



Teen Driver Education Policies and Procedures

Classroom – Classroom consists of fifteen 2-hour modules. Any missed modules must be made up. Makeups are scheduled in the student portal. **Modules do not have to be completed in order, but Modules 1-14 must be completed before taking Module 15.** Students must arrive on time for both in-person and online classes. The RMV requires cameras be on, microphones be in working order on and student's names be on their screen for all online classes.

At-Home Supervised Driving Hours – Students who obtain their permits under the age of 18 are required to complete 40 hours of supervised behind-the-wheel practice at home. **Students are required to drive at least five hours at home before starting in-car lessons at Parkway.** We recommend that you drive with your teenager as many hours as possible. RoadReady app is the best way to track supervised at-home hours.

Driving Lessons – **Students must have a printed MA learner's permit with them for all driving lessons. Copies on cell phones will not be accepted.** Students complete nine 2-hour lessons. In each lesson students will drive for 80 minutes and observe for 40 minutes. **Students schedule driving lessons in their student portal.** Students can schedule two lessons per week and have a total of four lessons scheduled. We recommend that driving hours be spaced throughout the six months leading up to the road test. Between lessons students should be practicing what they have learned with Parkway instructors.

Cancellations – A twenty-four hour cancellation notice is required for all in-car lessons. A fee of \$65 may be charged if lessons are not canceled within 24 hours. You must cancel lessons through your online account. **No Show** - If a student does not show up or is more than 10 minutes late or arrives without their permit/glasses/contacts, the lesson will need to be rescheduled and a \$75 fee will be charged. No student will be issued a Certificate of Completion with an outstanding balance.

Parent Class – A parent class must be attended for any student under 18 before any driving hours can be scheduled. Parent classes are good for 5 years. If you have taken a parent class at another school, you must provide a copy of the parent class completion certification.

Cell Phones – Cell phones must be turned off in the classroom and during driving or observation hours.

Weather Cancellations – Any cancellations due to weather will be posted on Parkway's Instagram and Facebook accounts.

Miscellaneous – Refund Policies - You are entitled to a full refund on any of our services when a written request is received two weeks prior to a scheduled class or service. Parkway Driving School will issue a refund minus a \$25 administration fee within 30 days of your requests. There will be no refunds on any packages once instruction has begun. All services must be completed within two years of enrollment (This is a RMV policy). After two years, money is not refundable and services will be forfeited.

Parkway Driving School is not responsible for any lost, stolen or damaged property while in the classroom or vehicles of the school.