

This document outlines what is expected from you the learner and from your instructor.
Please sign and date the document if you agree with these statements.

What is expected from you the Learner.

1. Each lesson is to be paid for in advance. All credit paid is valid for 4 months and to be used in that time.
2. A minimum of 48 hours' notice must be given to cancel or re-arrange a lesson. You will be charged or lose credit if a 48-hour notice is not given.
3. To be ready and on time at the agreed location, date and time as arranged with your instructor. If you are later than 10 minutes your instructor will cancel the lesson and you will still be charged.
4. To be in possession of your Provisional Driving Licence every lesson.
5. The learner is expected to follow up any additional learning set by the instructor (theory or practical).
6. The learner will book their practical test themselves or through their instructor with an agreed date and time.
7. Your instructor will discuss your readiness for your test 14 days before your test date. Your instructor reserves the right to move your test date if they feel you are not ready, but this will be discussed.
8. Your Instructor will book lessons with you via MyDriveTime app, text, email or in person. It is your responsibility to ensure you have written the date and time in your diary or check the app on your phone. See point 3.

What is expected from your Instructor.

1. Your Instructor will be trained to the highest standards set out by the Driving Vehicle Standards Agency (DVSA) and will teach you from the DVSA driving syllabus and discuss this with you throughout the course of your learning. They will display their Approved Driving Instructor (ADI) badge in the car at all times.
2. Your Instructor will hold valid insurance for learners (including Public Liability Insurance) but will not be liable or hold responsibility for any reckless behaviour from a learner.
3. Your Instructor's vehicle will be maintained to a high standard and be fitted with dual controls. Should the vehicle breakdown due to mechanical fault your instructor reserves the right to cancel lessons at short notice, these will be re-arranged at the instructor's discretion.
4. Your Instructor will refund or re-arrange lessons if he/she falls ill.
5. **LEGAL LIABILITY** - The learner should be aware that the instructor's primary objective is to promote road safety and in doing so, he/she may take control of the vehicle. The instructor will make every effort to instruct the learner to the highest standard but can in no way be held liable for any errors that the learner may make whilst driving unaccompanied either before or after a test pass.
6. Your Instructor reserves the right to stop any lesson due to continuous reckless or dangerous behaviour and also refuse to continue teaching a learner due to this behaviour or if he/she believes the learner is under the influence of alcohol or drugs. The Instructor may also refuse to continue to teach any pupil who he/she feels is in breach of this learning contract, any prepaid lesson fees will not be refunded.
7. Your instructor will only be checking their work phone during office hours (mon-fri 9am-5pm). Any messages received after this time will not be checked until the next working day, it is at this point cancellations will be logged, therefore, please take all cancellations into consideration and remember the 48hr policy for cancellations. *(Cancellations are noted from the time the instructor sees the message, not from the time you send a message)*
8. Your instructor may need to re-schedule lessons for personal or business reasons at short notice, if this happens, you will not be charged any additional fees and they will reschedule at time convenient to you.
9. Please remember that your instructor is Self-employed, this means that any payment missed or late cancellation effects their livelihood.

By signing this document, you agree to these terms and will abide by them.

LEARNER NAME _____ SIGNED _____ DATE _____

INSTRUCTOR _____ SIGNED _____ DATE _____