**VOLT DRIVING SCHOOL**

**Terms of Business**

1. The tuition vehicle is to be driven in a way that is safe and all instructions and directions given must be followed. If you are unsure about anything we are doing or what direction to take you must let me know.
2. Any damage caused to the vehicle from your own driving will be the responsibility of the person driving the vehicle and thus any damage caused to the vehicle, third parties and others property will be your sole liability and these costs paid for.
3. When driving you are responsible for any points or fines issued.
4. You will not attend any booked session in an unfit state; this includes the use of drugs, alcohol, medications or attending a booked session when tired or having not slept.
5. The vehicle is to be treated in a respectful manner and not to be driven in a way that is dangerous or reckless. Failure to do so may result in **immediate termination** of that session.
6. Sessions must be booked and paid for at 72 hours prior to the start time.
7. Sessions can only be cancelled at a **minimum** of 48 hours notice. Otherwise they will be chargeable.
8. Repeated cancellations will lead to termination of our tuition.
9. Do not book driving tests until we are both in agreement you are ready to attend.
10. Booked driving tests are liable to be changed if suitable progress is not made, frequent gaps in tuition are left or lessons are cancelled. Practice tests or similar methods will be used to help monitor progress.

**My Responsibilities:**

1. To give you supportive and helpful tuition on our sessions together in a way that benefits you
2. To be open and honest with you and your progress
3. To adhere to our agreed start and finish times and if delays or traffic on the day mean any variation to this I will let you know. If we can not complete our full session any credit from a delayed start will be added onto a future session.
4. Ensure that the car we are using is safe and legal, is serviced and insured. In the event of the vehicle being unavailable a replacement automatic car may be substituted. If this can not be provided then any booked session will be rescheduled with no financial impact to yourselves.
5. To be polite and friendly in my tuition style and to help you identify areas where you feel you may need further support

SIGNED (VOLT)…………………………………………………………………. DATE………………………………….

SIGNED (CUSTOMER)……………………………………………………….. DATE………………………………….