



ALBEMARLE COUNTY PUBLIC SCHOOLS
BEHIND THE WHEEL ORIENTATION INFORMATION
Read and bring to 1st class!

GENERAL INFORMATION:

1. Classes meet at the Driver Education Range for each school: At Albemarle High School, this is located next to Jack Jouett Middle School **(434) 975-9450**. At Monticello High School, the designated range is located in the bus parking lot in front of the auditorium building **(434) 244-3100 ext. 61561**. At Western Albemarle High School, the designated range is found in the bus parking lot at the rear of the school **(434) 823-8700**.
2. **Attendance:** Seven hours of driving and seven hours of observation are required to complete the course. **Excused absences include:** a verified school day absence, school approved field trips and required testing/activities. Notify instructors by leaving a message on the range phone numbers listed above in advance if possible. Make-ups for non-excused absences are \$25 per hour.
3. Bring your learner's permit, a pair of sunglasses and wear appropriate shoes. No flip-flops, sandals (toe and heel must be enclosed), high heels, or heavy boots.
4. **Please arrive 5 minutes early for all classes.** Instructors will wait 5 minutes after the class start time the first time you are late; after that, vehicles will leave ON-TIME, resulting in a paid make-up.
5. Keep valuables (money, cell phone, iPad) with you at all times. Do not leave them in the BTW office.
6. Cell phones must be turned off and stored in the car console, glove compartment or trunk.
7. Students who do not achieve a grade average of "C" or above for BTW lessons may not be allowed to take the road test.
8. **Weather policy:** Behind the Wheel is held in the rain. When school is closed, Behind the Wheel is closed also. If school is delayed 1 or 2 hrs., morning BTW class will be delayed 1 or 2 hrs. accordingly. Any afternoon cancellations will be announced at the end of the day. If school closes early, BTW is cancelled. (School closings: 296-5886 or check County web page at www.k12albemarle.org).
9. **The make-up fee for a non-excused absence, two or more tardies, or time missed due to a forgotten Learner's Permit is \$25.00/hr.**
10. **Students not successful on the road test must wait a minimum of 15 days before attempting a second road test. There is no charge for multiple road test attempts.**

VEHICLE RULES:

1. General philosophy: Be a safe and courteous driver, follow the recommended techniques and the Vehicle Code of Virginia at all times. **Horseplay or reckless driving will result in automatic failure and removal from behind the wheel with no refund.**
2. No food or drink in cars. Car keys belong in one of three places: a) in range office on board, b) on roof of car, c) in car ignition.
3. No air conditioning on the range. No car (music) radio on the range. Install Range Walkie-talkie on passenger side sun visor.
4. The maximum speed limit on the range is 15MPH (10 MPH at Western). Observe a 3 second following distance on the range unless otherwise told.
5. Both hands on the wheel at all times: 8 and 4 position using push/pull steering.

6. Cones: If you knock a cone down, the driver must: a) stop the car in a safe place, b) park and secure, c) turn ignition off, d) set cone erect.
7. Gas gauge: 1/4 tank or less: let instructor know immediately.
8. Problems: If there is a problem with your vehicle or you need help, signal to the instructor with your hand extended out the window in an upward direction.
9. Passengers may verbally help each other on the range, must remain quiet and be attentive on road trips, ask and answer questions when appropriate.
10. Closure: At the end of class each driver must secure the car by: a) placing transmission in park and setting parking brake, b) roll windows up, c) return keys and radios to the range office, d) wait to be dismissed as a class.

To Obtain a Temporary License:

1. Be at least 16 years and 3 months of age
2. Possess a valid Virginia learner’s permit for at least 9 months
3. Complete and pass classroom, behind the wheel, and road test
4. Submit a 45-hour driving log consisting of 30 daylight driving hours and 15 hours of driving after sunset. Prior to submitting the log, total the minutes and verify the documented time with a parent/guardian signature. (Note: Behind-the-Wheel course hours may not be used as part of the driving log)
5. Parent must be present, with driver license/DMV ID card, to sign the license. This is done at completion of BTW at Monticello, anytime in the main office during normal business hours at Western, and by appointment at Albemarle High School.

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*****Please sign and return this form the first day of Behind-the-Wheel class*****

Parent Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

**Albemarle County Public Schools
Community/Driver Education
434-975-9450**