



Littleton Parks, Recreation & Community Education

33 Shattuck Street ~ P.O. Box 934

Littleton, MA 01460

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Drivers' Education Program

Guidelines, Policies & Procedures

The Littleton Parks, Recreation, & Community Education Department is now offering a state certified driving program to accommodate the needs of the local community.

Littleton's Drivers' Education Program includes 30 hours of classroom instruction taught by an RMV certified instructor, as well as 18 hours behind the wheel instruction and observation. In addition, the total fee will also include the state mandated, two hour Driver Safety course for the parent and/or guardian of the student driver.

All classes are offered to any person who has reached the minimum age of 15 years and 9 months by the beginning of the first classroom lesson. Road lessons cannot take place without a valid Massachusetts learner's permit. Students must have their learner's permit in possession for all behind-the-wheel instruction. Students completing all the requirements of driver education are eligible for a road test after attaining the age of sixteen years and six months and having held a learner's permit for six consecutive months' immediately proceeding taking the road test with a clean driving record during that period. To obtain a learner's permit, students must be at least 16 years old. Contact the registry for more information.

Please submit a copy of your learner's permit to our staff as soon as it is in your possession. No road instruction will be scheduled without a learner's permit on file.

I. Fee Schedule:

A. **\$570** for Total Program, which includes:

- 30 hours of classroom instruction
- 18 hours of behind the wheel instruction (12 hrs driving, 6 hrs observation)
- 2 hour parent driver safety course

- **Driving Lessons Only: \$440/R | \$443/NR**

- **Classroom Only: \$160/R | \$163/NR**

- **Parent Class Only: \$35/R | \$38/NR**

*Fees do **NOT** include other RMV fees, including license exams and on-road time at the DMV.

B. Road Test sponsorship with Driver's Education car usage

- **\$75 for Leominster location**

- **All other locations \$100**

C. Payment is due upon registration.

Contacts:

Direct Contact for the program is littletondriving@littletonma.org or by calling the office at 978-540-2490.

- If further assistance is needed, you may contact the PRCE Director, Kate Hodges by email at khodges@littletonma.org or call (978) 540-2491.

II. Policies

A. *Makeup Classes:*

- In the event of a missed class, the specific class missed must be made up, in that order, as each class constitutes a different lesson (For example, if you miss Class #5, you must make up Class #5).
- If the student misses a road driving lesson you must contact us to schedule a make-up.
- If a student misses more than one class (classroom or in-car instruction), we will impose a charge of \$25 to schedule a make up session.
- Cancellation for on-road sessions must be made at least 24 hours in advance.
- Absence because of detention is not excusable; all other absences must be reported to the PRCE office immediately to be considered “excused”.
- If you fall asleep during your observation time, you will not receive any credit for that day and you will be charged a \$25 fee to reschedule.

One (1) free make up class is allowed for students who miss a class or in-car session.

B. *Tardiness:*

- Students will not be allowed into class after 15 minutes and will have to schedule a make-up time with the office.

C. *Individual Fee(s):*

- \$50 Road Lessons
 - Price includes: 1 hour lesson with a RMV certified instructor.
- There is a \$25 cancellation fee if an on the road driving lesson or observation is not cancelled within 24 hours prior to the scheduled date and time of the lesson. We must strictly adhere to this rule as our instructor’s schedule is quite full with other students. Please schedule your driving times accordingly.

D. *Refund Policy:*

- There will be **NO** refunds once a session has begun. An 80% (\$456) refund will be given if a parent/guardian withdraws the student within **fourteen (14) business days** prior to the first day of class. Registration is non-transferable to another student.

E. *Media (which include MP3, Ipods, CD players, Video games & cell phones):*

- Personal calls are not allowed (incoming or outgoing).
- Cell phones must be in the *vibrate* mode.
- Text messaging is not allowed.
- If a student needs to be reached, due to an emergency, a parent/guardian may contact the driving or classroom instructor at (978) 490-4976. This is the departments Driver’s Ed cell phone and is always on when classes are in session.
- **Any violations of any phone rules will mean dismissal from the program.**

III. Student Expectations:

A. Attendance:

- Students must attend all classroom sessions and complete 30 hours of classroom time and 18 hours of behind-the-wheel instruction (12 hours driving, 6 hours observation). If a student misses a class, that class will need to be made up in order for the student to complete the Drivers' Education Program.

B. Smoking:

- No smoking is allowed on Town/School property or in any vehicle used during driving instruction.

C. Certification Requirements:

To pass the Driver Education classroom segment a student must:

- Complete 30 hours of classroom education
- Have a parent/guardian attend the 2-hour parent curriculum class
- Pass the final exam with a score of 80% or higher.

D. Additional Student Requirements:

- For a student to enroll in a Driver's Education Program, he/she must be at least fifteen (15) years and nine (9) months of age at the start of the first class.
- A student must have a valid learner's permit and be sixteen (16) years of age before he/she may participate in on-road instruction.
- Students must complete the full requirements including all driving hours of program within six (6) months from the date of last classroom session. If an extension is needed to complete the requirements of driver's education, it must be made in writing to the Park & Rec office and the RMV citing the reasons why and the special circumstances. Requests are reviewed on a case-by-case basis only additional fees may apply.

E. Parent/Guardian Requirements:

- A parent or guardian of the student is required to attend a two (2) hour parent class at the PRCE Driving School location. If a student is over the age of 18 at the time of their enrollment, the parent or guardian is not required to attend the class.

IV. Locations:

A. Class Location:

Littleton High School (LHS)
56 King Street
Littleton, MA 01460

B. Office Location:

Littleton PRCE
33 Shattuck Street
Littleton, MA 01460

Class Location:

Littleton Town Hall
33 Shattuck Street
Littleton, MA 01460
Room 123 (across from PRCE office)