



# ALLSTATE DRIVING INSTRUCTION

## Allstate Policy Manual

**Course Fee:** The Course fee and any additional fees assessed should be PAID IN FULL before the end of the class in order for the Completion certificate to be issued.

**Refund Policy:** Fees are NON REFUNDABLE once paid.

**Attendance:** Attendance is mandatory for the entire course.

**No Show/Absentee :** When a student fails to show up for a scheduled class or drive or fails to notify the instructor prior to an absence, \$35 fee would be assessed for a make up session. More than two NOSHOW'S or remaining ABSENT from class on two consecutive occasions or more will result in TERMINATION.

**Removal from the Driver Education Program:** Students will be dropped from the DE program with a "Fail" grade for any of the following:

1. Excessive tardiness & Excessive absences.
2. Failure to complete assigned work.
3. Use of Foul and Abusive language ,and Cheating (whether sharing or receiving answers)
4. Being under the influence of alcohol or any other illegal drug during any of the instructional phases.
5. Misuse of Driver Education Equipment.
6. Repeated and willful violation of traffic laws.
7. Use of Cell Phones, Text Devices and other personal handheld electronics is prohibited unless approved by your DE Instructor.

Please Note:

A Minimum grade of 80% is required to pass the course.

If a Student 'Fail's the grade than he can register again at the start of next class for a fee or re test at a cost of \$ 35 per time until satisfactory score is achieved.

If a Student passes the classroom assessment, but is unable to demonstrate proper driving skills, Allstate Driving Instruction has the right to withhold certification, until the student has demonstrated satisfactory driving skills.

We may be required to Record the performance of all students via audio and video recording devices, if needed for educational purposes.

**Parents'/Guardians' Can Help:** Take an early interest in the progress of you son/daughter. When such violations are observed, the student will be removed from the DE course. The Vermont State Patrol, the DMV and DE instructors all recognize the importance of practical driving opportunities for the learner. Thus, we suggest that you provide opportunities for your student driver to practice.

Talk with you teen driver about their progress in both the classroom and the in-car phases throughout the course. There are several ways to help your teen driver **during and beyond** the course:

1. Set a good example when you drive
2. Keep your student accountable for assigned course work and attendance. Ask for, review and sign off on every in-car lesson
3. Provide a vehicle for practice sessions
4. Plan each session based on the suggestions sent home by the teacher
5. Reinforce the skills taught by the Driver Education teacher. If differences come up please contact the instructor for clarification.
6. Make sure the student is familiar with all controls and safety devices in each of the family vehicles
7. Remain calm! A soft, steady voice is most helpful
8. Explain: Do not assume your teenager knows what you want them to do
9. Give all directions clearly, calmly and well in advance of the Maneuver
10. Be Ready to assist with verbal steering guidance as well as guidance well in advance of trouble
11. While riding remember you are the responsible driver of the car so that you are always scanning the driving scene and ready to react to any driving situation
12. Expect your students to make mistakes. Separate physical errors (turning the wheel too soon) from mental errors. Look for positive situation to make positive compliments.

An Additional \$ 25.00 fee will be assessed for any returned or bounced Checks.

Allstate Driving Instruction is in no way responsible or liable for actions of its' students during and after the course completion.

Though Allstate Driving is licensed by the Vermont Department of Motor Vehicles it does not guarantee that the good driving habits be put in force by a novice driver.

Allstate Driving Instruction does not Guarantee a DRIVING LICENSE.

It is our goal to make every effort towards making a 'CRASH FREE MOTOR VEHICLE OPERATOR'.



# ALLSTATE DRIVING INSTRUCTION

I have received Allstate Driving Instruction's POLICY MANUAL, have read and understood the terms and conditions of the manual.

Student Name : \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent / Guardian (For Students 18 & Under)

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