

BLACK DIAMOND TRAFFIC SCHOOL INSTRUCTIONS



STEP #1 - MUNICIPAL COURT (RESPOND TO THE COURT BEFORE APPLYING FOR TRAFFIC SCHOOL)

- Do not send any payments or applications for Traffic School to the Court
- Within fifteen (15) days of the date you receive your ticket you must request a **contested** or **mitigation** hearing. Please check one of the hearing boxes **and** write **“Traffic School”** below your signature.
- Hand deliver or mail your ticket to **Black Diamond Municipal Court, 25510 Lawson St, PO Box 599, Black Diamond, WA 98010**. The Court is open weekdays from 8:30 am to 12:00 Noon and 1:00 pm to 5:00 pm.
- The court will schedule a hearing; attempting to allow time for you to attend Black Diamond Traffic School.

STEP #2 - BLACK DIAMOND POLICE DEPARTMENT

After receipt of your court date, DO NOT delay in applying for Black Diamond Traffic School as you must attend at least 2 weeks prior to your court date; and classes fill up quickly.

- After receipt of your court date, there are two ways to apply; in person at the Black Diamond Police Department, **located at 25510 Lawson St, Black Diamond, WA 98010** – Monday to Friday, 9:00 am – 4:00 pm. Or apply by mail, along with check made payable to the **“City of Black Diamond”** and mail to PO Box 309, Black Diamond 98010.
- You must have the following to apply:
 1. Court hearing notice
 2. Completed application with payment
 - **Payment due at registration (Amount listed on ticket)**
- You will be notified by mail (in about 10 working days) regarding your acceptance to Black Diamond Traffic School and your class date and time.
- If ACCEPTED, proceed to Step 3
- If DENIED to Black Diamond Traffic School, you will receive a letter indicating why you are ineligible. **YOU MUST APPEAR AT BLACK DIAMOND MUNICIPAL COURT ON THE HEARING DATE YOU RECEIVED OR OTHERWISE PROPERLY HANDLE YOUR INFRACTION.** Failure to comply with the court order could result in loss of your driver’s license/privilege.



STEP #3 - BLACK DIAMOND TRAFFIC SCHOOL – IN CLASS

- A non-refundable fee equivalent to the penalty of the infraction (listed on the citation) must be paid in full to the City of Black Diamond at the time of registration.
- You must attend the entire class assigned to you. Please bring your Driver’s License to show identification. **There are no refunds or rescheduling of classes.**
- You must be in class at the start of class time, be alcohol and drug free, behave appropriately, and keep your cell phone turned off.

You are NOT eligible if:

- If you have a Commercial Driver’s License
- You attended traffic school within the last 18 months.
- You were cited for any violation of an intermediate license restriction or for any violation that involved a traffic accident, school zone, or work zone.
- You were cited for speeding 21 mph over the limit or more.

Traffic School FAQ

Q. What is Black Diamond Traffic School?

A. Black Diamond Traffic School is a course designed to educate qualified drivers on traffic laws and safety skills.

Q. When is Black Diamond Traffic School?

A. Sessions are held on Saturdays from 10:00 am to 2:00 pm. Each 3.5 hour class begins promptly at 10:00 am. You must attend the entire class. Instructors reserve the right to remove from class any participant for inappropriate behavior.

Q. What if I arrive late or miss the class?

A. Tardiness will be considered a failure to comply. **If you don’t attend or are removed from the class, the school fee will be forfeited.**

Q. How much does it cost to attend Black Diamond Traffic School?

A. The school fee is equal to the penalty listed on the citation.

Q. How can I pay for traffic school?

A. You may pay by Credit/Debit card, cash, check or money order, made payable to the City of Black Diamond. Payment is due at time of registration. **(Please do not mail cash)**

Q. Can I reschedule?

A. No, rescheduling is not permitted.

Still have questions about Traffic School?

Please call the Traffic School Information line at 253-631-1012 x3. This phone number is checked periodically. Please do not expect an immediate response.

