

Meadows Driving School, Inc.
1339 Main Street
(413) 283-3332
www.meadowsdrivingschool.com

Thank you for choosing Meadows Driving School. With over 25 years of experience, you can be sure that we are able to accommodate all of your driver education needs. To ensure that your experience with us is educational, informative and positive, we are providing this outline of what you may expect of Meadows Driving School, as well as what we expect of our students and their parent/guardians. **Please read the following outline carefully, sign and return the signature slip on or before Class #3.**

OUR OFFICE HOURS

Tuesdays and Thursdays 5:00 p.m. – 7:00 p.m.

DRIVER'S EDUCATION COURSE REQUIREMENTS/FEEES

In addition, a parent class is required, if not completed within the past five (5) years. The driver education course consists of thirty (30) hours of classroom instruction, twelve (12) hours of behind the wheel instruction with observation. The cost of the complete course is \$579 IF PAID IN FULL AT TIME OF ENROLLMENT or \$609 if you choose the PAY AS YOU LEARN option. If you choose to make payments, we require a down payment of \$129 to enroll and \$40 is to be paid at each of the twelve (12) one hour behind the wheel lessons. The balance must be paid in full prior to completing the course.

Limited participant's ages 18 years of age and older are required to pay in advance for the number of behind the wheel lessons they schedule. This will be at the cost of \$ 50.00 per lesson. Each behind the wheel lesson is one (1) hour.

CLASSROOM

You are required to provide your own transportation to and from Meadows Driving School for each of the classroom sessions.

PLEASE BE ON TIME FOR CLASS!!!

Our Classroom Schedule is as follows:

EVENINGS: Monday – Thursday 7:00 pm – 9:00 pm

ACCELERATED CLASS:

Time: 9:00 am - 3:45 pm Break: 11:00 am - 11:15 am Lunch: 1:15 pm -1:45 pm

Dates To Be Announced/Advertised

Please be on time for class. No student will be given credit for a class in the event that he/she is more than ten minutes late for class. ***We expect full participation and cooperation from each student.*** Lack of

participation and/or cooperation will result in the student being dismissed from that particular class and NO CREDIT will be given. We also have a ZERO TOLERANCE policy regarding any misbehavior. Students may be expelled without refund, should behavioral problems arise.

At the time class is dismissed, all students should be picked up promptly. A fee of \$10.00 may be incurred by the parent/guardian of any student remaining on the premises after one half hour of class dismissal.

In the event that a student misses a class, he/she must make up the exact class number(s) missed. The class calendar can be found on our website www.meadowsdrivingschool.com as well as in the classroom.

General Rules of the Classroom:

1. No swearing
2. No smoking
3. Pick up after yourself
4. Only one person in the restroom at a time
5. Do not touch any of the equipment (TV, DVD, etc.)
6. No pets or animals permitted in the building
7. **Do not deface any of the schools property (books, walls, desks, vehicles, etc.)**

In the event that a student is caught defacing any property of Meadows Driving School, the student's parent/guardian will be billed for the repair and or replacement of the damage. If the student cannot or will not follow these rules, they will be asked to leave the classroom and will not receive credit for that class.

RESPECT OUR SCHOOL & WE WILL RESPECT YOU!!!

BEHIND THE WHEEL LESSONS

IT IS OUR BELIEF THAT OBTAINING YOUR LICENSE IS A *BIG* RESPONSIBILITY. *As such, we strongly recommend that students schedule their own behind the wheel appointments, rather than their parent or guardian. We ask that the parent/guardian encourage the student to take this responsibility.*

Our Behind-the-Wheel Lessons are available Monday thru Saturday. You may schedule behind the wheel lessons by calling **283-3332** during office hours. If you call and get voicemail or we are not in the office, please leave your name and telephone number and we will call you back as soon as possible to schedule your appointments. Upon scheduling your appointment, please provide the pick-up location (i.e. school, home) of where you are being picked up. Students may have up to three (3) behind the wheel lessons scheduled at a time.

IT IS YOUR REponsibility TO WRITE DOWN YOUR APPOINTMENTS!

If a scheduling conflict or emergency should arise and we are unable to make it to your appointment we will make every effort to get in touch with you. Your appointment will be rescheduled as soon as possible. Please note that we have a 15 minute window for picking up and dropping off. This means that if your appointment is scheduled for 3:00 p.m. we may arrive between 2:45 p.m. and 3:15 p.m.

We do require a 24 hour cancellation notice from our students. Students may text the number that is provided to them when lessons are initially set up if they need to cancel or reschedule an appointment. If a student fails to give Meadows Driving School 24 hours' notice to cancel an appointment, a no show fee of \$30.00 will be charged.

If a student is unprepared to drive at the time of his/her behind the wheel lesson (i.e. no permit, under the influence of medication), we reserve the right to refuse to provide behind the wheel instruction for the scheduled appointment and charge a fee of \$30.00.

CANCELLATION NOTICES

In the event that we decide to cancel classes and/or behind the wheel lessons due to inclement weather or an emergency, we will notify each of the high schools that our students attend. In addition, we will leave a message of cancellation on the Meadows Driving School answering machine.

PARENT CLASS

The Registry of Motor Vehicles requires, as part of the driver's education curriculum, a parent/guardian participate in a two hour Parent Class. If a student is eighteen (18) years old or older, a Parent Class is NOT required. Meadows Driving School offers the Parent Class once a month. Dates and times are posted in our office and available on our website calendar.

We encourage completion of the Parent Class at the beginning of our students' time with us for your maximum benefit. **Please DO NOT park in the lot. Please use street parking.**

Both parents are welcome to attend; only one parent is required. The fee for the Parent Class is \$25.00, cash or check only please, due the day you participate in said class. If both parents attend the fee is still just \$25.00. Upon completion of the Parent Class, you will receive a Certificate of Completion from Meadows Driving School. Attendance of the Parent Class is only required every five (5) years. As such, you are not required to attend a Parent Class more than once in a five (5) year period

Massachusetts Registry of Motor Vehicles

DRIVER EDUCATION CERTIFICATE (DEC) REQUIREMENTS

Once the student has completed the requirements of the driver's education curriculum, we will collect the Registry of Motor Vehicle fee for the student's Driver's Education Certificate. Payment in the amount of \$25.00, cash or check payable to Meadows Driving School, will be required in order for Meadows Driving School to request said DEC on the student's behalf from the Registry of Motor Vehicles. **ANY unpaid balance due to Meadows Driving School MUST be PAID IN FULL before the DEC will be accepted.**

Upon receipt of this payment, we will then complete and forward the necessary paperwork to the Registry of Motor Vehicles in Boston, MA certifying that the course requirements have been completed. The Registry of Motor Vehicles will then enter the student's Driver's Education Certificate into their database.

****Please note that Meadows Driving School requires a minimum of ten (10) days' processing time for DEC's to be requested. Meadows Driving School is not responsible and has no control over the Registry of Motor Vehicle's processing time to enter said DEC into their computer system. You**

may go to our website, www.meadowsdrivingschool.com for the direct link to the Registry of Motor Vehicles to determine if the DEC is in the computer system.

Required Registry of Motor Vehicle Fees

Learner's Permit	\$30.00
Road test appointment fee	\$35.00
License fee	\$50.00

ROAD TEST APPOINTMENTS

Upon completion of all components of driver's education course, holding a learner's permit for six (6) consecutive months and entry of a student's Driver Education Certificate (DEC) by the RMV electronically into the RMV data base, a student has the following options for a road test to obtain a Massachusetts driver's license:

You may use Meadows Driving School as your sponsor for your road test which includes the following.

1. Meadows Driving School will sponsor a student for a fee of \$85.00. This fee is in addition to the RMV licensing fees: \$25.00 for the Driver's Education Certificate, \$35.00 for the appointment, and \$50.00 for the driver's license.
2. Meadows Driving School will schedule the student's appointment with the RMV and we will notify you of the test location, date and time of the road test appointment.
3. Meadows Driving School provides the vehicle for the student's use for the road test.
4. During the road test, Meadows Driving School provides a certified driving instructor as your sponsor, as required by the RMV.
5. Meadows Driving School will collect and prepay the RMV licensing fees on behalf of the student.
6. Students are required to have their own transportation to and from the location of the scheduled road test.
7. Upon passing the road test, the student's permit is converted into a valid Massachusetts Driver's License (Actual license is mailed directly to the student).

You may schedule your own road test with the Mass DOT Registry of Motor Vehicles division via calling (866) MASSRMV or (617) 351-4500 or via the internet, www.massgov/rmv. You must have student's permit number, name and date of birth when scheduling over the telephone. You must have a student's permit number, name, date of birth and social security number when scheduling online.

You will be responsible for scheduling the appointment with the RMV, providing the required vehicle (parking brake in center console of vehicle or bench seat with floor brake easily accessible to the RMV Examiner), providing the required licensed adult to sit in the back seat during the test and to pay the RMV licensing fees, totaling \$85.00, at the time of scheduling the road test appointment or, in the branch, upon the student passing the road test.

On the day of the road test, a student will need their learner's permit and the Class D or M Road Test Application. You may visit the RMV website www.massgov/rmv, go to Forms and Manuals, then

