

Susan Campos

A Plus Global Driving School Mission/Policy/Enrollment Terms

Student Policies

These policies are designed to help students and their parents/guardians understand their responsibilities and the responsibilities of A Plus Global Driving School.

Teen Course: Enrollment terms:

1. State law requires that students must be 15 years old by the first classroom session of the course.
2. Enrollment will not be allowed after the third class has completed.
3. Teen driving course must not be less than 5 weeks in length and all course requirements must be completed within 3 months of the first day.
4. Behind-the-wheel driving lessons are scheduled separately from the classroom sessions and typically extend beyond the last classroom session.
5. **No food, drinks or gum is allowed in the instruction cars or in the classroom.**

Classroom Sessions:

1. **Attendance:** Classroom and behind-the-wheel (BTW) instruction, including any make-up classes, must be completed in no more than 90 days.
 - Students may not be more than 10 minutes late to class or drives per WA State law. Students arriving more than 10 minutes late to class will be required to take the entire class over, and it will count as an absence.
 - No more than 3 classroom absences will be allowed. **All** absences and failed final exams (score less than 80%) must be made up. One missed class may be made up per day.
 - Teens **must** sign their timesheet for every class, including make-up classes. Timesheets are kept with the office staff. Failure to sign the timesheet will result in having to take the class again.
2. **WA Laws** - Students are required to attend all classroom sessions. Washington State requires 30hrs of classroom and 6hrs of driving.
3. Classroom and behind the wheel Instruction course must not be scheduled for not less than 30 days, and maximum time to complete the course is 3 months in length. If a student takes longer, than will have to retake the course and repay the full tuition to restart the course.
Parent Initials: _____
4. If for some unexpected reason a student misses a class, that class will have to be made up before the student graduates from the class. If the student misses more than 3 classes, they will automatically be dropped from the course with no refund.

5. In order to obtain a license before 18 years of age, a student must graduate a DOL approved traffic safety education course, have obtained a driver instruction permit for 6 months, and be at least 16 years of age. **Parent Initials:** _____
6. When classroom and BTW drives are completed at the 80% and above competency level. A Plus Global Driving School (per DOL mandates) will report Course Completion information to the DOL.
7. If a student needs to withdraw from the course for unexpected reason, after the first session there will be no refund.
8. **Expulsion** - If a student is removed from any class session for behavior problems, cheating, drug and/or alcohol use, the student will be immediately dropped with no tuition refund and will not be allowed to enroll in A Plus Global Driving School.
9. The passing grade is 80% for all tests in the classroom and behind the wheel phase of instruction.
10. If a student is caught vandalizing any of the materials or the building itself, the student will be charged for the repairs and can be dropped from the course without tuition refund.
11. Students are not allowed to do homework or read books other than those used by the instructor in the driver's education course.
12. **Behavior** - Electronic media such as Cell phones, Radios, MPS players, iPods or any other devices that can distract from the learning environment are not allowed. Cell phones must be turned off during all class sessions and BTW drives. Students are responsible for any damage to supplies, materials, and/or equipment.
13. **Graphic content:** Our course curriculum includes some video content that is graphic. It's not intended to scare the students, but rather to instill respect for the dangers involved with driving.
14. Students are to bring a notebook and pen/pencil. Parents should ensure students are on time and picked-up in a timely manner.
15. The issuance of a driver's license is NOT guaranteed or assured as a result of this course.
16. Returned checks will be charged a \$35.00 administrative fee. The course and administrative fee must be paid in cash before the student can resume classes.

Driving Sessions:

1. All students will need a learner's permit within the first week of class. 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-SHOW** fee is \$50.00. Students will not be allowed to drive on any further drives until all their **NO-SHOW** fees are paid in full (Cash only).
2. When a student is 10 minutes late for a drive, he/she will be charged **NO-SHOW** fee (Cash only). **Parent Initials:** _____
3. When a student or their parent schedules a drive and want to cancel or reschedule, they must contact the school during business hours 24hrs prior to the scheduled appointment (business hours are M – F 9:30 am – 6:30 pm). Failure to do so will result in a \$50.00 **NO-SHOW** fee. Weekends and holidays are not considered business days. However, with that "Grace period," the instructor may be up to 10 minutes late with a previous student. You must remain at the pickup location during that time for adjusted scheduling. **Parent Initials:** _____
4. A minimum of 6 hours of behind the wheel lessons, with a maximum of 1 hour per day.

5. All driving skills will be scored: 1-failed, 2-passing, 3-satisfactory, 4-excellent. Students receiving a skills grade of 1 or 2 will need to practice those skills with their parents/guardian. The instructor will evaluate these skills again during the next drive.
6. When a student failed any of the 6 behind the wheel lessons there will be \$30 fee for the retake (Cash only).
7. **Intermediate Driver License Regulations:** For the first **six months**, new drivers cannot drive with passengers who are **under the age of 20**. For the **next six months**, IDL holders **cannot carry more than three passengers who are under the age of 20**. Exceptions are made for immediate family members. For the first **twelve months**, IDL holders **cannot drive between 1:00 AM and 5:00 AM** unless **accompanied by a licensed driver age 25 or older**. Cell phone use, including talking and sending or receiving text messages, even with hands-free devices, is prohibited. These restrictions won't apply after the teen turns 18 years old.
Parent Initials: _____ Student Initials: _____.
8. **Observation:** A minimum of one observation drive done while another teen receives BTW instruction is required to complete the driver training course.
9. Extra driving sessions will be provided for students that need extra instruction. The charge for an extra driving session is \$50.00 per session.
10. School will not refund any tuition money or any part thereof when actual services have been rendered.
11. I am the legal parent/guardian of the enrolling student and give my legal consent for him/her to participate in this Traffic Safety Education program. I have read the fees and fine print and will be responsible for the payment of all tuition and fees due. I further agree to assist with home practice and support my student's effort to be the best possible driver.
12. I agree to abide by the above conditions and guidelines. I realize that violations of these are grounds for dismissal.

Parent's/Guardian's Signature. _____

Print: _____ Date: _____

I am a student taking this Traffic Safety Education course. I have read and understand the course requirements. I further agree to practice driving at home to be safer driver on the road.

Student's Signature: _____

Print: _____ Date: _____