

BLACK DIAMOND TRAFFIC SCHOOL INSTRUCTIONS



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

- 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.
- **Do not send any payments or applications for Traffic School to the Municipal Court**
- Either hand deliver your ticket to the court drop box outside of the Municipal Court or mail your ticket to **Black Diamond Municipal Court, 25510 Lawson St, PO Box 599, Black Diamond, WA 98010.**
- The court will schedule a hearing and mail back to you two copies of your court date information.

STEP #2 - BLACK DIAMOND POLICE DEPARTMENT

- Once you receive a court date, there are three ways you can apply for traffic school.

APPLY BY MAIL

Mail in completed Traffic School Application, copy of court date and a check/money order (made payable to the “City of Black Diamond”) for the infraction amount to the Black Diamond Police Department at **PO BOX 309 Black Diamond, WA 98010.**

APPLY BY DROP BOX

Hand deliver your Traffic School Application, copy of court date and a check/money order (made payable to the City of Black Diamond”) for the infraction amount. See below for online payment. Drop box location: **25510 Lawson St Black Diamond, WA**

APPLY BY E-MAIL

E-mail a picture or scan of your completed Traffic School Application and a copy of your court date. See below for online payment.
contactus@blackdiamondwa.gov



****CASH IS NOT ACCEPTED****

PAY ONLINE HERE: www.ci.blackdiamond.wa.us/

On the homepage, please ‘click **HERE**’ in this box

To Pay Court Fines or Police Related Fees Online.

Click **HERE**.



- **You will be notified by e-mail (or by mail if you do not have an e-mail address) regarding your acceptance to Black Diamond Traffic School along with your class date and time. Zoom meeting instructions will also be included.**



STEP #3 - BLACK DIAMOND TRAFFIC SCHOOL – ZOOM MEETING 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. **No refunds or rescheduling of classes.**
- You must be logged on to the Zoom meeting at the start of class time, be alcohol and drug free and behave appropriately.
- If **YOU FAIL TO ATTEND OR ARE DENIED** to Black Diamond Traffic School, **YOU MUST APPEAR AT YOUR SCHEDULED COURT HEARING WITH THE BLACK DIAMOND MUNICIPAL COURT OR OTHERWISE PROPERLY HANDLE YOUR INFRACTION.**
- Failure to comply with the court order could result in loss of your driver’s license/privilege.

You are NOT eligible if:

- You attended traffic school within the last 18 months.
- You have a Commercial Driver’s License
- 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. Classes are held twice a month online via Zoom meeting. One Saturday class from 8:00 am to 11:30 am and one Wednesday class from 5:00 pm to 8:30 pm. You must attend the entire class.

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 online at www.ci.blackdiamond.wa.us/, check or money order, made payable to the City of Black Diamond. Payment is due at time of registration. **(There is a 2.95% third-party fee when paying with credit/debit card and cash is not accepted)**

Q. Can I reschedule?

A. No, rescheduling is not permitted.

Still have questions about Traffic School?

Please call the Traffic School Information line at 360-851-4450 x3.

