Superior Driving Academy Rules & Regulations

*The following are Rules & Regulations for student behavior and must be adhered to during classroom and behind-the-wheel (BTW) instruction.*

1. Be on time and come prepared! Admittance will be denied if you are tardy. If you leave early, you will need to retake the entire class.
2. **If a student is picked up after the scheduled closing time, a fine of $15.00 will be imposed. Closing time is 10 minutes after the scheduled ending time. (Example: Class times 9pm to 9:10pm would have a closing time of 9:20pm, Class times 8am to 12:10pm would have a closing time of 12:20pm.) Certificate of Completions will not be issued until all fees are paid! Effective 2/1/15**
3. Show respect to the instructors and others in the class. Only use polite speech and body language. You are responsible for “YOU” once you are in the classroom.
4. Pay attention and always promptly follow directions given by instructors.
5. Appropriate clothing is required. If you aren’t sure…..don’t wear it! A student will be asked to leave class if clothing is deemed inappropriate. NO FLIP-FLOPS during driving!
6. Respect other peoples’ property.
7. Food and Beverages are allowed in the classroom. Please discard trash in proper containers. Keep the classroom and car free of litter at all times.
8. No smoking or other tobacco use in the driver education vehicle, or at any time during the class, including break periods.
9. Participation in all class activities is required. Attend to personal needs before class or at break times. NO SLEEPING IN CLASS, you will be asked to leave!
10. Students not preset for a scheduled driving session are considered a “no-show”. A $30.00 fee is charged for missing a scheduled driving session without at least a 2 hour notice. A $30.00 fee will also be charged if a scheduled driving session is cancelled for student’s failure to carry their driving permit.
11. Electronic devices prohibited. All cell phones, pagers, radios, I-pods, Cd players and other like devices should be turned off when entering class. The information you will learn here could possibly save your life someday, and we want you to remember it! **Students will be asked to leave class, if this becomes an issue!**
12. Students may not attend class and drive on the same day, it’s your responsibility to inform us of any scheduling conflicts.
13. Student will complete the program with Superior Driving Academy, regardless of the student’s age upon date of completion.
14. $15.00 fee for a replacement certificate.
15. All training provided by the enterprise shall be made available to, and completed by, the student within six months of the first date of training, unless mitigating circumstances occur. Mitigating circumstances include health and family issues that disrupt the student's ability to receive training. Mitigating circumstances do not include the inability to schedule training due to parent or student elective or extra-curricular activities, such as sports and school clubs. Those mitigating circumstances shall be documented in the student's record. Requests for special circumstances not listed to be considered as "mitigating" shall be requested through the department. If no mitigating circumstances are approved, training will be voided and the student shall re-take the training. Upon expiration of this agreement, a reinstatement fee ($50.00 for classroom portion) will be charged before further services are provided. Driving portion will need to be repaid hourly.

By our signatures below, we acknowledge, understand, accept, and agree to comply with the Rules & Regulations above. Any violation of these rules may result in the student’s dismissal from the Driver Education Program and no refund will be given.

Please Check if you give your child permission to leave the classroom during break time (walk to gas station, restaurant, etc)

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_