**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. Student needs to be 15 before 1st day of class.**

**Parent Policies**

Parents are given list of RCW.46.20.075 with student driving practice sheet” 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 shills with parents. *Quality Driving is participating in the DOL Testing. One test per student is paid for with the class Please study before coming at DMV.WA.GOV for the written test. DOL.WA.GOV for the drive Test.*

**Student Policies**

These policies are designed to help the student and their parent/guardians understand their responsibilities and the responsibilities of the Driving School. Students must have an adult in the car when arriving at the school.

.**Payment policy for Class Fee: Payments are $25 more than cash price.**Fee due on first day or up to 10 days early to receive Instruction Permit Application form. Students are required to pay at least a $150 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 1 day of class or they pay an additional $50. Students name will go on the computer as not paid if not paid at end of class session. ***Final payment will allow us to enter student as finished on the computer.*** In the event of a returned check, a $30 fee will be billed to the parent/guardian of the student. 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 the class final can be taken. Student can enroll up to lesson 3. Students can miss up to 3 sessions. If more than 3 sessions are missed, student will have to retake class from lesson 1. Makeups need to be made up on day class is taught and finished before the 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*.) After 4 months a student must start over from lesson 1.
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 using foul language, 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 materials 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 refunded. The student will not be allowed to re-enroll.
6. **Once a student gets their permit they must pay for the class on the first day.**. Cost of each class is $20. Drive $25 *Use of Credit card $15 if refund is requested.*
7. Student must receive an 80% on all classroom work, and drives to pass. We are not allowed to guarantee a pass
8. Student must have at least 3 drives done and all makeups done before they qualify to take test. Student can do so at any Quality Driving Location in Tri-Cities..
9. ***Organ Donor video shown, information only***. Parents need to sign if it is ok for student to watch video.
* Signature of parent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. Course Completion is put on the computer at the end of the driving and written portion of class.
2. No texting in class allowed. No Radios, tape recorders, Walkman’s, or any instrument or device that distracts the student from the instructor’s presentation are allowed. Instructors 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.. 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. Student not bringing permit results in a **$25. Fine**. Failure to apply for permit and practice may result in student starting a new class at an additional charge of $50. Student bringing an expired permit will also be receiving $25.NS fee Paper permit good for 6 weeks. Look on side of permit for expiration date.
4. **Drive Cancelations:** 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) **$25.00** 24 hour notice Remember cell phones have date and time on them.
5. **Students must bring glasses or contacts**. If not it is a missed drive.
6. Regular shoes for driving no **flip flops.** If wearing flip-flops we will cancel drive resulting in a **NS $25** fee
7. Missed drives not resolved within 2 weeks will automatically be charges. Student knows about missed drive next time they attend class as it is written in their record.
8. 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,-West Richland) to schedule drive times Schedule not always available but will get back as soon as possible. Use of text encouraged 509-521-0812
9. Students are expected to remain at the meeting location for at least 15 min after the schedule drive start time. Students must be sure that you have the correct day and time. Call 509-734-9117
10. **If 3 scheduled drives are missed** without instructor notification student will be dropped from the class.
11. **Final drive is a test** and must be passed with **80%** or student required to pay for new drive. Cost $25
12. Extra driving sessions will be provided for students needing extra instruction. The charge for extra driving sessions will be $25 per session.
13. Students need one observation for the class. Best time on first or second drive.
14. Friends are not allowed to accompany anyone on a drive unless in class as an observation.
15. Students who do not practice with parents may be asked to drop out of class until they do the required driving practice.
16. **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**, Cancel drive by voice or text mail. 509-521-0812. 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 for the entire amount of the class within my 4 month time frame If student did not complete the course I realize I must still pay for the remainder of the course. Talk to Quality if you have issues unresolved . Cost of the course is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Students Signature Printed name Date

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 Parents Signature Printed name Date