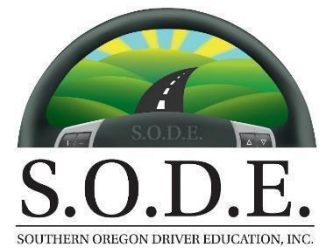


Dear Students and Parents,

Welcome to the Southern Oregon Driver Education, Inc. (S.O.D.E., Inc.) program. This will not be the “Easy School of Driving.” The mission of our Driver Education (DE) program is to provide the opportunity for all students to develop the knowledge, perceptions, attitudes, and motor skills necessary to acquire low-risk driving habits that will serve them for a lifetime of crash-free and ticket-free driving. We highly value the time that you will devote to this task and believe that without that commitment, our efforts will be greatly diminished. We want to thank you for your willingness to learn and maintain safe habits.



**Students**—this booklet will provide information about our program and serve to bridge the gap between you, the classroom, the in-car Instructor, and your parent/guardian to provide you with a positive learning experience. This course cannot guarantee that you will be a good driver. Your success will require discipline, willingness to learn new things (and perhaps change old habits), and time. Your personality, emotions, responsibilities, attitudes, and perceptions play a vital role in the type of driver you become. It is our job to help you acquire the perceptual, cognitive, physical, and social skills necessary to become a conscientious, productive, cooperative, and low-risk driver. Your commitment to excellence will directly affect your level of success.

**Parents/Guardians**—this booklet has been designed with you in mind. Your student, the classroom Instructor, the Behind-The-Wheel (BTW) Instructor, and you will be close partners for the next 30 classroom hours and 12 BTW hours. We want this time to be a positive and productive experience for your student, one that will produce lifelong benefits. Parents of teenagers enrolled in DE want to assist their children in perfecting the mental, social, and physical driving skills they are learning. However, that can be difficult if the parent is not familiar with program policies, risk reduction concepts, appropriate in-car procedures, or the newest Oregon state driving laws. A successful DE experience is a cooperative partnership of students, parents, and teachers. You can assist by becoming involved in your student’s learning experience. Talk about and support the program, provide practice driving time at home, and encourage your student to develop the skills, attitudes, and habits that will make him/her a low-risk driver. You are not expected to emulate the DE Instructor but rather to support, encourage, supplement, and assist in developing a low-risk driver.

## **CURRICULUM FOUNDATION AND FRAMEWORK**

Our curriculum is based on the minimum program standards set forth by the National Institute for Driver Behavior, a nationally recognized leader in traffic safety education. Some of the concepts and principles will be familiar, and others will be curiously new. This program far surpasses a traditional DE program. As stated above, our goal is to help drivers embrace low-risk skills and behaviors that will serve them for a lifetime. Together we can prepare students to be competent and responsible drivers, passengers, and pedestrians.

## OVERVIEW OF BASIC REQUIREMENTS

- Complete the **minimum 30 hours of classroom instruction and 12 hours of BTW training** (six hours of driving and six hours of supervised observation).
- Earn a score of at least 80% on the written final exam.
- Earn a score of at least 80% on the driving skills assessment.
- Complete at least five hours of supervised home practice and submit a 5 Hour Certification. S.O.D.E., Inc. recommends at least 15 hours of supervised home practice.

## ADDITIONAL REQUIREMENTS

The DMV requires new teen drivers who complete a driver education course to have at least 50 hours of supervised practice before they are eligible to apply for a Provisional License. *The Oregon Parent Guide to Teen Driving* includes a driving log to keep track of the time you spend practicing. It also contains information and tips you will find helpful as you guide your teen through this program.

Oregon reimbursement rules state that providers will NOT receive state reimbursement for students who obtain their license prior to course completion. **Any student who registers for this course and obtains their license prior to completing the course (both classroom and behind the wheel) will be assessed an additional \$210.** This fee must be paid before a course completion certificate is issued.

## SCHEDULING

Please review your calendar to ensure there are no conflicts with drive times. If a student has a conflict with a drive time, the student must contact the instructor. This needs to be done **no later than 24 hours before the drive**, since the instructor may have several drives each day and cannot be reached on short notice. The drive assessment must be completed **within 180 days** of the beginning of the session. If an instructor has a conflict, the instructor will contact the students involved as early as possible.

## IN-CAR CAMERA USAGE

A camera is used in each instructional vehicle to provide a detailed account of every behind-the-wheel lesson. This recording will provide protection for the students and the instructor. It may also be used for instruction and insurance purposes.

## IN-CAR EXPECTATIONS:

The student must bring a valid driving permit to **all** BTW sessions. A student will not be allowed to drive and will be considered absent if his/her permit is not available. Students must wear appropriate clothing. We suggest that students wear comfortable, securely fitted shoes. Appropriate corrective lenses are required, and sunglasses are highly recommended. No food or beverages are allowed in the drive car at any time (a leakproof water bottle is OK). **If a student is more than five minutes late, he/she will be considered absent and the drive may be canceled.**

## **BEHIND-THE-WHEEL MAKEUP**

If a drive is canceled, arrangements must be made for a makeup session. If a student absence (not pre-excused) caused the cancellation, a \$25.00 fee may be assessed, payable at the time of the lesson. Any additional fees must be paid before a course completion certificate is issued.

## **DRIVING SKILLS ASSESSMENT**

The driving skills assessment is included in the sixth drive. If a student does not earn a score of at least 80%, then the student does not pass the assessment. The student will not receive the ODOT certificate of completion until the driving skills assessment has been passed. To retake the drive assessment, students may need to complete an extra drive that reteaches the skills that were not demonstrated the first time. The following fees are at the discretion of the coordinator:

Retake Drive Assessment: \$0 within the first 30 days of completing the sixth (final) assigned drive  
\$40 per assessment after 30 days  
\$50 per assessment after 180 days

Extra Drive (1-hour lesson with parent): \$110.00/hour

## **AFTER YOUR STUDENT HAS COMPLETED THE COURSE**

- Know the graduated DMV licensing restrictions.
- Recognize that your teen has developed BEGINNING level skills.
- Provide a minimum of 50–100 hours of supervised driving practice prior to securing the Oregon Driver’s License. Continue being involved after securing a license.
- Take your teen to obtain a license only when you feel the time is right.
- Set ground rules for your teen’s use of the family (or personal) car to provide the opportunity for students to demonstrate maturity and responsibility.
  - Require that your teen and all passengers use seatbelts.
  - Insist that your teen controls the speed of the vehicle.
  - Prohibit your teen from using illegal substances.
  - Require your teen to observe curfews.
  - Know your teen’s friends and their driving habits.

Please take the time to discuss the above policies. Make sure everyone understands the commitment you are making in this program, particularly the time commitment. For further clarification, questions, or comments please contact:

Southern Oregon Driver Education, Inc.  
PO Box 1673  
Jacksonville, Oregon 97530

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Lead Instructor/Owner: 541-499-3096  
Email: [officesodrivered@gmail.com](mailto:officesodrivered@gmail.com)  
Website: [www.southernoregondrivered.com](http://www.southernoregondrivered.com)

Sincerely,  
S.O.D.E., Inc. Team

# Southern Oregon Driver Education, Inc.

## **Policies and Procedures**

### **INSTRUCTION PERMIT**

S.O.D.E., Inc. must have the student's valid permit number on file before the course begins.

### **REFUND POLICY**

Students may receive a refund minus the \$50 registration fee if they withdraw prior to the drop date. The fee is not refundable after that time. There will be no refund or transfer if a student drops after the drop date.

### **SPECIAL NEEDS**

If a student has learning difficulties, a physical disability, health issues, or other concerns that might affect his/her progress, this information must be communicated to the Instructor immediately. Health/medical questions were provided at the time of registration to inform the instructor of any specifics. Parents should contact the Instructor early in the course to note special situations.

### **ATTENDANCE**

**Attendance is mandatory for the entire 30 hours of classroom and 12 hours of BTW! The Oregon Department of Transportation (ODOT) requires that a student not miss any class or BTW times the first week of the course. There are ZERO exceptions to this rule therefore a student will be dropped if any of the first week is missed.** Failure to attend each classroom session and complete each drive may result in failure of the course.

### **EXCUSED ABSENCES**

While attendance is mandatory, it is recognized that illness or other necessary absences may arise. If a student has **two excused absences** during the course, the Instructor will individually review whether the student remains in class or is dropped from the course. Excused absences are defined as personal illness or family emergencies. When absent, it is the student's responsibility to arrange with the Instructor what class time and class work needs to be made up.

### **UNEXCUSED ABSENCES**

An unexcused absence is an absence from any phase of DE where the student has not presented a valid excuse as noted in the above section. Jobs, vacations, extra curricular activities, and other personal activities are considered unexcused absences. Students must make up a missed class later in the session, if possible, or during the next available session. All missed time must be made up before the student can take their written final exam. Please contact the Instructor at your next class makeup options.

### **TARDINESS**

Tardiness is defined as arriving **any** time after the scheduled start time. The student will be required to make up each minute of missed class time before they can take their written final exam.

### **MATERIALS**

Students should bring the following to every class:

- *The Playbook* is the main textbook for the course and outlines the essential skills necessary for the development of a beginning driver.
- *The Student Booklet* (this packet) includes information about the course as well as student resources needed throughout class.

- *The Oregon Driver Manual* is a summary of the laws and rules that apply to all persons who drive a vehicle in Oregon. Students will read the manual as part of their assigned coursework.

Students are encouraged to write notes in each of the three books to aid in learning the concepts.

### **CLASSWORK AND HOMEWORK**

Students are expected to participate in all in-class activities and discussions. Students will also be assigned readings and other home assignments daily. Students are required to complete 100% of all coursework. Instructors will contact home if a student's behavior becomes disruptive, classwork or homework is not complete, or if a student is failing exams. Neatly written and accurate notes will aid in the success on exams

### **ENTRANCE EXAMS**

Students will pre-read each chapter in *The Playbook* and complete an introductory exam on that information. Studies show that students learn best when they see information multiple times. For this reason, it is vital that the student completes the reading and entrance exam before covering the material in class.

### **EXIT EXAMS**

After each chapter, students will show their understanding of the material through a combination of multiple choice and short answer questions. All exit exams are open book and open note. Students receiving less than 80% on any one test will need to reread, restudy, and retake the exam. All exit exams must be passed before the written final exam can be taken.

### **WRITTEN FINAL EXAM**

On the last day of the course, students will show mastery of all material covered. This written final exam is NOT open book/open notes. Students will receive guidance in class on how to prepare effectively for the final exam.

### **BEHIND-THE-WHEEL (BTW) INSTRUCTION**

This phase of the course is designed to provide the student with actual driving experience for the skills learned in class. There are six BTW lessons, each consisting of 60 minutes of drive time and 60 minutes of observation time, for a total of 12 hours. Students typically complete one drive lesson per week. Students will drive in groups of two (or occasionally three). All drive partners must be present for each drive and will be required to show their valid permit before they are allowed in the driver's seat.

### **ASSIGNED HOME PRACTICE**

Students need to practice the specific skills and behaviors learned during BTW lessons. Students will receive a BTW Parent Participation Card that shows what was covered in that lesson and the level of performance. Students should bring the card to every lesson. Providing opportunities for your student driver to practice these specific behaviors is critical for mastery of these skills.

### **NO SHOW AND LATE FEES**

When students do not arrive for their scheduled drive, it inconveniences the Instructor and their partner, who then cannot drive. If a student fails to show up for a scheduled drive, or fails to notify an Instructor 24 hours prior to an absence, he/she will be charged a \$25 cancellation fee and will be required to pay that fee before receiving a certificate of completion.

## **COURSE COMPLETION CERTIFICATE**

Upon successful completion of all classroom and BTW requirements, the student will receive one of two completion certificates:

- ODOT certificate of completion: This is for 15–17-year-olds who have not yet obtained their license. These students will have the DMV drive test waived.
- S.O.D.E., Inc. certificate of completion: This is for students who are 18 or older. These students must take the DMV drive test. It is also for any student who obtained their license before meeting all requirements.

Either certificate may be submitted to your insurance company for potential discounts. Please contact the office if you have any questions.

## **COURSE NON-COMPLETION**

Students who need additional time to meet all requirements may contact the office to arrange an extension. If the classwork is still not complete after the allotted time, the student will receive a failing grade. Students wishing to retake the course after failing must pay the entire regular course fee.

## **STUDENT CONDUCT**

Appropriate attitudes and manners are necessary/required. *This is probably the most important requirement of the course.* This includes self-discipline, good work habits, courtesy to others, respect for authority, and a positive outlook. Responsibility plays an important role in this course. Irresponsible people do not belong on our roadways. The Instructor will go over these and all expectations at the beginning of the course. Whether a student meets the expectations will be strictly his/her decision. Additionally, each student driver must be prepared to accept the responsibility and consequences of their choices.

The use of alcohol or other drugs is forbidden by 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 and given a failing grade. The parents will be contacted and/or the student referred to the local police department.

- Students will be dropped from our DE program with a “Fail” grade for any of the following:
  - Excessive tardiness or absences
  - Failure to complete assigned work
  - Cheating (whether sharing or receiving answers)
  - Being under the influence of alcohol or any other illegal drugs
  - Misuse of DE equipment
  - Repeated and willful violation of traffic laws
  - Repeated failure to abide by classroom and/or vehicle rules
  - Negative student conduct

## **TRANSFER STUDENTS WITHIN OREGON STATE**

A transfer student coming to our program from another program within the state of Oregon must pay the full enrollment fee. A student transferring to another Oregon driver education school may have their records of progress forwarded to the new school upon request.

## PARENTS/GUARDIANS CAN HELP

Take an early interest in the progress of your son or daughter. Please impress upon your student driver that the illegal use of a vehicle carries severe consequences. The Oregon State Patrol, the DMV, and DE Instructors all recognize the importance of practical driving opportunities for the learner. Thus, we suggest that you provide opportunities for your student driver to practice. Talk with your teen driver about their progress in both the classroom and in-car phases throughout the course.

There are many ways to help your student driver **during and beyond** the DE course:

1. Set a good example when you drive.
2. Keep your student accountable for assigned coursework and attendance. Review the BTW Parent Participation Card with the student after every in-car lesson.
3. Provide a vehicle for practice sessions and practice specific skills from the in-car lesson.
4. Make sure your student practices the skills as taught by the BTW Instructor. If you are unclear about how or why a skill is recommended, please contact the BTW Instructor instead of contradicting their teaching.
5. Make sure the student is familiar with all controls and safety devices in each of the family vehicles.
6. Remain calm! A soft, steady voice is very helpful.
7. Explain. Do not assume your student knows what you want them to do.
8. Give all directions clearly, calmly, and well in advance of the maneuver.
9. Have the student explain what they are attempting to do (e.g., lane change procedure) before they actually do it, which will eliminate any “surprise maneuvers.”
10. Be ready to assist with verbal steering guidance in advance of trouble.
11. While riding, remember that you are the responsible driver of the car, so that you are always scanning the driving scene and ready to react to any driving situation.
12. Expect your students to make mistakes. Separate physical errors (turning the wheel too soon) from mental errors. Look for ways to give positive feedback.

## STRUCTURE OF BEHIND THE WHEEL

Students will practice what is taught in the classroom through six two-hour drives. The first drive builds a foundation of vehicle awareness and vehicle control. Subsequent drives build upon this foundation while increasing in degree of difficulty and skill development. *It is essential that students practice these skills after each drive for at least one hour.* This practice time is critical for students’ skill development.

### Drive 1

- Targeting
- Push-pull steering
- Stopping points
- Turning points
- Transition pegs
- Precision turns

### Drive 2

- All Drive 1 skills
- Blind area around vehicle
- Parking (front-in, back-in, parallel, pull-through)
- Evasive steering
- Intersections

### Drive 3

- All drive 1 skills
- Intersections
- Freeway driving
- Searches
- Identifying pedestrians
- Point of no return
- Following distance

### Drive 4

- All drive 3 skills
- Blind hills and curves
- Lane position
- Drive lines
- Hill parking

### Drive 5

- Review and refine all skills in four driving environments:
- Residential
  - Rural
  - Downtown (Business)
  - Freeway

### Drive 6

- Drive Assessment – demonstrate independent proficiency in four driving environments:
- Residential
  - Rural
  - Downtown (Business)
  - Freeway