

LWH HOA Nonlicensed Vehicle Permit Administration Summary

June 12, 2021, v1.0

Vehicle Permit Administrator Responsibilities

- Manage and administer the LWH Nonlicensed Vehicle Permit, Approval, and Enforcement process.
- LWH Purchasing Agent for Nonlicensed Vehicle Permit Flags/flagstaffs, and other related materials.
- Designated LWH HOA Board source for information regarding LWH Motor Vehicle Restrictions, Rules, and Regulations.
- Arrange and coordinate LWH website availability of related documents, LWH Permit and Renewal Application forms and instructions, Nonlicensed Vehicle Use Agreement and Waiver forms, vehicle liability insurance, operator Instruction permit/license, and fully licensed driver supervision requirements.
- Check Permit Application information, collect Permit fees, and approve or reject applications.
- Establish and oversee maintenance of individual Vehicle Permit files, and linked Operator files.
- Coordinate LWH website maintenance data for the Approved Vehicle Permit list; including Nonlicensed Vehicle Permit ID Numbers, Permit Recipient Names, Fully Licensed Operator names for each Vehicle Permit, Intermediate Licensed Operator Names for each Permit, Unlicensed Operator Names for each Permit, with age of the unlicensed operators, color photo of the vehicle, and of each unlicensed operator for that vehicle, and Active, Expired or Revoked status.
- Notice of Violation, and Enforcement correspondence with Vehicle Operators, Permit Recipients, and/or Property Owners, including follow-up regarding Board notifications relating to Conditions for Permit Reinstatement or Revocation.
- Maintain web accessible "Notice of Violation Log" listing Date of Violation, Permit Number, Permit Recipient, Operator Name, and Nature of Violation.
- Coordination with, and Monthly Report to Board on matters relating to Nonlicensed Vehicle Management activities, complaints, violations, enforcement, and related correspondence.
- Collect fees, fines, and document related financial transfers to the LWH Treasurer.
- With LWH Board approval, establish qualified third party technical service agreements for vehicle and exhaust system inspection including maximum allowable noise emission compliance. Permit Applicants, or Recipients, to be responsible for payment of vehicle inspection fees and cost to achieve compliance.
- Monitor Federal, State, and County vehicle regulatory requirements and seek Board approval for nonlicensed vehicle and unlicensed operator regulation adjustments as appropriate for the needs of the LWH community.

Nonlicensed Vehicle Permit Application Information Requirements

Separate LWH Permit Required for EACH nonlicensed vehicle

It is the applicant's responsibility to provide a completed and signed LWH Vehicle Permit Application, or Renewal Application that is accompanied with the requirements stated within the LWH Motor Vehicle Restrictions, Rules, and Regulations document, within "Nonlicensed Vehicle Permits"

Misc. Notes:

- 1) A State issued Instructional Permit is mandatory for each unlicensed driver.
- 2) It is mandatory that unlicensed driver's be under the direct supervision and accompanied by a "fully licensed driver" that meets Missouri DMV/DOR requirements.
- 3) A signed LWH "Nonlicensed Vehicle Use Agreement and Waiver" form is required to obtain a Nonlicensed Vehicle Permit.
- 4) Proof of Liability insurance is mandatory to operate any nonlicensed vehicle within LWH boundaries.
- 5) Proof of title and registration not mandated by LWH, but is required by State DOR, registration decal, etc.
- 6) ***Applicant Photo ID is required for Permit Application or Permit Renewal***

Suggested Permit Application Content:

- Permit Applicant Name (Printed)
- Applicant's contact information: (full street address, telephone number, cell phone number, and e-mail address)
- Check one box designating:
 - New LWH Permit Application
 - Reporting Existing Permit information change
 - LWH Permit Renewal
- Check all applicable boxes. Applicant is:
 - LWH Permit Recipient
 - Owner of Permit Application Vehicle
 - LWH Property Owner
 - Authorized Agent for the Property Owner
- Fill in blanks:
 - Vehicle Owner - If Permit Recipient is not the Vehicle Owner, list owner's name and contact information.
 - If Authorized Agent for the Property Owner;
Print Agent name and contact information.
Print Property Owner's name and contact information.
 - List names, Fully licensed operators within household for this vehicle, and provide copy of each driver's license.
 - List names, Intermediate licensed operators within household for this vehicle, and provide copy of each driver's license.
 - List name and age of each unlicensed operator in household for this vehicle, and provide color photo of each operator.
 - Vehicle make, model, year, color, VIN, state registration ID Number, and color photo of vehicle.
 - Initial - Certifies Applicant has read the LWH Unlicensed Operator and Nonlicensed Vehicle Requirements; the vehicle is in compliance, and operators have read and agree to comply with all LWH requirements.
- --- initial, Signed Nonlicensed Vehicle Use Agreement and Waiver forms attached
- --- initial, Proof of Nonlicensed Vehicle Liability insurance attached
- --- Applicant signature and date.
- *For LWH Permit Administration Only:*
 - Approved
 - Rejected
 - Designated LWH Permit Administrator signature and date
 - LWH Permit Number

Missouri Driver's License Requirements

Must be a minimum of 18 years old to receive a Full Driver License. A driver must be at least 15 years old to obtain an Instruction Permit, and at least 16 years old to obtain an Intermediate License and has qualified for a state issued driver's license after successfully completing a DMV administered written and hands-on driving test.

Missouri's Graduated Driver License law requires all first-time drivers between 15 and 18 years old to complete a period of driving with a licensed driver, (Instruction Permit), and restricted driving (Intermediate License), before getting a Full Driver's License.

If the permit holder is under the age of 16, the licensed driver occupying the seat beside the permit holder for the purpose of giving instruction while driving must be a qualified person, grandparent, qualified driving instructor, a

qualified driver at least 25 years of age who has been licensed for a minimum of 3 years and has received written permission from the parent or legal guardian, or in case of disability of the parent, grandparent or guardian of the permit holder, a qualified driver designated by the disabled parent or guardian of the permit holder.

At age 16 or older, an instructional permit holder may drive when accompanied in the front seat by a licensed driver who is at least 21 years old and has a valid driver license.

- Seat belts must be worn by the driver and all passengers.
- Must carry your permit with you.
- You may renew your instruction permit.

At age 16, the driver may apply for an intermediate license. The intermediate license allows the driver to drive alone except during a late-night curfew (1 a.m. to 5 a.m.). The driver and passengers must use seat belts, be free of alcohol and drugs, and obey the traffic laws.

At age 18, or within the 30 days immediately preceding his/her 18th birthday, the intermediate license holder may apply for a full driver license.

Reference Missouri Graduated Drivers License for definition of Qualified Person, Qualified Driving Instructor, and Immediate Family - <https://dor.mo.gov/driver-license/issuance/graduated-driver-license/details.html#permit>

To Graduate to an Intermediate License:

- Eligible Age: 16 to 18
- Must have an instruction permit for a minimum of 182 days (beginning the day after issuance).
- May not have any alcohol-related convictions in the last 12 months and no traffic convictions within the last 6 months.
- Must have received 40 hours of driving instruction, including a minimum of 10 hours of nighttime driving instruction between sunset and sunrise, with a qualified person, grandparent, or qualified driving instructor.
- A qualified person or grandparent must accompany you to the license office to verify you have received 40 hours of driving instruction, including a minimum of 10 hours of nighttime driving instruction between sunset and sunrise.
- Must pass the vision, road sign recognition, and written tests at a Missouri State Highway Patrol driver examination station if previous results are more than one year old.
- Must pass the driving test at a Missouri State Highway Patrol driver examination station.
- Must carry your intermediate license with you.
- Seat belts must be worn by the driver and all passengers.
- During the first 6 months, you may not operate a motor vehicle with more than one passenger who is under 19 years old and who is not a member of your immediate family.
- After the first 6 months, you may not operate a motor vehicle with more than three passengers who are under 19 years old and who are not members of your immediate family.
- You may not drive alone from 1 a.m. to 5 a.m. except to and from a school activity, job, or for an emergency, unless accompanied by a licensed driver 21 years old or older.

Missouri Motorcycle License and Instructional Permit Information Reference:

https://dor.mo.gov/pdf/motorman_section4.pdf