

Driver's Education Course Information

We would like to thank you for giving us this opportunity to help your teen recognize the concepts of safe driving. We will make every effort to ensure his/her safety throughout this program. We expect students to govern themselves according to the rules and regulations established in the Coastal Pines Technical College Student Code of Conduct that is provided on our website (<http://www.coastalpines.edu/driversed/>) and via email with registration confirmation.

COVID-19 Update: Due to the current pandemic, class size is limited. There are strict guidelines that students and instructors must abide by for in-person classes and Behind-the-Wheel-Training sessions. All students and instructors will always wear a mask while on CPTC campus and during driving appointments. All students and instructors must maintain a social distance of 6 feet between each person whenever possible. Additional measures may be taken during driving appointments due to the student and instructor will be sitting within 6 feet of each other.

Full Course (30/6)

This course (full course) consists of 30 hours of in-person classroom instruction followed by 6 hours of behind-the-wheel training (BTWT) both with a certified driving instructor. A valid driving permit is required. The course fee is \$350, and this course is eligible for the Georgia Driver's Education Commission (GDEC) grant scholarship (see info below). Because CPTC is an authorized provider, our course must meet certain guidelines set up by both the Georgia Driver's Education Commission and the Georgia Department of Driver Services. The following criteria must be met in order to receive this driver's education class without any additional charges. *Failure to meet all the criteria may result in your child being terminated from the class or additional charges.*

1. Your student must attend all class dates for the entire duration of each class day and follow all rules and guidelines in this packet and the CPTC Student Code of Conduct.
2. Your student must pass the final written exam with a grade of at least 70.
3. Your student must have enough driving experience to pass the 6-hour behind-the-wheel session within the first 6 hours.

Classroom Only (30 hours) Instruction

This course includes 30 hours of in-person instruction with a certified driving instructor and satisfies Georgia's Joshua's Law requirement. The classroom only course does not include behind-the-wheel instruction and does not qualify for the GDEC grant scholarship. The course fee is \$150.

Behind-the-Wheel Only (BTWT) Instruction

This course requires a minimum of 2 hours of instruction, and is not eligible for the GDEC grant scholarship. A valid driving permit is required. To receive a Certificate of Completion for submission to your auto insurer, students must complete at least 6 hours of instruction and successfully complete the course requirements outlined in the BTWT information below. The minimum length of any BTWT appointment is 2 hours. The course fee is \$42 per hour or \$250 for 6 hours.

Course Content

Classroom Instruction will include the following topics: managing risk when driving, hazard recognition, managing visibility, time, and space, starting, steering, and stopping the vehicle, traffic control devices & traffic laws, sharing the road with others, getting acquainted with the vehicle, the effects of distractions, drowsiness, and emotions on driving, adverse driving conditions and emergencies, the effects of alcohol and other drugs on driving, and basic maneuvers in a low-risk environment. Instruction follows the AAA Driver Training – "How to Drive" curriculum.

Behind-the-Wheel Training (6-hours) will consist of two 3-hour training sessions. The first session will focus on reviewing the car's features, forward driving, parking, reverse driving, breaking, hard breaking, parallel parking, driving through residential areas, and driving in light to moderate traffic. The second session will include a review of the previous session, driving in moderate to heavy traffic, driving in town/business areas, and entering, driving and exiting highways and the interstate. The instructor will evaluate each student's ability and customize each session to the student's skill level.

Students requesting accommodations in accordance with an IEP should contact Cathy Montgomery, Counseling and Special Services Director, ADA/Section 504 Coordinator, cmontgomery@coastalpines.edu or 912.262-9995.

Georgia Driver's Education Grant Scholarship Program

The mission of the Georgia Driver's Education Commission is to maximize participation in driver's education and training to reduce motor vehicle accidents by making driver's training accessible and affordable to all Georgians. For students enrolling in the 30/6

course, there is a course scholarship funded by a grant from the Governor's Office of Highway Safety. As of January 1, 2017 the process of awarding scholarships has changed. The parent and student must apply online to be awarded a scholarship voucher. You will receive an email stating you have or have not been awarded a scholarship in the form of a 6 digit voucher code. They will also provide a list of authorized driver training programs. If you are awarded a scholarship, you have **30 days** from the receipt of the scholarship voucher code to give that code to the authorized provider of your choice. The student must complete the full course within **6 months** of the scholarship voucher receipt date.

To apply for the Georgia Driver's Education Grant Scholarship, visit <http://georgiadrivers.ga.gov> and click the link "Student Login." Enter the username "student" and password "student" to login and begin the application. This and additional up-to-date Driver's Education information may be found on the Governor's Office of Highway Safety website: <http://www.gahighwaysafety.org/gdec/>.

CPTC does not govern who will or will not receive the scholarship. We cannot rush this process or look up the status of your application. All inquiries, questions or complaints concerning the scholarship, application process, results, etc. should be made directly to the GA Driver's Education Commission or the Governor's Office of Highway Safety. You can find their contact information on their website listed above.

Registration Deadlines

The completed registration, course forms, and course fee or voucher code should be submitted no later than 7 days prior to the course start date. Registrations received after the deadline will be considered on a space available basis.

Cancellation Policy

Once registered, if you are unable to attend the selected course for any reason, transferring to another class is encouraged. All requests for transferring or cancelling must be requested in writing by mail, email, or fax at least 7 days before the course start date. Cancellations and transfers requested after the deadline will not be granted, and the course fee will be charged to the student's account.

Coastal Pines Technical College reserves the right to cancel any class due to low enrollment. In the event a class is cancelled by CPTC, students will be notified at least 48 hours prior to the course start date and have the option to transfer to another class time or request a refund.

Student Drop Off and Pickup Time

Parents are responsible for dropping off and picking up students **on time** at the beginning and end of class. Students are not to be dropped off early and left alone on campus. Students may only leave campus with their parent/guardian unless otherwise noted on the Off-Campus Leave Form. Students must be aware of these parties and are not to leave campus with any other person(s).

Textbook and Workbook

Textbooks will be issued to each student on the first day of class. They may take the textbook home to study or leave it in the classroom. The student must return the textbook in the same condition as issued on the first day of class. **There is a \$40 fee for textbooks that are not returned in good condition on the last day of class.**

Lunch

Lunch will vary for each class. Students are responsible for their own lunch. **Students may not leave campus unless authorized by their parents/guardian on the Off-Campus Leave Form.** Parents must discuss this with their student. CPTC will not be held responsible for any student who leaves the campus and has not been granted permission to do so via the Off-Campus Leave Form.

Attendance Policy

In order to receive the certificate of completion for the full course, the student must complete at least 30 hours of classroom instruction and at least 6 hours of behind-the-wheel training, or at least 30 hours of classroom instruction for the classroom only course. Meals and other breaks are not included in this time. Please note, the behind-the-wheel-training will be scheduled after the students have completed the classroom portion of the course. Students are expected to attend class every day as scheduled. We understand that absences happen. If a student must be absent, please contact the Economic Development Office. **It is the student's and parent's responsibility to make up any missed time.** The course fee and scholarship voucher do not include the cost for make-up sessions! Make-up time will incur additional charges. Make-up sessions must be paid in full, up front. All make-up sessions will incur a \$50 charge to the student's account for up to the first 2 hours of instruction. All further consecutive make-up hours will cost \$25 per hour after the first two. If you need to reschedule a make-up session that has been paid for in full, you may reschedule one time only provided that you give CPTC at least 48 hours' advance notice. No refunds are given for make-up sessions that are cancelled by the parent or student within 48 hours of the make-up session date.

All students must complete the course within six (6) months of the first day of the course. Scholarship students should complete the course prior to the scholarship expiration date.

Behind-the-Wheel Training (BTWT)

Once the student has *completed and passed* the 30-hour classroom session, BTWT will be scheduled with each participant's parent. We will schedule with the student directly only after getting permission from the parent to do so or if the student is 18+. The Department of Driver Services requires that parents/guardians invest at least 40-hours of behind-the-wheel driving practice with their teen prior to taking their road test to get their license. This course is not intended to be and cannot be used as a substitute for that instruction. It is our focus to assist your students with the more difficult driving skills since our program only provides 6 hours of behind-the-wheel training. By the time your student reaches their first behind-the-wheel training session with the college, he/she will need to be able to successfully complete the following skills: basic driver preparation, steering, accelerating and slowing down smoothly, turning left at intersections, and turning right at intersections. **A minimum of 10 hours of parent/guardian led instruction is highly recommended before scheduling the first behind-the-wheel appointment.**

When your student is READY to schedule the first BTWT appointment, complete the online BTW Request from the Driver's Ed page of our website <http://www.coastalpines.edu/driversed/>. CPTC staff or an instructor will contact you within 10 days to schedule an appointment. Please keep the scholarship expiration date in mind and be sure to request BTWT well in advance of the expiration date. We encourage all students to complete the BTWT within 60 days of completion of the classroom session.

Students enrolled in the BTWT-only course must complete at least 6 hours of training and complete the required skills successfully to qualify for the certificate of completion. The minimum BTWT appointment length is 2 hours.

CPTC will provide the vehicle (2015 Kia Optima) and a certified instructor. We schedule ALL CLASSES and BTWT sessions on a first come first serve basis. We will drive with each student as quickly as possible. You may request any date and time. Your request is NOT guaranteed. You may request a specific instructor to complete the BTW training but no promises are made. Appointments are scheduled at the earliest convenient date/time of the student and instructor. A CPTC employee or instructor will call and/or email to confirm each appointment. Please understand we have many students going through this program. Our office must ensure that a certified instructor and the Driver's Education vehicle are both available at your requested time. All driving schedules are between 9:00 a.m. and 9:00 p.m. The instructors will give the students the option to take at least one 15 to 30-minute break.

The instructor assigned to your driving session will meet you with the CPTC Driver's Education vehicle at any CPTC campus. We cannot meet you anywhere else. Please do not ask the instructor to meet you or drop you off anywhere but a CPTC campus. The car is a 2015 Kia that has been wrapped. It's very colorful! The instructor will go over the route they plan to take with parent(s) and student(s) before leaving.

Each session may include (but is not limited to) a general review of driving essentials (the car's features, forward driving, parking, reverse driving, breaking, hard breaking, etc.) parallel parking, driving through residential areas, driving in town/business areas and entering, driving and exiting highways and the interstate. Each student must successfully attempt these driving maneuvers receiving a good or excellent score in order to pass the 6-hour session. You will receive an email with a detailed check list of the driving requirements.

The vehicle is NEVER allowed to leave the State of Georgia under any circumstances! Family and friends may not ride along in the CPTC vehicle. They may follow the student and instructor in their own car or meet up during a break. Family members in the same Driver's Ed class may drive with each other.

BTWT Cancellations and "No-show"

Once you have received confirmation of your appointment, you are strongly encouraged to make every effort to keep your appointment. You may give CPTC 48 hours' advance notice to cancel and reschedule a driving session for any reason once. If, *for any reason*, a student's BTWT appointment must be rescheduled a second time or more, additional charge(s) will accrue at \$25.00 per cancellation made by the parent or student. Additional BTWT after the first 6 hours will incur a \$42.00 per hour charge (minimum appointment time is 2 hours). We will not schedule or render BTWT services until the student account balance has been satisfied. All student accounts must be satisfied before they will receive the Certificate of Completion. If a student is a no show, the student's account will be charged \$50.00. This is to cover the instructor's time of going to an appointment where the student does not show up. On occasion, CPTC has had to reschedule BTWT for students for many reasons, weather, vehicle maintenance, etc. No charges will occur if CPTC must reschedule a student's drive time.

Interior and Exterior Vehicle Recording

Every trip in the CPTC Driver's Ed vehicle is recorded. There is a camera that records video and audio of the interior and exterior of the vehicle. One camera lens points out to capture the road and traffic in case of an accident. The other lens points inside the car and captures the front and back driver and passenger seats and out the back window in case of accident from behind. The video is downloaded from the camera on a regular basis. Then, the video is uploaded and saved to a joint cloud. These recordings are saved in case of an incident but are not made available to students or parents.

CPTC Instructor Information

Our certified driver's education instructors have gone through an extensive hiring process! We know it may be hard for parents to let their children drive off with an unknown adult. This is the check list of the process that each instructor must go through in order to become certified.

1. Must apply online and follow the CPTC standard hiring process.
2. Once accepted as a CPTC employee, they must become a certified Driver Training Instructor by successfully completing the DDS-provided online training and passing the Driver Training Instructor examination on the content of Joshua's Law, the Teenage and Adult Driver Responsibility Act (TADRA), and the Georgia Driver's manual;
3. If they pass the training, they undergo a motor vehicle records check and meet the driving standards established in the Technical College System of Georgia (TCSG) Driver Qualification Procedure and accompanying DDS requirements;
4. If the MVR is clear, they undergo a state and national criminal history records check and meet the employment standards outlined in the TCSG Background Investigations Procedure and accompanying DDS requirements;
5. If background checks are clear, they must undergo and receive a negative finding/result on a five (5) panel drug test; and,
6. Last, they will undergo a physical examination and be certified by the examining physician as meeting the requirements for service as a Driver Training Instructor.

Certificate of Completion

Upon successful completion of the course requirements, each participant will receive one copy of the certificate of completion. It will be mailed to the home address *and* emailed to the email address(es) provided on the registration packet. All additional copies will cost \$10 per copy and require at least 24 business hours' notice. Please note it may take 2 business days up to 30 calendar days for the paperwork to process before you receive the certificate. **CPTC does not guarantee a delivery date for the certificate of completion. We suggest that you wait to schedule your DDS test until after you have received the certificate.** There is a \$25 fee to rush the certificate. Again, there is no delivery date guarantee. If, for any reason, you need CPTC to complete any additional paperwork for an auto insurance discount or any other reason, there will be a \$10 charge per page and will require at least 24 business hours' notice.

For additional information about Joshua's Law requirements or obtaining your license after completing the course, etc., please visit the [Georgia Department of Driver Services' website](#). CPTC is not responsible for administering the official driving test, providing the driver's license to the students or providing any other DDS licensure information. You must contact the GA DDS office or website.

Refund Requests

Any and all refund requests will be processed as quickly as possible. Because we are a State government agency and all checks must be requested from our Atlanta based business office, refunds require a 2 week processing time. We appreciate your patience and understanding. Refund requests must be received 7 days prior to the course start date. No refunds will be issued for behind-the-wheel driving only courses.

Required Course Forms for Enrollment

Driver's Education Registration and Fee Submission Form, Student Code of Conduct Acknowledgement, Student Class Release Form, Off-Campus Leave Form, Release of Driving Information and Waiver, Cancellation and No-Show Form, FERPA Release, and the Driver Training Student Contract. All of these forms are included in the Driver's Education Registration Packet located on our website.

Other Requirements for Enrollment

Copy of student's driving permit (not required for classroom only course) and, if applicable, the email awarding the scholarship.

Communication

Our preferred method of communication is email. We will email you regularly with information about your registration, enrollment status, course requirements, and BTWT scheduling. Please be sure to parents and students are checking emails on a regular basis.

Our Contact Information

Please contact us if you have any questions, concerns, or to report an absence:

Driver's Ed Coordinator – Allison Miller

Office Phone: (912) 262-4300

Email: communityed@coastalpines.edu

Business hours: **Monday – Thursday, 8:00am – 5:00pm. Closed from Friday through Sunday.**

Mailing Address:

Coastal Pines Technical College

Attention: Economic Development – Driver's Ed

1777 West Cherry Street

Jesup, GA 31545

Locations for In-person Drop-off of Registration Packets or In-person Payments

Jesup Site – Economic Development Office in the Polytech 4000 building or College Bookstore in the 1100 building

Waycross Campus – Economic Development Office in the 6000 building or College Bookstore in the 1400 building

Brunswick Site – College Bookstore

Other CPTC Sites – Student Services

Steps to Register

1. **Select a Class Date:** See the upcoming class dates posted on our website: <http://www.coastalpines.edu/driversed/>. Choose the date and campus location that work with your schedule.
2. **Apply for the scholarship (optional).** We encourage everyone to apply. *Everyone has a chance to receive the scholarship.* After submitting the application, you will receive an email notifying you of the scholarship award status on the first day of the next month following your application submission date. If awarded the scholarship, the GDEC will provide you with a voucher code, which you will enter on your CPTC registration. The voucher will expire if not submitted and redeemed within thirty (30) days of receiving.
3. **Read and understand** the Driver's Education Course Information and the Student Code of Conduct on our website.
4. **Complete the Driver's Education Registration Packet** available on our website, ensuring the student and parent/guardian sign in all requested areas.
 - a. You may also complete the Registration Packet electronically on the device of your choice. If the document does not work on your device, please print and complete by hand. Or contact CommunityEd@coastalpines.edu to schedule a pick up or request a copy to be mailed to your physical address.
5. **Submit Completed Registration Packet:** To submit electronically, go to our website and complete the Request Electronic Submission online form. Once the Request Electronic Submission form is submitted, CPTC staff will create a folder in OneDrive within 48 business hours. We will name it the CPTC + student's name. We will share it with you according to the information you provided. You may need to create an account on OneDrive. Save the Registration Packet and copy/picture of the student's driving permit to this folder. The Driver's Ed Coordinator will be able to access any documents you save to this folder. See Electronic Document Submission Detailed Instructions below if you need additional help.
 - a. To submit by mail, mail to the address at the top of this page.
 - b. To submit in person, see instructions at the top of this page.
6. **Student Permit:** Be sure to include a legible copy of the student's driving permit along with the Registration Packet. The permit must be submitted in order for us to redeem the scholarship voucher. All students enrolled in a course including BTWT must submit the driving permit before BTWT is scheduled. A permit is not required for the classroom-only course.
7. **Payment** is required before any student is enrolled in any class. Enrollment is granted on a first come, first served basis. Registration documents and payment must be completed and submitted in full. Choose your preference and follow the directions on the Driver's Education Registration and Fee Submission Form in the Registration Packet.

When CPTC has the completed Registration Packet, student permit and payment (either scholarship voucher or out-of-pocket payment), you will receive a confirmation of enrollment email. All email addresses on the Registration Packet will receive another email with class details about a week prior to the first day of class. If you have any issues or concerns, please contact us at the email or phone number listed above.

Electronic Submission Instructions

When you have completed the registration packet, save the electronic form to your computer or scan the hard copy packet and save it to your computer. You may also take a picture of each page on your phone. **Note: Please be sure all documents you submit are a legible image and a legible size. When all required documents are saved on your device and are ready to be shared, follow these instructions:*

Step One: Request to Electronically Submit Documents

- Go to: <http://www.coastalpines.edu/driversed/>
- Scroll down to the **Electronically Submit Documents** section and click the link **Click here to Request Electronic Submission**.
- Then, fill out each area of the online form and click **Submit**.
- Our team will receive a notification and will review your submission. Within 48 business hours, we will create folder in OneDrive and name it **CPTC StudentFirstName StudentLastName** (Ex: CPTC Jane Doe)
- We will share the folder with email addresses listed in the Submit Documents form. The folder will most likely be shared from Allison Miller.

Please allow us 48 business hours to create the folder. If you still do not have access to the shared folder after 48 business hours, please email CommunityEd@coastalpines.edu or call 912-262-4300 and press the option for Driver's Education.

Step Two: Go to your OneDrive account and log in.

If you need instructions to make an account, please see below.

- In the navigation pane, under OneDrive, click **Shared**. Files or folders shared with you appear under the names of the people who shared them. Most likely the folder will come from Allison Miller.
- **Click** the file or folder to open it, just as you would any other item in OneDrive.
- **Save the completed Registration Packet and student permit to this folder.** You may use this folder to send the registration packet, copy of the student's permit, scholarship details, payment details, etc. The only people who will have access to the folder are the owner (Driver's Education Coordinator) and the email addresses the owner shares the folder with.

Create an account for OneDrive

- If you don't have a Microsoft account, go to onedrive.com and select **Sign up for free**.
- Select **Create a Microsoft account**.
- Type your email address and the password you want to use and select **Next**.

Or select **Use a phone number instead**, enter your phone number, and select **Next**. If you use a phone number, you'll receive a code on your phone. Enter the code, and then select **Next**. See instructions above to locate the shared folder. The Driver's Ed Coordinator will retrieve the documents from the folder. In case additional forms are needed, the folder will only be deleted *after* the student completes their course. The Certificate of Completion will be emailed and USPS mailed to the address(es) on the registration packet.

Step Three: Confirmation: A confirmation of enrollment email will be sent to the email addresses listed in the Registration Packet. Students and parents should be sure to check their emails on a regular basis. This is the more efficient way for us to communicate information to all students at once.