

# Drivers Ed of So MD

## Policies and Procedures

COMAR 11.23.01.00. & 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](mailto: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.

# 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	\$ 180.00
6 hours Behind-the-Wheel Only (BTW) with MVA Approved Instructor and Vehicle (\$60/hr. @ 6)	\$ 360.00

## Administration Fee applied to class cost.

*\$20.00, 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.*

*Class Records are retained for three (3) years from the first day of class.  
(COMAR 11.23.01.08)*

## 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: \_\_\_\_\_