



## Policies and Procedures

Drivers Ed of So MD, Inc., (DESoMD) operates in compliance with COMAR; the additional are clarifications and specific operations of **DESoMD**.

### Student Enrollment: COMAR 11.23.02.35 Student Eligibility for Enrollment

A Student is enrolled in the selected start and end class session, **scheduled**;

**Classroom** - 30 hours Classroom - Ten (10) Units with 50 question Test

**Behind-the-Wheel (BTW)** with an MVA certified instructor and Vehicle

<b>Learner's Permit Holders Requirements</b>				
Age	Age 18 or under (without HSDiploma or its equivalent)	18 years old (with HSDiploma or its equivalent)	Ages 19-24	25 and older
<b>Minimum holding period before provisional license can be issued</b>	9 months	3 months	3 months	45 days
<b>Minimum holding period before provisional can be issued, if individual was convicted of, or granted probation before judgement for, a moving violation</b>	9 months			
<b>Supervised practice driving hours</b>	60 hours of practice driver with supervising driver. 10 hours at night.* *Defined as ½ hour before sunset until ½ hour after sunrise.			14 hours of practice with supervising driver 3 hours at night*
<b>Maryland Certified Driver Education</b>	30 classroom hours and 6 hours behind the wheel.			

COMAR 11.23.02.36 **Student Performance Criteria**

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

**Student MUST have WORKBOOK for all classes, given on day 1;**

**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;

**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':**

Classes repeat each scheduled class session; the student may request to attend via e-mail to [desomd@gmail.com](mailto:desomd@gmail.com) for availability; reply via e-mail to attend confirms;

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

COMAR 11.23.02 .34 **Behind-the-Wheel Instruction Requirements**

**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;

**The first BTW lesson** is normally scheduled after unit 4; student meeting requirements for BTW scheduling;

**All** finances and fees are current (paid);

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

COMAR 11.23.02 .37 Certification of Program 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;

COMAR 11.23.02 .38 Program Transfer and Reciprocity.

**.38 Program Transfer and Reciprocity.**

A. A certified school shall provide to the student documentary evidence of any instruction of the program successfully completed, with the following documentation:

(1) A **Classroom Student Record and Completion Form DE-003A**, signed by an authorized school official for documentation of classroom instruction completed; and

(2) A **Behind-the-Wheel Student Record and Completion Form DE-003B**, signed by an authorized school official for documentation of the behind-the-wheel instruction completed.

B. The Administration may accept documentary evidence of satisfactory completion of a driver education program from another state or jurisdiction, as meeting the requirements of Transportation Article, §16-105, Annotated Code of Maryland, if the driver education program completed in the other state or jurisdiction meets or exceeds the statutory requirements and standards in Maryland.

COMAR 11.23.02.08 Certified School's Operation Requirements

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(14) Provide a prorated refund to a student who withdraws or transfers from the school.

**A REFUND is based on the GLS required 36 hours (minimum required package);**  
30 hours classroom and 6 hours of Behind-the-Wheel (BTW) instruction;

50% cost - 30 hours classroom,

(30 classroom hours based on selected start and end class session, scheduled);

50% cost - 6 hours;

(6 hours, normally 3-2 hours sessions spending the remaining required holding period to meet the objectives)

Example: based on the current package cost: \$360.00 \$180.00 - classroom, \$18.00 per unit \$180.00 - BTW, \$30.00 per hour
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20-Oct-18

A REFUND request must be submitted in writing (or e-mail); the prorated REFUND will be sent to the address on file to the responsible person if student is under the age of 18 years within 14 business days. Copies of all required documents will be forwarded to the Administration and client as required.

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

**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-classroom session'.  
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)*

**BTW Cancellation or 'No-Show'**

A Behind-the-Wheel lesson canceled with **less than a 24 hours'** notice results a **'No-Show'** fee, **\$60.00**.

**Redeposit and Returned Checks**

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

I agree to the Policies and Procedures reviewed [Drivers Ed of So MD, Inc.](#)

Parent: \_\_\_\_\_ (UNDER 18 YEARS-OLD)

Student: \_\_\_\_\_

Date: \_\_\_\_\_