

# WEST COAST DRIVING

## CLASS POLICIES

These policies are designed to help the student and their parents/guardians understand their responsibilities and the responsibility of West Coast Driving. Students must be 15 years old by their first class session. Enrollment is closed after the 3<sup>rd</sup> class day.

### CLASSROOM PHASE

- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** Students must attend all classroom sessions. Students cannot be more than 5 minutes late for class. If the student is more than 5 minutes late, that class will have to be made up. Washington State requires 30 hours of classroom instruction.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** Students that refuse to do their assigned work or are disrespectful to other students or instructors will be dropped without refund.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** Students can miss no more than 2 classes, including Make-ups and driving appointments. Missed Drive Lessons (NO-SHOWS, STUDENT NON-AVAILABILITY, OR CANCELLATIONS) are counted as missed classes. On the 3<sup>rd</sup> missed class, they will be dropped from the course without refund.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** Make-ups classes will be scheduled with the next class session, which will extend beyond the students originally scheduled end date. Final Exams cannot be taken before all Make-ups have been completed. Make-up Classes are \$20 each.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** If a student needs to be removed from class for behavior problems or cheating, there will be no tuition refund.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** Students may receive a full refund, minus a \$50.00 administrative fee, until the first class. If the student attends one (1) class or has been issued a permit waiver, there is no refund.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** 80% is a passing grade for all tests. If the student does not achieve an 80% or better on the Mid-Term or Final Exam, there will be a \$25 fee for each retake. If the student has failed the test three (3) times, the student will have to retake and repay for the entire course.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** 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.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** Returned checks will be charged a \$35.00 administrative fee. The course and administrative fees must be paid with cash, money order, or cashiers check only, and the student will be suspended from class until all fees are paid.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** 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.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** It is not the instructors' responsibility to wait for students to be picked up after class. However, to ensure student safety the instructor will wait with the student. The fee is \$20 for every 15 minutes after class is released. **or** I do not want the instructor to wait with my student. **Adult initial \_\_\_\_\_**
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** No Personal checks will be accepted after enrollment.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** All payment plan fees must be paid in full no later than the date specified on the initial payment receipt. You may be given a 1 week extension, but there is a \$25 late fee. If payment is not received, the student will be automatically dropped from the course.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** 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. If a student is caught using any type of device it will be confiscated and returned only to the parent.

### DRIVING PHASE

- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** All students must have their learners permit within the first week of class. Students that do not obtain their permit within the first week will be moved to the next available class session.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** 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 and parents/guardians to make the necessary accommodations.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** Students must have their learners 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 \$20 per lesson. Fees must be taken care of by the next class session and are cash/money order only.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** If a student is more than 10 minutes late, they will be charged the No-Show fee. If the instructor is not present, the student is expected remain at the location for at least 10 minutes after their scheduled appointment time.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** Students or Parents have 48 hours from the time drive appointment is put on the schedule to cancel the appointment without being charged the No-Show fee. Cancelled drive appointments will be counted as missed classes. Once 48 hours has passed, the student must complete the drive or find another student to switch with. Failure to do either 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. This may extend beyond the length of the class schedule. Drive appointment times are limited, it is imperative to attend all drive appointments.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** Students are required a minimum of 2-3 hours per week of documented practice. Drive logs MUST be present for every driving appointment. If practice requirements are not met, the student may be suspended and/or dropped from class without refund.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** No flip-flops or sandals are allowed for behind the wheel lessons.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** If a student arrives for a driving lesson and is not physically (i.e. lack of sleep) or emotionally prepared will be charged a No-show fee and the appointment rescheduled.
- Adult initial \_\_\_\_\_ Student initial \_\_\_\_\_** 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 inform the student of skills that need to be practiced after every appointment and reevaluate these skills during the next drive. If the student does not show improvement, it may require extra drives. Extra Driving lessons are \$50 per hour and will only be offered if the student has met the practice requirements. Behind The Wheel time with instructors is for instruction.

### 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 your license (1<sup>ST</sup> 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 and all Make-ups must be completed within the next class session(COURSE LENGTH MAY NOT EXCEED 16 WEEKS). If course length exceeds 16 weeks, the student will be dropped from the course and not permitted to enroll again.

**I agree to abide by the following conditions and guidelines. I realize that 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)

Student signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ DATE: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ DATE: \_\_\_\_\_

Attended Parent Orientation: Y / N