

# 1<sup>st</sup> Time Driving Academy

The mission of 1<sup>st</sup> Time Driving Academy is to provide a quality traffic safety education program to beginning drivers of all ages.

## Student Policies

These policies are designed to help the student and their parents/guardians understand their responsibilities and what the responsibilities are of 1<sup>st</sup> Time Driving Academy.

### Classroom Phase:

1. Students are expected to attend all classroom sessions. Washington State requires 30 hours of classroom instruction.
2. If for unexpected reasons a student misses a class, that class session must be made up before the student can go on to the next class, in order to maintain the concurrent order of classes. If a student misses four or more classes, they will be automatically dropped from the course. If makeup needs to be done, a weekly makeup class will be scheduled and will cost the student \$20.00 to attend. Or the alternative is for the student to do their makeup class when that class is scheduled to be taught again.
3. Once a class has started, and the student has attended one class, there will be no refund.
4. If a student needs to be removed from class because behavior problems or cheating, there will be no tuition refund. The student won't be permitted to enroll again.
5. If the student comes to class in an intoxicated or drug induced condition the student will be dropped from the course with no tuition refund and won't be permitted to enroll again.
6. If the student needs to withdraw from the course for unexpected reasons, the refund of their tuition will be prorated, depending on the number of sessions attended. Prior to the first class session, a full refund, minus a \$50.00 handling fee, will be given to all withdrawing students. Once a student has begun the classroom phase, they will receive a prorated refund off their moneys, minus a \$50.00 administrative fee.
7. Students withdrawing for unexpected reasons may transfer their remaining tuition to another block session by paying a \$50.00 transfer fee.
8. 80% is the passing grade for all tests in the classroom phase of instruction. If a student receives a grade below the 80%, they can makeup the test or quiz one time. If 80% is not achieved on the second exam the student will have to retake a Traffic Safety Education Course.
9. Students will need a notebook with paper and a pencil for each session. When a pencil and paper needs to be provided, there will be a \$5.00 charge.
10. Course completion certificates will be given to passing students after the final class session and upon completion of the driving phase. Allow 2 weeks to receive certificates.
11. Students who do not complete the required material in the required time frame may enroll for another session. The fee will be determined by the percentage of class work that still needs to be completed.
12. Students will not be allowed to smoke within 500 ft of the 1<sup>st</sup> Time Driving Academy classroom location.
13. Returned checks will be charged a \$50.00 administrative fee if a student has paid with a returned check, the student will be suspended from the course until the check and administrative fee has been paid. No checks will be allowed for extra fees, tuition only.
14. Radios, iPods, cell phones, or any instrument or device that distracts the student from the instructor's presentation of the classroom material are not allowed.
15. Students are not allowed to do homework or read books other than those used by the instructor in the driver's education course.
16. Students must finish the course in less than 6 months or they will be dropped from the course and have to retake a Traffic Safety Education Course again. (Refund is not given.)

Class Length will be a minimum of 30 days. Start date is \_\_\_\_\_ and the student cannot finish the class before this date \_\_\_\_\_

If it takes longer than 180 days to complete the course, the student will have to restart in another course.

**Cost of Class** \_\_\_\_\_

**Drive Phase:**

The student is to maintain, a log of practice hours and type of practice, (same type of log the state now requires). The student will be required to bring the log to each driving session. At least 5 hours of practice with a parent/guardian before the first drive can be done. 5 hours of practice before the 2<sup>nd</sup> drive session, using this same time to practice maneuvers taught on the 1<sup>st</sup> drive. 5 hours of practice before the 3<sup>rd</sup> drive session, using this time to practice maneuvers taught on drives 1 & 2. Before the 6<sup>th</sup> drive, the student should have enough practice time in to pass the last drive.

1. All students will need a learners permit before they sign-up for their first driving session. They must bring this permit to all in-car sessions or they will not be permitted to drive. Not having their permit WILL be treated as a no-show. No-shows are charged at \$40.00 per make up session. Students will not be allowed to drive on any further drives until all their no-show fees are paid in full.
2. When the student or parent schedules a drive and 24 hours have passed, there is no canceling of the drive. The student must complete the drive or find another student to take the time slot signed up for. Failure to either will result in a \$40.00 no-show fee. (Cash only, checks/credit cards are not accepted for no-show fees.)
3. When the student or parent schedules a simulator session and 24 hours have passed, there is no canceling of a simulator session. The student must complete a simulator session or find another student to take the time slot signed up for. Failure to either will result in a \$10.00 no-show fee. (Cash only, checks/credit cards are not accepted for no-show fees.)
4. If the student shows up for a scheduled drive without their log book and has not completed 5 hours of documented practice in the log book, this will be considered a no-show and be charged the \$40.00 no-show fee. The student will be allowed to complete the driving session, but must pay the \$40.00 no-show fee prior to their next drive or receiving their certificate.
5. If a student is late for a drive by more than 15 minutes they will be charged a no-show.
6. If the driving instructor is late for a scheduled drive, the student will be expected to remain at the pickup location for at least 15 minutes after the scheduled start time.
7. Extra driving sessions will be provided for students that need extra instruction. The charge for an extra driving session will be \$40.00 per 1-hour session. Four (4) one (1) sessions can be available for the charge of \$120.00, which must be prepaid before the sessions can take place. (Cash only, checks/credit cards are not accepted for extra driving sessions).
8. All driving skills will be scored: 4-Excellent, 3-Satisfactory, 2-Fair, and 1-Failed. Skills receiving a 2 or 1 will need to be practiced with their parents/guardian. The drive instructor, during the next drive will evaluate these skills again.
9. Upon a parent's request, 1<sup>st</sup> Time Driving Academy will provide the student's parent an outline of skills that will be covered at each driving session.
10. Once a student begins their driving phase (starting with drive 1), there will be no tuition refunds.
11. Smoking is not allowed while driving or riding as a passenger in the driver's instruction car.
12. The student will not be permitted to drive and will not be issued an instruction permit application waiver until all course fees have been paid.
13. By the end of class all 6 driving sessions, (or 5 driving sessions and 4 simulator sessions), should have been completed. However, we will allow 10 weeks from the start of the class to have these 6 driving sessions, (or 5 driving sessions and 4 simulator sessions), completed. Graduation certificates cannot be issued till all 6 driving sessions, (or 5 driving sessions and 4 simulator sessions), have been completed. In addition, if the 6 driving sessions, (or 5 driving sessions and 4 simulator sessions), have not been completed in the 10 weeks from the start of class, the student will have to pay \$40.00 per drive session that has not been completed.

**SAFE DRIVERS SAVE LIVES**

**Buckle up 100%**

I agree to abide by the following conditions and guidelines. I realize that violations of them are grounds for dismissal.

Student Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_