

All Dominion Driver Training And Traffic Education Centres Limited

Program Policies and Regulations

(subject to change without notice)

CLASSROOM SESSIONS

The course is 20 hours long and completed in eight sessions. Modules 1,3,5,7 are 2 hours and 15 minutes, Modules 2,4,6,8 are 3 hours and 15 minutes in length. You need a G1 licence to start your in-car lessons, and we recommend that you have it before you start your in class sessions. You may make up missed classes at your convenience in one of our ongoing programs (some exceptions apply). We will assist you with arranging this. **IMPORTANT NOTE: if you must miss any portion (time) of an in class session, it is in your interest not to attend that particular session at all, we cannot grant any partial time credits...simply re-attend on the next scheduled date (at no charge). The MTO requires 20 hours of attended class time.**

You are required to sign a class attendance for each session. Should your signature not appear on the attendance sheet, you will have to re-attend that session (MTO Regulation). Please ensure to sign for every class to avoid any unnecessary delays in your progression through the course. There will be 2 tests during the classroom portion of the course. The pass mark is 70%. If you are not successful on the first attempt, don't despair as the test may be rewritten at no charge.

HOMELINK ASSIGNMENTS

As of September 1, 2009 students must successfully complete all of the HomeLink assignments as part of the qualification criteria for MTO completion/Insurance discount.

IN-CAR LESSONS

All lessons are PRIVATE. With your course fee you will receive 13 lessons (Automatic Transmission) or 16 lessons (standard transmission). Each lesson lasts for 45 minutes. Due to the difference in curriculum between automatic and standard transmission courses, if you decide to switch from standard to automatic after beginning the in-car portion, the course fee for standard will still apply and you will receive the remainder of your 16 lessons in an automatic vehicle. If you initially enroll in an automatic program and decide to switch to standard the difference in price between the two will be charged. You are required to bring your G1 licence, student workbook and (if required) your corrective lenses to every in car lesson. If your licence is not in your possession your instructor will not deliver your lesson as it is against the law to drive without a licence (photocopies are not an acceptable substitute).

IMPORTANT: Your Blood Alcohol Content must be zero and you must not be under the influence of any drugs that will affect your ability to operate a motor vehicle. Should we suspect any impairment, your lesson will be cancelled.

IMPORTANT

This is not a policy that can be changed, it is law under the Highway Traffic Act: Reg. 473/07, s. 26 (2). The MTO requires a student to **Successfully complete their course in one year of the course start date.**

In order to re-qualify the course must be re-taken in its entirety at the students expense. Credit does not carry forward. No refunds after one year from the course start date.

IN-CAR LESSONS—CANCELLTION POLICY

If you are unable to keep a scheduled in-car appointment, your instructor must be advised 48 hours prior to the scheduled appointment. FAILURE to cancel or keep an appointment will result in the lesson being forfeited and a charge to your account. For cancellations with less than 48 hours notice or failure to show up for a lesson, a charge of \$60.00 per lesson will be applied. Your instructor is required to stay at the pre determined meeting point for 15 minutes after the scheduled time after which the lesson is considered a no-show. Any requests to change a lesson pick up point date or time must be acknowledge within 24 hours of the scheduled appointment by your instructor. Your instructor may cancel your scheduled lesson within 24 hours due to illness, personal emergency, unexpected mechanical problems, weather/road/traffic conditions or being delayed by DriveTest.

NSF CHEQUES

All NSF cheques returned to our office will be subject to a \$40.00 service charge. Lessons will be stopped until the NSF cheque is replaced with a certified cheque, credit card or cash.

Class-Room Performance System (CPS)

In order to allow for all students to participate in the Drive-Wise classroom program, each student will receive a remote controller. The remote controller is the responsibility of the student that it is assigned to. should the student, lose or physically damaged the remote, they will be responsible and invoiced for the current replacement cost of the remote.

REQUIREMENTS TO BEGIN SCHEDULING IN-CAR LESSONS

You must possess a valid G1, G2 or G class licence.
Your course fee must be paid in full or have made payment arrangements.
You must have supplied our company with a photocopy of a valid licence.
You must have remitted a signed copy of this document.

IN-CAR EVALUATIONS

With your agreement, a final evaluation will be administered on lesson 13 (automatic) or lesson 16 (standard) unless you choose to take additional training to improve your defensive driving skills. You must pass this part of the requirement to successfully complete the program.

PRIVACY POLICY

All Dominion Driver Training And Traffic Education Centres Limited (hereafter "All Dominion") respects the confidentiality of the personal information of our customers. As part of our commitment to you, we want to clarify why we may ask for your personal information (such as your name, address, phone number and e-mail address).

All Dominion collects, stores and use information about our current and prospective customers to improve our products and services and to build better customer relationships. This information is used to enroll customers in Safe Start program. Information regarding a customer's driver licence and course records (attendance, marks, etc...) is provided to appropriate government agencies through the DES. By providing your information to us, you have consented to these uses and disclosures. This information is used from time to time to communicate with our customers, to send out offers, surveys or marketing materials and to improve the driver training products through research conducted by us. We do not share your personal information with anyone other than the MTO, Insurance Bureau of Canada and MTO Course Inspector without your consent. We may also disclose your personal information where we are required or permitted by law to do so. In such a case, we will release personal information only to the extent required.

Your personal information is accessible at All Dominion's office and you may notify us in writing to review or correct it. If you do not agree to the above and do not want to receive any further information from us, please inform All Dominion via registered mail.

REQUIREMENTS OF MTO TO COMPLETE

Allows you to attempt an early road test, 8 months from the date you passed your written test and it entitles you to maximum insurance discounts where accepted.

Qualification criteria:

Must successfully complete program requirements. Course requirements: 1. Attend and sign-in to all 8 classroom sessions (20 hours) and complete of 10 hours HomeLink 2. pass in-class tests with 70% 3. complete and sign for all in-car lessons (a minimum of 13 lessons in automatic or 16 lessons in standard) 4. Pass a simulated evaluation road test with a minimum score of 70%. 5. Provide a signed course policy form to our office 6. Provide a legible copy of the front and back of your plastic G1, G2 or G class photo card licence 7. Pay all outstanding fees for services provided.

For those students using the installment plan, all payments must clear before your file can be processed.

All records must be submitted no later than 2 weeks prior to the one year completion date in order to allow proper submission to DES data base.

Once the above criteria has been met, the student will be processed via the DES for a completion status.

Should a student require a DLH Driver Licence History for Insurance purposes, they must apply in person and complete the DLH form included in this workbook. All Dominion does not assume nor issue documentation to insurance companies on behalf of the student.

COURSE NO. _____ STARTING DATE _____ / _____ / _____ TIME _____ DATE OF BIRTH _____ / _____ / _____
YEAR MONTH DAY YEAR MONTH DAY

MR.
 MS
 MRS. _____
 MISS
LAST NAME FIRST NAME Middle Names

ADDRESS: _____
NUMBER STREET APARTMENT CITY PROVINCE POSTAL CODE

() ()
HOME PHONE STUDENT CELL STUDENT EMAIL PARENT EMAIL

CREDIT CARD INFO.

CREDIT CARD NO. _____ EXPIRY DATE _____ CARD HOLDERS NAME (PLEASE PRINT) _____ AMOUNT _____
MONTH / YEAR

CARD HOLDER SIGNATURE _____ INSTALLMENT PLAN: YES NO

I (student's name) _____ acknowledge the above policies and give permission to release course information to the Ministry of Transportation, Insurance Bureau of Canada and MTO Course Inspector

Student Signature _____ Course No. _____

Parent/ Guardian's Name _____ Parent/ Guardian's Signature _____

IF STUDENT IS UNDER THE AGE OF 18, THIS FORM MUST BE SIGNED BY BOTH STUDENT AND PARENT OR GUARDIAN

EMAIL: info@drivewiseoakville.com