

## M.A. DRIVING SCHOOL

### Parent/Student Policies & Course Guidelines

**Thank you for choosing M.A. Driving School for quality traffic safety education.**

We appreciate the opportunity to provide a positive experience for you and your child and we ensure the most to date, safe, comprehensive instruction. These policies are designed to help the student and their parents/guardians understand their responsibilities during this course. We strongly recommend both student and parent read this information thoroughly and if you have any questions or comments, please give us a call and we will be happy to discuss them with you. For the benefit of your teen, only sign up for a course when your teens schedule can permit uninterrupted and complete attendance in an 8 week period.

**Materials** - Students **need to bring their own pencil/pen and paper** to each class in order to complete each lesson. They should also have a folder to keep Lessons 1-15 in. We provide a textbook for those students who want an additional reference and study materials. Students should only check out a **Drive Right** textbook, if they are sure they will use it and can be responsible enough to return it at the end of the course. **All textbooks must be returned at the end of the course or a fee of \$45.00 will be charged. Course Completion Certificates will not be issued until all books are returned and/or fees are paid.**

**Learner's Permit** - Students must have their Permit by the third week of class. Students must bring their Permit to all classes and scheduled drives. Instruction Permit Application Waivers are available from the instructor. These allow 15+ year old student to get their Permit without taking the written DOL test.

**Lesson Test** - Test will include 1 to 15 questions. Students must pass each test with an 80%. If they do not, they must come in early (5:30PM) before the next class to retake the Test. Talking during tests will mean an **automatic zero**.

**Final Exam** - Exam will consist of 40 objective questions and 10 True or False questions. Students must pass with a 90%. Talking during the final exam will mean an **automatic zero**.

**Behind The Wheel (BTW) Exam** - Student will review the 4 required maneuvers and then perform a mock DOL BTW exam. Students start with 100 points and must score 35 or better to pass. If students score is in the lower range 27-35 points, the instructor will request that the students/parents spend additional time concentrating on problem areas. Both the Driving School and the DOL expect students to have sharp, safe, consistent driving skills in Urban/City/Town Driving. **Parent are required to provide as much driving practice for their teen as possible to reinforce objectives learned in class and for maximum benefit of the student. Please ask your student to show you their Progress Report which rates their skills after each BTW instruction session. Work on the skills noted by the instructor.**

**BTW Instruction** - Students will be provided four 1-hour drives as required by DOL. **Students must have their Permits with them in order to complete the drive.** Students are responsible for scheduling drives with the instructor and keeping those appointments. **At least 24-hour notice is required to cancel a scheduled drive.** If there is an EMERGENCY and a student needs to cancel within 24 hours of their scheduled drive, they need to notify the driving school immediately by calling 253-736-3125. **If a student does not show up (NO SHOW) or forgets their Permit, a \$50 fee will be assessed. A second NO SHOW \$50 and a Third \$100.** These fees must be paid before the student **can schedule a drive appt.**

**Scheduling BTW Instruction** - Students will drive with a partner from their class or from another session. It is preferable to take two students out at a time. One observes while the other one drives. If students are anxious about their first drive, a single drive can be scheduled. Students should try and find a driving partner during the first week of class. To ensure a desired appt. time please call ahead 7-10 days.

**Additional BTW Instruction** - Parents or students (with parent permission) can request additional BTW

Instruction. Instructor (s) may **require** additional drives when they see a need. Additional Instruction will cost \$40 per 1-hour drive.

**Attendance/Absences** - Washington State DOL **requires 30 hours** of classroom instruction. Students /Parents will be committed to attending each class. **If a student misses Lessons 1, 2, 4 or 12 they will not be able to take the Final with their class and will be required to attend that Lesson during the next session.** Special make-up sessions may be provided by M.A. Driving for an additional fee \$35 fee. If more than 3 classes are missed students will be dropped from the current session. Arrangements can be made with the instructor/owner to attend the next class session. M.A. Driving School reserves the right to charge additional fees for this service. **A student who is more than 15 minutes late is considered absent.**

**Student Conduct** - Students are not allowed to do homework or read books other than those used by M.A. Driving School. Radios, CD/DVD players, I-pods, cell phones or any other electronic devices are not allowed. Cell phones must be turned off during the class sessions. If students choose to bring any of these items, have them visible during class, or use them they will be taken away and returned at the end of the class. Smoking or any other tobacco products will not be allowed anywhere on the property of M.A. Driving School.

**If a student comes to class intoxicated in any way, is disruptive or fails to follow teacher instruction during class or if a student needs to be removed from a class because of behavior problems or cheating, the student will call their parents to pick them up. This will count as one absence and one warning. If the student requires disciplinary action a 2<sup>nd</sup> time, the student will be expelled from the class with no course refund.**

**Class Participation** - Students will attend each lesson and be attentive during lectures and films. Students are to remain seated during instruction, raising their hands to be called on. General respectful behavior to instructors and all other students is required. During study times, students may work together quietly, helping each other with assignments while at their seats.

**Cold Medications, Drugs** - Students will not be allowed to participate in BTW Instruction if they have taken any cold medications, antihistamines, or non-prescription drugs prior to driving. This includes all medications /drugs as listed by the Washington State Patrol. ([www.wsp.wa.gov](http://www.wsp.wa.gov))

**Course Completion- Mandatory DOL Regulations:** **Students need to complete 30 hrs of classroom, each lesson packet, make-up sessions and the 4 BTW drives within 6 months form the start of class.** Course Completion Certificates will be issued to passing students after these requirements have been met, textbooks have been returned and all fees/fines have been paid. If a certificate is lost, there will be a \$40 certificate replacement fee. Please call ahead 7-10 days to obtain a replacement.

**Course Withdrawal** - If a student needs to withdrawal from the course for unexpected reasons, the refund of their tuition will be pro-rated depending on the number of sessions attended (\$\_\_\_\_\_per session). Students may transfer their remaining tuition to another block session by paying a \$20 transfer fee.

**Refund Policy** - M.A. Driving School agrees to refund any student tuition payment five days prior to the starting date of the registered class session. If your student isn't able to attend the original class starting date you may apply payment toward a future session, any refunds requested during the five days prior are subject to a \$50.00 cancellation fee. **NO REFUNDS WILL BE GIVEN AFTER THE REGISTERED SESSION BEGINS, OR FOR THE STUDENTS FAILURE TO COMPLETE THE COURSE.**

We have read the policies stated and herein and agree to abide by them.

Students Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_