

# HEAD START DRIVING, LLC.

206 West Alabama Ave.

Ruston, LA 71270

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## **PARENT INFORMATION AND 38 HR COURSE GUIDE**

This class is for 15, 16, 17 year old students & 18 year old students who are still in High School. It will consist of 30 Classroom Hours and 8 Hours of Behind the Wheel Driver Training. The driving lessons will be given in a vehicle equipped with dual brake controls, inside rear view mirrors, and rear view mirrors on each side of the car.

**The Total Cost for the Class is \$400.00.** The registration paperwork will be completed the first day of class or on the designated registration date. Payment arrangements can be made if needed, but otherwise a \$200.00 deposit is due the first day of class. We accept cash, money orders/cashier checks made out to Head Start Driving, or payment can be made by PayPal or through our website. (\*A 4% percent fee of \$16.00 will be applied if paying with PayPal/credit/debit card) The total fee must be paid in full before the student starts their driving portion and ALL requirements must be met, before a Certificate of Completion will be issued.

**\*\* A \$50.00 no-show fee** will be added if you fail to show up for your scheduled driving session unless we are notified 24hrs in advance.

**The student must be at least 14 years 9 months** and in the 8<sup>th</sup> grade to take this class.

**\*Must be 15 years old before they can begin the Behind the wheel portion of the Class.**

The student must bring their Temporary Instruction Permit (TIP), Pens/Pencils, Highlighters, and a NOTEBOOK the first day of class. We will provide the student with the Louisiana Drivers Guide for Classroom use. The student may download their own driver's manual to use and study before class at [expresslane.org](http://expresslane.org) or via link on our website. **\*\*\*Must have Original Birth Certificate, SS Card, and School Enrollment Form to take to the DMV! \*\*\* See Drivers Guide for info on official documents\*\*\***

**The students are on their own for lunch and snack breaks. We are NOT RESPONSIBLE for the students once they leave the classroom.**

This Class is a **Mandatory** Study Course to prepare the student for driving on Louisiana Highways and Knowledge of Louisiana Laws, but **this Class does not guarantee the student will pass the state test or guarantee a driver's license.**

**CLASSROOM PORTION: 30 CLASSROOM HOURS**

**Grades will consist of:**

1. Attendance (Roll will be checked each day)
2. Notebook/Homework
3. Class Participation
4. 7-9 Sub Test, Sign Test, 40 Question Final State DMV Online Exam (Pass 80% or better)
5. 8 Hour Driving (With a 70% or better)
6. If your student has vision/hearing/speech or learning disabilities please let us know so we may accommodate them to the best of our ability.

**CLASS RULES:**

- Casual but Modest Dress Code/No sagging pants or low cut tops
- **No Talking or Sleeping during Lecture or Video Presentations**
- **NO CHEATING WILL BE TOLERATED.** (Cheating will result in dismissal without refund)
- **No Cell Phone use or texting during class....**we reserve the right to take up the student's cell phone during classroom/driving time and return it after class/testing.
- **RESPECT, COURTESY, and MANNERS must be used within the Classroom at all times. (Absolutely NO... running/horse playing/throwing of objects/foul language/obscene gestures/fighting/guns or knives will be tolerated)**
- Students who are absent must submit excused note from parent (any day missed must be made up – 30 hours total in classroom / Louisiana Law)
- **NO Vaping/Smoking** or Dipping will be allowed in the Classroom or Car.

**\*\*WILL NOT TOLERATE ANY DISCIPLINE PROBLEMS or DISRESPECT.**

**CONSEQUENCES:**

- 1<sup>st</sup> Offense- Student/Teacher conference
- 2<sup>nd</sup> Offense – Parent Contacted
- 3<sup>rd</sup> Offense – You will FAIL the course with NO REFUND.

**GRADING SCALE:**

**80% or Greater must be obtained on All Sub Test**

**80% or Greater must be obtained on the State DMV Final Exam**

**70% or Greater must be obtained on the Behind the Wheel Portion**

**\*\*\*We Stress NO Texting & Driving and NO Drinking & Driving in Every Class Session. We have a Texting and Driving Video that we show at the end of the first day of Class around 3:30 pm. We encourage parents to come watch the video with their students.**

**Another video on You Tube we encourage the parents and students to watch is: Young Drivers “The High Risk Years”**

**STATE KNOWLEDGE TEST:** On the last day of class we will give the students the State OMV Online Knowledge Test. They must score an 80 or above to Pass. If they do not make an 80 they can retest once the same day. If they are not successful on the 2<sup>nd</sup> attempt, they can make an appointment with us to retest for a \$25.00 fee. Your student must pass the Online Knowledge test prior to starting the driving portion of this course.

Students should study their notes taken in class and the Louisiana Drivers Guide that the students may download @ [expresslane.org](http://expresslane.org) in Preparation for the State Test. There are also several APPS that they can download on smart phones to help them study. DMV Genie is an excellent one that we use.

**DRIVING PORTION:** We will call/text to schedule the students driving time. Keep in mind that it is a process and we can't drive everyone at once. We try to drive the oldest students first and students will be grouped with their school or area in which they live. **We have 120 Days (3 Months) to complete the 8 Hours behind the Wheel Driving portion**, but we try to drive the students as soon as possible. Driving dates and times will depend on weather conditions, daylight hours, and student schedules. We will try to accommodate each and every student to the best of our ability who are involved in extracurricular events.

**COURSE COMPLETION:** After the student has completed their Payments, Classroom Time, Passed the State Online Knowledge Test, and Completed the Driving Portion the Custodial Parent will be asked to sign the Certificate of Completion Form. After the Completion form is signed/completed the Instructor will place the White Certificate of Completion in a Sealed Envelope. Do NOT open it unless you want to test again.

**This Envelope can only be opened by the DMV. If the envelope is opened or damaged in anyway it will be null and void. The student will have to return to the Driving School and retake the State Knowledge Test.** (Additional Fee \$50.00 testing fee will apply) We can't stress enough the importance of not losing or opening this envelope once it is given to you by the instructor. The instructor will also give you a yellow copy of the Completion Certificate for your records and insurance purposes.

**CHECK LIST TO TAKE TO DMV:** Once the student has the sealed envelope they need to bring their birth certificate, TIP, social security card, two pieces of mail and then they are ready to go to the DMV to get their Permit "Learners License"

**STEP 1:** Under Age 17: May Only Apply for a Permit; Age 17 and older: May choose either to apply for a Permit or a Full Unrestricted License

**ALL APPLICANTS UNDER 18 WILL NEED:**

- Custodial Parent/Legal Guardian (Bring ID Along with Custodial or Guardian Documents)
- Sealed Envelope from Driving School with White Completion Certificate
- Original State Birth Certificate (Every time until 18 years old)
- Original Social Security Card or Receipt from Social Security Office
- Approximate \$40.00 Cash (DMV Fees Vary)

- Applicants 17 and over may apply for a Full License with Parent Permission. If they choose this option, they will have to take the Road Skill Test with a TPT (Third Party Tester). We can provide this for the student, but it is a separate fee of \$65.00. See the information below regarding TPT and requirements.

**STEP 2:** Age 16 May Apply for “Intermediate License” after they have held a Permit for at Least 180 Days. Age 17 and Older may apply for a Full License after Completing Step 1.

**ALL APPLICANTS UNDER 18 WILL NEED:**

- Custodial Parent/Legal Guardian (Bring ID Along with Custodial or Guardian Documents)
- Original State Birth Certificate (Every time until 18 years old) & SS Card
- Applicants Learner’s Permit
- Proof of Current High School Enrollment Form or Proof of Graduation Equivalent
- To attest that they have practiced at least 50 Hours (15 at night) with a licensed driver age 21 or older
- **Complete Road Skill Test** \*This can be done by calling a TPT (Your Driving School) and making an appointment to test.

**THIRD PARTY TESTING (TPT):**

**We are certified to give the Road Skills Test in Arcadia and Ruston for the DMV! This is called Third Party Testing (TPT).** The student must be 16 AND have had learners permit at least 180 days to upgrade to intermediate license. You will need to call our Driving School to set up appointment. TPT Applicants will need:

- Original Birth Certificate
- Learners Permit if under 17 or 17 and over will need their completion packet from the Driving School
- Under 18 Custodial Domiciliary Parent/Guardian (Documents to verify custody if needed)
- \$65.00 payment

After the student passes the Road Skills test, we will give them a sealed envelope to take to DMV. The student will take the sealed envelope to the DMV when upgrading to the intermediate license/full license. **Our Driving School can administer the Road Skills during the day, evenings, weekends, rain or shine. Cost for TPT is \$65.00.** Call/text David 318-245-6566 for appointment/more information.

**GRIEVANCES:** If you have any concerns, problems, or grievances please let us know and we will try to resolve it as soon as possible. Any grievances not resolved by the school may be forwarded to the Department of Public Safety and Corrections, Public Safety Services, Office of Motor Vehicles, Attn.: Training and Certification Unit, P.O. Box 64886, Baton Rouge, LA. 70896.

**IF YOU HAVE ANY FURTHER QUESTIONS OR CONCERNS**  
**PLEASE DO NOT HESITATE TO CONTACT US:**

**Call/Text: David 318-245-6566**

**E-mail: [drivepickett@gmail.com](mailto:drivepickett@gmail.com)**

**Visit our website: [www.headstartdrivingruston.com](http://www.headstartdrivingruston.com)**

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**HEAD START DRIVING SCHOOL**