



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 TO ATTEND THE FIRST CLASS. For the blended (zoom) class this is the PARENT/STUDENT ZOOM. All students must provide one of the following: a certified copy of their birth certificate, passport or other government-issued ID to prove their date of birth. You can download the documents to the student portal otherwise please bring a photocopy of the ID to the in-person class #1 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 student misses a class, the student can reschedule the missed class via the student portal. Classes 1-9 must be attended before attending class 10. Parent participation is required by the State of Maine. If enrolled in a Zoom class, this requirement will be fulfilled by the parental online class. We recommend a parental ride-along for a minimum of one hour. This ride-along is required for all in-person (non-zoom) students. This drive will show you what your child knows and what needs continuing refinement.

We do administer the written exam in class #10. Students are eligible to take the exam after completing ALL in-class hours. The minimum passing score is 80. Students may retake the permit test if needed it will be offered in the next available class #10.

BASIC REQUIREMENTS OF BEHIND-THE-WHEEL INSTRUCTION

The State requires that students attend classes #1, #2, & #3 before they are allowed to drive. We require the account to be paid in full before you will be able to schedule drive time. Behind-the-wheel instruction is scheduled through the student portal.

Students will be expected to meet the driving instructor at the appointed time. If you cannot keep your appointment, you must cancel the appointment through the portal at least 24 hours in advance to avoid a No Show fee.

Neglecting to cancel and missing a drive time will result in a **\$75 NO-SHOW fee for EACH HOUR MISSED.**

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.

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.

CR-24 MEDICAL FORM

Students with certain medical conditions must have their doctor fill out an evaluation form for the doctor to fax to the state.

Students can not drive until this form is received and approved by the state. Your instructor can help you go over what conditions qualify for the CR-24 Form. The Medical branch of DMV can be reached at (207) 624-9000 ext. 52124. They are the experts in what requires a CR-24.

VIDEO MONITORING

Classes are often video recorded as are all behind-the-wheel hours. This is for the comfort and safety of all involved. These recordings may be used for training, quality control, and educational purposes.

PAYMENT

A \$300 deposit is required to hold a seat in the class. All payments are accepted as cash, check, credit card or money order. You may make card payments through the portal or by calling the office during regular business hours of 9am-3pm. 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 special **circumstances** where a student is not able to complete a course. The following will be charged and deducted from the initial course payment.

- \$100 administration fee.
- \$20 for each hour of classroom time.
- \$75 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 the class for that day. The office will notify you of the makeup date and it will be in your portal.

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. An administrative fee of \$100 dollars will be assessed and time behind the wheel will be billed at a rate of \$75 dollars per hour of completed drivetime.

DRIVING ON YOUR PERMIT

Once you have obtained your permit, you must have someone who is at least 20 years of age and who has held a valid license for at least two years, in the passenger seat.

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 nighttime driving (a 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: office@mullensdrivingschool.com or see us online at www.mullensdrivingschool.com.

Sincerely,

Benjamin D. Mullen

Student signature _____ Date: _____

Parent signature _____ Date: _____

