

911 Driving School of Kirkland Teen Policies

1. **Attendance.** Classroom and Behind-The-Wheel (BTW) instruction, including any make-up classes, will be completed in not less than 30 days and not more than 180 days. A one-time, 60-day extension may be granted for an additional fee of \$150 plus tax.
 - a. Students must be 15 years old by the first day of class.
 - b. Students may not enroll in a class after the first three classes have been completed.
 - c. Students may not be more than 10 minutes late to class per WA State Law. Students arriving more than 10 minutes late will be required to take the entire class over and it will count as an absence.
 - d. No more than 6 classroom absences will be allowed. All absences must be made up. No more than 3 lessons can be made up via video at the school. All other missed lessons must be made up in a live classroom (including Zoom which is a live classroom). All make-ups must be scheduled with Front Desk Staff. There will be no refunds for students with excessive absences or tardiness.
 - e. Teens must sign their roster sheet for every class, including make-up classes. Rosters are kept in a book in the classroom. Each class has its own book. If the regular attendance sheet isn't available, please see the Front Desk Staff for assistance. Failure to sign the roster will result in having to take that classroom session again. If you have concerns about the schedule, please let us help you work out a plan.
 - f. Teens participating in a Zoom class, will have attendance taken by the Instructor three times at random. If a student does not respond to the attendance roll call, they will be marked as absent and will be required to retake the class.
2. **Behavior.** Students are fully accountable for their conduct. No food or gum is allowed in Instruction Vehicles. Students can be dismissed from the course without refund for: misbehavior, cheating (whether sharing or receiving answers), being under the influence of drugs (including alcohol), misuse of Traffic Safety Equipment, uninvited Zoom attendees, repeated and willful violation of traffic laws, and failure to complete assigned work.
3. **Behind-The-Wheel Practice.** It is 911 Driving School of Kirkland's practice to have one or two students in the Instructional Vehicle with one of our Instructors. By signing this form, you give 911 Driving School of Kirkland permission to conduct BTW training in a one-on-one setting.

4. **Cameras.** The lobby, classroom and Instruction Vehicles are equipped with audio and video cameras for safety and training. Images from the cameras will never be used for public displays of any type. Videos may be retained for up to 5 days unless the Instructor fills out an accident/incident report. Videos are the sole property of 911 Driving School of Kirkland and will not be released to anyone other than Law Enforcement in their official duties and 911 Driving School of Kirkland employees. By signing this form, you give 911 Driving School of Kirkland permission to videotape all classroom sessions, lobby activities, and Instructor Vehicles.
5. **Cell Phones.** Cell phone use is prohibited during class and in Instruction Vehicles.
6. **Competence.** No one can learn to drive in 5 hours. BTW practice with a licensed adult, in addition to driving school drives, is critical for success. We recommend a minimum of 3 hours of practice time before we can issue a course completion. If an Instructor believes that a student is not ready for the next drive, then we will contact the parent/guardian to discuss what we can do to help the student succeed. Future scheduled drives may be cancelled until a resolution can be reached. Extra drives can be scheduled at an additional cost of \$89 each.
7. **Course Completion.** Within 14 days of the successful completion of all tests and activities required for our program, a course completion will be issued electronically to WA Department of Licensing (DOL). All tuition and fees must be paid in full or the course completion will be entered as **Incomplete for Failure to Pay**. The course completion must be entered before a Road Test can be scheduled.
8. **Driver-ZED.** We frequently participate in DOL's "Driver-ZED" program. This includes 4 hours of classroom simulation training in lieu of a 6th drive BTW and is included in the regular classroom schedule. This allows us to cover dangerous driving conditions, as well as events that aren't common, but could occur. There is a total of 5 drives in the Instruction Vehicle, unless additional, optional drives are purchased.
9. **DSS.** DSS is the name of our online scheduling and database program. Once your enrollment is activated you will have access to the student portal. We do not activate the student portal until you have been issued a WA Permit by DOL. A username and password will be emailed. A full classroom schedule and all open drives will be visible in the student portal. You can schedule, reschedule, pay fees, and cancel all drives from the student portal.
10. **Fees and Fine Print.** A \$75 plus tax fee will be charged if a student does not show up for a scheduled drive without at least a 24 hours' notice or is more than 10 minutes late to the appointment. A \$75 plus tax fee will be charged, and the scheduled drive cancelled if a student shows up without a valid learner's permit, inappropriate footwear determined by the Instructor (such as flip-flops, loose sandals, or bare feet), or without required prescription eyewear.

11. **Graphic Content.** Our course curriculum includes some graphic video content. It is not intended to scare the students but rather instill respect for the dangers involved with driving. Please let us know in advance if you prefer to opt out.
12. **Intermediate Drivers License Regulations.** For the first 6 months, new drivers cannot drive with passengers who are under the age of 20. For the next 6 months, they may not carry more than 3 passengers who are under the age of 20. Exceptions are immediate family members. For the first 12 months, new drivers cannot drive between 1am and 5am unless accompanied by a licensed driver age 25 or older. Cell phone use, including talking and texting or receiving text messages, even with hands-free devices, is prohibited. These restrictions won't apply after the teen turns 18 years old
 - a. **Penalties for Violations and Accidents.** For the 1st violation a warning letter will be sent to the student and parent/guardian; for the 2nd violation the license will be suspended for 6 months or until age 18; for the 3rd violation the license will be suspended until age 18. For a full review of all IDL rules and regulations please visit the DOL website at www.dol.wa.gov.
13. **Observation.** A minimum of one observation is required to complete this course. Additional, optional observations may be scheduled at no charge.
14. **Organ Donor.** Washington state requires our course to include optional information about the Organ Donor Program.
15. **Parent Night.** We strongly encourage parents to be actively involved. Parents are invited to the first hour of class 1 to learn about what to expect and how our teen driver's training program works.
16. **Photos.** We may take class photos for our 911 Driving School of Kirkland website, Google, Facebook, Instagram, or other social media. Photos will not be used for any other reason or given to any other person or company. Please let us know if you do not wish to have your teen included in these photos.
17. **Refunds/Failure to Complete the Course.** Plans and scheduling change so we offer a full refund through class 2. No refunds will be given after the second class is completed. 911 Driving School of Kirkland reserves the right to make changes to dates and times of courses due to unforeseen circumstances. Notification of any changes will be communicated as soon as possible to cause the least amount of inconvenience to customers. Those students who fail to complete the course for any reason may re-enroll for an additional cost of \$89 plus tax per completed drive. No refunds will be given for failure or failure to comply with course policies.
18. **Scheduling Drives.** Drives can be scheduled online after the completion of the first class and receipt of a WA Permit.

- a. Drives are scheduled separately from classroom time and are available 7 days per week. We reserve the right to cancel any drive that does not meet the proper parameters for this course, and for rare occasions, when an Instructor is unexpectedly unavailable, or an Instructor Vehicle is unexpectedly out of service. We will make every attempt to provide as much notice as possible and to help you reschedule in a timely manner.

I am the parent/legal guardian of the enrolling student and give my legal consent for her/him to participate in this Traffic Safety Education program. I have read the fees and fine print and will be responsible for the payment of all tuition and fees. I understand that for my teen to receive credit for this course we must follow the policies outlined above. Additional copies of these policies are available at www.911drivingschool.com. I further agree to assist with home practice whenever possible and support my students' efforts to be a safe driver.

Parent/Legal Guardian Signature _____ Date _____

Print Name _____

I am the student taking this Traffic Safety Education program. I have read the fees and fine print and I understand the course requirements. I further agree to practice driving at home whenever possible.

Student Signature _____ Date _____

Print Name _____