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Welcome to the Portland Community College Driver Education (DE) 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 them 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 requirements listed in the Oregon administrative rules under the Transportation Safety Division - Chapter 737 - Division 15. This program far surpasses the traditional Driver Education program.

**Integrated Classroom and Behind-the-Wheel Instruction:**
This DE course is a 3-phase program including 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](http://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 (and required by ODOT).

**Registration:** Complete registration info 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 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 an
unexcused absence/no show. In order to remain eligible to complete the class, the student’s permit must be valid and current. Students with expired permits will not be able to do their behind-the-wheel drives and will therefore not be able to complete the class. If a student’s permit should expire before the end of the class, it is the student’s responsibility to renew their permit before completing the next behind-the-wheel drive.

**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 a driver license prior to class completion, they are no longer eligible for ODOT’s reimbursement and 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 a teen classe 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 non-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 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. If PCC is closed, all DE activities are canceled. 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.

**Make-Up Classes:** In the event of an absence, the student must attend a make-up class. The charge is $50. If a class is canceled by PCC, an additional class will be added at no additional cost to students.

**Student Textbooks:** Two texts are provided for students: the *ODRPC Playbook™*, 2nd edition and the DMV *Oregon Driver Manual*.

**Classroom Curriculum Expectations:** While recognizing individual differences, students are required to complete 100% 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 over a four-week period. Students should expect a minimum of 6 weeks of driving with one drive scheduled every one-two weeks. Students must have their instruction permit with them during each BTW 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, no-show fees will apply.

Our course requires that each student spends a minimum of six hours behind-the-wheel. In some instances, more driving time may be required for the student to attain an acceptable level of driving performance. ODOT requires students to complete six hours of BTW driving and six hours of observation to complete the class. 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 at a cost of $50 per lesson.

BTW lessons require students to participate as a driver and as an active observer/passenger. Driving lessons for students will be planned according to the following minimum schedule. Each student will participate in six, 2-3 hour lessons which will include 60 minutes of drive time and 60-120 minutes of observation time (dependent on the number of students in the drive group).

**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 for an additional fee. 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 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 BTW lessons, for a total of five hours. The 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 student to complete the course.

**BTW No Show and Late Fees:** Instructors drive with 2-3 students during a scheduled driving session. 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% for the student to qualify for the ODOT reimbursement. Successful completion requires a cumulative grade of 80% in the classroom and on the final drive assessment. Upon successful completion of classroom and BTW instruction, teen students will receive an ODOT completion card by mail. Adult students will receive a completion letter only. Please allow three weeks after the class or BTW has ended to receive your card.

A replacement ODOT 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, they will be charged an additional $210 for non-completion. Reduced tuition students will be charged an additional $360.
**Teen Course Age Requirement:** All coursework must be successfully completed prior to student’s 18th birthday. This includes successful passing of all required exams, coursework, attendance of required classes and make-up classes, BTW drives, and make up BTW drives.

Failure to complete ALL coursework before turning 18 will result in:
- student being dropped from the TEEN course,
- enrolled in Adult course, charged the differential in tuition and fees,
- charged ODOT Teen $210 non completion fee, and
- loss of eligibility for ODOT TEEN card and waiver of ODOT driving test.

PCC will make every effort to notify students of this risk, however responsibility falls on the student to ensure they successfully complete all required activities prior to their 18th birthday with the resources availed by PCC; understanding circumstances can arise, negatively impacting available resources- such as: instructor illness, inclement weather, emergent safety issues, lack of resource availability, etc.

**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 rear of the vehicle during BTW drives. Please refer to the student code of conduct for further guidance. pcc.edu/about/policy/student-rights

**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

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

PCC Southeast Campus
PCC Sylvania Campus
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Grant High School [Metro Center]
Lincoln High School
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