

Forest Park High School

Drivers Education Checklist

Earning a DEC-8 (Drivers Education Completion – District 8) or Pink Card


Students will receive a DEC-8 (Pink) Card upon completion of classroom instruction. All students must complete the following state/district requirements to be eligible for the DEC-8 Card:

- Completed a minimum of 36 class periods of instruction
- Numerically pass the course with a minimum of a 60% (this is for Drivers Education only, not HPE II)
- Attend a Partners for Safe Teen Drivers 90-Minute meeting with a parent/guardian
 - Every high school in PWCS offers four (4) of these meetings each year
 - You may attend any meeting at a PWCS school
 - Please take a picture of your attendance card prior to turning it in at the presentation

****If a student misplaces their DEC-8 card, they will need to provide the school with the following information:**

- Student Legal Name (first and last)
- School year that drivers education was taken
- School year that the PFSTD 90-minute meeting was attended

(DEC - District 8) *Revised 1-2018*



Commonwealth of Virginia Department of Education
Certificate of Completion
Classroom Driver Education

Full Legal Name: _____
Last First Middle

Date of Birth: _____
Month Day Year

Learner's Permit Number: _____

School Code: _____

School: _____
 Public Non Public Home School

School Division: _____

Classroom Course Completion Date: _____
Month Day Year

Periods of Classroom Instruction: _____

Completed 90-Minute Parent/Student Driver Education Component Location: _____
Month Day Year

Authorized School Official Month Day Year

Teacher's Signature Month Day Year

This certificate has been awarded to a student who has successfully completed a state-approved classroom driver education course approved by the Board of Education that consists of a minimum of 36 periods of classroom instruction and a 90-minute parent/teen component that meets the expectations of the Curriculum and Administrative Guide for Driver Education in Virginia.

Earning a TDL – 180 (Temporary Driver’s License – Valid for 180 Days)

The TDL-180 is a valid driver’s license that allows a student to operate a motor vehicle on their own. Students will earn their TDL-180 (temporary license) when the following state/county requirements have been met:

- Successful completion of Classroom Drivers Education (must have a DEC-8 Card)
- Successful completion of In-Car Instruction includes:
 - Seven days of driving with a certified instructor
 - Seven days of observation of another student driver, with a certified instructor
 - Day seven is the cumulative road skills test which must be passed
- Complete 45 hours of supervised driving, 15 of these hours must be after sunset
 - [Physical 45-Hour Log](#)
 - [Road Ready App](#)
 - Student must be accompanied by one of the following:
 - Direct family member 18 years of age or older that holds a valid driver’s license
 - If the licensed driver is not a direct family member they must be 21 years of age or older
 - Behind the Wheel instruction does not count towards the 45-hour log
- Complete the [Prince William County Preventative Maintenance Form](#)
- Hold a valid VA learners permit for nine months
- Be at least 16 years and 3 months old

TDL-180
Commonwealth of Virginia Department of Education
6/01/2016

One Hundred Eighty-Day Temporary Provisional Driver’s License

This Document is Valid When Accompanied by a Virginia Learner’s Permit

Student Copy

Legal Name _____
Last First Middle

Date of Birth _____
Month Day Year Virginia Learner’s Permit Number _____

Date learner’s permit was issued: _____

In-Car School Code - Public (2)
Non Public (3)

Classroom Course _____ In-Car Course _____
Completion Date _____ Completion Date _____

School In-Car _____ Division _____

Periods: Classroom _____ Observing In-Car _____ Observing Range _____

Periods Driving: On Street _____ Range _____ Simulation _____

In-Car Instructor’s Signature _____ Date _____ Miles Driven _____

This certificate has been awarded to a student who is at least 16 years and three months old in compliance with Sections §46.2-334 and §46.2-335 of the Code of Virginia.

Authorized School Official _____
Month Day Year

School Classroom _____ Division _____
Public Nonpublic Out-of-state Home school

Date student has held/will hold a learner’s permit for 9 months _____

I understand the Commonwealth’s interest in regular school attendance and good academic standing, and that I have the authority to cancel my minor child’s driver’s license at any time. I authorize issuance of a 180-day provisional driver’s license and certify that my child has driven a motor vehicle for 45 hours, at least 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 or Guardian’s Signature Month Day Year

Parent or Guardian’s Driver’s License or OMV-issued Identification Number

PROVISIONAL DRIVER’S LICENSE RESTRICTIONS FOR HOLDERS LESS THAN 18:

CURFEW: Prohibits driving between the hours of midnight and 4 a.m.

CELL PHONE: Prohibits drivers less than 18 years old from using cell phones or wireless communication devices while driving, regardless of hand-held or hands-free.

PASSENGER: Prohibits driving with more than one nonfamily passenger less than 21 years old until the licensee has held a provisional license for one year. After the first year, the licensee may operate a vehicle with up to three nonfamily passengers less than 21 years old under certain conditions. <http://law.lis.virginia.gov/vacode/title46.2/chapter3/section46.2-334.01/>.

180-Day Validation Date 180-Day Expiration Date Student’s Initials Date

The following information are great reminders for when a student has been issued their TDL-180:

- **Wrap your TDL around your permit**
 - You must have both the TDL and Permit to be a valid license
 - One without the other is not a valid license

- **You are now a FULLY licensed driver and must do one of the following to be a legal driver:**
 - Obtain an insurance policy
 - Be placed on your parent's insurance policy
 - Pay the \$500 uninsured motorist fee

- **Your TDL:**
 - The duplicate form of your TDL will be mailed to the DMV in Richmond.
 - At this point the school is no longer involved in the process. It is between the driver and the DMV.

- **You will receive one of the following items in the mail**
 - A postcard with the date and time to appear in PWC Juvenile and Domestic Relations Court (9311 Lee Ave, Manassas, VA 20110). This is a formal event that the new driver and parent/guardian must attend in appropriate attire. Be sure to bring your TDL and Permit to court.
 - A postcard containing information for a Zoom meeting that the new driver and parent/guardian must attend.
 - The hard copy of your official license

- **Know the expiration date of your TDL.**
 - It is your responsibility to make sure that you contact the DMV if you are approaching the expiration (3-4 weeks) date and you have not received any of the above-mentioned information (The DMV will not speak with the instructor about the issue).
 - In the case that you have not received any information call the DMV: **1-804-497-7100**

- **Laws to Remember**
 - No Electronic Devices (CELL PHONES) can be used while driving
 - No more than one non-family member passenger in your vehicle for 365 days from the issue of your TDL
 - Curfew is in effect from 12 – 4 AM
 - Seatbelts are always to be used by anyone in the front seat or passengers under the age of 18

How to Sign-Up for Behind the Wheel Instruction at Forest Park

- Students must have a valid Virginia learners permit
 - Students who hold a permit from another state must obtain a VA permit
 - To find more information about how to obtain a learner's permit in VA please visit <https://www.dmv.virginia.gov/licenses-ids/learners/apply>
- Once a student has completed classroom drivers education and is in possession of their DEC-8 card they may sign up for behind the wheel instruction at anytime
- If a student has not successfully completed classroom drivers education:
 - Must currently be enrolled in HPE II at FPHS
 - Must complete a minimum of ten classroom hours
 - Must be in good academic standing for classroom drivers education
- If a student meets the above criteria and **have driven at least 10 hours of supervised driving**, they may register for behind the wheel instruction at FPHS:
 - **Step 1: Payment**
 - Option A: Rycor Online Payment (Student Quick Pay)**

Below you will find Rycor Online Payment and Credit Card payment information. You can use these instructions to complete the payment process online. Detailed directions can be found in the following documents:

[Rycor Online Payment Instructions \(English\)](#)
[Rycor Online Payment Instructions \(Spanish\)](#)

 1. Create a student quick pay account (if you do not have one already) and log-in at <https://www.studentquickpay.com/pwcs/>
 2. Select your student
 3. Locate the Driver Ed-Range & Road icon and select it
 4. Select the student's high school
 5. After selecting submit, you will see a \$240 charge in your cart.
 6. Click on the cart and enter your credit card information.

7. A school payment receipt/confirmation will auto-populate
8. Please screen shot this receipt/confirmation and email to Mr. O’Neill
9. Print the receipt for your records

Option B: Pay In Person:

You may bring a check or money order (no cash) for \$240 made out to Forest Park High School. You will need to see Mr. O’Neill or a member of the front office staff to give them the check or money order. All checks/money orders need to be made out to Forest Park High School.

CASH WILL NOT BE ACCEPTED.

○ **Step 2: Completion of VA State and PWC Permission forms**

- [Complete the PPF-24 \(VA State\) Permission Form](#)
- [Complete the PWCS Permission Form](#)

○ **Step 3: Driver Ed Solutions Online Registration**

- Go to the website: <https://www-pwcsdrivered-com.is.desdriven.com>



- Click “Register” or “REGISTER NOW”



- Click “REGISTER” again

IMPORTANT

Before registering, a student must have a learner's permit, and it is recommended that a student has 10 hours of practice driving with a parent or guardian before beginning behind-the-wheel. If a student does not have a learner's permit, please wait to register.

REGISTER

Behind-the-wheel payment is through RYCOR. \$240 is the cost of behind-the-wheel. A minimum of \$80 must be paid before starting behind-the-wheel.

PAY ONLINE NOW

- Fill in the following information(on the left side of the screen below):
 - “Student Information”
 - “Permit Information”
 - “Primary Address”
 - “Parent (Guardian) #1” (the program states that this information is optional, but we must have it for the records)

PWCS
PACIFIC WASHINGTON COMMUNITY COLLEGE
LAUNCHING TOMORROW'S FUTURE

(571) 374-6410

[BEHIND-THE-WHEEL](#) [ABOUT](#) [FAQ](#) [RULES & RESOURCES](#)

Register a New Student

*Character is required field

Student Information

Legal First Name * Legal Middle Name * Legal Last Name *

Nickname / Pseudonym

Email Address *

Home Phone * Cell Phone

Birth Date (mm/dd/yyyy) * / /

Sex *

Student License / Permit Information

Number

Issuance Date

Expiration Date

Primary Address

Address *

City * State * Zip *

Secondary Address

Address

City State Zip

Parent (Guardian) #1 (Optional)

First and Last Name Email Address

Home Phone Work Phone Work Extension

Cell Phone

Parent (Guardian) #2 (Optional)

First and Last Name Email Address

Home Phone Work Phone Work Extension

Cell Phone

Account Information

Username *

Password *

Confirm Password *

Password policy: 8 character minimum, having any combination of alphabetic, numeric, and symbolic characters.

Select a School or Location

Register

Already Registered?
Click here to sign into your account.

Register a New Student

* Characters in required field

Student Information

Legal First Name * Legal Middle Name * Legal Last Name *

Nickname / Preferred Name

Email Address *

Home Phone * Cell Phone

Birth Date (mm/dd/yyyy) * / /

Sex *

Student License / Permit Information

Number

Issuance Date

Expiration Date

Primary Address

Address *

City * State * Zip *

Secondary Address

Address

City State Zip

Parent (Guardian) #1 (Optional)

First and Last Name Email Address

Home Phone Work Phone Work Extension

Cell Phone

Parent (Guardian) #2 (Optional)

First and Last Name Email Address

Home Phone Work Phone Work Extension

Cell Phone

Account Information

Username *

Password *

Confirm Password *

Password policy: 8 character minimum, having any combination of alphabetic, numeric, and symbolic characters.

Select a School or Location

Register

Already Registered?

[Click here to sign into your account](#)

- Locate “Account Information” (on the right side of the above screen)
- Create a username and password (be sure that both student and parent/guardian remember this)
- Locate “Select a School or Location” (under the username section)
- In the drop box select “Forest Park High School”
- Locate “Select a Package” (will appear once you have selected the school)
- Choose the option “\$240-Behind the Wheel.”
- Click “Register”
- The system will ask for payment of at least \$80, disregard this statement, you have already made the payment.
- **DO NOT REGISTER FOR A SPECIFIC DATE AND TIME. STUDENTS WILL BE PLACED INTO THEIR SESSIONS BY FPHS STAFF.**

- Step 4: Email Documentation to the Behind the Wheel staff at FPHS
 - Once you have completed steps 1 - 3, **please send an email to Mr. O'Neill** at oneilltm@pwcs.edu. This will allow verification of the registration and completion of the online portion of the registration process.
 - **The following documentation must be submitted with the email.**
 1. Copy of the payment receipt (if online payment was made)
 2. [PWCS Permission Form \(PWCS-PPF\)](#)
 3. [State Permission Form \(PPF-24\)](#)

We thank you greatly for your time and patience. When we have an adequate number of students to complete our next session you will be given specific details on the dates, times, and locations for the road and range course. Until the start date please continue to practice, using the push/pull steering method.

There are a few key items we ask for you to review with your student as you begin driving with them. Please use the VA DMV 45-Hour Driving Guide as a “roadmap” to help your student be the best driver possible. The lessons outlined in the driving guide will help your student enter this course with a general knowledge of the tasks that they will be completing.

Below you will find these items and links to some short videos that will help you guide your student as they begin the driving task.

Initial Entry into the Vehicle:

Upon entry into a vehicle the driver should initiate the following steps:

- As soon as they sit down, they should place their right foot on the service brake
 - The right heel should be on the floor
 - The driver **should not** pick up their foot to move between the gas and brake
 - The driver **should** pivot between the two pedals
- Secure the vehicle
- Adjust the steering wheel – air bag should be pointed at the chest

- Adjust the seat
 - allow at least 10 inches between the steering wheel and driver
 - the driver should be able to see over the front of the vehicle
- Adjust the mirrors using the [BGE mirror setting \(VIDEO LINKED\)](#)
- Put on your seat belt

Hand Placement:

Proper hand placement for driving is in the 8 & 4 o'clock positions. This limits possible injuries due to airbag deployment and keeps the hands and arms in a more natural position nearly eliminating fatigue.

Steering Technique:

The proper steering technique is called PUSH-PULL-SLIDE. This method of steering creates the most control of the wheel during the driving task. To properly perform PUSH-PULL-SLIDE steering, the driver will reach up to the top of the wheel with one hand and pull the wheel down in the desired direction of steering (i.e. – right hand goes to 12 o'clock and pulls down to 6 o'clock when making a right turn). While this is occurring, the opposite hand will let the wheel slide through it and meet at the finish point of the first hand. To see a demonstration of this steering technique please watch the linked video below.

[Push-Pull-Steering \(Video Linked\)](#)