

405 Driving School Class Expectations and Course Requirements

	Student Responsibility	Parent Responsibility	Parent Initial
Attendance, Course Duration and Completion	<ul style="list-style-type: none"> o Drivers Ed classes range from 4-8 weeks for the <u>class portion only</u> with a minimum of 30 Days for a course completion. o <u>Students are encouraged to complete teen drivers ed within 6 months, however, each participant is given a year to complete the course. If the student hasn't completed the course in one year their course will be marked as a failed course with the department of licensing.</u> o The course completion requires students to have completed all 34 hours of classroom time (including 4 hours of driving simulation in class), 5 hours of behind the wheel driving, 1 hour observation lesson, and completion of all make-up assignments for classes students were absent. o Students cannot be absent for more than 3 classes and all class absences must be made up before a course complete can be submitted to DOL. Simulation classes (#16 & #17) must be made up in-person. Parents/guardians may inform us of their student missing a class but the student will still be marked absent if they do not attend the class or are more than 10 minutes late. o 405 Driving School does not allow students to enroll into any class after the start of the first day. All enrollments must be completed before the start of the first day of class. 	<ul style="list-style-type: none"> o Attend the Parent Night class offered via zoom every Monday. The session only needs to be attended once or as needed for reference. o May observe one or more driving lessons with any student lesson if there is space available in the vehicle. o Aware of course requirements, class expectations, age restrictions, and completion timelines. o Provide 5-10 hrs of at-home practice between lessons for student(s). o Understand that individual student/family schedules are not the schedules and timelines 405 Driving School operates around. o Absences cannot be excused even with a call or email from a parent or guardian. 	

	<ul style="list-style-type: none"> o Classes, make-up work, and observation lessons are just as important for the completion of the Drivers Ed course as the driving lessons. o Students under the age of 18 years old must have their permit for at least 6 months in addition to completing the drivers ed requirements to be eligible for an intermediate drivers license. 		
Online Classes	<ul style="list-style-type: none"> ● Students are required to respond on time to 3 separate attendance checks during each online class. If a student misses an attendance check they will be marked absent and need to make the class up. ● Active participation throughout class is also required for all students to be marked as present. Failure to participate will result in students being marked as absent. ● If a student experiences connection issues that cause them to miss class consistently, they may be asked to attend a future in-person class. (if they miss more than 3 classes as a result, the student will need to re-enroll in a future available class with a re-enrollment fee). 	<ul style="list-style-type: none"> ● Ensure students have a space free of distractions with a computer that has good internet connection (not just a phone) to attend the class. ● Ensures student is completing all three attendance check-ins on time for each class. ● There are no excused absences even with parent/guardian notice to the driving school. All absences are counted missed class that students will need to do the make-up work for. 	
Workbook	<ul style="list-style-type: none"> o Participate in class and complete the workbook pages. Workbook pages need to be completed for both in-person and online classes. o This will be a great resource for studying for the in-class tests and the State Written Exam 	<ul style="list-style-type: none"> o Check in with students on missing assignments and encourage them to study the workbook and Washington State Driver Guide. 	
Make-up assignments	<ul style="list-style-type: none"> o Students can only be absent for 3 classes total and make-up work is required for a course completion. These makeup assignments can be completed via the Google Classroom which students will get access to from their instructor during 	<ul style="list-style-type: none"> o Make sure students are completing their make-up assignments and following the instructions to turn in their completed work or scheduling a time to make 	

	class. However, simulation classes (Class 16 and 17) must be made up in-person for both the in-person and online courses.	up the simulation classes in-person.	
Tests	<ul style="list-style-type: none"> o There are 4-in-classroom tests as noted in the syllabus. Study the workbook pages from class. o A passing score of 80% is required for the final exam in class. o Students must retake the final exam if they do not pass with at least 80%. 	<ul style="list-style-type: none"> o Work with students to study before tests to ensure they are ready. o Please note, these in class tests are separate from the State mandated Written Exam which needs to be scheduled separately. 	
Driving Practice – At Home	<ul style="list-style-type: none"> o The DOL requires students under 18y/o to complete 50 hours of at home practice (10 hours at night) to be eligible for their license. o <u>Students should have at least 5 hours of at-home practice before scheduling their first drive lesson.</u> o <u>Students should have at least 5 hours of driving practice between each driving lesson.</u> o <u>Driving Lessons with 405 do not count towards the 50 required hours of at-home practice.</u> 	<ul style="list-style-type: none"> o 50hrs of at home practice is required by the DOL and parents/guardians should schedule time for students to practice skills between driving lessons. o Practice must be completed with a licensed adult in the passenger seat who has had their license for at least 5 years. 	
Driving lessons – With Instructors	<ul style="list-style-type: none"> o <u>Driving lessons must be scheduled online via the website.</u> Lessons should be spaced out at least 2-3 weeks apart to allow for ample at-home practice time (5 hours minimum of at-home practice between each lesson) o <u>DOL requirement: students can only book one lesson per 24-hour time period. 405 Driving School will not allow students to book more than 2 driving lessons per week. Any student who over schedules lessons will have additional drive lessons canceled with the student having to reschedule the drives online through their student account.</u> o 405 Driving School’s vehicles are monitored with audio and visual 	<ul style="list-style-type: none"> o Connect with your student on their comfort level and ensure they are getting ample at home practice time between lessons. o Student at-home practice guides are available for pick up at all locations. o Assist students with scheduling drive lessons o Spring and Summer are the busiest seasons for the driving school which is why we provide each student a year to complete all drivers ed requirements. 	

	<ul style="list-style-type: none"> o recording devices and GPS tracking for the safety of our students and instructors. o All drive lessons must be completed at the location the course was purchased at. <u>The lesson location is NOT interchangeable.</u> o <u>Participants who arrive to scheduled lessons without the required 5hrs of at-home practice or without the necessary skills to safely move onto the next lesson may be required to purchase additional drive lesson(s) if the instructor deems it necessary for them to repeat the lesson(s).</u> 	<ul style="list-style-type: none"> o <u>Per the DOL students can only book one lesson per 24-hour period. 405 Driving School will not allow students to book more than 2 driving lessons per week. Any student who is over scheduled will have additional lessons canceled with the student/guardian having to reschedule online through their account.</u> o Rates apply for incomplete drive lessons and exams. 	
<p>Re-enrollment and Incomplete Courses</p>	<ul style="list-style-type: none"> o <u>If a student is absent for more than 3 classes during the classroom portion, they must re-enroll into a new class session. A \$150 re-enrollment fee will be charged up to 6 months after the failed course. After 6 months participants will be charged the full price for the Drivers Ed course, as advertised on our website.</u> o Participants who do not complete all the course requirements within 1-year will have to purchase remaining driving lessons and exams at the rate advertised on our website to be eligible for a course completion. Remaining services that are purchased for a course completion have a 3 month expiration from the purchase date. 	<ul style="list-style-type: none"> o It is the student's responsibility to keep track of their missed classes, please check in with them frequently. o Be aware of service expirations, re-enrollment and incomplete course fees. 	
<p>Course Behavior Policy.</p>	<ul style="list-style-type: none"> o Students who exhibit behavior that is disrespectful or disrupts successful learning will be expelled without a refund. <ul style="list-style-type: none"> o Inappropriate behavior via phone, email or in-person by student and/or parent/guardians will result in removal from 405 Driving School services without a refund, as well. o Use of cell phones, testing and portable electronic devices are not allowed in the classroom or car. o Students who fail the course due to absences or failing tests can retake the course within 6 months of the failed date with a \$150 re-enrollment fee applied. Re-enrollments made 6 months or more after failing a course will be charged the full enrollment rate, as advertised on our website. 		

	<ul style="list-style-type: none"> o If a student is expelled from the class due to <u>their behavior or their parent/guardian's behavior</u> are not eligible to re-enroll into any future services with 405 Driving School. 	
<p>Cost of course and exams</p>	<ul style="list-style-type: none"> o The course must be paid in full upon enrollment. We do not hold spots for any unpaid students. o A \$150 non-refundable fee will be deducted from canceled class enrollments that are made before the start of the first day of class. o Any cancellations or no-shows made on or after the first day of class will not receive a refund. <ul style="list-style-type: none"> o 405 Driving School does not issue partial refunds for any un-used or incomplete driving lessons or exams included with the Teen Drivers Ed bundle package. As services remain on student accounts for use until expiration. o All participants are required to have a credit card on file to be charged for any additional fees including late cancel or no-show fees as expanded upon below. o All Fees must be paid before or at the time of the next scheduled appointment. Course completions will not be submitted to the dol until all outstanding balances have been paid in full. <p>Exams:</p> <ul style="list-style-type: none"> - Written Exam: \$40 for 2 attempts. 2 attempts are included in the cost of the course, any additional attempts will need to be paid for. - Driving Exam/Skills Exam: \$70 to use the school vehicle or \$50 to use the student's vehicle. - 30 min warm-up lesson + driving exam: <u>must</u> have a valid permit for this testing option. Lesson and exam portions are conducted in the school vehicle only. 	
<p>Additional Fees</p>	<p>Fees that can be charged are as follows:</p> <ul style="list-style-type: none"> o Late cancel: if a student cancels <i>without</i> giving at least 24-hour notice, the system flags it as a late cancellation and a \$50 fee is applied. o No show: a \$50 fee is applied, if a student does not show up for their scheduled driving lesson appointment or is more than 10 minutes late to a driving lesson. o No show (driving exam): a \$20 fee is applied, if a student does not show up for their scheduled driving exam appointment or is more that 5 minutes late to a driving exam. o Unprepared: if a student shows up to a lesson/exam without a valid permit or photo ID with them, they will be charged a \$50 fee. 	

Refunds	<ul style="list-style-type: none"> o A \$150 non-refundable fee will be deducted from any class enrollment that is canceled before the start date of class with the remaining balance funded to the purchaser. o No refund will be issued after the start day of the first day of class, as passes remain on customer accounts for use until they expire. o Refunds are not granted for services that are marked as a no show or late cancellation. o Students/guardians must reach out to our office for refund requests as the system does not automatically refund for services canceled, as it keeps services available on the account for future use until expiration. o All refunds are dependent upon manager approval. 	
Dress Code	Shirts and shoes are required at all times. No bare midriffs or bare back, no low cut or revealing tops allowed. The dress code is enforced during class sessions, drive lessons and exams. Any attire that does not meet 405 Driving School's dress code may result in the removal and/or cancellation of services, without a refund.	

- Students and parents/guardians are expected to act in a mature and appropriate manner at all locations of instruction including the office space and building, classroom, testing locations, and vehicles. Failure to do so may result in suspension or expulsion from the classroom and behind-the-wheel instruction *without a refund*. 405 Driving School will have sole discretion to determine whether a student, parent or guardian's behavior is considered inappropriate.
- Weapons, alcohol, illegal possession of drugs and related paraphernalia are prohibited in our offices, grounds, classroom, and cars. Students who possess or display these items will be removed from the program immediately without a refund.

Getting an Intermediate Driver's License (IDL)

- When you get a driver's license you must follow special rules and restrictions as defined by the State of Washington. These are set in place to protect Teen Drivers from accidents and help them develop and improve skills in a safe manner. If you are under 18, you will be issued an Intermediate Driver's License and must follow these rules as described.

Intermediate Driver's Licence Rules/Penalties	Student Initial	Parent Initial
<p>Driving with Passengers:</p> <p><u>First 6 months:</u> no passengers under 20 years old, except for immediate family members (spouse, child, stepchild, siblings)</p> <p><u>Next 6 months:</u> no more than 3 passengers under 20 years old who aren't members of your immediate family.</p>		
<p>Nighttime driving</p> <p>You cannot drive between 1am and 5am unless with a licensed driver who is at least 25 years or older.</p> <p>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</p>		
<p>No Cell Phones</p> <p>You cannot use any wireless devices while driving, even with a hands-free device. This includes talking on the cell phone and sending/receiving text messages.</p> <p>You may only use a wireless device to report an emergency.</p>		
<p>Penalties for violations and accidents</p> <p>First violation: Passenger and nighttime restrictions will apply until you are 18 years old. Parents will be notified of any of the following:</p> <ul style="list-style-type: none"> - Get a ticket for violating restrictions - Get a ticket for violating a rule of the road - Are involved in an accident where: <ul style="list-style-type: none"> o You get a ticket or are determined to have caused the accident o No one involved in the accident received a ticket o The cause of the accident cannot be determined. o Only your car was involved in the accident. <p>Second violation: License suspended for 6 months (or until you are 18 years old, whichever comes first.)</p> <p>Third violation: License suspended until you are 18.</p>		

<p>Warning letters and penalties until age 18: Once you've driven safely for 1 year, the passenger and nighttime restrictions expire, but the penalties for other violations apply until you are 18.</p>		
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I have read, understood, and will abide by the requirements as listed and have received the IDL requirements.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

405 Driving School Terms and Conditions

1. Acceptance of Terms

By accessing 405 Driving School services, you agree to be bound by these Terms and Conditions. 405 Driving School will not provide services to any party that does not accept the terms outlined in this agreement.

2. Services

405 Driving School provides Teen Drivers Education (TDE) courses, written and driving exams, and private driving lessons. 405 Driving School reserves the right to modify or discontinue any part of the services without notice. Additionally, 405 Driving School reserves the right to terminate participants' access to our services at any time for any reason. All services must be scheduled online through customer and/or parent/guardian accounts. Participants must be at least 15 years of age on the start date of the class they are registered in. Availability of services is provided online for customers to self schedule provided at a first-come-first-serve basis. Service availability is provided to participants by instructor availability solely. The Driver's education course must be completed in 1-year from the start date. Any required part of the course (i.e. driving lessons) that is not completed in 1 year will result in a Failed Course. In order to have the Failed Course reversed, the participant will need to pay for the remaining services needed to complete the course at the price advertised on the 405 Driving School's website. Once these services are paid for, they will expire 3 months after the date of purchase.

Any DriversEd course not completed in the time allotted will be considered a failed course with the participant required to restart the course from the beginning. Cell phones and electronic device use is not allowed in the classroom or vehicles. The 405 Driving School adheres to restrictions and regulations put in place by the Washington State Department of Licensing (DOL).

3. User Registration

To access our services, customers must create an account through our website, providing a card on file for billing purposes outlined in the fees section of this agreement. Participants are required to provide us with their Washington Driver License number and photo identification. Some services require customers to additionally provide an active Washington State Instruction permit. Failure to provide required documentation may result in cancellation of services with incurring fees.

4. **Video and Audio Usage**

By agreeing to these terms and conditions, you acknowledge the 405 Driving School usage of video and audio recordings in their vehicles. You grant permission for yourself (18 and older) and/or minors enrolled into services to be under surveillance at all times while in 405 Driving School vehicles. All recordings are subject to review at any time for school use.

5. **Conduct**

All parties including parent/guardians, registered members, family, third party entities, and any other not listed are expected to behave in a mature and appropriate manner at all times while on our property, in our vehicles, or while interacting with staff, both in-person and online. Participants also agree not to interfere with other participant's learning or services. Additionally, all parties are expected to refrain from vandalizing 405 Driving School property. Conduct deemed inappropriate by 405 Driving School may result in appointment cancellations and/or the termination of all services without a refund. 405 Driving School retains the right to contact authorities at their discretion. Behavior deemed inappropriate is including but not limited to: harassment, discrimination, bullying, use of offensive/abusive/threatening language, violation of guidelines or policies.

If you believe that you have been the victim of or have witnessed inappropriate behavior by an employee or another customer/student or have concerns regarding such behavior, please report it to 405 Driving School's customer service at: contact@405drivingschool.com or to the office manager directly.

Weapons, alcohol, illegal possession of drugs and related paraphernalia are prohibited in our offices, grounds, classroom, and vehicles. Students who possess or display these items will be removed from the program immediately without a refund.

6. **Cancellation and Refund Policy**

A non-refundable \$150 fee will be deducted from any DriversEd cancellation made prior to the start date of the course. Cancellations made after the start date of the Teen Drivers Ed course are not eligible for a refund, as services remain available for use until expiration. Refund requests must be in compliance with the terms of this policy and submitted in writing to our customer service at contact@405drivingschool.com. We reserve the right to modify this policy at any time without prior notice. Any changes to this policy will be posted on our website.

7. **Fees**

405 Driving School requires all customer accounts to have card payment stored on file to bill fees to. Fees incur due to canceling scheduled services with less than 24hrs notice, no-showing to appointments, arriving late (10 mins or more to lessons or 5mins or more to drive exams), and/or for missing more than 3 classes in the Teen Drivers Ed course. Fees are subject to change without prior notice by 405 Driving School.

- Non-refundable DriversEd Fee: \$150 for cancellations made from time of purchase until the start date of the DriversEd course. Refunds are not available after services have begun.
- A \$150 Re-enrollment fee will be issued to participants who failed the DriversEd classroom portion of the course up to 6months from the failed date. After 6 months, participants will be charged the full rate as advertised on our website for re-enrollment into the DriversEd course.

- Additional rates apply for each expired service required for a DriversEd course completion. i.e. any incomplete driving lessons or exams expire 1 year after enrollment into a TDE course. Any expired services that have not been completed will need to be purchased at the rate advertised on our website and will expire 3 months from purchase.
- \$50 Fee for late cancellations, failure to appear for a scheduled appointment, and/or arriving at scheduled appointments without the required documentation (i.e. valid permit and photo photo identification). Photocopies or pictures of identification are not accepted. Customers who cancel an appointment with more than 24 hours notice will not be charged a fee.

8. Release of Liability

By using the services and vehicles provided by 405 Driving School, you acknowledge and agree that you are voluntarily participating and that you have read and understood the risks associated with operating a vehicle. Participants assume all risks, whether known or unknown, associated with the use of our services and vehicles.

9. Limitation of Liability

By signing the terms and conditions, you agree that 405 Driving School and its employees shall not be held liable for any direct or indirect, incidental, special, or consequential damages, or any injuries, including but not limited to physical injury, emotional distress, or property damage, arising out of participants use of our service or vehicles. This limitation of liability applies whether the claims are based on warranty, contract, tort, or any other legal theory.

10. Release and Waiver

To the fullest extent permitted by law, you hereby release, waive, discharge, and covenant not to sue 405 Driving School and/or its employees from any and all liability, claims, arising out of or in connection with participants use of services and/or company vehicle.

11. Indemnification

You agree to indemnify and hold harmless 405 Driving School and/or its employees from any and all claims, liabilities, or expenses, including attorney's fees, arising out of use of our services or vehicles.

12. Acknowledgement or Understanding

You acknowledge that you have read this release of liability and fully understand its terms and significance. You agree that you have entered into these terms and conditions voluntarily and without any duress or undue influence.