



253-639-7102
23609 104th Avenue SE, Suite 203 Kent, WA 98031
www.diamonddrivingkent.com

Diamond Driving School of Kent, LLC is dedicated to preparing new drivers with the knowledge and skills necessary to qualify for a Washington State driver license on their first attempt and continue to drive defensively and safely as licensed drivers. We offer the best experience at the most competitive price. If you are not satisfied with our services after your first class, Diamond Driving School of Kent, LLC will refund your full payment.

Student Policies

These policies are designed to help the student and the parent/guardian understand their responsibilities and the responsibilities of Diamond Driving School of Kent, LLC.

General Expectations

- ◆ The student agrees to attend lessons prepared to learn, cooperate with instructors, and follow the class rules.
- ◆ The student and parent/guardian agree to spend a minimum of two hours for every one hour of drive instruction practicing the skills taught by the instructor during the course. The student and parent/guardian will keep a log of hours driven in preparation for application for an intermediate license.
- ◆ Course length will be a minimum of 30 days and not longer than 6 months.

Classroom Phase

1. **ENROLLMENT:** The student must be at least 15 years old to be eligible for enrollment in a driver education course. Enrollment in a course is closed after the first three class sessions are complete. **All tuition or fees incurred will be made payable to Diamond Driving School of Kent, LLC** in either cash or money order, personal or cashier's check, or debit or credit card.
2. **PARENT NIGHT:** **The parent/guardian is expected to attend a one-hour Parent Night meeting with the student.** The meeting will outline the course content; clarify student, parent, and instructor responsibilities; educate student and parent about the Intermediate License; and discuss other relevant and timely topics.
3. **ATTENDANCE:** The student will attend all classroom sessions. Washington State requires 30 hours of classroom instruction. All missed classes must be made up before the student can graduate from the course. Classes will be made up only at Diamond Driving School of Kent, LLC and on a future date when the missed lesson is repeated. Additionally, a student may not take the final exam until all missed classes have been made up. **If the student misses more than three classes, he or she will automatically be dropped from the course without further notice.** The student can enroll in the next course for a reinstatement fee of **\$100** in order to resume driver education.
4. **WITHDRAWAL:** A student withdrawing for unexpected reasons prior to first day of the original start date may either transfer his or her enrollment to later course, depending on space available, or request a refund for no additional charge. After classes have commenced, and before missing a fourth class, transfers may be made for a **\$50** fee. After classes have begun, a refund of his or her tuition will be pro-rated (\$20 subtracted per classroom session, \$30 for drives completed) and less a **\$50** fee.
5. **COURSE LENGTH:** **If the student takes longer than six months to complete, he or she will be automatically dropped from the course.** The student can enroll in the next course for a reinstatement fee of **\$100** in order to resume driver education.
6. **FINAL EXAM:** The final exam will not be administered until the student has paid all fees incurred. A passing grade (80%) is required on the final exam in the classroom phase of driver education. If the student does not pass the final exam, he or she may retake the test for a fee of **\$30**. If the student fails the exam three times, he or she must pay a fee of **\$100** to take a refresher course of outlined class information (additional drives are not included).
7. **CERTIFICATES:** **Course completion certificates will be mailed to passing students** after the final class session and upon completion of the driving phase provided student has paid all fees incurred and all personal checks have cleared. If a certificate is lost, a replacement certificate can be issued upon receipt of written request and a **\$30** certificate replacement fee (see website www.diamonddrivingkent.com for details).

Driving Phase

1. **PERMIT:** The student is required to obtain a Washington State-issued instruction permit within the first week of class and must bring the permit to all behind-the-wheel (BTW) sessions, also referred to as *drives*. The instructor can issue registered students an instruction permit waiver upon receipt of tuition payment. The waiver is valid 10 days or less before the start of class.
2. **NO-SHOWS:** A drive can be canceled by a student or parent if **verbal notice is given to the instructor no later than 24 hours before the scheduled drive session**. If the student does not adhere to this policy, he or she must complete the session, find another student in his or her class to take the time slot, or pay a **\$30** no-show fee. **If the student fails to bring his or her permit to a scheduled BTW session, it will be treated as a no-show, and the student will be charged a \$30 fee.** In general, no-show fees must be paid in full before the student will be allowed to go on another drive. If the student is **more than 15 minutes late** for a BTW drive session, he or she will be charged a **\$30** no-show fee. If the instructor is late for a scheduled BTW session, the student is expected to remain at the pick-up location for at least 15 minutes after the scheduled start time. The instructor and school owners reserve the right to cancel BTW sessions at any time due to unavoidable vehicle malfunctions or inclement weather and will do their utmost to give students as much notice as possible.
3. **SCORING:** All driving skills will be scored as follows: 4-excellent, 3-satisfactory, 2-fair, 1-failing. Sessions receiving a 1 or a 2 indicate that extra practice of the corresponding skills is required and must be completed with the student's parent/guardian. The drive instructor will reevaluate these skills on the next drive and the student must receive a satisfactory score (3) before moving forward in training.
4. **ADDITIONAL DRIVES:** If, after completing six BTW sessions, additional drives are required in order for student to master the outlined BTW skills and receive a passing grade, he or she will be charged **\$30** per session. The student will not be issued a certificate of completion until he or she receives passing grades in both the classroom and driving phases of the course. Upon request, the instructor will provide parents an outline of the BTW skills their students need to improve.

General Policies

1. Students will be prohibited from continuing in the course and in BTW sessions if course fees are not paid on time.
2. Returned checks will be charged a **\$30** fee. If student's payment by check is returned, tuition and administrative fees must be paid in full—cash only—before the student can resume classes, schedule BTW sessions, or receive a certificate of completion.
3. The instructor has the right to remove a student from class or to end a BTW session for repeated incidents of misconduct, for intoxication or drug use, or for cheating. The instructor and school owners will decide the conditions under which the student may resume driver education. The student may be dropped from the course without a refund.
4. Radios, cell phones, mp3 players, or any other device which distract the student from the instructor's presentation or other classroom or driving activities, are not allowed unless instructor gives student special permission. If any of these devices are discovered they will be confiscated and returned after the lesson. Students are not allowed to do homework or read books other than those used by the instructor in the driver education course.
5. If the student is caught stealing or vandalizing school materials, equipment, or parts of the building itself; he or she will be charged for the repair or replacement, dropped from the class without tuition refund, and may have criminal charges filed against him or her.
6. Smoking is not allowed while driving or riding as a passenger in the education vehicle. **Please do not smoke immediately prior to driving or riding as a passenger in the education vehicle.** Washington State law prohibits smoking within 25 feet of the entrance to Diamond Driving School of Kent, LLC. The law also prohibits minors from smoking under the age of eighteen. If the student fails to adhere to these laws, he or she will be dropped from the course without a refund of tuition.
7. Diamond Driving School of Kent, LLC reserves the right to administer the penalties listed above for failure to follow the expectations in both the classroom and driving phase on a case-by-case basis.

The start date of this class is _____. The cost of this course is _____.

I agree to abide by the conditions, rules, and guidelines listed above.

Student Signature _____ Printed Name _____

Parent/Guardian Signature _____ Printed Name _____

Notification of School's Participation in the Washington State Department of Licensing Basic Knowledge Test Pilot

Diamond Driving School of Kent, LLC has been selected to participate in a pilot program in cooperation with the Department of Licensing (DOL). This pilot will end January 31, 2011. Outlined below are the stipulations of participation in this pilot.

1. **ENROLLMENT:** Student between 15- and 17-years of age enrolled in a course at Diamond Driving School of Kent, LLC between, but not before, February 22, 2010 and January 31, 2011 is eligible to receive credit for the DOL's basic knowledge test requirement for a Washington state driver license. Some limitations to eligibility are explained below.
2. **PARENT NIGHT:** The parent/guardian is expected to attend a one-hour Parent Night meeting with the student where information and details about this pilot program will be discussed and questions answered.
3. **EXIT SURVEY:** All students and parents/guardians of students who participate in the pilot program will be required to complete an exit survey, whether they receive credit for the basic knowledge exam or not. The survey is administered online at www.surveymonkey.com/s/drivetest, consists of four questions, and can easily be completed in about one minute. Students and parents/guardians have the option of taking the survey at Diamond Driving School of Kent, LLC using the school's computer. (*Note: the school's computer may only be used by students and parents/guardians for the purpose of completing the survey.*)
4. **FINAL EXAM:** The student earns credit for the basic knowledge exam by earning a passing grade (80% or higher) on Diamond Driving School of Kent, LLC's final exam. All versions of Diamond Driving School of Kent, LLC's final exams have been evaluated and approved for the purposes of this pilot by the DOL, Driver Training Schools. Students who do not earn a passing grade will be required to retake the final exam (retake fee applicable) to pass the course and will be required to take the basic knowledge exam at the Licensing Services Office (LSO) for credit for a Washington driver license. Students may choose to opt out of individual participation in the pilot, but all students are required to pass the course final exam for course credit. Students who have already received credit for the basic knowledge exam by testing for their instruction permit are automatically not included in this pilot, but all students are required to pass the course final exam for course credit.
5. **TIME RESTRICTIONS:** The exam will not be administered prior to the scheduled last day of the course. If the student is unable to take the final exam on the scheduled last day of the course or within 7 days of the last day of the course, he or she will not receive DOL credit for the basic knowledge exam and will have to take it at the LSO.
6. **CERTIFICATES:** Course completion certificates will be mailed to passing students after the final class session, after earning a passing score on the final exam, and upon completion of the driving phase provided student has paid all fees incurred and all personal checks have cleared. Students who earn credit for the basic knowledge exam will receive an extra credential on their course certificate as verification.
7. All of Diamond Driving School of Kent, LLC's student policies, fees, and expectations will remain in effect during the school's participation in this pilot program.

Intermediate Licensing Information

What to do before you get a license

Before getting a driver license, a teen must:

- ◆ Be at least 16 years of age.
- ◆ Pass a traffic safety education course.
- ◆ Have an instruction permit for at least 6 months.
- ◆ Get at least 50 hours of supervised driving practice with someone who has been licensed for 5 years or more, including 10 hours at night. (See our website for a link to the *Intermediate License logbook*.)
- ◆ Not have any traffic violations within 6 months of applying for the license.
- ◆ Not have been convicted of any alcohol or drug offense while holding an instruction permit.

How to get a license

Once you have completed these steps, visit a driver licensing office and:

- ◆ Present a signed certificate showing you have passed an approved traffic safety education course.
- ◆ Have a parent or guardian sign the Parental Authorization Affidavit at the licensing office to grant permission and confirm your driving practice.
- ◆ Pass a written test (if you have not previously taken a written test).
- ◆ Pass a driving test.
- ◆ Pass a vision screening test.
- ◆ Provide proof you are a Washington State resident. You may use your parent or guardian's residence address, as long as they live in Washington State and can present a Washington State driver license, ID card, or other documents to prove residence.
- ◆ Present proof of identity.
- ◆ Provide your social security number, or sign a declaration if you don't have one.

Special rules for teen drivers

When teens get a driver license, they must follow some special rules and restrictions. These rules are in place to help protect teen drivers from accidents and help them develop and improve skills in the safest way.

- ◆ If you are under 18, you will be issued an intermediate driver license and must follow these special rules:
- ◆ For the first 6 months, you cannot drive with passengers under the age of 20 unless they are members of your immediate family (such as a spouse, child, stepchild, siblings, both by birth and marriage).
- ◆ For the next 6 months you may not carry more than 3 passengers who are under 20 years old who are not members of your immediate family.
- ◆ For the first 12 months, you cannot drive between 1 a.m. and 5 a.m. unless you are with a licensed driver age 25 or older. The only exception to this rule is if you drive for agricultural purposes, meaning you transport farm products or supplies under the direction of a farmer (See RCW 46.20.070).
- ◆ After 1 year of following these rules and driving without a collision or traffic citation, you can drive without limitations on the time of day or the age and number of your passengers.
- ◆ When you turn 18, these special rules no longer apply and your intermediate driver license automatically becomes a regular license.

What if I get a traffic citation or violate these special rules?

- ◆ If you violate the special rules for teens, commit any other driving violation, or are in a collision, you will be sent a warning letter by the Department of Licensing.
- ◆ If you commit 2 driving violations, you will be sent a letter that suspends your driving privileges for 6 months (or until age 18, whichever is shorter).
- ◆ If you commit 3 driving violations, your license is suspended until age 18.
- ◆ Your parents will receive a copy of any warning or suspension letter sent to you.

Once you have a year of driving safely without a driving violation or accident, the passenger and nighttime driving restrictions expire and will not be reinstated. However, if you are under 18 you are still subject to receiving the warning letter and license suspension penalties.