



Policies & Procedures

General Information: Washington State law requires students to be 15 years old by the first day of class. Students up to age 19 may be enrolled at Edge Driving Academy if they are also enrolled in high school. Students must obtain a Washington State Learner's Permit from the Department of Licensing and bring it to all drives and testing appointments. Students with a corrective lenses restriction on their learner's permit must also bring their glasses or contacts to all drives.

An email address for each student and their parent/guardian is recommended.

Food, drink, and gum are not allowed in the instruction vehicle.

If your student has an IEP, 504, or a documented medical or behavioral health condition that may require individualized accommodations, please contact the school directly to discuss how we can best meet their needs.

Attendance: No more than 3 absences are allowed for the entire course. All absences must be made up. If more than 3 days are missed, students will be required to re-enroll in another course session and pay a processing fee of \$250. Students arriving 10 or more minutes late to class will not be admitted to class and will be counted absent. These attendance rules also apply to students attending classes using the Google classroom platform.

No student can be enrolled into this drivers education course after the completion of the third class.

Behavior: Students may be dismissed from class for misconduct. Examples of misconduct include

- cheating, which includes sharing and/or copying answers on exams
- being under the influence of alcohol or drugs
- disruptive classroom behavior
- repeated and willful violation of traffic laws
- bullying and/or harassment, including sexual harassment or racism
- Theft of any kind

If a student is dismissed from a class for misconduct, it will count as an absence.

If a student is dismissed from the course for misconduct, a refund will not be issued.



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BTW (Behind the Wheel) Instruction and Practice: Washington State Department of Licensing requires at 50 hours of driving experience, 10 of which must be during nighttime hours, with a driver that has been licensed for 5 years or more before getting their license. Parent participation in driver's education is necessary for student success! You can find DOL driver's log here [PSDP-Log.pdf \(edrivemanuals.com\)](#) or pick up a copy at the school.

Behind the wheel attendance: If two drives are missed without 24 hour cancelation, the student will be withdrawn from the course to preven delays in future courses.

Class Time and Tests: Students must pass each test with an 80% or higher score.

Course Completion: Ideally, classroom and BTW instruction will be completed in no less than 35 calendar days and in no more than 4 months from the start date of class. The course will be complete when all lessons are completed (including any make up classes), all tests are passed with an 80% or higher, all 6 drives are completed, and all fees are paid. The DOL will be electronically notified that a student has completed the course, as well as the student. Once these notifications are sent out, a student, 16 years or older, can schedule their state testing to obtain their driver's license. Completion of this driver's education course does not guarantee that students will pass the Department of Licensing exam.

Drives: 6 one hour driving lessons plus 2 observation drives (observing another teen driver) are required to pass the course. It is the responsibility of the student or parent to schedule drives. There will be a sign-up sheet for driving lessons at the school and on google classroom. Students must commit to 1 drive weekly. If a student does not show up for a scheduled drive, does not bring their valid driver's permit, or students with a corrective lenses restriction on their permit do not bring their glasses or contacts, \$50 will be charged and the drive will have to be rescheduled. Washington State Law requires that specific drives take place to complement classroom instruction. All drives must be completed within 6 months of the start date of class. Any extra drives that are required or requested will be \$60/hour.

Intermediate Driver License Requirements:

Driving with passengers, first 6 months: no passengers under 20 years old, except for immediate family members

Driving with passengers, next 6 months: no more than 3 passengers under 20 years old who aren't immediate family members.



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Nighttime driving, first 12 months: no driving between 1am-5am unless accompanied by a licensed driver 25 years or older.

Cell Phones: cell phones are not permitted, even with a hands-free device. This includes talking, sending, and receiving text messages. Cell phones may only be used to report an emergency.

Penalties for violations and accidents:

- **1st violation:** passenger and nighttime restrictions will apply until age 18. DOL will send a warning letter to the driver and parent/guardian.
- **2nd violation:** license suspended for 6 months, or until 18, whichever comes first. DOL will notify the driver and parent/guardian before suspension takes effect.
- **3rd violation:** license suspended until age 18. DOL will notify the driver and parent/guardian before suspension takes effect.

Final Knowledge Test: The knowledge test consists of 40 multiple choice questions about Washington State traffic safety laws. 32 questions must be answered correctly to pass. A maximum of 35 minutes is allotted to complete the test. Anyone arriving late to the final test will not be allowed to test.

Final Skills Test: The driving test will measure the student's ability to drive safely while observing all Washington State traffic laws. Students must pass the final skills test with an 80% or better. Students arriving late for a final skills test will not be allowed to test.

Organ Donor Program: Washington State required information regarding the Organ Donor Program will be review on parent night.

Picking up & Dropping Off Students: Arriving to class and drives on time is important! Students arriving more than 5 minutes late for a drive may be charged a \$50 fee and the drive may have to be rescheduled. Please pick your child up on time after classes and drives. The school is not always open when drives are scheduled, and the instructor may have other students waiting for their scheduled drive and cannot wait with the student.

Refunds & Fees:

All refunds are subject to a \$40 administrative fee if requested 7 days before the first day of class.

If a student needs to transfer to different session, it must be requested 7 days before the first day of class or a \$40 transfer fee will be applied.



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If a student withdraws from class before the second class, a 50% refund of tuition will be issued. There are not any refunds after the second class.

Deposit: \$300 due at the time of registration

Course Fee: \$600 balance due in full before or on parent/information night.

Processing Fees: \$250 will be charged if a student misses more than 3 classes and is required to re-enroll in another class.

Drive No Show Fee: \$50 will be charged if a drive has to be rescheduled

Transfer Fee: \$40 will be charged if you need to transfer to different class session

Extra Drives: \$60 an hour

NSF Fee: \$30 will be charged for returned checks

Please note: By signing these policies, you accept that you may be audio and/or video recorded during class and/or drives.

We reserve the right to change our policies at any time. If a policy is changed, it will be effective immediately.