

# Parent-Teacher Orientation

Classroom Instructor: Kumu K

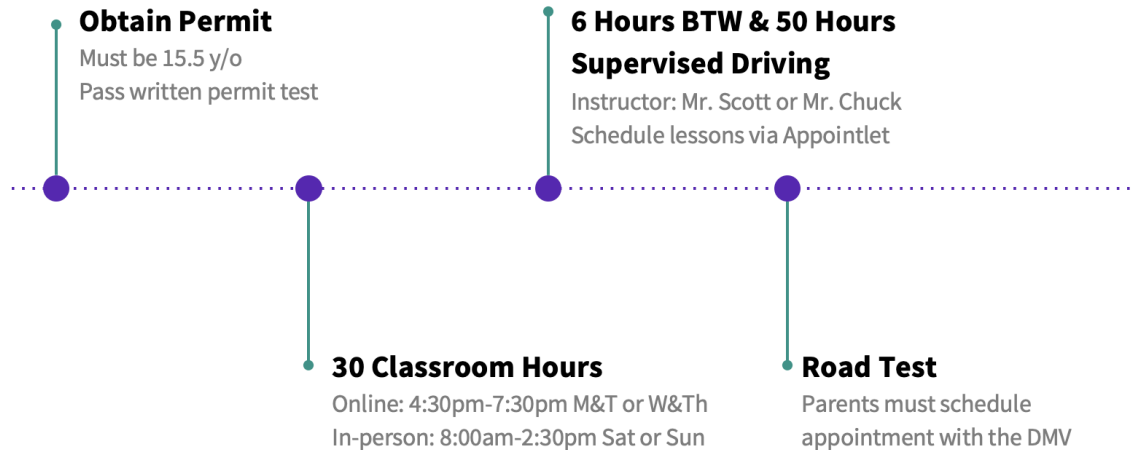
Behind-the-Wheel (BTW) Instructor: Mr. Scott and Mr. Chuck



## Three-Stage Program

1. Instructional Permit Phase
  2. Provisional License
  3. Full License
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## Pathway to Licensure (under 18 y/o)



## Instructional Permit Phase

- Must have a licensed driver over 21 years old in car
- Always have your permit when driving
- Must have permit for **6 months** and complete **Hawaii State Certified Driver's Education Program**
- Permit is valid for 1 year from date of issuance
  - May be renewed for another one-year period
  - **No sooner than 30 days** before and **no later than the expiration date**
  - Penalty: waiting another 180 days before being eligible for a road test
- Compliance with Hawaii State Law



## State Certified Driver's Education Course

- 30 Classroom Hours
  - Online classes meet 2x a week
    - Online: **Mon & Tue OR Wed & Thu** 4:30pm - 7:30pm
  - In-person classes meet 1x a week
    - In-person: 8:00am - 2:30pm **Sat OR Sun**
- Attendance and participation is **MANDATORY**
  - Missed class may result in **EXPULSION** from program with **NO REFUND**
  - Absence due to illness must provide **Dr.'s Note**
  - 10 minute grace period



## State Certified Driver's Education Course

- 6 Hours of Behind the Wheel Instruction
  - Must bring *valid* permit
  - Instructor will meet students at the DMV location you scheduled for, all lessons will start and end there
  - Lessons will be taken in our driving school car
  - **Any questions regarding BTW, please contact Mr. Scott (808-375-2884) or Mr. Chuck (808-255-6727)**
- Must complete classroom curriculum prior to scheduling BTW lessons
  - Student's OWN responsibility to schedule
  - Check our website for available dates and times
  - **You will need 4 lessons but may only schedule 3 appointments in advance**
  - Each lesson is 1.5-hour and must be **at least one week apart**
  - **You have ONE YEAR from the start of your course to complete the whole program**

## Online Rules & Expectations

- **NO** sleeping in class
- **NO** cell phone use during class
- Students must attend class in an **upright, seated position**, in an **appropriate setting for learning**
- **Cameras must remain on for the duration of class**
  - Students must be **visible** in the camera **from the shoulders up**
  - Students **must sign in and out** on the chat **at the start and end of every class to receive credit**
  - **If student is not visible to instructor, he/she will be marked absent**
- Must be appropriately dressed for class
- Prepared with workbook, quiz packet, and pen/pencil
- Complete assignments/homework/quizzes
- Must pass Final Test with 85% or higher to receive Certificate of Completion



## Classroom Rules & Expectations

- **NO SLEEPING IN CLASS**
- **NO cell phone use during class**
- Must be appropriately dressed for class
- Prepared with workbook, quiz packet, and pen/pencil
- Complete assignments/homework/quizzes
- Must pass Final Test with 85% or higher to receive Certificate of Completion



# Class Cancellation Policy

## NO REFUNDS WILL BE OFFERED FOR LATE CANCELLATIONS.

Due to limited seating, we request that you cancel at least 30 days before your scheduled class. This gives us the opportunity to fill the class. Cancellations must be made 30 days or more in advance to receive a 100% refund. Please understand that you are holding a spot so cancellations made less than 30 days prior to the scheduled start of class will be non-refundable.

**When you register for class, you agree to these terms.**

# Behind-the Wheel Cancellation Policy

Please understand that you are holding a spot so cancellations made less than 24 hours prior to your scheduled lesson will be non-refundable. Cancellations made 24 hours, will incur a \$75 fee.

**When you register for lessons, you agree to these terms.**

## ATTENDANCE POLICY

Attendance and participation are MANDATORY. Students are required to complete 30 hours of classroom instruction. Unexcused absences or habitual tardiness may result in expulsion from the program (no retakes or refunds will be offered to an expelled student). Students who are more than 10 minutes late will be considered absent.

In case of illness and a student cannot attend a scheduled class, a doctor's note is required to reschedule the session.

**Make-up classes will be scheduled based on availability and at the discretion of the instructor.** This helps us maintain our scheduling integrity and fairness for all students.

**When you register for class, you agree to these terms.**

## USE OF HOURS/SESSIONS POLICY

All package sessions purchased must be utilized within one year from the date of scheduling. Single lessons and car rentals must be utilized within one month of purchase. This is to ensure the effective use of our services and to provide timely training to all students.

**When you register for class, you agree to these terms.**

## Driving Log - BTW Requirement

- 50 total hours of *supervised* driving
  - 40 hours daytime driving
  - 10 hours nighttime driving
- Driving Log Form may be accessed on our website
- Completed logs must be **NOTARIZED**
- Submit to driving instructor by the last BTW lesson
- BTW certificate of completion will not be issued without *notarized* driving log

DRIVING ACADEMY LLC  
341 Kaulaehahehe Hwy, Ste. 201, Pearl City, HI 96782 (808)739-8415

**SUPERVISED DRIVING LOG AND AFFIDAVIT**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_ Permit Expiration: \_\_\_\_\_

To receive a certificate of completion for behind the wheel training, student's participation must submit a **signed affidavit** verifying the student completed forty hours of daytime and ten hours of night time supervised driving by a licensed driver over the age of twenty-one.

DATE	DRIVE DESCRIPTION	LICENSED DRIVER'S NAME	START TIME	END TIME	CUMULATIVE TIME DAY	CUMULATIVE TIME NIGHT

**STATE OF HAWAII**  
 Department of Transportation  
**ACKNOWLEDGEMENT OF PRACTICE DRIVING**  
 STATE OF HAWAII, COUNTY OF HONOLULU

I, \_\_\_\_\_ do solemnly swear or affirm under penalty of perjury that \_\_\_\_\_ (parent or guardian last name) and I am a parent or legal guardian of \_\_\_\_\_ and that based on my personal or otherwise reasonably obtained knowledge, said minor has completed forty hours of daytime driving, and ten hours of nighttime driving, supervised by a licensed driver over the age of twenty-one.

\_\_\_\_\_  
 (Student's permit number) (Student's date of birth)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
 (Signature of Parent/Guardian)

My commission expires \_\_\_\_\_

## Road Test Requirements

- Must be 16 y/o
- Permit 6 months
- Yellow classroom and blue BTW certificates of completion
- Must provide own vehicle
  - Current registration, insurance and safety check
- Accompanied by a licensed driver above the age of 21
- Arrive at least 15 min. prior to appointment time

**Classroom Student Completion Certificate**  
 CLASS 504700

The State of Hawaii certifies that the student driver named on the reverse side has successfully completed a Classroom Course in Driver Education of no fewer than 30 hours.

SHDPE 006-21 02-2008 Nontransferable

**Congratulations**  
 You have successfully completed a course in driver education and are ready to get behind the wheel of a car.

During your permit driving period, you will need to practice the skills you learned in the classroom and will learn from your behind-the-wheel driving instructor. The more you drive with an experienced adult driver, the more confidence you will gain, and the better driver you will become. Don't rush to get your license. Practice driving until you feel confident. This way, you're more likely to pass on the first try.

Remember, driving is a privilege. If you abuse the privilege, it can and will be taken away from you.

And please, always buckle up whenever you're in a car. Whether you're the driver or passenger, seat belts could save your life.

**DRIVE SAFELY AND ARRIVE ALIVE**

**Behind-the-Wheel Student Completion Certificate**  
 BTW 503200

The State of Hawaii certifies that the student driver named on the reverse side has successfully completed a Behind-the-Wheel Driver Education Course of no fewer than six hours, and has completed 50 hours of practice driving supervised by a licensed driver over 21 years of age, in accordance with Hawaii Administrative Rules §19-139.

SHDPE 006-21 12-2008 Nontransferable

**Congratulations**  
 You have successfully completed a course in behind-the-wheel driving and are eligible to take the road test. Here are some tips that will help you:

- Listen very carefully to the examiner's instructions. Do exactly as you're told.
- Understand that this is a test. You will be graded by specific driving standards. You will be tested on your general knowledge of driving laws, as well as your driving skills.
- Always drive safely. Stay within the posted speed limit. No speeding or driving too slowly.
- Try to relax. Stressing will not help you drive any better.
- Exercise good common sense, courtesy and confidence.

After you get your license, always remember that driving is a privilege. If you abuse that privilege, your license can and will be taken away from you.

**NEVER DRINK AND DRIVE. ALWAYS WEAR YOUR SEAT BELT.**

# BTW Meetups

\*Students taking their road test in Wai'anae will drive the Kapolei road test route, there are no BTW lessons in Wai'anae

## Wahiawa

Wahiawa Driver Licensing Center  
330 North Cane Street, Wahiawa, HI 96786

## Honolulu

Kapahulu Road Test Office  
1112 Kapahulu Avenue, Honolulu, HI 96816

## Kaneohe

Koolau Driver Licensing Center  
47-388 Hui Iwa Street, Kaneohe, HI 96744

## Kapolei\*

Kapolei Driver Licensing Center  
1000 Ulu'ōhi'a Street, Kapolei, HI 96707

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## CONTACTS

**Classroom Instructor:**  
**Kumu K (808)729-8415**

**Behind-the-Wheel Instructors:**  
**Mr. Scott (808)375-2884**  
**Mr. Chuck (808) 255-6727**

