

	Policy: Motor Vehicle Report Policy for Drivers of University Vehicles
Business Affairs Division	Draft: 12/31/13 Effective: 8/1/14

I. PURPOSE

The purpose of this policy is to set forth the requirements applicable to all drivers of University owned, leased, or rented vehicles except University police. This policy is intended to help safeguard people, protect equipment, and reduce the frequency and severity of accidents on and off campus involving University Vehicles.

Driving a University Vehicle is a privilege and Bradley University reserves the right to deny or revoke the driving privilege of any driver in the event that the driver does not meet the requirements of this policy.

II. SCOPE AND APPLICATION

This policy applies to all Bradley University employees or students to whom the University grants the privilege of operating a University owned, leased, or rented vehicle for University business. The University generally does not allow volunteers to drive University vehicles.

III. DEFINITIONS

MVR – Motor Vehicle Record

Violation – Any motor vehicle driving violation

University Vehicle – Any vehicle owned, leased, or rented by the University for University business intended to be insured by the University’s automobile insurance policy.

IV. DRIVER REQUIREMENTS

The University may grant the right to drive a University Vehicle to an employee or student only if the driver meets all of the criteria set forth in this policy. The University may revoke a driver’s privilege to drive a University Vehicle in the event that the driver does not meet the criteria outlined in the policy or fails to follow the requirements of this policy.

- A. All drivers of University Vehicles must comply with the following:
- Have a valid, current United States driver license for the class of University Vehicle that the individual drives or seeks to drive.
 - Immediately notify his/her supervisor or manager if his/her driver license is suspended, revoked, or has any limitations or restrictions. The supervisor should notify the Office of the Vice President for Business Affairs (VPBA) in these instances.
 - Meet the insurability standards set forth by the University's insurance carrier as defined in this policy.
 - Observe all applicable federal, state, and local motor vehicle laws, ordinances and regulations.
 - Report all incidents in accordance with established University procedures and cooperate in any investigation of the incident and any subsequent proceedings.
 - Wear a seat belt at all times and ensure that all passengers also wear their seat belts.
 - Promptly pay for any tickets or other citations received while operating a University Vehicle. **The University is not responsible for traffic, toll, or parking fines.**
 - Submit a completed MVR consent form (Appendix A) to the VPBA authorizing the University to check the driver's MVR.
 - Maintain a MVR that satisfies the standards for an acceptable MVR as set forth in this policy.
- B. In addition to the above, all drivers of University fleet vans must comply with the following:
- Abide by the Bradley University Van Fleet Policy (Appendix B) when driving or riding in University fleet vans.
 - All undergraduate students who have reached junior academic status and graduate students must complete the written exam (Appendix C) and submit their MVR consent form to Central Communications in Macmillan Hall, who will then forward on to the VPBA. Freshmen and Sophomore students are not permitted to drive for the University.
- C. All drivers of University Vehicles are prohibited from engaging in the following:
- Allowing a spouse, family member, or any other person to drive a University vehicle unless that person is an employee, student or an approved spouse who has submitted an MVR consent form and has been authorized to drive a University vehicle. Otherwise, a spouse or other family member is not eligible or permitted to drive a University Vehicle.
 - Knowingly operating an unsafe vehicle.
 - Consuming or being under the influence of alcohol or any substance that may cause impairment while operating a University Vehicle.
 - Offering rides to unauthorized passengers.
 - Driving University Vehicles for unauthorized personal use. Students are not permitted to drive University Vehicles for personal use under any circumstances. Personal use is permitted by employees only if all three of the following conditions are met: (1) the University Vehicle is assigned to that particular

employee for his/her exclusive use, (2) the employee receives authorization from his/her department head, and (3) the employee submits mileage related to his/her personal use to the University.

- Using handheld cell phones or other mobile devices while driving.

V. PROCEDURES

- A. Before the University grants the privilege to drive a University Vehicle, the University must determine that the individual meets the requirements of this policy, including having an acceptable MVR.
- B. In order to determine that the driver has an acceptable MVR, the prospective driver must submit a copy of his/her driver license along with the completed MVR Consent Form to the VPBA authorizing the University to obtain and review the driver's MVR. The MVR consent Form is Appendix A of this policy (page 6). It is the department's responsibility to ensure the drivers in its department have submitted MVR Consent Forms.

All student drivers, undergraduate and graduate, must complete the written exam along with their MVR consent forms. It is the department's responsibility to ensure the student drivers in its department have completed the written exam and submitted their MVR Consent Forms.

- C. The University may at any time review a driver's MVR to determine if the driver has an acceptable MVR in accordance with University criteria. The University expects to review a prospective driver's MVR upon receipt of a department's request to add a new driver, and annually thereafter for any employee, student, or registered volunteer who drives University Vehicles. Please see section VI for more information related to annual checks of University approved drivers.
- D. Once the MVR has been obtained from the appropriate state, it will be evaluated using the criteria outlined below:

MVR Criteria

Key to Types of Violations

Type A Includes (but is not limited to) any Felony, DWI/DUI/OWI/OUI, Refusing Substance Test, Reckless Driving, Manslaughter, Hit & Run, Eluding a Police Officer, Drag Racing, License Suspension, and Driving While License Suspended.

Type B Includes all at fault vehicle accidents, and speeding violations of 26 miles per hour or more over the posted speed limit.

Type C Includes all moving violations not classified as Type A or Type B (Speeding 25 miles per hour or less, Improper Lane Change, Failure to Yield, Running Red Lights or Stoplights, etc.).

Type D Includes all non-moving violations (Illegal Parking, Vehicle Defects, etc.).

If a driver has been cited for or involved in the following Violations, the driver will no longer have an acceptable MVR and will have his/her Bradley driving privileges declined, terminated, or suspended:

One or more Type A Violations in the preceding 36 months, or
Two or more Type B Violations in the preceding 36 months, or
Three or more Type C Violations in the preceding 36 months, or
One Type B Violation and two Type C Violations in the preceding 36 months.

If a driver has been cited for or involved in the following Violations, the driver will no longer have an acceptable MVR and will have his/her Bradley driving privileges suspended for a period of up to 6 months:

Two Type C Violations in the preceding 36 months, or
Three or more Type D Violations in the preceding 36 months.

A driver may only be placed on suspension twice. Any Violation of any type following two suspension periods, will lead to the immediate and permanent revocation of driving privileges.

- E. If a new driver's MVR is found to be acceptable, the VPBA will email the driver and copy the department with confirmation that he/she is a University approved driver.
- F. In the event a driver's MVR is found to be unacceptable, the VPBA will contact the driver's supervisor (for employees) or the department's driver list coordinator (for students) to notify him/her of the revocation or suspension of driving privileges.

VI. ANNUAL MVR CHECK OF ALL APPROVED UNIVERSITY DRIVERS

The University's VPBA systematically conducts annual MVR checks on University approved drivers.

Procedure:

- A. An email is sent at the end of the Spring Semester to each department with a list of all the University approved drivers for that department requesting that they update their driver list.

- B. The department must return the list with necessary edits, such as deletions of drivers who have graduated or are no longer driving, by the due date.
- C. The VPBA conducts MVR checks on all drivers remaining on the department's list.
- D. An e-mail is sent in the beginning of the Fall Semester to each department with the revised list of all the University approved drivers for that department.

VII. ENFORCEMENT OF POLICY

Failure to meet the conditions of this policy, including maintaining an acceptable MVR, may result in revocation of driving privileges, reassignment to a non-driving position, as well as disciplinary action up to and including termination of employment.

Drivers' License Information Request

The following information is necessary to complete a driver's license information request. Each applicant is required to complete the information below. **All information should be neatly printed or typed. Name must be provided as it appears on driver's license.**

Position Applied For: _____

Last Name: (as it appears on driver's license) _____

First Name: (as it appears on driver's license) _____

Full Middle Name or initial: (as it appears on driver's license) _____

Date of Birth: _____

Social Security #: _____ Sex: _____ Race: _____

Drivers License Number: _____ State of License: _____

Local Phone Number: _____ Permanent Phone Number: _____

E-mail address: _____ Aliases (if any): _____

Current address: _____

Release statement: I release Bradley University and their agents from all liability or claims of any kind that I may have arising from my Driver's License Information Request, or the information contained therein. I further release all persons or entities from liability or claims that I may have arising from the furnishing of any information contained in the HireRight driver's license information check. I understand that this is a requirement of Bradley University. Information about HireRight's privacy practices is available at www.hireright.com/Privacy-Policy.aspx.

Signature

Date

Questions concerning the Driver's License Information Request should be directed to the Human Resource Department 309.677.3223.

<p><u>For Office Use</u></p> <p>Date Submitted to HireRight: _____ Date Report Received: _____ Results of Check: _____</p>
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BRADLEY UNIVERSITY
FACILITIES MANAGEMENT DEPARTMENT
GENERAL SERVICES
FLEET VEHICLE POLICY
OCTOBER 4, 1995
(UPDATED JULY 28, 2014)

University owned vehicles are provided for official University business. Responsibility to approve requests for the use of University owned fifteen passenger vans is delegated to the Facilities Management General Services Supervisor.

University owned vehicles are to be driven only when preapproved a) University employees (administrators, faculty, and staff, who are on recurring University payrolls or b) Students who have reached junior academic status and whose request is made by the group's advisor.

University owned vehicles are not available to employees who are personally reimbursed for services being rendered.

University Business includes:

1. Any and all academic purposes, such as studies, field trips, research and teaching, paid from University funds, so long as the requester's travel is required for University academic programming.
2. All usual and customary business operations of the University.
3. The business of Intercollegiate Athletics including team travel, development, recruiting, band, cheerleading squad and team practice.
4. Travel within the scope of the public service missions of the University, i.e. "Habitat For Humanity". Use by a registered University student organization for a public service (humanitarian) purpose within the scope of the University's public service mission. Such requests when made by a student organization whose main purpose is not exclusively public service will receive a low priority ranking when considering available vehicles.
5. Travel within the scope of approved club sports where legitimate competition is involved.
6. Development and / or Alumni purpose, when the activity is a direct function of the University's Mission and such activity is required within the job description.

University Business does not include the following (i.e. requests will be denied):

1. Travel by organizations for social, non-service or non-academic purpose.
2. Travel by organization, i.e. booster clubs or student organizations not formally affiliated with the University.

The Business Affairs Division of Bradley University may elect to revise or expand these conditions without written notice. This document represents the minimum conditions, which must be met for the use of University vehicles.

BRADLEY UNIVERSITY
FACILITIES MANAGEMENT DEPARTMENT
GUIDELINES FOR APPROVAL AND USAGE
OCTOBER 4, 1995
(UPDATED JULY 28,2014)

GUIDELINES FOR APPROVAL

1. Approval for van usage will be determined by the minimum guidelines set forth in the *Fleet Vehicle Policy*.
2. Athletic and Speech events will receive priority scheduling. Remaining vehicles are scheduled on "first come, first serve" basis. There will be times, even on first come, first serve that vehicles may not be available for use.
3. The advisor, staff (non-student) or faculty member must make all requests by calling Central Communications x2915 or Judi Wood x2917. Written requests should be sent to General Services, room 100 Macmillan Hall.
4. Requests will be processed and requestor will be notified prior to the reserve date regarding availability.
5. If cancellation occurs with at least three weeks notice prior to reserved date, neither the Facilities Management Department or the Business Affairs Office will be responsible for any costs incurred for the reserved activity.
6. Any costs incurred resulting from a violation of vehicle guidelines will be the responsibility of the using department. Failure to follow these guidelines may result in loss of privileges.

GUIDELINES FOR USAGE

1. Pickup keys to vehicle at Central Communications in room 100 Macmillan. You will receive a clipboard with a mileage sheet.
2. Before leaving do a pre-trip inspection. This should cover a minimum, but not be limited to a check of service brakes, parking brakes, steering, all lights and turn signals, tires and accessories (wipers, washers, heaters and defroster). Report any defects on the mileage sheet.
3. During inclement weather, do not operate the vehicle until you clear frost, ice or snow from all windows, mirrors and lights. Remove snow from hood and roof.
4. All vehicles are equipped with tilt steering, make sure you know how to adjust before leaving parking lot.
5. Check oil when vehicle is filled with gas

GUIDELINES CONTINUED

6. If the vehicle does not have an oil light, check the gauge. The gauge should register on the middle line between 0 & 60.
7. A copy of the vehicle registration is in the glove box. Insurance cards and extended warranty cards are taped to the back of the clipboard. Any additional warranty on parts will be added to the back of the board.
8. Gas tank should be full when vehicle is checked out and full when the vehicle is returned. Mark on the mileage sheet the status of the gas gauge when leaving and when returning.
9. Completely fill out mileage sheet before returning. If you do not fill in mileage, driver will be asked to return to vehicle and obtain mileage.
10. Check to make sure dome lights and headlights are off.
11. Return vehicle at scheduled return time.
12. No smoking in vehicles.
13. It is the responsibility of the user to pick up trash and clean any spill resulting from use. A \$10 clean-up fee will be assessed if the van is returned dirty. Recurring problems could result in loss of van privileges.
14. Fleet Manager, x2925 must be notified if you receive a ticket for a moving / parking violation while driving a University vehicle.
15. The use of cell phones / walkie-talkies or eating while driving is prohibited.

It is the responsibility of the driver to:

- Adhere to Bradley's fleet policies.
- Maintain a valid drivers license
- Read, understand and follow all directions and safety rules.
- Maintain control over passengers.
- Wear seat belt, it's the law.

GUIDELINES FOR ACCIDENTS

1. Take required precautions to prevent further accidents at the scene.
2. Render all reasonable assistance to injured persons. Ask someone to call the police.
3. Obtain license numbers and description of vehicles at the scene. This will be especially helpful if outside witnesses will not assist you.
4. A police report must be obtained and Central Communications notified upon return on van. This could include vandalism, broken windshield or "fender benders". An insurance report must be filed within 24 hours of the time of the accident. With Safety Assistant , room 204 Macmillan Hall, 677-3384. You will be asked to supply the exact time, date, location and weather conditions. Obtain as much information as possible at the scene. You will need to furnish the names of the passengers. They may be witnesses or future claimants if injured.

GUIDELINES FOR MECHANICAL FAILURE

If a breakdown occurs on the highway, the safety of your passengers is foremost. Park the vehicle as safely as possible off the traveled portion of the highway, preferably not on a curve or over the crest of a hill. Turn on the four-way flashers and shut off the engine. Apply the parking brake and place the transmission lever in park.

1. If a breakdown occurs within fifty mile radius of campus call Central Communications, 677-2915. If there is an available vehicle, Central Communications will send someone with the vehicle. During work hours if there is no available vehicle and group is going to continue on to their destination, Central Communications will make arrangements to rent a vehicle. After hours Central Communications will make arrangements to get the group back to campus. Central Communications will also make arrangements to have the vehicle brought back to campus or the appropriate repair center called to repair the vehicle.
2. If more than one vehicle is scheduled, the driver, coach or advisor has to determine how many passengers can safely be taken in the remaining vehicle. Central Communications will see that vehicle is brought back to campus or service is called.
3. If the traveling group is out of state or to great a distance away, call Central Communications 1-309-677-2915. Arrangements will be made to repair vehicle. It is then the responsibility of the coach, driver or advisor to rent another vehicle. Stay in touch with Central Communications to see if the vehicle is repaired by his/her scheduled return to Bradley.
4. In the event of minor repair problems, such as a broken belt or hose, the vehicle should be taken to a service station for repairs. Individuals will be reimbursed for any personal expenditures for the repairs of the vehicle.
5. Vehicle rental due to mechanical failure will be picked up by the Facilities Management Department.
6. Most important, give accurate instructions as to the location of the vehicle, i.e. route or highway number, mile marker or exit ramp.
7. If you feel your needs are not being met when you call Central Communications, particularly on weekends or after hours, ask to speak to the Supervisor in charge or leave a phone number where you can be reached.

In any situation, the Facilities Management Department will, within reason, accommodate the needs of the vehicle users.

WRITTEN EXAM

APPENDIX C

Place an "x" next to the correct answer.

1. You are approaching a flashing RED signal light, you must:
 a. Proceed with caution.
 b. Come to a complete stop.
 c. Stop only if there is approaching traffic.
2. You are approaching a flashing YELLOW light, you must:
 a. Come to a complete stop.
 b. Slow down and proceed with caution.
 c. Wait for the light to stop flashing.
3. In the state of Illinois, it is permissible to make a right turn on a red light AFTER you have made a complete stop and have yielded to vehicles and pedestrians.
 a. TRUE b. FALSE
4. Drivers are not permitted to wear headsets or have a television receiver visible from the driver's seat.
 a. TRUE b. FALSE
5. You have entered the intersection on a green light and are waiting to make a left turn. While you are waiting for traffic to clear, the red light appears. You should:
 a. Back up.
 b. Go straight ahead.
 c. Complete your turn when it is safe to do so.
6. When a traffic signal turns to green, you may proceed:
 a. Instantly.
 b. After yielding the right-of-way to vehicles and pedestrians still in the intersection.
 c. After looking both ways.
7. As you approach an intersection, there is a green arrow pointing the direction you wish to turn while a red light is showing. What do you do?
 a. Stop for the red light and then proceed.
 b. Turn cautiously in the direction of the arrow and be alert for pedestrians.
 c. Go straight ahead after checking the traffic.
8. BEFORE YOU REACH AN INTERSECTION you observe the green light change to yellow. What should you do?
 a. Speed up and try to get through the intersection before the red light appears.
 b. Blow your horn and proceed through the intersection.
 c. Stop before you enter the intersection.
9. A single solid yellow line on your side of the center line on a two-lane pavement means no passing.
 a. TRUE b. FALSE
10. When there are two or more lanes of traffic moving in opposite directions, what type of center line is used?
 a. One single solid yellow line.
 b. Broken white lines.
 c. Two solid yellow lines.
11. You may cross a double yellow line marking ONLY UNDER THE FOLLOWING CONDITIONS:
 a. When approaching the intersection.
 b. To make a left turn into or from any alley, private road or driveway.
 c. On city streets.

12. Broken yellow lines (dashes) are used on streets and highways:

- a. On a four or more lane pavement.
- b. To separate single lanes of traffic moving in opposite directions.
- c. To indicate a no passing zone.

13. When are broken white lines (dashes) used on streets and highways?

- a. When passing is not permitted.
- b. On a two-way street.
- c. On a one-way street or highway having more than one lane of traffic moving in the same direction.

14. You may travel across private property to avoid an official traffic signal or traffic sign.

- a. TRUE
- b. FALSE

15. You are required by law to yield the right-of-way to any authorized vehicle engaged in construction or maintenance of a highway displaying amber (yellow) oscillating, rotating or flashing lights.

- a. TRUE
- b. FALSE

16. The law states that turn signals in city areas must be given at least:

- a. 50 feet before turning.
- b. 100 feet before turning.
- c. At the corner.

17. Never change lanes of traffic without signaling first.

- a. TRUE
- b. FALSE

18. When approaching a sign that reads "Merging Traffic," you must:

- a. Stop your vehicle before proceeding.
- b. Drive to the left lane of the expressway if safe to do so.
- c. Adjust your speed and position to avoid a collision with other vehicles.

19. When passing another vehicle, do not return to the right-hand lane until you can see the vehicle you have passed in your rearview mirror.

- a. TRUE
- b. FALSE

20. When completing a RIGHT TURN into a multi-lane road, you should complete the turn in the:

- a. Lane nearest the left-hand curb.
- b. Lane nearest the right-hand curb.
- c. Middle lane of the intersection.

21. To avoid a crash it is necessary to slow down and look carefully to the left and right before entering the intersection.

- a. TRUE
- b. FALSE

22. When passing a motorcycle, you must use your turn signals and change lanes just like you would when passing a car.

- a. TRUE
- b. FALSE

23. Motorcycles and bicycles are entitled to the same right-of-way privileges as other vehicles, and special attention should be given when they approach an intersection, at railroad crossings and on bridges.

- a. TRUE
- b. FALSE

24. If a driver hears or sees an authorized emergency vehicle (police car, fire engine, ambulance) coming from any direction, the driver must always:

- a. Pull to the right when it is safe to do so and stop until such vehicle has passed.
- b. Increase speed.
- c. Turn at the next intersection.

25. If your front wheel slips off the edge of the road while your vehicle is in motion, always:

- a. Increase your speed and turn back on the road immediately.
- b. Without braking, turn to the left.
- c. Grip the steering wheel firmly, do not accelerate, brake gently, and turn back on the road when it is safe to do so.

26. In case a tire blows out while you are driving, you should:

- a. Grip the steering wheel firmly, do not brake and reduce speed.
- b. Increase your speed.
- c. Apply your brakes and quickly turn on the shoulder of the road.

27. If you are under age 18 and you drive after curfew hours, a parent, legal guardian or other responsible adult must be with you. Your parent or legal guardian must approve of the person. If these conditions are not met, your license or permit will be invalid during those hours.

- a. TRUE b. FALSE

28. You are allowed to use the shoulder of the road to pass anyone.

- a. TRUE b. FALSE

29. When high-beam headlights are in use, they should be dimmed at least 500 feet before meeting and 300 feet before overtaking another vehicle.

- a. TRUE b. FALSE

30. If you must drive during foggy weather, you should turn on the low-beam headlights and:

- a. Flash your lights routinely.
- b. Keep your foot on the brake pedal so your tail lights will be seen more easily.
- c. Drive at a speed that will allow you to stop within your field of vision.

31. You are approaching a railroad crossing that has no lights or crossing gate. You should slow down when you see the round sign and proceed with caution.

- a. TRUE b. FALSE

32. You are at a railroad crossing. The crossing gates are down. You may go around if no train is coming.

- a. TRUE b. FALSE

33. When you are required to stop at a railroad crossing, you must make a complete stop within 50 feet, but not closer than 15 feet from the railroad crossing.

- a. TRUE b. FALSE

34. To prevent skidding (hydroplaning) when driving on wet pavement, always:

- a. Increase the speed of your car.
- b. Apply your brakes.
- c. Reduce speed and allow your vehicle to slow down.

35. When driving on a slippery road and your vehicle starts to skid, you should:

- a. Drive close to the edge of the road.
- b. Stop instantly.
- c. Steer in the direction that the rear wheels are skidding.

36. If you get stranded in a winter storm, you should:

- a. Leave your car to find help.
- b. Stay inside your car and wait.
- c. Get out and try to push your car.

37. In cold weather, the bridges may be icy even when the roads are dry.

- a. TRUE
- b. FALSE

38. You are approaching a school zone with a speed limit of 20 m.p.h. Slow down on school days between the hours of 7 a.m. and 4 p.m. when children are present.

- a. TRUE
- b. FALSE

39. When are you permitted to open car doors on the side on which traffic is moving?

- a. It is legal at all times.
- b. It is legal only in rural areas.
- c. It is legal only if it can be done without interfering with the movement of other traffic.

40. Only vehicles displaying a disability parking placard or license plates, **WHEN THE DISABLED INDIVIDUAL IS PRESENT** and is exiting or entering the vehicle, are permitted to use marked disability parking spaces. Drivers who violate this are subject to a minimum \$250 fine.

- a. TRUE
- b. FALSE

41. You cannot drive a motor vehicle, even if it is borrowed or rented for a short period of time, unless you hold the proper classification of driver's license for that kind and type of vehicle.

- a. TRUE
- b. FALSE

42. You are involved in a crash in which damage to the property of any one person, including yourself, in excess of \$1,500 is sustained (or \$500 if one of the drivers is uninsured). **YOU MUST:**

- a. Notify the nearest law enforcement agency as soon as possible.
- b. Have a capable passenger, by law, notify the proper authorities if you are unable to report the accident.
- c. Submit a written accident report to the Illinois Department of Transportation within 10 days.
- d. All of the above.

43. All vehicles operating on Illinois roads must be covered by a liability insurance policy.

- a. TRUE
- b. FALSE

44. If you change your address, you are required to notify the Office of the Secretary of State within 10 days.

- a. TRUE
- b. FALSE

45. When operating windshield wipers, you must have the headlights on.

- a. TRUE
- b. FALSE

46. The greatest factor involved in fatal motor vehicle crashes is:

- a. Weather conditions.
- b. Road construction.
- c. Alcohol/drugs.

47. After consuming alcohol, time is the only effective way to remove alcohol from the body.

- a. TRUE
- b. FALSE

48. On a two-lane roadway, you must stop for a school bus flashing its red warning lights and extending its stop signal arm when:

- a. Approaching the school bus from behind.
- b. Meeting the school bus from the front.
- c. Approaching the school bus from either direction.

49. ~~Your driving privileges will be SUSPENDED~~ in the State of Illinois if you are convicted of failing to stop for a school bus loading or unloading children as required by law.

- a. TRUE b. FALSE

50. Illinois law requires children under age 8 to be secured in a restraining system or seat belt when traveling:

- a. Anywhere in the vehicle.
- b. In the front seat only.
- c. In the back seat only.
- d. Never, this is not a law.

51. A person who refuses to submit to a chemical test(s) of his/her blood, breath or urine for the purpose of determining the level of alcohol and/or drug content:

- a. Will receive a driver's license suspension for 12 months for a first offense.
- b. Will receive a driver's license suspension for 36 months for a refusal or subsequent offense within a five-year period.
- c. May have this used as evidence against him/her in court if charged with driving under the influence of alcohol and/or drugs (DUI).
- d. All of the above.

52. After being arrested for driving under the influence of alcohol and/or drugs (DUI), your driver's license will be suspended if:

- a. You take a chemical test (breath, blood or urine) and register an amount of alcohol equal to or over the illegal level of intoxication (.08%).
- b. You refuse to take a chemical test (breath, blood or urine).
- c. You take a chemical test and register any trace of a controlled substance or cannabis (marijuana).
- d. All of the above.

53. Your driving privileges will be REVOKED in the State of Illinois if you are convicted of:

- a. Drag/street Racing.
- b. Leaving the scene of an accident in which you are involved as a driver, if the accident results in the death or injury of a person or persons.
- c. Driving or in control of a vehicle while under the influence of alcohol or other drugs (including PRESCRIPTION DRUGS that impair driving ability) and/or combination of both.
- d. All of the above.

54. When two vehicles on different roadways reach an uncontrolled intersection at the same time, the vehicle on the left should yield to the vehicle on the right.

- a. TRUE b. FALSE

55. When more than one driver reaches a four-way stop intersection, the first driver to stop should be the first to go.

- a. TRUE b. FALSE

56. Motorists encountering a funeral procession must:

- a. Yield the right-of-way to all vehicles in the procession.
 b. Not drive between vehicles in the organized funeral procession except when directed to do so by a law enforcement officer.
 c. Not attempt to pass any vehicle in the organized funeral procession except where a passing lane has been specifically provided.
 d. Not join the funeral procession for the purpose of securing the right-of-way.
 e. All of the above.

57. You do not always need to stop when meeting a stopped school bus on a roadway with four or more lanes. You do not need to stop if you are traveling in the opposite direction of the bus, but you should drive cautiously.

- a. TRUE b. FALSE

58. Most rear-end collisions are caused by the vehicle in back following too closely.

- a. TRUE b. FALSE

59. A driver moving out of an alley, private road or driveway within an urban area must:

- a. Come to a complete stop before entering the sidewalk area.
 b. Look both ways for approaching pedestrian and/or vehicular traffic.
 c. Yield the right-of-way to pedestrians and all vehicles before proceeding into the roadway.
 d. All of the above.

60. When approaching a stop sign, steady red traffic light, or flashing red traffic light, you should:

- a. Stop at the marked stop line.
 b. Stop before entering the crosswalk if there is no marked stop line.
 c. Stop before entering the intersection if there is no marked stop line or crosswalk.
 d. All of the above.

61. A person, regardless of age, may not use a cell phone at any time while operating a motor vehicle in a:

- a. School zone.
 b. Maintenance zone.
 c. Construction zone.
 d. All of the above.

62. A person may not text while operating a motor vehicle on a roadway unless he/she is parked on the shoulder of a roadway or stopped due to traffic and the vehicle is in park or neutral:

- a. TRUE b. FALSE

TRAFFIC SIGN IDENTIFICATION

Place the correct number in the space below for the following signs.

1. Winding Road Ahead
2. Crossroad
3. Divided Highway
4. Do Not Enter
5. Downgrade
6. Merge
7. No Passing Zone
8. No Right Turn
9. No U-Turn
10. Pedestrian Crossing
11. Persons with Disabilities Parking
12. Railroad Crossing
13. Reduction in Lanes
14. Road Construction/Maintenance Area
15. School Zone and Crossing
16. Side Road
17. Slippery When Wet
18. Slow-Moving Vehicle
19. Stop
20. Stop Sign Ahead
21. Traffic Signal Ahead
22. Two-Way Traffic
23. Warning of a change in Direction or Narrowing of Roadway
24. Yield Right-of-Way

A _____	I _____	Q _____
B _____	J _____	R _____
C _____	K _____	S _____
D _____	L _____	T _____
E _____	M _____	U _____
F _____	N _____	V _____
G _____	O _____	W _____
H _____	P _____	X _____