



Linn-Benton Community College  
**Community Education**



**Driver Education** 

**PARENT AND STUDENT  
HANDBOOK**

# Welcome to the Linn-Benton Community College Driver Education Program!

This handbook will provide information about our program and serve to bridge the gap between students, instructors, and parents/guardians.

LBCC complies with the ODOT-TSD State Standards. Competency is measured using the following guideposts:

- Mandatory Parent Meeting and 30 hours of class participation
- 6 hours Behind-the-Wheel Instruction
- 6 hours Behind-the-Wheel Observation
- 5 hours minimum of Documented Home Driving Practice

This course is designed to help the student obtain a license and to help them acquire a set of low-risk driving behaviors that will serve for a lifetime of crash-free driving.



**Linn-Benton Community College**  
**Community Education**

04

---

**Course Costs & Fees**

Course Fees

Other Fees

---

05

**Registration**

Forms

Instructional Permit

Driver License

Students Over 18

---

06

**Curriculum  
Foundation and  
Framework**

Integrated Classroom and  
Behind-the-Wheel Instruction

Student Textbook/  
Materials

Classroom Curriculum  
Expectations

Parent Orientation

---

07

Attendance

Behind-the-Wheel Instruction

---

08

BTW No-Show and Late Fees

Assigned Home Practice and  
Driving Logs

---

08

**Course Completion**

Completion Requirements

Certificates

Course Non-Completion

---

09

**Policies**

Student Conduct

Refunds

Emergency/Inclement  
Weather Closure

---

09

**Campus and Accessibility Resources**

# Course Costs & Fees

## Course Fees

15-17 years old w/pre-approved fee assistance .....	\$314
15-17 years old w/Oregon Instructional Permit .....	\$389
15-17 years old w/Out of State Instructional Permit .....	\$569
16-17 years old w/Oregon Driver License .....	\$569
18+ years old w/Permit or License .....	\$569

Full payment for the course is due at the time of registration. Students who register for the 15-17 with Permit course may qualify for fee assistance. If you believe you qualify for fee assistance, please contact the program coordinator.

If a student who is registered for the 15-17 with Permit course turns 18 before completing the course, or obtains their Driver License prior to class completion, they are no longer eligible for ODOT's reimbursement; therefore, an additional \$210 will be charged.

## Other Fees

Fees that may arise, but are not applicable to all students, include:

### Replacements:

Student Material Packet .....	\$15
Student Test Packet .....	\$15
Certificate .....	\$15
Playbook .....	\$20

### Fees:

No permit at drive .....	\$50
No show at drive .....	\$50
Final Drive Reassessment .....	\$50
Obtained Driver License before completing the course (students 15-17) .....	\$210

### Additional Driving Instruction:

Additional 2 hours driving instruction.....	\$150
Additional 4 hours driving instruction.....	\$300
Additional 6 hours driving instruction.....	\$450

# Contact Information

## Driver Education

**Melissa Richey**, Program Coordinator  
**Kailyn McQuisten**, Program Assistant  
**Location:** Linn-Benton Community College  
Benton Center 242  
757 NW Polk Ave | Corvallis, OR 97330  
**Email:** [driversed@linnbenton.edu](mailto:driversed@linnbenton.edu)  
**Phone:** 541-917-4856

**Community Education Manager**  
**Ryan Kinnett**  
**Email:** [kinnetr@linnbenton.edu](mailto:kinnetr@linnbenton.edu)

**Extended Learning Director**  
**Jeff Flesch**  
**Email:** [fleschj@linnbenton.edu](mailto:fleschj@linnbenton.edu)  
**Phone:** 541-917-4990

# Registration

## Registration Forms

Information on how to register can be found at [www.linnbenton.edu/driver-education](http://www.linnbenton.edu/driver-education) under the **Register for Traditional Classes** button. Once registration opens, applications are processed in the order received. Registrations must include the following information in order to be processed:

- Student's personal information. This includes:
  - Name
  - Date of Birth
  - Student **GMAIL** email address (students must have an email address ending in "gmail.com" in order to use Google Classroom)
  - Student phone number
  - Student home address
  - A copy of the student's valid Oregon DMV-issued Instruction Permit or Driver's License. The form accepts .pdf, .png, and .jpeg file types.
- Student Experience & Information Questionnaire
- Informed Acknowledgement of Risks and Hazards
  - This form requires car insurance policy information. Students will not need their own insurance policy nor have their name on any paperwork, but must provide some form of insurance to the college for liability reasons.
- Waiver of Liability and Hold Harmless Addendum for Communicable Diseases Including COVID-19. **For students under 18 please provide:**
  - parent/guardian contact phone number
  - parent/guardian email address
- Information Access Disclosure Authorization
  - An Access Code is a password that the student creates. It can be any password the student wishes, but they must remember it for future use in the classroom.
  - Names of individuals the student wishes to grant information access to. This typically includes, but is not limited to, parents and guardians. They must be referred to by their full name.
- Payment is due at the time of registration.
  - You are paying for a reserved seat and seating is limited.
  - Students may receive a full refund **if they withdraw a minimum of 72 hours before the start date of class.** Failure to do so will render fees non-refundable. Requests for withdrawal must be made to the Driver Education Coordinator.

Students are recommended to have at least 5 hours behind-the-wheel at home prior to the start of the BTW portion of the class.

## Instructional Permit

To register for class, the students must be at least 15 years of age and have a valid DMV-issued Instruction Permit or Driver License.

Students who register with an Interim-Instructional Permit must present their permanent permit (the hard copy mailed to them) before the expiration date in order to continue participating in the Driver Education program. Students must have a permit at registration.

Permits must be in the possession of the student for all BTW drives. Failure to bring a permit to a BTW drive will be treated as an unexcused absence/no show. Additional fees apply.

Students with an out of state permit do not qualify for the \$389 fee nor the DMV drive test waiver.

## Driver License

Students who already hold a driver license at the time of registration must register for the \$569 course even if they are under 18 years of age. Upon completion of the course, they will receive a completion certificate for insurance purposes.

## Students Over 18

Students that are over 18 years old prior to registration must pay the \$569 fee. They also do not qualify for the DMV drive test waiver - upon completion they will receive a certificate for insurance purposes.

- Please note: This also applies to students that will turn 18 before they complete the course.

# Curriculum Foundation and Framework

As an Oregon Department of Transportation-Traffic Safety Division (ODOT-TSD) approved provider, LBCC must adhere to all Division 15 requirements. Our curriculum is based on the program standards as set forth by the National Institute for Driver Behavior, a nationally recognized leader in traffic safety education

## Minimum Course Duration

An ODOT-TSD approved course may not be completed in less than 35 days. During the school year, our courses can take up to six months to complete. Summer courses can take up to five months depending on students' availability.

## Integrated Classroom and Behind-the-Wheel Instruction

This driver education course is a three-part program:

- Classroom – Students will be introduced to concepts and practice them
- Behind-The-Wheel (BTW) – Students will apply these concepts to in-vehicle lessons
- Home practice – Students will practice concepts learned in the classroom and BTW

As students progress through the chapters, concepts become more complex, building on and adding to previously learned concepts. Attendance and participation is crucial to student success.

## Student Textbooks/Materials

Four texts will be required for this course:

- Driver Education Student Materials Packet
- Oregon Driver Risk Prevention Curriculum "Playbook"
- Oregon DMV Driver Manual
- The Oregon Parent Guide to Teen Driving

Students will receive these materials in a packet at the beginning of the course – either during the first face-to-face class meeting or to be picked up at our Benton Center office prior to the start of a remote course.

## Classroom Curriculum Expectations

While we recognize that students have different needs and learning experiences, we require all students to complete all classroom homework assignments, worksheets, study guides, and unit tests in their entirety. Unit tests and final exams must be completed with a minimum score of 80%. Any missing work at the end of the course will result in non-completion.

## Parent Orientation – ODOT-TSD Required

The first classroom session is specifically scheduled for parents/guardians and their student driver. This is a mandatory class session for all registered students. Adult students are not required to bring a parent/guardian, but they are welcome to attend.

During this session we will:

- Schedule driving times:
  - Face-to-face classes: Fill out scheduling forms and sign up for driving dates/times.
  - Remote classes: Fill out scheduling Google forms prior to class. The forms are available through the confirmation emails students receive upon registration.
- Review course expectations and sign an agreement.
- Review course materials and assignments.
- Review the form used to communicate student progress during BTW driving sessions.
- Review the Course Schedule, homework, and reading assignments.
- Begin covering the course introduction.

Failure to attend the first two class sessions will result in removal from the course.

The Oregon DMV in-car test will be waived for any teen, 15-17 years of age with an Oregon Instructional Permit who successfully completes this ODOT Approved Driver Education Program. All other licensing requirements apply.

If you are 18 or older upon completion of the course or hold an out-of-state permit, you are still required to take the in-car testing at the DMV in order to obtain your license.



## Attendance

Attendance is mandatory for all class sessions. All missed classes must be made up; failure to make-up a missed class will result in failure of the course. Students may miss no more than three classes. If a student misses more than three classes, make-up classes will be scheduled into the next term, slowing down student progress.

## Tardiness

Tardiness is defined as arriving past the scheduled start time. Tardies will be tracked and counted towards an unexcused absence. Once the student reaches 30 mins of tardy time, the student will have to attend a make-up class to compensate for missed curriculum.

## Making Up Classes

All absences/tardies must be made up in order for the student to pass the course. If LBCC cancels a class, an additional class will be scheduled at the end of the scheduled course dates at the same time and location if possible.

If a student misses a class, they must make up an "exact match" class. (i.e. if a student misses a week 3 class, they must schedule a make-up session in another week 3 class.)

The absence make-up process is as follows:

1. The student must email [driversed@linnbenton.edu](mailto:driversed@linnbenton.edu) with the dates they plan on missing class.
2. The student will receive make-up date options, they must reply with the options they plan to attend.
3. The student will receive instructions for attending their make-up class with any additional information they will need.

Non-attendance, lack of communication, and failure to complete assignments will result in the student's driving privileges being suspended or removal from the course.

## Behind-The-Wheel (BTW) Instruction

BTW lessons are scheduled outside of classroom time; with the final drive session occurring after the classroom portion has been completed. Students must bring the following to all driving sessions:

- **At-Home Practice Driving Log**
  - Failure to bring the driving log could result in canceling the scheduled drive.
  - Driving logs are required to be turned in to driving instructors at the time of a students' final scheduled drive. Failure to turn in the driving log will result in an incomplete in the course until the form is submitted.
- **Instructional Permit**
  - Students will not be allowed to drive without their permit on them.

If a drive is canceled due to a student missing materials, being unprepared, or otherwise unable to drive, a fee may be incurred.

## Drive Lessons

BTW lessons require students to participate both as a driver and as an active observer/passenger; our program requires a minimum of two students in the vehicle with one instructor (some exceptions allowed for adult students.)

Drives can be structured in one of two ways depending on the instructor and driving location:

### Option A)

1. Student A drives for 90 minutes while Student B is an active observer;
2. 10-15 minute break;
3. Students switch, Student B drives and Student A is an active observer for 90 more minutes.

### Option B)

1. Student A drives for 60 minutes while Student B is an active observer;
2. 5-10 minute break;
3. Students switch, Student B drives and Student A is an active observer for 60 more minutes.

The first drive will be scheduled to occur after the second class, but before the fourth class. The minimum amount of driving is four different dates at 3 ½ hours per day.

In some cases, the first drive is a vehicle check-out drive, meaning the students will be oriented to the vehicle i.e. vehicle readiness, adjusting seat and mirrors, blind spots, etc.

ODOT-TSD requires students to successfully complete all drive routes to pass the course. Our approved course requires that each student spend a minimum of six hours behind the wheel driving and six hours of active in-car observation.

- In some cases, more driving time may be required in order for the student to attain an acceptable level of driving experience. If a student has limited schedule availability, they may have to schedule additional dates in order to meet the course requirements.
- The final drive will include a final drive assessment to successfully complete the course.

## Vehicle Use Expectations

- Securely fitted shoes; no sandals, flip-flops, clogs, or high-heels.
- No hats or hoods while operating the vehicle.
- No food or beverages are allowed in the vehicle (exceptions for a sealable container for water.) Backpacks, cell phones, MP3's, tablets, or other electronic devices are to be placed in the back of the vehicle while the lesson is in progress. Students may access their personal belongings during the break.

We take pride in the upkeep of our driver education vehicles. Our expectation is that the students will treat the vehicles in a respectful manner at all times. Students should leave the vehicle how they found it. Any abuse of the vehicle will not be tolerated. Any expense required to repair or clean a vehicle due to intentional student misconduct may be passed on to the student or parent/guardian.

## BTW No Show and Late Fees

Although the vehicle is not considered a typical “classroom,” students must be prompt and ready to participate at the appointed time. The instructor will not wait more than 15 minutes past the appointed time for a tardy student. Instructors will not drive with only one student.

When a student fails to show up for a scheduled drive or fails to notify the driving instructor 24 hours prior to an absence, a \$50 fee will be charged and must be paid before the student can continue to participate in the course. Make-up BTW drives are to be scheduled with the driving instructor.

## Assigned Home Practice & Practice Driving Logs

Students will be issued a Practice Driving Log that needs to be brought to every driving session. It must be filled out when doing at-home driving and must be initialed by a parent or guardian after each practice session. Although we recommend a minimum of one hour per week of at-home practice driving, students are required to have a minimum of five hours in order to pass the course.

# Course Completion

## Completion Requirements

- Classroom Requirements – All classroom homework assignments, worksheets, study guides, unit tests and final exams must be completed in their entirety with a minimum score of 80%. All classes must be attended or made-up.
- Behind-the-Wheel Requirements – Complete six hours of driving, six hours of observation, worksheets, and pass the final drive assessment with a minimum score of 80%.
- Practice Driving Log – Complete and turn in the Practice Driving Log, with a minimum of five hours practice initialed by an adult (who is at least 21 years of age and have had a valid driver's license for at least three years) and driving instructor initials.

## Certificates

When the student has completed the above course requirements, a certificate will be processed and be available for pick up at our Benton Center office in Corvallis or for mail. Once the certificate is ready, student's will receive an email with further instructions.

- Certificates can take up to 3 weeks from official course completion to be processed.
- Students and parents/guardians **MUST** have the student's permit on their person at time of pick up in order for their certificate to be released to them.
- Please do not allow the DMV staff to keep your certificate; you will need it for insurance purposes. .

## Course Non-Completion

If a student has not completed all required coursework, the Coordinator will:

- Send an email to the student and parent/guardian stating the items that are incomplete and the time frame to complete requirements in order to receive a passing grade.
- If the requirements have not been completed within 180 days of the first day of class they will receive a failing grade.
- If a student wishes to complete the course after receiving a failing grade or non-completion, they must restart and re-register for the course under the \$569 fee.
  - **Students who are retaking the course are not eligible for the DMV waiver.**





# Policies

## Student Conduct

Driving is a **privilege and not a right**. This privilege is extended to those who exhibit the appropriate maturity level and aptitude.

Driver Education is a community college course; appropriate behavior is expected. Students must act in accordance with classroom rules of etiquette and use mature judgment. Cell phones must be turned off in class.

Students will exhibit a positive attitude at all times. Respectful, appropriate attitudes and manners are necessary and crucial to providing a safe environment conducive to learning, including: self-discipline, good work habits, courtesy to others, respect for authority, and a positive outlook. Failure to adhere to these expectations can result in dismissal from the class without a refund.

## Removal from the Driver Education Program

Responsibility plays an important role in this course. Irresponsible people do not belong on our roadways. Each student will be advised orally and in writing at the beginning of class about these expectations. Student drivers must be prepared to accept the responsibilities and consequences of their choice of behavior. Students may be dropped from our program with a “fail” grade for any of the following:

- Excessive tardiness and/or absences
- Failure to complete assigned work
- Cheating (sharing or receiving answers)
- Being under the influence of alcohol or any other illegal drugs during any of the instructional phases
- Misuse of Driver Education equipment
- Repeated and willful violation of traffic laws

## Refund Policy

You are paying for a reserved seat and seating is limited. Students may receive a full refund if they withdraw **a minimum of 72 hours before the start date of class**. Failure to do so will render fees non-refundable. Requests for withdrawal must be made to the Driver Education Coordinator.

## Emergency/Inclement Weather Closure

For up-to-date information about Driver Education classroom and BTW closures, visit the LBCC website, [www.linnbenton.edu](http://www.linnbenton.edu). If there is no closure information, please plan on attending scheduled classes or BTW sessions.



# Campus and Accessibility Resources

## Accessibility Resources

LBCC is committed to supporting all students. If a student has a learning disability, health issue, or other concern that may affect their progress and require accommodations, they must contact the Accessibility Resources. We recommend that you contact AR before you register.

**Location:** RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321

**Email:** [accessibility@linnbenton.edu](mailto:accessibility@linnbenton.edu)

**Phone:** 541-917-4789 or via Oregon Telecommunications Relay TTD at 1-800-735-2900 or 1-800-735-1232. Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

## LBCC Campus Public Safety

Linn-Benton Community College's Public Safety Office exists to provide a safe and secure environment where members of the LBCC community study, work, and play. Our efforts foster a safe environment supportive of the College's goal in educational excellence. Campus Public Safety seeks to bridge the gaps and establish relations between the College community and the communities in which we reside.

The Public Safety staff is trained and licensed through the State of Oregon Department of Public Safety Standards and Training (DPSST). Public Safety officers have the authority as granted by the State of Oregon Legislature to issue parking citations under ORS 341.300.

**Location:** RCH-119, 6500 Pacific Blvd. SW, Albany, Oregon 97321

**Public Safety Office Phone:** 541-917-4440

**Officer on Duty Phone:** 541-926-6855

If you're calling about an emergency from a regular campus phone, dial 911. You'll be connected with 911 dispatch, and the campus Public Safety Officer on duty will also be on the call.

## Alcohol and Other Drugs

The use of alcohol or other drugs is forbidden by state law. Any student reporting to a Driver Education session, whether in the classroom or behind-the-wheel, who appears to be under the influence of alcohol or other drugs, will be immediately removed from the class/vehicle.

We recognize that factors outside of our scope of knowledge could appear as an individual under the influence or intoxicated. We aim to be non-judgmental in our assessment and will make decisions

based on the need to ensure student drivers and their instructors are safe.

LBCC requires instructors to follow the following procedure:

1. Talk to the student briefly and attempt a brief assessment.
2. If the instructor thinks the student is impaired, they may call Public Safety to assess.
3. Students found to be impaired will likely be sent home, with a safe transportation plan.
4. After class, the instructor will report the situation using the online link for reporting concerns and complaints.
5. Once a report has been filed, it will be followed up by LBCC's Student Affairs Department.

### If a student feels that their instructor is impaired, we ask that they:

- Excuse themselves from class and contact a Public Safety Officer either in person or at 541-926-6855. The officer will ask questions and help to assess the situation.
- If the incident occurs during a BTW session, please call a Public Safety Officer when you can safely exit the vehicle.
- As soon as the student feels they are in a safe place, we ask that they complete the online Public Incident Report.
- Once a report has been filed, it will be followed up by LBCC's Human Resource Department.

## Letter from Trauma Nurses

Parents or guardians of students enrolled in Driver Education are encouraged to read and be aware of the following facts provided by excerpts from Parent Line, Inc. and Legacy Emanuel Hospital's "Trauma Nurses Talk Tough."

When working with a student to practice driving, other issues in the family have to be set aside and not brought into the car.

Remain calm, avoid criticism and aggressive behavior when teaching or practicing driving with a student.

The driving course alone is not enough and does not take the place of PRACTICE under varied weather, traffic, and time-of-day conditions. Students are expected to practice driving with a responsible adult/co-pilot in addition to experiences provided by the Driver Education course.

Adults may be anyone 21 years of age or older who has held a driver license for the past three years.

Familiarize yourself with new vehicle safety equipment (i.e. anti-lock brakes or air bags) and other information which may increase the adult and driver's safety.



#### LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy 1015 in our Board Policies and Administrative Rules, Title II, Title IX (employee cases), & Section 504: Scott Rolen, Director of Human Resource Development and Support, CC-108, 541-917-4425; Title IX (student cases): Jill Childress, Manager for Student Conduct and Retention, WH-215, 541-917-4806, LBCC, Albany, Oregon. If you feel you have been discriminated against in any interaction at Linn-Benton Community College, or have been harassed by another person while at LBCC, or wish to report any concern or complaint, please navigate to this page to make a report: [linnbenton.edu/report-it](http://linnbenton.edu/report-it).

\*See LBCC website for complete information:

AR 6135-01 – Drug Free Workplace

AR 7030-01 – Students Rights, Responsibilities and Conduct Code

AR 7030-04 – Student Conduct on Field Trips



Linn-Benton Community College  
**Community Education**



Linn-Benton Community College

**Community Education**