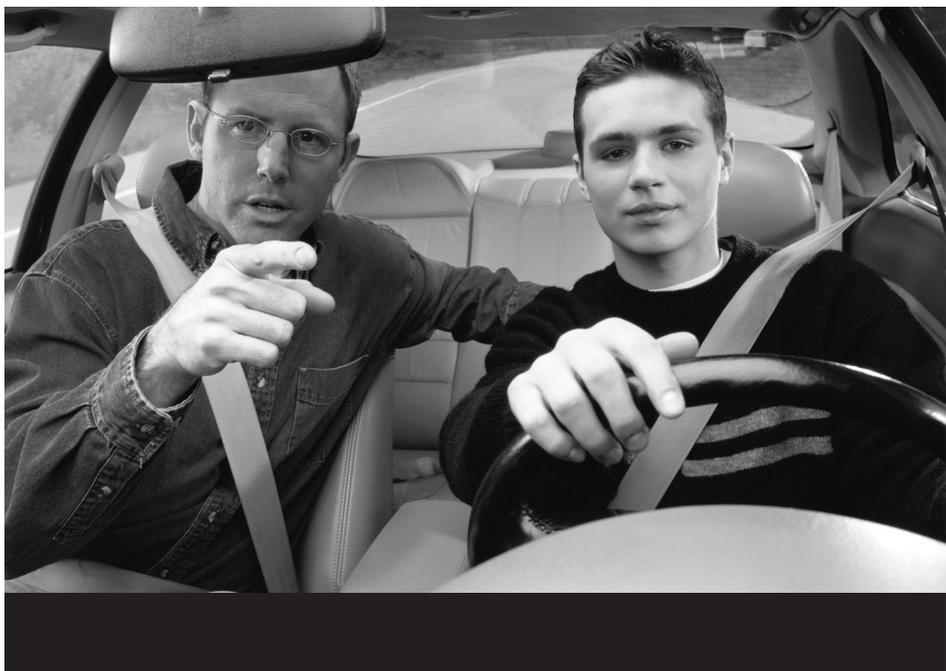




# DRIVER EDUCATION Parent's Handbook



Southwest Wisconsin  
TECHNICAL COLLEGE



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# Driver Education

Welcome to the Southwest Tech Driver Education Program! This handbook has been designed with you in mind. Your son/daughter, the classroom instructor, the in-car instructor and you will be close partners for the next several weeks. We want this time to be a positive and productive experience for your student, one that will last a lifetime.

The increasing complexity on today's roadways requires continual development and honing of the driving skills of motorists, each of whom shares in the responsibility to handle vehicles safely. Parents of teenagers enrolled in driver education want to assist their children in perfecting the mental, social and physical driving skills they are learning. But that can be difficult if the parent is not familiar with program policies, risk reduction concepts, appropriate in-car procedures, or the newest Wisconsin State driving laws.

A successful driver education experience is a cooperative partnership of the student, parents and teachers. You can assist by becoming involved in your teenager's learning experience. Talk about and support the program, provide ample practice driving time at home and encourage your student to develop the skills, attitudes and habits that will make him/her a low-risk driver. You are not expected to replace the driver education teacher, but rather to support, encourage, supplement and assist in developing a crash-free driver.

## Frequently Asked Questions

### ***How old do students have to be to take driver education?***

Students need to be 15 years of age or older to enroll in driver education.

### ***How much does it cost?***

For the most current fees, please contact:

**Annette L. Biggin**, Driver Education Manager

Email: [abiggin@swtc.edu](mailto:abiggin@swtc.edu)

Phone: **800.362.3322, Ext. 2466** (work)

**608.391.0247** (cell)

Or visit our website:

**<https://www.swtc.edu/drivered>**

### ***Where are the classes held?***

- Classes typically meet 3 weeks during the summer for 2 hours per day (30 hour state requirement) at the area high schools.
- If a student has a learning disability, physical handicap, health issue or other concern that might affect his/her progress, the Support Services Specialist at Southwest Tech (800.362.3322, Ext. 2631) should be contacted at least one month prior to the first class if accommodation is needed.
- Attendance is mandatory at all class meetings! Any missed classes must be made up on the scheduled make-up day. Failure to make up a classroom session will result in failure of the course.
- Parents and students must be aware that an unexcused absence can result in immediate course failure. An unexcused absence is an absence from any phase of driver education where the student has not pre-arranged a make-up class with the driver education instructor.
- All absences must be made up in order to successfully complete the course. If a class was cancelled by the Southwest Tech instructor, an additional class will be added at the end of the scheduled course dates at the same time and location. Make up behind-the-wheel drives will be rescheduled through the instructor.
- Students will be expected to bring a pen, pencil, and spiral notebook to class each day and will be provided with textbooks for the duration of the course. These textbooks are the responsibility of each student and a fee will be assessed for any damage caused by the student to replace the damaged textbook.

### ***What is the on-line course?***

- The on-line driver education course is a **Wisconsin state-approved** alternative to the classroom portion that is held in our high school districts and can be taken by any student in the state of Wisconsin.
- This course is geared toward students with conflicts that might include sports commitments, extra-curricular activities, home-school environment, vacations or other issues.
- Once enrolled, students are able to access the course through any internet provider with their username and password.
- Students are self-paced, but are to work no more than 2 hours/day on their assignments and must complete the course by the last day of the registered semester.

- Students may take the course and behind-the-wheel instruction (if age-eligible) at the same time, providing registration and full payment has been received.
- Please contact **Annette L. Biggin, Driver Education Manager**, for more information.

### ***How do students get their permits?***

- Students must be 15.5 years of age or older and enrolled in a driver education course
- Pass the knowledge and highway signs test given during the classroom or at the DMV, if your student chooses not to take it during class.
- Students will receive a **signed** permit application from their driver education instructor, which will be given to the student after taking the in-class test or to take to the DMV to take the test at that location.
- A certified copy of his/her birth certificate.
- Social Security Card.
- Parent/guardian must accompany the student to the DMV and sign the permit application.
- There will be a vision screening at the DMV Service Center.
- Pay the current fee by cash or check (payable to Registration Fee Trust)
- See page 8 for a list of local DMV Service Centers

### **OR**

- Go on-line, **[www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)**, for additional DMV Service Center hours of operation.
- *Students who lose the original, signed permit application can obtain another by contacting Annette L. Biggin, Driver Education Manager, and an application will be mailed within one (1) week.*

### ***How many hours do students have to drive with an instructor?***

- Students are required to drive 6 hours and observe 6 hours with an instructor.
- Each student is paired with another student at all times to allow one student to drive an hour and the other to observe, then switching and doing the same with the other.

### ***How do students sign-up for driving time?***

- Students are contacted directly by the instructor once they have their permit and have paid the required fees.
- There is a fee charged to students who do not cancel their appointment 24-hours in advance OR do not show for their scheduled lesson.
- Driving instruction will not be given during inclement weather that may pose a risk to instructors and/or students OR if school has been cancelled due to inclement weather.

### ***How many hours do parents have to drive with their son or daughter?***

- Parents are required to drive at least 30 hours, with ***at least*** 10 hours at night. The more time a student is able to drive, the better prepared he/she will be for the road test and future driving experience.
- Parents are also required to keep track of this time in a Driving Log, which can be found in the Wisconsin Motorist Handbook or on a separate sheet of paper.

### ***How do students get their driving license?***

- Must be at least 16 years of age, with no suspensions or revocations on permit.
- Successfully completed the driver education classroom and behind-the-wheel instruction (6 hours of driving and 6 hours of observation).
- Southwest Tech will submit an electronic completion certificate to the State of Wisconsin DMV upon successful completion of the classroom and the behind-the-wheel instruction.
- Have scheduled a road test appointment scheduled through the DOT website: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)
- License road tests can be scheduled 11 weeks prior to the end of the 6-month required permit time.
- Students use their own vehicle for the license road test.
- Permit and sponsor.
- Have paid the applicable road test, license fees and have passed the required driver license tests.

**Please take an early interest in the progress of your daughter/son.** Impress upon your student driver that the illegal use of a vehicle carries severe consequences. When such violations are observed, the student will be removed from the driver education course. The Wisconsin State Patrol, the DMV and driver education instructors all recognize the importance of practical driving opportunities for the learner. Thus, it is crucial that you provide opportunities for your student driver to practice. Talk with your student driver about her/his progress in both the classroom and the in-car phases throughout the course.

**There are several ways to help your teen driver *during and beyond* the course:**

1. Set a good example when you drive.
2. Keep your student accountable for assigned course work and attendance.
3. Provide a vehicle for practice sessions.
4. Plan each session based on the material covered in the course.
5. Reinforce the skills taught by the driver education instructor. If differences come up, please contact the instructor for clarification.
6. Make sure the student is familiar with all controls and safety devices in each of the family vehicles.
7. Remain calm! A soft, steady voice is most helpful.
8. Explain. Don't assume your teen knows what you want him/her to do.
9. Give all directions clearly, calmly and well in advance of the maneuver.
10. Be ready to assist with verbal steering guidance as well as guidance well in advance of trouble.
11. While riding remember you are the responsible driver of the car so that you are always scanning the driving scene and ready to react to any driving situation.
12. Expect your students to make mistakes. Separate physical errors like turning the wheel too soon from mental errors. Look for positive situations to make positive compliments.

**After the student has completed the course:**

1. Recognize that your student has developed beginning level skills.
2. Provide a minimum of 30 hours of supervised driving practice (10 at night) prior to securing the Wisconsin State Driver's License.
3. Take your student to obtain a license only when you feel the time is right.
4. Arrange for the student's use of the family (or his/her) automobile and the limitation of its use through the use of a parental agreement.
5. Set ground rules in order to provide the opportunity for students to demonstrate maturity and responsibility.
  - Require that your teen adhere to the Graduated Licensing law.
  - Require that your teen and all passengers use safety belts.
  - Insist that your teen controls the speed of the vehicle.
  - Prohibit your teen from using illegal substances.
  - Require your teen to observe curfews.
  - Know your teens friends and their driving habits.



## TOP 11 DRIVING ERRORS

1. Not attending to the path of travel.
2. Driving five or more mph too fast for conditions.
3. Driving too fast through a curve.
4. Inadequate searching at an intersection resulting in pulling in front of cross traffic.
5. Lack of attention at an intersection resulting in being struck by another driver.
6. Improper evasive action—quick turn not executed properly.
7. Failure to maintain visual lead.
8. Failure to see action developing at side of the roadway.
9. Following too closely.
10. Willfully taking right-of-way.
11. Distracted from focused driving.

*Source: Transportation Research Board*



## TAILGATING IS A LEADING CAUSE OF COLLISIONS!

Always keep  
**FOUR SECONDS**  
of following space between you and  
the car in front of you.

# DMV Service Centers

[www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

Phone Number for All Service Centers: 608-264-7447

All DMV service centers and DMV phone centers **are closed on holidays**. Please refer to the DMV website for specific dates.

DMV customer service centers accept cash or checks only. Credit cards are accepted for online transactions.

If you will be taking a knowledge test, we recommend:

- Arriving 45 minutes to 1 hour before the service center closes for Class D (regular license) or Class M (motorcycle).
- Arriving 1 to 1-1/2 hours before the service center closes for CDL (commercial driver license).

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## PRAIRIE DU CHIEN SERVICE CENTER

65 Riverside Square, Suite 6, Prairie du Chien, WI 53821

**Hours:** Tuesdays and Thursdays, 7:00 a.m. – 5:00 p.m.

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## PLATTEVILLE SERVICE CENTER

Hwy. 151, Industrial Park, 31 Means Drive, Platteville, WI 53818

**Hours:** Mondays and Wednesdays, 7:00 a.m. – 5:00 p.m.

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## RICHLAND CENTER SERVICE CENTER

26136 Executive Lane, Suite A, Richland Center, WI 53581

**Hours:** Mondays and Wednesdays, 7:00 a.m. – 5:00 p.m.

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## DARLINGTON SERVICE CENTER

197 Christensen Drive, Darlington, WI 53530

**Hours:** Mondays and Wednesdays, 7:00 a.m. – 5:00 p.m.

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**DODGEVILLE SERVICE CENTER**

316 W. Spring Street (in the Springgate Mall), Dodgeville, WI 53533

**Hours:** Tuesdays and Thursdays, 7:00 a.m. – 5:00 p.m.

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**ONALASKA (LA CROSSE AREA) SERVICE CENTER**

9477 Hwy 16 E., Onalaska, WI 54650

**Hours:** Monday – Friday, 8:30 a.m. – 4:45 p.m.  
Saturday, 8:30 a.m. – 12:00 p.m.

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**MADISON EAST SERVICE CENTER**

2001 Bartillon Dr., Madison, WI 53704

**Hours:** Monday – Friday, 8:30 a.m. – 4:45 p.m.  
Saturday, 8:30 a.m. – 12:00 p.m.

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**MADISON WEST SERVICE CENTER**

8417 Excelsior Dr., Madison WI 53717

**Hours:** Monday – Friday, 8:30 a.m. – 4:30 p.m.

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**VIROQUA SERVICE CENTER**

1316 N. Main Street, Viroqua, WI 54665

**Hours:** Tuesdays and Thursdays, 7:00 a.m. – 5:00 p.m.

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# Teen Driver Portal

The Wisconsin Department of Transportation is also a resource for information regarding your teen driver. Visit the DOT online at [www.wisconsin.gov](http://www.wisconsin.gov), select **DMV Info** from the drop down menu, scroll down to **Teen Drivers**, then choose **Safety**.

## Teen driver portal

- How to apply
- Motorcycle
- Documentation requirements
- Renewal and changes
- Lost or stolen
- Suspended or revoked
- Occupational license
- New residents
- Driver license/ID cards
- Commercial license
- Teen drivers
- Vehicles

Helping teens be safer drivers



- Practice knowledge test - mobile device application
- Teen drivers
- Parents and sponsors of teen drivers
- Parent-teen safe driving contract

### Additional information

- NHTSA: Teen driving

### Driver Information Section

P.O. Box 7983  
Madison, WI 53707-7983

Email Wisconsin DMV email service

Phone (608) 264-7447

Fax (608) 267-3812

# Probationary Graduated Driver License

## INSTRUCTION PERMIT RESTRICTIONS

No permittee may operate a motor vehicle unless accompanied by a person who has at least 2 years of licensed driving experience, who presently holds a valid regular (non-probationary) license, who occupies the seat beside the permittee and who is one of the following:

1. A qualified instructor who is 19 years of age or older. If the motor vehicle is equipped with dual controls, up to 3 other persons, in addition to the qualified instructor, may occupy seats in the motor vehicle other than the front seat.
2. The permittee's parent, guardian, or spouse who is 19 years of age or older. In addition to the parent, guardian, or spouse, the permittee's immediate family members may occupy seats in the motor vehicle other than the front seat.
3. A person who is 21 years of age or older. No passengers allowed. If permittee is under 18 years of age, the licensed person is required to have written authorization from the minor's parent or guardian prior to the operation of the vehicle.

## DRIVER LICENSE ELIGIBILITY REQUIREMENTS FOR PERSONS UNDER 18 YEARS OF AGE

1. Be at least 16 years of age
2. Have an adult sponsor as required by s.343.15, Wis. Stats. and Chapter Trans 102.21
3. Held a Class "D" instruction permit for at least 6 months.
4. Successfully completed an approved driver education training program consisting of classroom and behind-the-wheel instructions.
5. Have accumulated at least 30 hours of behind-the-wheel driving experience, at least 10 hours of which were during hours of darkness—adult sponsor certification required.
6. Have not committed a moving violation specified by the department by rule within the six months immediately preceding application for a probationary license.
7. Pass skills test required by the department to operate Class "D" vehicles.
8. Pay required fees.

The department may not issue a probationary license to a person who is under 18 years of age, if the person has committed any offense for which demerit points are assessed or any offense under the law of another jurisdiction for which demerit points would be assessed if the offense were committed in this state, within the preceding 6 months, except:

1. Any violation of ch. 347, Stats (vehicle equipment), resulting in the assignment of 2 or less demerit points, or a similar violation under law of another jurisdiction, except child safety restraint, seat belt and defective speedometer violations.
2. Illegal riding.

## **DRIVER LICENSE RESTRICTIONS FOR PERSONS UNDER 18 YEARS OF AGE**

During the 9-month period after issuance of a probationary license the following restrictions apply while operating a Class “D” motor vehicle:

### **5 a.m. to 12 Midnight**

Licensee can drive alone and travel anywhere. In addition, any or all of the following persons may be passengers and occupy any seat in the vehicle:

1. Any number of members of the licensee’s immediate family.
2. One person who holds a valid regular (non-probationary) license with at least 2 years of licensed driving experience and who is either a qualified instructor or the licensee’s spouse age 19 or older, or a person age 21 or older.
3. One other person.

### **12 Midnight to 5 a.m.**

1. Licensee is required to have one of the following persons occupying the seat beside the licensee unless licensee is traveling between his or her place of residence, school, or place of employment:
  - a. A parent or legal guardian (not required to be licensed).
  - b. One person who holds a valid regular (non-probationary) license with at least 2 years of licensed driving experience and who is either a qualified instructor or the licensee’s spouse age 19 or older, or a person age 21 or older.

In addition, any number of members of the licensee’s immediate family and one other person may be passengers and occupy any seat in the vehicle except the seat beside the licensee.

2. Licensee can drive alone when traveling between his or her place of residence, school, or place of employment. In addition, any or all of the following persons may be passengers and occupy any seat in the vehicle:
  - a. Any number of members of the licensee's immediate family.
  - b. One person who holds a valid regular (non-probationary) license with at least 2 years of licensed driving experience and who is either a qualified instructor or the licensee's spouse age 19 or older, or a person age 21 or older.
  - c. One other person.

## **EXTENSION OF DRIVER LICENSE RESTRICTIONS FOR PERSONS UNDER 18 YEARS OF AGE**

The department shall extend the 9-month graduated driver license restrictions for an additional 6-month period or until the licensee's 18th birthday, whichever occurs first, if any of the following occur while the licensee is subject to the restrictions:

1. The licensee violates the graduated driver license restrictions.
2. A court or the department suspends or revokes the licensee's operating privilege.
3. The licensee commits any offense for which demerit points are assessed or any of the following:
  - a. Operation of a motor vehicle while having an alcohol concentration greater than 0.0 or less than 0.1.
  - b. Refusal of chemical testing under the implied consent law.
  - c. Operation of a commercial motor vehicle with an alcohol concentration greater than 0.04 and less than 0.10
  - d. Operation of a commercial motor vehicle with an alcohol concentration above 0.0 within 4 hours of having consumed or having been under the influence of an intoxicating beverage, or while possessing an alcoholic beverage.
  - e. Failure to notify the owner of any property on or adjacent to a highway that is damaged in an accident.
  - f. Any offense committed in another jurisdiction for which demerit points would be assessed if the offense were committed in this state.

4. The department may not extend the graduated driver license restrictions required under (3) solely for committing any of the following offenses:
  - a. Any violation of ch. 347, Stats., resulting in the assignment of 2 or fewer demerit points, except child safety restraint, seat belt, and defective speedometer violations, or a similar violation under the law of another jurisdiction.
  - b. Illegal riding.
  - c. Operating with multiple licenses.
  - d. Operating without having obtained an operator’s license, without a proper license endorsement, without proper license classification for the vehicle being operated, or with a license which has expired, and including the following:
    1. Operating a commercial motor vehicle without having obtained a commercial driver license.
    2. Operating a school bus without having obtained a school bus endorsement.
    3. Operating a Type 1 motorcycle without a license authorizing the operation of Class “M” vehicles.
  - e. Operating while suspended or revoked.
  - f. Operating while disqualified.

**DEMERIT POINTS FOR PERSONS WITH A PROBATIONARY DRIVER LICENSE**

Demerit points are charged against the driving record of any person who is convicted of a traffic violation listed under Chapter Trans. 101, Wisconsin Administrative Code. Second and all subsequent convictions dated 9/1/2000 or later, shall have the demerit points doubled, unless the conviction is for a violation of ch 347, Stats. Specific information on the doubling of points can be found under Chapter Trans. 101.02(8), Wisconsin Administrative Code.

The following demerit point accumulations, calculated from the date of violation, shall result in the following suspension or revocation periods if the driver holds an instruction permit or a probationary license or would be issued an instruction permit or probationary driver license upon proper application and meeting other requirements:

| Demerit Points Accumulated<br>in a 12-Month Period | Length of Revocation<br>or Suspension |
|--|---------------------------------------|
| 12 –30 points .....                                | 6 months                              |
| More than 30 Points .....                          | 1 year                                |

## **GRADUATED DRIVER LICENSE REQUIREMENTS FOR PERSONS PREVIOUSLY LICENSED IN ANOTHER STATE**

1. The department may issue a probationary driver license to a person less than 18 years of age without regard to the length of time the person held any instruction permit and without requiring the 30 hours of behind-the-wheel driving experience if the person meets all of the following:
  - a. The person has been issued a driver license, other than an instruction permit, by another state.
  - b. The person certifies that he or she has not been convicted of a violation of law which prohibits issuance of a probationary driver license to a person under 18 years of age within the preceding 6 months.
2. Instruction permit holders under 18 years of age: The 6-month period a permittee must hold a Wisconsin instruction permit shall be reduced by any amount of time the permittee can show he or she was a resident of another state and held an instruction permit issued by that state.
3. Probationary licenses issued under (1) and (2) shall be issued with the graduated driver license restrictions for the 9-month period after issuance of the license or until the licensee's 18th birthday, whichever occurs first. The GDL restrictions may be extended for an additional 6-month period or until the licensee's 18th birthday, whichever occurs first, if the licensee meets the extension guidelines.

## Questions?

Please Contact

**Annette L. Biggin, Driver Education Manager**

**Email [abiggin@swtc.edu](mailto:abiggin@swtc.edu)**

**Phone: 800.362.3322, Ext. 2466 (work)**

**608.391.0247 (cell)**



# Southwest Wisconsin TECHNICAL COLLEGE

1800 Bronson Blvd., Fennimore, WI 53809

800.362.3322      608.822.3262

[www.swtc.edu](http://www.swtc.edu)



Accommodations:

Call 608.822.2632 (tdd: 608.822.2072) or email [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu)

*Southwest Tech is committed to legal affirmative action, equal opportunity access, and diversity of its campus community. [www.swtc.edu/equality](http://www.swtc.edu/equality)*



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