

Montgomery College WDCE - Transportation Safety Institute

Driver Safety Program

Important Behind the Wheel Guidelines:

Driving sessions are scheduled in increments of 2 hours. Students enrolled in the Driver Education course are randomly assigned three lessons; schedules are distributed during Orientation/first class. Additional Driving sessions beyond the 6 hour MVA requirement, can be arranged. Minimum 2 hours at \$50/hour = \$100.

- **Schedule Changes:** There is **limited flexibility** in modifying your schedule, please make Driver Education your priority. If you have a serious conflict, try exchanging schedules with another student in your course **within the first three class sessions**; you must exchange your *entire* schedule and notify your classroom instructor of the switch. If still unsuccessful call Program Assistant for assistance, 240-567-1895. Efforts can be made to meet special needs, such as Sabbath observances. Our objective is to have you complete your driving lessons by the course end date.
- **Learner's Permit:** A learner's permit is required. Having a learner's permit allows the student to practice between lessons and usually indicates intent to apply for driver's license within near future. Familiarity with basic vehicle functions, knowledge of basic road rules and having *basic car control* are key fundamentals.
- **Where to meet:** Meet your Instructor (and the Driver Education car) at the **rear entrance of the Gaithersburg Business Training Center, located at 12 South Summit Ave.** adjacent to the parking garage. For Takoma Park/Silver Spring, students should meet at the side entrance of the Health Sciences building. **Be on time** for the start of your session. Instructors are not required to accept late students; instructors wait for at least *15 minutes* before designating a no-show. Parents/Mentors should pick-up on time. We build into our schedule a few minutes between sessions for **parent-instructor-student discussion** and a mid-day lunch break for Instructors.
- **Lesson Apparel:** There are to be no sandals, clogs, flip-flops, open-toed, or heeled shoes, or any other types of **footwear** that could impede the student's ability to "feel" the pedals and control the training vehicle. **Hair** must be worn away from the eyes. If **corrective lenses** (contacts or eye glasses) are required, they **MUST** be worn while you drive, or the instructional session will not be conducted. You must take all necessary **prescribed medication** (non-drowsy)
- **\$50 Lost Session Fee:** If you arrive at your driving session without the appropriate apparel/tools, your session will be **cancelled** and you will be charged **\$50**. If you **do not show** for your lesson, you will be charged \$50. Illness and other emergencies with documentation can be submitted to the program office for fee waiver consideration. We ask that if you must cancel or reschedule your driving session that you do so at least **24 hours in advance**. Student should make contact with both the Driving Instructor and Program Assistant within 24 hours of scheduled session.
- **Documentation:** Upon successful course completion, you will receive the following:
 - ***Driver Education course students:*** Course Completion Letter, MVA Behind the Wheel and Classroom Completion forms, In-Car Lesson Progress Report/Scores and after each lesson, feedback slips are given.
 - ***6 hour BTW students:*** MVA Behind The Wheel Completion Letter, In-Car Lesson Progress Report/Scores, and after each lesson, feedback slips are given.
 - ***Driver Improvement Lessons (DIL):*** In-Car Lesson Progress Report/Scores, and after each lesson, feedback slips are given.

Parent/Guardian Signature (or student if over 18)

Date

1/30/2009