

# EL Civics

## COAAP #12.9 – DMV

*Describe and access services offered at DMV and read, interpret, and identify legal response to regulations, roadside signs, and traffic signals.*

## Student Activity Packet Level: Intermediate High



Name: \_\_\_\_\_

To the Student:

EL Civics is a program that helps people who are new to the United States. You are going to study some EL Civics lessons. These lessons will help you connect learning English with your life, and the lessons will reflect your experiences as a community member, parent, and participant in the workforce. This student activity packet contains two tasks that you will learn about and practice:

- Task 4: Respond to a Traffic Citation
- Task 5: Persuade a Person to Follow Driving Safety Laws

After you complete these lessons, you will take a test that will assess your understanding and application of the material.

The test date is: \_\_\_\_\_.

## **Task 4: Respond to a Traffic Citation**

Assessment Task: Respond to 5 questions about a traffic citation.

### **Task 4 Handouts Provided**

Handout 1: Introduction: Traffic Citations

Handout 2: Activity/Practice 1: A Citation, Parts 1, 2, 3 (3 pages)

Handout 3: Activity/Practice 2: Read & Answer, Parts 1 and 2

Handout 4: Practice Assessment: Respond to a Citation

A special Thank You to [Pixabay](#), [Pexels](#) and [Pixy.org](#) for many of the images here.

## Task 4 – Handout 1

**INTRODUCTION: Traffic Citations****What is a traffic citation?**

Most people call it a ticket. A police officer will give you a ticket for doing something illegal while driving. The citation, or ticket, is the written record of what you did wrong. If this happens to you, you will have to appear in court or pay a fine. It also goes onto your driving record and might raise your insurance cost.

A ticket will include information about what you did wrong (called a **violation**), and what you need to do to fix the problem.

Let's look at the most common tickets:

1. **speeding ticket:** going faster than the speed limit. If you are going only a little faster, you may just get a warning. However, a ticket is always possible, so follow the speed limit signs.
2. **running a red light or stop sign:** you always need to stop at a red light or make a complete stop at a stop sign. Not stopping puts everyone around you in danger, and it's usually an expensive ticket.
3. **driving under the influence:** this is often called DUI, or sometimes DWI (driving while intoxicated). This is when people drink too much alcohol and then drive. It's very dangerous and can be very serious. You could be told to pay a fine, get your license suspended, and/or go to jail! It can also stay on your driving record for many years.
4. **texting while driving:** using a cell phone while driving is illegal in California. You can only use a phone or device if it's "hands-free", which means you are not holding it at all. You are 3 times more likely to have an accident while dialing or texting!
5. **distracted driving:** this can describe texting, but also includes eating, drinking, grooming (brushing your hair, etc.), trying to get something off the floor, and reading. You often lose control of your car—do you see people who can't stay in the lane? You could get a ticket for "reckless driving" (dangerous driving).
6. **failure to signal:** not putting on your turn signal when you take turns is illegal. It's dangerous and could get you a ticket that goes on your record.

Task 4 – Handout 2 (3 pages)

**ACTIVITY/PRACTICE 1: A Citation, Part 1**

Directions: Let’s look at an example of a traffic citation. What information do you see?

Part 1:

Traffic Citation					
Police Dept., Anywhere, CA			<input type="checkbox"/> Misdemeanor		
NOTICE TO APPEAR		<input type="checkbox"/> Traffic		<input type="checkbox"/> Nontraffic	
Date of Violation	Time	Day of Week	Case No.		
Name (First, Middle, Last)			Owner’s Responsibility		
Address					
City		State/Country		Zip Code	
Driver License No.	State	Class	Commercial	Age	Birth Date
Sex	Hair	Eyes	Height	Weight	Race
Vehicle License No.		State		Registration MO/YR	
Year of Vehicle	Make	Model	Body Style	Color	

Work with a partner. Discuss the following questions.

1. What information is about the violation?
2. What information will be included about the driver?
3. What about the vehicle involved? How much information will be noted?

Task 4 – Handout 2, cont.

### ACTIVITY/PRACTICE 1: A Citation, Part 2

Directions: Here is the second part of a traffic citation. What information do you see?

Part 2

Traffic Citation			
Evidence of Financial Responsibility			
Registered Owner or Lessee		<input type="checkbox"/> Same as Driver	
Address		<input type="checkbox"/> Same as Driver	
Correctable Violation <input type="checkbox"/> Yes <input type="checkbox"/> No		Misdemeanor or Infraction (circle) M I	
Code and Section			
Speed Approx.	Max. Speed	Vehicle Limit	Safe
Location of Violation			
Comments (weather, road & traffic conditions)		<input type="checkbox"/> Accident	
I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.			
Date	Arresting or Citing Officer	Serial Number	
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.			
X Signature			
WHEN: ON OR BEFORE THIS DATE:			
WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE			
WHERE: Central Justice Center 700 Civic Center Drive West Santa Ana, CA 92701			

Some vocabulary included here:

1. **misdemeanor**: a violation that can be punished with jail time or a fine (money you have to pay).
2. **infraction**: a violation that can only be punished with a fine (money you have to pay). Less serious than a misdemeanor.
3. **correctable violation**: we call this a “fix-it ticket”. You pay a fine and send in proof that you fixed the problem. Examples are a broken taillight, expired registration, or a missing mirror.
4. **declare under penalty of perjury**: the officer promises that he or she is telling the truth—if not, he or she could go to jail.
5. **without admitting guilt**: when you sign the ticket, you are not admitting that you did anything wrong; you are just saying that you received the ticket.

Task 4 – Handout 2, cont.

### ACTIVITY/PRACTICE 1: A Citation, Part 3

Directions: The back side of a traffic citation tells you what to do when you receive a ticket.

Here are the things you can do:

#### WHAT TO DO

You are required to appear at court for a misdemeanor violation. For all violations, your court date/time/place are on the front of this notice to appear. Have the citation with you when contacting the court. In all infraction cases, you must do one or more of the following for each violation:

- Pay the fine (bail).
- Appear in court.
- Contest the violation.
- Correct the violation (traffic cases, when applicable).
- Request traffic school (traffic cases, when applicable).
- Request trial by written declaration (traffic cases).

If you do not do one of the above actions, then a “failure to appear” charge will be filed against you (Veh. Code, § 40508(a)) and your driver license may be withheld, suspended, or revoked. In some courts you may be charged an amount in addition to the bail amount and the case may be turned over to a collection agency. (Pen. Code, § 1214.1.)

If you do NOT contest the violation (if you agree that you did something wrong, and do not want to go to court and try to prove you didn’t do it), you have these choices:

**1. If you do NOT contest the violation:**

**a. (Pay the bail amount)** Contact the court for bail information. You will not have to appear in court. You will be convicted of the violation, and it will appear on your record at the Department of Motor Vehicles (DMV). A point count may be charged to your DMV record and your insurance may be adversely affected.

**b. (Traffic school)** You may be able to avoid the point count by completing traffic school. You must pay the bail amount, and you may have to pay other fees. Contact the court to request traffic school.

**c. (Correctable violations)** If the “Yes” box is checked on the front of your ticket, the violation is correctable. Upon correction of the violation, have a law enforcement officer or an authorized inspection/installation station agent sign below. (Veh. Code, § 40616.) Registration and driver license violations may also be certified as corrected at an office of the DMV or by any clerk or deputy clerk of a court. The violation will be dismissed by the court after PROOF OF CORRECTION and payment of a transaction fee are presented to the court by mail or in person by the appearance date. Violations of Vehicle Code section 16028 (automobile liability insurance) will be dismissed **only** upon (1) your **showing or mailing to the court** evidence of financial responsibility valid at the time this notice to appear was issued, and (2) your payment of a transaction fee.

You can pay the ticket, go to traffic school (that can erase the negative point on your driving record), and if you have a correctable violation, you can get it fixed and have the DMV or an officer sign to show it’s corrected.

Task 4 – Handout 3 (2 pages)

**ACTIVITY/PRACTICE 2: Read & Answer, Part 1**

Directions: Read the traffic citation and answer the questions below.

Traffic Citation					
Police Dept., Anywhere, CA NOTICE TO APPEAR			<input type="checkbox"/> Misdemeanor <input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Nontraffic		
Date of Violation 12/04/22	Time 11:35 am	Day of Week Sunday	Case No. 78542		
Name (First, Middle, Last) Michael Edward Nelson		Owner's Responsibility Michael Edward Nelson			
Address 548 Main Street, #3					
City Santa Ana		State/Country California		Zip Code 92706	
Driver License No. C764091	State CA	Class C	Commercial No	Age 34	Birth Date 03/05/88
Sex M	Hair BRN	Eyes BRN	Height 5'9"	Weight 175	Race CAUC
Vehicle License No. 7B32447		State CA		Registration MO/YR 06/22	
Year of Vehicle 2019	Make TOYOTA	Model COROLLA	Body Style Sedan	Color Gray	

1. What's the full name of the driver?

\_\_\_\_\_

2. What make and model is his car?

\_\_\_\_\_

3. What was the time and date of the violation?

\_\_\_\_\_

4. What is the vehicle license number?

\_\_\_\_\_

5. What is his driver license number?

\_\_\_\_\_

6. Was this a traffic or nontraffic violation?

\_\_\_\_\_

Task 4 – Handout 3, cont.

**ACTIVITY/PRACTICE 2: Read & Answer, Part 2**

Directions: Read the traffic citation and answer the questions below.

Traffic Citation			
Evidence of Financial Responsibility Farmers Insurance Policy 4A997B			
Registered Owner or Lessee		<input checked="" type="checkbox"/> Same as Driver	
Address		<input checked="" type="checkbox"/> Same as Driver	
Correctable Violation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vehicle Code & Section <u>Code 15210, Sec. 2</u>	Description <u>Excessive Speed</u>	Misdemeanor or Infraction M <input checked="" type="radio"/> I
Speed Approx. 52	Max. Speed 40	Vehicle Limit	Safe
Location of Violation Raitt Avenue east of Edinger			
Comments (weather, road & traffic conditions) clear, medium traffic		<input type="checkbox"/> Accident	
I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.			
Date 12/04/22	Arresting or Citing Officer Sam Smith	Serial Number 55974	
WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.			
X Signature			
WHEN: ON OR BEFORE THIS DATE: 02/04/23			
WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE			
WHERE: Central Justice Center 700 Civic Center Drive West Santa Ana, CA 92701			

1. What's the name of the citing officer?

\_\_\_\_\_

2. What speed was the car going?

\_\_\_\_\_

3. What were the weather and traffic conditions?

\_\_\_\_\_

4. What was the location of the violation?

\_\_\_\_\_

5. What's the description of the violation?

\_\_\_\_\_

Task 4 – Handout 4

### PRACTICE ASSESSMENT: Respond to a Citation

Directions: Read the citation and answer the questions.

Traffic Citation					
Police Dept., Anywhere, CA			<input type="checkbox"/> Misdemeanor		
NOTICE TO APPEAR			<input checked="" type="checkbox"/> Traffic <input type="checkbox"/> Nontraffic		
Date of Violation 01/18/23	Time 4:20 pm	Day of Week Wednesday	Case No. 80449		
Name (First, Middle, Last) Sara Ann Nguyen			Owner's Responsibility Sara Ann Nguyen		
Address 1025 Pine Avenue					
City Anaheim		State/Country California		Zip Code 92802	
Driver License No. C15956	State CA	Class C	Commercial No	Age 29	Birth Date 10/05/93
Sex F	Hair BLK	Eyes BRN	Height 5'5"	Weight 128	Race ASIAN
Vehicle License No. 259 MNC		State CA		Registration MO/YR 08/23	
Year of Vehicle 2015	Make HONDA	Model CIVIC	Body Style Sedan	Color Blue	
Evidence of Financial Responsibility Mercury Insurance Policy RS3886					
Registered Owner or Lessee			<input checked="" type="checkbox"/> Same as Driver		
Address			<input checked="" type="checkbox"/> Same as Driver		
Correctable Violation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vehicle Code & Section <u>Code 22450, Sec. 8</u>		Description <u>Failure to Stop</u>	Misdemeanor or Infraction M <input checked="" type="radio"/> I	
Speed Approx. 5	Max. Speed 40	Vehicle Limit		Safe	
Location of Violation Intersection of Harbor and S. Citron					

1. What's the full name of the driver? \_\_\_\_\_
2. What make and model is her car? \_\_\_\_\_
3. What was the time and date of the violation? \_\_\_\_\_
4. What is the vehicle license number? \_\_\_\_\_
5. What is the description of the violation? \_\_\_\_\_
6. What's the birth date of the driver? \_\_\_\_\_

## Task 5: Persuade a Person to Follow Driving Safety Laws

Assessment Task: after researching driving safety laws and information you will write an email in which you try to convince a friend that they should follow a driving safety law.



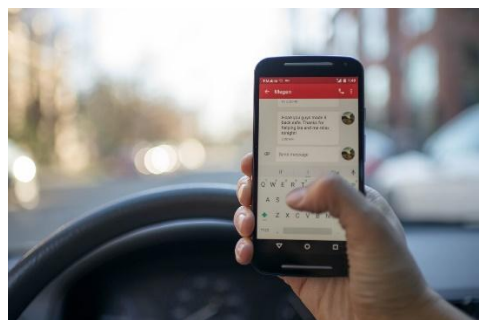
### Task 5 Handouts Provided

- Handout 1: Activity/Practice 1: Safe or Unsafe?
- Handout 2: Reading: Driving Safety
- Handout 3: Activity/Practice 2: Reasons & Laws
- Handout 4: Activity/Practice 3: Telling a Friend About Safe Driving
- Handout 5: Mini Lesson: Persuasive Language
- Handout 6: Activity/Practice 4: Create an Email
- Handout 7: Format: Parts of an Email
- Handout 8: Activity/Practice 5: Independent Practice
- Handout 9: Practice Assessment: Write an Email

Task 5 – Handout 1

**ACTIVITY/PRACTICE 1: Safe or Unsafe?**

Directions: Look at the images below. How do they represent safe or unsafe driving practices? Discuss them with a partner or group.



"Road Rage!" by [Paul Carsola](#) is licensed under [CC BY-NC-SA 2.0](#)

## Task 5 – Handout 2

**READING: Driving Safety**

Driving is such a big part of our lives that we sometimes forget how dangerous it can be when we don't follow the rules or take the safety precautions that we need. Let's look at some of those from the previous page.

1. **distracted driving:** distracted means that you are not paying attention. When you're driving, this can be very dangerous. Eating, drinking, putting on makeup, using your phone, and looking for something in the car take your attention away from the road—and cause many accidents every year!
2. **seat belts and car seats:** seat belts (for older children and adults) and car seats (for babies and younger children) save lives! Always use them—and for car seats, check the size and weight that they are made for.
3. **crossing train gates:** many people do not want to wait for a train to pass; they will go around a gate, saying "I have time". Sadly, sometimes they don't have time, or the car stalls (stops) on the tracks. A train cannot stop that quickly. It is illegal in every state!
4. **mirrors:** a simple thing—check your mirrors! With all the technology now on newer cars, like backup cameras, people have gotten lazy about checking mirrors. Technology is not perfect, and you should ALWAYS look on all sides, using your mirrors and turning your head.
5. **road rage:** road rage is getting angry when you drive, shouting and screaming insults, threatening someone or driving dangerously because you're mad. We know that other drivers can make you frustrated, but is it worth an accident? Or what if they come after you?
6. **weather:** living in sunny California, we sometimes forget that weather conditions affect road conditions. The first rain of the season will bring up all the oil on the streets, making things dangerous from the oil AND the water! Also, how far can you see ahead when it's raining (or foggy)? You need to consider these things and adjust your driving.

There is a lot of information on the internet and the DMV website (check the [DMV Handbook!](#)) about safety and laws. You can search in Google for the following:

- [Driver Distractions](#)
- [CA Seat Belt Law](#)
- [Special Driving Situations](#) (weather, curves, visibility)
- [Driving Around Lowered Railroad Gates](#)

Use your phone and look at some of these driving safety tips!

Task 5 – Handout 3

**ACTIVITY/PRACTICE 2: Reasons & Laws**

Directions: Work with a partner or a group. What if your friend or a family member chooses NOT to practice safe driving? What would you say to him/her? With your classmate(s), fill out the table below. Think of reasons or laws that you could use to make someone drive safely.

**NOTE:** you can use your phones to Google more information and ideas!

Problem	Reasons to change
texting or eating while driving	
no seat belt	
small child that is not in a car seat	
no checking mirrors	
driving fast in the rain	
going around train gates	
road rage	

Task 5 – Handout 4

**ACTIVITY/PRACTICE 3: Telling a Friend About Safe Driving**

As you looked at on the previous page, sometimes you know someone who is not interested in practicing driver safety all the time! What can you tell them?

Let’s look at a sample email that Mary wrote to her friend Jeff:

Email
<b>From:</b> marysmith44@aol.com
<b>To:</b> jeffgordon@gmail.com
<b>Subject:</b> texting and driving
<p>Dear Jeff,</p> <p>I notice that you sometimes text when you drive. I’m worried about how dangerous that is. When you look at your phone, you’re not watching the street. For example, a car could come out of a driveway or side street right in front of you. You wouldn’t be able to stop.</p> <p>Also, it’s illegal to hold a phone while driving. You could get an expensive ticket.</p> <p>I really hope you will think about this. Your family and friends don’t want you to get hurt. It only takes a second for an accident to happen.</p> <p>Sincerely, Mary 714-555-7466</p>

Now answer the questions:

1. What is Mary’s reason for writing to Jeff?

\_\_\_\_\_

2. What 2 reasons or laws does she give to try and change his unsafe driving habit?

\_\_\_\_\_  
\_\_\_\_\_

3. What is the subject of the email?

\_\_\_\_\_

4. What is Mary’s contact information?

\_\_\_\_\_

Task 5 – Handout 5

**MINI LESSON: Persuasive Language**

What do we mean by “**persuasive**”?

**Persuasive** means trying to make someone decide to do something (or NOT do something), by giving reasons or examples, telling them many times, or making them feel differently.

Let’s look at different types of persuasive language. We will use examples from the email on the previous page.

- A. **Emotional language:** makes you feel what the other person feels. In Mary’s email, she says “*Your family and friends don’t want you to get hurt*”. She wants Jeff to feel the pain that his family or friends would feel if something bad happened.
- B. **Research:** this is using laws, studies, and logic (correct and sensible reasons) to show why your idea is correct. Mary uses “*a car could come out of a driveway or side street right in front of you*” and “*it’s illegal to hold a phone while driving. You could get an expensive ticket*”. Both of these are true and logical examples of what could happen.
- C. **Urgency:** this is telling someone that it’s important to act NOW. Mary tells Jeff “*it only takes a second for an accident to happen*”.

Look at the scenarios below. For each one, write a persuasive sentence using emotional language, “research” (a law or reason to change), or urgency. The first one is done for you.

1. Your friend Sam is on his phone during most of class.  
You are not paying attention, and you will not pass the class.

2. Your nephew never uses a helmet when he rides his bicycle.  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Your co-worker Tran comes to work late many days.  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Your sister lets her daughter watch TV for 6 hours a day.  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Your classmate never does his homework.  
 \_\_\_\_\_  
 \_\_\_\_\_



## Task 5 – Handout 7

**FORMAT: Parts of an Email**

Do you know the important parts of an email? Look at the example from a previous page:

<b>EMAIL</b>	
<b>From:</b> marysmith44@aol.com	<b>sender's email</b>
<b>To:</b> jeffgordon@gmail.com	<b>recipient's email</b>
<b>Subject:</b> texting and driving	<b>subject</b>
<p>Dear Jeff, <b>greeting</b></p> <p>I notice that you sometimes text when you drive. I'm worried about how dangerous that is.</p> <p>When you look at your phone, you're not watching the street. For example, a car could come out of a driveway or side street right in front of you. You wouldn't be able to stop.</p> <p>Also, it's illegal to hold a phone while driving. You could get an expensive ticket.</p> <p>I really hope you will think about this. Your family and friends don't want you to get hurt. It only takes a second for an accident to happen.</p> <p>Sincerely, <b>closing</b>  Mary <b>signature line (sender's name)</b>  714-555-7466 <b>contact information</b></p>	

1. **greeting:** how you say "hello". Most emails begin with "Dear" and the person's name.
2. **closing:** how you say "goodbye" or finish the email. The most common word to use is "Sincerely". This is polite and works for any email.
3. **subject:** you always put a subject in the subject line. This is important, since many emails without a subject are spam or viruses! The subject should be short but describe the idea. Examples: texting and driving, car seats, seat belts.
4. **contact information:** always include your contact information so the person can communicate with you.
5. **signature line:** sign your name at the end of an email.

Task 5 – Handout 8

**ACTIVITY/PRACTICE 5: Independent Practice**

Directions: Read the scenario, then write an email persuading your friend to follow safe driving practices. You may look at previous pages to help you.

Be sure to include:

- what the **problem** is
- 2 reasons/laws to **persuade** him to change
- the **2 email addresses**, a **subject**, a **greeting**, a **closing**, and **contact information**

**Scenario:** Your friend Tom is not using seatbelts. He says that they are not necessary; it’s only a strap and it’s not comfortable.

**Your email:** student88@gmail.com

**Tom’s email:** tomjones@yahoo.com

Email
<b>From:</b>
<b>To:</b>
<b>Subject:</b>

Task 5 – Handout 9

**PRACTICE ASSESSMENT: Write an Email**

Directions: Read the scenario, then write an email persuading your friend to follow safe driving practices. No looking at previous pages!

Be sure to include:

- what the **problem** is
- 2 reasons/laws to **persuade** her to change
- the **2 email addresses**, a **subject**, a **greeting**, a **closing**, and **contact information**

**Scenario:** Your friend Farah is not using a car seat for her daughter. She says that they are too much work, and she only drives short distances.

**Your email:** student88@gmail.com

**Farah’s email:** farah404@aol.com

Email
<b>From:</b>
<b>To:</b>
<b>Subject:</b>