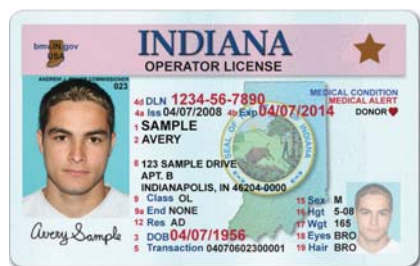


CHAPTER ONE

Obtaining A New Credential

Indiana driver's licenses, permits, and identification cards are produced using security features to help prevent identity theft, fraud, and card tampering, and to improve the detection of underage drinking.



**SecureID driver's license:
Over 21 years of age**



**SecureID driver's license:
Under 21 years of age**

The security features include embedded digital enhancements to ensure security and authenticity. Some information is detectable only with a black light, while other secured data is embedded in a barcode on the back of the card. A vertical format is provided for Hoosiers under 21 years of age, with the dates the recipient turns age 18 and 21 designated in yellow and red.

A gold star marker appears in the upper right hand corner to indicate a SecureID credential and reflect compliance with the U.S. Department of Homeland Security's requirements as recommended by the 9/11 Commission and federal and state laws.

Learner's permits are identified with a purple State of Indiana in the upper left hand corner. Commercial driver's licenses will have a red State of Indiana. Identification cards include all the same security features as driver's licenses with a green header and a green State of Indiana in the upper left hand corner.

SecureID

SecureID is the BMV's effort to fully comply with the recommendations of the 9/11 Commission and state and federal regulations in two ways:



BMV Protecting Your Identity

- SecureID is a requirement for anyone applying for a new Indiana driver's license, permit, or identification card to prove their identity.
- All permanent driver's licenses, permits, or identification cards are mailed from a secure, government-run location to a customer's mailing address following an extensive verification process of documents.

If you are renewing, amending, or replacing your **current** Indiana driver's license, permit, or identification card you are asked to bring original versions or certified copies of certain documents to a license branch to get a SecureID credential.

If you have questions about collecting your documents, you can call the BMV toll-free at 1-888-692-6841 and speak with a customer service representative, or visit any Indiana license branch for help.

If you are a United States citizens with a **current** Indiana driver's license or identification card and you are having difficulty collecting your documents, or you simply wish to wait to get a SecureID, you may apply for a non-SecureID credential in order to drive and verify your identity for voting.

Receiving Your Permanent Credential by Mail

Your permanent credential will be mailed to you from a government-run, secure location after you apply for a new, renewed, amended, or replacement driver's license, permit, or identification card. Your credential will arrive at your mailing address within 10 business days. The process used to mail credentials is similar to that used by the financial services industry to mail credit and debit cards.

Indiana Residency Requirements

You must be a legal resident of Indiana to obtain an Indiana driver's license, learner's permit or identification card. Evidence of residency in Indiana includes:

- Maintaining a legal address in the State of Indiana and not claiming residency in another state.
- Being a registered voter in the State of Indiana.

A person who is enrolled as a student in a Commercial Driver License training school in Indiana and has a legal residence in another state, but is living in Indiana temporarily for the express purpose of truck driver training, is considered to be an Indiana resident.

For the purposes of obtaining a driver's license, learner's permit, or identification card, the following persons living in Indiana solely for any of the following reasons are not considered to be residents of Indiana:

- Educational purposes.
- Active duty in the Armed Forces.
- Temporary employment.

New Indiana Residents

When you become a resident of Indiana, you have 60 days to obtain a new Indiana driver's license if you hold a valid driver's license from another state.

If you do not have a valid driver's license from another state, you must hold an Indiana learner's permit before you may apply for a driver's license.

If you have held an out-of-state license for at least 180 days, or your out-of-state license has been expired for less than three years, you must pass a standard vision screening test and a knowledge test to obtain an Indiana license.

If you have held an out-of-state license for less than 180 days, or if your out-of-state license has been expired for more than three years, you must pass a standard vision screening test, a written knowledge test, and a driving skills test to obtain an Indiana license.

Drivers with an Out-Of-Country License or Permit

If you have an out-of-country driver's license and do not intend to become a resident of Indiana, you may drive in Indiana with your out-of-country license if you also possess an International Driving Permit issued in the same country as your driver's license.

An out-of-country driver's license cannot be used for identification purposes.

You do not have to surrender an out-of-country license if you are issued an Indiana driver's license, permit, or identification card.

If you have an out-of-country driver's license and intend to become a resident of Indiana or meet Indiana residency requirements, you must pass the vision screening test, written knowledge test, and driving skills test to obtain an Indiana driver's license. If you do not possess an out of country license you may apply for an Indiana learner's permit.

All documents described in **Appendix A** proving your identity, Social Security number, lawful status, and Indiana residency will be verified through a central verification process. The BMV will issue an interim license, valid for 30 days, authorizing the holder to drive pending authentication of documents submitted to BMV.

When your documents are verified, the BMV will mail the license, permit, or identification card to you. If the documents cannot be verified, you will receive a letter explaining the determination and your rights to request an administrative hearing to review the determination. No refunds will be issued in the case of documents that cannot be verified.

Identification Cards

Identification cards may be issued to an Indiana resident of any age who does not have a driver's license. You cannot hold both an identification card and a driver's license at the same time, even if one of the credentials was issued by another state.

To get an identification card you must visit a license branch and present documents described in **Appendix A** proving your identity, Social Security number, lawful status, and Indiana residency.

Identification Card Validity

An identification card is valid for six years.

Identification cards issued to lawful temporary residents may not reflect standard periods of validity.

Driver's Licenses

Driver's licenses provide full driving privileges to Indiana residents who are 18 years of age or older. Probationary driver's licenses provide restricted driving privileges to Indiana residents who are younger than 18 years of age.

An Indiana operator's license does not allow the holder to drive for hire, transport passengers for hire, or transport property in any vehicle with a gross vehicle weight rating of 16,000 pounds or more.

You may apply for a driver's license at any Indiana license branch. To obtain a driver's license you must meet the following requirements:

- ☐ Meet driver's license age requirements described later in this section; and
- ☐ Hold a valid Indiana learner's permit for a period of time described later in this section, unless you are currently licensed by another jurisdiction; and
- ☐ Present documents described in **Appendix A** proving your identity, Social Security number, lawful status, and Indiana residency; and
- ☐ Pass a standard vision screening test; and
- ☐ Pass a written knowledge test; and
- ☐ Pass a driving skills test with a BMV driver examiner, unless you qualify for a waiver.

Driver's License Age Requirements

You must hold an Indiana learner's permit for 180 days to obtain a driver's license.

You must be at least 16 years and 270 days old to obtain a driver's license.

If you have passed an approved driver education program, you must be at least 16 years and 180 days old to obtain a driver's license.

In addition, if you are applying for a driver's license, you must complete at least 50 hours of supervised driving practice with a licensed instructor, or a licensed driver who is at least 25 years old, or a spouse who is at least 21 years old. At least 10 hours of supervised driving practice must be nighttime driving. At the time of application for the driver's license you must submit a completed log showing proof of the hours driven. The log must be signed by a parent or legal guardian if the applicant is under 18.

Driver Education Waiver

If you have a learner's permit and attend an approved driver education school that participates in the BMV waiver program, you may take the driving skills test after successful completion of the course. You may also choose to be given the driving skills test by a BMV driver examiner when you apply for a driver's license at a license branch.

Only one driving skills test may be administered by a school prior to any BMV driving skills test. Once a driving skills test is taken with the school, you may not return to the school for subsequent skills testing.

You must take the driving skills test at a license branch if any of the following situations occur:

- Your driver education learner's permit expires; or
- You receive a failing grade of 79 percent or below in either classroom instruction or behind-the-wheel training in your driver education program; or
- Your driver education program does not participate in the BMV's driving skills test waiver program.

The period of time you hold any valid Indiana learner's permit counts toward the required 180 day holding period.

Driver's License Validity

A driver's license is valid for:

- Six years if you are younger than 75 years of age.
- Three years if you are 75 to 85 years old.
- Two years if you are 85 years of age or older.

Credentials may not reflect the standard periods of validity for the following:

- Lawful temporary residents; and
- Operator's renewals for licenses expiring in 2012.

Learner's Permits

Learner's permits allow Indiana residents to practice driving before applying for their driver's licenses. You may apply for a learner's permit at any Indiana license branch.

If you are 16 years of age or older, you must meet the following requirements to obtain a learner's permit:

- ☐ Present documents described in **Appendix A** proving your identity, Social Security number, lawful status, and Indiana residency; and
- ☐ Pass a standard vision screening test; and
- ☐ Pass a written knowledge test.

If you are younger than 16 years of age, you must meet the following requirements to obtain a learner's permit:

- ☐ You must be at least 15 years old;
- ☐ Show proof of your enrollment in an approved driver education program by presenting the certificate of driver education enrollment from the school, dated no earlier than three weeks prior to the start of class; and
- ☐ Present documents described in **Appendix A** proving your identity, Social Security number, lawful status, and Indiana residency; and
- ☐ Pass a standard vision screening test.
- ☐ Pass a written knowledge test.

If you are younger than 18 years of age when you apply for a learner's permit, you must submit a completed agreement of financial liability at a license branch when applying for the permit.

Learner's Permit Driving Privileges

If you obtain a learner's permit when you are younger than 16 years of age you may practice driving only after you begin an approved driver education program.

If you have a learner's permit for driver education, you may drive only when you are accompanied by a certified driving instructor in the front seat of a vehicle equipped with dual brake controls, or when a parent, step-parent or guardian who has their valid driver's license with them is seated in your vehicle's passenger seat.

If you are between the ages of 16 years and 18 years and you are not enrolled in a driver education program, you may practice driving with a learner's permit only when a parent, guardian, step-parent or other relative who is 21 years of age or older and who has their valid driver's license with them is seated in your vehicle's front passenger seat.

If you are 18 years of age or older, you may practice driving with a learner's permit only when an individual with their valid driver's license in their possession is seated in your vehicle's front passenger seat.

Learner's Permit Validity

Learner's permits are valid for two years.

Learner's permits issued to lawful temporary residents may not reflect standard periods of validity.

Probationary Driver's Licenses

If you are younger than 18 years of age when you obtain a driver's license, your license is considered probationary until you turn 18 years old. You may amend your license after you turn 18 years old to remove the probationary driver designation.

Probationary Driver's License Validity

If you obtained a probationary driver's license before July 1, 2009, your license is valid until midnight on the date of your 21st birthday. If you obtained a probationary driver's license on or after July 1, 2009, your license is valid until you are 21 years and 30 days old.

Seat Belts

If you have a probationary driver's license every passenger in the vehicle that you are driving must wear a seat belt or a child restraint system.

Driving with Passengers

You may not drive with any passengers for 180 days after you obtain your probationary driver's license unless one of the following individuals is seated in your vehicle's front passenger seat:

- Your parent, guardian or step-parent who is 21 years of age or older;
- An individual who is 25 years of age or older and has a valid driver's license; or
- A certified driver education instructor.

During the 180 days after you get your probationary driver's license you may drive with your child, sibling, or spouse during the hours allowed by law.

Telecommunication Devices

If you have a probationary driver's license you may not operate a motor vehicle while using a telecommunication device, such as a cell phone, unless the device is being used to make a 911 emergency call.

When You May Drive with a Probationary Driver's License

For 180 days after obtaining your probationary driver's license, you may not drive between 10 p.m. and 5 a.m.

After you have driven for 180 days with a probationary driver's license, you may not drive during the following hours:

- Sunday through Thursday, after 11 p.m.
- Monday through Friday, before 5 a.m.
- Saturday and Sunday, between 1 a.m. and 5 a.m.

You may drive during the periods described above if :

- You are participating in, going to, or returning from:
 - Lawful employment;
 - A school sanctioned activity; or
 - A religious event; or
- You are accompanied by a licensed driver at least 25 years of age.

Dropping Out, Being Suspended, or Being Expelled from School

Indiana law requires school principals to notify the BMV to suspend the driving privileges of any person younger than 18 years of age who is involved in any of the following situations:

- He or she is under an expulsion, exclusion, or second suspension from school during one school year; or
- He or she has been determined to be a habitual truant; or
- He or she has withdrawn from school, unless due to financial hardship on his or her family.

Agreement of Financial Liability

If you are younger than 18 years of age when you apply for a new, renewed, amended, or duplicate driver's license or permit you must submit a completed *Agreement Of Financial Liability - State Form 39531* at a license branch.

The agreement of financial liability must be signed by an adult who agrees, under penalty of perjury, to assume all legal obligations for injuries or damages caused by the minor driver until that driver becomes 18 years old. The adult signing the agreement of financial liability must present identification documents proving his or her identity and age.

The agreement of financial liability may be terminated in three ways:

- The minor driver turns 18 years old; or
- The adult who signed the agreement of financial liability files an affidavit at a license branch requesting that the BMV terminate the agreement of financial liability; or
- The adult who signed the agreement of financial liability dies, in which case another adult must sign an agreement of financial liability for the minor driver.

Written Knowledge Test

The written knowledge test is based on information contained in this driver's manual. To pass the written knowledge test, you must demonstrate a basic understanding of Indiana traffic laws and safe driving techniques, and you must be able to read and understand highway signs regulating, warning, and directing traffic. Written knowledge tests include multiple choice questions concerning traffic maneuvers and knowledge of types of traffic signs.

The written knowledge test is required for the following individuals:

- Learner's permit applicants.
- First-time chauffeur's license applicants.
- First-time public passenger chauffeur's license applicants.
- Drivers younger than 21 years of age renewing a valid driver's license and have active points on their driving record.
- New Indiana residents who hold an out-of-state license of any type and are applying for an Indiana driver's license.
- Drivers whose Indiana driver's license has been expired for more than 180 days.
- Drivers who have six or more active points on their Indiana driving record.
- Active duty military personnel whose Indiana driver's license has been expired for more than 180 days and who have been returned from deployment for more than 90 days.
- Out-of-state active military personnel applying for a new Indiana driver's license.

If you fail to pass a written knowledge test, you must wait until the next business day to take the test again.

Driving Skills Test

You must schedule an appointment for the driving skills test online at myBMV.com or by visiting an Indiana license branch. There is no charge for the driving skills test administered by the BMV driver examiner, but you must provide your own vehicle.

The driving skills test is required by a BMV driver examiner for the following:

- Driver with an Indiana learner's permit, unless that driver qualifies for the driver education skills test waiver.
- New Indiana resident who has held an out-of-state driver's license for less than 180 days or whose out-of-state driver's license has been expired more than three years.
- New Indiana resident who holds an out-of-country license.
- Indiana resident whose Indiana driver's license has been expired more than three years.
- Driver who has a BMV restriction that requires testing.
- Driver about whom the BMV has received a complaint, or who has vision or medical concerns.
- Active duty military personnel whose Indiana driver's license has been expired for more than three years and who has been returned from deployment for more than 90 days.
- Discharged military personnel who holds an out-of-state license, and the expiration of the license is beyond the allowed extension, and the out-of-state license has been expired for more than three years.

No one besides the driving skills test examiner and a supervisor is allowed in your vehicle when you take the driving skills test.

Your vehicle must be legally equipped, and be in safe and clean condition. You must provide the vehicle's current registration before taking the driving skills test.

It shall be within the discretion of the BMV driver examiner to reject a vehicle for the skills test.

The driving skills test examiner will ask a few required questions before you begin driving. His or her job is to administer a fair and objective test based on what he or she observes, not to provide instruction. He or she will use a standardized form to evaluate your ability to operate a motor vehicle safely.

When taking the driving skills test, you must pay particular attention to the following situations:

- Driving in the proper lane by obeying the lane markings, looking carefully, and signaling properly before changing lanes.
- Allowing enough distance between your vehicle and the vehicle ahead.
- Reacting appropriately to being overtaken and passed by another vehicle by maintaining your speed and providing enough room to pass.
- Controlling your speed according to posted speed limits and varying traffic conditions.
- Observing good defensive driving habits.
- Listening to instructions and observing general traffic flow.
- Approaching an intersection at the proper speed, looking for other vehicles, and coming to a complete stop.
- Reversing skills and backing correctly out of a parking space.
- Parallel parking ability.

When taking the driving skills test, the following actions could detract from your final score or cause you to fail the driving skills test:

- Failing to use defroster or wipers when needed.
- Failing to use both hands on the wheel.
- Selecting the wrong gear.
- Failing to signal.
- Driving too slowly or stopping unnecessarily.
- Overrunning a crosswalk, stop line, or stop sign.
- Failing to turn into or from the correct lane.
- Failing to check your blind spot.
- Slowing speed when changing lanes.
- Reversing too fast.
- Leaving your turn signal on after completed lane change.
- Driving too closely to the vehicle ahead or to a parked vehicle.

Any of the following actions shall result in the automatic failure of the driving skills test:

- Disobeying a yield, stop, school zone, or no turn on red sign.
- Disobeying a traffic signal.
- Backing over a curb while parallel parking.
- Driving into a parked vehicle while parallel parking.
- Failure to follow instructions.
- Failure to use a seat belt.
- Failure to react to hazardous driving conditions.
- Speeding.
- Driving too fast for conditions.
- Turning into or using the wrong lane.
- Passing in a no passing zone or otherwise crossing a solid yellow line.
- Driving left of center.
- Straddling lane markings.
- Driving too close to pedestrians or bicycles.
- Failure to pull over or stop for emergency vehicles or school buses.
- Causing an accident during a road test.
- Failure to yield right-of-way.

It shall be within the discretion of the state driver examiner or driver instructor to continue a driving skills test after a student has failed the driving skills test.

If you fail a driving skills test, you must wait 14 days before taking another driving skills test.

If you fail three driving skills tests while holding a learner's permit, you must wait for two months from the date of the last failed driving skills test before taking the driving skills test again.

Vision Screening Test

All applicants for an Indiana driver's license or permit are required to pass the state's minimum vision standards, even if the applicant is renewing an existing license.

If you normally wear glasses or contacts while driving, you should advise the branch personnel and wear them during the vision test. If your visual ability does not meet state standards, you will be referred to an eye doctor for examination. If you return to the license branch with a statement from an eye doctor affirming that your vision has been corrected to meet the state standard you may continue the licensing or renewal process, which will include a vision test at the license branch.

Restrictions may be placed on a driver's license for a variety of reasons. These restrictions allow a driver to operate a vehicle under conditions that ensure safety to the driver and to the public.

The most common restrictions are based on vision screening tests. They appear in the lower left-hand corner of the driver's license and are described on the back of the license.

Some of the common restrictions placed on licenses due to vision include:

- **Restriction A:** glasses or contact lenses required when driving.
- **Restriction B:** outside rearview mirrors required when driving.
- **Restriction C:** daylight driving only.

Restrictions for Drivers Who Read Without Glasses

- Both eyes are 20/20 to 20/40: **No restrictions.**
- One eye is 20/20 to 20/40 and other eye is 20/50 to blind: **Restriction B.**

Restrictions for Drivers Who Read With Glasses

- One eye is 20/20 to 20/40 and other eye is 20/50 to blind:
Restrictions A and B.
- Both eyes are 20/50: **Restriction A.**
- One eye is 20/50 and other eye is 20/70 to blind:
Restrictions A, B, and C.
- Both eyes are 20/70: **Restrictions A, B, and C.**

Other Driver's License or ID Restrictions

Other driver's license restrictions include:

- | | |
|-------------------------------|---|
| A – Glasses or Contact Lenses | 4 – Driver Education, Adaptive Device and/or Specific Limitations |
| B – Outside Rearview Mirror | 5 – Conditional – Operate Under Specific Conditions |
| C – Daylight Driving Only | 6 – Interlock Device |
| D – Automatic Transmission | 7 – Seat Belt Exempt |
| U – Power Steering | 8 – Medical Condition |
| Z – Blind/ID Only | 9 – Temporary Lawful Resident |
| 2 – Probationary License/HTV | |
| 3 – Photo Exempt | |

CDL Restrictions:

- | | |
|--|----------------------------|
| K – Intrastate (Driving in Indiana) Only | |
| L – Vehicle without Air Brakes | Q – Bus Only |
| P – Class C Public Passenger | E – Automatic Transmission |
| T – Hazmat Prohibited | S – No Semi |
| O – Class B Passenger Vehicle | V – Medical Variance |

Chauffeur's Licenses

An Indiana chauffeur's license grants the holder all the privileges of a driver's license. In addition, the holder of a chauffeur's license is permitted to operate vehicles with a gross vehicle weight rating of at least 16,000 pounds but not more than 26,000 pounds (whether single vehicle or combined gross vehicle weight) when used to transport property. To operate a vehicle with a gross vehicle weight rating of 26,000 pounds or more you must have a commercial driver's license.

The holder of a chauffeur's license may also operate a private bus that transports passengers for religious, fraternal, charitable, or other benevolent organizations, youth associations, or institutions of higher education.

To transport passengers for hire, an individual must have a public passenger chauffeur's license.

An Indiana public passenger chauffeur's license grants the holder all the privileges of a driver's license. In addition, the holder of a public passenger chauffeur's license is permitted to transport passengers for hire as long as the vehicle he or she is operating is designed or used to transport 15 passengers or less including the driver.

To transport 16 or more passengers, including the driver, an individual must have a commercial driver's license.

Obtaining a Chauffeur's License

Chauffeur's licenses may be issued to Indiana residents who are at least 18 years old and have held a valid driver's license for at least one year.

You may apply for a chauffeur's license at any Indiana license branch. To obtain a chauffeur's license you must meet the following requirements:

- ☐ Present your driver's license; and
- ☐ Present documents described in [Appendix A](#) proving your identity, Social Security number, lawful status, and Indiana residency; and
- ☐ Pass a standard vision screening test; and
- ☐ Pass a chauffeur's written knowledge test.

Obtaining a Public Passenger Chauffeur's License

Public passenger chauffeur's licenses may be issued to Indiana residents who are at least 18 years old and have held a valid driver's license for at least two years.

You may apply for a public passenger chauffeur's license at any Indiana license branch. To obtain a public passenger chauffeur's license you must meet the following requirements:

- ☐ Submit an original Medical Certification - State Form 3337, completed by a licensed physician no more than 30 days before applying for your public passenger chauffeur's license.
- ☐ Present your driver's license; and
- ☐ Present documents described in [Appendix A](#) proving your identity, Social Security number, lawful status, and Indiana residency; and
- ☐ Pass a standard vision screening test; and
- ☐ Pass a public passenger chauffeur's written knowledge test.

Some municipalities may have additional requirements.

Chauffeur's/Public Passenger Chauffeur's License Validity

A chauffeur's license is valid for six years if you are younger than 75 years of age when you obtain the license, for three years if you are 75 to 85 years old when you obtain the license, or for two years if you are 85 years of age or older when you obtain the license.

A public passenger chauffeur's license is valid for four years.

Chauffeur's licenses and public passenger chauffeur's licenses issued to lawful temporary residents may not reflect standard periods of validity.

Commercial Driver's License

An Indiana commercial driver's license permits the holder to operate commercial motor vehicles, or combinations of vehicles such as semi-tractor trailers, with declared gross vehicle weight ratings in excess of 26,000 pounds; vehicles designed or used to transport 16 or more people, including the driver; and vehicles used to transport hazardous materials.

Requirements for the commercial driver's license are stricter than those for any other Indiana driver's license and are based upon stringent Federal Motor Carrier safety regulations.

To obtain a commercial driver's license you must meet the following requirements:

- ☐ Hold a valid Indiana driver's license; and
- ☐ Hold a commercial driver's license learner's permit; and
- ☐ Have at least one year of driving experience as a licensed driver; and
- ☐ Present documents described in [Appendix A](#) proving your identity, Social Security number, lawful status, and Indiana residency; and
- ☐ Pass a written knowledge test representative of the type of commercial driver's license that you will receive; and
- ☐ Pass a driving skills test in a vehicle representative of the class of commercial driver's license that you will receive; and
- ☐ Have an approved physical examination on file as required by the Department of Transportation for Federal Motor Carrier Safety Regulations.

The skills test consisting of a pre-trip inspection test, a basic control skills test, and the road trip test must be taken at an approved test site.

To keep your commercial driver's license valid, you must submit a physical examination prior to physical expiration after receiving your commercial driver's license.

To obtain a hazardous materials endorsement for a commercial driver's license, you must have a Transportation Security Administration security threat assessment approval for the validity of the commercial driver's license.

Commercial Driver's License manuals are available from the BMV website at myBMV.com or at any BMV license branch.

Obtaining a Commercial Driver's License Learner's Permit

To obtain a commercial driver's license learner's permit you must be at least 18 years old if you will be transporting property within Indiana, or at least 21 years old if you will be transporting passengers or property outside Indiana. You must hold a valid Indiana operator's license, chauffeur's license, or public passenger chauffeur's license, and have at least one year of driving experience as a licensed driver.

To obtain a commercial driver's license learner's permit you need to pass the appropriate written test for the type of vehicle that you plan to operate:

- **All commercial vehicles drivers:** General knowledge test.
- **All school bus drivers:** School bus endorsement test and passenger transport test.
- **All bus drivers:** Passenger transport test.
- **Vehicle with air brakes:** Air brakes test.
- **Combination of vehicles:** Combination vehicle test.
- **Drivers transporting hazardous material:** Hazardous material test.
- **Drivers required to transport liquids in bulk:** Tanker test.
- **Drivers required to pull double or triple trailers:** Doubles/triples test.

When you pass a written test for a commercial driver's license learner's permit, the results are valid for 180 days. You may receive only three commercial driver's license learner's permits in two years.

Commercial Driver's License Validity

A commercial driver's license learner's permit is valid for six months.

A commercial driver's license is valid for four years.

Motorcycle Learner's Permit

A motorcycle learner's permit allows Indiana residents who hold a valid Indiana driver's license to practice riding a motorcycle before applying for a motorcycle endorsement.

You may apply for a motorcycle learner's permit at any Indiana license branch. You must meet the following requirements to obtain a motorcycle learner's permit:

- ☐ Hold a valid Indiana driver's license; and
- ☐ Pass a standard vision screening test; and
- ☐ Pass a written knowledge test based on the Motorcycle Operator's Manual.

If you are younger than 18 years of age when you apply for a motorcycle learner's permit, you must submit a completed *Agreement Of Financial Liability - State Form 39531* at a license branch.

Motorcycle Learner's Permit Driving Privileges

If you hold a motorcycle learner's permit, you must wear a helmet when you ride, you may only ride during daylight hours, and you may not carry passengers.

Motorcycle Endorsement

If you already have a valid Indiana driver's license, you may add an endorsement to your license allowing you to operate a motorcycle.

Adding a Motorcycle Endorsement to a Driver's License

A motorcycle endorsement may be issued to Indiana residents who are at least 16 years and 180 days old and hold a valid Indiana driver's license.

You may apply for a motorcycle endorsement at any Indiana license branch. To add a motorcycle endorsement to your Indiana driver's license you must meet the following requirements:

- ☐ Pass a standard vision screening test; and
- ☐ Pass a motorcycle riding skills test given by a person certified by the BMV or successfully complete an approved Indiana motorcycle safety education course.

The motorcycle safety education course completion card or form is valid for one year and must be presented to waive the riding skills test when applying for your motorcycle endorsement.

If you do not currently hold a valid motorcycle learner's permit, the motorcycle knowledge test may be waived for the motorcycle endorsement if you have successfully completed an approved Indiana motorcycle safety education course.

If you have a motorcycle endorsement issued by another state, you must get an Indiana driver's license before transferring your out-of-state motorcycle endorsement. You will also need to pass a written knowledge motorcycle test. If your out-of-state license is expired for three years or more, you will need to pass a motorcycle skills test.

Testing for a Motorcycle Endorsement

The Indiana Bureau of Motor Vehicles is currently working with ABATE of Indiana to conduct motorcycle license examinations. In an effort to maximize efficiency and provide a high level of customer service, convenience and satisfaction, ABATE will use their existing motorcycle rider education facilities in most locations for testing as well as training.

The schedule for motorcycle skills tests closely follows ABATE's schedule for training: most weekends at numerous locations around the state.

It is the goal of ABATE and their personnel to meet the needs of people seeking to complete their skill examination and gain their motorcycle endorsement. If the number of applicants present exceeds the number of tests that can reasonably be conducted, alternate arrangements may be made.

While tests will not be performed in hazardous weather, ABATE's examiners have experience conducting training in less-than-perfect weather.

If an applicant has ridden to the testing site in the rain and will be forced to ride home in the rain, he or she will not be denied the opportunity to take the skills test as long as the environment is safe.

Detailed information with regard to the location of testing sites, testing schedules, clarifications between testing and training, policies and procedures for testing and contact information are available on ABATE's Web site at www.abateonline.org.

If you fail three motorcycle skills tests while holding a motorcycle learner's permit, you must wait two months from the date of the last failed skills test before taking the motorcycle skills test again.

Motorcycle Learner's Permit Validity

A motorcycle learner's permit is valid for one year. A motorcycle learner's permit may be renewed one time for a period of one year. If you do not obtain a motorcycle endorsement before the expiration of the renewed permit, you must wait one year to reapply for a new motorcycle learner's permit.

Motorcycle Endorsement Validity

A motorcycle endorsement is valid for:

- Six years if you are younger than 75 years of age.
- Three years if you are 75 to 85 years of age.
- Two years if you are 85 years of age or older.

Motorcycle endorsements may not reflect the standard periods of validity for the following:

- Lawful temporary residents; and
- Operator's renewals for licenses expiring in 2012.

Motorcycle Operator Safety Education Program

For individuals who want to learn how to ride a motorcycle or improve their current riding skills and knowledge, courses are offered throughout the state through the Indiana Motorcycle Operator Safety Education Program. The program is administered through the BMV and courses are conducted through ABATE of Indiana, Inc. A standard curriculum is taught at all training sites by rider coaches who are nationally certified by the Motorcycle Safety Foundation (MSF), and who meet the additional requirements of the state program.

www.abateonline.org
800-232-2283
317-422-8474

Motorboats, Motorized Bicycles, And Off-Road Vehicles

Operating a Motorboat

Indiana law requires the operator of a motorboat with an engine of more than 10 horsepower to carry a valid driver's license.

Individuals who are 15 years of age or older and do not have a driver's license may operate a motorboat or private watercraft only after they complete a boater education course approved by the Indiana Department of Natural Resources. They must have an Indiana identification card on board.

Individuals younger than 15 years of age may not operate a motorboat with an engine of more than 10 horsepower, or a personal watercraft.

Individuals with suspended driver's licenses may not operate a motorboat. If you operate your motorboat recklessly, when intoxicated, or break private watercraft laws, you may have points assessed against your driver's license.

On Indiana boundary waters, Indiana residents operating a motorboat or private watercraft are required to carry an Indiana driver's license. Residents of other states are not required to carry a driver's license unless they are operating a motorboat or private watercraft in an embayment, river, or stream in Indiana.

Contact the Indiana Department of Natural Resources for more information on boater education courses.

Operating a Motorized Bicycle

Indiana law defines a vehicle as a motorized bicycle or moped only if it meets all of the following specifications:

- It has two or three wheels.
- It is propelled by an engine of no more than two horsepower.
- It has a cylinder capacity of less than 50 cubic centimeters.
- It has an automatic transmission.
- It has a maximum design speed of 25 miles per hour.

Vehicles with engines exceeding these limits are defined as motorcycles, and the rider must hold a motorcycle endorsement or permit.

To operate a motorized bicycle, you must be at least 15 years old and carry a valid Indiana driver's license or identification card. If you are younger than 18 years of age, you must wear protective headgear and protective glasses, goggles or a transparent face shield.

Motorized bicycles may not be operated on interstate highways or at a speed faster than 25 miles per hour.

Operating an Off-Road Vehicle

Any off-road vehicle purchased after December 31, 2005, must have a certificate of title issued by the BMV. If you became an Indiana resident after December 31, 2005, you must get a certificate from the BMV for any off-road vehicle that is less than five model years old. The cylinder capacity of the vehicle may determine the recommended age of the vehicle's operator.

Organ Donation

If you choose to be an organ donor, a small, red heart will be printed on the front of your driver's license or identification card.

Under Indiana's Donor Choice Law, individuals 18 years of age and older may declare their intention to be organ donors and their family members cannot override that intention at the time of death. Individuals younger than 18 years old may declare their donation intentions with the permission of a parent or legal guardian, who must also provide consent for donation at the time of a minor's death.

Photo-Exempt Credentials

Photo exemptions may be placed on driver's licenses or permits. Photo exemptions are available for religious or medical reasons.

Note: The BMV will not issue a photo exempt identification card.

To remove the exemption, the driver must visit a BMV license branch and have his or her photo taken for a new driver's license or permit.

Parking Placards

A parking placard allows the holder to use parking spaces designated for individuals with disabilities. The placard is available for individuals with permanent or temporary disabilities. Also, any company empowered by the state or a political subdivision to operate programs, including the provision of transportation or facilities, for persons with physical disabilities may apply for a placard.

To apply for a parking placard, you must have a physician, chiropractor, advanced practice nurse or podiatrist complete Application for Disability Parking Placard or Disability Plate – State Form 42070 affirming that you have a disability and qualify for a parking placard. If you have a visual disability, an optometrist or ophthalmologist licensed to practice in Indiana may complete the form. After you have completed State Form 42070 and have had it certified, you may get a parking placard at any Indiana license branch.

If you have a permanent disability, your parking placard does not expire. If you have a temporary disability, your parking placard is valid for six months or for a shorter period as prescribed by the medical professional on State Form 42070.

A placard issued to a company is permanent or until the company ceases such activities.

Restricted Driver's Licenses

Driving skills test examiners are able to determine whether to issue a driver's license with restrictions to an individual with disabilities which affect his or her normal operation of a standard-equipped vehicle. A restricted license may specify particular equipment that the driver needs to operate a vehicle, or other restrictions to accommodate the individual's specific needs. The driving skills test examiners are the only individuals authorized to make determinations about restricted licenses.

CHAPTER TWO

Renewing, Amending, or Replacing A Credential

Your Indiana driver's license, permit, or identification card is valid for a period of time, after which you must renew it. If you lose your credential or it is stolen, you may replace it at an Indiana license branch or obtain an interim credential until you return to Indiana. Customers meeting certain requirements may renew or replace their licenses or identification cards online at myBMV.com. Visit myBMV.com for a listing of those requirements. If your name or address changes, you must visit a license branch to amend the information on your credential.

Renewing a Credential

Your driver's license or identification card expires at midnight on your birthday. If your birthday falls on a day when license branches are closed, your license or identification card will expire at midnight on the next business day. A late fee will be charged if your license or identification card is renewed after that date.

If you are renewing a license that has been expired for six months to three years, you must pay a late fee, pass a written knowledge test, and pass a standard vision screening test.

A driver's license or identification card may be renewed by U.S. citizens up to one year prior to expiration. Individuals with temporary or permanent lawful status can only renew up to 30 days prior to the expiration of their current credential.

If you are renewing a license or identification card that has been expired for more than three years, you must obtain a SecureID as described in Appendix A. In addition, you must pay a late fee. For a driver's license, you must also pass a written knowledge test, pass a driving skills test, and pass a standard vision screening test.

If you are younger than 21 years of age and have any points on your driving record, or if you are older than 21 years of age and have six or more active points on your driving record, you must take the written knowledge test to renew your driver's license.

A driver who has a disability that requires special driving techniques must see a BMV driver examiner if their condition has changed since they last renewed a license.

Driver's License Renewal for Armed Forces Personnel

If you are temporarily living outside Indiana because you are serving with the United States Armed Forces, your driver's license or Commercial Drivers License remains valid for 90 days following your discharge from service or post deployment. If you meet certain requirements, you may renew your license online at myBMV.com. Visit myBMV.com for a listing of those requirements.

To obtain a renewed license after you have been discharged, you need to visit a license branch and show proof of your discharge or status as post deployment.

Amending a Credential

You may change your address or name on your driver's license, permit, or identification card at any Indiana license branch.

Changing Your Address

If you have an Indiana license, permit, or identification card you must notify the BMV of a change of address and apply for an amended license, permit, or identification card within 30 days of the address change.

To change your address on your license, permit, or identification card visit a license branch and present documents as described in [Appendix A](#). You may also change your mailing address by creating a personal account at myBMV.com.

Changing Your Name

If you have an Indiana license, permit, or identification card you must notify the BMV of a change of name and apply for an amended license, permit, or identification card within 30 days of the name change. Before visiting a BMV license branch, you must visit a Social Security Administration office to officially change your name on Social Security documentation.

To change your name on your license, permit, or identification card you need to visit a license branch and present documents as described in [Appendix A](#).

Replacing a Credential

Customers meeting certain requirements may replace his or her credential online at myBMV.com. Visit myBMV.com for a listing of those requirements. If your name or address has changed since your license, permit, or identification card was last issued, you must visit a license branch and present documents as described in [Appendix A](#).

CHAPTER THREE

Points, Suspension, and Insurance Requirements

The Point Study Committee assesses a point value for each conviction of a moving violation under Indiana law. The point value relates to the seriousness of the offense in posing a risk to traffic safety. Points stay active on your driver record for two years from the conviction date.

Point Values

Points vary for speeding violations. Examples of speeding violation point totals include:

- | | |
|--|----------|
| • 1 – 15 miles per hour over the speed limit: | 2 points |
| • 16 – 25 miles per hour over the speed limit: | 4 points |
| • 26+ miles per hour over the speed limit: | 6 points |

Examples of other moving violation point totals include:

- | | |
|---|----------|
| • Failure to use headlights: | 2 points |
| • No brake or signal lights: | 2 points |
| • Improper motorcycle headgear: | 4 points |
| • Improper motorcycle passenger: | 4 points |
| • Improper U-turn: | 4 points |
| • Unsafe lane movement: | 4 points |
| • Disregarding a stop sign or yield sign: | 6 points |
| • Failure to yield to another vehicle: | 6 points |
| • Following another vehicle too closely: | 6 points |
| • Driving while suspended: | 8 points |
| • Failure to yield to an emergency vehicle: | 8 points |
| • Speed contest on road: | 8 points |

Administrative Hearings

Drivers who accumulate 18 or more active points during a two-year period must attend an administrative hearing. An administrative law judge will make a determination that may include any of the following penalties:

- Suspend the driver's driving privileges for up to one year; or
- Place the driver on probation for up to one year; or
- Suspend the driver's driving privileges for up to one year and place the driver on probation for up to one year, provided that a combined period of suspension and probation does not exceed one year.

If you fail to appear for an administrative hearing, the administrative law judge may hold the hearing in your absence and render a decision in your case.

Driver Safety Programs

The BMV's driver safety program includes defensive driving curriculum available through classroom instruction, online, or by DVD/video. A BMV-approved driver safety program provides an excellent summary of defensive driving techniques and is a useful refresher course for drivers. As an incentive to those who complete the course, a four-point credit will appear on their Indiana driver records for three years. This credit may only be applied once every three years.

Any person may sign up for a driver safety program. However, every individual who commits two or more traffic offenses resulting in convictions during a 12-month period **MUST** attend a driver safety program. Failure to complete the course within the specified time period will result in the suspension of the individual's driving privileges.

A judge has the authority to order a driver who commits a traffic violation to attend a driver safety program. A judge may decide to use this requirement as an alternative to driving privilege suspension. Failure to complete the program or pay the fee within the specified time period will result in the suspension of the driver's driving privileges. The four-point credit will not be applied to the driver record if the driver safety program is not BMV-approved.

If a court orders you to take a driver safety program, the court may require classroom instruction only. Please check your notice from the BMV for information on enrolling in the classroom course. The maximum fee for any driver safety program is \$55.00. Allow seven to ten working days for results to be processed. Make your check or money order payable to the driver safety program.

The BMV has approved a limited number of driver safety programs. A list of these programs is available at myBMV.com or by calling 1-888-692-6841.

Insurance Requirements

Driving without a valid liability insurance policy on any vehicle that you are operating is against the law. To deter uninsured drivers, Indiana law provides a number of sanctions for operating a vehicle without the proper insurance.

Proof of Insurance

Your insurance company must electronically provide proof of insurance to the BMV for the motor vehicle involved in any of the following situations:

- An auto accident resulting in injury, death, or property damage in excess of \$1,000; or
- A traffic ticket within one year of receiving two other traffic tickets; or
- A serious traffic violation such as a misdemeanor or felony; or
- Any traffic violation by a driver who was previously suspended for failing to provide proof of financial responsibility.

If any of the preceding situations occur, a request for proof of insurance will be sent to your mailing address on file with the BMV. You must then arrange for your insurance agent to complete a Certificate of Compliance proving that the vehicle was insured at the time of the accident or the violation; the certificate must be submitted electronically to the BMV within 40 days. Failure to electronically submit the certificate within 40 days will result in your driving privileges being suspended. Once your license is suspended, you may have the suspension removed from your driver record by having your insurance company electronically provide proof of financial responsibility covering the date of the incident and the vehicle involved.

If your driving privileges are suspended upon conviction of a major offense, your insurance company must electronically submit proof of insurance with an SR-22 form in order for you to be reinstated.

The SR-22 form proves that you have an automobile insurance policy that cannot be cancelled without prior notice, and the form must be filed with the BMV for three years. If the BMV receives a cancellation notice or does not have a current SR-22 on file at any time during the three-year period, your driving privileges will be suspended.

Driving Without Insurance

A driver who operates a vehicle without automobile liability insurance policy is subject to a suspension of driving privileges for 90-days. In addition, a driver who is suspended two times within a three-year period for failing to provide proof of insurance will incur an additional one-year suspension to be served concurrently with the most recent insurance suspension. To reinstate driving privileges, the driver's insurance provider must electronically submit current proof of insurance (SR50) and pay a reinstatement fee of \$150, \$225, or \$300, depending on whether it is a first, second, third or subsequent suspension.

All Hoosier drivers convicted of operating a vehicle without insurance, who have received a judgment for failing to pay damages as a result of an accident, or who have received an administrative (BMV) suspension for failing to provide proof of financial responsibility will automatically be entered in the BMV's Previously Uninsured Motorist Registry. Motorists who are entered in the Registry may be requested at any time to provide proof of financial responsibility.

Suspension

Indiana law gives courts the authority to order the BMV to suspend an individual's driving privileges when he/she is found to have committed certain traffic violations. In most of these instances, the driver may apply to have his or her driving privileges reinstated after a minimum suspension period.

Driver Record Access and Reinstatement

Your driver record may be viewed online at no charge on the myBMV.com website. You will be required to establish a myBMV.com personal account. The driver record includes information about suspensions and how to reinstate your driving privileges. Select "Driver Record" on the left-hand side of the page, then select the "Viewable Driver Record" to see your record. There is also an "Official Driver Record" that may be purchased for \$4.00 (see below).

If your driving privileges are suspended by a court, the court's phone number will be listed with the associated court-ordered suspension. You may contact the court to find out how to fulfill the requirements of that particular suspension.

Once the court's requirements are fulfilled, they will send reinstatement information directly to the BMV for processing. Processing by the BMV may take up to five business days once the information is received from the court.

If your driving privileges are suspended by the BMV, you will have to serve the required suspension time and, in some cases, fulfill BMV reinstatement requirements. You can find these requirements at the top of your "Viewable

Driver Record.” Typically, reinstatement requirements include providing proof of current (SR50) or future (SR22) financial responsibility and/or paying a reinstatement fee to the BMV. The proof of financial responsibility must be sent electronically from your insurance provider directly to the BMV. You may pay reinstatement fees online at myBMV.com, by telephone at (888) 692-6841 or by mail using the provided reinstatement fee coupon sent to you in the mail. These requirements, along with the earliest date you may be reinstated, will be listed in the “Reinstatement Requirements” box near the top of the Viewable Driver Record or Official Driver Record. For information regarding the Driver Safety Program, see “Driver Safety Programs” in the previous section(s).

Note: The “Viewable Driver Record” cannot be printed and should not be used as an official transcript of your driver record. The “Official Driver Record” is an official transcript of your driver record for a court, another state agency, employer or for individual use. You will be able to print your “Official Driver Record” for 30 days after it is purchased. An electronic version of the “Official Driver Record” also is provided when purchased at myBMV.com.

Failure to Appear or Pay Traffic Offenses

Failing to respond to a citation issued by a law enforcement officer or not paying for tickets after a judgment has been rendered may lead to the suspension of your driving privileges. The suspension is indefinite and ends only when you appear in court or pay for the offense. The suspension will not be cleared until proof of disposition or payment is sent from the court to the BMV.

Driving While Suspended

If you are convicted of driving while your driving privileges are suspended, the violation requires a mandatory suspension of 90 days, but not more than two years.

Operating a Vehicle While Intoxicated

Driving while intoxicated or with a blood-alcohol content over the legal limit is a criminal offense and has an immediate and significant effect on your privilege to operate a vehicle.

Common pre-conviction suspensions for operating a vehicle while intoxicated include:

- Refusal to submit to a certified chemical test. If you refuse to submit to a certified chemical test conducted by a law enforcement officer your driver’s license will be confiscated and your driving privileges may be suspended for up to two years.
- Failure of a certified chemical test. If you fail a certified chemical test, your driving privileges may be suspended for up to 180 days once the BMV receives an affidavit from a court, containing the results of the failed test.

If you are convicted of operating a motor vehicle while intoxicated or with a blood alcohol content of .08% or more, a court is required to suspend your driving privileges for at least 90 days, even if it is your first offense. Suspension periods are longer for repeat offenders.

If you are not a repeat offender, a court may stay the execution of the post-conviction suspension and issue an order for a probationary license granting limited driving privileges. You must serve a suspension of at least 30 days before the probationary driving privileges take effect. A court may also require the installation of an ignition interlock device as a condition of the probationary license. An interlock device mechanically tests your blood alcohol content level before your car can be started.

When a driver who is younger than 18 years of age is cited for operating a vehicle while intoxicated, the Juvenile Court may recommend a suspension of his or her driving privileges.

Operating a Watercraft While Intoxicated

If you are convicted of operating a watercraft while intoxicated, your driving privileges will be suspended for the same minimum and maximum periods that are provided for operating a motor vehicle while intoxicated.

A conviction for operating a watercraft while intoxicated will be forwarded to the BMV, and the conviction will become a part of your driver record.

Other crimes related to the operation of a watercraft, such as reckless operation endangering the safety of others or operating a watercraft when your driving privileges have been suspended, will also be added to your driver record.

Failure to Pay Child Support

A court that has determined that a parent is delinquent in paying child support may order the BMV to immediately suspend the delinquent parent's driving privileges indefinitely until the parent begins making payments satisfactory to the court.

If the local agency responsible for enforcing child support payments determines that a parent is more than three months or \$2,000 behind in child support, then that agency may send an order to the BMV requiring that the parent's driving privileges be indefinitely suspended in 20 days. During that 20-day period, the parent can pay the unpaid amount(s), arrange to have an amount automatically withheld from his or her paycheck, or contest whether he or she is delinquent in child support payments.

Writing a Bad Check to the BMV

The BMV will indefinitely suspend the driving privileges of a driver who writes a check for any BMV service which is not honored by the issuer's bank. To reinstate the driving privileges, the driver must pay the amount of the check, plus administrative fees and other fees.

Miscellaneous Criminal Acts in an Automobile

Indiana law mandates minimum suspension periods of driving privileges for acts such as criminal recklessness and criminal mischief in an automobile as well as more serious offenses such as involuntary manslaughter and reckless homicide.

Habitual Traffic Violators (HTV)

Indiana's Habitual Traffic Violator law provides serious penalties for drivers who have committed repeated traffic offenses over a 10-year period. The BMV uses the criteria below to determine whether or not a driver qualifies as an Habitual Traffic Violator (HTV).

Section A (10-Year Suspension): Two Major Offenses Resulting In Injury Or Death

An HTV is any person who, within a 10-year period, is convicted of two major offenses resulting in injury or death including:

- Reckless homicide resulting from operating a motor vehicle.

- Voluntary or involuntary manslaughter resulting from the operation of a motor vehicle.
- A driver involved in an accident resulting in death or injury who fails to stop at the scene of the accident to provide information and assistance.
- Operating a motor vehicle while intoxicated resulting in death.
- Operating a motor vehicle with a blood alcohol content of .08 percent or more resulting in death.

Drivers who are convicted two times within a 10-year period of operating a motor vehicle with a blood alcohol content of .08 percent or more resulting in death will have their driving privileges suspended for life.

Section B (10-Year Suspension): Three Major Offenses

An HTV is any person who, within a 10-year period, is convicted of three major offenses including:

- Driving while intoxicated or with a blood alcohol content of .08 percent or more.
- Driving while suspended, when the suspension was the result of a criminal act involving a motor vehicle or a prior conviction for driving while suspended within the previous 10 years.
- Operating a motor vehicle without having obtained a license.
- Reckless driving.
- Criminal recklessness involving the operation of a motor vehicle.
- Drag racing or engaging in a speed contest in violation of the law.
- Leaving the scene of an accident.
- Any felony under the Indiana motor vehicle statutes or any felony in the commission of which a motor vehicle is used.
- Any of the offenses listed in Section A.

Section C: Nine Moving Violations Plus One Major Offense

The BMV may suspend a person's driving privileges for five years if that person accumulates 10 moving violations in a 10-year period, one of which is a major offense as listed in Sections A or B. For example, a person with nine speeding tickets and one reckless driving conviction in a 10-year period will be subject to a five-year suspension as a Habitual Traffic Violator.

Note: Out-of-state major convictions after June 30, 2010 can also be used to qualify a driver as a Habitual Traffic Violator (HTV).

Operating a Vehicle While Suspended as a Habitual Traffic Violator (HTV)

Indiana law provides that a person who receives a conviction for operating a vehicle while suspended as an HTV may have his/her driving privileges suspended for a period set by the court, up to a lifetime forfeiture.

Restriction 2: Probationary License for Habitual Traffic Violator (HTV) Suspensions

A "Restriction 2" is placed on the driver's license credential of a person whose HTV suspension has ended or is terminated by court order by court order and previously convicted of operating a motor vehicle while intoxicated. This restriction must remain on the credential of the customer for three years following the expiration date of the suspension. This restriction indicates that this driver is subject to alcohol (chemical) testing if requested by law enforcement who lawfully stops the person while operating a motor vehicle or motorized bicycle. In addition, the person must not operate a motor vehicle or motorized bicycle with a blood alcohol content of .02 or more. At the time of application for a credential, the driver will be required to sign an affidavit acknowledging his/her obligation to submit to blood alcohol testing.

CHAPTER FOUR

Traffic Signs and Signals

Traffic signs control traffic flow, making streets and highways safer for drivers, bicyclists, and pedestrians. These signs, which are posted by the Indiana Department of Transportation and local governments, use colors, shapes, written messages, and symbols to help drivers quickly understand the information. Understanding these signs is necessary to obtain an Indiana driver's license.

Traffic Sign Colors

The background color of a traffic sign helps to identify the type of information displayed on the sign. There are seven common colors used for signs.

Red Traffic Signs

Red traffic signs require drivers to take immediate actions to avoid threats to traffic safety. A "Wrong Way" sign is an example of a traffic sign with a red background.



Yellow or Fluorescent Yellow-Green Traffic Signs

Yellow or fluorescent green traffic signs prepare drivers for specific road conditions and hazards ahead, and alert drivers to nearby school zones.

A "Slippery When Wet" sign is one example of a traffic sign with a yellow background.

A "Pedestrian Crossing" sign is an example of a traffic sign with a fluorescent green background.



White Traffic Signs

White traffic signs display traffic regulations that drivers must obey such as speed limits, as well as helpful information such as state highway markers. A "No Turn On Red" sign is an example of a traffic sign with a white background.



Orange Traffic Signs

Orange traffic signs warn drivers of conditions ahead due to highway construction and maintenance projects. A "Flagger Ahead" sign is an example of a traffic sign with an orange background.



Green Traffic Signs

Green traffic signs indicate directions, highway entrances and exits, and distance to upcoming destinations. A sign showing distances is an example of a traffic sign with a green background.



Blue Traffic Signs

Blue traffic signs display traveler information to drivers. A sign showing information about amenities at an upcoming exit is an example of a traffic sign with a blue background.



Brown Traffic Signs

Brown traffic signs indicate nearby parks and recreational areas. A sign showing a nearby state park is an example of a traffic sign with a brown background.



Traffic Sign Shapes

The shape of a traffic sign also indicates the type of information displayed on the sign. There are eight common shapes used for traffic signs.

Circular Traffic Signs

Circular traffic signs alert drivers of upcoming railroad crossings.



Three-Sided Traffic Signs

Traffic signs with three sides of equal length warn drivers to slow down when approaching an intersection and to be prepared to come to a complete stop.



Pennant-Shaped Traffic Signs

Pennant-shaped traffic signs are posted on the left-hand side of two-way roads to warn drivers not to pass other vehicles on the left.



Square Traffic Signs

Square traffic signs display regulations that drivers must obey. Signs that warn drivers to avoid certain actions will often have a symbol surrounded by a red circle with a red diagonal bar. A “No Left Turn” sign is an example of a square traffic sign.



Rectangular Traffic Signs

Rectangular traffic signs display traffic regulations that drivers must obey such as speed limits, as well as helpful information such as state highway markers. Rectangular signs are often posted with pennant-shaped signs to warn drivers not to pass other vehicles, or to pass other vehicles with care. A “Speed Limit” sign is an example of a rectangular traffic sign.



Diamond-Shaped Traffic Signs

Diamond-shaped traffic signs warn drivers of upcoming road conditions and hazards. A “Divided Highway Ends” sign is an example of a diamond-shaped traffic sign.



Five-Sided Traffic Signs

Five-sided traffic signs warn drivers that they are entering an area near a school in which children may be crossing the road.



Eight-Sided Traffic Signs

Eight-sided traffic signs warn drivers to stop and yield the appropriate right-of-way at an intersection.



Warning Signs

Warning signs prepare drivers for upcoming road conditions and hazards. The following signs are some examples of Indiana's warning traffic signs.



Added Lane



Bicycle Crossing



Buggy Warning



Cattle Crossing



Crossroads Ahead



Curve Ahead



Deer Crossing



Detour In 1,000 Feet



Divided Highway



Farm Machinery



Fire Station



Lane Ends



Lanes Shifting



Low Clearance

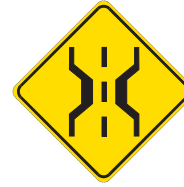


Low Shoulder



Merging Traffic

Warning Signs (continued)



Narrow Bridge



Narrow Bridge



Pedestrian Crossing



Playground Warning



Prepare To Stop



Sharp Turn Slow Down



Side Road



Slippery When Wet



Steep Downgrade



Stop Ahead



"T" Intersection



Traffic Signal



Two-Way Traffic



Winding Road



Watch For Ice On Bridges



Yield Ahead

Highway Construction and Maintenance Signs

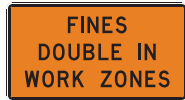
Construction zones pose dangers both for drivers and for construction workers. Orange highway construction traffic signs warn drivers to be careful when approaching construction zones.



Detour



Detour Ahead



Fines Double In
Work Zones



Flagger Ahead



Flagger Ahead



Right Lane
Closed



Road Work
Ahead



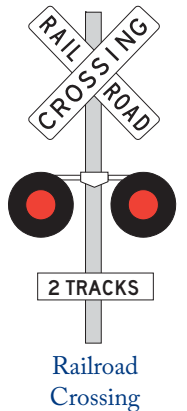
Work Crew
Ahead

Railroad Signs

Railroad traffic signs alert drivers of upcoming railroad crossings.



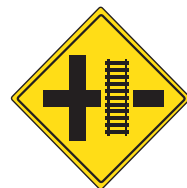
Railroad
Crossing



Railroad
Crossing



Railroad
Crossing



Railroad
Crossing

School Zone Signs

Yellow, five-sided traffic signs warn drivers that they are entering an area near a school in which children may be crossing the road.



Pedestrian
Crossing



Pedestrian
Crossing



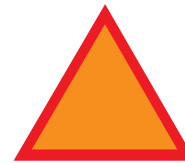
Pedestrian
Crossing



School Bus
Stop Ahead

Slow Moving Vehicle Emblem

A slow moving vehicle emblem has an orange fluorescent center and red reflective borders, and indicates a slow-moving vehicle which cannot exceed 25 miles per hour.



Slow Moving
Vehicle

Speed Advisory Signs

Speed advisory traffic signs may accompany some warning signs.



Speed Advisory
At Exit



Speed Advisory
At Roundabout



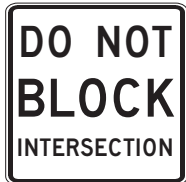
Speed Advisory
On Ramp



Speed Limit
Ahead

Traffic Regulation Signs

Traffic regulation signs regulate traffic speed and movement and display rules which drivers must obey. The following signs are some examples of Indiana's traffic regulation signs.



Do Not Block Intersection



Do Not Enter



Do Not Pass



Emergency Stopping



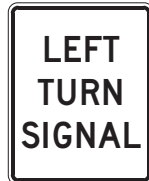
Keep Right



Left Lane Must Turn Left



Left On Arrow Only



Left Turn Signal



Left Turn Yield On Green



Limited Parking



Minimum Speed



Multiple Turns



No Left Turn



No Parking



No Parking Any Time



No Right Turn

Traffic Regulation Signs (continued)



No Trucks



No Turn On Red



No U-Turn



One Way



One Way



Reduced Speed Ahead



Reserved Parking



Restricted Lane



Right Lane Must Turn Right



Right Lane Only



Slower Traffic Keep Right



Speed Zone Ahead



Stop



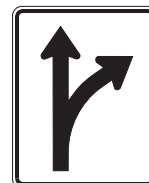
Stop Here On Red



Tow-Away Zone



Turn Left Or Go Through



Turn Right Or Go Through



Two-Way Left Turn



Wrong Way



Yield

Supplemental Plaques

Supplemental plaques are sometimes added to the bottom of stop signs to indicate which directions in the intersection must stop.



4-Way



All Way

Traffic Guidance Signs

Traffic guidance signs provide drivers with information about the type of road they are traveling, upcoming highway entrances and exits, and distances to various destinations. The following signs are some examples of Indiana's traffic guidance signs.



Airport



Bus Station



Posted
Distances



Highway Exits



Interstate



Mileage
Indicator



State Road



US Highway

Driver Services and Recreation Signs

Driver services and recreation signs provide drivers with information about nearby amenities, parks, and recreational areas.



Accommodations
Available



Amenities Avail-
able



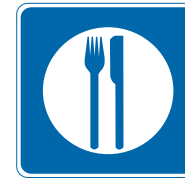
Bike Trail



Boat Ramp



Camping Site



Food Services
Available



Fuel Services
Available



Handicap
Parking



Handicap
Parking



Historical Marker



Hospital



Playground



Rest Area



Road / Weather
Information



State Park



Telephone Avail-
able

Traffic Signals

Traffic control devices such as stop lights and signs are used to control traffic flow and indicate right-of-way at intersections and pedestrian crossings.

Driving Straight Through an Intersection

A green light means go. If you are facing a green light, you have the right-of-way and may drive through an intersection, as long as the intersection is clear of other vehicles and pedestrians.

A yellow light means slow. If you are facing a yellow light, your right-of-way is ending.

A red light means stop. Traffic entering an intersection from other directions have the right-of-way. If you are facing a red light, you may not enter an intersection until the light facing you turns green and the intersection is clear.

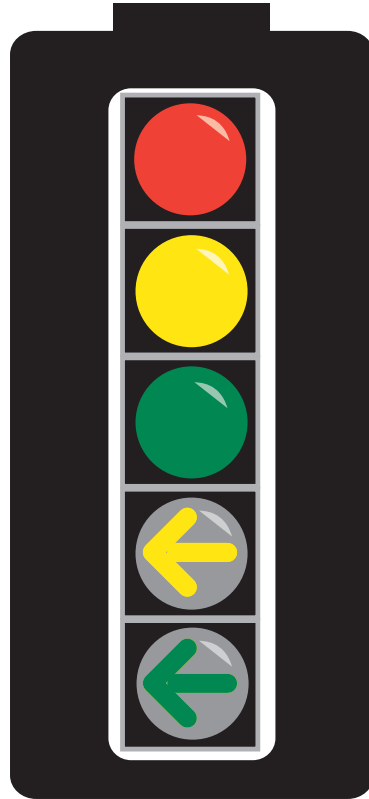
Turning Through an Intersection

If you are facing a green arrow displayed with a red or green light, you have the right-of-way and may turn through an intersection, as long as the intersection is clear. Drivers who are not facing a green arrow must stop.

If you are facing a yellow arrow displayed with a red or green light, your right-of-way is ending.

If you are facing a green light displayed without an arrow, you may turn through an intersection as long as the intersection is clear and you yield the right-of-way to all oncoming traffic. Only one vehicle at a time may move into an intersection to turn left.

If you are facing a yellow light displayed without an arrow, your right-of-way is ending.



If you are facing a red light displayed without an arrow, your right-of-way has ended. If you are in the middle of an intersection when your right-of-way ends, you may turn once oncoming traffic has stopped. If you are facing a red light, you may not enter an intersection until the light facing you turns green and the intersection is clear.

To turn right through an intersection with a red light you must come to a full stop, check to make sure that there are no vehicles or pedestrians in the path of your turn or about to enter the path of your turn, and use the correct lanes.

You may turn left through an intersection with a red light if you are turning from a one-way street to a one-way street. You must also come to a full stop, check to make sure that there are no vehicles or pedestrians in the path of your turn or about to enter the path of your turn, and use the correct lanes.

Red Flashing Lights

A red flashing light at an intersection is equivalent to a stop sign and means that you must come to a complete stop before entering the intersection.

If you are facing a red flashing light at an intersection at which cross-traffic is not required to stop, you may proceed only when the intersection is clear and you will not interfere with the right-of-way of cross-traffic.

If you are facing a red flashing light at an intersection at which all traffic is required to stop, you may proceed only after you have stopped and yielded the right-of-way to any vehicle that is already in the intersection, any vehicle that stopped before you and is entering the intersection, and any vehicle that arrived at the same time as you and is to your right.

Yellow Flashing Lights

A yellow flashing light at an intersection means that you should slow down and use caution when traveling through the intersection. Cross-traffic is required to yield the right-of-way to you. However, you should watch for other vehicles or pedestrians attempting to cross the intersection.

Approaching a Red Light or Stop Sign

If you are approaching a red light, you must stop at the solid white stop line. If there is no stop line, you should stop before entering the crosswalk on your side of the intersection. If there is no crosswalk, you should stop before entering the intersection.

If you are approaching a stop sign, you must stop at the solid white stop line. If there is no stop line, you should stop parallel to the stop sign or before entering the intersection.

Approaching a Yield Sign

A yield sign indicates that a driver must slow down when approaching an intersection and be prepared to come to a complete stop if a vehicle or pedestrian with the right-of-way is approaching from another direction. If you are approaching a yield sign, a vehicle approaching from another direction with the right-of-way should not have to brake to avoid a collision with you.

Approaching an Intersection with No Signal

If you are approaching an intersection with a non-operating signal, you should stop before entering the intersection. After stopping, you should yield the right-of-way to cross-traffic and then proceed with caution.

Before entering a street from an alley or driveway, you should stop and yield the right-of-way to other vehicles.

Pedestrian Signals

Pedestrian signals alert pedestrians when they may safely cross a street or intersection.

Pedestrian signals display the word “WALK” or a symbol of a person walking when pedestrians may safely cross a street or intersection. At some intersections, there is a button near the base of the pedestrian signal or stop sign that may be pushed to activate the walk signal.

Pedestrian signals display the words “DON’T WALK” or a symbol of a raised hand when it is not safe for pedestrians to cross a street or intersection. The words or symbol flash to alert pedestrians that the time in which to safely cross the street or intersection is ending.



Walk



Walk



Don't Walk



Don't Walk

CHAPTER FIVE

Safe Vehicle Operation

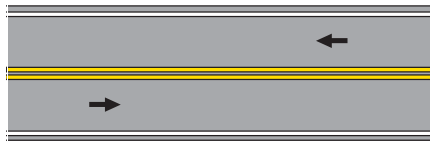
Even the most experienced drivers can be distracted while driving. A defensive driver looks out for the actions of other drivers and anticipates potential problems.

Lane Markings

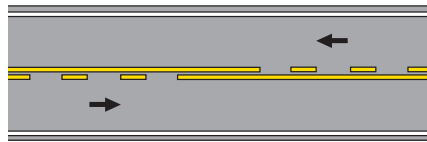
Lane markings separate traffic and alert drivers when it is safe to pass other vehicles.

Yellow Lane Markings

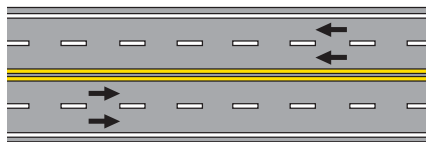
Yellow lane markings separate multiple lanes of traffic going in opposite directions. You may cross a broken yellow line to pass another vehicle but you should not cross a solid yellow line except to turn.



Two lane road with
a solid yellow line



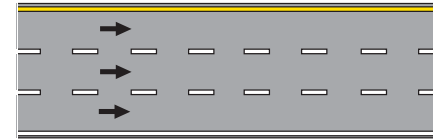
Two lane road with
a broken yellow line



Four lane road with
a solid yellow line

White Lane Markings

White lane markings separate multiple lanes of traffic going in the same direction. Most roads with more than two lanes have broken white lines to separate the lanes. You may cross a broken white line when it is safe to change lanes but you should not cross a solid white line.



Three lanes of traffic
with broken white lines

Changing Lanes and Passing Other Vehicles

Only change one lane at a time. When changing lanes to prepare for a turn, do so at least 200 feet before the turn. Do not weave in and out of lanes, which greatly increases risk of an accident. On the highway, slower vehicles should use the lane to the right. Leave the left-hand lane for faster moving or passing vehicles.

Follow these rules when you are changing lanes:

- Make sure that there is no traffic ahead of you in the lane that you would like to enter; and
- Check your mirrors for any vehicles that are preparing to pass you; and
- Briefly turn your head towards the lane that you are entering to make sure that there is no vehicle in your “blind spot” and that there is sufficient room to move into the adjacent lane; and
- Use your turn signals to alert other drivers of your intention to change lanes; and
- Smoothly move into the new driving lane.

Passing Other Vehicles

Follow these rules when you are passing other vehicles:

- Make sure the passing lane is clear of traffic. You must return to the right side of the road no less than 100 feet before any oncoming vehicle; and
- Check behind and to the left of your vehicle to make sure that another vehicle is not attempting to pass you; and
- Use your turn signals to alert other drivers of your intention to change lanes; and
- Move into the passing lane, accelerate, and continue to move forward until you can see the vehicle that you are passing in your rearview mirror; and
- Before returning to the lane in which you were originally driving, use the appropriate turn signal.

When Passing Other Vehicles is Prohibited

It is dangerous and illegal to try to pass other vehicles in the following situations:

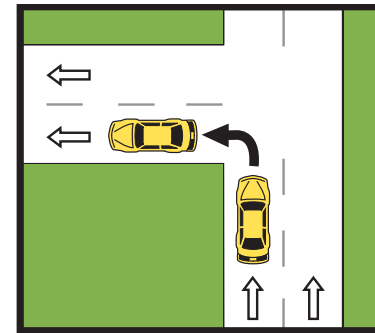
- A solid yellow line is marked on the driver's side of the center line of the road.
- A yellow, pennant-shaped "No Passing Zone" sign is posted on the left-hand side of the road, or a white rectangular "Do Not Pass" sign is posted on the right-hand side of the road.
- When you are driving on or approaching a curve in the road.
- When you are approaching the crest of a hill or grade in the road.
- Within 100 feet of an intersection, railroad crossing, bridge, viaduct or tunnel.

When You are Being Passed

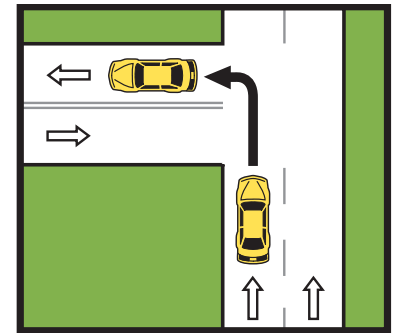
If another vehicle is passing you on the left-hand side of the road, allow the other vehicle to pass safely, and do not increase your speed.

Rules for Safe and Legal Turning

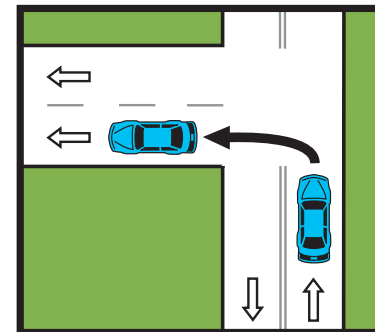
The first rule for a safe and legal turn is to move into the proper lane well before the turn. To turn left, be in the far left lane for your direction of travel. To turn right, be in the far right lane for your direction of travel.



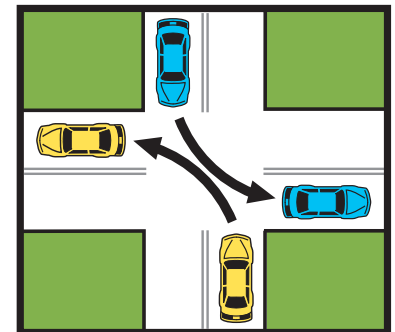
Turning from a one-way road
to a one-way road



Turning from a one-way road
to a two-way road



Turning from a two-way road
to a one-way road

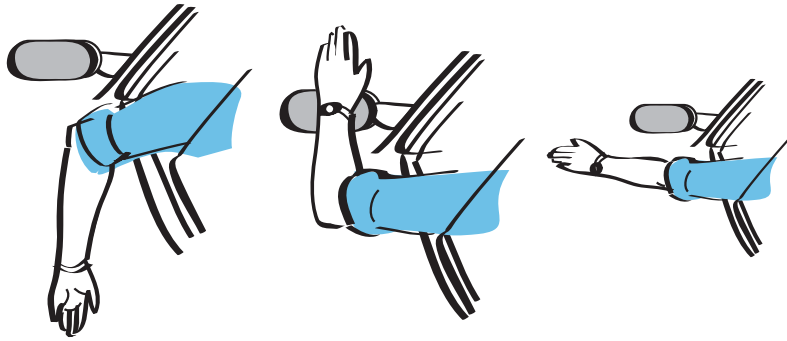


Turning from a two-way road
to a two-way road

Signaling Your Intention to Turn

You must give a proper turn signal at least 200 feet before turning or changing lanes. If the speed limit is 50 miles per hour or more, you must give a proper turn signal at least 300 feet before turning or changing lanes.

The safest type of signal is using the lighted signals used in most vehicles. If, however, one or more of these signals is malfunctioning, you may use hand signals. You may not use hand signals on a driving skills test.



Stop or slow

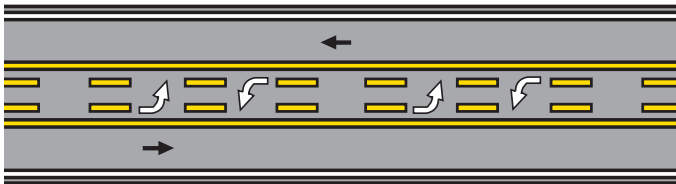
Right turn

Left turn

Turning Left from Specially-Designated Center Lanes

Busy roads on which there are many places a vehicle may make a left turn often have a center lane designated solely for left-turning vehicles. Always be aware that vehicles traveling in the opposite direction may be entering the center lane to turn left in front of your vehicle. Never use this type of center lane for passing other vehicles.

Designated center lanes for left turns can usually be identified by a sign with alternate directional arrows stating “CENTER LANE ONLY” or with pavement arrows, although some center lanes do not have signs or pavement arrows.



Center turn lane with pavement arrows

U-Turns

A U-turn is a maneuver in which a driver changes direction by making a 180-degree turn. It is potentially dangerous and should only be undertaken when absolutely necessary. Follow these rules when making a U-turn:

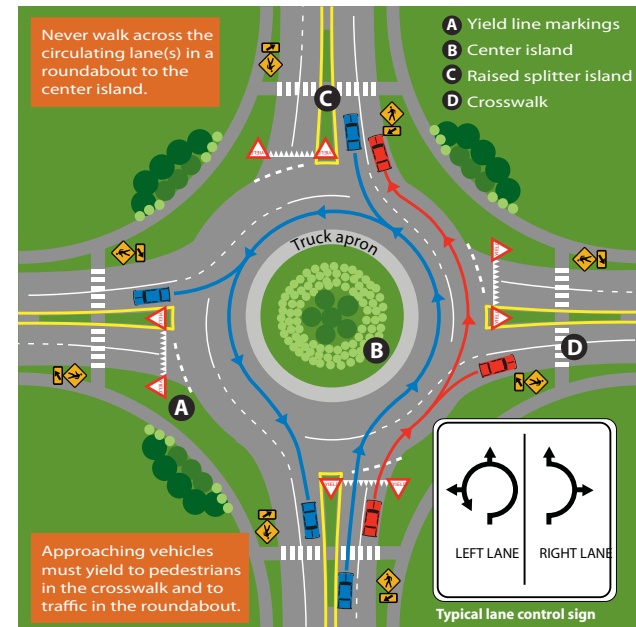
- Always yield the right-of-way to oncoming vehicles and pedestrians.
- Never make a U-turn on a curve in the road or when approaching the crest of a hill or grade.
- Never make a U-turn on an interstate highway. Instead, proceed to the next exit and re-enter the highway in the opposite direction.

Four-way Stops

The rules for a four-way stop are like those for a two-way stop: Stop and look for oncoming traffic, and proceed when it is safe to do so. At a four-way stop, the rule is that the first vehicle to stop at the intersection is the first to proceed through the intersection. However, you may occasionally arrive at a four-way stop sign at the same time as another driver. In such cases the driver to the right has the right of way. However, if there is any doubt who has the right of way or if there is the chance of a crash, it is better to yield the right of way to the other driver.

Roundabouts

A roundabout is a circular intersection in which traffic enters or exits only through right turns and proceeds in a counter-clockwise direction. A roundabout incoming traffic always yields to the circulating traffic.



Two-lane roundabout (does not reflect all roundabout designs)

Following Turning Vehicles

When following a driver who has signaled his or her intention to make a turn, or who has slowed down and may be looking to make a turn, you should slow down, and be prepared to stop.

Speed Limits

Indiana law requires drivers to operate vehicles at the posted speed limit.

Rural Interstate Highway Speed Limits

Rural interstate highways are located outside urban areas with a population of at least 50,000 people.

- Passenger vehicles may not exceed 70 miles per hour or the posted speed limit.
- Trucks that are 26,000 pounds and heavier may not exceed 65 miles per hour or the posted speed limit.
- On a rural state divided highway, vehicles may not exceed 60 miles per hour or the posted speed limit.

Urban Speed Limits

Urban areas have a population of at least 50,000 people.

- On an urban interstate highway, vehicles may not exceed 55 miles per hour or the posted speed limit.
- On a non-divided state highway, vehicles may not exceed 55 miles per hour or the posted speed limit.
- On county roads, vehicles may not exceed 55 miles per hour or the posted speed limit.
- In most urban residential areas, vehicles may not exceed 30 miles per hour or the posted speed limit.
- In alleys, vehicles may not exceed 15 miles per hour or the posted speed limit.

School Zone Speed Limits

If you are driving near a school, you must slow down to the lower posted speed limit for the school zone. Common hours for school zone speed limits are 7 a.m. to 4:30 p.m., Monday through Friday. However, local authorities may establish lower speed limits for school zones when children are present.

Highway Work Zone Speed Limits

Work site speed limits are always at least 10 miles per hour below the maximum established speed limit for the area. The maximum speed limit in a highway work zone will not exceed 45 miles per hour in any location.

School Bus Speed Limits

When not driving on an interstate or state highway, the maximum speed limit for a school bus is 40 miles per hour unless the posted speed limit is lower. The maximum speed limit for a school bus on an interstate or highway is 60 miles per hour or the posted speed limit.

Reduce Speed in Dangerous Conditions

Excessive speed, even when conditions are ideal, is dangerous and increases the likelihood of an accident. Driving at the posted speed limit or in excess of it during the following roadway conditions is even more dangerous:

- Bad weather and poor visibility.
- Slick or icy roads.
- Driving with worn tires.
- Unsafe vehicle conditions.
- Impaired physical condition.
- Hazardous conditions on road surface.

Braking and Following Distances

The following chart provides an indication of how fast a vehicle travels in one second at 35, 55, and 65 miles per hour.

Speed	35 mph	55 mph	65 mph
Feet traveled in one second	51.3	80.7	95.3
Lanes of traffic crossed in one second	2.6	4	4.7
Seconds to travel a football field	5.8	3.7	3.1

A good rule for drivers to follow is to stay at least two to three seconds behind the vehicle ahead. When following a vehicle, watch for the vehicle ahead to pass a fixed object and estimate how much time elapses before you pass the same object.

Many factors affect a vehicle’s ability to stop:

- Speed of vehicle.
- Weight of vehicle.
- Type and condition of brakes.
- Type and condition of tires.
- Physical condition of pavement.
- Slickness of pavement.
- Grade of road.

Skidding

Sudden turns, lane changes or hard braking can cause a vehicle to skid. The procedure for correcting a skid is the same for both front-wheel-drive vehicles and rear-wheel-drive vehicles.

If your vehicle begins to lose traction or the rear wheels begin sliding sideways, ease off the gas pedal. Do not make a fast turn away from the direction of the skid and do not steer too far, which could cause a spin.

If your vehicle has conventional brakes, turn the steering wheel in a controlled manner in the direction the rear of the car is sliding. When you regain traction, straighten the vehicle and proceed slowly.

If your vehicle has an anti-lock brake system (ABS), keep your foot on the brake pedal, maintaining firm and continuous pressure while steering normally. Do not pump the brakes. A mechanical sound or noise and vibration or increased resistance in the brake pedal indicates that your ABS is working.

Driving in Uncertain Weather Conditions

Winter Driving

Driving in winter weather presents a number of dangers due to ice, snow and very cold temperatures. Always clear your windows before driving. Ice on the roadway is a potentially dangerous condition that can cause a vehicle to lose traction.

Snow, especially when mixed with significant wind, poses a number of problems for drivers. Visibility may be substantially reduced.

Watch for drifting snow, particularly in rural areas where only a few inches of snow can cause roads to become impassable. Always watch for icy conditions when there is snowfall on the ground, particularly at intersections, and use your headlights to be seen by other drivers. Be aware that moisture on ramps, bridges and overpasses may occasionally freeze before other sections of the driving roadway. Stay a safe distance behind snowplows.

Always allow your vehicle’s engine plenty of time to warm up before driving in very cold conditions. Drive with a full tank of gas so that if stranded, the heater can remain in use for as long as possible. Brush the snow off your headlights and taillights frequently.

Consider carrying a winter survival kit in your vehicle that includes sand or strips of carpet for traction, booster cables, blankets, shovel, flashlight, extra clothing, candles, matches, nonperishable snack food, and bottled water.

Rain

Wet roadway surfaces can be dangerously slick, especially immediately following a rainfall. When you are driving on wet roads, your vehicle is actually traveling on a thin layer of oil, dirt, and water (hydroplaning).

Hydroplaning increases with speed and, at a point, your tires may be in contact only with the oil, dirt, and water. If this happens, there is no friction to brake, speed up, or turn, and a gust of wind, a change of road level, or a slight turn can cause you to lose control of your vehicle.

Do not drive on bald or badly worn tires. Slow down when there is heavy rain, standing water or slush on the road. If you are driving through water puddles, test your brakes by pumping them, which will also help to dry them. If the water is deeper than your tire treads, slow down. Use your headlights to be seen by other drivers.

Fog

Fog can greatly reduce your visibility of other vehicles, pedestrians, and traffic signals. Drive cautiously and at reduced speeds. Do not use high headlight beams. Low headlight beams better illuminate the road and objects ahead. If fog closes in completely, and visibility is reduced to near zero, carefully pull off the road as far as possible, and stop. Headlights and flashing emergency signals should be used while driving in fog.

High Winds

Strong winds have high impact on high-profile vehicles. If a tornado is nearby, exit your vehicle immediately, go to a low lying area, take precautions to avoid rushing water, and cover your head.

Flash Flooding

Flash flooding causes more deaths than any other weather event each year. Be especially alert at night or when driving on unfamiliar roads. If you are caught in a storm or come upon a hazardous situation, follow these rules:

- Do not drive around traffic barricades or past road-closed signs.
- Watch for bridges, culverts and roadbeds that may be washed away or undermined by floodwaters.
- Do not drive where water is over the road. The depth of water is not always obvious and the water may hide washouts.
- If your car stalls in a flooded area, abandon it as soon as possible. Flood waters can rise rapidly and sweep a car and its occupants away.

Driving at Night

Driving at night presents a number of potential problems which can be made worse if you do not have experience driving at night or in dangerous conditions.

Visibility

Pedestrians, road markings, and other vehicles are more difficult to identify and recognize at night. Under nighttime driving conditions, you should reduce normal speed, especially on unfamiliar roads.

The glare of oncoming headlights may also reduce vision. To avoid the effects of glare, do not look directly into the lights of an approaching vehicle but focus on the right side of the road.

Fatigue

Drivers are more likely to be tired while driving at night, and may have a higher risk for accidents. Avoid driving late at night, if possible, or driving at any time without enough sleep.

Be prepared to stop driving if you are unable to stay alert or experience any of the following signs of fatigue:

- Trouble focusing your vision.
- Having no memory of the last few minutes of your drive.
- Beginning to drift out of your lane.
- Failing to maintain a constant speed.
- Head nodding and feeling as though you are about to fall asleep.

If you are feeling drowsy, let another person drive or find a safe area to pull over and rest. A driver's efforts to stay awake when excessively tired, such as rolling down the windows or turning up the radio, are usually ineffective and may give a false sense of alertness.

Headlights

Drivers must use headlights between sunset and sunrise as well as at any other time in which visibility is less than 500 feet. Lower headlight beams must be used when approaching within 500 feet of an oncoming vehicle or when following within 200 feet of the rear of another vehicle.

Driving on Interstate Highways

Good judgment and timing are needed to merge smoothly with fast-moving traffic on highways. When you enter an interstate on-ramp, stay to the right and increase your speed in the acceleration lane to allow your car to merge with traffic when your path is clear. Drivers already on the interstate should make allowances for those entering. However, drivers entering an interstate must yield the right-of-way to vehicles on the interstate.

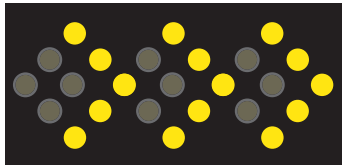
It is illegal to back up on an interstate highway to reach a missed exit. If you miss an exit, you must drive to the next exit. It is illegal for any vehicle, other than an emergency vehicle or a highway maintenance vehicle, to make a U-turn by crossing the median of an interstate highway.

Except in the event of an emergency or a disabled vehicle, do not stop or park a vehicle on the shoulder of an interstate highway.

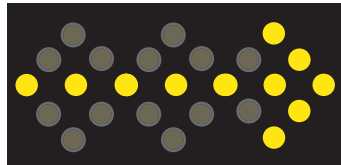
Trucks are restricted to the right lane on sections of interstate with two lanes in one direction and the right two lanes on sections of interstate with three lanes or more in one direction.

Work Zones

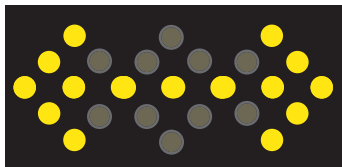
Flashing arrow boards are often used to indicate a detour or “crossover.” In these cases, lane markings on the road, traffic cones, barrels or barricades will outline the path a vehicle must follow. A flashing arrow board not indicating a direction either way is a signal to use caution but does not require a driver to move to another lane.



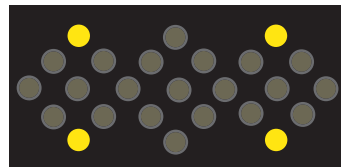
Move or merge right



Move or merge right



Move or merge right or left



Caution

Flagger Signals

At some work sites, one or more flaggers are posted at each end of the work zone to control traffic flow.

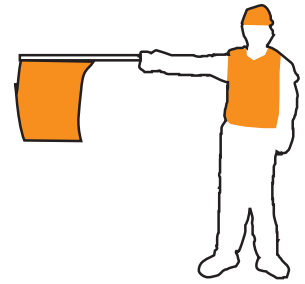
When approaching a flagger, reduce your speed when a flagger extends a red flag in a horizontal position into the line of traffic and you may proceed at a reduced speed only when directed to by the flagger.

If a flagger uses a signal paddle, you should stop or proceed slowly according to the “STOP” or “SLOW” message displayed on the sign.

Work Zone Safety Driving Tips

Work zones pose dangers both for drivers and for the workers. Be respectful of these dangers, and exercise caution whenever traveling in a work zone. The highest legal posted speed limit in a designated highway work site is 45 miles per hour and may be posted lower.

- **Stay alert.** Look for reduced speed limits, narrow driving lanes, and highway workers.
- **Pay attention.** Work zone signs will state exactly what to expect ahead.
- **Merge early.** If merging at first sight of signs, traffic will flow more smoothly.
- **Slow down.** If you are speeding when you approach a work zone you will encounter slowed or stopped traffic within seconds.
- **Don't tailgate.** Maintain a safe distance on all sides of your vehicle.
- **Minimize distractions.**
- **Plan ahead** and expect delays.



Stop



Stop



Slow



Proceed

Railroad Crossings

Special signs, signals, and pavement markings are used to warn and regulate drivers at railroad crossings, although you should not expect to see all of these signals used at every railroad crossing.

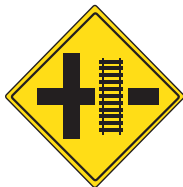
There are a number of warning signs used to alert drivers of a railroad crossing.



Railroad Crossing



Railroad Crossing



Railroad Crossing



Railroad Crossing

Cross Bucks

Cross bucks at a railroad crossing mark the location of the tracks.

When displayed alone, you should treat a cross buck as a yield sign and the decision to stop or cross the tracks is yours. You should stop if there is a train approaching.

When a cross buck is displayed with a stop sign you must come to a complete stop and proceed over the tracks only after making certain that a train is not approaching. Never assume that because there is only a stop sign posted that a train is not coming.

Some vehicles are required by law to always stop at railroad crossings not closer than 15 feet or further than 50 feet from the nearest rail. This requirement does not apply to abandoned railroad tracks.

Vehicles that must stop at a railroad crossing include:

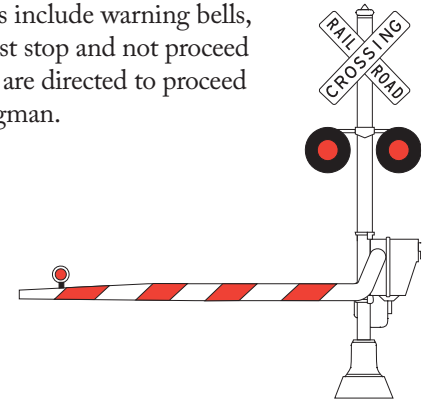
- All vehicles carrying passengers for hire.
- All school buses.
- All vehicles carrying explosives or flammable liquids.



Where train-activated warning devices include warning bells, flashings lights, or lights and gates, you must stop and not proceed until the active warning is cancelled or you are directed to proceed by a law enforcement officer or railroad flagman.

Railroad Crossing Safety Tips

- **Obey the warning signs.** Due to the size of trains, the actual speed of a train can be very deceiving. Under no circumstances should you attempt to race a train to a crossing. It is illegal to drive around a crossing gate that is down.



Railroad crossing gate

- **Avoid stopping or shifting gears while crossing railroad tracks.** A driver should never begin to cross railroad tracks unless the tracks can be cleared without stopping. If your vehicle stalls on the tracks, all occupants should immediately leave the vehicle. Look for the emergency notification sign at the crossing with contact information to call the railroad about a blocked crossing and contact 911 for assistance.
- **Watch for additional trains.** Where there is more than one track, a driver waiting for the track to clear must make sure another train is not coming on the other track once the first train has cleared. Be careful that a train is not proceeding in the opposite direction behind the first train.
- **Be aware of 'local quiet zones'** where locomotive horns are not sounded by approaching trains at some gated crossings.
- **Be aware that some trains operate on tracks in the middle of streets.** In those cases, traffic signals flash red in all directions to indicate the presence of an approaching train. Drivers should treat this indication like any other crossing warning.
- **Trains cannot stop quickly.** If you are on a collision course with a train, only you can prevent the collision.
- **Do not pass another vehicle within 100 feet of a railroad crossing.**

Sharing the Road with Trucks

To reduce the chance of an accident with a truck, be familiar with the braking ability, blind spots, and maneuverability of trucks.

Braking

A truck will take longer to stop than a car traveling at the same speed, so you should not make a sudden lane change or stop in front of a truck. The average passenger car traveling at 55 mph can stop in about 130-140 feet, about half the length of a football field. A fully loaded tractor-trailer with hot brakes may take more than 400 feet to come to a complete stop, or more than the length of a football field.

Turning

With any turning vehicle, the rear wheels follow a shorter path than the front wheels, and the longer the vehicle is, the greater the difference will be. Truck drivers often swing out as the first step in making a tight turn. When following a truck, watch its turn signals before trying to pass, especially to the right. If the truck appears to be moving to the left, wait a moment to check and see which way the driver is signaling and watch for a right turn.

Blind Spots

Many drivers falsely assume that a truck driver can see the road better because he/she sits twice as high as the driver of a car. While truck drivers do have a better forward view and bigger mirrors, they still have serious blind spots into which a car can completely disappear from view. Blind spot for the truck driver will be up to 20 feet in front of the cab, on either side of the trailer, alongside the cab, and up to 200 feet behind the truck.

Drivers lingering in the blind spots on the sides and in the rear, hamper a truck driver's ability to take evasive action to avoid a dangerous situation.

Maneuverability

Trucks are designed to carry products long distances but are not designed to be as maneuverable as cars. Trucks weigh more, have longer stopping and accelerating distances, and have a wider turning radius. On multi-lane highways, tractor-trailers stay in the center lane to help the flow of local traffic on and off the highway.

Staying in the middle lane also increases the truck driver's options if he or she has to switch lanes in order to avoid a dangerous situation or an accident.

Tips for Sharing the Road with Trucks

- **Don't cut off a truck in traffic or on the highway to reach an exit or turn.** Cutting into the open space in front of a truck removes the truck driver's cushion of safety. Trying to beat a truck to a single-lane construction zone creates a particularly dangerous situation. Take a moment to slow down and exit behind a truck. It will only take you a few extra seconds and will greatly reduce the risk of an accident.
- **Don't linger alongside a truck when passing.** Always pass a truck completely and always on the left side. If you linger when passing the truck, your position makes it impossible for the trucker to take evasive action if an obstacle appears in the road ahead.
- **Don't follow too closely or tailgate.** When following behind a truck, if you cannot see the truck driver's rearview mirrors, there is no way the truck driver can see you. Tailgating a truck is dangerous because you take away your own cushion of safety if the truck stops quickly. In addition, if the vehicle you are following hits something in the road, you will have no time to react before it hits the front of your car.
- **Never underestimate the size and speed of an approaching truck.** Because of its large size, a truck often appears to be traveling at a slower speed than it is. A substantial number of collisions involving a car and a truck take place at intersections, because the driver of the car did not realize how close the truck is or how quickly it is approaching.

Sharing the Road with Other Vehicles

Emergency Vehicles

Ambulances, police vehicles, fire vehicles, and rescue vehicles are permitted to display a red flashing light and drivers must obey the following rules:

- Yield the right-of-way to that vehicle.
- Always listen for sirens on these vehicles and yield the right-of-way. The siren is usually heard before the emergency vehicle is in view.
- Slow down, pull to the right of the road, and stop until the emergency vehicle passes.

When you see a stationary emergency vehicle with flashing lights you must slow down and move into a lane that is not adjacent to the emergency vehicle, if it is possible to do so safely. If it is not possible to do so safely, you must slow down and proceed with caution.

Privately-owned vehicles with flashing blue lights are used by volunteer firefighters responding to an alarm. You must yield the right-of-way to these vehicles.

Privately-owned vehicles with flashing green lights are used by certified emergency medical technicians responding to emergencies. You must yield the right-of-way to these vehicles.

School Buses

Buses that transport students to or from school must meet the following requirements:

- Be painted chrome-yellow and display the words "School Bus" on the front and rear of the vehicle in black letters, at least eight inches high.
- Display two amber lights in front and rear to warn drivers that the bus is slowing down to stop to load or unload students, and two red lights in front and rear to indicate that the bus is stopped to load or unload students.
- Be equipped with amber turn signals.
- Be equipped with a stop arm which extends at least 18 inches from the side of the bus body and with a red octagonal stop sign with white letters to be extended while the bus is stopped on the roadway for the purpose of loading or unloading students.



A school bus driver must load and unload students as close to the right hand curb or edge of the roadway as practical.

School buses are equipped with both yellow and red flashing lights. When the school bus driver activates the yellow lights, he/she is warning other drivers that the bus is slowing and is going to load or unload children. Once the bus stops, the red lights and stop arm will be activated.

You must stop when you approach a school bus with flashing red lights activated and stop arm extended. If you are driving on a highway that is divided by a barrier or unimproved median, you are required to stop only if you are traveling in the same direction as the school bus. You do not have to stop if you and a school bus are traveling in opposite directions on a road that has more than two lanes and is separated by a median strip not for vehicle travel.

Disregarding a school bus stop arm can be considered reckless driving, a Class B Misdemeanor which is punishable by up to 180 days in jail and a maximum fine of \$1,000.

School authorities may give permission, in writing, for a school bus to be used in transporting students for certain non-school functions as prescribed by law.

A special purpose bus can be registered by public school corporations and private schools for transportation of students to extracurricular events. If a van, station wagon, or bus is transporting six or more people to extracurricular events, it must have a body change to Special Purpose and must be inspected by the Indiana State Police.

Motorcycles

Motorcycle riders have the same rights and privileges as other drivers. Allow a motorcycle rider a full lane width. Although it may seem as though there is enough room in the traffic lane for an automobile and a motorcycle, remember the motorcycle needs room to maneuver safely.

The smaller profile of motorcycles can make it more difficult to judge the speed and distance of an approaching motorcycle. Motorcycles can be hidden in a vehicle's blind spot or missed in a quick look. Always make a visual check for motorcycles by checking your mirrors and blind spots before entering or leaving a lane of traffic and at intersections. Always signal your intentions before changing lanes or merging with traffic. This allows the motorcyclist to anticipate traffic flow and find a safe lane position.

Do not be fooled by a flashing turn signal on a motorcycle. Motorcycle signals usually are not self-canceling, and riders sometimes forget to turn them off. Wait to be sure the motorcycle is going to turn before you proceed.

Road conditions, which are minor annoyances to drivers of larger vehicles, pose major hazards to motorcyclists. Motorcyclists may change speed or adjust their position within a lane suddenly in reaction to road and traffic conditions, such as potholes, gravel, wet or slippery surfaces, pavement seams, railroad crossings, and grooved pavement. Allow at least three or four seconds when following a motorcycle so the motorcyclist has enough time to maneuver or stop in an emergency.

Bicycles

Drivers must routinely share the roadway with bicycles. On most roadways, bicyclists have the same rights and responsibilities as other roadway users.

- Drivers may pass a bicyclist only when there is a safe amount of room beside the bicyclist (3 foot minimum) and when there is no danger from oncoming traffic.
- Drivers must yield the right-of-way to a bicyclist just as they would to another vehicle.
- Bicyclists are prohibited on limited-access highways, expressways and certain other marked roadways.
- A bicyclist is not required to ride in a designated bike lane. Bicyclists have the right to use either the bike lane or the travel lane.

Avoid turning across the path of a bicyclist.

- When a motorist is turning left and there is a bicyclist entering the intersection from the opposite direction, the driver should wait for the bicyclist to pass before making the turn. Also, if a motorist is sharing the left turn lane with a bicyclist, stay behind the cyclist until he/she has safely completed the left turn.
- If a motorist is turning right and a bicyclist is approaching on the right, let the bicyclist go through the intersection first before making a right turn.

After parking and before opening vehicle doors, a motorist should first check for bicyclists.

Bicycle Lanes

Bicycle paths and lanes shall be used exclusively for the operation of bicycles unless:

- Signage specifies joint use with pedestrians.
- The driver is on official duty, such as delivering mail.

- The person is operating a moped with human muscular power.

Other rules for drivers or operators of any vehicle include:

- Do not drive in or park in bicycle paths or lanes, or place the vehicle in such a manner as to impede bicycle traffic on such path or lane.
- Yield the right-of-way to an individual operating a bicycle on a designated bicycle path or lane.
- Do not move into a bicycle path or lane in preparation for a turn.
- Cross a bicycle path or lane only when turning or when entering or leaving an alley, driveway or private road.

Sharrows

Sharrow markings are pavement markings of a bike with two arrows above it and are intended to help bicyclists position themselves away from parked cars and to alert other road users to expect bicyclists to occupy travel lanes.



Sharrow Markings

Slow Moving Vehicles

Certain slow moving farm vehicles, construction equipment and vehicles drawn by animals may share roadways. You should use care when approaching and passing these vehicles. Be alert for the special emblem that the driver must place on the rear of the slow moving vehicle.

A rider of a horse or a horse-drawn vehicle has the same rights and responsibilities of a motor vehicle driver when riding on a public highway. Approach a rider with caution and be alert for any hand signals used by a horseback rider or the driver of a horse-drawn vehicle.

Stationary Utility Vehicles

When you see a stationary utility vehicle you must slow down and move into a lane that is not adjacent to the utility vehicle if it is possible to do so safely. If it is not possible to do so safely, you must slow down and proceed with caution.

Traffic Control Officers and Official Processions

Because of special events, traffic congestion or other reasons, a law enforcement officer may direct traffic at an intersection. A police officer's command may be different from a traffic signal or sign. In such a case, the traffic officer's command is the one that must be obeyed.

Official processions, such as a funeral procession, have the right of way regardless of a traffic signal that indicates otherwise.

Parking and Reversing

Follow these procedures to parallel park in an empty space that has vehicles parked in front of it and behind it:

1. Signal your intention to park.
2. Position your vehicle parallel with the vehicle parked in front of the empty space and maintain at least two feet from this vehicle. Align your rear bumper with the rear bumper of the vehicle parked in front of the empty space (**figure A**).
3. Reverse slowly until the front of the vehicle is even with the front door of the parallel car. Turn the wheel sharply to the right and reverse slowly until the vehicle is at a 45-degree angle, and reverse (**figure B**).
4. When the front of your vehicle passes the rear of the parallel car, turn your steering wheel to the left sharply, then gradually, while backing into the space (**figure C**).
5. Straighten your vehicle's wheels and pull forward in the space (**figure D**).

When you park facing downhill, turn your vehicle's wheels toward the curb. When you park facing uphill, turn your vehicle's wheels away from the curb. If there is no curb, turn your vehicle's wheels away from the street.

Use your turn signal when entering traffic from a parking space. Be sure to look in both directions and double-check for cars and pedestrians when backing out of a parking place.



Illegal Parking Areas

Parking in the following areas is prohibited:

- Highways (unless indicated otherwise).
- Intersections or pedestrian crosswalks.
- On sidewalks or in front of any driveway.
- Within 15 feet of a fire hydrant or in fire lanes.
- Underpasses or bridges.
- Adjacent to yellow curbs.
- Beside another parked vehicle.

Reversing

Reversing is more difficult than driving forward because your field of vision is blocked by the vehicle itself, and it is more difficult to control your speed and direction.

To reverse, turn your body to the right to look through the back window. Never use only the rearview mirror for reversing. Go slowly, watching carefully in all directions. Never back into an intersection in order to turn around.

Pedestrian Safety

Crosswalks or a pedestrian signal indicate that pedestrians are nearby. Follow these rules and guidelines when pedestrians are in the vicinity:

- Always yield the right-of-way to pedestrians.
- Do not make a turn that causes a pedestrian to stop, slow down or make some other special effort to avoid a collision.
- If children are in the vicinity, take special care, because children are not fully aware of the dangers of traffic.
- Be respectful of others who have difficulty in crossing streets, such as elderly persons or persons with a visual disability.

Blind Pedestrians

Traveling aids for a person who is blind are often a white cane or a trained guide dog. Independent travel for people with visual disabilities involves some risk that can be greatly reduced when drivers are aware of the use and meaning of a white cane or guide dog. Drivers always yield the right of way to persons who are blind.

When a pedestrian is crossing a street or highway guided by a dog or carrying a white cane, vehicles must come to a complete stop.

Seat Belts and Child Safety Restraints

Seat belts and child safety restraints such as car seats save thousands of lives each year and improve the chances of surviving an accident.

Seat Belts

Indiana law requires a driver and all passengers to use seat belts at all times when a vehicle is in operation. Operators of buses are also required to use a safety belt.

A seat belt should be used even in a vehicle with one or more air bags. Air bags are designed to work in tandem with seat belts to slow down the vehicle's occupants in the event of a collision. Failure to use a seat belt could result in injury to the occupants from the air bag.

Seat Belt Exceptions

The following individuals do not need to wear seat belts.

- Drivers or passengers who should not wear a seat belt for medical reasons must carry a medical statement from a doctor.
- Certain commercial, postal and newspaper carriers who have to make frequent stops to deliver goods and services.
- Drivers and passengers in cars manufactured before 1964 that did not have seat belts originally installed.

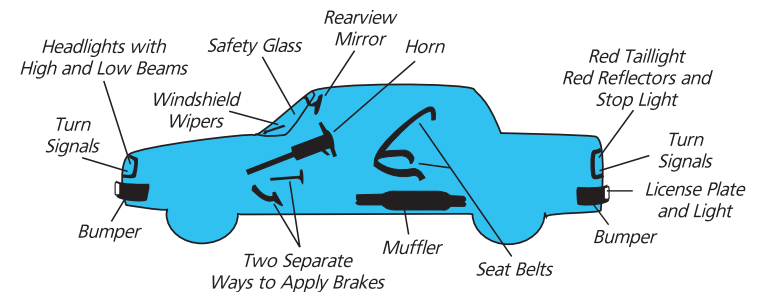
Child Safety Restraints

Child passengers younger than eight years old are required by law to be properly secured in a child restraint system such as a child car seat or booster seat, unless it is reasonably determined that the child cannot fit in a child restraint system. If the child cannot fit in a child restraint system, the child should be properly restrained by a safety belt.

Passenger Air Bags

The explosive power of air bags has killed children and elderly adults less than five feet tall. If a car is equipped with an air bag on the passenger side, the National Safety Council recommends putting children younger than 12 years old in the back seat.

Your Car Should Have This Equipment



Telecommunication Devices

A person may not use a telecommunications device to type, transmit or read a text message or an electronic mail message while operating a moving motor vehicle unless the device is used in conjunction with hands free or voice operated technology, or unless the device is used to call 911 to report a bona fide emergency.

Truck Equipment Requirements

Vehicles transporting loads which extend further than four feet beyond the rear of the motor vehicle, or that have tailboards or tailgates extending further than four feet beyond the vehicle, must have the following projections:

- On each side of the projecting load, one red lamp or flag must be mounted, visible from the side, and located to indicate maximum overhang.
- On the rear of the projecting load, two red lamps or flags, visible from the rear, one at each side; and two red reflectors visible from the rear, one at each side, must be mounted to indicate maximum width.

Vehicular Hazard Warning Flashing Lamps

Every bus, truck and tractor-trailer must be equipped with a signaling system. In addition to signaling turning movements, these vehicles must have a switch or combination of switches that cause the two front turn signals and the two rear signals to flash simultaneously as a vehicular traffic signal warning. The signal must be capable of flashing simultaneously with the ignition on or off.

Emergency Equipment

Except for lightweight vehicles, every bus, truck, tractor-trailer, and every driven vehicle in a tow operation must have the following equipment:

- A fire extinguisher that is properly filled and located so that it is readily accessible for use. It must be securely mounted on the vehicle, and must be designed and maintained to permit visual determination of whether it is fully charged.
- A power unit that is used to transport hazardous materials, equipped with a fire extinguisher having an Underwriters' Laboratories rating of 10-B: C or more.
- A power unit that is not used to transport hazardous materials must be equipped with either a fire extinguisher having an Underwriters' Laboratories rating of 5-B: C or more; or two fire extinguishers, each of which has an Underwriters' Laboratories rating of 4-B: C or more.
- At least one spare fuse or other overload protection device if the devices used are not of a reset type, for each kind and size used.

Warning Devices for Stopped Vehicles

A driver of a truck, bus, or tractor trailer that is disabled on a traveled roadway or its shoulder must display three bi-directional emergency reflective triangles that conform to the requirements of Federal Motor Vehicle Safety Standard No. 125, or at least six fuses or three liquid-burning flares.

Place a lighted flare or fuse, lighted red electric lantern, or portable red emergency reflector on the traffic side of the vehicle in the direction of the nearest approaching traffic.

Place one device approximately 100 feet from your vehicle toward approaching traffic. Place one device approximately 100 feet from your vehicle in the opposite direction. Place each device in the center of the traffic lane occupied by the disabled vehicle and one at the traffic side of the vehicle.

If your vehicle is disabled on a divided highway, the device must be 200 feet from your vehicle. If your vehicle is disabled within 500 feet of a curve, hill crest, or other area where a driver's view of your vehicle may be blocked, place the device at least 500 feet from your vehicle.

During daylight hours, use bi-directional emergency reflective triangles or red flags in place of flares, reflectors, or electric lanterns. Under these conditions, no flare is required on the traffic side of the disabled vehicle.

Size Limitations for Commercial Vehicles Without a Special Permit

Maximum width:	8 feet, 6 inches
Maximum height of any vehicle:	13 feet, 6 inches
Maximum length of any single vehicle:	40 feet
Maximum length of 2-vehicle combination:	60 feet
Maximum length of 3-vehicle combination:	65 feet
Maximum length of any recreational vehicle:	45 feet
Maximum length of a semi-trailer:	28 feet, 6 inches
Maximum length of any tractor trailer, semi-trailer combination:	28 feet, 6 inches
Maximum distance allowed between coupled or towed vehicle:	15 feet

Maximum Weight Limits

You may not move any vehicle or combination of vehicles with a gross weight over 80,000 pounds on any highway without a special permit. Vehicle weight must be distributed within the following limits:

- Maximum individual axle weight/tandem:** 20,000 pounds.
- Maximum wheel weight:** 800 pounds per inch width of tire rim.
- Maximum axle weight:** 34,000 pounds.

The Federal bridge formula may restrict gross weight on vehicles with shorter wheelbases. Overweight trucks may be impounded by law enforcement.

Before moving loads on public highways that exceed the size and weight limits described above, you must secure a special permit from the Indiana Department of Revenue for state-maintained routes, and from local authorities for routes that are not maintained by the state.

It is illegal to operate any vehicle that has a gross weight greater than that posted by the local road authority on any road, bridge, or structure, having jurisdiction in that area. This includes locally established “frost” laws.

Required Lighting Equipment

Every truck and bus must have two headlamps, one rear white license plate lamp, two red tail-lamps, and at least one red stop-lamp. To show vehicle width at night, every truck or bus that is 80 inches in width or wider must have four clearance lamps: one amber lamp at each side of the front, and one red lamp at each side of the rear.

CHAPTER SIX

Accidents and Emergency Situations

Among all collisions in Indiana, failure to yield right of way is the most common primary factor. According to the Indiana State Police, over 93 percent of all fatal collisions are listed as having some driver action as the primary factor. Accidents are caused both by driver inattention and a driver's failure to observe the rules of the road.

What To Do After an Accident

Drivers and passengers can be injured anytime, anyplace. That's why such occurrences are called accidents – an unexpected, unfortunate situation in which one is rarely prepared. Knowing what to do after an accident can make the experience a less frightening one and decrease the chance of unnecessary complications.

- **Stop.** If you are involved in an accident, you must stop and provide information to others involved in the accident. It is a serious crime to leave the scene of an accident which can result in the suspension of your driving privileges.
- **Alert other drivers that an accident has occurred.** Turn on your emergency signals or use another means to let people know that there has been an accident.
- **Move to the shoulder of the road if possible.** Indiana law states that drivers involved in crashes that do not result in injury or death should not obstruct traffic more than necessary. Off the roadway or on the shoulder is a much safer place to exchange information or wait for law enforcement to arrive. Your insurance coverage will not be compromised if you move your vehicle to the shoulder.

What To Do After an Accident (continued)

- **Exchange information with other drivers.** If there are no injuries, exchange information such as your name, address, license plate number, driver's license number, and insurance information with other drivers involved in the accident. Write down the names, addresses, and phone numbers of anyone who witnessed the accident. Write down details regarding the accident, such as the location, weather conditions, and visibility. Write down the names and badge numbers of all police officers at the scene. Ask the investigating officer how to obtain a copy of the police report.
- **Do not sign any document** unless it is for the police or your insurance agent.
- **Take pictures of the accident scene.** Keep a camera in your glove compartment to record the accident or use a cell phone camera.
- **Notify your insurance agent immediately.** Ask them to electronically file a Certificate of Compliance proving insurance coverage for the date of the accident and the vehicle involved.

If the driver of a vehicle involved in an accident resulting in injury, death or entrapment is physically incapable of helping other people who were injured or entrapped during the accident or contacting law enforcement about the accident, then passengers in the vehicle who are at least 18 years old, or who are at least 15 years old and hold learner's permits or driver's licenses, and who are capable of helping other people or contacting law enforcement should immediately help injured or entrapped people involved in the accident.

This assistance should include removing any entrapped passenger from the vehicle in which he or she is trapped, and may include taking injured people from the scene of the accident to a physician or hospital for medical treatment.

Capable passengers must also immediately give notice of the accident by the quickest means of communication to the local police department, office of the county sheriff or nearest state police post.

In a single-vehicle accident that causes damage to another vehicle or property and the owner is not present, you must leave your name, address, and telephone number on a note where the owner will see it. If the damaged property is in a location where a note would not be easily found, you must notify law enforcement with your name, address, and telephone number.

Provide Proof of Financial Responsibility (Certificate of Compliance)

After an accident, you must provide proof to the BMV that automobile liability insurance or other proofs of financial responsibility were in effect on the date of the accident. Ask your insurance provider to electronically send the proof of insurance (Certificate of Compliance) to the BMV on your behalf.

These instructions are general guidelines only. Each accident scenario may be different, and there are various responsibilities for different types of accidents.

Avoiding Collisions

Despite safe driving, emergencies do arise. If it appears that a car will hit something, there are three things you can do, depending on the situation:

- **Stop quickly.**
- **Turn quickly.** If you feel you cannot stop in time, turn away.
- **Speed up.** Accelerating may be the best or only way to avoid a collision.

If a collision looks possible, turn away from oncoming traffic, even if it means leaving the road. Drive, rather than skid, off the road, allowing for more control. Choose to hit something that will give way, such as brush or shrubs, rather than something hard. Hit something going your way rather than something that is not moving. However, it is safer to hit something that is not moving than to hit something head-on. A sideswipe may help you slow down.

Driving Off the Pavement

If your vehicle's wheels drift onto the shoulder of the road, do not try to turn back onto the pavement right away which might throw your vehicle off balance. Instead, drive along the shoulder and ease up on the gas pedal. After slowing down, turn back onto the road gradually.

Plunging Into Water

If a vehicle plunges into the water, it will usually float several minutes before sinking, allowing a driver or occupants to escape through an open window, while still on the surface.

If your vehicle plunges into water, do not attempt to open a door. The weight of the water will make it nearly impossible to open a door and water will flood the passenger compartment through an open door.

- Survive the crash. Use the passenger safety or restraint systems such as seat belts whenever you are driving.
- Remove your seat belt.
- Open a window. Even automatic windows will open, unless the impact is so severe that it damages the electrical system.
- Organize passengers in the front seat. Get children out of rear seatbelts and child restraints, asking older children to assist the younger ones. Move passengers to the front seats as calmly as possible.
- Exit the vehicle and move to the roof. This will keep you as dry as possible, and even in moving water you can ride the vehicle like a boat for a short time. Once on the roof, call 911, and locate the nearest dry land, which is usually the path the vehicle took to the water.
- Swim for shore only as a last resort. If emergency personnel or other assistance have not arrived by the time your vehicle sinks below the waterline, you may be forced to swim. Many times the water will be shallow enough to keep the roof above water, or just below the surface, allowing you to stand on it indefinitely.
- Never re-enter the vehicle to gather possessions. This will only place you back in harm's way.

Impaired Driving

The likelihood of an accident increases if a driver is under the influence of alcohol or drugs. Avoid driving under the influence of alcohol or drugs, including prescription medication or over-the-counter medication that can cause drowsiness and other side effects.

Consult the label on any medication or discuss its side effects with a doctor before driving.

Ways to Spot an Impaired Driver

A car can be a lethal weapon when operated by a driver impaired by drugs or alcohol. A driver may be impaired if the vehicle:

- Makes wide turns.
- Straddles the center line or weaves back and forth.
- Exceeds the speed limit or drives unusually slowly.
- Comes close to hitting another vehicle or object.
- Swerves, drifts or follows too closely.
- Stops for no reason or turns abruptly or illegally.
- Signals inconsistently or drives at night without headlights.

Vehicle Equipment Failures

Tire Blowout

In a situation with a flat tire or blowout, you should hold the steering wheel firmly and keep the car going straight. Slow down gradually. Take your foot off the gas pedal but do not apply the brakes. Let the car slow down, pull off the road, and apply the brakes when the car is almost stopped.

Brake Failure

If your vehicle's conventional disc or drum brakes suddenly fail, you should shift to a low gear, if possible, and pump the brake pedal fast and hard several times. This may build up enough brake pressure to stop your vehicle. You may try to use the parking brake, but hold the brake release so it can be released to avoid skidding if the rear wheels lock. With your vehicle in a low gear, begin looking for a place to stop off the roadway. After your vehicle has stopped, call for help, but do not try to drive anywhere.

Ignition Locking

Drivers in an emergency situation on the highway should not try to turn off the vehicle while it is still moving. When operating a vehicle with a steering wheel interlock system, never turn the ignition to the lock position while the vehicle is in motion. The steering will lock as the steering wheel is turned, causing a loss of control of the vehicle.

Avoiding Vehicle Theft

By taking the following precautions, your chances of having a vehicle stolen may be reduced:

- Remove your keys.
- Always lock your vehicle's doors.
- Do not hide a second set of keys in or around the vehicle.
- Park with your front wheels turned sharply to the right and apply the emergency brake.
- Never leave your vehicle unattended with the engine running.
- Consider installing an anti-theft device.
- Park in a well-lit, well-patrolled area whenever possible.

Routine Traffic Stops by Law Enforcement

A routine traffic stop can be stressful. However, to law enforcement, it can be dangerous. Law enforcement officers do not know if an individual in a routine stop for a violation is a criminal with intent to harm the officer. Follow these simple rules if you are signaled to pull over by law enforcement:

- Signal your intentions to pull safely to the shoulder of the road.
- Remain in your vehicle and roll down your window.
- Wait for the officer to approach.
- Turn on the dome light if you are stopped at night.
- Keep your hands on the wheel and instruct your passengers to keep their hands in view.
- Do not dig in the glove compartment or under the seat.
- Keep your vehicle's registration and insurance information, and your driver's license, easily accessible.

Carbon Monoxide Poisoning

Carbon monoxide gas from a vehicle engine can harm or kill you or your passengers. Carbon monoxide is most likely to leak into a vehicle when its heater is running, when the exhaust system is not working properly, or in heavy traffic where exhaust fumes are breathed from other vehicles. A faulty exhaust system can leak poisonous fumes into a vehicle's back seat.

You cannot see, smell, or taste carbon monoxide. Symptoms of carbon monoxide poisoning can include drowsiness or dizziness, a bluish tinge to your skin or lips, a tightened forehead or headache, and increased sensitivity to light.

How to Avoid Carbon Monoxide Poisoning

- Have your vehicle's exhaust system checked regularly.
- Be alert for any unusual roar from under the car.
- Never let your vehicle's engine run in a closed garage.
- In congested traffic, close the fresh-air vent.
- On highways in cold weather, open the fresh-air vent.

APPENDIX A

Document Requirements

The following list includes documents that can be used to obtain a new, renewed, amended, or replacement driver's license, permit, or identification card.

For the most current information about acceptable documents of identification, check the BMV's website at myBMV.com.

If you are applying for a new driver's license, permit, or identification card, you must present original versions or certified copies of the following documents:

- **One document** proving your identity; and
- **One document** proving your Social Security number; and
- **One document** proving your lawful status in the United States; and
- **Two documents** proving your Indiana residency.

If you are renewing, amending, or replacing your **current** Indiana driver's license, permit, or identification card, you are asked to bring original versions or certified copies of certain documents to a license branch if you want to get a SecureID credential.

If you have questions about collecting your documents, you can call the BMV at 1-888-692-6841 to speak with a customer service representative, or visit any Indiana license branch for help.

Identity Documents

Documents that you can use to prove your identity include:



- **United States (U.S.) birth certificate.** The birth certificate must be an original or certified copy issued by a government agency. "Birth certificates" issued by hospitals are NOT accepted.
- **U.S. passport or passport card.** The passport cannot be expired.
- **Consular report of birth abroad** issued by U.S. State Department.
- **Amended birth certificate** showing a change of legal name, date of birth, or gender. The amended birth certificate must be certified and filed with a state office of vital statistics in your state of birth.
- **Foreign passport.** An unexpired passport with a U.S. visa accompanied by:
 - The approved I-94 form documenting either the applicant's most recent admittance into the U.S.; or current status.
- **Certificate of naturalization** issued and lawful status verified by DHS.
- **Certificate of citizenship** issued and lawful status verified by DHS.
- **Permanent resident card** issued and lawful status verified by DHS, or U.S. Immigration and Naturalization Service (INS). The permanent resident card cannot be expired.
- **Employment authorization document** issued and lawful status verified by DHS. The employment authorization document cannot be expired.
- **Other documents** issued by a U.S. federal agency to show identity and lawful status. The BMV must be able to verify the document's identification is accurate.

Non-U.S. citizens, who received a SecureID Indiana driver's license or identification card, after submitting one of the documents in this list, may use their SecureID Indiana driver's license or identification card to prove their identity in later transactions.

Proving a Name Change, Date of Birth, or Gender

If your legal name, date of birth, or gender is different from information on a document proving identity, you must present additional documents showing the change. Acceptable documents supporting a change include:

- Marriage license.
- Divorce decree.
- Court order approving a change of legal name or date of birth.
- Amended birth certificate showing a change of gender. The amended birth certificate must be certified.
- Physician's signed and dated statement that "(your name) successfully underwent all treatment necessary to permanently change (your name)'s gender from (previous gender) to (new gender)."

Social Security Number Documents

Documents containing your name and Social Security number which qualify to prove your Social Security number include:

- Social Security card.
- W-2 form.
- 1099 Form.
- Pre-printed pay stub showing your name, your employer's name, and your Social Security number.

If you do not qualify for a Social Security number you must submit Social Security Administration documents establishing that you are ineligible for a Social Security number. The documents must be dated within 60 days of your application.

Lawful Status Documents

For U.S. citizens, in most cases, the document that you present to prove your identity will also prove your lawful status in the U.S. Documents that you can use to prove your lawful status include:

- **United States (U.S.) birth certificate.** The birth certificate must be an original or certified copy issued by a government agency. "Birth certificates" issued by hospitals are NOT accepted.

Lawful Status Documents (continued)

- **U.S. passport or passport card.** The passport cannot be expired.
- **Consular report of birth abroad** issued by U.S. State Department.
- **Amended birth certificate** showing a change of legal name, date of birth, or gender. The amended birth certificate must be certified and filed with a state office of vital statistics in your state of birth.
- **Foreign passport.** An unexpired passport with a U.S. visa accompanied by:
 - The approved I-94 form documenting either the applicant's most recent admittance into the U.S.; or current status.
- **Certificate of naturalization** issued and lawful status verified by DHS.
- **Certificate of citizenship** issued and lawful status verified by DHS.
- **Permanent resident card** issued and lawful status verified by DHS, or U.S. Immigration and Naturalization Service (INS). The permanent resident card cannot be expired.
- **Employment authorization document** issued and lawful status verified by DHS. The employment authorization document cannot be expired.
- **Other documents** issued by a U.S. federal agency to show identity and lawful status. The BMV must be able to verify the document's identification is accurate.
- Notice of Action (Form I-797) document, if the BMV can verify that DHS received it and has not denied action and documents that a U.S. federal agency issued to show lawful status that pertain to the applicant's Notice of Action.
- Proof of application for asylum in the U.S. verified by DHS.

Indiana Residency Documents

Post office boxes may not be used as an address of residence, unless the applicant is enrolled in the Indiana Attorney General's "Address Confidentiality Program." Documents that you can use to prove your Indiana residency include:

- **Computer-generated bill** from a utility company, credit card company, doctor, or hospital, issued within 60 days of the application date and containing your name and address of residence.
- **Bank statement or bank transaction receipt** dated within 60 days of the application date and containing your name and address of residence.
- **Pre-printed pay stub** dated within 60 days of the application date and containing your name and address of residence.
- **W-2 form, property or excise tax bill, or Social Security Administration or other pension or retirement annual benefits summary statement** showing your name and address of residence. The form, bill, or statement must be dated within the current or immediately prior year.
- **Current valid homeowner's, renter's, or motor vehicle insurance policy** showing your name and address of residence. Policy must be dated within one year of the application date.
- **Current motor vehicle loan payment book** for a motor vehicle registered in your name, and showing your name and address of residence.
- **Residential mortgage or similar loan contract, lease, or rental contract** showing your name, address of residence, and signatures from all parties needed to execute the agreement. The agreement must be dated within 12 months of the date of application.
- **Child support check stub** issued by the Indiana Family and Social Services Administration showing your name and address of residence. Check stub must be dated within 60 days of the application date.
- **First-class mail from federal or state court or agency** showing your name and address of residence. Mail must be dated within 60 days of the application date.
- **Indiana voter registration card.**
- **Change-of-address confirmation** from the United States Postal Service showing your prior and current address (Form CNL107).
- **Survey of your Indiana property** issued by a licensed surveyor and showing your name and address of residence.

Indiana Residency Documents (continued)

- **Valid Indiana handgun permit** showing your name, signature, address of residence, and date of birth.

Indiana Residency Affidavit

If you cannot provide two documents proving your Indiana residency you may submit an Indiana Residency Affidavit if you meet the following qualifications:

- **You cannot submit the required documents.** An Indiana Residency Affidavit for you must be signed at a license branch by a person who is 18 years or older and with whom you reside, such as a minor with a parent. The person signing the affidavit must submit their valid Indiana driver's license or identification card, one document proving their identity, and two documents proving their Indiana residency.
- **You are incapacitated.** An Indiana Residency Affidavit for you must be signed at a license branch by another person who is your legal guardian or caregiver or living in a healthcare facility, is at least 18 years old, and with whom you reside. The legal guardian or caregiver must submit their valid Indiana driver's license or identification card, one document proving their identity, two documents proving their Indiana residency, and applicable guardianship documents. If you are living in a healthcare facility, the healthcare facility must provide a statement on letterhead attesting to your residency.
- **Homeless applicants without a residence address.** An Indiana Residency Affidavit for you must be signed by a legal representative of the government entity or not-for-profit organization where you receive services and can receive mail. You must also provide a letter from the government entity or not-for-profit organization on its letterhead showing its name, address, and telephone number, and showing the legal representative's name, signature, and signature date. The legal representative must state in the letter that the entity or organization provides services to you and will accept delivery of mail for you.
- **You reside in a motor vehicle,** including but not limited to a mobile home or motor home. An Indiana Residency Affidavit for you must be signed at a license branch by another Indiana resident who attests that you may use his or her address of residence for record purposes. The person signing the affidavit must submit two documents proving their Indiana residency. You must provide proof of paying Indiana income taxes for the current year or immediately prior year, and have current motor vehicle title and registration records with the BMV.

Indiana Residency Affidavit (continued)

- You are active duty military or the spouse of active duty military personnel. You may sign the Indiana Residency Affidavit. You must maintain your mailing address with the BMV and provide your unexpired Military Identification Card.

If you are enrolled in a truck driving training school located in Indiana, you must show proof of enrollment and your out-of-state driver's license. Out-of-state residents enrolled in a truck driving training school located in Indiana must fulfill all document requirements, including proof of Social Security number, and current out-of-state residency address, identity, and lawful status.

Submitting Acceptable Documents

The BMV will only accept original documents or certified copies from the issuing agency. The BMV may refuse any document that appears fraudulent, unreliable, altered, or expired. All documents must be in English or be presented with a verifiably accurate English translation. Your legal name and date of birth on documents presented to the BMV must match Social Security Administration records.

Translations of documents that are in a language other than English without English subheadings submitted in support of an application or petition must include complete translation into English. Translation must be typed on separate page on the letterhead of a government entity, accredited educational institution, or translation agency.

Translation must include a signed statement from the translator indicating that the translation is complete and accurate, attest to his or her competence as a translator, and state that the document has not been translated for a family member, friend, or business associate.

Obtaining a Non-SecureID Credential

United States citizens currently holding a valid Indiana driver's license who are struggling to collect the required documents, or just want to wait to receive a SecureID, may apply for a non-SecureID credential. The non-SecureID driver's license is valid for driving and verifying identity for voting.

APPENDIX B

Teens Behind The Wheel

Risk Factors for Teens

Errant/Risky Driving. Errant/risky driving is the most common contributing factor in teen crashes.

- **Inattentiveness.** Driver inattention and distraction is a common contributing factor in multiple-vehicle crashes.
- **Excessive speed.** Illegal or unsafe speed is a common contributing factor in single vehicle crashes. Teens may have difficulty adjusting their speed to suit current driving conditions. Higher speeds reduce the time a driver has to recognize and react to hazards.
- **Driving with other teens.** The chance of a crash doubles with each passenger present in the vehicle.
- **Failure to wear a seat belt.** Wearing a seatbelt is the best way to reduce the chance of injury or death in a crash – and it's the law.
- **Being Inattentive at Intersections.** Most multi-vehicle crashes involving teens occur at intersections. Teen drivers need to be free from distractions and focused on other vehicles at intersections.
- **Use of alcohol or other drugs while driving.** While the percentage of teen drivers who are under the influence of alcohol or drugs is small, they account for a much higher percentage of serious injury and death from crashes involving all teen drivers.

Tips for Teen Drivers

- You and your passengers must always wear seat belts.
- Always adjust your seats and mirrors for the best visibility before starting each drive.
- Do not adjust your radio while you are driving. It is better to wait until you are stopped, because taking your focus off the road for even a few seconds could lead to a collision.
- Do not play music loudly. You might miss hearing a siren or a horn that could warn you of possible trouble.

Tips for Teen Drivers (continued)

- Do not talk on the phone or text while driving, it's against the law! Also, do not eat, comb your hair, put on make-up or do anything else that distracts you from the driving task.
- Do not drive under the influence of drugs or alcohol or ride with anyone who is under the influence. Even some over-the-counter drugs can make you drowsy.
- Before entering an intersection, make sure the intersection is clear before you proceed.
- Always obey all traffic signals. Always be prepared to stop as you approach an intersection with a green light in case the light changes. Unless you are already in an intersection when the light turns yellow, you should not enter the intersection after the light turns yellow.
- Obey the speed limit. Going too fast gives you less time to stop or react.

Tips for Parents of Teens

- When you drive, set a good example for your teen.
- Require seat belt use at all times.
- Take your teen practice driving with you while your teen has a learner's permit and during the first year of licensed driving.
- Expose your teen to different driving conditions, including wet roads, snow, highways, rural roads, night driving, etc.
- Practice on unfamiliar roads.
- Choose vehicles for safety, not image.
- Take the necessary time to discuss driving rules, responsibilities and consequences appropriate for your family.
- Develop a strategy for progressive privileges. As the teen driver gains experience and demonstrates appropriate decisions, allow your teen to "graduate" to a higher level of driving responsibility.
- Studies show that new drivers who are supervised have very few crashes. Developing necessary skills for safe driving is a complex task and can be learned only after many hours of practice. Driver education is a first step, but parents have a crucial role in teaching teens to drive.

APPENDIX C

Other BMV Services and Resources

Forms

Forms are available on the BMV's website at myBMV.com or at any Indiana license branch.

Voter Registration

Any individual obtaining a new, renewed, duplicate, or amended driver's license or identification card may register to vote at an Indiana license branch. Mail-in voter registration forms are available for people who are not at the branch for driver's license or identification card transactions.

Military Selective Service Registration

Indiana law requires the BMV, when authorized by a male younger than 26 years of age who is getting a new or renewed driver's license, to submit the necessary information to the federal government to register that individual with the Selective Service system. Failure to register is a felony and is punishable by up to five years imprisonment and a \$250,000 fine.

Selective Service registration is not required for non-citizens.

"Skip A Trip To The Branch"

To improve security and efficiency, the BMV offers three convenient ways to renew your license plate stickers and registration cards from the comfort of your home. When you renew, the registration materials will be mailed directly to you.

You can also renew at BMV Certified Partner locations.

As always, our friendly branch staff are available should you need assistance, but license plate stickers and registration cards are no longer issued at license branches.



Renew online at myBMV.com. Our virtual license branch allows you to change plate types, and track the progress of your plates as they reach your address. Plates and stickers arrive in approximately 14 days. Pay by e-check, or with a MasterCard, Visa, or debit card.



Renew by mail by completing and mailing your renewal notice with your payment. Plates and stickers arrive in approximately 14 days. Pay by check, or with a MasterCard, Visa, or debit card.



Renew by phone by calling the BMV Customer Contact Center at 1-888-692-6841. The center is open Monday through Friday, from 8:15 a.m. to 5:15 p.m. (EDT). Plates and stickers arrive in approximately 14 days. Pay by e-check, or with a MasterCard, Visa, or debit card.



Renew at a BMV Certified Partner location near you. Additional convenience fees may apply. For a complete list of partner locations, visit myBMV.com.

Do you have an address or insurance change? You can update your mailing address and insurance information online at myBMV.com. Visit any Indiana license branch to update your legal address.