



METHUEN AUTO SCHOOL

300 MERRIMACK STREET, SUITE # 2

METHUEN, MA 01844

Phone 978-975-5334; Fax 978-689-4914

www.methuenautoschool.com

Welcome to METHUEN AUTO SCHOOL. The Driver's Education Package that you have selected consists of (30) thirty hours of classroom training, (12) twelve hours of behind-the-wheel training and (6) six hours of observation time. **The Driver Education program is mandatory for any Massachusetts resident who wishes to obtain a Driver's License under the age of 18.**

A **non-refundable** deposit of \$100 is due upon registering for the class.* It will be applied to the total cost of the course. No more payments are due until the first on-road. On-road lessons can be paid individually, at a cost of \$40 each. Please give the instructor cash or check to cover each lesson. **

Evening classes run Monday through Thursday, from 6:00 pm to 9:00 pm, for two weeks and two days. During school vacations we also hold accelerated courses, which run Monday through Friday, 9:00 am to 4:00 pm, for one week. The thirty-hour classroom instruction will educate and familiarize students with the Massachusetts driver's license privilege, Massachusetts motor vehicle law, vehicle ownership, rules of the road, and safe and proper operation of a motor vehicle, to include defensive driving and special situations.

All students must bring the following with them to each class: A pen or pencil, notebook and Driver's Manual which they can get at the front desk of the Registry.

A student is not allowed to miss any classes unless it is an emergency. If a class is missed, that particular class will have to be made up during the next session. Any student who misses three (3) or more classes must repeat the entire course from the beginning. Any student who is habitually late will not be allowed to continue in the course, as it is disruptive to the other students. If you cannot make it to class on time, please sign up for a class that better fits your schedule. There is a **\$25 ADMINISTRATION FEE** for making up any class missed without 24 hour notice.

Parents must complete a (2) two hour classroom session, which will inform them of JOL restrictions and outline what is expected of their child in the driver education course (THIS IS A REGISTRY RULE). Methuen Auto School holds a Parent Meeting session once per month.

On-road lessons can now be scheduled concurrent with the classroom portion for students who hold a valid permit. Driving lessons are scheduled as follows: Two lessons will be booked initially. If the student exhibits that he/she is getting practice at home and is a safe driver, then the rest of the lessons will be scheduled. As required by law, students must also complete (40) forty hours of driving with a parent or other adult. **The student must hold a permit for a full (6) six months before he/she is eligible for a license.** We will try to spread the lessons out over the first (4) four months that they hold their permits, so their lessons are closer to their license appointment.

Out-of-area students will have to be brought to and picked up at METHUEN AUTO SCHOOL for their on-road lessons. This includes parts of Andover, Lawrence, Haverhill, Dracut and other surrounding communities further than 20 minutes from Methuen Auto School.

If a student is scheduled for a driving lesson, he or she must be prepared. The student must have a permit on-hand, and it must be in good shape (all pertinent information must be legible). A (24) twenty-four hour notice is needed if a lesson is being canceled. If canceling outside our office hours, please call and leave a voicemail. **There is a (\$40.00) Forty dollar fee PER LESSON if a student does not have the permit or has failed to give 24 hour notice.**

To qualify for the Driver Education Certificate, **THE STUDENT MUST COMPLETE THE ENTIRE COURSE WITHIN (2) TWO YEARS OF THE START DATE (NO EXCEPTIONS).** **This is a REGISTRY rule.** Classes not completed within two years must be repeated, and the student must pay again for the classroom portion of the course.

For a \$20 (\$15 RMV/\$5 MAS Admin) fee, we will order the Driver Education Certificate after the **classroom and driving hours, and parent class if applicable, are completed.**

If you wish to have METHUEN AUTO SCHOOL sponsor you for your license appointment, there is an (\$80.00) eighty dollar fee. This covers us scheduling the test, use of our vehicle and a pre-test lesson with our instructor. **This is a separate fee from the Registry's fee for the actual license and test. METHUEN AUTO SCHOOL must book your license test if you are going with us.** After you have completed Driver Education, you must bring your completed license application into the office, along with your (\$80.00) eighty dollar fee, and we will book your appointment.

OUR OFFICE HOURS ARE AS FOLLOWS:

September – June:

Monday, Tuesday, Thursday 1-7pm

Wednesday & Friday 1-5pm

July & August:

Monday-Friday 10am-4pm

SATURDAY, SUNDAY & HOLIDAYS: CLOSED

When you call during regular office hours and get our voicemail, we are either on the phone with the Registry booking license appointments, conducting business or on the phone with another student. **Please leave a message and we will call you back as soon as we can.**

The average length of time it takes to complete the course is three months. Please don't try and rush things. You will be driving for many years to come.

PARENTS: Remember that your children cannot drive with any friends under 18 in the vehicle for the first six (6) months that they are licensed, unless there is a licensed adult over the age of 21 in the passenger seat of the vehicle.

Thank you for choosing METHUEN AUTO SCHOOL!

I. Martinez – Owner

Effective 30 August 2013

* Please note that students wishing to take the **classroom portion only** will be charged \$400 for the classroom portion, which is **transferable** to other RMV-licensed driving schools.

** Methuen Auto School will charge a fee of \$25 for a returned check.

† All fees, including Classroom, On-Road and License Service are non-refundable, but may be transferred to cover other Driver Education Services.

METHUEN AUTO SCHOOL REGISTRATION FORM

A \$100.00 NON-REFUNDABLE DEPOSIT is required with this Registration, and is applied to total cost of tuition. Afterward, you will be charged \$40 per 1 hour driving lesson.

TOTAL COST for the course is \$600, including a \$20 fee for the Driver Education Certificate (\$15 RMV fee / \$5 Administrative fee), due at the last driving lesson.

Your signature below indicates that you have read and understand the info packet, and agree to complete the entire course within two (2) years of the start date.

Last Name: _____ First Name: _____ MI: _____

Address _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

May we send you texts and/or emails regarding driving appointments, cancelations, etc? Y N

Text to phone # _____ Email: _____

Sex M F Date of Birth: _____ Age: (Years) _____ (Months) _____

Permit #: _____

Date Issued: _____

Do you...

Circle One

...wear corrective lenses for driving? Y N

...have special learning needs? Y N

...take medication that may impair your safe operation of a motor vehicle? Y N

Have you ever been convicted of a crime or had the privilege of driving suspended, revoked or otherwise limited? Y N

If yes please explain:

Name of High School you attend: _____ City: _____

School sports/activities you participate in: _____

Parent or Guardian Name: _____ Tel. # _____

Applicant Signature _____ Date _____

*****THIS SECTION FOR OFFICE USE ONLY*****

CLASS DATE: CLASS TIMES: CLASS#

DEPOSIT: CHECK # BALANCE:

METHUEN AUTO SCHOOL PARENTAL PERMISSION FORM

Your signature below indicates that you have read and understand the info packet, and understand that the student must complete the entire course within two (2) years of the start date.

I have read the information sheet provided by METHUEN AUTO SCHOOL
and understand the policies and guidelines set forth for my
son / daughter: _____
(PRINT NAME OF STUDENT ABOVE)
to obtain his / her driver education certificate and license.

I give my permission for the above named student to attend classes and
receive instruction through on-road lessons by METHUEN AUTO SCHOOL,
and confirm that I am his / her parent or legal guardian.

Signed: _____ Date: _____