

Quality Driving School Contract of Policies and Procedures

The mission of the Driving School is to provide a quality traffic safety education program to beginning drivers of all ages. To accomplish this we need **parent involvement**.

Parent Policies

Parents are given list of RCW 46.20.075 with student driving practice sheet when they sign up a student. Parents initial for receiving this form. ***Parent Initials**.

Parent meeting mandatory. Check Calendar for scheduled time.

Driving practice is the student's homework and they need to practice driving what he/she has learned in driving school. ½ hour a day recommended. Parents are to keep a log of driving times and lessons practiced. 50 hours total before going to get license. \$50 fee if a student is required to start over for failure to practice the driving skills with parents.

Quality Driving is participating in the Pilot DOL Testing. Quality need a current e-mail address on Student Record Form.

Parents are requested to do the survey at www.surveymonkey.com/s/drivetest

Student Policies

These policies are designed to help the student and their parents/guardians understand their responsibilities and the responsibilities of the Driving School. *Students must have an adult in the car when arriving at the school. Students must be 15 before first day of class.*

Payment Policy for Class Fee: Payments are \$20 more than cash price.

1. Fee due on first day or up to 10 days early to receive Instruction Permit Application form.

2. Students are required to pay at least a \$125 down, before they are allowed into the program. Balance of the fee is due before the end of the class session or up to 4 months after 1st day of class or they pay an additional \$50. Certificate will be held until a check has cleared bank or credit card is run. ***Final payment in cash required if picking up certificate.***

3. In the event of a returned check, a \$30.00 fee will be billed to the parent/guardian of the student.

4. If a student starts the class and fails to complete the program. Payment is still required to meet the payment agreement.

❖ Parent's signature _____ Date _____

Classroom Phase:

1. Students are expected to attend all **30** hours of classroom sessions, **6** drives and have at least **1** observation. Student needs to have 3 drives before class final can be done. Student can enroll up to lesson 3. Students can miss up to 3 sessions. If more that 3 sessions are missed, student will have to retake class from lesson 1. Make ups need to be made up on day class is taught and finished before final is taken. Refer to calendar to check right day and time class is held. **Quality reserves the right to make changes without contacting students.* Please call and check to see if the makeup will be held on the day you expect.

2. Quality Driving School classes are scheduled for 16 weeks starting *_____, and ending on *_____.

**A student that requires additional, driving practice must contact driving school and report on student's progress every 2 weeks after final is taken.*

If a student is injured before completion of class we will allow additional time to complete when we have parents signature. _____ (Sign when student is injured)

3. **Behavior:** Students must come to class in appropriate attire and on time. Students will not be allowed to attend class after a delay of 15 min. If a Student needs to leave class early, class will not count for that day. Any student being disruptive, insubordinate, or an endangerment in any way to others or themselves will be excused from class and will be required to make that class up at another time. 3 attempts by teacher to correct behavior and a student will have to restart

program at another time. Inappropriate behavior in parking area or common area can also cause student to be dismissed from program.

4. **Graffiti**, sitting on chairs inappropriately, writing on tables in classroom or misuse of any of the schools material or scratching name in bench in the common area will result in a **\$50** fine or suspension from class.

5. **Intoxicated or drug induced condition** will result in student being dropped from the course without tuition refund. The student will not be allowed to re-enroll.

6. **Once a student uses the waiver form to receive permit there is no refund.** Cost of each class is \$18. Drive \$25 Use of Credit card \$15 if refund is requested.

7. Students must receive an 80% on all classroom work, and drives to pass.

8. **DOL Pilot testing**. Student must pass the test on their first try with at least 80%. Student must have at least 3 drives done and all makeups done before they qualify to take test. Make-up testing must be done within 19 days of the original test date. At a cost of \$50 providing teacher has the time Quality will do a makeup test for a student. Check calendar to see when Final tests are held. *Quality reserves the right to change class test time without notifying student. We make every effort to let students know in advance.*

If a student fails written test they must come back to Quality and take a test to finish program and then when they are prepared take the written test at Department of Licensing to get license. Current regulations state a student must have permit for 4 months before taking test at Department of Licensing.

9. Organ donor video shown, information only. Parents need to sign if it is ok for student to watch video.

❖ _____ Parent Signature. Date _____

10. **Course completion certificates** will be mailed to passing students after the final payment, and fines, and all class session finished and upon completion of the driving phase. Processing time can be up to 21 days. To ensure receiving Certificate, a correct and readable address is required. Quality Driving school requires a current phone number at all times so they can help a student complete any missing information or requirements for completion. There is a cost of \$25 to replace a lost certificate. Process time can take up to three weeks.

11. **No texting in class allowed.** No Radios, tape recorders, Walkmans or any instrument or device that distracts the student from the instructor's presentation are allowed. Instructor will remove offending item until end of class.

Driving Phase:

1. Students are required to sign up for your first drive by the first week. **Drive held second week**

2. Drive time must be scheduled each week except first week. If a student missed or cancels drive time, and they do not have 3 drives done before the class room sessions are over, student will need to restart the class. Drive time is vital to completion of course in the approved manner. Parents need to practice with their student. Drives start at the classroom unless otherwise indicated.

3. Students must have their learner's permit within 7 days of starting class and must bring it with them to all their drives. *Failure to apply for permit and practice may result in student starting a new class at an additional charge of \$50. Cost of not bringing permit to drive \$25*

4. If a student is more than **5 minutes late**, they will be charged as a "no show" NS fee of \$25.

5. Regular shoes for driving no **flip-flops**. If wearing flip-flops we will cancel drive resulting in a NS \$25 fee.

6. Students who do not practice will be asked to drop out of class until they do the required practice.

7. All drives should be scheduled in class. Check on them at your next class. If you are finished with classroom and still need drives you can call (509) 734-9117 (Pasco- Kennewick) or 460-8978 (West Richland) to schedule drive times. *Not always available.* Use of text encouraged. 509-521-0812

8. **Drive Cancellation:** If a student is unable to make a **scheduled drive appointment, he/she must give 24 hour** notice. Quality Driving will take text messages. 509-521-0812 Text #. If no notice is given for a missed drive, the student will be charged a (No Show Fee) (NS Fee) **\$25**.

9. Missed drives not resolved within 2 weeks of drive will automatically be charged.

10. Students are expected to remain at the meeting location for at least 15 minutes after the scheduled drive start time. Students must be sure that you have the correct day and time. Text 509-521-0812

11. **If 3 scheduled drives are missed** without instructor notification student will be dropped from the class.

12. **Final drive** is a test and must be passed with 80% or student required to pay for new drive. Cost \$25

13. Extra driving sessions will be provided for students needing extra instruction. The charge for extra driving sessions will be \$25 per session. Use of car to take driving test will cost \$40.

14. Friends are not allowed to accompany anyone on a drive.

15. **A student who is involved in an accident will be terminated from the class.** If student is doing what the instructor asked student to do they will go under evaluation process.

❖ **I understand these rules on driving. Parent Initial** _____

Quality Driving School is closed on Sunday, please cancel drives on Saturday. Thank You!

I agree to abide by the above conditions and guidelines. I realize that violations of these are grounds for dismissal from the course. I agree to pay the entire amount of the class before student completes the class.

No exceptions Cost of this course is \$_____

❖ _____
Students signature Printed name Date

❖ _____
Parent/guardian signature Printed name. Date