



911 Driving School of Port Orchard / Silverdale  
1800 Mile Hill Drive Suite 110  
Port Orchard, WA 98366  
(360) 874-9111  
[www.911drivingschool.com](http://www.911drivingschool.com)  
Email: [portorchard@911drivingschool.com](mailto:portorchard@911drivingschool.com)  
[silverdale@911drivingschool.com](mailto:silverdale@911drivingschool.com)

## Contract Agreement and School Policies

### **Fees**

- \$50 – Missed drive, failed to bring valid learner’s permit to drive, or improper foot wear (high heels, or flip flops). Cancel scheduled drives using the online scheduling program. 24-business hour cancellation policy, all drives cancelled less than 24 hours of the drive will incur the missed drive fee.
- \$25 – Refund fee for TSE classes only, no refunds after the 3<sup>rd</sup> class day.
- \$50 – NSF check fee
- \$50 – Class transfer fee, no class transfers permitted after third class day.
- \$50 – Extra drive fee, per hour cost
- \$50 – For failure to complete course in five (5) contiguous months
- \$25 – For each attempt at the DOL Knowledge Test
- \$45 – For each attempt at the DOL Skills Test
- \$20 – Use of drive school vehicle during Skills test

### **Course Description**

911 Driving School offers a Department of Licensing (DOL) approved traffic safety education course which meets all of the standards as set by the State of Washington and DOL. The course includes 30 hours of classroom instruction spread out over 15 days, five (5) hours of behind-the-wheel (BTW) instruction, five (5) hours of driving observation, and four (4) hours of computerized drive simulation. ***All our instructors are DOL certified/licensed and current or retired law enforcement.***

This course is a cooperative effort between the drive school, student, and parents. Parents are expected to drive with their student and reinforce proper driving techniques and practices that are taught in the classroom. Instructors are encouraged to communicate with student’s parents on any issues that they (parents or instructor) identify that needs additional practice or study. DOL requires students must have fifty (50) hours of drive time, ten (10) of which must be during the hours of darkness, in order to apply for a license; the drive school only provides five (5) driving hours. The remaining forty-five (45) hours is the responsibility of the parents.

### **Behind-the-Wheel (BTW) Practice**

It is 911 Driving School practice to have two (2) students in the instructional vehicle at all times. There are instances when this is not possible. By signing this form you give 911 Driving School permission to conduct BTW training in a one-on-one setting.

## **911 DRIVING SCHOOL CONTRACT AGREEMENT AND POLICIES**

Drives are to be scheduled outside of class time, if a student schedules a drive during class time the student must attend class and the drive will be considered a missed drive, incurring a \$50.00 missed drive fee. Students are required to complete three (3) drives by the last day of class.

If a student fails to show up for the drive within five (5) minutes of the indicated start time with no phone call or prior notification the student is considered a no-show and therefore charged a missed drive fee.

Students are required to bring a valid learner's permit to each and every scheduled drive. If a student does not bring a valid learner's permit they will be charged a missed drive fee and not allowed to drive.

Food, gum, drink, cellular phones, iPods, or any other form of electronic devices are not allowed in the instructional vehicle. Students are prohibited from wearing high heels or flip flops during a scheduled drive. If a student arrives not wearing the proper footwear, he/she will be given an hour to fix the situation pending two students are booked in the drive, otherwise a missed drive fee will be assessed.

If a student has any unpaid fees, they are not allowed to schedule or participate in any instructional drives until the fees are paid in full. All scheduled drives will be cancelled until the fees are paid.

### **Cameras**

All instructional vehicles are equipped with video cameras for safety and training purposes only. Images from the cameras will never be used for public display or released to any third party and are the sole property of MPH Instruction LLC. Videos will be retained for 90 days unless an instructor files an accident/incident report. By signing this form you give permission to 911 Driving School to video and audio record all drives.

### **Behavior**

Students are fully accountable for their conduct. Students can be dismissed from the course without a refund for misbehavior, cheating, being under the influence of alcohol or drugs during any instructional phase, misuse or abuse of 911 Driving School's equipment, repeated and willful violation of traffic laws, or any act that would be constituted as criminal, failure to complete assigned work, and multiple failed tests. Any drug or alcohol use will not be tolerated.

### **Attendance**

Classroom and BTW instruction will be completed in no less than 30 days and no more 180 days from the first day of class. Enrollment will not be allowed after the third day of class. Students must be 15 years old by the first day of class. No more than three (3) excused absences permitted. All absences and failed tests must be made up. Make-ups via DVD will not be allowed to begin within two (2) hours of closing. All make-ups must be scheduled in advance with the office staff. Any more than three (3) absences the student will be pulled from the class. Students can be

## 911 DRIVING SCHOOL CONTRACT AGREEMENT AND POLICIES

dismissed without a refund from the course for excessive tardiness or unexcused absences. *COMPLETION OF THIS TRAFFIC SAFETY COURSE DOES NOT GUARANTEE STUDENT(S) WILL PASS THE DEPARTMENT OF LICENSING KNOWLEDGE OR SKILLS TEST.*

### **Drivers Education Completion**

Upon successful completion of all tests and activities required for our program, and upon full payment of tuition and fees, a course completion report will be filed with the Department of Licensing. Extra drives whether required or desired are \$50.00 per hour.

### **DOL Knowledge (Written) and Skills (Road) Test**

911 Driving School is a DOL approved testing facility. Students can take the Knowledge (written) test with us after completing their traffic safety education course. After passing the Knowledge test students can schedule the Skill (road) test. The Knowledge and Skills tests each require a score of 80% to pass. A 72-hour notice is required for cancelation of a Skills test. *ONLY DOL DETERMINES LICENSURE ELIGIBILITY AND ISSUES LICENSES.*

No refunds for license testing. No refunds for late or missed test appointments, failed tests or if applicant does not bring valid identification and/or a learner's permit to a scheduled test. Additional policies are posted for public viewing and agreed to by signing this form. Complaints or grievances may be directed to the driving school front office.

No admittance to the written test after it has begun. All electronic devices must be turned off and personal belongings secured. No cheating (whether giving or receiving of test answers).

No food, drink or gum is allowed in the vehicle during the road test. Applicant agrees to instructor or auditor ride-along. **PRIVATE VEHICLE: Applicants using their personal vehicle must provide proof of current insurance, current registration and the vehicle must be in proper working order.** All equipment on the vehicle must be working to include but not limited to: all lights (headlights, taillights, turn signals, center brake light, brake lights), mirrors, doors, driver's window must roll down, etc. The driving school has a vehicle available to use for the road test for an additional fee.

### **Intermediate Drivers License (IDL)**

To receive the Intermediate License your teen:

- Must be at least 16
- Complete a Traffic Safety Education Course
- Must have held an Instruction Permit for at least 6 months
- Must complete at least 50 hours of supervised driving, and 10 of those at night
- Must pass the DOL's drivers licensing exam

## 911 DRIVING SCHOOL CONTRACT AGREEMENT AND POLICIES

### Restrictions

- For the first 6 months no passengers younger than 20 (other than immediate family)
- For the second 6 months no more than 3 unrelated passengers younger than 20
- For the first year, cannot drive between 1 am and 5 am unless accompanied by a parent, guardian, or a licensed driver who is at least 25 years old.

Restrictions are automatically lifted after 1 year if your teen:

- Has not been involved in an auto collision
- Has not been convicted of or found to have committed a rules-of-the-road traffic offense or violated any of the IDL restrictions.

On your teen's 18<sup>th</sup> birthday, the license automatically becomes a basic driver license, without the intermediate restrictions. There is no need to visit a driver licensing office to change it.

### Parent Orientation

The first hour of the first day of class is dedicated to parent orientation. A parent or guardian is required to attend the orientation with their student. Each parent who attends is required to sign-in with the instructor.

***By signing this form I have read, understand and agree to the terms and policies of 911 Driving School Port Orchard / Silverdale and consent to the video and audio recording of the driving lessons.***

***If the student is under the age of 18, I hereby authorize my son/daughter to attend traffic safety education presented by 911 Driving School and agree to the terms and policies of the school and consent to the video and audio recording of the driving lessons. I acknowledge that I have been made aware of and received information regarding my son/daughters IDL requirements, parent orientation, and parent participation. I hereby authorize my son/daughter to take the Knowledge test and Skills test with or without me being present at the time of testing.***