

Minnesota Attorney General: Administrative Rules Proceedings

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Version 3
August 20, 2018

MINNESOTA STATE REGULATIONS

Notice of filing by the Commissioner of Administration

We have received on this date, stamped and filed 2 copies of Rules and Regulations pertaining to the Department of Public Safety
(Agency or Board)

Regulation No. Driv. Lic. 31 thru 45 Hwy 1 thru 15 changed to Saf Ad 106 thru 165 (recodified)

Subject: Laws 1969 - Chapt. 1129 - transfer Highway Dept. to Dept. of Public Safety

Department of Administration
Publication, Central Services Division
Documents Section
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FILED
RICHARD L. BRUBACHER
Commissioner of Administration

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BY Eda Staudenmaier
AUTH. SIGNATURE

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ADMIN 1069

STATE OF MINNESOTA

DEPARTMENT PUBLIC SAFETY

Office Memorandum

TO : Secretary of State and
Commissioner ot Administration

DATE: September 17, 1974

FROM : Edward G. Novak, Commissioner EGN
Room 211 Highway Building

SUBJECT: Rules and Regulations

The rules and regulations attached hereto are regulations under the jurisdiction of the Department of Public Safety since July 1, 1970, by virtue of the transfers of functions between the Department of Highways and the then new Department of Public Safety, mandated by Laws 1969 Chapter 1129.

These rules are recodified using Department of Public Safety's prefixes and numbering system. No substantive changes have been made. "Highways " is changed to "Public Safety" and references made to Highway regulation numbers are changed to reflect the revised numbering system.

The Attorney General's Office has advised us that these regulations, as recodified, should be filed with the Secretary of State and the Commissioner of Administration so that they can be republished as Public Safety rules. They have been out of print for over a year (as Highway coded rules) and are therefore unavailable to any interested parties wishing to procure them through the Documents Section.

Mike Miller, Special Assistant Attorney General, assured us that the regulations could be filed as herewith submitted. If you have any questions, please call him on Ext. 4692.

EGN:bjm

Enclosure

MINNESOTA DEPARTMENT OF PUBLIC SAFETY
SAFETY ADMINISTRATION DIVISION

ELEVEN:

CHAPTER ONE: HWY 1-16

SAFETY

Hwy 1 **Rules and Regulations Establishing Standards for Courses of Instruction for Peace Officers Under Chapter 454 Laws of 1961.**

SafAd 106 PURPOSE AND SCOPE

(a) Purpose. The purpose of this regulation is to carry out the mandate of the legislature and to effectuate that mandate as set forth in the laws of Minnesota 1961, Chapter 454, Section 1, with reference to a prescribed course of instruction in a school for instruction of persons in law enforcement conducted by the University of Minnesota or a similar course considered equivalent by the Commissioner of ~~Highways~~ Public Safety.

(b) Scope. The scope of this regulation is confined within the framework of and consistent with the Laws of Minnesota 1961, Chapter 454, Section 1.

SafAd 107 (c) Definitions

(a)(1) Peace Officer. Peace Officer shall mean a state highway patrol officer or full time peace officer of any municipality, or sheriff, or fulltime deputy sheriff of any county.

(b)(2) Course of Instruction. Course of instruction shall mean formal class or classes not necessarily given at one location or in a single, contiguous period of time.

SafAd 108 STANDARDS FOR COURSES OF INSTRUCTION

(a) General. For the purposes of Chapter 454, Laws of Minnesota 1961, a course of instruction for peace officers shall be considered equivalent by the Commissioner of ~~Highways~~ Public Safety if:

(a)(1) It is conducted by a municipal, county, state or federal government agency or a college or university, accredited by one of the six regional accrediting associations.

(b)(2) It includes not less than 80 hours of instruction in general police work and specific instruction in the laws, techniques, and the peace officer's responsibilities in the enforcement of the provisions of the Highway Traffic Regulation Act.

SafAd 109-112 Reserved for future Use

Hwy 2 **Rules and Regulations Establishing Standards of Training For Persons Administering and Interpreting Chemical Tests for Intoxication Under Chapter 454, Laws of 1961.**

(a) Purpose. The purpose of this regulation is to carry out the mandate of the legislature and to effectuate that mandate as set forth in the Laws of Minnesota 1961, Chapter 454, Section 3, with reference to the standards of training for persons administering and interpreting chemical tests for intoxication.

(b) Scope. The scope of this regulation is intended to be confined within the framework of and consistent with the Laws of Minnesota 1961, Chapter 454, Section 3.

(c) Definitions. For the purposes of this regulation administering shall mean the taking of a specimen of blood, breath, urine or saliva from a person for analysis to determine the amount of alcohol in the blood of that person. For the purposes of this regulation interpreting shall mean the analyzing and testing of the specimen of blood, breath, urine or saliva, and

Hwy 4

in width and not less than 15 inches high. The identity of the governmental subdivision may be displayed on such shield or emblem. If not, then the identity must be displayed as in Minn. Reg. Hwy. 3,(a)(5) below.

(5) Any such motor vehicle not displaying an identifying shield or emblem as described in Minn. Reg. Hwy. 3,(a)(4) above, shall display on both front door panels the words, "Police", "Highway Patrol", or "Sheriff", whichever is applicable, and shall have displayed on both front door panels in words, the identity of the agency concerned. All such words shall be in block print and the lettering shall be not less than two and one-half inches high, one inch wide and have a three-eighths inch brush stroke. The lettering shall be of a contrast color to white.

(6) Any such motor vehicle may, except where it is required by any rules or regulations prescribed by the commissioner, display a shield or emblem as described in Minn. Reg. Hwy. 3,(a)(4) above or lettering described in Minn. Reg. Hwy. 3,(a)(5) above on any additional portion of such vehicle and the color of such shield, emblem or lettering shall be of a color in contrast to the basic color of the portion of the vehicle whereon it is displayed.

(b) Private motor vehicles when temporarily used as described in Minn. Reg. Hwy. 3,(a) and only while being so used, shall be equipped with removable white covers for the door panels. Such white covers shall be displayed on both front doors and shall display thereon either the identifying shield or emblem as described in Minn. Reg. Hwy. 3,(a)(4) or the lettering as described in Minn. Reg. Hwy. 3,(a)(5).

CHAPTER TWELVE

Hwy 4 Rules and Regulations for Sirens on Authorized Emergency Vehicles Promulgated Pursuant to Minnesota Statutes 1957, Section 169.68.

Saf Ad 11B

PURPOSE AND SCOPE this regulation

(a) Purpose. The purpose of Minn. Reg. Hwy. 4 is to carry out the mandate of the legislature and to effectuate that mandate as set forth in the Minnesota Statutes 1957, Section 169.68.

(b) Scope. The scope of this regulation Minn. Reg. Hwy. 4 is confined within the framework of and consistent with the Minnesota Statutes 1957, Section 169.68.

Saf Ad 11A

APPROVED SIRENS

(a)(c) Type of Sirens. The following types of sirens are established:

(1) Type I—High performance siren approved for outside mounting or mounting behind a grill or under the hood of an emergency vehicle.

(2) Type II—Medium performance siren approved for outside mounting only.

(b)(d) Approved sirens. The sirens listed in Table 1 and Table 2 are approved as to type.

(1) See Table 1 for Mechanical Sirens.

(2) See Table 2 for Electronic Sirens.

(c)(e) Conditionally approved sirens. Any siren listed in Table 3 which is in good condition, and which was installed on an authorized emergency vehicle prior to the date of adoption of this regulation, and which is currently in use on that vehicle, is approved for use on such vehicle. Such sirens (except engine-driven sirens) must be mounted on the outside of the vehicle as required herein for Type II sirens. Such sirens shall not otherwise be installed on any other authorized emergency vehicle unless it is sub-

mitted for approval and is found to meet the test requirements set forth in paragraph ~~Minn. Reg. Hwy. 4.(g)~~ 52+Ad 115 (g).

~~(f) Approval of additional sirens.~~ Sirens not listed in this regulation will be considered for approval as follows:

~~(1)~~ (a) Letter of Application. A letter of application, including specifications or a description of the siren, shall be submitted to the ~~Traffic Engineering Section, Minnesota Department of Highways,~~ Commissioner of Public Safety State Highway Building, St. Paul 1, Minnesota. Applications for electronic sirens shall list the speaker manufacturer and manufacturer's model number for horn and driver unit.

~~(2)~~ (b) Samples. One siren of each type or model for which approval is desired, complete with cable, switch and instruction sheets shall be delivered, freight or express prepaid, to the above address. The siren will be returned by railway express collect after the tests have been completed.

~~(3)~~ (c) Identification. The siren shall be marked with the trademark or name and the model designation. Such markings shall be readily visible and legible from the outside of the siren when it is properly mounted on the vehicle.

~~(4)~~ (d) Waiver of Sample. Submittal of a photostat copy of a test report from the California Highway Patrol, or a test report from an independent testing laboratory approved by the Department, showing compliance with the minimum sound level output requirements of ~~paragraph Minn. Reg. Hwy. 4.(g),~~ 52+Ad 115 (g) may be considered in lieu of a sample.

~~(5)~~ (e) Fee. A check payable to the Commissioner of ~~Highways~~ Public Safety in the amount of $25.00 shall be submitted for each siren to be tested.

~~(6)~~ (f) Supplements. Supplements to Table 1 and Table 2 will be issued periodically listing sirens approved under this paragraph.

(g) Test requirements

(1) Sound level measuring equipment conforming to Standards of the American Standards Association will be used to determine the sound level output of the siren. The siren will be mounted in the open, away from large reflecting objects, with due regard given to wind and background noises. The minimum sound level output measured at 100 feet from the siren shall be as follows:

A — Type I

1. In the axis	95 Decibels
2. At 45 degrees from the axis	90 Decibels
3. At 90 degrees from the axis	85 Decibels

B — Type II

1. In the axis	85 Decibels
2. At 45 degrees from the axis	80 Decibels
3. At 90 degrees from the axis	80 Decibels

(2) The fundamental frequency should be in the range of 800 to 1000 cycles per second.

TABLE 1
MECHANICAL SIRENS

MANUFACTURER	MODEL-MARKINGS	TYPE
American Fire Equipment Co. 11 Mission Street San Francisco 5, California	DICTATOR	
	DS	I
	D8B	I
	D8BH	I
	D8H	I
B & M Siren Manufacturing Co. 763 East Pico Boulevard Los Angeles 21, California (Motor numbers M-1 through M-9 may be included with model number on B & M sirens, depending on type of motor used and year of manufacture.)	B & M	
	C-B & M-S	I
	CS8	I
	CS8B	I
	E-B & M-S Highway Special	I
	Motorcycle Rear Wheel Drive	II
	SC8	I
	SC8B	I
	S8	I
	S8B	I
	Friction Drive 8FA (8" diameter only)	I
Cam Manufacturing Co. Ross, California	CAM	
	3	I
	3B	I
	4	I
	70	I
	104	I
W. S. Darley & Company 2810 Washington Boulevard Chicago 12, Illinois	CHAMPION	
	C3S9	II
	F591	II
Federal Laboratories, Inc. 185 - 41st Street Pittsburgh, Pennsylvania	FEDERAL LABORATORIES	
	35A	II
	35B	II
	53A	I
	53B	II
	53D	I
	54	II
	85A	II
	85B	II
	85C	II
	85D	II
	85E	II
	85EB	II
	86A	II
	86B	II
	100A	I
	100B	II
	100C	I
	100D	II
	100E	I

TABLE 1 (Continued)
MECHANICAL SIRENS

MANUFACTURER	MODEL-MARKINGS	TYPE
Federal Laboratories, Inc.—Cont.	FEDERAL LABORATORIES	
	100EB	I
	101A	II
	101B	II
	102A	I
	102B	I
	103A	I
	103B	I
Federal Sign & Signal Corp. or Federal Enterprises, Inc. 8700 South State Street Chicago, Illinois (Federal sirens equipped with a red light on the rear of the housing or having the suffix "R" added to the approved model number are also approved.)	FEDERAL SIGN AND SIGNAL	
	2S	I
	2SH	I
	57FD	I
	57FS	I
	5S76A	II
	5S76B	II
	5SC4A	I
	5SC4B	I
	5SCD	I
	5SCS	I
	58FD	I
	58FS	I
	59FS	I
	60FS	I
	66G	I
	66GH	I
	66L	II
	67	II
	76	II
	76A	II
	76B	II
	77GA	II
	77GB	II
	77L	II
	77LA	II
	77LB	II
	78A	II
	78B	II
	C4	I
	C4A	I
	C4B	I
	C4BB	I
	C5	I
	C5B	I
	C5GA	I
	C5GB	I
	C5GBB	I
	C5LA	II
	C5LB	II
	C6A	II
	C6B	II
	EG	II
	EGH	II

TABLE 1 (Continued)
MECHANICAL SIRENS

MANUFACTURER	MODEL-MARKINGS	TYPE
Federal Sign & Signal Corp. or Federal Enterprises, Inc.—Cont.	FEDERAL SIGN AND SIGNAL EP EPH Q1A Q1B Q2A Q2B WG WGH WL WLH XG XL Y YH	 II II I I I I II II II II II II II II
Harley-Davidson Motorcycle Co. Milwaukee 1, Wisconsin	HARLEY-DAVIDSON 5S Motorcycle Rear Wheel Drive	 II II
Hedberg Manufacturing Co. 321 West Reed Street San Jose, California	HEDBERG 1WSLR 2WSLR 8RLR Engine Drive Motorcycle Rear Wheel Drive	 II II I I II
Mars Signal Light Co. 4322 West Chicago Avenue Chicago 51, Illinois	MARS G-1G G-1GB	 I I
North American Signal Co. P. O. Box 216 Wilmette, Illinois	SIREN-MASTER 1136	 I
(Formerly Manufactured By The Pyle-National Co.)	PYLE 710 720	 II II
The Seagrave Corporation Columbus 7, Ohio	SEAGRAVE Twin Blast	 I

TABLE 1 (Continued)
MECHANICAL SIRENS

MANUFACTURER	MODEL-MARKINGS	TYPE
The Sireno Company, Inc. 214 William Street New York 38, New York	SIRENO	
	7	I
	10	I
	C-52	I
	ED-1	I
	ED-10	I
	F-52	I
	J-1-8	I
	M-1	I
	R-5	II
	R-5-R	II
	R-6	II
	R-6-R	II
	RJ-1-8	I
	RV-9	I
	SJ-8	I
	SV-9	I
	V-9	I
Sterling Siren Fire Alarm Co., Inc. Rochester 8, New York	STERLING	
	20 Freerolling	II
	20 Jr. Sirenlite	II
	30 Freerolling	I
	30 Sirenlite	I

TABLE 2
ELECTRONIC SIRENS

Manufacturer	Model-Markings	Speaker Markings	Type
Associated Designers 223 West Second Street Los Angeles 12, California	SIROVOX 452A 453 MK II 657 MK IV 659 MK IV 659	 Not marked MODEL 1 B S SIROVOX MK II 657 SIROVOX RE-30 SIROVOX RE-50	 II II II I I
Dazl-Lite Products or Dominator Corp. Kansas City, Missouri	DOMINATOR ES50	 DOMINATOR S-50F	 I
Federal Sign & Signal Corp. or Federal Enterprises, Inc. 8700 South State Street Chicago, Illinois	FEDERAL PA-1 PA-1 PA-1 PA-1 PA-2 PA-2 PA-2 PA-2 PA-2	 FEDERAL PDCJ FEDERAL SA-24 FEDERAL CP-24 FEDERAL CJ-24 UNIVERSAL MM-2L FEDERAL PDCJ FEDERAL SA-24 FEDERAL CP-24 FEDERAL CJ-24 UNIVERSAL MM-2L	 II I II I II II I II I I
Fyr-Fyter Co. 132-140 Hawthorne St. San Francisco, California or Electronic Engineering Ent.	PENETRATOR 12PT30 12PT30 12PT30 12PT50	 12SP30 A9SP30 A14SP30 A9SP30	 II I I I
General Electric Co. Nela Park Cleveland 12, Ohio	G. E. 4EZ6A1	 UNIVERSITY MM2L	 II
Selectronics, Inc. 1600 Adams St. St. Helena, California	SELECTRONIC 17A 17B 25S 625S	 SELECTRONIC 17A SELECTRONIC 17B UNIVERSITY MA-25 UNIVERSITY MA-25	 II II I I
Winsby-Fleming Co. 4802 East 14th St. Oakland 1, California	WINSBY-FLEMING 17A 17B	 WINSBY-FLEMING 17A WINSBY-FLEMING 17B	 II II

TABLE 3
CONDITIONALLY APPROVED SIRENS

MANUFACTURER	MODEL-MARKINGS
Art Burnside Company	ABCO B
Bell Machinery & Industrial Supplies	BELL-EVANS Freewheeling
B & M Siren Manufacturing Co.	B & M 6-F-A Friction Drive
Cam Manufacturing Co.	CAM 2 F Freewheeling
C.A.M. Siren & Mfg. Co.	C.A.M. 2 3 4 DICTATOR DSP DICTATOR JUNIOR JD6B JD6BH JD6P Automobile Friction Motorcycle Friction
Capital Signal Co.	CAP 2 3
Dozier Manufacturing	DYNO-O-SIREN U. L. Friction Drive
Duncan Siren Co.	DUNCAN 1 2 3 4
E. D. Bullard Co.	BULLARD ¼ F.W. ½ F.W. ¼ H.A. ½ H.A. ¼ H.D. Motorcycle Friction SIRACODE DSA

TABLE 3 (Continued)
CONDITIONALLY APPROVED SIRENS

MANUFACTURER	MODEL-MARKINGS
Federal Electric Co.	FEDERAL 66 77 78 C2 C3 C6 E W Z
Federal Laboratories, Inc.	FEDERAL LABORATORIES 35 45 48 53 85 100 101
Glen W. Nagle	NAGLE N-5
H.O.R. Company, Inc.	H.O.R. A-1 Belt Driven A-2 Belt Driven Si-Rex Commander, Senior
J. N. Hedberg	HEDBERG 1 Long Roll 2 Long Roll 3 Long Roll 3R Long Roll 3½R Long Roll 1 Semi-Long Roll 2 Semi-Long Roll 1 Friction 2 Friction B1 Motorcycle Friction Rear B2 Motorcycle Friction Rear F1 Motorcycle Friction Front F2 Motorcycle Friction Front F3 Motorcycle Friction Front
The Seagrave Corporation	SEAGRAVE D Rite-O-Way

TABLE 3 (Continued)
CONDITIONALLY APPROVED SIRENS

MANUFACTURER	MODEL-MARKINGS
The Sireno Company, Inc. (Letter "A" with Models M, R and ED indicates Freerolling.)	SIRENO 11 51 ED, Municipal Only ED-1, Municipal Only F-1 Motorcycle Friction FH Motorcycle Friction M M-1 M-4 M-5 R2A
Sterling Siren Fire Alarm Co., Inc.	STERLING 12 B Motorcycle Electric J Motorcycle Front Wheel Drive S Freerolling

SafAd 116-119 Reserved for future use

(10) Patrol members shall continually watch oncoming traffic while children are crossing the highway and be constantly alert for danger. They shall stand between the children and approaching traffic.

(i) Police officer control — traffic signals

(1) At intersections where traffic is controlled by a police officer, a traffic signal, or both, the patrol member shall direct the crossing of the children in conformity with the direction of the signal or the police officer.

(2) At intersections where there is no regular traffic control, the traffic may be sufficiently heavy to require the special assignment of a police officer at times when children are going to and from school. When this is done, the Patrol member should cooperate with police officers.

(j) Bus crossing at railroad tracks

(1) In no instance shall the School Safety Patrol member use a School Safety Patrol flag at railroad crossings.

(2) Patrol members shall motion the bus across the railroad track or tracks in the following manner:

(aa) Patrol members shall take a position so as to have a clear view of the railroad tracks in both directions.

(bb) If a train is approaching the crossing, the Patrol member shall not cross the tracks but shall face the bus at a safe distance from the tracks and give the signal for the bus not to proceed by holding up both hands above his head.

(cc) If the track is clear and safe for crossing, he shall then proceed to cross the tracks and shall signal with a forward motion of his up-raised arm for the driver to proceed across the tracks to a point at least 2½ bus lengths beyond the tracks where the Patrol member shall re-enter the bus.

(k) Crossing rural highways from a bus

(1) In directing pupils across the roadway on a rural road after alighting from the bus, the School Safety Patrol member shall escort the pupil to a position at least 8 feet in front of the bus. When he has ascertained there is no approaching traffic, he shall then step out one pace beyond the fender line of the bus and extend his flag into the opposite lane at a 45 degree angle and direct the pupil to proceed across the highway.

(2) The Patrol member shall not escort each pupil across the highway, but shall remain as his post near the front of the bus.

(3) Crossing the highway behind the bus shall never be permitted.

CHAPTER THIRTEEN

Rules, Regulations and Specifications Concerning Before Sale Approvals of Motor Vehicle Lighting Devices and Other Safety Equipment for Use in Connection with Vehicles, Trailers and Semi-trailers.

SafAd 120

(a) Submittal procedure and requirements. The following procedure shall be followed when any equipment or device is submitted for approval:

(a) (1) Original equipment.

(aa) The vehicle manufacturer, or his supplier, shall submit to the Commissioner of Highways a written request for approval of the lamp or device. → Public Safety

(bb) With the request the following shall be supplied:

(1) (i) Identification of the make and model, or models, of vehicle for which the lamp or device is designed.

(2) (ii) A test report from a recognized testing laboratory approved by the Commissioner, showing compliance with the appropriate specifications and regulations as specified herein. In cases where there may be delays in obtaining completed test reports from approved laboratories, the manufacturer may submit with his request for approval a test report from his own laboratory indicating compliance with appropriate specifications. In such cases, a certificate of approval will be issued subject to cancellation without further hearing if the applicant fails to supply the required test report from an approved laboratory within 90 days after issuance of the certificate.

(3) (iii) All test reports submitted must include a description of the lamp or device, giving all major component parts and the materials used, over-all shape and dimensions, types of assembly, means of mounting, dimensions, shape, and color of lenses, and a clear photograph or photographs of the lamp or device and its component parts. Picture and description must be such that lamp or device may be readily identified and its construction verified upon comparison.

(4) (iv) A check payable to the Commissioner of ~~Highways~~ Public Safety covering the fee for state certification. (See schedule of required fees.), SafAd 121.)

(b) (2) "After-market" equipment.

(aa) The manufacturer or his representative shall submit to the Commissioner of ~~Highways~~ Public Safety a written request for approval of the lamp or device.

(bb) The following items shall be supplied with the request for approval:

(1) (i) Two standard production samples of the lamp or device.

(2) (ii) A test report, from a recognized testing laboratory approved by the Commissioner, showing compliance with the appropriate specifications and regulations specified herein.

(3) (iii) A set of installation or mounting instructions when applicable.

(4) (iv) A set of aiming instructions when applicable.

(5) (v) A check payable to the Commissioner of ~~Highways~~ Public Safety, covering the fee for state certification. (See schedule of required fees.) SafAd 121)

(c) (3) Safety glass

(1) (aa) Requests for approval of safety glass shall be submitted in accordance with the requirements set forth above for original equipment items, except that it will not be necessary to supply information as to make and model of vehicle on which the glass is to be installed.

(2) (bb) The request shall be accompanied by eight copies or facsimiles of the manufacturer's identification marking as it appears on the finished product. Such facsimiles shall include any index marking specified by A.S.A. Size of facsimile should be approximately the size of the marking on the finished product.

(d) (4) Sealed lighting units (sealed beam optical units).

(aa) Requests for approval of sealed lighting units shall be submitted in accordance with the requirements set forth above for "After-Market" equipment.

(e) (ee) Listing of approved motor vehicle equipment. Items of equipment will be dropped from the "List of Approved Motor Vehicle Equipment" five (5) years from January 1 following date of approval, unless the manufacturer request further listing, in which case he shall submit a test report or other proof that the item as then being manufactured meets the then current specifications.

(ff) Fee schedule. (a) The fees herein listed are set and fixed as being a reasonable fee for the testing and approval of lighting devices and equipment.

Single Function Lamps, Replacement Lenses, Optical Units, Safety Glazing Materials, Warning Signal Switches	$25.00 Ea.
Multiple Function (Combination) Lamps	35.00 Ea.
Headlamp Beam Semi-Automatic Switching Devices (Automatic Dimmers)	35.00 Ea.
Turn Signal Operating Units	35.00 Ea.
Flares—Electric, Fuel-Burning and Reflector	35.00 Ea.
Trailer Couplings and Hitches	35.00 Ea.

(b) (gg) Checks shall be made payable to the Commissioner of Highways.

(hh) Glossary. The following words and phrases, when used in the following rules, regulations, and specifications, shall, for the purpose of these rules, regulations, and specifications, have the meanings respectively ascribed to them in this glossary, except in those instances where the context clearly indicates a different meaning. Wherever used in these rules, regulations, and specifications, the abbreviations contained in this glossary shall stand for and have the meanings respectively ascribed to them in this glossary.

(a) (ii) Abbreviations

(1) (aa) A.S.A.	American Standards Association
(2) (bb) C.P.	Candle Power
(3) (cc) I.C.C.	Interstate Commerce Commission
(4) (dd) S.A.E.	Society of Automotive Engineers, Inc.

(b) (jj) After-Market. The term "After-Market" shall be construed to mean any equipment or device manufactured for a vehicle as an accessory for installation after delivery. The term "After-Market" shall not be construed to mean any new equipment or device regularly installed on or furnished for any vehicles by the vehicle manufacturer or replacements of such original equipment supplied by the vehicle manufacturer.

(c) (kk) Auxiliary lamps. Auxiliary lamps are devices on a motor vehicle used to supplement the headlamps in provideing general illumination ahead of the vehicle. They include those lamps sold commercially as driving lamps, passing lamps, road lamps, adverse weather lamps, or fog lamps. (Limitation on use of auxiliary lamps, Minnesota Statutes 1957, Sec. 169.56, as amended by Chap. 521, Minnesota Laws of 1959.)

(1) (aa) An auxiliary driving lamp is a unit used to supplement the upper or country beam from the headlamps.

(2) (bb) The auxiliary passing lamp is a unit used to supplement the lower or traffic beam from the headlamps.

(3) (cc) Adverse weather lamps are lamps which may be used in lieu of or to supplement the headlamps to provide illumination under conditions of rain, snow, dust or fog.

(4) (dd) A fog lamp is an adverse weather lamp.

(d) (5) Back-up lamp. A back-up lamp is a lamp used to furnish general illumination to the rear of a vehicle when it is in rearward motion. (Limitation on use of back-up lamps, Minnesota Statutes 1957, Sec. 169.59, as amended by Chap 521, Minnesota Laws of 1959, and Minnesota Statutes 1957, Sec. 169.64.)

(e) (5) Bicycle lamps. A bicycle headlamp is an electric lamp used to provide general illumination ahead of the bicycle and also to serve as a warning light to approaching motorists. A bicycle tail lamp is an electric lamp used to mark the rear of a bicycle. (Necessity for and requirements concerning bicycle lamps, Minnesota Statutes 1957, Sec. 169.221.)

(f) (6) Bulb. A bulb is an incandescent lamp used as a source of light.

(g) (7) Clearance and marker lamps.

(1) (aa) Clearance lamps are lamps used on the left and right side of the front and rear of a vehicle which show to the front and rear, respectively, to mark the width of the vehicle.

(2) (bb) Marker lamps are lamps used on the left and right side, near the front and rear of a vehicle, which show to the side to mark the sides of a vehicle.

(3) (cc) A combination clearance and marker lamp is a single lamp which fulfills the requirements of both a clearance lamp and a side marker lamp. (Statutory requirements for use and mounting of clearance and marker lamps, Minnesota Statutes 1957, Sec. 169.51.)

(h) (8) Flares—(electric, fuel burning, reflector). A flare is a device used in sets of three capable of displaying a warning light or reflecting a warning to the driver of an approaching vehicle that beyond the first light or reflector there is a hazard and that he must proceed with caution.

(1) (aa) An electric flare or electric warning lantern is a device capable of displaying an electric light, either flashing or steady burning.

(2) (bb) A liquid burning flare is a device, usually consisting of a vessel with a wick, capable of displaying a warning light.

(3) (cc) A reflector flare is a device consisting of at least two reflector surfaces on each side of the reflector and, by means of reflected light from the approaching vehicle, serves as a warning device. (Necessity for and use of flares, Minnesota Statutes 1957, Sec. 169.75.)

(i) (9) Front combination lamps. A front combination lamp is a lamp so constructed and mounted that it serves two or more of the following functions:

(1) (aa) front parking lamp,

(2) (bb) front turn signal lamp, or

(3) (cc) fog lamp.

(j) (10) Headlamp. A headlamp is a major lighting device used to provide illumination ahead of the vehicle. (Requirements for, Minnesota Statutes 1957, Sec. 169.49, 169.60 and 169.61.)

(k) (11) Headlamp—beam semi-automatic switching devices. A headlamp beam semi-automatic switching device means any device which will permit the lights from an approaching vehicle to automatically switch the lights on the vehicle equipped with the device from high beam to low beam and which may permit the beam to return automatically to high beam after the vehicle or vehicles have passed.

(l) (12) Identification lamps. Identification lamps are groups of three lights in a horizontal row, spaced not less than six nor more than twelve inches apart, measured from center to center of lens, mounted near the top of the center of the front and rear of the permanent structure of the vehicle, which show to the front and rear, respectively, to identify a certain type of vehicle. (Use and required mounting of identification lamps, Minnesota Statutes 1957, Sec. 169.58.)

(m) (13) License plate lamp. A license plate lamp is a lamp used to illuminate the license plate on the rear of a vehicle. It may be combined with either or both the stop lamp or tail lamp. (Provisions concerning rear lamps, Minnesota Statutes 1957, Sec. 169.50.)

(n) (14) Lighting device. A lighting device is any device mounted on a vehicle to furnish illumination or to mark or identify a vehicle or to serve as a signal or warning either by self-illumination or by reflected light. Interior lighting devices, such as dome, dash and map lights intended only for interior illumination placed inside the vehicle and which are not intended to serve as a signal or to be seen by persons outside the vehicle, are not considered lighting devices within the scope of these regulations. (Lighting Devices, Minnesota Statutes 1957, Sec. 169.65.)

(o) (15) Optical unit. A sealed beam optical unit is an integral and indivisible optical assembly consisting of a lens, reflector and light source.

(p) (16) Original equipment. Original equipment means any equipment or device which the vehicle manufacturer regularly installs or builds into a vehicle, or replacements of any such original equipment supplied by the vehicle manufacturer. Original equipment shall also be construed to mean any optional equipment or device supplied by the manufacturer of the vehicle and for which provision has been made in the original design of the vehicle.

(q) (17) Parking lamp. A parking lamp is a low candle power lamp used to mark a parked car. It may be incorporated with some other lamp or may be separate. (Provision concerning parking lamps, Minnesota Statutes 1957, Sec. 169.53 as amended by Minnesota Laws of 1959, Chap. 96.)

(r) (18) Rear combination lamps. A rear combination lamp is a lamp so constructed and mounted that it serves two or more of the following functions:

(1) (aa) back-up lamp,
(2) (bb) license plate lamp,
(3) (cc) reflector,
(4) (dd) stop lamp,
(5) (ee) tail lamp or turn signal.

(s) (19) Reflex reflectors. Reflex reflectors are devices used on a vehicle to give warning of the presence of the vehicle to an approaching driver by reflected light from the lamps of the approaching vehicle. (Use of reflector, Minnesota Statutes 1957, Sec. 169.50 as amended by Chap. 215, and Chap. 521, Minnesota Laws of 1959.)

(t) (20) Safety glazing material. Safety glazing material means glazing material so constructed, treated, or combined with other materials as to reduce, in comparison with ordinary sheet glass or plate glass, the likelihood of injury to persons by objects from exterior sources or by the glazing materials when cracked or broken. (Use of safety glass, Minnesota Statutes 1957, Sec. 169.74.)

(u) (21) School bus stop warning lamps. The school bus stop warning lamp is a lamp producing a flashing red light and used in connection with the school bus stop arm to warn approaching drivers that the bus is being loaded or unloaded. (Use of school bus stop warning lamps, Minnesota Statutes 1957, Sec. 169.44.)

(v) (22) Spot lamps. A spot lamp is a light-projecting device located outside the motor vehicle with means for aiming it in any desired direction. Such lamps are not intended as substitutes for head or auxiliary lamps, but for use in emergencies and under conditions where a concentrated, controllable light beam is advantageous. (Limitation on use of and mounting of spot lamps, Minnesota Statutes 1957, Sec. 169.56 as amended by Chap. 521, Minnesota Laws 1959.)

(w) (23) Stop signal lamps. Stop lamps are lamps giving a steady warning light to the rear of a vehicle to indicate the intention of the operator of a vehicle to diminish speed or stop. The stop lamp may be combined with some other lamp on the rear of the vehicle. (Use of and requirements concerning stop signal lamps, Minnesota Statutes 1957, Sec. 169.57 as amended by Chap. 521, Minnesota Laws of 1959.)

(x) (24) Tail lamp (rear lamp). A tail lamp is a lamp used to mark the rear of a vehicle. It may be combined with another lamp on the rear of the vehicle. (Mounting requirements, Minnesota Statutes 1957, Sec. 169.50 as amended by Chap. 521, Minnesota Laws of 1959.)

(y) (25) Turn signal lamp. A turn signal lamp is a lamp used to indicate the direction in which a turn is to be made. (Requirements and use of turn signals, Minnesota Statutes 1957, Sec. 169.57.)

(z) (26) Turn signal operating unit. An operating unit is that part of a turn signal system by which the operator of a vehicle causes the signal lamps to function.

(aa) (27) Turn signal system. A turn signal system consists of a turn signal operating unit, a flasher unit, and two or more turn signal lamps.

(bb) (28) Warning signal switch. A warning signal switch is a device used by the operator of a vehicle to cause certain lamps to flash simultaneously as a warning of the presence of a vehicular traffic hazard requiring the exercise of unusual care in approaching, overtaking, or passing. (Limitation on use of such warning signals, Chap. 521 of Minnesota Laws of 1959.)

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(e) Minnesota specifications for lamps and devices

(a) (1) General. All lamps and lighting devices, and parts thereof shall comply with the "SAE Standards" and "SAE Recommended Practices"

appearing in the then current edition of the "SAE Handbook", published by the Society of Automotive Engineers, Inc., 29 West 39th Street, New York 18, New York, which are applicable to the lamp or device being submitted for approval, provided such standards are consistent with Minnesota statutory requirements.

(b) Model designation. Each individual device or equipment shall have a model designation. Devices or equipment which are substantially different in optical or mechanical construction, even though such devices or equipment may serve the same functions, shall bear distinctive model designations.

(c) Identification. The device or equipment shall be marked with the trade-mark or name and the model designation, in letters and numerals at least ⅛ inch in height. The manufacturer's initials will be acceptable as the name; and trade-marks which include letters shall have at least one letter ⅛ inch or more in height. The approval markings shall be readily visible and legible from the outside of the device or equipment when it is properly mounted on the vehicle; except that required markings on built-in headlamp and auxiliary lamp sub-bodies using sealed beam units, and on built-in turn signal operating units, may be on the inside. Markings other than these which are required may be of any size or in any location. The required markings shall be permanently die-stamped or molded in both the body and lens except that the body markings may be stamped in indelible ink or painted in a location protected from abrasion and weathering if it is not feasible to die-stamp or mold them on the body. In such cases the lens markings shall still be molded in the lens and shall be visible from the outside. Safety glass shall be marked according to current A.S.A. Specifications. NOTE: No raised or indented marking or identification shall be so placed as to interfere with the proper seating of surfaces where a tight seal is desirable.

(d) Construction

(1) Lamps shall be so constructed that bulb or lens replacements and aiming adjustments may conveniently be made by one person with ordinary hand tools.

(2) The lamp or device shall be so constructed that there will be no unreasonable personal hazard to the mechanic servicing the unit.

(3) Lamp mountings shall be so arranged that the aim of the lamp will not be disturbed under ordinary conditions of service. The range of aiming adjustment for any lamp requiring aim shall be that set forth under "Sealed Beam Headlamp Testing Specifications" in the current S.A.E. Handbook.

(4) Lamps shall be so constructed that an optical unit or bulb can be replaced without disturbing the aim of the lamps.

(5) Rims or trim rings and lens retaining rings: The means of fastening split or solid rims shall be readily accessible. Where snap or lock rings are used, a section or end shall be bent or kicked up or other means be provided for easy removal.

(6) Gaskets shall be constructed of a durable material which will retain its shape and resiliency. Gasket shoulders and lands shall be properly designed to obtain an adequately sealed housing.

(7) The electrical wiring shall be securely connected and shall be protected from abrasion by sharp edges.

(8) (hh) Signal lamps shall be so designed that no chromed or polished surfaces of the lamp will be located where sunlight will be reflected so as to distract from the visibility of the signal lamp to the operator of any approaching vehicle.

(2) (ff) Specifications for individual devices. In addition to complying with "S.A.E. Standards" and "S.A.E. Recommended Practices", Minnesota Statutes, and the above Minnesota Specifications as to identification and construction, the following requirements for individual devices must be met:

(1) (aa) Back-up lamps. The color of the lens may be white, amber, or red.

(2) (bb) Bicycle lamps. Maximum intensity above horizontal shall be 250 CP. The lamp housings shall be constructed so that bulb and battery replacements can readily be made. The headlamp shall project a distinct beam of light of uniform pattern.

(3) (cc) Flares, electric. The electric flare when placed on the highway shall not tip or slide in a 40-mile wind. Three sample flares as regularly marketed and sold shall be placed in a freezing compartment and chilled at a temperature of minus 20 degrees Fahrenheit for a period of 12 hours after which they shall be placed in operation for a 12-hour period. Failure of two of the three samples to operate or to meet the intensity requirements of "S.A.E. Standard" for Electric Emergency Lanterns during the test shall be an automatic rejection.

(4) (dd) Flares, reflector. The reflector flare shall be designed for two-direction visibility. A minimum of two reflecting surfaces shall be provided on each side of the unit. The minimum effective diameter of each reflecting surface shall be 2¾ inches. The standard or case which supports the unit when placed on the highway shall be of such construction that the reflector flare will not be turned, tipped, or slide in a 40-mile wind. The reflecting surface, when the unit is placed on the road surface, shall be at a sufficient height so that the reflector will be visible for a minimum distance of 1,000 feet on level ground. Aggregate C.P. in axis shall be 12 C.P. minimum. The C.P. at all other test points shall be not less than twice that of the current S.A.E. specifications for Class "A" red reflectors.

(5) (ee) Front combination lamps. The requirements for each individual function must be met independently of any other function.

(6) (ff) Rear combination lamps. The requirements for each individual function must be met independently of any other function.

(7) (gg) Reflex reflectors. Reflex reflectors mounted on the front or on the sides near the front of a vehicle shall reflect a white or amber color. Reflectors mounted on the rear or on the sides near the rear of a vehicle shall reflect a red color. Reflectors will be classified into two groups: Class A shall include only those reflectors meeting the Class A visual test requirements of the S.A.E. Standard for Reflex Reflectors. Class B shall include those reflectors meeting the Class B visual test of the S.A.E. Standard. Where maximum statutory requirements for visibility are specified, only reflectors meeting the S.A.E. Standards for Class A reflectors will be approved. Reflex reflectors for use on bicycles shall meet the Class B Photometric requirements.

(8) (hh) Replacement lenses. Lenses designed to be marketed as alternate replacements shall be tested with the lamp for which they are designed and shall meet the applicable specifications.

(9) (ii) Safety Glazing material. Safety glazing material shall comply with the specifications of A.S.A. current at the time of application.

(10) (jj) School bus stop warning lamps. For requirements for School Bus Stop Warning Lamps, see specifications available from the State Commissioner of Education.

(11) (kk) Spot lamps. Spot lamps shall be mechanically and electrically controlled from the inside of the vehicle, except those designed for use as utility lights and mounted on public utilities and service vehicles.

(12) (ll) Turn signal system. Turn signal units shall meet the Class A, Type I, or Class B requirements of the S.A.E. Standard for Turn Signal Units, shall be used as specified for the appropriate class, and shall be installed as recommended in the Standard. Turn signal operating units shall be used as specified in the S.A.E. Standard for Turn Signal operating units in accordance with the class for which it is approved.

(13) (mm) Trailer hitches.

(i) Passenger Car Trailer hitches shall comply with the current S.A.E. Recommended Practice or Standard.

(ii) Tow-Bars and Saddle Mounts (Drive-Away Operations), and Fifth Wheel connections shall comply with specifications set forth in the I.C.C. Motor Carrier Safety Regulations.

(14) (nn) Warning signal switch. The warning signal switch may be incorporated as a part of a turn signal operating unit or may be a separate switch. Any switching device used for this purpose shall have incorporated as a part of the switch or as an accessory thereto, a visible or audible, or both, means of giving a clear and unmistakable indication to the driver that the signal system is turned on. The visual indicator shall consist of one or two bright green or red lights, with a minimum area of each equivalent to a 3/16 inch diameter circle, and plainly visible to the driver.

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CHAPTER FOURTEEN

Hwy 8. Regulations for Official Auto Lamp Adjusting Stations.

(a) Designation of station

(1) Stations will be classified as A or B as hereinafter defined.

(2) Application for designation as "Official Auto Lamp Adjusting Station" must be made upon a form which may be procured from the State Department of Highways, Highway Patrol Division, 1246 University Avenue, St. Paul, Minn.

(3) Each application must bear the endorsement of a state highway patrol officer or by other persons acting for the commissioner.

(4) Each application must bear the statement that the proposed station is suitable and that it is needed in that community.

(5) Certificate of Designation of Official Auto Lamp Adjusting Station will be granted to Stations which comply with these regulations or supplemental regulations which may be made from time to time. Such Certificate is subject to cancellation for just cause.

(b) Class A specifications and requirements for station

(1) Class A stations shall be those equipped with approved mechanical or electrical testing devices. The equipment used shall be of a type which

~~Note: Changes or additions indicated by italics, deletions by strikeouts~~

CHAPTER FOURTEEN:

Regulations for Official Auto Lamp Adjusting Stations *in the State of Minnesota. Prescribed Pursuant to Minnesota Statutes 1967, Section 169.77.*

SafAd 128 Designation of station

(a) Stations will be classified as A or B as hereinafter defined.

(b) Application for designation as "Official Auto Lamp Adjusting Station" must be made upon a form which may be procured from the State Department of Public Safety Highway Patrol Division, ~~[illegible]~~ *State Highway Building*, St. Paul, Minnesota 55155.

(c) Each application must bear the endorsement of a State Highway Patrol Officer or by other persons acting for the Commissioner.

(d) Each application must bear the statement that the proposed station is suitable and that it is needed in that community.

(e) Certificate of Designation of Official Auto Lamp Adjusting Station will be granted to Stations which comply with these regulations or supplemental regulations which may be made from time to time. Such Certificate is subject to cancellation for just cause.

SafAd 129 Class A specifications and requirements for station

(a) Class A stations shall be those equipped with approved mechanical or electrical testing devices. The equipment used shall be of a type which has been tested by the Commissioner of ~~Highways~~ Public Safety and has been approved for use in official auto lamp adjusting stations. Such equipment shall be so constructed and installed that the device will rest on permanently fixed foundation plates, rails or other supports so arranged, leveled and spaced in relation to the vehicle to be checked that the same geometrical relationship is obtained and exists between the vehicle and the essential units of the device whenever the same is used for testing.

(b) Tests of equipment for approval will be made either in the testing laboratories designated by the Commissioner of ~~Highways~~ Public Safety or in such other places as he may designate from time to time. A fee may be charged for the testing of any such mechanical or electrical equipment. The Commissioner of ~~Highways~~ Public Safety shall have the right to refuse the approval of any mechanical or electrical testing equipment when in his judgment any such equipment fails to provide for reasonable and efficient testing and adjustment of lamps in compliance with the Highway Traffic Regulation Act.

(c) In addition to the approved mechanical or electrical equipment required, Class A stations may also install the standard equipment required of Class B stations.

(d) In the event a station is fully equipped and is approved to perform official auto lamp adjusting under the classification of both Class A and B stations, a certificate for both will be issued.

(e) Certified auto lamp adjusting in Class A stations must be performed by Class A certified adjusters only.

(f) The equipment shall be installed so that entrance and exit may be easily made by the average motor car operator and in accordance with special instructions pertaining to that particular type of Class A equipment.

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(g) A list of approved Class A equipment may be obtained from the Highway Patrol.

SaffAd 130

Class B specifications and requirements for station

(a) Class B stations shall be those equipped with the approved testing screens.

(b) The testing space must be located in a building capable of being darkened during regular business hours, so as to permit testing of headlights. The light must be excluded to a reasonable degree. The room must be dark enough to permit projection of a clear pattern of the headlight beams on the screen. The testing space must have reasonable access for entrance and exit.

(c) The surface upon which the vehicle stands when the headlight test is being made must lie in one plane, and shall be of such material that it will retain its levelness, and must be of sufficient size to accommodate any ordinary motor vehicle. Stations where larger vehicles such as busses and trucks, are to be tested will require special provisions.

(d) A conspicuous stop line 4 inches wide shall be painted yellow in color or otherwise indicated on the testing floor surface at twenty-five (25) feet from the testing screen hereinafter specified. Cars being tested will stand with headlight lens directly above this line.

(e) Two conspicuous side guide lines at right angles to the stop line shall be painted or otherwise indicated at the sides of the position of the vehicle being tested. The color of these lines to be yellow.

(f) A headlight testing screen or surface must be provided which shall be at least ~~5'~~ *11'* by ~~4'~~ *5'8"* high. ~~so as to give a testing surface of 27 sq. ft.~~

(g) ~~Any approved testing screen must be provided and may be purchased from the Department of Highways or from others whose names will be furnished by the Highway Department upon request.~~ *The testing screen must conform with specifications set by the Commissioner. Specifications are obtainable from the Highway Patrol.*

(h) The testing screen shall be erected so that the bottom line shall be on a level with the surface upon which the vehicle being tested is standing.

(i) The surface of the screen shall be 25 feet from the lens of the headlamp being tested.

(j) The screen shall be in a perpendicular position to the surface upon which the vehicle being tested is standing.

(k) The screen shall be in a position parallel to the front stop line marked on the testing floor.

(l) The testing screen may be erected to be movable or stationary.

SaffAd 131

General requirements for stations

(a) Adjusting stations must be equipped with suitable tools, sufficient for making the necessary tests, adjustments and repairs. These tools to include screw driver, socket wrenches, open end wrenches, ~~adjusting~~ 8' measuring rule, pliers, and such other tools as provided for efficient auto lamp work.

(b) In addition to the tools, darkening cloths for covering headlights, clean cloths for removing dirt and dust, ~~powdered lime, black, denatured alcohol, cotton~~ and a stock of replacement bulbs must be available.

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(c) A file or record case suitable for the purpose of keeping duplicate certificates of adjustment must be in use.

(d) A supply of blank "Certificates of Auto Lamp Adjustment", on form prescribed by the Commissioner of Public Safety must be on hand.

(e) The Certificate of Designation of Official Auto Lamp Adjusting Station, and the Certificates of Authority of Auto Lamp Adjusters must be posted in a conspicuous place within the testing space.

(f) Stations must at all times, when open for business, have a sign secured from the Commissioner of Public Safety displayed in front of the place of business.

(g) There shall be on duty, during regular business hours, at least one duly qualified Auto Lamp Adjuster, who has a Certificate of Authority from the Commissioner of Public Safety and who shall make all tests and lamp adjustments, and who will issue the Certificate of Auto Lamp Adjustment to drivers of vehicles whose lamps have been tested or adjusted by him.

(h) The Certificate of Auto Lamp Adjustment shall be in triplicate, the original (white) certificate to be delivered to the driver, and the other copies to be issued and filed as per the instructions printed thereon.

(i) Official adjustments made in certified stations shall be made in accordance with instructions furnished ~~Certified Auto Lamp Adjusters~~.

(j) Official Auto Lamp Adjusting Stations will be inspected from time to time by ~~State Highway Patrol~~ officers *or other duly authorized agents of the Commissioner.*

(k) A station will be subject to inspection at any time relative to general layout, tools, darkening equipment, stock of light replacements and certificates, by any duly authorized representative of the ~~Department of Highways~~ *Commissioner.*

(l) The Certificate of Designation of Official Auto Lamp Adjusting Station and the ~~Certificate of Authority~~ of Auto Lamp Adjusters may be revoked for cause at the designation of *by* the Commissioner of ~~Highways~~ Public Safety and such revocation will cancel authority ~~for any place~~ of *the place of* business to function as an Official Adjusting Station and for any adjuster *employed therein* to make adjustments as an Official Adjuster or to sign Certificates of Adjustment.

SafAd 132

(2) Qualifications of ~~Auto Lamp Adjuster~~

(a) The Auto Lamp Adjuster shall be a physically and mentally qualified person of good character, ~~over 21 years old~~ *18 years of age or older,* with at least ~~two~~ *one* years ~~of~~ experience in automotive repair work or ~~equivalent~~ *having satisfactorily completed an automotive mechanics course at a Vocational School designated by the Commissioner,* who has been trained to test and adjust auto lamps on motor vehicles, and who has passed an examination in a school which has been designated for the training of such adjusters.

(b) Upon a report from such a designated school, that the applicant has the physical qualifications, is sufficiently trained, and has passed a satisfactory examination, a Certificate of Appointment as Auto Lamp Adjuster will be issued for a period of one year to such person. Auto Lamp Adjusters' appointments are subject to cancellation. Renewals will be granted upon application and examination.

(c) (3) Official Auto Lamp Adjusters will be certified as Class A or B, or both. Class A adjusters shall be those who have satisfactorily completed the course of training covering the use of the Class B station equipment, and the mechanical or electrical equipment as approved for use in Class A stations. Class B adjusters shall be those who have satisfactorily completed the course of training covering the use of Class B station equipment. Class B certified adjusters who desire to be certified as Class A adjusters may do so by taking the special mechanical and electrical instruction provided by ~~[illegible]~~ *a designated Official Auto Lamp Adjustment training school.*

(d) (3) The length of training courses for certified adjusters is:

(1) (3) Class B—Two full days of 8 hours each.

(2) (3) Class A—Three full days of 8 hours each.

(e) (3) The Dunwoody Institute, in Minneapolis *and Area Vocational Technical Schools offering automotive courses are* ~~has been~~ designated as the official schools for the training of Auto Lamp Adjusters. ~~Write to the Institute for detailed information about the training.~~

SafAd 133 (2) Lamp testing and adjusting fees. ~~Official Auto Lamp Adjusting Stations may charge not to exceed the following schedule of fees:~~

~~(1) For normal testing a pair of headlights, and aiming (if no cleaning, focusing necessary) . . . . . $0.50~~

~~(2) For normal testing, focusing and aiming a pair of headlights . . . .75~~

~~(3) Repairs and renewals may be made at the usual rates for such services, in addition to the above specified fees.~~

Fees for testing and adjusting the aim of auto head lamps shall be enumerated on an invoice provided the individual in the following manner:

(a) (1) *Fees shall be based upon a conspicuously posted retail customer labor rate for auto head lamp adjusting, with labor charges for each auto head lamp so aimed and tested recorded in tenths of an hour and charges therefore. However, fees for adjusting and testing auto head lamps shall not exceed six dollars ($6.00).*

(b) (2) *Fees for testing and adjusting auto head lamps shall not include repair or parts costs to or for any equipments involved.*

(c) (3) *If said repair and parts costs are necessary to effect a remedy to the auto head lamp(s) such costs shall be invoiced separately from testing and adjustment fees.*

(d) (4) *When repair and parts costs are involved, auto head lamps may be tested and adjusted without fee.*

(e) (5) *Testing and adjustment fees shall not be subsumed within repair and parts costs.*

(f) (6) *Adjusting shall mean: aiming the lamp or lamps and shall include testing (although no physical act is involved.)*

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(1) For normal testing a pair of headlights, and aiming (if no cleaning, focusing necessary) $0.50

(2) For normal testing, focusing and aiming a pair of headlights ..... .75

(3) Repairs and renewals may be made at the usual rates for such services, in addition to the above specified fees.

CHAPTER FIFTEEN:

Rules, Regulations and Specifications for Hydraulic Brake Fluids.

SafAd 136 (a) Application for approval of hydraulic brake fluid.
The following procedure shall be followed when any hydraulic brake fluid is submitted for approval:

(a) (1) A written request for approval of the hydraulic brake fluid shall be submitted to the Commissioner of Highways by the manufacturer or his representative. The owner of a trade name is deemed to be a manufacturer within the requirements of these regulations if the said owner actualiy packages and has control of the quality of the brake fluid so packaged.

Public Safety

(b) (2) The written request shall be accompanied by:

(1) (aa) A test report from a recognized testing laboratory approved by the Commissioner, showing compliance with the specifications and regulations herein contained. In those instances where the Commissioner and the applicant agree that all of the tests will be made by the State of Minnesota the said test report will not be required. The test report shall contain a complete and full description (not chemical formula) of the fluid, the method of making the tests, and the results of the tests. The results of the tests and the specifications shall be shown in tabular form.

(2) (bb) A two quart sample of the fluid (or more if required by the Commissioner). The applicant shall certify that the sample is the same fluid as described in the test report and that the brake fluid submitted to a laboratory for test is a sample of the same fluid to be sold or offered for sale under the brand name and label specified for the samples.

(3) (cc) Four copies of all labels used on all containers. These may be original labels or photostats of the original labels.

(4) (dd) A check in the amount of $20.00 made payable to the Commissioner of Highways to cover costs of inspection. In the event approval tests are to be made by the State of Minnesota on any hydraulic brake fluid by agreement between the Commissioner of Highways and the applicant, a fee fixed by the Commissioner will be charged to cover the cost of such tests, an estimate of the amount thereof to be furnished the applicant prior to the commencing of such tests.

Public Safety

Public Safety

SafAd 137 (b) Physical properties

(a) (1) The hydraulic brake fluid shall conform to the specification numbered and described as "Hydraulic-Brake Fluid, Heavy-Duty Type (SAE 70R1)" appearing in the SAE Handbook for the year 1953 published and issued by the Society of Automotive Engineers, Incorporated, 29 West 39th St., New York 18, New York, a copy of which may be obtained from said Society and a copy of which is on file in the office of the Department of Highways at 1279 University Avenue, St. Paul, Minnesota, and said specification is adopted herein by reference with the same force and effect as though fully set forth herein.

Public Safety

(b) (2) In the event the formula or composition of an approved brake fluid is changed, the manufacturer shall promptly advise the Commissioner of such fact and submit to him proof that the changed formula or composition will meet SAE Specification 70R1.

SatRd 138 General requirements

(3) (c) Identification for Marketing. Each container in which hydraulic brake fluid is sold shall bear thereon a label or stencil showing the manufacturer's name, or other suitable identification, and the brand and type of hydraulic brake fluid. The label shall include a statement certifying that the fluid meets SAE Specification 70R1.

(b) (d) Cancellation or suspension. If it is found that any hydraulic brake fluid which does not comply with these regulations is being illegally marketed under an approved brand name or type, the Commissioner shall cancel the Certificate of Approval covering said brand and type; provided, that the manufacturer shall be entitled to thirty days notice of such proposed cancellation of the Certificate during which time he shall have opportunity to explain the apparent violation and to submit proof that the brake fluid sold under his brand and type does in fact comply with these regulations.

(c) (e) Effective date of regulations. Until July 1, 1954, the Commissioner may approve hydraulic brake fluids upon payment of fee and filing of affidavit (in lieu of the laboratory test report) stating that the fluid upon which approval is desired complies with SAE Specification 70R1. Any certificates of approval issued under this clause shall expire on July 1, 1954 unless the manufacturer has, on or before July 1, 1954, fully complied with these regulations.

SatRd 139-142 Reserved for future Use.

Hwy 10 **Rules and Instructions for Official Brake Adjusting and Testing Stations.**

SatRd 143 (a) General provisions. Official Brake Adjusting and Testing Stations are established and appointed for the purpose of increasing safety on the highway. It is important that every official station properly instruct all employees in the helpful attitude that should be maintained toward the public and in the proper procedure of brake service work and adjustments. Continued supervision of all mechanics who are authorized to make inspections, repairs, and adjustments must be maintained to assure the public of uniformly high standards of workmanship.

SatRd 144 (b) Application instructions

(a) (1) Application for designation as "Official Brake Adjusting and Testing Station" must be made upon a form which may be procured from the Minnesota Department of ~~Highways~~ (Highway Patrol Division, Highway Building) St. Paul 1, Minnesota, 55155 Public Safety.

(b) (2) Upon receipt of completed application an inspection will be made. Approval or rejection will follow such inspection subject to the rules and regulations herein.

(c) (3) Each application shall bear the statement that the proposed station is suitable.

(d) (4) Stations will be classified as A or B Passenger Car and as A or B Truck and Bus stations as hereinafter defined.

(1) (aa) Passenger car stations are those with equipment, space, and service facilities to properly test, repair and adjust brakes on passenger cars and light trucks up to and including 1 ton but not to include any vehicle with power brake equipment.

(2) (bb) Truck and Bus stations are those with the equipment, space, and service facilities to properly test, repair and adjust brakes on trucks, buses, trailers, tractors, and truck tractors.

(3) (cc) Class A stations are those equipped with a brake tester or other testing devices approved by the Commissioner of Highways for use in Official Brake Adjusting and Testing Stations. Approved Testing devices shall be capable of indicating the stopping distance of the vehicle, the braking effort of each wheel and the percentage of equalization. Public Safety

(4) (dd) Class B stations are those without brake testers but with adequate floor space or driveway space either inside or outside the building for making trial stops of the vehicle.

(e) (5) Any Certificates of Designation of Official Brake Adjusting and Testing Station issued may be subsequently revoked for cause.

Saf Ad 145 (c) General requirements for brake stations

(a) (1) Official Stations must have a sign secured from the Commissioner of Highways, displayed in front of the place of business. These signs are furnished at cost by the Commissioner of Highways. Public Safety

Public Safety

(b) (2) Each Official Brake Adjusting and Testing Station must have at least one automotive mechanic approved by the Commissioner of Highways and who is capable of adjusting brakes. Such approval shall be evidenced by a certificate naming such individual. In order to obtain such certificate he must meet the following qualifications for brake adjusters: Public Safety

(1) (aa) The applicant for brake adjuster shall be of good character, over 21 years of age, with at least 4 years' experience in general automotive repair work or 2 years' specialized brake work. Evidence of experience shall be shown on the application form provided including certification by shop foreman, garage owner, or such other officials as indicated on the application form as acceptable.

(2) (bb) Each applicant must pass such examination both written and practical or manual as may be prescribed from time to time by the Commissioner of Highways. In the event any applicant shall fail to pass any such examination, he may, (but is not required to) take a course of training concerning the testing and adjusting of brakes on vehicles given by the Dunwoody Industrial Institute (818 Wayzata Boulevard, Minneapolis 3, Minnesota). If upon completion of said course and if said Dunwoody Institute shall report that said applicant has submitted proper application, has met the training requirements and has passed with a satisfactory mark and has satisfactorily passed an examination given by the Dunwoody Institute and an examination prescribed by the Commissioner of Highways at the conclusion of his course of training, a certificate of appointment as brake adjuster will be issued for one year. Training information may be obtained from the Department of Highways or Dunwoody Institute. Any applicant who fails to pass an examination is not precluded from taking further examination from time to time as they may be given.

Public Safety

Public Safety

Public Safety

(3) (cc) The length of training courses given by Dunwoody Institute for certified adjusters will not exceed:

(i) Passenger Car — 5 days of 8 hours each max. or night classes of equivalent hours

(ii) Truck and Bus — 5 days of 8 hours each max. or night classes of equivalent hours

(4) (dd) Official Brake Adjusters will be certified as Passenger Car or as Truck and Bus Adjusters. Adjusters may have both a Passenger Car and a Truck and Bus classification.

(5) (ee) Renewals of the certificate of appointment as official brake adjuster may be granted upon application. Brake adjusters' appointments are subject to cancellation.

(c) (3) The Certificate of Designation of Official Brake Adjusting and Testing Station and Certificate of Authority of Brake Adjusters must be posted in a conspicuous place within the testing space.

(d) (4) Official brake adjusting and testing must be performed by the certified adjuster only or under his direct supervision. He is directly responsible for the quality of workmanship in both brake repairs and adjustments.

(e) (5) The designated adjuster is the only person who may sign and issue the certificate of brake adjustment to drivers of vehicles whose brakes have been tested or adjusted.

(f) (6) Official adjusting and testing stations must be equipped with suitable tools, sufficient for making the necessary tests, adjustments, and repairs.

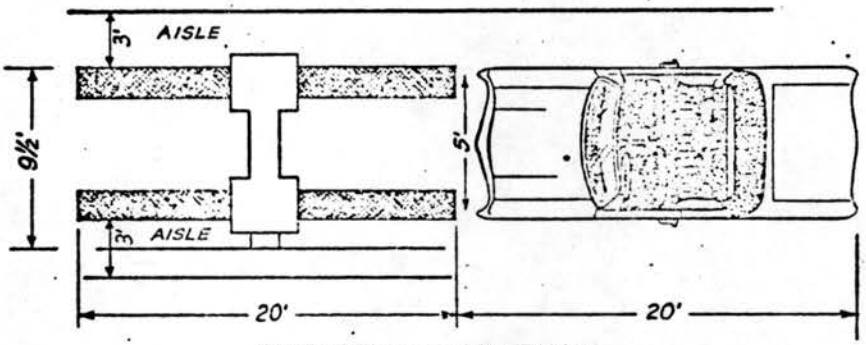
(g) (7) Space for brake testing.

(i) (aa) Class A Station must have

(A) At least 3 feet in the clear to each side of brake tester,

(ii) A clear "run on" space in front of testers of not less than 20 feet for passenger car stations and 30 feet for truck stations, and

(iii) The testing space shall be of sufficient area to allow for installation of equipment with the clearances provided for in ~~Minn. Reg. Hwy. 10.(c)(7)(aa) and (bb).~~ this paragraph (g)



Typical Passenger Car Station

(b) (2) Each official station shall keep an adequate supply of certificates on hand.

(c) (3) Certificates shall be issued in numerical order.

SafAd 148 (d) Records

(a) (1) Each official station shall keep both their used and unused books of certificates in numerical order in a file or cabinet convenient to the brake adjusting space. Used books shall be segregated from unused books.

(b) (2) The station's copy of the certificate shall remain in the book.

(c) (3) The station shall retain their copies of certificates of brake adjustment until such time as the duly authorized agent of the Commissioner of Public Safety Highways has inspected the station and checked the certificates and has authorized the disposal thereof.

SafAd 149 (e) Service information. Whenever necessary, the Commissioner of Highways will issue bulletins and instructions dealing with brake operation, tolerances, service, and inspection procedure.

SafAd 150 Reserved for future use.

Hwy 11 Controlled use order No. 30757

Pursuant to the Laws of 1959, Chapter 439, and after due consideration for safety and convenience of public travel on the main roadways, entrance and exit ramps to same on the National System of Interstate and Defense Highways in Minnesota, it is hereby ordered that the use of such main roadways and ramps by pedestrians, bicycles, or other nonmotorized traffic, or by any person operating any such vehicle, is hereby prohibited.

CHAPTER SEVENTEEN:

Hwy 13 Rules and Regulations for the Design and Mounting of Slow Moving Vehicle Emblems.

SafAd 151 Purpose and Scope

(a) Purpose. The purpose of this regulation is to carry out the mandate of the legislature and to effectuate that mandate as set forth in Laws of Minnesota 1967, Chapter 309, with reference to standards and specifications for the design and position of mounting of slow moving vehicle emblems.

(b) Scope. The scope of this regulation is confined within the framework of and intended to be consistent with Laws of Minnesota 1967, Chapter 309.

(2) Class B Station must have

(i) A testing space at least 12 feet wide and of sufficient length to bring vehicle up to speed of 20 mph and to safely stop the vehicle. If a decelerometer or other approved test device is used, less length will be needed as test can be made at 10 mph or in some cases with vehicle at rest. Class B Station must also have

(ii) At least one stall or work space sufficient to handle vehicles of legal size for which station is approved. Testing space and service stall must be kept orderly and clean and clearly defined.

(h) (8) Test equipment must be installed in a manner satisfactory to the Commissioner of ~~Highways~~ Public Safety.

(i) (9) Brake Adjusting Fees. Charges for adjusting and repair work shall not exceed regular hourly rates or flat rates whichever is used by the shop.

(j) (10) Official Brake Adjusting and Testing Stations will be inspected from time to time by State Highway Patrol officers or other duly authorized agents of the Commissioner of ~~Highways~~ Public Safety.

SafAd 146

(k) Revocation of station and adjuster's certificate

(a) (1) The Certificate designating Official Brake Adjusting and Testing Stations and the Certificate of Authority of Brake Adjuster may be revoked for cause without notice by the Commissioner of ~~Highways~~ Public Safety and such revocation will cancel authority for any place of business to function as an Official Brake Adjusting and Testing Station and for any adjuster to make adjustments as an Official Adjuster or to sign certificates of adjustment. When the Designation of Official Brake Adjusting and Testing Station has been revoked, the station shall remove and return the official signs, certificate and any unused adjustment certificate forms to any duly authorized agent of the Commissioner of ~~Highways~~ Public Safety. When an adjuster's certificate has been revoked, he shall surrender such certificate to any duly authorized agent of the Commissioner of ~~Highways~~ Public Safety. If such revocation was because of failure in an examination or lack of knowledge as to procedure in brake repair and adjustment or because the adjuster allowed his certificate to lapse, the adjuster may apply for reinstatement which reinstatement may be made providing the adjuster meets the qualifications of Brake Adjuster.

(b) (2) A station may be cancelled for poor workmanship, unreasonable charges, or for any violation of these rules or regulations.

SafAd 147

(l) Certificate of brake adjustment

(a) (1) Official stations after satisfactorily repairing, adjusting, or testing the brakes on any vehicle are authorized to issue to the driver of the vehicle a certificate of Brake Adjustment. The Commissioner of ~~Highways~~ Public Safety will furnish at cost official forms of Certificate of Brake Adjustment to each official station upon request. These certificates of Brake Adjustment as completed must contain the following: date of issue, registration number of the motor vehicle, owner's name, make of vehicle, and official designation of the adjusting station. The forms of certificates furnished by the Commissioner of ~~Highways~~ Public Safety will be in triplicate. They shall be signed by the certified official brake adjuster and after execution, the original thereof shall be delivered to the driver, a copy retained by the station, and a copy transmitted to the law enforcement agency which has given the driver a written notice to have his brakes adjusted or repaired.

SaffAd 152 ~~(c)~~ Definitions. For the purposes of these rules and regulations the terms shall have the meanings given them:

~~(a)~~(1) Slow moving vehicle. All animal-drawn vehicles, implements of husbandry and other machinery, including all road construction machinery (except when used in actual construction and maintenance work as qualified by Laws of Minnesota 1967, Chapter 309, Section 1), which are designed for operation at a speed of twenty five (25) miles per hour or less. These vehicles are those which normally travel at rates of speed slower than regular vehicular traffic (Vehicles which have a maximum travel speed of less than twenty five (25) miles per hour).

~~(b)~~(2) Slow moving vehicle emblem. The triangular multi-colored device used to identify slow moving vehicles.

~~(c)~~(3) SMV. Abbreviation for slow moving vehicle.

~~(d)~~(4) SAE. Abbreviation for Society of Automotive Engineers.

~~(e)~~(5) ASTM. Abbreviation for American Society for Testing and Materials.

~~(f)~~(6) ASAE. Abbreviation for American Society of Agricultural Engineers.

~~(g)~~(7) Portable emblem. The SMV emblem when attached to the backing material specified in ~~Minn. Reg. Hwy. 13 (e)(4).~~ SaffAd 154 (d),

SaffAd 153 ~~(d)~~ Description of slow moving vehicle emblem. The SMV emblem consists of a fluorescent yellow-orange triangle with a dark red reflective border. The yellow-orange fluorescent triangle provides a brightly visible daylight identification. The reflective red border defines the shape of the fluorescent triangle in daylight and appears as a hollow red triangle when illuminated by motor vehicle headlights at night.

SaffAd 154 ~~(e)~~ Design standards and specifications.

~~(a)~~(1) Dimensional requirements. The size shall be as shown in Figure 1. Size of backing material for portable SMV emblems shall have the same geometric shape as the emblem and may be slightly larger in order to provide a margin of not more than one fourth (¼) inch.

~~(b)~~(2) Color and reflectivity.

~~(1)~~(a) The spectrophotometric color values of the yellow-orange fluorescent material shall have a dominant wave length of 590-610 millimicrons and a purity of ninety eight (98) percent before Exposure Test. ~~Minn. Reg. Hwy. 13 (e)(3).~~ SaffAd 154 (c). The dominant wave length of the fluorescent material after Exposure Test shall not change more than ten (10) percent.

~~(2)~~(b) The dark red reflective material shall have minimum intensity values at each of the angles listed in Table 1 with all measurements conducted in accordance with photometric testing procedures for reflex-reflectors as specified in SAE Standard, J594, Reflex Reflectors, and using fifty (50) ± five (5) sq. in. of reflective material. The maximum dimension of the test surface shall not be greater than one and one half (1.5) times the minimum dimension.

~~(3)~~(c) After Exposure Test, ~~Minn. Reg. Hwy. 13 (e)(3),~~ SaffAd 154(c) the minimum reflective intensity values for the reflective material shall not change more than twenty (20) percent from the values specified in Table 1, ~~Minn. Reg. Hwy. 13 (e)(2).~~ this regulation.

(c) (3) Exposure. The fluorescent and reflective material shall show no appreciable discoloration, cracking, crazing, blistering, loss of durable bond, or dimensional change after exposure to the sun at an angle of forty five (45) degrees to horizontal and facing south per ASTM Standard D1014, Method of Conducting Exterior Exposure Tests of Paints on Steel, for appropriate test period as shown in Table 2.

(d) (4) Backing Material. The backing material for portable SMV emblems shall be 0.040 inch minimum thickness aluminum sheet, twenty two (22) gauge (0.030 inch) minimum thickness mill-galvanized or coated sheet steel, or other material of equal strength, with the application surface clean and free of oil, grease, etc., so as to be receptive to a durable bond of the fluorescent and reflective materials. The backing material shall be free of burrs and corners shall be slightly rounded.

TABLE 1

MINIMUM REFLECTIVE INTENSITY VALUES

Divergence (Observation) Angle, Deg.	Incidence (Entrance) Angle, Deg.	Reflective Intensity, R*
0.2	0	10
0.2	15	7
0.2	30	5
0.5	0	5
0.5	15	4
0.5	30	2

*The reflective intensity (R) is computed from the equation:

$$R = \frac{(Lr)\ (d^2)}{(Ls)\ (A)}$$ where:

R = reflective intensity, candlepower per incident foot-candle per square foot

Lr = illumination incident upon receiver at observation point, foot-candles

Ls = illumination incident upon a plane perpendicular to the incident ray at the test specimen position, foot-candles

d = distance from test specimen to source of illumination (100 ft. as specified in SAE Standard J594), feet

A = area of test surface, square feet

TABLE 2

EXPOSURE TEST PERIODS

Location	Minimum Test Period, Months	
	Fluorescent	Reflective
Outside in Midwest or	12	24
Outside in Miami, Florida	6	12

(e) (5) The manufacturer of SMV emblems shall supply certified test reports showing compliance with the design standards and specifications upon request by the Commissioner of Highways Public Safety.

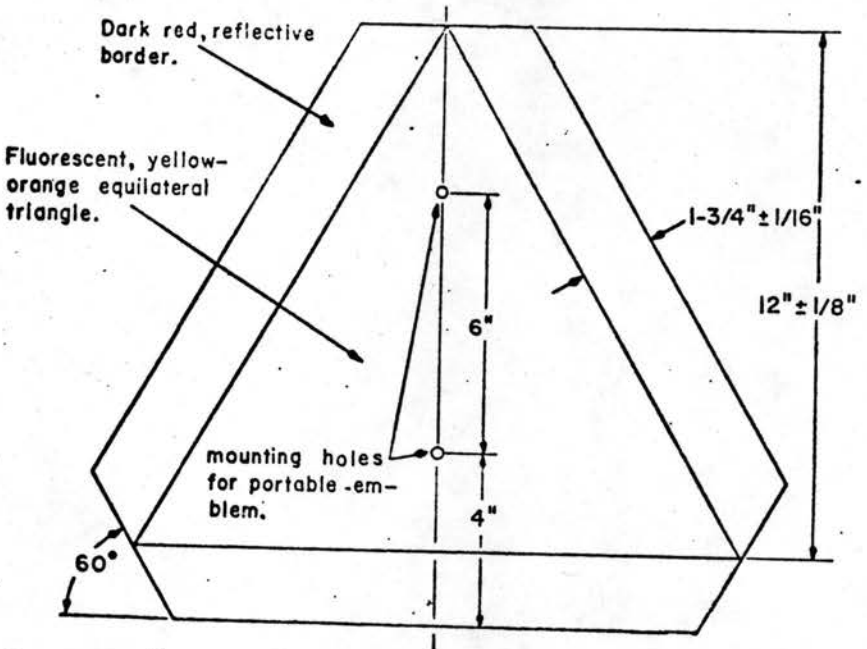
SaffAd 155 (f) Standards and specifications for mounting.

(a) (1) The SMV emblem shall be mounted point up, as show in Figure 1, in a plane perpendicular to the direction of travel. It shall be placed centrally at the rear of the vehicle, unobscured, and two (2) to six (6) feet above the ground measured to the lower edge of the emblem.

(b) (2) The SMV emblem may be permanently attached to the vehicle or equipment when practical. Unless the SMV emblem is attached directly and permanently to the vehicle, it shall be mounted by using devices designed to hold the emblem in the position and location specified in Minn. Reg. Hwy. 13 (f)(1). The SMV emblem mounting device referred to in Laws of Minnesota 1967, Chapter 309, Section 1, shall be the socket specified in the ASAE Standard S277 current at the time of manufacture or assembly of the SMV.

(c) (3) The emblem shall not replace any other lamps, lights, reflectors, or warning devices required by law or regulation and is not to be used as a clearance marker for wide equipment.

FIGURE 1 — SMV EMBLEM



SaffAd 156-160 Reserved for future use.

(2) A license to operate a commercial driver training school or an instructor license issued under this exemption shall be void and must be surrendered within ten (10) days after termination of the active participation of the individual or firm in the business of teaching driver training for a fee. The licensee cannot enlarge his school operations by employing additional instructors unless he provides approved classroom instruction and facilities.

CHAPTER EIGHTEEN:

Hwy 18 Rules and Regulations Governing the Operation of Snowmobiles Upon Streets and Highways.

SafAd 161 Purpose and Scope

(a) Purpose. The purpose of this regulation is to carry out the mandate of the legislature and to effectuate that mandate as set forth in Laws of Minnesota 1967, Chapter 876, with reference to the operation of snowmobiles upon the streets and highways of the State of Minnesota.

(b) Scope. The scope of this regulation is intended to be confined within the framework of and consistent with Laws of Minnesota 1967, Chapter 876.

SafAd 162

(c) Method of Operation. Any snowmobile operated within the right of way limits of a street or highway:

(a)(1) Shall be equipped with brakes adequate to control the movement of and to stop and to hold such vehicle under any conditions of operation.

(b)(2) Shall, when operated adjacent to a roadway during hours of darkness, be operated only in the direction of travel required of vehicles upon the traffic lane nearest to the snowmobile.

(c)(3) Shall be equipped with at least one headlamp so aimed and of sufficient intensity to reveal persons and vehicles at a distance of at least one hundred (100) feet ahead during hours of darkness under normal atmospheric conditions. Such headlamp shall be so aimed that glaring rays are not projected into the eyes of an oncoming driver.

(d)(4) Shall be equipped with at least one rear lamp exhibiting a red light plainly visible from a distance of five hundred (500) feet to the rear during hours of darkness under normal atmospheric conditions.

SafAd 163-165 Reserved for future use.

Hwy 16 Rules and Regulations Establishing Standards for Protective Headgear to be Worn by Operators and Passengers of Motorcycles

(a) Purpose. The purpose of this regulation is to carry out the mandate of the legislature as set forth in Laws of Minnesota 1967, Chapter 875, with reference to standards for protective headgear to be worn by operators and passengers of motorcycles operated on the streets and highways of this state.

(b) Scope. The scope of this regulation is limited to and consistent with Laws of Minnesota 1967, Chapter 875.

(c) Definitions. For the purposes of these rules and regulations the following terms shall have the meanings given them:

(1) Protective Headgear. A device primarily intended to protect the upper part of the wearer's head against a blow.

(2) Helmet. The term "helmet" as used herein has the same meaning as the term "protective headgear". For purposes of testing and certification,

MINNESOTA DEPARTMENT OF PUBLIC SAFETY
MOTOR VEHICLE SERVICES DIVISION

~~Section 1. Rules and Regulations Established by this Section~~

CHAPTER THREE

~~Rule 1~~ Rules and Regulation Establishing Requirements for Commercial Driver Training Vehicles, Instruction, Instructor and School Licensing

DrivLic 31 Purpose and Scope

(a) Purpose. The purpose of this regulation is to carry out the mandate of the legislature and to effectuate that mandate as set forth in Laws of Minnesota 1967, Chapter 880 with respect to the regulation and licensing of commercial driver training schools and instructors.

(b) The scope of this regulation is intended to be confined within the framework of and consistent with Laws of Minnesota 1967, Chapter 880.

DrivLic 32 (c) Definitions. For the purposes of this rule and regulation, the terms "commercial driver training school", "instructor", and "Commissioner" shall have the same meaning given them in Laws of Minnesota 1967, Chapter 880, Section 1, Subdivisions 1 through 3. "Driver" and "street or highway" shall have the respective meanings given them in Minnesota Statutes 1965, Chapter 169.

(a) (1) Location. "Location" means a designated site at which the business of a commercial driver training school is transacted and its records are kept.

(b) (2) Lesson. "Lesson" means a continuous period of time during which instruction is given in the proper operation of a motor vehicle, whether by lecture, tutoring, practice driving or otherwise. A one (1) hour lesson shall mean one (1) hour of actual instruction.

DrivLic 33 (d) Driver training vehicle requirements

(a) (1) Each vehicle used for driver training instruction shall comply with all Federal and State motor vehicle safety standards for the model year of the vehicle, and shall have the following equipment:

(1) (a) dual control brakes,

(2) (b) dual control clutch pedal, where applicable,

(3) (c) outside rearview mirror on both sides of the vehicle,

(4) (d) padded dashboard and sunvisors, on all new vehicles purchased or leased after January 1, 1968,

(5) (e) windshield washers, wipers, and defroster,

(6) (f) seat belts for each occupant of the vehicle.

(b) (2) Vehicles may not be used for driver training purposes which are more than four (4) model years old.

(c) (3) A list of vehicles used for driver training shall be maintained and filed with the Commissioner. If any vehicle is leased for driver training purposes, a copy of the lease agreement must also be submitted to the Commissioner by the lessee. It shall be the responsibility of the commercial driver training school to keep the vehicle list and the file of lease agreements current at all times by submitting additions, deletions or revisions to the Commissioner within ten (10) days from the date such changes occur. However, additional or replacement vehicles may be used for driver training purposes only after compliance with section (d)(5) of this rule and regulation. Staff 33 (e).

(d) (4) Vehicles, while being used for driving instruction, must have displayed conspicuously thereon signs on front and rear, with background and

letters of contrasting colors stating "Student Driver", with lettering at least two (2) but not more than five (5) inches in height. No other signs or advertising may be displayed without the approval of the Commissioner.

(e) All vehicles used for driver training purposes must pass a vehicle inspection immediately after installation of dual control devices and every six (6) months thereafter at a station(s) designated by the Commissioner. No new vehicle may be used for driver training purposes until it passes inspection and a completed copy of the inspection form has been filed with the Commissioner. Subsequent inspections shall be conducted upon request from the Commissioner and the inspection form must be filed within thirty (30) days or use of the vehicle for driver training purposes discontinued. The license of a commercial driver training school or instructor may be suspended at any time if a vehicle used for driver training purposes is not maintained in a safe operating condition or upon failure to comply with the above inspection requirements.

DrivLic 34

Driver training instruction requirements

(a) The curriculum of classroom and behind-the-wheel instruction must be submitted to and approved by the Commissioner. Instruction must meet the minimum requirements of any federal standards that are or may be established regarding length of lessons or methods of instruction.

(b) Behind-the-wheel instruction

(1) Instruction may be provided on machines which simulate driving conditions only when the use of such machines have been specifically approved as part of the curriculum for behind-the-wheel training by the Commissioner.

(2) Instruction shall not be given on roadways or actual routes used for State driver license road tests.

(3) Instructors shall ensure that seat belts are used at all times while instruction is being given behind-the-wheel of a motor vehicle.

(4) Instructors shall ensure that the student is in possession of a valid Minnesota driver instruction permit or driver license prior to giving behind-the-wheel instruction.

(5) Instructors must accompany applicants appearing for the State driver license road test whenever a vehicle used for behind-the-wheel driver training purposes is to be used. The instructor must be employed by the commercial driver training school that owns or leases the vehicle.

(6) Instruction for commercial vehicles may be given only by those instructors holding a valid Minnesota driver license applicable to the type of vehicle for which instruction is being given (chauffeur's license, school bus driver license, etc.).

(7) Instructors must carry a valid Minnesota driver license at all times while behind-the-wheel instruction is being conducted.

(8) Instructors or commercial driver training schools shall not discourage students from practicing outside the school instruction course when permissible according to law.

(c) Instruction of students under eighteen (18) years of age

(1) Schools or instructors must provide driver training students under eighteen (18) years of age a minimum of thirty (30) hours of approved

classroom instruction and a minimum of six (6) hours of actual behind-the-wheel instruction.

(2) Behind-the-wheel instruction shall not be given until a written statement certifying satisfactory completion of classroom instruction has been provided to the commercial driver training school by the student. An authorized school operator or instructor may then complete a certificate of enrollment indicating when behind-the-wheel instruction will begin. The student must present this certificate to the Minnesota driver license examiner when applying for a State driver instruction permit, which must be obtained before commencement of behind-the-wheel instruction.

(3) When the student has received his Minnesota driver instruction permit and satisfactorily completed the behind-the-wheel instruction, the authorized school operator or instructor shall furnish him a certificate of completion to that effect.

(4) If the student is under eighteen (18) years of age and fails to continue or successfully complete the driver education course, including behind-the-wheel instruction, the authorized school operator or instructor shall immediately notify the Office of Driver License, Minnesota Department of ~~Highways~~ Public Safety.

DrivLic 35

(D) Driver training instructor requirements. An applicant for an instructor license must:

(a) Be a resident of Minnesota for at least one (1) year immediately preceding the date of application.

(b) Be at least twenty-one (21) years of age.

(c) Have been a licensed driver for three (3) years, have a valid Minnesota driver license, be free from the requirement to show proof of insurance coverage under the Safety Responsibility Act and have a satisfactory driving record free from any convictions which could be the basis for the suspension or revocation of an instructor license as set forth in this rule and regulation. The applicant must submit with his application a certified copy of his driving record dated not earlier than thirty (30) days prior to the receipt of the application by the Commissioner. *The driving record must be free of any suspensions, revocations or cancellations for the previous five year period.*

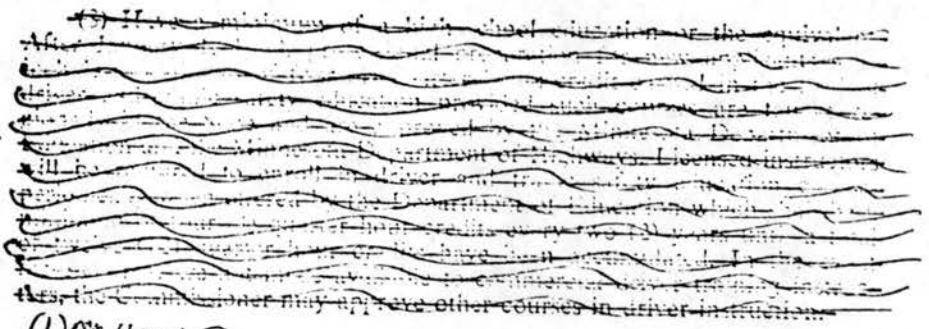
(d) Be in good physical and mental health and submit a complete physical examination report (on forms provided by the Commissioner) at the time of initial application and thereafter when requested by the Commissioner. The report must be signed by a doctor of medicine licensed to practice in the State of Minnesota and submitted not later than thirty (30) days following the examination.

(e) Have normal peripheral vision and visual acuity of not less than *twenty/forty* (20/40) in each eye corrected.

~~(f) Not have been convicted of a crime involving moral turpitude.~~

(f) *Shall not have been convicted of a crime or an offense of State or local law, wherein said conviction involves moral turpitude.*

(g) Furnish the Commissioner two (2) sets of photographs and fingerprints and authorize investigation to determine if the applicant has a criminal record.



~~(3) Have a minimum of a high school education or the equivalent [illegible] Minnesota Department of Highways. Licensed instructors will be [illegible] Commissioner may approve other courses in driver instruction.~~

(h) Have

~~(1) A~~ *minimum of a high school education or an* ~~equilency~~ equivalency *certification obtained as the result of passing the Armed Forces test or General Education Development tests.*

(i) Have ~~(2)~~ *satisfactorily completed a course of driver and traffic safety education which is approved or supervised by the Minnesota Department of* ~~Highways~~ Public Safety *Licensed instructors shall be required to complete driver and traffic safety education courses periodically when these courses are approved or supervised by the Minnesota Department of* ~~Highways~~ Public Safety. *Courses will be held at such times as to create the least inconvenience to the instructors and shall not exceed one complete course a year.*

(j) ~~(3)~~ Pass a written and driver training road test which shall be developed and administered by the Commissioner through his authorized representative. Such tests shall include: operation of a motor vehicle, traffic laws, road signs, rules and regulations and other material pertaining to and affecting the driver, traffic, motor vehicle and methods of teaching. (Applicants who fail the section of this test which is considered the equivalent of the State driver license examination will be reported to the Driver License Director and may be required to pass the regular Minnesota driver license examination). An applicant who fails on two (2) occasions to pass the driver training instructor examination is not entitled thereafter to take the examination for a period of one (1) year. The Commissioner may periodically require licensed instructors to submit to a re-examination, consisting of all, or any part, of the tests specified in this section, or a review of the instructor's teaching methods and ability while actually giving student instruction.

(k) ~~(10)~~ Comply with insurance and safety requirements as set forth in ~~this rule and regulation, section (g)(1)(aa) through (bb)~~ Driv Lic 36(a) paragraphs (1) and (3) if he owns or provides the vehicle to be used for the purposes of commercial driver training instruction. In the event said insurance is cancelled, the instructor license certificate shall terminate automatically and must be surrendered to the Commissioner within ten (10) days unless the vehicle is immediately removed from the school's approved list (as filed with the Commissioner) and other training vehicle arrangements are made for the instructor wherein all insurance requirements are satisfied. An instructor license terminated under the provisions of this section will be reinstated in the event the instructor obtains adequate insurance coverage or when other training vehicle arrangements are verified by the school.

Driv Lic 36 ~~(2)~~ Commercial driver training school requirements

(a) ~~(1)~~ Insurance and safety

(1) The licensee shall file with the Commissioner evidence of liability insurance obtained from a company authorized to do business in the State of Minnesota in the amounts of:

At least one hundred thousand dollars ($100,000.00) because of bodily injury to, or death of, any one (1) person in any one (1) accident;

At least three hundred thousand dollars ($300,000.00) because of bodily injury to, or death of, two (2) or more persons in any one (1) accident;

At least ten thousand dollars ($10,000.00) because of damage to, or destruction of, property of others in any one (1) accident;

At least two thousand dollars ($2,000.00) for medical expenses regardless of liability; and

At least the minimum amount of uninsured motorist coverage.

(2) The licensee shall furnish evidence of such coverage to the Commissioner stipulating that such insurance may not be cancelled or terminated, except upon ten (10) days' prior written notice to the Commissioner.

(3) In the event said insurance is cancelled, the school license certificate shall terminate automatically. All vehicles used in the operation of the school may not thereafter be used for school purposes, except in the event the school obtains adequate insurance coverage and said license is reinstated. When vehicle insurance is provided by the instructor or lessor and it is cancelled the vehicle(s) must immediately be removed from the school's approved list (as filed with the Commissioner) or the school license certificate will terminate automatically. School certificates terminated under provisions of this section must be surrendered to the Commissioner within ten (10) days.

(4) The commercial driver training school owner or operator shall secure and submit with the application a continuous surety company bond in the principal sum of two thousand five hundred dollars ($2,500.00) for the protection of the contractual rights of students, undertaken by a company authorized to do business in the State of Minnesota. The aggregate liability of the surety for all breaches of the bond shall in no event exceed the principal sum of two thousand five hundred dollars ($2,500.00). The school shall furnish satisfactory evidence of such coverage to the Commissioner. The concerned surety company may cancel said bond upon giving thirty (30) days' written notice thereof to the Commissioner. The surety company shall be relieved of all liability for any breach of any condition of the bond occurring after the effective date of cancellation.

(b) Location of business.

(1) No license shall be issued in municipalities over fifty thousand (50,000) population if the place of business, or branch office is within six hundred (600) feet of any public or private high school or within one thousand (1,000) feet of a building where any part of the driver license examination is being administered or the location where State driver license road tests are being conducted. In municipalities with a population under fifty thousand (50,000) both restricted distances shall be six hundred (600) feet. However, this requirement shall not apply to compel the discontinuance of an established commercial driver training school operating at the same location where business was being conducted on or before January 1, 1967.

~~Hwy 14~~ ~~Minnesota Department of Highways~~

(2) No license shall be issued for conducting a commercial driver training school where the business is operated from a temporary stand, temporary address, a room or rooms in a hotel or through the exclusive facilities of a telephone answering service.

(3) Commercial driver training schools shall be in a building or portion thereof that is devoted to non-residential use.

(4) A commercial driver training school may not change its location without prior approval of the Commissioner.

(5) The location must be identified by a permanent, legible sign with the complete name of the commercial driver training school upon it, readable from a distance of at least one hundred (100) feet.

(6) The location of the school's principal place of business and branch office must have adequate office facilities, equipment and available classrooms to meet the approval of the Commissioner.

(C) Business records *to be maintained*

~~Records to be maintained~~

(1) Instruction record. A permanently bound book (with consecutively numbered pages) to record, in ink, for every person given lessons of any kind or any other services relating to classroom or behind-the-wheel instruction in the operation of a motor vehicle, ~~the following information:~~

(a) Name,

(b) Address,

(c) Date of birth,

(d) Contract Number,

(e) Date *of first lesson* and type of lessons.

(2) Contract file. A file containing the original and subsequent contracts or renewal agreements entered into between the school and every person receiving lessons, instruction or other services relating to the operation of a motor vehicle.

(3) Vehicle file. A current list of all vehicles used by the school for driver training purposes showing date and location of most recent inspection, including a copy of vehicle lease agreements if applicable.

(4) The records described in ~~Minn. Reg. Hwy. 14 (g)(3)(a)(i) to (iii)~~ paragraphs (C)(1), (2), and (3) above, shall:

(i) be maintained in a business-like manner. Corrections shall be made by drawing or striking a single line through the error and making a new entry. Only standard abbreviations are to be used. *The records shall*

(ii) be retained for a period of three (3) years after termination of instruction to the student by the school during which period they shall be subject to the inspection of the Commissioner, or his authorized representative, at any time during reasonable business hours.

The loss, mutilation or destruction of records which the school is required to maintain ~~under Minn. Reg. Hwy. 14 (g)(3)(a)(i)~~ herein must be reported immediately to the Commissioner by affidavit, stating:

(i) The date such records were lost, destroyed or mutilated;

(iii) The circumstances involving such loss, destruction or mutilation;

(iv) The names of the law enforcement officer or fire department official to whom such loss was reported; and the date of such report.

(d) Advertising. Commercial driver training schools shall not:

(1) Publish, advertise or intimate that a driver license is guaranteed or assured, *nor shall free lessons be advertised.*

(2) Publicly advertise that driver license or motor vehicle license plate applications are accepted or that such licenses are issued at the school's principal place of business or at a licensed branch office.

(3) Duplicate or reproduce (in whole or in part), for use in advertising or instruction, forms used by the Minnesota Department of Public Safety Office of Driver License. Licensed commercial driver training schools may use in their advertising or on forms, contracts, etc., the phrase "This school is licensed by the State of Minnesota."

(4) Use the word "State" in any sign or other medium of advertising, except as permitted in ~~this rule and regulation, section 4(d)(3)~~ paragraph (3) above.

(5) Advertise or intimate that an instructor or commercial driver training school license encompasses certification by the Minnesota Department of Education.

(6) Advertise the address of any location other than the licensed principal place of business or a licensed branch office.

(7) Distribute any advertising material within six hundred (600) feet of any public or private high school or within one thousand (1,000) feet of a driver license examination station in municipalities over fifty thousand (50,000) population. In municipalities with a population under fifty thousand (50,000) both restricted distances shall be six hundred (600) feet.

This restriction shall not be construed to prohibit commercial driver training school instructors from appearing at driver test locations operated by the Department of ~~Highways~~ Public Safety, Office of Driver License, with students who are scheduled for an examination, in vehicles of the commercial driver training school upon which appear signs or identification which may be required or are authorized in accordance with this rule and regulation.

(e) Agreements and contracts

(1) All contracts between schools and students shall be on a form approved by the Commissioner.

(2) A person shall not be given lessons, or any other service relating to instruction in motor vehicle operation unless and until a written contract has been executed between the school and the student.

(3) Each school must file and maintain with the Commissioner a list of those persons authorized on behalf of the school to execute contracts or renewal agreements, certificates of enrollment and completion. A complete signature record form must be filed with the Commissioner for each person authorized to sign the above listed documents for the school.

(4) No school shall represent or agree (orally, in writing, or as part of an inducement to sign a contract or enroll for lessons) to give

instruction until a driver license is obtained, to offer premiums or provide discounts if a driver license is not obtained.

(5) A contract shall be limited to a maximum of ten (10) hours of behind-the-wheel instruction and shall be renewable only by mutual agreement in writing in a manner and form approved by the Commissioner. At the expiration of the original contract and each subsequent contract or renewal agreement for behind-the-wheel instruction the instructor shall evaluate with the student the progress made and determine how much further training, if any, is necessary.

(6) Contracts shall not contain the term "No Refund."

(f) Conduct with employees of the Minnesota Department of Highways.

The owner, operator, partner, officer or authorized representative of a commercial driver training school, or any employee of any licensee, shall not:

influence, or attempt to influence, any decision of any employee of the Minnesota Department of Highways with respect to the licensing of any student of the school, or any other person; nor

imply to their students or any other person, for any purpose, that they can influence, in any way, driver license examiners or other employees of the Minnesota Department of Highways.

DrvLic 37 (h) Licensing provisions

(a) The issuance of all licenses will be subject to the applicant's conformance with Laws of Minnesota 1967, Chapter 880 and all provisions of this rule and regulation.

(b) Application for a commercial driver training school or instructor license must be made on forms prescribed by the Commissioner. *All owners, partners, Corporate directors or officers shall be named on each school application, which shall be signed by one of the corporate officers and acknowledged before a Notary Public.* Commercial driver training school applications must be accompanied by a schedule of maximum fees and charges. The schedules of fees and charges may be amended at any time by a licensee, provided that such changes in the fee schedules are filed with the Commissioner at least ten (10) days before they become effective.

(c) The application for an instructor license must be signed by the commercial driver training school licensee, when applicable, by whom he is employed or to be employed. The license shall be valid only while the instructor is in the employment of such licensee. When the employment of an instructor is terminated with such licensee, the license of the instructor will be deemed invalid and must be surrendered to the Commissioner within ten (10) days. *The school shall notify the Commissioner within five (5) days of such termination.* A duplicate license ~~may~~ *shall* be issued by the Commissioner for employment at another licensed school *provided the applicant continues to be qualified hereunder.* The fee for the issuance of a duplicate license will be one dollar ($1.00).

(d) The license of a commercial driver training school shall not be transferable. In the event of a change of ownership, application for a new license will be required in the same manner as required for original license.

(e) Display of license

(1) The license to operate a commercial driver training school shall be displayed in a conspicuous location in the licensee's principal place of business and each branch office.

(2) An instructor shall display the instructor's license in the vehicle in which he is instructing while giving instructions and shall produce this license upon request by a peace officer, an authorized representative of the Department of ~~Highways~~ Public Safety or by an officer authorized to enforce the laws relating to the operation of motor vehicles on public streets and highways.

(f) Replacement of license. In the event the license is lost, mutilated or destroyed a duplicate will be issued upon proof of the facts and payment of a one dollar ($1.00) fee and, in the case of mutilation, upon surrender of such mutilated license. Proof that a license has been lost or destroyed shall be submitted in the form of an affidavit stating:

(1) The date the license was lost or destroyed

(2) The circumstances involving the loss or destruction of the license.

(g) Renewal of license. Applications for renewal of licenses must be submitted to the Commissioner at least ten (10) days prior to expiration but will not be accepted more than thirty (30) days prior to the expiration date.

(h) Suspension and revocation of license. The license of a commercial driver training school or instructor may be revoked, suspended or a renewal refused under any of the following conditions:

(1) Whenever the licensee permitted fraud or engaged in fraudulent practices with reference to his license application.

(2) Whenever the commercial driver training school or instructor induces or countenances fraud or fraudulent practices on the part of any applicant for a driver license or instruction permit.

(3) Whenever a commercial driver training school or an instructor advertises or implies that a driver license or instruction permit is guaranteed upon completion of the course of instruction.

(4) Whenever the licensee is convicted of a ~~criminal act, driving a motor vehicle while under the influence of intoxicating liquor or narcotic drugs, leaving the scene of an accident, criminal negligence, or reckless driving,~~ *crime, or of an offense which would be grounds for the revocation, suspension or cancelation of his driver license.* Every instructor licensed to teach driver training must mantain a good driving record. Any licensed school operator or instructor who is convicted of a traffic violation or involved in a motor vehicle accident may be required to appear before the Commissioner or his designated agent and show cause why such license should *not* be suspended or revoked. It shall be the duty of the instructor and the owner of the commercial driving school to notify the Commissioner *and the Office of Driver Training* of all such circumstances. After a hearing the Commissioner shall notify the licensee of his decision within thirty (30) days. If the license is suspended or revoked the licensee shall surrender his license to the Commissioner within ten (10) days.

(5) Whenever instruction is given to a person who does not have a valid Minnesota instruction permit or driver license in his or her possession.

(6) Whenever a certificate of enrollment or completion is signed by an authorized school operator or instructor and information on the certificate is false.

(7) Whenever there is evidence that intoxicating beverages were present or consumed on the school premises or in its training vehicles.

(8) Whenever a student is overcharged, is encouraged to continue indefinite instructions beyond the point where in the opinion of the instructor he is capable of passing the driver license examination or it can easily be determined that the student, for one reason or another, could never pass the examination. Any question about the competency of the student or the number of hours of instruction shall be referred to the Commissioner or his agent for clarification.

(i) All fees for original, renewal, duplicate and replacement licenses shall be in the form of a money order or certified check made payable to the "Commissioner of Highways".

DrivLic 38 Exemption

(a) An applicant for a license to operate a commercial driver training school for behind-the-wheel instruction only will not be required to conduct classroom instruction or furnish office space, providing the following conditions are met:

~~(aa) The applicant was legally engaged in only behind-the-wheel driver training instruction (for which a fee was charged) prior to January 1, 1967 and continuously thereafter up to the adoption of this rule and regulation. Proof of this fact must be produced by records of the instructor or operator to the satisfaction of the Commissioner. The Commissioner may also license other instructors operating independently to conduct behind-the-wheel instructions only, where the need arises, if there is no commercial driver training school licensed in accordance with the provisions of Laws of Minnesota 1967, Chapter 880 within ten (10) miles of the municipality where such instruction is given and the instructors qualify by their experience and training.~~

(1) *Where the need arises, the Commissioner may license instructors operating independently as behind-the-wheel instructors only, if there is no commercial driver training school licensed in accordance with the provisions of Laws of Minnesota 1967, Chapter 880 within twenty (20) miles of the municipality where such instruction is given and the instructors qualify by their experience and training.*

(2) *If* the applicant complies with all other requirements of this rule and regulation as it applies to persons engaged in operation of a school conducting driver training instruction for a fee, or instructing for a fee.

(b) A license to operate a commercial driver training school or an instructor license ~~issued under this exemption~~ *to conduct behind the wheel instruction only* shall be void and must be surrendered within ten (10) days after termination of the active participation of the individual or firm in the business of teaching driver training for a fee. The licensee cannot enlarge his school operations by employing additional instructors unless he provides approved classroom instruction and facilities.

DrivLic 39-40 Reserved for future use

Rules and Regulations Establishing Standards and Administration of Driver Improvement Clinics Under Chapter 711, Laws of 1965.

DrivLic 41 Purpose and Scope

(a) Purpose. The purpose of this regulation is to carry out the mandate of the legislature and to effectuate that mandate as set forth in the Laws of Minnesota 1965, Chapter 711, with reference to the establishment and conduct of driver improvement clinics for traffic violators as directed by a trial court or the Commissioner of ~~Highways~~ Public Safety, and others who may volunteer to attend.

(b) Scope. The scope of this regulation is intended to be confined within the framework of and consistent with the Laws of Minnesota 1965, Chapter 711.

DrivLic 42 ~~(c)~~ Definitions

(a) ~~(1)~~ Director. The person designated by the Commissioner of ~~High-ways~~ Public Safety who shall have the immediate responsibility of the administration of this program.

(b) ~~(2)~~ Administrator. The person designated by the sponsor to administer the local program, to include registration, record keeping and reporting.

(c) ~~(3)~~ Senior Instructor. The person designated by the sponsor to conduct or be responsible for the course of instruction.

(d) ~~(4)~~ Instructor. That person selected by the senior instructor to assist in instruction.

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(e)(5) Association of Municipalities. Any association or organization of governmental units in Minnesota or any group of governmental units associated together for the purposes of the Driver Improvement Clinic Program.

(f)(6) Regularly Established Safety Organization. An organization, committee of a Chamber of Commerce or other civic organization, or a safety committee of a community, recognized by the Minnesota Safety Council; ~~also the Safety Division of the Minnesota Department of Highways.~~ also the Department of Public Safety

(g)(7) Satisfactorily Complete. Attendance at all periods of the particular course offered, in addition to an evaluation acceptable to the referring agency of the attitude and knowledge of the individual as determined by the senior instructor.

Drivlic 43 (d) Method of Application. Any court, municipality, association of municipalities, or regularly established safety organization may make application for approval to operate a driver improvement clinic on such form or forms as determined by the Commissioner of ~~Highways~~ Public Safety. The application shall include the following information plus any other as may be determined by the Commissioner:

(a)(1) Designation of the local clinic administrator.

(b)(2) Designation of the local clinic senior instructor.

(c)(3) Outline of course curriculum.

(d)(4) Description of facilities provided for the conduct of the course.

(e)(5) Fees to be charged, and method of financial record keeping.

(f)(6) The application shall indicate that the immediate traffic trial court of the community has agreed to participate in the driver improvement clinic.

Drivlic 44 (e) Method of approval

(a)(1) Upon receipt of an application from an authorized court, municipality, association of municipalities, or safety organization under Subd. 1, Section 2, Chapter 711, Minnesota Laws of 1965, for the approval of a driver improvement clinic, the director of the program shall review the information submitted and upon approval, the Commissioner of ~~Highways~~ Public Safety shall issue a certificate of approval.

(b)(2) When the Commissioner of ~~Highways~~ Public Safety has evidence that an approved driver improvement clinic is operated contrary to the rules promulgated by the Commissioner under authority of Chapter 711, Laws of Minnesota 1965, he may notify the sponsoring organization of intent to withdraw that approval; or he may withdraw that approval in writing to the sponsoring organization whereupon the certificate of approval shall be returned.

Drivlic 45 (f) Method of operation

(a)(1) No driver improvement clinic shall be operated or considered as such for the purposes of Chapter 711, Laws of Minnesota 1965 without a certificate of approval issued by the Commissioner of Highways.

(b)(2) The operation of each clinic, including course content, methods of instruction and general conduct of the course, shall be the responsibility of the Senior Instructor as designated by the sponsor and approved by the Commissioner. The Senior Instructor shall be a driver-education instructor so certified by the Minnesota Department of Education, or in the alternative a person who, on the effective date of this regulation, is satisfactorily

acting as a senior instructor in driver improvement clinic schools and has been so acting for a period of over two years.

(c) ~~(3)~~ The course of study shall be not less than eight hours and may not exceed a total of nine hours with no single class lasting more than three hours. The course may consist of three sessions of three hours each, or four sessions of two hours each.

(d) ~~(4)~~ The facility for operation, including meeting room, visual aids, location, lighting, and similar teaching conditions shall be approved by the director.

(e) ~~(5)~~ The curriculum of the course shall include periods of instruction on the following subjects:

(1) ~~(aa)~~ orientation and administration
(2) ~~(bb)~~ the accident problem
(3) ~~(cc)~~ highway traffic regulation act
(4) ~~(dd)~~ driver license act
(5) ~~(ee)~~ safety responsibility act
(6) ~~(ff)~~ physics of driving
(7) ~~(gg)~~ driver attitudes and responsibilities
(8) ~~(hh)~~ safe driving practices
(9) ~~(ii)~~ defensive driving

(f) ~~(6)~~ Each Senior Instructor or an instructor designated by him shall attend any workshop set up by the Commissioner of ~~Highways~~ Public Safety to develop curricula, share ideas and discuss methods of improvements of the course of instruction. Attendance at one such workshop within a 12-month period shall be deemed compliance with this requirement.

(g) ~~(7)~~ All phases of operation, including administration, shall conform to Chapter 711, Laws of 1965, and these rules.

(g) Methods of reporting. The administrator of each driver improvement clinic shall keep such records of attendance which will enable him to report to each referring agency the completion or failure to complete the course by each individual enrolled. The administrator of each driver improvement clinic shall keep such financial records and make such reports of the financial condition of each operation for the determination by the Commisioner of ~~Highways~~ Public Safety as to the reasonableness of tuition fees which may not exceed an average cost of the course. The Commisioner of ~~Highways~~ Public Safety shall keep such records as he may determine as necessary for statistical, evaluation, and accident prevention purposes.

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APPROVED AS TO FORM AND LEGALITY
October 28 1974
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