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Coordinator



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**140 Mark Tree Road, Centereach, NY 11720**

Dear Parents and Students of Driver Education:

Thank you for your interest in our Driver Education Program. Please carefully read this letter as it explains information and policies of our program. **PLEASE KEEP THIS LETTER FOR FUTURE REFERENCE!** I believe it will answer most of your questions.

### **What is Driver Education and what does it do for me?**

Driver Education is an extremely valuable experience. The course is New York State regulated. Students will be taught in the classroom and behind the wheel by state approved Driver Education instructors. The state mandates that each student complete 24 hours of classroom lecture training, and 24 hours of in-car training, which consists of 6 hours of behind the wheel time and 18 hours of observation. At the successful completion of a Driver Education course, students will be able to receive their senior driver's license at the age of 17 (without Driver Education, a senior license will not be issued until 18 years old). A student will also receive a 10% discount on insurance (usually until the time he is 21 years old).

### **Who runs the Driver Education Program?**

The program is run by Our Savior New American School, under the guidelines of New York State. We are in charge of your registration, attendance, grades, driving, completion certificates, etc.

### **Who is Jim's Cornerstone?**

Jim's Cornerstone is the driving school to which we subcontract the driving portion of this course.

### **What do I need and how do I register for Driver Education?**

You can register in person or by mail. Registration is run on a first come – first served basis. No spots can be held without a complete registration package. There are 3 things needed to be brought or mailed in at the time of registration:

1. A completed application and class request form – including a parent's signature at the bottom of the page.
2. A check or money order for **\$585.00** made payable to: **OSNAS** or your paid Credit Card receipt from our website. (Payment in full is required. A fee of \$50.00 will be charged for any returned checks.)
3. A photocopy of the student's learner permit or junior license.

If you are mailing in your registration, please send it to the above address ATTN: Driver Education. You will receive a confirmation of your registration by mail within 10 days of the receipt of your application.

### **What about refunds?**

No refunds will be issued. If there is a problem, we are able to carry over your registration to a later session only if our office is notified before the date of your first scheduled class. There will be an additional \$200.00 charge for this request. No exceptions will be made.

### **Where do I go for the classes?**

All students are dropped off and picked up at Our Savior New American School. We are not permitted to pick up or drop off students at their home or any other location other than the school.

### **How long are the classes?**

During the fall and the spring sessions the course runs for 16 weeks. Each week the students meet for 3 hours: 1½ hours is lecture time and 1½ hours is in-car instruction. During the summer session the classes are condensed to 6 weeks, with classes meeting 3 times a week, 3 hours each day.

### **When are the classes offered?**

The dates, days and times offered are listed on the attached schedule and calendar page.

### **What do I need to bring to class?**

A notebook, a pen or pencil, your textbook (this will be given out the first day of class), and your learner's permit.

### **Can I go in the same car as a friend?**

We do not suggest or guarantee that friends drive together during class time, but, if you wish to be together, the applications must be turned in together. We also ask that you indicate in writing on the application the person(s) you would like to be with in your car. There are no guarantees this will happen. Carpooling to and from Driver Education classes is still possible even if students are not in the same car.

### **What about absences?**

Due to the strict hour requirement set by New York State, any class that is missed **MUST** be made up. It is strongly suggested that no more than 2 classes are missed during a session, as it is too difficult to make up classes with this many absences. **It is the student's responsibility to speak directly to both lecture and driving instructors to schedule a make-up time.** (It is not necessary to call the school regarding an absence). In the event that an extra car must go out a special time to accommodate your make-up time, the driving school reserves the right to charge you \$25 per each time out. There will also be a charge of \$25 for every lecture class that a student has to make up, after the second lecture class missed. This fee is payable to the student's lecture teacher. Any additional necessary absences will be handled on an individual basis.

### **How do I know if a class is cancelled due to bad weather?**

Go to [www.osnas.org](http://www.osnas.org) or view school closings on channel 12 news. If our school or Middle Country School District is closed, then Driver Education classes will also be cancelled for that day. (Classes cancelled due to inclement weather will need to be made up.)

### **What are the office hours?**

The school's main office hours are Monday – Friday from 9:00 a.m.– 3:00 p.m. The office will be CLOSED on Saturday & Sunday. Please do not come in or call over the weekend.

### **What is a 5-Hour (Pre-Licensing) Course and 5-Hour Course Certificate?**

Not everybody is required to take Driver Education, but ALL New York State residents are required to take a 5-Hour Pre-Licensing Course in order to sign up for a road test. **THIS COURSE IS INCLUDED IN OUR DRIVER EDUCATION PROGRAM.** If you are enrolled in Driver Education, **DO NOT** take a separate 5-hour course. At the appropriate time during Driver Education class, (after the 5-hour requirement) you will receive a 5-Hour Pre-Licensing Certificate from your lecture teacher, upon request. This certificate is VERY IMPORTANT – do not lose it. You will need this certificate to schedule your road test with DMV.

### **What happens when I complete the Driver Education Program?**

Upon successful completion of the course (that is, when all driving time is complete, all lecture time is complete, all written assignments are turned in, and your textbook is returned) you will receive a MV-285 completion certificate. This certificate is proof to the DMV and your insurance company that you have completed a NYS approved Driver Education Course. The MV-285 will be handed out on the last day of class. New York State prohibits us from mailing these certificates.

### **Does this Driver Education Program schedule and provide me with a car for my road test?**

No. You can schedule your road test online at the DMV website ([www.nysdmv.com](http://www.nysdmv.com)). If you wish to have a private lesson or to have one of the driving instructors take you to your road test, you can schedule that directly through Jim's Cornerstone Driving School at (631) 471-7373 for an additional fee.

### **What do I need to bring to my road test?**

You will need to be in a legally registered, insured car; and of course you'll need your learner's permit.

**5 Hour (Pre-Licensing) Certificate** – (You do not need this if you have your MV-285).

**MV-285 (Completion Certificate)** – You can take your road test without this form, it may just mean you will have to take this form to a DMV office location after you have passed your road test. If you do not have this form, you will need the Pre-Licensing Certificate and the MV-262.

**MV -262 (Certification of 50 Hours of Supervised Driving)** – A parent can fill out this form. It was received at the time you received your permit, or you can download it off the DMV website ([www.nysdmv.com](http://www.nysdmv.com)).

### **What do I do if I have lost any of these certificates?**

Call (631) 588-2757 ext. 223. Because we are regulated by the state, these forms can take anywhere from 1-6 weeks to get a duplicate. There is also a fee of \$20.00 for any duplicate certificate that our office will need to process. This fee must be paid at the time you pick up your duplicate certificate. Please do not wait until the last minute and be patient.

### **What is a Junior License?**

A junior license is issued to any student who has passed their road test and is either under age 17 and took a Driver Education Course, or under age 18 and has not taken a Driver Education Course. A junior license allows a student to drive directly to and from work (with a letter from the employer stating the student's name and work hours), to Driver Education classes and to college (NOT to high school).

Once again, we thank you for your interest in our Driver Education Program. If you have any further questions or concerns, please do not hesitate to contact our Driver Education Office at (631) 588-2757 ext. 223.



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## Spring 2019 Driver Education Calendar

**Instructions:** Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> choices of the classes listed below. Mail this page back to the above address along with your payment, the completed application page and a copy of the student's permit.

### Tuesday

\_\_\_\_\_ 2:30 – 5:30 p.m.  
\_\_\_\_\_ 4:00 – 7:00 p.m.

#### Classes meet on the following days:

January 29. February 5, 12 & 26. March 5, 12, 19 & 26. April 2, 9, 16 & 30. May 7, 14, 21 & 28.

### Thursday

\_\_\_\_\_ 2:30 – 5:30 p.m.  
\_\_\_\_\_ 4:00 – 7:00 p.m.

#### Classes meet on the following days:

January 31. February 7, 14 & 28. March 7, 14, 21, & 28. April 4 & 11. May 2, 9, 16 & 23. June 6 & 13.

### Saturday

\_\_\_\_\_ 8:00 – 11:00 a.m. \_\_\_\_\_ 11:00 a.m. – 2:00 p.m.  
\_\_\_\_\_ 9:30 a.m. – 12:30 p.m. \_\_\_\_\_ 12:30 – 3:30 p.m.  
\_\_\_\_\_ 2:00 – 5:00 p.m.

#### Classes meet on the following days:

January 26. February 2, 9 & 16. March 2, 9, 16, 23 & 30. April 6 & 13. May 4, 11 & 18. June 8 & 15.

### PLEASE NOTE:

- If any in-car make up classes are needed please call Jim's Cornerstone Driving School at **(631) 471-7373**, or mention that you will need to make up your class the next time you are scheduled to drive with your instructor.
- If a make up lecture class is needed, please see your lecture teacher.
- **You do not need to call the school if you are going to be absent!**

I am in car # \_\_\_\_\_  
(Office Use Only)

In-Car Instruction \_\_\_\_\_:\_\_\_\_\_-\_\_\_\_\_:\_\_\_\_\_  
(Office Use Only)

Lecture Class \_\_\_\_\_:\_\_\_\_\_-\_\_\_\_\_:\_\_\_\_\_  
(Office Use Only)

**When you come to class, the cars will be parked in the back end of the parking lot. Look for the car with your number on it. When you go to lecture class, you will enter through the double doors by the gym and follow the signs down the stairs to your lecture classroom.**

**Things to Bring:** A notebook and pen or pencil for lecture class (you will receive a textbook on the first day of class). You MUST have your permit with you for the driving portion of the class. Please be aware that if you lose or terribly damage your lecture class textbook, you will not receive your completion certificate until the book is either paid for (the fee for a single book is \$45) or returned.

*This page will be filled out and sent back to you as a confirmation that we have accepted your application.*