



Dear Parents and Students of our Driver Education Program:

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. 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 and 18 hours of observation. At the successful completion of the 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 21 years of age.

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 confirmation, completion certificates, etc.

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

The registration form is available online at: www.osnas.org. All students must be 16 years old and have a valid permit or junior license to register. Registration is completed on a first come – first served basis. No spots can be held without a completed registration and payment in full. There are 3 things needed in order to be fully registered for the course:

1. A completed application.
2. Payment in full
3. A photocopy of the student's learner permit or junior license emailed to: driver.education@osnas.org

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, 140 Mark Tree Road, Centereach, NY 11720. 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. Class is one day each week for 3 hours: 1.5 hours each of lecture / driving time. The summer session 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 enrollment form as well as on the school DE website 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.

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 that many absences. **It is the student's responsibility to speak directly to their lecture instructor and driving instructor to schedule a make-up time.** It is not necessary to call the school regarding an absence. There will be a charge of \$25 for every lecture class that a student has to make up, after the second class missed. This fee is payable to the student's lecture teacher.

What are the office hours?

The school's main office hours are Monday – Friday from 9:30 a.m. - 3:30 p.m. The office will be CLOSED on Saturday & Sunday. Please do not come in or call over the weekend.

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 an 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 after completion of the final exam. 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). 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 YOU MUST have your learner's permit with you.

***MV-285 (Completion Certificate)** – You can take your road test without this form if you have a 5-hr.certificate and are of age, 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/guardian must fill out this form. It will be included with your completion certificate and can also be downloaded from the DMV website (www.nysdmv.com).

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

Call (631) 588-2757 ext. 248 and leave a message with the student's name, DOB and time of enrollment (season/year). Because we are regulated by the state, these forms can take up to 1 week to get a duplicate. There is 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 to request a duplicate certificate. The school will issue an insurance letter, if needed, to be used as proof of completion of our Driver Education program for your 10% liability discount.

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 is 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 by email at: driver.education@osnas.org.