



## ***Building Better Drivers, One Teen at a Time.***

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## **USING “SCHEDULE 2 DRIVE” TO SCHEDULE INSTRUCTOR-LED DRIVING LESSONS**

Green Light Driving Academy (GLDA) uses an on-line system (website) for scheduling driving lessons for students enrolled in a driver education program. The system is called “Schedule 2 Drive” (S2D) and GLDA creates accounts for all students enrolled for driving instruction.

Schedule 2 Drive (S2D) is also where students will record the hours that they drive with their parents. This is often referred to as the “parent log”.

### **ACCOUNT CREATION:**

- If a student is enrolled in the traditional classroom program, their account will be created after the first 2 weeks of the classroom session. If we don't have their permit at that time, the account will be created, however, will not be fully activated until we receive the permit.
- Accounts will be created for students that are enrolled in the on-line classroom/instructor-led driving instruction OR enroll for a driving-only program once we receive a copy of the student's permit and a contract has been signed and paid for.
  - *Note: Students that are completing their classroom instruction through an online course provider will still need to finish their classroom instruction and provide the certificate from the course provider showing that the classroom instruction is complete.*

### **PLEASE REMEMBER:**

- If the student took the traditional program with in-house classroom instruction and they have not missed more than 5 days of the classroom session, they can begin scheduling their drive lessons with GLDA even if the class days **have not** been made-up.
- Tuition for the driver education course must be paid in full before the driving instruction can begin unless alternative arrangements have been made.
- **Upon logging into S2D for the first time, students/parents will be prompted to pay a one-time registration fee TO S2D. The cost is \$14.95 and can be paid by credit card or debit card. Once paid, the student is fully activated. THIS IS REQUIRED BY ALL STUDENTS AND IS PAYABLE TO SCHEDULE 2 DRIVE, NOT GLDA.**
- All instruction (classroom and driving instruction) must be completed by the contract deadline which is ONE YEAR from the day they started class.
  - Contract Extensions are available if needed. Contact the office for information about this.

NOTE: We offer a Premier Scheduling Service where we will schedule the 7 instructor-led driving lessons for your student based on black-out dates and times that you provide to us. The cost is \$98.00 and there must be at least 6 months left on the contract. Contact your student's office location for more information about this service.

The attached instructions explain how to use S2D (the drive lesson scheduling system) to schedule the seven 2-hour driving sessions with GLDA instructors.

Please refer to our other document for instructions on how to use S2D to enter the Parent-Log hours:

<https://greenlightdrivingacademy.com/assets/cms/uploads/files/HowToUseParentLog.pdf>

Please refer to the following pages for information and instructions for:

1. Preparing for a Drive Lesson
2. Tips for using Schedule 2 Drive and Other Information about Driving Lessons
3. Logging into Schedule 2 Drive
4. Reviewing your Information on Schedule 2 Drive
5. Scheduling Driving Lessons
6. Cancelling a Drive Lesson

## PREPARING FOR A DRIVE LESSON

- When you arrive for your lesson, make sure that you have your valid (non-expired) permit with you. The paper permit that you received originally is only valid for approximately 45 days after issue and cannot be used after that date (this date will be shown on the permit). Once the paper permit has expired, you must bring the plastic permit with you for your driving lesson. **YOU CANNOT USE THE PERMIT THAT WE HAVE IN OUR FILE SINCE IT IS AN ELECTRONIC COPY OF THE PERMIT AND NOT A VALID DOCUMENT.**
- Arrive at least 10 minutes prior to lesson
- The office may not be open when you arrive for your driving lesson. If the door is locked, please wait close by for the instructor to arrive.
  - **FOR COPPELL STUDENTS:** Please go upstairs to wait for your instructor. Do not wait for your instructor in your car in the parking lot.
- Make sure that you are wearing corrective lenses IF it is indicated on your permit that you must wear corrective lenses. Restriction Letter: A
- Make sure that your hair is off your face and out of your eyes
- **A student cannot drive with a cast, brace, splint, etc. on their hands, legs, arms, back – THERE ARE NO EXCEPTIONS TO THIS POLICY**
- PLEASE DO NOT WEAR FLIP FLOPS or shoes that do not have backs to them. The student is allowed ONE WARNING and after that, they will be charged a No-show fee - NO EXCEPTIONS

## TIPS FOR USING “SCHEDULE 2 DRIVE” AND OTHER INFORMATION ABOUT DRIVING LESSONS

- A new week of drive lessons is posted every Monday around 8:00 pm but can be later. It takes about 15 minutes to release all of the lessons, so if you do not see any when you first log in, keep refreshing your screen.
- Consistently check the schedule – more than once per week
- Use Email & Text alerts – but don't rely on them solely. (GLDA office staff has no control over email/text alerts)
- The contract is for one year from the day of class – if you have a DIFFERENT deadline – please plan accordingly
- Be flexible (GLDA may have as many as 500 active students)
- Don't wait to schedule drive times, but schedule throughout the year
  - **SUGGESTION: SCHEDULE AT LEAST 1 LESSON PER MONTH.** At various times during the year (i.e. Spring Break through the end of the school year, End of Summer, Holiday Breaks), it will be more difficult to schedule lessons because of the volume of students trying to schedule.
- Students should practice a min. of 6-8 hrs. for every lesson w/ GLDA instructors. We actually recommend up to 100 hours of practice for a student before they take their driving test, however, you only have to log in 30 hours into the parent log.
- Parents should look for progress reports and/or letters given after EACH driving lesson
- GLDA requires between 7-10 full calendar days between lessons based on the time of year and demand for lessons. Our normal schedule is as follows; however, it may change based on demand. This change will be noted on the Message Board in Schedule 2 Drive – so please check this information often.
  - September 1 – May 31: 10 full calendar days or every 11<sup>th</sup> day
  - June 1 – August 31: 7 full calendar days or every 8<sup>th</sup> day
  - We do reserve the right to lengthen those times at any time during our high demand seasons (i.e. Spring -End of School Year, End of Summer-Beginning of School Year, Holiday Breaks).
- Students must pass 7<sup>th</sup> driving lesson (Final Test). If they do not pass this lesson, we will offer one extra lesson at no charge. If they fail the 8<sup>th</sup> lesson, there will be a \$50 charge for each lesson thereafter. NOTE: If the student does not pass the 7<sup>th</sup> lesson and must take an 8<sup>th</sup> lesson, the contract deadline no longer applies.

## LOGGING INTO SCHEDULE 2 DRIVE

1. Once you have been notified that your student's account has been created on Schedule 2 Drive (S2D) AND we have been provided the student's permit, you'll be able to access the Schedule 2 Drive website:  
[www.schedule2drive.com](http://www.schedule2drive.com) NOTE: You can also access S2D website from your mobile device.
  - To access your account, use the “**Student Login**” area of the log in page to access your account. (Again, there is no need to ‘register’ – the account has already been created.)
  - Enter:
    - **TX** for State/Province
    - **Student's 8-digit permit number** (this number will display to the right of their picture on the permit)

**Student Login**

State/Province: -- Choose One ▾

Permit/Student ID:

Birthday (MM/DD/YYYY):  /  /

Login

1024 X 768 resolution required

- **Birthdate** in the format shown
- Click “**Login**”
  - i. If this is the FIRST time logging in – you will be notified to pay the one-time registration fee of \$14.95 to Schedule 2 Drive. This can be paid by credit or debit card.

- ii. Click on “Pay by Credit Card” and follow the screen prompts.



**SCHEDULE 2 DRIVE**

**Get CONNECTED. Save TIME.**

A one-time access fee is required before you can schedule your driving lessons. This fee will provide you 24 x 7 access to your driving school's calendar.

**Paying your access fee lets you...**

- View the dates and times that lessons are available
- Schedule, cancel, and reschedule lessons
- Receive important scheduling reminders to avoid cancellation fees
- Review your completed and scheduled lessons

... and so much more!

**Small price. Big convenience.**

The banner features a woman with brown hair and green eyes driving a green convertible car on a road through a green landscape under a blue sky with clouds.

Premium Access is available to you for only \$14.95. To sign up, simply click the Pay By Credit Card button below and enter your credit card information into our secure credit card processing site. Once your payment is received, you can log on at any time to schedule drive times!

If you have questions about this service, please contact GLDA - Grapevine at [817-310-0193](tel:817-310-0193).

Later **Pay By Credit Card**

2. When this has been paid, you will be logged into Schedule 2 Drive and you will be on your profile **HOME** page.

## REVIEWING YOUR INFORMATION ON SCHEDULE 2 DRIVE

1. Once you have logged into Schedule 2 Drive – please review the **HOME** page and information in your profile.
2. The **HOME** page contains useful information at a glance such as:

The screenshot shows the 'HOME' page of the Schedule 2 Drive system. On the left is a navigation menu with 'User Profile' selected. The main content area displays the user's profile information, including drive and observation hours, parent log, deadline, and fees. A 'Message Board' on the right contains a notice about a Saturday lesson on Nov 5 in Grapevine, VA, and a reminder to check for updates.

- Next Schedule Drive Lesson (if one has been scheduled)
- How many Drive and Observation hours that are required and have been completed
- How many hours have been entered into the Parent Log area and how many are required
- The contract deadline (all GLDA drive lessons and classroom sessions must be completed by that date)
- Any fees owed \*\*
- Classroom Days to Make-up \*\*
- The Message Board that provides important updates and things to remember when scheduling drive lessons. The information here changes often – so please remember to read this periodically.

\*\* It may take a few days after the student's account has been created for fees and classroom make-up days to be input. Please make sure that you review this information and contact us ASAP if you see any discrepancies.

You can also view some of this information in more detail by clicking on the tabs across the top of your **HOME** page.

3. It is important to click on the **"User Profile"** section in the Navigator and review the address, email addresses and phone numbers that we have listed for you and your student. These can be changed by you at any time by clicking the Edit tab, and changing the information and then clicking **"Submit"**. Please be sure to update this information if it changes later.
  - **IMPORTANT - PLEASE NOTE:** We will use your email address for sending reminders, deadline notifications; notifications of last minute drive lesson cancellations, etc. so please make sure that this information stays current. If you also want to be TEXTED with some of these notifications, you can set this up by clicking on the cell phone graphic on your **HOME** page and updating the information regarding this on that page. For a phone number to be used for texting, it must be indicated as a mobile number.

## SCHEDULING DRIVING LESSONS

**REMEMBER: A new week of drive lessons is posted every MONDAY EVENING. We try to post these lessons between 8:00 – 12:00 pm.**

Students will only see drive lessons available to them for the location that they took their classroom instruction unless arrangements have been made in advance to have the student drive from another location. For drive only students, that location will be determined at registration.

Students must space out their driving lessons and the length of time is generally based on the time of year and demand for lessons. **This may be increased or decreased based on demand (i.e. beginning or end of school year, summer, etc.).**

- September 1 – May 31: 10 full calendar days between lessons or every 11<sup>th</sup> day
- June 1 – August 31: 7 full calendar days between lessons or every 8<sup>th</sup> day

**To schedule a drive lesson – follow the directions below:**

1. Click on the “**Schedule Drives**” link located in the Navigation panel (left hand side of the **HOME** page). The calendar with 3 weeks of drive lessons will be displayed. NOTE: We do not post our schedule out further than 3 weeks.
2. Select a date that has “**OPEN SLOTS**” displayed. NOTE: If the word “**FULL**” is displayed, all sessions for that particular day have been filled at that time. If the date box is blank, there are no drive lessons scheduled for that day. GLDA DOES NOT SCHEDULE DRIVING LESSONS ON SUNDAY AND CERTAIN HOLIDAYS.
3. When the list of times open for that day you have chosen, please pay attention to any comments listed under “Notes” that are with the drive lesson.

	Drive Time	Spots Available	Notes
<input type="radio"/>	3:00pm - 3:20pm	1	
<input type="radio"/>	3:20pm - 3:40pm	1	
<input type="radio"/>	3:40pm - 4:00pm	1	
<input type="radio"/>	4:00pm - 4:20pm	1	
<input type="radio"/>	4:20pm - 4:40pm	1	** DO NOT SCHEDULE THIS LESSON IF YOU ARE NOT ALLOWED TO BE ALONE IN THE CAR WITH THE DRIVING INSTRUCTOR **
<input type="radio"/>	4:40pm - 5:00pm	1	
<input type="radio"/>	5:00pm - 5:20pm	1	*** THIS LESSON IS IN TROPHY CLUB. MEET THE INSTRUCTOR IN THE PARKING OF BYRON NELSON HIGH SCHOOL, OUTSIDE DOOR 26 **
<input type="radio"/>	5:20pm - 5:40pm	1	
<input type="radio"/>	5:40pm - 6:00pm	1	

- GLDA will indicate if the drive lesson is set to be a “ONE on ONE” lesson (ONE STUDENT - ONE INSTRUCTOR). This is mostly for the driving portion of the 2-hour lesson. Another student may be picked up for the observation hour and the student will no longer be alone with the instructor. If you have initialed NO in the section of the contract pertaining to this, please do not schedule this lesson.
4. Select the specific time you would like to drive from the list by clicking in the circle next to the lesson time. NOTE: There will be a warning on this page if the lesson you have chosen is too close to a lesson you already



have scheduled – either prior to this date or in the future.

**Register**

Sessions on November, 25th 2016

<< Previous Day    Next Day >>

	Drive Time	Spots Available	Notes
<input checked="" type="radio"/>	12:00pm - 2:00pm	2	GRAPEVINE LOCATION
<input checked="" type="radio"/>	2:00pm - 4:00pm	1	GRAPEVINE LOCATION

Back to Calendar    **Next Step**

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5. Click **“Next Step”**
6. Read the information to confirm the date and time and click **“Register for Drive”** if you wish to schedule the lesson. If you do not wish to schedule, click on **“Return to Calendar”** to have the calendar display again. **IMPORTANT:** If you do NOT click the **“Register for Drive”** button, the driving lesson WILL NOT BE RESERVED for you.

**Register**

Please **VERIFY** the time and date of the drive you have selected and click the Register for Drive button to confirm your registration.

**Friday, November 25th, 2016 from 12:00pm to 2:00pm**

GRAPEVINE LOCATION  
Remember, if you cancel this drive after Thursday, November 24th at 12:00pm you will be charged \$25.00.

Return to Calendar    **Register for Drive**

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7. Since your registration is done in “real time”, it is best to confirm again that you have the lesson scheduled by going to your **HOME** page and verify that it is on your list of drive lessons scheduled. Scroll down below the Message Board to see your list of **Completed and Scheduled Sessions**.

**Completed and Scheduled Sessions**

#	Drive Date	Drive Time	Status	Notes	Feedback
1	Mon, Nov 25th, 2013	8:00am - 10:00am	Completed	this drive time is only to hold a spot and to allow Monday's drive times to say "full" since we are hiding drive time due to pending bad weather	
2	Fri, Dec 6th, 2013	4:00pm - 6:00pm	Completed	creating drive time so others can be hidden	
3	Mon, Dec 9th, 2013	4:00pm - 6:00pm	Completed	this is because all drive times are hidden	
4	Tues, Feb 11th, 2014	4:00pm - 6:00pm	Completed		
5	Mon, Jun 16th, 2014	8:00am - 10:00am	Completed		
6	Wed, Mar 4th, 2015	4:00pm - 6:00pm	Completed		
7	Thurs, Mar 5th, 2015	4:00pm - 6:00pm	Completed		
8	Wed, Apr 22nd, 2015	4:00pm - 6:00pm	Completed		
9	Sat, Oct 15th, 2016	3:00pm - 5:00pm	Completed	GRAPEVINE LOCATION	
10	Fri, Nov 25th, 2016	12:00pm - 2:00pm	Scheduled	GRAPEVINE LOCATION	<a href="#">Cancel</a>

8. If you wish to cancel the lesson, click on the word **CANCEL** to the right of the scheduled lesson and follow the prompts to cancel. **NOTE:** If you are cancelling a lesson less than 24 hours before it is scheduled, you will be charged a Late Cancellation Fee.

## Canceling a Drive Lesson

NOTE: Drive lessons may be cancelled at any time; however, a late cancellation fee will be charged for all cancellations made within 24 hours of the originally scheduled drive date and time.

- If the late cancellation is due to an illness or family emergency, please go ahead and cancel the lesson and then call us as soon as possible, to let us know the situation and we will waive the fee.

To cancel a drive time, follow the steps below:

1. On your **HOME** page, scroll down below the Message Board to the “**Completed and Scheduled Sessions**” section. This area displays your list of completed and scheduled drive lessons.

#	Drive Date	Drive Time	Status	Notes	Feedback
1	Mon, Nov 25th, 2013	8:00am - 10:00am	Completed	this drive time is only to hold a spot and to allow Monday's drive times to say "full" since we are hiding drive time due to pending bad weather	
2	Fri, Dec 6th, 2013	4:00pm - 6:00pm	Completed	creating drive time so others can be hidden	
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7	Thurs, Mar 5th, 2015	4:00pm - 6:00pm	Completed		
8	Wed, Apr 22nd, 2015	4:00pm - 6:00pm	Completed		
9	Sat, Oct 15th, 2016	3:00pm - 5:00pm	Completed	GRAPEVINE LOCATION	
10	Fri, Nov 25th, 2016	12:00pm - 2:00pm	Scheduled	GRAPEVINE LOCATION	<a href="#">Cancel</a>

2. Click on the **CANCEL** link next to the session you wish to cancel.
3. Verify that you have elected the correct session on the next screen and if you wish to continue with the cancellation, click on the “**CANCEL DRIVE**” button.

[Cancel](#)

**You have selected the following session:**  
Friday, November 25th, 2016 from 12:00 pm to 2:00 pm

[Return to Schedule](#) [Cancel Drive](#)

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NOTE: If you are canceling within 24 hours, a warning notice will be displayed. You can stop the cancellation at this time by clicking on “**Return to Schedule**”. If you click on “**Cancel Drive**”, the late cancellation fee will appear on your **HOME** page and the “**Fees**” tab. NOTE: If the cancellation is due to an illness or family emergency, please go ahead and cancel the lesson and then call us as soon as possible to let us know the situation and we will waive the fee.

4. Verify that the drive lesson has been cancelled by going to the “**Completed and Scheduled Sessions**” section of your **HOME** page to make sure that this lesson is no longer listed.