

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 flat picture** with their phone as seen in example below and send it to driving@tbaytel.net

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Progressive Driving Schools' Rules and Responsibilities

Classroom Enrollment

Classroom denotes a physical face-to-face classroom or a Virtual (online) class.

A minimum of one week's notice is required if you cancel a classroom, there will be a \$150.00 charge if adequate notice is not given.

If you enroll in another classroom within 2 months, this charge will be reimbursed towards your deposit.

Enrolment deposits will not be reimbursed after two (2) months from initial payment date

PLEASE READ AS ATTENDANCE IS IMPORTANT:

For the student to pass this course and qualify for registration with the Ministry of Transportation and Prompt Road Test appointments, they must meet the following criteria:

*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 CLASS FINISHES**.

*FOR VIRTUAL CLASSROOMS (ZOOM) STUDENTS MUST BE IN ATTENDANCE VISUALLY AT ALL TIMES, USE THEIR PROPER NAMES WHILE ATTENDING AND VERBALLY PROVE THEIR ATTENDANCE EACH CLASSROOM SESSION.

*Please do not enroll unless you plan to attend a full classroom session, as any classroom missed in full or partially 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. this is required for registration with the Ministry of Transportation.

Be on time when joining a class, come prepared with supplies and completed homework.

be respectful and courteous to classmates, teachers.

Listen to the instructor and other class participants, follow directions and ask questions.

* EARN AN 80 % PASS IN CLASSROOM

This is based on an accumulation of Classroom tests, Quizzes, Attitude, 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 date specified on the homework form. If you miss a classroom the homework is still due by that date.

Failure to turn in *homework when scheduled will result in a delay starting your in-car driving lessons, 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 / retake the course.

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

Progressive Driving Schools' Rules and Responsibilities

In- Vehicle page.

- ATTEND ALL IN-VEHICLE SESSIONS (10 HOURS MINIMUM)
- 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.*
- This student must always bring their driver's license with them to each in-car lesson and to the classroom.
- **Cancellation Policy:** The instructor requires notice of any driving lessons cancelled **24 hours** before the time of the lessons; late notice will result in a charge based on the number of lessons cancelled.
- 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 students 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 students' responsibility to be respectful and contact their instructor direct 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.

Please call or text your instructor at the number they provided you with, to contact them 24 hours' notice on the day prior to your scheduled appointment or our office at 343-9291 (during office hours) to notify us of any changes or cancellations.

To cancel a *Monday* appointment, please call our office 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. One of the lessons will last one hour, the subsequent 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. 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.

Progressive Driving Schools' Rules and Responsibilities

- IMPORTANT

- The full driving course 20 hours of classroom and the 10 hours of in-vehicle training and homework must be completed within one year of the classroom start date in compliance with M.T.O. rules.
 - Students who are using Progressive Driving School's unique payment plan must pay their instructor **each** driving lesson by cash or cheque or *e-transfer*. Lessons can be payed in advance by contacting our office if paying by card.
 - Any students with outstanding fees will be required to clear their debt before any further lessons are processed.
- Covid 19
 - Due to the ongoing concerns, for Health and Safety reasons, all students will be required to wear a face mask and gloves while participating in any in-vehicle training.
 - All our vehicles are cleaned and sanitized before and after each driving lesson, this will be to reduce any health risks to both the student and instructor.
 - If any students feel ill or shows symptoms of any type infection, please notify their instructor 24 hours before any lesson.