

Danville Driving Academy (DDA) Rules & Regulations



By signing below, both parent and student agree that student will follow all rules & regulations during both classroom instruction and behind-the-wheel (BTW) instruction. Failure to do so may result in the student being asked to leave class, or being removed from the program without refund depending on the severity of the action. We want this to be a fun experience for everyone, and we plan to keep things light-hearted, but egregious behavior will not be tolerated. These rules are designed to ensure a comfortable, engaging environment for all students. Danville Driving Academy appreciates your understanding and acceptance of the following:

1. All students are required to be on time to every class. We will try to be in the classroom at least 30 minutes before each class, so feel free to be early if you want to work on homework. If you are tardy (for any reason), you will not be allowed in the classroom, and you will be required to make the class up the next time it is offered (the following month). The classroom door will close promptly at the start of class. **NO EXCEPTIONS**. This is a state law.
2. You are becoming a responsible young adult with the PRIVILEGE of operating a motor vehicle; therefore, maturity is expected in this classroom. There will be a ZERO tolerance policy of the following: 1) Profanity 2) Bullying 3) Tardiness 4) Disrespect of anyone (whether they are inside or outside of the class) and 5) Tobacco use!
3. Absolutely **NO** use of cell phones or other electronic devices including but not limited to earbuds, Air pods, etc. during class. Your attentiveness is paramount in your ability to learn how to safely operate a vehicle. The information you learn in this class could save your life one day. If this becomes a problem, you may be asked to leave.
4. Students must be respectful of each other as well as the instructor(s), and be polite, kind, and be interactive and responsible.
5. Students must be polite, kind, interactive and responsible!
6. You must be dressed appropriately. If it is determined that your clothing is inappropriate you will be asked to leave. If you have to question if your outfit is appropriate- it's best to choose something else. **NO** excessive holes, rips, tears, cutoffs, or clothing that exposes underwear, or excessive skin, or is transparent or "see-through". No clothing is permitted that promotes drugs, alcohol, tobacco, sex, violence, or is offensive or degrading. Pants, shorts, capris, skorts, and dresses must be worn at the waist. The waist is determined as the hip bone to the bottom of the rib cage. Sagging of pants will not be tolerated! Please come comfortable, and prepared.
7. You will be allowed to have food and beverages in the classroom as long as you **pick up after yourself**.
8. If you **SLEEP** in class, it will be counted as a missed class and must be made up as required by law.
9. All training provided by the enterprise shall be made available to, and completed by, the student within six (6) months of the first date of training (shown on contract), unless mitigating circumstances occur. Mitigating circumstances include health and family issues that disrupt the student's ability to receive training. Mitigating circumstances do not include the inability to schedule training due to parent or student electives or extra-curricular activities, such as sports and school clubs. Those mitigating circumstances shall be documented in the student's record. Requests for special circumstances not listed to be considered as "mitigating" shall be requested through the Ohio Department of Public Safety. If mitigating circumstances are not approved, training will be voided and the student shall re-take the training. <https://codes.ohio.gov/ohio-administrative-code/rule-4501-7-09>

Upon expiration of this agreement, a reinstatement fee (\$50.00 for classroom portion) will be charged before further services are provided. Driving portion will need to be re-paid hourly at \$50.00/hour.



10. **All behind-the-wheel training (in-car instruction) will begin and end at the driving school in Danville. Pick-up and drop-off services are currently not available. NO EXCEPTIONS.** Students that do not show up for a scheduled driving session, or show up late are considered a “no-show”. A \$35.00 fee is charged for missing a scheduled driving session without **AT LEAST a 6-hour advance notice**. A driving session will also be cancelled, and \$35.00 fee assessed if a student shows up for a driving session without his/her permit. All fees must be paid before a student will be added back to the scheduling process. Absolutely **NO EXCEPTIONS**. It is expected that if you are responsible enough to drive a vehicle on the Ohio roadways, that you can be responsible enough to give proper notice of cancellations, be prompt and on-time, and be prepared with your permit for every drive. Please remember that drives are scheduled back-to-back, and if you are late, it impacts all scheduled drives that are scheduled after yours. We want to honor everyone’s time, so please be considerate, and plan accordingly.
11. Students who lose their certificate of completion at the end of the program, and require a duplicate copy, will be assessed a \$15.00 fee to cover the school’s cost of obtaining duplicate copies from the Department of Public Safety.
12. Parents and students agree that sufficient time will be reserved for at home driving practice woven between driving sessions with instructor. If it is determined that a student is not receiving ample driving time/practice at home, then their behind-the-wheel drives may be canceled until such time adequate time has been reached. Students should have 20+ hours of driving practice by the time they do their first drive with the instructor, and continue driving at home through the third drive with the instructor, and beyond until the minimum 50 hours of driving time has been reached for the driving test. Parents and students understand that drivers education is a **three part commitment** between the **driving school**, the **student**, and the **parent(s)** whereas the driving school commits to teach curriculum and best practices in a good faith effort, parent(s) agree to make time on a weekly schedule to work with student at home behind-the-wheel accumulating ample driving time, and student agrees to make time and practice skills learned in the classroom and in driving sessions to reinforce those new skills. **Student initials** _____ **Parent/Guardian Initials:** _____

Danville Driving Academy reserves the right to cancel all or a portion of a student’s behind-the-wheel drive for any reason including but not limited to extreme weather conditions, emergency situations causing an instructor to be unavailable, a student’s inability to operate at a level deemed safe for continued on-road practice, or any other outside factor causing unsafe driving conditions for your child or our employees, officers, or volunteers of Danville Driving Academy.

I/We accept the aforementioned rules and regulations adopted by Danville Driving Academy.

Student Signature: _____ Date: _____

Parent or Legal Guardian Signature: _____ Date: _____

Please return a signed copy of this form, along with the training agreement, and balance due on the first night of class (unless payment was made in full when registering online).

If there is any discrepancy between this form, and the training agreement, the training agreement will have final authority.