



STUDENT POLICIES and EXPECTATIONS

Revised October 2011

Course Description: This course is designed for students under the age of 18. Students must be fifteen (15) years old on the first day of class to be able to start the course. Completion of this Department of Licensing approved course, allows the student to obtain a Washington Traffic Safety Education Certificate.

Attendance

1. Students must attend 34 hours of classroom that include 4 hours of Driver Zed, a total of 17 classroom sessions #1 to 17.
2. Parents must attend the first hour of the first classroom session for a parent meeting. We ask that only one parent attend and no siblings, due to classroom space.
3. Three class absences are permitted, provided the student make-up each missed class. Students can attend one scheduled class and one make up class per day. Classes can be made up at any of our six locations the next time that class is offered.
4. All classroom and behind the wheel requirements should be completed six months from the start date of the class
5. Late arrival will result in an absence from the class or drive. Please be on time.
6. Students must sign in at each class session, failure to sign in results in no credit given for that class.
7. All classes last two hours, drives last one or two hours. Students should be picked up promptly when their sessions end.

Classroom - 17 classes (2 hours each)

1. The class length will be a minimum of 30 days for evening or summer classes.
2. Classroom tests are 75 question multiple choice. Students must receive 70% on the final test to pass our course. To meet the requirements of the DOL Pilot Program a student must pass with 80% the first time taking the test during classroom session #17 of the session they started. It cannot be qualified for DOL on a retake or absence.
3. If the student fails the final test it must be retaken. To make-up a test the student can attend any classroom session except for #1 and #17, at any location and there is no need to call in advance.
4. Nelson Driving School, LLC supplies the appropriate Handbook to complete the course
5. Completion certificates will be issued when all requirements have been met and payment and additional fees have been made in full.
6. Replacement certificates will be issued within ten days after a \$20.00 replacement fee has been paid.
7. If the balance of your account has not been paid by classroom session 17 you will be invoiced for the balance along with a \$5.00 administrative fee per month until the balance has been paid in full. If your account is delinquent for more than 5 months you will be sent to collections



Behind the Wheel - 5 lessons (5 hours driving, up to 5 hours of observation)

1. PLEASE DO NOT MISS AN ASSIGNED DRIVE WITHOUT **24 HOURS** NOTICE TO NELSON DRIVING SCHOOL, LLC. Notice can be given by calling and leaving a message at (360) 354-8777, or via email at nelsondrivingschool@msn.com.
2. **If a student misses a scheduled drive or does not bring their permit, without the 24 hours notice, there will be a charge of \$40.00 per missed drive.**
3. Students must obtain an instruction permit from the Department of Licensing before driving. This can be done 10 days before the start date of the session in which you are registered in, with the permit application form that was mailed to you.
4. Students will submit their drive availability at the first class session.
5. There must be at least one day between lessons to allow time to practice the skills.
6. You will be assigned five hours of driving time. We strongly encourage you to have a minimum of 20 hours of practice before your fifth drive.
7. A drive lesson cannot be scheduled at the same time a student is in class and no more than 1 drive session per day.
8. All drive lessons begin and end from the student's high school or our office. Check location key at the bottom of the drive schedule that was emailed to you.
9. Students receive an evaluation sheet after the fifth drive. This is to inform parents of their teen's progress and needs. Please take the time to review this sheet with your son or daughter.
10. Additional driving time is available for a discounted rate of \$50.00 per hour.

Responsibilities:

1. Nelson Driving School, LLC prohibits the possession and use of drugs, alcohol, tobacco and weapons. Involvement will result in immediate expulsion without a refund.
2. Cell phones, iPod's and other electronic devices must be **turned off** before entering the classroom or car and should remain off until dismissal of the session. Violation of this will result in an absence for that session and you will be required to retake the session.
3. Wear appropriate attire. Waistline and chest areas must be covered or student will be sent home and marked as absent and will need to retake the session. No slip-on shoes or flip flops are allowed for behind the wheel.
4. Respect property. Vandalism will result in expulsion from the program without a refund.
5. Refrain from profanity. Inappropriate language will result in an absence and the class will need to be retaken.
6. Always address concerns with the instructor first, then contact management if needed.
7. Bring, Student & Parent Guidebook (provided by Nelson Driving School, LLC), WA Driver's Guide (obtained from DOL or downloaded from the DOL website), driving permit and a pen to each class.
8. Accept constructive feedback with maturity, understanding the intent is for developing safe, responsible drivers.



Nelson Driving School, LLC

www.nelsondrivingschool.com

(360) 354-8777

Tuition: Payable at the first class session.

1. Visa and MasterCard are accepted, checks made out to Nelson Driving School, LLC, money orders or cash.
2. The tuition is nonrefundable after the first class.
3. Certificates will be issued upon completion of classroom sessions, drives, and tuition and fees paid in full.
4. Please call for payment arrangements if necessary by calling (360) 354-8777 or emailing nelsondrivingschool@msn.com. Additional fees may be applied.

If you have any concerns or questions please call (360) 354-8777, email-nelsondrivingschool@msn.com or visit our website www.nelsondrivingschool.com