

J and M Driving Policies

Intermediate Driver License Requirements

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 (including 10 hours at night) with someone who has been licensed for 5 years or more. For help in supervising driving practice, use the:
 - Intermediate License logbook to record behind-the-wheel driving practice.
 - Washington Parent Guide to Teen Driving for tips on how to supervise driving practice.
- 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.

Intermediate license laws for teen drivers

If you're **under 18**, you'll be issued an intermediate driver license and must follow these laws:

- **Driving with Passengers**
 - **First 6 months:** *No passengers under 20 years old*, except for immediate family members (spouse, child, stepchild, or siblings, both by birth and marriage).
 - **Next 6 months:** *No more than 3 passengers under 20 years old* who aren't members of your immediate family.
- **Nighttime driving**

For the **first 12 months**, you can't drive between 1 a.m. and 5 a.m. unless you're with a licensed driver 25 years or older. The **only exceptions** are driving for agricultural purposes and transporting farm products or supplies under the direction of a farmer as described in [RCW 46.20.070](#).
- **No cell phones**

You aren't permitted to use wireless devices while driving, even with a hands-free device. This includes talking on cell phones and sending or receiving text messages. You may only use a wireless device to report an emergency.

These restrictions won't apply after you turn 18 years old.

Penalties for violations and accidents

- **First violation:** Passenger and nighttime restrictions will apply until you're 18. We'll send a warning letter to you and your parent/guardian for the following:
 - Get a ticket for violating the restrictions.
 - Get a ticket for violating a rule of the road.
 - Are involved in an accident where:
 - You get a ticket or are determined to have caused the accident.
 - No one involved in the accident receives a ticket.
 - The cause of the accident can't be determined.
 - Only your car was involved in the accident.
- **Second violation:** License suspended for 6 months (or until you're 18, whichever comes first). We'll notify you and your parent/guardian before we take any suspension action.
- **Third violation:** License suspended until you're 18. We'll notify you and your parent/guardian before we take any suspension action.

Classroom Policies

- **Attendance:** No new students will be allowed to enroll after the first 3 classes have been completed. Students are not allowed to miss more than 3 classes. All absences must be made up before they are allowed to attend the final class. Please consult with the Instructor as to how and when to make up any missed classes.
- **Missed 4 or more classes:** Student is removed from the class and needs to move to an upcoming class. A \$50 transfer fee applies.
- **Transfer:** A \$50 fee must be paid in advance to transferring to a different class.
- **Final Class Test:** A student must receive a score of 80% or higher on the final class test. If the student scores less than 80% a retest fee of \$20 may apply
- **Supplies:** Students must bring paper and pen/pencil to class (NO SPIRAL NOTEBOOKS)

Behind-the-Wheel Policies:

- **Instruction Permit (I/P):** Students must obtain an I/P by class #4 or transfer to another class. (see scheduling below). Students must have I/P to be able to schedule drives and carry it with them to drive. A student may obtain an I/P by taking and passing the state knowledge test or by obtaining a waiver from J AND M DRIVING 10 days before class start date once a student has registered and paid for the class.
- **Before Drive 1:** A student must present **five** logged hours of practice time **before** a student gets in the car with an J AND M DRIVING Instructor for the first time. Student must present a drive log with 5 or more hours logged in to the instructor on his/her first drive. Failure to present a log or complete 5 hours may result in the Instructor refusing to drive a student AND a **no-show fee of \$30** will be charged.
- **Additional Practice:** Students are required to practice an additional 2-3 hours between drives
- **Scheduling:** A student must have an I/P to begin scheduling drives. By class 3 or 4 students will begin to schedule their drives and observations with the classroom instructor based on open drive availability. It is the student's responsibility to confirm these appointments with their parents. Parents/students may also call in or come by in person to schedule.
- **Canceling/Rescheduling:** When a student fails to show up for a scheduled drive or fails to notify an instructor 24 hours prior to an absence will result in a **\$30 "no-show fee"** and will be required to pay that fee before the next scheduled drive.
- **Late:** The state requires 60 minutes in the car of each scheduled drive. Therefore, if a student is late for a drive by more than 10 minutes, the drive is considered a no-show and the no-show fee of \$30 will be charged.
- **Additional drives:** Additional drives may be purchased. See price schedule.

General

- **Refunds:** The fee is fully refundable before the first day of class less a \$30 administrative fee. The fee is not refundable after that time. In situations where the student fails the course the student must pay the entire fee again in order to re-enroll into the next available driver education session. Doctor documented medical cases and special circumstances may lead to a refund.
- **Returned checks:** will incur a \$40 administrative fee plus the check amount.
- **Student Folders:** As a requirement of the state, student folders including student record, drive sheet, signed policies and procedures and receipts are the property of J AND M DRIVING and may not be taken home.

- **Must be 15 Years of age:** Students must be 15 years of age on the first day of class to attend driver training education. J AND M DRIVING will refuse any student registrations to anyone under the age of 15.
- **Minimum and Maximum Course Duration:** The 30 hour classroom portion of the course takes a minimum of 5 weeks to complete (2 hours a session 3 times a week). The minimum requirement for Behind the Wheel is 3 drives by class 15. The student will have 3 drives left to perform at least 1 a week for the following 3 weeks. The maximum amount of time to complete the course would be 8 weeks. Students who do not complete the course within the 8 weeks may be required to pay a reinstatement fee and or retake the whole course.
- **Student Conduct:** Appropriate sets of both attitudes and manners are necessary. (This is probably the most important requirement of the course.) Contained therein should be concern of self-discipline, good work habits, courtesy to others, respect for authority, and a positive outlook. Responsibility plays an important role in this course. Irresponsible people do not belong on our roadways. Each student will be advised orally and in writing at the beginning of class about these expectations. Whether a student meets the expectations will be strictly his/her decision. Additionally, each student driver must be prepared to accept the responsibilities and consequences for that choice.
- **Alcohol & Other Drugs:** The use of alcohol or other drugs is forbidden by state law. Additionally, students who come to class after consuming alcohol or other drugs are in violation of state law. Any student reporting to a session who appears to be under the influence of alcohol or other drugs will be immediately removed from the class and the parent/guardian notified.
- **Removal from the Course:** Students will be dropped for our program for any of the following:
 1. Excessive tardiness
 2. Excessive absences
 3. Failure to complete assigned work
 4. Cheating (whether sharing or receiving answers)
 5. Being under the influence of alcohol or any other illegal drugs during any of the instructional phases
 6. Misuse of Driver Education Equipment
 7. Repeated and willful violation of traffic laws
 8. Failure to schedule or delay in scheduling drives
 9. Disruptive and/or distractive behavior in the classroom or in the car
- **Course Completed:** Upon successful completion of classroom and in-car instruction, the student will receive a certificate of completion from the instructor.
- **DOL testing: J AND M DRIVING is authorized to administer both the DOL knowledge and Skills tests. Visit our instructors for pricing and scheduling.**

We have read and agree to comply with all the policies set forth by J AND M DRIVING. Failure to comply is grounds for dismissal and forfeiture of any money paid. We have also received information regarding IDL requirements, restrictions and penalties.

Registered for class beginning: _____ Cost of the course: _____

Student Name: _____ Parent/Guardian Name: _____

Student Signs: _____ Parent/Guardian Signs: _____

Date: _____ Date: _____