

Michigan Resource Center for Health & Safety
Policies & Procedures Relating to the Examination of Applicants for Road Test
(effective December 1, 2017)

Authority

The Michigan Resource Center for Health & Safety (MRCHS) has been designated as an approved Third Party Testing organization by the Michigan Department of State (MDOS). The central office is located in St. Joseph County at 68730 County Farm Road, Sturgis, Michigan 49091. The MRCHS has established two test sites: Sturgis site # 01 and Three Rivers site # 02. Organization # 765

Fees and Background

The MRCHS offers road skills tests as a public service to the citizens of Michigan. Fees collected are used to support traffic safety programs in the southwest Michigan area, pay examiners, maintain test sites, and cover administrative expenses. This fee and refund policy is available on the Michigan Resources Center web site at: mrchs.org

The following fee schedule applies at all MRCHS test sites:

Accepted forms of payment: credit card, check, money order, cash

Automobile	\$60.00
Auto Rental per test	\$45.00
Motorcycle	\$50.00
Motorcycle Rental per test	\$40.00
Incomplete Tests* (all)	\$35.00
Pre-paid No-show** Auto	\$60.00
Pre-paid No-Show** Cy	\$50.00
Pre-paid cancellations (in advance)***	\$ 0.00 (call in by 8:30 am)
Re-test Fee****	same as initial fee above

Payments by: cash, check, money order, or credit card into Pay Pal or by phone.

*Incompletes (document, equipment, auto and motorcycle) are issued only when the test applicant does not provide the required documents or the vehicle does not pass the required inspection. In addition, if a vehicle becomes disabled/nonfunctional or the test applicant becomes too ill to complete the test, an incomplete will be issued.

** All no-shows will result in forfeiting of full test fee.

*** Cancellations must be called in by 8:30 am or the full payment will be forfeited by the test applicant.

****Re-test Fees due to failure of the Basic Control Skills, the Driving Skills Test, or Motorcycle Skills Test are the same as the initial test fee. A re-test can be scheduled through the web site or by phone at the initial test fee 24 hours after the original test (state regulations).

Refunds

For all incomplete tests the applicant will be refunded all but \$35.00 of the original test fee. If a future test is scheduled, the remaining \$25.00 will be applied to the future test.

All test applicants are expected to comply with the MDOS test requirements as described in the Driving Skills Test Study Guide. All examiners are trained to administer all skills test as required by the MDOS.

Complaints or Comments

All complaints or comments should be presented in writing by email to Robin Bordner, MRCHS Designated Representative at the central office: MRCHS P.O. Box 231 Sturgis, MI 49091. roadtestmrc@gmail.com