

# DRIVING SCHOOL GUIDELINES & EXPECTATIONS

DRIVER TRAINING COURSE IS 24 HOURS OF CLASSROOM AND 8 HOURS IN-CAR DRIVE LESSONS  
MOST ASKED QUESTION IS WHEN STUDENT WILL BE DOING DRIVE LESSONS. THE ANSWER: IT VARIES FOR MANY DIFFERENT REASONS. TO BE FAIR TO ALL, EACH STUDENTS ARE ON OUR MASTER LIST, first by enrollment date (or class start date), with notations on birthdate, and permit expiration date.

The office will contact you to schedule drives - if you have not heard from them within 2-3 weeks after completing classes or online student who submitted course completion form - call school office about drive lessons. (class room instructors do not schedule drives) Write your schedule down – DATE, WEEKDAY, TIME and PLACE – if you do not show and/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.

**DID YOU KNOW PERSONS UNDER AGE 18, CAN START THE CLASSROOM PORTION AS EARLY AS AGE 15 YEARS & 5 MONTHS, BEFORE THEY ARE ELIGIBLE TO TAKE THE PERMIT TEST? PERSONS UNDER AGE 18 MUST TAKE HAVE THEIR PERMIT A MINIMUM OF 6 MONTHS BEFORE TAKING BMV ROAD TEST.**

**PLEASE DO NOT SCHEDULE THE BMV ROAD TEST UNTIL YOU HAVE RECEIVED THE CERTIFICATE. IT WILL BE MAILED TO ADDRESS ON FILE AFTER COMPLETION OF ALL LESSONS AND FILE IS REVIEWED BY OFFICE**

1. STUDENTS MUST SUCESSFULLY COMPLETE DRIVER TRAINING COURSE WITHIN 6 MONTHS OF STARTING COURSE OR THEY MAY BE REQUIRED TO START THE COURSE OVER (an additional fee may apply).
2. **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**
3. BE RESPECTFUL to the instructor and classmates, and property. Destruction of any property a replacement cost will be charged.
4. PAY ATTENTION and PARTICIPATE IN LESSONS. We encourage student to be involved in the lessons. No excessive chatting and no texting between students except for assignments given by instructor. NO SLEEPING DURIN G LESSONS.
5. DO NOT USE during lessons, computers, cell phones, pagers, and other electronic devices. (distractions)
6. 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.
7. NO SMOKING on school property (includes 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.
8. FOOD & DRINKS are permitted with the condition student picks up after themselves before leaving.
9. 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

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 are 50 question final tests 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. MUST HAVE PERMIT IN STUDENTS POSSESSION FOR DRIVE LESSONS. a drive cancellation fee will apply
13. Follow the LAWS of the road (see Digest of Motor Vehicle Laws)
14. Follow the safe driving rules of the road. (COMMUNICATION – FOLLOWING DISTANCE – YIELDING)
15. Listen carefully to the instructor's directions. (such as use one foot and two hands for driving)
16. **BAD WEATHER: WE WILL CANCEL ALL LESSONS IF SNOW EMERGENCIES HAVE BEEN DECLARED. – IN OTHER BAD WEATHER SITUATIONS CANCELLATION WILL BE DECIDED BY MANAGEMENT – 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**

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

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent (or legal guardian) signature \_\_\_\_\_ Date \_\_\_\_\_