

RECORD OF AGREEMENT

1 of 2

Suburban Driving School FlexiSupply Co. DBA Phone 440-729-4360

Suburban Driving School shall furnish a licensed instructor and a dual-controlled, fully insured motor vehicle equipped with an automatic transmission, for the purpose of teaching the student. The school does not guarantee that the driver's license will be secured or that lessons will be completed before the student's 16th birthday.

Parents, please remember that even though your child has taken this course and they receive a certificate from Suburban Driving School, they may not be 100% road ready. You are still the final judge of their driving skills. Even if your teenager passes the state driving test, they may not be ready for full time driving. It is up to you, as the parent, to make the final decision about your son or daughter's driving ability. All course work and drive times are available to be finished within a 4 month period. If class location, time or date changes, students are required to finish at another location. The student is fully responsible for keeping track of all classes attended and in-car instruction completed by recording it on the Individual Record. If the student loses the Individual Record and needs to repeat any in-car lesson, there will be a charge for the in-car lesson. Please make sure that the final certificate issued at the completion of the course matches the student's temporary exactly even if the temp has incorrect information and that the certificate is dated and signed before scheduling your final driving test. If there is mistake, contact our office immediately.

Classroom Locations

Bainbridge Suite #210 17800 Chillicothe (Rt 306) Bainbridge, OH 44023	Chesterland Suburban Classroom 8440 Mayfield Rd (A2) Chesterland, OH 44026	Chardon Square 149 Main St Chardon
Berkshire High School 14510 Main St Burton, OH	Cardinal High School 14785 Thompson Ave Middlefield, OH	W Geauga HS Chillicothe Rd Chesterland

Classes

24 hours of classroom instruction required. Students must attend classes # 1 - # 8 if attending 3 hour classes.

These classes can be taken in any order. Pre-registration is required at many classes. Drop in students are considered standby and may be asked to leave if there is no room at the class. Do not take classroom instruction and on road instruction on the same day. Do not repeat the same class number. Please pick up your child on time as the instructor cannot wait with the student and there may not be an indoor area for them to wait in. **DO NOT START THE DRIVING PROGRAM UNLESS YOU ARE 15(1/2) YEARS OLD.**

On Road Instruction

8 hours of on road instruction is required and may be scheduled after attending 1 classroom session if the student is paid in full and has turned in a signed copy of the contract and a copy of their temp. Do not schedule classroom instruction & in cars for the same day. Students should be ready for pick up 1/2 hour before their lesson begins and allow at least 1/2 hour after each lesson for your child to be dropped off once their lesson is done.

When students meet the instructor for driving they MUST HAVE with them:

1. Their Individual record . 2. The validated temporary that has been certified by the State Highway Patrol .3. Gas money. We need 48 hours of notice before canceling an on road lesson. If there is not adequate notification a \$35.00 fine will be charged. Sunday and Monday appointments must be cancelled by Friday. This is necessary because our drivers are paid regardless if your child shows or not. If there is a "no show", no paperwork", "overbooking and not canceling a lesson" or any other failure to fulfill an on road lesson without proper notification there will also be a \$35.00 fine charged per 2 hour lesson.

Use of our car for the Driver's test is available for a fee; call the office for more information. You must be accompanied by one of our instructors and your parents. Appropriate dress and footwear is required during in-cars.

In case of inclement weather we reserve the right to cancel lessons. We reserve the right to determine drop off and Pick up locations. Please see your schedule for pick up locations if we are not picking up at home. If your child is dropped off at a location other than their home, please make sure a responsible adult will meet them promptly at the end of their lesson as the driver cannot wait with them.

TO SCHEDULE IN-CAR INSTRUCTION: Go to www.schedule2drive.com. Our school code is SDS. Pay the required fee on line. This fee is separate from the fee you pay for classes or in car instruction. You must pay by credit card to the schedule2 drive company. If you do not have access to the internet , please call our office.

Payments

The cost is \$_____ for 24 hrs of classroom instruction and 8 hours of on road instruction. Bring contract and payment to class. In car service charge-*There is a 2 gallon gas charge per 2 hour in car lesson.* The student will pay for and put 2 gallons worth of gas in to the driver ed car during each 2 hour lesson. If the gas tank is full the student will pay to the

instructor in cash the equivalent of 2 gallons of gas which will be put in at a later time. This payment will be marked on the student's IR.

The student ***MUST finish classes within a 4 month*** period from the start date otherwise this contract is null and void and no refund will be given. You will need to repeat all classes and pay again.

We accept cash or checks. (Make checks payable to: Suburban driving school.) \$40.00 returned check fee.

Discipline

1 We reserve the right to refuse to teach your child in any classroom or any in-car lesson due to behavior that is not conducive to a safe, learning environment. If a student is asked not to return to a specific classroom due to discipline problems, that student will be required to contact the office to make arrangements to finish classes at another classroom location. If the student is asked to leave the classroom, they will not receive credit for that class and will have to re-take that class number. There is a \$30.00 charge to repeat the class.

2 Vandalism to our books or any other documents is not tolerated and a \$30.00 fee will be charged. Lost documents or replacement certificates are \$35.00

Refunds

1 NO REFUNDS if the school has been ready, willing, and able to fulfill its part of the agreement.

CERTIFICATE OF COMPLETION

The driving school shall furnish a certificate of completion to all students under the age of 18 years who successfully complete the course. Completion, as defined by the state of Ohio, refers to the completion of the required number of hours, the student's good faith effort having been exercised during the practical driving portion and the attainment of a score equal to or greater the 75 percent on the performance measurement. Should the student fail to achieve the minimum passing score on the final exam, additional classroom attendance may be required and an additional fee of \$30.00 may be charged for the classroom. The certificate will be mailed after course completion. The student must have paid in full, turned in a signed and completed contract and a completed Individual record sheet and a copy of their temps before the certificate of completion can be processed. Replacement certificates require a notarized statement showing the reason the replacement certificate is required. Please keep your certificate in safe place until you are ready to take your test. . There is a \$35.00 certificate replacement fee if the student provides incorrect information or loses the certificate. **Your certificate will be mailed to you** Please print legibly and fill out exactly how your name & address appears on your temporary permit. PLEASE RETURN A SIGNED COPY AT CLASS with your payment and a copy of your temps. **ARE YOU 15(1/2) YEARS OLD?**

Beginning Driver

Student's Name _____ Birth Date ____ / ____ / ____

(Exactly as it appears or will appear on Temporary)

Home address _____ City _____ State _____

Mailing Address _____ City _____ State _____ Zip _____

Phone Home _____ Cell _____ Temp Validation Date: _____

High school that you attend _____ driving class location _____

I have read the above information and agree to the record of agreement signed by my child. I understand that all coursework and driving must be finished within 4 months from the start date, otherwise the student will be required to repeat the course and pay again.

COST for 24 hours of class and 8 hours of In car driving \$ _____

Gas charge per 2 hour lesson \$ _____ cost for 2 gallons of gas-variable _____ Start Date ____/____/____ End Date ____/____/____

Cost for Schedule2 drive on line scheduling \$ _____ **FOUR MONTHS**

X _____ Date _____ X _____ Date _____
Student's signature Parent / Guardian signature

To be filled out by school

Start Date ____/____/____ Contract ending date (4 months) ____/____/____

Agent of School _____ # _____ date ____/____/____

Date of Completion ____/____/____ State Certificate Number _____

Record of Payment Date _____ Amount _____ Cash/ Check # _____
Date _____ Amount _____ Cash/ Check # _____
Date _____ Amount _____ Cash/ Check # _____

Driver Training Schools are licensed by the Department of Public Safety through the Governor's Safety Office, 1970 W. Broad St. Columbus, OH 43223

Suburban Driving School 440.729.4360 School Code SDS

INDIVIDUAL RECORD per rule 4501-7-10 **CONTRACT ON FILE** Final Test Score _____ Issued _____ Certificate # _____

ENTIRE COURSE MUST BE FINISHED BY _____

Make (2) two copies of this record. Give (1) to your parents after completing your final lesson.

YOU MUST FINISH ALL LESSONS FOUR (4) MONTHS FROM YOUR START DATE

Your Certificate will be mailed to you. Please do not call the office for your certificate. Do not schedule driving test until you receive your certificate.

Name _____ Date of Birth _____ Male Female

Address _____ City _____ State _____ Zip _____

Telephone _____ Cell Phone _____

NOTE: Cancellations must be made 48hrs in advance or a \$35.00 fee will be charged. No – Shows, no paperwork, overbooking etc. of in-cars a \$35.00 fee will be charged.

To schedule Driving Appointments go to schedule2drive.com

Classroom Instruction Log

Incar Instruction & Rating

1=Good, 2 =Fair (needs improvement)

Date	Begin Time	End Time	Class	Student Signature	Instructor Signature and License No.	Class Location #	Lesson No. Section	1	2	3	4
								1, 2 & 7	3, 4 & 5	6 & 8	7, 9, 10
							Review at each lesson and Check				
							Basic Procedure				
							City intersections				
							Rural Driving				
							Safety Check				
							High speed-sight				
							distance planning				
							Night- RR X review				
							Lane change- passing				
							Maneuvering-parking				
							Braking				

Total Class Rm. Hrs _____ Per rule 4501-7-11

IN-CAR INSTRUCTION LOG

Temporary Number, Issue date, Expiration date, and date made valid, MUST BE WRITTEN DOWN AT EVERY LESSON.

Date	Begin Time	End Time	Hours Driven	Temporary No.	Validation Information			Student Signature	Instructor Signature and License No.	Comments
					Issue	Expiration	Valid			
										2 gal. of gas per in-car <input type="checkbox"/>
										2 gal. of gas per in-car <input type="checkbox"/>
										2 gal. of gas per in-car <input type="checkbox"/>
										2 gal. of gas per in-car <input type="checkbox"/>

Total Incar Hrs. _____ per rule 4501-7-11 **Attach a copy of Temp. License , I.D., Record sheet & a self addressed stamped envelope to this Sheet**

I the undersigned Instructor, certify that the Student has satisfactorily completed the behind the wheel instruction required by this chapter and section 4508. 03© of the revised code.

The completed & signed training record has been given to the student upon completion of the training

I have Received and Reviewed this Record sheet

Final Lesson Signature and lic.. # _____

Parent Signature _____

WHAT TO BRING TO CLASS

1. **3 copies** of the Record of Agreement (This is the contract - **completed with signature(s)**). Bring your payment the first night if possible. **(2 copies for the school and 1 for you)**
2. 2 copies of the Individual Record (IR).
3. Staple a **copy** of your **TEMPS** to the back of the Individual Record.
4. Staple a self address stamped envelope with your correct mailing address to the back of the IR. INCLUDE S.A.S.E. (*Self Addressed Stamped Envelope*)
5. **A notebook and a pen**
6. **You must finish classes and in-cars driving within 4 months of start date otherwise the contract is null and void and you will have to repeat the course. No refunds.**

HOW TO SCHEDULE IN-CAR DRIVING LESSONS

1. Make sure you are paid in full and have turned in your record of agreement (Contract) with a parent signature. (You must finish at least one 3 hours class) DON NOT REGISTER UNTIL YOU HAVE DONE THIS.
2. Go to www.schedule2drive.com. Register as a new student.
3. Enter the school code SDS.
4. Put in your personal information and print out. Pay as required on line **(with a credit card)**. It may take a few days to activate your account. Keep checking and then schedule your in-car driving lessons. Print out you schedule and give a copy to your parents plus bring a copy to your driving lesson).
5. Your temp number is your password. You can create a new password instead of your temp license number if you wish.

WHAT TO BRING TO YOU IN-CAR APPOINTMENT

1. Your original temporary license.
2. If you lose your temps you must get a validated replacement from your local BMV.
3. Your Individual Record.
4. A notebook and a pen.
5. Your gas fee.
6. Please dress appropriately. Shoes or sandals with backs are required.
7. Before your last in-car, your parent must sign your IR and you must bring a **duplicate copy** to the instructor to sign and return to your parents.

WHEN YOU HAVE FINISHED ALL CLASS SESSIONS AND IN-CAR APPOINTMENTS

1. At the end of the last class or the last in-car, make sure that you and your instructor have signed and dated all the places that are required.
2. Make sure a copy of your temps and a self addressed stamped envelope is attached to the IR.
3. GIVE THE PAPERWORK TO THE LAST INSTRUCTOR THAT YOU HAVE.
4. **THE OFFICE WILL MAIL YOUR CERTIFICATE. NO EXCEPTIONS.**
5. DO NOT SCHEDULE YOUR TEST UNTIL YOU HAVE YOUR CERTIFICATE. Take the certificate with you when you take your driving test at the bureau.
 - **KEEP THIS PAPERWORK WITH YOUR INDIVIDUAL RECORD AND GIVE A COPY TO YOUR PARENTS.**
 - **ALL CERTIFICATES WILL BE MAILED.**
 - **A \$35 WILL BE ADDED FOR LOST / REPLACEMENT CERTIFICATES**

Parent signature

Student Signature