



# Bonney Lake 911 Driving School Policies

**Enrollment Eligibility:** State law prohibits students from attending a driver training education course before he or she is 15 years old. A course can be booked before the student is 15, but he or she must be 15 years old on the first day of class. Per WA state law, enrollment will not be allowed after class number 3.

**Attendance:** Classroom and behind-the-wheel (BTW) instruction will be completed in no less than 30 days. Students have 3 months from the date their course starts to complete the course. WAC 308-108-150 states that lessons must be conducted in contiguous weeks. This means some sort of lesson is recommended each week, whether it be classroom or behind-the-wheel, until the student has completed the course. There are exceptions for extenuating circumstances such as holidays, snow days, illness, etc. An absence from a regularly scheduled class is not considered an infraction of the contiguous requirement. Students cannot have more than 3 absences. If more than three classes are missed, the student will be required to retake the entire course. All absences and failed tests (scoring less than 80%) must be made up. Students may not be more than 10 minutes late to class per WA state law. If a student is more than 10 minutes late, they will not be allowed in class and it will be counted as an absence.

**Behavior:** Students are fully accountable for their conduct and attendance. Cell phones and all other electronic devices are not allowed during class and must be turned off and put away. This includes use of cell phones for text messaging. **Cell phones and all other electronic devices are not allowed during class and must be turned off and put away. This includes use of cell phones for text messaging. Students can be dismissed from a class or from the course for:**

- ◆ Any use of cell phones or other electronic devices during class
- ◆ Misbehavior during or disruption of a class or drive
- ◆ Excessive tardiness or unexcused absences
- ◆ Cheating (whether sharing or receiving answers)
- ◆ Being under the influence of alcohol or drugs
- ◆ Misuse or abuse of Traffic Safety Education equipment
- ◆ Repeated and willful violation of traffic laws
- ◆ Failure to complete assigned work
- ◆ Multiple failed tests

If a student is dismissed from a class, it will count as an absence. If a student is dismissed from the course, there will be no refund of the class fee.

**BTW Drives:** Drives are not part of the regular class time and must be done outside of classroom hours. When you enroll your student, you will be given a user name and password that will enable you to log in and book your drives. **Students must complete a minimum of 3 drives by course end date.** Any remaining drives must be completed by three months from the date your course begins. Cell phones must be turned off and put away while students are on a drive, including during observation time. Students must pass a written and driving exam. The written exam is included in the course cost. One attempt at the drive exam is also included in the course cost and can be scheduled after all course work is completed and the written test has been passed. Extra drives, whether desired or required, are \$55 per hour.

**Fees, Refunds, and Fine Print:** A \$40 fee will be charged if a student shows up for a drive without a valid permit or is late for or fails to show up for a scheduled drive. If you are running late for a scheduled drive, please call and notify the school at 253-891-0911. A \$40 fee will also be charged if a drive is canceled without at least 48 hours' notice. Drive cancellations should be done online. Drives start promptly at the scheduled time and will take place in inclement or adverse weather unless you are otherwise notified by the school. A \$25 fee will be charged for returned checks. The class fee must be paid in full on the day the class starts unless prior arrangements have been made with management. A \$50 fee will be charged if the student fails to complete the course within 3 months of the first day of class. A \$50 fee will be charged if the student obtains a permit using our waiver and then drops the course. A \$60 fee will be charged if a student drops the course prior to the second class. There are no refunds after the second class. A \$60 administrative fee will be charged if a student switches class more than once.

Your signature below acknowledges that you have read these policies and received a copy of the IDL requirements and penalties

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_