



## Behind the Wheel Information FY2024-2025

### Requirements to Take BTW:

1. The student must have taken and passed the classroom portion of Driver's Education.
2. The student must have a valid and current Virginia learner's permit.
3. **The following documents must be submitted to our office with the registration form:**
  - a. A **copy** of the Learner's Permit
  - b. A **copy** of the DEC-1 (green or orange card).
  - c. A **copy** of the 45-Hour Parent Teen Driving Log, signed by parent or guardian. (If a student is under 18 years of age.) This driving log will be collected by the instructor during the BTW session. Students must have completed at least **25 hours of driving**.
4. If the student has misplaced the orange card, he/she can request a replacement by clicking [HERE](#).
5. **The registration form, copy of permit, and the copy of the orange card must be sent to: Andi Jones, One Franklin Street, Hampton, VA 23666. Only completed forms will be processed to secure a spot in a session.**
6. Students must have transportation to and from the BTW range, located at Phoebus High School (100 Ireland Street). Classes will take place on the range.

### Information About Hampton City Schools BTW:

1. **The fee for Behind The Wheel is \$230.** Payment will be made online once registration is confirmed.
2. Students will receive a written communication through U.S. mail, confirming their session number and time, with a link to make the online payment.
3. Sessions will fill up fast, as we can only accommodate 8 students per session. After all the sessions fill up, we will have a wait list of 20 students only.
4. Students will drive with an instructor two hours a day. The session will last for seven (7) days. Students will not drive on Fridays and weekends.
5. Students will be held to the same policies and regulations as in the Student's Rights and Responsibilities Handbook.
6. The COVID protocol from the Virginia Department of Education and the CDC will be followed.
7. The vehicle will be disinfected at the beginning of each session.
8. On the seventh day of BTW, the student will be given their driving skills test. If the student passes the test, he/she will be given the following: 180-day provisional license, instructions on how to understand the 180-day provisional license, an insurance form for a discount for completing BTW, and a letter from the instructor with skills the student should continue to work on.
9. If the student does not pass their skills test, he/she will be called by the instructor when there is an opening in the schedule to retest.

**Please print and complete registration form and email the completed form with copies of your green card, Learner's Permit and 45-Hour log showing at least 25 hours of driving to: [ajones12@hampton.k12.va.us](mailto:ajones12@hampton.k12.va.us). We are limited in the number of sessions we can provide. STUDENTS WILL BE REGISTERED IN THE ORDER RECEIVED. Students will NOT be registered if any of the documents are missing.**



## Hampton City Schools Administrative Center

ONE FRANKLIN STREET  
Hampton, Virginia 23669-3570

Patricia Thompson, Coordinator - Behind the Wheel Instruction  
pthompson@hampton.k12.va.us

### Behind The Wheel Registration Form Summer 2024

**Directions:** Please review the session dates below. Completely fill out the bottom of the form and indicate your **First, Second, and Third** choice for your child's session in the first column. Sessions are assigned in the order received - only **COMPLETED** forms with online payment will be scheduled. You will receive a letter confirming your registration and Session as well as the link to make the online payment. The fee for Behind the Wheel for 2023-2024 school year is **\$230**.

Please hand carry, send, or email the following documents to Andi Jones - [ajones12@hampton.k12.va.us](mailto:ajones12@hampton.k12.va.us)

1. This **completed** form,
2. **Copy** of Learner's Permit
3. **Copy** of DEC-1 (green or orange card)
4. **Copy** of 45-Hour Driving Log showing at **LEAST** 25 hours of driving time.

2023-2024 HCS Behind the Wheel Sessions			
Indicate Choice	SESSION	DATES	TIME
	1-A	July 8, 2024 - July 17, 2024	8:00am - 10:00am
	1-B	July 8, 2024 - July 17, 2024	10:00am - 12:00pm
	1-C	July 8, 2024 - July 17, 2024	12:30pm - 2:30pm
	2-A	July 22, 2024 - July 31, 2024	8:00am - 10:00am
	2-B	July 22, 2024 - July 31, 2024	10:00am - 12:00pm
	2-C	July 22, 2024 - July 31, 2024	12:30pm - 2:30pm
	3	August 5, 2024 - August 14, 2024	4:00pm - 6:00pm
Students will drive for 2 hours everyday (not Friday, Saturdays or Sundays).			

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Complete Address: \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Learner's Permit # \_\_\_\_\_ Permit Issue Date \_\_\_\_\_ Classroom Completion Date \_\_\_\_\_

Gender \_\_\_\_\_

Parent Signature: \_\_\_\_\_ I understand that by signing this form, all possible precautions are taken to protect my child from injury and I will not hold HCS or its employees responsible for any liability that may occur during my child's participation in this program.