

# Driver Education Program



*Creating Safe Drivers in Southern Oregon*

## Contact Us!

Phone: 541-956-7116

Email: [RCCDriverEd@roguecc.edu](mailto:RCCDriverEd@roguecc.edu)

Community & Workforce Training  
Building "Q"  
3345 Redwood Highway  
Grants Pass OR 97527



541.956.7116

[RCCDriverEd.com](http://RCCDriverEd.com)





## Class Schedule

Instructor Name: \_\_\_\_\_

Instructor Phone#: \_\_\_\_\_

Class Location: \_\_\_\_\_

Room Number: \_\_\_\_\_

Days/Times of Class: \_\_\_\_\_

## Behind the Wheel Schedule

Instructor Name: \_\_\_\_\_

Instructor Phone#: \_\_\_\_\_

Drive Partner Name: \_\_\_\_\_

Drive Partner Phone#: \_\_\_\_\_

Pickup/Drop-off Location: \_\_\_\_\_

Day(s)/Times(s) of Drive Schedule:

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### Welcome to Rogue Community College Driver Education

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/mentor.

This course is designed not only to help the student obtain a license, but to help them develop a set of low-risk driving behaviors that will serve a lifetime of reduced risk driving.

### Curriculum Foundation and Framework

As an Oregon Department of Transportation (ODOT) approved Training provider, RCC must adhere to Oregon Administrative Rules Chapter 737-Division 15 requirements.

### Integrated Classroom and Behind-the-Wheel Instruction

This course is a 3-phase program; classroom, behind-the-wheel (BTW) and home practice. This course is designed and structured with student mastery in mind. The Oregon Driver Risk Prevention Curriculum is available online at <https://oer.pressbooks.pub/orpcplaybookr3/front-matter/introduction/>.

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 of the playbook, concepts become more complex, building and adding to previously learned material. Attendance is mandatory for success and completion.

### Oregon State-Mandated Program Requirements

#### Successful completion includes:

- Attend all thirty (30) hours of classroom instruction
- Attend twelve (12) hours of in-car instruction, consisting of six (6) hours behind-the-wheel and six (6) hours of observation
- Complete all coursework with a score of 80% or better
- Pass final written and drive test with an 80% or better
- Complete five (5) hours of supervised home driving practice in addition to the six (6) behind-the-wheel hours scheduled with instructor
- Submit a signed 5-Hour Verification form
- Minimum program length is 35 days, not to exceed 180 days.

### Emergency Alert System

In Case of Emergencies You Can be Notified Through RCC Alerts

If there is a threat to the health and safety of persons on campus, college officials will warn the campus community using one or more of the following methods:

1. **Public Alerts:** Family members, neighboring businesses, etc. can sign up to receive public alerts from our Emergency Notification System. This service, powered by AlertSense, allows RCC to issue alerts to notify subscribers of events, such as need for immediate evacuation, crime/imminent danger, and weather delays/closures. We encourage you to register and provide your contact method(s) to ensure you are able to receive notifications in the event of an emergency at Rogue Community College. **To register, visit RCC ALERTS! <http://public.alertsense.com/SignUp/?regionid=1076>**
2. **RCC web page:** During an emergency at Rogue Community College, the main college web site [roguecc.edu](http://roguecc.edu) will include prominent links to the Alerts page. This is the official source for the most up-to-date emergency information and announcements.
3. **Text Messaging:** By registering your cell phone number within myRogue you can receive emergency text message alerts.
4. **E-mail:** RCC quickly alerts students, faculty, and staff of emergency conditions by sending an e-mail to your official email address listed in myRogue.

### Frequently Asked Questions

#### What if I pass the class, but turn 18 before I get my license?

Course Completion in the DMV system is valid for two years after the issue date, regardless of your age. This means that even if you turn 18 years of age after receiving your ODOT-issued Certificate of Completion, it will still waive your drive test at the DMV when you apply for your license.

#### What if I get my license before I complete the program?

Students 15-17 years of age will become ineligible for both the ODOT issued Certificate of Completion and all applied tuition reductions. The difference between tuition paid and the full cost of tuition (as listed within the fee chart) will be billed to the student. For students 18 years or older there is no penalty for obtaining your license prior to completion of the program.

#### What happens if I fail my written exam or drive test?

Students are given a second opportunity to take the written test at no additional costs. For a behind-the-wheel drive exam, a retest fee of \$35 is charged to the student account and must be paid prior to retesting.

### Service Animals

Under the ADA, a service animal is defined as a dog or miniature horse that is individually trained to do work or perform tasks for people with disabilities (includes physical, sensory, psychiatric, intellectual, or other mental disability.) The task (s) performed by the service animal must be directly related to the person's disability. Except in rare circumstances, service animals are allowed access to all areas of Rogue Community College's campuses that are open to the public and students. Service animals do not need an accommodation or be affiliated with the Disability Services office. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

If the service animal will be in the RCC Driver Education vehicle, it must be tethered with a student-provided, approved seat belt restraint harness.



### Anti-Discrimination

Rogue Community College does not discriminate in any programs, activities, or employment practices on the basis of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other state protected under applicable federal, state or local laws.

Further policy information and a full list of regulatory specifics, visit: [www.roguecc.edu/nondiscrimination](http://www.roguecc.edu/nondiscrimination).

### Cameras in RCC Transportation Vehicles

In an effort to meet national standards of best practice for safe learning environments, RCC, like many other approved Driver Education Training institutions, is in the process of placing video cameras inside all vehicles used for training transportation topics. The cameras record the student driver, their activity, the instructor in the passenger seat, and a view of the second student driver in the rear seat. The cameras are professionally installed. The data from the cameras is handled only by RCC personnel, and is not made available to any other entity without proper channels through the institution's legal system.<sup>1</sup>

### Classroom Expectations

Students are required to fulfill thirty (30) hours of classroom instruction to be eligible for ODOT Completion. Our program consists of thirty (30) hours of classroom instruction. Students are expected to:

- Be mentally, physically, and academically prepared for class
- Treat all persons with respect and fairness
- Communicate problems that arise with the instructor
- Be "on task" with specified work during class time
- Keep cell phones turned off and put away during all class time

### Drive Expectations

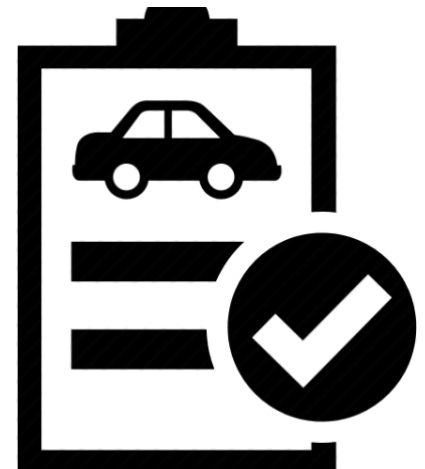
Students will spend a total of twelve (12) hours in the RCC Driver Education vehicles throughout this program with six (6) hours of behind-the-wheel instruction and six (6) hours of in-car observation.

Students must complete an additional five (5) hours of supervised driving practice with a parent, guardian, or other licensed driver. The 5-Hour Verification form must be signed by the supervising passenger and returned to the classroom instructor.

RCC drive times are scheduled outside of the listed class times. 100% attendance is required for all students.

### Requirements for EVERY drive:

- Students must bring their instructional permit/license to all behind-the-wheel sessions
- Students must wear appropriate attire close toed shoes (no flip-flops or high heels)
- Sunglasses are highly recommended
- Student cell phones will be turned off
- Students must arrive on time and stay for entire lesson





### Financial Obligations!

If a student is enrolled in the age 15-17 class and doesn't complete within the ODOT requirements (turns 18 or gets license before completion) the student will owe a \$210 disqualification fee.

### Course Non-Completion Consequences

Students who do not complete all course requirements lose eligibility for the ODOT issued or RCC issued Certificate of Completion as well as reductions in tuition (scholarships). This means that all students ages 15-17 with a permit who do not complete are responsible to pay Full tuition.

### Scholarship Funds

Only students under 18 years old who successfully complete the program may qualify for reduced tuition or scholarship opportunities. Failure to complete the program requires full tuition amount to be remitted back to the college; the student becomes responsible for payment of full tuition and repayment of \$75 scholarship.



### Medical Statement:

For instructor and student safety, please advise our staff if your student has any medical condition, limitation, or is taking any medication that may affect them in the classroom or in the safe operation of a motor vehicle. This includes any seizure disorder, vision impairment, learning disabilities, diabetes, etc.

If a student shows signs of being impaired for any reason (lack of sleep, drugs, alcohol, prescription medication), they will not be allowed to get behind the wheel of the Driver Education vehicle and may be removed from the classroom if they are disruptive to the class. When necessary, parents will be notified to come and pick up their student. Failure to disclose medical conditions may result in a delay in course completion.

### Access & Disability Resources Office

Students with a documented disability that may require assistance should contact the Access & Disability Resources Office for coordination of academic accommodations at 541-956-7337 or [accessoffice@roguecc.edu](mailto:accessoffice@roguecc.edu).

### Student Code of Conduct Sanctions

One or more of the following sanctions may be imposed upon students who have violated the Student Code of Conduct. All documentation related to any such action are subject to established filing procedures. RCC sanctions include:

- Reprimand: Any college staff member may initiate a reprimand with a verbal or written warning when a student's specific conduct does not meet college standards. Continuation of such conduct will result in further disciplinary action
- Immediate Exclusion: Any college staff member may direct that a student be immediately excluded from RCC privileges, activities, and/or property as deemed appropriate and necessary to ensure the safety and rights of students and staff
- Disciplinary Probation: The Dean of Students or designee may direct a student to comply with specific conditions or restrictions while in attendance at RCC, in addition to the Student Code of Conduct, for a specified period of time
- Suspension: The Dean of Students may direct a suspension defined as exclusion from RCC property, activities, and privileges for a fixed period of time appropriate to address the severity of the infraction
- Impairment Statement: RCC may impose sanctions upon students who have violated the Student Code of Conduct by illegal or unauthorized distribution, possession, use or being under the influence of alcohol, illegal drugs or controlled substances on college property or at college sponsored or supervised functions. Sanctions may include reprimand, exclusion from campus, disciplinary probation, suspension, expulsion or other sanctions the Dean of Students may impose.

### ODOT Completion (Getting Your License)

Students 15-17 years of age with a valid Oregon instructional permit who successfully complete the program will have their drive test waived at the DMV, but you must still meet all DMV requirements and pay any applicable fees. Some of these include:

- Be 16-17 years of age
- Have had a valid Oregon instruction permit for at least six months.
- Complete an additional 50 hours of driving under the supervision of someone at least 21 years of age who has had a valid license for at least three years

*See your local DMV for complete and up-to-date information*

**Students 18 years or older or with a license prior to successful completion of the program** will receive a Certificate of Completion issued by Rogue Community College. This certificate does not waive the drive test at the DMV when getting their license. Drive test appointments must be scheduled in advance through your local DMV.

**Course completion will be in the DMV system 10 business days after passing the final drive assessment. No exceptions.**

### Insurance Discounts

While many insurance companies accept the RCC certificate of completion for discounting purposes, all discounts are determined by the insuring agency and not guaranteed by RCC. Check with your insurance agency to determine any available discount.



### Refund Policy

Students must officially drop the class 3 days prior to the class start date to be eligible for a refund or to have charges removed from their account. If RCC cancels a class, students will receive a 100% refund of all tuition paid. Non-attendance does not qualify a student to be dropped or withdrawn from a class, nor to a refund. Unpaid charges on a student account are subject to late fees and may be sent to collections.

### FERPA

In order for our staff to communicate with the parents of RCC students, we must have the FERPA (Family Educational Rights and Privacy Act of 1974) information in the student's record or an authorization form signed by the student giving us permission to do so.

### Absences

Our program consists of a requirement of attendance in thirty (30) classroom hours of instruction. If you are ill, notify your instructor in advance that you will not be in class; you will be required to attend a make-up class in order to complete your program.

### Missed Drive Appointments

If you miss a behind-the-wheel drive appointment, you impact others. All students are paired with another driver education student, and when you cancel the other student must also be rescheduled. In addition, the instructor has to make another time available for a make-up session.

If you miss a drive appointment for any reason, you are required to contact your behind-the-wheel driving instructor and a fee of \$50.00 will be added to the student account. Call the office at 541.956.7116 to make that payment.





### Tuition, Fees & Scholarship Opportunities

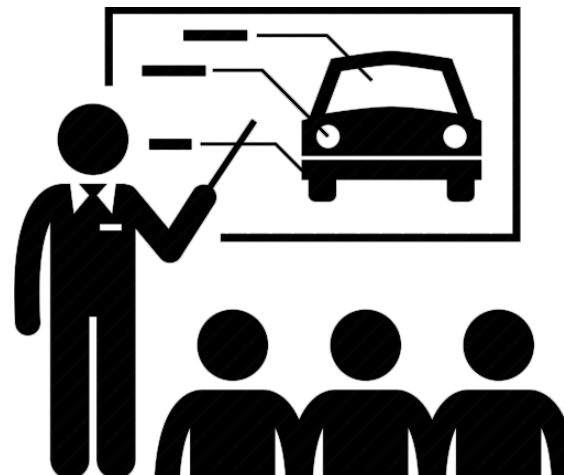
Full Tuition Rate	\$650
ODOT Reduced Tuition Rate*	\$440
Low-income Reduced Tuition Rate	\$365
Missed Drive Appointment Fee	\$50
Final Drive Re-test Fee	\$35

#### ODOT \$75 Scholarship - Household Income Survey

Low-income Driver Education students may be qualified to receive funding support to offset tuition expenses. Students 15-17 years of age who are on a lunch assistance program at school may qualify for the reduced tuition rate.

### STUDENTS MUST COMPLETE THE ENTIRE PROGRAM OR WILL BE CHARGED THE FULL TUITION RATE OF \$650

**If a student fails the course and would like to repeat, the course cost will be the full \$650.**



#### Behavioral Expectations

Driver Training is offered through Rogue Community College, and all students enrolled in this course will be held to the same behavioral requirements as outlined in the college's Student Code of Conduct. The full version of this document can be found under Section 9 of the Student Rights, Freedoms, and Responsibilities document, found on the RCC website.

The following behaviors are prohibited by the Student Code of Conduct, and may result in removal from the program without refund:

- Defying college authority, engaging in willful disobedience, or other- wise disrupting the educational process
- Displaying academic unreliability manifested through repeated
- violations of academic dishonesty
- Stealing/damaging RCC property or college community member's property
- Using college funds/equipment for inappropriate or unauthorized purposes
- Distributing, possessing, or being under the influence of illegal drugs or a controlled substance
- Possession of weapons
- Harassment in any form, including physical or verbal
- Engaging in sexual misconduct, including sexual harassment and abuse