



# Transportation Training

Dear Parents/Students:

Thank you for choosing Cecil College as the provider for your child's Driver Education experience. You have taken the first step to ensuring that your child learns to be a safe and confident driver. If at any time during the process you have questions or feel you need support please contact us. We have helped thousands of teens and their families go through this process.

Please read the enclosed information carefully as it explains procedures for setting up your student's behind the wheel (BTW) evaluations, BTW cancellations, MVA electronic certificates and tips for driving with your teen.

My staff and I look forward to serving you and helping to make the roads a safer place for all of us! If you should have any questions, please do not hesitate to contact the office at 410-287-1096 or email us at [drive@cecil.edu](mailto:drive@cecil.edu). With the volume of calls we get on a daily basis it may take us up to 24 business hours to return your call. Please leave a message if you do not get through right away. We will return your call.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tina Durborow'.

Tina Durborow

Director, Transportation Training

[tdurborow@cecil.edu](mailto:tdurborow@cecil.edu)

**Transportation Training a division of Career and Community Education**

107 Railroad Ave / Elkton, MD 21912 / 410-287-1096 / Fax: 410-398-4429



# Transportation Training

What we have heard from other parents.....

## **“Driving is easy, why is this process so long?”**

Remember, driving a car is one of the most complex things we may ever learn. It only feels easy to you because you have years of experience driving and have learned the skills you need to quickly determine hazards, predict other driver’s actions, and react correctly. In reality driving a car is harder than flying an airplane. This is your opportunity to make your child as safe as possible on the road.

## **“I’m too busy.”**

This may seem like a lot of unnecessary work, but it is the time where you lay the foundation for how your child will respond to the responsibility of being on the road alone. Spend the time now to teach your child so they are safe for a lifetime on the road. It may be helpful to use time during your normal routine: driving to the store, pick-ups from school, or weekend routines. You can enlist the help of experienced friends, neighbors, and family to get extra drive time for your child. Other parents have found it helpful to exchange drive time for their help around the house; mowing the lawn, dishes, or laundry, etc.

## **“I’m not sure where to start.”**

Decide before you start what skills you will be teaching them before each lesson. You can start your first lesson in a large empty parking lot to build your child’s confidence and move to side streets with little or no traffic. Once they are ready for the roads make sure you both know the route you will be traveling before the lesson begins. Talk to your child each step of the way so you can determine their comfort level and readiness to move to the next lesson.

## **“I’m just so nervous.”**

Let’s face it; teaching your child to drive can be a very stressful experience for both of you. Before you start, familiarize yourself with the rules of the road so you can set an example on the best way for your child to drive. Take a deep breath and repeat to yourself – I will not panic, I will be patient, I will be calm, I will not raise my voice. You can use your side mirror as your review mirror or even a hand held mirror so you can see what they see. Give your child positive feedback and ask for feedback from them. Give simple directions far enough in advance so your child has time to understand and follow them. Ask your child to explain how they are feeling, what they are seeing, and their thoughts on the correct plan. If either of you becomes stressed, it is time to pull over and regroup. If they make a mistake (and they

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# Transportation Training

will) ask them to pull over so you can discuss it calmly. At the end of the lesson give your child a chance to tell you how they think they did and then give positive feedback to them. Ask them how both of you can improve for the next lesson.

By talking about the driving experience and not their performance you may find the stress level goes down for both of you. We also offer a driver education class for parents to help you prepare for teaching your child to drive.

Contact us for more information.

## **“Driving in bad weather is too dangerous.”**

The reality is if your child doesn't learn to drive in bad weather now, they will be unprepared when they are alone on the road in poor conditions. Just remember their risk is reduced with you in the car to help them navigate the complications of imperfect weather conditions. Start slowly using short trips over roads you know and build up to longer trips. You can introduce varying conditions and situations as your child gains confidence.

## **“He thinks he knows it all.”**

A battle of wills during a driving lesson can be very dangerous. There are things you can do to help reduce the tension and open up communication so both of you feel something is accomplished during each lesson. Establish rules for both of you before the lessons start that everyone can agree on. If a conflict starts ask your child to pull the car over so you can both discuss the situation calmly without creating more tension while they are driving. Give lots of positive reinforcement to your child. Ask your child about the experience and how they feel. Often focusing on the experience and not their performance will reduce tensions.

## **“What about accidents?”**

With you in the car your child is less likely to be in an accident. Once they are on their own the odds of them being in a crash go down relative to the amount of experience they have had driving with you.

## **“When should I schedule my teen's driving test?”**

This is an exciting time and many teens are anxious to get their license and the freedom that goes with it. We recommend that you don't schedule their test until they have completed all of their BTW evaluations with us.

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## **Tips for a Successful Driver Education Experience**

### **Parent/Guardian/Driving Coach Responsibilities:**

- ✓ Make the driving school aware of any medical condition that the student has which could impair driving performance and safety or affect classroom instruction, such as: learning disabilities, diabetes, epilepsy, asthma, heart condition, deafness, etc.
- ✓ In order to schedule BTW appointments, please complete the following:
  - Obtain learners permit from MVA. <http://www.mva.maryland.gov/drivers/rookie-driver/general-learners.htm>
  - **Drive with the student at least 20-25 hours before scheduling the first BTW (behind the wheel) evaluation, and an additional 20 hours between each of the remaining two BTW evaluations.**
  - **Students should drive on Rt. 40 before the second BTW evaluation and I-95 before the third BTW evaluation.**
  - **If any BTW appointment is not successfully completed, the student must re-take the BTW evaluation and a fee of \$70 will be applied.**
  - Log onto our scheduling software to see available time slots. We will email the link with your log in and password information.
  - Students must have completed the **third classroom session** before scheduling the first BTW.
  - Student cannot complete the third BTW appointment until the classroom final has been completed.
- ✓ **Scheduling the MVA road test:**
  - Students must have their permit for at least **nine months** before they can take their road test.
  - Do not schedule your MVA test until your final BTW evaluation has been scheduled.
  - **Allow 5 (five) business days after the final BTW evaluation before taking the road test.**

### **Student Responsibilities:**

- ✓ Act responsibly during classroom and BTW appointments. Inappropriate behavior may result in dismissal from the program without a refund.

- ✓ Attend **ALL** thirty hours of classroom time. You must make up any missed lessons and cannot take your final exam until all lessons are complete. When you miss class, you increase the time it will take you to get your license.
  - Due to class size limitations it could take up to 90 days to reschedule a missed class.
  - If you miss more than four (4) classes you will be withdrawn from the program.
  - Please contact us to reschedule any missed classes. [drive@cecil.edu](mailto:drive@cecil.edu) or 410-287-1096.
- ✓ Arrive on time for all scheduled BTW appointments.
- ✓ Have your permit with you for each driving appointment.
- ✓ If you need corrective lenses (glasses or contacts) you must use them for each driving appointment.
- ✓ Dress appropriately for driving appointment – **NO flip flops, open toed/heeled shoes, or earrings/clothing that will distract from driving. In cold weather you must bring a coat.**
- ✓ Failure to arrive at a BTW appointment without necessary items will result in a \$70 fee and the appointment will need to be rescheduled.
- ✓ If you need to cancel a scheduled BTW evaluation you must contact us 48 hours prior to your allotted time.
  - The office is not open on Holidays, Saturdays, and Sundays.
  - Leave a message with your name, phone numbers, scheduled time, location and best time to call.
  - Missed BTW evaluations without notice will result in a \$70 fee.

#### **To receive a certificate of completion**

- ✓ Complete all 30 hours of classroom time and score at least 80% on your final.
- ✓ Complete the 6 hours of BTW evaluations with us and score at least an 80% on driving skills.
  - Lessons are scheduled in (3) 2-hour blocks.
- ✓ Have your account in good standing.
- ✓ Certificate of completion is sent electronically to MVA 24 business hours after the final BTW evaluation.

### **College policies and responsibilities**

- ✓ Cecil College reserves the right to cancel BTW evaluations due to inclement weather, car repairs, instructor illness, or student unpreparedness.
  - If you have concerns about BTW evaluations being cancelled due to inclement weather, please call 410-287-1096 or 410-287-1000.
  - If a BTW evaluation has to be cancelled due to instructor illness or car repair, we will attempt to call or email the student to alert them using the contact information provided during registration.
  - We will make every attempt to contact you as early as possible and to reschedule your BTW evaluation quickly.
  - **If Cecil County Public Schools are closed due to inclement weather, ALL Driver Education classes and behind the wheel evaluations are cancelled.**
- ✓ Cecil College will electronically transfer the final scores directly to the MVA the next business day following the student's final BTW evaluation.
  - The MVA has a 72 hour processing time before you can take the driving test.
  - We cannot do electronic transfers on Friday, Saturday, Sunday, or holidays.

### **Behind The Wheel (BTW) Evaluation Pick-up Locations**

- Cecil College – North East Campus – 1 Seahawk Drive, North East  
Meet the instructor in PARKING LOT 5 - between building E (Physical Education Complex) and athletic fields
- Cecil College – Elkton Station – 107 Railroad Avenue, Elkton  
Meet the instructor in front of the building entrance off the parking lot
- Perryville High School – 1696 Perryville Road, Perryville  
Meet the instructor in front of the main building entrance