GREEN LIGHT DRIVING ACADEMY, LLC

COMPLETE COURSE OUTLINE

CONGRATULATIONS!

Your student has been enrolled in one of our **Driver's Education Courses**! Thank you for choosing **Green Light Driving Academy, LLC** for your driver education needs.

Green Light Driving Academy was founded by **Lesley Costner in January 2022** and is certified and approved by the State of Idaho. After completing two years of training in Meridian, Idaho, I have had the pleasure of teaching hundreds of students how to drive safely and successfully.

I created this driving school to serve my local community and teach students the importance of **safe and defensive driving**. Our goal is to provide a productive learning environment with a calm atmosphere while giving students experience in a variety of driving conditions and environments.

Our program utilizes a virtual classroom created and based right here in Idaho.

The following information will guide you through the entire Driver's Education process, including the online classroom portion, behind-the-wheel scheduling, and our policies and procedures.

WHAT TO EXPECT...

30 HOURS OF ONLINE CLASSROOM INSTRUCTION

The online classroom portion of our program can be completed at the student's own pace, depending on their motivation and availability.

Grades are updated daily by our online classroom instructor, **Mr. Johns**. Once a student reaches **100% completion**, students and parents will be contacted by email with behind-the-wheel scheduling options through **SignUpGenius**.

The online course **must be completed within six (6) months**. Students who exceed the six-month timeframe may be required to pay a **$75 reinstatement fee and restart the course**.

This timeframe is designed to help students retain the information they have learned and improve their ability to recall and apply that information during behind-the-wheel training.

6 HOURS OF OUTSIDE OBSERVATION

All students are required to complete **six (6) hours of Outside Observation** and record their progress on the **GLDA Outside Observation Log**.

Observation may begin as early as the student's first day of online classroom instruction.

Students should actively observe their parents and other drivers while riding as a passenger. They are expected to identify and record driving habits, mistakes, and unsafe behaviors they observe.

This exercise is designed to begin training students to **think like defensive drivers** and become more aware of the actions and decisions of other drivers on the road.

The completed **Outside Observation Log should be turned in to the driving instructor by the student's first behind-the-wheel driving session**. If the completed log has not been received by the student's **final behind-the-wheel training session, a permanent permit cannot be issued**.

The completed Outside Observation Log is required before the student can receive their **permanent permit card**.

6 HOURS OF BEHIND-THE-WHEEL TRAINING

Behind-the-wheel training is completed **one-on-one with the same instructor unless extenuating circumstances require a change**.

Students will complete:

- **Three (3) driving sessions**
- **Two (2) hours per session**
- **Six (6) total hours of behind-the-wheel training**

Daytime and evening scheduling options are available year-round.

Scheduling options are offered **ONLY TO STUDENTS WHO HAVE COMPLETED 100% OF THE ONLINE COURSE**. Available driving schedules are offered according to seniority and the student's online course completion date. Scheduling is filled on a **first-come, first-served basis**.

Students must schedule their first driving session **within 30 days of completing the online course** and must complete all three driving sessions **within three (3) weeks**.

Scheduling driving sessions closer together helps students retain information, build skills, and progress more successfully.

Extensions may be considered on a **case-by-case basis**.

If a student exceeds **12 months from the original date they began the online course**, the student will be removed from the program. All funds paid will be **forfeited and retained**

by Green Light Driving Academy, LLC.

DRIVING LOCATIONS

ALL CARS ARE MARKED WITH GREEN LIGHT DRIVING GRAPHICS.

- **Payette High School**
  1500 6th Ave. S., Payette, ID
  Meet in the **front student parking lot closest to Highway 95.**
- **Fruitland High School**
  501 S. Iowa Ave., Fruitland, ID
  Meet in the **back parking lot in front of the Ag Science Building (west of the tennis courts).** Please enter from **Iowa Avenue**, as the Kansas Avenue gates are locked.
- **Caldwell Maverik**
  410 N. 21st Ave., Caldwell, ID
  Meet in the **front parking lot northeast of the store entrance and fuel pumps.**
- **Nampa Jacksons** *(Available upon request.)*
  612 Northside Blvd. Nampa, ID
  Northside Exit #35
- **Owyhee High School** *(Available upon request.) For Ada Enrollment*
  3650 N. Owyhee Storm Ave., Meridian, ID
  Meet in the **center front parking lot near the school's main entrance.**
- **Emmett High School** *(Available upon request.) For Gem Enrollment*
  721 W 12th St., Emmett, ID
  Meet in the front parking lot in front of the school

WHAT YOU NEED TO DO…

STEP #1 – COMPLETE THE REGISTRATION FORM

Go to the **Registration Page** and complete all required information.

STEP #2 – PURCHASE AN IDAHO LEARNER'S PERMIT

★ An **Idaho Learner's Permit is required BEFORE beginning a Driver's Education course or participating in ANY behind-the-wheel training. THERE IS NO DRIVING WITHOUT A PERMIT!**

★ Appointments are required at most DMV locations. Visit a DMV location that provides **Driver's License services**.

★ The **parent/legal guardian AND student must be present**.

★ Be sure to indicate that the driving school your student will be attending is:

GREEN LIGHT DRIVING ACADEMY, LLC
10550 Virginia Ln
Payette, ID 83661

★ The DMV will provide you with a **Temporary Permit Receipt on DMV letterhead**. The permanent permit card will be mailed directly to Green Light Driving Academy.

Email a copy of the **TEMPORARY PERMIT RECEIPT** to:

greenlightdrivingidaho.2022@gmail.com

Your student will also need their permit information to begin the online classroom course through **IODE.com**.

REQUIRED DOCUMENTATION FOR THE DMV

The following documentation is required to purchase an Idaho Learner's Permit. **The DMV may request additional documentation.**

❑ **Certified Birth Certificate**
Or an amended birth certificate for legal adoption.

❑ **Photo Identification for the Student and Parent/Legal Guardian**

The parent/legal guardian must also be able to provide proof of residency.

Acceptable student photo identification may include:

• Activity Card
• Yearbook
• Military ID
• Passport
• State-Issued ID Card

❑ **Signed and Certified Letter of Compliance (VOC)**

Obtain this document from the student's school counselor's office. The Letter of Compliance is valid for **30 days only**.

OR

❑ **Homeschool Affidavit**

Obtain this document from the DMV to verify homeschool enrollment.

❑ **Social Security Card**

❑ **Corrective Lenses**

If prescribed for the student.

STEP #3 – PROVIDE PAYMENT

Payment in full is required before students may begin the online classroom course.

Once the student's **payment, registration, and permit number** have been confirmed, an online classroom **INVITATION** with start-up instructions will be sent.

We accept **credit/debit cards, ACH, cash, checks, PayPal, Venmo, and Cash App**.

★ **Online Payments:** Pay through the **SERVICES/PAYMENTS** tab on the Green Light Driving Academy website.

★ **Checks:** Make payable to **GREEN LIGHT DRIVING ACADEMY, LLC** and mail to:

10550 Virginia Ln
Payette, ID 83661

★ **Venmo:** @LesleyCostner1
★ **Cash App:** $LesleyCostner

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 first virtual Driver's Education classroom.

This state-approved program teaches the rules of the road from an Idaho perspective and is built on Brian's **20+ years of experience helping Idaho teens become safe and responsible drivers**.

Once **Steps #1–#3 are complete**, the IODE website link and detailed instructions for setting up your student's online classroom account will be emailed to you.

STEP #5 – START LEARNING!

BEGIN YOUR ONLINE COURSE & OUTSIDE OBSERVATION

★ Students should immediately begin working on the online course and completing the

required **six (6) hours of Outside Observation**.

Students will observe parents and other drivers, identify driving habits and mistakes, and record their observations on the **GLDA Outside Observation Log**.

The log is available through our correspondence emails and on the Green Light Driving Academy website.

The completed Outside Observation Log should be turned in by the student's **first behind-the-wheel driving session**. If the completed log has not been received by the student's **final driving session, a permanent permit cannot be issued**.

WORK AT YOUR OWN PACE

★ Students may complete the online course from any location using a compatible device. The amount of time needed to complete the course depends on the student's motivation, availability, and consistency.

The key to success is to **pace yourself and work through the online modules regularly and diligently**.

Students who do not log in to the classroom for **90 days or more** may be placed in inactive status.

Students who remain inactive for more than **six (6) months** may be required to restart the course and pay a **$75 reinstatement fee**.

Students enrolled in the program for more than **one (1) year from their original online course start date** will be removed from the program, and all payments made to Green Light Driving Academy, LLC will be forfeited.

COMPLETE 100% OF THE ONLINE COURSE

★ Once the student has completed **100% of the online coursework**, the behind-the-wheel scheduling process will begin.

There is no need to email us with your student's completion status. Our classroom instructor provides us with a daily graduate report.

Scheduling information will be emailed within **48 hours of receiving confirmation of course completion**.

Driving options will be provided through **SignUpGenius** and are filled on a **first-come, first-served basis according to the student's online course completion date**.

BEHIND-THE-WHEEL TRAINING & PARENT RIDE-ALONG OPTION

★ By scheduling and participating in behind-the-wheel training, the parent/legal guardian authorizes our professional driving instructor to provide individual in-car instruction to the student.

Parents or legal guardians have the option to **ride along during driving lessons** if they prefer their student not be alone with an instructor.

VEHICLE DAMAGE RESPONSIBILITY

★ The parent/legal guardian agrees to be financially responsible for **one-half of the applicable insurance deductible for damages occurring while their student is behind the wheel**, when applicable.

CANCELLATIONS, MISSED DRIVES & LATE ARRIVALS

★ If your student is unable to attend a scheduled drive due to a scheduling conflict or illness, please notify us **at least 24 hours in advance** to reschedule.

Cancellations made with less than 24 hours' notice may result in a **late cancellation fee of $37.50 per scheduled hour ($75 for a two-hour driving session)**.

If a student arrives **15 minutes late or more**, some or all of the missed-drive fee may be charged, and the student may be required to reschedule the driving session.

All outstanding fees must be paid on or before completion of the course before permits and/or completion certificates can be released.

REQUIRED FINAL DRIVE PARENT/GUARDIAN RIDE-ALONG

★ The final driving session includes a **required one-hour Parent/Guardian ride-along for all students under the age of 18**.

During this time, the student will demonstrate the driving skills and techniques taught throughout the course.

The Parent/Guardian will review the student's progress and sign off acknowledging the skills taught during the program.

Completion of the Driver's Education course begins the student's required **Supervised Instruction Period (SIP)** under the Idaho Graduated Driver Licensing program.

ADDITIONAL BEHIND-THE-WHEEL TRAINING

★ If additional behind-the-wheel training is requested or recommended because the **Instructor, Student, or Parent/Guardian** would like additional skill development, extra driving instruction is available at **$50 per hour**.

Additional sessions will be scheduled directly with the instructor upon the request or recommendation of the Instructor and/or Parent/Guardian.

Payment is due **on or before the scheduled additional driving session**, unless other arrangements have been approved by the GLDA office.

Accepted payment methods include **online payment, cash, check, Venmo, and Cash App**.

REFUND & CANCELLATION POLICY

To be eligible for a **full or partial refund of paid tuition**, the following requirements must be met:

★ **No services may have been used since payment was made.**

★ You must contact **Green Light Driving Academy, LLC by phone or email within 30 days of payment** to cancel participation in the course.

★ A **refund request must be submitted and include the reason for non-participation**.

IMPORTANT REFUND INFORMATION

★ **All payments are considered final after 30 days and are no longer eligible for a refund.**

★ After the 30-day refund period, tuition may be **transferred to another student upon request**. Any difference in current course pricing will be the responsibility of the incoming student.

★ **Credit card and payment processing fees are non-refundable.**

THANK YOU FOR CHOOSING GREEN LIGHT DRIVING ACADEMY!

We look forward to helping your student develop the **knowledge, confidence, and defensive driving skills** needed to become a safe and successful driver.

Our goal is to provide students with a calm, productive learning environment and the skills necessary to make safe decisions behind the wheel.

GREEN LIGHT DRIVING ACADEMY, LLC
Teaching Safe & Defensive Driving

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