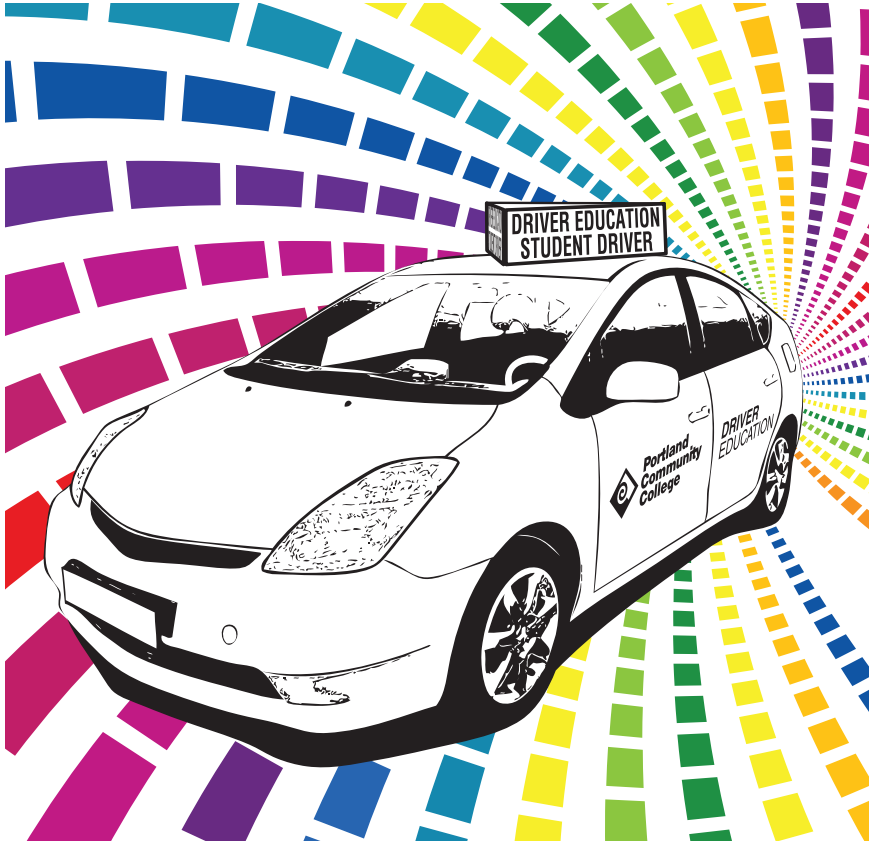




**Portland
Community
College**

**DRIVER
EDUCATION**



PARENT AND STUDENT
HANDBOOK

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Welcome to the Portland 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.

This course is designed not only to help the student obtain a license, but to help her/him acquire a set of low-risk driving behaviors that will serve a lifetime of crash-free driving.

Curriculum Foundation and Framework

As an Oregon Department of Transportation (ODOT) approved provider, PCC must adhere to all Division 15 requirements. This program far surpasses the traditional Driver Education program you may be familiar with.

Integrated Classroom and Behind-the-Wheel Instruction: This DE course is a 3-phase program; Classroom, Behind-the-Wheel (BTW) and Home practice. Our course is designed and structured with student mastery in mind. The Oregon Driver Risk Prevention Curriculum is available online at oregondriveredplaybook.org.

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 is crucial to student success.

Registration: Complete registration information is available at: pcc.edu/drive. Once registration opens, applications are processed in the order received. Students must be at least fifteen years of age and have a valid Oregon DMV-issued Instruction Permit (teens) or a driver license (adults) at the time of registration. Students should have logged AT LEAST 10 HOURS behind-the-wheel prior to the start of the BTW portion of the class.

Disability Services: PCC is committed to supporting all students. If a student has a learning disability, physical disability, health issue, or other concern that may affect his/her progress and require accommodation, s/he must contact PCC Disability Services at least one month prior to the first class. Call 971-722-4341. Office locations and additional information may be found at pcc.edu/disability.

Instruction Permit: To register for class, the student is required to have a valid instruction permit. Permits are obtained at DMV offices. A copy of the permit must be given to the classroom instructor at the first class. 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 Tuition/Fee: The cost of the course is \$330 for unlicensed, 15-17 year old Oregon teens, and \$520 for adults. The full cost must be paid to the PCC Business office. Teens are able to take the course at a reduced cost due to ODOT's reimbursement program. If a teen student fails to complete the class, turns 18 years of age before completion, or attains his/her driver license prior to class completion, s/he is no longer eligible for ODOT's reimbursement and therefore an additional \$210 will be charged.

Scholarships: A 15-17 year old student who is on a lunch assistance program at school may register for any of the teen classes for \$175. A copy of the official assistance letter from your high school must accompany the registration form. SNAP households are also eligible with a copy of your assistance letter. **SCHOLARSHIP STUDENTS WILL BE CHARGED \$360 FOR NON-COMPLETION.**

Refund Policy: Students may receive a refund of the course tuition and fee if they withdraw before the second class meeting and return all course materials. The tuition and fees are not refundable after that time. If you need to withdraw you are required to contact the Driver Ed office directly to do so.

Parent Orientation – ODOT Required: The first classroom session is specifically scheduled for parents/guardians and their new driver. This is a mandatory 2-3 hour class session for all registered students, including adults. Failure to attend will result in immediate removal from the class.

Attendance: Attendance is mandatory at all class sessions. A missed class must be made up for an additional fee in order for the student to pass the class (see: No-Show and Late Fees) Only one class session may be missed. Failure to make up a classroom session will result in failure of the course.

Tardiness: Tardiness is arriving one (1) minute or more past the scheduled start time. Tardies will be counted towards an unexcused

absence and the student may be required to complete a DE project or attend a make-up class to compensate for missed curriculum.

Emergency/Inclement Weather Closure: For the latest, up-to-date information about DRIVER EDUCATION classroom and BTW closures, call 971-722-6266 or go to pcc.edu/communityed. Closure information will be broadcast across the top of the page in a red banner. If there is no banner, activities will be held as scheduled.

Make-Up Classes: All absences must be made up at an additional charge of \$50 per make-up class in order to successfully complete the course. If a class is canceled by PCC, an additional class will be added at the end of the scheduled course dates at the same time and location. Make-up fees will not apply to PCC cancellations.

Student Textbooks: Students use two texts: “ORPC Playbook and the “Oregon Driver Manual.”

Classroom Curriculum Expectations: While recognizing individual differences, students are required to complete 100 percent of all coursework.

Behind-The-Wheel (BTW) Instruction: The behind-the-wheel lessons are scheduled outside of the class time and may extend beyond the last scheduled classroom date. **During our summer term the driving portion will always extend beyond the last scheduled classroom date; we offer the classroom portion in 3-4 weeks.** Students should expect a minimum of 6 weeks of driving at one drive per week. Students must have their instruction permit with them during each drive lesson and will be required to show the permit to their instructor before they are allowed in the driver’s seat. At no time will a student be allowed to drive without having the instruction permit with them. If the drive has to be canceled, penalty fees will apply.

Our course requires each student spend a minimum of 6 hours behind-the-wheel. In some instances more driving time may be required in order for the student to attain an acceptable level of driving performance. ODOT requires students to successfully complete all 6 drive routes to pass the course. Drive 6 is an assessed drive. Students must score a minimum of 80% on the final drive assessment to successfully complete the class. **If additional drives are needed, they will be scheduled for \$50 per lesson.**

BTW lessons require students to participate as a driver (behind-the-wheel) and as an active observer/passenger. Driving lessons for students will be planned according to the following minimum schedule:

Six, 2-3 hour lessons

(60-minute drive time and 60-120 minute observation time)

DRIVER EDUCATION VEHICLES WILL NOT WAIT MORE THAN 5 MINUTES PAST THE APPOINTED TIME FOR A TARDY STUDENT.

If a student misses the car, the absence will be considered unexcused, and will have to be made up at additional expense.

Please plan to arrive at least 5 minutes early to your drives.

Appropriate dress should be comfortable so as to not impede driving.

No sandals, flip-flops or clogs are to be worn in the car.

Assigned Home Practice: At the conclusion of the first driving lesson the student will receive a drive sheet to reflect the student's experience during the session as well as suggestions for home practice. Students are to practice driving at least one hour between BTW lessons, for a total of five hours. **The drive sheet must be signed by the parent/guardian and returned to each BTW lesson. Students cannot pass the course unless all 5 drive sheets have been returned with parent/guardian signature for all at home practice sessions.**

BTW No Show and Late fees: Instructors drive with 2-3 students during a scheduled driving session. Instructors will not drive with only one student. When a student fails to show up for a scheduled drive or fails to notify the driving instructor 48 hours prior to an absence, a \$50 no show fee will be charged. Make-up BTW drives will be scheduled with the driving instructor.

Minimum Course Duration: An ODOT-approved course may not be completed in less than 35 days.

Lost Textbooks: A \$10 fee will be charged for replacement Playbooks.

Course Completion: One hundred percent of all classroom assignments, exams and projects must be completed with a cumulative grade of 80%. Upon successful completion of classroom and BTW instruction, teen students will receive an ODOT completion card by mail. Adult students will receive a certificate letter only. Please allow two weeks after the class or BTW has ended to receive your card.

A replacement certificate can be ordered for a fee of \$10.

The Oregon DMV drive skills test will be waived for any teen who successfully completes this ODOT Approved Driver Education Program and presents his/her completion card to the DMV office. All other licensing requirements apply.

Course Non-Completion: If a student has not completed all required coursework, the office will contact the student/parent to make a completion plan. If the coursework is not completed within 180 days of the start date and the student is 15-17 years of age, s/he will be charged an additional \$210 for non-completion. Reduced tuition students will be charged an additional \$360.

Student Conduct: Respectful and 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. Cell phones must be turned off during class. They will be stored in the trunk during BTW drives.

Alcohol and Other Drugs: The use of alcohol or other drugs is forbidden by State Law. Additionally, students who come to class after consuming alcohol or other drugs are in violation of state law. Any student reporting to a DE session who appears to be under the influence of alcohol or other drugs will be immediately removed from the class.

Vehicle Maintenance: We take pride in the fuel economy and upkeep of our green fleet of driver education vehicles. Our expectation is that students will treat the vehicles in a respectful manner at all times. Any abuse of the vehicle will not be tolerated. Any additional expense required to repair or clean a vehicle due to intentional student conduct will be charged to the student.

Contact Information:

drive@pcc.edu
pcc.edu/drive

Mailing Address:

Portland Community College - SEC ADM 304
PO Box 19000
Portland, OR 97280

PCC Southeast Campus
PCC Sylvania Campus
Cleveland High School [CLIMB Center]
Grant High School [Metro Center]
Wilson High School
971-722-6367 or drive@pcc.edu

PCC Willow Creek Center
Lincoln High School
Southridge High School
971-722-2921 or emily.lann@pcc.edu

Dawn Davis, Driver Education Program Coordinator
ddavis@pcc.edu

Lorna DePaul, Driver Education Lead Administrative Assistant
lorna.depaul@pcc.edu

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PCC Community Ed