This manual is a template developed to assist jurisdictions as they prepare and publish their own manuals. The information has been updated to reflect current laws and provides opportunities throughout to customize content to reflect jurisdiction-specific information and requirements. It is intended to support the AAMVA Noncommercial Model Driver Testing System (NMDTS). Additionally, the AAMVA Model Mentor Guide offers information and assistance to parents or mentors who are supervising novice drivers as they gain additional behind the wheel driving experience. For more information on the Mentor Guide, see page 8 of this insert.
Introduction

AAMVA’s *Model Driver’s License Manual* is a template developed to assist jurisdictions as they prepare and publish their own manuals. The information is updated to reflect current laws and necessary information drivers need to understand driving rules and pass their licensing tests. It also offers opportunities throughout to customize content to reflect jurisdiction-specific information and requirements. This document and its accompanying DVD provide a summary and overview of the manual template and practice test. Manual sections include:

- Section 1: The Driver’s License
- Section 2: State, Provincial, and Territory Laws and Rules of the Road
- Section 3: Be in Shape to Drive
- Section 4: Before You Drive
- Section 5: Basic Driving
- Section 6: Rules of the Road
- Section 7: General Driving
- Section 8: Safe Driving Tips
- Section 9: Emergency Situations and Avoiding Crashes
- Section 10: Sharing the Road
- Section 11: Special Driving Situations
- Section 12: Test Your Knowledge
Section 1: The Driver’s License

This section of the template contains a significant amount of basic information that must be customized to each jurisdiction’s regulations and requirements:

- About This Manual
- Licensing Requirements
- Types of Driver’s Licenses and Driver’s Permits
- Required Noncommercial License Tests
- Out-of-state License or Driving on an Existing License
- Driver License Renewal
- Loss of Driving Privileges

Section 2: State, Provincial, and Territory Laws and Rules of the Road

This section must be customized to include:

- State, Provincial, and Territory Laws
- State, Provincial, and Territory Rules of the Road

New drivers always should be directed to their state’s Driver’s Manual for information on driving laws, rules of the road and the driving tasks, but they also should know that additional information is available at nhtsa.gov, aaafoundation.org and adtsea.org.
Section 3: Be in Shape to Drive

This section offers information on factors that can affect a driver’s ability to drive safely:

- Vision
- Fatigue – includes tips on avoiding it
- Driver Distractions
- Aggressive Driving
- Alcohol, Other Drugs, and Driving – local blood alcohol limits, testing procedures, implied consent law and legal processes
- Other Impairing Drugs and Driving – over-the-counter, prescription and illegal drugs
- Emotions

Most people need 7 to 9 hours of sleep to maintain proper alertness during the day. Drivers should be encouraged to pull over for brief naps during long road trips.

Section 4: Before You Drive

This section covers vehicle maintenance considerations:

- Inspecting Your Vehicle – tire pressure and tread
- Adjusting Seats and Mirrors
- Using Safety Belts – includes a placeholder for local safety belt laws
- Air Bags
- Child Passenger Safety Laws – includes a placeholder for local child passenger safety laws
- Secure Your Load – includes a placeholder for jurisdictional consequences of crashes caused by unsecured loads
Section 5: Basic Driving

This section offers the basics of how to drive a car:

- Starting the Engine
- Moving the Vehicle
- Stopping the Vehicle
- Steering
- Backing Up

Section 6: Rules of the Road

This section covers the basic rules of the road for all jurisdictions:

- Yielding Right of Way
- Traffic Control Devices
- Traffic Signals
- Traffic Signs
- Pavement Markings
- Other Lane Controls

*If outside mirrors are situated to reduce blind spots, drivers will not see the left and right sides of their vehicle when glancing in the outside mirrors. However, this adjustment adds 12-16 degrees of additional viewing area to each side of the vehicle.*
Section 7: General Driving

This section covers more specific driving scenarios, traffic rules and laws:

- Turning and Turnabouts
- Intersections
- Roundabouts and Traffic Circles
- Rules for School Buses
- Parking
- Changing Lanes
- Entering a Multi-lane Highway
- Passing

Section 8: Safe Driving Tips

This section includes helpful skills drivers should develop:

- Visual Search
- Speed Management
- Stopping Distance
- Space Management – following distance, front, side and behind
- Communicating – use of headlights, horn and signal

The time and distance it takes to slow and stop varies widely depending on speed. At 50 mph on dry pavement with good brakes, it can take about 158 feet. This distance is doubled when accounting for perception and reaction times.
Section 9: Emergency Situations and Avoiding Crashes

This section provides tips on preventing potential dangers:

- Emergencies and Avoiding Crashes – braking, steering, accelerating, skids and uneven surface drop-offs
- Vehicle Malfunctions – brake failure, tire blowout, power failure, stuck accelerator and vehicle breakdown

Section 10: Sharing the Road

This section covers laws, rules and tips on how to deal with other people and vehicles:

- Pedestrians
- Bicyclists
- Motorcyclists
- Interacting with Commercial Vehicles – no zones and turning
- Emergency Vehicles
- Police and Traffic Stops
- Move-Over Laws – includes placeholders for jurisdictional laws on making way for emergency vehicles
- Slow Moving Vehicles – farm machinery, animal-drawn vehicles and horseback riders

More than 250,000 crashes occur between cars and commercial vehicles each year.
Section 11: Special Driving Situations

This section covers specific driving situations that are not addressed earlier in the manual:

- Night Driving
- Work Zones
- Rural Road Driving – gravel or dirt, narrow roads, narrow or single-lane bridges, open bridge gratings or steel bridges, areas of reduced visions and uncontrolled intersections

Section 12: Test Your Knowledge

This section offers drivers sample knowledge test questions and answers to help with test preparation. Questions address the affect of drugs and alcohol on driving ability, traffic signs and signals, rules for sharing the road with pedestrians and other types of vehicles and safety practices.

Approximately 40,000 people per year are injured as a result of motor vehicle crashes in work zones.
Additional Resources

The AAMVA Model Mentor Guide was developed for use by jurisdictional driver license administrations to offer tips and support to parents and other individuals assisting new drivers in learning and practicing their skills. It offers general guidelines on planning and conducting behind the wheel driving experiences with new drivers, as well as the basics of using and driving a vehicle. It also provides a driving log to track driver’s hours of practice in various environments.

To receive a copy of the customizable Model Driver’s License Manual, the customizable Model Mentor Guide, the NMDTS K-Test Item Pool, and Guidelines for Knowledge Skills Testing in Word format, please send a request to drivertesting@aamva.org.