

COMPLETE DRIVING EXPERIENCE LLC**TEEN COURSE POLICY 2024**

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CDX Students must be at least 15 years of age by the first classroom session. Students may not enroll any later than the third scheduled class of any given course session. Students will not be allowed to register for the Teen Driving Course after the 3rd day of class. Students are not allowed to miss more than 3 class sessions, per our CDX Policy. Exceptions for absences are required to have a doctor's note on file, if more than 3 classes are missed, without being excused by CDX staff, the student will need to repeat the class and pay 50% of Full Tuition Fee to repeat the course.

Your class session starting date is scheduled to start on- _____

*A separate email will be sent to inform you of the date and time of your CDX Parent/Student Orientation.

A parent/guardian/family member are REQUIRED-PER DOL POLICY to join their student for our two-hour Orientation, the student may not start attending class until the orientation has been completed by both parent and student. Parents are required to sign in on Parents Night to verify required attendance.

1. IN PERSON TEEN CLASSES ARE A MINIMUM OF 3-4 DAYS A WEEK FOR 4-8 WEEKS, DEPENDING ON THE COURSE PURCHASED. STUDENTS MUST COMPLETE THE COURSE WITHIN 6-7 MONTHS MAXIMUM. IF YOUR STUDENT HAS NOT COMPLETED THE TEEN COURSE REQUIREMENTS IN THE SPECIFIED TIME FRAME, THEY WILL BE FORFEITED WITHOUT REFUND. (EXCEPTIONS FOR THE COMPLETION DATE WILL BE BASED ON CDX OWNER APPROVAL)
2. NO TRANSFERS OR TUITION REFUNDS OF CLASS FEES AFTER THE STUDENT'S WAIVER HAS BEEN SUBMITTED BY CDX AND/OR THE FIRST DAY OF CLASS-NO EXCEPTIONS. \$75 ADMINISTRATIVE FEE FOR ALL COURSES.
3. STUDENTS THAT ARE MORE THAN 15 MINUTES LATE TO CLASS WILL NOT BE ADMITTED INTO THE CLASSROOM. IT WILL BE COUNTED AS 1 OF THE 3 ALLOWED MISSED DAYS.
4. ALL STUDENTS WILL BE REQUIRED TO COMPLETE 1 HOUR OF OBSERVATION (YOUR STUDENT SITS IN THE BACKSEAT AND FILLS OUT A QUESTIONNAIRE WHILE OBSERVING ANOTHER TEEN DRIVE).
5. WA. STATE DRIVER EDUCATION COURSES MUST HAVE: NO LESS THAN SIX HOURS OF ON-STREET BEHIND THE WHEEL VEHICLE OPERATION UNDER THE DIRECT SUPERVISION AND DIRECTION OF A LICENSED INSTRUCTOR; OR FIVE OR MORE HOURS OF ON-STREET BEHIND THE WHEEL VEHICLE OPERATION AND FOUR OR MORE HOURS OF DRIVING SIMULATION INSTRUCTION UNDER THE DIRECT SUPERVISION AND DIRECTION OF A LICENSED INSTRUCTOR.

Class Rules and Policies

1. If your student is absent to a class, they ARE REQUIRED to attend the next courses class session for the specific day/chapter missed.
2. Homework must be turned in weekly and on or before their required due dates or your student will receive a failing grade for that assignment and class session, for not meeting their required deadlines. If your student receives five or more FAILED classroom grades, students will be forfeited and must repeat the course at 50% of full tuition cost.

- 3. Dress Code:** No short shorts, short dresses or skirts above the knee, no tank tops, no flip flops. – CDX WILL NOTIFY PARENTS if their teen is in violation of CDX DRESS CODE/ OR MAY BE SENT HOME. NO EXCEPTIONS.
- a. Appropriate clothing is required for both in-class and driving sessions. Students need to wear shirts with sleeves (no spaghetti strap tank tops or open sided clothing). Hemlines on all student shorts and skirts must be at the knee or lower when standing so that when sitting it does not hike up too high when sitting at tables. Students are not permitted to wear crop-tops, sheer tops, beachwear, or bedroom attire. Fashionable holes, rips and tears on pants should not go above the knee nor located on the chest.
 - b. Footwear- Students should always be prepared to go on drives to meet their scheduling requirements. It is best that students wear the approved drive shoes to class as well. All students must have appropriate footwear for drives, this footwear encloses the entire foot without fashionable heel/sole (tennis shoes are a great choice). Inappropriate footwear consists of but is not limited to sandals, slides, crocs, flip-flops, high-heels, wedges, or slippers. Your instructor will check your footwear attire prior to the drive. (Five or more dress code violations will result in forfeiture of your student's full tuition)
4. Upon request, Complete Driving Experience will provide parents with a teen course outline.
 5. Cell Phones: Cell phone use is prohibited during classes and BTW lessons, unless we specify use in class for an activity, Kahoot or game. Any phone that enters our classroom, must be secured prior to the start of class, in our NO CELL PHONE ZONE.
 6. Cameras: Instructional vehicles may be equipped with video cameras for safety and training purposes only. Images from the cameras will never be used for public display of any type. Videos will only be retained for up to 90 days unless the instructor fills out an accident/incident report. By signing this form, you give CDX permission to videotape all BTW drives.
 7. Graphic content: Our course curriculum includes some video content that is graphic. It's not intended to scare the students, but rather to instill respect for the dangers involved with driving.
 8. Photos: We take class graduation photos for classroom decoration and promotion purposes to appear on CDX website, google, Instagram, Facebook, etc. Photos will not be used for any other reason or given to any other person or company. Please let us know if you do not wish to have your teen included in these photos.
 9. Driving yourself to class: You may not drive yourself to class or BTW drives! A permit does not allow you to drive by yourself in a vehicle AT ALL! We are legally obligated to notify the police if that occurs.
 10. Students are required to demonstrate knowledge learned in class and from reading the How to Drive Textbook and The Washington State Driver Guide- while on BTW drives. If your student is not prepared for their drives, they will receive a FAIL grade for that drive and will be required to purchase another BTW drive (\$85.00) to replace the FAILED drive.
 11. CDX is not responsible for any lost/stolen/damaged personal items that the student may bring to class, students are responsible for keeping track of their own personal items.
 12. Students are expected and required to respect all CDX and TACOMA ARTS LIVE staff, students, and patrons of the TACOMA ARMORY.
 13. At the end of each class session, students must remain in the classroom until their ride has arrived outside the classroom location. If parents are more than 15 minutes late picking up your student after class, you will be charged a \$20 fee.
 14. Students appearing intoxicated or strong odor of specific drug, under the influence of drugs or alcohol will be immediately expelled from the CDX teen course without a tuition refund.
 15. CDX requires ALL students to download the "Zutobi Driver's Ed" App and complete ALL 48 Micro Lessons within 6 weeks from the time the app was activated. If not completed, your student will not be eligible to graduate until ALL 48 lessons have been completed and verified by CDX staff. The "Zutobi Driver's Ed" app charges are included in your teen's driver's education package. If your student requires additional time past the 6-week allowance, you will be required to pay a separate fee within the Zutobi App.
 16. CDX has the right to suspend driving lessons until the app lessons and classroom work are all caught up.

Student Portal

1. **SCHEDULING AND MANAGING CANCELLATIONS, RESCHEDULING MISSED DRIVES: ARE SOLELY THE RESPONSIBILITY OF THE STUDENT AND PARENT. CDX SCHEDULING IS BASED ON CDX AVAILABILITY.**
2. Unpaid balances and charges can be paid in your student portal. Students accounts must be at a \$0.00 balance prior to each BTW drive. **IF NOT PAID 24 HOURS BEFORE YOUR STUDENTS SCHEDULED BTW DRIVE, CDX HAS THE RIGHT TO CANCEL THE APPOINTMENT.**
3. Our driving school software will send out a reminder text 24 hours prior to your scheduled appointment, (make sure you have checked the box next to your phone number in the student portal, which gives us permission to send you reminders, or you will not receive them)
4. Our driving school software will send you an email summary after your students BTW drive, showing you the route that they drove on their session and any comments from the driving instructor regarding at home practice needed.
5. Check your student's portal each week for updates-yellow notification center will provide you with updates and vital CDX information for you and your student.
6. Check your student's portal and your email prior to coming in for a BTW.
7. **If your student's portal account holds an open balance for more than 4 weeks: First penalty will receive a \$50 late fee. If your balance is not paid by week 5 then CDX will be forced to immediately forfeit your student's account, without refund.**

CDX BTW Drive Policies/Guidelines (BTW=Behind the Wheel)

1. A learner's permit must be obtained before the students first BTW drive with a parent or CDX. YOUR STUDENT IS REQUIRED TO CARRY AN INSTRUCTION PERMIT ON THEM AT ALL TIMES TO DRIVE LEGALLY IN THE STATE OF WASHINGTON. **SHOWING UP WITHOUT A PERMIT MEANS THAT YOUR DRIVE MUST BE CANCELLED AND YOU WILL RECEIVE A \$50 FEE.
2. Every attempt must be made to meet your BTW drive lesson appointment. Missed appointments are considered NO-SHOW and a fee of \$50.00 will be assessed to your account and must be paid before the next scheduled BTW or your student will be ineligible to drive. If you need to cancel a driving appointment, you must do so in your student portal, more than 24 hours prior to your appointment, avoid being charged for a late cancellation fee of \$50.00. All NO-SHOW fees must be paid in cash or card in your student portal and must be paid before you schedule or attend another BTW drive lesson.
3. If you are more than 10 minutes late for a scheduled BTW driving lesson, your drive will be cancelled, and you will be charged a NO-SHOW fee. However, with that "Grace Period" the instructor may be up to 10 minutes late with a previous student. You must remain in the classroom and ready for your BTW drive until the instructor returns.
4. No chewing gum, no perfume or cologne. No hair is permitted to hang over the students' eyes during BTW drives, must secure hair prior to BTW drive. Students must place their cell phones out of reach during their BTW drives-Preferably the Back seat.
5. Washington State requires only 6 one-hour drive sessions. Extra drive sessions are available for those needing additional instruction/practice for \$85.00 per hour.
6. Parents are REQUIRED to practice with their students for 2 hours between all CDX BTW drives.
7. Parents are REQUIRED to practice and log 50 hours of BTW drives before they go to DOL and obtain their Intermediate Driver's License. (6 months to accumulate – 8 HOURS/MONTH)
8. **PER CDX POLICY: IF YOUR STUDENT IS NOT SHOWING IMPROVEMENT (DUE TO LACK OF PRACTICE OR UNDERSTANDING) OR CAN NOT PASS THEIR FINAL REVIEW BTW DRIVE, THEY WILL BE REQUIRED TO**

PURCHASE ADDITIONAL BTW DRIVES WITH THE INSTRUCTOR TO COMPLETE THE COURSE WITH CDX OR THEY WILL RECEIVE A “FAIL” GRADE FOR THE COURSE IN THE DOL SYSTEM WITH CDX. WE REFUSE TO COMPLETE/PASS AND ALLOW UNSAFE DRIVERS ON OUR ROADWAYS!

To be issued an intermediate driver license, you must:

- Be between the ages of 16-18 years old and get the consent of a parent or guardian.
- Show proof that you have passed an approved Teen driver training course. The course needs to include a total of 30 hours of classroom instruction and a minimum of 5 hours of behind-the-wheel lessons.
- Pass the medical and vision screenings, the knowledge test, and the driving skills test.
- Have had an instruction permit for at least six months.
- Show that a parent or guardian certifies you have had at least 50 hours of driving experience, including 10 at night, which you gained while a licensed driver with at least five years of licensed driving experience supervised you.
- Not have been issued a traffic ticket that is pending when you apply for your license.
- Not have been convicted and found to have committed a traffic violation within the last six months before the day you apply for your license.
- Not have been convicted and found to have committed an offense involving the use of alcohol or drugs while you had an instruction permit.
- Provide your social security number, which we will verify when you apply for a driver license (42 USC 405 and 666 (a) (13), RCW 26.23.150). If you have not been issued a number, you can sign a Social Security Number Declaration form.

An intermediate license comes with these driving restrictions:

- You cannot drive between 1 a.m. and 5 a.m. unless you are with a parent, a guardian, or a licensed driver who is at least 25 years old. For the first six months, no passenger under the age of 20 may be with you while you drive unless that person is a member of your immediate family. For the remaining time, no more than three passengers under the age of 20 may be with you while you drive unless they are members of your immediate family.
Teen drivers may not use a cell phone or other wireless communication device while operating a motor vehicle unless the holder is using the device to report illegal activity, summon medical or other emergency help, or prevent injury to a person or property. Even then this must be done after securing the vehicle on the side of the road, and in a safe place.
There are tough penalties in the first year:
- First violation – The passenger and nighttime restrictions are extended until age 18 and a warning letter is sent to you and your parents or guardian. If you receive a ticket for violating the restrictions or any other traffic law or you are involved in a collision where you receive a ticket, you are determined to have caused the collision, no one involved in the collision receives a ticket, no one was found to cause the collision, only your care was involved in the collision.
- Second violation – you are suspended for six months (or until age 18 if that comes first).
- Third violation – you are suspended until age 18. You and your parent, or guardian, are notified before any suspension action is taken.

On your 18th birthday, your license will become a basic driver license without the intermediate license restrictions. You do not need to visit a driver license office to make this change.

Parents, please acknowledge you have received information about the WA State Intermediate Licensing Requirements, restriction, and sanctions against violation of the restrictions or any traffic violations.

Your signature below indicates you have read the school policies/guidelines, driving requirements and expectations and agree to said conditions and content. Violations of Complete Driving Experience policies are grounds for dismissal.

Student Signature _____ **Printed Name** _____ **Date:** _____

Parent Signature _____ **Printed Name** _____ **Date:** _____