

# STUDENT EXPECTATIONS, POLICIES & PROCEDURES



## Enrollment Criteria and Course Length

- You must be at least 15 years old before you can attend classes.
- You must be enrolled by the third class.
- The course must be a minimum of 30 days and a maximum of nine months.
- 30 hours of Defensive Driving Classroom Instruction.
- You must obtain a Washington State Instructional Permit before scheduling a drive with an instructor.
- Five hours of behind-the-wheel individualized in-the-car includes the one-hour Accident Prevention Drive.
- Four hours on a Defensive Driving Simulation System. WAC 308-108-160
- One hour observation of another student driver; unlimited available (one is required by law)

## Certificate of Completion Criteria

- The student must successfully complete all the classroom and driving requirements before a Certificate of Completion is issued. Classes 1 - 14 must be passed with a minimum of 70%. The 100-question final in Class 15 and Drive 5 must be passed with a minimum score of 80%. All fees must be paid in full.
- If it is necessary to extend the completion date beyond nine months or you need to make up more than three classes, you will be required to turn in a note with a valid explanation from your parent, doctor, or school to continue Drivers Education; as well as buy back any remaining drives needed at the rate of \$90.00 per drive. Driving 101 can extend the contract up to three additional months, totaling one year from the original start date. If your course is entered into the DOL system as Incomplete, there will be a \$100.00 processing fee to reverse it and extend your program.

## Program Cost & Fee Policies

- Drivers' Education Program Cost: \$699 (Less pre-registration credits or special one-time enrollment offers, if applicable)
- Payment may be made by check, post-dated check, card, or post-dated card payments.
- Payment program forms and class contracts must be signed and returned to Driving 101 by the third day of class.
- There will be a \$25 NSF fee charged for all returned checks. If pre-arranged card payments are declined, there will be a \$15 charge.
- All fees must be paid in full before you can schedule any drives and/or receive a course completion certificate.
- You may purchase additional drives for \$90 an hour.
- There will be a \$70 charge to your account if you late cancel, forget your permit or have an expired permit, schedule a drive during a scheduled class, are more than 10 minutes late, or no show for your drive.
- If you miss three scheduled drives or classes, your program will be treated as a failed program. WAC 308-108-150
- If you mark upon, scratch, or otherwise damage Driving 101 furnishings, testing materials/devices(i.e., tablets, exam sheets, etc.), or vehicles, you will be charged to repair or replace them.
- In the event of a car accident deemed the driver's fault, the driver will be required to pay the \$ 1,000 auto insurance deductible.

## Return Policy

- If you drop the course by the end of the third class, you may be eligible for a refund, less a \$50 non-refundable registration and processing fee.
- If, for any reason, you have a suspended permit, you will be unable to complete this course, and no refund will be given. If charges related to the suspension have been dropped, the offense will be treated the same as a failed program.

**We have a Zero-Tolerance Drug and Alcohol Policy. If found to be exhibiting indicators or signs of impairment, for example, but not limited to slurred/rambling speech, swaying/clumsy/involuntary movements, teeth clenching, extreme agitation, red/dilated pupils, or attention problems; you will be asked to reschedule your class or drive at your expense.**

- I certify that I will not come to classes or drives under the influence of any prescription/street drug or alcohol.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student email: \_\_\_\_\_ Parent email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Parent Initial: \_\_\_\_\_** \*I am aware of the WA Intermediate License Requirements, Restrictions, and Penalties. \* (WAC 46.20.75)

### Driving 101 Expectations

- Instructors will conduct themselves at the highest of moral and ethical standards. Please contact Driving 101 President Nicole Bisconer directly with any problems or complaints. A complaint about an instructor must be in writing [nikki@drvn101.com](mailto:nikki@drvn101.com).
- Write your full legal name on all contracts, student record sheets, and tests.
- Cell phone use during class MUST be approved by that session's Instructor.
- Cheating is cause for immediate dismissal from the program.
- Disruption of the class WILL NOT be tolerated. The disruptive student(s) will be asked to leave, no grade will be given for that session, and the session must be made up. Any student instructed to leave the class/BTW environment will have to make up all required components at a later scheduled time and could incur additional fees and will not be receiving any refunds. The information you learn in driver's ed. may one day save your life.
- We have Zero-Tolerance for any discrimination or bullying due to sex, race, religion, etc.

### Scheduling Drives

- Washington State requires that you have 55 hours minimum behind the wheel to obtain your license. We instruct for five hours; you must practice for the other 50 hours. 10 of your 50 hours must be at night.
- Students schedule their own drives. If parents would rather schedule drive times, they can call the office at 360-892-6988 Monday - Friday, between the hours of 10 am – 5 pm.
- Driving 101 is currently scheduling one drive per month until all five drives are complete, with the opportunity to be added to a call list to finish drives quicker as they are available. At the end of each drive, your instructor will remind you to practice 10 hours per month.
- Parents are encouraged to ride along, we recommend scheduling in advance. We do have student observations, and occasionally another staff member may be riding along to do training.

### Drive Cancellations

- If, for any reason, you must cancel a drive, call the office at 360-892-6988 by 12:00 p.m. the business day before your scheduled drive. If we do not answer, leave a message; the voicemail will tell us the time and date of your call. Any drive not canceled on time will be subject to a late cancel/no-show fee.  
-Late Cancellation/No permit/expired permit/No show - \$70
- If you feel ill, please reschedule by 12:00 p.m. the business day before to avoid a late cancellation fee.
- If canceling late, a Doctor's note will be required to avoid any fees.
- If you miss three scheduled drives or classes, your program will be treated as a failed program. WAC 308-108-150
- If Driving 101 must cancel drives due to weather (ice, snow, etc.), the office staff will try their best to contact you. We will put that information on our voicemail. Call the office if you are concerned that your drive will be canceled.

### Written and Skills Testing

- After completing your driver's education, you will have the ability to take the driver license exams at Driving 101 for an additional charge. The Knowledge Exam (written) is 40 questions; you must get 32 or more correct to pass. The Skills Exam (drive) has 100 possible points, and you must obtain 80 or more to pass. You can apply for your license once you have completed your driver's education, passed both the license exams, are at least 16 years old, and have held your permit for at least six months. As part of this program, you could be selected by the DOL for a retest at the DOL's expense.

### Video/Photography

- Driving 101 and our guest speakers will present video/imagery about driving school education. Some of these may be extremely graphic. If the students become uncomfortable at any point, they can step out during these moments.
- Driving 101 may video and audio record any or all parts of classes and driving sessions. Recordings are used for quality and training purposes.
- Students MAY NOT video/audio record any or all portions of classroom content; it is Proprietary.
- Driving 101 may use pictures of our class and/or students on our website, Facebook, or other advertising.
- If you **DO NOT** want us to use your child's picture in our promotions, please initial here. \_\_\_\_\_
- **Privacy & Data Consent:** The Contractor safeguards personal information as an organizational asset and requires all personnel to handle it in accordance with its privacy practices. By signing, the Student and/or Parent or Legal Guardian consents to the collection and use of personal information for program and marketing purposes; information is not sold or shared except as required by law.

**Thank you for choosing Driving 101. Our Washington State Department of Licensing Certified Instructors are dedicated to making your learning experience informative and fun.**



## STUDENT EXPECTATIONS, POLICIES & PROCEDURES

**CONTACT INFORMATION:** [admin@drvn101.com](mailto:admin@drvn101.com) , 360-892-6988 , [www.DRVN101.com](http://www.DRVN101.com) Policies & Procedures Contract 1.14.26