



Rules of the Road Driving School  
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## **Teen Traffic Safety Education Course**

### **PARENT/STUDENT HANDBOOK**

### ***Welcome!***

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Dear Parents of Driver Education Students:

Congratulations on taking the steps necessary to help ensure the safety of your teenager. Your child must be 15 years old by the time the first session starts. Throughout the program, your teenager will be introduced to knowledge, skills, and attitudes necessary for a lifetime of low-risk driving practices. This responsibility is shared with parents and guardians who serve as role models for the student driver. To help ensure the success of your teen, please review the following policies and guidelines.

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#### **Parent Orientation**

In an effort to ensure the success of your son or daughter in this program, a **mandatory parent/student** orientation meeting will be held the first night of your student's class session. This is a time to gain clarification regarding new laws and driving techniques that will be taught throughout the course. This meeting also gives parents an opportunity to refresh their memory on rules of the road that may have become a little unclear, over the years. Expectations and procedures will also be reviewed during this time. Due to the fact that this orientation is mandatory, we will be holding four different parent/student orientations. If for some reason you are unable to attend your student's orientation meeting, please feel free to contact our office so that we can schedule a time for you to attend one of our other meetings.

**Please sign and return the last page of this packet to the front desk with all other completed paperwork!**

## Classroom Attendance

Attendance is mandatory. This is an 8 ½ to 9 week course and students must fulfill a minimum of 34 to 36 hours of classroom instruction. Rules of the Road Driving School (RORDS) offers extreme flexibility with its 4 identical class sessions per week. (3 during Summer Session) This allows for students to attend different classes due to the students schedule and/or family events. Parents or Guardians are required to notify RORDS of the need to attend an alternate class session. Attending an alternate class session is not considered a Make-up Class. A Make-up Class is defined as not being able to attend any of the identical class sessions. This type of course scheduling helps to alleviate the need for Make-Up Classes. Due to the large number of enrolled students that require Make-Up Classes however, RORDS requires that an absence form be completed **prior** to the student being absent. Any absence, without the Pre-Approved Absence form, having been completed, or verbal confirmation of an absence, will be considered an unexcused absence. A Pre-Approved Absence (excused) Make-Up Class requires a \$30 service charge/an unexcused Make-up Class requires a \$45 service charge. The Pre-Approved Absence Form can be picked up at the front office. No student may miss more than 3 class session, per Washington State Rules. Students will be dropped, without refund, after the 4<sup>th</sup> absence.

## Tardiness

Tardiness is defined as arriving after the scheduled class start time or failing to return from break at the specified time. Excessive tardiness may result in a Make-Up Class being required or course failure. Tardiness on Final Exam will result in student re-scheduling the Final Exam.

## Materials Needed For Successful Class Participation

- Pens, pencils, erasers, and paper.

## Course credit/Grading policy

*\*\* All assignments are due by the next class day.*

This Washington State Certified Course is a **pass/fail** course. Both the classroom phase and the Behind-the-Wheel phase must be completed successfully in order to receive a “pass” grade. Grading is based on the following:

- Participation
- In-class worksheets/quizzes
- Weekly exams
- Homework
- Final exam
- Behind-the-wheel driving performance

## Course Failure/ Repeat

If any of the below occur, your student will be marked as failing the Rules of the Road Driving School Course:

- More than 3 absences
- Failure to make-up any missed classes prior to the course final exam
- Less than 80 points on the course Point Board by class 15
- Failure to pass the course required Mid-Term Exam with an 80% (If an exam retake is necessary, a passing score of 80% must be accomplished no later than class 15.)
- Failure to complete and pass all course required assignments (6 Take-Home Tests, Home work assignments, etc.)

- Failure to complete ALL course requirements concurrently by the end of the next contiguous course session (5 BTW drives, 1 Hour of Observation, Final Exam Retakes, etc.)

If a failed course occurs, all course hours (Classroom, BTW & Observation) will be voided. The student will be required to start the course over from the beginning. No refund will be given for the failed course and full tuition must be paid to repeat the program.

### **Failing Final Exam**

Students are given the opportunity to redeem a Failed Final Exam grade by retaking the final exam. A \$45 re-exam service charge will apply. The RORDS Final Exam **must** be passed in order to successfully complete this course. Students must be in possession of his/her permit at the time of the Final Exam being administered. Students must be on time/no late admittance to Final Exam.

### **Behind-the –Wheel (BTW)**

Each student is required to complete 6 hours of in vehicle instruction; consisting of a minimum of 5 hours behind-the-wheel and 1 hour of observing another student receiving a behind-the-wheel lesson. RORDS reserves the right to monitor the pairing of friends observing friends in an attempt to limit distractions during BTW lessons. Sign-up for BTW begins the first weekend after the start of class session. **Lessons are normally scheduled in at least one week intervals to provide opportunity for habit development.** Pick-up from the Enumclaw High School is available before, during and after school. Please consider your schedule carefully before committing to the BTW appointments. (Service charges apply for a missed drive appointment)

### **Behind-the-Wheel Training Policies**

- A “cancellation” is defined as any missed appointment previously scheduled by the student, parent or guardian. (Service Charges will apply/See “Potential Service Charges”)
- If the student is more than 10 minutes late for his/her scheduled BTW appointment or the drive is cancelled with less than 48 hours notice, it will be considered a cancellation. (Service Charges will apply/See “Potential Service Charges”)
- Arriving without the lawfully required instruction permit or license will be considered a late cancellation. (Service Charges will apply/See “Potential Service Charges”)
- If a student is impaired for any reason, (lack of sleep, medication, intoxication, etc.) The lesson will be considered a late cancellation. (Service Charges will apply/See “Potential Service Charges”)
- If student is wearing inappropriate footwear (slippers, flip flops, high wedge shoes etc), it will be considered a late cancellation. (Service Charges will apply/See “Potential Service Charges”)
- All Students performing a lunch time drive which removes them from school property must have a signed parent permission slip that must be presented to the Driving instructor prior to the scheduled Drive lesson. (Service Charges will apply/See “Potential Service Charges”)
- Failure to wear required corrective lenses during a BTW drive. (Service Charges will apply/See “Potential Service Charges”)
- There is to be **NO** use of wireless communication devices while any form of behind-the-wheel instruction is being performed. This includes the student receiving the BTW lesson and any observers in the vehicle. Ring volume for these devices, or any phone in the proximity, are to be silenced so as to not interfere in any way with the student learning or interacting with the instructor. All cell phones are to be placed in the trunk of the instruction vehicle. If any student is caught using their cell phone during any part of a behind-the-wheel lesson (driving or observing) the hour will be voided and the student will be required to make-up that hour. No exceptions.
- No student may perform a behind-the-wheel drive if they have a cast or brace on an arm or leg (regardless which one). Once the cast or brace is removed, a doctor’s note will be required prior to the student performing any further behind-the-wheel drives. The student may be dropped from the program if they are not able to complete classroom and behind-the-wheel drives concurrently.

- No student may perform a behind-the-wheel drive if they have sustained a recent injury or surgery that may impair their ability to safely operate a motor vehicle. A doctor's note will be required prior to the student performing any further behind-the-wheel drives.

### **Behind-the-Wheel Lessons**

All BTW driving lessons are pass/fail. Lessons are designed to progress from simple (low speed, static environment) to complex (high speed, dynamic environment). Driving skills are practiced in a variety of locations: off street, residential areas, arterials (both low and high volume), business areas, curves, and limited access highway.

Guided practice is **lesson specific, parent lead driving practice**. Students must demonstrate the ability to perform the learning goals established for each lesson. With guided practice between lessons, students are better prepared to meet the challenges of increasingly complex driving environments. A final drive test will help the instructor determine whether or not the student is capable of performing the required driving task.

A failed BTW drive is defined as not being able to demonstrate the ability to perform the learning goals established for the given lesson or repeated violations of law after specific directed guidance. A failed drive will result with a service charge/ See "Potential Service Charges".

Good communication with the driving instructor is critical. RORDS will provide each student with a behind-the-wheel report card at the end of each BTW lesson. This report card is intended to give feedback to the student and parent on what the student needs to be practicing at home, to prepare for the next lesson. If needed, the instructor may take a few minutes to speak with a parent regarding the BTW lesson. **Failure to acquire adequate practice time is the most common cause of BTW drive failures**. If you are unable to provide adequate practice, you may want to consider scheduling additional driving lessons for your son or daughter.

### **Curriculum & Text Books**

RORDS utilizes the curriculum adopted & approved by the Washington State Department of Licensing for driver training school education courses. Students will be issued one supplemental book: "Your Car is a Monster: 10 Habits Will Keep it Caged!" The "Monster" book is RORDS property and must be returned at the end of the course. Failure to return the "Monster" book will result in a \$15.00 book replacement service charge, which must be received **before** the final exam may be administered. Classroom & Behind-the Wheel lesson plans utilize the principles of low risk driver behavior outlined in this text. Students are expected to complete assigned reading in advance of their class. These also serve as useful guides for parents/supervising adult.

### **Monitoring**

RORDS employs the use of internal video monitoring equipment throughout the school and in its BTW Instruction Cars as part of a multifaceted approach to protecting the safety and security of students, instructor, property, and promoting the highest educational standards. RORDS recognizes that it must balance the rights of privacy of students and staff with its duty to provide a safe learning environment. Video monitoring shall be used only to promote the safety, and teaching objectives of students, staff, and property. Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video camera equipment and will be subject to appropriate disciplinary action.

### **Classroom Dress Code**

RORDS is committed to maintaining an appropriate climate in our classes. We are making every effort to be consistent in establishing an acceptable dress code. A dress code policy enables us to promote a safe appropriate education setting, which is free from unnecessary disruptions or outside influences.

Our main purpose is to assist students in presenting themselves in a manner that promotes a positive and productive educational environment, personal pride, and program success. **Students dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices**. To clearly establish this climate, the following are not acceptable:

- ✓ Any clothing, jewelry including buckles or items with gang symbols, nicknames, weapons, drug references, profanity or obscene language.
- ✓ Any clothing or items with racial put-downs, sexually demeaning pictures, words, numbers, or sexual innuendo
- ✓ **Pants designs to sag below the hips will not be allowed.**

- ✓ Buckles with any gang, drug/alcohol, tobacco signs or symbols, cut out letters, or numbers.
- ✓ That which compromises modesty. Immodest clothing such as halter tops, tube tops, muscle shirts, backless tops/dresses, see through attire. Clothing that exposes inappropriate areas, including undergarments and midriffs, shall not be worn at school. No pajamas or sleepwear shall be worn at school.
- ✓ Shorts that are shorter than finger tip length shall not be worn in the class room or during behind-the-wheel drives.
- ✓ Graffiti or gang related symbols including gang nicknames, drawing or lettering on clothing, notebooks, backpacks, or assignments.
- ✓ Chains such as security and dog chains.
- ✓ Jewelry items that attract attention and are disruptive to the learning process including spiked jewelry.
- ✓ Sunglasses and gloves.
- ✓ Full length coats and rainwear inside school.
- ✓ Stocking caps, sweatshirt hoods, scarves, dew rags and bandanas.

## **GENERAL INFORMATION**

### **Tuition**

The full tuition is due prior to the first class session, unless a payment plan contract has been previously signed. The full tuition for RORDS "Teen Traffic Safety" course covers classroom, Behind-the-Wheel instruction and all books needed for the course. In response to factors beyond our control, prices are subject to change without notice.

### **Lost or Damaged Textbooks**

Tuition does not cover lost or damaged textbooks. Certification will be withheld pending payment of the replacement cost.

"Your car is a Monster: 10 habits Will Keep It Caged": \$15

### **General Polices**

**NO IPODS, CELL PHONES AND/OR ANY OTHER ELECTRONIC DEVICES MAY BE USED, TURNED ON OR IN ANYWAY DISTRURT ANY PORTION OF LESSONS IN THE CLASS ROOM, COMPUTER LAB OR BEHIND THE WHEEL.**

Behind-the-wheel and observation hours will be conducted OUTSIDE of the class time and must be completed by the next contiguous class session.

Water, pop and snack foods are allowed in the classroom. No hot meals, sub sandwiches, hamburgers etc are allowed in the classroom. No drinks or food are allowed in BTW driving lessons.

No enrollment after 3<sup>rd</sup> Class Session

### **Authorization/Acknowledgement Requirements**

The following documents are required parental/guardian enrollment authorization forms. These forms are for your students records and need to be provided directly to RORDS prior to the first day of class and/or Permit Waiver being issued:

- Policy Acceptance (Back page of the Parent/Student Handbook)
- Potential Service Charges
- Enrollment Application
- Health Form

- Hold Harmless
- Video Release Form

### **Refund policy**

- A \$40 service charge will be assessed for dropping a class prior to start date.
- If class is dropped prior to the second class \$125 will be withheld.
- No refund will be given after the second day of class.
- If the scheduled course is cancelled, you will get a full refund of tuition and service charges.
- All students must make a time commitment to both the classroom and the BTW instruction. **Attendance is mandatory.** Students failing to attend scheduled classroom and BTW appointments, failing to pay service charges and makeup the missed sessions will be dropped from the course. No refund will be given for this dropped course.
- Students who are expelled due to classroom behavior or drug use will not receive a refund.

### **Completion Certificate**

The State of Washington no longer issues completion certificates. Upon successful completion of all classroom and behind-the-wheel instruction the student's completion will be entered into the DOL system electronically. RORDS will issue a completion letter, stating that the student has successfully completed all course hours for their own personal records. Students must complete all of the course requirements within the next contiguous course session dates. Failure to complete the course within the course session dates will result in a service charge of \$100. This service charge is required to be paid prior to the student returning to RORDS to complete the remainder of the course requirements. The course **MUST** be completed within the next contiguous course session. Students who miss more than 3 classroom sessions will **NOT** receive a course completion.

**Potential Service Charges** In response to factors beyond our control, prices are subject to change without notice

*In an effort to manage tuition and training rates for our valued customers, the following service charges may be applied:*

- Extra Drive Lesson/Hour: **\$55/hour**
- Re-Take failed driving lessons: **\$55/hour**
- Drop class (prior to 1<sup>st</sup> day): **\$40**
- Drop class (prior to 2<sup>nd</sup> class): **Refund all minus \$125**
- Final retake: **\$45**
- Lost , damaged or stolen text book: **\$15**
- BTW drive reschedule/cancellation ( 48 hr. or > notice): **\$45/lesson**
- Make -up **unexcused** classroom: **\$45**
- Make up **excused** classroom: **\$30**
- Failure to complete all course requirements within course session dates: **\$100** (Course requirements must be met with the next contiguous course session. Service charge must be paid prior to being allowed to complete requirements to earn a certificate)
- Fuel Surcharge (additional **\$5.00** per drive following a fuel price increase to \$4.10 per gallon unleaded regular; \$4.30 for diesel).

- BTW Drive Lesson Cancellation- **\$45**
  - No show- fails to appear for their scheduled BTW drive
  - More than 10 minutes late
  - Less than 48 hours notification of cancelling drive
  - All Students performing a lunch time drive which removes them from school property must have a signed parent permission slip that must be presented to the Driving instructor prior to the scheduled Drive lesson. **No Note = Drive cancellation**
  - Forgotten permit
  - Inappropriate foot wear- flip flops, sandals, slippers, boot with a heel etc.)
  - Not wearing required corrective lenses
  - Etc.

### **Code of Conduct**

- Students exhibiting behaviors that are deemed to be disruptive to the learning environment, or who are in an impaired state, will be subject to suspension or expulsion without tuition refund.
- All participants dress shall all be modest, neat, clean, and keeping with health, sanitary, and safety practices.
- All participants shall treat all others with respect and dignity in all settings, at all times.
- All participates shall report to the class session and to the behind-the-wheel appointments on time and be prepared for the day's activities.
- Conversations by all participates will be limited to the learning material in process intimate/personal information will not be discussed.
- All participates will adhere to all polices, guidelines and rules of the Rules of the Road Driving School, State of Washington and the Revised Code of Washington Rules of the Road Title 46 Vehicle Code.
- All participates will restrain themselves from using any form of profane, abusive, suggestive, explicit or derogatory language.
- Use of tobacco (smoking or chewing) is not permitted on RORDS property (classroom & facilities) or in a RORDS vehicle.
- Zero tolerance policy applies to the following: being under the influence of drugs, alcohol and/or controlled substance is not allowed at anytime.
- All participants will be actively involved in the learning activities both in the classroom, computer lab and in the vehicle.

Failure to comply with the Code of Conduct will result in one of the following actions to be taken:

- Warning\Suspension from program (Service Charges may apply)
- Expulsion from program (without tuition refund)

Final determination of all actions to be taken will be made by authorized agents of RORDS.

### **Permit and Intermediate Driver License/Restrictions Information**

If you are enrolled in an approved driver-training course, you can get an instruction permit at **age 15**. **RORDS will ENTER Permit Waivers 10 calendar days BEFORE the first day of the student's class session**. Upon enrolling, students must Pre-Apply online to receive their PIC number (permit number/ confirmation number). After receiving this number they must provide it to RORDS immediately. RORDS will than enter a Permit Waiver. If a student uses a Permit Waiver to obtain their permit, **10 calendar days**, before the first day of class, DOL will **not** require the enrolled student to take the Washington State Knowledge Test before they issue his/her permit. **RORDS will enter Permit Waivers 10 calendar days before the first day of class.**

Steps to Pre-Apply Online:

1. Go to <https://secure.dol.wa.gov/home/>
2. Click **JOIN NOW!**
3. Follow the directions & Complete the application
4. Please print or write down the PIC number and bring it to our office

You can get an instruction permit or a driver license at any of the Driver Licensing Offices around the state. See [www.dol.wa.gov](http://www.dol.wa.gov) for locations.

To get an **instruction permit**, without being enrolled in a Traffic Safety Education program you must:

- Be at least 15 ½ years old.
- Pass the knowledge test and the vision and medical screening
- Pay a \$25 permit fee.

DOL requires, if you are under 18, your parent or guardian must be present with you when you apply for a permit or license. He or she must show proof of identity and proof of relationship to you, provide your Social Security Number, and must also sign a Parental Authorization Affidavit. **When last names are different, DOL requires more documents proving relationship.** The permit is valid for one year and you can only renew it once.

**An intermediate license comes with these driving restrictions:**

When you are 16 or 17 and meet the requirements, DOL will issue you an intermediate license with restrictions meant to ease you into your responsibilities as a driver.

- You cannot drive between 1 AM and 5 AM unless you are with a parent, a guardian, or a licensed driver who is at least 25 years old.
- For the first six months, no passenger under the age of 20 may be with you while you drive unless that person is a member of your immediate family (Immediate Family is defined in RCW 42.17.020)
- For the remaining time, no more than three passengers under the age of 20 may be with you while you drive unless they are members of your immediate family.
- May not use a cell phone or other wireless communication device while operating a motor vehicle unless the holder is using the device to report illegal activity, summon medical or other emergency help, or prevent injury to a person or property.

There are tough penalties in the first year:

- First violation- the passenger and nighttime restrictions are extended until age 18 and a warning letter is sent to you and your parent or guardian if you receive a ticket for violating the restrictions or any other traffic law or you are involved in an accident where:
  - you receive a ticket.
  - you are determined to have caused the accident.
  - no one involved in the accident receives a ticket.
  - no one was found to cause the accident.
  - only your car was involved in the accident.
- Second violation- you are suspended for six months (or until age 18 if that comes first)
- Third violation- you are suspended until age 18.

You and your parent, or guardian, are notified before any suspension action is taken.



Make sure that you and your parents or guardians understand the driving restrictions. The restrictions are automatically lifted when you've had an intermediate license for one year from the date of issuance, if none of the above violations have occurred.

On your 18<sup>th</sup> birthday or after one year without any violations, your license will become a basic driver license without the intermediate license restrictions. You do not need to visit a driver licensing office to make this change.

To get an **intermediate driver license**, you must:

- You must first pass an approved driver-training course. If you do not complete a course, you cannot get your basic license until you are 18 years old.
- Get the consent of a parent or guardian.
- Pass the medical and vision screening, the knowledge test, and the driving test.
- Show DOL that a parent or guardian certifies you have had at least 50 hours of driving experience, including 10 hours at night, which you gained while a licensed driver with at least five years of licensed driving experience supervised you.
- Not have been issued a traffic ticket within 6 months of applying for the license and must not have any traffic tickets pending when you apply for your license.
- Not have been convicted of and must not have been found to have committed a traffic violation within the last six months before the day you apply for your license.
- Not have been convicted of and must not have been found to have committed an offense involving the use of alcohol, drugs or firearms while you had an instruction permit.
- Provide your Social Security number, which DOL will verify when you apply for a driver license (42 USC 405 and 666(a) (13), RCW 26.23.150). If you have not been issued a number, you can sign a Social Security Number Declaration.

## **ORGAN DONOR INFORMATION**

Register to be an Organ & Tissue Donor with the Living Legacy Registry.

There are four ways to join the Living Legacy Registry.

- Online: Visit [www.livinglegacyregistry.org](http://www.livinglegacyregistry.org)
- In person: Your teen can become an organ donor when he/she gets his/her permit. If he/she decides to become an organ donor, he/she can visit the website and enroll online.
- Phone: 1-877-275-5269
- Brochure: Fill out a registry form provided and mail it back to the Living Legacy Registry.

## **Parent Guide to Teen Driving**

The Parent's Supervised Driving Program gives you a simple, easy-to-follow plan you can use to help your teen be a safe and responsible driver.

In this guide you will also find a great practice driving log. Remember, your teen must have a total of 50 supervised driving hours, including 10 hours at night, prior to applying for their intermediate drivers license. Start logging all their practice hours from the time they receive their instruction permit until they apply for their license.

Use the link below to find the Parent Guide to Teen Driving:

<http://www.dol.wa.gov/driverslicense/docs/parentguide.pdf>

I have read, understand and agree to all the terms, conditions and course requirements outlined in the Rules of the Road Driving School "Parent/Student" Handbook.

Print Student Name \_\_\_\_\_

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

Print Parent/Guardian Name \_\_\_\_\_

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

**PLEASE TURN THIS SIGNED FORM INTO THE FRONT DESK TO BE PLACED IN YOUR FILE.**