

## Quality Driving School Contract of Policies and Procedures

The mission of the Quality Driving School is *Set your GPS for Success!*

*We believe your child deserves quality driver education with qualified instructors. They will teach your student to be a safe, courteous, and confident drivers. We have five locations, with a variety of class days and times for your convenience. Drivers' education courses consist of 30 hours of classes and 6 drives with an instructor. With your cooperation, we will succeed in making your children safe drivers.*

You may ask yourself, "Why pay for driver education when I can teach them myself?" Here are the reasons why:

- ★ *Young drivers who do not complete drivers' education are 75% more likely to get a traffic ticket.*
- ★ *Out of all the licensed drivers in Washington state, 32% of traffic fatalities are drivers between the ages of 16-25. This age group only makes up 13% of the driving population*
- ★ *57% of fatal car crashes with young drivers include impairment as a factor.*

*We support the Target Zero Goal to reduce traffic fatalities and serious injuries on Washington's roadways to zero by the year 2030.*

To accomplish this we need **Parent Involvement. Students need to be 15 before the 1st day of class.**

### Parent Policies

Parents are given a 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 they have learned in driving school ½ an hour everyday recommended. Parents are to keep a log of driving times and lessons practiced. 50 hours (40 daylight and 10 night), total before going to get a license. If needed additional drives are offered for \$30 per hour. *Quality Driving is a certified DOL Testing location. One state written test and one state drive test per student is included in the price of your class. Please study before coming. at DMV-written-test.com/wa/practice-test for the written test and 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 \$30 more than cash price.** Fee is due on the first day or can be paid up to 10 days early to receive Instruction Permit waiver. Students are required to pay at least a \$150 down, before they are allowed into the program. Balance of the fee is due 6 months after the first day of class or they pay an additional \$50 per month over the 6-month period. Student's name will go on the DOL portal as **Failed** if you are not done paying by the end of the course. ***Final payment will allow us to resubmit students as Completed 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. Payments are still to be paid in accordance with this payment agreement.

❖ Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

### Classroom Phase:

1. Students are expected to attend all **30 hours of classroom sessions, and 6 drives.** **Students can only enroll in a class until lesson 3.** Students can miss up to 3 class sessions. When classes are missed, they must be made up before the class test can be taken. Makeups must be the class you missed (i.e. if you miss class 4 you must make up class 4) If more than 3 sessions are missed, students will have to retake class from lesson 1. Refer to the calendar to check the right day and time classes are held. "Quality reserves the right to make changes without contacting students. Please talk to your instructor or 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 \* \_\_\_\_\_. **\* Due to Covid-19 there is not a time limit on completing the course.** *\*A Student that requires additional time for driving practice due to injury must contact driving school and report on student's progress every 2 weeks. signature.*  

**(Sign when student is injured.)**

**After 6 months a student must start over from lesson 1, at no additional cost for the first restart. If you have to restart a second time you must pay for the class course again\***
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 class is held on Zoom and the student is more than 15 min late or 3 tries of communication has not been answered then the class will count as missed (i.e answering of questions via vocal or message). If a student needs to leave class more than 15 min 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. Any student using inappropriate language, gestures, or who sexually harass others (i.e. inappropriate touching, or taking off clothing to skin level) will be expelled without warning or refund. 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 there will be no refund for the class.**
7. Student must receive an 80% on all classroom work and drives to pass. Students will be required to participate daily or they will have to retake that class.
8. Student must have all makeups done before they qualify to take the class written 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 \_\_\_\_\_

10. Course Completion is put on the computer at the end of the driving and written portion of classes.
11. Use of cell phones during class is not allowed. If a device is being disruptive the instructor may take the item away until the end of class.

### Driving phase:

1. **\* Due to Covid-19 we are backed up on drives. Due to the pandemic and the spread continuing drives may be cancelled/postponed keeping customers and employees safe. If an employee gets a positive result they will not be allowed to work until they have received a negative result.**

If you or someone in your household tests positive you must cancel your drives and wait for 10 days followed by a negative test before returning to drives.

2. When you sign up for a drive it is extremely important to keep the appointment. If a student misses or cancels a drive without proper notice (24 hours) you will be charged 30 dollars. **Parents need to practice with their student.** Drives start at the office nearest to you, unless otherwise indicated.
3. Students must have their learners permit before driving may start. **Students must bring permits with them to all of their drives. A \$30 Fine** may be charged for the following:
  - If a student does not have their valid permit with them for their drive.
  - If a student needs corrective lenses according to permit and does not have them on/in
  - Students must wear proper footwear such as tennis shoes, boots, or sandals that attach around the ankle.
  - If a student calls and cancels without proper notice
  - If a students doesn't show up for a drive that has been scheduled on their behalf by a parent or guardian
4. The central office will be scheduling all drives. If you are finished with the classroom and still need drives you can call (509)491-3443 (509)734-9117 (Pasco-Kennewick,-West Richland,-Richland) to check on scheduling. If the office staff cannot answer a question they will take a message and the owner will get back ASAP. Use of text encouraged 509-521-1765
5. It is the responsibility of the student to find the driver. Do not wait in your car for the instructor to come get you.
6. Students are expected to remain at the meeting location for at least 20 min after the scheduled start time. Students must call to be sure that you have the correct day and time at 509-734-9117
7. **If 3 scheduled drives are missed** without instructor notification. Students will not be allowed to schedule anymore drives until all missed drive fees are paid.
8. **Final drive is a test** and must be passed with **80%**. If failed it will cost 30 dollars to retake.
9. Extra driving sessions will be provided for students needing/wanting extra instruction. The charge for extra driving sessions will be \$30 per session.
10. Friends or family members are not allowed to accompany the student on their drives.
11. Students who do not practice with parents may be asked to postpone drives until they have completed a certain amount of time(to be determined by instructor) driving at home with parents.
12. If a student is told to do something by the instructor but is not confident in doing what has been asked, please ask questions.
13. **A student who is involved in an accident and deemed at fault will be terminated from the class.**

**I understand these rules on driving. Parent initial** \_\_\_\_\_

**Quality Driving School's main office is closed on the weekend.** Cancel drive by phone (509)491-3443 509-734-9117 or text 509-521-1765. 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 \$ \_\_\_\_\_**

❖ \_\_\_\_\_  
\_\_\_\_\_ Students Signature Printed name  
Date

❖ \_\_\_\_\_  
\_\_\_\_\_ Parents Signature Printed name  
Date