



HDS, LLC Course Requirements, Policies & Personal Scheduling Record

Student's Name _____

Telephone # _____

Hampshire Driving School, LLC policy is as follows: When signing up for driving time and observation time; write down your name and class # in the driving book for time wanted. (See example above gray box). Students **MUST** record their appointments in the chart below. Student's must verify their driving time and make their own schedules in class! If you're unsure about your schedule, check it in class. The office does not confirm hours or make schedules for currently enrolled students. *Students are urged to try to drive two hours a week with us. Students can only schedule (1) driving hour per day, but not more than (2) driving hours in a one calendar week period, Sun.-Sat. (Saf-C 3113.05)* We cancel over-booked sign-ups, and charge a \$50. fee for each overbooked hour.

Students MUST give at least a (7) hour notice of cancellation or will be charged a \$50. No Show fee for each hour missed. NO EXCUSES ACCEPTED! The student **MUST** be on time; if more than **7 minutes** late, you will be unable to drive and charged a no show. To cancel a driving appointment, go to hampshiredrivingschool.com. In-car observers must be **ON TIME** ; instructors usually leave after the student driver arrives. Students should begin and end each driving lesson at our classroom; however, we do make high school pickups at NHS and BG at 2:15 pm and will drop you off here at 3:15 pm. *To be picked up, you must write NHS-S/N or BG after your name for a 2:15 pickup.* At NHS-S, we pick up outside the "Rotunda" glass doors, at NHS-N we pick up in the small parking lot closest to exit and at BG, in the parking lot by the gym on Almont Street.

Home practice is essential! The state of N.H. requires a minimum of 40 hours of home practice with 10 hours occurring at night recorded on the "Driver's Out-Of-Class Log Sheet." To practice: a student must be 15 1/2, have their birth certificate, be accompanied by a licensed driver over 25, who is responsible for all student errors. Begin in a parking lot, then have student mimic in-car lessons. Work on left and right turns, squeeze and roll braking, backing, looking skills, lane changing, angle, parallel, reverse head-in and perpendicular parking, mall, rural and night driving. **PRACTICE MAKES A SAFER DRIVER; WITHOUT PRACTICE, STUDENTS WILL FAIL THEIR ROAD TESTS. Students failing parts of the licensing exam have to wait 10 days to re-apply for their license!** *Students may be restricted from scheduling their driving hours for any reason, but not limited to lack of home practice, late payments, overdue home work, failing to make up failed quizzes / tests or snow days.* There are **online Sample Tests on our web site at <http://HampshireDrivingSchool.info>.**

Snow Days: Check weather cancellations, by going to our web site at www.HampshireDrivingSchool.info. Look for Snow Cancellations, before you leave home, to come to the school. *If a student or observer must be canceled due to circumstances other than bad weather, they will be called and cancelled if there is time.*

PAYMENT POLICY:

- We require a **\$275. deposit** before the first class and 3 bi-weekly payments of **\$300.** until the tuition is paid in full.
- We require that **all no-show charges incurred be paid BEFORE the student drives again.**
- *Each student must be up-to-date with his/her tuition payment and no-shows before he/she will be given driving hours.* (Should a student who is behind in his/her payments sign up for a driving hour, he/she will be denied the time and charged an additional no-show!)
- A **\$30. fee** is charged for each returned check, for lost or damaged textbooks and for lost forms issued after course completion.
- **All OT's and Tuition are due by Class #10** even though the course isn't finished. **No Checks Are Accepted After Class #10.** Should a student default on payments, we hold the parent responsible for balance due.
- REFUND POLICY:** After first class... no refund. If you continue at a later date, credit is for work done for 6 months from the original enrollment date. **You must re-register and pay for another course; no cash credit is carried forward from first course.**

CLASSROOM RULES:

- An **unexcused absence** results in immediate course failure! If you arrive **10-30 mins. late** after class start time; you must **write a 300 word paper** on this class; take notes now!
- Cell phones, head phones & iPod type devices **must be turned off & put away**, otherwise students are asked to leave class.
- Disrespectful & Disruptive Behavior **will not be tolerated.** Students are given a verbal warning. On 2nd offense, they are moved to a front seat. On 3rd offense, students are kicked out of class and have to make up class with an assignment equivalent to missed lesson (Saf-C 3114.04 g.) **If a student misses more than 2 classes, they will be dropped from program with no refund!**
- Disruptive in-car observers will be returned to the school & required to repeat the hour.
- Students suspected of being under the **influence** maybe **tested by the local police department.**

COURSE REQUIREMENTS:

- Students **must attend** all 15 classes, observe 6 hours and drive 10 hours.
- Get **passing grade average** of 70% on tests and 80% on the final exam.
- Homework assignments must be completed (**S**)atisfactorily or be redone and be graded and recorded with a **U, S-, S or S+** by the instructor.
- Students must be able to **drive properly and safely on the road by end of course.**
- All work must be completed satisfactorily before student is allowed to get their certificates.**

Driving is Serious Business,
D-E-A-D-L-Y SERIOUS!!!

ASSIGNMENT SCHEDULE: (Text: HOW TO DRIVE 14th Ed.)

CLASS UNIT	ASSIGNMENT DUE
#1	Introduction & Orientation
#2	Read Chapt. #2 & 4
<i>Bring Manual, pen, & hi-lighter to next 2 classes.</i>	
#3	Read first 20 pgs Driver's Manual
#4	Finish Driver's Manual
#5	Read Intro & Chapt. #1 & 9
#6	Read Chapter #12 & 13
#7	Read Chapter #10
#8	Read Chapters #3 & #7
#9	Read Chapter #5 & #6
#10	Read Chapter #8
#11	Read Chapter #11
#12	Read Chapter #16 & #17, Part 13 Dr. Manual
#13	Read Chapter #14
#14	Read Chapt. #15 & Pass in Text-book: Review Driver's Manual
#15	Final Exam

ABSENCES:

- "No classroom instruction shall be missed during any course, except for good cause, meaning death in family, sickness or injury.*
 - All absences must be documented by a parent or doctor's note; give note to the classroom instructor at the next class. School suspension is not an excused absence.*
 - RULE Saf-C 3113.03 (e) states "No more than 4 clock hours of classroom instruction shall be made up during any course. . ." If you miss more than 2 classes, you will be dropped from the program with no refund.*
- NOTE:** *If a student misses more than 2 classes, they may re-register after paying New Course Tuition in a new class, if done within 6 months of previous class. An unexcused absence results in immediate course failure. Suspension from school is not an excused absence.*

→ RECORD DRIVING TIME-To Avoid \$50. No-Show

LESSON #	DATE	DAY	TIME	INSTRUCTOR
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

→ OBSERVATION TIME

To sign up for observation time, write "OT," your last name & class number under driver's name. **Record Below.**

Driving Book EXAMPLE:
DRIVER: 4:15 Sara Smith #775
OBSERVERS: OT Jones #776
 OT Brown #775

LESSON #	DATE	DAY	TIME	INSTRUCTOR
1				
2				
3				
4				
5				
6				

→ IN-CAR OBSERVATION ACTIVITIES (See back of this sheet):

Please bring this Sheet to each driving hour observed and do the activity listed for that hour on the back of this Sheet. Date each hour and have in-car instructor initial it. After you complete your 6 hours of in-car observation, give this sheet to your instructor and get a new Pink Sheet.

MAKING UP A MISSED CLASS:

- Missed classes must be made up with a written assignment which is equivalent to the missed lesson (Saf-C 3114.04 g). *Students failing to complete the make-up class work, will fail course.*
- A student missing a class must **write a 700 word paper** on the missed class from your notes, using 12 point Times New Roman double spaced with 1 inch margins. *An equivalent assignment may be offered. The make-up assignment is due 10 days after the missed class.*

NOTE: *Students going under Driving Suspension are not permitted to continue and must re-pay to retake entire course.*

Hampshire Driving School's Backseat Activities

(Please fill in form for each driving hour observed)

** Pass in, at end of course*

(Please fill in form for each driving hour observed)

Student Name: _____

Student Name: _____

Hour# & Title: _____

Hour# & Title: _____

Date: _____ Time: _____ Instructor: _____

Date: _____ Time: _____ Instructor: _____

Summarize Lesson: _____

Summarize Lesson: _____

Instructor Initial: _____

Instructor Initial: _____

(Please fill in form for each driving hour observed)

(Please fill in form for each driving hour observed)

Student Name: _____

Student Name: _____

Hour# & Title: _____

Hour# & Title: _____

Date: _____ Time: _____ Instructor: _____

Date: _____ Time: _____ Instructor: _____

Summarize Lesson: _____

Summarize Lesson: _____

Instructor Initial: _____

Instructor Initial: _____

(Please fill in form for each driving hour observed)

(Please fill in form for each driving hour observed)

Student Name: _____

Student Name: _____

Hour# & Title: _____

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Date: _____ Time: _____ Instructor: _____

Date: _____ Time: _____ Instructor: _____

Summarize Lesson: _____

Summarize Lesson: _____

Instructor Initial: _____

Instructor Initial: _____