



Building Better Drivers, One Teen at a Time.

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GREEN LIGHT DRIVING ACADEMY – IN-CAR (BEHIND-THE-WHEEL) INSTRUCTION INFORMATION

Website: www.GreenLightDrivingAcademy.com

On-Line In-car Instruction Scheduling: www.Schedule2Drive.com

Email: info@greenlightdrivingacademy.com

In-Car Instruction Schedule: The state of Texas requires the following in-car or behind-the-wheel instruction to complete the Texas Driver Education Course for teenagers.

Green Light Driving Academy instructor taught lessons

- Seven (7) hours – driving
- Seven (7) hours – observation

State law does not allow a student to drive more than one hour per day (see “Special Exception” below), however, a student may complete up to 4 hours of observation per day.

Special Exception: For most driving lessons scheduled with the school, there is a minimum of two students in the car for the lesson. If one of the student drivers does not show up for their scheduled drive time or cannot drive for whatever reason, the other student driver can still drive, however, they may not get their observation on that day.

In this situation, the student that can drive can actually get two hours of driving done and for 2 hours of driving and one observation. This is called a “double drive time”. The other observation must be taken with another drive time or scheduled with the office at a later date.

Parents that have indicated on the contract that their student cannot be alone in the driver education car with an instructor cannot take advantage of this situation. If this situation occurs with a student that has that requirement, we will try to rearrange our other student drivers so that they will not be alone, however, if this cannot be done, that student will need to reschedule that drive time.

A student may have a “double drive time” only once and it cannot be scheduled and allowing this is at the discretion of the driver education instructor.

Parent Taught lessons (log can be kept on the Schedule 2 Drive system) (as of September 1, 2013)

30 Hours Total

- 20 hours daytime
- 10 hours nighttime

State law does not allow a student to log more than one hour of driving per day even if they drove more than that. Parents can use the following guide provided by the state of Texas for teaching these lessons:

[http://www5.esc13.net/drivers/docs/index/Texas%20Parent%2030%20Hour%20BTW%20Instruction%20Guide%20\(2013\).pdf](http://www5.esc13.net/drivers/docs/index/Texas%20Parent%2030%20Hour%20BTW%20Instruction%20Guide%20(2013).pdf)

Basic Information:

- Before scheduling in-car instruction or “drive times”, the student must have their instruction permit, must have completed their scheduled classroom session (excluding any make-up sessions that they may have to complete) and have all course tuition fees paid.

- If a student has missed less than 5 days of class during their regular classroom session, they can begin scheduling their driving instruction sessions or “drive times”.
- If they have 6 or more missed classes, they have not completed their classroom session and thus cannot schedule drive times until that is taken care of. Refer to the Classroom Make-up Policy under “Classroom Instruction Information”.

○ **The student must bring their valid instruction permit with them to their drive time. All information on the permit must be legible. A photocopy of the instruction permit WILL NOT be allowed. If the student does not have their valid instruction permit, they will not be allowed to drive or observe and they will be charged a no-show fee. THERE ARE NO EXCEPTIONS TO THIS RULE.**

- A student must arrive at their drive time with proper shoe attire. Students wearing flip-flops, open sandals, high heels, or other inappropriate shoes will not be allowed to drive. If possible, the student can observe first while their parent brings the proper shoes to the school. It is best to wear tennis shoes or closed-toe shoes for in-car instruction.
- All In-car instruction is scheduled on-line on the “Schedule 2 Drive” system. The on-line scheduling system can be accessed via the home page of the school’s website: www.greenlightdrivingacademy.com or by direct link to www.schedule2drive.com
- All cancellations must also be handled on-line. In the event of an extreme family emergency, a phone call can be made to the office of the school.
- Instructions for using the on-line system can be found on our website and are also included with the parent orientation materials. After a student receives their instruction permit, the permit information must be loaded into the system. This upload will be completed within 2 days of the class completion or when the instruction permit is provided to the school if obtained after the classroom session is over.
- To facilitate the in-car driving and observation requirement, in most cases, drive times are scheduled in blocks of two hours with two drivers.
 - **Special Exception:** For most driving lessons scheduled with the school, there is a minimum of two students in the car for the lesson. If one of the student drivers does not show up for their scheduled drive time or cannot drive for whatever reason, the other student driver can still drive, however, they may not get their observation on that day.

In this situation, the student that can drive can actually get two hours of driving done and for 2 hours of driving and one observation. This is called a “double drive time”. The other observation must be taken with another drive time or scheduled with the office at a later date.

Parents that have indicated on the contract that their student cannot be alone in the driver education car with an instructor cannot take advantage of this situation. If this situation occurs with a student that has that requirement, we will try to rearrange our other student drivers so that they will not be alone, however, if this cannot be done, that student will need to reschedule that drive time.

A student may have a “double drive time” only once and it cannot be scheduled and allowing this is at the discretion of the driver education instructor.

- As soon as the student has possession of their instruction permit, they can drive with any 21-year old or older licensed driver in the front seat of the car.
- Remember, a student has one year from the start of classroom training to complete in-car portion of the course.
- **A student must have 7 FULL calendar days between each drive time or in other words can schedule a drive time every 8 days.** For example, if a student drives on a Monday, they cannot have another drive time until the next Tuesday of the following week. This spreading out of drive times allows the student and parent to practice the skills learned in their lessons.
- If the in-car instruction is not completed within 365 days (1 year) of the original class start date, Green Light Driving Academy will terminate the contract at the end of the contract’s original effective date and refund any unused course tuition according to the refund policy on the contract IF an extension is not granted or paid for.
- **Please arrive for your drive time at least 10 minutes before the scheduled time. Drive times start at the time designated on the schedule. An instructor can wait 5 minutes for a student that is late; however they will leave at 5 minutes after the drive time is to begin. If the student arrives after that time, they may be able to wait for the car to return and drive during the second hour of the drive time. The student will need to make up the observation that they missed.**

- No food is allowed in the cars. A drink will be allowed at the discretion of the driving instructor.
- **The student cannot use cell phones, CD/MP3 or similar devices during a drive or observation times.**
- **If a student is caught using a cell phone or other mobile device during an observation, they will not get credit for that observation.**
- **A student must be alert during their observation. Any student caught sleeping will not be given credit for the observation hour.**
- ***A DRIVE TIME MUST BE CANCELLED ON-LINE NO LESS THAN 24 HOURS IN ADVANCE OR THERE WILL BE A \$25.00 LATE CANCELLATION OR NO-SHOW FEE CHARGED.***
- Any late cancellation/no-show fees should be paid at the time of the student's next schedule drive time.
- If a student has one current late cancellation/no-show fee and incurs a second fee before the first is paid, their on-line scheduling will be deactivated until all fees are paid. Any currently scheduled drive times will remain on the system.
- If a third late cancellation/no-show fee is incurred before the other fees are paid, the student will remain de-activated and any future drive times will be cancelled until all fees are paid.
- *All course fees and drive time no-show fees will be collected before a student can receive their final completion certificate.*
- *NO SHOW/LATE CANCELLATION FEES MUST BE PAID WITH CASH OR A CREDIT CARD (a 3% handling fee will be added for credit card payments)*

ADDITIONAL IN-CAR INSTRUCTION RULES

Rules for In-Car Instruction Behavior: Rules for Driver Education Course Behavior will be discussed with the students on the first day of class and again when they start their driving lessons. If there are any infractions of these rules, Green Light Driving Academy has the right to suspend a student from attending that drive time. If student continues to misbehave, they may be suspended from driving or withdrawn from the program and refunds will be paid according to the withdrawal rules (see the student contract).

Highlights of the Rules:

- Tobacco use by teens in, on or in sight of Green Light Driving Academy locations, cars, or employees will result in automatic termination of the student contract. A refund will be given based on the Refund Policy stated in the contract. The student will not be allowed to re-enroll at Green Light Driving Academy.
- Students will be expected to pay attention and follow instructions while they are taking in-car instruction. A student must also be alert when observing during in-car instruction. If a student does not follow the rules in the car, or does not respond to the instructions given they may be returned to the school and credit may not be given for that driving lesson.
- **CD/MP3 players, cell phones or other electronic devices will NOT be allowed during a drive time (including text messaging).** If found to be in use, the instructor will take the device and will return it **ONLY** to the **parent** at the end of the drive time. If a parent needs to contact their student while they are taking a driving lesson, please call the school office. If there is continual abuse of this rule – the driving instructor has the authority to ban electronic devices from any future driving lessons.