

Drivers Ed of So MD

Policies and Procedures

COMAR 11.23.02.00.

Title 11 DEPARTMENT OF TRANSPORTATION
Subtitle 23 MOTOR VEHICLE ADMINISTRATION—DRIVERS' SCHOOLS, INSTRUCTORS, AND DRIVER EDUCATION PROGRAM

Drivers Ed of So MD, Inc (Drivers Ed of Southern Maryland) operates in compliance with 11.23.02., as mandated in subsections; the additional items are clarifications and specific operations Drivers Ed So MD (*DESoMD*).

Enrolled in a Class

A Student is enrolled in the selected class when the payment is received, GDL minimum require rates, 36 hrs. (required);

An Enrollment Confirmation is e-mailed within one (1) business day, normally;

All fees must be paid before the start of class or other payment agreement.

Behind the Wheel, Need-to-know (MD Driver's Manual - Reportable Medical Conditions, p.38)

DESoMD need-to-know any condition, diagnosis, or medication that may impede normal progression.

Maryland Graduated Licensing System (36 hrs.)

Drivers Ed of So MD, co-partner with the parent/mentor and student to meet the objectives.

Classroom – 30 hrs., maximum 3 hours per day with Unit QUIZ

Punctuality, a 15-minute late show-to-class period with notification prior to class start may be granted; Student more than 15 minutes late (FROM START OF CLASS) MUST repeat that class Unit, day.

Attendance, up to 12 hours may be missed without repeating the entire 30 hrs. Units 1 through 9 MUST BE complete before Unit 10 and 50 question test, 3 hrs.

Makeup Missed Classes, 'the day is the UNIT' determine the missed class session from your class log by e-mailing to DESoMD@gmail.com to determine if space available in the current class for the specific unit (day).

Three (3) hrs. each day, maximum; a 15-minute break is given for each 90 minutes of class.

Behind-the-Wheel (BTW) 6 hrs., normally 3 - 2 hr. sessions

BTW drive sessions may be required to begin and end at the driving school

Students MUST have a valid learner's permit 'in-hand' for BTW session

All finances and fees are current (paid).

The first BTW lesson is normally scheduled within 2 weeks of classroom completion.

Remaining BTW sessions are scheduled normally **not less than 2 weeks** apart to meet objectives.

[Maryland Driver Education Curriculum Guide, September 2016, mandated in Maryland Curriculum Guide \(the PowerPoint, Unit 1 through Unit 10 with embedded video\)](#)

Refund policy is based on the total cost paid.

A STUDENT THAT WITHDRAWS FROM THE DRIVER EDUCATION PROGRAM PRIOR TO COMPLETION IS ENTITLED TO A PRORATED REFUND.

A full refund, if requested by Friday before the start of class.

- ◇ Afterwards, Behind-the-wheel refund cost.
- ◇ After the first BTW schedule, the refund is reduced 50%;
- ◇ After the second BTW schedule, no-refund.

Individual Cost:

Classroom - 30 hours Classroom - Ten (10) Units with 50 question Test	\$ 160.00
6 hours Behind-the-Wheel Only (BTW) with MVA Approved Instructor and Vehicle (\$60/hr. @ 8)	\$ 480.00

Administration Fee applied to class cost.

\$15.00, if not paid in full by 'end-of-class'.

*The class record remains **active** for 1 year from class start.*

*\$100.00 to **reactivate** after 1 year of non-completion.*

Completion Certificate

Applicants must successfully complete the Maryland approved driver education course (36 HRS: 30 hrs. CLASSROOM AND 6 hrs. BTW) for driver education providers to submit the applicant's course completion information to the MVA electronically.

BTW Cancellation or 'No-Show'

A Behind-the-Wheel lesson canceled with **less than a 24 hours'** notice results a '**No-Show**' fee, **\$50.00**.

Redeposit and Returned Checks

A \$36.00 fee is assessed for returned checks (direct cost from bank, time not included)

I agree to the following Drivers Ed of So MD, Inc., Policies and Procedures:

Parent: _____ (Under 18 years-old)

Student: _____

Date: _____