

Thank you for choosing Courtesy Driving School! All transactions are final and not eligible for refunds. If an applicant withdraws from the scheduled road test by calling (800) 256-9559 at least 72 hours prior to the scheduled road test, payment may be transferred to another road test at a later date.

*****PRACTICING IS NEVER ALLOWED AT TEST SITES*****

Please remember to wear closed-toe shoes and bring a face mask, pen, and the following with you to your test:

Applicants UNDER the age of 18 must bring the following ORIGINAL DOCUMENTS:

1. Level I Learner's License (must be issued for at least 6 full months or 180 days)
2. Segment II Certificate of Completion (must be a printed, hard copy - cannot accept a digital copy)
3. Driving Log documenting 50 hours of supervised driving, including 10 hours at night
4. Current registration for your vehicle
5. Current certificate of insurance for your vehicle
6. A parent or legal guardian must accompany teens during their road test. No one else is permitted in the vehicle, this includes children and pets. If a parent or legal guardian cannot attend the road test, they may designate another family member that is at least 21 years old and has a current driver license to attend the road test with the applicant. For this to be allowed, the parent or legal guardian who signed for the applicant's Level One Learner's License at the Secretary of State must write a letter giving permission for the person to bring the applicant to the test. The letter must include the full names of the parent or legal guardian writing the letter, the applicant, and the person designated to accompany the applicant to the road test. The letter also must state that the applicant has completed at least 50 hours of supervised driving (including 10 hours at night), and the parent or legal guardian writing the letter must sign and date the letter.

If any of these items are missing or are not the correct documents, the test will be terminated and result in a failure and there will not be any refunds.

Applicants OVER the age of 18 must bring the following ORIGINAL DOCUMENTS:

1. Temporary Instruction Permit (TIP) (must be issued for at least 30 days prior to the test and/or have a valid "eligibility date") or a White Receipt/DSTAR document and home country license
2. Current registration for your vehicle
3. Current certificate of insurance for your vehicle
4. Only adult and examiner allowed in car during test, no one else is permitted. If an interpreter is needed, this must be provided by the customer, and the interpreter must have a valid identification with them.

If any of these items are missing or are not the correct documents, the test will be terminated and result in a failure and there will not be any refunds.

The following required equipment on the vehicle that you are using for your test, must be in working order: brakes, brake lights (including the center-mounted rear brake light on a 1986 or newer model), doors, horn, rearview mirror and outside left mirror, safety belts for all occupants, seats for all occupants, speedometer, tires (no cords showing and properly inflated), and turn signals. Safety equipment (when weather and other safety factors require) includes: headlights, lug nuts (if visible and only one missing per wheel), muffler, springs, taillights, windshield wipers and washer fluid. **NOTE:** Windshield cannot be cracked or damaged.

If the vehicle does not pass inspection, the test will be terminated and result in a failure and there will not be any refunds.

If you bring a rental vehicle to test in, the rental vehicle contract must include the name of the customer taking the road test on their permit, and state that the vehicle is being used for the road test.

If you must cancel your road test appointment, it must be cancelled at least seventy-two (72) hours prior to the scheduled appointment by calling (800) 256-9559, in order for the \$70 payment to be transferred to a future road test. If not canceled seventy-two (72) hours in advance by calling (800) 256-9559, there is a Seventy Dollar (\$70.00) charge payable by credit card only. I further understand that failure to arrive on time or not showing up for my Driving Skills Test will result in a Seventy Dollar (\$70.00) charge, payable by credit card only.

The following are our road test sites throughout the State of Michigan:

- **Bellaire Antrim County Airport**, 3366 A Derenzy Rd., Bellaire, 49615 (located just east of town)
- **Birmingham Unitarian Church**, 38651 N. Woodward, Bloomfield Hills, 48304 (Woodward & Lone Pine)
- **Chesterfield Christ the King Lutheran Church**, 29920 23 Mile Rd., Chesterfield Twp., 48047 (on the south side of 23 Mile Rd., east of I-94)
- **Gaylord Cinema**, 1775 M-32 West, Gaylord, 49735 (M-32, 1 mile west of I-75)
- **Kalkaska Middle School**, 1700 W. Kalkaska, Kalkaska, 49646 (NE corner of the Middle School parking lot, off Dresden Road)
- **Lake Orion Basketball America**, 257 W. Clarkston Rd., Lake Orion, 48362 (West Clarkston & Lapeer)
- **Lamphere High School**, 610 W. 13 Mile Rd., Madison Heights, 48071 (13 Mile Rd., between I-75 & John R) (back of the parking lot near the apartments)
- **Marysville United Methodist Church**, 721 W. Huron Blvd., Marysville, 48040 (enter off Wisconsin Ave.)
- **Port Huron Salvation Army Community Center**, 2000 Court St., Port Huron, 48060 (20th & Court Street)
- **Rochester Avon North Hill Lanes**, 150 West Tienken Rd., Rochester Hills, 48306 (Tienken Rd. & Rochester Rd.- behind the building NW corner of parking lot)
- **Romeo St. Clement of Rome**, 343 S. Main St., Romeo, 48065 (SE corner of church parking lot - use the Wellbridge entrance)
- **Sterling Heights Pep Boys**, 39755 Van Dyke Avenue, Sterling Hts., 48313 (17 ½ & Van Dyke - parking lot on south side of building)
- **Sterling Heights Hope Community Baptist Church**, 42259 Hayes Rd., Sterling Hts., 48313 (18 ½ & Hayes)
- **Traverse City Church of Christ**, 3250 Rennie St., Traverse City, 49686, (located on the east side of Rennie St., north of South Airport Rd.)
- **Waterford Parks & Recreation**, 5640 Williams Lake Rd., Waterford, 48329 (Williams Lake Rd., between Airport Rd. & Dixie Hwy.- parking lot on west side of building)