Washington Driver Education Center 101

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**Our mission is to provide a healthy learning environment while creating safe and responsible drivers for LIFE**

**New Teen Driver Safety Education Course**

**Policies and Procedures Agreement**

**Parent/Student**

***Welcome to Washington Driver Education Center 101***

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**Dear Parents of Driver Education Students:**

**Congratulations on taking the steps necessary to help ensure the safety of your teenager. Your child must be 15 years old by the time the first class starts. Through-out the program, your teenager will be introduced to knowledge, skills, and attitudes necessary for a lifetime of low-risk and good habits of driving practices. This responsibility is shared with parents and guardians who serve as role models for the student driver. To help ensure the success of your teen, please review the policies and guidelines.**

**Parent Orientation**

We are only a small part of your daughter or son’s success with this program, ***a mandatory parent/guardian student*** orientation meeting will be held the first-class session of your student. This helps ensure that parent/guardian knows what the expectations and procedures are for the class sessions and our terminology we will be using. It is also a good opportunity to refresh your memory of the rules of the road.

**Please sign and return the last page of the agreement to the front desk with all other completed paperwork!**

**Course credit and grading policy**

*All assignments are due by the next class or when instructed by instructor*

This course is a Washington State Certified Course, it is a pass/fail course. Both classroom phase and Behind the Wheel phase must be completed successfully in order to receive a “pass” grade. Grading is based on the following:

The curriculum will be based on the following:

* Classroom instruction and activities
* Homework must be completed to get credit
* Tests
* Mid-Term Exam 80% or better
* Behind the Wheel performance to follow classroom schedule
* Final Exam Written and Behind the Wheel 80% or better

**Course Failure or Repeat:**

If any of the following occur, your student will be marked as failing the WADEC101 Course:

* More than 3 absences (Per Washington State Rules)
* Failure to make-up any missed classes prior to the course final exam
* Pass the Mid-Term Exam with an 80% (Students will have a chance to retake the exam no later than one week after taking the exam)
* Failure to complete and pass all course required assignments (take home test and homework)
* Failure to complete ALL course requirements concurrently by the end of the next contiguous course session (6 Behind the Wheel drives, 1 hour observation, Final Exam Retakes etc.)

If a failed course happens, all course hours including BTW will be voided. The student will be required to register for a new class from the beginning. No refunds will be given for a failed course and full tuition must be paid to repeat the course.

**Failing Final Exam:**

WADEC101 will give the student an opportunity to retake the Final Exam if he/she doesn’t pass. There is a fee of $30 to retake the Final Exam and must be completed within 7 business days after the first attempt. The passing of the Final Exam is crucial to the student getting their certificate to take the DMV test.

**Behind the Wheel (BTW)**

Washington State Rules requires that each student complete 6 hours of BTW, consisting of 6hrs BTW and 1hr of observing another student receiving BTW instruction. WADEC101 will be signing up for drives after the first-class lesson. We will schedule the sessions in one-week intervals to keep up with the classroom instruction. When scheduling drives please makes sure that you have the time and nothing else scheduled. Missed BTW appointments will incur additional fees.

**Policies for BTW instruction:**

**If any policy is not followed and BTW session has to be rescheduled there may be additional charges for the missed session.**

* No loose articles will be allowed in the car (purses, cellphones etc.) They will be required to be stowed in the trunk of the car.
* Student will need to be prepared before the drive. Actual permit in hand copy of permit will not be accepted.
* Student will need to make sure they have proper foot wear for the drive. Not allowed Sandals, flip flops, high heels, high wedges etc..
* If student is required to wear corrective lenses they must be worn before they can drive.
* If a student shows up impaired for any reason, (medication, intoxication, lack of sleep, etc.) The lesson will be considered a late cancelation and additional fees may apply.
* If a student cannot make a scheduled drive the parent/guardian must notify WADEC101 within 24hrs to not be considered late and to avoid additional fees. Important that Student confirms with parent/guardian that they can make appointment before scheduling.
* If a student is not physically able to drive safely no BTW session will be performed, (arm or leg in a cast or brace regardless of which one). Once the cast or brace is removed then a doctor release note is required. If student cannot complete the class and BTW concurrently because of this situation they may be dropped from the class and will need to retake class from the beginning.
* If a student has had a medical procedure (surgery or recent injury) that may impair their ability to safely operate a motor vehicle. A doctor’s note will be required prior to scheduling a BTW session.
* Schedules for the Behind-the-Wheel will be scheduled outside of classroom time and must be completed by the end of next contiguous class session.

**BTW Instruction**

All BTW sessions are a pass or fail. Sessions are designed to flow with the classroom curriculum and will progress from simple (low speed, static environment) to complex (high speed, dynamic environment). Driving skills are practiced in a variety of locations, parking lots, residential streets, business areas, school zones, curves, roundabouts and highways.

WADEC101 instructor will give students an BTW assessment at the end of each session. This will explain what the student did correctly and what they will need to work on before the next BTW session. The student will be given a copy of the assessment to take home so the parent/guardian so they can work with the student on the areas that need improvement. This assessment is a guide to be used by the parent/guardian to help the student progress through the course. Most failures to BTW sessions are lack of practice in between BTW sessions at

WADEC101. If parent/guardian cannot find the time, then may be a good idea to schedule extra drive time sessions with WADEC101.

A failed BTW session is defined as, lack of understanding what was conducted in the classroom, repeated violations of law after specific directed guidance. A failed drive may result in additional fees to retake.

**Parent/Guardian remember we only take them on limited amount of drives. It is your responsibility to make sure they drive as much as possible every day.**

**Tardiness:**

It is the responsibility of the student to be on time. If they show up 10 min after classroom starts then they may be required to make up that class. If they are 10 minutes late for BTW they will need to reschedule and will be considered and a missed session. Additional fees may apply.

**Classroom Attendance**

It is mandatory that students attend class. This is a 5-week course that the students must complete 30 to 32 hours of classroom instruction. We here at Washington Driver Education Center 101 (WADEC101) understand that life happens and will work with your student. If a student is not able to make a class it is the responsibility of the parent/guardian to notify WADEC101 within 24hrs of class so arrangements can be made to have a make-up class scheduled. Make-up class will be a charge of $25, if WADEC101 is not notified within 24hrs the absence will be considered unexcused and the make-class will be a charge of $45.

If the student is absent and are scheduled for a drive that week they will be required to reschedule their drive until the make-up class has been completed, this is to ensure that they know what is expected for the drive session. Most make-up classes will be held the next day or after the next class. No Students may miss more than 3 class sessions, **per Washington State Rules.** Students will be dropped, without refund, after the 4th absence. There will be no enrollment after the third class is completed.

**Monitoring**

WADEC101 employs the use of internal video monitoring equipment throughout the school and in the instruction cars. This is for the safety and security of your student, instructor and property. Video monitoring will be only used to promote safety and security. WADEC101 understands the importance of the privacy of students and providing a safe learning environment.

**Classroom and BTW Dress Code**

WADEC101 wants to ensure that the students are attending a safe and appropriate environment.

Students shall dress in modest, neat and clean clothes. The following are not acceptable.

* Pants designed to hang below the hips
* Clothing that exposes inappropriate areas
* No pajama or sleepwear shall be worn at school or BTW
* Sunglasses and gloves
* No clothing or jewelry that have racial put-downs, demeaning pictures, words or sexual meaning.
* Or any clothing or jewelry that staff deems inappropriate.

**Lost or Damaged Handbooks**

WADEC101 will provide a handbook that is the property of WADEC101. If student looses or damages the handbook they will have to pay a $15 fee for the replacement.

**General Overall Policies**

Here at WADEC101 we understand the students are going to be hungry when they come to class. Students will be allowed to bring snacks and drinks if they would like. We just ask no items in packages that will cause a distraction when opening or being handled. Suggest using zip lock bags to avoid any distraction. If food in class becomes an issue, distraction or mess WADEC101 reserve the right to revoke food privileges during class.

No electronic devices will be allowed to be used during classroom sessions. This includes and not limited to cell phones, IPADS or MP3 players. Students will be required to put cell phones on silent and put away in their backpacks or in our storage box.

**Completion Certificate**

The State of Washington no longer issues completion certificates. Upon successful completion of all classroom and behind-the-wheel instruction the students’ completion will be entered into the WA State DOL system electronically. WADEC101 will issue a completion certificate showing the student has successfully completed all course sessions for their personal records. Students will be required to complete the Final BTW within 30 days after last classroom session.

**Fees**

* Tuition: **$475** which is due before first class starts, unless payment plan has been previously signed and accepted.
* Extra Drive Lesson: **$50 per hour**
* Re-take failed driving session including the Final BTW: **$30**
* Drop class prior to start of first class: **$200 (remainder of tuition will be refunded)**
* Drop class Prior to second class: **$200 (remainder of tuition will be refunded)**
* Missed BTW session: **$45**
* Classroom Make-up unexcused: **$45**
* Classroom Make-up excused: **$25**

**Code of Conduct**

* All participates will report to classroom and BTW appointments on time and be prepared.
* Use of tobacco is not permitted on WADEC101 property or WADEC101 vehicle.
* All participants shall treat all others with respect and dignity in all settings and at all times.
* All students will restrain themselves from using profanity, abusive, suggestive, explicit or derogatory language.
* All students are required and encouraged to participate in all classroom sessions and activities.
* Any student that exhibits disruptive behaviors, will be subject to suspension or expulsion without tuition refund.
* Any student that is under the influence of drugs, alcohol and/or controlled substance will not be allowed at any time. WADEC101 has a zero-tolerance policy to such conduct.
* Any student that is caught fighting with another student both students no matter who started it will may be subject to suspension or expulsion without tuition refund.

Failure to comply with the Code of Conduct will result in one of the following actions:

* Warning/Suspension from program
* Expulsion from program with no tuition refund

WADEC101 will contact parent/guardian if there is a problem, there will be a meeting with parent/guardian if deemed necessary by WADEC101 staff that will be documented.

**Driving Permit Information**

If you are enrolled in an approved driver-training course, you can get an instruction permit at age 15. WADEC101 will enter Permit Waivers 10 calendar days BEFORE the first day of the student’s class session. Upon enrolling, students must Pre-Apply online to receive their PIC number (permit number and confirmation number). After receiving this number, you must provide it to WADEC101 immediately. WADEC101 will then enter a Permit Waiver, if student uses a permit waiver to obtain their permit 10 calendar days, before the first day of class, DOL will not require the enrolled student to take the Washington State Knowledge Test before they issue their permit.

Steps to pre-apply online:

1. Go to <https://secure.dol.wa.gov/home/>
2. Click JOIN NOW
3. Follow the directions and complete the application
4. Print or write down the PIC number and bring it to our office

You can get an instruction permit or a driver license at any of the DOL offices. See [www.dol.wa.gov](http://www.dol.wa.gov) for locations nearest you.

To get an instruction permit without being enrolled in a traffic safety education program you must do the following:

1. Be at least 15 ½ years old
2. Pass the knowledge test and the vision and medical screening
3. Pay a $25 permit fee

WA State DOL requires if you are under 18yrs old your parent or guardian must be present with you when you apply for a permit or license. He or she must show proof of identity and proof of relationship to you. Provide your SSN and must also sign a Parental Authorization Affidavit. When last names are different DOL requires more documents proving relationship. The permit is valid for one year and you can only renew it once.

**Parent Guide to Teen Driving**

Remember your teen must have a total of **50 supervised driving hours, including 10 hours at night**.

The Parent’s Supervised Driving Program gives you a simple, easy-to-follow plan you can use to help your teen be a safe and responsible driver.

In this guide, you will also find a great practice driving log. Prior to applying for their intermediate driver’s license. Start logging all their practice hours from the time they receive their instruction permit until they apply for their license.

Use the link below to find the Parent Guide to Teen Driving:

<http://www.dol.wa.gov/driverslicense/docs/parentguide.pdf>

**Intermediate Driver License**

If you are 16 or 17 and meet the requirements, WA State will issue you an intermediate license with restrictions meant to ease you into your responsibilities as a driver.

To be issued an intermediate driver license, you must:

* Be between the ages of 16 and 18 years old
* Show proof that you have passed an approved driver-training course with at least 30 hours of classroom and six hours of behind-the-wheel instruction.
* Get the consent of a parent or guardian
* Pass the medical and vision screenings, the knowledge test, and the driving test.
* Have had an instruction permit for at least six months.
* Show us that a parent or guardian certifies you have had at least 50 hours of driving experience, including 10 hours at night. Which you gained while licensed driver with at least five years of licensed driving experience supervised you.
* Not have been issued a traffic ticket that is pending when you apply for your license.
* Not have been convicted of and must not have been found to have committed a traffic violation within the last six months before the day you apply for your license.
* Not have been convicted of and must on have been found to have committed an offense involving the use of alcohol or drugs while you had an instruction permit.
* Provide your Social Security Number, which Washington State will verify when you apply for a driver license (42 USC 405 and 666(a) (13), RCW 26.23.150). If you have not been issued a number you can sign a Social Security Number Declaration.

**An intermediate license comes with these driving restrictions:**

* You cannot drive between 1 a.m. and 5 a.m. unless you are with a parent, a guardian, or a licensed driver who is at least 25 years old.
* For the first six months, no passenger under the age of 20 may be with you while you drive unless that person is a member of your immediate family.
* For the remaining time, no more than three passengers under the age of 20 may be with you while you drive unless they are members of your immediate family
* May not use a cell phone or other wireless communication device while operating a motor vehicle unless the holder is using the device to report illegal activity, summon medical or other emergency help, or prevent injury to a person or property.

**There are tough penalties in the first year:**

* First violation – the passenger and nighttime restrictions are extended until age 18 and a warning letter is sent to you and your parent or guardian if you receive a ticket for violating the restrictions or any other traffic law you are involved in a collision where:
* You receive a ticket.
* You are determined to have caused the collision.
* No one involved in the collision receives a ticket.
* On one found to cause the collision.
* Only your car was involved in the collision.
* Second violation – you are suspended for six months (or until age 18 if that comes first).
* Third violation – you are suspended until age 18.

You and your parent, or guardian, are notified before any suspension action is taken.

On your 18th birthday your license becomes a Basic License.

**List of other forms that need to be signed and turned in**

1. Enrollment Application
2. Health Form
3. Video Release Form
4. Release of Liability

**I have read, understand and agree to all terms and conditions outlined in the Washington Driver Education Center 101 Policy and Procedure Agreement.**

Student Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_

The Parent/Guardian acknowledges that they have received, read and understand the Intermediate Driver License restrictions and requirements. Initial here \_\_\_\_\_

**Please turn this signed agreement and all other required forms signed to the front desk to be placed in your file.**