**AC Driving School Policies and Exam Requirements for**

**Washington State approved Testing**

1. DOL Knowledge/Written Test.

Written tests are administered to those who are at least 15 ½ years old. You will need to study the Washington State Driver Guide which you will find at [www.dol.wa.gov](http://www.dol.wa.gov), click on Get a Driver License.

What you need to test:

-Picture ID

-Washington WDL # from DOL/License Express or Washington State ID #

-$30.00 cash/check/credit

If you do not pass the test, you may retake the test in 30 minutes if time/space allow. The cost of each additional test will be $25.00. You will need a score of 80% to pass the written test.

Please call (509) 769-7040 for testing times. We administer written tests Monday-Saturday.

* 1. State Certified Driving/Skills Test.

If you are 18 years or older, you must pass a written exam. Once you have passed the written exam and feel confident to pass a road test you may book an appointment by calling (509) 769-7040. We administer road (Skills) test at various testing times please call for an appointment.

If you are 15 – 17 years old, you must have completed a driver training course and passed the State written exam to schedule a drive test. You may not get your license until you are at least 16 years old, have had your permit for 6 months, and have 50 hours of parent led practice including 10 hours of nighttime driving.

\*For more information on what you need for a drive test including what to expect on your drive test go to [www.dol.wa.gov](http://www.dol.wa.gov) >>Get A Driver License – Drive Test.

The fee for taking a State certified driving/skills test is $50.00 using your own vehicle or $70 if you need to use a School provided vehicle. AC Driving School students can use either personal or school provided vehicles for $50. All personal vehicles must be legal to operate on public streets. This includes, Valid registration, current insurance, non-cracked windshield, seat belts, wipers, tires, mirrors, all brake and reverse lights, turn signals and free of debris.

If you do not pass your driving exam you are eligible to retake the drive exam as soon as an appointment is available. You need a score of 80% to pass the driving exam. If you exceed three attempts, you must wait 6 months from first test to take additional tests..

**By signing below indicates I understand the policies for the driving and written exams.**

**NAME (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WDL/ID/Permit #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AC Driving School Policies and Procedures**

1. The fee for the written knowledge exam is $30.00.
2. Retake of the knowledge exam is $25.00.
3. The written knowledge exam consists of 40 multiple-choice questions about traffic safety laws. Applicants must answer at least 32 questions correctly to pass the exam.
4. Your exam scores will be entered into the DOL database within 24 hours. You will have to visit the DOL office to apply for your license. Passing the knowledge and drive test does not guarantee that an applicant will be issued a driver license. The Department of Licensing will determine if an applicant has met all licensing requirements. If you are under the age of 18 you must be at least 16 years old, successfully completed a traffic safety education course, have had your permit for at least 6 months, and have had 50 hours driving experience with at least 10-night driving hours to apply for your driver license.
5. The Department of Licensing reserves the right to conduct random re-examinations; applicants refusing to take a re-examination may have their license revoked.
6. Refunds will be handled as follows: No Refunds.
7. Rescheduling/cancellations will be handled as follows: AC Driving School must be notified 48 hours in advance of your appointment, otherwise a $30 rescheduling/cancellation fee will be added. Office number is 509-769-7040.
8. Our grievance/complaint policy consists of the following: please email all correspondence to acdrivingschoolLLC@gmail.com
9. We reserve the right to refuse services to anyone.
10. If you received a letter from DOL to take an examination due to physical, mental, visual or any medical issue, you must test at a DOL office. Failure to disclose this information prior to testing will result in your test not being honored at DOL to obtain your license and we will not refund the test fee.
11. You will need to demonstrate arm signals prior to beginning the skills test.
12. Pursuant to RCW 46.20.720 a driver convicted of an alcohol offense may be required to have an Ignition Interlock Device (IID) in order to drive. The applicant must take the skills/drive exam in their vehicle using the IID with proof of insurance and current registration, (current tabs), on the day of the test.
13. At the time of the test, **you must provide proof of identification** such as a photo permit, out of state license, or school yearbook picture.