

# STUDENT EXPECTATIONS, POLICIES & PROCEDURES



## Enrollment Criteria

- You must be at least 15 years old on/or before Class 1.
- You must be enrolled by the third class.
- The student is required to obtain a Washington State Instructional Permit before they can schedule a drive with an instructor.

## Course Length

The course must be a minimum of 30 days and a maximum of six months.

30 hours of Defensive Driving Classroom Instruction.

Five hours of behind-the-wheel individualized in-the-car, includes the one hour Accident Prevention Drive.

Four hours on a Defensive Driving Simulation System.

One hour observation of another student driver, unlimited available (one is required by law).

## Return Policy

- If you drop the course by the end of the first class you will receive a full refund.
- If you miss four classes Washington State Law says you must retake the course, at your expense.
- If for any reason you have a suspended permit you will be unable to complete this course and no refund will be given. If charges related to suspension have been dropped, the offense will be treated the same as a failed program.

## Certificate of Completion Criteria

The student must successfully complete all the classroom, driving and one observation requirements, before a Certificate of Completion is issued. Classroom quizzes must be passed with a minimum score of 70%. The 100 question final in Class 15 and Drive 5 must be passed with a minimum score of 80%. All fees must be paid in full.

## Videos

We will be presenting videos that pertain to Driving School Education. Among these are "Donate Life," which is a factual video about organ donation and "Red Asphalt," an extremely graphic drinking and driving video. If you object to either of these, please contact the office prior to class #11.

Driving 101 may use pictures of our class and/or students on our website, Facebook or on other advertising. If you **DO NOT** want us to use your child's picture in our promotions please initial here. \_\_\_\_\_

Instructors will conduct themselves at the highest of moral and ethical standards. Please contact Driving 101 owner, Nicole Bisconer, directly if you have any problems or complaints. A complaint about an instructor must be in writing.

**I certify that I will not come to class or drives under the influence of any prescription/street drug, alcohol or marijuana. We have a Zero-Tolerance Drug and Alcohol Policy. If DRVN 101 staff find you to be exhibiting indicators or signs of impairment, for example, but not limited to: slurred speech, swaying, clumsy movements, involuntary movements, teeth clenching, red eyes, extreme agitation, rapid rambling speech, dilated pupils or attention problems, as well as Zero-Tolerance for any Discrimination or Bullying due to sex, race, religion etc. You will be asked to reschedule your class or drive at your expense.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ (\_\_\_\_)\_\_\_\_\_  
Last Name First Name MI Date of Birth Phone

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent or Guardian's Signature Student Signature Date

**Parent Initial:** \_\_\_\_\_ **\*\*\*\*\*I am aware of the WA Intermediate License Requirements, Restrictions, and Penalties.**

Thank you for choosing Driving 101. Our Washington State Department of Licensing Certified Instructors are dedicated to making your learning experience informative and fun.

Write your full legal name on all contracts, student record sheets, and tests.

- Payment program forms and class contracts must be signed and returned to your instructor by the third day of class.
- Driving 101 follows the WAC 308-108-150 that says if you miss four scheduled classes you must start the program over. Missing your scheduled final counts as a missed class. If it is necessary to extend completion date beyond 6 months, you will be required to turn in a note with a valid reason from your parent, doctor or school to continue Drivers Education.
- Disruption of the class WILL NOT be tolerated. The disruptive student(s) will be asked to leave, no grade will be given for that class, and the class must be made up. The information you learn in drivers' ed. may very well one day save your life. Cell phone use during class MUST be approved by that sessions Instructor. Students MAY NOT video/audio record any or all portions of classroom content, it is Proprietary. Any Student instructed to leave the class/BTW environment, will have to make up all required components at a later scheduled time, and could incur additional fees & will not be receiving any refunds.
- Cheating is cause for immediate dismissal from the program.

### **Bill 1635- Department of Licensing- Written and Skills Testing**

After completing driver Education you will have the ability to take the driver license exams at Driving 101. The Knowledge Exam (written) is 40 questions, you must get 32 or more correct to pass. The Skills Exam (drive) has 100 possible points and you must obtain an 80% or better to pass. You will be able to apply for your license once you have completed driver education, passed both the license exams, be at least 16 years old, and have held your permit for a minimum of six months. As part of this program you could be selected by the DOL for a retest, at the DOL expense.

### **Scheduling Drives**

- Washington State requires that you have 55 hours minimum behind the wheel to obtain your license. We instruct for five hours; you are responsible to practice for the other 50 hours. 10 of your 50 hours must be at night.
- Students schedule their own drives. If parents would rather schedule drive times, they can call the office at 360-892-6988 Monday - Friday, between the hours of 10 A.M. – 5 P.M.
- Driving 101 recommends that you wait one week between drives. At the end of each drive, your instructor will remind you that you are required to practice two to four hours before your next drive.
- Driving 101 cannot guarantee that there will or will not be an observer in the car at all times. If this is a concern to you, we recommend you schedule drives at a time that is convenient for a parent to schedule themselves in the back. Any passengers will be required to remain quiet in the back seat during the drive.

### **Drive Cancellations**

If for any reason you must cancel a scheduled drive, call the office by 3:00 P.M. the business day before your scheduled drive. If your drive is on Monday, you must notify the office by 3:00 P.M. Friday. If we do not answer, leave a message; the voicemail will tell us the time and date of your call. Any drive not cancelled on time will be subject to the late cancellation fee.

If Driving 101 must cancel drives due to weather (ice, snow, etc.), the office staff will try their best to contact you, we will put that information on our voicemail. If you are concerned that your drive will be cancelled, call the office.

### **Program Cost & Fee Policies**

- There will be a \$35 charge to your account if you miss a scheduled drive, forget your permit, bring an expired permit, schedule a drive during a scheduled class, or if you are more than 10 minutes late.
- If you mark upon, scratch, or otherwise damage classroom furnishings, you will be charged to repair or replace them.
- In the event of a car accident that is deemed the driver's fault, the driver will be required to pay the \$1000 auto insurance deductible.
- There will be a \$25 NSF fee charged for all returned checks.
- If a prearranged Visa automatic payment is declined there will be a \$15 charge.
- Drivers' Education Program Cost: \$425.00 (Less pre-registration credits or special one-time enrollment offers, if applicable)
- Payment may be made by: check, post-dated check, cash, or card.
- All fees must be paid in full before a Certificate of Completion will be issued.