



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 or speak with the office to request a date to make up the time missed.

Mullen's has several locations, in which the student may attend and make up the class time.

**If the courses are going to be administered online via zoom, there will be two in person interactions.**

- We require you to meet for Class #1 in person for 3 hours and Class #10 for 3 hours to review and administer the test.
- If attending zoom classes students **must be present** at all times during the entire class, if a student is not paying attention or not present they will not receive credit or partial credit for the class. Instructors will send a conclusion at the end of the class if they were not present and students will be required to make up that specific class on another date.
- If a student receives a second warning for **not being present** in the class the instructor will postpone drive time for one week.
- When attending zoom classes students are required to confirm attendance for each class. The instructor will provide the student with a link and instructions to complete.
- Parent participation is required by the State of Maine. Therefore, we ask parents to please fill out the Risk Assessment Survey with their student and return it to the instructor **or** do a 1 hour ride along with the student during one of their ten hours on the road. We need a signature of the involved parent for our records.
- We administer the written exam. Students are eligible to take the exam after completing online and/or in class hours.
- The minimum passing score is 80. Students may retake the permit test if they do not pass the test at no cost to them.

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

- The State requires that students attend class #1, #2, & #3 before they are allowed to drive.
- We require the payments to be made in full before any driving instruction can be scheduled.**
- 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. The office does not schedule drive time for the students.
- 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 two weeks 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.
- We require all of our cars to have a dash camera to ensure the safety of our instructors, students and everyone on the road.
- Parents are allowed to attend any hour of driving with their student, most parents attend their students last hour of drive time.

### **PAYMENT**

All payments are accepted as cash, check, credit card or money order. **We require a \$300 placement holder before the first day of class. Please note that the \$300 deposit is nonrefundable, this is to ensure that your child can attend and obtain their permit in a reasonable timeframe.** In the classrooms we accept cash, checks, and money orders. You may make card payments by calling the office during regular business hours. 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.** You may also break up the payments, if you wish, we are willing to work with you. Please understand that for the driving portion we require all of the payment to be made before any drive time can be completed.

*Drivetime: We require all of the payment to be made before any drive time can be completed.*

### **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 a 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 driving portion of the class.

### **REFUNDS**

Refunds are given only in 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.

### **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.

### **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 choose to finish 6 months after the last date of attendance (whether in the classroom or in the car), you will have to restart driver education. Appropriate fees will be charged.

### **DRIVING ON YOUR PERMIT**

The permits that we issue are called Course Completion Certificates. These act as temporary permits and are only valid for 60 days from the date that you completed drivers education. You must turn these over to your local BMV to turn them into a state issued permit before the 60 day deadline. If it is not turned over before the 60 days, then you will need to contact the BMV to get a duplicate permit as we cannot reissue duplicate permits.

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

### **PANDEMIC PROTOCOL:**

Mullens Driving School has put in preventative measures to reduce the spread of COVID19, however we cannot guarantee that you or your child will not be infected. Masks are available at all locations. They are currently required in classrooms.

### **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/ videos which may be displayed for educational or marketing purposes.

\_\_\_\_\_ (initial)



The Driving School, including its employees, agents, students, and driver education instructors, may not intimidate or harass an employee, student or other person receiving driver education based on sex, color, race, religion, national origin, age, marital status, physical or mental disability, sexual orientation or gender.

For the purpose of this paragraph, this includes the following, which may be a series of or a single occurrence: unwelcome sexual advances, gestures, comments, contact, threats, offensive jokes. This includes subjecting employees, students or other persons to ridicule, slurs, or derogatory actions.

For the purpose of this paragraph, sexual-harassment includes the following which may be a series of incidents or a single occurrence: verbal, non-verbal and physical behavior that is sexual in nature such as comments about a person's looks, personal inquiries, sexual jokes, use of derogatory sexual stereotypes, uttering sexually suggestive sounds, writing sexual notes, use of the computer equipment to send or receive material of a sexual nature, looking someone up-and-down, staring or leering at someone's body, deliberate blocking of a person's path, displaying sexual visuals, making sexual gestures, massaging, touching, deliberate brushing up against someone, hugging, pinching, grabbing or other unwanted or inappropriate touching, contact or act.

Students must sign \_\_\_\_\_

Printed name \_\_\_\_\_

Date \_\_\_\_\_



## Parental Involvement Signature Sign Off Sheet

Please check the box below to confirm that you have completed one of the Parental Involvement portions of Drivers Education for The Driving School.

- Risk Assessment Survey
- One hour ride along with instructor and student
- Attended Last hour of Drivers Education in the classroom
- Attended Parental zoom meeting

Your Students Name: \_\_\_\_\_

Students School Location: \_\_\_\_\_

Course Start Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Risk Assessment Survey

Location: \_\_\_\_\_ Intersection of \_\_\_\_\_ and \_\_\_\_\_  
Day /Time \_\_\_\_\_ Weather/ light conditions \_\_\_\_\_  
Amount of time observed \_\_\_\_\_

***To be completed with a parent or guardian.***

How many roads enter the intersection?

What angles? How does this affect the risk level of the intersection?

What are the legal speed limits, what are the prevailing speeds?

What visual distractions or impediments are present?

Is the intersection flat or is there a difference in elevation?

What type of signage is visible at the intersection. Are traffic lights used?

Are the drivers distracted? What local factors cause more distraction here?

What are the roadway traction issues and weather visibility concerns?

Please draw a top down view of the intersection below. show traffic flow with arrows. include lanes and lane markings.

Every intersection creates different risks. As you drive with your loved one, paying attention to these factors and talking about them will help you both remain vigilant.

Parent \_\_\_\_\_ Student \_\_\_\_\_ date \_\_\_\_\_



## Risk Assessment Completion

By signing this document, I acknowledge that I have completed the Risk Assessment Survey that is required to complete my drivers education course at The Driving School.

Student Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

