

New or Revised Skills Exam Routes Creation

Begin by reviewing the main requirements of the maps according to the Instructor Examiners' Guidelines and Requirement (IEGR) dated Feb 2014 (found under the training link in the SAW portal). Many drivers' training schools submitted their routes prior to the publication of this manual and may not be familiar with the newer requirements.

While Section 6 gives you all the details on drive test route requirements that will be reviewed for certification, I ask that you take a close look at pages 6-4 thru 6-6 (map example) which talks specifically to the requirements for the map itself.

Two of the main items that cause a return or significant delay in the approval process are maps not clearly showing the direction of travel and street names not being legible. *DTS will not schedule appointments to certify your routes until these items have been addressed.*

Other Common Errors When Creating Routes:

- Uncontrolled Intersections – To be considered an Uncontrolled intersection for grading purposes on the skills exam, the customer must drive **THROUGH** (or past; not turn into or from) the intersection.
- Backing Maneuver – When performing the backing maneuver, it **CANNOT** be done when backing into a street where a stop sign is present (i.e. backing into a Stop Sign).
- Cul-de-sacs- Avoid performing U-Turns in a cul-de-sac when creating your route; you will be told to adjust your route.

Finally, when submitting your initial route (Both map and written instructions), please do so in a Microsoft Word® format if it is available to you. If there are slight adjustments that need to be made, DTS will do so (and cannot modify in a PDF format).

DTS Blank Route Map Builder: The DTS section has created a map building Microsoft Word® document that provides users with a basic format that is similar to the example used within the IEGR. Providing instructions, legends and all the moveable symbols needed to indicate the required maneuvers, indication of stop lights, etc.

Capturing Your Route Area: You may use Google Maps® or other free online mapping software to create your map. Once in the mapping site, ensure the entire footprint of the route you are using is visible, while at the same time, the area is “zoomed” in as close as possible to clearly capture street names. Use your snipping tool (capturing an image this way allows a clear image of the map; see instructions below) or other screen capturing tools you may have to save this to a file on your computer. Paste this file into the DTS Blank Route Map Builder that DOL has created to assist you with map creation or a blank document to create your own.

Snipping Tool: This is free software that is typically on most Microsoft 7® and above Operating systems (Mac users have a tool called “Grab®”). Follow the directions to the below link on how to capture screen images to save to a file using the snipping tool or search on the internet “*how to print screen and crop*”: <https://www.youtube.com/watch?v=uL3h5xns6DM>

Outlining Your Route: While the IEGR indicates the use of highlighting your actual drive route, it is not required (and sometimes could lead to street names not being clearly visible). The use of arrows, staggered closely, seems to be the best approach to clearly indicate the direction of travel. Changing colors of the arrows, when traveling multiple times on the same road, also can help with this.

Map Adjustment Tips:

Copying and Pasting Arrow “Short Cuts”:

Single left “click” the arrow your wish to duplicate once.

Holding the “Control” (Ctrl) button and then the letter “C” on your keyboard will copy the arrow.

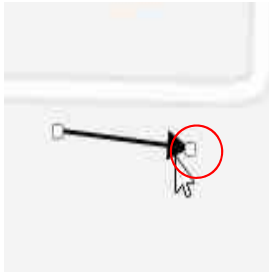
Holding the “Control” (Ctrl) button and then the letter “V” on your keyboard will paste a new arrow.



Arrow and Pin Point Text Box Adjusting

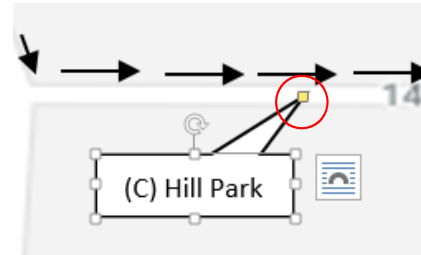
Arrow Direction Adjustment

Left click (hold) on the White box (move mouse) to direction of arrow required.



Pin Point Maneuver Adjustment:

Left click (hold) on the Yellow box (move mouse) to adjust text box position indicator.

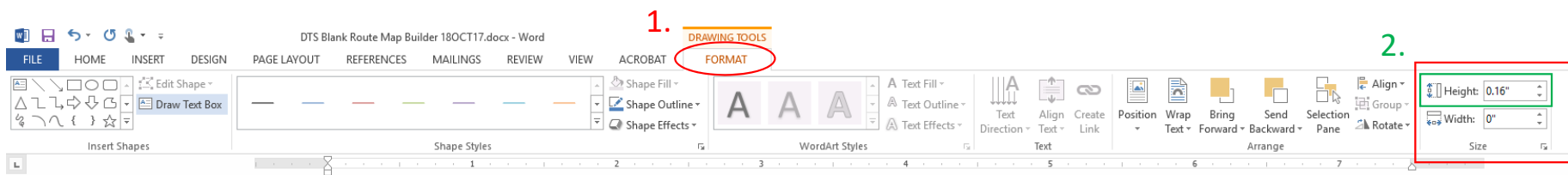


Remember: You can use your arrow keys on your keyboard to make minor adjustments!

Adjusting Arrow Height

“Double click” on the arrow you are adjusting.

1. The “Format” Tab will appear in the Microsoft® toolbar ribbon.
2. Adjustments for the height of the arrow can be made within the “Size” portion of the tool ribbon bar
3. Use the text box arrows to increase or decrease the size of your arrow

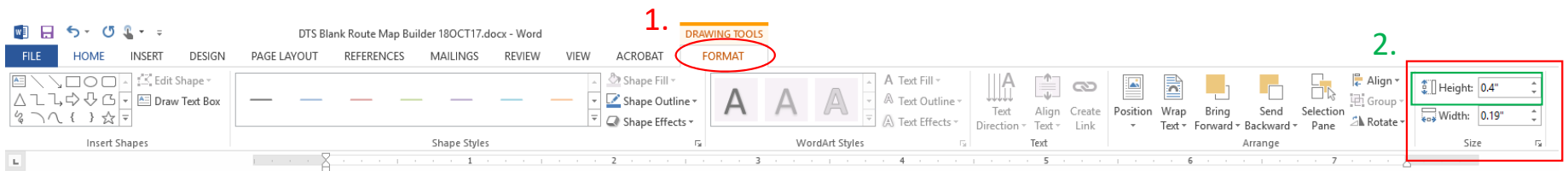


NOTE: This adjustment is based on the DIRECTION of the arrow (adjustment are opposite for a horizontally pointed arrow!)

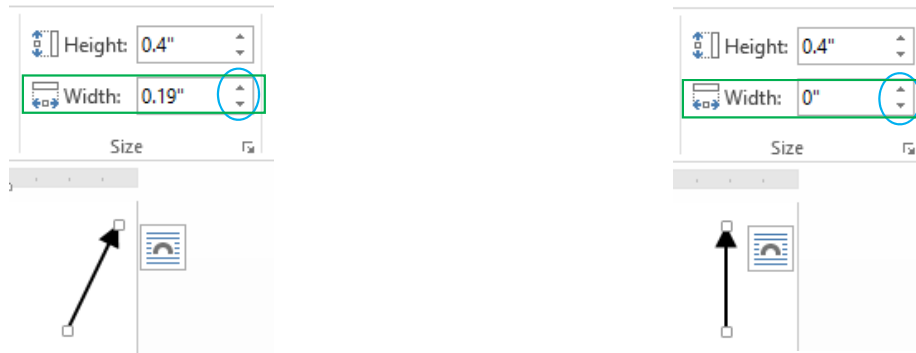
Adjusting Arrow Width (Angle)

“Double click” on the arrow your are adjusting.

1. The “Format” Tab will appear in the Microsoft® toolbar ribbon.
2. Adjustments for the Width (Angle) of the arrow can be made within the “Size” portion of the toolbar ribbon bar
3. Use the text box arrows to increase or decrease the angle of your arrow (set to “0” to straighten Arrow)



3.

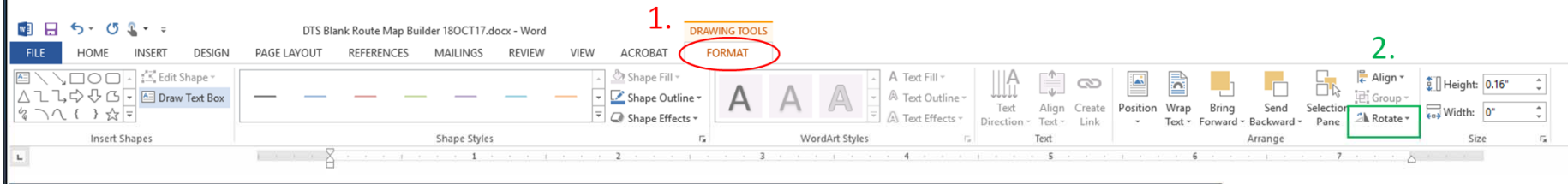


NOTE: This adjustment is based on the DIRECTION of the arrow (adjustment are opposite for a horizontally pointed arrow!)

Rotate or Turn Arrows:

“Double click” on the arrow your are adjusting.

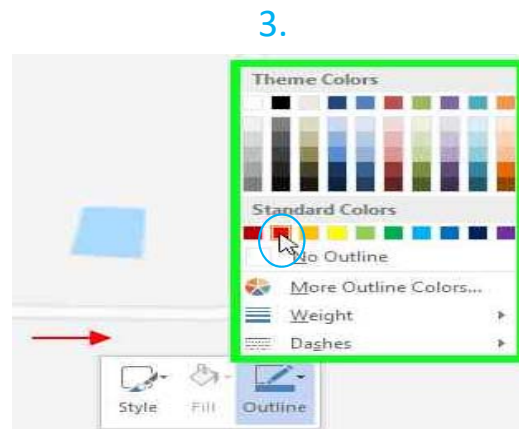
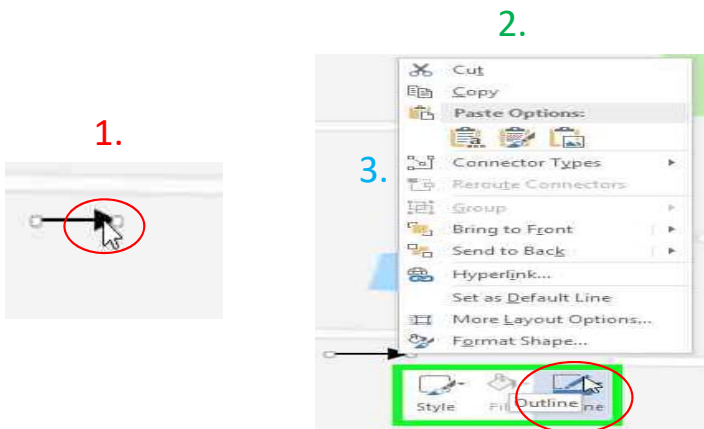
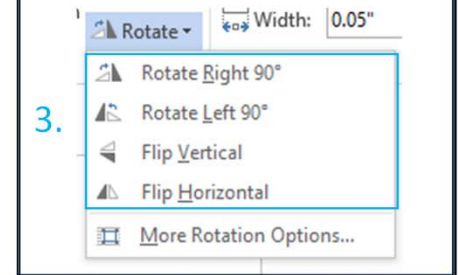
1. The “Format” Tab will appear in the Microsoft® toolbar ribbon.
2. Select the “Rotate” Button
3. Select the appropriate direction (Left, Right or Flip directions) you want your arrow changed to.



Change Arrow Colors:

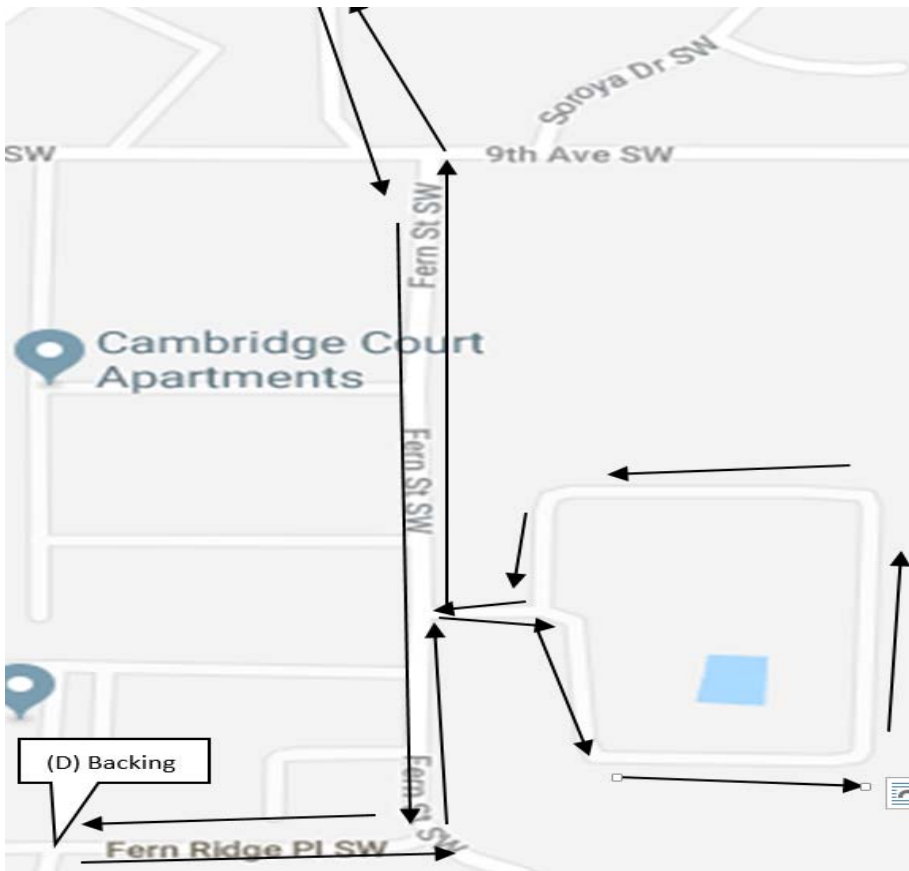
Right “click” on the arrow your are changing color.

1. Right “click” on the arrow you are changing color.
2. Select the “Outline” box
3. Select the desired new color.



Route Comparison's

This by no means is the worst example of what the DOL has received; many submissions have roads with 2-3 passes and can seem to blend into one another.



Staggering the arrows more closely, changing the color of the arrow and labeling unmarked roads meets the requirement of the DTS Route approval checklist!

