DRIVER'S EDUCATION REGISTRATION PACKET

The following checklist is an important part of your child's application. Use this checklist to ensure that you submit a COMPLETE registration packet. Incomplete packets will be returned. The completed registration packet must contain:

- ☐ Driver's Education Registration Form
- ☐ Student Code of Conduct Signature Page
- ☐ Release of Claims, Waiver of Liability Form
- ☐ Student Release Form
- ☐ Off-Campus Leave Form
- ☐ Driving No Show & Cancellation Policy Form
- ☐ Consent By Parent/Legal Guardian for Release of Driving Information and Waiver
- ☐ Legible Copy of your child's learner's permit (not a temporary paper copy)
- ☐ Payment of $400.00 or Scholarship Voucher Confirmation Email

Students will be officially enrolled in the requested class, as space allows, when the Continuing Education Office receives all the necessary paperwork. Class size is limited to 24 students and are filled on a first-come, first-served basis. Seats for scholarship vouchers will be available on a limited basis. Our state-approved driver's education course meets the requirements for Joshua's Law and includes 30 hours of classroom instruction and six hours of behind the wheel training. **Students will begin the 6-hour behind-the-wheel driving once they have completed the classroom portion of the course. No behind the wheel training takes place during the week of the class.**

To enroll in one of our Driver's Education classes, complete all the forms in the registration packet and submit to the Continuing Education office with payment or scholarship voucher confirmation email, and a copy of the student's learner's permit. Students will not be enrolled in a class until ***all*** the required documents and payment are received**.**

The class fee is $400 per student and is payable by scholarship voucher, check, money order, Visa, or MasterCard and is required at the time of registration. Your child may be eligible for a scholarship through the Georgia Driver's Education Commission. Please visit www.gahighwaysafety.org/GDEC/ for scholarship eligibility criteria and the scholarship application. If your child receives a scholarship, he/she must complete the training per the scholarship requirements. If you paid for the class prior to receiving a scholarship voucher, the class fee will be reimbursed once your child successfully completes the class per the scholarship requirements.

You may scan/email, mail, or hand deliver registration documents to:

Email: driversed@ogeecheetech.edu

Mail: Ogeechee Technical College
Continuing Education Office
One Joseph E. Kennedy Blvd.
Statesboro, GA 30458

In Person: Ogeechee Technical College
Jack Hill Building, Room 1106 (2nd floor)
20 Joseph E. Kennedy Blvd.
Statesboro, GA 30458

DRIVER'S EDUCATION POLICIES, PROCEDURES, & GUIDELINES

We would like to thank you for giving us this opportunity to help your teen recognize the concepts of safe driving. We will make every effort to ensure his/her safety throughout this program. We expect students to govern themselves according to the rules and regulations established in the Ogeechee Technical College Driver's Education Registration Packet.

Course Info

This is a state certified training course and meets the requirements for Joshua's Law. The training consists of 30 hours of classroom instruction and six (6) hours of behind-the-wheel driving with a certified driving instructor. Instruction must be completed within six (6) months per policy of the Technical College System of Georgia.

Parent Orientation

A parent or legal guardian is required to sign his/her child in on the first day of class and attend a 15-minute orientation session.

Class Times & Lunch

Class meets Monday through Thursday from 8 a.m. to 4 p.m. Lunch will be from 11:45 a.m. – 1:00 p.m. each day. Parents are responsible for dropping-off and picking-up their student at the designated time each day. Students are responsible for their own lunch. The campus does offer a cafe with daily lunch offerings, snacks, and beverages. **Students may not leave campus unless authorized by their parents/guardian.** If students are to be picked up for lunch, or allowed to leave campus for lunch, please provide that information on the Off-Campus Leave Form. Ogeechee Technical College is not responsible for any student who leaves the campus and did not have permission to do so via the Off-Campus Leave Form.

Behind-the-Wheel Driving

Students will begin the 6-hour behind-the-wheel driving once they have completed the classroom portion of the course. Appointments are scheduled in two (2) hour increments through an online scheduling system. You will need to sign your child up for three (3) driving appointments. Appointment cancellations can be made up to 72 hours before the scheduled appointment time. Students who fail to show up for their scheduled appointment or fail to cancel by the cancellation deadline will be charged a $50 rescheduling fee. Additional information regarding the driving appointments will be provided during the parent orientation.

Attendance Policy

In order to receive the completion certificate, the student must complete 30 hours of classroom and six (6) hours of behind-the-wheel instruction. Students are expected to attend class every day as scheduled. We understand that absences happen. If a student must be absent, please contact the Continuing Education office for approval. **It is the student's responsibility to make up any missed time.**

Textbook and ID Badges

Textbooks and ID badges are issued to each student on the first day of class. The student must return the **textbook** in the same condition as issued on the first day of class. **There is a $25 fee for textbooks that are not returned in good condition on the last day of class.** Campus Police requires each student to wear an ID badge on the front of his/her shirt at all times while on campus. Students are responsible for keeping up with their badge. Students must report lost/stolen badges to the instructor or campus police as soon as possible. Badges must be turned into the instructor on the last day of class. **Students who fail to turn in their badge on the last day of class will incur a $5 fee.**

Certificates of Completion

The Certificate of Completion is mailed to the parents when the student completes his/her behind-the-wheel instruction. Please remember to keep a copy of the certificate for insurance purposes. The Department of Driver Services will retain the original certificate for their records. There is a **$10.00 fee** for re-printing completion certificates.

Payment Policy

The class fee is $400.00 per student and is due at the time of registration. Payment may be made by scholarship voucher, check, money order, Visa, Discover, or MasterCard.

Scholarships

Scholarships are available through the Georgia Driver's Education Commission. Please visit www.gahighwaysafety.org/GDEC/ for scholarship eligibility criteria and the scholarship application. If your child receives a scholarship, he/she must complete the training per the scholarship requirements. If you paid for the class prior to receiving a scholarship voucher, the class fee will be reimbursed once your child successfully completes the class per the scholarship requirements.

Course Cancellation Policy

Cancellations need to be made at least five (5) business days prior to the start of a class. Cancellations requested after the deadline will not be granted. Ogeechee Technical College reserves the right to cancel any class due to low enrollment. In the event a class is cancelled, parents will be notified and have the option to transfer to another class time or receive a full refund.

Contact Information

If you have any questions, concerns, or to report an absence, please contact:

Bob Olliff | 912-871-8544 |driversed@ogeecheetech.edu

DRIVER'S EDUCATION STUDENT CODE OF CONDUCT

In order to provide an environment conducive to learning, Ogeechee Technical College has established the following Student Code of Conduct for Driver's Education courses:

1. Any student, acting individually or in concert with others, who violated any part of this Code of Conduct, shall be subject to disciplinary procedures, including dismissal from a class session, suspension and/or expulsion by the President or designee.
2. Firearms, explosives, fireworks, or weapons of any kind are not allowed on the college premises or in college owned vehicles.
3. The sale, attempted sale, use of, or possession of any illegal, dangerous, or controlled drugs on the college premises, including college vehicles, is prohibited.
4. The sale, attempted sale, and use of alcohol and alcoholic beverages on the college premises is prohibited.
5. Ogeechee Technical College is a tobacco-free campus. The use of tobacco products is prohibited.
6. No person shall physically or verbally abuse, threaten, or intimidate any member of the faculty, staff, or student body or any official visitor to the college. Infringement of rights of others is defined to include, but not limited to, the following:
    a. Physical or verbal abuse inflicted by another person;
    b. Severe emotional distress inflicted upon another person;
    c. Theft, destruction, damage, or misuse of the private property of individuals on campus; and
    d. Sexual harassment.
7. Disorderly, lewd, indecent conduct, including physical or verbal action, and commonly offensive language or gestures are prohibited.
8. The theft, damage, or malicious destruction of college property is prohibited.
9. No persons shall assemble on campus for the purpose of creating a riot or any disruptive or disorderly diversion which interferes with normal educational processes and operations of the college. This rule shall not be construed so as to deny any student the right to peaceful assembly.
10. Gambling on campus is prohibited.
11. Unauthorized entry into or use/occupation of college facilities is prohibited.
12. No person shall interfere with, fail to cooperate with, or fail to make proper identification when requested to do so by properly identified administrators or staff in the performance of their duties.
13. Falsification, alteration, fabrication, or misuse of college forms, documents, records, or identification cards is prohibited.
14. The operation of student organizations not approved by the college administration is prohibited.
15. The dissemination of publications on campus must be done in accordance with college rules and regulations.
16. Students shall not attempt to defraud, deceive, or mislead an instructor in arriving at an honest grade assessment. Violation of this policy may result in a lowered grade.
17. All forms of academic dishonesty will result in disciplinary action. Academic dishonesty include, but are not limited to the following:
    a. Falsification of information;
    b. Copying from another student's paper and/or test;
    c. Using material for a test that is not authorized by the instructor;
    d. Collaborating with another person during the test without permission;
    e. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of an un-administered test;

f. Bribing any other person to obtain tests or information pertaining to tests;
g. Substituting for another student or permitting any person to substitute for one's self;
h. Plagiarism as defined by appropriation of any other person's work offered for credit; and
i. Collusion as defined by the unauthorized collaboration with any other person in preparing work offered for credit.

18. Driver's Education students will adhere to the following dress code policy:
    a. The length of any clothing will be no shorter that the bottom of the person's longest fingertip when arms are extended to his/her side;
    b. No hats or caps are to be worn in buildings.
    c. No tank tops or short shirts. Midriff must be covered;
    d. Ragged or torn clothes may not be worn; and
    e. Clothing must not contain offensive or inappropriate words or graphics.
19. Students will exercise all safety precautions given by the staff and instructors regarding the use of supplies, tools, and equipment. Students are not to use any equipment except under the supervision of the instructors.
20. Students are to assist the instructor in cleaning up the training area and driver's education car at the conclusion of each training session. Every instructor will have a routine for this activity and students will carry out their share of the duty with a cooperative attitude. In addition, every student will practice good housekeeping and proper manners throughout the campus buildings and grounds.

OGEECHEE TECHNICAL COLLEGE
Education with Purpose

DRIVING SKILLS REQUIREMENT

In an effort to utilize the six (6) hours of behind-the-wheel driving most effectively, we ask parents to allow their child to drive as much as possible before the start of class. Students should be able to demonstrate the following items with ease during their first driving appointment:

- Driver preparation and procedures
- Posture
- Basic Braking and Steering
- Maintaining Lane
- Correctly responding to traffic control devices
- Yielding Right-of-Way
- Stopping and accelerating smoothly
- Negotiating intersections
- Turning left at intersections
- Turning right at intersections

DRIVERS EDUCATION REGISTRATION FORM

OFF1CE USE ONLY
RECEIVED
Date _ _ _ Time_____
By _____

STUDENT INFORMATION-PLEASE PRINT

Last Name _____ First Name _____ Middle Initial _____

Street Address (Mailing Address) _____ City _____ State _____ Zip _____

County _____ Date of Birth _____ Age _____ Learner's Permit Number _____

Male Female Last Grade Completed 9 10 11 12

Parent/Guardian Name _____ Parent E-Mail Address _____

Home Phone _____ Cell Phone _____ Day Phone _____

EMERGENCY CONTACT _____ PHONE NUMBER _____ RELATIONSHIP _____

Requested Course Date _ __ Alternate Course Date _ __

PAYMENT M ETHOD --- $400.00

visa ☐MasterCard ☐check/Money Order ☐scholarship Voucher Confirmation Email Attached

Credit Card Number _____ Expiration Date ____ Security # ____

REGISTRATION: Students will be officially enrolled in the requested class, as space allows, when the Continuing Education Office receives the completed registration packet with payment or scholarship voucher, and a copy of the student's learner's permit. Classes are filled on a first-come, first-served basis. You may scan/email, fax, mail, or hand deliver the completed registration documents to:

E mail: driversed@ogeecheetech.edu

Mail: Ogeechee Technical College
Continuing Education Office
One Joseph E. Kennedy Blvd.
Statesboro, GA 30458

In Person: Ogeechee Technical College
Jack Hill Building, Room 1106
20 Joseph E. Kennedy Blvd.
Statesboro, GA 30458

NOTE: If in person please call 912-871-8544 to schedule a time to ensure staff is there to receive packet.

CANCELLATIONS: Cancellations need to be made at least 5 business days prior to the start of a class. There is a $20 cancellation fee. Cancellations requested after the deadline will not be granted. Ogeechee Technical College reserves the right to cancel any class due to low enrollment. In the event a class is cancelled, parents will be notified and have the option to transfer to another class time.

Parent/Guardian Signature _____ Date _ _ _ _ _ _ _

Student Signature _____ Date _ _ _ _ _ _ _

As set forth in its smdent catalog,. Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion,. disability, age, political affiliation or belief, generic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

OGEECHEE TECHNICAL COLLEGE
Education with Purpose

STUDENT CODE OF CONDUCT
SIGNATURE PAGE

We have read the Ogeechee Technical College Driver's Education Student Code of Conduct. We understand that failure to comply with the Student Code of Conduct will result in immediate dismissal from the Driver's Education Program without a refund.

_____	_____
Student's Name (Printed)	Date
_____	_____
Student's Signature	Date
_____	_____
Parent/Guardian's Signature	Date

OGEECHEE TECHNICAL COLLEGE
Education with Purpose

RELEASE OF CLAIMS, WAIVER OF LIABILITY, ASSUMPTION OF RISKS AND INDEMNIFICATION AGREEMENT

I hereby acknowledge that my and/or my child's voluntary participation in the Driver's Education program sponsored and administrated by the Department of Continuing Education at Ogeechee Technical College, involves an inherent risk of and exposure to property damage and bodily or personal injury, including injury that may prove to be fatal, to me, to my child, or to others. Dangers involved in this activity include, but are not limited to, heat related illnesses, hypothermia, cardiac/circulatory problems, musculoskeletal injuries (sprains, strains, bruises, fractures, etc.), stings and bites, concussions, and cuts/lacerations. I fully assume all risks of injury, sickness or death to me and/or my child associated with participation and/or my child's participation in the above stated voluntary activity, and I fully consent to my participation and/or my child's participation. For the sole consideration of Ogeechee Technical College arranging for and allowing my participation and/or my child's participation in the voluntary program, and in connection therewith, making available for my use and/or my child's use while participation in such program, certain equipment, facilities, grounds or personnel of Ogeechee Technical College, I hereby release Ogeechee Technical College, the Technical College System of Georgia, their members individually and their officers, agents and employees (hereafter "Releasees") from any and all liability, claims, damages, demands, rights, and causes of action of whatever kind, arising from or by reason of any personal injury, property damage, or the consequences thereof, resulting from or in any way connected with my participation and/or my child's participation in the program. I understand and acknowledge that acceptance of this signed RELEASE OF CLAIMS WAIVER OF LIABILITY, ASSUMPTION OF RISKS; AND INDEMINIFICATION AGREEMENT (hereafter "Agreement") by Releasees shall not constitute a waiver, in whole or in part, of sovereign immunity by Releasees. I further understand and agree that this Agreement shall be effective during the entire period of my participation and/or my child's in the above referenced program.

I understand and agree that the Releasees do not have medical personnel available at all times during the program and are hereby granted permission to authorize emergency medical treatment, if necessary, for me and/or my child, and that such action by Releasees shall be subject to the terms of this Agreement. I state that neither I, nor my child has any health-related problems which preclude or restrict participation in this program, and I understand that I am responsible for any and all required medical costs that may possibly result from participation in this program.

I acknowledge and represent that I have fully informed myself of the contents of this Agreement, that I freely and voluntarily sign this Agreement, and that it is my express intent that this Agreement shall contractually bind me, my child, my heirs, executors, administrators, and assigns, and my child's heirs, executors, and administrators, and assigns.

This, the _____day of _____, 20____*(year).*

_____ _____

Signature of Parent/Guardian

Signature of Witness
(Must be 18 years or older.)

OGEECHEE TECHNICAL COLLEGE
Education with Purpose

DRIVER'S EDUCATION CLASS
STUDENT RELEASE FORM

I, as the parent/guardian, understand that I am responsible for my child's actions when he/she is driving. I will not hold Ogeechee Technical College responsible for any driving discrepancies that may occur after completing the Driver's Education training course.

_____
Student's Name (please print)

_____
Parent/Guardian's Name

_____
Signature of Parent/Guardian

_____
Date

OGEECHEE TECHNICAL COLLEGE
Education with Purpose

OFF CAMPUS LEAVE FORM

I grant permission for my child, _____

to leave campus for lunch with _____.

Please indicate how your child will be picked up at the end of class each day.

- ☐ He/She will be picked up by his/her parent/guardian.
- ☐ He/She will be carpooling with _____
  _____
  _____

I understand and agree to release and forever discharge Ogeechee Technical College, the Technical College System of Georgia, it's members individually, and its officers, agents and employees, from any and all claims, demands, rights and causes of action of whatever kind or nature, arising from my child's activities at any time they are off campus property.

_____ _____

Parent/Guardian Signature Date

This permission slip will be kept on file, and students will be expected to adhere to these instructions.

OGEECHEE TECHNICAL COLLEGE
Education with Purpose

DRIVING NO SHOW & CANCELLATION FORM

Due to the high demand for our Driver's Education program, Ogeechee Technical College has implemented a No Show and Cancellation Policy. This policy is to ensure that all rules and regulations for the driver's education program are followed.

By signing below, I understand that if my child does not show up for his/her scheduled behind-the-wheel driving appointment, or if I fail to cancel the appointment 72 hours prior to the appointment, my credit card will be charged a $50.00 No Show fee. If a student does not have their hard copy of the permit with them, it will be considered a no show. I further understand that my child's Certificate of Completion will not be released until all No Show fees are paid.

_____
Student's Name (please print)

_____
Parent/Guardian's Name

_____
Signature of Parent/Guardian

_____
Date

Credit/Debit Card Information

☐ Visa ☐ MasterCard American Express

Name as it appears on card:_____

Card Number: _____

Expiration Date: _____Security Code_____

CONSENT BY PARENT OR LEGAL GUARDIAN FOR RELEASE OF DRIVING INFORMATION AND WAIVER

I, _____(parent or legal guardian), hereby voluntarily consent on behalf of, _____(student), a minor, to the release of all information held by the Georgia Department of Driver Services or any other federal, state or local government organization of any type, including, but not limited to, law enforcement agencies of federal, state or local government, that relates in any way to the minor's operation of a motor vehicle in the State of Georgia or elsewhere. I grant this consent in furtherance of my request for the minor's participation in driver education activities or courses offered in conjunction with the Georgia Driver's Education Commission, the Governor's Office of Highway Safety or the Technical College System of Georgia and this request applies to requests for information submitted by any or all of said agencies of the State of Georgia.

I understand that audio, video, and GPS recording devices may be used as a part of the driver's education course. Some of the vehicles provided for driver education are equipped with recording devices that record audio and video inside the vehicle cab, video facing outboard the front windshield, and GPS recording. I understand that such audio, video, and GPS recording devices are in use and consent to their use. I further consent to GDEC, TCSG, and the driver education provider using pictures, audio, and video, obtained from said recording devices, for training and PR purposes.

I understand that the minor's participation in the driver education activities or courses could expose the minor to personal or bodily injury, including death. I understand that the risks that the minor may encounter include, but are not limited to, transportation accidents. In the event of a transportation accident, which could include bodily or personal injury, or even death, I, as the parent or legal guardian of the minor, am responsible for all costs, including but not limited to, the costs of medical care.

I understand, and hereby acknowledge, that the minor is not obligated or required to participate in the driver education activities or courses offered in conjunction with the Georgia Driver's Education Commission, the Governor's Office of Highway Safety or the Technical College System of Georgia. In exchange for the instruction, use of equipment, materials and supplies by my child, and his/her being allowed to participate in this driver's education course, I waive any and all claims and causes of action related to the minor's participation and hereby jointly release, acquit and forever discharge the State of Georgia, the Georgia Driver's Education Commission, the Governor's Office of Highway Safety, and the Technical College System of Georgia, their respective officers, members, directors, including its past, present, and future subsidiaries, divisions, agencies, instrumentalities, successors, agents, servants, representatives, employees, affiliates, partners, heirs, administrators, personal representatives, assigns, attorneys and volunteers.

This consent is given freely and voluntarily by me, on behalf of the aforementioned minor, without coercion, duress, threat or promise of any kind and shall remain in effect for a period of ten (10) years after the date of signature below or until revoked in writing by the minor upon the minor reaching the age of majority. Revocation of consent must be in writing and delivered to the Continuing Education office at Ogeechee Technical College.

By signing below, I certify that I am the legal guardian of the aforementioned minor, that I am 18 years of age and am otherwise fully competent to give this consent.

Dated at _____(location) this_____day of _____, 20_____.

Signature of Parent or Legal Guardian: _____

Printed name of Parent or Legal Guardian: _____

Printed name of Student: _____

Student's Driver's License Number: _____