

Attention: Students and parents/guardians must read, initial and sign the policies below. This form must be signed and sent back to Best Driving Academy before your first drive.

Before the First Drive

_____ I understand I must have 10 hours of behind-the-wheel experience before I am allowed to start my first drive with Best Driving Academy.

_____ I understand the 10-hour requirement is based on the honor system and doesn't need to be documented.

_____ I understand the 10-hour requirement is for me to obtain the basic skills for driving. This can be accomplished with my parents, guardian, or coach by doing the following.

- Pre-entry checks around my vehicle- Checking tires and ensuring all lights work (headlights/brake lights).
- Practicing adjusting my seat.
- Practice adjusting my mirrors.
- Practicing with turn signals.
- Practicing using my brake, gas pedal, and turns at an empty parking lot. (Blue Crab stadium, high school parking lot, and park and ride etc).

Pick up and drop off location all at Best Driving Academy main office

105 Paul Mellon Ct Suite 12 Waldorf, MD 20602 (right across the street from the Waldorf MVA)

_____ I understand that it is my responsibility to log into my student account to understand the date, time and location of all my drives.

_____ I understand that Best Driving Academy does not pick up and drop off from a student's home.

On the day of my drive

_____ I understand I must have my physical non-expire permit with me at each driving session and that the driving school cannot drive a student without his/her permit. (place your permit in your phone case).

Cancelling, Rescheduling and Fees

_____ I understand there is a \$100 no-show fee if I;

- Arrive without physical permit.
- Have on heels, crocs, flip flops, boots or sandals. (sneakers are best/you can change shoes).
- Do not show for my appointment.
- Do not cancel at least 24 hours in advance from my appointment time.

_____ I understand I must log into my student account and cancel 24 hours in advance of my appointment if I am unable to make it to a driving appointment. Failure to do this within the proper time frame will result in a \$100 late cancellation fee and the system will automatically remove all other scheduled drives.

_____ I understand that all fees must be paid within 30 days of receiving the fee in order to continue the program. Failure to pay the fee within that time frame will result in me being removed from the Best Driving Academy program with no refunds issued. (no exceptions)

_____ I understand if I receive a fee on my account the system will automatically remove all of my other drives from the system and that once I pay, I will be able to go back in and schedule drives again.

_____ I understand I must complete my behind the wheel session within 18 months (one year and half) of completing the phase 1 classroom/zoom portion, and failure to complete in the time frame given will result in paying a \$100 reinstatement fee.

Sickness

_____ I understand that if I am feeling sick or if someone in my family or close to me is sick, I should cancel my drive 24 hours in advance to avoid being charged a \$100 no-show fee.

_____ I understand if I have a family emergency or sickness and I do not cancel 24 hours in advance I may have my fee waived by providing a "return to work/school" form by the clinic, doctor or hospital.

- All doctors, dentists, and medical providers will provide you with this standard form. If you have questions or need assistance, please give us a call at [301-885-0077](tel:301-885-0077).

Completion

_____ I understand that the state regulation outlines that driving schools only hold student records for 3 years, and if I do not complete the entire 36-hour course and Rookie Hours within the 3-year time frame, it will result in me having to register, pay, and start the full course all over again. [Maryland GLS Brochure](#)

_____ I understand that upon successful completion of the full 36-hour program (30 hours of coursework and 6 hours behind the wheels), Best Driving Academy does not issue a certificate; instead, my completion information is entered into the MVA database, ready for when I go to take my road test. [MVA Road Test Checklist](#)

These policies are designed to help you successfully complete the driving school state requirements.

Student Print and Signature _____
Date

Parent/Guardian Print Name and signature _____
Date