

## CHAPTER 4

### REPORT IDENTIFYING STATE DRIVER LICENSES AND FEES

This chapter outlines procedures for completing form FHWA-562, State Driver Licenses and Fees. This form is designed to record, on an annual basis, the total number of drivers licensed during a year, classified by kinds of permits or licenses issued, term of licenses, renewal dates, and fees collected. The number of licensed drivers, classified by age and sex, is also reported. The FHWA uses this information to develop its DL series of national tables on driver licenses. The National Highway Traffic Safety Administration also uses these data for safety analyses.

A microcomputer template using Lotus 1-2-3 is available for form FHWA-562. States are encouraged to use the microcomputer template. See Appendix B for information about the template and options for electronic transmission of data to FHWA.

#### INSTRUCTIONS FOR FORM FHWA-562

In the following instructions, those aspects of the procedures that may not be self-explanatory are emphasized.

*Calendar/fiscal year.* The data on driver licenses are reported on a calendar year basis for all States when possible. If calendar year reporting is causing a hardship on the reporting agency, it may substitute fiscal year reporting and so note on the form.

#### Section I. Net Number of Licensed Drivers

Annual Information--This section should contain the net number of driver licenses in force at the end of the reporting year stratified by age and sex. The entries should **exclude**: learner permits; licenses issued solely for the operation of motorcycles, scooters, or mopeds; limited-use permits (most juvenile, hardship, and DWI permits); nondriver identification cards; and any license in a suspended status as of the end of the reporting year. Licenses cancelled due to emigration, death, or revocation should also be excluded.

Beginning with the 1989 data, a strict standard was adopted to determine how many persons under the age of 16 actually held an unrestricted license. The definition for an "unrestricted driver" is: "A person that can drive inclusively between the hours of 5:00 AM and 12 midnight without another licensed driver in the vehicle." If a license holder cannot drive any portion of these hours, he/she does not qualify as a holder of an unrestricted

license and, therefore, should not be counted in the "under 16" category.

#### Section II. Driver licenses issued

Annual Information--

**Item A** only requires the breakout of learner permits that are commercial or non-commercial.

**Item B** requires all classes of licenses to be listed including bus, motorcycle, and scooter driver licenses. A few of the more common class breakouts have been provided for your convenience. The separation of renewals and new licenses has also been listed to help those that have a different pay scale for new licenses versus renewals. These breakouts are only there as a guide because they are the most common classes; if your State has different classes, they may be added below the regular listing. The Commercial Driver License (CDL) group is as described in the Federal Motor Carrier Safety Regulations, Subpart F, Section 383.91. Non-CDL license groups vary by the individual State's or Commonwealths administrative practice as defined by law. The wide variety of license types can be reviewed in the biennial FHWA report "Driver License Administration Requirements and Fees."

**COMMERCIAL DRIVER LICENSE:** The Commercial Motor Vehicle Safety Act of 1986 establishes minimum standard requirements and requires a single State-issued license for operators of commercial motor vehicles. As the regulations are implemented and any necessary changes are made in a State's classification scheme, the license classes reported in this section will change. If a class includes both commercial and noncommercial licenses, specify the number of commercial licenses included in a note. If fees are charged for commercial license examinations, show the number of tests administered, the fees charged, and the resulting revenue under Item G.

**Item D (Duplicates)** is a single entry for all duplicates.

**Item E (Endorsements)** is a single entry for all endorsements.

**Item F (Non-driver Identification Cards)** is for non-driver identification cards only.

**Item G (Miscellaneous)** is a breakout of miscellaneous fees associated with driver licensing in general. This is only a small portion of the types of breakouts that may or may not be pertinent to your State. You may add any different breakouts or you may combine all the miscellaneous fees into the miscellaneous line item.

The following is a list of general terms or column headings and definitions:

*Term for which issued.* Enter the time length of each class or kind of license issued. If the State has optional terms, show the optional terms and the number of licenses issued for each on separate lines.

*Renewal date.* Enter the renewal date (such as birthday or issuance) for each class or kind of license.

*Number of licenses issued during year.* Record the total number of licenses issued during the reporting year, classified by kinds issued (as listed in Item B). This includes all types of licenses and permits, including restricted, DWI, and hardship permits. Non-driver identification cards (if issued by the licensing agency) should be shown in Item F on the form.

*Fee per issue.* Show the fee per license. If there is a local service charge or agent's fee in addition to the basic issuance fee, it should be shown in item G and explained in a "Notes and Comments" space. Learner or beginner permit fees should be shown separately when there is a separate charge. Where part of the learner permit fee is applied to the driver license fee, show that amount with the driver license fee and explain in "Notes and Comments."

*Total collections.* Include all receipts for the licenses or permits shown in previous columns. If you are using a Lotus template, these will be calculated automatically.

*Net licenses in force at end of reporting year.* Enter the number of driver licenses in force by class. This is determined by deducting from the number of unexpired licenses any cancellations resulting from licensing in another State or deaths, revoked licenses, and any licenses in a "suspended" status at the end of the year. Each driver should be counted only once in this column and should be included in the category for the highest class license he or she holds. The total of this column will not be equivalent to the total in Section I in most cases because of the various kinds of permits and licenses issued in some States that will not be included in Section I.

### **Section III. Commercial Driver License-- Number of Licensed Driver Disqualified**

The total count of disqualified holders of commercial driver licenses by indicated categories is also requested annually. This count should also include disqualified holders of commercial driver instruction permits. The driver is counted as disqualified in the year his/her disqualification commenced. If a driver is disqualified for more than one offense, the driver should be counted only once.

#### **SUPPLEMENTAL INFORMATION**

Any legislative actions or administrative decisions made during the reporting year that affect driver license administration or fees should be described in "Notes and Comments." Copies of new legislation and administrative regulations affecting driver licensing should be sent to the FHWA, Office of Highway Policy Information, HPPI, Washington, DC 20590.