

## **Sleepy Hollow High School Driver Education Program**

### **Frequently Asked Questions**

#### **1. How do students sign up for Driver's Ed?**

Sleepy Hollow High School (SHHS) offers a Driver Education course in the spring, summer, and fall. Applications are available in the Main Office, Assistant Principal's office and on the school website. Students need to complete the application, have it signed by a parent/guardian, attach a check **for \$500 made payable to Sleepy Hollow High School** and return the completed application with check to the SHHS Assistant Principal's Office. The application form details many aspects of the program.

#### **2. What is required to sign up?**

The student must attend Sleepy Hollow High School. Students need to complete the application (which they can pick up either in the Main Office, Assistant Principal's office or from the SHHS website), have it signed by a parent/guardian, attach a check for the stated amount on the Application, and return the completed application with check to the SHHS Assistant Principal's Office. The student must have a valid driver's permit by the start of the program to enroll in driver's education. All the requirements for sign-up are listed on the application.

#### **3. When does registration occur?**

Applications are accepted for several weeks before the start of each session. SHHS runs an open-enrollment program for all students interested in driver education. There is a mandatory Orientation session usually scheduled 1-2 weeks prior to the start of the session, depending on the SHHS calendar for that semester. The specific date, time and place for the Orientation session are included on the application. Applications should be returned to the SHHS Assistant Principal's Office as soon as possible and preferably a few days before the Orientation session. Late applications are welcome but students will be accepted only if there is space left in the program.

#### **4. How much does it cost?**

The student enrollment fee is included on the Application. Currently, the student fee is **\$500**.

#### **5. Who are checks payable to?**

Checks are payable to **Sleepy Hollow High School**.

#### **6. What does the Driver's Ed course consist of?**

48 hours of instruction: 24 hours of in-car (6 hours of driving and 18 hours of observation) and 24 hours in the classroom.

For the fall and spring programs: Students attend 1 driving session and 1 classroom session per week over the 16-week program. Each driving and lecture session is 1 ½ hours long. Consequently, students have to make a 3 hour commitment per week for the Driver Education program for the entire fall or spring semester. The Driver Education program runs consistent with the rest of the SHHS academic calendar.

For the summer program: Students attend alternating driving and lecture sessions every weekday for 32 consecutive days during July and August. Consequently, students have to make a 1 ½ hour commitment each day for driver education.

**7. When does each session begin and end in the fall/spring/summer?**

Fall & Spring programs run 16 weeks in length. Summer programs run 6 weeks. Specific dates are on the application on the school website.

**8. What days/times are lectures offered?**

Each week, students attend a 1 ½ hour lecture administered by a public-school certified classroom teacher. During the spring and fall semesters, driver education lectures start at the conclusion of the regular school day. For the summer program, lectures are offered early in the morning on alternating days (e.g. A/B schedule.)

**9. What days/times are driving sessions offered?**

It is important to note that scheduling is done on a **first-come, first-served basis**. Historically, SHHS has always had a sufficient number of students to justify driving during every day of the week. Students are asked to express preferences for specific days on the application and PAS tries as best as possible to schedule students on their preferred days. For the spring and fall semesters, students are required to attend a 1 ½ hour driving session per week. There will be up to 4 students assigned to each vehicle. As is the case with the lecture portion of the program, the driving is also offered after school; and the driving times are 2:45 pm; 4:15 pm and if required, 5:45 pm. Since SHHS runs an open-enrollment program, the specifics of the driving sessions are determined by the actual number of students enrolled in the program. For the summer programs, the students will be driving on alternating mornings (to coincide with the lecture portion of the program), with the first driving session beginning at 7:00 am.

**10. What happens if a student misses a lecture class or driving session?**

The students must fulfill the 48-hour time requirements to qualify for a completion certificate. A calendar is available at the beginning of each semester delineating the lecture and driving schedules. Lecture time is made up according to the Classroom Teacher's specific policies which are shared with the students during the first day of classes, including make-up days for snow-related cancellations, etc. In terms of driving session make-ups, students are given opportunities to make up driving absences during school half-days, vacation days, Saturdays, or at the end of the semester. In-car Instructors also work directly with groups of students to set up the make-up sessions for any missed classes, subject to instructor and student availability.

✓ **If a student is absent, the student must take the initiative to immediately communicate directly with the Classroom Teacher or In-car Instructor to arrange to make up all hours missed in order to meet the requirements of the completion certificate.**

**11. How many lecture classes/driving sessions can a student miss?**

The students must fulfill the 48-hour time requirements to qualify for a completion certificate. Since the student must satisfy the time requirement, all absences must be made up. It is the responsibility of the student/parent to ensure that the student has 3 hours of available time per week for 16 weeks (during the spring and fall semesters) or 1 ½ hours per day for 32 consecutive days (during the summer program) in order to fulfill the requirements of driver education.

Furthermore, it is the responsibility of the student to make arrangements with either his/her classroom teacher or in-car driving instructor to make-up any missed classes.

#### **12. Are there exams?**

There are no written exams for the driving portion of the program, although students are graded numerically based on their driving skills, and must receive at least 65 to pass the driving portion of the program. The classroom teachers administer several quizzes and exams throughout the lecture portion of the program. Each student must receive a grade of at least 65 to pass the lecture portion. Certificates of completion are issued only if a student has a grade of at least 65 on both the driving and the lecture portion of the program, and have otherwise fulfilled the time requirements of the program.

#### **13. What does a student need to do to schedule, and then pass, a road test? When is this likely to occur in spring/summer/fall sessions?**

Although SHHS Driver Education program is designed to make students safer and more responsible drivers, both during the road test and for life-long driving, students can schedule and take a road test **AT ANY TIME** as long as they meet New York DMV requirements. The road tests are administered by New York DMV for anyone interested in obtaining a driver license, and have the following requirements:

- 1) The student cannot apply for the road test until at least 6 months after obtaining his/her permit;
- 2) The student can schedule the road test online or by calling a 1-800 number specific on the DMV website (students need to use either the Pre-Licensing number or the Driver Education Certificate of Completion number to schedule the road test);
- 3) The student must have the following documents for the road test:
  - Learner's Permit
  - A completed MV-262, available at: <http://www.dmv.ny.gov/forms/mv262.pdf> and signed by a parent/guardian attesting that the student has driven for at least 50 hours of which 15 were after sunset
  - A pre-licensing certificate which can be obtained EITHER by taking the SHHS Driver Education course OR taking a Pre-Licensing course at a commercial driving school. The SHHS Pre-Licensing certificates are issued by the Classroom teacher sometime during the mid-section of the program, only after the Classroom teacher determines that the Pre-Licensing requirements have been met.

#### **14. How are students assigned class/driving time?**

SHHS driver education is an open-enrollment program. Students are asked to express day/time preferences during the Application process. Students are assigned on a **first-come, first served basis** by turning in forms.

#### **15. What happens if these assigned times don't work for the student? Is there any flexibility?**

Students are assigned to their schedules based on their preferences expressed on their applications, the order in which the Applications are received and availability of instructors. At the mandatory Orientation session, the students are given an opportunity to make changes assuming classroom/driving slots are still available. Also, during the Orientation, students can switch times with each other in order to accommodate individual preferences.

*(All changes must be made through PAS who will then notify all of the appropriate instructors.)* Students can also call the telephone number given during the Orientation session to see if a desired space has become available, before the program actually begins.

**16. How are the driving teachers trained?**

PAS has a rigorous process to recruit, certify, and train in-car instructors, as specified by both the NYS Department of Motor Vehicles and the NYS Department of Education. Every driving instructor must pass the requisite tests to qualify for an instructor's certificate, must successfully complete a mandatory 30-hour course, and receive individual training from one of PAS' Master Instructors. There are also on-going training sessions and annual meetings to update the in-car instructors with the changing motor vehicle and driver education rules/regulations.

**17. What is covered in the curriculum, both in the classroom and in the car?**

There is a comprehensive curriculum governing the classroom portion of the program including such topics as use of seat belts, alcohol impairment, road rage, handling emergencies, insurance requirements, traffic signs and signals, to name just a few of the topics. Classroom teachers use visual aids, textbooks, newspaper articles, web searched materials and lecture notes to assist in the administration of the lectures. In-car instructors rely on a 16-session proprietary curriculum developed by PAS to administer the in-car portion of the program. Topics covered include but are not limited to: starting & stopping, pulling away from the curb, braking techniques, changing lanes, intersections, blind spots, defensive driving, just to name a few.

**18. What is the Sleepy Hollow refund policy?**

SHHS' refund policy is: After the first two weeks from the start of the program, no refunds will be issued.

**19. Who at PAS Auto can students/parents address questions to?**

For further information, please feel free to contact Ms. Nicole Velez-Green of the Driver Education Program for PAS Auto School (914-332-7700 or [www.pasautoschool.com](http://www.pasautoschool.com)). PAS offices are open Monday-Friday from 9:00 until 7:00 pm; and Saturday from 9:00 am until 2:30 pm. The office is staffed with experienced and knowledgeable PAS employees who can address any questions from parents or students. ***Should there be any questions or concerns that are not answered through contact with the PAS employees, please contact the SHHS Assistant Principal's Office at 914-332-6204.***