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Welcome to the Portland Community College (PCC) Driver Education Program. Our course is designed and structured with student mastery in mind with the goal of helping students develop a set of low-risk driving behaviors that will serve a lifetime of crash-free driving.

PROGRAM OVERVIEW

**ODOT-Approved Program:** As an Oregon Department of Transportation (ODOT) approved provider, PCC must adhere to all requirements listed in the Oregon administrative rules under the Transportation Safety Division - Chapter 737 - Division 15.

**ODOT Reimbursement:** Teens are able to take the course for a reduced price due to ODOT’s reimbursement program. ODOT reimburses PCC for every qualifying Teen student who completes the class. If a teen student fails to complete the class, turns 18 years of age before completion, or attains a driver license prior to class completion, they are no longer eligible for ODOT’s reimbursement and will have to pay an additional $210.

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

**Integrated Classroom and Behind-the-Wheel Instruction:** This DE course is a 3-phase program including Classroom, Behind-the-Wheel (BTW), and Home practice. Concepts are introduced and practiced in the classroom, then applied during a BTW lesson, and finally put into practice at home. As students progress through the course, topics become more complex, building on and adding to previously learned concepts. Attendance is crucial to student success and required by ODOT.

**Behind-The-Wheel (BTW) Instruction:** Students must log AT LEAST 10 HOURS of BTW practice prior to the start of the BTW portion of the class. Parking lots and quiet neighborhood streets are a good place to start.

- PCC BTW lessons are conducted outside of 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.
- BTW Lessons are scheduled during the Orientation. Selections are made based on the order of registration.
- Lessons are scheduled for 2-3 hours per session. Each student will drive for one hour and observe for 1-2 hours depending on the number of students in the drive group.
Students must have their instruction permit with them during each BTW lesson. See Instruction permit below.

Driver Education vehicles will not wait more than 5 minutes past the appointed time for a tardy student. If a student misses the drive, the no-show fee will be charged. Please plan to arrive at least 5 minutes early to your drives.

If you have to reschedule a BTW drive, contact your BTW instructor at least 48 hours before the drive. If you fail to give adequate notice, you will be charged the no-show fee.

Assigned Home Practice and Drive Sheets: At the conclusion of each BTW lesson, the student will receive a yellow drive sheet that outlines the skills practiced as well as recommendations for home practice. Students are to practice driving for at least one hour between PCC BTW lessons for a minimum total of five hours. Instructors will assign additional practice as needed.

Each drive sheet must be signed by the parent/guardian and returned to the instructor at the next BTW lesson. All drive sheets must be signed, dated, and returned for the ODOT completion certificate to be awarded.

Parent/Student Orientation – ODOT Required: The first classroom session is a mandatory 2-3-hour orientation for all registered students. 15-17-year-old teens must be accompanied by a parent or guardian. Failure to attend or arrive more than 15 minutes late will result in immediate removal from the class.

Minimum and Maximum Course Duration: An ODOT-approved course may not be completed in less than 35 days or in more than 180 days.

Textbooks: Two texts are provided for students: the ODRPC Playbook™, 2nd edition and the DMV Oregon Driver Manual. The Oregon Driver Risk Prevention Curriculum is also available online at oregondriveredplaybook.org.

ATTENDANCE

Attendance and Absences: Attendance is mandatory for all class sessions. A missed class must be made up for an additional fee for the student to complete the class. Only one class session may be made up. Failure to make up a classroom session will result in non-completion of the course.

Tardiness: Tardiness is arriving one 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.
COMPLETION

Course Completion: All classroom work, BTW drives, and BTW observation must be completed and drive sheets 1-5 returned for the student to qualify for the ODOT reimbursement. Successful completion requires a cumulative grade of 80% on the classwork and on the final drive assessment. Upon successful completion, teen students will receive an ODOT completion certificate by mail. Adult students will receive a completion letter only. Please allow three weeks after the class or BTW has ended to receive your certificate.

Course Failure: If a student completes all coursework and BTW drives with a cumulative score of less than 80%, they will not receive an ODOT completion certificate. No additional fees will be charged.

Course Non-Completion: If a student has not completed all required coursework and/or BTW drives, the DE office will contact them to make a completion plan. If the coursework is not completed within 180 days of the start date and the student is registered as 15-17 years of age, they will be charged an additional $210 for non-completion. Scholarship students will be charged an additional $360.

ODOT Completion Certificate: The Oregon DMV Drive Skills Test will be waived for any 15-17-year-old teen who successfully completes this ODOT Approved Driver Education Program and presents the completion certificate to the DMV office. Certificates are valid for two years after the issue date regardless of the age of the student. All other licensing requirements apply.

REGISTRATION & REQUIREMENTS

Age Requirement - Teen Course: All coursework and BTW drives must be successfully completed prior to the student’s 18th birthday. Failure to complete ALL coursework before turning 18 will result in the student being charged the $210 non-completion fee and loss of eligibility for the ODOT completion certificate. It is the responsibility of the student to ensure all required activities are completed prior to their 18th birthday.

Cell Phones: Cell phones must be turned off during all driver ed activities unless otherwise directed by an instructor.

Instruction Permit: To register for a 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 CLASS SESSIONS and BTW DRIVES. Failure to bring a permit to a BTW drive will be treated as a
no-show absence. To remain eligible to complete the class, the student’s permit must be valid and current. If a permit should expire before the end of the class, it is the student’s responsibility to renew their permit before attending the next class session or BTW drive.

**Language Proficiency:** Driver Ed classes are taught in English. Students must have reached intermediate proficiency in spoken English to register.

**Registration and Eligibility:** Complete registration information is available at pcc.edu/drive. Students must meet the following requirements to be eligible to enroll in a Teen class:

- Be 15-17 years old and able to complete the course before their 18th birthday
- Have a valid Oregon Instruction Permit (licensed teens must enroll as an adult)
- Have access to a vehicle and licensed driver for home practice

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**STUDENTS**

**Alcohol and Other Drugs:** The use of alcohol or other drugs is forbidden by State Law. Any student attending a DE session who appears to be under the influence of alcohol or other drugs will be immediately removed from the class.

**Disability Services:** PCC is committed to supporting all students. If a student has a learning disability, physical disability, health issues, or other concerns that may affect their progress and require accommodation, they must contact PCC Disability Services at least one month prior to the Orientation. Office locations and additional information may be found at pcc.edu/disability or call 971-722-4341.

**Dress:** Appropriate dress should be comfortable so as not to impede driving. No sandals, flip-flops, or clogs are to be worn in the car.

**Rights and Responsibilities:** A respectful attitude and courteous behavior, as well as self-discipline and good work habits, are necessary and crucial to an environment conducive to learning and safe operation of vehicles. Failure to adhere to behavioral expectations can result in dismissal from the class without a refund. PCC is committed to the educational success of its students and is dedicated to the advancement of learning, student retention, and the development of responsible personal and social conduct. Please refer to the student code of conduct for further guidance. pcc.edu/about/policy/student-rights
SAFETY

Emergency/Inclement Weather Closure: If PCC is closed, all Driver Ed activities are canceled. 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 an alert window. If there is no alert, activities will be held as scheduled.

Safety: Safety is the focus of our program. PCC reserves the right to drop any student if the instructor cannot safely communicate with them or if the student is unable to safely operate the vehicle.

Vehicle Maintenance: We take pride in the fuel economy and upkeep of our green fleet of driver education vehicles. Any additional expense required to repair or clean a vehicle due to intentional student misconduct will be charged to the student.

TUITION, FEES, REFUNDS

Additional Fees:
- Additional BTW Lessons: $50 per one-hour drive
- BTW No-Show Fee: $50
- Classroom Make-Up fee: $50
- Course Non-completion fee: $210
- Scholarship Non-completion fee: $360

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.

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 non-refundable after that time. If you need to withdraw, you are required to contact the Driver Ed office directly to do so.

Scholarships: A 15-17-year-old student who is on a lunch assistance program, the Oregon Health Plan (OHP), or receives SNAP household assistance may enroll in the class for a reduced tuition of $175. A copy of the documentation for the program must be included with your registration form. Scholarship students will be charged $360 for course non-completion.
Contact Information:
drive@pcc.edu
971-722-6367
pcc.edu/drive
Portland Community College - SEC ADM 304
PO Box 19000
Portland, OR 97280

Class Locations:
PCC CLIMB Center
PCC Metro Center
PCC Southeast Campus
PCC Sylvania Campus
PCC Willow Creek Center

Dawn Davis, Driver Education Program Coordinator
ddavis@pcc.edu
971-722-6619

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