



CENTRE POLICIES & COURSE REQUIREMENT

CLASSROOM SESSIONS

- ❖ The in-class portion of the course is 20 (twenty) hours.
- ❖ Any missed classes can be made up in an alternate ongoing program. There are some exceptions for arranging this, please notify the DriveWise office in advance, to avoid disappointments.
- ❖ Attendance sheet must be signed for each session. Missed signatures on any attendance sheet will require a “re-attend”
- ❖ The test pass mark for your in-class sessions is 70%. In the event of a fail, your instructor will work with you to arrange a rewrite and ensure you understand the information being presented.
- ❖ Student must bring their personal Driver’s Handbook with them to the first class. Anyone arriving without one, may purchase one at the class for a fee of \$12.00

HOMELINK ASSIGNMENT

- ❖ Must be completed within the In-Class Program. Must also be completed to start In-Vehicle lessons.

IN VEHICLE LESSONS

- ❖ The In-Vehicle portion of the course is 10 (ten) hours and are Private One-On-One.
- ❖ The lessons are 60 minutes each for a total of 10 (ten) lessons for automatic transmission training.
- ❖ Be sure to bring your G1 License (photocopies are not acceptable), Student Workbook and eye glasses if you are required to wear them. Failure to do so will result in loss of In-Vehicle lesson and the No-Show fee of \$50.00 will apply.
- ❖ Zero tolerance for drinking and/or drug use is enforced. The Instructor has the right to cancel the lesson with no refund, should any impairment be suspected.
- ❖ On the final In Vehicle lesson an evaluation (mock test) will be administered that you must pass with 70% or better as part of the MTO requirements to be eligible to receive the Beginner Driver Education Student Certification for Insurance Discount.
- ❖ If required, additional lessons can be purchased in the event you need to improve on any areas of your driving skills.
- ❖ For more details call your DriveWise office at 905.878.0480

IMPORTANT REQUIREMENTS to Qualify for the First In-Vehicle lesson

1. Course fee must be paid in full or preapproved payment plan set up
2. Classroom module three must be completed
3. Must possess a G1 license and have copy on file with DriveWise
4. Signed copy of this Policies and Procedures form must be on file with DriveWise
5. Signed copy of the Refund Policy form must be on file with DriveWise
6. Must have completed the Home Link Assignment

CANCELLATION POLICY

1. Minimum 24 hour notice is required to cancel, change a lesson time or change a pick up point and communicated directly to your assigned instructor by text message. Failure to comply will result in \$50.00 charge/per lesson. Please respect the valuable time of your instructor.
2. An instructor is required to stay at the meeting place for 15 (fifteen) minutes passed the scheduled meeting time. A “No Show” is assessed when the student has failed to arrange a valid change or cancellation of a scheduled meeting time and does not show up at the meeting point, within this time frame.
3. An instructor can cancel/change the lesson time within 24 hrs notice.
4. In the event an Instructor is unavailable on the scheduled ROAD TEST date, an alternate instructor and/or vehicle may be assigned for you by DriveWise.



MTO QUALIFICATIONS & REQUIREMENTS

BEGINNER DRIVER EDUCATION STUDENT ELIGIBILITY REQUIREMENTS FOR CERTIFICATION

DriveWise will certify the student via the MTO online system upon course completion. A record of certification can be obtained by purchasing a Drivers' License History from a Service Ontario office for \$12.00

1. Course paid in full
2. Provide course provider with a valid copy of Drivers License (temporary paper one is not acceptable)
3. Complete and Pass In-Class program with 70% or better
4. Complete and Pass In-Vehicle lessons with 70% or better on evaluation (mock test)
5. Course **must be completed within one year** of In-Class start date

ACKNOWLEDGEMENT & AGREEMENT

SPECIAL DIETARY NEEDS AND MEDICAL CONSIDERATIONS

The purpose of this section is to communicate special dietary needs, allergies, and physical and mental conditions you feel that DriveWise may need to be aware of. This information is to help ensure the safety and comfort of all students, during in-class and in-vehicle instruction.

Allergies (Please list below all allergies and any necessary precautions that need to be taken. If no allergies, please leave blank.)

Physical or Mental Conditions (Please list below any physical or mental conditions that our staff may need to be aware of before teaching in class and in vehicle training.)

Photographs and Video: I give permission to DriveWise Milton & Mississauga to take photos and/or videos of my child or children and use them for our printed and online publicity.

Course Date:

Course#:

The student or the student's legal guardian certifies that the statements in this document are accurate and consent to the release of any information contained herein to the MTO, Insurance Bureau of Canada, and the MTO Course Inspector. This information shall be kept in strict confidence and shall be transmitted in accordance with MTO regulations pertaining to approved beginner driver education programs.

By signing this form, I/Parent and our child will conduct themselves properly throughout the program, non-use of cellphones during classes, non-litter of classroom or office building environment and being respectful to our staff.

I have read and understood the Terms and Conditions:

STUDENT NAME: _____
(PLEASE PRINT)

STUDENT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN NAME: _____
(PLEASE PRINT)

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

