



## Driving Instruction Policy

### Purpose:

This policy outlines the procedures and requirements for scheduling driving instruction and driving skills tests at Ahead of the Curb Driving Academy LLC.

### Scope:

This policy applies to all students enrolled in driving instruction programs at Ahead of the Curb Driving Academy LLC.

### Policy:

1. Eligibility for Scheduling Driving Instruction:
  - a. A student may schedule driving instruction sessions if *\*all\** of the following conditions are met:
    - i. The student has completed the registration process.
    - ii. If the student is enrolled in a full driver education package (classroom and driving), the classroom portion (online or in-person) must be completed. Students enrolled in a driving-only package are exempt from this requirement.
    - iii. All tuition and fees owed to Ahead of the Curb Driving Academy LLC have been paid in full.
    - iv. The student possesses a valid Indiana learner's permit.
2. Scheduling Procedures:
  - a. Driving instruction sessions can be scheduled through email, phone, or in person.
  - b. The driving calendar, displaying available time slots, can be viewed online at [aheadofthecurb.net](http://aheadofthecurb.net)
  - c. Scheduling is subject to instructor availability.
  - d. Students are encouraged to schedule driving sessions in advance to ensure availability.
3. Cancellation and Rescheduling:
  - a. Students must provide at least 30 minutes' notice for any cancellation or rescheduling of a scheduled driving session or driving skills test.
  - b. Failure to provide adequate notice will result in the application of the no-show/late cancellation fee as outlined in the Ahead of the Curb Driving Academy LLC No-Show/Late Cancellation Policy.
4. Instructor Availability:
  - a. Ahead of the Curb Driving Academy LLC will make reasonable efforts to accommodate student scheduling requests.
  - b. However, instructor availability is subject to change.
  - c. The Academy reserves the right to reschedule driving sessions or driving skills tests due to instructor illness, emergencies, or unforeseen circumstances.
5. Permit Validity:
  - a. Students are responsible for ensuring their learner's permit remains valid throughout their driving instruction and until the completion of their driving skills test.
  - b. Driving instruction or a driving skills test will not be conducted if the student's permit is expired, invalid, or not physically present.
6. Weather Conditions:

- a. Driving sessions or driving skills tests may be canceled or rescheduled due to severe weather conditions that make driving unsafe.
  - b. The Academy will notify students of any weather-related cancellations or reschedules.
7. Communication:
- a. Students are responsible for providing accurate contact information to Ahead of the Curb Driving Academy LLC.
  - b. The Academy will use the provided contact information to communicate scheduling updates, cancellations, and other important information.

Ahead of the Curb Driving Academy LLC