

STATE OF NEW JERSEY

Chris Christie
Governor

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Chairman and Chief Administrator

**WRITTEN LAW KNOWLEDGE
AND
VISION GUIDELINES
FOR
SECONDARY SCHOOLS**

Please adhere to the following when administering the written test and the ST-44 (HS Waiver Cards)

Please be advised: Driver Education Materials MAY NOT be removed from school property.

Only NJ MVC Certified Instructors may administer the NJ MVC Drivers Ed Exam and sign the ST-44 (HS Waiver Cards).

1. Must use NJ MVC ledger sheet to log in HSW cards issued. The ledger can be found on the NJ MVC website. <http://www.state.nj.us/mvc/About/Forms.htm>
2. No High School Waiver cards issued to anyone over 18 years old. If any have been issued, these are considered voids. Voids are to be stapled to the ledger sheet.
3. Written test failures must be on the ledger sheet.
4. Test must have errors marked with non-erasable **red** or **blue** ink. Instructors must write a ✓ (check mark) or an **X** next to the incorrect answer on the test paper. You are to mark only on the test paper; no other form of answer sheets or grids will be accepted. No other marks may be visible. Pencils are only to be used by students.
5. On the top right corner of the **TEST** paper instructor must write the number of incorrect answers, the percentage (%) correct and the word **Pass** or **Fail**.
6. Staple the portion of the ST-44 (HSW card) to the completed test.
7. The ST-44 (HSC) must be completely filled out. The ST-44 **MUST** be completed by the Certified Instructor only
8. Student's legal name must be **printed** on the ST-44 (HSC) and also on the ledger sheet.
9. All tests must be filed pass or fail. Failures must wait 7 days to re-test.
10. **Any ST-44 (HSC) that have been voided must be logged in and kept with the ledger sheet**
11. If a test is given orally, it must be noted on the top right corner of the test paper.
12. If a student misplaces his/her HS card a duplicate may be issued pursuant he/she has not reached the age of 18. The new card must be checked "**duplicate**" and all the **original** test information should be entered on card. If student is now 18, they must re-take the test with MVC.
13. Instructors must only use SDI number that has been assigned to them by NJ MVC- Business License Services on the ST-44 (HSC) and ledger sheets.
14. **Any Test, Disc or HS cards lost, stolen or missing must be reported to the police and a copy of the police report must be sent to our office in Trenton. This report must include the amount of documents missing and control numbers along with the name and SDI numbers of all instructors in the school.**
15. **ALL RECORDS MUST BE KEPT ON FILE FOR 2 YEARS**

DEFINITIONS

All references to “hours” mean “clock hours” or 60 minute time blocks.

Classroom and Behind-the-Wheel Driving Instruction:

This is the basic driver education program offered in public, private and parochial schools. It requires at least thirty (30) hours of classroom instruction and six (6) hours of behind-the-wheel instruction.

Certified Driver Education Instruction:

A Driver Education Instructor who teaches in a secondary school, who is certified to teach such a course by the New Jersey Department of Education and who possesses a valid instructor ID card.

Instructor Identification Card:

The New Jersey Motor Vehicle Commission (MVC) issues this ID card to a Driver Education Instructor who teaches classroom and behind-the-wheel instruction in a New Jersey public, private or parochial school. The card is valid for two (2) school years

Licensed Driving School:

A for profit school in the business of giving driving instruction to students who do not have a basic driver license.

NOTE:

Licensed Driving School Driving Instructors may provide classroom instruction only when contracted by a secondary school and only if the instructor meets the requirements for a Certified Driver Education Instructor.

Multiple - Car Instruction:

Use of more than one car at a time on a driving range.

GUIDELINES FOR ADMINISTERING THE WRITTEN EXAMINATION

Written test are available only in English and may not be translated into other languages. All written and oral examinations (see oral examination requirements) are fifty (50) questions. BLS will supply four versions of the law knowledge exam on compact disc to the County Superintendent, and to the Principal/School Administrator of private and parochial secondary schools. Secondary schools will be responsible for printing the examinations from the disc as needed. Instructors shall distribute the examinations. Students sitting adjacent to one another **MUST** have different versions of the examination. Instructors should make every effort to ensure that **all four versions** are used with equal frequency.

The following procedure and sequence is to be used by the certified instructor whenever administering the law knowledge examination.

1. Distribute examinations.
2. Read the examination instructions to the student(s).
3. Instruct the student(s) to complete applicant information in the space provided.
4. Instruct the student(s) to begin the exam. **They are to mark only on the test paper; no other form of answer sheets or grids will be accepted** (there is no established time limit) the certified instructor **MUST** remain present throughout the examination. The certified instructor will ensure students do not employ deceptive or fraudulent practices while taking the exam. If a student is found cheating, the certified instructor will immediately terminate the exam and make a notation on the examination stating why the exam was terminated. The student will receive a failure for the exam. The student must wait seven (7) days from the date of the incident before re-testing.
5. After the student(s) complete the examination, the instructor will:
 - a. Collect all examinations
 - b. Grade the examinations by identifying each incorrect answer based on the answer key supplied by MVC. If the applicant correctly answers a minimum of 40 questions, then the applicant has met or exceeded the required 80% proficiency level and may be issued a New Jersey School Driver Examination Card. Students who do not meet that proficiency level may be re-tested by the certified instructor after waiting seven (7) days.
 - c. For students meeting the proficiency level, the certified instructor must complete the New Jersey School Driver Examination Card in its entirety. All requested information must be legible, typed or printed in ink. The certified instructor must sign the card in ink and enter his/her full, certified instructor license number that is issued by MVC. I.e. SDI-123456 or DSI-123456.
 - d. Students who receive an Examination Card will be instructed: **“The card is not a permit to practice drive - it serves only as proof of passing the law knowledge examination.”** And **“the Examination Card expires on their 18th birthday”**.
 - e. The certified instructor will then issue the left side of the New Jersey School Driver Examination Card to the students. **Students are not allowed to fill out these cards.**
 - f. The right side of the New Jersey School Driver Examination Card will be attached to the test document, which shall be stored and maintained in a **locked** filing cabinet for two (2) years as part of the secondary school's official records. All records related to testing **will** be made available to MVC representatives upon request.
 - g. Test results shall be entered onto the New Jersey School Driver Examination Card Ledger. This ledger must include the following information: the New Jersey School Driver Examination Card control number, date of issuance, student name, test date and score, instructor name and license number and if applicable, the vision examination results. Also, space must be provided to indicate if a duplicate has been issued. Upon request, ledgers **will** be made available to MVC representatives upon request.

Oral Examination

The law knowledge examination may be read to any secondary school student, with the student recording responses on the examination. The student must be enrolled in a State Department of Education approved Driver Education Program. The student must have been diagnosed by a child study team as having “a deficiency in reading, perception or other cognitive difficulty associated with any learning disability”.

NEW JERSEY SCHOOL DRIVER EXAMINATION CARD

1. New Jersey School Driver Examination Cards are numbered, controlled documents that **MUST** be secured as outlined in the section entitled "Motor Vehicle Document Security" in these guidelines".
2. New Jersey School Driver Examination Cards will expire on a student's 18th birthday **with NO exceptions**.
3. Secondary schools must maintain a ledger accounting for the issuance of all New Jersey School Driver Examination Cards. The ledger will include the New Jersey School Driver Examination Card control number, date of issuance, student name, test date and score, instructor name and license number and if applicable, the vision examination results. Also, space must be provided to indicate if a duplicate has been issued. Upon request, ledgers will be made available to MVC representatives.
4. Duplicates: If a duplicate is issued (original lost or mutilated) the instructor must note "**duplicate**" on the New Jersey School Driver Examination Card. All information must be transferred from the student's records to the duplicate to coincide with the information that was on the **original** New Jersey School Driver Examination Card.

SPECIAL LEARNER PERMIT

To obtain a Special Learner Permit for a student, the instructor must submit the following items at a Motor Vehicle Agency:

1. The applicant's primary identification document (i.e. birth certificate or passport)
2. A completed student permit application (MVC Form BA-412C)
3. The \$10 permit fee

The student must be at least 16 years old and may use the Special Learner Permit to complete the six (6) hour behind-the-wheel instruction when accompanied by, and under the control of, a licensed Driving School Instructor. The vision acuity test must be administered by MVC and/or a certified driving school. After the student completes required minimum of six (6) hours behind-the-wheel instruction, the licensed instructor must indicate this by signing his/her name in ink in the space provided on the Special Learner Permit. **All applicants should be advised that the permit must be validated at a MVC Driver Testing Center before the student can practice drive. A road test can be scheduled at that time.**

Once the Special Learner Permit is processed and validated at a Driver Testing Center, the student may then practice drive when accompanied by an adult supervising the driver who has had a valid driver license for at least three (3) years and is at least 21 years old. Practice driving is not permitted between the hours of 11:01 PM and 5:00 AM

VISION EXAMINATIONS

The vision examination may be administered by the staff school nurse **only** for the permit validation.

DRIVER EDUCATION SUPPLIES

County Superintendent's offices are contact points for driver education supplies for the public schools. The County Superintendent's office will be responsible for the distribution of MVC supplies to the public schools in their county. The supplies will be mailed directly by MVC to private and parochial schools. Submit order to MVC by July 1st to ensure that materials are received before the start of the new school year.

All orders must be requested using the proper order form, supplied by MVC (Form ST-2) completed forms are to be sent to NJ MVC BUSINESS LICENSE SERVICES BUREAU noted on the contact page of these guidelines.

Upon receipt of supplies, the order should be verified for accuracy. Please complete the Supply Confirmation form (ST-1A) and fax it to MVC's Business License Services Bureau 609-292-4400

NOTE:

Because the New Jersey School Driver Examination Card is a controlled document, MVC requests that the Superintendent's Office supply MVC with a log indicating the assignment of the New Jersey School Driver Examination Cards to each school ex. ABC High School - #A100001 to #A100100.

DRIVER EDUCATION INSTRUCTOR ID CARDS

An individual wishing to teach driver education in a secondary school must meet the following criteria:

1. Possess a valid New Jersey Driver License with a minimum of three (3) years driving experience. (out of state residents must submit a certified driver history abstract from their state of residence)
2. Possess an instructional degree
3. Provide copy of certification of satisfactory completion of a three (3) credit driver education course approved by the New Jersey Department of Education. A teacher in a private/parochial secondary school must provide a copy of the certificate of completion or transcript from a Department of Education approved college/university

Identification cards include the name of the secondary school and the instructor's permanent ID number. **The identification card is valid only for the secondary school specified.** If instruction is given at more than one school, a separate application must be signed by the instructor and the school principal. Separate cards will be issued for each school. The same ID number and expiration date apply for all school cards involved.

The Identification Cards are valid for two (2) years, expiring on June 30th of the appropriate year.

NOTE:

Only one (1) person with a valid Driver Education Instructor ID card may instruct and test driver education students. Otherwise, all written test results will be invalid and examination documentation will not be honored by the MVC. Only a Driver Education Instructor may use his/her ID number. **An instructor MAY NOT sign the New Jersey School Driver Examination Card for another instructor.**

MOTOR VEHICLE DOCUMENT AND SECURITY

The following items **MUST** be secured:

1. Law Knowledge Examinations (paper and/or disc)
2. Law Knowledge Examination Answer Keys (paper and/or disc)
3. New Jersey School Driver Examination Cards
4. New Jersey School Driver Examination Card Supply Confirmation Forms
5. New Jersey School Driver Examination Card Ledger

All examination records MUST be secured and maintained for two (2) years

Any loss or theft of driver education supplies or documents must be reported to MVC'S Business License Services Bureau by the end of the next MVC business day and a police report must be submitted listing the control numbers and quantity that are missing and/or stolen.

MVC representatives shall be provided access to the school premises, law knowledge and/or vision examination records, New Jersey School Examination Card Ledgers, Supply Confirmation Forms and secured MVC documents during normal business hours, without prior notification.

Contact Information

DRIVING SCHOOL LICENSE ENDORSEMENT APPLICATIONS SUPPLIES AND INSTRUCTORS CERTIFICATION

NJ MVC- BUSINESS LICENSE SERVICES BUREAU

DRIVING SCHOOL SECTION

P.O.BOX 170

TRENTON, NJ 08666-0170

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