



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) Schedule Driving and Observation Lessons, Conduct
- 3) Payment & Certification Process
- 4) Road Test Service , Additional Lessons
- 5) Cancellation of Classroom or Road Lessons
- 6) Cell Phone Usage Policy
- 7) Invitation to Parents
- 8) 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 the 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

This prepares the driver 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 provides a necessary format for students to learn from others experiences, to concentrate despite distractions, 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. Coaching and mentoring safe and skilled drivers will be encouraged.

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. Times and dates should be documented by the parent or guardian.

CLASSROOM ATTENDANCE

Since attendance is mandatory, students will not be recommended for 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 bring a note from a parent or guardian explaining the absence. Students with more than 3 outstanding classes will not be permitted to take the final exam until the missed classes are made up.

Early Dismissal: There must be a good reason to be dismissed early and an explanatory note must accompany the request.

Tardiness: All students are expected to be in their seats 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 note or will not be permitted to attend the session.

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

SUCCESSFUL 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 and bring them to each class session.
- 2) Pass periodic quizzes given at the instructor's discretion.
- 3) Pass a comprehensive final exam.

A student failing the final exam will be given the opportunity to take it a second time and the parents will be notified.



SCHEDULING DRIVING AND OBSERVATION LESSONS

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 BTW Course Periods. 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 Driving Academy reserves the right to decide on a case by case basis whether or not a student can be picked up or dropped off at their requested location. If Triad feels that a 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 an 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 is required for all driving and observation lessons and must be shown upon entering the vehicle. If anyone does not have their Learner's Permit the lesson will be refused and a \$50.00 fee will be assessed for a missed lesson.

If for any reason you cannot keep an appointment, please let us know at least 24 hours in advance in order that we may reschedule your time for someone else. We ask that you go online and cancel your lesson. If less than 24 hours notice is given we must assess a fee of \$50.00. 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

All students are to conduct themselves as they would in the classroom. The use of safety belts is mandatory for all persons in our vehicles at all times. Eating, drinking, smoking as well as the use of cell phones, headsets, radios and other electronic devices is not allowed at any time. We want everyone seated in our vehicles to think "SAFETY".

Please realize the difficulty our road 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 driving / observation 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.

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 their 12th hour of behind the wheel driving instruction.*** Triad Driving Academy will not request a Driver Education Certificate from the Registry of Motor Vehicles if there is an outstanding balance.



THE CERTIFICATION PROCESS

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

It takes approximately 7-10 days for the Driver's Education Certificate to be issued after the RMV receives the paperwork which Triad submits through the US Postal Service mail. The RMV does not mail out certificates. To check the status of your certificate you can go to our website, click on the Resources tab and go to RMV Useful Links, *Verify Your Drivers Ed Certificate*. After entering the required information, the RMV will inform you of the status of your certification. 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

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. Be sure that it is completely filled out and also signed by a parent or guardian if a student is under the age of 18. Bring it with you the day of the road test. A link to this application can also be found on our website.

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 weekend Road Test Exams right at our Beverly location. When your name is submitted to the RMV for a weekend road test and you have already scheduled one yourself then the RMV will automatically remove you from the Triad list. If a weekday is more convenient then we can take you to the RMV for your road test as long as it is scheduled at Wilmington, Haverhill or Lynn, M-F 8am-1pm. 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 that you prepay all of 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 of these 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 old. You may also go on your own to the Registry as long as 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, our official record and evaluation may 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.

CLASSROOM AND/OR ROAD LESSON CANCELLATION

In the event that the 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.

CELL PHONE USAGE POLICY

Triad understands that a student may need to make or receive an important phone call during class time. If this is the case, they may get up and walk outside the classroom to accommodate this situation so as not to disturb the class. **Texting is not allowed during class time.** This is a Registry of Motor Vehicles regulation. It is also Triad's opinion that texting takes the student's attention away from the material, disturbs other students, and is disrespectful to the instructors. Classroom time always includes either a break or a lunch at which time the student is allowed to utilize their cell phone any way they wish. Triad understands that texting has become a part of most students' lives and that the temptation is difficult to control. If a student is found texting 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 hand over the phone for any remaining class time or Triad will contact the parent/guardian and request that the student be picked up. The phone will be returned to the student during break time and at the end of the day.

INVITATION TO PARENTS

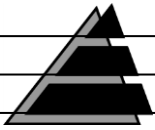
Any parent who wishes to attend any of our classes is cordially invited and encouraged to do so at any time.

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 booklet 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 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 understand 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 of 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

Revised 2/2018