



# ABLE DRIVING SCHOOL

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## Driving Education Program Certificates

**Certificates** will be promptly sent electronically to MVA upon completion of both thirty (30) hours of classroom time and six (6) hours of behind-the-wheel instructions. **Every student must contact the secretary/official of the school to ensure that their information has been forwarded to MVA by the school, on successful course completion. PLEASE DO NOT make any appointments with MVA for Skills Test if the school does not confirm information about the electronic certifications with MVA. ALL Documents; classroom, Behind-the-Wheel and Evaluation forms MUST be signed by students. WE CAN NOT FORWARD ANY INFORMATION TO MVA IF YOU HAVE NOT SIGNED YOUR DOCUMENTS!!!**

## Conduct

Disturbance inside the classroom are prohibited. Students are liable to suspension or expulsion from the course in the event of any unruly behavior, contrary to the good conduct and smooth teaching expected of the program. Parents or mentors will be informed prior to such disciplinary actions. Please Note: Students are not allowed to use cell phones; make calls or send text messages, during class unless it is an emergency.

## Tardiness

Class promptly starts at 10:00 am. for the morning session and 5:30 p.m. for the evening session. Students will not be accepted in class after 15 minutes of tardiness. If for any reason you are running late, please contact the school in a timely manner.

## Absences

According to COMAR, if a student is absent for 12 hours (4 days) of class, they must restart the program. Students will have to wait until the next new class in order to attend.

## Reinstatement

The Driver Education Certificate Course is by law, (MVA Bill of Rights, Section 7) a program to be completed within **18 weeks**. After 18 weeks a student is considered a "**NONPARTICIPANT**". The student may either reregister or pay a reinstatement fee of \$120.00 in order to continue with the program.

## Complaints

All complaints must be resolved with the school staff, or school owner. If unresolved, complaints to the MVA must be directed to the Quality Assurance Supervisor. Telephone # (410)768-7999 Ext.8453

I, \_\_\_\_\_ have read and understand the Policies and Procedures of Able Driving School.

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

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

School Official: \_\_\_\_\_ Date: \_\_\_\_\_