

GREEN LIGHT DRIVING ACADEMY, LLC

COMPLETE COURSE OUTLINE

CONGRATULATIONS! Your student has been accepted to participate in our **COMPLETE ONLINE DRIVER'S EDUCATION COURSE**. Thank you for choosing us for your Driver's Education needs. This process is certified and approved by the State of Idaho since Green Light was founded by Lesley Costner in 2022. I've already had the pleasure of teaching hundreds of students how to drive successfully. The program is using the virtual classroom that was created and is based right here in Idaho. The following information will guide you through the entire process of setting up the online portion of the class, how the behind the wheel training schedule will be developed and provide all the details of our policies & procedures.

WHAT TO EXPECT...

30 HOURS ONLINE CLASSROOM INSTRUCTION

The online course portion of our program can be completed from one week to one year, depending on the motivation and availability of the student. Students can work at their own pace on any device, therefore being the only one responsible for dictating the length of time it takes to complete it. **Grades are updated by our online classroom instructor daily and upon 100% completion, students and parents will be contacted via email with IN-CAR INSTRUCTION schedule options.**

6 HOURS OUTSIDE OBSERVATION

All students are required to complete 6 hours of observation and log their progress on our [OUTSIDE OBSERVATION LOG](#) form, beginning with their first day of classroom learning through the last day of the behind the wheel driving lessons. Students need to be observing their parents and all other drivers, writing down any mistakes observed, while riding as a passenger. This exercise is designed to start training them to think like a defensive driver. **The completed form is due at the end of the last day of behind the wheel training in exchange for their permanent permit card.**

6 HOURS BEHIND THE WHEEL TRAINING

Behind the wheel training is done 1-on-1 with the same instructor for 2 hours each day over a 3-day period, typically within the same week. Daytime and evening schedules are available year-round. **Schedule options are offered to my 100% GRADUATES ONLY according to seniority each week and filled on a first come first served basis.**

DRIVING LOCATIONS

I am currently offering driving options out of Payette H.S. and Fruitland H.S. in the Western Treasure Valley. Though Arrangements can be made for other surrounding areas upon request. Residents living outside of our direct service areas (*Emmett, Parma, Nampa, Caldwell, Boise, Eagle, etc.*) will be able to request a custom schedule to eliminate some of their commute.

WHAT YOU NEED TO DO NEXT...

STEP #1 – COMPLETE REGISTRATION FORM

- ★ **Simply go to the registration page and fill in the required information.**

STEP #2 – PURCHASE AN IDAHO STATE LEARNER'S PERMIT

- ★ **An Idaho Learner's Permit is required BEFORE you begin a driver's ed course or for ANY behind the wheel training; NO DRIVING WITHOUT A PERMIT!**
- ★ **Appointments required at some DMV locations.** Go to the nearest DMV that services Driver's Licenses
- ★ **Parent/Legal Guardian AND student must be present.**
- ★ **Make sure to indicate that the driving school you will be attending is GREEN LIGHT DRIVING ACADEMY located at 10550 Virginia Ln, Payette ID 83661**
- ★ **The DMV will provide you with a Temporary Permit Receipt (on DMV letterhead with bottom torn off) and have the permanent card mailed to the driving school.**

Text or Email us a copy of the TEMPORARY PERMIT RECEIPT (on DMV letterhead with bottom torn off) to [208-713-7340](tel:208-713-7340) or greenlightdrivingidaho.2022@gmail.com. Your student will also need this information to start the class on IODE.com

The following legal documentation is mandatory in order to purchase the permit:

- CERTIFIED BIRTH CERTIFICATE** (or amended for legal adoption)
- PHOTO I.D. for student and parent** (Parent must be able to prove residence) Photo Identification needs to be in the form of one of the following:
 - Activity Card • Yearbook • Military I.D. • Passport • State issued I.D. card
- Signed & certified LETTER OF COMPLIANCE** (obtain from school counselor's office; valid for 30 days only) **or HOMESCHOOL AFFIDAVIT** (obtain from DMV) to verify school enrollment
- SOCIAL SECURITY CARD**
- CORRECTIVE LENSES** (if prescribed for student)

STEP #3 - PROVIDE PAYMENT

A full payment is required for enrollment in the online classroom portion of Green Light. **We accept cash, check, Paypal and Venmo.** When your payment, registration and permit number have been confirmed, your online classroom **INVITATION** will be sent to you with start-up instructions.

- ★ **Pay online through the [SERVICES/PAYMENTS](#) tab on our website at <https://greenlightdrivingidaho.com/> using your debit or credit card**
- ★ **Make checks payable to GREEN LIGHT DRIVING ACADEMY LLC., and mail to our address at 10550 Virginia Ln, Payette ID 83661**

★ **ONE TIME FEE TO DRIVE YOUR STUDENT OUT OF THEIR HOMETOWN: If you are wanting to drive out of Gem, Canyon, or Ada County there will be a travel fee added to your class price. If you are able to come to Payette or Fruitland to drive there will be no fee.**

★ **THERE IS A \$60 CANCELLATION FEE FOR EVERY DRIVE YOU MISS**

WITHOUT THE 24 HOUR NOTICE (2 Hours Scheduled).

★THERE IS A \$30 FEE FOR BEING LATE (15 mins to 1 hour) TO A SCHEDULED DRIVE.

STEP #4 – SET UP YOUR IDAHO ONLINE DRIVER’S EDUCATION ACCOUNT

We are excited to offer our Complete Online Course through our partnership with Brian Johns, owner and creator of Idaho’s very first Driver’s Ed virtual online classroom covering the rules of the road from the Idahoan perspective. This state approved program is an incredible resource, built from Brian’s more than 20+ years of extensive experience dedicated to helping Idaho teens get out on the road safely. **The IODE website link and detailed instructions to get started will be emailed once STEPS 1-3 are completed.**

STEP #5 – START LEARNING!

★ Immediately begin working on your online course AND the 6 hours of required outside observation of your parents and others’ driving habits and logging your experiences on the [GLDA OUTSIDE OBSERVATION LOG](#) which is linked here and in all other correspondence emails as well as on our website <https://greenlightdrivingidaho.com/>.

This form is due at the end of the course on the last day of driving in order to receive your permit and certificate.

★ Work at your own pace from any location with any device. The time it takes to complete the online portion of this class is completely up to the student. The key to success will be to pace yourself and work through the online class modules as often and as diligently as possible. **Students are expected to finish the online course within 90 days of the start date. Students with accounts that have been active for more than 180 days may be asked to start the class over and required to pay a reinstatement fee of \$50.**

★ Once 100% of the class work has been completed, the scheduling process for the driving portion will begin. There’s no need to email us your completion status as we are provided a daily list of graduates from the classroom instructor. We will confirm with our scheduling details email within 48 hours. **You will receive driving options from Lesley Costner via Sign Up Genius and available times are filled on a first come first serve basis, based on the online course completion date sent to us by the classroom instructor.**

★ When you have scheduled and arrived to join one of our in-car instructors, you have officially created a contract/waiver that allows our professional educator to interact with your student in the car and teach them individually or with another student if necessary. Parents have the option to ride along on all driving lessons if you prefer your student not be alone with an instructor. **Furthermore, you agree to be financially responsible for half the cost of the deductible owed for any and all damages to the vehicle while your student was behind the wheel and release Green Light Driving Academy, LLC and its staff from all liability and/or litigation.**

★ If your student is unable to make a drive due to a conflict in their schedule or

they are feeling any flu-like symptoms prior their scheduled drives, please plan on communicating with us 24 hours in advance to reschedule in order to avoid a LATE CANCELLATION FEE OF \$30 (per scheduled hour), due upon the first makeup lesson.

★ The final drive will include a required one-hour Parent/Guardian ride-along. At that time, all the elements of our course will be finished and all driving abilities displayed, at which time the Parent/Guardian will sign off on the skills taught to their student, releasing Green Light Driving Academy from any further liability and thus beginning the 6 months Supervised Instructional Period (SIP) required by the Idaho Graduated Drivers Licensing program.

★ If extra behind the wheel time is required to make sure that the Instructor or Parent/Guardian feels comfortable with their student's ability, an additional \$50 per hour will be assessed. Those situations will be set up only upon request of the Instructor and/or the Parent/Guardian and scheduled with the instructor. Cash, Check or Venmo payment will be expected at the time services are rendered.

REFUND/CANCELLATION POLICY. TO GET A FULL OR PARTIAL REFUND OF PAID TUITION , READ BELOW:

In order to receive a full or partial refund of your paid tuition you will need to follow these steps:

- 1.) Have no evidence of using our services since the payment was made.
- 2.) Call or email to cancel your participation with our course within 30 days of your payment. Any online fees incurred due to the transaction will NOT be refunded.
- 3.) Request a refund and explain the reason behind non-participation.

*All payments are final after 30 days. The tuition can be transferred to another student upon request but will not be refunded. Fees for online class and fees could be deducted from the transfer amount. Tuition increases may also be added. Any difference will be due at the time of transfer.

OTHER INFORMATION

★ Enrollment expires one year from the date of purchase; all unused fees will be forfeited.

**WE'RE LOOKING FORWARD TO PREPARING YOU FOR
WHEN THE LIGHT TURNS GREEN!**

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