



## *Tri-Cities 911 Driving School*

3501 Rd 68, Suite 101

Pasco, WA 99301

(509)544-0911

### Basic Course Class Information

\* 30 hours Classroom Instruction \* 5 hours Behind the Wheel Instruction \* up to 5 hours Observing  
\* 4 hours Classroom Driving Simulation (ZED)

### School Policies

**Teen Classes:** WAC 308-108-120 requires that students must be at least 15 years old prior to attending a Driver's Education Course. In addition, enrollment in a Driver's Education Course is not permitted after the 3<sup>rd</sup> day of class has been completed.

**Partnership with Parents:** Parent involvement is the expectation of the school. This includes making this class a priority with classroom instruction and behind the wheel (BTW) instruction, and BTW practice outside of school instruction.

**Parent/Student Responsibility:** Students and parents are responsible for knowing and tracking their individual deadlines, absences, and course progression. One parent is expected to attend the Parent Orientation on the first day of class with their student. Parents are also expected to practice with their students in between student drives and meet with the instructor after each student drive to review the student's driving progress, as well as to answer any questions.

**\*\*NOTE:** Please notify Tri-Cities 911 of any medical or physical conditions that may affect the student's learning abilities during classroom or BTW instruction. This information is essential for the safety of the students, instructors, and other drivers. This information will be protected and will only be used as needed among professional staff.

**Attendance:** WAC 308-108-150 requires that no more than **6 make-up hours (3 make-up classes)** of alternative classroom instruction are permitted. All absences must be rescheduled within one week. The classroom and BTW instruction will be completed in no fewer than 30 days.

**Note:** Students need to complete their Driver's Education course in a timely manner. This includes completing all classroom sessions and/or makeup classes, failed tests (scoring less than 80%), and required drives and observation hours. To maintain compliance with this, it is our school policy that courses must be completed within 6 months from the first day of class. This includes payment in full. Extensions to this policy may be granted on a case-by-case basis for serious reasons such as medical issues. Courses not completed within these criteria may be eligible for a reinstatement, or if not eligible, will be considered failures and will need to be repeated at the parent/student's expense.

**Intermediate Driver's License (IDL) Requirements/Penalties:** Washington State requires that we provide parents and students with information regarding the IDL requirements and penalties. Your initials indicate you have received this information.

**Behind the Wheel (BTW) Practice:** Students are eligible to start behind the wheel instruction after completing their first day of classroom instruction. In addition to course drives with instructors, 50 hours of supervised driving (a minimum of 40 hours during the day and 10 hours at night) is required by Washington State prior to receiving a driver license. If parents are unable, or refuse, to practice with the student and the student is not able to complete the tasks of each BTW lesson, parents will need to purchase additional drives at the rate of \$60.00 per hour in order for the student to move onto the next drive lesson. This can be avoided by helping your student practice in between student drives.

**Behavior:** Students are fully accountable for their conduct. This includes being respectful of the instructors, fellow students, and classroom and vehicle property. No food, drink, or gum is allowed in the instructional vehicles. Cell phone use is not allowed in the classroom or in the instructional vehicles. Students can be dismissed from the course for misbehavior, cheating, excessive tardiness, cell phone use or misuse, failure to schedule drives, abuse of equipment, willful violation of traffic laws, or being charged under the influence of drugs or alcohol. No refunds will be given if a student is dismissed from the course for behavioral violations.

**Class and Drive Video:** To enhance safety and security, the classroom and instructional vehicles are equipped with audio/video surveillance cameras. This footage will only be used for safety and security purposes.

**Class and Drive Photos:** Pictures may be taken throughout the class, and some may be used for our social media pages or other promotional activities.

**Student Record:** A student signature is required on the attendance record for the DOL verification that all requirements have been met. All information will be entered into the DOL database upon successful completion of all tests and activities required for our program and payment of tuition and fees. Completion of this traffic safety course does not guarantee students will pass the DOL exam.

**Organ Donor:** Washington State requires our course to include an informational video about the Organ Donor Program. Watching this video is optional.

**Payment Options:** We accept Master Card, Visa, Cash, and Money Orders for payments. We do not accept personal checks, Discover, or American Express as a form of payment. Full payment is expected at the time of registration unless you agree to our payment plan. Our graduated payment plan is available as follows: a minimum deposit of \$175.00 is due at registration, with an additional payment for your account balance to reach \$200.00 or less by 10 days before the first day of class, and any remaining balance is due 10 days before the last day of classroom instruction. Permit waivers will be issued 10 days before class starts for students whose account balances are current at that time.

**Additional Fees:** The student account will be charged \$60.00 for not being prepared to drive, i.e. not having a permit or not having proper footwear, etc., or for cancelling drives with less than 24-hour notice. A \$50.00 fee may be assessed for open invoices exceeding 30 days. Delinquent accounts after 60 days may be turned over to collections if alternate arrangements have not been made. An additional collections fee of 40% of the outstanding balance will be added to the delinquent account if an account is submitted to collections.

**Coupon/Discount Offers:** If applicable, only one coupon or discount offer may be used per student enrollment.

**Refunds:** Partial refunds (payments made minus a \$50.00 administration fee) will be given up to 11 days before the first day of class. No refunds will be given after a permit waiver has been issued and/or within 10 days before class start date. No refunds will be given for failure to complete the course.

**DOL Testing:** DOL knowledge tests and drive tests are not included in the Basic Teen Course. These tests are a separate requirement and are subject to additional fees. **Government-issued photo identification is required for all DOL testing.** A passing score of 80% on the DOL knowledge test is required before being able to take the DOL drive test.

**PLEASE NOTE: ANY FEES CHARGED AT THE TRI-CITIES 911 DRIVING SCHOOL ARE STRICTLY FOR SERVICES PROVIDED BY THE SCHOOL. WE ARE NOT RESPONSIBLE FOR ADDITIONAL FEES CHARGED BY THE DOL.**