TRIAD DRIVING ACADEMY PARENT/STUDENT CONTRACT

The following information can be found in this document:

1) Basic Driver Education Program
    a) Requirements, Course Studies
    b) Classroom Attendance
2) Cancellation of Classroom and/or Behind the Wheel Lessons
3) Invitation to Parents
4) Cell Phone Usage Policy
5) Successful Classroom Completion
6) Schedule Driving and Observation Lessons
7) Conduct in the Vehicle and Certification Process
8) Road Test Service & Additional Lessons
9) Payment & Conclusion

PLEASE NOTE: After the first classroom attendance, tuition is not refundable.

THIS COURSE MUST BE COMPLETED----CLASSROOM, DRIVING AND OBSERVATION--- WITHIN TWO (2) YEARS FROM THE DATE OF THE FIRST CLASSROOM SESSION.

BASIC DRIVER EDUCATION COURSE REQUIREMENTS

15 years, 9 months to start Classroom Instruction
16 years, legal age to operate with a learner's permit
16 ½ years, legal age (to the day) to be licensed with a Driver Education Certificate.
18 years, legal age (to the day) to be licensed without a Driver Education Certificate.

COURSE STUDIES

1) **30 hours of Classroom Instruction**
   Classroom instruction prepares the student to safely and competently meet the challenges of the driving environment.

2) **12 hours of Behind the Wheel Driving Instruction**
   Our driving instruction brings the classroom concepts to life. Students not only learn the basic mechanics of how to drive an automobile safely, but to utilize the Smith System of Defensive Driving.

3) **6 Hours of Observation Instruction**
   Observation hours provide a necessary format for students to learn from other student experiences and to observe traffic situations that may not occur during their own driving time.

4) 2 Hour Parent Class

The intent of this class is to educate parents/guardians about the content of the Driver's Ed curriculum, the junior operator's law (JOL) and the driving skills and behaviors that their children will be learning.
The RMV is requiring a parent/guardian, (of any student under the age of 18) to complete the mandatory two-hour parent class **BEFORE** a student can start scheduling any behind the wheel lessons.

5) 40 Hours of Supervised Driving with a Parent or Guardian

Applicants for a JOL license are required to complete at least 40 hrs of supervised driving with a parent or guardian. It is recommended that times and dates should be documented by the parent or guardian.

CLASSROOM ATTENDANCE

Since attendance is mandatory, students will not be recommended for a Driver's Ed Certification if any classes are outstanding.

Absenteeism: We realize that there may be times when an absence is unavoidable, but each missed class must be made up in another corresponding session. In addition, each student must have a parent send an email explaining the absence. Students who miss any class sessions will not be permitted to attend the last class session or take the final exam until any missed class sessions are made up.

Early Dismissal: There must be a good reason to be dismissed early. The request must be made via an explanatory email by a parent or guardian and approved by the classroom instructor.

Tardiness: All students are expected to be in class and ready to begin at the scheduled class starting time. A student who is late for class must have a legitimate reason with an accompanying email note or will not be permitted to attend the class.

Conduct: Behavior is expected to be in accordance with High School rules and those of Triad Driving Academy.

CANCELLATION OF CLASSROOM AND/OR BEHIND THE WHEEL LESSONS

If local area schools are either cancelled or dismissed early due to inclement weather, classroom and/or road lessons may be cancelled. Every effort is made to hold the class or the road lesson as scheduled. This decision to cancel behind the wheel lessons will be made at the discretion of the driving instructor. Please be sure to contact us if you are not sure of a class or road lesson status or check our website and voicemail message for additional information. This does not constitute a missed session as the entire classroom schedule will simply be moved forward. A cancelled road lesson will try to be rescheduled as soon as possible.

INVITATION TO PARENTS

Any parent who wishes to sit in on any of our online classes is cordially invited and encouraged to do so at any time.

MOBILE DEVICE USAGE POLICY

Mobile device usage is not allowed during class time. This is a Registry of Motor Vehicles regulation. It is also Triad's opinion that this distracts the student from the material being presented and is disrespectful to the instructors. Classes always include a 10-minute break and a lunch break at which time the student can utilize their mobile device any way they wish. Triad understands that mobile devices have become a part of most students' lives and that the temptation is difficult to control. If a student is found to be distracted during classroom time an instructor may choose to quickly warn them, however, a second warning is not likely, and the instructor will request that the student make up the session another time.

SUCCESSFUL CLASSROOM COMPLETION

Each student must pass the course with no less than a score of 80% on the final exam.
Students at a minimum will be required to:

1) Have properly maintained class notes with which to study from.
2) Pass quizzes given at the end of each session.
3) Pass a comprehensive final exam.

A student failing the final exam will be given the opportunity to come back and take it a second time. Parents will be notified regarding a failed final exam.

SCHEDULING DRIVING AND OBSERVATION LESSONS

The RMV requires a parent/guardian, (of any student under the age of 18) to complete the mandatory two-hour parent class **BEFORE** a student can start scheduling any behind the wheel lessons. It is recommended that students complete a minimum of 10 hours of driving with a parent/guardian prior to beginning lessons with a Triad instructor. To schedule behind the wheel lessons (BTW) you must sign into your on-line account from the Triad website. This will bring you to Your Student Center where you will click on Schedule Behind the Wheel. Pick a day from the calendar to see what is available. We will pick you up at your home, school or work providing it is in the same general area. Triad reserves the right to decide on a case-by-case basis whether a student can be picked up or dropped off at their requested location. If Triad feels that the requested location needs to be changed, we will discuss this with you and try to arrange a mutually convenient meeting location for the driving lesson. This policy is in place to ensure that all students receive optimal driving experience. Our behind-the-wheel instructors teach a variety of days and times to assist in meeting your scheduling needs. If you have any scheduling questions, please do not hesitate to contact us.

A Learner's Permit in good condition is required for ALL driving lessons and must be shown upon entering the vehicle. A picture of your permit on your phone is not acceptable. Glasses or contacts must be worn if applicable. If anyone does not have their Learner's Permit or information on the permit is illegible then the lesson will be cancelled, and a $75.00 fee will be assessed for a missed lesson.

If you are unable to attend a scheduled appointment, we kindly request that you cancel your lesson online. Please let us know at least 36 hours in advance so that we may reschedule your time with someone else. If less than 36 hour's notice is given, we must assess a fee of $75.00. We understand that unforeseen occurrences happen; we

simply want to eliminate habitually missed appointments, as well as not having the learner's permit for a lesson or not taking the time to reschedule an appointment if needed. ***This policy is strictly adhered to.***

CONDUCT IN THE VEHICLE

Triad Driving Academy has a longstanding commitment to provide a safe, professional and productive learning environment. We have a zero-tolerance policy with regard to student alcohol and drug abuse which poses a threat to the health and safety of our students, instructors and the general public. A lesson will be terminated immediately if any student is suspected of being under the influence of drugs and/or alcohol. A missed lesson fee will be assessed.

All students are to conduct themselves as they would in a classroom setting. The use of safety belts is always mandatory for all persons in our vehicles. Eating, drinking, smoking as well as the use of cell phones, headsets, radios and other electronic devices is not allowed. Flip flops or Crocs should not be worn when taking a behind the wheel lesson. Footwear should be attached to the foot. We want everyone seated in our vehicles to think "SAFETY".

Please realize the difficulty our behind the wheel instructors experience in picking up students for driving as well as observation all at the same scheduled time. Traffic and time restrictions may cause scheduled pick-up and drop-off times to vary by a few minutes. Flexibility and patience may be required!

Please try to be on time for your appointments. Our instructors are asked to wait no more than 10 minutes for a student in order to not negatively effect another student's time. If for some reason you are going to be late, please notify us as soon as possible.

THE CERTIFICATION PROCESS

Upon completion of 30 hours of classroom time, 12 hours of behind-the-wheel driving, 6 hours of observation, 2 hour parent class and balance paid in the full the student's certification will be processed electronically.

The RMV does not mail out certificates. To check the status of your certificate you can go to the RMV website and log into your RMV account. The issuance of the certificate will allow a student to schedule a road test. Keep in mind that a student must also have had their permit for 6 months, with a clean driving record, to schedule a road test.

ROAD TEST SERVICE

On the day you complete your last driving lesson you will receive a finishing up packet that will include a checklist, road test sponsorship form and RMV Road Test Application form. The RMV Road Test Application is needed to take your road test. Bring it with you the day of the road test. Be sure that it is filled out completely and signed by a parent or guardian if a student is under the age of 18. A link to this application can also be found on our website in the Rules & Resources section. If you wish to have Triad Driving Academy sponsor you for a road test, we require you to fill out the Triad Road Test Sponsorship form which can be downloaded from our website. Please return the form to us with the appropriate fee. We offer convenient alternative hour road test exams held at a Triad location. When your name is submitted to the RMV for an alternative hour road test and you have already scheduled one yourself then the RMV will automatically remove you from the Triad list. If scheduling your own road test is more convenient then Triad may be able to take you to or meet you at the RMV for your road test; as long as it is scheduled at the Haverhill, M-F 8am-1pm on a non-school vacation week. Please let Triad know as soon as an appointment is scheduled so that we can check vehicle availability. We require all fees be paid before the date of the road test.

On the day of the road test you will be required to have the following items: a completed and signed RMV Road Test Application, your Learner's Permit and glasses or contacts if applicable. If you fail to have any of these items in your possession when you arrive for your road test you will NOT be allowed to take the test.

We suggest, if possible, that you prepay all the RMV fees which include a $35 road test fee and a $50 license fee. These fees need to be paid **directly to the RMV** either online, in person or by calling 857-368-8000. Both fees can also be prepaid at the time the Learner's Permit test is taken.

If a student is 18 years old and wants to use Triad's Road Test Service, then let us schedule the appointment. The Driver Education Certificate is not required to schedule a road test if a student is 18 years or older. You may also go on your own to the Registry if the vehicle you use will pass inspection and has an emergency brake in the center console. The Driver Education Certification is required to receive the insurance discount.

ADDITIONAL LESSONS

If a parent feels that a student's driving has not progressed to a level of expertise equal to that of their peers then we can refer to our official record and evaluation to see if the instructor comments also reflect this. Please contact us at any time to discuss a student's progress if needed. After the 12 hours of driving have been completed additional lessons are available at an hourly rate. Payment should be made to Triad at the time of the lessons.

PAYMENT

For your convenience we offer an interest free payment plan. ***We do require that a student's balance be paid in full prior to scheduling their last behind the wheel driving instruction.*** Triad Driving Academy will not request a Driver's Education Certificate from the Registry of Motor Vehicles if there is an outstanding balance.

CONCLUSION

We hope this document has been able to answer questions you may have about our program and available services. We are encouraged by the fact that you are taking the time to involve yourself with one of the most important beginning steps in your teenager's understanding of an adult responsibility. Refer to this document and/or our website as a "trouble-shooting" guide if future questions arise or contact us directly.

Thank you for trusting Triad Driving Academy to train your teenager properly & safely.

Sincerely, ***Triad Driving Academy***

TRIAD DRIVING ACADEMY PARENT/STUDENT CONTRACT

The Parent/Student Contract can be found on our website www.triaddriving.com under the RULES & RESOURCES tab in the Helpful Forms section.

PLEASE SIGN AND RETURN TO TRIAD DRIVING ACADEMY

Please sign below indicating that you and your teenager have read and understood the Parent/Student Contract which outlines Triad Driving Academy's driver education course and policies. Please have this signed page returned to Triad Driving Academy prior to the final exam. *Failure to return this form to Triad Driving Academy will result in a delay in scheduling the behind-the-wheel driving lessons and observation.*

PARENT NAME PRINTED: _____

PARENT ADDRESS: _____

_____

PARENT
SIGNATURE: _____ DATE:_____

STUDENT NAME PRINTED: _____

STUDENT
SIGNATURE:_____ DATE:_____

PLEASE SIGN AND RETURN TO TRIAD DRIVING ACADEMY

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