

### **PROGRAM RULES**

1. You must report to class on time. If you come 15 minutes after the class has already started you may not be credited for that day and will have to make up that unit another day.
2. There is a 15 minute break after 90 minutes of class instruction.
3. There should be no writing, drawing or damaging company property. If you are caught you will be charged a minimum of \$25 depending on the damage.
4. You must stay awake during class instruction. No sleeping or snoring is permitted. If you are caught and asked to stay awake you may not receive credit for that day.
5. Refrain from using profanity or any obscene language or gestures.
6. All beepers, cell phones and any other electronic devices must not be used during classroom instruction.
7. No children or any other person may accompany you to class except a mentor or an interpreter approved either by us or the MVA.
8. You must pass the final exam with at least 80% and make up any units missed. You are responsible for the completion of all units/tests.
9. If you miss three consecutive units, you will be dropped from the class and no refund issued.
10. Ready 2 Drive will not be responsible for anything that occurs outside the classroom.
11. You must have a valid Learner's Permit on file before your Behind the Wheel (BTW) training begins. **\*\*Cancellation of a drive time with less than 48 hours notice, FOR ANY REASON, will result in a \$30 NO SHOW Fee.**
12. You must pass the BTW driving instruction with at least 80% to be submitted to the MVA. If you do not pass with an 80% or better you will need to purchase additional drive time in order to be re-evaluated.
13. All balances must be paid in full before you can schedule BTW training or before your MVA information will be submitted.
14. You must be neat and dress appropriately for BTW training. Flip-flops or slippers are not acceptable in the car.
15. Safety is a priority; absolutely no horse playing, dangerous or intentional reckless activity will be permitted during behind the wheel training.
16. After completing the 30 hours classroom and 6 hours BTW training your information will be electronically transmitted into the MVA database. You must wait at least 48 hours to schedule your MVA skills test.
17. If Driver's Education is not fully completed within 1 year (12 months) of completing your class session; a **\$75 administrative fee** will be applied to your account and will need to be paid before BTW training can continue or any information can be submitted to the MVA.

### **BTW PROGRAM RULES**

1. It is your responsibility to notify Ready 2 Drive of which location (GB/OM) you are to be picked up and dropped off at.
2. Any traffic violations are the responsibility of the student driving the car.
3. You must have a valid Learner's Permit for your drive time or you will be subject to a **\$30 Cancellation Fee** and have to reschedule your drive time.
4. Any cancellation fee must be paid before you can schedule another drive time.
5. Any intentional negligent driving that results in damage to the vehicle; the student will be responsible to pay for the damages caused. Ex: Horseplay, not following Instructor directions, etc.

- The insurance company will only reimburse the school for the cost of repairing the damage minus the deductible; therefore in the unfortunate event of an accident/collision with a student at fault and the student is deemed to have been driving in an intentionally negligent manner, Ready 2 Drive will ask the student or family of the student to cover 50% of the \$500 deductible for repairs.
  - The student or student's family will be responsible for any illegal parking fines, as well as speed and red light camera citations. They will reimburse the school for the equivalent to the fine or ticket cost.
  - In the event fees are assessed for any type of negligent driving; the student's files will not be transmitted to the MVA until the fees are paid in full.
  - In the unfortunate event that intentional negligent driving occurs then your parent/guardian must attend your next drive time.
6. Any use of a cell phone in the vehicle without the instructor's permission will automatically terminate that drive time and result in a **\$30 Cancellation Fee**. On the student's next drive time your parent/guardian must accompany you for the entire lesson.

### **Rights and Responsibility**

1. Each student has the right to a certified competent instructor, knowledgeable about the curriculum and traffic safety issues. With that right each student has the responsibility to arrive prepared and on time for every class without such distractions as talking or text messaging on cell phones, being disrespectful to the instructor, or talking with other students in class.
2. Each student has the right to be taught the entire 30 hours of classroom instruction in an informative, interesting and challenging manner. With that right each student has the responsibility to be attentive and actively participate in every class.
3. Each student has the right to experience the full 6 hours of behind-the-wheel driving instruction as required in the curriculum. With that right each student will listen to the instructor and not drive in a negligent or dangerous manner.
4. Each student has the right to be treated in a courteous, civil and respectful manner. With that right each student has the responsibility to be polite and respectful to the instructors at all times and to be willing to accept positive criticism to help achieve driving success.
5. Each student has the right to attend class in a clean, safe, secure, temperature controlled and fully equipped classroom that meets the local fire/building codes and MVA requirements. With that right the student has the responsibility to respect the property of the driving school by not defacing or destroying equipment or vehicles.
6. Each student and parent/driver coach has the right to visit the driving school, see the instructor's license and certification, and observe any class session including in-car sessions in which his/her student is included. With that right each parent/driver coach has the responsibility to refrain from interfering with the instruction, classroom or driving, while the class is in session.
7. Each parent/driver coach and student has the right to have the driver education program, including both the 30 hours of classroom and the 6 hours of required time completed within 18 weeks of the first day of class. With that right each parent/driver coach has the responsibility to take an active role in his/her student's driver education by monitoring all progress, communicating with the driving school and/or instructor and practicing with the student driver if he/she has a Learner's Permit.
8. Each parent/driver coach and student has the right to place a complaint with the Motor Vehicle Administration regarding problems associated with the driving school or the instructor. **(The**

**number to call is 410-424-3751).** With that right each parent/driver coach and student has the responsibility to pay the driving school promptly for the driver education and to alert the owner or manager of the driving school about any problems or complaints before contacting an outside agency.

#### **REFUND POLICY**

1. Students may receive a refund, less a \$100 non-refundable deposit, of the course fee they paid if they submit in writing a notification of withdraw request at least 3 business days prior to the first day of class.
  - **\$100 deposit is non-refundable**
  - **Withdraw 3 business days prior to start = All fees returned less deposit**
2. If fees are paid in full at the time of withdraw, refunds will equal:
  - **1-3 classes attended = \$175 returned**
  - **After 3<sup>rd</sup> session = NO refund will be issued**
3. Request for a full refund must be made in writing 3 business days before the first day of class.
4. Refunds will be forwarded to the address on record within 30 days of the date that the written notification of withdrawal was received.
5. In addition to the monetary refund, students will receive documentation of any training that was completed on the appropriate Motor Vehicle Administration provided forms.

#### **Photography Release for Minor Child or Children**

I hereby authorize Ready 2 Drive, LLC, hereafter referred to as "Company," to publish photographs taken of myself and/or the minor child or children listed below, and our names and likenesses, for use in the Ready 2 Drive, LLC's print, online and video-based marketing materials, as well as other Company publications.

I hereby release and hold harmless Ready 2 Drive, LLC from any reasonable expectation of privacy or confidentiality for me and for the minor children listed below associated with the images. Further I attest that I am the parent or legal guardian of the child or children listed below and that I have full authority to consent and authorize Ready 2 Drive, LLC to use their likenesses and names.

I further acknowledge that participation is voluntary and that neither I, the minor child, nor minor children will not receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Ready 2 Drive, LLC, its contractors, its employees, and any third parties involved in the creation or publication of marketing materials, from liability for any claims by me or any third party in connection with my participation or the participation of the minor children listed below.