



117 So. Kent St.  
Winchester, VA 22601  
Owner: Mary Donnellan  
[www.valleydrivered.com](http://www.valleydrivered.com)  
valleydrivered@gmail.com 540 398-6059

**DRIVER EDUCATION TEEN BEHIND THE WHEEL AGREEMENT: (under 18)**

Please print all required information.

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between Valley Driving School and

Full Name: AS IT APPEARS ON YOUR PERMIT

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Student email address: \_\_\_\_\_ High School Attending: \_\_\_\_\_ Graduated \_\_\_\_\_

Learner's Permit No: \_\_\_\_\_ Issue Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian email: \_\_\_\_\_

Emergency Contact Name:: \_\_\_\_\_ Emergency Contact No: \_\_\_\_\_

Are you taking any medications: Yes \_\_\_\_ No \_\_\_\_ If so, please describe : \_\_\_\_\_

**The following conditions need to be understood before enrolling.**

1. Course consists of a minimum of 14 periods (7 periods of observation and 7 periods of driving). The schedule will be agreed upon prior to the first lesson. Adjustments may be made during the course if needed.
2. Students will be notified by phone, e-mail and/or via website in the event VDS cancels classes. Cancelled classes will be made up at the end of the course or during an alternate day.
3. A minimum of 24 hours notice by the student is required for cancellation of Behind-The-Wheel lessons. Failure to comply may result in a charge of \$30. When canceling, the student or a parent must speak to the instructor. Cancellations must be sent to the instructor via text or a phone call on the instructors contact number.
4. To retest for a license due to failing the road test, there will be **\$55 fee**. Lost or misplaced DTS-B will be re-issued for a processing fee of **\$25**.
5. **A Fee of \$50.00** will be charged for any insufficient funds or stop payment of a check that is returned by a bank. Issuer of the check will be responsible for all legal expenses.
6. Sleeping or cell phone usage is not allowed during driving or observation.
7. Any student suspected of being under the influence of alcohol or drugs while attending class or road instruction will be immediately expelled from the program. A conference will be held with their parent/guardian as well as the local law enforcement officials being contacted. Also, **NO refund and DMV will be notified**.
8. **ATTITUDE** and **MATURITY** are an important part of this course. Any student who is found to be **DISRUPTIVE** or **DISRESPECTFUL** to the instructor, other students or anyone associated with Valley Driving School, shall be dismissed by the instructor at the instructor's discretion. **NO refund** from the program will be given.
9. **Traffic Violations during drive time** -Student drivers must obey all traffic regulations and speed limits.  
Any violations that occur during their drive time that result in a ticket or summons, the driver is responsible for the payment of the fine.

**Fees and Refund Policy:**

All fees will be collected on the first day of instruction. For notice of withdrawal received on the first day of classes/lessons and before the second day of classes/lessons, a refund of fifty percent of total tuition will be granted. A refund of all fees paid will be made, upon request, if school is not capable of or willing to begin instruction within 30 calendar days from the date agreed to in the contract. **No refund** of tuition will be granted for Behind the Wheel students beyond the third day of a class and/or driving lesson. The request for the refund must be submitted in writing. You can email request to [valleydrivered@gmail.com](mailto:valleydrivered@gmail.com).

The driving instruction provided does not guarantee that a student will pass the state license examination, that the student can secure a license, or that the student will be guaranteed employment upon completion of this course. The Department of Motor Vehicles is committed to promoting transportation safety through the certification of quality driver training programs. If you have comments or concerns about this course, call our **toll free number: 1-877-885-5790**.



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**Attention Parents / Guardians / Student Drivers under 18:**

If the student has sports, after school activities, work etc, and you know the schedule of these activities, we would appreciate if you could let the office know in advance.

We encourage parents to be involved in the student's progress. You are paying for this service, please be involved and make sure your student driver is getting the full benefit of this service. Feel free to call the office or ask the instructor about your students' improvements during the course. If you have any comments or concerns, please give us a call to discuss the issue. Phone contact: 540 398-6095 or email: [valleydrivered@gmail.com](mailto:valleydrivered@gmail.com)

**----- COMPLETE THE SECTION BELOW -----**

During the BTW program I grant Valley Driving School instructors permission to have my son/daughter be the only student in the car for purposes of picking up and dropping off students for the behind the wheel scheduled sessions. Regulations require that a student under the age of 18 years riding alone with the instructor shall ride in the back seat of the driver training vehicle until other students are present in the vehicle.

Also in the event of a scheduled lesson only one student attends the session, I give Valley Driving School instructors permission to have my son/daughter receive one-on-one driver training with an instructor. The student driver will still be required to observe another student driver the required periods.

I certify that (Name of STUDENT DRIVER) \_\_\_\_\_ has completed 45 hours of guided practice driving and 15 hours of which were after sunset. It is illegal for anyone to give false information in connection with obtaining a driver's license. This certification is considered part of the driver's license application, and anyone who certifies to a false statement may be prosecuted. I certify that the statements made and the information submitted by me regarding this certification are true and correct.

**We have read this contract and agree to abide by the conditions.**

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Student Learner's Permit Number \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Driver's License ID Number \_\_\_\_\_

It should be emphasized that successful completion of a driver education program does not and should not imply that your child is a safe, accomplished driver. During the course, student is instructed in the basic skills necessary for the safe operation of motor vehicle. However, as with any skills, it is only with repeated practice that the skill is developed and perfected. Your continued work with your son/daughter is essential to further development of sound driving skills. **As a parent, you must make the ultimate decision to determine if your child is ready to handle the responsibility of operating a motor vehicle unsupervised.**

**BRING THIS COMPLETED AND SIGNED CONTRACT TO THE INSTRUCTOR ON THE FIRST DAY OF BEHIND THE WHEEL**

ALSO BRING:  
YOUR DEC 1 CLASSROOM COURSE COMPLETION CARD/CERTIFICATE.  
THE FEE IN THE FORM OF CHECK / CASH OR CREDIT CARD PAYMENT RECEIPT..  
YOUR LEARNERS PERMIT AND A COPY OF YOUR LEARNERS PERMIT.  
(I IF YOU DO NOT HAVE A COPY WE WILL MAKE ONE).

VDS OFFICE USE ONLY

Date Fee Paid \_\_\_\_\_

Valley Driving School Rep:  
\_\_\_\_\_



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