e.g. US 31) ..... 55 mph or as posted
Rural State Highways (e.g. State Road 37) ..... 55 mph or as posted
Most residential areas ..... 30 mph or as posted
County Roads ..... 50 mph or as posted

Drivers must always be on the lookout for **LOWER** posted speed limits on highways. County and local roads may have different posted speed limits.

Interstate Highways

HISTORY OF INTERSTATE HIGHWAYS

The government began studying the concept of a nationwide network of high-speed expressways in the late 1930's. Planners originally envisioned three East-West and three North-South highways. Congress finally authorized a 40,000-mile network in 1944.

HOW THEY'RE NAMED:
North-South interstates bear odd-number names. The numbering begins on the West Coast and along the southern border. East-West interstates bear even -numbered names. Beltways around a city (such as I-465) carry a three-digit number. If the first digit of a three-digit number is odd (1, 3, or 5), that means that you are traveling on a spur route. A spur route is a section of the interstate that connects two different interstates or into a major city.

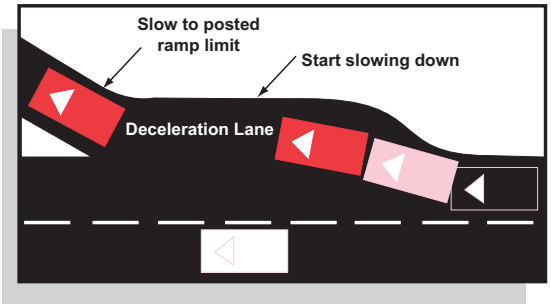
FUN FACTS:

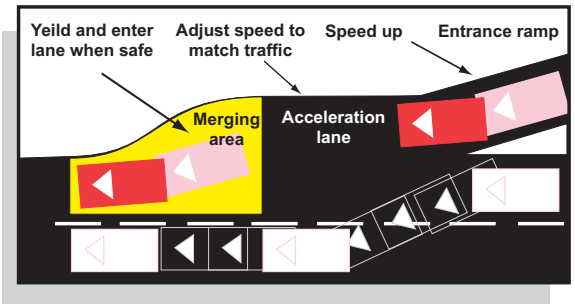
- New York has 28 interstates – the most of any US state
- Texas has the most interstate mileage-- 3,202 miles.
- I-95 traverses the most states, 16.
- There are approximately 1,200 rest areas along interstate highways.

Safe Driving on Interstate Highways

Though designed for safety, interstate highways pose specific risks for drivers that do not follow the rules of the road and safe driving techniques.

- **Speed:** Excessive speed greatly increases the likelihood of an accident. A driver has much less time to react to unexpected actions of other drivers or other potential roadway hazards.
- **Alertness:** Because a driver has less time to react, driver alertness is very important to anticipate problems well before a driver comes upon hazardous situations. Also, watch for signs of fatigue that tell the driver that he or she should let someone else drive or that he or she should get off the highway at an exit to rest.
- **Planning Ahead:** Consult maps or get directions to the destination to which you are going prior to departure. A driver who is trying to read every exit sign to attempt to determine where to get off of the highway cannot devote sufficient attention to traffic conditions.
- **Merging:** Good judgment and good timing are necessary to merge smoothly with fast-moving traffic. Upon entering an interstate on-ramp, stay to the right and increase your speed in the acceleration lane to allow your car to merge with the traffic when the path is clear. Drivers already on the interstate should, for their own safety, make allowance for those entering. However, it is your responsibility to yield the right-of-way to other cars on the interstate.





- **Special Interstate Traffic Prohibitions:**
  - **Backing Up:** It is illegal to back up on an interstate highway to reach a missed exit. If you miss an exit, simply drive to the next exit.
  - **U-turns:** It is illegal for any vehicle, other than an emergency vehicle or a highway maintenance vehicle, to make a U-turn by crossing the median of an interstate highway.
  - **Stopping on Shoulder:** Except in the event of an emergency or a disabled vehicle, do not stop or park a vehicle on the shoulder of an interstate highway.
  - **Large Trucks:** Trucks are restricted to the right lane on sections of interstate with two lanes in one direction and the right two lanes on sections of interstate with three lanes or more in one direction.

Maximum Speed Limits in Special Situations

- **School Zones:** If you are driving in the vicinity of a school, you must slow down to the lower posted speed limit for the school zone. Common hours are between 7:00 a.m. and 4:30 p.m. Monday through Friday. Local authorities may establish lower speed limits for school zones when children are present.
- **Highway Work Zones:** The maximum speed limit in a highway work zone is forty-five (45) miles per hour or a lower posted speed.
- **School Buses:** When not operating on an interstate, federal or a state highway the maximum speed limit for a school bus is forty (40) miles per hour unless the posted speed limit is lower.

Conditions that Should Cause Drivers to Consider Slower Speeds

Excessive speed, even when conditions are ideal, is dangerous and increases the likelihood of an accident. Driving at or in excess of the posted speed limit under the following roadway conditions is even more dangerous:

- bad weather and poor visibility
- slick or icy roads
- worn tires
- unsafe vehicle condition
- impaired physical condition
- overdriving headlights
- hazardous conditions on road surface

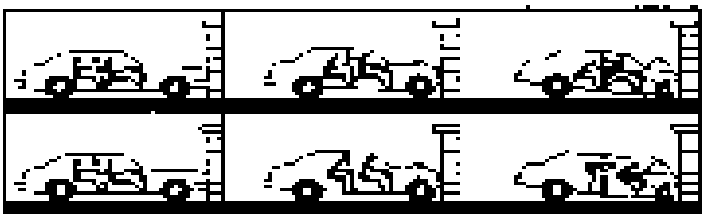
Speed and the Ability to Stop a Vehicle:

The following chart provides an indication of just how fast a vehicle travels in one second at 35, 55 and 65 miles per hour:

Speed	**35mph**	**55mph**	**65mph**
Feet traveled in 1 second	51.3	80.7	95.3
Lanes of traffic crossed in 1 second	2.6	4.0	4.7
Seconds to travel a football field	5.8	3.7	3.1

Following Distance -- The Two Second Rule:

A good rule for drivers to follow is to stay at least two seconds behind the vehicle ahead. When following a vehicle, watch for the vehicle ahead to pass a fixed object and estimate how much time elapses before your vehicle passes the object. Remember: A vehicle in front of you may stop for any number of reasons at any time; a defensive driver is prepared to respond to the unanticipated actions of other drivers.



safety belts
save lives!

SAFTEY BELTS AND CHILD SAFETY RESTRAINTS

Safety belts and child safety restraints (i.e., car seats) save thousands of lives each year, and improve your chances of surviving a crash by 60 percent. Indiana law requires that drivers and all front-seat passengers use seat belts at all times when a vehicle is operated.

IMPORTANT: Even if the vehicle you are operating has one or more air bags, use your safety belt. The air bag is designed to work in tandem with the safety belt to slow the car's occupant down in the event of a collision. Failure to use a safety belt could result in injury to the occupant from the air bag.

Safety Belts:

- When Required: All front seat occupants of passenger motor vehicles manufactured in 1964 or thereafter are required by law to use safety belts. Operators of buses are also required to use a safety belt.

Exceptions:

- Persons who, for medical reasons (and must carry the medical statement from a doctor), should not wear a safety belt;
- Certain commercial, postal and newspaper carriers who have to make frequent stops to deliver goods and services;
- BMV Driver Examiners while conducting a drive test.

Child Passenger Restraint Systems:

EFFECTIVE July 1, 2005: A person operating a motor vehicle in which there is a child passenger under age eight is required by law to properly secure the child in a child restraint system (i.e. child car seat or booster seat) unless it is reasonably determined that the child cannot fit in a child restraint system. Then the child is required by law to be properly restrained by a safety belt. The law requires children between age 8 and 15 to be restrained with a seatbelt.

Passenger Air Bags: The explosive power of an air bag has killed children and elderly adults under 5 feet tall. If your car is equipped with an air bag on the passenger side, the National Safety Council recommends putting children under the age of 12 in the back seat.

SAFE VEHICLE OPERATION IN SPECIFIC SITUATIONS

This section suggests guidelines for driving in special driving situations:

Night Driving

Operating a vehicle at night presents a number of potential problems. These problems can be made worse if the driver is not used to operating a vehicle at night or when other adverse conditions exist.

- **Visibility:** Pedestrians, road markings and other vehicles are more difficult to identify and recognize at night than in the daytime. Under nighttime driving conditions, the driver should reduce normal speed, especially on unfamiliar roads. The glare of oncoming headlights may also reduce effective vision. To avoid the effects of glare, drivers should not look directly into the lights of an approaching vehicle but should focus on the right side of the road.
- **Fatigue:** Drivers are more likely to be fatigued while driving at night and have a higher risk for accidents. Plan ahead to avoid driving late at night, if possible, or at any time when you have not had enough sleep. Be prepared to conclude your driving session if you feel yourself unable to stay alert. Better to arrive late than to risk your life driving while you are fatigued.

  Signs of excessive fatigue while driving include:
  - trouble focusing your vision
  - having no memory of the last few minutes of your drive
  - beginning to drift out of your lane
  - failing to maintain a constant speed
  - head nodding and actually feeling as though you are about to fall asleep

The best thing to do if you are beginning to feel drowsy is to let another person drive or find a safe area to pull over and rest. A driver's efforts to stay awake when excessively fatigued, such as rolling down the windows, turning up the radio, etc., are usually ineffective and may give you a false sense of alertness. This puts you and all other drivers around you at a greater risk for an accident.

- **Use of Headlights:** Drivers must use headlights between sunset and sunrise as well as at any other time in which visibility is less than five hundred (500) feet. Lower headlight beams must be used when approaching within 500 feet of an oncoming vehicle or when following within 200 feet of the rear of another vehicle.
- **Pedestrian Safety:** Pedestrians walking along a roadway that does not have a sidewalk, should walk facing the oncoming traffic. When walking along a highway at night or under darkened conditions, pedestrians should wear light colored clothing or carry something that will reflect light.

Driving in Certain Weather Conditions

- **Winter Driving:** Driving in winter weather presents a number of dangers due to ice, snow and extremely cold temperatures. **ALWAYS CLEAR THE WINDOWS OF YOUR VEHICLE BEFORE BEGINNING TO DRIVE.**
- **Driving in Icy Conditions:** Ice on the roadway is a potentially dangerous condition that can cause a vehicle to lose traction.
- **Skids:** Sudden turns, lane changes or hard braking can throw a vehicle into a skid. The procedure for correcting a skid is the same for both front-wheel-drive vehicles and rear-wheel-drive vehicles. If your vehicle begins to lose traction and the rear wheels begin sliding sideways, ease off the gas pedal. Do not make a fast turn away from the direction of the skid and do not over steer. That will cause a spin. **If your vehicle has conventional brakes**, turn the steering wheel in a controlled manner in the direction the rear of the car is sliding. When traction is regained, straighten the vehicle and proceed slowly. In any emergency situation **if your vehicle is equipped with an anti-lock brake system (ABS),** keep your foot on the brake pedal, maintaining firm and continuous pressure while steering normally. DO NOT PUMP THE BRAKES! A mechanical sound or noise and vibration or increased resistance in the brake pedal indicates that ABS is working. Just hold the brake pedal down and let the anti-lock system work for you.
- **Remember to always give yourself more time to stop on icy roads.**
- **Driving in Snow:** Snow, especially when mixed with significant wind, poses a number of problems for drivers. Visibility may be substantially reduced. Watch for drifting snow, particularly in rural areas where only a few inches of snow can cause roads to become impassable. Always watch for icy conditions when there is snowfall on the ground, particularly at intersections. Use your headlights so other drivers can see you.
- **Driving in Extremely Cold Conditions:** Always allow a vehicle engine plenty of time to warm up in very cold conditions.

Winter Driving Tips:

- Drive with a full tank of gas so that if you become stranded you can keep the heater in your vehicle running for as long as possible
- Be aware that moisture on ramps, bridges and overpasses may occasionally freeze before other sections of the driving roadway
- Turn on your lights to see and be seen
- Brush the snow off your head lights and tail lights frequently
- Stay a safe distance behind snowplows
- Carry sand or strips of carpet for traction
- Carry a winter survival kit in your vehicle (i.e. booster cables, blankets, shovel, flashlight, extra clothing, candles, matches, nonperishable snack food and bottled water

- **Driving in Rain:** Always use your headlights so other drivers can see you. **Wet roadway surfaces can be dangerously slick**, especially immediately following a rainfall due to oil and dirt build up on the road. If you drive through water puddles, test your brakes by pumping them. This will also help to dry them. If the water is deeper than your tire tread, slow down. When driving on wet roads, due to a phenomenon known as **hydroplaning**, your vehicle is actually traveling on a thin layer of oil, dirt and water. It increases with speed, and at a point the tires may be totally on the water. If this happens there is no friction to brake, speed up, or corner. A gust of wind, a change of road level, or a slight turn can create a **skid.** Do not drive on bald or badly worn tires. Slow down when there is heavy rain, standing water or slush on the road. Always allow yourself additional time to stop.

Safety Tip: To avoid hydroplaning, drive with properly inflated tires

- **Driving in Fog:** Fog can greatly reduce visibility of other vehicles, pedestrians, and traffic signals. Drive cautiously and at reduced speeds. **Do not** use your high headlight beams; low headlight beams illuminate the road and objects ahead of you better. If fog closes in completely, and visibility is reduced to near zero, carefully pull off the road as far as possible, and stop. Leave your headlights on and make sure you turn on your flashing emergency signals.

Railroad Crossings

Countless people lose their lives or suffer tragic injuries due to train/vehicle collisions. Invariably, the cause for such collisions is the disregard of railroad crossing warnings by drivers.

- **Who Must Stop**: All vehicles carrying passengers for hire, all buses carrying passengers, and all vehicles carrying explosives or flammable liquids. Such vehicles must stop not closer than 15 feet or more than 50 feet from the nearest rail. This requirement does not apply to abandoned railroad tracks.
- **Watch for Railroad Crossing Signs:** Railroad crossing signs signal a driver to slow down, look, listen and be prepared to stop for a train. Crossing signs include the yellow round railroad crossing sign, pavement markings, the railroad crossbuck sign, red flashing light signals, and often, crossing gates.
- **Railroad Crossing Stop Signs**: If you approach a railroad crossing at which a stop sign is posted, you must come to a complete stop and proceed over the tracks only after looking both ways to make sure a train is not approaching. Never assume because there is only a stop sign that the track is not used, and a train is not coming.

- **Safety Guidelines for Railroad Crossings:**
  - **Obey the Warning Signs:** Due to the size of trains, the actual speed of a train can be very deceiving. **Under no circumstances should you attempt to race a train to a crossing.** Never drive around a crossing gate that is extended down.
  - **Avoid Stopping on the Railroad Tracks:** Never begin to cross railroad tracks unless you can clear the tracks without stopping. If your vehicle stalls on the tracks, all occupants should leave the vehicle immediately. Look to see that no train is approaching the crossing and carefully proceed to have the vehicle removed safely from the tracks.
  - **Watch for Additional Trains:** Where there is more than one track, a driver waiting for the track to clear must make sure another train is not coming on the other track once the first train has cleared. Be especially careful that a train is not proceeding in the opposite direction behind the first train where it may be difficult to see.

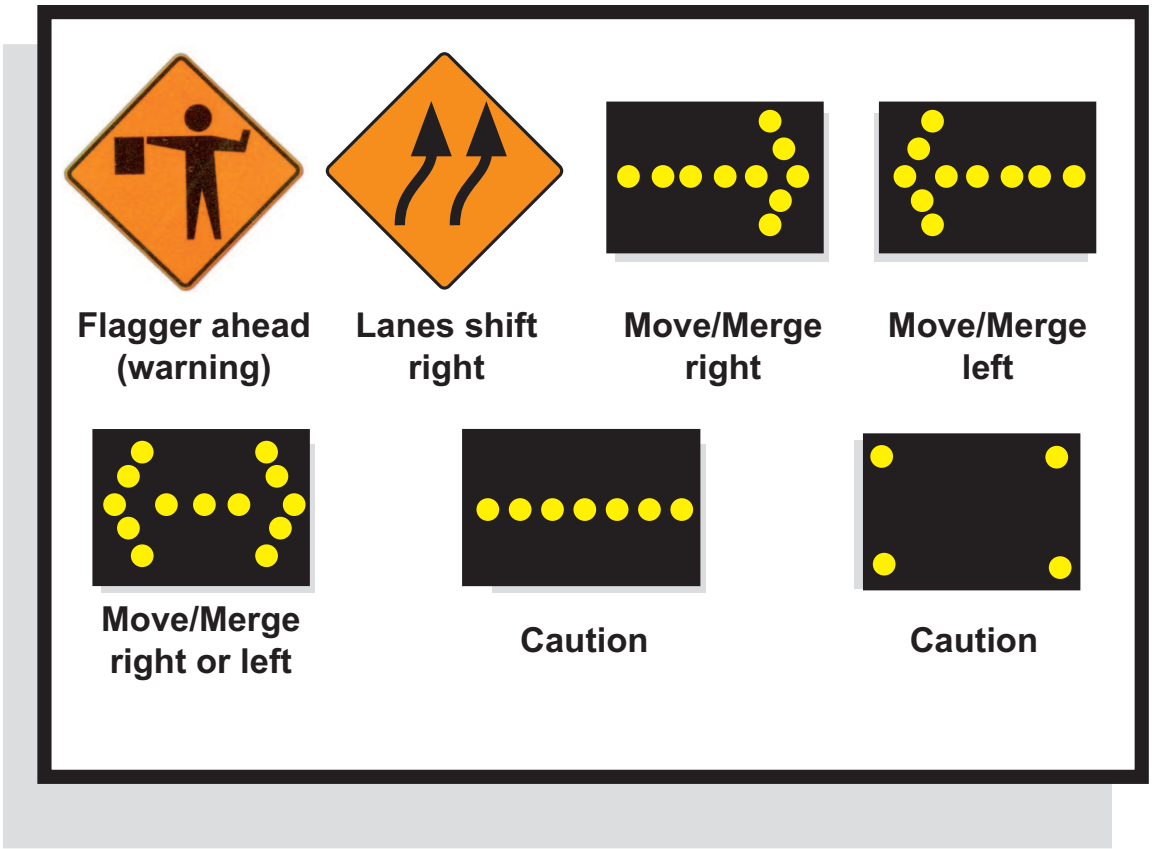
NOTE: ***All school buses are required to stop at all railroad crossings.***

Emergency Vehicles

- **Emergency vehicles such as ambulances, police vehicles, fire vehicles, and emergency rescue vehicles** are permitted to display a red flashing light. Drivers must yield the right-of-way to that vehicle. Drivers must always listen for sirens on these vehicles and yield the right-of-way. The siren is usually heard before the emergency vehicle is in view. To yield the right-of-way, all traffic, in either direction, must slow down, pull to the right of the road, and stop until the emergency vehicle passes.
- **When an emergency vehicle is stationary and is displaying its flashing lights**, a driver must slow down and move into a lane, which is not adjacent to the emergency vehicle, if it is possible to do so safely. If it is not possible to do so safely, a driver must then reduce the speed of the vehicle and proceed with caution.
- **Volunteer Firefighter Vehicles:** Privately owned vehicles, which display a flashing blue light, are used by volunteer firefighters responding to an alarm. The driver should yield the right-of-way to these vehicles.
- **Emergency Medical Vehicles:** A flashing green light on a privately owned vehicle is used by a certified emergency medical technician responding to an emergency. A driver must yield the right-of-way to these vehicles.

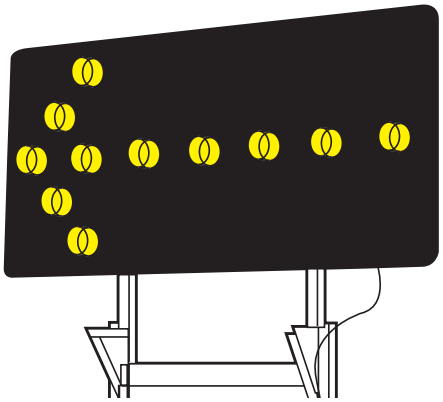
Highway Construction and Maintenance Areas

These areas pose dangers both for drivers and for the workers who are trying to do their job. Be respectful of these dangers and exercise caution whenever traveling in a highway work zone.



- **Worksite Speed Limits:** The highest legal posted speed limit in a designated highway worksite is 45 miles per hour, and may be posted lower than that. The following diagrams illustrate common work site speed limit signs:

- **Flashing Arrow Boards:** The illustrated flashing arrow board helps to divert traffic to a specific lane(s) when one or more lanes are under construction. Carefully move to the lane indicated by the flashing arrow board well in advance. Be careful not to move into a lane of oncoming traffic. Flashing arrow boards are often used to indicate a detour or "crossover." In these cases, lane markings on the road, traffic cones, barrels or barricades will outline the path a vehicle is supposed to follow. A flashing arrow board not indicating a direction either way is a signal to use caution but does not require a driver to move to another lane.

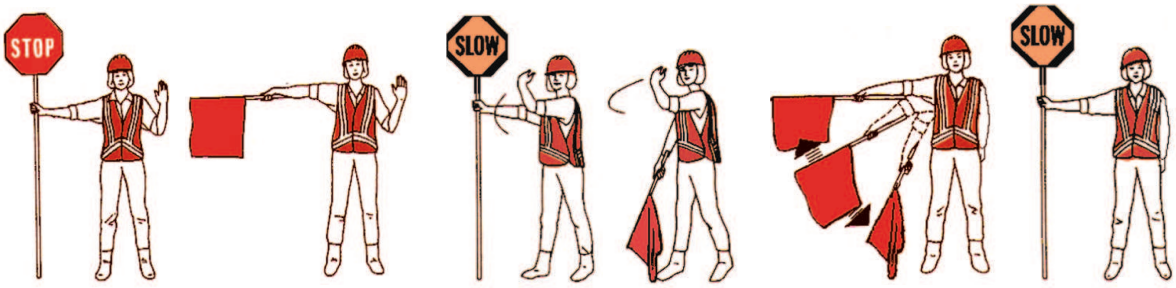


- **Manual Traffic Control at Worksites:** At some work sites, one or more flaggers may be posted at each end of the work zone to control traffic flow when one or more lanes are closed to traffic. If you are approaching a flagger, reduce your speed immediately and be prepared to follow the directions indicated in the diagram below. Drivers must stop when a flagger extends a red flag in a horizontal position into the line of traffic. Drivers may proceed at a reduced speed, only when directed by the flagger. If a flagger uses a signal paddle, the driver shall likewise stop or proceed slowly according to the "STOP" or "SLOW" message displayed on the sign. Also refer to Construction and Maintenance Worker Signs.

USE OF HAND SIGNALING DEVICES BY FLAGGER

Preferred Method: **Emergency Use Only:**

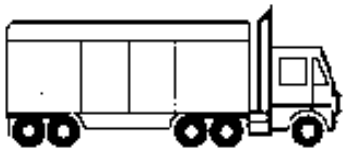
Paddle **Flag**



To Stop Traffic Traffic Proceed To Alert and Slow Traffic

Traffic Control Officers and Official Processions:

- **Traffic Control Officers:** Because of special events, traffic congestion or other reasons, a law enforcement officer may direct traffic at specific intersections or in other situations. Always obey the command of a traffic control officer. A police officer's command may be different from a traffic signal or sign. In such a case, the traffic officer's command is the one that must be obeyed.
- **Official Processions:** Official processions, such as a funeral procession, have the right of way regardless of a traffic signal that indicates otherwise.



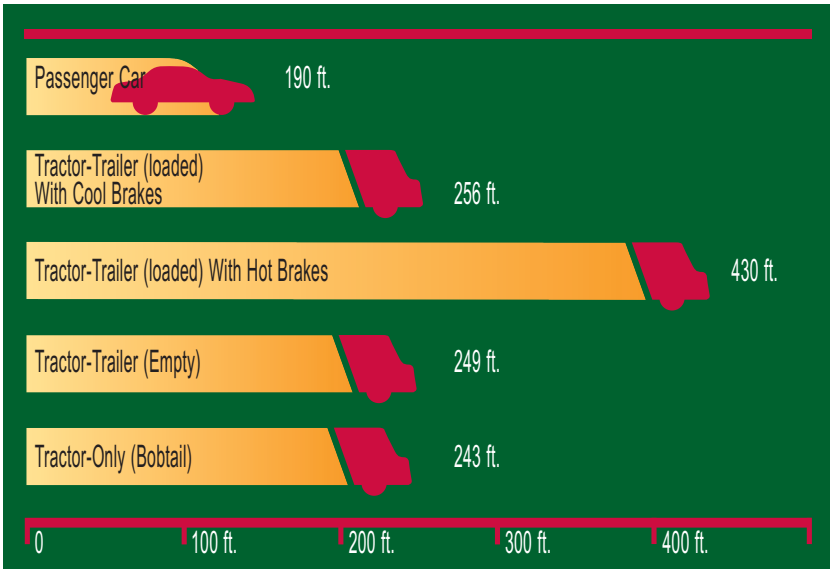
SHARING THE ROAD

Sharing the Road with Trucks

Most drivers do not understand how to share the road safely with large trucks. To reduce the chance of an accident with a large truck, motorists must be familiar with a truck's physical capabilities with respect to braking, turning, truck driver blind spots, and maneuverability. According to the National Highway and Traffic Safety Administration (NHTSA), 1 out of 8 traffic fatalities result from a collision involving a large truck.

- **Braking:** Trucks take longer to stop than a car traveling at the same speed. The average passenger car traveling at 55 mph can stop in about 130-140 feet (often taking 190 feet), almost half the length of a football field. A fully loaded tractor-trailer with hot brakes may take more than 400 feet to come to a complete stop, or more than the length of a football field. Therefore it is advised that you do not make a sudden lane change and stop in front of a tractor-trailer vehicle.

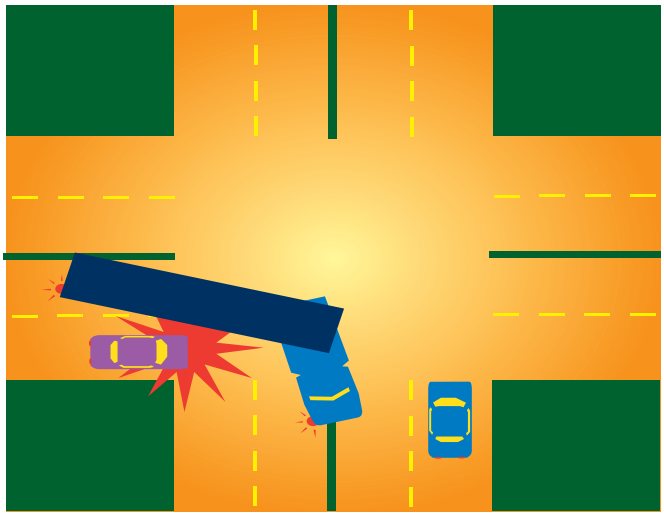
AVERAGE TOTAL STOPPING DISTANCE AT 55 MPH *



*Distance based on a study of average braking distances by the Insurance Institute for Highway Safety + reaction distance recommended by the National Safety Council.

- **Turning:** With any turning vehicle, the rear wheels follow a shorter path than the front wheels. The longer the vehicle, the greater the difference.

That is why drivers of tractor-trailers often swing out to the left as the first step in making a tight turn. When following a tractor-trailer, watch its turn signals before trying to pass, especially to the right. If it appears to be moving to the left, wait a moment to check and see which way the driver is signaling and watch for a right turn.



- **Blind Spots:** Trucks have much more severe blind spots than passenger cars. Many motorists falsely assume that a trucker can see the road better because he or she sits twice as high as the driver of a car. While truckers do enjoy a better forward view and have bigger mirrors, they still have serious blind spots into which a car can completely disappear from view, up to 20 feet in front of the cab, on either side of the tractor-trailer, particularly alongside the cab, and up to 200 feet in the rear. Motorists lingering in the blind spots on the sides and in the rear hamper a trucker's ability to take evasive action to avoid a dangerous situation. Always keep in mind that if you cannot see the truck driver in his or her side mirror, they cannot see you.

Represents danger areas around trucks where crashes are more likely to occur.

- **Maneuverability:** Trucks are designed to carry products long distances; they are not designed to be as maneuverable as cars. Trucks have longer stopping and accelerating distances, a wider turning radius and weigh more. On multi-lane highways, tractor-trailers stay in the center lane to help the flow of local traffic on and off the highway. Staying in the middle lane also increases the truck driver's options if he or she has to switch lanes in order to avoid a dangerous situation or an accident. The following is a list of some of the most common mistakes motorists must avoid when driving around trucks:

- **Don't** cut off a truck in traffic or on the highway to reach an exit or turn. Cutting into the open space in front of a truck removes the truck driver's cushion of safety. Trying to beat a truck to a single-lane construction zone creates a particularly dangerous situation. Take a moment to slow down and exit behind a truck. It will only take you a few extra seconds and will greatly reduce the risk of an accident.
- **Don't** linger alongside a truck when passing. Always pass a tractor-trailer completely and always on the left side. If you linger when passing the truck, your position makes it impossible for the trucker to take evasive action if an obstacle appears in the road ahead.
- **Don't** follow too closely or tailgate. When following behind a truck, if you cannot see the truck driver's rearview mirrors, there is no way the truck driver can see you. Tailgating a truck or a car is dangerous because you take away your own cushion of safety if the vehicle in front of you stops quickly. In addition, if the vehicle you are following hits something in the road, you will have no time to react before it hits the front of your car.
- **Never** underestimate the size and speed of an approaching tractor-trailer. Because of its large size, a tractor-trailer often appears to be traveling at a slower speed than it is. A substantial number of car-truck collisions take place at intersections because the driver of the car does not realize how close the truck is or how quickly it is approaching.

Safety tip: Never stop too close to a truck on a hill. It can roll back and strike your vehicle.

Sharing the Road with Motorcycles, Bicycles and Other Vehicles

Drivers must routinely share the roadway with two-wheeled vehicles such as motorcycles and bicycles. Motorcycles and bicycles are entitled to the same right of way and are required to observe the same traffic laws as operators of automobiles. Operators of these types of vehicles count on motorists to drive with care in their proximity.

- **Watching for Two-Wheeled Vehicles:** Two-wheeled vehicles are much smaller and more difficult to spot than most other vehicles on the road. It is extremely important that the automobile driver be alert and on the lookout for two-wheeled vehicles. Be sure to turn your head and check your blind spot.
- **Maintaining a Safe Distance:** The automobile driver should also maintain a safe following distance in sharing the road with two-wheeled vehicles. A motorist following a two-wheeled vehicle should increase the normal space between vehicles. Two-wheeled vehicles usually have significantly shorter stopping distances than heavier cars or buses. The safe and wise driver of four-wheeled vehicles will adjust for this and allow more room for the two-wheeled vehicle ahead.
- **Two-Wheeled Vehicles at Night:** Because of their poor nighttime visibility, two-wheeled vehicles present special problems to drivers of four-wheeled vehicles. In some cases bicycles will not have proper reflectors or lights and will be almost invisible at night. Drivers of all vehicles should be on the lookout for bicycles at night, especially around schools, playgrounds and parks. Motorcycle drivers and bicycle riders should do everything they can to make themselves more easily seen. Wear light colored clothing, preferably with reflective material attached, and make sure that vehicle reflectors are clean and visible.

NOTE: ***For more information on Motorcycle Safety, refer to the Motorcycle Operator Manual.***

Bicycle Safety

Biking is fun and a great way to stay in shape. However, biking can become very dangerous on roadways, so stay safe by following these tips.

- **Always Wear a Helmet**

  Bike helmets come in different shapes and sizes. When you shop for a helmet, be sure to look for:

  - A CPSC sticker, which indicates the helmet, meets safety standards.
  - Proper fit. The helmet should sit level on your head and touch it all around.
  - A bright color to make you more visible to motorists.

- **Follow Traffic Rules**

Cyclists are required to follow the same traffic rules as automobiles when travelling on a roadway.

  - Obey all stop signs, traffic signals and other laws of driving.
  - Ride on the right side of the road, the same direction as traffic.
  - Use hand signals to indicate turns and slowing down.

- **Be Visible**

  It is crucial that motorists and other cyclists can see you while riding. Always make sure you are properly visible.

  - Wear bright colored clothing and helmet.
  - At night, use a headlight; put reflectors on your pedals, wheels; and wear reflective clothing or tape.
  - Ride in the right third of the right travel lane so motorists will see you.

- **Ride Defensively**

  Sharing the road with cars means you need to be alert and ride defensively.

  - Always check for oncoming traffic before entering an intersection or merging onto a road.
  - Look behind you before changing lanes.
  - Remember that pedestrians have the right of way.
  - Beware of motorists turning left: many may misjudge your speed and turn too soon.
  - Be cautious of cars passing on the right of a vehicle turning left.

Following these safety tips may help you prevent crashes or reduce your risk of injury in case of an accident. For more information about bicycle safety, check the National Bicycle Safety Network Web site at www.cdc.gov/ncipc.

Bicycle Facts:

- In Indiana the majority of bicycle accidents occur during the five spring and summer months. May – September.
- Nationwide a bicyclist is killed in a traffic accident every 10 hours.

Slow Moving Vehicles

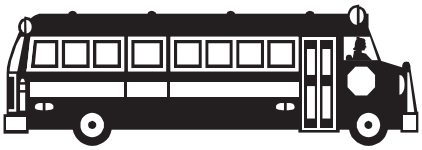
Certain slow moving farm vehicles, construction equipment and vehicles drawn by animals may share our roadways. Use care as you approach and pass these vehicles. Be alert for the special emblem that the driver must place on the rear of the slow moving vehicle, illustrated in chapter two of this manual.

A rider of a horse or a horse-drawn vehicle has the same rights and responsibilities of a motor vehicle driver when riding on a public highway. Approach a rider with caution; do not blow your horn. Just as you would stop for the driver of a motor vehicle who signals to stop, turn or pass, you should observe a hand signal from a horseback rider or horse drawn vehicle driver.

Cell Phone Safety

According to the National Highway Traffic Safety Administration (NHTSA), cellular phone use is a growing factor in crashes. In other words, too many people are driving while also trying to concentrate on cell phone conversations. Using a cell phone while operating a vehicle affects your ability to concentrate and can be a driving hazard. Successful defensive driving depends on concentrating on the road. Follow these safety guidelines when using a cell phone while driving:

- always assess traffic conditions, and if possible, place calls when the vehicle is stopped
- position the phone within easy reach, while maintaining proper view of the road and all mirrors
- know the operations of your cell phone. Use the memory dial function, voice-activated dialing or consider obtaining a speaker phone option to free both hands while driving when possible to avoid taking your eyes off the road
- DO NOT eat, drink, light a cigarette, read, or write while you talk and drive
- don't engage in stressful conversations and always give driving your full attention, even if it means ending a call
- suspend conversations during hazardous driving situations or distracting traffic situations
- allow voice mail to handle your calls and return them at your convenience
- know your own limits, and if you recognize that using a cell phone distracts you from driving safely, pull off the road when you are on the phone



School Bus Vehicle Requirements

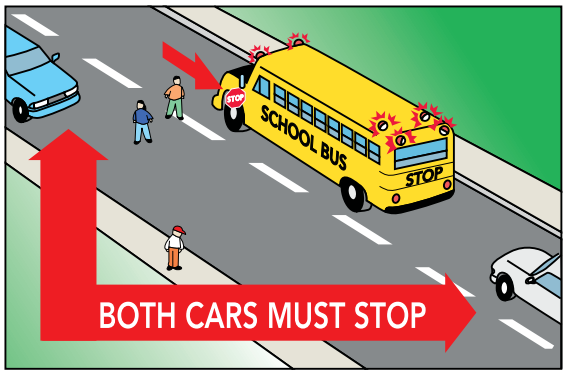
School buses that transport students to or from school must meet the following requirements:

- be painted chrome-yellow and display the words **School Bus** on the front and rear of the vehicle in black letters, at least eight inches high;
- display two amber lights in front and rear, to warn motorists that the bus is slowing down to stop to load or unload students, and two red lights in front and rear to indicate that the bus is stopped to load or unload students;
- be equipped with amber turn signals;
- be equipped with a stop arm which extends at least 18 inches from the side of the bus body and with a red octagonal stop sign with white letters to be extended while the bus is stopped on the roadway for the purpose of loading or unloading students.

- **Unloading Passengers**

  A school bus driver must load and unload students as close to the right hand curb or edge of the roadway as practical.

- **Stopping for School Buses:** Always **stop whenever the red, octagonal stop sign arm extends from the left side of the bus** when approaching from either direction. After stopping for a school bus watch for children along the side of the road.



NOTE: ***You need not stop if you and the school bus are going in opposite directions on a road that has more than two lanes and is separated by a median strip not made for vehicle travel.***

- **Maximum Speed Limits**

  The speed limit for school buses is 40 miles per hour on county or township roads and 55 miles per hour on U.S. and State highways.

- **Use for Non-School Functions**

  School authorities may give permission, in writing, for a school bus to be used in transporting students for certain non-school functions as prescribed by law.

- **Special Purpose Buses**

  A special purpose bus can be registered by public school corporations and private schools for transportation of students to extracurricular events. This vehicle is not to be used as a school bus. If a van, station wagon, or bus is transporting six (6) or more persons for extracurricular events, it must have a body change to Special Purpose and must be inspected by the Indiana State Police.

Truck Requirements for Projecting Loads, Lamp and Lighting

- **Projections Beyond Rear of Motor Vehicle**

  Motor vehicles transporting loads, which extend more than four feet beyond the rear of the motor vehicle, or that have tailboards or tailgates extending more than four feet beyond the body, must have the projections marked as follows:
  - on each side of the projecting load, one red lamp/flag must be mounted, visible from the side, located to indicate maximum overhang.
  - on the rear of the projecting load, two red lamps/flags, visible from the rear, one at each side; and two red reflectors visible from the rear, one at each side, must be mounted to indicate maximum width.
- **Vehicular Hazard Warning Flashing Lamps**

  Every bus, truck and truck tractor shall be equipped with a signaling system. In addition to signaling turning movements, they shall have a switch or combination of switches that will cause the two front turn signals and the two rear signals to flash simultaneously as a vehicular traffic signal warning. The signal shall be capable of flashing simultaneously with the ignition of the vehicle on or off.
- **Emergency Equipment on All Power Units**

  Except for a lightweight vehicle, every bus, truck, tractor-trailer, and every driven vehicle in a tow operation must be equipped as follows:
  - **Fire extinguisher:** A fire extinguisher should be properly filled and located so that it is readily accessible for use. It must be securely mounted on the vehicle, and must be designed and maintained to permit visual determination of whether it is fully charged.
    - a power unit **that is used to transport hazardous materials** must be equipped with a fire extinguisher having an Underwriters' Laboratories rating of 10-B: C or more
    - a power unit **that is not used to transport hazardous materials** must be equipped with either:
      - a fire extinguisher having an Underwriters' Laboratories rating of 5-B: C or more; or
      - two fire extinguishers, each of which has an Underwriters' Laboratories rating of 4-B: C or more.
  - **Spare fuses:** There must be at least one spare fuse or other overload protective device if the devices used are not of a reset type, for each kind and size used.
  - **Warning devices for Stopped vehicles:** If you are driving a truck, bus or tractor trailer and your vehicle is disabled on a traveled roadway or its shoulder, you must display one of the following combinations of warning devices, upon stopping:
    - **During daylight hours,** use bi-directional emergency reflective triangles, or red flags in place of flares, reflectors, or electric lanterns. Under these conditions, no flare is required on the traffic side of the disabled vehicle.
      - 3 bi-directional emergency reflective triangles that conform to the requirements of Federal Motor Vehicle Safety Standard No. 125; or

- at least 6 fuses or 3 liquid-burning flares displayed as follows:
  - on the traffic side of the vehicle, in the direction of the nearest approaching traffic, place a lighted flare/fuse, lighted red electric lantern, or portable red emergency reflector.
- As quickly as possible, place the emergency devices in the following order:
  - one device approximately 100 feet from the disabled vehicle toward approaching traffic (200 feet on divided highway, and at least 500 feet if stalled within 500 feet of a curve, hillcrest, or other area where a driver's view of your vehicle may be blocked).
  - one device approximately 100 feet from the disabled vehicle in the opposite direction (200 feet on divided highways, and at least 500 feet if stalled within 500 feet of a curve, hillcrest, or other area where a driver's view of your vehicle may be blocked). Place each device in the center of the traffic lane occupied by the disabled vehicle and one at the traffic side of the vehicle.

NOTE: ***Liquid-burning flares, fuses, oil lanterns, or any signal produced by a flame shall not be carried on any commercial motor vehicle transporting Division 1.1, 1.2, 1.3 (explosives) hazardous materials, any cargo tank motor vehicle used for the transporting of Division 2.1 (flammable gas), or Class 3 (flammable liquid) hazardous materials whether loaded or empty; or any commercial motor vehicle using compressed gas as a motor fuel.***

General Size Limitations for Commercial Vehicles without Special Permit:

Maximum Width . . . . . .8 feet, 6 inches
Maximum Height of Any Vehicle . . . . . .13 feet, 6 inches
Maximum Length of Any Single Vehicle . . . . . .36 feet
Maximum Length
(2-vehicle combination) . . . . . .60 feet
(3-vehicle combination) . . . . . .65 feet
Maximum Length of Semi-Trailer Combination . . . . . .28 feet, 6 inches
Maximum Length of Any Unit of
Tractor-Trailer Semi-Trailer Combination . . . . . .28 feet, 6 inches
Maximum Distance Allowed Between
Coupled or Towed Vehicle . . . . . .15 feet

Maximum Weight Limitations

You may not move any vehicle or combination with a gross weight over 80,000 pounds on any highway without a special permit. Vehicle weight must be distributed within the following limits:

Maximum single axle weight . . . . . .20,000 lbs.
Maximum wheel weight . . . . . .800 lbs. per inch width of tire rim
Maximum tandem axle weight . . . . . .17,000 lbs. per axle

The Federal bridge formula may restrict gross weight on shorter wheel based vehicles. Overweight trucks may be impounded by law enforcement.

- **Special Permits:** Before moving loads on public highways that exceed the size and weight limits described above, you must secure a special permit from the Indiana Department of Revenue for state-maintained routes, and from local authorities for routes that are not maintained by the state.

- **Local Limitations:** It is illegal to operate any vehicle that has a gross weight greater than that posted by the local road authority on any road, bridge, or structure, having jurisdiction in that area. This includes locally established "frost" laws.

Following too Close

A truck or tractor-trailer combination may not follow another tractor or tractor-trailer combination closer than 300 feet, except when overtaking to pass, or when traveling on a non-interstate roadway within a business or residence district.

Required Lighting Equipment

Every truck and bus must have two headlamps, 1 rear white license plate lamp, two red tail lamps, and at least one red stop lamp. To show vehicle width at night, every truck or bus that is 80 inches in width or wider must have four clearance lamps: 1 amber lamp at each side of the front, and 1 red lamp at each side of the rear.

SAMPLE QUESTIONS

LEARNER AND OPERATOR QUESTIONS:
This test consists of 16 signs and 34 questions of which the applicant can only miss two signs and six questions to pass the examination.

At least 70% of accidents leading to property damage, injuries and death, is a result of:
A. Human Error
B. Malfunctioning traffic signals
C. Unsafe road conditions
D. Defective vehicles

The safe and legal passing of another vehicle requires that a driver:
A. Make sure the passing lane is clear of traffic and checks behind and to the left to make sure another car is not attempting to pass
B. Apply the brake and slow down
C. Pass when the lane marking is a solid line
D. All answers are correct

As fog can greatly reduce visibility of other vehicles, pedestrians and traffic signals, you should:
A. Drive cautiously and reduce speed
B. Do not use your high headlight beams
C. Use low headlight beams to illuminate the road and objects better
D. All answers are correct

A good defensive driver should:
A. Drive slowly at all times
B. Look out for the actions of other drivers
C. Travel at a constant speed
D. Only drive in familiar areas

When making a right turn on red at a red light, you:
A. Slow down and roll around the corner if no traffic is coming
B. Do not yield the right-of-way
C. Come to a complete stop and do not interfere with the right-of-way of any vehicles or pedestrians moving in the direction of the turn
D. Ignore a no turn on red sign

When driving on wet roadways, you should remember:
A. Pavement is slick immediately following a rainfall
B. Driving on wet roads can cause hydroplaning
C. You should give yourself additional time to stop
D. All answers are correct

A flashing red signal means:
A. A reason to slow down
B. Equivalent to (same as) a stop sign, and means the driver must stop
C. Caution, there may be danger
D. A signal to look both ways, then proceed

You should signal your intention to turn at least:
A. 200 feet before turning
B. 150 feet before turning
C. 100 feet before turning
D. 50 feet before turning

CHAUFFEUR AND PUBLIC PASSENGER CHAUFFEUR QUESTIONS:
This test consists of 25 questions of which the applicant can only miss four to pass the examination.

What is the maximum tandem axle weight for trucks?
A. 20,000 lbs. per axle
B. 10,000 lbs. per axle
C. 17,000 lbs. per axle
D. 15,000 lbs. per axle

The driver of a commercial motor vehicle must stop within how many feet of railroad tracks?
A. 10 – 40 feet
B. 15 – 50 feet
C. 20 – 60 feet
D. 5 – 45 feet

What is the maximum height of any vehicle that may be operated without a special permit?
A. 13 feet, 6 inches
B. 12 feet, 7 inches
C. 11 feet, 8 inches
D. 10 feet, 9 inches

A public passenger chauffeur license grants the privilege to transport persons for hire so long as the vehicle is not designed or used to transport how many persons?
A. 20 persons including the driver
B. 15 persons including the driver
C. 25 persons including the driver
D. 16 persons including the driver

What is the maximum single axle weight for trucks?
A. 17,000 lbs.
B. 20,000 lbs.
C. 80,000 lbs.
D. All answers are correct

MOTORCYCLE QUESTIONS

This examination consists of 25questions of which the applicant can only miss four questions to pass the examination.

(Please refer to the Motorcycle Operators Manual for answers)

While riding an unfamiliar motorcycle:
A. Stay in the right portion of the lane
B. Have the owner ride with you
C. Allow extra room for stopping
D. Do not shift above third gear

When riding at night:
A. Ride with flashers on
B. Wear reflective clothing
C. Always ride in the center lane
D. Follow closer to the vehicle ahead for safety

When the front tire goes flat:
A. The steering will feel heavy
B. The back of the motorcycle will jerk from side to side
C. The handlebars will shake violently
D. You will lose power to the brakes

Wearing a helmet can reduce the chance of a fatal head injury in:
A. Low – speed crash only
B. High – speed crash only
C. Any crash, regardless of the speed
D. Single – vehicle crashes only

To discourage other drivers from sharing your lane, it is usually best to:
A. Ride in the left portion of your lane.
B. Ride in the center portion of your lane
C. Ride in the right portion of your lane
D. Ride next to another vehicle

CHAPTER 4
EMERGENCY SITUATIONS

Running off the Pavement

If your wheels drift onto the shoulder of the road, do not try to turn back onto the pavement right away. This might throw your car off balance. Instead, stay on the shoulder and ease up on the gas pedal. After you have slowed down, turn back onto the road gradually. ALWAYS slow down on curves.

Weather and Driving

According to the National Weather Service motorists need to be aware that storms may cause road hazards. When weather is threatening (wind or sky), a motorist should monitor the radio for warning information and be prepared to take particular safety actions.

- **Tornadoes**: Exit your vehicle immediately and head to a low lying area or ravine toward the storm, taking precautions to avoid rushing water, and cover your head.
- **High Winds**: Strong winds have high impact on high profile vehicles.

For more weather related tips refer to Chapter 3.

Plunging into Water

If your car plunges into water but does not sink immediately, you can escape through a window. It is hard to open a door against water pressure. If the car sinks beneath the surface before you can escape, the weight of the engine will force the front end down first. Some air may be trapped near the roof. You should:

- Wear your seat belt. This will increase your chances of surviving the initial impact of the water.
- Get into the air pocket so you can breathe.
- When the car settles and pressure inside the car is equal to the outside pressure, it is easier to open a door or window.
- Remember that you may have several seconds of time. If you don't panic, there can be enough time to escape.

Flash Flooding

Nationally, flash floods are responsible for more deaths than any other weather event each year. If you are caught in a storm or come upon a hazardous situation keep these things in mind:

- Be especially alert at night or when driving on unfamiliar roads.
- Do not drive around traffic barricades or past road closed signs.
- Be aware that bridges, culverts and roadbeds may be washed away or undermined by floodwaters.
- Do not drive where water is over the road. The depth of water is not always obvious, and the water may hide washouts.
- As little as six inches of water may cause you to lose control of your vehicle.
- If your car stalls in a flooded area, abandon it as soon as possible. Floodwaters can rise rapidly and sweep a car and its occupants away.

CAR FAILURE

Tire Blowout

If you have a flat tire or blowout, hold the steering wheel firmly and keep the car going straight. Slow down gradually. Take your foot off the gas pedal, but do not apply the brakes. Let the car slow down on its own. Then pull off the road and apply the brakes when the car is almost stopped.

Brake Failure

If your conventional disc and drum brakes suddenly fail, shift to a low gear if possible, and pump the brake pedal fast and hard several times. This may build up enough brake pressure to stop the car. If that does not work, use the parking brake. But hold the brake release so you can let up if the rear wheels lock and you begin to skid. With the car in a low gear, begin looking for a place to stop. Make sure the car is off the roadway. After the car has stopped, call for help. Do not try to drive the car to a garage.

Ignition lock position

Drivers in an emergency situation on the highway may attempt to turn off the vehicle while it is still in motion, in order to bring the vehicle to a stop. The basic rule the driver must follow when operating a vehicle with a steering wheel interlock system is: **NEVER turn the ignition to the lock position while the vehicle is in motion.** Your steering will lock as you turn, and you'll lose control of the vehicle.

MAJOR CAUSES OF TRAFFIC ACCIDENTS, INJURIES AND FATALITIES

At least 70% of all automobile accidents are a result of human error, which can be avoided by using defensive driving techniques. Accidents are caused both by driver inattention and failure to observe the rules of the road. Always remember: getting behind the wheel of an automobile means that you are taking responsibility to operate a potentially dangerous piece of machinery safely.

The likelihood of an accident increases if the driver is under the influence of alcohol or drugs. Avoid driving if you are under the influence of alcohol or drugs. This includes prescription medication or over-the-counter medication that can cause drowsiness and other side effects. Consult the label on any medication or discuss its side effects with your doctor before driving.

Ways to Spot an Impaired Driver

A car can be a lethal weapon when operated by a driver impaired by drugs or alcohol. A driver may be impaired if the vehicle:

- makes wide turns
- straddles the centerline or weaves back and forth
- exceeds the speed limit or drives unusually slow
- comes close to hitting another vehicle or object
- drives off the road or into an oncoming lane of traffic
- swerves, drifts or follows too closely
- stops for no reason or turns abruptly or illegally
- signals inconsistently or drives at night without headlights

REMEMBER that an impaired driver is very dangerous, and you should keep your distance.

Tip: If you spot an impaired driver, call 911.

Avoiding collisions

While you should always drive safely, emergencies do arise. If, all of a sudden, you see that your car may hit something, there are three things you can do:

- Stop quickly
- Turn quickly, if you feel you can not stop in time, turn away
- Speeding up may be the best or only necessary way to avoid a collision

Last second choices before a collision

In the few seconds you have before a possible collision, try not to panic. There are some last second choices you can make. If a collision looks possible, turn away from oncoming traffic even if it means leaving the road. Drive (rather than skid) off the road. This gives you more control. Choose to hit something that will give way (such as brush or shrubs) rather than something hard. Choose to hit something going your way rather than something that is not moving. Choose to hit something not moving rather than something moving toward you. If you have to hit anything, try to make it a glancing blow. A sideswipe, for example, will help you slow down. Try never to hit anything head on.

WHAT TO DO IF YOU ARE INVOLVED IN AN ACCIDENT

You could be injured anytime, anyplace. That's why such occurrences are called accidents – an unexpected, unfortunate situation in which one is rarely prepared. No one expects to be in an accident. However, even the most careful drivers may be involved in an auto accident. Knowledge of what to do after an auto accident can make the experience a little less frightening and decrease the chance of unnecessary complications.

If you are involved in an accident, the following rules should always be followed:

- If you are involved in an accident, you must stop and provide information to the others involved in the accident. It is a serious crime to leave the scene of an accident and can result in the suspension of your driver license.
- Stay calm. If you are upset, this will only complicate matters.
- Check for injuries. Your life and health are more important than damage to your vehicle. If there are any injuries do not move the injured person(s) unless it is absolutely necessary; keep the person(s) lying down, quiet and warm.
- Call the police department. If there is any significant damage to any vehicle or property, contact the police. If there are any injuries to any person(s), make sure that the police are told when notified.
- Alert other drivers that an accident has occurred. Turn on your emergency signals, or use another means to let people know that there has been an accident.
- Exchange information. If there are no injuries, exchange information such as name, address, license plate, driver license number and insurance information. Jot down names, addresses and phone numbers of all those who witnessed the accident. Include details regarding the accident, the location, weather conditions, and visibility. Obtain the names and badge numbers of all police officers at the scene. Ask the investigating officer how to obtain a copy of the police report.
- Do not sign any document unless it is for the police or your insurance agent.
- Notify your insurance agent immediately. Be sure to ask them to file an operator's crash report (SR21 form). By Indiana State Law, it is your responsibility to make sure this report is filed within ten days after the accident.
- Carry a disposable camera in your glove compartment.

These instructions are general guidelines only. Each accident scenario may be different, and there are various responsibilities for different types of accidents.

Tip: Avoid Staged accidents. Each year, Americans pay more than $30 billion in higher insurance premiums as a result of insurance fraud. This costs each American household about $200 more annually in insurance premiums. One of the leading types of organized insurance fraud is staged accidents. If you suspect a scam, call the NICB hotline at 1-800-TEL-NICB.

- **Single Vehicle Accidents**

  If you damage another vehicle or other property and the owner is not around, leave your name, address and telephone number on a note where the owner will be assured to see it, If the damaged property is in a location where a note would not be found (public property, including highway traffic signs, information signs, etc.). The driver must notify the sheriff or a member of the Indiana State Police with the above information.

- **Complete a Written Report of the Accident**

  A written report of the accident must be sent to the Indiana Bureau of Motor Vehicles within ten days of an accident that results in death, injury, or more than $1000 damage to property, This report is confidential. It cannot be used as evidence in a trial. A person who fails to report an accident may have his or her license suspended and may be subject to a fine. A crash report (form SR21) can be obtained from any police officer.

- **Furnish Proof of Financial Responsibility**

  After an accident, you must furnish proof to the BMV, when required, that on the date of the accident you had financial responsibility (i.e., an automobile liability insurance policy) in effect.

Avoiding Vehicle Theft

A car is stolen about every 19 seconds in North America. By taking a few precautions, you can reduce the chances of having your vehicle stolen:

- Remove your keys and take them with you when you are not using your vehicle.
- Always lock your car doors.
- Don't hide a second set of keys in your car.
- Park with your front wheels turned sharply to the right and apply the emergency brake.
- Never leave your car unattended with the engine running.
- Consider installing an anti-theft device.
- Park in a well-lit, well-patrolled area whenever possible.

Road Rage

Aggressive driving – tailgating, honking, fist and hand gestures, yelling, speeding, cutting off other drivers and more recently, the use of firearms – has become a real danger on American highways. Drivers taking out their stress and anger on other drivers have been called "the fastest-growing menace on the highway today.

Because road rage is increasing every year, you must learn to protect yourself against aggressive drivers. If you have a tendency to get irritated and angry behind the wheel, you must learn to change your attitude and your behavior. Otherwise, you

are an accident looking for a place to happen. Law enforcement and insurance companies are getting much tougher on aggressive drivers. They simply cause too many collisions.

Routine Traffic stops by law enforcement

A routine traffic stop can be a stressful ordeal. However, to law enforcement it is considered a dangerous task. Law enforcement officers do not know if an individual will be a routine stop for a violation or a criminal with intent to harm the officer. Therefore here are some simple rules to follow if a driver is signaled to pull over by law enforcement.

- Signal your intentions and pull safely to the shoulder of the road.
- Remain in the vehicle and roll down the window.
- Wait for the officer to approach.
- Turn on the dome light if the stop is at night.
- Keep your hands on the wheel and instruct any passengers to keep their hands in plain view.
- Do not be digging in the glove compartment or under the seat.
- Keep the registration, insurance and driver license where they can be accessed easily.

Carbon Monoxide Poisoning

You can't see, smell, or taste it, but carbon monoxide gas from your engine can kill you. Carbon monoxide is most likely to leak into your car when the heater is running, when your exhaust system is not working properly, or when you're in heavy traffic and breathing exhaust fumes from other vehicles. A faulty exhaust system can leak poisonous fumes into the back seat area where children may be sitting or sleeping.

Symptoms of carbon monoxide poisoning:

- You feel drowsy and/or dizzy.
- The skin has a blue color; lips turn blue.
- Lights seem brighter.
- Your forehead tightens.

How to avoid carbon monoxide poisoning:

- Have your exhaust system checked regularly by a reputable mechanic.
- Be alert for any unusual roar from under the car.
- NEVER let the engine run in a closed garage.
- In congested traffic, close the fresh-air vent.
- On the highways in cold weather, open the fresh-air vent.
- If your vehicle has been setting out during a snowstorm, check the exhaust pipes for packed snow.

CHAPTER 5
TIPS FOR THE MATURE DRIVER

Making sure you and your vehicle are road ready

The most important element in safe driving is the driver. To help you make sure that you are the safest driver you can be, take a moment to assess yourself.

As we mature, all of us will experience some decrease in physical capacities – some of us as early as age thirty. It's just a natural part of aging. But it doesn't need to prevent you from driving. You just need to be aware of the changes and how to compensate for them.

Vision

Vision is the single most important tool that drivers possess. As you mature, your eyes' ability to adjust to low light conditions and to recover from the glare of oncoming headlights can make night driving a challenge

To counteract any vision deficiencies, here are a few helpful hints:

- Avoid night driving or driving in heavy rain or fog if at all possible.
- If you must drive at night, remember to avoid looking at oncoming headlights. Instead keep your eyes on the white line at the side of the road when other vehicles are driving towards you.
- Try to drive in the right hand lane whenever possible.
- Keep your windshield and all car windows and mirrors clean.
- Make sure your vehicle has both side and rearview mirrors. Check them often.
- If you are taking any medications, be sure you know all side effects.

Hearing

Sometimes even slight hearing impairments can cause driving problems because it may lessen your ability to hear things like horns, sirens or train warning signals.

Tips to help you maximize your hearing ability while driving:

- Keep the radio off or turned low.
- Keep the air conditioning fans turned low.
- Leave the window open slightly while driving in the city.
- Check with your doctor if you notice signs of hearing loss. He or she may be able to correct the problem.

Mobility

Keeping fit is the easiest way to avoid or lessen the impact of the aging process on physical mobility.

Tips for ways to compensate for the unavoidable physical changes that could effect driving skills:

- Use a vehicle equipped with automatic transmission, power brakes and power steering.
- Wear comfortable clothes and comfortable shoes with non-skid soles while driving.
- Avoid long trips whenever possible.
- If you have difficulty maneuvering sharp turns or making sharp head turns, avoid situations that require you to back up.
- If your car seat is too low, add a seat cushion. Your shoulders should be about level with the top of the steering wheel.

Reactions and Reflexes

All the factors we've already discussed have a significant impact on your reaction times and your reflexes. It is especially important for the mature driver to be aware of potential limitations and take steps to offset them.

Here are some general tips to help ensure safe driving:

- Have your eyes and your hearing checked frequently.
- Know your abilities and limitations.
- Don't drive if you are tired.
- Drive familiar roads and avoid traffic congestion.
- Maintain proper speeds. Remember going too slowly can sometimes be as dangerous as going too fast.
- Stay in the right lane if you are driving slower than other traffic.
- Observing the traffic signs, whether you are just driving to the corner grocery store or you are planning a longer trip, is imperative.

Handling Diverse Driving Conditions

- **Rural Roads**

While rural roads are often less congested than city streets or interstates, they can pose special challenges for any driver.

Here are just a few potentially dangerous situations to watch out for:

- "Instant intersections." As you drive, scan both sides of the road, watching for hidden driveways, farm field accesses, etc. which can become "instant intersections."
- Watch for slow moving-vehicles, like farm equipment.
- Avoid passing whenever possible.

- **City Driving**

City driving can be frustrating, even nerve-racking, but if you observe the traffic rules, signs and signals and keep the following tips in mind, it can be much easier:

- Plan your route ahead of time.
- Watch for pedestrians.
- Be alert for and obey traffic signals.
- Make sure that you are in the correct lane.
- Watch for brake lights.
- Avoid left turns whenever possible.

- **Parking Lots**

Many accidents occur in parking lots, here are a few tips to follow:

- Pull straight through to a parking spot and park with the nose of the car facing out whenever possible, to avoid backing out.
- Drive in designated lanes only. Never drive across parking spaces.
- Be alert for any vehicles that may suddenly back out of parking spaces.

- **Interstate Driving**

Interstate driving is often the most intimidating form of driving for the mature driver. High speeds and multiple lanes, exit and entrance ramps can seem daunting.

Keeping these guidelines in mind will make interstates look a little friendlier:

- Always plan your route carefully. Make sure you know the names and locations of all the roads and exits that you will need to take.
- Obey posted speed limits. Remember that you must maintain at least the minimum-posted speed.
- Avoid unnecessary lane changes; stay in the right hand lane, especially if you are moving slower than the rest of the traffic.
- If you are uncomfortable driving at high speeds, try to avoid the interstate whenever possible.

Remember: Driving too slow can be just as dangerous as going too fast, and you can be ticketed.

- **Driving in Ice and Snow**
  The first rule of driving in ice and snow is, don't!
  However, if you absolutely must drive in these weather conditions:
  - Make absolutely certain that your vehicle is roadworthy before you drive.
  - Maintain a greater distance from the car in front of you, so that you'll have plenty of stopping time.
  - Remember that bridges, overpasses and exit ramps may be hazardous even when other roads are in good condition.
  - If you skid, don't panic, stay calm, and take your foot off of the accelerator pedal. Don't brake, unless it is absolutely necessary and steer gently in the direction that the rear end of the car is skidding.
  - Always, wear your seat belt!

- **Rain and Fog**
  Again, it's best if you can avoid driving in these conditions.
  But if you can't:
  - Remember that streets are slickest just after a rain begins.
  - Turn on your headlights in rain or fog. Don't use high beam lights in fog.
  - Lower your speed.
  - Watch the taillights of the vehicle ahead, but don't follow too closely.

- **Night**
  Night driving can be especially difficult for the mature driver because of changes in vision.
  If you must drive at night, here are some helpful guidelines for safe night driving:
  - Try to stay on familiar streets or roadways.
  - Don't look directly into oncoming headlights. Look to the side at the white line on the edge of the road.
  - Make an extra effort to scan, not just the road ahead, but both sides of the road.

CHAPTER 6
DRIVER LICENSE SUSPENSION, REVOCATION AND INVALIDATION

A licensed driver can lose his or her driving privileges for violating traffic regulations and other laws of this state. This article summarizes the ways in which driving privileges can be lost. DRIVING A MOTOR VEHICLE IN THE STATE OF INDIANA IS A **PRIVILEGE** AND NOT A RIGHT!

MANDATORY COURT-ORDERED SUSPENSIONS

Indiana law gives courts the authority to order the BMV to suspend a person's driver license when he or she is found to have committed certain traffic violations. In most of these instances a minimum suspension period is required. A driver license gives you the privilege to operate a vehicle in a legal manner; it can be taken away if you do not abide by Indiana traffic laws.

- **License Suspension for Operating a Vehicle While Intoxicated**
  Motorists in Indiana agree to submit to a chemical test (commonly known as a Breathalyzer test) to determine the amount of alcohol in his or her bloodstream. Driving while intoxicated or with a blood-alcohol content ("BAC") in excess of the legal limit is a criminal offense and will have an immediate and significant effect on your privilege to operate a motor vehicle. A sobering fact about alcohol: It is not what you drink, it's how much. A 12-ounce can of beer, a 5-ounce glass of wine and a cocktail with 1.5 ounces of 80 proof distilled spirits all contain the same amount of alcohol.

NOTE: ***Indiana law requires the BMV to suspend an individual for life if the person is convicted of two offenses for DWI involving death.***

- **Refusal to Submit to Breathalyzer Test**
  A person who refuses to submit to a breathalyzer test conducted by a law enforcement officer will have his or her license immediately confiscated and will face a license suspension of up to one year.
- **Failure of Breathalyzer Test**
  If a person submits to the breathalyzer test, that person's driving privileges may be suspended for a period of up to 180 days upon receipt by the BMV of an affidavit from the law enforcement officer submitted to the court containing the results of the failed test.
- **Post-Conviction Suspensions**
  The suspensions discussed above are pre-conviction license suspensions. When a person is convicted of operating a motor vehicle while intoxicated or with a BAC of 0.08% or

more the court is required to suspend the driver license for at least 90 days or up to two years. The suspension periods are longer for repeat offenders. Even if a person is a first-time offender and the local courts defer the conviction, the 90 day suspension is mandatory.

- The court may, if the person is not a repeat offender and is otherwise eligible, stay the execution of the post-conviction suspension and issue an order for a probationary license granting limited driving privileges. A person must be suspended for at least 30 days before the probationary driving privileges can take effect. The court may require the installation of an ignition interlock device, which mechanically tests the driver's BAC level before his or her car can be started, as a condition of the probationary license.
- If the driver license is suspended upon conviction of a major offense, in order to be reinstated, the driver must submit proof of high-risk insurance (SR-22 filing) to the BMV, from an insurance agent. This filing provides that the driver has an auto liability policy in effect that cannot be cancelled without prior notice.

NOTE: ***Financial Responsibility (SR-22) insurance is mandatory for three years after the end of the suspension. If the BMV receives a cancellation notice or does not have a current SR-22 on file at any time during the three year period after reinstatement, the person's driving privileges will become suspended again.***

- **Driving While Suspended:** If you are convicted of driving while suspended, the violation carries a mandatory minimum suspension of 90 days and not more than two years, which runs concurrently with any current suspensions.
- **Miscellaneous Criminal Acts in an Automobile:** In addition to the suspensions noted above, Indiana law mandates minimum license suspension periods for acts such as criminal recklessness and criminal mischief in an automobile as well as more serious offenses such as involuntary manslaughter and reckless homicide.
- **Court-Ordered Suspensions:** In addition to license suspensions mandated under Indiana law, judges have the authority to suspend a driver for a period of up to one year upon conviction for a moving offense.
- **Suspension for Juvenile Offenses of Operating while Intoxicated: Upon** the issuance of a citation for an offense in violation of the Operating-While-Intoxicated laws for the State of Indiana (IC 9-30-5), the juvenile court shall recommend the suspension of the driving privilege of the child alleged to have committed the offense.

  Upon the determination by juvenile court that a child is a delinquent child due to the commission of a delinquent act in violation of the Operating- While-Intoxicated laws for the State of Indiana (IC 9-30-5), the juvenile court shall recommend the suspension of the driving privileges of the delinquent child.

- **Emergency Vehicle, Stationary Recovery Vehicle, and Stationary Highway Maintenance Vehicle:** Upon the immediate approach of an authorized emergency vehicle, **giving an audible signal by siren or displaying alternately flashing red, red and white, or red and blue lights, a driver must do the following unless otherwise directed by a law enforcement officer:**
  - Yield the right of way.
  - Immediately drive to a position parallel to and as close as possible to the right-hand edge or curb of the highway clear of any intersection.
  - Stop and remain in the position until the authorized emergency vehicle has passed.

Upon approaching **a stationary authorized emergency vehicle, a stationary recovery vehicle or a stationary highway maintenance vehicle,** giving a signal displaying alternately flashing lights, a person who drives an approaching vehicle must:

- Proceed with due caution, yield the right-of-way by making a lane change into a lane not adjacent to that of the stationary vehicle, if possible, with due regard to safety and traffic conditions; if on a highway, at least four lanes with no less than two lanes proceeding in the same direction as the approaching vehicle; or
- Proceed with due caution, reduce the speed of the vehicle, maintaining a safe speed for road conditions, if changing lanes would be impossible or unsafe.

Upon receiving a record of judgment entered against a person for failure to adhere to the provisions set forth above, the BMV shall suspend the person's driving privileges for a mandatory period in accordance with the recommendation of the court that entered the judgment.

FAILURE TO APPEAR OR TO PAY FOR TRAFFIC OFFENSES

Failing to respond to the issuance of a citation by a law enforcement officer for speeding or other offenses or not paying for tickets after a judgment has been entered will lead to the suspension of your driving privileges. Upon receipt of a certification from a court that a person has not appeared or paid for a traffic offense, the BMV is required to suspend that person's driving privileges. The suspension is indefinite and ends only when the person has either appeared or paid for the offense, and provides proof of disposition to the BMV.

HABITUAL TRAFFIC VIOLATORS

Indiana's Habitual Traffic Violator law provides serious penalties for persons who have committed repeat traffic offenses over a ten year period. The BMV will use the criteria listed below to determine if a driver qualifies as a Habitual Traffic Violator.

Qualifying as a Habitual Traffic Violator:

A habitual traffic violator is any person who, within a ten year period, is convicted of the number and type outlined below:

A. Two Major Offenses Resulting in Injury or Death (Ten Year Suspension), Including:

- reckless homicide resulting from operating a motor vehicle;
- voluntary or involuntary manslaughter resulting from the operation of a motor vehicle;
- a driver involved in an accident that results in death or injury who fails to stop at the scene of the accident and provide the required information and assistance;
- operating a motor vehicle while intoxicated resulting in death;
- operating a motor vehicle with a BAC of 0.08% or more resulting in death.

B. Three Major Offenses (Ten Year suspension), Including:

- driving while intoxicated or with a BAC of 0.08% or more;
- driving while suspended, when the suspension was the result of a criminal act involving a motor vehicle;
- operating a motor vehicle without ever having obtained a license to do so;
- reckless driving;
- criminal recklessness involving the operation of a motor vehicle;
- drag racing or engaging in a speed contest in violation of the law;
- leaving the scene of an accident or failing to make an accident report;
- any felony under the Indiana motor vehicle statutes or any felony in the commission of which a motor vehicle is used;

- any of the offenses listed in section "A" as noted.

C. Ten Moving Violations, One of which is a Major Offense Listed in section "A" or "B" as noted:

The BMV will suspend a person's driver license for five years if that person accumulates ten moving violations in a ten-year period, one of which is a major offense listed in subsection a.or b. For example, a person with nine speeding tickets and one reckless driving conviction in a ten-year period will be subject to a five year suspension as a habitual traffic violator.

Operating a Vehicle while Suspended as a Habitual Traffic Violator

Operating a vehicle while suspended as a habitual traffic violator is a **FELONY**, the most serious type of criminal offense. Indiana law requires that, upon receiving a conviction for operating a vehicle while suspended as a habitual traffic violator, the BMV must suspend the person's driving privileges for life or as ordered by the court.

FAILURE TO MEET AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS

Driving without a valid liability insurance policy in effect on the vehicle you are operating is against the law. Thousands of Indiana residents suffer bodily injuries or property damages yearly caused by persons without insurance coverage on their vehicles. All of us pay more for insurance to cover the risk of being injured or suffering property damage caused by an uninsured motorist. To attempt to deter uninsured motorists, Indiana law provides the following sanctions for operating a vehicle without the proper insurance:

- **No Insurance**

  A person who operates a vehicle without an automobile liability insurance policy in effect is subject to a 90 day driver license suspension or a one year suspension if it is a repeat violation in a three year period. In order to obtain a reinstatement of the license, the person must pay a reinstatement fee of $150, $225, or $300 depending on whether it is a first, second, third or subsequent offense, and provide current proof of insurance signed by an agent or representative of the insurance company.

- **When Proof of Insurance Coverage Must be Provided**

  Operating a vehicle without insurance coverage is a Class A infraction. In addition, a person appearing in court on a traffic violation may be requested to prove he or she had insurance coverage on the date of the offense. This occurs in two types of instances:

  "A" After an Accident

  All accident information sent to the state police is sent to the BMV. If the insurance information is not provided by the insurance company to state police, a request for proof of financial responsibility (i.e., automobile liability insurance) in the form of a "certificate of compliance" will be sent to the person's address as shown on his or her official driving record. The person then must arrange for his or her insurance company agent to complete the information on the certificate and return the certificate to the BMV within 40days. Failure to return the certificate of compliance as required will result in the license suspension described.

  "B" After Certain Moving Violations

  When the BMV receives a report from a court of a judgment or conviction for any moving violation for which points are assessed by the BMV. A certificate of compliance form is sent to the driver at the address shown on his or her official driving record in the following instances:

- when the BMV receives notification of a moving traffic violation and points are assessed, and the driver has at least two other moving traffic violations on which points were assessed within a twelve-month period;
- when the moving violation is a felony or a misdemeanor
- when the driver has been previously suspended for failure to carry the proper insurance. The driver has the same 40 day period to have the information completed and returned to the BMV to avoid the suspension of his/hers drivers license as previously described.

NOTE: VERY IMPORTANT Keep Your Address Current with the BMV:
The BMV sends requests for proof of insurance to thousands of drivers each year. **You are required by law to notify the BMV if you move and change your address.** More importantly, it just makes good sense so that any official notice sent by the BMV reaches you. You can avoid needless driver license suspensions if you respond to any BMV notice within the specified time period. You may inform the BMV of a change in your mailing address by applying for an amendment to your driver license at your local license branch.

You may also submit this information in writing to the BMV by submitting proof of address change to:

Bureau of Motor Vehicles Driver Services Division
Room N405 Indiana Government Center North
100 North Senate Avenue
Indianapolis, Indiana 46204

LICENSE INVALIDATION FOR DROPPING OUT OF SCHOOL OR FOR RECEIVING A SUSPENSION OR EXPULSION FROM SCHOOL

Indiana law requires school principals to notify the BMV to invalidate the driver license of a person under the age of 18 who:

- is under an expulsion, exclusion or second suspension from school;
- has withdrawn from school (unless due to financial hardship);
- has been determined to be a habitual truant.

The license shall remain invalid for expulsions, exclusions, and suspensions for at least 120 days, or in the event of a habitual truancy or withdrawal from school, until the individual turns 18 or the student has re-enrolled in school and is in good standing.

ACCUMULATION OF TRAFFIC OFFENSES (EXCESSIVE "POINTS" ON THE DRIVING RECORD)

- The BMV Driver Improvement Safety Responsibility Division (DISR): The DISR division identifies individuals who accumulate a number of moving violations in a short period of time. The BMV has rules to assess a point value for each conviction of a moving violation under Indiana law. The point value relates to the seriousness of the offense in posing a risk to traffic safety. Point values for offenses range from two) to eight points, depending on the violation. For example, a speeding offense fewer than 15 miles an hour over the posted limit is a two point violation, while a conviction for operating while intoxicated is an eight point violation. Points stay active on your driving record, for two years from the conviction date of the citation.
- The Administrative Hearing: Drivers who accumulates 18 or more active points during a two year period will be notified and required to attend an administrative hearing. At the hearing, the presiding officer will make a determination whether to place the driver on probation;

suspend the person's driving privileges for a period of not less than thirty (30) days up to the maximum one (1) year; or impose additional requirements beyond the order of probation or suspension such as requiring attendance at a BMV approved driving improvement program.

- Failure to Appear for Administrative Hearing: If you fail to appear for the administrative hearing at the time and place designated, the hearing will be held in your absence. The administrative hearing officer will make the decision of the action to be rendered in your case.

BUREAU OF MOTOR VEHICLES DRIVER IMPROVEMENT PROGRAM:

The BMV has a driver improvement program that includes a defensive driving curriculum that provides either a classroom option or a home study option.

When Required:

- By a Court: A judge has the authority to order a driver who commits a traffic violation to attend a driver safety course. A judge may decide to use this requirement as an alternative to license suspension.
- By the BMV: Any person who, within a 12-month period is convicted of two or more traffic offenses that result in convictions will be required by the BMV to attend a BMV-approved driver improvement program. Failure to complete the course or pay the fee within the specified time period will result in suspension of the individual's driving privileges.

THE BUREAU OF MOTOR VEHICLE HAS AUTHORIZED A LIMITED SELECTION ON TRAFFIC SAFETY INSTRUCTION COMPANIES TO

teach their BMV approved Driver Improvement Program for the citizens of Indiana to qualify for the four point credit provision. To obtain the contact information regarding the names of the BMV approved Driver Improvement Program (DIP) vendors you may contact the BMV at (317) 233-6000 option #1 or you may access the BMV website at www.bmvexpress.IN.gov.

NOTE: Be sure the company you chose is a BMV approved Driver Improvement Program vendor.

- Successful completion of a Driver Improvement Program (DIP) with a BMV approved company will update your driving record with a four point credit.
- A maximum fee for **any** BMV approved format is $45.00.
- Allow seven to ten working days for completion results to be processed.

Please make check or money order payable to the company that is selected. Do not send payments to the BMV.

Voluntary Programs:

- Standard Driver Improvement Program Course: Any person may sign up for the BMV approved driver improvement program. The program provides an excellent summary of defensive driving techniques and is a useful refresher course for drivers. As an incentive to those who have completed the course, a four point credit will appear on their Indiana driving record for a period of three years.
- For More Information: To obtain information concerning the programs described, contact the BMV driver improvement program's department at (317) 233-6000 option #1 or visit the BMV Web site at www.bmvexpress.IN.gov. To enroll in a driver improvement program course, please contact one of the companies listed.

FAILURE TO COMPLETE A MANDATORY DRIVER IMPROVEMENT PROGRAM COURSE:

The driving privileges of a person who is ordered by a court to complete a BMV approved driver improvement program or who is required to complete the program because of committing, within a 12-month period, two or more traffic offenses which result in convictions, will be suspended if the individual does not complete the course in the time required by the BMV. Failure to complete the course or pay the course fee will result in the suspension of the person's driver license.

Notification of the driver improvement program requirement is made through the mail. If you move, you must change your address with the BMV so that a notification can reach you to avoid license suspension.

Listed below are examples of violations and the corresponding point values.

(Points may vary for speeding violations)

Where speed indicated:	
1 – 15 mph over the limit	2 point violation
16 – 25 mph over the limit	4 point violation
26 – plus over limit	6 point violation
Fail to use headlights	2 point violation
No brake or signal lights	2 point violation
Disregard stop/yield sign	6 point violation
Fail to yield to emergency vehicle.	8 point violation
Improper U-turn	4 point violation
Following too closely	6 point violation
Unsafe lane movement	4 point violation
Failure to yield	6 point violation
Speed contest on road	8 point violation
Improper MC headgear	4 point violation
Improper MC passenger	4 point violation
Driving While Suspended (DWI)	8 point violation

WRITING A BAD CHECK TO THE BUREAU OF MOTOR VEHICLES

As provided for in Indiana law, the BMV will suspend indefinitely the driver license of a person who writes a check to pay the fee for any BMV service that is not honored by the issuer's bank. To obtain reinstatement of the license the person will have to pay the amount of the check plus a $20 administrative fee and a five percent check deception charge.

LICENSE SUSPENSION FOR OPERATING A WATERCRAFT WHILE INTOXICATED OR OTHER WATERCRAFT OFFENSES

Operating a watercraft while intoxicated is no less dangerous and illegal than operating a motor vehicle while intoxicated. Upon a conviction for operating a watercraft while intoxicated, a person's driver license will be suspended for the same minimum and maximum periods that are provided for operating a vehicle while intoxicated. This conviction will be forwarded to the BMV for the suspension to take effect and the conviction will become a part of the motorist's driving record. Other crimes related to the operation of a watercraft, such as reckless operation endangering the safety of others and operating a watercraft when a person's driving privileges have been suspended, will also be forwarded to the BMV.

LICENSE SUSPENSION FOR FAILURE TO PAY CHILD SUPPORT

Non-custodial parents, unwilling to make required child support payments, may now be subject to suspension of their driver license. A non-paying parent's license can be suspended in two ways:

- Court-Ordered Suspension:
  A court that has determined that a parent is intentionally withholding child support payments may order the BMV to immediately suspend the non-paying parent's driver license indefinitely until the parent begins making payments satisfactory to the court.
- Administratively-Ordered Suspension:
  If the local agency responsible for the administration of enforcing child support payments determines that a parent is more than three months or $2,000 behind in child support that agency may send an order to the BMV requiring that the non-paying parent's driver license be suspended indefinitely in 20 days. Unless, in that 20-day period, the parent pays the unpaid amounts, arranges to have an amount automatically withheld from his or her paycheck, or contests whether he or she is in fact delinquent in child support payments.

LICENSE SUSPENSION FOR GRAFFITI

The driving privileges of a person convicted of the act of making graffiti may be suspended, at the discretion of the court, for a period of up to one year.

OTHER REASONS FOR SUSPENSION

The Bureau of Motor Vehicles may suspend or invalidate driver license and/or permits, registration certificates or license plates upon any reasonable grounds that comes to the attention of the BMV.

CHAPTER 7
VEHICLE TITLING AND REGISTRATION

Motor Vehicle Certificates of Title

A certificate of title is evidence of vehicle ownership. An Indiana resident who purchases a vehicle for use in Indiana must have it titled no later than 31 days from the date of purchase. A delinquent fee will be assessed after 31 days.

- **Where To Obtain a Certificate of Title:** Persons may apply for a certificate of title at any license branch in the State of Indiana.
- **Payment of Sales Tax:** If the vehicle was not purchased from licensed motor vehicle dealer, sales tax must be paid at the license branch based on the purchase price of the vehicle. If the vehicle was purchased from a dealer, the dealer will collect the sales tax at the time of sale.
- **Required Documentation and Information:**
  - Assignment of Title by Seller: An applicant for a new certificate of title must bring the certificate of title or certificate of origin (new vehicle) held by the seller showing that it has been assigned to the applicant.
  - Odometer Statement: Federal and State laws require an odometer statement be completed by the seller any time a vehicle's ownership is transferred. This statement is generally included on the certificate of title.
  - Vehicles Titled in Another State: If the title assigning a motor vehicle to the applicant was issued by another state, the purchaser must obtain a signed statement from a law enforcement officer (this must be on an Indiana Inspection Form). Or a license branch employee may verify that the vehicle identification number ("VIN") on the out-of-state title is the same as the VIN found on the motor vehicle.
  - Social Security Number or Federal Employer Identification Number: For taxation and identification purposes Indiana law (IC 4-1-8-1) requires individuals to provide their social security number when titling a vehicle in Indiana. Companies must provide their federal employer identification number at time of application. A title transaction will not be processed without a social security number or federal employer identification number.
  - Requirements for New Residents: New residents to Indiana must title their vehicle(s) within 60 days of becoming an Indiana resident. A new resident applicant must bring his or her title document from the previous state of residence and must obtain a statement from a law enforcement officer or license branch employee affirming that the VIN on the out-of-state title is the same as that found on the motor vehicle.

NOTE: ***If there is a lien holder, the license branch will request your title from the lien holder for you. You must provide lien holder information.***

- **Motor Vehicle Registration and Plates:** A vehicle must be properly registered and a current license plate affixed to the rear of the vehicle before it can be legally operated. The vehicle must be titled in the registrant's name before it can be registered and a plate issued.
  - **How and Where To Register a Vehicle:**
    - Newly Purchased Vehicle: A newly purchased vehicle may be registered in person at any license branch in the State of Indiana. Upon proper registration, the applicant will be issued a new plate for the vehicle or transfer his or her Indiana plate.
    - Registration Renewal: The BMV routinely mails in advance a preprinted registration renewal notice form as a courtesy reminder to all motorists in BMV records. The

BMV offers four convenient ways (see below) to renew your standard vehicle registration in addition to conducting the transaction at your local license branch. Vehicles are not considered legally registered or renewed until a valid license plate or renewal sticker is affixed to the vehicle.

Four ways to renew your registration through BMV Express

My License Plate
Renew your license plate and vehicle registration in less than 10 minutes from any Internet-connected computer at any time of the day or night! Simply visit **www.bmvexpress.IN.gov** and have the following information handy:

- your license plate number;
- your social security number;
- your insurance information; and
- MasterCard or Visa credit or debit card

Provide your personal and billing information to us through our secure Web server, and we'll send you your new license plate or vehicle registration in the mail in about 10 business days.

Self Service Terminals
When you don't have time to wait for your new license plate or vehicle registration to arrive in the mail, you can use one of our 36 self-service terminals and leave with your renewed vehicle registration in hand! Most SSTs are available 24 hours a day and accept personal checks, MasterCard and Visa credit or debit cards. Simply bring your vehicle registration, social security number, insurance information, and a form of payment with you to one of our SST locations.

Touch-Tone Renewals
Renew your license plate and vehicle registration using your touch-tone phone by calling toll-free, **1.877.4NEW.BMV**. To renew with our Touch-Tone Renewal system, you will need:

- MasterCard or Visa credit card or debit card
- **The PIN number from your vehicle registration renewal notice**

Simply use your touch tone phone to provide your PIN number, confirm your personal information, and submit your billing information. Your new license plate or vehicle registration will be sent to you in the mail within 10 business days.

Mail-In Renewals
With our mail-in renewal service, you're only a few minutes away from completing your license plate and vehicle registration renewal. Simply complete the renewal notice card you receive in the mail, and mail it back to us. If you don't receive a renewal notice, please call us at 317.233.6000 to have one sent to you. Your renewal will be processed as soon as we receive your renewal card, and you'll be on the road in no time! Please allow 1 to 3 weeks to receive your new license plate and vehicle registration.

- After Registration: Immediately affix your new plate to the rear of your vehicle **or affix the renewal sticker to your existing plate in the top right-hand corner of the plate to cover the previous year.** Sign your copy of the registration certificate

and keep it in the vehicle at all times. It must be shown on demand to any law enforcement officer.

- Motor Vehicle Excise Tax: In Indiana, an excise tax is imposed on all passenger vehicles, motorcycles, all trailers with a declared gross weight of 3,000 pounds and trucks with a declared gross weight of 11,000 pounds or less. The tax is due and payable in full at the time of vehicle registration. Excise tax collected by the BMV is distributed to the county in which the registrant resides and the funds are used by local communities to pay for essential services such as schools, fire and police services.
- Motor Vehicle Sur/Wheel Tax: Some counties in Indiana collect sur/wheel tax, which is distributed to the township in which the registrant lives.

HISTORY OF THE INDIANA BUREAU OF MOTOR VEHICLES

Year 1905 During that years session of the Indiana General Assembly the first law was enacted in Indiana bringing the automobile under the control and supervision of the state. The fee for a display number on a circular metal seal was $1.00 with the seal good for as long as the person owned the vehicle. During the first year 4,253 seals were issued. Speed laws were introduced as:

- 8 m.p.h. in business and residential areas
- 15 m.p.h. in other parts of cities and towns
- 20 m.p.h. in rural countryside.

The Assembly appropriated $200.00 for the department then named "Automobile Department of the Secretary of State" to operate.

Year 1911 First license plates were issued.

Year 1912 Approximately 50,000 vehicles were on Indiana roads.

Year 1920 333,067 vehicles are registered in Indiana.

Year 1925 Maximum speed limit becomes 35 m.p.h. and State Police are given enforcement powers.

Year 1929 Indiana establishes 129 license branches to distribute license plates.
The General Assembly passes a law called "Motor Vehicle Operators and Chauffeurs License Law" which requires all drivers to get a license.

Year 1945 The General Assembly created the Bureau of Motor Vehicles through House Bill 410. Governor Ralph Gates signed it into law.

Year 1971 Vehicle registration renewals could be done through the mail.

Year 1991 The Organ Donation Program was implemented, and the Special Recognition license plate program was created to provide funding and recognition to organizations in Indiana.

Year 1993 Instead of issuing license plates every year, the BMV began issuing multi-year plates with renewal stickers.

Year 1994 Indiana began its participation in the Problem Driver Pointer System (PDPS). The purpose of this system is to prevent the issuance of a driver license to an individual who has adverse actions against their driving privileges in another state.

Year 1995 Indiana registered the first voter in the country on January 1 under the National Voter Registration Act, or "Motor Voter."

Year 1997 July 1, the BMV implemented expiration of driver licenses coinciding with birth dates, rather than the end of the birth month. Also, the BMV's first Web site went online and allowed customers to renew standard vehicle registration via the Internet. The BMV also introduced Self-Service Terminals, machines which allow a customer to renew vehicle registrations in less than ten minutes.

Year 1999 License branches began issuing a digitized driver license, which provided the BMV with image retrieval capability

Year 2001 Cross-county vehicle registration was implemented. Customers could now register and renew their vehicle registrations in any county, regardless of their county of residence.

Year 2004 In March,Central Verification Processing was implemented. A system that allows the validity of all immigration documents to be verified with Citizenship and Immigration Services before identification is issued.

Year 2005 The BMV implemented a new computer system STARS that will make a customers transactions more accurate and convenient.

TODAY There are approximately 5.5 million vehicle registrations processed.

RECYCLED PAPER

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