

# BELLINGHAM 911 DRIVING SCHOOL POLICIES

## **Classroom Attendance:**

- Enrollment will not be allowed after the 3<sup>rd</sup> class has started.
- Students must be 15 years of age by the first day of class.
- The Driver's Ed course and any makeup classes must be completed no more than 2 months from the last day of class and no less than 30 days from the first day of class.
- Students **are required to attend class 1** of their course. Class 1 sets up the expectations and general requirements for the course, as well as other important information.
- Students may not be more than 10 minutes late to class.

Students arriving more than 10 minutes late will be required to take the entire class over. Each tardy counts as an unexcused absence.

- Students must be present for every attendance check throughout each of the classes.

Failure to acknowledge when called on, students will be required to take the entire class session over. These are considered unexcused absences.

- Students are responsible for the rescheduling of all missed classes and tests.

If the student is going to be absent, they are expected to schedule a make-up class in advance through the DSS system. These are considered excused.

If the student misses a class without rescheduling in advance, it will be marked as an unexcused absence, and they will be expected to reschedule a make-up class.

- No more than 3 unexcused absences will be permitted. No more than 5 excused absences will be permitted.

After the 3<sup>rd</sup> unexcused and/or 5<sup>th</sup> excused absence the student's account will be deactivated, a \$50 reinstatement fee will be applied, and the student can be required to start the course over. We will submit failed courses to the DOL.

**Parents Participation:** We strongly encourage parents to be actively involved, which is critical for the student's success. A parent is required to attend the first day of class for the first hour. If a parent is unable to attend the first day, another guardian over the age of 18 may attend.

**Driver-Zed:** We frequently participate in DOL's Driver-Zed program. This includes 4 hours of classroom simulation and is included in the regular classroom schedule. This allows us to cover dangerous driving conditions as well as events that are uncommon but could occur.

**Graphic Content:** Our course curriculum can include some video content that is graphic. It is not intended to scare the students but rather instill respect for the dangers involved with driving. Please inform us if you prefer to opt out.

### **Behavior:**

Students are fully accountable for their conduct and can be dismissed from the course without refund for:

- Misbehavior
- Cheating (sharing or receiving)
- Being under the influence of drugs or alcohol during the behind the wheel instructional phases
- Repeated and willful violation of traffic laws
- Failure to complete any of the course requirements.

### **Scheduling of Behind the Wheel (BTW) Drives:**

Behind the wheel drives can be scheduled online through the DSS system. After the completion of the first class and receipt of a learner's permit, students can view the Drive Calendar for open BTW drive appointments. Drives are scheduled separately from classroom time, usually available 7 days a week and are posted on a weekly basis to the Drive Calendar.

- Students cannot complete their first drive until after the 3<sup>rd</sup> class has been completed.
- Only one drive may be completed per day.
- A minimum of 3 drives should be completed prior to the last day of scheduled class.
- All drives must be completed no more than 2 months from the last day of class.

- There will be a \$50 reinstatement fee assessed if the student does not complete all drives by the end of the 2 months of the last day of class.
- We reserve the right to cancel any drive on rare occasions when an instructor or a vehicle is unexpectedly unavailable. We will make every attempt to provide as much notice as possible.

**Cell Phones:** Cell phone use is prohibited in instruction vehicles.

**Optional Drives:** There are a total of 5 drives included in the Driver's Ed course. Additional drives can be purchased. Please contact the office for more information.

**BTW Permissions:** It is 911 Driving School practice to always have one to two students in the instructional vehicle. By signing this form, you give 911 Driving School permission to conduct BTW training in a one-on-one setting.

### **Behind the Wheel (BTW) Practice:**

No one can learn to drive in 5 hours. Behind the wheel practice with a licensed adult in addition to the BTW drive appointments is critical for success.

- We recommend a minimum of 3-5 hours of practice time between scheduled drives.
- All students must be able to demonstrate basic driving skills before course completion can be issued.
- If an instructor believes that a student is not ready for the next drive, then we will contact the parent/guardian to discuss what can be done to help the student succeed. Future scheduled drives may be canceled until a resolution can be reached.
- The best way to help ensure success and a positive experience is for the teen to practice in a parking lot prior to the beginning of Driver's Ed. Confidence is key.

**Observation:** One hour of observation time is required, per State of WA DOL, with 30hrs of classroom instruction and 5 hours of BTW instruction. Additional observations may be scheduled at no charge.

## **Fine Print and Fees:**

The course will need to be paid for in full by the 3<sup>rd</sup> class.

- Student's account will be deactivated if there is a standing balance.
- The scheduling of BTW drives will not be permitted. If there are BTW drive appointments scheduled, we have the right to cancel those drives until further notice.

All classes and drives must be completed within 2 months of the last day of class. If the student does not complete the course, they will need to start the course over.

- A student who needs to retake the full course may be eligible for a student discount at the discretion of the office manager.

**Refunds:** Requests for a full refund will be honored prior to the start of Session #3 class.

**Cancellation Policy (KT and RT):** A notice of **24hrs** must be given prior to the cancellation of a knowledge test or Road test. Failure to do so will result in the student having to pay the full amount to retake the test.

**Cancellation/No-Show Policy (BTW Drives):** A notice of **24hrs** must be given prior to the cancellation of a BTW Drive Appointment. Failure to do so will result in the student being charged a \$40 fee.

A **\$40** fee will be charged for these conditions:

- Late cancellation
- No show
- Late to an appointment
- No valid permit
- Unacceptable footwear (Closed-toe shoes ONLY)

*\*We reserve the right to cancel appointments if students are late, wear unacceptable footwear, and/or do not have a valid permit.*

**Bounced Checks:** A \$25 fee will be charged for any bounced checks.

**Photos:** We may take class photos for promotion on the 911 Driving School website, Google, Facebook, etc. or in class. They will not be used for any other reason or given to any person or company. Please inform us if you prefer to opt out.

### **Course Completion:**

Following the successful completion of all required course curriculum, a course completion will be issued electronically to DOL.

- Outstanding balances must be paid in full.
- A knowledge test can be scheduled before course completion.
- The course must be completed before a road test can be scheduled.
- Completion of this traffic safety course does not guarantee the student will pass the DOL knowledge and/or road test.

**WA State Driver's License Testing:** Our school location offers both the WA Knowledge Test and WA Road test. Testing fees are separate from the course fees. Inquire with our office for more information.

### **Intermediate Drivers' License Regulations:**

#### First 6 months:

New drivers are not permitted to drive with passengers who are under the age of 20.

#### For the next six months:

New drivers are not permitted to carry more than 3 passengers who are under the age of 20.

**Exceptions:** Immediate family members.

#### First 12 months:

New drivers are not permitted to drive between 1am-5am unless accompanied by a licensed driver of the age of 25 or older.

Cell phone use is prohibited, including hands-free devices. **NO** Dialing out or receiving calls.

**NO** Sending or receiving text.

**Organ Donor:** Washington State requires our course to include optional information about the Organ Donor Program.

**Statement of Acknowledgement - WAC Guidelines**

**Parent's Initials:** \_\_\_\_\_

***Please ensure that the enrolling student reads and understands the course requirements.***

I am the legal guardian/parent of the enrolling student and give my legal consent for him/her to participate in the traffic Safety Education Program.

I have read the ***Fine Print and Fees*** and will be responsible for the payment of all tuition and fees due.

I understand that for my teen to receive credit for this course we must follow the policies outlined above.

I further agree to assist with the BTW drive practice at home and support my student's efforts to be a safe and responsible driver.

**Parent/Guardian/Adult Signature:** \_\_\_\_\_ **Print:** \_\_\_\_\_

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

**Student Signature:** \_\_\_\_\_ **Print:** \_\_\_\_\_

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