

PRE-ROAD TEST VEHICLE INSPECTION

Summary of Changes

Amended verbiage and restructured the format throughout the policy for clarity. All references to "customer" have been amended to read "applicant". Also added section G to the policy referencing the Driver License Examiner Manual for procedural information when evaluating the roadworthiness of a motor vehicle being used for the road test.

Purpose

To establish guidelines to use when evaluating the roadworthiness of a motor vehicle prior to its use in the road test.

Policy

- A. It is the policy of the Division to require the applicant to provide a roadworthy, currently registered vehicle for the road test. Before You Take The Road Test, form #99-0138, may be provided to the applicant for clarification on vehicle and road testing requirements.
- B. The applicant may use a rental vehicle if the applicant's name appears on the rental contract. It is not necessary that the Customer Service Representative (CSR) examine each vehicle registration to determine whether the rental company owns the vehicle. However, when it is determined that the vehicle is a rental vehicle, the rental contract shall be examined to verify that the applicant's name is on the contract. A rental vehicle may be determined by:
 1. The license plate (will display permanent fleet tabs).
 2. Decals or other markings that may indicate the vehicle is owned by a rental company.
- C. The CSR is responsible for visually inspecting the vehicle being used for the road test prior to testing. This is to ensure the safety of the CSR and the applicant while conducting the road test. The Road Test shall be conducted only if the following items/conditions are met.
 1. Proof of current registration.
 - A current license plate (valid year tabs), 30-Day General Use Permit, 90-Day Resident Registration, or Temporary Registration Permit (TRP) are sufficient evidence of current registration
 2. Proof of current motor vehicle insurance.
 - a. CSR must verify current insurance coverage using Tran QBPOL, and
 - b. Verify there are no current mandatory insurance cases using Tran QBCAS.
 - c. CSR will ask to see proof of current insurance for vehicles with an out of state license plate/registration.
 3. Working brakes.
 - The CSR shall determine that the vehicle's rear right/left brake lights operate properly
 4. Speedometer.
 - The CSR shall determine that a speedometer is present and ask the applicant if it works properly

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5. Working mechanical turn signals.
 - a. The CSR shall determine whether the mechanical turn signals function properly.
 - b. When the mechanical signals are not functional, the applicant must use arm signals during the road test.
 - Before beginning the road test, the CSR shall ensure that the applicant is able to perform the arm signals correctly
 6. Seat belts.
 - Seat belts must be present and functioning properly for all vehicles manufactured after 1971
 - The CSR shall determine that seat belts are present and function properly
 - The CSR shall ensure that seat belts are worn at all times during the road test
 7. Windshield intact (driver and CSR have unobstructed view).
 - Windshields are:
 - Required on a passenger vehicle, truck and truck tractor
 - Not required on a motorcycle, golf cart, fire truck, fire engine, antique vehicle, classic vehicle, or horseless carriage when not originally equipped with a windshield
 8. Working horn.
 - The CSR shall determine whether the vehicle's horn functions properly by asking the applicant to honk the horn
 9. Left outside rear view mirror.
 - The left outside rear view mirror must be in working condition
- D. In addition to Section C, the following conditions will prohibit the administration of the road test:
1. Vehicle displays a Dealer License Plate.
 2. Vehicle is not properly registered.
 3. Vehicle has one or more "bald" tires.
 4. Passenger or driver door does not open or close properly from inside or outside of the vehicle.
 5. Passenger or driver side window does not open or close properly.
 6. Passenger seat is missing.
 7. Vehicle is carrying explosives.
 8. Glove compartment door hangs in such a position as to cause injury in the event of a sudden stop.
 9. Applicant insists that passengers or animals must ride in the vehicle during the test (exceptions can be made for service dogs/animals).
 10. Vehicle interior is in such a state so as to pose health and/or safety concerns.
 - The supervisor or their designee will determine whether the road test shall be refused due to the condition of the interior of the vehicle
 11. Applicant's inability to understand and respond to directions offered in English.
 12. Applicant appears to have impaired capacity.
- E. Refusal to conduct road test due to the condition of the vehicle is not considered a road test failure. When it is determined that the road test will be refused due to the condition of the vehicle, the applicant 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. The applicant may return once the condition is corrected or the

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applicant presents a roadworthy vehicle, see Policy [9.1.1 Additional Requirements Driver License](#).

F. Upon successful completion of the pre-road test vehicle inspection, the parking portion of the road test will begin, see Policy [16.2.4 Parking Tests Requirements](#).

G. See Driver License Examiner Manual for procedures on conducting a road test, available on Polaris under Procedures.

28 January 2014
Date


STACEY K. STANTON
Division Director

Authority: [Administrative Revision January 2014](#), A.R.S. §§ 28-922, 28-925, 28-939, 28-952, 28-954, 28-956, 28-957.01, 28-958, 28-959, 28-965, 28-3164, 28-4009, 28-4131, and 28-4135

Procedure(s):

Data Entry Steps: [Out of State Road Test](#)