



JOB APPLICATION

Green Light Driver's Education Inc.

Green Light Driver's Education Inc. is a Christian based business that is committed to providing a positive and meaningful learning environment for students, parents and instructors.

APPLICANT

NAME	HOME PHONE	WORK PHONE	CELL PHONE
STREET	EMAIL ADDRESS		
CITY, STATE AND ZIP	SOCIAL SECURITY NUMBER & DATE OF BIRTH		

POSITION

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WORK EXPERIENCE

POSITION	COMPANY/ PHONE NUMBER	FROM	TO

EDUCATION HISTORY

HIGH SCHOOL	VOCATIONAL SCHOOL	UNDERGRADUATE SCHOOL	GRADUATE SCHOOL

Certification

(Please attach copy of driver's license, instructor license, and all applicable certifications/transcripts)

INTEREST IN POSITION

Please answer the following questions on a **separate sheet** of paper.

1. What is your strongest attribute as an employee?
2. Why did you choose to become a driving instructor?
3. What is the most important duty of a driving instructor?
4. Are you willing to following Green Light Driver's Education Inc. policies and procedures?
5. Please review, sign, and return the instructor guidelines page with your application.

References

Name	Phone Number
Personal 1.	
Personal 2.	
Personal 3.	
Professional 4.	
Professional 5.	

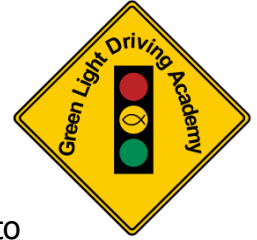
**Number of Hours and availability
(subject to change based upon
applicant and Green Light Driving
Academy needs)**

 Signature

 Date



GREEN LIGHT DRIVING ACADEMY INSTRUCTOR POLICIES



Please read and review the following policies. Sign and return to
Tom Pennington (Green Light Driver Education Inc.)

1. All employees will follow the Green Light Driving Academy dress code
 - Business casual – shirt with a collar or appropriate t-shirt tucked in and neatly worn, khaki shorts, ball cap acceptable (Shirts MUST HAVE GLDA LOGO)
 - Employee Name Tag worn while on duty.
2. No food allowed in the car – instructor and student.
 - Drinks are allowed at the instructors discretion
3. Examine each student's permit (not receipt), number, and expiration date before each in-car lesson. A student must have a valid permit in his/her possession when driving or observing.
4. Students may be placed with another instructor for any reason at the discretion of the supervisor.
5. No cellular phone usage during a drive time by instructor or student unless an emergency arises.
6. Instructors will **not** allow students to listen MP3 players or other personal music devices, play games on a phone, or other electronic game device or text message during the in-car lesson.
7. The vehicles radio may be used at the instructor's discretion but if at any time a student requests the radio volume to be lowered or turned off, the instructor will comply with the request.
8. Instructors are not to use vehicle for any other purpose than teaching. This would include personal errands before, during, or after teaching without prior approval of their supervisor.
9. Never violate any Federal, State and/or City laws or ordinances while operating or instructing in a company vehicle. An instructor is responsible for all parking and/or moving traffic citation(s) received by him/her.
10. Have all occupants use a seatbelt/shoulder harness **properly** any time in a company vehicle.
11. Keep the company vehicle clean both inside and out.
 - If a carwash is needed, ask a supervisor for carwash instructions and locations.
12. Report immediately to your supervisor any vehicle crash, accident, impact, contact, damage, or traffic citations received by the employee or student driver.
13. Each student will drive for one hour. According to TEA, one hour is 55 minutes of actual drive time.
14. (Camera generated) "Red Light" tickets are the responsibility of the driving instructor.

Instructor Signature _____ Date _____