

DRIVER EDUCATION

REGISTRATION BEGINS

March 7, 2014

PRIOR TO REGISTRATION FOR DRIVER EDUCATION

1. Find the class of your choice in the printed Schedule of Classes or on-line at linnbenton.edu under *Vehicle Safety*.
2. Pick-up a registration packet, available at LBCC centers in Albany, Corvallis, Lebanon or Sweet Home. Packets also available on-line to print, linnbenton.edu/driver-education
3. Complete your registration packet of materials.

BRING THE FOLLOWING WHEN YOU REGISTER

NOTE: Students must register at offering center (on-line or telephone registration is **not** available)

1. Completed Packet
 - a. Registration Form
 - b. Acknowledgment of Risks (Waiver)
 - c. Parent/Student Questionnaire
 - d. Information Disclosure Authorization
2. The student's driving permit (**both** the original and a photocopy)
3. Personal auto insurance carrier card, with policy # and expiration date
4. Registration Fee
 - a. Age 15-17 with driver **permit**.....\$259
 - b. Age 15-17 with driver **license** (or will obtain a license prior to completion of the course).....\$429
 - c. **Age 18 or over** (or will turn 18 prior to completion of the course).....\$429

** To qualify for a refund, you must cancel your registration at least 24 hours before the start of the course.*

ATTEND CLASSES PREPARED

- Parent/Student Orientation (first class) – bring your calendar. Flexibility when scheduling driving times is required.
- Purchase course materials at any LBCC bookstore.
- Bring pencil, pen, paper, and course materials to your lecture class; and your driver permit or license and practice drive log to behind-the-wheel sessions.

DRIVING CANCELLATION POLICY

Instructors plan on driving with two students during a scheduled driving session. It is not advisable for instructors to drive with only one student nor is it our school policy to do so. Therefore, it is a major inconvenience when students do not arrive for their scheduled drive. When a student fails to show up for a scheduled drive or fails to notify their drive instructor 24+ hours prior to an absence, he or she will be charged a \$25.00 cancellation fee and will be required to pay that fee before the next scheduled drive can occur.

DRIVER EDUCATION

Course Information

REGISTRATION/REFUNDS

- a. You are paying for a reserved seat. Registrations are limited and there will be **no refunds after class starts**.
- b. The college does not receive state reimbursement for students with licenses. Therefore, **licensed students age 15-17 must register for the licensed driver class**.

DRIVER EDUCATION AT LBCC COMPLIES WITH STATE STANDARDS REQUIRING:

- a. 30 hours classroom instruction.
- b. 6 hours behind-the-wheel instruction.
- c. 6 hours driving observation.
- d. Parent/student orientation/instruction (first class meeting). Parents should expect to attend full three hours.
- e. Minimum five hours, documented, supervised driving practice. (supervising driver must be someone who is at least 21 years old and has had a valid driver license for at least three years.)
- f. Hours do not include time taken for breaks, lunch, or college business.
- g. Courses are offered on the basis of 11 classroom meetings. Behind-the-wheel is offered concurrent with classroom meetings.
- h. **Possible waiver of DMV Behind-the Wheel Drive Test** – specific requirements must be met in order to qualify.

REQUIRED MATERIALS (Available at all LBCC bookstores):

1. Student Course Materials Packet.
2. Students 18 years of age or older and students with license must purchase additional materials.

PARENT ORIENTATION AND DRIVING APPOINTMENTS:

- a. Parents/guardian should attend orientation (the first class meeting). Please come prepared, with your calendars to schedule behind-the-wheel appointments with instructors.
- b. Every attempt is made to complete the behind-the-wheel portion within 3 months of class start date. Students with limited availability may require a longer completion time.
- c. Parents may be required to transport their student to and from meeting place.
- d. Two students sign up for each drive time and **both must be present to drive**; being prompt is essential. Instructors will not wait with students beyond the assigned scheduled class time.
- e. It is highly recommended students receive two hours of guided, supervised driving for each hour of behind-the-wheel instruction.

MISSING A CLASS FOR ANY UNAVOIDABLE REASON:

- a. Immediately, call Melissa Richey at (541)917-4849 or Anne Whittington at (541)917-4844. If the class is a behind-the-wheel lab, notify the driving instructor **prior** to the drive.
- b. Scheduled drives are an assigned class, rescheduled on an emergency basis only.
- c. Behind-the-wheel instruction may be suspended upon first unauthorized absence.
- d. Opportunity to make up incomplete grades will occur the following term. After the makeup period, outstanding incompletes will require registration and attendance in another full session.

TO RECEIVE A CERTIFICATE OF COMPLETION (ADDITIONAL FEES MAY APPLY):

- a. 100% ATTENDANCE REQUIRED.
- b. Satisfactory completion of all tests and homework.
- c. Satisfactorily demonstrate knowledge of safe driving practices.
- d. **Materials submitted after the last day of the class must be turned in to Albany Community Education** along with a copy of the “Request for Incomplete,” if applicable.
- e. **Students who obtain their license prior to completion of the course will be charged an additional \$210.**
- f. Permanent certificates are issued only by the Oregon Department of Transportation. Certificates may be picked up by the student with photo identification, three weeks following the end of the term in the community where the class was taken - Albany Community Ed – Room T-205, Benton, Lebanon or Sweet Home Centers. Only unlicensed students, 15-17 will receive ODOT certification. Replacement certificates are issued only by the Oregon Department of transportation. The college no longer issues ODOT replacement certificates but will provide documentation for insurance purposes only.
- g. Students receiving an incomplete grade have until the end of the following term or 180 days from the initial start date to complete the course. An extension beyond the 180 days may be provided if there is compelling reason dealing with school, family or medical circumstances and has been agreed upon with LBCC and student before completion of the course.
Students failing the course will be required to register and pay for another course.

SPECIAL NEEDS:

- a. Instruction tailored to individual skill levels.
- b. Students with special needs, physical or otherwise, should advise LBCC Disability Services **prior** to registration, for appropriate arrangements to be made to vehicles or equipment. Those students who have noted need for accommodation of a disability may receive a phone call from the Driver Ed coordinator so we can be sure we are doing all we can to make the Driver Ed experience safe and successful. If you have questions please contact Melissa Richey, Driver Ed Coordinator (917-4849) or Disability Services Coordinator (917-4789).
- c. Students determined to need extra practice to complete the driver education course may register and purchase additional driving time by the hour.

STUDENT CONDUCT:

- a. Classroom expectations are clearly discussed at the beginning of each course. The majority of students attend classes with great attitudes, ready to learn.
- b. Like other members of the academic community, the student is expected to conduct himself/herself in accordance with standards of the college. A charge of misconduct may be made against a student for violating provisions of published college regulations and policies. Where a student is subject to a charge of misconduct, such charge shall be processed in accordance with college procedures.
- c. For the complete handbook, *LBCC Students' Rights, Responsibilities and Conduct*, see: www.linnbenton.edu/studentrights/

Parents or guardians of students enrolled in Driver Education are encouraged to read and be aware of the following facts provided by Parent Line, Inc. and Legacy Emanuel Hospital’s “Trauma Nurses Talk Tough.”

- ✓ Parents should attend the first classroom session, meet with the instructor driving with the student, and assist in scheduling of behind-the-wheel appointments.
- ✓ When working with a student to practice driving, other issues in the family have to be set aside and not brought into the car.
- ✓ Remain calm, avoid criticizing and bullying when teaching or practicing driving with a student.
- ✓ The driving course alone is not enough and does not take the place of PRACTICE under varied weather, traffic and time-of-day conditions. The student is expected to practice driving with a responsible adult/co-pilot in addition to experiences provided by the driver education course. The adult/co-pilot may be anyone 21 years of age or older who has held a driver license for the past three years.
- ✓ Familiarize yourself with new vehicle safety equipment (i.e., antilock brakes or air bags) and information which may serve to increase the co-pilot driver’s safety and teaching performance.

DRIVER EDUCATION PRACTICE DRIVING LOG TERMS

After each time you drive, record the following on your practice driving log:

- Date you drove
- The skills you practiced -- choose terms from the following list
- Amount of time spent practicing each skill
- Verify with your initials and those of your supervising driver

Chap. Ref.	Skills to Practice
1	Getting Ready to Drive
1,2	Controls, Instruments and Starting Engine
1	Smooth Starts and Stops
1,3,4	On/Off Target, Path, Search
2	Enter/Crossing Traffic
2	Precision Turns-Stopped/Moving
2	Shut Down Procedure
2	Securing Vehicle/Exiting
3	Tracking/Speed Control
3	Line of Sight/Path of Travel
3	Backing
2,3	Intersection Turns, Blind Spots
4,5,6,8	Zone control – open/closed/rear/side/ABC's
4	Forward/Angle Parking
5	Communication Options
5	Intersection Approach
5	Stopping in Traffic
6	Traffic Light Timing/Turning
6	Precision Lane Changes – Blind Spots
6,8	Parking – Perpendicular/Parallel
6	Backing 90 degrees
7	Laws, signs, signals
7,8	Hills-Curves- approach/stop/start
7	Following Time and Space
7	Commentary Driving
8	Leaving Traffic Flow
9	Night Driving
9	Overtaking/Passing/Being Passed
10	Limited Access Hwy/Entry/Exit

LINN-BENTON COMMUNITY COLLEGE INFORMED ACKNOWLEDGMENT OF RISKS AND HAZARDS

If student is under 18 years of age, form MUST BE SIGNED BY STUDENT AND PARENT (OR LEGAL GUARDIAN)

PLEASE READ CAREFULLY BEFORE SIGNING

WARNING

The **Driver Education** course at Linn-Benton Community College involves the actual operation of automobiles by students participating in the course. Participation may involve injury of some type to you, a fellow student or an instructor. Such injury can include direct physical and possibly crippling injury to one's body and the possibility of emotional injury experienced as a result of witnessing or actually accidentally inflicting injury to another. The severity of such injury can range from a minor injury to complete paralysis or even death. Such injury can impair one's general physical/mental health and hinder one's future ability to earn a living or generally enjoy life.

Injuries in a **Driver Education** course commonly might occur to arms, hands, head, neck, chest, torso, legs, feet or other body parts or systems and might include head, neck or body trauma; crushing or severing of limbs; lacerations, abrasions or other trauma or injury. Injuries may result from the correct or incorrect performance of techniques used in class; **from misjudgment in handling the equipment**; from the administration of first aid; from failing to follow training, safety or other rules. This list is non-exhaustive and is provided by way of illustration of risks or injuries that may be incurred. There may be other types of injuries or the risk of injury or death resulting from other causes not specified here.

The purpose of this WARNING is to bring your attention to the existence of potential dangers associated with participation in the course and to help you make a voluntary and informed decision as to whether you (or your child or ward) should participate in this class and, as a condition of such participation, sign this INFORMED ACKNOWLEDGMENT OF RISKS AND HAZARDS. In addition, its purpose is to make you aware that as a student or as a parent/guardian of a student, it is your responsibility to learn about and to inquire of instructors, physicians or other knowledgeable persons about any concerns that you might have at any time regarding student safety and the safety of the college's Driver Education course. You may seek legal counsel before signing this form.

If you decide to participate, by your signature you hereby agree to indemnify and hold harmless Linn-Benton Community College including its officers, employees and agents against any/all claims, damages, demands, liabilities and costs incurred including attorney's fees, which might be made by the undersigned or any third party as a result of damage, injury or death suffered. This agreement shall be binding upon the heirs, successors, and assigns of the undersigned. I understand and acknowledge that signing this agreement severely limits my legal rights, and as such, I have been encouraged above to seek legal counsel before signing.

ACKNOWLEDGMENT OF RISKS AND HAZARDS

STUDENT: By signing this acknowledgment of hazards and risks, I acknowledge that I have read its contents and warning, that I understand its contents and warning, **and that I intend to learn and follow all safety procedures, and that I choose to participate in this class.**

Student's Signature

Printed Name

Date

ACKNOWLEDGMENT OF RISKS AND HAZARDS

PARENT AND/OR LEGAL GUARDIAN (if student is under age 18): I have read the above WARNING and I understand that Driver Education classes involve the RISKS OF INJURY OR DEATH. I also understand that by permitting my child or ward to participate in this class, my child or ward is subject to the possibility of injury or death as outlined in the WARNING above. BY SIGNING THIS Acknowledgment of Risks and Hazards, I acknowledge that I have read and understood its contents and that, after acknowledging the risks, I choose to permit my child/ward to participate in this class at LBCC.

Parent/Guardian's Signature

Date

*Personal Auto Insurance Carrier

Policy Number

Expiration Date



Information Disclosure Authorization

The purpose of this form is to allow the student to grant access to a selected person(s) or entity representative(s) to some, or to all of the student's allowable educational records and information.

Photo ID is required when form is submitted.
Original form only no faxed or photo copies will be accepted.

New _____
Modify _____
Cancel _____

I, _____ X _____
(Student Name) (Student ID Number)

authorize Linn-Benton Community College officials to provide

with the following information.

_____ with the following information.
(Individual/Relationship or Agency/Representative)

If applicable, this form will override the Directory Delete form submitted to Linn-Benton Community College for ONLY the person(s) or entity representative(s) mentioned on this form and for ONLY the Areas selected.

_____ Veterans _____ Class Schedule _____ Transcripts
_____ Grades _____ Financial Aid _____ Billing Information

Other: _____

This consent expires: _____ (mm/dd/yyyy) or a maximum of 2 years from the date signed.
This consent to disclose information may be revoked by me in writing at any time. Disclosure by the above named person or agency of the information designated here is prohibited without authorized consent of the student.

An ACCESS CODE can be used if the student wishes to grant phone access to the person(s) or entity representative(s).

ACCESS CODE

6-10 Characters
At least one letter
At least one number
No special characters (@#%&)

AN ACCESS CODE IS NOT REQUIRED, BUT IF OMITTED, PHONE ACCESS WILL NOT BE ALLOWED.

This code will be used to verify the person(s) or entity representative(s) calling into Linn-Benton Community College for student information. If omitted, the person or entity representative must come into the college, and show ID, in order to receive the information.

(Signature of Student)

(Date Signed)

It is the student's responsibility to submit a completed and correct Information Disclosure form to Linn-Benton Community College to grant access to person(s) or entity representative(s) they wish to have access to their personal information. It is the responsibility of the student to indicate the length of time this form will stay in effect, not to exceed the maximum time limit of the form. It is the responsibility of the student to submit any changes or cancellations to Linn-Benton Community College by completing a new Disclosure Information form. If an ACCESS CODE is used, then it is the responsibility of the student to create the code, distribute the code to the correct person(s) or entity representative(s), and to keep the code secure so that unauthorized person(s) or entity(s) are unable to use the code. Linn-Benton Community College will ONLY disclose the ACCESS CODE to the student, in person, with valid ID.

Linn Benton Community College
Driver Education
Parent & Student Questionnaire/Information Form

Keep this section

For students who will be operating a motor vehicle, it is essential for reasons of health and safety that you disclose any disabilities which may affect you while driving:

Physical Disabilities: (amputated or artificial limbs, low vision or limited peripheral vision, possibilities of low blood sugar, diabetes, migraines, epilepsy or other seizure disorders)

Emotional/Mental Health Disabilities: (depression, bipolar, anxiety disorders or related medications which may affect alertness or coordination)

Learning Disabilities: (perceptual disabilities or others)

Please contact Melissa Richey at (541)917-4849 so she can help plan for a safe driving experience.

LBCC encourages all students with disabilities to document with the Office of Disability Services (ODS). Your disability remains confidential to LBCC staff. ODS helps you plan for success in all college classes, while you remain in charge of which classes you ask for accommodations. ODS will help you plan accommodations for any/all classes you choose to use them in.



Student Name: _____ Parent/Guardian Name: _____

Student Phone Number: _____ Parent/Guardian Number: _____

Student Email: _____ Parent/Guardian Email: _____

Is the student involved in any extracurricular activities? YES NO

If yes, please list _____

Is the student using a manual shifting vehicle? YES NO

Approximately, how many hours of practice has the student had driving a vehicle? _____

As the parent/guardian what are you hoping the student will learn? _____

As the student what are you hoping to learn? _____

Any Comments or Questions: _____