



3361 Fehling Road Suite 8
Granite City, IL 62040
(618) 876-8000

The undersigned accept and agree as a condition of attending Tri-City Driving School, that the following have been reviewed and that the undersigned agree to uphold and adhere to the rules at all times as follows:

Classroom Rules

- Lectures, class notebooks, and discussions are considered a portion of the student's grade. As such, students are expected to be attentive in class and participate in lessons.
- Smoking is not permitted inside the driving school or 15 feet from the front door.
- Textbook, notebook, paper, and pen or pencils are required for every class.
- Talking should relate to the lessons. Do not interrupt the class or instructor by having side conversations during class time.
- Students are expected to remain in their assigned seats during class time except when bathroom use is needed.
- **Electric devices (cell phones, i pods, radios, CD players, hand held game players, etc.) are not allowed during class.**
- Keep our facility clean by putting your trash in the trash containers.
- Students are expected to act in an appropriate school setting manner. Disrespect towards school staff or other students will not be tolerated. Parents will be notified if a problem exists and continued behavior may result in being dropped from the class.
- Students are allowed only 4 class absences by State regulations. Students are automatically dropped upon their 5th absence.
- After an absence, all make up work is due upon return to class as well as the homework, quizzes, and test that are scheduled for your return class day. (Follow the syllabus that you will get at the start of the course).
- This is a **30 hour** course. All missed class time has to be made up before credit for the course can be given. Contact the driving school secretary or instructor to get times for make-ups.
- Students who drop the class for any reason, or if they are dropped for any reason, will not receive any refunds and any money still owed the school will be expected.
- Tri-City Driving School is not responsible for students before or after scheduled class time.

Behind the Wheel Rules

- Students are required to carry their driving permits in order to be eligible to drive. Permits will be checked by the instructor prior to each students drive.

- All persons in the driving school cars will wear seatbelts at all times.
- Smoking is strictly prohibited in any of the driving school vehicles.
- Students must be on time for driving lessons. If an instructor and the other driver have already left the school, you are required to reschedule your drive time and a missed appointment fee of **\$25** will be charged.
- Students are required to notify the driving school the day before a scheduled drive is going to be canceled. Failure to cancel drive appointment on time or not showing up, will result in a charge of **\$25**.
- The operation, control, and rules within the driving school vehicle are done at the discretion of the instructor.
- Students are not allowed to criticize the other driver or use profanity or use any language that is in poor taste.
- Students are picked up and dropped off in front of the driving school unless prior arrangements are made.
- Tri-City Driving School is not responsible for students prior to or after the completion of instruction time.
- All BTW students must complete all hours of in car instruction with our driving school instructor. These hours can not be counted toward State required hours needed with your parents.
- Only current driving school students and instructors are permitted in the school vehicles during instruction time.

All driving school fees and charges must be paid in full on or before the last drive. The Letter of Certification will not be sent to the Secretary of State's office until all fees are paid and all paperwork is complete. We then send everything to the State for you within 24 hours. Students should receive notice from the State within 2 to 6 weeks. If you have not received your letter in 2 weeks, contact the driving school and we will pursue the status of your paperwork.

* There is a \$25 service fee on all returned checks.

The aforementioned rules have been established for the protection and safety of the total student population. Insubordination and disregard for these rules will not be tolerated and may result in expulsion from our school. In the case of expulsion, full payment will be required upon termination.

I have read and understand the rules for the classroom and behind the wheel driving. My signature indicates that I am willing to abide by said rules.

PARENT SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____