



### Driving Skills Test Policy

#### Purpose:

This policy outlines the procedures and guidelines for administering driving skills tests at Ahead of the Curb Driving Academy LLC.

#### Scope:

This policy applies to all students seeking to take a driving skills test at Ahead of the Curb Driving Academy LLC.

#### Policy:

##### 1. Eligibility Requirements:

- a. Students must have completed at least one (1) hour of behind-the-wheel driving instruction with an instructor from Ahead of the Curb Driving Academy LLC prior to scheduling a driving skills test. This is to ensure the instructor has assessed the student's readiness.
- b. Students enrolled in a full driver education package (classroom and driving) must have completed 30 hours of classroom instruction and 6 hours of driving instruction, unless they are only driving with Ahead of the Curb.
- c. Students who are only doing driving instruction with Ahead of the Curb are exempt from the 30 hours of classroom requirement.
- d. Students must possess a valid Indiana learner's permit.
- e. All fees associated with the driving skills test must be paid in full prior to the test.

##### 2. Scheduling:

- a. Driving skills tests must be scheduled in advance through email, phone, or in person.
- b. Driving skills tests cannot be conducted on the same day as a student's scheduled driving instruction session.

##### 3. Test Fee:

- a. The fee for the initial driving skills test is \$30.

##### 4. Test Failure and Retesting:

###### a. Failure Criteria:

###### i. A student will fail the driving skills test if they:

1. Accumulate 10 or more points during the test.
2. Perform one or more automatic failure maneuvers, as defined by the Indiana BMV.

###### ii. Instructor Discretion:

1. If a student fails the test, the instructor has the option to end the test immediately at the point of failure or allow the student to complete the remainder of the test before returning to Ahead of the Curb Driving Academy LLC.

###### b. First Failure:

- i. If a student fails the initial driving skills test, they must wait two (2) weeks before they are eligible to retake the test.

###### c. Second Failure:

- i. If a student fails the second driving skills test, they must wait an additional two (2) weeks before they are eligible to retake the test.

###### d. Third Failure:

- i. If a student fails the third driving skills test, their Indiana learner's permit is no longer valid for the purposes of testing at Ahead of the Curb Driving Academy LLC. They must obtain a new learner's permit by passing the required tests at an Indiana Bureau of Motor Vehicles (BMV) location. They will not be eligible to take any further driving skills tests at Ahead of the Curb Driving Academy LLC.
      - e. Retest Fees:
        - i. There will be no charge for the second or third driving skills test.
5. Test Administration:
  - a. Driving skills tests will be conducted by certified instructors from Ahead of the Curb Driving Academy LLC.
  - b. The test will be conducted in accordance with Indiana BMV standards and guidelines.
  - c. Students must provide their valid Indiana learner's permit to the instructor prior to the start of the test.
6. Test Results:
  - a. Students will be informed of their test results immediately following the completion of the test.
  - b. If a student fails the test, the instructor will provide feedback and recommendations for improvement.
7. Permit Validity:
  - a. Students are responsible for ensuring their learner's permit remains valid throughout the testing process.
8. Weather Conditions:
  - a. 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.
9. 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 test results.

**Ahead of the Curb Driving Academy LLC**