

**ALL SEASONS
DRIVING SCHOOL, INC**

**KNOWLEDGE AND SKILLS TEST
POLICIES AND PROCEDURES**

All Seasons Driving School is an independent contractor that has entered into an agreement with the Department of Licensing to administer both knowledge and skills examinations for applicants applying for a driver's license. Applicants that have received a DOL reexam letter or have a temporary or permanent physical, visual, or mental condition that may impair their ability to drive must test at an Department of Licensing Office.

Exam Purpose and Requirements: The purpose of a **knowledge test** is to ensure that the driver license applicant possesses the knowledge required to operate a motor vehicle. The test consists of 40 questions. Applicants must answer 32 or more questions correctly to achieve the required 80% passing grade.

The purpose of the **skills test** is to assess the applicant's skills required to operate an automobile, to determine they can drive in a manner consistent with the required standards and safety. There are 100 points, and the applicant must score a minimum of 80 points to pass. All applicants must have a valid instructional permit, foreign license or temporary authorization to drive to take the skill test. Applicants must also meet basic eligibility requirements determined by the WA Department of Licensing. Applicants, not meeting the requirements will be referred to the DOL for testing.

Exam Procedures: All **knowledge exams** are conducted by a licensed examiner in an assigned area designed to minimize distractions and interaction. Applicants are not allowed to leave the testing area while their test is in progress. Cell phones or any other personal electronic devices are not allowed to be used during the test. Only tests and answer blanks are allowed on the desk top while the test is in progress. Any form of deception, disruption or cheating will result in disqualification. All **skills tests** are conducted by a licensed examiner who will ride along with the applicant to evaluate their driving to determine if the applicant has the ability to operate a motor vehicle safely, has formed proper habits essential to safe driving and can translate the knowledge of traffic laws demonstrated in the knowledge test into a practical exercise. Occasionally a supervisor may ride along. The examiner will not ask you to do anything unsafe or illegal, nor try to confuse, trick or deceive you. You will be scored during the entire test. Please refer to the DOL website for specific skills you will be required to demonstrate. Each vehicle must have the following equipment in proper working order; brakes (service and emergency) and all three brake lights, turn signals, seat belts, proper functioning doors, driver window, mirrors interior and left hand exterior, windshield wipers, headlights and defrosters if weather requires. If you are required to have an Ignition Interlock Device (IID), you can only take a skills test in a vehicle equipped with this device unless you have a work vehicle waiver for the vehicle. Any other vehicle you use will require an IID.

All test results will be submitted electronically through the Department of Licensing web service portal within 24 hours of completion excluding holidays.

Testing and Retesting Authority: All Seasons Driving School administers all exams in accordance with the requirements of WAC 308-110. All applicants must meet all Washington State requirements for license issuance and visit a licensing service office to obtain the actual driver license. No qualifications or guarantee for licensure are asserted or implied beyond the submission of test results. If an applicant fails the skills test, additional practice time may be added before retesting is allowed at the discretion of the examiner. *The Department of Licensing reserves the right to conduct random re-examinations; applicants refusing to take a re-examination may have their license revoked.* **Insurance:** Proof of auto liability insurance is required to take the driving test. Insurance cards, fax copies, or computer printouts that include the name of the policyholder and/or a description of the vehicle (year/make/model) and the effective and expiration date of the coverage are acceptable.

Fees: Knowledge Exam –All Seasons Students	\$20.00	Skills test – Students	\$35.00 your vehicle each test
non-students	\$30.00	non-students	\$50.00 your vehicle each test
All KE Retakes	\$20.00	Students	\$55.00 our vehicle each test
Oral Exam (by appt)	\$40.00 (each exam)	non-students	\$70.00 our vehicle each test

*Fees are required to make an appointment and are non-refundable. Other services available upon request.

Complaint Procedures: All Seasons Driving School views complaints as an opportunity to learn and improve upon our ability to provide services to you, our customer. Please direct any issues to the on-site manager or supervisor verbally or in writing. We will make every attempt to investigate and resolve the situation immediately to our mutual satisfaction. You may also call (509)-928-3011 or email: scott@allseasonsdriversed.com; as always, any complaints that are not promptly dealt with can be referred to the DOL at (360) 664-6692 or online at www.dol.wa.gov/business/drivertraining/dtcomplaint.html

Applicant Name (Last, First, MI)	DOB	WDL/Permit/ID#	Phone#
Address	City	State	Zip
Email	Signature	Date	