

Central Washington Driving School

Welcome to the Program!

PLEASE READ THROUGH THIS IMPORTANT INFORMATION TO ENSURE YOUR EXPERIENCE GOES SMOOTHLY AND YOU ARE PREPARED FOR CLASS!

Parent/student guide to the program. You can find almost everything to get started here. Please take the time to go through all of this information, visit the sites and get familiar! We start next week!!!

STUDENTS NEED TO SIGN UP FOR A CLASSROOM ACCOUNT at www.drivecwds.com....

→ ALL THE CLASS NOTES AND MATERIALS ARE AT THIS WEBSITE. PLEASE SEE INSTRUCTIONS ON NEXT PAGE "IMPORTANT WEBSITES".

PAYMENTS: Course fees due first day of class. Payment option available. \$270 due the first day of class (*Includes the deposit \$170 + \$100 deposit*). Two \$100 payments due on the 6th & 12th class meetings.

- Drive account will be locked for non-payment.

COURSE CONTRACT - PLEASE SIGN AND RETURN!

The course contract goes into detail on the policies/procedures/requirements for this course. The school needs a signed copy of it for the student record audit. Please complete the form at your earliest convenience.

Direct Link [Course Contract](#)

It is also available on the student's classroom homepage. You can download a pdf copy directly from the Course Contract form. Open the form and once you go over the information, the parent and student can sign it and submit it. We need this in the student record folder before the student starts BTW lessons in our vehicles.

INSTRUCTION PERMITS

It is recommended to try to get the permit online. There are a few student's that are required to make an appointment to go in and can take some time to get one.

Once you complete the process below, you will be able to log back into the account you created on License Express and pay for the permit and print out a temporary instruction permit (*valid for 45 days until the hardcopy comes in the mail.*)

FIRST STEP: REQUIRED BEFORE STUDENT CAN GET A PERMIT:

Create a License Express account on the DOL's website by visiting www.dol.wa.gov. Direct link: [License Express](#). Once completing this process, it will provide you with the student's DLN (*Driver License Number*).

NEXT STEP: Central Washington Driving School must receive the student's DLN number from you so our staff can enter a waiver into the DOL system for the student. (*Waiver is verification the student is enrolled in a driver education program.*)

You can submit it by clicking here: [SUBMIT DLN](#) or email the student's DLN to us at eburg@cwdrivingschool.com

A helpful tip from other parents:

When applying for the DLN (*Driver License Number*), if the system is giving you a "your information does not match our records" or something along those lines, check the box that says "I don't have a social security number."

IMPORTANT WEBSITES:

Schedule BTW Lessons: www.cwdrivingschool.com

- This is where the student was registered for this course. **Make sure that you saved your username and password! You will need it to schedule BTW lessons!**
- **When scheduling your drives, it is important to use the class calendar or the class flowchart. (Calendar link below)**
- The program is designed to learn the material before we perform it in the vehicle. The calendar "Schedule BTW #" will let you see the soonest you should schedule each drive.
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Classroom website: www.drivecwds.com

- **The student should visit the classroom site as soon as possible and register to become a member at the earliest convenience.**
- **Once approved**, (school must manually do this) the student will have access to the classroom pages which contain the class calendar with class meeting ID and direct links to our zoom meetings, all the notes for each unit, course flowchart, course checklist, Washington Driver Guide link, additional assignments, extra-credit, deadlines and more.
- Student's use these notes when doing homework.

- The instructor will navigate the student's through the website in detail during the first class meeting.

COURSE CALENDAR:

There is a link to the calendar below and it is also available once the student's log into their account at www.drivecwds.com.

- **Course schedule, when assignments will be assigned, when to schedule each BTW lesson, course deadline.**

090821 Class: [Calendar](#)

CLASS LINK

Join Zoom Meeting

<https://us02web.zoom.us/j/86294729838?pwd=TmR5eFh6eEpkNGg1eIFRY3JHY2pwZz09>

Meeting ID: 862 9472 9838

Passcode: 086270

IMPORTANT POLICIES:

- 1. The student has 120 days to complete the program. Must finish before December 9,2021**
 - Attend all classes, make-up classes, complete all assignments & the final test.
 - All five (5) behind-the-wheel lessons. You have 120 days to finish. There is a mandatory 5 day practice period between drives.
 - **All drives should be scheduled according to the flow chart.** Flowchart is on the course calendar at www.drivecwds.com under the students "Class calendar" page or on the Course calendar link above.
- 2. Cannot make-up more than 3 days of class or must re-enroll in a new class.**
- 3. Online classes:** The DOL Driver Schools Program **REQUIRES** that every student's camera is on during class and the instructor and support staff must be able to see the student's entire face - From top of head to the bottom of chin. Student's microphone must work to respond to the instructor and participate in class.
- 4. Students must be stationary and present for class, free from distraction.** Phones, video games, cooking, shopping at the mall, attending practice, sporting events and other similar activities are

all prohibited during classroom time. If the student cannot commit to these rules, this is not the class for them to take!

- If student's are removed from class, it counts as an absence and they must make-up the day.
- 5. **Student's must have a valid instruction permit** on their person when driving in our instruction vehicles. We cannot accept expired documents or pictures of the permit.
- 6. **All BTW lessons are scheduled/cancelled/rescheduled by student/parent(s) online at www.cwdrivingschool.com.** They cannot be cancelled by phone or email. We require 24-hours for cancelled BTW lessons. A \$40 No-show/ Late Cancellation fee will apply. No exceptions, unless provided with a doctor's note.
- 7. **Payments:** If scheduled payment is not made, the student account will lock and will not be able to schedule BTW lessons.

CHANGING CLASSES

1. **The deposit is non-transferrable once the student obtains their permit or after the first day of class.**
 - a. The deposit will have to be made again to re-enroll in another class.
2. After the third class session, you cannot transfer to a new class. The student can re-enroll in another upcoming class for \$150. They must start from the first scheduled day of class.

INTERMEDIATE LICENSE REQUIREMENTS

The state requires 50 hours of supervised driving practice, (*10 hours must be at night*) with a parent/ guardian, employer or a driver with at least 5 years of licensed driving before they are eligible to get their Intermediate License.

The complete information on IDL Laws can be found on the last page of the CWDS Course Contract, www.dol.wa.gov or in the driver guide.

Here are some options to keep track of drive time requirements for the Intermediate License Law requirements:

1. If you go into the DOL office, they should provide you with a parent/ teen guide that has log pages in them.
2. Phone App: [Road Ready](#). Great way to keep track of required hours.
3. The Parent/ Student Handbook. Available at www.dol.wa.gov or there is a direct link from www.drivecwds.com.

4. Keep a small notebook in the car you will be driving to log drive time.

The DOL has not asked to see these logs when applying for the license, but the parent/guardian will have to sign an affidavit stating that the student did get the 50 hours.

STATE TESTING: *(These are the DOL tests - These are not done as a part of the Driver Education Class)*

The course and the DOL testing scores are entered directly into the DOL's system.

- Student's may start testing as soon as they are completely done with driver education. The classroom and final drive test for the driver education is to pass the course.
 - Classroom final over the notes and assignments during our course.
- There is also a Knowledge & Drive exam for the state required to qualify for the driver license.
- The State Knowledge Exam is over the Washington Driver Guide.
- Once the student completes the testing, they just need to wait until they are eligible for their license.
- All information about what to expect for state testing can be found on their website. This is a direct link to [DOL testing information](#).

Phone Numbers & emails

Ellensburg Office: (509) 933-3344 eburg@cwdrivingschool.com

Moses Lake Office: (509)764-8601 cwds317@gmail.com