

Proficient Driving Instruction LLC Policies and Procedures

Proficient Driving Instruction LLC (PDI) is dedicated to providing a solid foundation of knowledge and skills to create confident, safe and responsible drivers for a lifetime. We are proud to offer smaller class sizes for more directed learning, greater student interaction and to encourage more parental involvement. Our policies and procedures are based on State of N. H. SAF C-3100 regulations and are designed to encourage students to accept responsibility while requiring courtesy, respect and safety for instructors, fellow students and other roadway users.

Proficient Driving Instruction LLC will provide 30 hours of Classroom Instruction, 10 hours of Behind the Wheel (BTW) Instruction and 6 hours of in car Observation Instruction for students who attend Moultonborough Academy or reside in the towns of Moultonborough, Center Harbor, Tuftonboro, Sandwich and Tamworth. All Classroom Instruction will be held at Moultonborough Academy. All BTW instruction will begin and end at Moultonborough Academy unless otherwise designated by the instructor.

- All students must be a minimum age of 15 years 9 months on the first day of class.
- Students shall present proof of age in the form of an official birth certificate or valid passport at parent/student orientation. (originals or certified copies required- no photo copies)
- Parent/Guardian and student will complete and sign the PDI registration forms to include, Parent Guardian Permission, Release and Indemnification, Policies and Procedures and Health Information Form. Students will receive a copy of the registration forms for their records
- All students shall successfully pass a vision test with a vision designation of 20/40 with both eyes or, if legally blind in one eye, a vision designation of 20/30 in the other eye. Test will be administered at orientation.
- Student's tuition may be paid in one payment or multiple payments by check or money order mailed to 31 Cloudview Drive, Moultonborough NH 03254. Full payment must be received prior to or at student/parent orientation. Without full payment the student's seat will be reassigned and they will be required to reapply for a future class. All deposits are non-refundable and non-transferable but can be credited to future classes within the following 12 months.

Classroom Instruction

- Students agree to arrive for class 5 minutes before start time. Any student late for class will make up that time by doing an extra homework assignment related to the class topic being covered at time of arrival. Any student > 10 minutes late will be considered absent and will be subject to the requirements of SAF-C 3114 .04 e & g and PDI absence policy as follows:

No classroom instruction shall be missed during any course, except for good cause as determined by the instructor, including a death in the family or injury. Absences due to good cause shall not exceed 4 hours. Any classroom session missed due to good cause pursuant to above shall be made up with assignments equivalent to the missed lesson. If a student misses more than 4 hours of classroom instruction they will NOT be allowed to return to their registered class and their tuition will not be refunded. The student will be allowed to attend a subsequent class within 6 months, as availability allows. After 6 months "full tuition" will be required.

- The student will be provided with a textbook, NH Drivers Manual, worksheets and test materials. The textbook must be returned in the same condition at the conclusion of class or the student will be charged \$50.00 book replacement fee. Final drives will not be scheduled until the fee is paid.
- Each Unit is a combination of material found in the textbook, instructor teaching and the NH Drivers Manual. Students must receive an average grade of 75% or higher on the combined unit quizzes and homework, an average of 75% or higher on a sign recognition test and a grade of 75% or higher on the final exam. Those not passing the final exam may schedule to retake the exam after a 10 day waiting period at no additional charge.

Behind the Wheel Instruction

- Students should expect to commit to 1-3 hours per week for Behind the Wheel (BTW) instruction time with PDI as allowed by SAF-C 3114.06.
- Students may drive a distance outside the Lakes Region to properly replicate most driving situations. Students will not drive outside the state of New Hampshire
- The first 2 BTW sessions will be One student/One instructor in the car. Two students will be in the car for the remaining 8 BTW sessions unless specifically requested or approved by a parent or guardian.
- There is no favoritism given in BTW instruction time. Times are assigned at random. Each student must experience many different driving conditions while in driver's education to receive the best possible education. While assigning BTW time PDI makes every effort to complete all 10 drive hours within the registered class session.
- BTW lessons will be cancelled or terminated at the discretion of the instructor any time road safety is in question.
- BTW lessons will be cancelled or terminated any time the instructor has a reasonable suspicion that a student is under the influence of drugs or alcohol.
- Cancellation of any BTW lesson requires 24 hour notice by the student and will be subject to \$50.00 per hour rescheduling fee where as it effects scheduling for both instructors and other students.
- The State of NH DMV requires 40 hours supervised driving in addition to those received in driver's education. Students are expected to practice what they learn in driver's education, by driving with parents or guardians between BTW lessons. Every hour of practice driving reinforces what is learned in class.

Accepting Responsibility

Driving an automobile on New Hampshire's roadways is A PRIVILEGE NOT A RIGHT. As such it comes with responsibilities. At PDI we teach safety and responsibility and encourage parents and guardians to reinforce our teaching through their rules, their coaching and most of all by their example.

- At PDI all students are expected to exhibit cooperation, consideration and respect for their classmates, instructors and other roadway users.
- There will be NO CELL PHONE, IPAD, earbuds or other electronic devise use during Classroom, Observation or BTW instruction time.
- There will be NO SMOKING or VAPING in driver education vehicles or on school property.
- Deliberately endangering the safety of classmates and instructors, physically or mentally, while in the classroom or in a driver's education motor vehicle will result in immediate expulsion without refund.
- There will be no DRUGS, ALCOHOL or WEAPONS of any kind allowed in driver education motor vehicles or on school property. Possession, sale or suspected use of such will result in immediate expulsion from our class without refund. We are required by law to report any and all herein to the local Police Department and the Department of Motor Vehicles.

By signing below, I acknowledge that I have read and understand the Policies and Procedures of Proficient Driving Instruction LLC, that we as parent /guardian and student agree to abide by them while participating in Driver's Education.

PDI/MA 8.23

Student _____ Parent / Guardian _____