July 2016

Dear Parents and Guardians:

We are pleased to provide this parent/student driver education handbook to assist you and your teenager in acquiring a driver's license.

Schools and parents are partners in helping students develop the skills necessary to become responsible drivers. It is with your guidance that our students learn to make informed choices and develop safe driving habits. Our schools are here to support students and families in the transition to becoming mature drivers.

Please use this handbook, and if you have questions, contact the teacher. With your involvement, this can be a safe and rewarding experience. Thank you for partnering with us as we create a safer community.

Sincerely,

James F. Lane, Ed.D.
MISSION STATEMENT

The mission of Chesterfield County Public Schools is to work in partnership with students, families and the community to ensure that each student acquires the knowledge, skills and core values necessary to achieve personal success and to enrich the community. In support of this mission, Chesterfield’s driver education program is designed to provide all students with the opportunity to develop the knowledge, attitudes, critical thinking and motor skills to become safe, responsible members of the highway transportation system.

CHESTERFIELD COUNTY SCHOOL BOARD

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Chesterfield County Public Schools does not unlawfully discriminate on the basis of sex, race, color, age, religion, disability or national origin in employment or in its educational programs and activities. For more information go to: http://mychesterfieldschools.com/about/compliance-guidelines/

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B. Parent/Teen Driving Agreement
C. In-Car Driver Education Enrollment Form
D. Student, Teacher, and Parent Certification Of In-Car Instruction
E. Road Skills Evaluation
F. Virginia Department of Education Parent/Guardian Permission Form (PPF-16)
G. 45-Hour Driving Log
DRIVING IN THE 21ST CENTURY

New automotive design is dictating how we drive. We must now position our hands lower on the steering wheel. ABS (Anti-lock Braking System) is designed to allow us to steer while we brake and to give us better stability and stopping power on slippery surfaces. Many new cars are equipped with the safety features that dictate basic vehicle control procedures. Drivers must understand these new technologies and the new techniques for driving. Tires, wheels, brakes, shock absorbers, drive train, steering and suspension systems function together to provide a safe, comfortable ride and good gas mileage.

HAND POSITION
Due to changes in steering ratios and effort needed to turn the wheel, steering control requires a balanced hand position on the lower half of the steering wheel to avoid sudden movements. Placing the left hand at the 8 o’clock position, and the right hand at the 4 o’clock position with the upper arms resting against the rib cage improves stability by lowering the body’s center of gravity, and reduces unintended and excessive steering wheel movement.

This more natural seating position also facilitates keeping both hands on the wheel, and reduces back pain often associated with trip driving.

STEERING
(Hand-to-Hand or Push-Pull)
This steering technique maintains both hands in contact with the wheel at all times. In the event of a frontal crash with a vehicle equipped with an air bag, this steering method reduces the chance of injury because the arms do not cross over the steering wheel where the air bag is housed.
TIRES
Properly inflated tires are critical to vehicle control and good gas mileage. Only 19% of consumers properly inflate their tires. Tires should be inflated to the vehicle manufacturer’s recommended pressure printed on the vehicle’s door placard or in the owner’s manual, not the maximum limit listed on the tire side wall. Under-inflated tires flex too much and build up heat, which can lead to blowouts or the tread separating and peeling off the tire. With this narrow margin of safety, it is important to check tire pressure at least once a month.

ANTI-LOCK BRAKING SYSTEM (ABS)
ABS offers better vehicle control and decreases stopping distances on dry and slippery roads. Even in panic situations it is almost impossible for your brakes to lock. Cars with anti-lock braking systems automatically check the system when the car is started. In order to stop suddenly in an ABS equipped vehicle, one must use firm brake pressure and maintain this pressure on the brake pedal even if you feel it pulsing or hear a grinding noise. Remember, when you activate the ABS, keep your foot on the brake. Don’t let up! The ABS allows your wheels to keep rolling; rolling wheels allow you to steer.

DRIVER/FRONT PASSENGER AIR BAGS
These air bags are designed to inflate in a frontal impact. Drivers should sit at least 10 inches from the air bag because it inflates to six or seven inches in size at speeds up to 200 mph. Tilt the steering wheel as far down as comfortable to point at your chest, not your face. Always wear a seat belt and secure children in the rear seat.

SIDE IMPACT AIR BAGS
These air bags are designed to protect the torso and head in side impact collisions. Care should be taken not to sit too close to the door or to lean towards the air bag.

JUVENILE LICENSING PROCESS

PARENT/GUARDIAN
► Grant your child permission to secure a learner’s permit.
► Supervise completion of the mandatory 45-hour driving log( Appendixes G). Grant DMV permission to issue a learner’s permit and driver’s license to your child.
► Grant schools permission to enroll your child in the in-car (behind-the-wheel) phase of the driver education program.
► Determine when your child is ready to drive unaccompanied. The parent needs to decide when you and your child are ready to have the form validated.

DMV
► Complete a DL1M learner’s permit and driver’s license application form.
► Provide proof of residency, social security number, and name and date of birth.
► Pass knowledge and vision tests.
► Pay learner’s permit and driver’s license fees.

SCHOOL
► Student Information and Checklist/Grade Sheet (Appendices D)
► In-Car Driver Education Enrollment Form (Appendices C)
► In-car instruction.
► Parent PPF-16 Permisson Form (Appendices E)
► Obtain 180-day Temporary License (certificate) upon completion of all requirements (TDL-180 -Appendices F).

COURT
► Receive temporary driver’s license at Juvenile Licensing Ceremony.

PARENT
► Continue to monitor and encourage safe driving habits. You have the right to revoke your minor’s driving privileges if you feel your child is not demonstrating responsible behaviors. You can contact DMV to suspend your child’s license for a minimum period of six months (Appendices A).

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SIDE IMPACT AIR BAGS
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**Obtaining a Learner’s Permit**

Students who are at least 15 years and six months old and under the age of 19 may obtain a learner’s permit at any DMV Customer Service Center if they:

- Have a parent/guardian who is willing to sign a DL1M form granting DMV permission to issue a learner’s permit and a driver’s license.
- Furnish proof of a social security number.
- Provide an original identification document certifying name and date of birth.
- Furnish proof of residency. (Acceptable documents are listed in the Virginia Driver’s Manual and the Steps to Obtaining a Driver’s License or Photo ID Card - available at your local DMV branch.)
- Must pass the following tests:
  - vision test
  - signs test - must score 100%
  - knowledge test - must score 80%
- Pay $19.00 for the learner’s permit.

**NOTE:**

Students who fail the signs/knowledge tests will not be eligible for retesting for at least 15 days. If you fail the driver’s license knowledge examination administered by DMV three times, you will not be permitted to take it a fourth time until you successfully complete the classroom component of driver instruction at a driver training school approved by DMV or a comparable course approved by the Department of Education. Upon completion of the classroom component you will be issued a DEC-1, which makes you eligible to retake the knowledge test.

**Driver Education Program**

Chesterfield County’s driver education program is approved by the Department of Education and is a two-phase program: (1) classroom and (2) in-car instruction. The thirty-six periods of classroom instruction are taught during tenth-grade health. Please note that a separate classroom driver education grade will appear on your child’s report card. Chesterfield County offers a summer school Driver Education classroom only course. The classroom and in-car phases of the program may be offered concurrently at the same school. Please note that students who are enrolled and have not completed the classroom phase of instruction may NOT begin in-car instruction at any other public, nonpublic, or commercial school. In order to legally begin in-car instruction at another school, they must get written documentation (DEC-1 certificate) of successful completion of their classroom phase.

**Transfer Students**

If a transfer student successfully completes a state-approved classroom and in-car driver education program from another state, the student must present the certificate of completion, signed by an administrator of the school, specifying the number of instructional hours, directly to the DMV customer service representative. Out-of-state license holders under age 19 applying for a Virginia driver’s license must provide proof of successful completion of a driver education program that consists of at least 30 hours of classroom instruction and six hours of in-car instruction.

**Students with Special Needs**

Chesterfield County will meet the needs of all students. Students with special needs will be referred to the Instructional Specialist for Driver Education. The specialist will determine necessary driving assessments.
IN-CAR INSTRUCTION (BEHIND-THE-WHEEL)
Chesterfield County is very fortunate to have the resources to provide our students with in-car instruction in a timely manner. Fourteen fifty-minute periods of in-car instruction (seven periods observing and seven periods of actual driving experiences) are offered before and/or after school and during the summer months. Instruction is not conducted on Sundays or when schools are closed because of inclement weather. (This does not apply to school closure due to hot weather.) There is a fee of $210.00 for in-car instruction.

TO ENROLL IN THE IN-CAR PHASE OF DRIVER EDUCATION STUDENTS MUST:
► Hold a valid Virginia learner’s permit.
► Be enrolled in the classroom phase and have successfully completed at least 10 periods of instruction while maintaining at least a B average prior to the completion of the course.
► Have a completed In-Car Driver Education Enrollment Form (Appendices C).
► Complete a driver education Student Information and Checklist/Grade Sheet (Appendices D).
► Have parental permission (PPF-16 Appendices E).
► Pay the $210.00 fee.

IN-CAR RULES FOR STUDENTS
► Arrive on time. If you are late, you will be left behind.
► Do not get into the car. Stand by your vehicle and wait for your instructor to arrive.
► Show your instruction permit to your instructor before each driving lesson. YOU CANNOT DRIVE WITHOUT THE PERMIT!
► Be prepared for the lesson by checking the objectives you will be working on.
► Discuss the lesson objective with your fellow student and review the work done in the recent lessons.
► Place all books, purses, coats and other non-essential items in the trunk.
► Student doing observation should sit behind the driver.
► NO FOOD OR DRINK IS ALLOWED in the driver education car.
► Respect the rights of the driver by not laughing at or criticizing the driving.
► Your attention in the driver education car is critical; state standards require observation time. Any dozing, homework or lack of attention will not be allowed.

ROAD SKILLS EVALUATION
The road skills evaluation is administered by the in-car driver education teacher. See Appendices D for a copy of the in-car check sheet and Chesterfield County’s evaluation guidelines. Review the Road Skills Assessment with your child. Students who fail the road test will be given a grace period to practice prescribed driving skills. The teacher will determine when the make-up road test will be administered. There is no charge for the retest.
Within this 180-day temporary licensing period, the Juvenile and Domestic Relations Court will send you written notification about the time and place of the juvenile driver licensing ceremony. Chesterfield's juvenile licensing ceremonies are held in Lloyd C. Bird High School's auditorium. Please note that appropriate dress and punctuality are strictly enforced by the Chesterfield County Sheriff's Department. Your child will need to bring their learner's permit and TDL-180 certificate (Appendices F). At the end of the ceremony the judge will hand the student's driver's license to the parent/guardian and recommend that the license not be immediately turned over to the student, but to “hold it for a few days.” In the event the student does not receive notification from the courts during the 180-day temporary licensing period, the students should go to DMV, with the expired TDL-180 (Appendices F), and request another 180-day temporary license.
**Virginia’s Underage Drinking Laws**

Driving under the influence of alcohol or other drugs is a **criminal offense** in Virginia. Conviction can result in heavy fines, loss of license, and a jail sentence. Even juveniles can receive a D.U.I. conviction on their driving records.

**Zero Tolerance:** If you are under age 21, you cannot purchase, possess or consume alcohol. If you are convicted of driving after illegally consuming alcohol, and your BAC (blood alcohol content) was at least .02% but less than .08%, the court will suspend your driving privilege for one year from the date of conviction, and impose a minimum mandatory fine of $500 or the completion of at least 50 hours of community service.

**Use and Lose:** If you are 16-20 years of age, possessing alcohol can cause you to lose your driver’s license for six months. If you are under 16 years of age and possess alcohol, you will not be able to apply for a driver’s license until you are 16 years and 6 months old.

**Possession of False License:** Penalties for possession of a false driver’s license, fraudulent use of a driver’s license, or use of false or deceptive identification to purchase alcohol can result in fines up to $500 and loss of a driver’s license for up to one year.

**Drinking or Possessing Alcoholic Beverages on Public School Grounds:** Drinking or possessing alcohol on public school property during school hours, during a school or student activity, or after school hours is a Class 2 misdemeanor.

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<th>PENALTIES</th>
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<tr>
<td><strong>Class 1 Misdemeanor:</strong> Confinement in jail for not more than 12 months and a fine of not more than $2,500; either or both.</td>
</tr>
<tr>
<td><strong>Class 2 Misdemeanor:</strong> Confinement in jail for not more than six months and a fine of not more than $1,000; either or both.</td>
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You Drink & Drive. **You Lose**
**Virginia’s Traffic Safety Laws**

**Effective July 1, 2016:**

DMV Transactions

- Eliminates the requirement that individuals under the age of 21 who have one or more convictions re-take the driver’s license written examination prior to renewal. In addition, this bill removes the requirement that driver’s licenses and learner’s permits expire on an applicant’s 20th birthday. Effective July 1, 2016, drivers age 16 and 17 will be issued a driver’s license for the standard 8 year duration.

**Effective July 1, 2016:**

Consent to Organ Donation

- This bill eliminates the requirement that a person indicate his willingness to make an anatomical gift (be an organ donor) every time he renews or replaces his license. Once an applicant responds “yes,” DMV will no longer be required to ask a person if he wants to remain an organ, eye and tissue donor. If a person wishes to rescind his consent to be an organ donor, he may do so in person at the customer service center, by telephone or by going to Donate Life VA Registry at [www.DonateLifeVirginia.org](http://www.DonateLifeVirginia.org). To remove the organ donor indicator from the driver’s license or ID card, a replacement license or original ID card would be issued.

**Effective July 1, 2016:**

Behind the wheel and knowledge examinations; retake of examinations

- This bill allows a person less than 19 years of age who has failed the behind-the-wheel examination for a driver’s license three times to take a course of instruction based on the Virginia Driver’s Manual before taking the examination a fourth time if such person has previously completed the classroom component of driver instruction at a driver training school.

**Effective July 1, 2016:**

Learner’s permit or provisional driver’s license holder; completion of driver ed

- Limits holders of a learner’s permit to having no more than one passenger under age 21. This prohibition does not apply to members of the driver’s family. The bill also prohibits the holder of a learner’s permit from operating a motor vehicle on the highways of the Commonwealth while using any cellular telephone or any other wireless telecommunications device, regardless of whether or not such device is handheld except in a driver emergency or when the vehicle is lawfully parked or stopped.

- Removes the exception that a provisional driver's license holder under age 18 may have more than one passenger under age 21 if a parent is present, and clarifies that the passenger limitations on all provisional driver’s licenses do not include household or family members. The bill also amends the definition of “a member of the driver’s family or household” to include first cousin.

**Effective July 1, 2014:**

- Mopeds-Moped and scooter drivers in Virginia do not need to be licensed, but will be required to carry government-issued photo identification.

- Drivers and passengers will also be required to wear a helmet, as well as a face shield or safety glasses or goggles.

- Mopeds and scooters operated in Virginia also need to be titled and registered. Titles cost $10, and the annual registration fee is $20.25.
When you drive, set a good example for your teenager to imitate.

Make sure you stay in the safe environment as long as you need to; do not progress to other driving environments that your child is not ready to handle.

Require seat belt use. Wearing safety belts can double your child’s (and your own) chances of surviving a crash.

Make sure your child is holding the steering wheel correctly (using both hands placed at 4 and 8 o’clock or 7 and 5 o’clock, with the knuckles on the outside of the rim of the wheel).

Make sure your teen uses the PULL-PUSH steering technique.

Patience is the name of the game. Try to be calm and relaxed to instill confidence.

Do not assume your teenager interprets the driving environment the same way you do. Ask them to verbalize what they see while they are passengers or actually driving. Ask them to explain the meaning of signs, signals, road markings, etc. This activity is called commentary driving.

Keep instructions concise and simple. Give directions to turn at least one block in advance. In confirming a question say, “correct” and use the word “right” for directions. Example: “At the next intersection, turn right. Make sure you reduce speed gradually easing off the accelerator, and look as far ‘through your turn’ as possible.” Before beginning extensive long instructions or explanations, pull over and stop. We tend to steer in the direction that we look. Coach your teenager to look towards the intended path of travel. If necessary, help with steering in advance of trouble.

Your child may have the tendency to focus on the brake, not the accelerator to adjust speed. To help with speed control, and to heighten awareness of safe following distance, have the novice driver maintain a specified distance (at least a 3-second space cushion) from the car ahead.

Make positive remarks frequently.

Have frequent, short, well-planned practice sessions (not more than 30 minutes), spending the first few sessions in a safe environment, e.g., parking lot, driveway, and then progressing in the following areas:

1. In a parking lot practice starting, stopping and basic turning techniques using the steering wheel. Practice forward and reverse. Practice parking in parking spaces.
2. In a residential area, practice pulling to and away from a curb, stopping at stop signs and yield signs. Practice making right and left turns. Practice up and downhill parking.
3. In a rural area on a country road practice speed control, maneuvering with hills, curves, and railroad crossings if possible. Be alert for animals and slow-moving vehicles.
4. On the open highway practice speed control and following time (distance). Practice pulling onto the highway and accelerating to proper and safe speeds.
5. In light to moderate traffic emphasize traffic signals, turning at intersections and corresponding lanes, yielding when making turns and one-way traffic.
6. On the interstate practice entering and exiting the freeway, speed control changing lanes and yielding to traffic entering the freeway.
7. If needed, extend the amount of supervised nighttime driving your teen does until you feel he or she is ready to drive at night alone.

Distracted Driving - Did you know that taking your eyes off the road for two seconds at 60 mph means you have traveled BLINDLY for half the length of a football field?
Fifteen Good Driving Habits That Can Help Eliminate Car Crashes

► Driver-vehicle readiness - safety belts on, doors locked, headlights on.
► Make smooth, gradual starts and stops.
► Use reference points to know exactly where your car is positioned.
► Before putting your foot on the gas pedal, see that the path is clear.
► Visualize where the vehicle will be twelve seconds before it arrives there.
► Become alerted to changes to your LINE-OF-SIGHT, PATH-OF-TRAVEL (LOS-POT).
► When your LOS-POT becomes restricted, reduce your speed.
► Adjust speed and position to keep empty space to the side.
► Before moving your vehicle to either side, check your blind spots.
► When approaching a red light, gradually reduce speed.
► Before entering any intersection, check that the left, front, and right zones are clear.
► When your foot goes on the brake, check the rearview mirror.
► Keep four seconds of following time from the front vehicle.
► When stopped behind a vehicle, see its rear tires touching the road.
► Reduce stress by being courteous, rather than competitive, while driving.

Frederick R. Mottola, Partnership For Driver Excellence: Student, Parent, Teacher
We have included the following instructional resources to further help you prepare your child to safely enter the most dangerous place in the world - public roadways.

Please note: Inclusion should not imply endorsement by Chesterfield County Public Schools.

► The Insurance Institute for Highway Safety homepage includes a special issue of Status Report on death rates by vehicle make plus consumer brochures such as Shopping for a Safer Car; crash-worthiness evaluations of mid-size cars and sport-utility vehicles, and the Fatality Facts and State Law Facts. To access this web site, use http:www.hwysafety.org.


► Mothers Against Drunk Driving (MADD) www.madd.org


► Virginia Dept. of Transportation (VDOT) - (web site address) www.vdot.state.va.us
► (e-mail address) vdotinfo@richmond.infi.net.

► For information from the State Police on vehicle safety and state laws - www.vsp.state.va.us.


► Division of Motor Vehicles (DMV) - http://www.dmvNow.com

► Information about ABC laws and regulations - www.abc.state.va.us

► Information for the latest in teen-related traffic safety information www.Dying2Drive.org

► Virginia Association for Driver Education and Traffic Safety (VADETS) www.vadets.com

► Teen Smart Driver - www.teensmartdriver.org

► Teen Driving - teendriving.com

► Driving Skills for Life - www.drivingskillsforlife.com

► National Safety Council - nscnews@nsc.org
Appendices
# PARENTAL CONSENT
## CANCELLATION OF A MINOR’S DRIVING PRIVILEGE

The custodial parent or guardian of an unmarried or unemancipated minor may, after the minor has been issued a driver’s license, request that the minor’s driving privilege be cancelled. When DMV receives this signed request, the minor’s driving privilege will be cancelled in accordance with Virginia Code § 46.2-334.2.

Once this cancellation becomes effective, the minor’s driver’s license will not be reissued until six months elapses from the date of the cancellation notice or the minor reaches age 18, whichever occurs first.

Please print in ink or type.

<table>
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<tr>
<th>MINOR</th>
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<tbody>
<tr>
<td>Name: Last First Middle</td>
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<tr>
<td>Principal Residence Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>Driver’s License Number</td>
</tr>
<tr>
<td>Gender □ Male □ Female</td>
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<table>
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<tr>
<th>PARENT OR GUARDIAN</th>
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<tbody>
<tr>
<td>Name: Last First Middle</td>
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<tr>
<td>Relationship to Minor</td>
</tr>
<tr>
<td>Principal Residence Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
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<tr>
<td>Zip Code</td>
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One parent must sign this request. **In case of joint legal custody, both parents must sign.**

<table>
<thead>
<tr>
<th>PARENT OF GUARDIAN (if awarded joint legal custody)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Last First Middle</td>
</tr>
<tr>
<td>Relationship to Minor</td>
</tr>
<tr>
<td>Principal Residence Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
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<tr>
<td>Zip Code</td>
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</table>

If one parent is not reasonably available or does not agree with this cancellation, one of the parents may petition a Juvenile and Domestic Relations Court for a court order directing DMV to cancel this minor’s driving privilege.

This form may be taken to any DMV customer service center or mailed to DMV headquarters at

Department of Motor Vehicles
Driver’s License Work Center
P. O. Box 27412
Richmond, VA 23269-0001

Any person who knowingly gives false information on this form shall be guilty of perjury pursuant to Virginia Code.

Appendix A
Process for
Cancellation of a Minor’s Driving Privilege
Virginia Code § 46.2-334.B

1. The minor’s parent/guardian completes, signs and submits this form to DMV in person or by mail.

   **NOTE:** Both parents must sign if they have been awarded joint legal custody. In the case of joint legal custody, if one parent is not reasonably available or does not agree with this cancellation, the submitting parent must also provide DMV with a court order directing DMV to cancel the minor’s driving privilege.

2. **This cancellation will be imposed for a minimum period of six months, and cannot be ended until:**
   - The six-month period ends
     OR
   - The minor reaches age 18
     OR
   - The minor furnishes a court order indicating he/she is an emancipated minor
     OR
   - The minor presents a marriage certificate

If you have questions, please call toll free at 1-866-DMVLINE (1-866-5463).
Parents/Teen Driving Agreement

The intent of this agreement is to avoid any misunderstandings concerning our family driving rules. Together we will agree to vehicle use and operation rules, and the consequences for breaking any of these rules.

Financial responsibilities: Name who and the percentage for which each person will be responsible.

- vehicle costs
- fuel costs
- maintenance costs
- taxes and registration fees
- monthly insurance costs

Total costs:
- Parents/guardians $ __________
- Teen driver $ __________

Vehicle maintenance: Name who will be responsible for the following:

- check fluids
- check tire pressure
- clean interior
- clean windows
- clean exterior

Family safety belt agreement: List consequences of violation

School achievement: List consequences of violation

List consequences for the following.

- moving violations or accidents: ____________________________
- alcohol or other drug use: ____________________________
- curfew violation: ____________________________
- violating passenger restrictions: ____________________________
- failure to provide destination or time of return: ____________________________
- allowing others to drive the car: ____________________________
- failure to call if you are more than 30 minutes late: ____________________________
- irresponsible behavior: ____________________________

This agreement may be amended at any time.

Teen Driver ____________________________ Date ____________________________ Parent/Guardian ____________________________ Date ____________________________

Appendix B
Appendix C

Chesterfield County Public Schools
In-Car Driver Education Enrollment Form

I hereby request that my son/daughter ____________________________
be enrolled in Chesterfield County Schools’ state-approved In-car driver education
program.

Parent Name (print) __________________________________________________________________

Parent Signature ___________________________________________ Date ____________

To obtain a license prior to age 19, Virginia law requires the following:

1. Minimum of 36 periods of classroom instruction with a passing grade of 64
   or better. (Chesterfield County provides this phase during the HPE-2 class.)

2. Fourteen (14) periods of in-car instruction (behind-the-wheel), seven (7)
   periods involve driving and seven (7) periods involve observing.
   (Chesterfield County provides this phase at each school.) Your child can
   take the in-car phase concurrently with the classroom phase as long as
   he/she has a B average after completing at least ten (10) classroom sessions.
   It is also recommended, but not required, that your child log at least ten
   (10) hours of practice driving before beginning the in-car phase.

3. Child’s minimum age is 16 years and 3 months.

4. Child must have held learner’s permit for 9 months.

5. A completed 45-hour driving log, 15 hours of which are after sunset (due
   prior to being issued the TDL-180).
As an accountability component, Chesterfield County has implemented a new policy:

**Students will initial each day to certify they have received**
**A minimum of 50 minutes driving time and 50 minutes**
**observation time (total 1 hr. and 40 min.)**

**This insures compliance of state regulations regarding**
**Behind the Wheel instruction.**
# Student, Teacher, and Parent Certification of In-Car Instruction

**Students Last Name:**
**First Name:**

**School:**

**Street Address:**
**City:**
**Zip:**

**Learner’s Permit Number:**
**Date Issued:**

**Parent Name:**
**Parent Contact Number Home:**
**Cell:**

**Date Classroom Completed:**
**Student Cell #:**
**Payment #:**

**Classroom Grade:**
**Total Periods Driving:**
**Total Periods Observing:**

## Record of Date, Time, & Mileage for In-Car Instruction

<table>
<thead>
<tr>
<th>In-Car Lesson</th>
<th>Date</th>
<th>Behind-the-wheel</th>
<th>Time Observing</th>
<th>Mileage Driven</th>
<th>Driver’s Initials</th>
<th>Observer’s Initials</th>
<th>Teacher’s Initials</th>
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</table>

Students receive seven 50 minute periods of Behind-the-Wheel instruction and seven 50 minutes periods of observation. No more than 2 periods of instruction/observation will occur daily. No driving on Sundays.

## Certification

I certify that this student drove and observed for a minimum of seven (7) 50-minute periods (2 x 350 minutes). I further certify that all information presented on this form is true and correct, and I understand that knowingly making a false statement or misrepresentation on this form or any document presented to DMV is a criminal violation.

**Student’s Name:**
**Student’s Signature & Date:**

**Parent’s Name:**
**Parent’s Signature & Date:**

**Teacher’s Name:**
**Teacher’s Signature & Date:**
### Route/Lesson Plan

**Note:** Only evaluate the skills that are included in your daily routine.

- Time
- Weather and Flow of Traffic
- Speed
- Location of Line
- Location of Sign
- Location of Parking
- Heads Up/Head Down
- Speed
- Green Traffic Signal
- Red Traffic Signal
- Green Light
- Red Light
- Left Turn
- Right Turn
- Stop Sign
- Yield Sign
- One Way Sign
- Crosswalk
- Street Name Signs
- School Bus
- School Zone
- Dead Ends
- Dead End Signs
- Crosswalks
- Stop Signs
- pedestrian

### Skills

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<th>Test</th>
<th>Retest</th>
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</table>

**Scoring:** Use a check mark for proficiency and an X for needs improvement. Student, Teacher, and Parent Certification of In-Car Instruction.
# COMMONWEALTH OF VIRGINIA
## FINAL ROAD SKILLS EVALUATION

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Teacher’s Name:</td>
<td>Signature:</td>
<td>Date:</td>
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**ROAD SKILLS TEST SHOULD BE 40-45 MINUTES IN LENGTH**
(Approximately 10 minutes in the parking lot on the range, and 30-35 minutes on the road)

**THE FOLLOWING DANGEROUS DRIVING MANEUVERS WILL RESULT IN AUTOMATIC FAILURE**
- Teacher Intervention to Maintain Vehicle Control
- Disobeys Regulatory Sign or Signal
- Speeding 5 or More MPH Over Speed Limit
- Dangerous Maneuver
- Strikes an Object
- Failure to Yield

**SCORING: ** “X” BOX FOR ERRORS/DEFICIENCIES

### STARTING/STOPPING SKILLS
- Pre-Drive Checks
- Smooth Acceleration
- Smooth Stopping
- Controlled Emergency Braking

### VISUAL SKILLS
- Identifies Targets
- Searches 15-20 Seconds Ahead in the Path of Travel
- Turns Head to Identify Target Prior to Turning
- Able to Judge Stopping & Adequate Following Distance in Seconds
- Checks Mirrors Regularly

### STEERING
- Uses Balanced 8 & 4 Hand Position on Steering Wheel
- Uses Proper Hand Position When Backing
- Uses Push-Pull-Slide Steering Effectively
- Uses Hand-Over-Hand Steering When Appropriate

### BACKING STRAIGHT/BACKING & TURNING SKILLS
- Searches Mirrors, Over Shouolders & Selects Target
- Vehicle Control Backing Straight
- Vehicle Control When Backing & Turning

### TURNS/TURNABOUTS
(MINIMUM OF 2 LEFT AND 2 RIGHT TURNS AND ONE TURNABOUT)

<table>
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<tr>
<th>Left Turn</th>
<th>Critical Skills</th>
<th>Right Turn</th>
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</table>

- Completes Turn in Proper Lane
- Turns About (2-Point, 3-Point, or U-Turn)
- Roundabout (If Available)

Appendix E
## COMMONWEALTH OF VIRGINIA
### FINAL ROAD SKILLS EVALUATION

#### CONTROLLED AND UNCONTROLLED INTERSECTIONS

- Looks for open space to left, front & right
- Understands right-of-way rules
- Obeys traffic signs/signals
- Stops in proper position

#### CURVES

- Enters curve at proper speed/position
- Gradually increases speed at apex of curve
- Maintains proper lane position

#### LANE CHANGES

- Signals & checks mirrors
- Turns head to check blind zone (no steering wheel movement)
- Gradually moves into lane (crosses 3 or 4 broken lines)
- Maintains proper speed/following distance

#### PARKING

- Perpendicular/angle (right side)
- Perpendicular/angle (left side)
- Parallel
- Stopping at curb-proper distance
- Proper signals
- Safely exits parking space

#### EXPRESSWAY

(IF AVAILABLE)

- Proper signals
- Accelerates to proper speed
- Identifies & selects proper gap
- Maintains proper speed/following interval
- Slows down in deceleration lane (not on expressway)
- Prepares to stop or merge into flow of traffic

#### SAFE DRIVING BEHAVIORS

- Automatically puts on seat belt (habit)
- Maintains proper speed at all times
- Maintains safe following distance (minimum 3-second gap)
- Identifies, understands, and responds appropriately to traffic signs & signals
- Effectively manages risks in the driving environment
- Demonstrates ability to select gap & avoids hesitation
- Yields to pedestrians
- Understands different vehicle capabilities & effectively shares the road with all roadway users

#### FINAL ASSESSMENT

**SCORING:** Five (5) or more driving errors, or one (1) unsafe driving maneuver will result in automatic failure

**PASS/FAIL:**

**NUMBER OF ERRORS:**

**AUTOMATIC FAILURE**

If the student did not successfully pass the final test, the student may be retested on ___________ DATE.

**NOTE:** Successful completion of a state-approved driver education road skills test does not imply that your child is an experienced driver. As your child’s in-car driver education teacher, I recommend that you practice the following skills outlined in the 45-Hour Parent/Teen Guide:
Appendix F

Virginia Department of Education
Parent/Guardian Form Granting the School Permission to Issue Their Child a 180-Day Provisional Driver’s License

Student’s Legal Name (Last) (First) (Middle) Date of Birth

Student’s Learner’s Permit Number
Is the student’s learner’s permit address correct? Yes No
Parent/Guardian’s Daytime Phone Number

Number of months student has held a Virginia learner’s permit
Number of months student has held an out-of-state learner’s permit
Date learner’s permit was issued
Earliest date student is eligible for a 180-day temporary driver’s license

Learner’s permit expiration date for student holding an immigrant or nonimmigrant visa (Learner’s Permit valid for one year if no expiration date on visa)

Parent Permission to Issue 180-Day Provisional Driver’s License

I certify that my child is mentally, physically, and otherwise able to operate a motor vehicle safely. I authorize issuance of a 180-day temporary driver’s license and certify that the student is attending school regularly and is in good standing. If the student is not in good standing, I understand the Commonwealth’s interest in regular school attendance and good academic standing and still authorize issuance of a Virginia driver’s license.

Parent or Guardian’s Signature Date

At this time, I do NOT authorize the school to issue my child a 180-day provisional license (TDL-180). I understand the TDL-180 will be kept in the student’s file until the school receives further direction from a parent or legal guardian.

Parent or Guardian’s Signature Date

Note: A parent/guardian may cancel a minor’s driver’s license at any time.

Has this student ever been found “not innocent” and received a driver’s licensing sanction in a Juvenile and Domestic Relations Court in this state or another state? Yes ___ No ___ If you answered YES, a court must sanction issuance of the 180-day provisional license.

Parents have the greatest influence on teen safety, and should set limits on teen driving by establishing and enforcing family rules. The teen brain underestimates dangerous situations (e.g., running off the road, speed, night driving, inexperience, immaturity, passengers and other distractions). Following are Virginia’s graduated driver licensing restrictions. The initial license issued to any person younger than 16 years of age shall be deemed a provisional driver’s license and not authorize its holder to operate a motor vehicle with more than one non-family passenger who is less than 21 years of age. After the first year, the holder of a provisional license may operate a motor vehicle with up to three non-family passengers who are less than 21 years of age (i) when the holder is driving to or from a school-sponsored activity; (ii) when a licensed driver who is at least 21 years of age is occupying the seat beside the driver; or (iii) in cases of emergency.

Drivers younger than 18 shall not operate a vehicle on the highways of the Commonwealth between the hours of midnight and 4 a.m. except when driving (i) to or from a place of business where he is employed; (ii) to and from an activity that is supervised by an adult and is sponsored by a school or by a civic, religious, or public organization; (iii) accompanied by a parent, a person acting in loco parentis, or by a spouse who is 18 years old or older, provided that such person accompanying the driver is actually occupying a seat beside the driver and is lawfully permitted to operate a motor vehicle at the time; or (iv) in cases of emergency, including response by volunteer fire fighters and volunteer emergency medical services personnel to emergency calls.

The holder of a provisional driver’s license less than 18 years old, shall not operate a motor vehicle on the highways of the Commonwealth while using any cellular telephone or any other wireless telecommunications device, regardless of whether such device is or is hand-held.

It is illegal for anyone to give false information in connection with obtaining a driver’s license. I certify that the statements made and the information submitted by me regarding this certification are true and correct.

Student’s Signature Date Parent or Guardian’s Signature Date

Please review the following information carefully.

1. Successful completion of a state-approved driver education program does not imply that your child is an experienced driver.
2. Parents or guardians must sign their child’s 180-day temporary license (TDL-180) and provide their DMV-issued driver’s license or ID number.
3. Parents should contact their insurance company/insurance agent to add the new driver.
4. When operating a motor vehicle, your drivers should have in their possession a valid Virginia learner’s permit, a valid 180-day temporary driver’s license, the vehicle’s registration card, and insurance information.
5. Upon successful completion of a state-approved driver education program that includes a road skills evaluation, and with parent/guardian approval, the school will issue your child a 180-day temporary license and send a copy to DMV. DMV will process and send your child’s provisional driver’s license to your local Juvenile and Domestic Relations Court. The Court will then notify you by mail when your child is scheduled to attend a juvenile licensing ceremony. Please contact DMV at 804-495-7100 if you do not receive notification from your local Juvenile and Domestic Relations Court within 120 days from the 180-day validation date on the temporary driver’s license.

No Alcohol Under Age 21- No Drinking and Driving- No Riding with a Drinking Driver

Appendix F
## 45-Hour Driving Log

<table>
<thead>
<tr>
<th>SESSION</th>
<th>DATE(S)</th>
<th>TOTAL MINUTES DRIVEN</th>
<th>TOTAL MILEAGE</th>
<th>NIGHT DRIVING</th>
<th>SESSION/PAGE NO.</th>
<th>PARENT/GUARDIAN OR MENTOR'S SIGNATURE</th>
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I certify that ________________________________ has completed 45 hours of guided practice, 15 of which were after sunset. It is illegal for anyone to give false information in connection with obtaining a driver’s license. This certification is considered part of the driver’s license application, and anyone who certifies to a false statement may be prosecuted. I certify that the statements made and the information submitted by me regarding this certification are true and correct.

<table>
<thead>
<tr>
<th>Parent/Foster Parent/Guardian’s Signature</th>
<th>Date</th>
<th>Parent/Guardian’s Driver’s License or DMV-Issued Identification Number</th>
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Appendix G
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<th>SESSION</th>
<th>DATE(S)</th>
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<th>NIGHT DRIVING</th>
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I certify that has completed 45 hours of guided practice, 15 of which were after sunset. It is illegal for anyone to give false information in connection with obtaining a driver’s license. This certification is considered part of the driver’s license application, and anyone who certifies to a false statement may be prosecuted. I certify that the statements made and the information submitted by me regarding this certification are true and correct.

Parent/Foster Parent/Guardian’s Signature  Date  Parent/Guardian’s Driver’s License or DMV-Issued Identification Number