

# Getting a Michigan Driver's License



WASHTENAW  
LITERACY





## **Washtenaw Literacy's Mission:**

Believing that literacy is the foundation for a sustainable community, Washtenaw Literacy provides literacy support, free of charge, to adults through a network of trained tutors.

It is our **Vision** to eliminate illiteracy in Washtenaw County.



PASSION



DIVERSITY  
EQUITY  
INCLUSION



INTEGRITY

[www.washtenawliteracy.org](http://www.washtenawliteracy.org)

734-337-3338

# Training Guidelines



This is a self-paced training module.

You may take as much or as little time as you'd like on it, but treat this time as though you were in a class.

- Limit distractions (turn off devices, email notifications, don't engage in side conversations).
- **Be a fully engaged, active learner!**
- Trust the process and plunge into activities.

# TUTOR OBJECTIVE

To partner with an adult in pursuing their personal goals by improving their ability to understand, speak, read, and write basic English and do math through customized, research-based tutoring.

# Training Objectives



## 1. Develop skills needed for tutoring adults

- Establish tutoring strategies that support adult learners with pursuing their Michigan Driver's License

## 2. Build knowledge needed to engage with agency

- List the topics covered on the Written Test and the Driving Skills Test
- Identify what steps are necessary for different types of learners in order to get a Michigan Driver's License

## 3. Align your perspective and expectations with the needs of adult learners

- Recognize the necessity of literacy in pursuing a driver's license
- Distinguish between tasks a tutor can and cannot do

# Boundaries



**Reminder: Your job, as a tutor, is to partner with the learner in pursuit of their driver's license by improving their basic skills.**

## **What *can't* you do for the learner?**

- Give legal advice.
- Pay any necessary fees.
- Call or visit the Secretary of State branch office.
- Make online appointments.
- Be the learner's licensed adult for their required Supervised Driving.
- Accompany the learner to their Written Test or Driving Skills Test.

**Do not put yourself in any of these positions.**

**The learner has to be able to deal with official tasks and institutions on their own. That is part of basic skill building.**

# Boundaries



**Reminder: Your job, as a tutor, is to partner with the learner in pursuit of their driver's license by improving their basic skills.**

## **What *can* you do?**

- Practice vocabulary, road signs, common test questions, and following instructions
  - Sight words
  - Flashcards
  - Bingo
  - Concentration
  - Total Physical Response
- Practice digital literacy
  - Finding locations and information online
  - Filling out an online form to make an appointment
  - Using a touchscreen (for the Written Test)
- Roleplay conversations the learner will need to have
  - In-person vs. over the phone
  - Different levels of formality: friendly, business-like, etc.

# Categories of Drivers



## Drivers who are under 18 years old

- Must go through the Graduated Driver Licensing system
  - Includes two driver education segments
  - Requires progression through three licensing levels
- Dept. of State Resources: [process explanation](#), [helpful guide](#) (directed at parents)

## Drivers who are 18 years old or older and have never had a driver's license

- Must pass a written test and a vision test, receive a Temporary Instruction Permit, then pass a driving skills test

## Drivers who moved to Michigan with a driver's license issued elsewhere

- **From another state:** Must pass a vision test and turn over their old license
  - *If the out-of-state license has been expired for at least 4 years: Must follow the same procedure as drivers who have never had a license*
- **From Canada, Germany, or South Korea:** Must pass a vision test and turn over their old license
- **From any other country:** Must follow the same procedure as drivers who have never had a license



# How / Where to Get a Driver's License



## Michigan Secretary of State Offices

- Business Hours
  - Mondays and Thursdays 9am – 6pm
  - Tuesdays, Wednesdays and Fridays 8am – 5pm
- Locations: find the nearest location by using the [online branch locator](#)
- Visiting
  - Learners can go online to [schedule a visit](#), or
  - Stop by any office.
    - **Note:** If the office is busy, the staff will invite the learner to wait or return for the next opening that same day, or assist them in scheduling a return visit – often for the next day.

## Michigan Secretary of State Resources

- [Michigan DMV Handbook](#)
- [What Every Driver Must Know](#) – text and audio files on information about the written knowledge test
- [Driving Skills Test Study Guide](#) – textual information about the driving skills test
- Pick up some physical copies of the booklets mentioned above

# New Adult Drivers



## Who do we mean by “New Adult Drivers”?

- Drivers who are 18 years old or older and have never had a driver’s license
- Drivers with an expired license from another state
- Drivers from a country other than Canada, Germany, or South Korea

## Step-by-Step Guide to Getting a Michigan Driver’s License

1. Gather Documentation
2. Pass the Written Test
3. Pass the Vision Test
4. Pay a fee of \$25
5. Have picture taken for photo ID
6. Receive a Temporary Instruction Permit
7. Practice supervised driving
8. Pass the Driving Skills Test
9. Return to the Secretary of State branch office

# 1. Gather Documentation



**New Adult Drivers must apply for their driver's license in person at a Michigan Secretary of State branch office.**

## **Bring proof of:**

- Identity
  - Passport, marriage license, U.S. school records
- US citizenship or legal presence
  - Certified birth certificate, passport
- Social Security Number or letter of ineligibility
  - W-2 form, pay stub, SSA 1099
- Michigan residency (2 documents)
  - Recent utility bill, pay stub, rental agreement

See more details on accepted documentation [here](#).

## **Steps:**

1. Gather Documentation
2. Pass the Written Test
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## 2. Pass the Written Test



**There are a total of 80 questions. A passing score is 70% (56 correct).**

- Topics
  - Basic driving safety knowledge
  - Road signs test
- Format
  - Multiple choice and true/false
  - Administered on a digital kiosk with a touch screen
- Retakes
  - If an individual fails the test, they can retake it 2 more times on a later date within 90 days.
  - If they fail 3 times, they must re-apply.

### Steps:

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Printed translations of the test are available in several languages, and branch offices can supply New Adult Drivers with a list of interpreters. To get the list in advance, the learner can call the Department of State Information Center at 888-SOS-MICH (767-6424).

# Preparing for the Written Test



If the New Adult Driver has a *documented* learning disability, some *accommodations* may be available.

- **Spoken test:** Some places have computers available that can use a voiceover through a headset to read the test aloud. This may not be something the learner needs to schedule ahead of time, but they may want to call to ask if this is an option.
- **One-to-one reader:** A person may be able to sit with the learner during the test on a computer to read the screen word for word and then record the answers, but this additional person is not permitted to explain the meaning of the words as they are on the test.
- **Separate/private room:** If the learner needs a room removed from the normally large test-taking areas to limit distractions, they may be able to request one as an accommodation.

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To see which branch offices offer specific accommodations, the learner can call the Department of State Information Center at 888-SOS-MICH (767-6424).

# Preparing for the Written Test



## Use Sample Test Questions in Tutoring

- Flashcards
- Concentration
- Bingo
- And more... repetition without boredom!

## Ask a Mentor for Worksheets

Email Alison ([austin@washtenawliteracy.org](mailto:austin@washtenawliteracy.org)) for PDF files:

- Road sign bingo cards
- Print versions of driving questions
- Driving situation cards
- Flashcards
- Sequencing activities
- Card matches

### Steps:

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# Preparing for the Written Test



## Quizlet Flashcards for Tutoring or Self-Study

- <https://quizlet.com/4790473/drivers-test-flash-cards/>
- <https://quizlet.com/213803660/driving-flash-cards/>
- <https://quizlet.com/290863567/driving-flash-cards/>

## Jeopardy Online Driving Games

- <https://jeopardylabs.com/play/driving-96>
- <https://jeopardylabs.com/play/traffic-safety-jeopardy-5>
- <https://jeopardylabs.com/play/driving-123>
- <https://jeopardylabs.com/play/driving-techniques>
- <https://jeopardylabs.com/play/driving-part-2-3>
- <https://jeopardylabs.com/play/mr-hintons-drivers-ed>
- <https://jeopardylabs.com/play/driving-part-3>
- <https://jeopardylabs.com/play/driving6>

## Steps:

1. Gather Documentation
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# Preparing for the Written Test



## Practice with Free Practice Tests!

- <https://driving-tests.org/michigan/>
- The following may try to upsell other services:
  - <https://www.test-guide.com/michigan-practice-permit-test.html>
  - <https://usdriving.net>
  - <https://www.driverknowledge.com/michigan-dmv-practice-test/>
- Free Practice Written Tests from other states (contain some state-specific information, but otherwise provide good practice):
  - GA: <https://www.test-guide.com/michigan-practice-permit-test.html>
  - AZ: <https://azdot.gov/node/5158>
  - NY: <https://dmv.ny.gov/driver-license/drivers-manual-practice-tests>
  - UT: <https://dld.utah.gov/license-permit-icard-cdl/practice-written-test/>

## Steps:

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# 3. Pass the Vision Test



## Visual Acuity of 20/40 (corrected)

- The New Adult Driver will be asked to read rows of letters.
  - Ability to identify all letters of the alphabet is important!
- They are allowed to wear glasses or contact lenses for the test, but they must also wear them every time they drive.

## Peripheral Field of Vision

- The New Adult Driver will look straight ahead and watch for lights to the sides of the testing machine.

## Failing the vision test may lead to restrictions on the New Adult Driver's license.

- Requiring corrective lenses
- Restricting where or at what time of day driving is legal
- Issuing a license for a shorter time

### Steps:

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# 4. Pay a Fee of \$25



## Accepted Payment Methods

- Cash
- Check
- Money order
- Credit Cards: Discover, MasterCard, and Visa
  - A small fee is charged.

## Financial Assistance

- If the \$25 fee presents a hardship, there is no funding available from the state.
- The learner may want to contact local agencies to inquire about financial assistance.

## Steps:

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# 5. Have Picture Taken for Photo ID



## Clothing

- Don't wear a t-shirt with a slogan or picture.
- Don't wear solid black or solid white.

## Eyes and Hair

- Eyes must be completely visible in the photo.
  - Make sure hair is kept away from the eyes.
  - Keep eyes wide open.
- Glasses and Contact Lenses
  - If the New Adult Driver is required to wear glasses while driving, they must wear them for the photo.
  - If the New Adult Driver wears contacts, they must not wear lenses that change the color of their eyes.

## Steps:

1. Gather Documentation
2. Pass the Written Test
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5. **Have picture taken**
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**Don't smile too much; it's best to have a calm, friendly expression.**

# 6. Receive a Temporary Instruction Permit



## Temporary Instruction Permit (TIP)

- This allows individuals to practice with a licensed adult.
- New Adult Drivers must practice for at least 30 days.

## The TIP is valid for up to 180 days.

- Only one permit is issued, and it can't be extended or renewed once it expires.
- If a New Adult Driver exceeds the 180 days with their TIP, they must start the whole process over.
  - Written Test
  - Vision Test
  - \$25 fee

### Steps:

1. Gather Documentation
2. Pass the Written Test
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4. Pay a fee of \$25
5. Have picture taken
6. Receive a Temporary Instruction Permit
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# 7. Practice Supervised Driving



**New Adult Drivers must practice for at least 30 days with a licensed adult.**

## Parking Lot Skills to Practice

- Forward Stop Line: Stopping the vehicle within 2 feet of the stop line without passing or touching it
- Y-turn: Backing the vehicle from a 90-degree angle into a simulated driveway
- Parallel parking

### Steps:

1. Gather Documentation
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4. Pay a fee of \$25
5. Have picture taken
6. Receive a Temporary Instruction Permit
7. **Practice supervised driving**
8. Pass the Driving Skills Test
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# 7. Practice Supervised Driving



**New Adult Drivers must practice for at least 30 days with a licensed adult.**

## Road Skills to Practice

- Driving safely in different traffic situations including city, residential, and expressway
- Making left and right turns
- Approaching and going through intersections
- Changing lanes
- Driving through curves
- Driving over railroad crossings
- Turning a radio off and on while driving

### Steps:

1. Gather Documentation
2. Pass the Written Test
3. Pass the Vision Test
4. Pay a fee of \$25
5. Have picture taken
6. Receive a Temporary Instruction Permit
7. **Practice supervised driving**
8. Pass the Driving Skills Test
9. Return to the Secretary of State branch office

# 7. Practice Supervised Driving



**New Adult Drivers must practice for at least 30 days with a licensed adult.**

## **Optional: Adult Driver Training**

- Adult driver training is available if the learner chooses to receive professional training.
- State-certified driver education providers are regulated by the Department of State.
- Fees and policies vary.

### **Steps:**

1. Gather Documentation
2. Pass the Written Test
3. Pass the Vision Test
4. Pay a fee of \$25
5. Have picture taken
6. Receive a Temporary Instruction Permit
- 7. Practice supervised driving**
8. Pass the Driving Skills Test
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# 8. Pass the Driving Skills Test



## How / Where to Take the Driving Skills Test

- The learner should contact a testing business (approved by the Secretary of State) directly to schedule their road test.
  - [Search testing businesses](#)
- Fees range from \$50 to \$70.
- Some services provide a testing vehicle.

## What to Bring to the Test

- Vehicle in safe working order
- Proof of valid insurance, registration, and a license plate
- Valid Michigan Temporary Instruction Permit (TIP)
- An interpreter (if needed)

### Steps:

1. Gather Documentation
2. Pass the Written Test
3. Pass the Vision Test
4. Pay a fee of \$25
5. Have picture taken
6. Receive a Temporary Instruction Permit
7. Practice supervised driving
8. **Pass the Driving Skills Test**
9. Return to the Secretary of State branch office



# 8. Pass the Driving Skills Test



## Length

- The test may take 45-75 minutes.
- 3 Parts
  - Vehicle Inspection/Safety Check
  - Basic Control Skills
  - On-Street Driving/Road Test

## Vehicle Inspection/Safety Check

- This part of the test is not scored.
- The examiner will inspect parts of the vehicle with the New Adult Driver to ensure it is safe for the test.
- The following must be in working order:
  - Brakes, brake lights, headlights, taillights, driver and passenger doors, fuel level, heater/defroster, lug nuts, muffler, all mirrors, safety belts and seats, tires, speedometer, turn signals, windshield (no cracks), windshield wipers and washers

## Steps:

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# 8. Pass the Driving Skills Test



## Basic Control Skills

- About 10 minutes
- Includes forward stops, Y-turns, and parallel parking
- New Adult Driver must receive no more than 6 errors to proceed to the next stage of the test.

## On-Street Driving/Road Test

- The examiner will test the New Adult Driver's ability to safely:
  - Make left and right turns
  - Approach and go through intersections
  - Change lanes
  - Drive through curves
  - Drive over railroad crossings
  - Turn a radio off and on while driving

**At the end of the test, the examiner will give the New Adult Driver a test review that explains all errors. If New Adult Driver passes, the examiner will issue a Skills Test Receipt, which the driver takes to the Secretary of State office to receive their license.**

### Steps:

1. Gather Documentation
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4. Pay a fee of \$25
5. Have picture taken
6. Receive a Temporary Instruction Permit
7. Practice supervised driving
- 8. Pass the Driving Skills Test**
9. Return to the Secretary of State branch office

## 8. Pass the Driving Skills Test



### During the test, New Adult Drivers must:

- Wear a safety belt
- Obey all traffic signs, signals and laws
- Complete all traffic checks by moving their head
- Keep both hands on the steering wheel (unless shifting)
- Avoid accidents and moving violations

### Steps:

1. Gather Documentation
2. Pass the Written Test
3. Pass the Vision Test
4. Pay a fee of \$25
5. Have picture taken
6. Receive a Temporary Instruction Permit
7. Practice supervised driving
- 8. Pass the Driving Skills Test**
9. Return to the Secretary of State branch office

**New Adult Drivers who fail can usually reschedule another test within 24 hours. They will need to pay a retesting fee.**

## 8. Pass the Driving Skills Test



### New Adult Drivers automatically fail if they:

- Refuse to perform a maneuver as instructed by the examiner
- Repeatedly fail to follow instructions
- Do not wear a seat belt
- Have an accident
- Commit traffic violations or hazardous actions
- Fail to yield when required
- Speed
- Follow another vehicle too closely
  - **Note:** They may receive one warning.
- Pass a stopped school bus with its red lights flashing

### Steps:

1. Gather Documentation
2. Pass the Written Test
3. Pass the Vision Test
4. Pay a fee of \$25
5. Have picture taken
6. Receive a Temporary Instruction Permit
7. Practice supervised driving
8. **Pass the Driving Skills Test**
9. Return to the Secretary of State branch office

**New Adult Drivers who fail can usually reschedule another test within 24 hours. They will need to pay a retesting fee.**

# 9. Return to the Secretary of State



## After a New Adult Driver passes their Driving Skills Test...

- They need to return to the Secretary of State office.
- They should bring the following:
  - Skills Test Receipt
  - Temporary Instruction Permit
  - Identification

## There is a 3-year probationary period for the new driver.

- The driver must complete the final 10 months without:
  - A ticket
  - An at-fault crash
  - A suspension of driving privileges

**In the event of one of these incidents, the probationary period will be extended until the driver can complete 10 months without an incident.**

**Penalties for incidents during this period escalate from a letter, to having to attend classes, to a restricted or suspended license.**

## Steps:

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7. Practice supervised driving
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9. Return to the Secretary of State branch office

# New Residents of Michigan



## Who do we mean by “New Residents of Michigan”?

- Drivers who moved to Michigan with a valid driver’s license from another state
- Drivers who moved to Michigan with a valid driver’s license from Canada, Germany, or South Korea

## Steps *(some are the same as “New Adult Drivers”)*

1. Gather Documentation
2. Pass the Vision Test
3. Pay a fee of \$25
4. Have picture taken for photo ID
5. Turn over their out-of-state license

# Training Objectives



## 1. Develop skills needed for tutoring adults

- Establish tutoring strategies that support adult learners with pursuing their Michigan Driver's License

## 2. Build knowledge needed to engage with agency

- List the topics covered on the Written Test and the Driving Skills Test
- Identify what steps are necessary for different types of learners in order to get a Michigan Driver's License

## 3. Align your perspective and expectations with the needs of adult learners

- Recognize the necessity of literacy in pursuing a driver's license
- Distinguish between tasks a tutor can and cannot do

# RESOURCES & DEEPER LEARNING

- Explore free resources from the Michigan Secretary of State
  - [Michigan DMV Handbook](#)
  - [What Every Driver Must Know](#) – text and audio files on information about the written knowledge test
  - [Driving Skills Test Study Guide](#) – textual information about the driving skills test
  - Pick up some physical copies of the booklets mentioned above
- Research Adult Driver Training
  - Adult driver training is available if learners choose to receive professional training.
  - State-certified driver education providers are regulated by the Department of State.

## HOMework

*(on the website: choose one or more)*

- Read our Test-Taking Guide
- Quiz
- Share a resource
- Share an idea



Thank you!



## Washtenaw Literacy Tutor Training Getting a Michigan Driver's License Module

*Last Updated: August 2022*

*Thank you to Erin Howarth for the content of these slides!*

## Questions?

Contact Alison at [austin@washtenawliteracy.org](mailto:austin@washtenawliteracy.org).