

# Progressive Driving Schools' Rules and Responsibilities

## To Parent / Guardian / Student

This Consent Form takes the form of a contract and is required regarding the student's driving and classroom lessons.

It is very 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.



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".

For a full review of our Rules and Responsibilities,  
Information and Advice to assist the student and co-driver,  
please visit our web page at:  
[www.progressivedriving.ca](http://www.progressivedriving.ca)

# Progressive Driving Schools' Rules and Responsibilities

## Classroom Enrollment page

*We require a minimum of one week's notice if you cancel an enrollment in a course, there will be a \$150.00 charge if adequate notice is not given.*

*If you enroll in another of our courses within 2 months, this charge will be reimbursed towards your deposit. Once a student has enrolled and attended classroom and/or in-vehicle lessons and decided, for whatever reason to drop out or discontinue the course, any fees paid, will not be reimbursed.*

### **Student's who Require Proof of their Course Completion for their Insurance discount.**

For the student to pass this course and qualify for the Insurance Discount and Early Road Test appointment, our office requires the following from the student before registration can be completed.

**\*The student's drivers licence photo card scanned into our data base.**

**\*All homework sent to office**

**\*The rules and responsibilities form signed and completed.**

**\*10 hours in-vehicle hours completed**

**\* 20 hours in-classroom completed**

**\* All school fees must be paid in full**

**\*The Driver Licence History (DLH)** search can only be requested by the driver's licence holder, as it contains personal address information. The application must be signed by the student.

This is done by request through Service Ontario at a cost of **\$12.00**

In Thunder Bay a *Driver Licence History* can be obtained from an issuing office located at:

\*400 Balmoral Street 626-8166

\* 113-435 James Street 475-1351

\* 581 Red River Road 766-968

### **\*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 CLASS FINISHES**.

\*Please don't 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.

\*It's 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.

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

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

\*Homework must be completed and sent to the office on the required dates requested by the Classroom Instructor.

**Please note:** Students are loaned a classroom book for the duration of the time in class.

(A damaged or misplaced classroom book will be subject to a \$50 charge.)

# Progressive Driving Schools' Rules and Responsibilities

## In- Vehicle page.

- **ATTEND ALL IN-VEHICLE SESSIONS (10 HOURS MINIMUM)**

- The student must pass a final in car evaluation administered by their instructor.
- It is the **students'** responsibility to have at least one in car lesson **within 4 weeks** of completing classroom, and to always bring your driver's license with you to each **in-car lesson**.
- 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.

**Cancellation Policy:** 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 don't 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 \$35 for a single lesson or \$70 for a double lesson for the missed appointment.

- **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.

### **ALL FEES MUST BE PAID IN FULL.**

- Students who are using the convenient payment plan can pay their instructor **each** driving lesson by cash or cheque or *e-transfer*.
- Any students with outstanding fees will be required to clear their debt before any further lessons are processed.

**Make sure you are registered with the Ministry of Transportation BEFORE a Road Test can be booked. Our office must register all student's administrative information with the M.T.O, Service Ontario, & DriveTest, along with your Driver's Licence Photo Card, scanned into our database. (This can be done through Progressive Driving School's office or scanned and emailed to our office)**

**I have read and understood all the responsibilities on this page and accept to agree with it's terms.**

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Instructor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_