



Documents Needed for Enrollment

NOWA Orientation Completed: Attend and complete the MCIPAC-MCBB Newcomers' Orientation and Welcome Aboard (NOWA) brief to apply for and be issued a USFJ Form 4EJ operator's permit.

Driver Education Program Registration filled out completely.

Notice and Consent for Video and Audio Recording signed and dated.

Active Duty Sponsored- Must provide a copy of Orders & Area clearance with family members listed.

Civilian Employee Sponsored- Must provide Letter of Employment with family members listed. For CONUS hired, please include Travel orders & Area Clearance with family members listed.

Contractor Sponsored- Must provide Letter of Authorization/Contract & a SOFA Status Verification Letter.

Parent/Guardian Agreement- Teens under 18, signed by parent.

Active Duty Personnel

Must complete NOWA, fill out the Registration form and fulfill the requirements below.

COMMAND LETTER: All E-5 and below must have a letter from their respective Unit CO authorizing licensing for vehicles.

Marine Net Drivers Awareness Training: Personnel under the age of 26 on active duty, must complete this training on MarineNet. For Navy personnel, Navy Knowledge Online (NKO) website for the Drivers for Life course. Air Force and Army, please contact your Unit Training for details.

****Please Note****

ALL FORMS WILL BE REVIEWED AT THE FOSTER DRIVER EDUCATION PROGRAM OFFICE BEFORE PAYMENT CAN BE MADE. PLEASE KEEP A COPY OF YOUR RECEIPT TO PRESENT TO THE INSTRUCTORS FOR CLASSROOM AND BEHIND THE WHEEL INSTRUCTION.



Driver Education

REGISTRATION FORM

STUDENT: Last Name _____ First Name _____
STUDENT EMAIL: _____ STUDENT PHONE#: _____
PARENT/GUARDIAN: Last Name _____ First Name _____
PARENT/GUARDIAN PHONE# Cell _____ Duty _____
PARENT/GUARDIAN EMAIL: _____

STATUS: ☐ Active Duty ☐ DOD Civilian ☐ DOD Dependent ☐ Contractor ☐ Other

ORGANIZATION: ☐ USMC ☐ NAVY ☐ ARMY ☐ AIR FORCE DEROS: _____
☐ SPACE FORCE

HOME BASE: ☐ Foster ☐ Lester ☐ Kinser ☐ Futenma ☐ Courtney
☐ Hansen ☐ Schwab ☐ Torii Station ☐ Kadena

☐ Please mark this box if the student requires exceptional attention from instructors.

*The Driver Education Program Manager will contact you directly to discuss privately.

SELECT THE CLASS YOU ARE ENROLLING IN:

☐ Teen (16-17 years old) ☐ Active Duty ☐ Adult (18+ Night Course) ☐ Refresher Course

The Parent/Guardian, Active Duty Military, DOD Civilian, Contractor, and Dependents must agree to the following policy and procedures of MCCS Driver Education Program.

*** PLEASE READ AND INITIAL THE AGREEMENT BELOW. ***

() Student is 18 years of age or older and qualified to register or the parent/guardian hereby consents, agrees and is signing this Agreement consenting to their minor's participation.

() Student is a U.S. Status of Forces Agreement (SOFA) member or an individual with SOFA status.

() Student consents to and acknowledges that the Behind the Wheel portion of instruction will be Video and Audio recorded for quality assurance and safety.

() Student must satisfactorily complete all 19 classroom chapters and 6 hours of Behind the Wheel instruction for a total of 45 hours.

() Sickness/Emergencies are the only excepted reasons for absence from class and I must present required documentation.

() Students are required to download and possess the Japanese Traffic Regulations Booklet at:

[https://www.mcipac.marines.mil/Portals/28/Documents/Safety/Driver's%20Study%20Guide%202020\(Udated%20on%20Aug17\).pdf?ver=2020-08-25-021235-977](https://www.mcipac.marines.mil/Portals/28/Documents/Safety/Driver's%20Study%20Guide%202020(Udated%20on%20Aug17).pdf?ver=2020-08-25-021235-977) prior to the start of classroom instruction. All classroom materials and lectures will be administered in English only.

() A Learner's Permit is **mandatory** and required for the student to operate a motor vehicle during the Behind the Wheel portion of instruction. Learner's Permits are issued after passing the written test at the Base Safety Office and are issued for up to 90 days.

() Cellphones, IPADS and all electronic devices are **prohibited** during the entire Driver Education Program course. This is a classroom environment and students will act accordingly. Disruptive behavior, harassment, any other form of misconduct will not be tolerated. Students will be given a verbal warning for first offenses; however consistent disruptive behavior could result in expulsion from the course. In this instance, the cost for the course is non-refundable.

() To successfully pass the classroom instruction, the student must score (80%) or higher on the written exam and will have two opportunities to pass. If they are unsuccessful in passing the written test in the first two attempts, the student will be required to enroll in the next available 3-hour refresher course. Course consists of a classroom review and a written exam for the fee of \$75.00.

() After the student successfully passes the classroom portion, they will proceed to the Behind the Wheel segment of the course. Behind the Wheel instruction will not be scheduled until completion of the classroom instruction.

() Upon completion of the entire course, students will be issued a Certificate of Completion from the MCCS Driver Education Program. MCIPAC Safety Office will issue the SOFA (USFJ form 4EJ) driver's license.

() MCCS *recommends* that motor vehicle insurance is obtained and maintained during the Driver Education Course. MCCS is not responsible for providing insurance for the student driver. MCCS only maintains insurance coverage for the Driver Education Instructors.

() I understand and agree that I may be held liable for any damage, injury, or loss to the United States Government, MCCS Driver Education Program or its property. I will be held accountable if it's determined that it's caused by my own negligence, misconduct, or fraud during operation of the government owned vehicle. If the loss to the Government exceeds two thousand five hundred dollars (\$2,500.00), then the student will at a minimum be responsible in an amount of (\$2,500.00).

If student is a minor, parent or legal guardian must read and initial each paragraph herein and must provide a signature below.

() I, as a parent or legal guardian of the undersigned minor student, hereby agree to indemnify the United States Government, USMC, MCCS and all of its agencies, departments, and employees to include contracted, against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from either the minor's participation in the MCCS Driver Education Program, the minor's presence aboard Marine Corps Base S. D. Butler, or negligent act by the minor while behind the wheel or participating in the MCCS Driver Education course.

() Only after the Driver Education Program staff reviews all required documents listed above, will payment be accepted. Payment can be made in person at Bldg. 5677 aboard Camp Foster, Credit and Debit cards are accepted. **Refunds will only be granted to individuals who cancel prior to or on class start date. After such time, refunds will not be granted.**

I CONFIRM THAT I HAVE READ AND UNDERSTAND EACH PARAGRAPH PRIOR TO SIGNING THIS AGREEMENT. I AM AWARE THAT BY SIGNING THIS AGREEMENT I HAVE AGREED AND INITIALED ALL ITEMS THAT INVOLVE MCCS AND THE DRIVER EDUCATION PROGRAM POLICIES, PROCEDURES AND THE AGREEMENTS CONTAINED HEREIN.

Students Signature: _____ Printed Name: _____

Student's Date of Birth (If Minor) YY _____ MM _____ DD _____

Date Signed: _____

Signature of Parent/Legal Guardian: _____

Printed Name of Parent/Legal Guardian: _____

Date Signed: _____