

WEST COAST DRIVING

FLEX CLASS

STUDENT POLICIES

These policies are designed to help the student and their parents/guardians understand their responsibilities and the responsibilities of West Coast Driving. The minimum age to enroll is 15.

Flexibility is in the option to choose the day(s) you want to attend class.

CLASSROOM PHASE

- Students are expected to attend 30 hours of classroom instruction (not to exceed 2 hours in one day). Washington State requires 30 hours of classroom instruction.
- Students that are more than 10 minutes late for class will not be able to attend.
- Students must attend all classes in sequence. Posted class times are subject to enrollment. Prior to attendance, Students should verify that the intended class will be in session. **Parent/Guardian initials** **Student Initials**
- Course completion may not exceed 4 months. The fee for an extension is \$200. The remainder of the course, all classes and driving appointments, must be completed within 5 weeks. **Parent/Guardian initials**
- Students may receive a full refund, minus a \$50.00 administrative fee, until the first class. **If the student attends one (1) class or is issued a permit waiver, there is no refund.**
- Student **MUST** achieve an 80% or better on the Final Exam. If the student has failed the test three (3) times, the student will have to retake and repay for the entire course. Passing is not guaranteed.
- Course completion certificates will be issued to students upon successful completion of both the classroom and driving phases. Certificates will not be issued until all fees have been paid. **If the certificate is lost, there will be a \$25.00 certificate replacement fee.**
- Returned checks will be charged a \$35.00 administrative fee. The course and administrative fees must be paid with cash, debit, money order, or cashiers check only, and the student will be suspended from class until all fees are paid.
- All electronic devices, including cell phones, are to remain turned off during class. **If there is an emergency, the parent/guardian can call the school directly at (253) 815-9755.** If a student is caught using any type of device it will be confiscated and returned only to the parent.
- Students are not allowed to do homework or read books other than those assigned by the instructor in the drivers' education course.
- Any form of vandalism to school property will result in immediate expulsion without refund.
- Students that refuse to do their assigned work or are disrespectful to other students or instructors will be dropped without refund.
- It is the students/parents responsibility to arrange transportation to and from the class location. Classes always begin and end at the assigned class time. The instructor may, instead of giving a 10 minute break, substitute the break with 10 minute early release. Break time is allowed but not required. It is not the instructors' responsibility to wait for students to be picked up. **Students must be in class at least 2 hours before closing, no exceptions.**
- All payment plan fees must be paid in full no later than the date specified on the initial payment receipt. If payment is not received, the student will be automatically dropped from the course. If the student/parent does not want to be dropped there is a \$25 dollar late payment fee.
- No Personal checks will be accepted after enrollment.**

***Parent/Guardian initials**

DRIVING PHASE

- Students **must** have their instruction permit by the second class. Students that cannot get their permit may not continue with the classroom portion.
- Driving appointments are assigned, not requested. We will make every attempt, within reason, to take into account students schedules, but ultimately it is the responsibility of the students/ parents to make the necessary accommodations.
- Students must have their instruction permit in their possession for all Behind the Wheel Lessons. Not having their permit will be treated as a No-Show. No-Shows are charged \$35.00 per lesson. Fees must be paid by the next class/drive session and in cash/debit only. **Parent/Guardian initials**
- If a student is more than 10 minutes late, they will be charged the No-Show fee and the drive will have to be rescheduled. If the instructor is not present, students are expected remain at the location for at least 10 minutes after their scheduled appointment time and call (253) 815-9755.
- Students or Parents have 48 hours from the time drive appointment is put on the schedule to cancel or change the appointment. After 48 hours has passed, if the student cancels or misses the appointment, it will be counted as a missed drive and will result in a No-Show fee. It is the students' responsibility to communicate all appointments to their parents. **Drive appointments that need to be rescheduled for any reason, will be done on a space available basis.** **Parent/Guardian initials** **Student Initials**
- Students are required a minimum of 2-3 hours per week of documented practice between drive appointments. Drive logs are provided and the student must bring them to every driving appointment. These practice hours should focus on skills that have been taught in class, and from previous drive lessons. If these requirements are not met, additional drives may be required and the student can/will be suspended from class until the student has met the practice recommendations prescribed by the instructor. **The charge for extra driving lessons is \$50.00 per 1 hour session.** **Parent/Guardian initials** **Student Initials**
- No flip-flops or sandals are allowed for behind the wheel lessons, this is a safety hazard.
- If a student arrives for a driving lesson and is not physically (i.e. lack of sleep) or emotionally prepared, they will be charged a No-show fee and the appointment rescheduled.
- Students that arrive for the driving lesson intoxicated or under the influence of drugs will be dropped from the course without refund and will not be permitted to enroll again.
- All driving skills will be scored: 4-excellent, 3-satisfactory, 2-fair, 1-failed. Skills receiving a 1 or a 2 are not passing and will need additional practice with the parent/guardian. The instructor will reevaluate these skills during the next drive. **If the student does not show improvement, it may require extra drives.**
- The student will not be issued an instruction permit application waiver until the course fees have been paid.

INTERMEDIATE LICENSE REQUIREMENTS

Before you get your License:

- Must be 16.
- Pass a traffic safety education course.
- Have your permit for at least 6 months.
- GET AT LEAST 50 HOURS OF SUPERVISED PRACTICE WITH SOMEONE WHO HAS BEEN LICENSED FOR 5 YEARS OR MORE, INCLUDING 10 HOURS AT NIGHT.
- NO VIOLATIONS WITHIN THE FIRST 6 MONTHS OF GETTING THE LICENSE.
- No alcohol or drug convictions while you have your permit.

When you get you your license (1ST Year restrictions):

- For the first 6 months, no passengers under 20 except immediate family (i.e. spouse, child, stepchild, or siblings, both by marriage)
- For the next 6 months, no more than 3 passengers under 20.
- For the entire year, you cannot drive between 1am and 5am unless accompanied by a licensed driver age 25 or older. The only exception is for agricultural purposes. (Transporting farm goods under the direction of a farmer.)

Class length will be a minimum of 30 days of this policy agreement, and must be completed within 15 weeks. I agree to abide by the following terms and conditions.

I realize that any violations are grounds for dismissal without refund.

By signing this form, The Student is also stating they have received notification of the intermediate license restrictions. (RCW 46.82.420)

THE PURPOSE OF THE FLEXIBLE CLASS IS TO GIVE STUDENTS AND PARENTS THE OPTION OF CHOOSING THE DAYS AND TIMES TO ATTEND CLASS.

Parent/Guardian initials **Student Initials**

Student signature

Printed name

Date

Parent signature

Printed name

Date

*Class policies updated 10/22/09.