



## Behind the Wheel (BTW)

1. Students who do not **physically have their Learner's Permit** in hand, cannot legally get behind the wheel and, therefore, will count as a late cancellation (\$60.00).
2. If a student arrives for a BTW session appears to be impaired for any reason such as lack of sleep, intoxication, medication, or **wears footwear** that may hinder the safe operation of the vehicle, the lesson will be canceled and treated as a no-show.
3. For GLS program students, all balance must be paid prior to setting up BTW appointments.
4. State regulations indicate certification training sessions must be scheduled on separate days and a student may not train BTW more than two hours in one day.
5. Students can cancel their appointments in advance, up to 12 business hours days before their scheduled appointment by 5 p.m. with written notice, such as a text or email, to the school. Failure to cancel within this timeframe may result in a late cancellation fee. However, in cases of illness or other emergencies supported by appropriate documentation, students can submit their circumstances to the office manager for fee waiver consideration.
6. If a student runs late to a scheduled BTW session without providing prior notice, the instructor will wait at the training site for 30 minutes after the scheduled start time. If a student completely misses a scheduled BTW session, they will be required to purchase an additional replacement BTW session to make up for the missed appointment.
7. The instructor has the right to terminate the student's session if the student fails to follow instructions or engages in unsafe driving practices.
8. As part of the GLS program, If a student fails their 3rd driving session, they will be required to retake the session at the BTW retake fee until they achieve a passing score of 80% or higher.
9. Students can contact the school to schedule their in-car lessons completing Unit 3 in the classroom portion. The duration of completing the BTW sessions can vary depending on individual circumstances and the availability of both the student and the school. It is essential to understand that completing all the BTW sessions may take several months, as it depends on factors such as the student's schedule and the availability of instructors.
10. All students must meet the instructor for their sessions at the designated school location. We do not provide pick-up and drop-off services.
11. We kindly ask for your patience if your instructor runs a few minutes late. There may be instances where they are delayed due to a driving test with another student. However, if your instructor has yet to arrive within 15 minutes of your scheduled appointment time, our team will assist you and provide further instructions.
12. If a student is involved in an accident during their in-car session, the student will not be held responsible for any damages incurred. However, if damages occur to company cars or equipment due to the student's negligence or abusive behavior, the student will be held liable for the cost of repairs. Students must exercise caution, follow instructions, and carefully treat the company's property to prevent unnecessary damage.
13. While it is not common, student drivers are not exempt from being pulled over by law enforcement while operating a driving school vehicle. It is essential for student drivers to strictly adhere to all road signs, traffic laws, and regulations. If a student driver receives a ticket or citation from a law enforcement officer, they will be held responsible for the violation.
14. BTW, sessions are typically not canceled due to inclement weather conditions. However, students can cancel their appointment if they feel it is necessary. It is important to note that late cancellations, not made on time, may result in a late cancellation fee.
15. BTW, sessions will be cancel in server or dangerous weather conditions. In such cases, the sessions will be rescheduled to a later date to ensure the safety of students and instructors. However, if the weather conditions pose only a potential threat, such as a tornado "watch" instead of a "warning," the Behind-the-Wheel sessions may continue as scheduled.
16. The instructor can meet with parents or guardians before and after each training session for open communication and provides an opportunity to receive feedback, discuss the student's progress, and seek any recommendation or suggestions.