



5485 Harper's Farm Road / Suite # 201 / Columbia, MD 21044  
TEL: (443) 864-5616 Fax: (443) 546-3367

## **SCHOOL POLICY**

### **General Administrative:**

- JET reserve the right to cancel any classroom or in-car session due to circumstances outside their control (i.e. inclement weather, school closings, low session enrollment, etc.)
- By law, masks are required to be worn for all JET Driving School visitors, classroom Instruction, Behind the Wheel evaluations and Practice Hour appointments.
- Full payment for the course must be paid by day 3/ unit 3.
- Cellphone use is prohibited in the classroom or in-car sessions.
- All students must be assigned to an instructor within one year of their completed classroom instruction.
- Students must meet instructors at JET Driving School and check-in for all scheduled Behind the Wheel and Practice Hour appointments.
- The student must successfully complete the 3 driving evaluations (BTW) within 18 weeks from the date the student was assigned to an instructor.
- Students must pass the Classroom and Behind the Wheel (BTW) FINAL TEST with a score of 80% or above.
- Disorderly conduct in the classroom will result in the following reprimands:
  - Ex 1<sup>st</sup> Offense: a verbal warning to student.
  - Ex 2<sup>nd</sup> Offense: Consultation with student and/or parent.
  - Ex 3<sup>rd</sup> Offense: student will be removed from the course without a refund.
- A student may be removed from our program if all requirements are not met.
- Student and/or Parent/Legal Guardian attests to not having any psychological or physical condition that would prevent them from safely operating a motor vehicle.
- Student and/or Parent/Legal Guardian consents to participating in the Driver's Education Program with JET Driving School.

**Refund Policy: Classroom & Behind the Wheel: An Administrative fee of \$55 is non-refundable and will be applied upon registration.** JET will issue a refund minus the administrative, if a session cancellation request is received via email prior to the first day of class. Written notification to the JET Business office of withdrawal is required to process refund requests. Refunds due will be processed and forwarded to the address of record within 7 to 10 days. In addition to any monetary refund due, students may receive documentation of any training completed on appropriate MVA forms. **There will be a prorated refund of monies paid for any portion of the program that has not been completed as such: For BTW, a prorated refund of \$20 per hour. For any classroom instruction, a prorated refund of \$15 per class.**

### **Classroom:**

- JET reserves the right to cancel/change times for any classroom session due to reasons beyond our control. For each cancelled class, we will add one additional class onto the end of the session in order to complete the required 30 hours of classroom instruction.



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- For students 18 and younger, it is not mandatory, but highly recommended for their parent/ legal guardian to attend first class - unit 1 Orientation.
- Attendance for Unit 1 is mandatory (First day of classroom instruction). Absence from the first day of class will result in placement into a future Driver's Education session.
- Students must make up any missed units of classroom instruction, excluding Day 1 / Unit 1. Makeups are scheduled according to the next available scheduled unit. Makeup classes must be completed within 30 days from the original date of absence. All students must complete each unit of classroom instruction before taking the final exam.
- Must successfully complete classroom component, student must score at least 80% on the final exam. If student fails then another attempt will be given, third attempt and each subsequent attempt will incur \$25 retest fee.
- All students must be assigned to an instructor within one year of their completed classroom instruction. Once the deadline has elapsed, the student would have to re-enroll and start the program anew.
- Cellphone use is prohibited in the classroom.
- Disorderly conduct in the classroom will result in the following reprimands:
  - Ex 1<sup>st</sup> Offense: a verbal warning to student.
  - Ex 2<sup>nd</sup> Offense: Consultation with student and/or parent.
  - Ex 3<sup>rd</sup> Offense: student will be removed from the course without a refund.

### **Behind the Wheel & Practice Hours**

- Per the MVA guidelines, the student must successfully complete the 3 driving evaluations (BTW) within 18 weeks from the date the student was assigned to an instructor. Each evaluation is two hours in duration. The expectation is that the student will complete a minimum of one (1) BTW evaluation a month. All students must be assigned to an instructor within one year of their completed classroom instruction.
- Students must pass BTW final (last 2 hours of the 6 BTW hours) with an 80% or higher score. If student fails test, \$85 retest fee applies for each subsequent attempt to retest.
- It shall be the responsibility of the both the parent(s)/mentor and student to be aware of and complete the required drive time hours within the specified time frames. JET Driving School reserves the right to cancel any BTW evaluations for reasons beyond their control. JET Driving School cannot guarantee any completion date within the student's eighteen (18) week period of instruction. A student may be removed from our program if all requirements are not met.
- Each student lesson will last two hours, and all students will be required to complete a minimum of three (3) lessons, totaling 6 hours. Students must have their learner's permit in their possession during each driving lesson. If a student cannot produce their learner's permit at the beginning of their lesson, this will be considered a missed appointment and the resulting missed appointment fee shall apply before any future lessons are scheduled.

### **Practice Hours**

- (Optional) Purchase Practice hour package and complete Practice hours before scheduling behind the wheel.
- Hold a valid Learner's Permit and have it in their possession during each driving lesson.
- Practice hours can be logged in the Rookie Book.



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- Students will incur **cancellation fee** who show up unprepared i.e., **no learner's permit, corrective lenses / glasses, proper hygiene and/or proper attire including no flip flops or slides, crocs, or any loose footwear.**
- If student is under 18 yrs. of age, Parents/Legal Guardian are welcome to ride along and observe.

**Behind the Wheel Instruction (BTW) - To begin their BTW Evaluations, the student must:**

- Have completed the 30 hours of classroom instruction.
- Hold a valid Learner's Permit and have it in their possession during each driving appointment.
- Have logged at least 6 hours of on the road practice with a parent/mentor before they will be assigned to a driving instructor or completed Practice Hour Package with a JET instructor.
- Students will incur **cancellation fee** who show up unprepared i.e., **No learner's permit, corrective lenses / glasses, proper hygiene and/or proper attire including no flip flops or slides, crocs, or any loose footwear.**
- If student under 18 yrs. of age, parents/legal guardian are welcome to ride along and observe.
- **Students who currently hold a valid permit, have completed 30 hours of classroom instruction and have logged 6 or more hours with a parent/mentor** will be assigned to a driving instructor and contacted by JET's business office within one (1) week of the conclusion of their classroom instruction. JET's business office should contact Student/Parent within one week, if not then Parent/legal guardian or student please call or email our office.
- **Students who hold a valid permit, have logged 6 or more hours with a parent/mentor but have not yet completed their 30 hours of classroom instruction** will be assigned to a driving instructor once all make-up classes have been completed. Once assigned to an instructor, the student will have 18 weeks to complete their BTW evaluations. All students must be assigned to an instructor within one year of their completed classroom instruction. JET's business office should contact Student/Parent within one week, if not then then Parent/legal guardian or student please call or email our office.
- **Students who do not have a permit by the end of their classroom session will be required to obtain a permit, log a minimum of 6 hours of practice driving with a parent/mentor.** The student must initiate their first BTW evaluation within one year from the end of their classroom instruction. Once an instructor has been assigned, the student will have 18 weeks to complete their lessons. JET's business office should contact Student/Parent within one week, if not then then Parent/legal guardian or student please call or email our office.
- **Students who hold a valid permit, have completed 30 hours of classroom instruction but have not logged 6 or more hours of practice driving with a parent/mentor.** The student must initiate their first BTW evaluation within one year from the end of their classroom instruction. Contact the business office via email or phone (443)864-5616, once this requirement has been met. You will be assigned to a BTW instructor within one (1) week and the student will have 18 weeks to complete their evaluations. All students must be assigned to an instructor within one year of their completed classroom instruction. JET's business office should contact Student/Parent within one week, if not then then Parent/legal guardian or student please call or email our office.



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**BTW Cancellation Policy – No Exceptions!** All scheduled Behind the Wheel evaluations must be cancelled with at least **48 hours of notice**. A student/parent must call the business office via phone at (443)864-5616, to cancel any appointment(s). **Any cancellations which do not fall within these guidelines will result in a \$75.00 fee and there are NO EXCEPTIONS to this policy! A student's Behind the Wheel evaluations shall not resume until this fee has been paid in full.**

### **Temporary Policies Placed Due to COVID-19**

Classroom Instruction:

Instructors and students should wear of face covering (mouth and nose covered) at all times when in class.

Six feet of separation should be maintained between students.

Gatherings are limited to no more than 10 persons (one instructor and nine students).

Frequent hand washing is recommended

Behind-the-Wheel Instruction:

Only one instructor and one student should be allowed in the vehicle at any time.

Exception: a parent/guardian or representative of the MDOT MVA may accompany a student for the purpose of monitoring instruction.

All occupants of the vehicle should adhere to the appropriate PPE guidelines; wearing of face covering (mouth and nose covered) at all times.

Eye protection (indirectly vented goggles) is strongly recommended.

Signed permission is required from a parent or guardian for minors to participate in behind-the-wheel instruction during the state of emergency.

### **COMPLAINTS ABOUT THE SCHOOL**

Should you have any complaints you may contact our office: **TEL (443)864-5616**

**OR WRITE OR CALL:**

**MOTOR VEHICLE ADMINISTRATION**

**DRIVER EDUCATION SECTION ROOM #207**

**6601 RITCHIE HIGHWAY N.E.**

**GLEN BURNIE, MD 21061**

**TEL: 410-424-3751**

**[driveredu@mdotstate.md.us](mailto:driveredu@mdotstate.md.us)**



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**Student and/or Parent/Legal Guardian consents to participating in the Driver's Education Program with JET Driving School.**

SIGNATURE BELOW CONFIRMS

UNDERSTANDING AND AGREEMENT TO THE TERMS AND CONDITIONS OF SCHOOL POLICY

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Student Name (Please Print)

Parent Name (Print Name) \*If under 18 yrs. of age

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Student Signature

Date:

Parent Signature

Date: