



**DRIVING
SCHOOL
AGREEMENT**

TO: Parents and Students
FROM: AAA Driving School

CERTIFICATION

AAA Driving School certification is issued only after *successful* completion of 30 hours of classroom and/or 6 hours of in-car instruction.

CLASSROOM LESSONS

Cancellation Policy – An administrative fee of \$50.00 will be assessed for any cancellations made after classroom space has been reserved for the student.

Absence – In the case of any absence from a classroom session, the student must arrange make-up lesson(s) with the instructor to earn certification.

Disruptive Behavior – Corrective action for disruption will be taken at the instructor's discretion. Disruptive behavior may result in in-house suspension, or parents may be called to pick the student up. There will be no refund or credit given in these cases.

Textbooks – Classroom textbooks must be returned, in good condition, within 10 days of the final class session, or a \$60.00 charge will be assessed. No certificate will be issued until the book is returned or the fee is paid.

IN-CAR LESSONS

Cancellation Policy – An administrative fee of \$50.00 will be assessed for course cancellation made after the student has been scheduled for in-car lessons. A 48-hour notice is required if the student will be unable to attend a scheduled in-car lesson. This notice may be provided to either the instructor or the Driving School office. Failure to provide notice will result in a \$50.00 "No Show" fee.

Late Arrival – A \$25.00 late fee will be assessed at the instructor's discretion for late arrivals to a scheduled in-car lesson.

PLEASE NOTE

AAA Driving School management reserves the right, at its discretion, to accept or reject any applicant for training, to discontinue training, or to cancel a scheduled lesson or class not limited to the following reasons:

- ◆ Environmental conditions make it unsafe to continue instruction.
- ◆ The student demonstrates behavior that, in the instructor's judgment, compromises the safety of the student, instructor and/or the public at large.

Please sign below to acknowledge that you have read and understood the policies as stated above and in the entire brochure

X _____
Student Signature Date

X _____
Parent/Guardian Signature Date

AAA Driving School classroom and behind-the-wheel courses and instructors are certified by the Pennsylvania Department of Education

To enroll, simply complete and sign the attached Enrollment Form/Driving School Agreement, and return it along with your payment to:

**AAA Driving School
804 Estelle Drive
Lancaster, PA 17601**



For More Information Contact Us At:

(800) 723-7021, ext. 2239

Or

**(717) 898-6900, ext. 2239
(In Lancaster)**

Or

E-Mail: drivingschool@aaacp.com



DRIVING SCHOOL

**Classroom
&
Behind-the-Wheel
Instruction**



**Learn to Drive
Safely & Defensively**

www.aaa.com



DRIVING SCHOOL

The AAA Driving School is designed to provide the full driving education experience through classroom and in-car instruction.

Parents/Guardians are encouraged to check in with the instructor at the first classroom session and/or the first in-car lesson.

CLASSROOM

The AAA Driving School offers certification to students who complete its 30-hour classroom course. The course includes instruction in the following critical areas: Pennsylvania motoring laws, alcohol/drug risk awareness, signs and signals, defensive driving techniques and theory, the influence of emotions on driving ability, emergency preparedness and different environmental influences on driving.

All classroom sessions are held at a AAA office unless otherwise designated.

To receive classroom certification, each student must successfully complete all 30 hours of instruction. Students are responsible for arranging any necessary make-up sessions with the instructor.

Students are expected to be on time for every classroom session. The instructor will note and deal with late arrivals at his/her discretion.

If a student is unable to participate in the classroom course after it has been scheduled, an administrative fee will be assessed (see attached Driving School Agreement for details). This fee will apply regardless of any refund or credit due to the student.

For the benefit of all of our classroom students, disruptive behavior will not be tolerated. Corrective action is left to the discretion of the instructor. The student may experience in-house suspension, or the instructor may call the parents to pick the student up early. No refunds or credits will be provided in this case.

BEHIND-THE-WHEEL

The AAA Driving School also provides certification for successful completion of our 6-hour in-car package.

In-car lessons are normally held once a week for approximately 4-6 weeks (the amount of practice students are able to get between lessons often dictates the length of time necessary to earn certification).

The AAA Driving School offers flexibility in scheduling to accommodate each student's own schedule as much as possible; however, we cannot guarantee that an instructor will always be available on the dates and times originally requested. All lessons are scheduled in advance. No "walk-ins" will be accepted.

Our in-car instruction focuses on: defensive driving techniques, understanding the vehicle, city driving, expressway driving, country driving and parallel parking.

Our Driver Training Cars are equipped with automatic transmission and dual brake controls. These vehicles are kept in excellent operating condition, and are fully insured.

Students are strongly encouraged to meet their in-car instructor at a designated AAA Central Penn branch office. In the rare instance that the student *must* be picked up at his or her home, an additional fee will be assessed based upon the pick-up location.

Additional fees may be assessed for late arrivals or cancellation of scheduled in-car lessons (see attached Driving School Agreement for details). To avoid additional fees, the student must call either their assigned instructor, or the AAA Driving School office (open from 8:00 a.m. to 5:00 p.m., Monday-Friday) at least 48 hours in advance, if unable to attend an in-car lesson. No refund or credit will be given for a missed or cancelled lesson unless this advance notice has been provided.

Students may reschedule in-car driving lessons at a later date; however, no refund or credit will be provided more than 180 days after the original enrollment date.

!! Students are required to present a valid learner's permit (Pennsylvania or international driving permit with valid foreign driver's license) prior to every in-car lesson.

!! Students who must wear glasses or contact lenses for driving are required to wear them to every in-car lesson.

!! Failure to comply with either of the above requirements will result in cancellation of the lesson.

Students under 18 years of age must have a parent or guardian's permission to take behind-the-wheel instruction. **Parent/Guardian must sign both sides of the attached form to signify their permission and agreement with AAA Driving School policies.**



DRIVING SCHOOL ENROLLMENT FORM

Student: _____

Birth Date: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Alternate Phone (if applicable): _____

E-Mail: _____
(Optional)

Parent/Guardian: _____
(Please Print)

AAA Membership #: _____

Parental Consent: The signature below hereby signifies parental consent for son/daughter named above to receive behind-the-wheel driving instruction under the guidance of a certified instructor.

X _____
Parent/Guardian Signature Date

(Please check selection)	Member	Non-Member
<input type="checkbox"/> Complete Package <small>(State-approved program. 6-hr in-car & 30-hr classroom)</small>	\$390	\$480
<input type="checkbox"/> In-Car Instruction Only		
• 6-Hour Package	\$285	\$405
• Hourly Rate	\$60	\$80
# Hourly Lessons Desired: _____		
<input type="checkbox"/> Classroom Only	\$140	\$190

NOTE: PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Preferred classroom date from schedule: _____

Days/Times most available for in-car instruction: _____

Available Locations – Please Check The One You Prefer:

Harrisburg Area Lancaster Area

Check Enclosed Visa MasterCard

Credit Card #: _____ Exp. Date: _____

Signature: _____

Make checks payable to **AAA Driving School**. Please return completed & signed agreement form with your payment to the AAA Driving School.