

Mainely Driving School

Policy Statement 2021

Welcome to our Driver Ed program! The course will be a new beginning for both parents and students. Parents should start to play an important role in the student's safe driving habits right from day one. We ask that you read and sign this document and please mail back with your application, payment and proof of age. This information will help to keep you informed about what to expect during their Driver Ed course. Please discuss our program with the student and allow them to update you on any new laws.

ATTENDANCE:

Students should be ready for class, and driving lessons at least 5 minutes early. Students are expected to be picked up promptly after all driving lessons as we are not able to stay. Every student must complete all class and driving hours before the course is considered complete. When the course is completed, a course completion certificate will be issued. The completion certificate also serves as a 60-day temporary permit. You're required to go to DMV or mail in within those 60 days to obtain the 2-year permit.

Driving may be canceled due to weather. If there is inclement weather, please call the office to see if your lesson is canceled.

ABSENCES:

A student must make up any missed classes. If you miss any of the pre – driving classes, you cannot start driving until they have been made up. Private make up classes can be arranged at a rate of \$30.00 an hour (dependent on availability). Per state law, any missed classes must be made up within 6 months of the original start date, or they will have to start the course all over again.

PER STATE LAW, STUDENTS ARE NOT ALLOWED TO TAKE THE FINAL EXAM UNTIL ALL CLASSES HAVE BEEN MADE UP.

PAPERWORK:

In addition to this policy statement and application, we must have the following documents returned to us via mail or hand delivered to our Scarborough location in order for the student to start driving.

1. A photocopy of any document that can be used to verify age. We can accept anything with name and date of birth listed on it.
2. If there is a medical condition requiring the filing of a medical form, the student can't drive until the form has been filled out by their doctor and returned to us. Once the form is reviewed by the state, we can then start to drive the student. This can take as long as two weeks.
3. The NON-COMMERCIAL CLASS C APPLICATION FORM. This must be completely filled out and returned to us (with the exception of social security number).

DRIVING SCHEDULES:

Driving is done on a one on one basis. Please note that students must be dropped off and picked up at a set location dependent on where you're attending. Your instructor will contact you directly for driving, not the main office. This will most likely be done in the classroom to start or in the form of a group text with you and a parent. Please have your voicemail set up and not full. Please do not wear flip flops while driving with your instructor. We will not drive you unless you have closed toe and closed heel shoes. MASKS ARE REQUIRED FOR DRIVING!!!

There are a very limited number of weekend hours available so students must make themselves available weekdays and evenings. Some school systems allow students to sign out of 80 minute study halls with the consent and letter from a parent. WE WILL NOT DRIVE YOU DURING ANY CLASSES. STUDY HALLS ONLY. Sometimes clerical errors happen, driving gets cancelled, or a student may miss a driving appointment. If 2 weeks have elapsed and the student has not driven, please call the office at (207) 766-1330.

A 24-hour notice of cancellation is required. Please contact your instructor directly to cancel. Students missing a driving appointment without 24-hour notice will be charged \$25.00 for each hour missed. When a driving time is missed, you will not drive until the penalty fee is paid. Do not miss your driving appointments!!!

PAYMENT SCHEDULE:

Payment can be made at any time by cash, or check. A \$200.00 deposit is required to hold a spot for the student. The remaining payment is due by the first class Session. Should a check be returned for any reason a \$25.00 charge will be assessed and we will no longer accept checks as a form of payment from you. We do offer a payment plan contact the office for more details.

REFUNDS:

If a student requires a refund, a check will be issued from us once the payment has been posted at our bank. There will be no refunds made if a student is removed for disciplinary reasons. A non-refundable \$200 deposit is required at registration in order to hold a spot. The total balance is due by the first day of the course. There will be NO refunds after your child has completed the first 3 hour class.

GRADES:

Per state law, every student must achieve an 80% or better on the final exam. If the student has a learning disability, it is the responsibility of the student or parent to notify the instructor so they may get the help that is needed. A student that does not receive an 80% on the final exam will be allowed to retake the exam at a later date. We do not grade students on the in car portion since each student is taught as an individual and learns at their own pace. However, Small assignments may be given for discussion during the next class.

DISCIPLINE/HARASSMENT:

Students enrolled in our course, driver education school, including employees and agents, and a driver education instructor may not intimidate or harass an employee, student or other person receiving driver education based on sex, color, race, religion, national origin, age, marital status, physical or mental disability or sexual orientation. This includes Instructor to student, student to student and student to instructor. Regulated by: Secretary of State, Bureau of Motor Vehicles, Driver Education Program, 624-9000 ext.52128 Anyone caught destroying property of any kind will be removed from the program with no refund. This includes writing on walls, desks, or seats. We reserve the right to remove anyone from the program for disciplinary reasons. Students are still held accountable for their behavior before and after class sessions end.

BREAKS:

All breaks will be 5 minutes long, with one break per hour. This time is for using the bathroom and stretching your legs. There will be no smoking in vehicle regardless of age. Breaks are the only time that cell phones are allowed. Any student caught texting during class will be asked to leave for that class and will receive no credit for that day.

DRUGS AND ALCOHOL:

Any student exhibiting the effects of drugs or alcohol will be removed from the program. If in the judgment of the instructor, the student is mentally or physically incapable of safely operating a vehicle, they will be refused permission to drive.

PARENTAL INVOLVEMENT:

The state has made it mandatory for all parents to be involved in their child’s driver education course. You will be required as a parent to attend a 1.5 hour parent orientation. The instructor will have a form for you to sign showing that the parental involvement segment has been completed. Please inform the classroom instructor if there will be any issues with a parent ride along.

**When the student is ready for the state road test, we offer refresher lessons at a reasonable rate.
It is recommended that students keep all notes for review purposes prior to the road test.**

**THANK YOU IN ADVANCE FOR YOUR COOPERATION!
MAINLY DRIVING SCHOOL
SCARBOROUGH, ME 04074**

PLEASE SIGN AND RETURN THIS AGREEMENT WITH ALL OTHER REQUIRED DOCUMENTS.

I have read and understand the policies of Mainely Driving School. I agree to do my part as a student and guardian. I attest that this student is 15 years of age by the first class. I further agree to all conditions and penalties and charges stated above.

STUDENT SIGNATURE

DATE _____

SIGNATURE OF PARENT OR LEGAL GUARDIAN

DATE _____