



COMPLETE DRIVING EXPERIENCE TEEN DRIVING COURSE CONSENT AND RELEASE OF LIABILITY FORM

Your Classroom Lecture session starting date is scheduled to start on- _____

A separate email will be sent to inform you of the date and time of your mandatory CDX Parent/Student Orientation. Typically, One-Two weeks before class.

CDX Students must be at least 15 years of age by the first classroom session. Students may not enroll any later than the third scheduled class of any course session. Students are not allowed to miss more than 3 class sessions, per our CDX Policy. Exceptions for absences are required to have a doctor's note on file, if more than 3 classes are missed, without being excused by CDX staff, the student will need to repeat the classroom lecture and pay 50% of Full Tuition Fee to repeat the course.

A parent/guardian/family member are REQUIRED-PER DOL POLICY to join their student for our two-hour Orientation, the student may not start attending class until the orientation has been attended by one parent and student. Parents are required to sign in on CDX orientation day to verify required attendance.

Classroom Rules and CDX Policies

1. In person Teen classes are a minimum of 3-4 days a week for 4-8 weeks, depending on the course purchased. Students must complete the course (Lecture and Lessons) within 6-7 months maximum. If your student has not completed the Teen course requirements in the specified time frame, they will be forfeited without refund and receive a "Fail" grade in the D.O.L. system. (exceptions for the completion date will be based on CDX Owner's approval).
2. **Late Arrivals/ Refund Policy:** Students that are more than 10 minutes late to class will not be admitted into the classroom. It will be counted as 1 of the 3 allowed missed days.
 - a. **Scheduled Appointments:** Arrive at least 10-15 minutes prior to your Appointment/exam. If you are more than 10 minutes late for a scheduled BTW driving lesson, your drive will be cancelled, and you will be charged a NO-SHOW fee. However, with that "Grace Period" the instructor may be up to 10 minutes late with a previous student. You must remain in the classroom and ready for your BTW drive until the instructor returns. You will have a 5-minute grace period for the Skills Exam. If you are late for the scheduled appointment time, your Skills will be forfeited and/or a \$50.00 fine will be required to reschedule. If you need to cancel a driving appointment, you must do so in your student portal, more than 24 hours prior to your appointment, avoid being charged for a late cancellation fee of \$50.00. NO REFUNDS, NO EXCEPTIONS!
 - i. The Driving School Software (DSS) will send out a reminder text 24 hours prior to your scheduled appointment
3. **Open Balances:** If not paid 24 hours before your students scheduled btw drive, CDX has the right to cancel the appointment.
 - i. If your student's portal account holds an open balance for more than Four weeks: First penalty will receive a \$50 late fee. If your balance is not paid by week 5 then CDX will be forced to immediately close and forfeit your student's account and services, without refund.
4. **Transfers/ Refunds:** No transfers or tuition refunds of class fees or services after the student's waiver has been submitted by cdx and/or the first day of class-no exceptions. \$25.00 - \$100.00 administrative fee for all courses/services.
 - a. If services are not completed by the deadline CDX has the right to forfeit without refunds.
5. **CDX Teen Course Completion Requirements:** WA. State driver education courses must have no less than **30 Hours of classroom lecture, Six hours of on-street behind the wheel vehicle** operation under the direct supervision and direction of a licensed instructor; or five or more hours of on-street behind the wheel vehicle operation and four or more hours of driving simulation instruction under the direct supervision and direction of a licensed instructor. All students will be required to complete **1 hour of observation** (your student sits in the backseat and fills out a questionnaire while observing another teen drive).
 - a. Students are required to complete and pass a CDX class Final Exam before their first Behind the Wheel (BTW) lesson and/or continuing lessons/appointments and/or services

6. **Grounds for Forfeit:** Lack of communication, no scheduled appointments for 30 or more days, no activity on student portal for 30-60 days, CDX final not completed and/or passed, Extending past deadline, ETC, - CDX Owner discretion. Forfeit may result in a default “Incomplete” in the D.O.L. System for course completion.
7. **Classroom:**
 - a. *Absence(s):* If your student is absent from a class, they ARE REQUIRED to schedule a makeup session with CDX staff within seven days of the missed classroom session. class session for the specific day/chapter missed.
 - b. *Homework:* It is mandatory all homework/assignments be turned in weekly and/or on or before their required due dates or your student will receive a failing grade for that assignment and class session. If your student receives five or more FAILED classroom grades, students will be forfeited and must repeat the lecture portion of the next available course at 50% of full tuition cost.
 - c. *Driving yourself to class and appointments:* You may not drive yourself to class or BTW drives! A permit does not allow you to drive by yourself in a vehicle AT ALL! We are legally obligated to notify Law Enforcement if this occurs.
 - d. *Late pick-up Fee:* At the end of each class session, students must remain in the building until their ride has arrived outside the building location. If parents are more than 15 minutes late picking up your student after class, you will be charged a \$20 fee.
 - e. *Zutobi App:* CDX requires ALL students to download the “Zutobi Driver’s Ed” App and complete ALL 48 Micro Lessons by the last day of class to be eligible to take the CDX class final. If not completed, your student will not be eligible to take the CDX class final and/or graduate until ALL 48 lessons have been completed and verified by CDX staff. The “Zutobi Driver’s Ed” app charges are included in your teen’s driver’s education package. If your student requires additional time past the 6-week allowance, you will be required to pay a separate fee within the Zutobi App.
 - f. *Electronic Devices:* Cell phone, Earbuds/headphones, electronic watches are prohibited during classes and BTW lessons, unless we specify use in class for an activity, Kahoot or game. Any phone that enters the classroom must be secured prior to the start of class, in the NO CELL PHONE ZONE.
 - g. *Course Outline:* Upon request, Complete Driving Experience will provide a physical copy to parents. Students are provided with a progress sheet to stay on track
 - h. *Graphic content:* Our course curriculum includes some video content that is graphic. It’s not intended to scare the students, but rather to instill respect for the dangers involved with driving. CDX shows the movie: “Unhinged from Netflix, Rated R – If you do not want your student to view the movie CDX will place your student away from movie viewing.
 - i. *Knowledge Exam:* CDX provides one attempt included in the package purchased upon registration. All additional attempts will require an extra fee. Additional attempts can be purchased through the CDX website. Students are required to Complete and pass the D.O.L. Knowledge Exam with a score of 80% or higher before they are eligible to begin/complete/continue a driving lesson. CDX has the right to suspend driving lessons until student has passed the D.O.L. Knowledge Exam with a passing score of 80% or higher. Students are not required to purchase any additional attempt(s) with CDX. You will have 60 minutes to complete the exam. The Knowledge Exam consists of 40 multiple-choice questions about Washington State traffic safety laws; the minimum passing score is 32 questions correct. The Skills Exam/drive Exam will test the applicants’ ability to drive legally and safely; a minimum score of 80% is required to pass. All applicants are required to demonstrate arm turn signals prior to the beginning of the skills exam.
 - j. *CDX Class Final Exam (NOT a D.O.L. Exam):* Students have three attempts to take the CDX Class Final. If not in attendance for CDX Class final they are required to makeup the CDX Class Final session within two weeks or missed class day. If not passed by the third attempt the student will receive a failed grade in the DO.L. system, student is required to repeat the course at 50% of 2025 Teen course tuition costs. If not completed passed within four weeks of the Final Class Day, CDX will forfeit account/services without refund and student will receive an “Incomplete” in the D.O.L. system.
8. **CDX BTW Drive Guidelines (BTW: Behind the Wheel)**
 - a. While on BTW drives, Students are required to demonstrate knowledge learned in class and from reading the How to Drive Textbook and The Washington State Driver Guide. If your student is unable to demonstrate basic knowledge of WA Rules/Laws, they will receive a FAIL grade for that drive and will be required to purchase another BTW drive (\$100.00 – 1 hour drive) to replace the FAILED drive.

- b. CDX students are completed with CDX teen Course after they have passed their last driving lesson and/or BTW#6 and will receive a “passed” score in the D.O.L. System. If review drive is not passed with 80% or higher student will receive a “Failed” grade in the system. Students will have 60-Days to complete repeat review drive or CDX will place a “Fail” in the D.O.L. System.
- c. CDX has the right to suspend driving lessons until the app lessons and classroom work are all caught up.
- d. A learner’s permit must be obtained before the students first BTW drive with a parent or CDX. Your student is required to carry an instruction permit on them at all times to drive legally in the state of Washington.
- e. *Failure of Drive:* Every attempt must be made to meet your BTW drive lesson appointment.
 - i. Arriving at a BTW lesson and/or Exam without a permit means that your drive must be cancelled, and you will receive a \$50 fee.
 - ii. Missed appointments are considered NO-SHOW and a fee of \$50.00 will be assessed to your account and must be paid before the next scheduled BTW or your student will be ineligible to drive.
 - iii. If your student is not showing improvement (due to lack of practice or understanding) or cannot pass their final review btw drive, they will be required to purchase additional btw drives with the instructor to complete the course with CDX or they will receive a default “FAIL” grade for the course in the D.O.L system with CDX. CDX is passionate & responsible for only passing & allowing safe, confident and educated drivers on our roadways.
- f. *Prohibited on Drives:* No chewing gum, no perfume or cologne. No hair is permitted to hang over the students’ eyes during BTW drives, must secure hair prior to BTW drive. Students must place their cell phones out of reach during their BTW drives-Preferably the Back seat.
- g. *No Show’s:* Three occurrences of a NO-SHOW, your account/lessons will be forfeited with CDX without refunds. If your account holds a balance for more than four weeks CDX has the right to forfeit account and services without refund.
- h. *Grounds for cancellation of Appointment:* If the customer appears to be extremely tired or sleep deprived, emotionally distracted (Upon Instructors evaluations).
 - i. Students are required to Complete and pass the D.O.L. Knowledge Exam with 80% or higher before they are eligible to begin/complete/continue a driving lesson. CDX has the right to suspend driving lessons until student has passed the D.O.L. Knowledge Exam with a passing score of 80% or higher. Students are not required to purchase any additional attempt(s) with CDX.
- i. While CDX services aim to assist& improve your driving skills CDX does not guarantee success or roadway readiness for all.
- j. CDX may suggest purchasing additional lessons if they are needed, however only required if a student fails a driving lesson.

9. General Policies and Information:

- a. Students must provide a valid Washington State Instruction Permit or Driver's License, Students must always carry their valid license/permit during all BTW lessons by WA State Law.
- b. Parents it is mandatory to practice with their students for 2 hours a week and/or between all CDX BTW drives.
- c. It is mandatory to practice for the student and log 50 hours of BTW drives before they go to DOL and obtain their Intermediate Driver’s License. (6 months to accumulate – 8 HOURS/MONTH or 2 hours a week).
- d. Check your email and student’s portal each week for updates-yellow notification center will provide you with updates and vital CDX information for you and your student.
- e. The Driving School Software (DSS) will send you an email summary after your students BTW drive, sharing with you the route that they drove on their session and any comments from the driving instructor regarding at home practice needed.
- f. Scheduling and managing cancellations, rescheduling of missed drives are solely the responsibility of the student and parent. CDX scheduling is based on CDX availability.
- g. Students are expected and required to respect all CDX and TACOMA ARTS LIVE staff, students, and patrons of the TACOMA ARMORY.

- h. CDX is not responsible for any lost/stolen/damaged personal items that the student may bring to classroom and/or vehicles, students are responsible for keeping track of their own personal items.
 - i. *Photos*: CDX Staff take photos to appear on CDX website, google, Instagram, Facebook, etc. Photos will not be used for any other reason or given to any other person or company. Please let CDX know if you do not wish to have your teen included in these photos.
 - j. *Cameras*: Instructional vehicles may be equipped with video cameras for safety and training purposes only. Images from the cameras will never be used for public display of any type. Videos will only be retained for up to 90 days unless the instructor fills out an accident/incident report. By signing this form, you give CDX permission to videotape all BTW drives.
 - k. *Dress Code*: No short shorts, short dresses or skirts above the knee, no tank tops, no flip flops. – CDX WILL NOTIFY PARENTS if their teen is in violation of CDX DRESS CODE/ OR MAY BE SENT HOME. NO EXCEPTIONS.
 - i. Appropriate clothing is required for both in-class and driving sessions. Students need to wear shirts with sleeves (no spaghetti strap tank tops or open sided clothing). Hemlines on all student shorts and skirts must be at the knee or lower when standing so that when sitting it does not hike up too high when sitting at tables. Students are not permitted to wear crop-tops, sheer tops, beachwear, or bedroom attire. Fashionable holes, rips and tears on pants should not go above the knee nor located on the chest.
 - ii. Footwear- All students must have appropriate footwear for driving, this footwear encloses the entire foot without fashionable heel/sole (tennis shoes are a great choice). Inappropriate footwear consists of but is not limited to sandals, slides, crocs, flip-flops, high-heels, wedges, or slippers. Your instructor will check your footwear attire prior to the drive. (Five or more dress code violations will result in forfeiture of your student’s full tuition)
10. CDX reserves the right to refuse services to anyone at any time, for any reason. Applicants appearing intoxicated or strong odor of specific drug, under the influence of drugs or alcohol will be immediately asked to leave the classroom and reschedule via email with CDX staff.
11. You hereby release CDX from any liability for damages or injuries resulting from your driving or lack of skills behind the wheel during lessons.
12. CDX students are completed with CDX teen Course after they have passed their last driving lesson and/or BTW#6 and will receive a “passed” score in the D.O.L. System. If review drive is not passed with 80% or higher student will receive a “Failed” grade in the system.
13. To be issued an intermediate driver license, you must:
- a. Be between the ages of 16-18 years old and get the consent of a parent or guardian.
 - b. Show proof that you have passed an approved Teen driver training course. The course needs to include a total of 30 hours of classroom instruction and a minimum of 5 hours of behind-the-wheel lessons.
 - c. Pass the medical and vision screenings, the knowledge Exam, and the driving skills Exam. • Have had an instruction permit for at least six months.
 - d. Show that a parent or guardian certifies you have had at least 50 hours of driving experience, including 10 at night, which you gained while a licensed driver with at least five years of licensed driving experience supervised you.
 - e. Not have been issued a traffic ticket that is pending when you apply for your license.
 - f. Not have been convicted and found to have committed a traffic violation within the last six months before the day you apply for your license.
 - g. Not have been convicted and found to have committed an offense involving the use of alcohol or drugs while you had an instruction permit.
 - h. Provide your social security number, which we will verify when you apply for a driver license (42 USC 405 and 666 (a) (13), RCW 26.23.150). If you have not been issued a number, you can sign a Social Security Number Declaration form
14. An intermediate license comes with these driving restrictions:
- a. You cannot drive between 1 a.m. and 5 a.m. unless you are with a parent, a guardian, or a licensed driver who is at least 25 years old. For the first six months, no passenger under the age of 20 may be with you while you drive unless that person is a member of your immediate family. For the remaining time, no more than three passengers under the age of 20 may be with you while you drive unless they are members of your immediate family. Teen drivers may not use a cell phone or other wireless communication device while operating a motor vehicle unless the holder is using the device to report

illegal activity, summon medical or other emergency help, or prevent injury to a person or property. Even then this must be done after securing the vehicle on the side of the road, and in a safe place.

- b. There are tough penalties in the first year: First violation – The passenger and nighttime restrictions are extended until age 18 and a warning letter is sent to you and your parents or guardian. If you receive a ticket for violating the restrictions or any other traffic law or you are involved in a collision where you receive a ticket, you are determined to have caused the collision, no one involved in the collision receives a ticket, no one was found to cause the collision, only your care was involved in the collision. Second violation – you are suspended for six months (or until age 18 if that comes first). Third violation – you are suspended until age 18. You and your parent(s), or guardian, are notified before any suspension action is taken.

On the Student's 18th birthday, their license will become a basic adult driver license without the intermediate license restrictions. You do not need to visit a driver license office to make this change.

Parents, please acknowledge you have received information about the WA State Intermediate Licensing Requirements, restriction, and sanctions against violation of the restrictions or any traffic violations. Your signature below indicates you have read the school policies/guidelines, driving requirements and expectations and agree to said conditions and content. Violations of Complete Driving Experience policies are grounds for dismissal.

Student Name: _____
Student Signature: _____

Parent Name: _____
Parent Signature: _____

Date Signed: _____