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Welcome to the Linn-Benton Community College Driver Education Program

This handbook will provide information about our program and serve to bridge the gap between the student, the classroom instructor, the behind-the-wheel instructor, and the parent/guardian.

LBCC complies with the ODOT-TSD State Standards. Competency is measured using the following guideposts:

- Mandatory Parent Night and 30 hours of class participation
- 6 hours Behind-the-Wheel Instruction
- 6 hours Behind-the-Wheel Observation
- 5 hours minimum of Documented Home Driving Practice

This course is designed to help the student obtain a license and to help them acquire a set of low-risk driving behaviors that will serve a lifetime of crash-free driving.

Curriculum Foundation and Framework

This program far surpasses the traditional Driver Education program you may be familiar with. As an Oregon Department of Transportation-Traffic Safety Division (ODOT-TSD) approved provider, LBCC must adhere to all Division 15 requirements. Our curriculum in based on the program standards as set forth by the National Institute for Driver Behavior, a nationally recognized leader in traffic safety education.

The Oregon DMV in-car test will be waived for any teen, 15-17 years of age, who successfully completes this ODOT Approved Driver Education Program and presents their completion card to the DMV office. All other licensing requirements apply.

If you are 18 or older upon completion of the course, you are still required to take the in-car testing at the DMV in order to obtain your license.

Integrated Classroom and Behind-the-Wheel Instruction:

This driver education course is a three-phase program: Classroom, Behind-The-Wheel (BTW) and Home practice. Our course is designed and structured with student mastery in mind. Concepts are first introduced and practiced in the classroom, then applied to a BTW lesson, and finally put into practice at home. As students progress through the chapters, concepts become more complex, building on and adding to previously learned concepts. Attendance and participation is crucial to student success.

Registration:

Complete registration information is available at www.linnbenton.edu/driver-education. Once registration opens, applications are processed in the order received. Students are recommended to have at least 5 hours behind-the-wheel prior to the start of the BTW portion of the class.

Students must be at least 15 years of age and have a valid Oregon DMV-issued Instruction Permit or Driver License. Students who register with an Interim-Instruction Permit must present their permanent permit (hard copy mailed to them) before the expiration date in order to continue participating in the Driver Education program.
Disability Services:
LBCC is committed to supporting all students. If a student has a learning disability, health issue, or other concern that may affect their progress and require accommodations, they must contact the Center for Accessibility Resources (CFAR) at 541-917-4789. We recommend that you contact CFAR before you register.

Instruction Permit:
To register for class, the student is required to have a valid Instruction Permit. Permits are obtained at DMV offices. The original permit and a photocopy must be presented at the time of registration. Permits must be in the possession of the student for all BTW drives. Failure to bring a permit to a BTW drive will be treated as an unexcused absence/no show.

Course Fees:
Cost of the course is $289 for those aged 15-17 and unlicensed. For students who have their Driver License or are 18 years of age or older, the fee is $469. Full payment for the course is due at the time of registration. Students who register for the 15-17 with Permit course, may qualify for fee assistance. Please see the section below on Fee Assistance.

If a student who is registered for the 15-17 with Permit course turns 18 before completing the course, or obtains their Driver License prior to class completion, they are no longer eligible for ODOT’s reimbursement; therefore, an additional $210 will be charged.

Fee Assistance:
Any student aged 15-17 may check to see if they qualify for $75 fee assistance before they register for class. For more information, please contact the Driver Education Coordinator.

Refund Policy:
You are paying for a reserved seat and seating is limited. Students may receive a full refund if they withdraw a minimum of 72 hours before the start date of class. Failure to do so will render fees non-refundable. Request for withdraw must be made to the Driver Education Coordinator. (see page 11 for complete contact information)

Parent Orientation – ODOT-TSD Required:
The first classroom session is specifically scheduled for parents/guardians and their student driver. This is a mandatory class session for all registered students 15-17 years of age. Adult students are not required to bring a parent/guardian, but they are welcome to attend.

During this session we will:
1. Partner students and have them sign up for their driving dates/times.
2. Review course expectations and sign an agreement.
3. Review course materials and assignments.
4. Review the form used to communicate student progress during BTW driving sessions.
5. Review the Course Schedule, homework, and reading assignments.
6. Begin covering the course introduction.

Failure to attend the first two class sessions will result in removal from the course.
**Attendance:**
Attendance is mandatory for all class sessions. All missed classes must be made up; failure to make-up a missed class will result in failure of the course. The maximum number of classes a student can miss is three. If a student misses more than three classes, make-up classes will be scheduled into the next term, slowing down student progress.

**Tardiness:**
Tardiness is defined as arriving 10 minutes or more past the scheduled start time. Tardies will be tracked and counted towards an unexcused absence, and the student will have to attend a make-up class to compensate for missed curriculum.

**Emergency/Inclement Weather Closure:**
For up-to-date information about Driver Education classroom and BTW closures, visit the LBCC website, www.linnbenton.edu. If there is no closure information, please plan on attending scheduled classes or BTW sessions.

**Make-Up Classes:**
All absences/tardies must be made up in order for the student to pass the course. If LBCC cancels a class, an additional class will be scheduled at the end of the scheduled course dates at the same time and location if possible.

If a student plans to miss class or misses class due to illness, please contact the Driver Education Coordinator so they can arrange make-up dates with classes at the same point in the curriculum. Failure to do so can put more responsibility on the student.

**Student Textbooks/Materials:**
Students use four texts:
1. Driver Education Student Materials Packet
2. Oregon Driver Risk Prevention Curriculum “Playbook”
4. The Oregon Parent Guide to Teen Driving

Recommended but optional: [www.oregondriveredplaybook.org](http://www.oregondriveredplaybook.org)

**Classroom Curriculum Expectations:**
While we recognize that students have different needs and learning experiences, we require all students to complete all classroom homework assignments, worksheets, entrance tickets, and chapter tests in their entirety. Final exams must be completed with a minimum score of 80%.

**Behind-The-Wheel (BTW) Instruction:**
BTW lessons are scheduled outside of classroom time; with the final drive session occurring after the classroom portion has been completed.

Students are required to bring their at-home Practice Driving Log to each driving lesson for the drive instructor to review driving time. Failure to bring the driving log could result in cancelling the scheduled drive. Driving logs are required to be turned in to driving instructors at the time of a students’ final scheduled drive. Failure to turn in the driving log will result in an incomplete in the course until the form is submitted.
BTW lessons require students to participate as a driver and as an active observer/passenger; our program requires a minimum of two students in the vehicle with one instructor, with some exceptions allowed for adult students.

The first drive will occur after the second class, but before the fourth class. The minimum amount of driving is four different dates at 3 ½ hours per day.

3 ½ hour driving lessons: One student drives for 90 minutes while the other student is an active observer. After a 10-15 minute break, the students switch tasks; the observer becomes the driver and the driver becomes the observer for 90 more minutes.

In some cases, the first drive is a vehicle check-out drive, meaning the students will be oriented to the vehicle i.e. vehicle readiness, adjusting seat and mirrors, blind spots, etc.

Students must have their instructional permit with them during each driving lesson and will be required to show the permit to their instructor before they are allowed to drive. At no time will a student be allowed to drive without having their instruction permit with them and could result in paying a fee. (see page 11 for details)

ODOT-TSD requires students to successfully complete all drive routes to pass the course. Our approved course requires that each student spend a minimum of six hours BTW. In some cases, more driving time may be required in order for the student to attain an acceptable level of driving experience. If a student has limited schedule availability, they may have to schedule additional dates in order to meet the course requirements.

The final drive will include a final drive assessment to successfully complete the course. If additional drives are needed to pass the course, they can be scheduled for an additional fee. (see page 11 for details)

Appropriate dress should not impede driving. We recommend securely fitted shoes; no sandals, flip-flops, clogs, or high-heels. Students are not to wear hats or hoodies while operating the vehicle. No food or beverages are allowed in the vehicle with the exception of a sealable container for water. Backpacks, cell phones, MP3’s, tablets, or other electronic devices are to be placed in the back of the vehicle while the lesson is in progress. Students may access their personal belongings during the break.

We take pride in the upkeep of our driver education vehicles. Our expectation is that the students will treat the vehicles in a respectful manner at all times. After a drive session, vehicles should be in the same condition as they were prior. Any abuse of the vehicle will not be tolerated. Any expense required to repair or clean a vehicle due to intentional student misconduct may be passed on to the student or parent/guardian.
Assigned Home Practice:
At the end of each drive session, the student will receive a yellow form that reflects their skills and abilities demonstrated during that drive. The form will have suggestions for homework to be practiced during home driving practice.

Although we recommend a minimum of one hour per week practice driving, students are required to practice driving for a minimum of five hours in order to pass the course. The yellow BTW form must be signed by the parent/guardian and returned to their classroom instructor.

BTW No Show and Late Fees:
Although the vehicle is not considered a typical “classroom,” students must be prompt and ready to participate at the appointed time. The instructor will not wait more than 15 minutes past the appointed time for a tardy student.

When a student fails to show up for a scheduled drive or fails to notify the driving instructor 24 hours prior to an absence, a $25 fee will be charged and must be paid before the student can continue to participate in the course. (see page11 for details) Make-up BTW drives are to be scheduled with the driving instructor.

Minimum Course Duration:
An ODOT-TSD approved course may not be completed in less than 35 days. During the school year, our courses can take up to five months to complete. Summer courses can take up to four months depending on students’ availability.

Course Completion:
Classroom Requirements – All classroom homework assignments, worksheets, entrance tickets, chapter tests, and final exam must be completed in their entirety with a minimum score of 80%.

Behind-the-Wheel Requirements – Complete six hours of driving, six hours of observation, worksheets, and pass the final drive assessment with a minimum score of 80%.

Practice Driving Log – Complete and turn in the Practice Driving Log, with a minimum of five hours practice initialed by an adult (who is at least 21 years of age and have had a valid driver’s license for at least three years) and driving instructor initials.

When the student has completed the above course requirements, a certificate will be processed and sent to the location where the student attended the classroom portion of the course. Processing can take up to three weeks depending on holidays and timelines.

Included with the certificate will be forms that were completed while the student was attending Driver Education, and the students’ Practice Driving Log. Student (or parent/guardian) can come in with the students’ permit and sign for their certificate. Due to the sensitive information that is included with course completion certificates, we do not mail them.

Please do not allow the DMV staff to keep your certificate; you will need it for insurance purposes.
Course Non-Completion:
If a student has not completed all required coursework, the Coordinator will:
1. Send a letter to the student and parent/guardian stating the items that are incomplete and the time frame to complete requirements in order to receive a passing grade.
2. Call the student and parent/guardian if they have not received a response from the student or parent/guardian within one month of mailing the letter.
3. If the requirements have not been completed within 180 days of the first day of class, and if the student is 15-17 years of age, they will be charged an additional $210 for non-completion. If the student received tuition assistance they will be charged $285.

Letter from Trauma Nurses:
Parents or guardians of students enrolled in Driver Education are encouraged to read and be aware of the following facts provided by excerpts from Parent Line, Inc. and Legacy Emanuel Hospital’s “Trauma Nurses Talk Tough.”
- 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 criticism and aggressive behavior 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. Student is expected to practice driving with a responsible adult/co-pilot in addition to experiences provided by the Driver Education course.
- Adults 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 other information which may increase the adult and driver’s safety.

SAFETY FIRST!

LBCC Campus Public Safety

Campus Public Safety Mission:
Linn-Benton Community College’s Public Safety Office exists to provide a safe and secure environment where members of the LBCC community study, work, and play. Our efforts foster a safe environment supportive of the College’s goal in educational excellence. Campus Public Safety seeks to bridge the gaps and establish relations between the College community and the communities in which we reside.

For safety and peace of mind when on campus, a smart phone app is available to download for quick access to the officer on duty. Through the app, you may report concerns or suspicious activities, find what to do in an emergency situation, and more. Search your phone’s app store for LBCC Public Safety or go to the app landing page at http://LBCCPublicSafety.mobapp.at.
Student Conduct:
Driving is a PRIVILEGE and NOT A RIGHT. This privilege is extended to those who exhibit the appropriate maturity level and aptitude.

Driver Education is a community college course; appropriate behavior is expected. Students must act in accordance with classroom rules of etiquette and use mature judgement. Cell phones must be turned off in class.

Students will exhibit a positive attitude at all times. Respectful, appropriate attitudes and manners are necessary and crucial to providing a safe environment conducive to learning, including: self-discipline, good work habits, courtesy to others, respect for authority, and a positive outlook. Failure to adhere to these expectations can result in dismissal from the class without a refund.

Removal from the Driver Education Program:
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. Student drivers must be prepared to accept the responsibilities and consequences of their choice of behavior. Students may be dropped from our program with a “fail” grade for any of the following:

- Excessive tardiness and/or absences
- Failure to complete assigned work
- Cheating (sharing or receiving answers)
- Being under the influence of alcohol or any other illegal drugs during any of the instructional phases
- Misuse of Driver Education equipment
- Repeated and willful violation of traffic laws

Alcohol and Other Drugs:
The use of alcohol or other drugs is forbidden by state law. Any student reporting to a Driver Education session, whether in the classroom or behind-the-wheel, who appears to be under the influence of alcohol or other drugs, will be immediately removed from the class/vehicle.

We recognize that factors outside of our scope of knowledge could appear as an individual under the influence or intoxicated. We aim to be non-judgmental in our assessment and will make decisions based on the need to ensure student drivers and their instructors are safe.

LBCC requires instructors to follow the following procedure:

1. Talk to the student briefly and attempt a brief assessment.
2. If the instructor thinks the student is impaired, they may call Public Safety to assess.
3. Students found to be impaired will likely be sent home, with a safe transportation plan.
5. Once a report has been filed, it will be followed up by LBCC’s Student Affairs Department.
If a student feels that their instructor is impaired, we ask that they:

1. Excuse themselves from class and contact a Public Safety Officer either in person or at 541-926-6855. The officer will ask questions and help to assess the situation.
2. If the incident occurs during a BTW session, please call a Public Safety Officer when you can safely exit the vehicle.
3. As soon as the student feels they are in a safe place, we ask that they complete the online Public Incident Report found at: https://linnbenton-advocate.symplicity.com/public_report/index.php/pid638175?
4. Once a report has been filed, it will be followed up by LBCC’s Human Resource Department.

Request for Special Needs or Accommodations
Direct questions about or requests for special needs or accommodations to the LBCC Director, Center for Accessibility Resources (CFAR), RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

LBCC Comprehensive Statement of Nondiscrimination
LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy 1015 in our Board Policies and Administrative Rules. Title II, Title IX (employee cases), & Section 504: Scott Rolen, Director of Human Resource Development and Support, CC-108, 541-917-4425; Title IX (student cases): Jill Childress, Manager for Student Conduct and Retention, WH-215, 541-917-4806, LBCC, Albany, Oregon. If you feel you have been discriminated against in any interaction at Linn-Benton Community College, or have been harassed by another person while at LBCC, or wish to report any concern or complaint, please navigate to this page to make a report: linnbenton.edu/report-it. This and additional information can be found at https://www.linnbenton.edu/about-lbcc/administration/policies/equal-opportunity.php.

*See LBCC website for complete information:

AR 6135-01 – Drug Free Workplace
AR 7030-01 – Students Rights, Responsibilities and Conduct Code
AR 7030-04 – Student Conduct on Field Trips
Fees:

Fees that may arise, but are not applicable to all students, include:

- $5  Replacement of Certificate
- $5  Replacement of “Student Material” Packet
- $5  Replacement of “Student Test” Packet
- $10 Replacement of “Playbook”
- $20  No permit at drive
- $25  No show for in-car drive (BTW)
- $25  BTW Final Drive Reassessment
- $100 Additional 2 hours driving instruction
- $200 Additional 4 hours driving instruction
- $210 Obtained Driver License before completing the course (students 15-17)
- $289  Driver Ed with Permit (students 15-17)
- $300  Additional 6 hours driving instruction
- $469  Driver Ed with License (students 15-17)
- $469  Driver Ed 18 & Over

Driver Education Coordinator Contact Information

Melissa Richey, Driver Education Program Coordinator
richeym@linnbenton.edu
541-917-4849

Mailing Address:
Linn-Benton Community College
Willamette Hall, Room 133
6500 Pacific Blvd. SW
Albany, OR  97321

Extended Learning Director Contact Information

Jeff Flesch
541-917-4990
fleschj@linnbenton.edu
THANK YOU FOR CHOOSING LBCC DRIVER EDUCATION!