911 Driving School Policies

Class Starts_____**Ends**_____**Days**_____**Time**_____

Class Time and Tests.

Students must be 15 by the first day of class. **No more than three absences for the entire course. All absences (maximum of three) must be made up.** If more than three days are missed you will fail the course and need to re-enroll into another class and pay a processing fee of $250. There are four (4) tests throughout the course. **All failed tests (scoring less than 80%) must be retaken until passed.** No appointment is needed to retake a course test.

Drives

Drives are not part of regular classroom hours; they must be scheduled outside of class time**.** It is the responsibility of the student or parent to properly schedule drives. You will receive an email with user name, password and link to use to sign up for your drives. This is the link to use: https://www.myeform3.net/Portorchard911drivingschool/Student/StudentLogin.aspx. You can also call or visit the front desk to sign up for drives. **If a student fails to show up for a scheduled drive without at least 48 hours' notice of cancellation, or does not bring a valid driver's permit to a scheduled drive a $50 fee will be charged.** Also if you have a corrective lenses restriction on your permit you must have them with you to drive. It is very important to be on time for your scheduled drives. If you show up more than 5 minutes late to a drive you may be charged a $50 fee and have to reschedule the drive. No flip-flop shoes on drives. Parents please pick up students on time after class and drives. The office is not always open when drives are scheduled and the instructor often has other students waiting to to drive and cannot wait for you to arrive. Washington State Law mandates all drives are done in a timely manner in order to be complimentary to the classroom lessons. For this to happen, **three (3) drives must be completed by**_____ **(last day of class)** and the remaining two drives completed within the weeks immediately following the last day of class. **All drives must be complete within five months of the start date of class.** Extra drives whether desired or required are $60.00 per hour.

BTW Instruction and Practice

Its 911 Driving Schools practice to have two students in the instructional vehicle during drives. There are instances when this is not possible. By signing the enrollment form you are giving 911 Driving School permission to conduct BTW training in a one-on-one setting when necessary. **Department of Licensing mandates that students get at least 50 hours (10 of which being nighttime hours) of driving experience with a qualified person (someone who has been licensed for 5 years or more) before getting their license.** You can print out a drive log at the following web address **http://www.k12.wa.us/TrafficSafety/pubdocs/BTW/workbooklogTS.pdf . Parent involvement is critical for the student's success.**

Behavior

Students are fully accountable for their conduct and attendance. Cell phones, iPods and other electronic devices are not allowed during class or on drives and must be turned off. Students can be dismissed from a class or from the course for: misbehavior during or disruption of a class or drive, excessive tardiness (**students that show up more than 10 minutes late will not be allowed in the class and counted as an absence**), Cheating (sharing or receiving answers), being under the influence of alcohol or drugs or repeated and willful violation of traffic laws.
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.

Course Completion

Classroom and BTW instruction will be completed in not less than 30 days and not more than 5 months of the first date of class. The course will be complete once all classroom lessons are complete (including any make-up days), all test have been passed with 80% or better and all five drives are complete. **Students *must* complete the course within 5 months of the first day of class. You need to complete everything by** _____**.** If everything is not complete by this date students must retake the entire course and pay $250 to obtain a Traffic Safety Education Certificate. This rule is in compliance with the time requirements set forth by Department of Licensing. Upon successful completion of all tests and activities required for our program, and payment of all fees in full, a Traffic Safety Education Certificate will be entered in DOL's website.
Before this can be entered the student must come to the front desk and sign a completion form. .
Completion of this traffic safety course does not guarantee student(s) will pass the Department of Licensing exam.

Organ Donor

Washington State requires our course to include information about the Organ Donor Program. This subject is discussed on Day 15 of the course.

Refunds /Fees

A processing fee of $25 will be charged if a student drops the course prior to the second class. There are no refunds after the second class.
If a student fails to show up for a scheduled drive without at least 48 hours notice or does not bring a valid driver's permit or required corrective lenses to a scheduled drive a $50 fee will be charged. A $30 fee will be charged for returned checks.

Intermediate Driver License Requirements

If you're under 18, you'll be issued an intermediate driver license and must follow these laws:
Driving with Passengers: First 6 months: No passengers under 20 years old, except for immediate family members
Next 6 months: No more than 3 passengers under 20 years old who aren't members of your immediate family.
Nighttime driving: For the first 12 months, you can't drive between 1 a.m. and 5 a.m. unless you're with a licensed driver 25 years or older.
No cell phones! You are not permitted to use wireless devices while driving, even with a hands-free device. This includes talking on cell phones and sending or receiving text messages. You may only use a wireless device to report an emergency.

Note

We are an exclusive driver's education company that hires only the finest police officers to instruct our students. The officers' knowledge and expertise will prepare students for the great responsibility that comes with obtaining a driver's license.
Safety is our highest priority! Thank you for choosing our school!
Please sign indicating you agree with the terms and conditions of the course:

_____ _____

Parents Signature **Students Signature**