STATE OF WEST VIRGINIA

DRIVER'S

Licensing Handbook

Revised 8/2014 (web)

West Virginia dmv

Keeping West Virginia on the move.

DEPARTMENT OF TRANSPORTATION

DIVISION OF MOTOR VEHICLES

PO Box 17010

5707 MacCorkle Avenue, SE

Charleston, WV 25317

Before you call, please have your license plate number, driver's license number, and/or your file number ready so that we can assist you as quickly as possible.

For Vehicle Title, License Plate, Driver's License issues, or for General Information

(304) 926-3499 / (800) 642-9066 | Hearing-Impaired - (800) 742-6991

Other Important Telephone Numbers (Area Code 304)

Driver's License *926-3801*
Commercial Driver's License *926-3801*
Point System *926-2505*
Student Attendance *926-2505*
Unpaid West Virginia Tickets *926-2505*
Unpaid Out-of-State Tickets *926-2505*
Driving Records *926-3802*
Compulsory Insurance *926-3802*
Driving Under the Influence *926-2506*
Driving Under the Influence "Interlock" *926-2507*

Visit us on the web at www.dmv.wv.gov.

Need help with reading skills or know someone who does?

****FREE AND CONFIDENTIAL HELP WITH READING IS OUT THERE****

CALL NOW! 1-866-2MAKE-IT

(1-866-262-5348)

WHERE TO TEST OR APPLY FOR A DRIVER'S LICENSE

A WV resident can apply for a WV instruction permit, driver's license, or identification card at any DMV regional office. All DMV regional offices are open Monday-Friday 8:30 am - 5:00 pm; with the exceptions of Kanawha City, which is open Monday - Friday 8:30 am - 6:00 pm and Saturday from 8 am - 12 pm, and the Martinsburg regional office is also open on Saturday from 8:00 am - 12:00 pm.

Please check the DMV website at www.dmv.wv.gov or call 1-800-642-9066 for further information.

DMV REGIONAL OFFICE LOCATIONS

Beckley
107 Pinecrest Drive
Beckley, WV 25801

Bridgeport
105 Platinum Drive, Suite D
Bridgeport, WV 26330

Charles Town
24 Ruland Road
Kearneysville, WV 25430

Elkins
1029 N Randolph Avenue
Elkins, WV 26241

Flatwoods
295 Skidmore Lane
Sutton, WV 26601

Franklin
100 Thorn Creek Road, Suite 300
Franklin, WV 26807

Huntington
801 Madison Avenue
Huntington, WV 25701

Kanawha City
5707 MacCorkle Avenue, South East
Suite 400
Charleston, WV 25317

Lewisburg
148 Maplewood Avenue
Lewisburg, WV 24901

Logan
428 Main Street
Logan, WV 25601

Martinsburg
38 Severna Parkway
Martinsburg, WV 25404

Moorefield
410 South Main Street
Moorefield, WV 26836

Morgantown
1525 Deckers Creek Blvd.
Morgantown, WV 26505

Moundsville
400 Teletech Drive, Suite 100
Moundsville, WV 26041

Parkersburg
601 Lubeck Avenue
Parkersburg, WV 26101

Point Pleasant
1408 Kanawha Street
Point Pleasant, WV 25550

Princeton
198 Davis Street
Princeton, WV 24740

Romney
22278 Northwestern Pike
Romney, WV 25757

Spencer
115 Church Street
Spencer, WV 25276

Summersville
2 Armory Way
Summersville, WV 26651

Weirton
Municipal Plaza, Suite 100
Weirton, WV 26062

Welch
92 McDowell Street
Welch, WV 24801

Williamson
225 E 3rd Avenue
Williamson, WV 25661

Winfield
116 Liberty Square
Hurricane, WV 25526

ADDITIONAL DRIVER TESTING LOCATION

Fairmont Remote Testing Site
395 Middletown Mall
White Hall, WV 26554

FOREWORD

Driving a motor vehicle in West Virginia is a privilege that carries many responsibilities. This privilege must first be earned and then carefully guarded or it may be lost.

Your well-being, as well as the safety of the occupants in your vehicle, depends upon your ability to safely operate a motor vehicle. In addition, the safety of occupants in other vehicles, each pedestrian, and bicyclist also depends directly upon your ability to operate a motor vehicle. As a licensed driver, you have the privilege to drive because you have successfully shown that you possess the knowledge and skill to be a safe driver.

However, the driving privilege can be lost if you do not continue to show you are a safe driver. You can lose your driver's license for a short time, a long time, or a lifetime. This manual is only a partial digest of West Virginia motor vehicle laws. As a prospective driver, you should become familiar with all of the information in this manual. It will enable you to pass the driver examination and help you become a good driver.

Generally, the majority of applicants for a driver's license will be operators of regular passenger vehicles, pickup trucks, or vans (Class E). This handbook is designed to provide you with the information you need to obtain and keep a Class E driver's license. This handbook guides you in following the laws and rules of the road, explains the best practices necessary to avoid crashes, and encourages consideration for the rights of all users of the highways. Other manuals and handbooks are available for commercial drivers and motorcycle operators.

The driver examination program provides fundamental education in traffic safety and allows you to match your driving ability with accepted standards for safe driving.

West Virginia dmv

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www.dmv.wv.gov

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DEFINITIONS

Acceleration Lane: *Extra lane on the side of a high-speed highway that permits you to enter the highway to pick up speed before merging with traffic in through lanes*

Antique Vehicle: *Motor vehicle that is over 25 years old and is owned solely as a collector's item for participation in club activities, tours, parades, and similar use, but not to be used for general transportation*

Authorized Emergency Vehicle: *Fire, police, chartered rescue squad, ambulance, and other emergency vehicles*

Blind Spots: *Areas on both sides of vehicles where you cannot see without turning your head*

Blood Alcohol Concentration (BAC): *The amount of alcohol in the bloodstream. For drivers over the age of 21, it is against the law to drive if the BAC is 0.08% or higher. For drivers under the age of 21, it is against the law to drive if the BAC is 0.02% or higher*

Bus: *Motor vehicle designed for carrying more than seven (7) passengers and used primarily in the transportation of persons for compensation*

Commercial Driver: *Any person who drives a commercial motor vehicle for any purpose on public streets or highways*

Commercial Motor Vehicle: *Any motor vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more or designed to carry 16 or more passengers, including the driver, or to transport hazardous materials in any weight class requiring the vehicle to be placarded*

Deceleration Lane: *Traffic lane adjacent to regular traffic lanes that permits vehicles leaving the highway to reduce speed without obstructing through traffic*

Divided Highway: *Highway with separate roadways for traffic proceeding in opposite directions, separated by an unpaved strip of land, a raised median, or other physical barrier*

Driver: *Any person who drives, operates, or is in physical control of a motor vehicle, in any place open to the general public for purposes of vehicular traffic, or is required to hold a driver's license*

Driver's License: *A permit or license issued by this state to a person that authorizes the person to drive a motor vehicle of a specific class or classes subject to any restriction or endorsement contained therein*

Driving Under the Influence (DUI): *Driving any motor vehicle while under the influence of alcohol, drugs, or controlled substances*

Farm Tractor: *Motor vehicle designed and used primarily in agricultural situations for drawing plows, mowing machines, and other implements of husbandry*

Following Distance: *Space cushion between your vehicle and the vehicle directly ahead of you*

Graduated Driver's License (GDL): *A 3-phase graduated licensing program, for ages 15 to 18, that allows young drivers to develop their driving skills and self-confidence in a series of safe, measured steps. Each phase has its own requirements and restrictions*

Highway: *Entire width between boundary lines maintained and open to the use of the public for the purpose of vehicular travel*

Implement of Husbandry: *Vehicle that is designed for, or adapted to, agricultural purposes and used by the owner primarily in the conduct of agricultural operations*

Implied Consent Law: *West Virginia state law provides that each licensed driver agrees to take a chemical test if charged with driving under the influence. Failure to submit to this test will result in suspension of the driving privilege for at least one (1) year.*

Interchange: *System of interconnecting roadways in conjunction with one (1) or more grade separations, providing for the exchange of traffic between two (2) or more roadways on different levels*

Intersection: *Area common to two (2) or more highways that meet at or near right angles, whether or not one highway crosses another.*

Low-Speed Vehicle: *Low-speed vehicle means a four-wheeled motor vehicle specifically manufactured as a low-speed vehicle so designated on the manufacturer's certificate of origin (MCO). Modified golf carts and ATVs do not meet the definition. Low-speed vehicles may only be operated on private roads, on public roads, and streets within the corporate limits of a municipality where the speed limit is not more than twenty-five (25) miles per hour*

Merging Traffic: *Vehicles entering moving lanes of traffic from adjacent lanes on the left or right*

Moped: *Motorcycle or motor-driven-type cycle that is equipped with two (2) or three (3) wheels, foot pedals to permit peddling, and an independent power source providing a maximum of two (2) horsepower. The maximum engine displacement is 50 cc (cubic centimeters) and the maximum speed is 30 mph*

Motorcycle: *Motor vehicle, excluding a tractor, with a seat for the use of the rider, and designed to travel on not more than three (3) wheels in contact with the ground.*

Motor-Driven Cycle: *Motorcycles, including every motor scooter with a motor that does not exceed 250 cubic centimeters, excluding mopeds*

Motor Vehicle: *A vehicle that is self-propelled but not operated upon rails*

Operator: *A person who drives a motor vehicle, is in actual physical control of a motor vehicle, or is steering a vehicle being towed by a motor vehicle, upon a highway*

Pedestrian: *Any person traveling on foot*

Revocation: *When a driver's license and all privileges to drive a motor vehicle on public highways are terminated and shall not be renewed. Under certain circumstances, an application for a new driver's license may be presented and acted upon by the DMV.*

Right-Of-Way: *Privilege of the immediate use of the highway*

Roadway: *Portion of highway improved, designed, or ordinarily used for vehicular travel, exclusive of the berm or shoulder*

School Bus: *Motor vehicle owned by a public governmental agency or privately owned and operated for the transportation of children to and/or from school*

Suspension: *When a driver's license and all privileges to drive a motor vehicle on public highways are temporarily withdrawn.*

Wireless Communications Device: *A handheld device used to access a wireless telephone service or a text messaging device*

CHAPTER I
DRIVER'S LICENSE INFORMATION

Who Must Be Licensed to Drive?

If you live in West Virginia and want to drive a motor vehicle on public roads, you must have a West Virginia driver's license, unless you are expressly exempt. You must carry your driver's license with you when you drive.

Who is Exempt?

- *Any person operating a motor vehicle in the armed services of the United States in the performance of official duties*
- *A nonresident who is at least 16 years old and has a valid license from another state or country (limited to 90 days in a calendar year)*
- *A nonresident who is attending a West Virginia college or university and has a valid license from another state*

Who Can Be Denied a Driver's License?

- *Any person who is a habitual user of alcoholic beverages or is addicted to the use of narcotic drugs*
- *Any person whose driver's license has been suspended or revoked by this state, any other state, or foreign jurisdiction until the expiration of the suspension or revocation period*
- *Any person who the Commissioner of Motor Vehicles has good cause to believe would be hazardous to public safety or welfare when operating a motor vehicle*
- *Any person who is under the age of 18 and not enrolled in, or graduated from, an approved educational institution*

Licensing Requirements

In 2011, new legislation was passed requiring that WV adopts the new federal licensing standards under the REAL ID Act of 2005. This new and secure driver's license and identification (ID) card program meets the standards of the nationwide effort to improve the integrity and security of all driver's licenses and ID cards. All first-time driver's license applicants will need to bring in documentation to satisfy proof of identity, proof of social security number, proof of legal name change documents (if your name has ever changed), and proof of WV residency to meet the new federal licensing standards. All of the acceptable required documents are outlined in detail on the following pages. All proof documents provided to DMV will be securely scanned and returned to you.

In addition to WV's enhancing the security on all of it's driver's licenses and ID cards, you now have the option to choose a license or ID card that is certified as REAL ID compliant for "federal identification use". These cards contain a gold star on the face of the card, indicating that the card meets full federal requirements for use at airports and other designated federal facilities across the country.

Please take note that while the "for federal identification use" cards are applied for at all DMV locations, they arrive at the applicant's address via USPS in approximately 10-15 business days. A temporary license is issued at the time the application is accepted at DMV for use during the 15 day production and shipping of this card.

There Are TWO types Driver's Licenses & ID Cards

You have the choice between a Not For Federal Use driver's license or ID card, or a REAL ID/For Federal Use card that contains a gold star, indicating that the card meets full federal requirements for future use at airports and other designated federal facilities and uses nationwide. Details of how Federal Government will implement this requirement have not been released.

Applicants applying for, renewing, or obtaining a duplicate driver's license or ID card are required to provide specific documents. The documents you need to bring to the DMV depends on what type of card you choose.

"NOT FOR FEDERAL IDENTIFICATION" Card Requirements

Renewal Applicants for a driver's license or ID card with no changes are required to provide their current driver's license or ID card, the renewal application, and one (1) proof of West Virginia residency document with name and physical address. Any changes in address since the last card will require two (2) proofs of WV residency documents with name and physical address. Any change of legal name requires proof of legal name change document(s).

Duplicate Applicants If your driver's license has been lost, stolen, or destroyed, you are required to provide one (1) proof of identity document and one (1) proof of WV residency document. Additionally if your legal name has changed from what was listed on your previous driver's license or ID card, you must also provide proof of legal name change document(s). If you have changed your address since the last card was issued, you must provide two (2) proofs of WV residency documents.

New Applicants, Transfers, and Expired Driver's License Applicants are required to provide one (1) proof of identity, one (1) proof of Social Security number, two (2) proofs of WV residency with name and physical address, and proof of legal name change document(s) if your name has changed or is different than the provided proof of Identity document.

- Applicants who have never held a driver's license or ID card, who are transferring a driver's license from out-of-state, or who have a West Virginia or any out-of-state driver's license that has been expired for more than six (6) months are considered first-time applicants.
- Applicants who are applying for a West Virginia driver's license and are transferring a driver's license from another state, must also submit their current driver's license from the previous state or present a current certified driving record from their previous state, dated 30 days or less from the date of the application. New residents who want to drive in WV must apply for a WV driver's license within 30 days.

"FOR FEDERAL IDENTIFICATION" (REAL ID) Card Requirements

Renewal and Duplicate Applicants choosing a "For Federal Use" driver's license or ID card are required to provide one (1) proof of identity document, one (1) proof of Social Security number document, two (2) proofs of WV residency documents with name and physical address, and proof of legal name change document(s) if their name has ever changed or is different than the provided proof of identity document.

New Applicants, Transfers, and Expired Driver's License Applicants are required to provide one (1) proof of identity, one (1) proof of Social Security number, two (2) proofs of WV residency with name and physical address, and proof of legal name change document(s) if your name has ever changed.

- Applicants who have never held a driver's license or ID card, who are transferring a driver's license from out-of-state, or who have a West Virginia or any out-of-state driver's license that has been expired for more than six (6) months are considered first-time applicants.
- Applicants who are applying for a West Virginia driver's license and are transferring a driver's license from another state, must also submit their current driver's license from the previous state or present a current certified driving record from their previous state or jurisdiction, dated 30 days or less from the date of the application. New residents who want to drive in WV must apply for a WV driver's license within 30 days.

This card costs an additional $10.00 and is sent to the applicant's address via USPS in 10-15 business days. A temporary Driver's License is issued at the time the application is accepted at DMV for use during the production and shipping of this card.

Proof Documents Required to Obtain a Driver's License

1.) You must have ONE (1) proof of identity.

The chart below shows acceptable proof identity documents that you can present to prove your legal identity.

ACCEPTABLE PROOF OF IDENTITY DOCUMENTS
An original or certified copy of a U.S. issued birth certificate *U.S. Department of State and U.S. Military birth certificates ARE acceptable, hospital birth certificates and Bureau of Census records are NOT acceptable*
U.S. Passport or Passport Card *Must be valid and unexpired*
If foreign born, valid, unexpired Department of Homeland Security (DHS) document(s) or acceptable alternatives as outlined below: • *Permanent Resident Card (Form I-551) issued by DHS (or INS)* • *Employment authorization document (EAD) issued by DHS, Form I-766, or Form I-688B* • *Certificate of Naturalization issued by DHS, Form N-550 or Form N-570* • *Certificate of Citizenship, Form N-560 or Form N-561, issued by DHS* • *Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State, Form FS-240, or DS-1350 or FS-545* • *Foreign passport with a valid, unexpired U.S. visa affixed accompanied by the approved I-94 form documenting the applicant's most recent admittance into the United States*

2.) You must have ONE (1) proof of Social Security number.

ACCEPTABLE PROOF OF SOCIAL SECURITY NUMBER
Original Social Security card in your current legal name
Original Wage and Tax Statement (W-2) *Or payroll stub with the applicant's employer name and employer ID number, as well as the applicant's name, address, and Social Security number (a photocopy of a W-2 is not acceptable) (You may use the same W-2 as one (1) proof of WV residency, provided it is not more than 18 months old)*
1099 form *With applicant's full Social Security number and name*

Please make sure your Social Security records reflect your full legal name, as reflected on your other documents. DMV must be able to establish a name connection between documents, therefore your full legal name must match your name on file with the Social Security Administration (SSA). If an applicant is not eligible for a social security number, then the applicant must submit a denial letter from the SSA. The DMV checks every social security number with the SSA. If you have a problem with the SSA, such as name or date of birth does not match with records of the DMV, and SSA then you must have the problem corrected before you can be issued an instruction permit, license, or identification card. Your documents will be scanned and returned to you, which will provide DMV with a historical record, and provide you with additional protection, per the Federal Real ID Act of 2005. Please visit the SSA website for information about obtaining a Social Security number.

If an applicant is not eligible for a Social Security card, the applicant must provide a letter from the Social Security Administration stating they are not eligible or provide a written self-certification statement of ineligibility.

3.) You Must have proof of legal name change if your name has EVER changed.

DMV must be able to establish a link between any legal name changes - Call 1-800-642-9066 to clarify which proof of name change document(s) you will need to bring in to obtain your driver's license or ID card. You may be required to provide all or some of the following proof in the chart below.

ACCEPTABLE PROOF OF LEGAL NAME CHANGE DOCUMENTS
Certified marriage certificate *For each marriage if married more than once, also souvenir documents and Minister's copies are not acceptable*
Original or certified copy of a birth certificate with amended legal name
Court Order with legal name/name change
Certified divorce decree(s) with legal name/name change
If you are age 50 or over *And have satisfied all other documentation requirements, hold a current WV driver's license or ID card in the name being verified, and have gone through at least one (1) WV license renewal cycle, a signed statement may be submitted in lieu of the name change document such as the marriage certificate or divorce decree*

4.) You must have TWO (2) proofs of West Virginia residency.

ACCEPTABLE PROOF OF WEST VIRGINIA RESIDENCY	
You may use two (2) documents from LIST B OR one (1) from LIST B and one (1) from LIST C. Documents with a PO Box are not acceptable. Any recurring document cannot be more than 60 days old (ie utility bill). Married applicants may provide WV residency documents from LIST B or LIST C in their spouse's name when accompanied with a Certified Marriage Certificate.	
LIST B	**LIST C**
WV utility bills *(not more than 60 days old and cannot be a termination notice)*	***College admissions letter that shows the applicant is an in-state resident***
Tax records with a WV street address	***911 letter***
WV mortgage documents, WV homeowner insurance documents for a WV residence, or proof of WV home ownership	***Pay check stub from any WV employer that shows a current physical address*** *(cannot be hand written)*
WV Homestead Tax exemption	***Social Security benefits letter***
WV Weapons Permit	***WV Professional License***
A valid WV vehicle registration card	***United States Selective Service card***
WV Voter's Registration card	***WV Dealer temporary registration card***
WV W-2 form *(That is not more than 18 months old) (you may use the same W-2 as your proof of Social Security number)*	***Letter from the applicant's employer stating that all utility and house arrangements are provided by the employer***
Proof of WV public assistance	***WV hunting license***
Residential rental or lease agreement	***WV bank statement***
WV DMV Affidavit of WV Residency	***WV auto insurance card***
WV School Driver Eligibility Certificate (School Enrollment Form) if applicant is under age 18 **All applicants for the Graduated Driver's License age 18 or younger are required to provide the current School Driver Eligibility Certificate as one (1) of the documents required. If the applicant is under 18 years of age and has completed school, a Diploma or GED Certificate are acceptable in lieu of the School Driver Eligibility Certificate. See the section on School Driver Eligibility Certificate on page five (5) for more details.*	***Letter from the US Post Office that shows a new, physical, WV address assigned by the Post Office for the applicant***
	License plate or Driver's License Renewal form
	Letter from a WV homeless shelter, hotel, senior citizens home, rehabilitation center, nursing home, children's home, orphanage, shelter, battered women's shelter, or Job Corps, including the facility's physical address, that explains that the applicant is a resident at their facility *(letterhead is preferred, but not required)*

An applicant for any driver's license or identification card shall be a resident of the State of West Virginia. The DMV shall not license or issue an identification card to an applicant who does not give a WV physical address, and mailing address if requested, for the mailing of notices.

Nonresidents who previously resided in WV and were licensed or issued an identification card in WV may not renew their WV driver's licenses or identification cards until they again establish residency in this state.

The chart on page four (4) lists all acceptable documents to use as proof of WV residency. If you are a new resident in the state you will be required to provide two (2) forms of WV residency. If you are applying for a *Graduated Driver's License (GDL) please see the section titled School Driver Eligibility Certificate below. All renewal applicants are required to provide one (1) document. After all required documents have been scanned and made part of your record, on your next renewal or transaction, you will be required to provide one (1) document from the proof of WV residency list.

School Driver Eligibility Certificate

A valid School Driver Eligibility Certificate is required for an applicant under the age of 18 to perform any driver's license transaction. It also fulfills the WV residency requirement if a physical address is listed. If the address on the School Driver Eligibility Certificate is a PO Box, the applicant is required to provide two (2) additional proofs of WV residency in the name of the applicant's parent or legal guardian from the chart on page four (4) of the handbook.

If an applicant has already graduated from school and has not reached the age of 18, a diploma can be used in place of the School Driver Eligibility Certificate.

Additional proofs of enrollment include GED enrollment, a notice of satisfactory progress, a certificate of completion of the program, or enrollment in an institution of higher learning as a full-time student.

Where to obtain your School Driver Eligibility Certificate:

- **In-state schooled students** can obtain one at the school which they attend.
- **Home-schooled students** must obtain a School Driver Eligibility Certificate from the County's Board of Education office where they live.
- **Out-of-state schooled students** can obtain an Out-of-State School Driver Eligibility Certificate from any DMV Regional Office or Testing Center. The Out-of-State School Driver Eligibility Certificate must be completed by the school principal and must be accompanied by a letter from the school on its letterhead. Also, a student attending an out-of-state school is required to provide two (2) proofs of WV residency in the name of their parent or legal guardian from the chart on page four (4) of the handbook.

National Driver Registry: Problem Driver Point System (PDPS)

All driver's license applicants are subject to a review of their driving records through the Problem Driver Point System (PDPS), which is a national driver registry designed to track violations and suspensions from state to state. All drivers who renew their driver's license will be reviewed through PDPS as well. If you have previously held a driver's license in another state or jurisdiction and had any moving violations, please make sure to satisfy any citations and suspensions you may have pending before applying for or renewing a WV driver's license. The DMV is prohibited from licensing any driver whose driving history reflects an unsettled problem in another state or jurisdiction.

If you have received citations in another state or jurisdiction which you failed to pay, they may have suspended your privilege to drive, even if your WV driver's license is valid. West Virginia DMV will suspend your driver's license if we receive notice from another state that you have failed to pay a citation issued in another state or jurisdiction. When other states or jurisdictions notify West Virginia DMV of unpaid citations, the DMV will notify you by certified mail at the current address in its system and give you a certain amount of time to address the matter before a suspension action is taken against you. Any unpaid citations are your responsibility. Do not expect the court to notify the DMV when you resolve an unpaid citation. If the DMV has notified you of an unpaid citation, or if you suspect that the court has notified the DMV, you must provide the DMV with proof that you have paid the citation, or have satisfied the court's

First-Time Applicant

Any first-time applicant for an instruction permit, driver's license, or identification card must present one (1) proof of Social Security number document, one (1) proof of identity document, and two (2) proofs of WV residency documents.

An applicant under the age of 18 applying for their GDL is required to meet the school enrollment requirement as listed under the *School Driver Eligibility Certificate* section on page five (5) in addition to one (1) proof of Social Security number document, one (1) proof of identity document, and two (2) proofs of WV residency documents, a valid School Driver Eligibility Certificate , and the DMV-DS-23P provided by DMV. The School Driver Eligibility Certificate can be used as both proofs of WV residency, provided it shows a physical address for the student. If the School Driver Eligibility Certificate has a PO Box listed for the student, you will need to provide an additional two (2) forms of proof of WV residency as outlined on page four (4).

If the applicant has had a name change, proper documents are required to verify the name change such as a certified marriage certificate, divorce decree, or court-ordered name change.

New Resident

After establishing WV residency, new residents who want to drive in WV must apply for a WV driver's license within 30 days. If you have a valid, non expired out-of-state driver's license, you are eligible to transfer the out-of-state driver's license. You are required to pass a vision screening, complete a brief alcohol awareness course, and surrender your out-of-state driver's license before a WV driver's license will be issued. A transfer applicant must present all acceptable documents that are required for a first-time applicant. If you have a motorcycle endorsement on your driver's license, the DMV will transfer the endorsement for an additional fee.

If the applicant's out-of-state driver's license has expired, the applicant is required to take all examinations that are required for a first-time applicant.

A new resident who cannot provide their out-of-state driver's license must obtain a certified driving record from the state or jurisdiction in which they were previously licensed in order to waive the testing requirement.

If your out-of-state driver's license is suspended or revoked, you will not be licensed in WV until you receive a "clearance" from the Problem Driver Point System (PDPS). It is illegal to drive in WV with a suspended or revoked driver's license from any other state or jurisdiction. All applicants for a WV driver's license must be verified with PDPS and the national driver registry. It is important to confirm that you are not under suspension in any other state or jurisdiction before attempting to obtain a driver's license in WV.

In-State Change of Address

If you change your address you are required to notify, in writing, the DMV within 20 days of the change. Failure to do this subjects you to a possible fine or imprisonment. Simply notifying the U.S. Post Office will NOT update your record with the DMV or allow important DMV mail to be forwarded to you. By failing to change your address with the DMV, you could miss the renewal date of your driver's license, or even have your driving privileges suspended or revoked unnecessarily.

Duplicate Driver's License

To obtain a duplicate driver's license, you must present one (1) document from the table of identification documents on page three (3) and one (1) document from the proof of WV residency from the table on page four (4) of the handbook. If you are under the age of 18 and are applying for a duplicate driver's license, you need a valid School Driver Eligibility Certificate. If your Social Security number is not in the DMV database, or is wrong, you must provide your Social Security card before a new driver's license will be issued. An applicant who is not a citizen of the United States shall present all documents required by the DMV to verify their legal status in the United States, proof of identity, and proof of WV residency.

Expired Driver's License

Any person renewing a WV driver's license, including a CDL, that has been expired for six (6) months or more is required to retest. If your out-of-state driver's license has expired, you are also required to retest. You will be required to go through the full examination process and provide all necessary documents as a first-time applicant.

Driver's License Color-Coding

Applicants 15 to 17 years old are issued a driver's license or instruction permit that is vertical and color-coded red. Applicants 18 to 20 years old, are issued a vertical driver's license or instruction permit that is color-coded blue. These two (2) distinctions immediately alert law enforcement officials and retailers of the cardholder's age.

Applicants 21 years old or more will be issued a horizontal license with a landscape background.

WEST VIRGINIA DRIVER'S LICENSE/INSTRUCTION PERMIT SAMPLES

WV Driver's License for Ages 21 and Over

This sample shown is for "Federal Identification Use"

This sample shown is "Not for Federal Identification Use"

WV Driver's License/Instruction Permit for Ages 15-20

This sample shown is Level 2 "Intermediate" GDL for "Federal Identification Use"

Applicants that are Immigrants, Non-Immigrants, and Refugees

Immigrants

Immigrants applying for an instruction permit, driver's license, or identification card are required to provide the following documents:

- *Social Security card*
- *Two (2) Proofs of WV residency*
- *One (1) of the following:*
  - *An INS Form I-551 Alien Registration Receipt Card*
  - *A valid Temporary I-551 stamp in Foreign Passport (with English translation) or on INS Form I-94*
  - *Valid re-entries permit INS Form I-327*

Non-Immigrants

Non-immigrants applying for an instruction permit, driver's license, or identification card are required to provide the following documents:

- *Social Security card or a letter from the SSA denying the issuance of a Social Security card*
- *Two (2) proofs of WV residency*
- *A valid foreign passport*
- *A form I-94*
- *A visa issued by the U.S., if the applicant is from a nation whose citizens are required by the U.S. to obtain a visa*
- *All original documents to verify status and length of authorized stay*
- *A form I-20 and written verification of attendance at the school listed on form I-20 if the applicant's status is F-1 or F-2*
- *Written verification from an employer, if the applicant's status is H1-A, H1-B, H-3, or H-4*
- *A form DS 2019 and written verification of attendance at the school listed on form DS 2019 if the applicant's status is J-1 or J-2*

Refugees

Refugees applying for an instruction permit, driver's license, or identification card are required to provide the following documents:

- *Social Security card or a letter from the SSA denying the issuance of a Social Security card*
- *Two (2) forms of WV residency*
- *A Form I-94 showing grant of refugee status*
- *A Reception and Placement Program Assurance form*
- *Written verification of identity and WV residency presented by an employee of a sponsoring organization approved by the United States Department of State to resettle refugees in WV*

Refugees without an approved sponsoring organization or a person seeking asylum shall provide the following:

- *Two (2) proofs of WV residency*
- *Social Security card or a letter from the SSA denying the issuance of a Social Security card*
- *A form I-94, stamped Refugee/Asylee (person seeking asylum)*
- *A form I-688 B and I-766 Employment Authorization Document*

Regular Instruction Permit - Ages 18 and Over

If you are 18 or over and have never had a driver's license (Level 2 or comparable), you must obtain a regular Class E instruction permit before you are eligible for a driver's license.

When you have completed the application and presented the appropriate documents, you will be allowed to take the vision and written tests. When you pass the vision and written tests, you will be issued a regular Class E instruction permit. The instruction permit allows you to operate a motor vehicle when a licensed driver who is 21 or older occupies the front seat with you. The instruction permit will be valid for a period of 90 days. An instruction permit may be renewed one (1) time prior to expiration; however, if expired, **YOU MUST RETEST**, taking both the vision and written tests to obtain another instruction permit. If you have never been licensed as Level 2 graduated driver's license or comparable, you must maintain the instruction permit for at least 30 days before you are eligible to take the road skills test.

Graduated Driver's License (GDL) - Ages 15 -17

Level 1 GDL Instruction Permit

The Level 1 GDL instruction permit allows you to learn how to operate a motor vehicle with a licensed adult driver over the age of 21. To obtain a Level 1 GDL instruction permit, you must be at least 15 years old, pass a vision screening, pass a knowledge test, have a valid School Driver Eligibility Certificate from your county school board, and the consent (on form DMV-DS-23P) of your parent or legal guardian indicating permission for issuance of the Level 1 GDL instruction permit. Parental consent is not required for married applicants under the age of 18; however, you must present a certified copy of your marriage certificate.

Each time you apply and test for the Level 1 GDL instruction permit, you must show a certified birth certificate issued by a state or governmental agency of the U.S. that is responsible for the collection of vital records. You must also show a Social Security Administration issued Social Security card signed by you and a valid School Driver Eligibility Certificate.

No cell phones, PDA, Blue tooth devices, electronic devices, etc. will be permitted in the exam room. Only the applicant taking the test is allowed in the exam room.

The vision and written tests are administered by driver examiners at DMV designated locations. After you pass the required tests, the driver examiner will approve your application for processing. To qualify for a driver's license in WV you must have at least 20/40 vision in one (1) eye.

If you are under the age of 18, the WV State Board of Education requires that you provide proof of enrollment in a school certified by the local school board. The expiration date of the document will be 30 days from the date of issuance. During the summer break, the School Driver Eligibility Certificate is valid if the issue date is the same month the school year ended, until the beginning of the new school year term. When the new school year begins, a new School Driver Eligibility Certificate must be obtained. The proof of enrollment includes certification that you are enrolled in a general education development (GED) program and making satisfactory progress or possess a certificate of completion for the program or are enrolled in a secondary school of this state or any state.

Level 1 GDL Instruction Permit Requirements:

- *You must be at least 15 years of age.*
- *You must have written consent from a Parent or Legal Guardian on form DMV-DS-23P.*
- *You may only drive with a licensed driver who is at least 21 years old in the right front passenger seat.*
- *You may only drive between the hours of 5:00 am and 10:00 pm.*

- *You may only have two (2) additional non family passengers in addition to the supervising, licensed adult driver.*
- *Two (2) convictions will result in revocation of your instruction permit (for 90 days).*
- *ZERO Tolerance: You may not have any measurable amount of alcohol in your system while operating a motor vehicle.*
- *You must require all occupants to adhere to the safety belt law.*
- *The fee for a knowledge test is $5.00 for each two (2) attempts.*
- *The fee for a Level 1 GDL is $5.00.*
- *You may not use a wireless communication device while operating a motor vehicle, unless the use of the wireless communication device is for contacting a 9-1-1 system*

A Level 1 GDL instruction permit is nonrenewable. If you surrender your Level 1 GDL instruction permit, for any reason, you will be required to complete the examination process, maintain the Level 1 GDL instruction permit for 180 consecutive days, conviction-free, resubmit proof of identity, proof of Social Security number, proofs of WV residency, and School Driver Eligibility Certificate prior to reissuance.

A Level 1 GDL instruction permit will be issued up to the applicant's 18th birthday, and will expire on the 18th birthday. However, to allow sufficient time to complete the Road Skills Examination, a 30-day grace period (beyond the applicant's 18th birthday) will be allowed. An applicant with a Level 1 GDL instruction permit that is expired and is within the 30-day grace period and wishes to take the skills test but cannot provide the expired Level 1 GDL instruction permit, will then be required to take the knowledge test for the issuance of a new Level 1 GDL instruction permit prior to taking the skills test. The knowledge test and the skills test can be taken in the same day.

Level 2 GDL Intermediate Driver's License

If you are between the ages of 16 and 18 and have completed all the requirements of the Level 1 GDL instruction permit, you will be eligible for a Level 2 GDL intermediate driver's license. However, you also must:

- *Be at least 16 years of age*
- *Have a minimum of 180 consecutive days of conviction-free driving at Level 1 GDL immediately preceding the date of your Level 2 application*
- *Pass a road skills test (a maximum of three (3) attempts to complete)*
- *Have a parent or legal guardian certification (log sheet) of a minimum of 50 hours behind the wheel, including the minimum of 10 hours at night or complete a driver's education course approved by the West Virginia Department of Education*
- *Have a current School Driver Eligibility Certificate*
- *Have proof of identity and WV residency documents as outlined on pages three (3) & four (4)*
- *Not use a wireless communication device while operating a motor vehicle, unless the use of the wireless communication device is for contacting a 9-1-1 system*

When you meet all these requirements, you will be issued a Level 2 GDL intermediate driver's license. The Level 2 GDL intermediate driver's license has certain restrictions that will apply to allow you to gain experience operating a motor vehicle, but with limitations to promote safe use of your motor vehicle.

Level 2 GDL intermediate driver's license holders may drive without a supervising, licensed adult driver who is age 21 or older between the hours of 5:00 am and 10:00 pm. Level 2 GDL intermediate driver's license must drive with a supervising, licensed adult driver who is age 21 or older between the hours of 10:00 pm and 5:00 am. The exceptions to this rule are when the licensee is participating in, going to, or returning from: (1) lawful employment; (2) a school-sanctioned activity; (3) a religious activity; or (4) an emergency situation that requires the licensee to prevent bodily injury or the death of another.

A Level 2 GDL intermediate driver's license holder may not operate a motor vehicle during their first six months with any non-family members under the age of 20 as a passenger and may not operate a motor

vehicle with more than one (1) non-family member under the age of 20 as a passenger during the second six (6) months. As with Level 1 GDL instruction permit drivers, Level 2 GDL intermediate driver's license may not operate a motor vehicle with any measurable alcohol in their system and must require all occupants to follow the seat belt law.

If you surrender your Level 2 GDL intermediate driver's license for any reason and are under the age of 18, you must start over with a Level 1 GDL instruction permit. Each time you apply and test for the Level 2 intermediate driver's license, you must show a certified birth certificate issued by a state or governmental agency of the U.S. that is responsible for the collection of vital records. You must also show a Social Security Administration issued Social Security card signed by you, a valid School Driver Eligibility Certificate, the 50 hour driving log, as well as all documentation required for licensing.

No cell phones, PDA, Blue-tooth devices, electronic devices , etc., will be permitted in the exam room. Only the applicant taking the test is allowed in the exam room.

Levels 1 and 2 GDL Violations and Convictions

Convictions at Level 1 GDL instruction permit or Level 2 GDL intermediate driver's license result in penalties that may include suspending or revoking your driving privileges. These penalties reflect the importance of safe driving.

Level 1 GDL Instruction Permit

- *You must be conviction-free for 6 months in order to graduate to a Level 2 Intermediate driver's license. With each conviction the 6-month window starts over from the date of the conviction.*
- *Under a Level 1 GDL instruction permit, two (2) convictions will result in the revocation of your GDL for 90 days. When 90 days are up you will be required to re-apply and retest for your Level 1 GDL instruction permit.*

Level 2 GDL Intermediate Driver's License

- *You are required to be conviction-free for 12 months prior to graduating to a Level 3 GDL. If you receive a conviction, the 12-month conviction-free period will start over again at the point of that conviction.*
- *Level 2 GDL intermediate driver's license holders are required to enroll in a driver improvement program upon the first conviction. Failure to enroll in a driver improvement program will require the driver to remain a Level 2 GDL intermediate driver's license until the age of 18. The second conviction for a moving violation requires the revocation of your driving privilege until you are 18 and you will be required to retest as a first-time applicant.*

Drivers under the age of 18 **may not** use a wireless communication device while operating a motor vehicle, unless the cell phone is used for contacting a 9-1-1 system as stated in WV State Code §17B-2-3a(F). If a citation is issued for the use of a cell phone or wireless communication device on a Level 1 GDL instruction permit or Level 2 GDL intermediate driver's license, you must begin the conviction-free time period over (Level 1 GDL instruction permit - 6 months; Level 2 GDL intermediate driver's license - 12 months).

Level 3 License GDL

Once the applicant has met the requirements to obtain a Level 3 GDL, it is the driver's option to apply for this driver's license or to keep the Level 2 GDL and follow its restrictions until they are 18 years of age.

To be eligible for a Level 3 GDL, you must have completed 12 months of conviction-free driving under a Level 2 GDL, be at least 17 years old, and have successfully completed all requirements. You must visit a DMV Regional Office or Testing Center to apply for a Level 3 GDL.

Out-of-state Transfers for Applicants Under 18 Years of Age

Any applicant under 18 years of age, who does not possess a graduated driver's license that either equals or exceeds WV's Level 2 GDL intermediate driver's license, or who was previously licensed in a state or jurisdiction which does not have a graduated drive's license program, must complete the road skills test and written examination as if they've never held a driver's license. However, if the applicant provides a current driving record from their previous state or jurisdiction when they come in to apply for their WV driver's license, they will be credited with the length of time they held their previous driver's license to be put towards the required time period for a Level 1 GDL instruction permit.

Upon obtaining a WV graduated driver's license, the driving record from the applicant's previous state or jurisdiction becomes part of their WV driving record.

Driver's License Restrictions

The DMV is authorized to impose license restrictions to assure the safe operations of motor vehicles. The restriction will be indicated on the front of the driver's license by a number or letter code in the "restrictions" field. The explanation of the restriction will appear on the back of the driver's license.

Operating a motor vehicle in violation of the restriction or restrictions is a serious offense and could result in the suspension or revocation of your driving privilege.

DRIVER'S LICENSE RESTRICTIONS

CODE	DESCRIPTION OF RESTRICTIONS	CODE	DESCRIPTION OF RESTRICTIONS
1	*Artificial Limbs*	I	*Interlock*
2	*Corrective Lenses*	S	*Spinner Knob*
3	*Automatic Transmission*	K	*CDL/ Intrastate Only/Under 21*
4	*Mechanical Signals*	L	*Vehicle Without Air Brakes (CDL Only)*
5	*Hand Controls*	M	*Class B or C Bus Only (CDL Only)*
6	*Outside Mirrors*	N	*Class C Bus Only*
7	*Corrective Lenses & Outside Mirrors*	P	*No Passengers (CDL Instruction Permit P & S Only)*
8	*Motor Driven Cycle*	U	*Sexual Deviant*
9	*Other (DMV may impose others not listed above)*	X	*No Cargo (CDL N Instruction Permit Only)*
D	*Daylight Driving Only*	O	*No Tractor Trailer (CDL Only)*
E	*No Manual Transmission (CDL Only)*	V	*Medical Variance*
G	*Trike with "F" Endorsement*	Z	*No Full Air Brakes (CDL Only)*

Drive for Five

The DMV now makes it easier for you to remember the expiration date of your driver's license or identification card. Under the "Drive for Five" program, all driver's licenses will expire in a year in which your age is divisible by five (for example, age 25, 30, 35, 40, 45, etc.).

Under this program, your license is valid for five (5) years. However, before you begin the five year cycle, the DMV may need to phase you into the program. In order to do this, your initial driver's license will be issued for a period ranging from three (3) years to seven (7) years, depending on your age at the time of renewal. For instance, if you are or will be 34 in the year that your driver's license expires, you will be issued a six-year driver's license that will expire when you are 40.

New driver's licenses issued after January 1, 2001, expire on the applicant's birthday instead of at the end of the month. Driver's licenses expiring on a licensee's 18th or 21st birthday will have a 30-day grace period to allow the bearer to obtain the appropriate color license.

Please note that the driver's license fees have not increased. The fees may be more or less for this renewal period, depending on the number of years for which the driver's license will be valid. Your renewal fee and year of expiration will appear on your renewal card as well.

All driver's license renewal fees will be based on the number of years you will have a driver's license until your age is divisible by five (25, 30, 35, 40, etc.), at a rate of $2.50 per year plus .50¢. For example, if you are 21 years old when you renew your driver's license, it will next expire on your 25th birthday and the fee would be $10.50 ($2.50 x 4 + .50¢).

U.S. Selective Service

The DMV offers young men ages 15-26 the opportunity to register with the U.S. Selective Service when applying for a driver's license, instruction permit, or photo ID card by checking a box on the back of the Application for a Drivers's License or Photo ID card (DMV-DS-23P).

DRIVER'S LICENSE AND ID CARD DESIGNATIONS AVAILABLE

	Deaf or Hearing Impaired
	Diabetic
	Organ Donor
	U.S. Veteran

Driver's License and ID Card Designations

When completing the application for a driver's license, you have the option to select among additional designations for diabetic, deaf, or hard of hearing.

Diabetic, Deaf, or Hard of Hearing Designations

For applicants that are diabetic, deaf, or hard of hearing, that wish to have these designated on their driver's license or ID card, they will need audiologist and/or physician certification on the backside of the DMV-DS-23P, which will be turned in at the time of application.

Organ Donor Designation

Applicant's who wish to be designated as an organ donor will simply check the box on the back of the application, and a regionally designated organ donation group will be furnished with their information for the organ donor registry. At any time a licence or photo ID card holder may add or remove themselves from the organ donor registry by visiting www.donatelife.wv.gov, however in order to add or remove the organ donor designation on the face of the driver's license or ID card the applicant must obtain a new driver's license and pay any applicable fees.

Veterans Designation

If you are an honorably discharged U.S. Veteran and choose to have the veterans designation DMV is required to verify your status with your DD Form 214, WD AGO 53, WD AGO 55, WD AGO 53-55, NAVPERS 553, NAVMC 78PD, NAVCG 553, Military Identification Card, or a Current Military license plate registration card. A CSR may also verify Veteran status as a current military license plate holder through the vehicle system if an applicant does not have their registration card on hand.

Carry Your Driver's License

Be sure you have your driver's license with you when you drive. You are required to provide your driver's license or instruction permit upon demand to any law enforcement officer, magistrate, or official of the DMV. Violation of this requirement is a misdemeanor. However, you will not be convicted if your driver's

Motorcycle Permits, Licenses, and Endorsements

Motorcycle Instruction Permit

The motorcycle instruction permit allows you to ride a motorcycle on public roads during daylight hours without passengers. In order to obtain a motorcycle instruction permit you must:

- *Any person 16 or older may apply for an instruction permit. Any person under the age of 18 must have first completed the requirements for a Level 2 Intermediate Driver's License or a class E drivers license before being eligible for a motorcycle instruction permit.*
- *Pass a 25-question motorcycle knowledge examination with a grade of 80% or better.*
- *Present proof of identity and WV residency documents (listed on pages three (3) & four (4)).*

Motorcycle Endorsement (F Endorsement)

In order to add a motorcycle endorsement (F) to a driver's license, you must begin by obtaining a motorcycle instruction permit. You must hold your instruction permit for a minimum of seven (7) days before you are eligible to add motorcycle endorsement (F). Once you have your motorcycle instruction permit, you have two (2) options to obtain your F endorsement: pass a motorcycle road skills test given by a DMV driver examiner or complete the DOT approved Basic Rider Course provided by the Motorcycle Safety Foundation as outlined below in the section *Motorcycle Rider Training Courses*.

When one (1) of these two (2) components has been successfully completed, you may have the (F) endorsement added to your driver's license for a duplication fee of $5, plus a $1 per year fee for the length of time the driver's license is valid (example: License valid for three (3) years, the total fee would be $8. $5 duplication fee, plus $3 fee for three (3) years, validation).

Motorcycle-Only Driver's License (Class F License)

In order to obtain a Class F (motorcycle only) license, you must begin by obtaining a motorcycle instruction permit; you must hold your instruction permit for a minimum of seven (7) days. Once you have obtained your motorcycle instruction permit, you must pass a motorcycle road skills test given by a driver examiner of the DMV or complete the West Virginia Motorcycle Rider Education Program

When you have successfully completed one (1) of these two (2) components, you may have your Class F license processed for a fee of $2.50 for each year the license is issued. (Example: 5 year license = $12.50 fee) The Class F driver's license limits the licensee. The bearer of a Class F driver's license cannot drive any other type of motor vehicle. For further information concerning the motorcycle instruction permit, Class F endorsement for a regular license or a Class F driver's license only, you may consult the *West Virginia Motorcycle Operator Manual* available at your local DMV Regional Office or on our website at www.dmv.wv.gov.

Motorcycle Rider Training Courses

The Department of Transportation offers motorcycle rider instruction classes to both inexperienced operators to develop safe street riding skills and experienced motorcycle riders to improve their safe riding skills. The Basic Rider Course (BRC) and Experienced Rider Course (ERC) are offered through the Motorcycle Safety Foundation, which are the only approved Rider Training courses available in this state.

If an applicant successfully passes the BRC they will be eligible to have the on-cycle skills test for the DMV waived.

The BRC classes are offered to persons who are at least 16 years old, have met all of the requirements for a Level 2 GDL intermediate driver's license, except for passing the road skills test, and have a motorcycle instruction permit. The classes are also available to anyone who is at least 18 years old and has a motorcycle instruction permit. The BRC is approximately 17 hours long and consists of both classroom and on-cycle instruction.

DRIVER'S LICENSE FEES

GRADUATED DRIVER'S LICENSE LEVELS 1 - 3

Minimum Age	Type of License	Expiration	Fee
15	Level One (1)	18th Birthday (+30 day grace Period)	$5.00
16	Level Two (2)	Until age 18	$5.00
17	Level Three (3)	Until age 21	$2.50 per year + .50¢ for a motor voter fee

INSTRUCTION PERMIT

Minimum Age	Type of License	Expiration	Fee
16	Motorcycle* Instruction Permit	90 Days from Issuance	$5.00
18	Instruction Permit	90 Days from Issuance	$5.00

STANDARD CLASSES "E" & "F" DRIVER'S LICENSES

Minimum Age	Type of License	Fee	Expired Fee
18	Driver's License Classes "E" or "F"	$2.50 per year + .50¢ for a motor voter fee	$5.00
	Duplicate License	$5.00	

FOR FEDERAL USE DRIVER'S LICENSES AND IDENTIFICATION CARDS

An additional $10.00 is required to obtain, renew, or obtain a duplicate "FOR FEDERAL IDENITIFATION" driver's license or identification card.

**Must have met the minimum qualifications of Level Two (2)*

DOCUMENTS TO KEEP IN YOUR VEHICLE

Just as you need to carry your driver's license with you while operating a motor vehicle, you will need to keep your valid proof of insurance (certificate of insurance) as well as current registration card with you. If you are stopped by a law enforcement officer for a moving violation, you are required to show this proof in addition to your driver's license. More detail on insurance and registration is provided on page 16.

CHAPTER II
DRIVER RESPONSIBILITIES

The privilege to drive carries with it many responsibilities. You, and only you, are responsible for your actions. There are a number of requirements that a driver's license holder must be aware of in order to maintain the privilege of driving in West Virginia.

School Attendance for Minors

If your school notifies the DMV that you are not attending or have excessive unexcused absences, the DMV is required to suspend/revoke your driver's license until age 18 or until you present a reinstatement authorization form from your school and pay the reinstatement fee. You should contact your school or local school board if you have any questions concerning this law.

How to Refer an Unsafe Driver

If you are concerned about an immediate family member who can no longer safely operate a motor vehicle, you may write a detailed explanation to the DMV at the address listed below. You should provide us with the person's name, address, date of birth, and driver's license number, if possible. Law enforcement may submit this information if they have had personal observation or contact with an unsafe driver. You may also wish to seek the advice of the family member's personal physician or the physician may submit information directly to:

Division of Motor Vehicles, Medical Section
PO Box 17030
Charleston, WV 25317
Telephone: (304) 926-0729

Based on the submitted information, the DMV will reexamine the person's driving skills or ask for updated medical information from the person's doctor. After reexamination, the DMV may issue the person a restricted driver's license or revoke his or her driving privilege, not only for the safety of that individual but for the safety of other motorists.

Re-examination of Drivers

You may be required to take a medical, written, or driving examination if the Commissioner of Motor Vehicles has good cause to believe you are incompetent or otherwise not qualified to be licensed.

After you have taken the examination, your driver's license may be suspended or revoked, or you may be issued a restricted driver's license. Refusal to submit to this test is grounds for suspension or revocation of your driver's license.

Crashes

Crashes resulting in injury to, or death of, any person or property damage in excess of $500 must be reported by the quickest means possible (oral or written) within five (5) days to the local police department if it occurs within a municipality; otherwise, it must be reported to the county sheriff or the nearest WV State Police office (see WV Code §17C-4-6). If your vehicle was not covered by automobile liability insurance on the date of the crash, your motor vehicle registration and driving privilege will be suspended.

Compulsory Insurance

West Virginia law mandates that all motorists driving on the state's public roads must carry motor vehicle liability insurance. The minimum amount of coverage, as provided by law is:

| **$20,000** *for one (1) death or injury* | **$40,000** *for two (2) deaths or injuries* | **$10,000** *for property damage* |

When you obtain or renew your vehicle registration, you must sign a statement, under penalty of false swearing, that you have liability insurance on your vehicle and will keep this insurance for the full registration year.

In addition, a certificate of insurance or other proof of insurance, which can be obtained from your insurance company, must be carried in your vehicle at all times along with a valid vehicle registration card. In the event of a crash, you must present this certificate or other proof to any investigating officer. You must also show the certificate at the time of annual vehicle inspection.

The DMV will verify the insurance information provided at the time of registration. The verification of insurance may be conducted at any time during the registration year. If you receive a notice, you will be required to send back proof of coverage.

Failure to provide proof of insurance will result in the suspension of your driver's license as well as your vehicle registration. In addition, West Virginia's mandatory insurance law was enhanced by the West Virginia Legislature during the 2010 session to allow DMV to establish a new electronic insurance verification program that will directly verify insurance coverage electronically with insurance companies.

This new program is currently being deployed in stages and ultimately allows law enforcement to instantly verify insurance at the time of a road stop, and for DMV to verify insurance at the time of any vehicle transaction. Insurance checks will be a daily, weekly, or monthly basis to determine if a vehicle owner continues to maintain insurance while they have a current registration. This new program will provide additional enforcement tools for DMV to track uninsured drivers. If the company does not verify your insurance information and you are unable to prove otherwise, you may be subject to a penalty fee, suspension of your driver's license, as well as your vehicle registration plate.

If the DMV receives a ticket or crash report indicating that you did not have insurance you may be subject to a penalty fee, suspension of your driver's license, as well as suspension of your vehicle registration plate. Repeat offenses of no insurance will result in enhancement of the driver's license suspension period. Reinstatement of your driver's license and/or registration plate will require current proof of insurance and payment of mandatory reinstatement fees.

Filing of false or fraudulent insurance information will result in an additional 90-day suspension of your driver's license, revocation of your vehicle registration, and possible prosecution that carries a fine of not more than $1,000 and jail time not to exceed one (1) year.

The Use of Communication Devices While Operating a Motor Vehicle

In 2012 a new law was created prohibiting the use of any electronic communications device while driving a motor vehicle on a public street or highway unless the use is accomplished by hands-free equipment. Statistics show that a driver's concentration drops by 20 – 33 percent when using a wireless communication device.

A hands-free electronic communication device has a feature or function that allows the user to engage it without the use of either or both hands.

An electronic communications device is defined as a cellphone, personal digital assistant, electronic device with mobile data access, laptop computer, pager, broadband personal communication device, 2-way messaging device, electronic game, or portable computing device.

Violation of this law includes using an electronic communications device that is not enabled as hands-free to engage in a call, view or transmit images or data, play games, or compose, send, read, view, access, browse, transmit, save or retrieve an e-mail, text message, or other electronic data.

Fines and points assessed against a drivers record based on number of offenses are as follows:

- **First offense** = *$100 fine and zero (0) points*
- **Second offense** = *$200 fine and zero (0) points*
- **Third and subsequent offenses** = *$300 and three (3) points*

Use of an electronic communications device to report a fire, traffic crash, serious road hazard, or emergency to the appropriate authorities, or use by a law-enforcement officer, firefighter, emergency medical technician, paramedic, or the operator of an authorized emergency vehicle in the performance of their official duties are not violations of this law. For more details visit www.legis.state.wv.us and search WV Code §17C-14-15.

Point System

The DMV has a point system to identify and control problem drivers, maintaining a record of all violations of traffic laws.

Your record will show the date, nature of the violation, and the court in which you were convicted. Points have been assigned to various in-state and out-of-state moving traffic violations depending on the seriousness of the violation. Repeated convictions may build a point record leading to suspension of your driving privilege. Points remain on your driving record for two (2) years from the conviction date.

When you have six (6) points or more on your record, the DMV will send you a letter of caution, urging you to be careful while driving and obedient of traffic laws. When you accumulate 12 points on your record, your driver's license is subject to suspension.

You may have three (3) points deducted from your record by completing an approved eight (8) hour defensive driving class. Motorists are only eligible for this point reduction once every 12 months. Only specific courses are approved for this point reduction. If you take a class without approval from the DMV or take the class prior to the points appearing on your record, you will not be eligible for the point deduction. For more information you may contact the DMV at 1-800-642-9066. The most common point bearing offenses are listed on page 20.

Driving in Other States

West Virginia is a member of the Driver License Compact. Traffic violations you receive in other states will become part of your West Virginia driving record and, if warranted, points will be assessed. If you are convicted in other states and the offense is grounds for suspension or revocation, your West Virginia driver's license may be suspended or revoked. Other states may also restrict, suspend, or revoke your privilege to drive a motor vehicle in those states.

West Virginia is also a member of the Non-Resident Violator Compact. This allows drivers to accept traffic citations for certain violations and continue on their way, regardless of whether the driver resides in that jurisdiction. Each member state agrees to suspend the driver's license of its own citizens who fail to comply with the terms of the traffic violation committed in another state.

Failure to Comply with In-State Citations

State law requires municipal, magistrate, and circuit courts to notify the DMV when you fail to pay, fail to appear, or fail to comply with any type of ticket, court order, or decision, even if it is not a traffic ticket.

The DMV will suspend your driver's license until you present proof of compliance with the court action and all penalty fees are paid. State law also requires the DMV to suspend your driver's license if you fail to maintain any child support payment obligations.

Traffic tickets and other types of citations should be handled promptly to avoid possible driver's license suspension.

Fraudulent Use of Driver's Licenses

The information you provide when you apply for your driver's license or apply for a duplicate driver's license must be true and accurate. It is against the law to provide false information when you apply for any type of driver's license. It is also illegal to use someone else's license as your own, to permit someone else to use your driver's license, to permit someone to use your identity documents to obtain a license, or to use or display a fictitious license. The penalty for these offenses is a 90-day suspension.

Mandatory Driver's License Revocation

Convictions for certain violations of motor vehicle laws are serious and require the immediate revocation of your driver's license. The DMV must revoke a driver's license when it receives a notice of final conviction of any of the following:

- *Manslaughter or negligent homicide resulting from the operation of a motor vehicle*
- *Two (2) or more moving violation convictions as a graduated driver*
- *Providing false information to the DMV*
- *Leaving the scene of a crash that results in death or personal injury*
- *Three (3) convictions of reckless driving in 24 months*
- *Racing on streets or highways (drag racing)*
- *Driving while your driver's license is suspended or revoked*
- *Failure to satisfy a civil judgment against you as a result of your involvement in an automobile crash*
- *Conviction in this state or in any other state for driving under the influence of alcohol, controlled substances, or drugs*
- *Failure to pay for gasoline upon second conviction*
- *Any felony committed using a motor vehicle*

Driving While a Driver's License Is Revoked or Suspended

Revocation and suspension periods vary depending on the offense. Driving while your driver's license is suspended or revoked (non-DUI related) is a serious matter and may cause a 90-day revocation. The penalty for driving while your driver's license is revoked on a DUI is a mandatory minimum jail sentence of 30 days to six (6) months. The law also requires that your driving privilege be revoked for six (6) months.

All suspension/revocation transactions and reinstatements must be handled in person at the Division of Motor Vehicles, 5707 MacCorkle Avenue, SE, Charleston, WV 25317 or by mail through PO Box 17030, Charleston, WV 25317 or online at http://go.wv.gov/selfservice.

DMV Online Services

If you need to check the status of your license, obtain the total number of points on your license, or to check your CDL Medical Certification date, you now have the ability to obtain this information by accessing the DMV Online Services page at http://go.wv.gov/selfservice.

Applicants also have the ability to view and purchase a driving record online for a fee of $9.00 and pay their driver's license reinstatement fees as well.

POINT SCALE

OFFENSES	POINT VALUES	OFFENSES	POINT VALUES
Fleeing from an Officer	8	*Failure to Maintain Control of Vehicle*	3
Speeding in a School Zone	6	*Careless Driving*	3
Reckless/Careless Driving	6	*Failure to Maintain Control of Vehicle*	3
Hit & Run (Leaving the Scene or Failure to Reveal ID)	6	*Careless Driving*	3
Speeding 20mph or More Over the Speed Limit	6	*Driving the Wrong Way on a One Way Street*	3
Speeding 15mph to 19mph Over the Speed Limit	5	*Littering*	3
Speeding 11mph to 14mph Over the Speed Limit	3	*Improper Lane Violation*	3
3 or More Wireless Communication Device Violations (Any Combination of Talking and/or Texting)	3	*Failure to Observe a Safety Zone*	3
		Failure to Follow a Police Officer's Instructions	3
Passing Violation	3	*Driving on the Wrong Side of the Road*	3
Failure to Yield Violation	3	*Following Too Closely*	2
Failure to Obey Traffic Light	3	*More than 3 Passengers in the Front Seat*	2
Failure to Obey Stop Sign	3	*Improper Turning*	2
Hazardous Driving	3	*Improper Backing*	2
Driving Left of Center	3	*Improper Signal or No Signal*	2
Driving Too Fast for Conditions	3	*All Other Moving Violations Not Listed Above*	2

CHAPTER III
DRIVING UNDER THE INFLUENCE

Alcohol mixed with driving is one of the greatest factors in highway crashes. Studies show that in recent years about 28% of the fatal crashes in West Virginia involved drivers who had been driving under the influence of alcohol. Adults are not the only drivers responsible for this terrible toll; drivers under 21 years of age are involved in alcohol related fatal crashes as well. Here are some points to remember:

DO NOT DRINK AND DRIVE!

- *Alcohol reduces alertness, interferes with judgment, and impairs vision.*
- *Alcohol affects a person differently at different times. Physical and emotional conditions, other drugs, or even the amount of food in the stomach can cause alcohol to have a varied effect.*
- *Physical exercise, black coffee, fresh air, cold showers, and other "home remedies" do not effectively help someone sober up. Time is the only sobering influence.*
- *The amount of alcohol in a one-ounce shot of 100-proof whiskey, six-ounce glass of wine, or a 12-ounce can of beer is the same.*
- *Our judgment is affected when we drink; thus decisions made under the influence of alcohol reflect impeded judgment.*

Under Age Drinking and Driving

The legal drinking age in West Virginia is 21 years old. West Virginia has a zero tolerance law for drivers under the age of 21 who unwisely and illegally choose to drive with any measurable alcohol in their system.

This means that if you are under the age of 21 and any amount of alcohol is found in your system, you will lose your driver's license.

Designated Driver

Having a designated driver is the most reasonable, safe, and practical method to avoid drinking and driving and/or a DUI violation.

The designated driver is a selected or volunteer companion who will not drink alcohol during the time they have the responsibility for driving their friend(s) home after a drinking situation. A designated driver should always be appointed before the start of any activity involving alcohol.

Knowing Your Limits

In West Virginia, a BAC of more than 0.05 percent and less than 0.08 percent is relevant evidence to presume that a person is driving while his or her ability to drive is impaired. If a driver's BAC is 0.08 percent or more, they are presumed to be driving under the influence. Under West Virginia law, your driver's license can be revoked if your BAC is less than 0.08 percent.

When a person has more than one (1) drink per hour, the BAC level builds up in his or her body. For example, the BAC level actually continues to increase after the last drink at 11:30 p.m. and several hours later, at 4 a.m., the BAC of that person is still above 0.06 percent. Persons with this level of alcohol in their bodies can be arrested for driving under the influence of alcohol (DUI).

Other Drugs

Driving while using drugs is very dangerous and has effects like those of drinking. Using drugs, even if prescribed by a physician or bought over the counter, can cause drowsiness, loss of coordination, hallucinations or total body malfunctions. The use of alcohol and drugs can be a deadly combination.

Implied Consent and the Chemical Test

If you are arrested for DUI, you are subject to the Implied Consent Law. As a driver, you are deemed to have given consent to take the designated Breathalyzer for the purpose of determining alcohol content in your body. If you refuse to take the Breathalyzer, your privilege to operate a motor vehicle will be revoked for a period of one (1) year and up to life.

Many people mistakenly assume that the Implied Consent Law means they will be fined or go to jail if they are stopped and have alcohol on their breath. On the contrary, the law is designed to protect the driver who has not been drinking since the blood alcohol test will provide a medically accepted measure of alcohol concentration. The Implied Consent Law safeguards the public from a driver who is intoxicated by arresting those who refuse to be tested for alcohol content. Without this law, some drivers might escape punishment and continue to pose a hazard to the community.

Penalties for Driving Under the Influence

Because the public menace posed by intoxicated drivers is so great, the penalties for violators are severe.

If you are under the age of 18, a DUI offense will result in revocation of your driver's license until you reach the age of 18 or for the applicable statutory period of revocation or suspension, whichever is longer and until all other requirements are met.

Any time your driver's license is revoked or suspended for a DUI, you must complete a prescribed Safety and Treatment program before you will be eligible to reinstate your driving privileges.

The chart on the following page shows the penalties and minimum revocation period for each DUI offense.

SIMPLE SAFETY RULE

Don't Drink and Drive!

OFFENSES AND CONSEQUENCES

How Does a DUI Affect Your Driving Privileges?

When a driver has a DUI or DUI-related event, the law requires that a revocation be placed on that person's driving record. If the event involved alcohol, the driver may be able to participate in the Interlock Program. This Program allows a person to drive legally as long as they are operating a vehicle equipped with an Interlock device. This device attaches to the ignition system of a vehicle and will prevent an intoxicated person from starting the car. This provides a measure of protection for all drivers. Participation in the Interlock Program may be an option for some DUI offenders. For others, it is a mandatory requirement depending on the type of offense. If the offender is revoked for an offense where the BAC was .15 or higher or if the driver has been revoked for two (2) or more DUIs or related offenses within a ten-ear period, participation is mandatory. If a driver submits an application and is approved for the Interlock Program **before** the scheduled revocation begins and if he/she waives their right to an administrative hearing, the individual will not have to serve a minimum revocation period. Instead, they can get the device installed immediately and continue to drive. However, if the driver fails to apply in time or requests an administrative hearing on the revocation, that person may have to complete the Interlock program **and** serve a minimum revocation period. Please refer to the table below for those minimum revocation periods. Individuals revoked for DUI of a controlled substance or drugs are **not** eligible to participate in Interlock and must serve the minimum revocation period of 90 days and up to life, depending on the number of previous DUIs.

OFFENSE	FINES	JAIL	MINIMUM REVOCATION PERIOD
ZERO Tolerance - Under 21 with ANY Measurable Alcohol 1st Offense	$25 - $100	-	30 Days
ZERO Tolerance - Under 21 with ANY Measurable Alcohol 2nd Offense	$100 - $500	24 Hrs.	60 Days or until 18th Birthday, (whichever is greater)
DUI - Alcohol or Drugs w/BAC <.15 or knowingly permitting 1st Offense	$100 - $500	Up to 6 Mo.	15 Days
DUI - Alcohol or Drugs w/.15 or > 1st Offense	$100 - $1000	2 Days - 6 Mo.	45 Days
DUI - With Implied Consent 1st Offense	$100 - $500	24 Hrs. - 6 Mo.	45 Days
DUI - With Child Endangerment	$200 - $1000	24 Hrs - 12 Mo.	60 Days
DUI - With Body Injury	$200 - $1000	24 Hrs. - 12 Mo.	60 Days
DUI - With Death • Misdemeanor	$500 - $1000	90 Days - 12 mo.	1 Year
DUI - With Death • Felony	$1000 - $3000	2 Yrs. - 10 Yrs.	1 Year
DUI 2nd Offense	$1000 - $3000	6 Mo. - 12 Mo.	1 Year
DUI 3rd or Subsequent Offense	$3000 - $5000*	1 Yr. - 3 Yrs.	1 Year

CHAPTER IV

EXAMINATION PROCEDURES AND REQUIREMENTS

A Message From Your Examiners

The examination you are preparing to take is a series of tests that measures your qualifications to drive against established standards.

These tests include vision, color recognition, knowledge of traffic laws, recognition of road signs, and the ability to safely and skillfully operate a motor vehicle in traffic.

The DMV realizes that taking a driving test may be a new experience for you and that you may be nervous or uneasy. Please keep in mind that examiners are trained and experienced professionals in their field. They are riding with you only to see that you can control your vehicle and observe the rules of the road. During the examination concentrate on your driving, not on your errors, and keep in mind, if the examiner marks your score sheet it doesn't necessarily mean you made an error.

On behalf of the State of West Virginia, the DMV asks every driver who has obtained a West Virginia driver's license to drive either as well as or better than you did while taking the examination.

Vision Screening

All persons, whether new applicants or renewals, will have to pass the vision screening. If your vision is 20/40 or better using both eyes, either with or without conventional corrective lenses, and you show no serious visual defect, you will pass the vision screening. Depth perception, color recognition, and peripheral vision may also be checked. Special lens arrangements, including but not limited to bi-optic or telescopic lenses, may not be utilized to satisfy the visual acuity standards. See your eye care professional if you have any doubts about your vision before you apply or renew to avoid delays.

If you require glasses or contact lenses to have a vision level of 20/40 or better, your driver's license will show a restriction code for "corrective lenses." If you have only one (1) eye, you may be passed if the vision level with that eye is 20/40 or better.

If your vision is less than 20/40 or you have a serious visual defect, you will not pass the screening and will be advised to consult a vision specialist to determine if your vision can be brought to the 20/40 level. If it cannot, you must provide a statement (DLAB-Form 2) from a vision specialist which includes a description of your visual condition and a recommendation as to whether you can drive with reasonable safety and what restrictions, if any, should be placed on your driver's license. However, the DLAB-2 form must be completed by a licensed vision care specialist and forwarded to the DMV. These applications and statements of vision specialists may be subject to review by the Driver's License Advisory Board at the discretion of the Commissioner of Motor Vehicles before an instruction permit or a driver's license is issued.

Knowledge Examination

The knowledge examination has at least 25 questions based on the basic knowledge, traffic rules, regulations, signs, and markings found in the handbook.

Automated testing is given at all locations. You must answer 19 out of the 25 questions correctly to pass the test. There is a time limit on the test and any questions not answered in the prescribed time will be considered incorrect.

Audio versions of the knowledge examination are available for the reading impaired. In order to take the audio test the applicant must have previously attempted the written examination and failed at least twice. The test is administered with headphones. The same information covered in the written exam is covered in the audio exam, therefore the same rules apply. Employees of the DMV are not to read the test to you, re-word the information, or provide additional help explaining questions that would not be supplied to applicants taking the written exam. Headsets are limited and you may have to wait if you are requesting to take the audio test.

DUI Awareness Cards

The DMV requires that all first-time applicants for a driver's license or motorcycle-only West Virginia driver's license complete a short DUI awareness course given upon passing the road test. The course must be completed by all out-of-state drivers coming into West Virginia, even if they have been previously licensed in West Virginia. Upon completing the short course, the individual will receive a card or a stamp on his or her application showing completion.

Vehicle Check

The testing vehicle must first be checked to make sure it complies with registration, vehicle inspection and equipment laws. A valid inspection sticker and proof of insurance on the vehicle is required before the vehicle can be used for the road skills test. Vehicle defects may constitute failure of examination.

The examiner may permit you to have a minor defect corrected and continue the examination. However, you will not be permitted to continue the examination in another vehicle on the same test date.

The examiner cannot give the driving test unless the test vehicle is in safe condition and legally equipped. The applicant must know the location and function of all safety equipment, including the parking/emergency brake. **If the applicant is unable to both locate and demonstrate the use of any of the vehicle safety equipment, this will result in an automatic failure on the road skills test**.

Illegal Equipment

- *Red and/or blue flashing lights (Only authorized emergency vehicles may have these warning lights)*
- *Sirens, bells, or whistles*
- *Cutout or loud-sounding muffler*
- *Signs, posters, or stickers on the windshield or vehicle windows, unless required or permitted by law*
- *More than one spotlight*
- *More than two (2) side cowl or fender lights*
- *More than two (2) backup lights, which do not show light when the vehicle is going forward*
- *Any load on the passenger vehicle extending beyond the line of the fenders on the left side or six (6) inches beyond the line of the fenders on the right side*
- *Any motor vehicle not equipped with safety glass*
- *Windows tinted to less than 35 percent light transmission*
- *A broken/cracked windshield*
- *Holes in the body of the vehicle*
- *Broken lenses on the vehicle*
- *Any doors and windows that are not operational*

TEST COMPONENT CHECK LIST

X	YOU MUST DEMONSTRATE PROPER USE OF
	Headlights High/Low Beams
	Windshield Wipers
	Hazard Lights
	Defroster/Heater
	Parking/ Emergency Brake
	Horn
	Turn/Directional Signals
	Tilt (Steering)
	Seat Belt
X	**ADDITIONAL TEST VEHICLE REQUIREMENTS**
	Valid License Plate & Registration Card
	Proof of Valid Insurance
	Valid Vehicle State Inspection Sticker
	Vehicle MUST be Legally Equipped

X	THESE FEATURES MUST BE FULLY FUNCTIONAL
	Back-Up Lights
	Brake Lights
	Turn/Directional Signals
	Foot Brake
	Parking/Emergency Brake
	Exhaust System
	Hazard Lights
	Headlights
	Horn
	Safety Glass/Windshield/Windows *(Driver Side Window MUST Be Operational)*
	Tires
	Tail Lights
	Registration/License Plate Light
	Windshield Wipers

Your Driving Examination

The road test, or driving examination, will not be given until you have passed all other parts of the written or oral examination. The driver accompanying you must be at least 21 years of age and posses a valid driver's license.

The test will be over a course of reasonable length which may, if possible, include a moderate grade, right turn, left turn and a traffic control light or stop sign. You will be expected to use all arm or directional light signals where the law requires their use.

Adjust the vehicle seat and rear view mirror before driving. Proper seat adjustment assures better control of the vehicle. A properly adjusted rear view mirror helps you see the vehicle behind you when you must slow down, change lanes or turn. Keep both hands on the steering wheel and do not rest your elbow in the window.

The examiner will direct you during the test while observing whether or not you give the proper signals, use good judgement in traffic, and have the proper regard for pedestrians and traffic control systems.

When you return to the examining station, the examiner will review your ability as recorded on the driver score sheet. If the examiner does not provide you with a passing score, you will be told what you should practice and when to return for another examination.

Retest Information

Applicants who fail either the written or road skills test may not be tested twice within a period of one (1) week, in accordance with §17B-2-6, West Virginia State Code.

How To Prepare For Your Driver's Test

Basic Vehicle Control Skills Test

During the test, you may be tested on a subset of the following Basic Control Skills exercises:

- *Left Side Parallel Park*
- *Right Side Parallel Park*
- *Forward Two-Point Turnabout*
- *Reverse Two- Point Turnabout*
- *Three-Point Turnabout*

With a parent, guardian, or friend who is properly licensed and over the age of 21, practice these exercises in a safe place, such as a parking lot or residential area until you can correctly complete them. Try practicing the exercises in a variety of vehicles and locations. These exercises are shown on the following page.

Instructions

The examiner will give you detailed instructions for completing the test exercises and you will be given the opportunity to ask questions.

Scoring

Turn Signals - *When performing an exercise you must use the correct turn signal when turning, backing, and also to enter or exit an area. Each time you fail to use or improperly use your turn signal it will count as an error. If your turn signal cancels automatically make sure to reactivate it when necessary.*

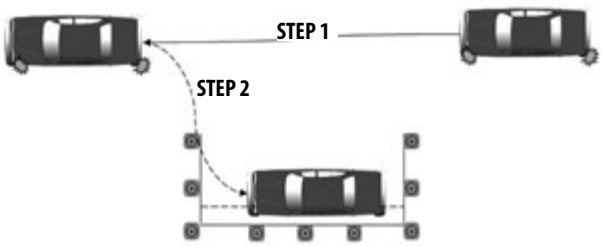
Head/Traffic Check(s) - *When performing an exercise it is important to check traffic prior to entering or exiting a roadway. You must make sure that it is safe to perform the exercise and that the road way is clear in both directions before entering, backing into traffic or leaving the exercise area. Points will be deducted if you do not use head/traffic checks during all positions of the driving test.*

Exercises

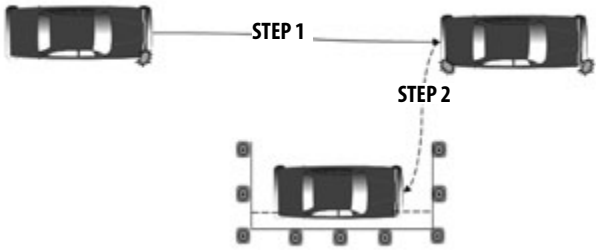
Left Side or Right Side Parallel Parking

This exercise demonstrates your ability to parallel park a vehicle. This is an essential skill for parking. Parallel parking is one of the best indicators that you have the basic skills necessary to safely operate a motor vehicle. Basic skills needed for this exercise consist of visual skills, judgment of space, use of mirrors, turn signals, steering, braking, and acceleration control.

Left Side Parallel Parking



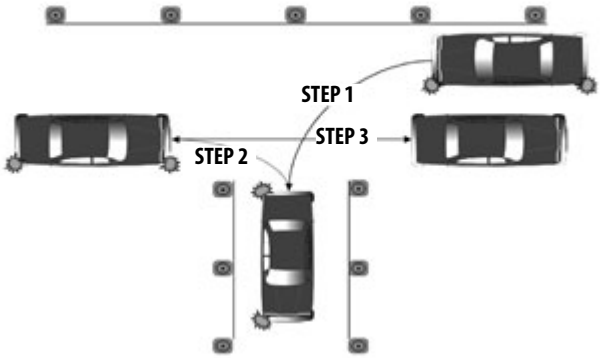
Right Side Parallel Parking



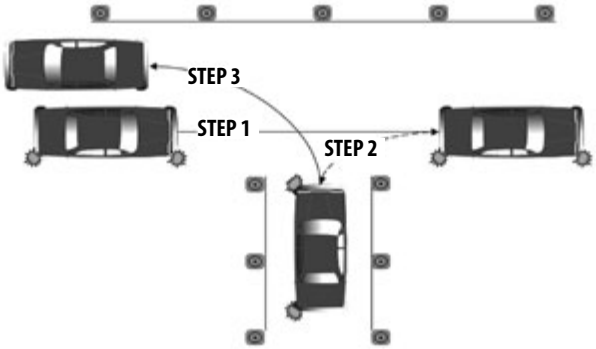
Forward Two-Point and Reverse Two-Point Turnabout

These exercises demonstrate your ability to execute turnabouts. Basic skills needed for these exercises consist of backing skills, visual skills, judgment of space, steering skills, use of mirrors, turn signals, braking, and acceleration control.

Forward Two-Point Turnabout



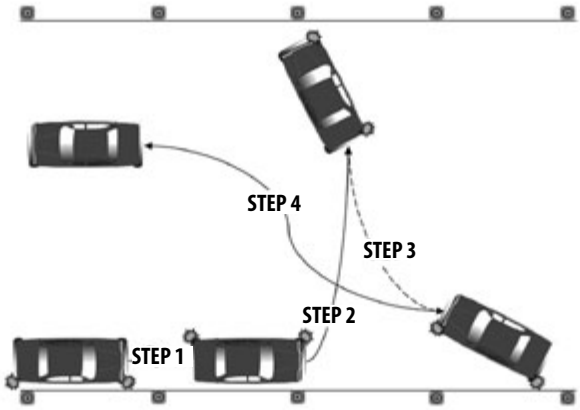
Reverse Two-Point Turnabout



Three-point Turnabout

During your road test you may be asked to drive forward to the right side of the three-point turnabout area and stop your vehicle. You may be asked to execute a three-point turnabout and then drive forward into the roadway area where you started the exercise. Basic skills needed for this exercise consist of visual skills, judgment of space, use of mirrors, turn signals, steering, braking and acceleration control.

Three-Point Turnabout



Automatic Failures

- *Accumulating excessive points*
- *Hitting, tapping, or moving a cone, barrel, or flag*
- *Jumping curb during any part of the driving test*

Road Test

You will drive over a test route that may have a variety of traffic situations. Directions will be given to you, and you will be allotted plenty of time to do what the examiner has asked. You will not be asked to do anything that is illegal or unsafe. At all times during the test, you must drive safely and responsibly. During the driving test, the examiner will be scoring you on specific driving maneuvers as well as on your general driving behavior.

How You Will Be Tested

Turns

- **You have been asked to make a turn. As you approach the turn -** *Check traffic in all directions. Use the correct turn signal, brake smoothly and evenly, and safely get into the correct lane needed for the turn.*
- **If you must stop before making the turn because of traffic, signals, or signs -** *Smoothly come to a complete stop without skidding behind the stop line, crosswalk, or stop sign. A safe gap when stopping behind another vehicle is to stop where you can see the rear tires of the vehicle ahead of you. Keep the front wheels aimed straight ahead.*
- **When ready to turn** - *Check traffic in all directions. Keep both hands on the steering wheel during the turn. Maintain smooth, even acceleration. Always yield to pedestrians and other traffic. Keep checking your mirror to make sure the vehicle does not hit anything on the inside of the turn. Do not move into oncoming traffic or drive over the curb. Keep the vehicle in the proper lane.*
- **After Turn** - *Make sure you finish completing the turn in the correct lane and that your turn signal has cancelled. Accelerate to the speed of traffic, use your turn signal, check your blind spots by looking over your shoulder (head check), check your mirrors and move into the right-most lane when it is safe to do so (if not already there).*

Intersections

- **As you approach an intersection -** *Check traffic thoroughly in all directions. Brake smoothly and evenly and maintain lane position.*
- **When stopping at an intersection -** *If necessary, come to a complete stop behind any stop signs, signals, sidewalks, or stop lines. If stopping behind another vehicle, always maintain a safe gap. You should be able to see the rear tires of the vehicle ahead of you.*
- **When driving through an intersection -** *Check traffic thoroughly in all directions. Keep both hands on the wheel and slow down and yield to any pedestrians or traffic in the intersection. Do not change lanes while proceeding through the intersection.*
- **Once through the intersection -** *Continue checking mirrors and traffic behind you. Accelerate smoothly. If there are multiple lanes of traffic, accelerate to the speed of traffic, use your turn signal, check your blind spots by looking over your shoulder (head check), check your mirrors and move into the right-most lane when it is safe to do so (if not already there)*

Urban Area Driving

During this part of the test, you are expected to make regular traffic checks, check cross traffic, and maintain a safe following distance. Your vehicle should be centered in the proper lane (right-most lane) and you should keep up with the flow of traffic, but not exceed the posted speed limit.

Lane Changes

During multiple lane portions of the test, you may be asked to conduct a lane change to the left and a lane change to the right. You should make necessary traffic checks first by looking in your mirrors and checking your blind spots by looking over your shoulder (head check). Make sure you use the correct turn signal and smoothly change lanes when it is safe to do so. Cancel your turn signal upon completion of the lane change and check traffic.

Curves

When approaching a curve, check traffic thoroughly in all directions. Before entering the curve, reduce your speed so further braking is not required in the curve, and keep vehicle in the lane. Continue checking traffic in all directions, maintaining a safe speed through the curve, and follow posted warning signs.

Traffic Signs

During the road test you will be asked to identify a number of traffic signs. They can be located anywhere on the road test. If the examiner asks you what sign you just passed, you should be able to tell the examiner.

General Driving

- **Use brakes properly -** *Do not brake harshly. Brake smoothly using steady pressure, and come to a complete stop at traffic signs and signals.*

- **Proper steering -** *Keep both hands on the outside of the steering wheel at all times, unless using other controls. Once you have completed using other controls, return both hands to the steering wheel. All methods of steering are acceptable (i.e., hand-over hand and hand-to-hand) as long as both hands are on the outside of the wheel (no palming).*

- **Proper lane usage -** *Do not put the vehicle over curbs, sidewalks, or lane markings. Complete a turn in the proper lane on a multiple-lane road (vehicle should finish a left turn from the left-most lane, the one directly to the right of the center line). Finish the turn in the right-most curb lane. Move to or remain in the right-most lane unless lane is blocked. Do not attempt lane changes at intersections. (remember by placing vehicle over curb it will constitute an automatic failure)*

- **Regular traffic checks/head checks -** *Check traffic and mirrors regularly. Check traffic and mirrors before, during, and after an intersection, turn or lane change. Also watch for hazards by searching left and right at intersections, driveways, store entrances, railroad tracks, or any other areas where traffic intersects.*

Scan and check traffic in high-volume areas where pedestrians are expected to be present. Check traffic by looking over your shoulder (head check) when necessary (i.e. lane change, merging).

Use turn signals when required. Activate turn signals at appropriate times. Do not signal too early or too late. Cancel turn signals upon completion of a turn or lane change.

- **Stopping at stop line, crosswalk, or gap -** *When stopping at a stop sign or traffic signal, do not stop over a marked stop line, pedestrian crosswalk, sidewalk, or other marker. Do not stop the vehicle in the intersection. When stopping behind another vehicle make sure you can see it's rear wheels. If there is no stop line or crosswalk, stop before your vehicle enters the intersection.*

Road Skills Test Automatic Failures

If any of the following errors occur during the road test you will be disqualified:

- *If you score excessive points during the public road test*
- *If you do not use your safety belt*
- *If at anytime you use your wireless communications device*
- *If you receive a traffic citation for a moving violation, disobey signs or signals, speed, roll through stops, or ignore traffic laws*
- *If you do not yield to pedestrians or other roadway users*
- *If you are involved in an avoidable crash or if your vehicle has physical contact with other vehicles, objects or pedestrians*
- *If you commit any unsafe act or if another driver is forced to take evasive actions in order to prevent a crash*
- *If you put the vehicle over or on top of sidewalks or curbs unnecessarily*
- *If the examiner has to take control of the vehicle*
- *If you fail to wear your glasses if required*
- *If you refuse to perform any maneuver which is part of the road test*
- *If, after proceeding a short distance on the driving course, it becomes apparent you are dangerously inexperienced*
- *If you fail to follow any traffic control device or lawful direction by driver examiner*

DMV-DT-1
REV 4/2014

Driver Information

Driver Skills Test (Class E)

Name: Last First MI

Vehicle Tag Number / State

Driver License or Permit Number

Date of Birth

Vehicle Year/Make

Signature of Examiner

Examiner Number

Date of Test

Insurance Information

VEHICLE SAFETY INSPECTION
External/*Internal*

All Items Must Function Properly

vehicle walk around…… ☐
leaks…… ☐
tires …… ☐
windows & windshield…… ☐
doors/mirrors (outside & rearview)…….. ☐
exhaust system …… ☐
inspection sticker…… ☐
registration card…….. ☐
insurance…… ☐
seats & safety belts…… ☐

headlights (low & hi beams)…….. ☐
turn signals (front & back)…….. ☐
hazard lights (front & back)…… ☐
tail lights & brake lights…… ☐
reverse lights…….. ☐
registration light…….. ☐
indicator lights(H – T – haz)…….. ☐
horn…….. ☐
wipers…… ☐
heater/defroster…….. ☐
parking brake (location & application only)…… ☐

Equipment Failure ☐

Applicant Failure ☐

NOTES:

BASIC CONTROL SKILLS TEST
*If equipped, hands-free parking device must be deactivated

Parallel Parking	1st Attempt	2nd Attempt	3rd Attempt	**SCORE**	
turn signals	1 2	1 2	1 2	1st Att.	
head/traffic check(s)	1 2	1 2	1 2		
taps curb	1 2	1 2	1 2	2nd Att.	
climbs curb	2 4	2 4	2 4		
hits standard	Fail	Fail	Fail		
solely relies on camera	Fail	Fail	Fail	3rd Att.	
other (see notes)	Fail	Fail	Fail		
outside 18” curb line (after 3 att.)	→	→	Fail	**TOTAL**	

***Assess the highest points circled in each row for each attempt**

PASS = 4 pts. or less
(all attempts combined)

NOTES:

ROAD TEST SCORE FORM

GENERAL DRIVING
(Urban & Rural Roadways)

regular traffic checks…… ...	1	3	5	10
checks cross traffic……..	1	3	5	10
selects proper lane……. .	1	3	5	10
keeps vehicle in lane…… ..	1	3	5	10
speed…… .	1	3	5	10
following distance…….	1	3	5	10
both hands/proper steering	1	3	5	10
If changing lanes				
-turn signals…….	1	3	5	10
-tra□c/head check… ….	1	3	5	10
-smooth…….	1	3	5	10

CURVES

speed: enter…… …….	1	3	5	10
speed: through…….	1	3	5	10
stay in lane…… …….	1	3	5	10
regular traffic checks……..	1	3	5	10

PARKING (Non-Parallel)

Exit/Enter Space

signal…….	1	3	5	10
head/tra□c check… …….	1	3	5	10
smooth accel/decel……..	1	3	5	10
correct steering/backing…..	1	3	5	10

TURNS

Approach

signal…… …..	1	3	5	10
decelerate…… …..	1	3	5	10

If Stop

necessary…… ..	1	3	5	10
smooth……	1	3	5	10
stop line/gap……	1	3	5	10
wheels straight…… ..	1	3	5	10

Turning

both hands…… .	1	3	5	10
speed…… ….	1	3	5	10
wide/short…….	1	3	5	10

Complete/After Turn

move to right lane/head ck	1	3	5	10
signal and/or cancel signal	1	3	5	10

Traffic Check

tra□c check…… ...	1	3	5	10

SIGNS

signs (randomly pick 2).....	1	3

INTERSECTIONS
(Non-Turning)

Approach	Stop				Through			
decelerate…… ……	1	3	5	10	1	3	5	10
maintain lane…… …..	1	3	5	10	1	3	5	10
Stopping								
necessary…… ……	1	3	5	10				
smooth……	1	3	5	10				
stop line/gap…… ……	1	3	5	10				
Drive Through								
both hands…… …..	1	3	5	10	1	3	5	10
speed…… …	1	3	5	10	1	3	5	10
maintain lane……..	1	3	5	10	1	3	5	10
Completion								
accelerate……	1	3	5	10	1	3	5	10
move to right lane/head ck	1	3	5	10	1	3	5	10
signal/cancel signal……	1	3	5	10	1	3	5	10
Traffic Check								
tra□c check……..	1	3	5	10	1	3	5	10

ADDITIONAL SCORING (Document):

_____	1	3	5	10
_____	1	3	5	10
_____	1	3	5	10
_____	1	3	5	10
_____	1	3	5	10
_____	1	3	5	10
_____	1	3	5	10
_____	1	3	5	10

AUTOMATIC FAILURES

- did not use safety belt……...
- moving violation or disobeyed signs, signals……
- did not yield to pedestrians, other road users, etc……
- avoidable accident or incident, dangerous act…….
- put vehicle over sidewalks or curbs……
- examiner had to take control of vehicle……
- other (see notes)……...

Points are not cumulative – Assess the highest points circled for each row

NOTES:

_____

ROAD TEST SCORE:
(10 or less = Passing)

BASIC CONTROL SKILLS SCORE:

TOTAL DRIVING SKILLS SCORE (14 or less = Passing):

Wait until safely back at test center before discussing test results

CHAPTER V
TRAFFIC CONTROL DEVICES

The shape and color of signs have meaning. If fading light, fog, rain, snow, or darkness make it difficult to see the letters, applicants should still know how to recognize a sign and respond accordingly.

Single Message Shaped Signs

Octagon

These eight-sided signs are reserved for stop signs. These signs mean you must stop completely. Give the right-of-way to pedestrians and to all cross traffic before moving again. At a stop sign, you must stop behind any marked or unmarked crosswalk (joining sidewalks on opposite sides of the street). If there are no pavement markings or cross walks, you must stop before entering an intersection. Stop at a place where you can see traffic coming from all directions.

Triangle (upside down)

This shape requires that you yield the right-of-way to cross traffic or to merging traffic.

Pennant

This sign marks the beginning of a no-passing zone.

Round

This yellow-and-black sign gives advance warning of a railroad crossing ahead.

Pentagon

This sign warns of a school zone (school grounds and any street/highway abutting the school grounds and extending 125 feet along the street or highway from the school grounds) ahead or marks a school zone crossing. The maximum speed limit in a school zone is 15 m.p.h. when children are present or when specified.

Slow-Moving Vehicle (right side up)

A right side up triangular sign with a reflective red border and fluorescent orange center identifies a slow moving vehicle or a vehicle which has made an emergency stop.

Square & Rectangular Signs

These signs show traffic regulations and guide your speed and direction. These signs tell you about speed limits and other traffic laws. Most signs are white with black letters. When the message is very important, the sign is red with white letters. A red outline with a diagonal bar through it always means "NO."

School Zones *Business & Residential* *Open County Highway* *Interstate*

Speed Limit - *These signs show the fastest speed you may drive under optimal weather and road conditions. Sometimes the minimum speed is also shown. Advisory speed signs can be found at interstate entrances and exit ramps which show the maximum recommended safe speed for driving on the ramp. These advisory signs are black on yellow.*

Lane Directions - *These signs are posted between highway lanes that are divided and placed at openings in the dividers where streets intersect with the highway. They are to remind you which side of the divider you belong on.*

No Right Turn & No Left Turn - *This sign indicates which direction you cannot turn at an intersection. These signs are used when meeting a one way street or in situations where it is unsafe to turn.*

No U-Turn Sign - *This sign means do not turn around in the middle of a street or an intersection.*

Wrong Way or Do Not Enter - *These signs warn you that traffic in that direction is prohibited. If you choose a traffic lane marked with either of these signs you will likely run into another vehicle.*

Dual Turn Lane - *This sign is posted over a highway lane that is used only for making left turns from either direction. Traffic from either direction will be using this lane. Never use a turning lane to overtake and pass other vehicles.*

One Way Street - *This sign is used to tell you when a cross street has traffic running in one direction only. Usually every consecutive block runs in the opposite direction when there are one-way streets.*

Diamond & Warning Signs

These diamond-shaped signs will usually appear without explanatory words beneath them. These signs are yellow with black letters. They warn of possible danger ahead and may have symbols or written warnings. Pedestrian and school warning signs may be yellow-green with black letters.

Curve or sharp turn in the road ahead *- The curve is too sharp to take at the regular highway speed. An advisory speed sign may be attached.*

Crossroads or side roads ahead - *Watch for other vehicles entering or leaving the highway.*

Traffic may be moving into your lane. Be ready to change your speed or your lane to avoid a crash.

The road ahead has two-way traffic.

This sign is to advise you of an added lane.

Ahead a bridge or underpass has low clearance. The height is shown on the sign.

This sign warns you that there is a crosswalk or pedestrian path crossing the road. Watch out for, and yield to people walking across the road.

Used to indicate that you are on a two-way road.

To warn you that a lane will be ending; in this case, the right lane. The symbol would be reversed if the left lane is ending.

Warns you of hills where special care must be taken. Slow down before you start downhill.

This section of highway is more slippery than other roads when wet. Reduce your speed.

This sign warns you that there is a Traffic signal ahead.

Construction and Maintenance Signs

Construction and maintenance signs are used to notify drivers of unusual or potentially dangerous conditions in or near work areas. Most signs in work areas are diamond-shaped. A few signs are rectangular.

Construction and Maintenance Signs and Devices

Various traffic control devices are used in construction and maintenance work areas to direct drivers or pedestrians safely through the work zone, and to provide for the safety of the highway workers.

The most commonly used traffic control devices are signs, barricades, drums, cones, tubes, flashing arrow panels, and flaggers. Orange is the basic color for these devices.

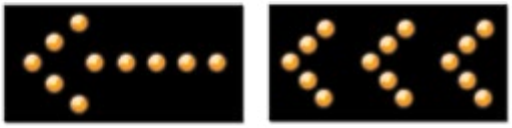
Channeling Devices

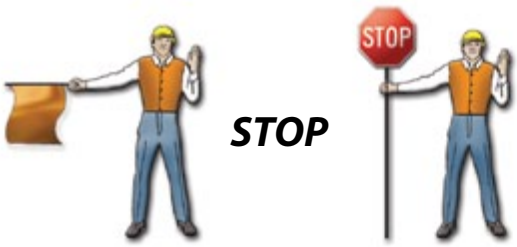
Barricades, vertical panels, drums, cones, and tubes are the most commonly used devices to alert drivers of unusual or potentially dangerous conditions in highway and street work areas and to guide drivers safely through the work zone. At night they are often equipped with flashing or steady-burn lights.

**The diagonal stripes on the barricade or vertical panel guide the driver towards the direction to which traffic is to pass. Stripes sloping downward to the right mean the driver should bear to the right. Conversely, stripes sloping downward to the left mean bear to the left.*

Flashing Arrow Panels

Large flashing or sequencing arrow panels may be used in work zones both day and night to guide drivers into certain traffic lanes and to inform them that part of the road or street ahead of them is closed.





Flaggers

Flaggers are often provided in highway and street work zones to stop, slow, or guide traffic safely through the area. Flaggers wear orange vests, shirts, or jackets and use red-orange flags or stop/slow paddles to direct traffic through work zones.

Guide Signs

These signs tell you WHERE you are, WHAT road you are on, and HOW to get where you want to go. There are many different types of guide signs, such as service signs, location signs, route marker information, and distance signs. Most guide signs are white on green. Motorist services signs are white on blue. Signs for parks and public recreation areas are white on brown.

Used on main highways, these signs show distance to places and routes.

Found in front of intersections, these signs show the direction to cities.

These signs are found on interstates and show you where the exit is, as well as the exit number.

WV & U.S. Route Markers - *Are generally black on white.*
Interstate markers - *Are red, white, and blue..*

Interstate Marker

U.S. Route Marker

WV Route Marker

Pictured on the right is an example of an interstate sign that you may find when approaching an exit further ahead. Aside from the exit number they may show the road, location, attraction, or upcoming routes and the distance from the exit.

These signs let you know what amenities are available off interstate exits .

These signs are for designated places for travelers to take a break from driving.

Some guide signs have symbols on top with a description and/or arrow below.

This large park and recreation sign is an sample of one you may see.

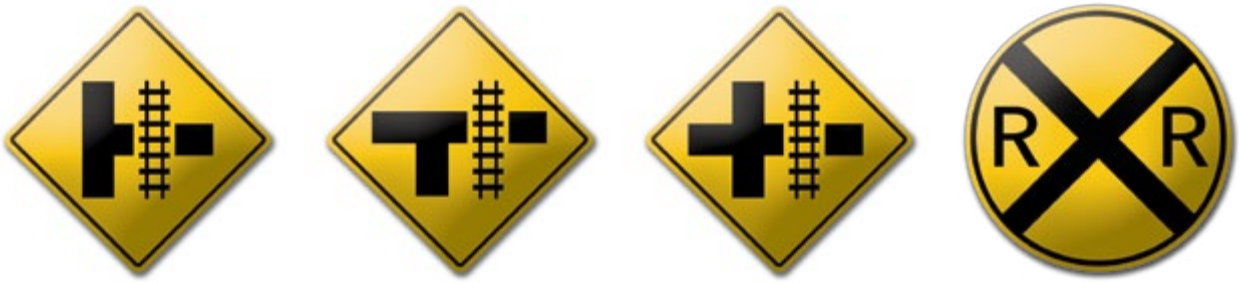
BE PREPARED: KNOW YOUR SIGNS

Not all the signs you will see are in this handbook; however, most signs are self-explanatory. The warning signs on page 36 are amongst the signs you typically see without identifying text; instead they often have pictures.

The shapes and colors of signs are a very helpful indicator as to what they are trying to tell you. Take notice the next time you are a passenger in a vehicle to all of the signs you see and what they are for. Being an observant passenger can help you to become a better driver.

Railroad Crossing Signs and Signals

Railroad crossing signs can be round or diamond shaped, yellow with black symbols, or black letters on white bars in the shape of an X called a crossbuck. A sign below the crossbuck indicates the number of tracks when there are two (2) or more. Some railroad crossings are equipped with electrical devices to signal the approach of a train. These devices consist of various types of signals such as bells, flashers, and automatic gates. You must yield to all trains. Failure to stop when lights are flashing, or a barrier is down, will result in a citation. When there are two (2) or more tracks, you must be alert for a second train on the other set of tracks. It is important to note that you should not enter a railroad crossing until the vehicle ahead has moved far enough ahead that you can clear the tracks. Otherwise, you may be trapped on the tracks and hit by another vehicle or by a train.



Traffic Lights

Circular Green / GO - *Drivers facing this signal may enter the intersection and go straight through, turn right, or left, unless, other traffic control devices (signs or pavement markings) prohibit certain movements. All turns must be made in accordance with accepted right-of-way rules. A driver who is facing a circular green indication and wishes to turn left must yield to oncoming vehicles.*

Green Arrow / LEFT TURN - *A green arrow may be shown alone or with other indications. Drivers facing the signal may enter the intersection to make the movement shown by the arrow. When the green arrow is shown in a left-turn signal, it usually means that opposing traffic is stopped.*

Steady Circular Yellow - *This means that the green light is ending and will change to red. You should only drive through a yellow light if the vehicle clearance is within the intersection.*

Yellow Arrow / LEFT TURN - *This means that the green arrow is ending and will change to red.*

Steady Circular Red / STOP - *Traffic facing a steady circular red signal must stop unless making a movement permitted by a green arrow. The driver must remain stopped until allowed to proceed by another indication. The only exception is to make a permitted turn on red. A driver may turn right on red at the intersection of two-way streets, or may turn left on red from a one-way street to another one-way street. These turns may be made after yielding to all other traffic and pedestrians, and if no signs are posted to prohibit them.*

Steady Red Arrow/ LEFT TURN - *Come to a complete stop before reaching the intersection, stop line or cross walk for the direction indicated by the arrow. Remain stopped as long as the signal is red.*

Intersection Flashers

Come to a complete stop and yield to all other traffic and pedestrians

At certain intersections, flashers are installed to supplement or replace STOP signs. These flashers may have circular flashing red indications in all directions or may have circular flashing yellow indications for through traffic.

Drivers facing a circular flashing yellow light may proceed through the intersection with caution. A circular flashing red is the same as a stop sign; that is, drivers must come to a complete stop and yield to all other traffic and pedestrians.

Proceed through the intersection with caution

When traffic control signals are not needed or are out of order, they may be placed in flashing operations. When this happens, they are the same as intersection flashers.

Lane Use Control Signals

Special signals are used to control traffic when the direction of a street or certain lane changes during the day. These signals indicate how the specific lanes may be used.

Green Downward Arrow: *Traffic may use the lane under the arrow.*

Yellow X: *The lane is about to be closed or its direction is about to reverse. Move out of it as soon as you can.*

Red X: *The lane is closed or being used by opposing traffic. Do not use this lane.*

Crosswalk Signals

Crosswalk signals are traffic signals for pedestrians. If these signals are in place, pedestrians are to obey them. These lighted signs are often shown two (2) ways:

Hand Symbol or DON'T WALK- *when these appear pedestrians are not to cross the crosswalk.*

Walking Man or WALK - *when these appear pedestrians are safe to cross the street inside the crosswalk lines.*

Be aware of crosswalks at intersections and in school zones. These are indicators that you are in a high pedestrian traffic zone. Being especially alert for pedestrians in these places will reduce the risk of crashes. A blind person who is on foot and using a guide dog or other service animal, or is carrying a white cane or walking stick, has the right-of-way on a highway, street, or road regardless of whether they are in a crosswalk or not.

Pavement Markings

Pavement markings are used like highway signs to warn, regulate, and inform traffic.

WHITE ***lines separate traffic lanes moving in the SAME direction.***
YELLOW ***lines separate traffic lanes moving in the OPPOSITE direction.***

Broken Yellow - *Broken yellow lines separate traffic moving in opposite directions. If this marking is on your side of the road, you may pass when it is safe. See Figure A.*

Solid Yellow - *Solid yellow lines also separate traffic moving in opposite directions. If a solid yellow line is on your side of the road, you MUST NOT PASS. On interstates, one-way streets, or divided four-lane roads, a solid yellow line will mark the left edge of the pavement. See figure B.*

Broken White - *On roadways which have more than one (1) lane moving in one direction, traffic lanes are separated by broken white lines. Broken black lines are sometimes added to make the white easier to see. Drive within these lines and never straddle them, except when changing lanes. See figure C.*

Solid White - *Solid white lines mark the edge of the pavement. At night or in bad weather, they help you stay on the road. When solid white lines separate lanes of traffic moving in the same direction, DO NOT CHANGE LANES. See figure E.*

Special Purpose or "Diamond" Lanes - *White diamond shapes painted in the roadway to inform drivers the lane is designated for car pools, bicycles, or buses.*

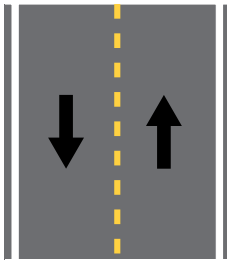
Center Left-Turn Lanes - *These lanes are reserved for left turns from either direction and are not to be used as through or passing lanes. You can recognize these lanes by the solid yellow lines nearest the through lanes and broken lines to the left of them. See figure D.*

Reversible Lanes - *Where traffic volumes are heavy at certain times of the day, it may be necessary to reverse the traffic flow direction. Lanes which reverse are marked on both sides by a double yellow broken line. This is the only case where a driver may drive for any distance to the left of a yellow line.*

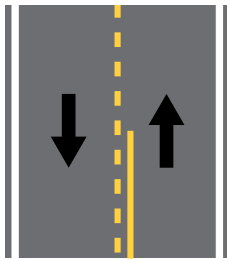
Crosswalk Lines - *Many pedestrian crosswalks are marked by solid white lines. Some crosswalks, especially in residential areas, are not marked. When these lines are used, they will run all the way across the pavement. You will notice them at intersections and sometimes between intersections. DO NOT block a crosswalk with your car. See figure F.*

Stop Lines - *Wide white lines, painted across traffic lanes, mark where you must stop your vehicle at intersections. This keeps you out of the way of pedestrians and cross traffic. If there are no stop lines or crosswalks, you must stop your vehicle before you enter the intersections. You should be able to see traffic coming from all directions. See figure F.*

A



B



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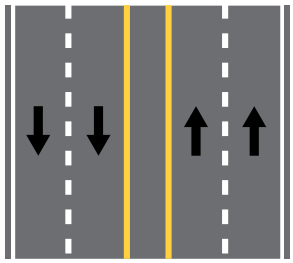

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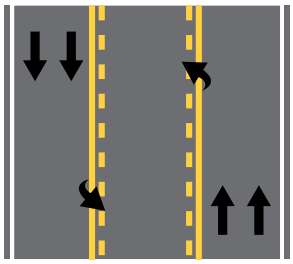

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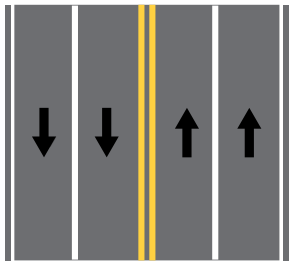

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CHAPTER VI
TRAFFIC LAWS AND RULES OF THE ROAD

Basic Speed Law

When you exceed the speed limit, you endanger the lives of others as well as your own. Observe speed limits and adjust your speed to the driving conditions.

To ensure your safety, and the safety of others, you should slow down when you are faced with these driving situations:

- *Approaching and crossing an intersection*
- *Approaching and going around a curve*
- *Approaching the top of a hill*
- *Traveling on a narrow road*
- *During traffic, weather, roadway hazards, or other conditions that limit visibility or stopping distance*

Speed Limits

Your speed helps determine how much time you have to react to any traffic situation. The higher the speed, the less time you have to spot hazards, judge the speed of other vehicles, and act to avoid personal mistakes and those of other drivers.

The speed limit for most roads are posted. However West Virginia law prohibits driving at a speed that is greater than reasonable and prudent for existing conditions. There are designated speeds set by law for highways and certain areas such as school zones, business, and residential areas.

Designated speed limits, unless they are otherwise posted, or not reasonable, or not prudent for the conditions, are:

- ***Interstate -*** *Maximum Speed 70mph unless otherwise posted*
- ***Open County Highway -*** *55mph - unless otherwise posted*
- ***Business or Residential Areas -*** *25mph*
- ***School Zone (while children are present along the roadway) -*** *15mph*

A school zone is all school property, including school grounds, and/or any street or highway abutting the school grounds and extending 125 feet along the street or highway from the school grounds.

Authorized emergency vehicles may exceed the posted speed limits when on emergency duty with emergency signal equipment operating, as long as other road users are not endangered.

SIMPLE SAFETY RULE:

Observe and follow speed limits and always drive at speeds that are reasonable and prudent for the existing conditions.

Driving Slowly

When you drive at less than the normal speed of traffic, you should drive as close as possible to the right edge of the road.

If you must drive slower than the designated speed, pull off at the first safe turnout to let faster moving traffic pass. This rule applies when you are on a road with one (1) lane in each direction and overtaking traffic does not have a clear lane for passing.

Driving Signals

Other drivers expect you to continue traveling in the same direction. By using your turn signals, you let them know that you intend to turn or change lanes. Give other drivers time to react to your moves. Use your turn signal before you:

- *Change lanes.*
- *Turn at an intersection.*
- *Enter or leave an interstate.*
- *Pull away from the curb.*
- *Pull over to the side of the road.*

ARM POINTING DOWN ***ARM POINTING UP*** ***ARM STRAIGHT OUT***

Get into the habit of signaling every time you make a change. Signal at least 100 feet before you plan to turn.

Switch off your turn signals after completing the turn. Driving with turn signals on without intending to turn can create confusion.

If you plan to turn beyond an intersection, do not confuse other drivers by signaling too soon. They may think you are turning at the intersection and pull into your path. But if you signal too late, the drivers behind you may not have enough time to react safely. In these situations, know traffic conditions and use your best judgement.

SIMPLE SAFETY RULE

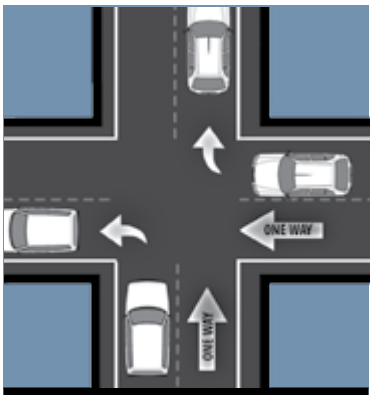
It is best to have both hands on the steering wheel. Consider the steering wheel as the face of a clock. The left hand should be placed approximately at 8 o'clock and the right hand at 4 o'clock. This placement will afford the driver maximum control of the vehicle at all times and reduce the chance that a deploying air bag will knock your hands off the steering wheel.

Turning Maneuvers

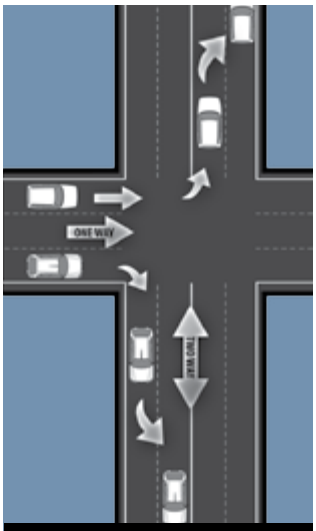
Improper turns cause many traffic crashes. Pedestrians and bicyclists are often victims of improper turns by vehicle operators. It is important that you learn and abide by correct turning procedures.

Rules for turns:

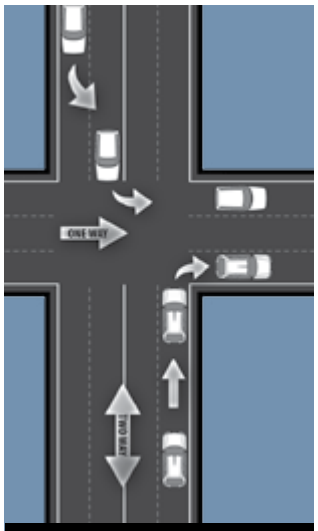
- *Prepare for the turn. Do not make decisions to turn at the last moment.*
- *Before entering the turning lane, signal, look in the mirrors, and check the blind spot by glancing over the proper shoulder.*
- *Signal at least 100 feet before turning.*
- *Slow down before making turns. Do not brake while turning.*
- *Make sure it is safe to turn. Check traffic to the front and rear of your vehicle and watch for pedestrians.*
- *Always finish turning in the proper lane.*
- *When turning left, watch for approaching traffic in the opposite lane. If traffic is about to reach the intersection at approximately the same time, stop until it is safe for you to turn.*
- *When waiting to turn left, do not turn the wheels to the left. Otherwise, a bump from behind could push your vehicle into oncoming traffic.*
- *If an intersection has no signs prohibiting a turn on red, traffic facing a red signal may, after coming to a complete stop and yielding to pedestrians and traffic, make a right turn. The same rule applies to left turns from a one-way street to a one-way street.*



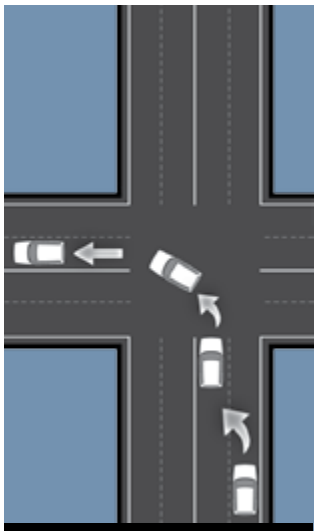
ONE WAY TO ONE WAY

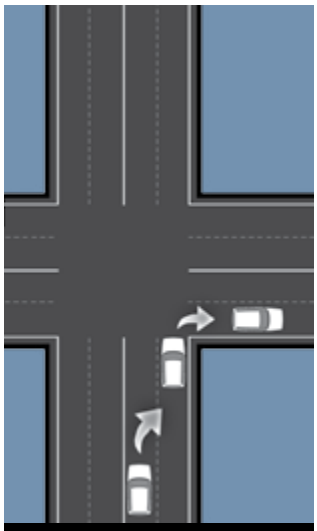


ONE WAY TO TWO WAY



TWO WAY TO ONE WAY


LEFT TURN


RIGHT TURN

Changing Direction

Sometimes it is necessary to turn your vehicle around to proceed in the opposite direction. However, it is against the law to turn your vehicle around near a curve, near the crest of a hill where you cannot be seen by another vehicle approaching within 500 feet in either direction, or where signs prohibit turning.

Backing Up

Before backing, check completely around your vehicle for people and/or other obstacles. You should look to the front, sides and rear and continue to look to the rear while backing. Do not depend on your mirror. Back slowly into the proper traffic lane.

It is not advisable to back up while in a traffic lane, except for backing into a parallel parking space.

Never back across other traffic lanes or through an intersection.

Parking Maneuvers

Many crashes happen because vehicles have not been properly or carefully parked. By following these few simple rules, you can reduce the chances of your vehicle being hit by another vehicle:

- *Vehicles must always be parked in the same direction as the movement of traffic on that side of the street.*
- *Avoid double parking. It is illegal and discourteous. Make certain your vehicle is completely off the traveled portion of the road.*
- *Whenever you park and leave your vehicle, you must turn off the engine and set the parking (emergency) brake. Lock your vehicle and take your keys. Getting out of your vehicle on the street side can be dangerous. Always look carefully for bicycles, motorcycles, or larger vehicles that might be passing. The drivers may not see you in time to keep from hitting your open door, or you.*

Prohibited Parking (§17C-13-3, W. Va. State Code)

Stopping, standing or parking is not allowed (except to avoid a conflict with other traffic or to obey a law, police officer or a traffic signal) in the following locations:

- *On a sidewalk*
- *In front of a public or private driveway*
- *Within an intersection*

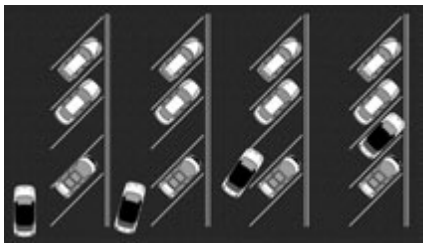
- *Within 15 feet of a fire hydrant*
- *On a crosswalk*
- *Within 20 feet of a crosswalk at an intersection*
- *Within 30 feet of any stop sign or traffic control signal*
- *In front of a wheelchair ramp or curb cut*
- *Within 50 feet of the nearest rail of a railroad crossing*

- *Beside or opposite any street excavation or obstruction where stopping, standing or parking would obstruct traffic*
- *On the traffic side of any vehicle stopped or parked at the edge or curb of the street (double parking)*
- *Upon any bridge or other elevated structure or in a highway tunnel*
- *Within 20 feet of any mailbox served by a carrier using a motor vehicle for daily deliveries*
- *Upon any controlled-access highway*
- *Any place on any highway where the safety and convenience of the traveling public is endangered*
- *Any place where official signs prohibit parking. A curb in a no-parking zone may be painted in yellow*

Angle Parking (§17C-13-4, W. Va. State Code)

When entering a parking space on your right, signal your intention to park and slow down.

- *Remain parallel to the curb, at least five (5) feet out from the parked vehicles.*
- *Steer sharply to the right when your vehicle's front end is even with the rear of the parking space. Slowly pull into the space midway and center.*
- *Straighten the steering wheel and continue forward until the front wheel barely touches the curb.*



While the actual parking procedure is easy to do, backing out from this position can be hazardous. Do not just rely on your rear view mirror. If your vision is blocked, move back cautiously, watching for a pedestrian or vehicle that might suddenly appear. Remember, do not back across the center line.

Parking on Hills

| ***Down hill*** • *Turn wheels to curb* | ***Up hill - (With Curb)*** • *Turn wheels from curb* | ***Up hill - (No Curb)*** • *Turn wheels right* |

If you park or stop on a grade, turn the front wheels to the curb side of the highway so the vehicle will not roll. Be sure to set the emergency or parking brake. To reinforce the parking brake in an automatic shift vehicle, put the selector shift in park; in a manual shift use reverse on a downgrade or 1st gear on an upgrade.

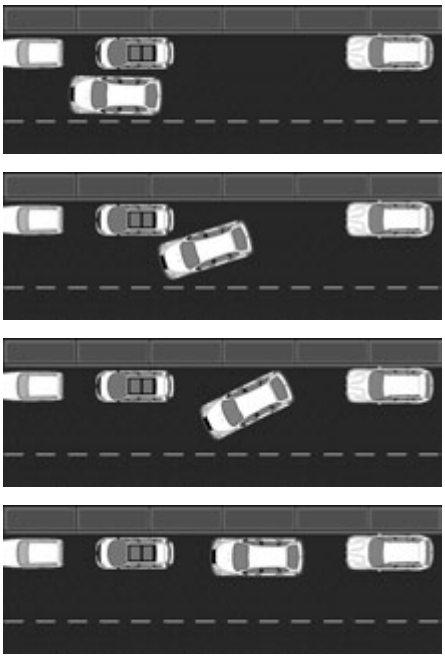
SIMPLE SAFETY RULE

Metered Parking

It is best to always keep change in your vehicle in case you need to park your vehicle in a metered parking spot. Make sure your change is easily accessible not only for convenience but for safety. If you need to remain in your vehicle for any reason while you are parked in a busy area be sure to keep your doors locked until you are ready to exit your vehicle and always be alert to your surroundings.

Parallel Parking (§17C-13-4, W. Va. State Code)

When you parallel park on a two-way street, park so the right-hand wheels are parallel to and within 18 inches of the right curb. When parallel parking on the left side of the road, wheels should be within 18 inches of the left curb. Park in the direction of the traffic. Make sure your vehicle is centered in the parking space.



- *Choose a space large enough for your vehicle. Signal and stop even with the front vehicle, about two (2) feet out from it.*
- *Make sure you will not interfere with traffic, then turn your front wheels all the way to the right and back slowly toward the curb. Look behind you. Do not rely on your rear view mirror.*
- *When your front bumper is opposite the rear bumper of the vehicle ahead, quickly turn your steering wheel all the way to the left. Back slowly toward the vehicle behind you without touching it. You should be about 6" from the curb. Do not park more than 18" from the curb.*
- *Straighten your front wheels and pull into final parking position. Center the vehicle in the space.*

When exiting the parallel parking space, always signal to let others know your intentions and make sure traffic is clear before pulling back onto the roadway.

Following Distance

Following too closely causes most rear-end collisions. The space ahead of your vehicle is the space easiest to control. This space cushion is called the following distance. You must consider the speed of the traffic and condition of the road to allow yourself enough following distance to stop when necessary. Always make sure to allow yourself enough stopping distance in an emergency situation.

The best way to assure proper following distance is to use the three-to-four second rule.

To use the three-to-four second rule, choose a fixed object on the road ahead (such as a signpost, tree, overpass, or bridge abutment). When the vehicle ahead passes that object, begin to count "one thousand one, one thousand two, one thousand three." If you reach the same object before you finish saying "..one thousand three," you are driving too closely.

If it is dark or raining, the distance should be at least four seconds.

If there is ice or snow, stay at least six seconds behind the vehicle in front. Refer to Chapter VI – Defensive Driving: Snow and Sleet for more information concerning appropriate following distances.

You should also refer to Chapter VI – Defensive Driving: Light Conditions and Rain concerning headlight usage and the term "over driving your headlights."

Changing Lanes

Proper lane changing rules are:

- *Check in your rear view and side mirrors.*
- *Check over your left or right shoulder (head check) to make sure no one is in your blind spot.*
- *Check for other drivers who may also be moving into the same lane.*
- *Signal and change lanes.*
- *DO NOT change lanes in an intersection or at a railroad crossing.*
- *Stay within the speed limit.*

Passing

Steps to follow for passing on a two-lane highway:

- *Make sure you are in a passing zone and observing the three-to-four second rule for following distance.*
- *Decide if passing is necessary. If you have to speed to pass, you probably do not need to pass.*
- *Check ahead, to the rear, and to the side before you start to pass. Check for other dangers in the passing area, such as a narrow bridge, side road, or curve.*
- *Signal properly to show you intend to change lanes. Signal early enough to allow other drivers to know your intentions.*
- *Move left when clear and sound your horn to alert the driver ahead that you are passing. At night you can also blink your headlights to signal that you are about to pass.*
- *Signal and return to the proper lane when you see the front of the vehicle (both headlights) you have passed in your rear view mirror. Passing on the right is not permissible unless there is a lane designated for passing.*

You cannot pass safely unless:

- *You can see far enough ahead.*
- *You can return to your lane before meeting oncoming traffic.*
- *Your vehicle is capable of the speed necessary to pass.*

Passing is PROHIBITED in the following places:

- *On a curve or hill or at any place where you cannot see oncoming traffic.*
- *Within 100 feet of an intersection.*

- *Within 100 feet of a bridge, viaduct, tunnel, or underpass.*
- *Within 100 feet of any railroad crossing.*
- *When an approaching vehicle is within your passing area.*
- *When a sign or highway marking tells you to drive on the right or not to overtake vehicles.*
- *When a vehicle in front of you has stopped at an intersection to allow a pedestrian to cross.*
- *When the solid yellow line is in your lane.*

Right-of-Way

Courtesy is a key to safe driving and safety comes before right-of-way. At times you must yield the right-of-way to others. There are certain rules to help determine the right-of-way, but if the other driver does not follow these rules, give the right-of-way. Remember, in every situation, right-of-way is something to be given, not taken.

Right-of-Way or Yielding Situations:

- **Entering traffic -** *When entering a public street or highway from an alley, private road, or driveway, you must yield to traffic already on the roadway.*
- **Uncontrolled intersections and four-way stop intersections -** *If you reach the intersection at the same time as another vehicle, yield to the driver on the right.*
- **Intersections with yield signs -** *Slow down before reaching the intersection, then yield the right-of-way to any vehicle in the intersection, and to approaching traffic.*
- **Left turns -** *When making a left turn, you must yield the right-of-way to oncoming traffic.*
- **Emergency vehicles -** *You must yield to any emergency vehicle (ambulance, fire, or police vehicle) that is sounding a siren and flashing warning lights. Pull over to the right edge of the road, clear of the intersection, and stop until the emergency vehicle has passed. Keep your foot on the brake so the emergency driver knows you are stopped. Watch for other emergency vehicles before proceeding.*
- **Funeral Procession -** *Although not required by law, it is a courtesy to yield to vehicles in a funeral procession. Once the lead vehicle has cleared an intersection, the rest of the procession has the right-of-way. Allow the procession to pass and do not cut in or out of the procession. You may pass a procession on an expressway.*
- **Police Officer -** *Directions of a police officer overrule the message of any sign, signal, or road marking.*
- **Parallel Parking -***Provide ample space to the driver in front of you who is parallel parking.*

SIMPLE SAFETY RULE:

DON'T RUSH. Stop and give time to those who have the right-of-way.

Sharing the Road with Pedestrians

Vehicle-pedestrian collisions account for nearly 20% of traffic fatalities. Drivers must use extreme care to avoid colliding with a pedestrian, especially in areas where special hazards exist, such as school zones, bus stops, playgrounds, and parks. Drivers may use their horns to warn pedestrians, if necessary.

Remember, pedestrians have the right of way when:

- *They are in a crosswalk.*
- *They are crossing a sidewalk that crosses an alley entrance or driveway.*
- *They are blind and are crossing the street with a white or metal cane, with or without a red tip, or led by a guide dog.*

Pedestrians must:

- *Use crosswalks at intersections.*
- *Look in both directions before crossing the street.*
- *When walking along a road where there is no sidewalk, walk on the left side facing oncoming traffic. Walk on the shoulder of the road, if possible.*
- *Observe and obey "Walk" and "Don't Walk" signals.*
- *At night, always wear white or light-colored clothing or carry a light.*

Pedestrians must not walk on interstate highways or other areas where signs to that effect are posted.

School Bus Rules

School buses are responsible for safely transporting children to and from school. When approaching a bus please observe the following rules:

- *On all undivided highways (without a median), traffic in both directions must stop at least 20 feet from a stopped school bus that has its red lights flashing. You must not pass the bus until the lights are turned off or the bus starts moving.*
- *On divided highways (with a median you cannot cross), traffic coming toward a school bus stopped on the other side of the median does not have to stop.*
- *You must also stop for a stopped school bus which is receiving or discharging students on school property or private property.*

The penalty for passing a stopped school bus is a minimum of 30 days driver's license suspension and a minimum fine of $150 for the first offense. Subsequent offenses have increased penalties. If the identity of the driver of a vehicle that passes a stopped school bus cannot be ascertained, the owner or lessee of the vehicle in violation is guilty of a misdemeanor and, upon conviction, subject to fines.

Tailgating

If a check of your rear view mirror shows another vehicle following too closely, you should take the following steps to deal with the tailgater:

- *Tap your brakes gently to flash the brake lights and warn the tailgater.*
- *Slow down to encourage the vehicle to pass.*
- *If all else fails, pull over, stop and let the vehicle pass.*

Headlights and Their Use

Despite the fact that there are fewer miles driven at night, the fatal crash rate for night driving is three (3) times greater than that for day driving. When driving at night, obey the following rules:

- *Dim your headlights within 500 feet of an approaching vehicle.*
- *Dim your headlights within 200 feet of the vehicle in front of you.*
- *Dim your headlights when driving on well-lit streets.*
- *Use low beam lights when driving in fog. High beams cause the light to be reflected back into your eyes.*
- *Avoid looking directly into the lights of oncoming vehicles by looking toward the right edge of the road.*
- *Slow down when facing the glare from headlights of approaching vehicles.*
- *Make sure you can stop within the area lighted by your headlights.*

- *Use your parking lights only when you are parked.*
- *Turn on your headlights from sunset to sunrise, during fog, smoke, rain, or at any other time when persons and vehicles cannot be seen clearly at a distance of 500 feet. The best rule is to remember to turn on your headlights whenever you have trouble seeing other vehicles. If you have trouble seeing them, chances are, the other vehicles are having trouble seeing you.*
- *Keep your headlights and taillights properly adjusted and cleaned.*

Sharing the Road with Motorcycles

Motorcycles are difficult to see, can often stop more quickly than vehicles, and can dart in front of you with no warning. For these reasons, drivers who do not pay attention cause many automobile-motorcycle crashes. Under all circumstances, motorists should expect to see motorcycles and be prepared to give them both the space and time to maneuver. Space is the key to sharing the road with motorcycles. Motorists should expect to see motorcyclists move around in their lane. Motorcyclists are entitled to and will need the entire lane to maneuver around possible hazards and traffic situations. It is wise to keep a safe minimum three -to-four second following distance. Increase the distance time at night and under adverse weather conditions. Remember that motorcyclists will almost certainly be badly hurt or killed if they are in a crash. The following hints may help you save a life.

Intersections - *When you are waiting at a corner, it can be very hard to see a motorcycle coming. Motorcycles can be hidden by many things such as parked vehicles and trees. In addition, you are normally looking for vehicles and trucks, not something small like a motorcycle. For these reasons, check carefully as you leave the corner and keep looking all the way across the intersection.*

Following and Passing Motorcycles - *Since motorcycles do not operate and perform the same way as vehicles, you should be careful when following or passing a motorcycle. Stay farther back than if you were behind a vehicle. The motorcycle can usually slow or stop much faster than you can. When passing, go all the way into the other lane. Besides having the legal right to an entire lane, the motorcyclist may need to swerve to avoid something on the road. Once you have passed, wait until you are well down the road before moving back into the other lane.*

Sharing the Road with Slow Vehicles

Slow-moving vehicles, such as farm vehicles or construction equipment, are often driven on or along the highways. Regular traffic must be aware of the slow speed of these vehicles as they approach and make sure they can pass safely before making the attempt.

Slow-moving vehicles are required to display a special triangular emblem sign which means "Slow-Moving Vehicle" to warn approaching drivers.

Sharing the Road with Heavy Trucks

We depend on trucks, day and night, to bring us the things we need to live. Trucks are driven by trained, specially-licensed drivers.

Sharing the road with heavy trucks is a necessary part of road travel. Heavy trucks, typically weighing 80,000 pounds, should be respected by automobile drivers. Everyone should be aware of the differences between trucks and vehicles.

These include:

- *A fully loaded tractor-trailer, traveling 55 mph, needs three (3) times the distance a vehicle needs to stop.*
- *Trucks are more difficult to maneuver, are longer, heavier, and require much more room to turn.*
- *Trucks have larger blind spots than vehicles.*

The "No-Zone"

Sharing the road safely includes knowing where not to linger when passing or driving next to a heavy truck. Typically, the larger the vehicle, the larger the blind spots.

A truck's blind spots, the "No-Zone," are dangerous because truck drivers cannot see vehicles in these areas. It is impossible to completely avoid a truck's blind spots; however, vehicle drivers should not remain in the "No-Zone" any longer than needed to safely pass a heavy truck.

The easiest way to avoid lingering in the "No-Zone" is to look for the truck driver's reflection in the side mirror. If you cannot see the driver's reflection, you are in the truck driver's blind spot. The "No-Zone" includes the following denoted areas shown in the diagram on the right.

Safety *DOs*
Recognize and respect the differences between trucks and vehicles.
Share the road safely.
Teach friends and family how to share the road safely.
Avoid lingering in the NO-ZONE.
Give trucks plenty of room. • In dry conditions use the two-second rule. After passing give two (2) seconds before merging to the right. • In wet conditions give at least four (4) to six (6) seconds of space.
Give trucks extra room for right turns.
Give trucks extra space and time for backing up.
Call authorities if you see unsafe truck driving.
Remember that ALL motor vehicles are partners in traffic safety.
Safety *DON'Ts*
Never linger in the NO-ZONE.
Never underestimate the size or speed of a truck.
Never slam on your brakes in front of a truck.
Never cut off a truck in traffic or on the highway to reach your exit or turn.
Never tailgate a truck.
Never pass a truck on the right during a turn.

Sharing the Road with Animal Riders

Animal riders may use most public highways, but they may not use interstate highways. Persons riding animals have the same rights as motor vehicle users and are subject to the same rules. Drivers approaching any horse shall take every precaution to prevent frightening the horse to ensure the safety of the rider. Never sound your horn when approaching or near a horse, as this may frighten the horse and cause a crash.

Sharing the Road with Bicycles

Because of the great increase in the number of bicycles on the road, drivers must be extra alert for bicycles at all times.

When passing a bicyclist, slow down, make sure they are aware of you, and leave plenty of room between him or her and your vehicle. If there is no room to pass and traffic is approaching, wait until traffic has gone by before passing.

When meeting an oncoming bicyclist at night, always dim your lights. Extra care is needed during the morning and afternoon when bicyclists are traveling between home, work, school, or play.

Bicyclists are expected to know and obey all traffic laws and regulations. However, whether the bicyclist is operating lawfully or not, always give him or her the benefit of the doubt.

Bicycles are small and lightweight and almost any type of collision will result in injury or death of the rider. ***Bicyclists must:***

- *Signal turns and stops unless both hands are required on the handlebars for balance.*
- *If riding side by side, keep within a single lane and not hold up traffic.*
- *Never hang on to any other vehicles in any manner.*
- *Yield the right-of-way to pedestrians.*
- *Obey the same rules of the road as drivers of other vehicles.*
- *Never carry a passenger unless an attached seat is available.*
- *Never carry articles that interfere with the control of the bicycle or prevent the operator from keeping at least one (1) hand upon the handlebars.*
- *Ride in the same direction as other vehicles.*

The following equipment is required on all bicycles:

- *Red reflector on the rear.*
- *Brakes strong enough to stop one (1) wheel on dry, level, clean pavement.*
- *Bell or other device capable of giving a signal audible for a distance of at least 100 feet (No siren or whistle is permitted).*
- *For riding after dark, a white headlight that is visible for at least 500 feet to the front.*

Sharing the Road with Joggers

When you are driving, be alert for joggers in unexpected places such as curves, on the top of a hill or around a corner. Also be aware of high jogging traffic in places such as parks or jogging paths.

Children at Play

As a driver, be extra careful in residential areas, school zones and at times and places where children are likely to be around. Teach your own children the rights and duties of pedestrians at an early age and always be extra watchful when backing in or out of a driveway for children who may have run behind the vehicle.

Sharing the Road with Public Buses

While traffic does not have to stop for a public bus, please watch for passengers crossing the street as they are getting on and off the bus. Always be on the lookout for children who may not remember this rule. Use caution when passing a bus loading or unloading passengers.

Parking for the Mobility Impaired

West Virginia law provides for designated parking spaces for mobility impaired citizens. These areas are reserved for those having a condition which limits their ability to walk reasonable distances.

Additionally, citizens or those who routinely transport mobility impaired persons may also use a designated parking space.

If you require special parking for a disability, you may obtain a mobility impaired parking placard or license plate indicating your mobility impaired parking privileges.

You must have a doctor certify your condition on a form provided by the DMV. The DMV will issue a mobility impaired parking placard and/or license plate after approving your application. There is a $5 transfer fee for the mobility impaired license plate.

Designated areas are reserved for mobility impaired persons. It is illegal to park a vehicle that does not display a mobility impaired parking placard or license plate in a designated area.

Drivers with Disabilities

Approximately one (1) out of every 10 individuals has some type of disability ranging from very minimal to major medical impairment. Because of the variety of disabilities, no group of rules can apply in determining every person's ability to operate a vehicle safely. In order to make sure a person with a disability is capable of becoming a safe driver, certain procedures should be followed before applying for a driver's license. If you have a physical disability or medical problem that may interfere with your driving ability, you should prepare a letter explaining the situation to accompany your application.

If adaptive driving aids such as hand controls or other equipment are required to compensate for a physical impairment, you can get a list of manufacturers that provide driving aids from your driver's license examiner or you may contact the West Virginia Division of Rehabilitation Services, Driver Education Department at PO Box 1004, Institute WV, 25112. You may also call (304) 766-4920.

Notice on ADA Compliance and Grievances

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the WV DMV will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

The DMV will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the WV DMV's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

The DMV will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the WV DMV offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the WV DMV should contact the DMV no later than 48 hours before the scheduled arrival to DMV.

The ADA does not require that the West Virginia Division of Motor Vehicles take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The West Virginia Division of Motor Vehicles will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary

aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs. To access the specific ADA Grievance procedures, click here. If you have any questions or concerns, contact the WV DMV ADA coordinator at:

WV DMV ADA Coordinator

PO Box 17300
Charleston, WV 25317

Visit www.dmv.wv.gov/ADA

CHAPTER VII
DRIVING ON INTERSTATES

Interstate and divided highways have largely removed the chance of head-on collisions, but driving on interstates is very different.

Safe use of interstates demand a complete awareness of high-speed driving and constant alertness by the driver.

Remember that trucks and buses entering the interstate may need extra time to adjust to traffic patterns. Be cooperative and give them extra time and space to adjust to the traffic flow.

Slower traffic should drive in the right-hand lane, except when passing.

Route Numbering and Navigation

Most highways are identified by U.S. or state route numbers. Interstate highways are identified by distinctive red, white, and blue shields and are numbered according to certain rules.

- *Even-numbered interstates run east to west.*
- *Odd-numbered interstates run north to south.*
- *Three-digit numbers with an even first number identify beltways or bypasses around cities.*
- *Three-digit numbers with an odd first number identify spur routes.*

Planning Ahead

Since interstate entrances and exits are sometimes far apart, it is important to plan your route in advance. Make sure your vehicle is in good working condition. Before you leave, check your gas, water, oil, and tires, including your spare tire. A breakdown on an interstate can cost you a lot of time and can be dangerous.

On interstates, the first guide sign for an interchange is placed well in advance of the point where you must turn off. This permits ample time to change lanes and exit smoothly. You should pay attention to the guide signs to avoid hazardous last-minute maneuvers.

It is sometimes necessary to change the number of through lanes on an interstate. Generally, it is clear where a lane is added. Where the lane is removed, the change usually occurs at a fork or an exit. This is usually indicated by a black and yellow panel below the green and white overhead guide sign.

Entering an Interstate

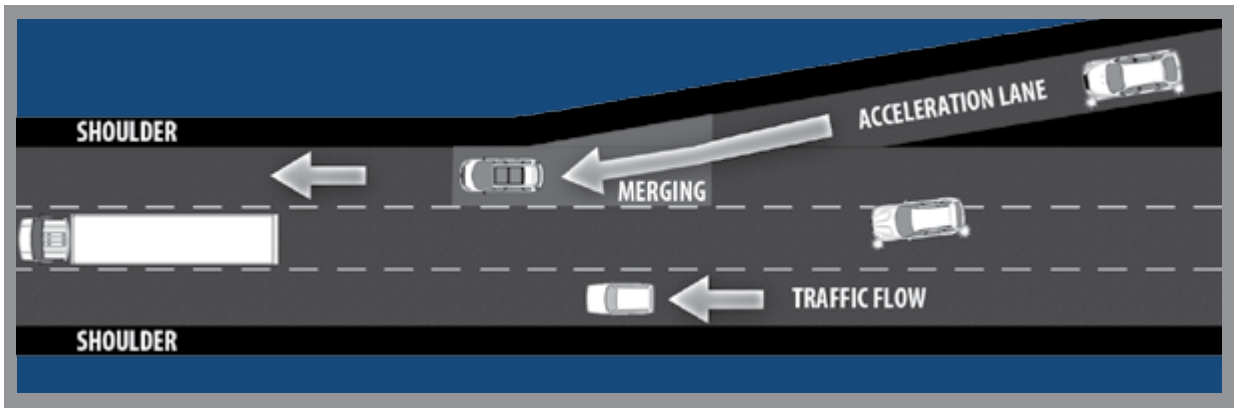
Traffic enters or exits an interstate at interchanges. An interchange is the intersection of two (2) highways at different levels (over and under) with separate connecting roads for transferring traffic from one highway to the other.

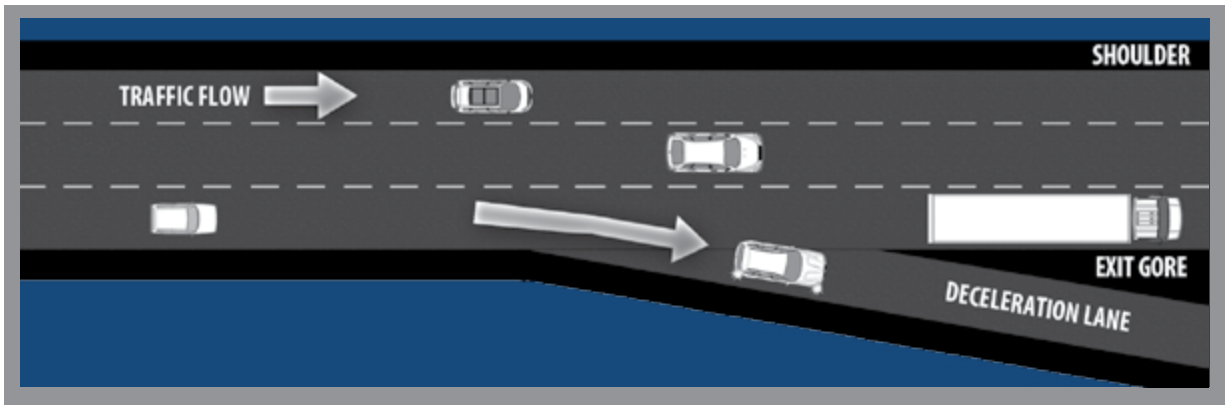
This design feature enables vehicles to cross, enter, or leave either road without interfering with other vehicles. Three (3) of the most common types of interchanges are cloverleaf, diamond, and trumpet.

You enter an interstate by using an entrance ramp. Make sure you pay careful attention to the signs. Often, an exit ramp will be next to the entrance ramp, marked with "Do Not Enter" and "Wrong Way" signs. Look for any advisory speed limit signs on the ramp. These are used if the ramp curves sharply.

About halfway on the entrance ramp, start taking these steps:

- *Check interstate traffic. Take quick glances over your shoulder and to the side. Watch the vehicles in front of you entering the acceleration lane.*
- *Use your turn signal.*
- *Look for a gap in the approaching traffic. Adjust your speed to meet that gap.*
- *As you merge, make sure you are traveling the same speed as other traffic.*
- *Do not cut sharply to the left to enter the traffic stream. Follow the lane, merge with traffic, and then change lanes.*
- *If another vehicle is ahead of you in the acceleration lane, be prepared to adjust your driving should the other vehicle slow or stop without warning. Do not stop on the ramp or acceleration lane.*
- *If a gap in traffic is not available, it may be necessary to drive onto the shoulder beyond the end of the acceleration lane and stop. Because entering the traffic stream from a stop is hazardous, use this maneuver as a last resort.*
- *Remember that traffic on the interstate has the right-of-way. You cannot always count on other drivers seeing you or moving over to give you room to enter.*





Exiting an Interstate

Watch for signs telling you where to find the exit you want and the lane you must use. Signal and move into the lane well before you have to exit. Changing lanes at the last moment risks missing your exit or causing a crash.

Exit Lanes

Most interstate exits have a special lane for you to slow down in before you reach the exit ramp. Never slow down on the interstate. Wait until you are in the deceleration lane, then brake gently until your speed matches the posted exit ramp limit.

Stopping on an Interstate

Shoulders on interstates are to be used only for disabled vehicles. Do not use the shoulders for changing drivers, reading a map, or other non emergency purposes. These activities should be done in a rest area or after exiting the interstate.

Do not stop in an exit gore (the triangular area between the through lane and the exit ramp). Another driver may try to cross the gore after missing the exit and strike your vehicle.

No parking is permitted on the shoulders of interstates. Parked vehicles may be towed.

Speeds on Interstates

You should never drive faster than the legal speed limit. Do not drive slower than 55 mph on an interstate unless the weather or road conditions are bad or a lower speed has been posted. Always drive at a steady speed.

When you drive on interstates at a speed much slower than other drivers, you create a hazard. Crashes may happen because other drivers may be forced to change lanes abruptly. Always drive in the right hand lane unless passing another vehicle.

Adverse Conditions

In accordance with §17C-15-2 of the West Virginia State Code, headlights must be turned on during adverse conditions. Adjust your driving when you encounter adverse conditions. It is especially important to maintain an adequate following distance and adjust your speed to ensure the possibility of a safe stop.

You should be particularly alert for stopped vehicles. If your vehicle becomes disabled, move as far off the road as possible, turn on your four-way flashers to indicate your vehicle is stopped, and get everyone out of the vehicle and well away from the road.

Put a flare about one (1) vehicle length behind your vehicle and another about 300 feet back. Place each flare on the shoulder near the edge of the through lane.

Fog, whether in patches or a haze, can present a visibility problem. If the fog is very dense, it may be better to leave the interstate and use the slower roads to reach your destination.

If you are involved in a crash in heavy fog, try to get your vehicle off the road as far as possible. Leaving your vehicle on the road until the police arrives invites further crashes.

U-Turns

You should never make a U-turn on an interstate. Go to the next exit to turn around before re-entering the interstate. The gravel or paved crossovers in the medians of some highways are to be used only by police and emergency vehicles.

Construction Zones

You should always be alert for construction or maintenance zones when driving on an interstate or expressway. These zones frequently require that one (1) or more lanes be closed and may cause traffic to slow or stop. Observe and obey special speed limits, traffic control signs, and flaggers.

If a lane is closed, signs will be posted well in advance. You should move over to the open lane as soon as possible. Avoid waiting until the last minute to change lanes.

SIMPLE SAFETY RULE

Pay attention at all times and always observe the signs posted, as well as the directions of flagmen in and around construction zones. They will help you to get where you need to go, and indicate the appropriate speeds for the conditions.

In construction zones the route is often different, the road is often rougher, and there is often large equipment and busy people working in close proximity to your vehicle. They are hard at work maintaining roads or building new structures and are counting on you to help keep them safe by being a cautious and courteous driver.

CHAPTER VIII
DEFENSIVE DRIVING

Defensive driving means being prepared through the practice of good driving habits. It is just as easy to develop good driving habits as it is to fall into bad habits. Safety techniques begin the moment you step into the vehicle. Start by forming good habits immediately and use them every trip, whether it is for just a few blocks or for several hundred miles.

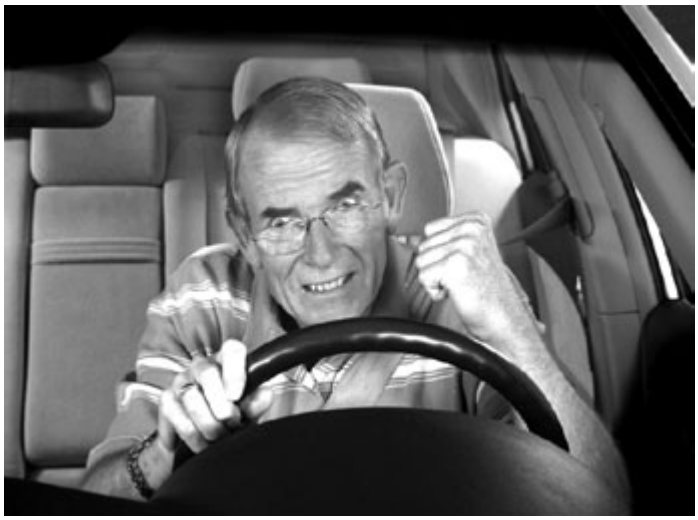
Bad Driving Habits

Bad driving habits result from laziness, impatience, inattention, arrogance, and aggressiveness. If you display any of these bad driving habits, you must first evaluate your behavior and adjust accordingly to be a safe driver.

Laziness

When you learn to drive, you are taught to look for other traffic before you change lanes, drive away from the curb, or get out of your vehicle on the traffic side. Always turn your head and look behind you for traffic before taking any action. Do not become lazy and look only in the rear view mirror.

Another related bad habit is failing to signal. Always signal your intention before turning, changing lanes, or driving away from the curb. Allowing the combination of these bad habits to develop could be the cause of a serious crash.



Impatience

Regardless of traffic, you must come to a complete stop at a stop sign or red light, even when making a right turn. Pressure from following vehicles and the absence of cross traffic may tempt you to only slow down for a stop sign.

An impatient driver speeds from stop to stop, weaves in and out of traffic, and often tailgates other drivers. As an impatient driver, you may be paying close attention to what you are doing, but you do not realize you are disrupting traffic and increasing your chances of causing a crash.

Inattention

As a good driver, you should sit up straight, have a firm grip on the steering wheel, be aware of where you are, and pay attention to developing traffic problems.

If you relax, lean back, release your grip on the wheel, and allow your attention to wander, your vehicle may also wander.

You can easily be identified as an inattentive driver if you drive with one (1) arm out the window, talk to a passenger, gesture with one (1) hand, or pay little attention to traffic flow.

Arrogance and Aggressiveness

While the impatient driver is simply in a hurry, the arrogant or aggressive driver is purposely in a hurry.

As an arrogant or aggressive driver, you compete with your vehicle because it is an extension of your ego. You have little or no respect for traffic laws or the rights of other drivers or pedestrians. Don't allow yourself to become an arrogant driver or involve yourself in competition with an arrogant driver.

Concentration

Concentration is one of the most important elements of safe driving. The driver's seat is no place for daydreaming, mental napping, window shopping, scenic viewing, or distracting conversation. Lack of concentration can result in a driver's failure to be observant enough to avoid a crash. Driving an automobile is a full-time job.

Light Conditions

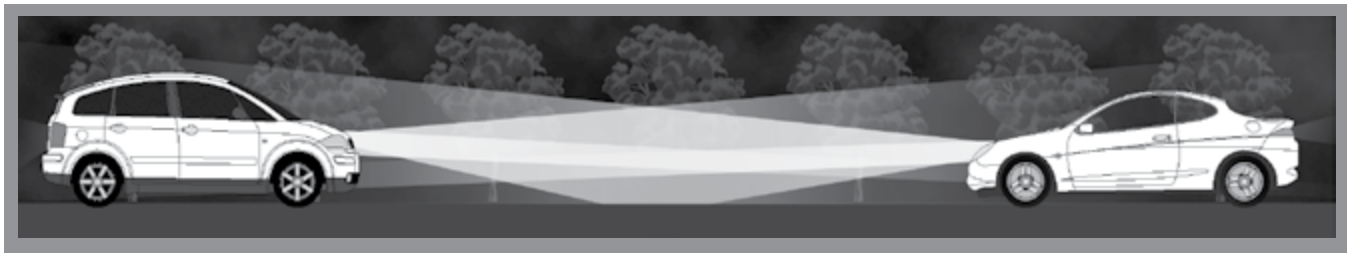
The amount of natural or artificial light available at a given time affects your ability to see or be seen. You can have too much or too little light, which requires an adjustment in your driving to avoid a crash situation.

For example, driving east during sunrise or west during sunset could result in a condition of too much natural light. The proper use of the sun visor, wearing sunglasses, a reduction of speed, and an increase in your alertness would be defensive action. On bright days of summer or winter, sunglasses may also be advisable to reduce the glare from glass and chrome on other vehicles or the glare from snow.

At night and on overcast or rainy days, you will need all the light possible to see and be seen properly. Turn on your headlights. It is the law and a good idea to turn on your headlights, not just your parking lights, when it begins to get dark or any time visibility may be impaired (for example, fog, smoke, extreme cloudiness). If you turn on your headlights a little early, you will help other drivers see you. Keep your vehicle lighting system clean and in proper repair.

A common term associated with light conditions that cause crashes is "over driving your headlights." Over driving your headlights means driving too fast to stop safely within the distance clearly lit by your headlights.

You may also be affected by too much light at night when meeting an oncoming vehicle. Looking directly into oncoming headlights causes momentary blindness. When meeting an oncoming vehicle at night, slow down, keep to the right of your traffic lane, and look well in front of your vehicle at the right edge of the road. When meeting another vehicle at night, dim your headlight beams within 500 feet of the other vehicle. When following another vehicle, dim your headlights within 200 feet of the other vehicle.



Rain

IT IS THE LAW! Turn on your headlights to increase your visibility. Turning on your headlights during periods of rain or reduced visibility is the SAFE thing to do.

Wet Pavement - *Rain and wet pavement are dangerous, particularly at the start of a light rain when a mixture of oil, dirt, and water form a slippery film on the road. This condition makes it harder for you to keep in contact with the road on curves and increases stopping distance. Reduce your speed to adjust to these conditions.*

Hydroplaning - *Hydroplaning takes place when you are driving on wet pavement and it causes skidding. At speeds up to 35 mph, most tires will wipe the road surface the same way a windshield wiper cleans a wind shield. But as speed increases, tires start to ride like water skis on a film of water. In a standard passenger vehicle, partial hydroplaning occurs on the road at about 35 mph. At 55 mph, tires ride totally on top of the water. In a severe rainstorm, tires lose all contact with the road at 55 mph. When this happens, there is no friction available to brake, accelerate, or corner. A gust of wind, road curve, or slight turn can create an uncontrollable skid.*

To reduce the possibility of hydroplaning, you should:

- *Slow down during rainstorms, when roads are slushy, or when there is standing water.*
- *Keep tires properly inflated. Replace tires when tread wear indicators are visible.*

Tires with deep treads allow water to escape from under the tires and can prevent complete hydroplaning at normal highway speeds.

Flooding

Flooded roadways are extremely hazardous to both drivers and passengers. Never attempt to drive across a flooded roadway. As little as six (6) inches of water can float some smaller vehicles, while two (2) feet of water will carry most away. Once a vehicle floats off the roadway into deeper water, it may roll uncontrollably while filling with water, trapping the driver and all passengers inside. In the United States, motorists trapped inside their vehicles account for nearly one half of all flash flood fatalities. In many cases, victims drive directly off the edge of an eroded road without knowing that the road is no longer there. Flooded roadways are especially dangerous at night when it is much more difficult to recognize flooding conditions.

If your vehicle stalls in a flooded roadway, leave it immediately and seek higher ground. Remember it is better to be wet than dead.

Snow and Sleet

During the winter, you should have snow tires or chains ready to put on your vehicle. However, neither will permit you to drive safely on snow or ice at normal speeds. If there is snow or ice on the road, slow down. Maintain a safe distance between your vehicle and the vehicle ahead of you. It takes as much as 12 times the normal distance to stop on snow or ice as it takes to stop on dry pavement. Be alert for danger spots. There may be ice or snow on bridges or overpasses when all other pavement is clear.

Keep all windows clear of ice and snow. Keep your windshield wipers and defroster in good working condition. Never start driving until all windows are clear and completely defrosted.

When you stop or slow down on ice or packed snow, always apply the brakes gently and smoothly. In a vehicle equipped with anti-lock brakes, you maintain the ability to steer while braking. However, in a vehicle without anti-lock brakes you cannot steer unless you pump the brakes, applying and releasing them several times until you have the vehicle under complete control. Always be sure to release the brakes at the first hint the wheels are slipping.

When starting on snow or ice, keep your engine speed low. Accelerate slowly and smoothly. If your vehicle has a manual transmission, let the clutch out slowly and always shift smoothly. Once you have started, get the feel of the road by applying the brakes while driving slowly to determine how slippery the road is. Adjust your speed to the conditions.

High Winds

Be alert for strong winds which can down power lines and trees and blow debris into your path. Crosswinds on the road can also be strong enough to force your vehicle into the oncoming traffic lane or off the roadway.

Fog and Smoke

Fog is an extremely hazardous driving condition. Smoke from factories, forest fires, and burning leaves can produce similar conditions.

If you must drive in fog or dense smoke conditions, you should:

- *Reduce speed.*
- *Be alert and prepared for an emergency stop.*
- *Use your low-beam headlights.*
- *Use your windshield wipers to remove moisture.*
- *Pull off to the side of the road and stop. If the fog or smoke impairs your vision, leave your lights on and also turn your hazard lights on.*

Road Conditions

Road conditions primarily involve the road's construction. Road conditions to consider are curves, hills, pavement width, multiple lanes, road surfaces, poorly marked or unmarked roads, shoulders, and drop-offs.

Vehicle Conditions (State Inspection Law)

You cannot safely drive 10 feet or 10 miles in an unsafe vehicle. West Virginia requires a yearly inspection of all vehicles to ensure they are in safe driving condition.

Your vehicle must be checked at an inspection station displaying an official state inspection station sign. When your vehicle passes the state inspection, a sticker showing the month and year for your next inspection is placed on your windshield. It is against the law for you to remove this sticker.

It is up to you to keep your vehicle in proper driving condition. Common vehicle defects that cause crashes are faulty tires, brakes, lights, windshield wipers, defrosters, mufflers and exhaust system, horn, mirrors, and unusable seat belts.

Driver Conditions

Make sure you are physically and mentally ready to drive. Some of the most common driver conditions affecting the safe operation of a vehicle are fatigue, alcohol, emotional state, and defective eyesight or hearing.

Fatigue

Fatigue may be caused by lack of sleep or driving too long. Being tired dulls your mind and slows your reaction time.

If you are alone and become tired, pull off the road and rest. If there are other licensed drivers in the vehicle, change drivers as soon as one driver becomes tired. If you are on a long trip, take a 10-minute rest break at least every two (2) hours. This rest break should be spent outside of the vehicle (walk around, get a cup of coffee or a soft drink). Rolling your window down, turning your radio on, or singing can reduce the monotony of driving.

Emotional States

Sometimes you may experience emotional states of anger, worry, or fear. You should attempt to control these emotions and gain self control before driving.

Traffic Conditions

Various elements can affect traffic conditions, including vehicles, pedestrians, and bicyclists. Also affecting traffic conditions are the following:

- **Time of Day -** *Rush hours are times when traffic is congested and drivers are in a hurry. Rush-hour traffic is usually inbound to metropolitan areas between 7 am and 9 am and outbound from these areas between 4 pm and 6 pm. Rush hours in industrial areas usually occur during changes in work shifts.*

- **Day of Week -** *Rush-hour traffic is heaviest during weekdays. During weekends you may encounter drivers who are making longer trips and driving longer hours.*

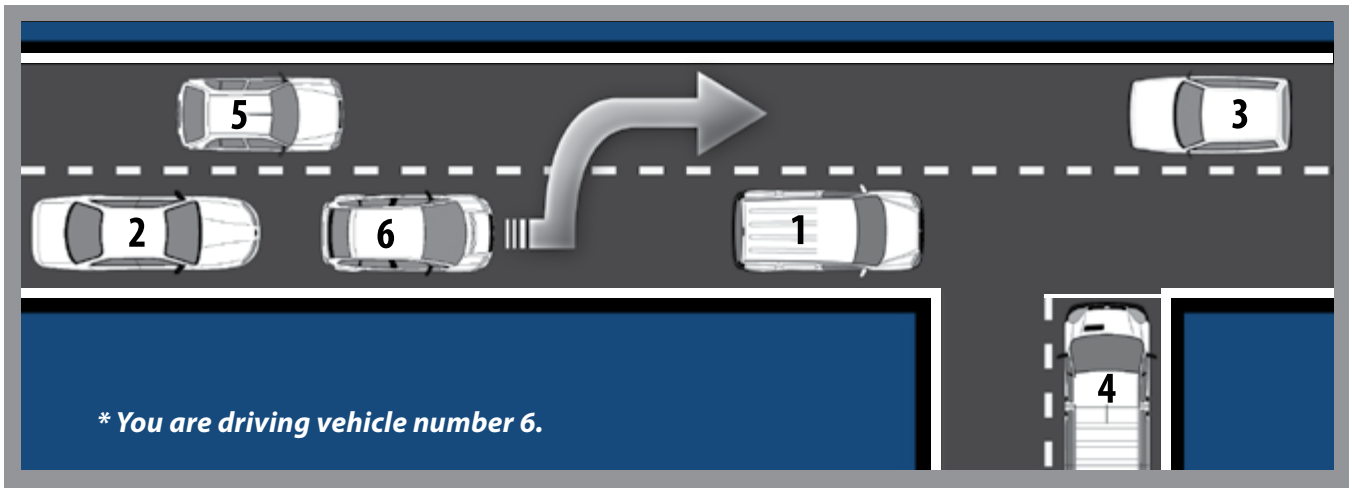
- **Time of Year -** *Summer months are associated with an increase in traffic due to vacation travel. Holiday weekends also increase traffic volume. Watch out for drivers who are tired or in a hurry. Holiday periods also produce an increase in the number of drunk drivers on the roadway.*

- **Surrounding Area -** *When driving in rural areas, you may encounter slow-moving farm machinery, hazards from stray livestock, game animals, and motorists driving at higher rates of speed. When driving in urban areas, you may encounter more pedestrians, bicycles, intersections, and stop-and-go traffic.*

- **Types of Vehicles -** *A defensive driver is always aware of the number of heavy trucks and buses present in traffic. These vehicles can cause problems in passing, and slow traffic on hills and grades.*

Traffic Situations

The following traffic situations involve positions another vehicle can take in relation to your vehicle prior to a crash.



1. **Vehicle Ahead:** *You must always be aware that the vehicle ahead of you may stop suddenly and without warning. If you have not allowed enough following distance, the result may be a crash. To avoid this situation, you should stay alert, anticipate that the driver ahead may make a sudden stop and maintain a safe following distance.*

2. **Tailgating Vehicle:** *The tailgating vehicle behind you is another situation that may cause a crash. You have a responsibility to the driver following you to signal whenever you make a change in your driving pattern. What you do can affect the other driver, especially if you slow down or stop suddenly.*

3. **Oncoming Vehicle:** *The driver of an oncoming vehicle may cross into your lane for many reasons. The driver may be asleep, drunk, distracted, recovering from a drop off the pavement, turning, attempting to pass another vehicle or avoiding a pedestrian or other obstacle. There is also the possibility the driver may come into your lane while rounding a curve.*

4. **Vehicle at an Angle:** *This situation exists at intersections, driveways, and entrances and exits to parking lots. Learn the traffic laws and obey signs and signals that control traffic in these locations.*

5. **Vehicle Passing You:** *Other drivers will pass you for various reasons, but you should not view being passed as a challenge. Many sideswipe and run-off-the-road crashes result from being passed.*

   To avoid the possibility of a crash with a vehicle passing you, check your rear view mirror frequently, know what is going on around you, slow down, and keep as close to the right side of the road as possible, making it easier for the other vehicle to pass.

6. **When You Pass:** *There is nothing wrong with passing if it is done legally, smoothly, skillfully, and with consideration. However, passing puts wear and tear on your vehicle, increases fuel consumption, and can involve you in a head-on, sideswipe, or run-off-the-road crash. Exceeding the speed limit when passing is illegal. If you have to speed to pass, you probably do not need to pass.*

There are 10 steps to passing another vehicle safely:

1. *Keep a safe following distance.*
2. *Check oncoming traffic.*
3. *Check the traffic behind your vehicle.*
4. *Signal before a lane change.*
5. *Move to the left lane.*
6. *Accelerate.*
7. *Warn other drivers by blowing your horn and/or flashing your lights.*
8. *Signal lane change.*
9. *Merge right when you see the front headlights of the vehicle you passed in your rear view mirror.*
10. *Maintain a safe legal speed.*

On interstate highways, you should drive in the right hand lane except when passing another vehicle.

Safety Equipment

Safety Belts - It is the Law - *Everyone in a passenger vehicle must wear a federally approved safety belt. It is the responsibility of the driver to ensure that all passengers are buckled into their safety belts. The only legal exception is for persons 18 years or older who are riding in the back seat of a vehicle. In some cases, an exception to this rule may be issued for medical reasons, and proof of such a condition may be required of the driver.*

Statistics show that wearing safety belts reduces the chances of injury or death resulting from collisions by 45 to 50 percent. A safety belt spreads crash forces over the strongest parts of the body and helps occupants to "ride down" a crash. The lap belt should be worn so that it fits snugly and comfortably over the lower part of the hips. This will allow for normal bending of the body. Shoulder belts, which fit across the shoulder, should be worn with the lap belts for additional restraint and protection of the upper body.

When safety belts are used properly, they will keep you from being thrown forward or out of the vehicle. They also keep you in the proper driving position when driving on bumpy or twisting roads.

Child Safety Seats - *West Virginia law states "Every driver who transports a child under the age of 8 years in a passenger automobile, van or pickup truck other than one operated for hire shall, while the motor vehicle is in motion and operated on a street or highway of this state, provide for the protection of the child by properly placing, maintaining and securing the child in a child passenger safety device system meeting applicable federal motor vehicle safety standards: Provided, That if a child is under the age of 8 years and at least 4'-9" tall, a safety belt shall be sufficient to meet the requirements of this section."*

For more information about child safety seats and safety belts, please call the Governor's Highway Safety Program at (304) 926-2509.

Head Restraints - *Head restraints are designed to reduce the chance of whiplash injury in rear-end collisions. If adjustable, they should be positioned to fit against the back of your head, not your neck.*

Anti-Lock Brake System (ABS) *- The anti-lock brake system (ABS) is one of the more popular safety features in new automobiles. When used properly, the ABS is a safety feature which provides drivers with the ability to maintain control over their vehicles while coming to an abrupt stop.*

The ABS is designed to prevent wheel lockup in the event a motorist must come to a quick stop. When applying the brake in a vehicle that has an ABS, the driver must continue to steer the vehicle while pushing hard on the brake. This requires a new way of thinking for many motorists. For years, motorists were taught to pump the brake to avoid wheel lockup and loss of control; however, in a vehicle equipped with an ABS, pumping the brake will only reduce the system's ability to bring the vehicle to a quick, safe stop. In fact, a driver can lose all brake force by pumping ABS brakes.

One misconception concerning the effectiveness of the ABS is that it will stop a vehicle in a much shorter distance than regular brakes. This is only partially true. In fact, in the event of a sudden stop, the ABS will improve performance by only about 10 percent at best.

Motorists should understand the ABS and all other safety equipment features of the vehicle they are operating. Remember, the ABS is an effective feature to help reduce the risk of wheel lockup and loss of control in the event of a sudden stop. However, it does not provide "Super Brakes" allowing a vehicle to stop on a dime under all circumstances, and motorists should not take risks they otherwise would not.

Air Bags - *Beginning in 1998, all passenger vehicles were required to have dual airbags and in 1999 all new light trucks were required to have dual air bags.*

The purpose of dual air bags is to protect both the driver and front passenger of a vehicle in the event of a crash. Over the past several years, air bags have been credited with saving thousands of lives. However, drivers and passengers should understand the precautions that must be taken to allow air bags to be a safety feature and not a danger that could cause fatal or serious injury or both. More information on airbags can be found in your vehicle owners manual.

With airbags, the driver and all passengers should have their seat belts secured at all times. It is important to note that a majority of those killed by air bags were not wearing their seat belts. Second, the driver should hold the steering wheel from the side so that their hands and arms are not between the air bag and their body; the safest placement is right hand at 4 o'clock and left hand at 8 o'clock. Both the driver's seat and the front passenger's seat should be slightly tilted backward with as much distance from the air bag as possible. This will allow room for the air bag to deploy before making contact with front-seat occupants.

Risk Reduction for Infants and Toddlers

If a vehicle is equipped with a passenger-side air bag, under NO circumstances should an infant in a rear-facing safety seat be placed in the front passenger seat. When there is no other mode of transportation, several steps must be taken. First, the child's safety seat must be a forward-facing seat. Next, the child must be properly secured in the safety seat. Finally, the passenger side seat should be pushed all the way back, to maximize the distance between the child and the air bag.

Again, it is recommended that all children 12 and under should be buckled and placed in the rear seat. Younger children should also be correctly seated in a child safety seat.

8 SIMPLE STEPS TO SAFE AND HAPPY DRIVING

1. **Roll 'em up!** - *Keep your vehicle doors locked and the windows up when driving or when parked.*

2. **No free rides! -** *No matter how innocent or needy they may appear, hitchhikers can mean bad news. Avoid them.*

3. **Know your vehicle! -** *Familiarize yourself with your vehicle's controls and safety equipment.*

4. **Turn off your wireless communication device, or enable the hands-free function before driving.**

5. **Hide your valuables! -** *Lock purses, wallets, luggage, and valuables in the trunk or glove compartment.*

6. **See the light! -** *Should you become lost, do not pull over on the side of the road to study your map or directions. Instead drive to the nearest well-lit, populated, public place such as a service station or restaurant. And be sure to lock your vehicle and take the keys with you.*

7. **Ready, check, go! -** *Always park in well-lit areas and make sure you have your keys in hand when approaching your vehicle. Before entering, be sure to check inside and underneath your vehicle.*

8. **Make the call! -** *In the rare event you feel you are being followed, proceed to a well-lit populated area and call the police. In most areas throughout the United States, the police may be called by dialing 9-1-1.*

CHAPTER IX
EMERGENCY SITUATIONS

What to Check Before Driving

Brakes - *Push the pedal down. It should not go more than halfway to the floor. The pedal should feel like it is hitting something hard. If it feels spongy, air bubbles may be in the brake line. Push down and count to 10. If the pedal keeps going down, you may have a leak in the braking system. Check the parking brake by setting it firmly. If the vehicle moves easily in drive or first gear, the parking brake needs adjustment.*

Leaks - *Check under the vehicle frequently for signs of oil, coolant, brake fluid, or transmission leaks.*

Under the Hood - *Check the battery, engine oil, radiator (only when cool), power steering, brake master cylinder, belts, and hoses. When checking under the hood, do not smoke or use any flames.*

Tires - *Check tires for proper pressure, abnormal wear patterns, and adequate tread depth. To assure safe operation, tires should be inflated to the manufacturer's recommended pressure. A minimum of 1/16 inch tread depth is required.*

Lights - *Check all exterior lights once a month.*

Windshield Washers and Wipers - *Check wiper blades at least once a year and keep wiper fluid container full.*

Interior Warning Devices - *Make sure all warning lights are working properly.*

Blowouts

A blowout is a sudden collapse of a tire that can throw the vehicle out of control. To regain control, hold tightly to the steering wheel, steer straight ahead, and ease up on the accelerator. Do not brake until the vehicle is under control. Then pull all the way off the road into a safe area.

If it is impossible to get off the road immediately, you should continue driving slowly with your emergency flashers on. Under-inflated tires are one of the most common causes of blowouts, so be sure to check your tires for air often.

Brake Failure

If your brakes fail:

- *Pump the brake pedal quickly.*
- *Shift to a lower gear and look for a place to slow down and stop off the roadway. Use your horn and lights to warn other drivers.*
- *Use the parking brake, but hold the brake release so you can ease up on the brake if the rear wheels lock and cause a skid.*

Overheating Engine

You can prevent overheating in slow-moving traffic by shifting into neutral and racing your engine briefly during stops. This will speed up the fan and water pump. If the warning light or gauge shows the engine is overheating, pull off the road and turn the engine off. Do not remove the radiator cap until the engine has cooled off.

Skids

If your vehicle begins to skid, stay calm. Do not use your brakes unless you are in danger of hitting something. Concentrate on steering out of trouble.

To steer out of a skid:

- *Take your foot off the gas pedal.*
- *Turn your steering wheel in the direction of the skid. If the rear of your vehicle is skidding to the right, turn to the right. Turn left for a skid to the left. Your vehicle may now start to skid the other way. Again, turn your wheels in the direction you want to go. Straighten wheels to bring vehicle under control.*

Stuck Gas Pedal

If your gas pedal sticks:

- *Concentrate on steering and keep your eyes on the road.*
- *Try to free the pedal with your foot. If this does not work, push in the clutch or shift into neutral.*
- *Use your brakes, stop at the nearest safe place, and turn off the ignition.*

Wheels Off the Road

If you run off the road you should:

- *Grip the steering wheel tightly.*
- *Stay on the shoulder and ease off the accelerator.*
- *Brake gently and slow gradually.*
- *After speed has been reduced, check behind you, as well as ahead for traffic.*
- *Turn your wheels sharply onto the pavement.*
- *As soon as your wheels hit the edge of the pavement, turn them the other way to keep your vehicle from heading across the highway.*

Steering Fails

If you suddenly lose steering control, ease up on the accelerator. If your vehicle continues to stay in your lane on the roadway, wait until it slows down, and then gently apply brakes to avoid changing direction. If your vehicle starts off the road or toward a pedestrian or another vehicle, apply brakes quickly, using maximum pressure.

Headlights Fail

If the highway is lighted, get off the roadway onto the shoulder or other available space, as soon and safely as possible. If the highway is dark, try your parking lights, your direction signals, or your emergency flashers and get off the roadway. If all lights fail, stay on the roadway and slow down enough to pull off the roadway safely.

Fire in Vehicle

If smoke comes from under the hood, get off the roadway and turn off the ignition. If no chemical fire extinguisher is available, use dirt or sand to smother the fire. Do not use water because burning gasoline will float on water and spread the fire. If the fire gets out of control, move at least 100 feet away from the vehicle since the gas tank may explode.

Vehicle Approaching in Your Lane

If you see a vehicle coming toward you in your lane, move to the right, slow down, then sound your horn and flash your headlights. Do not turn into the lane the vehicle has left, since the driver may realize their mistake and turn back into the proper lane.

Stalling on Railroad Tracks

Look both ways for trains. If a train is coming and your vehicle is stalled on the tracks, get out of the vehicle and proceed to a safe location.

Oil Pressure Light Comes On

Get the vehicle off the road and immediately turn off the engine. Check the engine oil level and add oil if needed.

Dead Battery

If your vehicle has a dead battery, be careful if jump starting it from another vehicle's battery. Follow the rules listed below or consult your owner's manual.

- *Take off the vent caps from both batteries and put a cloth over the open vent wells.*
- *Turn off lights, heater, air conditioner, and radio.*
- *Connect the positive post of the dead battery to the positive post of the live battery.*
- *Connect the negative post of the live battery to the engine block or frame of the vehicle with the dead battery.*

Make sure the two (2) vehicles are not touching, then start the vehicle giving the jump. After letting it run for a few minutes, start the other vehicle. Take off the jumper cables in the opposite order and replace the vent caps. If battery acid should get on your skin, eyes, or vehicles, wash off immediately with water.

Automobile Emergency Kit & First Aid Kit

It is always important to be prepared in case of an emergency. Weather, crashes, and breakdowns can all affect whether or not you can continue to drive your vehicle. In a case where you find yourself stranded, being prepared can make a world of difference. Below you will find some suggested items for your automobile emergency and first aid kits.

EMERGENCY PREPAREDNESS

The Basic Emergency Kit	The Basic First Aid Kit
Battery Powered Radio with Extra Batteries	Assorted Safety Pins
Flashlight with Extra Batteries	Triangular Bandages
Cell Phone Charger	Sterile Gauze Pads
Jumper Cables	Self Adhesive Bandages
Signal Flares	Scissors
Blanket(s)	Tweezers
Critical Prescription Medications	Hand Sanitizer
Basic Tool Kit	Tylenol / Aspirin / Ibuprofen
Chemical Grade Fire Extinguisher	Antacids
Properly Inflated Spare Tire & Jack	Latex Gloves
Quick Energy Snacks	Sunscreen
Maps of the Area	Petroleum Jelly or Lubricant
Compass	Mild Soap
Swiss Army Knife / Multi-tool	Peroxide
Bottled Water	Moistened Towellettes

First Aid

About two million persons are injured in traffic crashes each year. Many of these injuries eventually result in death because proper first aid was not given. The following are general rules for giving first aid:

- *Stay calm and do not move the victim unless there is danger of further injury.*
- *Try to determine how seriously the victim is injured. Give first aid in the following order:*

  1. Control bleeding

  2. Restore breathing

  3. Treat for shock

  4. Protect broken bones

****Keep the victim lying down and comfortable. Administer first aid if you think a delay in emergency care could result in death or further injury.***

Good Samaritan Law

No one, including those licensed to practice medicine or dentistry, who in good faith gives emergency care at the scene of a crash, without pay, is liable for any civil damages as the result of any act or omission in giving emergency care.

If You are Involved In A Crash

1. **Stop immediately.**
   - *Turn off the ignition to prevent the danger of fire.*
   - *Protect the scene by using flares, flagman, or other means to prevent further crashes.*
2. **Render aid to the injured.**
   - *Do not move the injured unless absolutely necessary.*
   - *Send for necessary aid (ambulance and/or law enforcement).*
   - *Keep spectators away from the injured.*
3. **If you are involved in a crash resulting in injury or death of any person or property damage of $500 or more, you must notify the nearest law enforcement agency.**
4. **The following information should be exchanged by persons involved in traffic crashes:**
   - *Name*
   - *Address*
   - *License plate number*
   - *Driver's license number*
   - *Motor vehicle insurance information*

IMPORTANT CRASH RULE

Do not stop at a crash scene unless you are involved or can render assistance. Unnecessary stopping creates additional hazards at the scene.

If you strike an unattended vehicle, try to locate the owner. If that is not possible, leave a written notice containing your name, address, license plate number, driver's license number, motor vehicle insurance information, and circumstances of the crash.

WEST VIRGINIA COURTESY PATROL

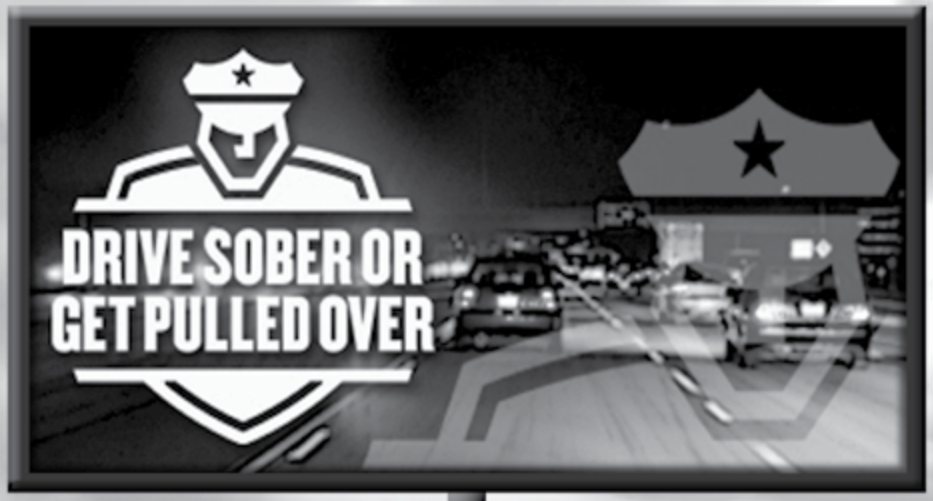
PROJECT OVERVIEW

The West Virginia Courtesy Patrol (WVCP), operated by the West Virginia Citizens' Conservation Corps (WVCCC) via the West Virginia Division of Highways (WVDOH), provides two (2) equally important benefits to the state. First, it reduces the number of individuals on welfare in the state of West Virginia. This is done through the employment and continuing education of former welfare recipients as Courtesy Patrol Operators and Dispatchers. Second, this program benefits the traveling public, both using our interstate highways and corridors for tourism and local commerce.

The WVCP assists stranded motorists, removes hazards from the roadway thereby reducing the chance of secondary crashes, provides gas or directions, changes a flat tire, and in general, works to enhance the safety of our state's highways. The Courtesy Patrol works alongside the State Police, 911 Centers, and other emergency and highway personnel to ensure and enhance safety on West Virginia's highways.

What should I do if I need assistance?

- *Pull off of the highway as far as possible.*
- *Keep your doors locked and be aware of who pulls up behind you.*
- *The Courtesy Patrol can be reached by dialing 1-888-359-3683 or *77.* ***Store this number on your cell phone in case of emergency.***
- *The Courtesy Patrol drivers are in white pickup trucks with easily identifiable blue and gold reflective Courtesy Patrol logos and a flashing orange bar light on top of the vehicle.*
- *The drivers have identification badges and wear a reflective orange or green vest with their blue and gold trimmed uniform.*
- *The driver will approach you on the passenger side of the vehicle if at all possible.*



Got the Message?

www.dmv.wv.gov/ghsp

GHSP

WEST VIRGINIA GOVERNOR'S HIGHWAY SAFETY PROGRAM

5707 MacCorkle Avenue, SE • Charleston, WV 25317
304-926-2509

UNLAWFUL DISPOSAL OF WASTE

It is a violation of West Virginia law to litter public or private roadways or public/private property.

Upon conviction, an individual can be fined not less than $50 nor more than $1,000, imprisoned in the county jail for not more than 60 days, or sentenced to remove litter from any public or private roadway for a total of not less than 30 hours. A driver may also have "points" assessed against their driving record.

RECYCLE
YOUR VEHICLE WASTE!

How does operating a vehicle or truck endanger the environment?

The following waste products pose the biggest threats: dirty motor oil, old tires, antifreeze, and batteries. If dumped in a lake, the oil from a single oil change (about a gallon) can ruin a million gallons of water. When stockpiled illegally, used tires collect water, attract mosquitoes, and become a temptation for arsonists. Antifreeze is listed as a hazardous waste by the Environmental Protection Agency. Old batteries and other hazardous wastes contain large amounts of lead and sulfuric acid. The good news is that all of these "waste" products can be recycled and reused.

Many auto part retailers and gas stations with service areas recycle used oil for free. Leaving used tires with a tire retailer will ensure proper disposal. Some auto repair shops will recycle used antifreeze for a small fee. Battery retailers are required by law to recycle old batteries upon request. To learn more about vehicle and truck waste, call the West Virginia Office of Environmental Remediation at 1-(800)-322-5530.

West Virginia dmv

Keeping West Virginia on the move.

1-800-642-9066 www.dmv.wv.gov