



# GUIDELINES AGREEMENT

Welcome to All American Drivers Training!

This orientation packet is prepared for both parent and student to understand the requirements of Illinois state law as well as the expectations of All American Drivers Training.

- 1) **It is understood that the student is either 15 years of age or older –or- will turn 15 by the last class date for this session.**  
The first two class sessions are designed to prepare the student to take their permit test at their local Driver’s License Facility. Their hours are 8:00 am to 6:00 pm on Tuesdays; 8:00 am to 5:00 pm on Wednesdays, Thursdays, and Fridays; and 8:00 am to 12:00 noon on Saturdays. Applications for the permit testing will be dispensed after students have completed 4 hours of classroom (so usually the 3<sup>rd</sup> class date) and any student 15 year old (or older) may obtain their permit anytime thereafter. The 14 year olds must hold this permit application until their 15<sup>th</sup> birthday, when they may take the permit test.
- 2) All students should get in the habit of having their **permit** on them at all times. In addition, All-American Drivers Training will two copies of the students permit prior to allowing that student to sign up for Behind the Wheel drives. One copy will go into the student’s permanent file and the other will become part of the instruction packet that will go with the instructor on each drive.
- 3) **All students are required to complete six hours of Behind the Wheel training, six hours of Observation, and thirty hours of classroom training.** Customarily, each drive will consist of one hour of driving and one hour of observation. All-American Drivers Training requires a minimum of twenty-four hour notice for any cancellations of scheduled drives. Not only is the instructor inconvenienced, but we will not have time to schedule a replacement. The other student then has to make up the observation at another time. A fee of \$20 will be assessed, unless a medical emergency can be documented for “no-shows”.
- 4) It is the student/parents responsibility to provide **transportation** to and from All-American Drivers Training for classroom and behind-the-wheel instruction. In the case that parents give permission to the instructor to drop off and/or pick up students for any kind of lesson purposes (classroom or behind the wheel), there is no liability with the instructor or All American Drivers Training for these services.
- 5) Scheduled classroom times are also important. While there are no penalties for absenteeism, the student will miss important information that may be tested on and they also must make up the missed hours in order to fulfill the requirements of this course. Make-ups may be done by attending another class (should two or more classes be running concurrently). **Only 4 absences are allowed** or the student will be dropped from that class and be required to restart a subsequent session. Hours accrued in class cannot carry forward to a later class.
- 6) A **textbook** will be handed out to the student each time they are in the classroom. These books are to be returned at the end of the class session in the same manner in which they were handed out. If the books are not returned or damaged while in use by the student there will be a \$25.00 charge.
- 7) Occasionally, **discipline** problems may arise with some students. While we enjoy our students’ participation in classroom discussions, their behavior must be orderly and may not involve disruptions, horseplay, or bullying of other students. Our instructors will begin with a verbal warning. Should the behavior continue, we will call the parents to pick them up and the student will receive an absence for that class session.

We look forward to a meaningful and enjoyable experience in assisting the student with this rite of passage...



I understand the above guidelines and responsibilities associated with the Drivers Education Course.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_