

## MONROE 911 DRIVING SCHOOL 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.

**Enrollment will not be allowed after the third class has started.**

**Students must be 15 years old by the first day of class.**

**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, and it will count as an absence. Students may not be more than 5 minutes late for a drive. They must have time to safely start the car, adjust mirrors, show the instructor their permit etc. Those later than 5 minutes will be assessed a \$40.00 missed drive fee.

**No more than 3 classroom absences will be allowed.**

All absences and failed final exams (score less than 80%) must be made up. Make ups can be done in a live class or via video at the school and must be scheduled. Students can be dismissed without refund from the course for excessive tardiness or unexcused absences. If you have concerns about the schedule, please let us help you work out a plan in advance.

**\*Completion of this traffic safety course does not guarantee student(s) will pass the Dept. of Licensing exam.**

### **2. Behavior:**

Students are fully accountable for their conduct. No food or gum is allowed in the 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, during any of the instructional phases, misuse of Traffic Safety equipment, repeated and willful violation of traffic laws, and failure to complete assigned work.

### **3. Behind-the-wheel practice:**

It is 911 Driving School practice to have one or two students in the instructional vehicle at all times. By signing this form, you give 911 Driving School permission to conduct BTW training in a one-on-one setting.

### **4. Cell phones:**

Cell phone use is discouraged during class unless being used for study/note purposes and prohibited in the instruction vehicles.

## **5. Competence:**

No one can learn to drive in 5 hours. Behind-the-wheel 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 between scheduled drives. All students must be able to demonstrate basic driving skills 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 canceled until a resolution can be reached. Extra drives, whether desired or required, are \$50 per hour. The best way to help ensure success and a positive experience is for the teen to practice in a parking lot with a licensed adult prior to beginning Drivers' Ed. Confidence is key. All drives must be scheduled at least 5 days apart.

## **6. Course completion:**

Following the successful completion of all required tests and activities, a course completion will be issued electronically to DOL. All tuition and fees must be paid in full, or the course completion will be entered as incomplete. The course completion must be entered before a knowledge or road test can be scheduled.

## **7. 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 behind the wheel 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 are 5 total drives in the instruction vehicles unless additional, optional drives are purchased.

## **8. 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. A username and password will be emailed. A full classroom schedule and all open drives will be visible in this portal. You can schedule, reschedule and cancel all drives here. You may also make payments on your account through this portal.

## **9. Fees and fine print:**

A \$40 fee will be charged if a student does not show up, is more than 5 minutes late or fails to reschedule a scheduled drive without at least 24 hours' notice. A \$40 fee will be charged if a student shows up in flip flops or without a valid learner's permit for a drive. A \$25 fee will be charged for any bounced checks. There may be a \$50 reinstatement fee assessed if the student does not complete the course within 3 months of the first class. All classes and drives must be completed within 6 months from when the student began the course or will result in course failure. A student who needs to retake the course, may be eligible for a student discount which will be at the discretion of the office manager.

## **10. Graphic content:**

Our course curriculum includes some video content that is graphic. It's not intended to scare the students, but rather to instill respect for the dangers involved with driving. Please let us know if you prefer to opt out.

### **11. 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 sending or receiving text messages, even with hands-free devices, is prohibited. These restrictions won't apply after the teen turns 18 years old.

**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 [dol.wa.gov](http://dol.wa.gov). **WAC 308-108-120**

Statement of Acknowledgment- WAC guidelines- Parent Initial \_\_\_\_\_

### **12. Observation:**

A minimum of **one** observation while another teen drives is required to complete this course. Additional, optional observations may be scheduled at no charge.

### **13. Organ donor:**

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

### **14. Parent night:**

We strongly encourage parents to be actively involved which is critical for student's success. A parent is required to be with the student on the first day of class for the first hour. If a parent is unable to attend the first day, a grandparent or sibling over the age of 18 may attend, however, we will need a policy sheet signed by the parent before the first day of class.

### **15. Photos:**

We take class photos for classroom decoration and 911 website, Google places, Facebook, etc. promotion. 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.

### **Washington State Driver's License Testing:**

The Knowledge Test can be administered when the student finishes their traffic safety education course. One attempt at the DOL knowledge test for the student is included in the cost of our basic tuition. (Retesting if needed will be the current pricing listed on our website under state testing.) Students are eligible to take the knowledge (written) test if their tuition and any outstanding balances are paid in full, all classroom modules and drive lessons are completed, and all practice tests have been completed with 80% or higher grade. **Students must bring their permit with them on the last day of class or a scheduled testing day to present to instructor before the knowledge test is administered.** Skills (driving) test is available to the student once the student has successfully completed our traffic safety education course and passed the DOL knowledge test by scheduling an appointment with the office and may pay an additional fee if enrolled in a basic teen course.

**24 hour Cancellation Policy:** Knowledge and skill's tests must be cancelled or rescheduled within 24 hours of the scheduled appointment. Failure to do so may result in the student having to pay a fee in order to re-test.

**16. Refunds/Failure to complete the course:**

Plans and schedules change, so we offer a full refund through class 2. No refunds will be given after the second class. Monroe 911 Driving School reserves the right to make changes to dates and times of courses due to unforeseen, rare circumstances. Notification of any changes will be communicated as soon as possible via email in order to cause the least amount of inconvenience to customers.

**17. Scheduling of Drives:** Drives can be scheduled online after the completion of the first class and receipt of a learner's permit. The student's first drive must be completed after the third day of class. Drives are scheduled separately from classroom time and are available 7 days of week.

- A minimum of 2-3 drives is recommended to be completed prior to the last day of scheduled class. Drives 4-5 should be completed after the last day of class. All drives should be completed within 90 days of when the student began the course, or a \$50 reinstatement fee may be assessed.

(Please see section 9)

- Only one drive may be completed per day.
- We reserve the right to cancel any drive for rare occasions when an instructor or a vehicle is unexpectedly unavailable. We will make every attempt to provide as much notice as possible.

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 fees and fine print 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 home practice and support my student's efforts to be the best possible driver.

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

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

Student Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_