

## DRIVING SCHOOL GUIDELINES & EXPECTATIONS

1. **BE ON TIME** for each lesson - classroom and behind the wheel instruction. (Late arrivals will not be admitted.)  
**Class lesson are on a set schedule – students need to be in class and seated at the start time. No early releases – except for emergencies – then the missed part of class will need to be completed.**  
**Classroom lesson are a total of 24 hours – Drive Lessons are a total of 8 hours.**
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 lesson (classroom and driving lesson). Nothing profane, obscene or offensive printed on clothing or spoken during lessons.  
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. This includes vapor products.
7. FOOD & DRINKS are permitted with the condition student picks up after themselves before leaving.
8. 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...

## CLASSROOM GUIDELINES

9. PAY ATTENTION and PARTICIPATE IN LESSONS.. No excessive chatting and no texting between students except for assignments given by instructor. NO SLEEPING. No doing other work.
10. Be actively involved as a group member. (watching the videos, engage in the discussions, participate in projects, during all lessons you are here to learn about being a safe driver)
11. Attend all six different class lessons. There is 50 question final test covering all 6 classes session in last hour of last class the student attends must pass with grade of 75% or more. It is best to complete all classroom lessons within first 2-3 months and take notes.

## BEHIND THE WHEEL INSTRUCTION GUIDELINES

12. **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.**
13. MUST HAVE PERMIT IN STUDENTS POSSESSION FOR DRIVE LESSONS.  
NO-SHOW or NO PERMIT will result in being charged a drive cancellation fee.
14. Follow the LAWS of the road (see Digest of Motor Vehicle Laws)
15. Follow the safe driving rules of the road. (COMUNICATION – FOLLOWING DISTANCE – YIELDING)
16. Listen carefully to the instructor’s directions. (such as use one foot and two hands for driving)
17. Be alert and actively involved in the drive lesson this is a learning process to be a safe driver.
18. **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 ON OUR WEBSITE – WE WILL ATTEMPT TO CONTACT STUDENTS.**

### 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 \_\_\_\_\_