

# Driver Education

# Student & Parent Handbook

## Table of Contents

# Student & Parent HANDBOOK



|   |       |
|---|-------|
| To Students.....                                | 4     |
| To Parents/Guardians .....                      | 4-5   |
| Mission Statement .....                         | 5     |
| Curriculum Foundation and Framework .....       | 5     |
| 10 Good Driving Habits .....                    | 6-7   |
| Course Fee .....                                | 8     |
| Registration.....                               | 8     |
| Refund Policy .....                             | 9     |
| Special Needs Students.....                     | 9     |
| Foreign Exchange Students .....                 | 9     |
| Home Schooled Students.....                     | 10    |
| Transfer Students .....                         | 10    |
| Parent’s Night .....                            | 10    |
| Integrated Classroom & In-car Instruction ..... | 10-11 |
| Attendance .....                                | 11    |
| Excused Absence.....                            | 11    |
| Unexcused Absence.....                          | 12    |
| Out of School Suspension (OSS) .....            | 12    |
| Tardiness .....                                 | 12    |
| Text Books .....                                | 12    |
| Homework .....                                  | 12    |
| Progress Reports .....                          | 13    |

**State Wide Driving School LLC  
Driver Education Program**

|  |       |
|--|-------|
| Corrective Lenses.....                   | 13    |
| Behind-The-Wheel Instruction .....       | 13-14 |
| No Show/No Call Fee .....                | 14    |
| Course Completion Certificate.....       | 14-15 |
| Course Non-Completion Form .....         | 15    |
| Student Conduct .....                    | 15    |
| Cell Phones.....                         | 15-26 |
| Alcohol/Other Drugs .....                | 16    |
| Smoking and Use of Tobacco Products..... | 16    |
| Removal from the DE Program .....        | 17    |
| Parents / Guardians Can Help .....       | 17-18 |
| Top 11 Driving Errors .....              | 19    |

**If further clarification is needed, please contact:**

**Mr. Douglas Lamarre  
State Wide Driving School LLC  
PO Box 6262  
Laconia, NH 03247-6262  
603-528-2989  
Lamarred664@msn.com**

## **To Students**

Welcome to our DE class. This pamphlet will provide information about our program and serve to bridge the gap between you, the classroom, the in-car instructor and your parent/guardian in order to provide you with a positive learning experience.

It is likely you have a keen interest in the many benefits a driver's license offers. Be aware this course is not designed to merely help you obtain a license. Rather it is our goal to help you to acquire a set of low risk driving behaviors that will serve you for a lifetime of crash-free driving.

This course cannot guarantee that you will be a good driver. Your personality, emotions, responsibility, attitudes and perceptions play a vital role in the type of driver you will become. It is our job to help you acquire accurate perceptual and cognitive skills and the physical and social skills necessary for you to become a conscientious, productive, cooperative low risk driver. Your commitment to excellence will directly affect your level of success.

## **To Parents/Guardians**

Welcome to the State Wide Driving School Driver Education Program. This pamphlet has been designed with you in mind. Your son/daughter, the classroom instructor, the in-car instructor and you will be close partners for the next six weeks. We want this time to be a positive and productive experience for your child, one that will last a lifetime.

The increasing complexity on today's roadways requires an increase in the driving skills of motorists, each of whom shares in the responsibility to handle vehicles safely. Parents of teenagers enrolled in driver education want to assist their children in perfecting the mental, social, and physical driving skills they are learning. But that can be difficult if the parent is not familiar with program policies, risk reduction concepts, appropriate in-car

procedures, or the newest New Hampshire State driving laws. A successful driver education experience is a cooperative partnership of student, their parents, and the teachers. You can assist by becoming involved in your teenager's learning experience. Talk about and support the program, provide practice driving time at home and encourage your son/daughter to develop the skills, attitudes, and habits that will make him/her a low risk driver. You are not expected to replace the DE teacher, but rather to support, encourage, supplement, and assist in developing a low risk driver.

This pamphlet outlines some components of our DE Program. In it you will find:

- A thorough overview of the course
- Answers to frequently asked questions about our program policies
- Information to help you grow a low risk driver in our high risk world

### **Our Mission Statement**

The mission of State Wide Driving School is to provide the opportunity for all students to develop the knowledge, perceptions, attitudes, and motor skills necessary to achieve low risk driving behaviors that will serve them for a lifetime of crash-free driving.

### **Curriculum Foundation and Framework**

On the following pages you will find the foundation, framework and structure of our traffic safety education program. Our curriculum is based on the minimum program standards as set forth by The NH Dept. of Safety and the NH Dept. of Education. Some of the concepts and principles will be familiar, others will be curiously new. This program far surpasses the traditional DE program you may be familiar with. As stated above, our goal is to help the driver to embrace those low-risk skills and behaviors that will last them a lifetime. Together we can prepare students to be a competent and responsible driver, passenger and pedestrian.

## **10 Good Driving Habits Can Eliminate Millions of Crashes by Professor Frederik R. Mottola**

### **1. Establish Driver-Vehicle Readiness**

- Driver Fitness: Mental & Physical
- Rear In Seating Position
- Safety Belts On, Head Restraints Up
- Doors Locked, Windows Up
- Headlights On During Daytime

### **2. See Path Before Putting the Car in Motion**

- See that the Targeting Path you intend to use is clear.
- Turn head in direction of intended movement before turning steering wheel.

### **3. Keep the Car in Balance**

- Make smooth and effective starts, stops, and steering actions.
- Use transition pegs for effective transfer of braking, acceleration and steering forces.

### **4. Use Reference Points**

- Know within 3-6" where your car is positioned to the roadway.
- Know where the car's sides and front are in relation to intersections.

### **5. Do the Zone Control LOS-POT Searching Dance**

- Search to the Target Area.
- Evaluate Targeting Path for LOS-POT (Line-Of-Sight, Path-Of-Travel) blockage.
- Detect LOS-POT blockage.
- Check other related zones.
- Re-evaluate LOS-POT at 4-second danger zone.

## General Information

### 6. Turn Decisions into Zone Control Actions Control Actions

- Solve LOS-POT blockage while 12-15 seconds away.
- Get the best: speed control, lane positioning, and communication.
- Be prepared to make adjustments when you are 4 seconds away.
- Know your Stopping Distance and your Point-Of-No-Return.

### 7. Control the Intersection

- Identify LOS blockage.
- Check for clear left, front and right zones before entering.
- With a red light, or stopped traffic, reduce speed to time your arrival into an open zone.

### 8. Get Rear Zone Control

- When your foot goes on the brake, check the rearview mirror.
- Before moving to either side, check mirror and blind spot.
- When backing, check all mirrors continuously.

### 9. Get Control With a Vehicle in Front

- When approaching a vehicle, close in gradually.
- When traveling at same speed, keep 4 seconds following time.
- When stopped behind a vehicle, see its rear tires touching road.

### 10. Interact Courteously With Others

- Empower yourself and reduce stress by being courteous, rather than competitive, while driving.
- Send and receive communications in a timely manner.

### Course Fee:

- **\$575.00 FOR NH RESIDENTS ENROLLED AS A FULL TIME HIGH SCHOOL STUDENT**

*The course fee may be paid in full when registering or in 3 installments as follows:*

1. To reserve a spot in a class \$175.00 included with Registration forms
2. \$200.00 due at the Parent/Guardian informational meeting
3. \$200.00 due by the third classroom session

Make checks payable to **State Wide Driving School LLC**

**Registration:** Students may pick up an application packet at the Laconia High School office or on-line at the Laconia High School web-site any time. Or request a registration packet by calling 528-2989 and one will be mailed to you. The student must be sixteen (16) years of age by the last (regularly scheduled) day of class. Mark your student's session on the application and return it no later than one week prior to the first class to:

**State Wide Driving School LLC**  
**PO Box 6262**  
**Laconia, NH 03246**

**Refund Policy:** Students may receive a complete refund of the course/deposit fee if they withdraw before the first class. During the first three (3) classes a pro-rated fee will be refunded as follows: \$200.00 *before* the second class, \$150.00 *before* the third class. The fee is not refundable after that time. In the event that a student does not successfully complete the course the fee for retaking the course is \$275.00 in order to re-enroll into the next available driver education session. Doctor documented medical cases and special circumstances may lead to a refund, or placement in the next available session.

**Special Needs:** If a student has a learning problem, physical handicap, health issues or other concerns that might affect his/her progress, this information should be communicated to the teacher immediately. Health/Medical forms are provided at the time of enrollment to note specific situations to inform the instructor. Parents should contact the instructor early in the course to note special situations.

**Foreign Exchange Students:** It has become increasingly difficult for foreign exchange students to take DE classes. When a foreign exchange student requests enrollment in our DE program, the following requirements apply:

- ↪ The foreign exchange student's Visa must allow the student to drive in the United States. (Written proof required)
- ↪ The sponsoring program's rules and regulations must allow the exchange student to drive in the United States. (Written proof required)
- ↪ The host family will need to show automobile insurance that will provide coverage for the exchange student. (Written proof required)
- ↪ The host family will need to agree to provide sufficient driving experience for the exchange student in order to successfully complete the DE course. (Written proof required)
- ↪ The enrollment of a foreign exchange student should not displace another student who would have turned 16 years of age during the specific DE class.

**Home Schooled Student:** Home schooled students follow the same enrollment procedures as stated above. Inform the classroom instructor during the enrollment period when special needs are to be considered.

**Transfer Students within New Hampshire State:** A transfer student coming to our program from another program within the State of New Hampshire must pay the full enrollment

fee if he/she has not attended 50% of the class session in the previous school. (Written proof required)

A DE enrolled student, transferring out of our program to a school within New Hampshire will receive a full refund (upon notification of enrollment by the new school) if that student attended less than 50% of our class sessions. A record of progress will be forwarded to the transfer school.

**Parent Night:** There will be an informational meeting for parents/guardians that have a confirmed registration of their son/daughter a few weeks before each session.

At this meeting parents/guardians will be given information to assist with instructing your son/daughter, plus the New Hampshire Driving Log. There will also be an opportunity for a Q&A period. Participation is strongly encouraged.

**Integrated Classroom and In-car Instruction:** This DE course is a 3-phase program; Classroom, In-car and Home-practice in the family vehicle. Our course is designed and structured with student mastery in mind. The New Hampshire Driver Risk Prevention Curriculum contains 11 modules/units to cover within the 30-hour classroom phase. In most instances, one to two classroom sessions are scheduled for each module.

Module concepts are first introduced and practiced in the classroom, then applied to an in-car lesson and finally put into practice in the family vehicle. (See Flow Chart for more specific information.) As students progress through the modules concepts become more complex, building on and adding to previously learned concepts. Attendance is crucial to student success.

Classroom and behind-the-wheel instruction shall be conducted in an integrated format unless the instructor determines that the student has not mastered a skill necessary to progress to the next driving skill. No less than 2 hours of classroom instruction shall be completed before starting behind-the-wheel instruction.

**Attendance:** No classroom instruction shall be missed during any course, except for good cause as determined by the instructor, including a death in the family or injury. Absences due to good cause shall not exceed 4 hours, as per State regulations Saf-C 3114.04 (e).

**Attendance is mandatory for the entire 30 hours!** Failure to attend each classroom session may result in dismissal of the course with no refund.

**Excused Absence (Good Cause):** While attendance is mandatory, it is recognized that illness or other necessary absences may arise.

**Excused absences (Good Cause) are defined as:**

- 1. Personal Illness**
- 2. Family Emergencies**
- 3. Death in the immediate family**

Jobs, vacations, sports camps, and other personal activities are **NOT** considered excused absences. Absences exceeding 4 hours due to good cause will result in dismissal from the course with no refund.

Upon the first day of returning from an absence, it is the responsibility of the student to confer with the teacher to determine the work that need to be made up. In addition to making up the daily work an extra DE project must be completed for each hour of absence. This make up project must be turned in to the instructor within two weeks of the missed class.

**Unexcused Absence:** Parents and students must be aware that an unexcused absence may result in immediate course dismissal. An unexcused absence is an absence from any phase of DE where the student has not presented a valid excuse (good cause) as noted in the above section.

Students that do not come to school and do not have an excused absence from the High School will not be allowed to attend any

classroom session of Driver Ed. This will result in an unexcused absence and may result in immediate course dismissal.

**Out of School Suspension (OSS):** Students will not be allowed to attend any classroom session if they are on Out of School Suspension (OSS). This is in accordance with the Laconia High School policy of students not being able to be on campus for any reason. Being on OSS is an unexcused absence and may result in immediate course dismissal.

**Tardiness:** Tardiness is arriving ten (10) minutes or more past the scheduled start time. Three (3) tardies will be counted as an absence and the student will be required to complete a DE project to make up the “absence”.

**Student Text Books:** Students are required to use 2 texts: Drive Right 10<sup>th</sup> Edition, and the New Hampshire Driver Manual. With the exception of the New Hampshire Driver Manual, students may **not** outline, highlight, or write in their texts. The New Hampshire Driver Manual is theirs to keep. This manual is distributed to Parents/Guardians during the Parents/Guardians Informational Meeting. It is a summary of the laws and rules that apply to all persons who drive a vehicle in New Hampshire State. Throughout the course, students will be required to read specific sections to parallel other course work. Students are expected to read, comprehend and indicate gained knowledge from the manual on tests, discussions, and in their driving performance.

**Homework:** Homework is to be completed and each night and turned in the following class. **If a student comes to class unprepared with no completed homework, the student will not be allowed to stay in class and will be sent home.** This will then be counted as an “unexcused” absence The student who makes good effort to come to class prepared, but is unable to complete all of his/her homework with good reason (subject to instructor approval) shall be allowed to make up the homework at

a later date. While recognizing individual differences, students are required to complete 100 percent of all course work. Students are expected to complete all home assignments and assigned readings...read and reread until new terms/concepts are understood.

**Progress Reports:** Half way through the course all students receive a progress report. In addition, Instructors will make telephone calls and/or send progress reports home when a student's behavior is disruptive or he/she is not keeping up with home assignments, is failing entry or exit exams or is not passing the in-car phase or classroom phase of the course. Recommendations will be suggested to improve performance.

**Corrective Lenses:** New Hampshire law requires a minimum 20/40 vision to obtain a driver's license. State Wide Driving School LLC will conduct a preliminary eye exam on the first night of class to determine the student's vision. It is in Parents'/Guardians' best interest to have your student's eyes examined by a doctor prior to start of class to determine if there is an issue with the student's eyesight. **If corrective lenses are required, the student must come to each driving lesson with their corrective lenses.**

**Behind-The-Wheel Instruction:** This phase of the course is designed to provide the student with actual driving experience for those skills he/she mastered in the classroom phase.

All students shall receive on the road instruction that consists of:

1. At least 10 clock hours of behind-the-wheel instruction; and
2. At least 6 clock hours of observation in a dual control vehicle, per State regulation Saf-C 3114.05

The amount of time spent in the instruction vehicle is determined by the needs of the student and his/her level of performance. However, our course requires they spend a minimum of 10 hours behind-the-wheel. In some instances more driving time may be required in order for the student to attain an acceptable level of driving performance. In-car lesson requires students to participate

as a driver (behind-the-wheel) and as an active observer/passenger.

Students must complete the required classroom assignments prior to each driving lesson. The student will be expected to attend the scheduled lesson or notify their DE instructor 24 hours in advance and reschedule a new drive time.

Driving lessons will only be scheduled once per day, to a maximum of two lessons per seven day period, per State regulation Saf-C 3114.06.

In-vehicle lessons will be terminated any time a question of safety exists at the discretion of the instructor. Only the reasonable suspicion of alcohol, or other drug influence, is necessary to terminate the lesson.

**Students requiring corrective lenses (eyeglasses/contacts) must also have these items with them when they arrive for a driving lesson. At no time will a student requiring corrective lenses be allowed to drive without wearing corrective lenses.**

**No Show/No Call Fee:** If a student misses a driving lesson without notification (last minute cancellation--within 1 hour of scheduled drive, no show, no call), then the student will be required to pay a missed driving lesson fee of \$25.00. A second failure to cancel equals another \$25.00 and no drives will be scheduled until both are paid. Cancellations of a driving lesson should be done 24 hours prior to the scheduled lesson. Please call your driving instructor

**Course Completion Certificate:** Upon successful completion of classroom and in-car instruction, the student will receive a certificate of completion from the DE instructor.

One hundred percent of all classroom assignments, quizzes, and projects must be completed with a minimum 70% grade average. In addition to maintaining a 70% grade average students must pass a Final Exam with a grade of 80% or better prior to the last

scheduled day of class. (Unless drive lessons are scheduled to be completed after the last scheduled day of class)

No student will be given a Driver Education Certificate until;

- a) Full payment for the course is received
- b) The text books are returned,
- c) All assigned classroom and homework assignments have been completed.

**Course Non-Completion Form:** If at the end of the course, a student has not completed all work in order to pass, a non-completion form will be sent home explaining the reasons for the student not completing the course. Usually the student will have 15 days to complete the necessary course work. If the class work has not been completed within the allotted time, the student will receive a failing grade. Students may take the next DE course after paying the regular fee.

**Student Conduct:** Appropriate sets of both attitudes and manners are necessary. (This is probably the most important requirement of the course.) Contained therein should be concern of self-discipline, good work habits, courtesy to others, respect for authority, and a positive outlook. Responsibility plays an important role in this course. Irresponsible people do not belong on our roadways. Each student will be advised orally and in writing at the beginning of class about these expectations. Whether a student meets the expectations will be strictly his/her decision. Additionally, each student driver must be prepared to accept the responsibilities and consequences for that choice.

If a student's behavior is disruptive to the rest of the class, the student may be asked to leave. Students are required to show respect for the rest of the classroom, not only the instructors, but the other students as well. Disrespect to anyone while attending a State Wide Driving School LLC program, whether other students, instructors, or office personnel will not be tolerated.

**Cell Phones:** Cell phones are not to be used during classroom time, driving lessons, or observation times. This includes text

messaging and "checking the time." There will be clocks in the classroom and vehicles for students to find out the time. If a student must contact someone for emergencies, they should first notify the instructor of the nature of the emergency. If parents/guardians must contact students for emergencies, they should contact the school directly, or come directly to the school.

First violation will result in confiscation of the cell phone to be returned at the end of class. Second violation will result in confiscation of the cell phone to be returned to a parent/guardian. Repeated violations may result in retention of the cell phone until the end of the program or suspension/dropping student from the program.

**Alcohol & Other Drugs:** The use of alcohol or other drugs is forbidden by state law. Additionally, students who come to class after consuming alcohol or other drugs (including tobacco under 18) are in violation of state law. Any student reporting to a DE session who appears to be under the influence of alcohol or other drugs will be immediately removed from the class and referred to Laconia Police Department. If the student is determined by the LPD to be under the influence of alcohol or other drugs the student will also be referred to the Supervisor of Driver Education.

Students taking medicine prescribed by a physician for them or over-the-counter (OTC) medications (cold, allergies, etc.) should be aware of the side effects. If the medicine states that it could cause drowsiness, or is not recommended to drive or operate machinery, the student will not be allowed to drive without a doctor's note. Attending classroom or observation times on this medication will be allowed. If a student does not inform the instructor they are taking prescription or OTC medication and attempt to drive, the results are the same as if they had taken an illegal drug.

**Smoking and Use of Tobacco Products:** Use of tobacco products by anyone under eighteen (18) years of age is forbidden by state law. Additionally, students under 18 who come to class



after using tobacco products are in violation of state law. Any minor student found to be in possession of, or using, tobacco products will be dropped from the program and referred to the Laconia Police Department.

### **Removal from the Driver Education Program:**

Students will be dropped from our DE program with a “Fail” grade for any of the following:

1. Excessive tardiness
2. Excessive absences
3. Failure to complete assigned work
4. Cheating (whether sharing or receiving answers)
5. Being under the influence of alcohol or any other illegal drugs during any of the instructional phases
6. Minor smoking or being in possession of tobacco products
7. Misuse of Driver Education Equipment
8. Excessive and willful abuse of Cell Phone policy
9. Repeated and willful violation of traffic laws
10. Gross Misconduct (repeated and willful violations of State Wide Driving School LLC rules)

**Parents’/Guardians’ Can Help:** Take an early interest in the progress of you son/daughter. Please impress upon your student driver that the illegal use of a vehicle carries severe consequences. When such violations are observed, the student will be removed from the DE course. The New Hampshire State Patrol, the DMV and DE instructors all recognize the importance of practical driving opportunities for the learner. Thus, we suggest that you provide opportunities for your student driver to practice.

Talk with your teen driver about their progress in both the classroom and the in-car phases throughout the course. There are several ways to help your teen driver **during and beyond** the course:

1. Set a good example when you drive
2. Keep your student accountable for assigned course work and attendance. Ask for, review and sign off on every in-car lesson

3. Provide a vehicle for practice sessions
4. Plan each session based on the suggestions sent home by the teacher
5. Reinforce the skills taught by the Driver Education teacher. If differences come up please contact the instructor for clarification.
6. Make sure the student is familiar with all controls and safety devices in each of the family vehicles
7. Remain clam! A soft, steady voice is most helpful
8. Explain: Do not assume your teenager knows what you want them to do
9. Give all directions clearly, calmly and well in advance of the Maneuver
10. Be Ready to assist with verbal steering guidance as well as guidance well in advance of trouble
11. While riding remember you are the responsible driver of the car so that you are always scanning the driving scene and ready to react to any driving situation
12. Expect your students to make mistakes. Separate physical errors (turning the wheel too soon) from mental errors. Look for positive situation to make positive compliments

**After** the student has completed the course:

1. Recognize that your teen has developed beginning level skills
2. Provide a minimum of 50 – 100 hours of supervised driving practice prior to and/or after securing the New Hampshire State Driver’s License.
3. Take your teen to obtain a license only when you feel the time is right
4. Arrange for the teenager’s use of the family (or his/her) automobile and the limitation of its use through the use of a contract agreement
5. Set Ground Rules in order to provide the opportunity for students to demonstrate maturity and responsibility.
  - Require that your teen and all passengers use seatbelts
  - Insist that your teen controls the speed of the vehicle
  - Prohibit your teen from using illegal substances
  - Require your teen to observe curfews
  - Know your teenager’s friends and their driving habits

## The Top 11 Driving Errors

1. Not attending to the path of travel
2. Driving five or more mph too fast for conditions
3. Driving too fast through a curve
4. Inadequate search at an intersection and thus pulled in front of cross traffic
5. Involved lack of attention at an intersection and being struck by another driver.
6. Improper evasive action—quick turn not executed properly.
7. Failed to maintain visual lead
8. Failed to see action developing at side of the roadway
9. Following too closely
10. Willfully taking right-of-way
11. Distracted

Source: Transportation Research Board 1999

**TAILGATING IS A LEADING CAUSE OF COLLISIONS,  
KEEP FOUR SECONDS OF FOLLOWING SPACE**

**I have read and understand all the rules contained in this handbook. I agree to abide by all the rules contained herein, not only for my safety, but for the safety of my fellow students.**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/  
Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**This page is to be signed and returned by the third class.**

**Failure to return by the third class may result in suspension of the program until this page is returned.**