

Mission

The Shepherd Hill Public Driving School is dedicated to teaching students to drive safely. Our program strives to meet the needs of all students as they begin their experience on the roads. Our staff will help prepare students to make practical decisions while driving defensively. During our classroom sessions, we will complete the RMV required curriculum and provide each student with the opportunity to learn the rules of the road as well as understand the content of the RMV drivers manual. After completing the proper requirements, our students will move to the in-car instruction part of our program where they will put it all together and become responsible drivers in preparation for the RMV road test.

Age Requirement

In order to join our program, the student must be 15 years 9 months old or older before the start of the classroom session. An application must be completed and turned in with the deposit of \$312.50. Our classes fill up quickly and students are accepted in the order in which the application and deposit are received until the class is full. Our class limit is 30 students. A student may apply and take the permit test at the RMV once he or she turns 16 years old. A student may get his/her license 6 months after obtaining his/her permit as long as those 6 months are incident free driving. Any accidents or violations will delay the ability to get a license.

Program Fee

The \$625 program fee includes: 30 hours of classroom instruction, 2 hour parent class, RMV certificate, 12 hours driving, 6 hours observing, and 1 Road test including warm up lesson before road test. The deposit must be paid before a student can begin the classroom session, the complete fee must be paid in full before any student moves to the driving portion of the program, and any additional fees incurred must be paid before a driving certificate is requested to the RMV and a road test is scheduled.

Refund Procedure

Any registration payment to the SHRHS Driver Education Program for the classroom session will be fully refunded, upon written or electronic request, prior to the start of the classroom session. It may also be transferred to a future classroom session. If a student withdraws from the classroom portion before the start of the fourth class, the registration fee of \$312.50 will be refunded upon written or electronic request. No refunds will be issued after the start of the fourth class or during the in-car instruction session.

Classroom Sessions

The RMV requires 30 hours of instruction. To attend the classroom sessions, please fill out an application, which can be found on the drivers education website and submit it with your deposit (\$312.50). You will receive a confirmation email when you are enrolled in a class.

During the school year, the classroom session for Driver Education will run for a 2 week period. Each session will be 3 hours 15 minutes and will have a 15 minute break. During the summer hours, the classroom sessions will be 1 week long for 6 hours a day. Each session will be divided into 2 three hour 15 minute sessions, each with a 15 minute break. The break between the 2 sessions will be at least 30 minutes.

Any student who misses a classroom session, will be required to make up that same session the next time the class runs. This will delay your ability to complete the program and get your license. Behavioral issues will not be tolerated, students who can not act appropriately in class will be asked to leave. If a student is dismissed from class for behavior, he/she will have to make up the class the next time the session occurs during another part of the year (usually a couple months later). Any student who is suspended, In-House or Out-of School, shall not be allowed to attend Driver Education Classes or Driving Lessons while serving the suspension. If a student is absent from a class for a third time (3 absences), that student will be dismissed from that Driver Education Course Session and may enroll in another Driver Education Course Session in the future.

All students can make up or retake class sessions without further cost. Each student will need complete all 30 hours of class and pass the final exam with an 80% or higher to move on to the driving portion of the program.

Parent Session

One parent must attend a 2 hours parent class. This is required by the RMV. This class is good for 5 years so if you have another child coming through the program in that 5 year period, you will not have to attend again. If this requirement was completed at another driving school, the certificate of completion must be provided to the Shepherd Hill Driving School for verification. If this requirement was completed at Shepherd Hill, we will research the history if you do not have the document to confirm it. This requirement must be completed before any student can move to the driving portion of the program.

Driving/Observing Hours

Upon successful completion of the following requirements, each student will start the driving portion of the program:

- Must complete all classroom sessions and pass the final exam with 80% or higher
- Must have paid in full the Driver Ed. Course fee
- Parent / Guardian must have attended the required two hour session or been documented as exempt
- Must have completed and submitted a signed Parent/Guardian Consent form.
- Must have your Learners Permit and provide a photocopy to the Driver Education program

You will get a confirmation email when you have completed the aforementioned requirements. Students will be selected to drive based on the earliest Learners Permit date of issue and availability of instructor.

Students are required to complete 12 hours of behind the wheel instruction with a Shepherd Hill driving instructor and 6 hours of observing other students drive in our program. In-car sessions for a student can not exceed 2 hours in one day. In addition, it is required by the RMV that each student drive 40 hours with a parent/guardian before they take a road test with the RMV. A parent/guardian will sign the road test application stating this requirement was completed.

Our instructors will try whenever possible to complete the driving and observing hours about 1 week before the date in which the student is license eligible (6 months from permit date of issue as long as those 6 months are incident free). If a student is not progressing in his or her driving ability, the instructor may ask that he or she put in a certain amount of driving hours with a parent/guardian before driving again. This is to insure that the student is practicing more on his or her own time and improving his or her skills. We want to them all to be successful on road test day. Students will be picked up and dropped off at home when they are not driving after school from Shepherd Hill in which case they will just be dropped off at home. If you live more than 30 minutes from Shepherd Hill, you may be asked to arrange a pick up drop off point with your parents and instructor.

All requirements for the program must be completed before you graduate from high school.

Guardian paperwork

Any student who has a legal guardian must provide the court paperwork confirming the legal guardianship to the examiner on the day of the road test. The RMV will not allow a student to take a road test without proper documentation(original documents with raised seal and signature) that the person who signed the road test application is in fact a legal guardian.

Returned Check Fee

There will be an assessment of \$25 for any checks returned for insufficient funds.

Extra Driving Hours Fee

If a student needs extra driving hours after completing the 12 hours included in the program, he or she may purchase additional hours at a rate of \$50/hr.

No Call / No Show Fee

A 24 hour notice is required to cancel a driving appointment. If a student fails to inform the instructor 24 hours prior to the driving appointment a \$30 fee will be assessed. The fee will need to be paid prior to the completion of the program.

Additional Road Test Fee

One road test is included in the fee for the course. If a student fails the road test and would like to retake the test through the Shepherd Hill Driving School, an additional road test can be scheduled for a \$75 fee.

A RMV certificate will not be requested and a road test will not be scheduled until all fees to the program have been paid.

All procedures, fees, stipends, and pay have been approved by the Dudley-Charlton Regional School Committee.