

THIS MUST BE GIVEN TO THE INDIVIDUAL TAKING THE TEST!!!!!!

IN ORDER TO HOLD YOUR TEST APPT., \$ MUST BE RECEIVED BY US ON OR BEFORE:

DAY	MONTH	DATE	YEAR	TIME	RENTAL FEE INCLUDED	<input type="checkbox"/> YOUR COMPANY WILL BE INVOICED FOR THIS TEST
			2003		YES NO	

TEST LOCATION	<input type="checkbox"/>	SBC AMERITECH, 35275 INDUSTRIAL RD., LIVONIA
	<input type="checkbox"/>	GEORGE E. CAMPBELL 4100 W. FORT, DETROIT
	<input type="checkbox"/>	GENERAL CAR & TRUCK, 3520 S CREYTS, RD, LANSING
	<input type="checkbox"/>	MARTIN LEASING CO. 6312 N. DORT HWY, FLINT
	<input type="checkbox"/>	CAUSLEY TRUCKING INC. 1621 TERMINAL DRIVE, SAGINAW

APPOINTMENT	DAY	DATE	TIME:
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NAME		PHONE	
COMPANY		FAX	
STREET	IMPORTANT NOTE: STUDY GUIDE ENCLOSED.		
CITY/STATE/ZIP			

OBTAIN THE CDL MANUAL FROM THE SECRETARY OF STATE OFFICE AND STUDY IT THOROUGHLY!!!!

YOU WILL NOT HAVE A VALID LICENSE UNTIL AFTER YOU HAVE TAKEN AND PASSED YOUR TEST *and* turned in a certificate to the Michigan, Secretary of State office. Please keep in mind that you can be ticketed for operating a vehicle without holding a valid license.

BEFORE ARRIVING FOR YOUR TEST, CHECK THE FOLLOWING TWO CATEGORIES. We can make no guarantees that the Examiner can wait while you make repairs or try to obtain copies of the required documents.

- THE TEST CANNOT BE PERFORMED WITHOUT THE PROPER DOCUMENTS. Bring the original AND one copy of each.** Without the following documents, the test will be terminated with no refunds!!
 - Proof of Insurance w/expiration date, for the proper vehicle (unless F.C.G. rental)**
 - T.I.P. (Temporary Instruction Permit) – not expired!!!**
 - Vehicle Registration for Power unit and Trailer (unless F.C.G. rental)**
 - Current Michigan Driver License (or T.O.P.) – not expired!!!**
 - D.O.T. Medical Card (appropriate, valid, and not expired), if applicable**
- YOUR VEHICLE MUST PASS INSPECTION! If the following items do not meet the requirements, the test will be terminated. No refunds.**

AIR SYSTEM DEFECT	BRAKES	HORN	WIPERS/WASHERS
MIRRORS	TIRES	SEAT BELT (S)	SPRINGS (Missing)
SPEEDOMETER	WINDSHIELD	WHEELS	LIGHTS (Head, Tail, Brake, Turn signals, 4-ways)
SAFETY EQUIP (Missing)	SPRINGS (Missing)	SPRINGS (Broken)	
AIR SYSTEM (Defects)	LUGS (Missing)	MUFFLER	

- AUTOMATIC FAILURES:** Disregarding Examiner instructions; bribery or gratuities; missing all three points of the Air Brake Test; refusing to wear a seat belt; traffic violations; accidents; driver that is dangerously inexperienced; and/or dangerous actions by the driver, etc.
- We suggest that you arrive BEFORE your scheduled appointment time. If you arrive more than 20 minutes past your scheduled time, we cannot guarantee that we will have time to administer the test. Your test will be forfeited, with no refund available to you.
- ATTENTION:**
 - ✓ The vehicle used for the test must be equipped with seats and belts for BOTH the driver and Examiner.
 - ✓ Air brake vehicle cannot be used if you have been given an "Air Brake Restriction" on your license or T.I.P.
 - ✓ The vehicle in which you test must be representative of the license type to want and hold a T.I.P. for.
 - ✓ The vehicle cannot be loaded with cargo during the test.
 - ✓ For "Passenger" tests, the driver MUST hold a "chauffeur" rather than "operator" license or T.O.P.

IMPORTANT: If during the test, the "Examiner" finds anyone coaching the driver - - the test will be terminated immediately!!! The driver will fail the test! No refunds will be given.

FLEET COMPLIANCE GROUP, LTD. PAYMENT POLICY:

- Your appointment will not be held if payment is not received 1 week prior to the date of your test. **Unless your company is approved to be invoiced).**
- A refund can be issued only for appointments cancelled at least 1 week prior to the date of the test.
- No refund is available for late arrivals, "no shows"; test failures (including vehicle or document failures.)
- Payment is for one test only.
- Payment can be made by either Visa, Mastercard, Certified Check, Money Order, or Cash. Personal checks will be accepted only under the following: Check number must be over #1500; the account must be a minimum of 1 year old; checks must be drawn on local banks only; checks must be pre-printed with current name, address, and phone number; checks must be received allowing enough time for checks to clear the bank prior to the test date. If the check does not clear the bank - your appointment will be cancelled - no exceptions.

IF YOU HAVE ANY QUESTIONS CONTACT OUR "SCHEDULE DESK" @ Phone (989) 752-8183

IF YOU FAIL TO BRING THE REQUIRED COPIES THERE WILL BE A \$2.00 CHARGE FOR FCG TO MAKE THE COPIES FOR YOU.

CLASS A (AND/OR B) CDL STUDY GUIDE (Guide only - refer to the Michigan CDL Manual for specifics)

ENGINE COMPARTMENT

- ◆ **Leaks** none on ground under vehicle
- ◆ All **hoses** secured properly and no cracks, cuts or abrasions
- ◆ **Belts** secured, no cracks or abrasions; no more than 3/4" play
- ◆ **Oil level** at recommended level when checking dip stick
- ◆ **Coolant level** at recommended level when checking sight glass, OR removing cap when cool
- ◆ **Power steering fluid** at recommended level, no leaks
- ◆ **Water pump** properly secured, no leaks
- ◆ **Fan** secured, no broken or missing blades and no obstructions
- ◆ **Alternator** has no missing bolts, no bare or frayed wiring and securely mounted
- ◆ **Air compressor** is securely mounted and has no visible leaks

CAB CHECK & ENGINE START

- ◆ **Clutch** depressed to verify proper engagement and play
- ◆ **Gearshift** assuring proper play and engagement
- ◆ **Temp. gauge** operating in recommended range
- ◆ **Oil pressure** gauge operates in recommended range
- ◆ **Ammeter/Voltmeter** operates in recommended range
- ◆ **Mirrors** properly adjusted, not damaged and is secure
- ◆ **Windshield** clean and free of cracks and/or chips
- ◆ **Emergency equipment** -
 - **Fuses** (if equipped) where stored in vehicle
 - **Triangles** where stored in vehicle
 - **Extinguisher** where stored in vehicle - secured and properly charged
- ◆ **Steering play** - no more than 10%
- ◆ **Wipers** operate properly - all speeds
- ◆ **Washers** operate properly
- ◆ **Light indicators** light properly on dash (Left/right turns; 4-ways; hi beam)
- ◆ **Horn** works properly (air and/or city)
- ◆ **Heater** - all speeds, check air flow
- ◆ **Defroster** - all speeds, check air flow
- ◆ **Parking brake** (while brake engaged, tug lightly in low gear)
- ◆ **Air Brake Test**
 - **Build pressure**
 - **Engine off** (put in low gear)
 - **Release brake(s)**
 - **Turn on key**
 - **Apply foot brake (1 minute) to determine loss (- than 4 psi - A; - then 3psi B)**
 - **Pump brake - light or buzzer before 60 psi**
 - **Pump brake - TPV pops by 40 psi; PV pops between 20-40 psi**
- ◆ **Seat belt** secured to vehicle, latch works and adjusts properly (driver and passenger)

LIGHTS (all sides of both units)

- ◆ **Clearance** all present, clean, and working (Amber front/Red rear)
- ◆ **Headlights** work on Hi & low beam
- ◆ **4-way's** all present, clean, and working
- ◆ **Tail lights** all present, working & clean (all units)
- ◆ **Turn signals** (Left and Right, front & back), present, clean and working
- ◆ **Brake lights** all present, working and clean (both units)
 - **Reflectors** all present, clean and working. (Amber front/Red rear)

EXTERIOR

- ◆ **Steering box** has no missing bolts, cotter keys. Secure and not leaking
- ◆ **Steering hoses** not leaking. No abrasions, cracks. Secured properly
- ◆ **Steering linkage** not worn, cracked; no missing bolts or cotter keys. Secure
- ◆ **Springs** not missing, shifted or cracked.
- ◆ **Spring Mounts** secure (front and rear) and center U bolt
- ◆ **Front Shocks** secured and no leaks
- ◆ **Slack adjusters** not cracked, no missing parts; at proper angle; no more than 1" play.
- ◆ **Brake chamber** has no dents, cracks, damage; secured properly
- ◆ **Brake lines** not cracked, worn, rubbing, or leaking.
- ◆ **Brake linings** not under 1/4" wear, no grease
- ◆ **Brake drums** (if equipped) not cracked or grooved
- ◆ **Disc brakes** (if equipped) not cracked or grooved
- ◆ **Tires** (3 items)
 - **Inflation (w/mallet or gauge)**
 - **Condition** -no bulges, abrasions or cuts
 - **Depth** not less than 4/32"
- ◆ **Rims** not welded, dented, cracked or bent.
- ◆ **Axle seals** at proper level, not leaking
- ◆ **Lug nuts** all present, not loose or cracked
- ◆ **Door** open/closes properly (hinges and stop arm)
- ◆ **Mirrors** mounted securely, not damaged
- ◆ **Fuel tank** secure, no leaks in tank or lines, cap secure, straps secure
- ◆ **Battery box** secure to vehicle
- ◆ **Battery** good connections, no leaks
- ◆ **Drive Shaft** secured at all connections, not bent/cracked, no obstructions
- ◆ **Exhaust System** secure to vehicle, no visible signs of leaks
- ◆ **Frame** has no unauthorized holes or welds, not cracked or damaged

The following are for ALL rear axles:

- ◆ **Springs** not missing, shifted or cracked
- ◆ **Air bags** are inflated and not damaged
- ◆ **Torque** secure, not bent or cracked
- ◆ **Spring Mounts** secure (front and rear) and center U bolt
- ◆ **Rear Shocks** secured and no leaks
- ◆ **Slack adjusters** not cracked or missing parts; at proper angle; no more than 1" play.
- ◆ **Brake chamber** no dents, cracks, damage; secured properly
- ◆ **Brake lines** not cracked, worn, rubbing, or leaking
- ◆ **Brake linings** not under 1/4" wear, no grease
- ◆ **Brake drums** not cracked or grooved
- ◆ **Disc brakes** (if equipped) not cracked or grooved
- ◆ **Tires** (3 items)
 - **Inflation (w/mallet or gauge)**
 - **Condition** no bulges, abrasions or cuts
 - **Depth** not less than 2/32"
- ◆ **Rims** No welds, dents, cracks or bends
- ◆ **Axle seals** at proper level, not leaking
- ◆ **Lug nuts** all present, not loose or cracked
- ◆ **Splash guards** secured and not damaged
- ◆ **Doors** not damaged, hinges (rollers) working properly, open/close properly.
- ◆ **Ties/Lifts** (if equipped) secured properly, know how to operate, assure working properly

COUPLING AREA (CLASS A ONLY)

- ◆ **Air/elec. Lines** (back of power unit) Properly secured, no leaks or wear. Not tangled or dragging
- ◆ **Catwalk** properly secured, no obstructions
- ◆ **Mounting bolts** not missing or broken; secure
- ◆ **Locking jaws** closed tight around kingpin; no missing parts
- ◆ **Kingpin** Not bent or damaged
- ◆ **Apron** Flat on plate, not bent or damaged
- ◆ **Gap** - no space between apron and plate
- ◆ **Platform** - not cracked or broken, secure
- ◆ **Release arm** - no damage, in proper position to hold
- ◆ **Sliding 5th wheel** - No loose or missing parts; positioned properly
- ◆ **Locking pins** present and locked in proper position

TRAILER (CLASS A ONLY)

- ◆ **Air/elec connections** secure and gaskets in place and not worn
- ◆ **Header Board** (if equipped) Secure, not cracked or damaged
- ◆ **Landing gear** Fully raised, no missing parts, handle secure, and feet not missing or damaged
- ◆ **Side doors** (if equipped) Hinges or handles not damaged. Closed.
- ◆ **Ties** (if equipped) Secured and present
- ◆ **Lift** (if equipped) Operational, secured, not damaged
- ◆ **Frame** has no cracks, unauthorized welds, damage (and cross members)
- ◆ **Tandem release arm** no damage, in proper position to hold
- ◆ **Locking Pins** present and locked in proper position

The following are for ALL axles:

- ◆ **Springs** not missing, shifted or cracked
- ◆ **Air bags** are inflated and not damaged
- ◆ **Torque** secure, not bent or cracked
- ◆ **Spring Mounts** secure (front and rear) and center U bolt
- ◆ **Rear Shocks** secured and no leaks
- ◆ **Slack adjusters** not cracked or missing parts; at proper angle; no more than 1" play.
- ◆ **Brake chamber** no dents, cracks, damage; secured properly
- ◆ **Brake lines** no cracks, wear, rubbing, or leaks
- ◆ **Brake linings** not under 1/4" wear, no grease
- ◆ **Brake drums** not cracked or grooved
- ◆ **Disc brakes** (if equipped) no cracks or grooves
- ◆ **Tires** (3 items)
 - **Inflation (w/mallet or gauge)**
 - **Condition** no bulges, abrasions or cuts
 - **Depth** no less than 2/32"
- ◆ **Rims** have no welds, dents, cracks or bends
- ◆ **Axle seals** proper level, not leaking
- ◆ **Lug nuts** all present, not loose or cracked
- ◆ **Splash guards** secured and not damaged
- ◆ **Doors** not damaged, hinges (rollers) working properly, open/close properly.
- ◆ **Ties/Lifts** (if equipped) secured properly, know how to operate, assure working properly