

# AAA DRIVING SCHOOL AGREEMENT

## CERTIFICATION

AAA Driving School certification is issued only after successful completion of 30 hours of classroom or online, and/or 6 hours of in-car instruction.

## CLASSROOM POLICIES

Parents/Guardians are encouraged to attend a brief orientation at the beginning of the first classroom session to meet the instructor, and to find out more information about what their student will be learning.

The Pennsylvania Department of Education requires that each student successfully completes all 30 hours of instruction to receive classroom certification. Students are responsible for arranging any necessary make-up sessions with the instructor if they are absent from class.

If a student is unable to participate in the classroom course after it has been scheduled, and space in the class has been reserved, an administrative fee of \$50.00 will be assessed for cancellation. This fee will apply regardless of any refund or credit due to the student.

For the benefit of all students attending our classroom sessions, disruptive behavior will not be tolerated. At the instructor's discretion, the student may receive in-house suspension, or the instructor may call the parents to pick the student up early. No refunds or credits will be provided in this case.

Free textbooks are presented to each student at the first classroom session. Students may write in these books, and keep them for future reference. Lost or damaged textbooks can be replaced for a **\$15.00** additional fee.

## BEHIND-THE-WHEEL POLICIES

Parents/Guardians are encouraged to meet with their student's instructor at the first lesson.

The Pennsylvania Department of Education requires that each student successfully completes a minimum of 6 hours instruction to receive in-car certification. Students are responsible for arranging any necessary make-up sessions with the Driving School office.

AAA Driver Training Cars are equipped with automatic transmission and dual brake controls. These vehicles are kept in excellent operating condition, and are fully insured.

*Students are required to present a valid learner's permit (Pennsylvania or International Driving Permit with valid foreign driver's license) prior to every in-car lesson.*

*Students who must wear glasses or contact lenses for driving are required to wear them during every in-car lesson.*

## BEHIND-THE-WHEEL POLICIES (continued)

*Failure to comply with either of the above requirements will result in cancellation of the lesson, and assessment of a \$50 cancellation fee.*

*In-car lessons are normally held once a week for approximately 4-6 weeks. Practice is important! Students who receive minimal or no practice between lessons often require more than 6 hours to earn certification.*

The AAA Driving School offers flexibility in scheduling to accommodate each student's own schedule as much as possible; however, we cannot guarantee that an instructor will always be available on the dates and times originally requested. All lessons are scheduled in advance. No "walk-ins" will be accepted.

Students are strongly encouraged to meet their in-car instructor at a designated AAA Central Penn branch office. In the rare instance that the student must be picked up at his or her home, an additional fee will be assessed based upon the pick-up location.

If the student is unable to attend a scheduled in-car lesson, a cancellation fee of \$50.00 will be charged unless the student calls the AAA Driving School office (open from 9:00am to 5:00pm, Monday - Friday) or the student's assigned instructor, at least 48 hours in advance of the scheduled lesson. No refund or credit will be given for a missed or canceled lesson unless this advance notice has been provided. Failure to provide notice will result in a \$50 "No-Show" fee.

Students may reschedule in-car driving lessons at a later date; however, no refund or credit will be provided more than 180 days after the original enrollment date.

If taking the How-to-Drive Online course, please provide Certificate of Completion with Enrollment Form for In-Car Lessons. We cannot provide the discounted Online Package rate without the Certificate of Completion.

AAA Driving School management reserves the right, at its discretion, to accept or reject any applicant for training, to discontinue training, or to cancel a scheduled lesson or class not limited to the following reasons:

- Environmental conditions make it unsafe to continue instruction.
- The student demonstrates behavior that, in the instructor's judgment, compromises the safety of the student, instructor and/or the public at large.

***Please sign below to acknowledge that you have read and understood the policies as stated in this entire document.***

**X** \_\_\_\_\_  
Student Signature Date

**X** \_\_\_\_\_  
Parent/Guardian Signature Date