

1.

To Parent / Guardian / Student

This Consent Form takes the form of a contract and is required regarding the student's driving lessons. It is important for you to **read** and sign the form and **return the signed portion to our office** to process the information and the student can start the in-car driving lessons.

***If you have any health issues, physical or psychological, or you are taking a specific Prescription drug for any health matter [anything that may affect your driving] this must be disclosed to Progressive Driving School for our safety and yours. Failure to do so may result in your driving lessons being cancelled.**

Any questions or concerns about this matter, please feel free to call our office.

For a full review of our Rules and Responsibilities, please visit our web page at: www.progressivedriving.ca under 'downloads' as well as additional information and advice to assist the student and co-driver,



Please print student's name and sign where applicable, indicating that you have **received and read** this letter and return it to our office, or while attending classroom. A.S.A.P. Thank You.

Driving lessons cannot be booked until his consent form has been received in our office.

Student's Name _____

Student's Signature: _____

Parent / Guardian. Signature: (if under 18): _____

_____ **Dated:** _____

"I certify that the statements in this document are accurate and consent to the release of any information contained herein to the Ministry of Transportation, Insurance Bureau of Canada and the MTO Course Inspector".

The following are required by our office before we can register a student with the Ministry of Transportation:

- The student must complete all 20 hours of in-classroom sessions within one year of enrollment.
- The student must complete all 10 hours of in-vehicle instruction within one year of enrollment.
- The student must pass the in-classroom instruction with a minimum mark of 80%
- The student must have all homework required and handed in to our office by the required date.
- The student must pass the in-vehicle instruction with a minimum mark of 80%
- All fees and outstanding debts paid in full.
- The student must have a scanned picture of their driver's licence sent to the office or take a clear straight picture with their phone as seen in example below and send it to driving@tbaytel.net

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2.

Classroom Enrollment page

We require a minimum of one week's notice if you cancel a classroom course and a \$150 administrative charge will apply but can be transferrable to the next available course where this fee can be reapplied.

Progressive Driving School has no refund policy within all driving lessons / Classroom Training **once a student registers and starts the course** (in-vehicle and /or classroom) all service sales are final and non-transferable.

PLEASE READ

For the student to pass this course and qualify for the Insurance Discount and Early Road Test appointment, they must meet the following criteria:

***ATTENDANCE IS IMPORTANT:**

*Due to classroom time restraints, MTO rules state that students are required to attend all 20 hours of classroom, therefore students will be required to be **ON TIME** and **STAY UNTIL THE CLASSFINISHES**.

*Please **DO NOT** enroll unless you plan to attend a full day of classroom.

*Any classroom missed must be finished within 2 months of the first session or the student will have to repeat the in-class portion of the course at a cost to them.

*It is the **students' responsibility** to reschedule the incomplete classes.

*It is also the student's responsibility to make sure their **driver's licence** has been scanned into Progressive Driving School's data base (see page one) The rules signed, and Availability form given/sent into the office.

*** EARN AN 80 % PASS IN CLASSROOM**

This is based on an accumulation of **In-Class tests, Attitude, Classroom Participation,** and **Homework assignments submitted on time.**

All Students are required, by the Ministry of Transportation to complete a "Home Study" portion of our course. This home study, #1 and #2 will be handed out prior to the classroom and must be **e-mailed** back to driving@tbaytel.net no later than the day stated by the office. (unless extended on reasonable grounds) as the completed homework counts for 16 marks towards the classroom total.

If you miss a classroom the homework is still due by the day stated by the office. Failure to turn in *homework when scheduled will result in a delay starting your in-car driving lessons and forfeit the homework mark, or if they have already started the in-vehicle sessions (with an instructor) be suspended until all homework is submitted. According to M.T.O. rules. if you choose not to accept these conditions, you will have to repeat the classroom or possibly fail the course.

*Homework is part of the course and required under the Ministry of Transportation curriculum rules and we must enforce them.

- ***It is the students' responsibility to have at least *one in car lesson within 5 weeks of completing classroom*, if for any reason this cannot be done in the allowed time, please inform our office, as students may have to repeat their classroom sessions.**
- The student must always bring their driver's license with them to each **in-car lesson**

Progressive Driving Schools' Rules and Responsibilities

3.

- Progressive Driving School is committed to providing all our clients with exceptional service.
- When a student cancels a lesson without giving enough notice, they prevent another student from being given a lesson. The student's driving appointment is an important part of their training and their instructor has reserved the time just for them and they do not want to charge them the cancellation fee. It is the student's responsibility to be respectful and contact their instructor directly and to rebook any cancelled lesson.
- Our instructors are full-time professionals and have firm schedules, a late cancellation could result in a student's driving lessons being delayed.
- **Cancellation Policy:** Please Note: We require a minimum 24-hour cancellation notice for all driving lessons, or a charge of the lesson will result.
- **To cancel a *Monday* appointment, please text/call your instructor by 2:00 p.m. on *Friday*.**
If prior notification is not given you will be charged the price of the lesson missed.

***In-vehicle lessons:** A minimum of 10 hours of in-car driving is required to complete the in-vehicle portion of the course. A single driving lesson is 45 minutes in length, a double lesson is 1 ½ hours in length. The first lesson will be one hour, the subsequent 12 lessons will be made up of single and double lessons based on the student's experience, ability, finances and needs. Each student is different in driving ability and shall be treated based on their driving progress. If a student (or a parent) wishes to have all double lessons during their training, they must inform the office of this request. It is also strongly advised that the student not stall or delay their in-car driving lessons once they begin, i.e. 'leaving it to the last minute'. This will delay or impede their training and slow down the chances of finishing the course in the allotted one-year required by the Ministry and/or delay going for their road test and registration with the M.T.O.*

- At the completion of the in-vehicle portion of the course, the student must pass a final in-car evaluation administered by their instructor with a score of 80% (M.T.O. rules).

IMPORTANT

- *The full driving course (20 hours of classroom and the 10 hours of in-vehicle training) must be completed within **one year** of the classroom start date in compliance with M.T.O. rules.
- Students who are using the convenient payment plan must pay the office by ***e-transfer*** before each driving lesson. Payable to driving@tbaytel.net
- Any students with outstanding fees will be required to clear their debt before any further lessons are given.
- Progressive Driving School is not responsible for the student's G2/G Road Test failure.
- When you sign the document on page one, it means you have **received and read our rules** and agree to the terms and services conditions.

*During the Covid pandemic and lockdown conditions the MTO have extended these conditions.