

IN-CAR DRIVER TRAINING GUIDELINES & EXPECTATIONS

1. **BE ON TIME** for each lesson - classroom and behind the wheel instruction. (Late arrivals are subject to cancellation)
2. Show respect to the instructor and classmates and **PARTICIPATE** with out disrupting the lesson. We encourage student to be involved in the lessons.
3. **DO NOT USE** during lessons: Cell phones, pagers, and other electronic devices. (distractions)
4. **RESPECT PROPERTY** - Destruction of any property or materials damaged or destroyed, the replacement cost will be charged.
5. **DRESS COMFORTABLY** and **APPROPRIATELY** for a driving lesson . Nothing profane, obscene or offensive printed on clothing or spoken during lessons. **NO LOOSE FITING SHOES** –such as flip-flops & sandals Please do not wear clothing that would not be accepted in regular schools and no loose fitting shoes. Final decision on appropriately dressed will be at the discretion of the driving school.
6. **NO SMOKING** on school property (includes the in or around the school vehicles). The possession, distribution, or use of any tobacco product, alcohol, or drug is strictly prohibited. .
7. **IF EVER IN DOUBT ASK QUESTIONS...** Talk to instructor or call the office.
We are here to work with you in becoming the best driver you can be...

BEHIND THE WHEEL INSTRUCTION GUIDELINES

8. **The office will contact you to schedule drives - if you have not heard from them within 1-3 weeks after completing classes - Call school office about drive lessons.** (classroom instructors do not schedule drives)
Write your schedule down – if you do not show or do not call at least 48 hours in advance a drive cancellation fee may result – exception documented illness or emergencies – in that case any notice is better than no notice – so we may contact instructor or a different student.
9. **MUST HAVE PERMIT IN STUDENTS POSSESSION FOR DRIVE LESSONS.**
NO-SHOW or NO PERMIT will result in being charged a drive cancellation fee.
10. Follow the **LAWS** of the road (see Digest of Motor Vehicle Laws)
11. Follow the safe driving rules of the road. (**COMUNICATION – FOLLOWING DISTANCE – YIELDING**)
12. Listen carefully to the instructor’s directions. (such as use one foot and two hands for driving)
13. Be alert and actively involved in the drive lesson this is a learning process to be a safe driver.
14. ***BAD WEATHER: WE WILL CANCEL ALL LESSONS IF SNOW EMERGENCIES HAS BEEN DECLARED. – IN OTHER BAD WEATHER SITUATIONS CANCELLATION WILL BE DECIDED BY MANAGEMENT AND POSTED – WE WILL ATTEMPT TO CONTACT STUDENTS WITH AS MUCH NOTICE AS POSSIBLE.***
15. ***REMEMBER IF YOU ARE UNABLE TO CANCEL at least 48 HOURS IN ADVANCE A DRIVE CANCELLATION FEE MAY BE CHARGED. This fee may be waived for family emergencies or illness, give as much notice as possible, we do not want an instructor waiting for someone who is not coming for a lesson, with as much notice as possible we may be able to offer that drive time to another student.***

CONSEQUENCES OF NOT FOLLOWING THE GUIDELINES

VERBAL WARNING – DISCUSSION WITH PARENT/GURADIANS AND POSSIBLE REMOVAL FROM LESSONS / REMOVAL FROM COURSE – NO REFUNDS

***Remember: You have the power to choose how you will act during any and all lessons. (and in life)
If you choose to break the rules, you and **only you** have chosen to deal with the consequences.*

I have read and understand and agree to abide by the above guidelines:

Student signature _____ Date _____

Parent (or legal guardian) signature _____ Date _____