



Dear Student & Parent;

Thank you for enrolling in Mullen's Driving School. Our Driving School is regulated by the Secretary of State. We trust that your experience with us will be a positive one. In order to assure that you understand the course requirements, and our policies, we have outlined them for you.

### **IDENTIFICATION**

EACH STUDENT MUST BE AT LEAST 15 YEARS OLD ON THE FIRST DAY OF CLASS! All Students must provide a certified copy of their birth certificate, passport, or other government issued ID to prove their Date of Birth. Also, provide a photocopy of the ID that the school can keep for our records.

### **BASIC REQUIREMENTS OF THE CLASS**

The basic course requirements are 30 hours of classroom and 10 hours of behind-the-wheel instruction.

If a class must be missed, the student must arrange with the instructor to make up the time missed. Mullen's has several locations, in which the student may attend and make up the class time.

Parent participation is required by the State of Maine. Therefore, we ask parents to attend the last hour of class #10 AND to do a 1 hour ride along during a driving lesson.

We do administer the written exam. Students are eligible to take exam after completing in- class hours. The minimum passing score is an 80. Students may retake the permit test.

### **BASIC REQUIREMENTS OF BEHIND-THE-WHEEL INSTRUCTION**

The State requires that students attend class #2 & #3 before they are allowed to drive.

Behind-the-wheel instruction is scheduled with the course instructor. Make sure you have your instructor's contact information in case you have questions about your schedule.

Students will be expected to meet the driving instructor at the appointed time. If you cannot keep your appointment, you must notify your instructor 24 hours in advance.

Neglecting to call & missing a drive time will result in a \$60 NO SHOW fee for EACH HOUR MISSED.

We suggest that each student keeps a record of their driving schedule written in the back of their Motorist Handbook.

Our goal is to complete the driving instruction within a week of the last class. However, larger classes may take longer to complete. Larger classes often occur in March and during the summer. Please see our Longer Driving Time Policy for more information.

It is Mullen's policy to pair up the students when driving. Therefore everyone will get up to 9 hours of observation of their peers while in the car. This rule may be void for students over 18 years of age or with parent's written permission.

### **VISION**

Vision screening for all students will be done prior to conducting behind-the-wheel training. With or without corrective lenses, a student who does not have vision of at least 20/40 in the best eye may not operate a car. To be eligible to drive the student will be given an MVE 103 and will have to see an optometrist to get glasses or contacts. After the student has the corrective lenses they can start the the driving portion of the class.

### **CR-24 MEDICAL FORM**

Students with certain medical conditions must have their doctor fill out an evaluation form and bring it to class. We will send it to BMV in Augusta. Students can not drive until this form is received and approved. Please ask your instructor what conditions qualify for the CR-24 Form.

### **PAYMENT**

All payments are accepted ONLY as cash, check or money order. We are happy to accept your check as payment. By paying with a check, you are consenting to our check acceptance policy: In the unlikely event that your check is returned a

returned check fee of \$35 will be charged as allowable by law. ***As of January 1, 2018, the State of Maine charges a \$35 fee for the permit, itself.***

## **REFUNDS**

Refunds are given only in the special circumstances where a student is not able to complete a course. The following will be charged and deducted from the initial course payment.

- \$20 administration fee.
- \$10 for each hour of classroom time.
- \$60 for each behind-the-wheel instruction hour.

## **CLASS CANCELLATIONS**

Occasionally, scheduled classes must be canceled due to weather or other unforeseen circumstances. In this event, every effort will be made to contact you by the phone number and/or email address that you provide us. Storm related public school closings will result in no Driver's Education classes. So, if your local public school has a snow day, we will cancel class for that day. Your instructor will let you know when the make up day will be held.

## **TIME LIMIT**

In the event that you must stop the Driver's Education Course, with the intent of finishing at a later date, the State of Maine allows you to complete the course in 6 months. If you want to finish 6 months after the last date of your attendance (either in the classroom or in the car), you must start the course over again. Appropriate fees will be charged.

## **DRIVING ON YOUR PERMIT**

Once you have obtained your permit, you must have in the passenger seat, someone at least 20 years old who has held a valid license for at least 2 years.

For anyone under the age of 21, before requesting a road test for the license, you must:

- Be at least 16 years old
- Held your permit for at least 6 months
- Complete 70 hours of driving time, 10 of which will be night time driving (driving log will be provided)

## **MULLEN'S WARRANTY**

Our goal is to educate our students thoroughly and accurately, so that they become strong, confident and safe drivers for their whole lives.

If the student fails the written exam, they may come back to retake the test, free of charge. They are allowed to take the test only once per day.

If a student wishes to revisit a particular class to help them better understand the material, they may attend a classroom free of charge.

If you have additional questions or concerns please call us at 892-8851, email: [inquiries@mullensdrivingschool.com](mailto:inquiries@mullensdrivingschool.com) or see us online at [www.mullensdrivingschool.com](http://www.mullensdrivingschool.com).

Sincerely,

Benjamin D. Mullen

Student signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature \_\_\_\_\_ Date: \_\_\_\_\_

I give consent to include my child in classroom photos/ video which may be displayed for educational or marketing purposes. \_\_\_\_\_ (initial)