

Parent-Teacher Orientation

Classroom Instructor: Kumu K

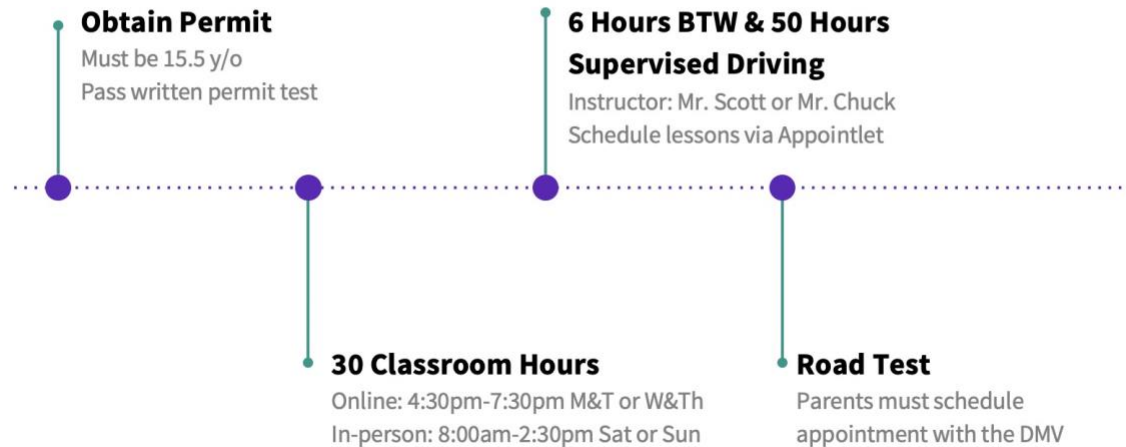
Behind-the-Wheel (BTW) Instructor: Mr. Scott and Mr. Chuck



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**
 - **Final Exam must be taken in-person at our Mililani classroom**
- 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

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

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

CONTACTS

Classroom Instructor:
Kumu K (808)729-8415

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

