



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

SELECT THE CLASS YOU ARE ENROLLING IN:

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

How did you find out about us?

☐ MCCS Website ☐ Facebook ☐ Magazine ☐ Friend ☐ Family Member ☐ Other _____

The Parent/Guardian, Active Duty Military, DOD Civilian, Contractor, and Dependents must agree to the following policy and procedures of MCCA 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\(Updated%20on%20Aug17\).pdf?ver=2020-08-25-021235-977](https://www.mcipac.marines.mil/Portals/28/Documents/Safety/Driver's%20Study%20Guide%202020(Updated%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.

_____, 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: _____



Notice And Consent for Video and Audio Recording

For the safety of our students and instructors and for quality assurance purposes, the policy of the MCCS Driver Education Program is all driving lessons will be video and audio recorded.

Recordings will be retained for 45 days from the end of each driving lesson. Under no circumstances will the video or audio be released to dispute the final decision of the instructors.

Video and audio will only be released to the appropriate legal or law enforcement offices for reviewing under circumstances of vehicle damage or misconduct.

I understand and acknowledge that the behind-the-wheel driving portion of the MCCS Driver Education Program will be video, and audio recorded for safety, including the interior and exterior of the MCCS Driver Education Program vehicles.

By signing below, I understand and acknowledge the use of video and audio recording in all vehicles under the MCCS Driver Education Program during the behind-the-wheel instruction.

Student Signature

Date

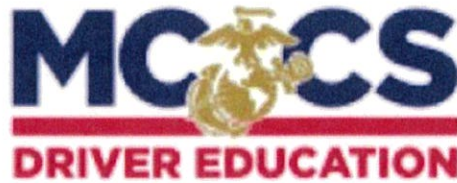
Printed Name

If under 18, a parent or guardian must sign below.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name



PARENT/GUARDIAN INVOLVEMENT FORM

As a Driver's Education Program certified by American Driver & Traffic Safety here on Okinawa, our goal is to substantially reduce the chance of a new driver being involved in any type of motor vehicle mishap. Regardless of age, inexperience is a major factor in new driver accidents.

Over the past 50 years, there has been a major progress in highway safety as evidenced by a substantial reduction in the number of traffic crash fatalities. In spite of this improvement, driving a motor vehicle remains among the most hazardous tasks most people will ever perform.

Tragically, in the U.S.A., traffic crashes still cause about 5,500 deaths annually among youth 16-20 years of age. In 1997, while drivers under age 19 made up only 3.5% of all licensed drivers in the United States, they were involved in 7.1% of the crashes. Between 1975 and 1996, the death rate for all licensed drivers dropped from 15 to 12 per 100,000.

However, for 16 years old drivers, the death rate increased from 19 per 100,000 drivers in 1975 to 35 in 1996. At the same time, the death rate for 17 to 19 year old drivers dropped slightly going from 27 to 25 per 100,000 licensed drivers. They accounted for nearly 16 percent of all driver and passenger deaths and 18 percent of all drivers and passengers injured. The age group with the next highest record of at fault crashes, 2 percent, was those 21 to 25 years of age. These findings reinforce the fact that generally it takes a new driver at least five years to develop the judgment and skills exhibited by the average driver.

Regardless of age, the first six months are especially critical driving periods for all new drivers. Due to inexperience, new drivers have proportionally higher crash and violations rates than do more experienced drivers.

Extending the practice of driving under direct supervision over a longer period of time can assist new drivers in acquiring essential driving experience. Parent/Mentor involvement after initial license received, has the potential to provide the equivalent of two to three years of experience for the new driver.

Parent's/Mentor's appreciation of the level of risk associated with the early years of driving is important. This increased risk exists regardless of how mature and responsible parents/mentor perceives the new driver to be. To a great degree, parents, mentors, guardians or custodians are in a position to control the driving behavior of the new driver.

There will be 6 hour In-Car Lessons designed for Behind the Wheel training and instructions. Typically, the lessons instructed will take more than one In-Car practice session if the skills and habits are to be mastered. At times two or more lessons may be combined for a given practice session when a similar environment is specified for both lessons.

Each instructional In-Car Lesson serves as a model and foundation for future driving condition/situations. New drivers should recognize that conscious awareness and preparation is a must while operating a motor vehicle.

Parent/Adult, Guardian Signature & Date: _____