

Driver Safety Program
BTW-Behind the Wheel Instructions

Driving sessions are scheduled in increments of 2 hours; students with learning disabilities can opt for 1 hour lessons. Students enrolled in the Driver Education course are randomly assigned three lessons; schedules are distributed during Orientation/first class. Additional Driving sessions called Driver Improvement Lessons (DIL) beyond the 6 hour MVA requirement, can be arranged for a minimum 2 hours at \$50/hour = \$100 through separate registration.

- **Schedule Changes:** There is **limited flexibility** in modifying your schedule, please make Driver Education your priority. If you have a serious conflict, call Program Assistant for assistance, 240-567-1895. Efforts can be made to meet special needs, such as Sabbath observances. We will do our best 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:** All lessons begin and end at the designated college campus; no exceptions. Meet your Instructor and the Driver Education car on time for your lessons. For **Gaithersburg Business Training Center**, meet at the rear entrance adjacent to the parking garage; for lessons at **Germantown** and **Rockville campus** special arrangements will be prearranged.
- **Lesson Protocol:** **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 as students are excused at end of lesson. We build into our schedule ten minutes between sessions for **parent-instructor-student debriefs**. At the start of the first lesson, student and instructor enter into a **safety agreement** (see attached), which they can refer to at each lesson. We can give each student performance feedback slips after each BTW lesson if helpful for student to bring home and review with parents.
- **Lesson Apparel/Preparation:** 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). Students should have eaten and used the restroom prior to the start of the lesson; food is not permitted in the vehicles.
- **\$50 Lost Session Fee:** If you arrive at your driving session beyond the grace and/or 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 by calling the instructor and calling the program office**. Student should make contact with both the Driving Instructor and Program Office within 24 hours of scheduled session.

My signature below confirms that I have read and agree to the above.

Student's Name (Printed): _____ Date: _____

Student's Signature: _____

Parent Signature (if under 18): _____ Date: _____