

PARKING TEST REQUIREMENTS

Summary of Changes

The policy was amended to include updated procedures on conducting a parking test. Section C has been updated to indicate that the customer will accumulate points for each infraction, not to exceed seven points to successfully pass the parking test. Sections C, K (4) and M (4) have been updated to reflect a change from three attempts to one attempt per test. Added to Section C a statement that pulling the vehicle out of the box due to an applicant's inability to correctly park on the first attempt is an automatic failure.

Purpose

This policy provides guidelines regarding the administration of the parallel and three-point turn parking tests.

Policy

- A. The Division requires each customer to successfully complete either a parallel or a three-point turn parking test prior to taking a road test. The parking test provides the Customer Service Representative (CSR) with an opportunity to assess the customer's ability to follow directions and maneuver the vehicle safely before conducting a road test on the street.
- B. Before you begin the parking test, make sure the applicant knows, understands, and is able to respond to directions offered in English. Before You Take The Road Test, form #99-0138, may be provided to the applicant for clarification on vehicle and road testing requirements.
- C. The customer will be **evaluated and will accumulate points per infraction**. In order to pass the parking test, the customer **cannot accumulate more than seven points**. Customers are **permitted one attempt** (per test) to pass the parking test. Any one of the following actions will result in the immediate termination of the parking test:
 1. **Pulling the vehicle out of the box due to an applicant's inability to correctly park on the first attempt.**
 2. Hitting, moving, knocking over or striking a pylon or barrier.
 3. Refusal or inability to follow instructions.
 4. Committing a dangerous act.
 5. Jumping the curb or, when no curb is present, crossing the curb line.
 - **Touching the curb/curb line is not cause for failure**
- D. **Customers with vehicles that have an automatic feature to assist in parallel parking will be allowed to take the parking test; however, the customer will be instructed to manually park the vehicle.**

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- E. A parking test will not be administered to any customer more than once in a 7-day period, with the exception of a re-examination and special performance evaluation, see Policies [16.2.12 Re-Examination Requirements](#) and [8.1.5 Special Performance Evaluation \(SPE\)](#).
- Example: The customer failed the parking test on a Thursday, the customer will not be eligible to take the parking test until the following Thursday.
- F. If the customer fails the parking test, the road test will not be conducted and is considered a road test failure. The customer is given an Additional Requirements Driver License, form #48-7803, or when issued by an Authorized Third Party Provider, the Additional Requirements Third Party DL, form #48-7803TP, which allows the customer to return and retest after 7 days, see Policy [9.1.1 Additional Requirements Driver License](#).
- G. The CSR shall record the pass or fail information on the Customer Record.
- H. A customer who has failed the parking test three times must start the license application process over from the beginning.
- I. Upon successful completion of the parking test, the road test will begin, see Policy [16.2.5 Road/Skills Test Requirements](#).

Parallel Parking

- J. Space for the parallel parking exercise shall be established at the most convenient location available on the facility lot.
1. The parking test shall be conducted off the street.
 2. The prescribed space required for the parallel parking area is an 8' x 27' rectangular area.
 3. Pylons and barriers shall be positioned to create the parallel parking space.
 4. Whenever possible, curbing shall be provided.
- K. The CSR shall:
1. Assure that the testing area remains clear of unauthorized personnel and vehicles during the parking test.
 2. Conduct the parking test from outside the customer's vehicle in a position from which the CSR is able to observe the vehicle, pylons, barriers, and curb (curbing).
 3. Instruct the customer to pull the vehicle into the lane beside the parking area and prepare to maneuver the vehicle.
 4. Advise the customer that they are given one attempt (per test) to park the vehicle, unless one of the possible causes for termination occurs.
 5. Advise the customer of possible causes for the termination.
 6. Advise the customer of passing parking test requirements. For procedures on conducting a Parking Test, see the [Driver License Examiner Manual](#), available on Polaris under MVD Training.

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Three-Point Turn

L. Space for the three-point turn parking exercise shall be established at the most convenient location available on the facility lot.

1. The parking test shall be conducted off the street.
2. The prescribed space required for the three-point turn parking area is a 72' x 56' rectangular area.
3. Pylons and barriers shall be positioned to create the three-point turn course.
4. Whenever possible, curbing shall be provided.

Note: It may be necessary to modify the course for the three-point parking test to fit existing space available on the facility lot.

M. The CSR shall:

1. Assure that the testing area remains clear of unauthorized personnel and vehicles during the parking test
2. Conduct the parking test from outside the customer's vehicle in a position from which the CSR is able to observe the vehicle, pylons, barriers, and curb (curbing).
3. Instruct the customer to drive the vehicle into the starting position and prepare to maneuver the vehicle.
4. Advise the customer that they are given one attempt (per test) to park the vehicle, unless one of the possible causes for termination occurs.
5. Advise the customer of possible causes for termination.
6. Provide the customer with instructions in regards to proper parking procedures. For procedures on conducting a Parking Test, see the [Driver License Examiner Manual](#), available on Polaris under MVD Training.

Date

7/10/2015


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Authority: Administrative Revision July 2015, A.R.S. §§ 28-1381, 28-3151, 28-3153, 28-3158, 28-3164, 28-3166, and 28-3174

Procedure Information:

Steps: [Out of State Road](#)