



VA Driving Schools, Inc

8737 Plantation Lane

Manassas VA 20110

703 - 337 - 5000

info@VADrivingCDL.com

www.VADrivingCDL.com

VA Driving Schools ... Your first step to safety!...

SCHOOL AND STUDENT COMMERCIAL DRIVER Training Registration Contract (Full Program)

This agreement is entered into today date _____ between VA DRIVING SCHOOLS INC located at 8737 Plantation Lane, Manassas, VA 20110 and

Student Full Name: _____

Student Full Address: _____

City: _____ State: _____ Zip: _____

Student Phone: _____ Student Email: _____

Student Date of Birth: _____

Permit / License #: _____

Issue Date: _____ Expiration Date: _____

Male: _____ Female: _____

Name of the program: _____

Start Date: _____ End Date: _____

List all or any medical conditions or disabilities:

Tuition:

Tuition for program: \$ _____

All payments must be paid either by check, cash or credit cards, all credit card payments include 5% fee, any late payment will be the subject to a late fee of 10% or \$150 whichever is higher,

Payment's arrangement described: _____ PAYMENT DUE IN FULL BEFORE SCHEDULING THE
DMV ROAD TEST

Amount Paid: \$ _____ Date: _____

Amount Paid: \$ _____ Date: _____

Amount Paid: \$ _____ Date: _____

Amount Paid: \$ _____ Date: _____

THE FOLLOWING CONDITIONS MUST BE UNDERSTOOD BEFORE ENROLLING:

- The tuition fee must be received in full or partial deposit prior to the first day of the class, under no circumstances will the DMV testing be scheduled until tuition has been paid in full, the deposit paid is none-refundable.
- The student must pass a Department of Transportation (DOT) physical, prior to beginning the program.
- All students must obtain a CDL Learner's Permit from the DMV, at the applicant's expense.

- In the event the student needs assistance obtaining the CDL Learner's Permit, VA Driving Schools, Inc and after making the non-refundable \$500 deposit, the driving schools can assist to help provide study guide and material to help student pass the CLP.
- Students over the age of 19 must hold a CDL learner's permit for 30 days in lieu of completing a driver training course.
- Any student who is enrolled in the program is required to maintain an up-to-date CDL Learner's Permit, If the student's permit expires during enrollment the student has 2 days to renew it, If the student fails to renew it within the 2 days and misses any training due to the lapsed CDL Learner's Permit VA Driving School will not offer make up classes for the missed training, The Student will still be permitted to take the DMV test, provided full payment has been made.
- The instruction will be given under the guidance and supervision of the VA Driving Schools, Inc personnel for the subject of commercial vehicles, If the instructor believes the student is failing to understand the instructions given or failing to follow those instructions or damaging the equipment, he/she may at his or her discretion end the training for that day.
- Students must be neat and dispose of trash in proper receptacles and smoke only in designated smoking areas.
- All students must treat the equipment with care, If the student has not received instructions on how to use the equipment do not touch or operate the equipment until told to do so.
- I understand that I should know and abide with all on the road rules and regulation and always think and drive safe , I understand that to acquire CDL driving license I already have acquired my regular vehicle driver license for some time and I have plenty of driving experience and I passed my DMV CDL learner's permit test so I am aware of all on the road rules , such as and not limited to road signs shapes and colors , traffic signals , right of way concepts governing intersections and special conditions , upkeep of safe following distance based on traffic, road and weather conditions , etc....
- Completion of the training program at VA Driving Schools, Inc does not guarantee that the applicant will pass the state CDL license test or secure a CDL license or that the applicant will be employed.
- The classroom program is subject to change at the discretion of the instructor based on student's needs on a given day. The VA Driving Schools, Inc will be open except for inclement weather conditions or any similar circumstances or at the discretion of the schools, Inc administration. Please call VA Driving Schools, Inc, to verify openings and closings.
- The student understands that the VA Driving Schools, Inc operates under specific rules and regulations and hereby agrees to be bound by those rules and regulations, The student warrants that he/she is in good health and has no physical condition that would prevent the student from participating in driving and pre-trip inspection. The student

acknowledges that it is his/her responsibility to secure appropriate personal medical insurance, and no such coverage is provided or implied by VA Driving Schools, Inc.

- The tuition fee must be received in full or partial deposit prior to the first day of the class, under no circumstances will the DMV testing be scheduled until tuition has been paid in full, the deposit paid is none-refundable, and student got thirty days from the deposit payment date to prepare and start the training with the credit deposit paid, after the 30 days the student will need to repay a new full tuition fee to start the training course.
- The student assumes all risks that may arise from or in connection with this learning activity. In addition, the student hereby agrees to release and hold harmless the Commonwealth of Virginia, VA Diving Schools, Inc, its officers, employees and assigns. From all liability, claims, demands, action and causes of action whatsoever arising out of or related to any loss, damage or injury resulting from the student's voluntary enrollment in the VA Driving Schools, Inc. The student signing below warrants that he/she has read the above statement, Understands its contents and signs it at his or her own free will and choice. By signing this document, the student acknowledges and accepts the prescribed rules and conditions,

Refund Policy: 100% of tuition will be refunded upon any cancellation of the contract if a written notification for cancellation is received to VA Driving Schools, Inc no later than 4:00 PM of the same day contract is registered / signed upon (same day cancellation). Any refund due will be paid within 10 business days of the cancellation date.

After the expiration of the same day cancellation term, no refunds will be made. If the student is not satisfied with the program after enrollment, there is no refund. There are no exceptions to the refund policy, as stated.

Noteworthy: Once you have enrolled with VA Driving Schools, Inc, you may not opt out of any scheduled training sessions or to change CDL schools as you will be in direct violation of this legal and binding contract, A fee of \$200.00 will be applied immediately.

Students got a full month (30 Days) from the deposit and registration date to start the course with the credit paid, deposit paid is not refundable, after the thirty days the student will need to pay new full course fee to sign up again and join the course.

ATTITUDE and MATURITY are important parts of this course. Any student who is found to be DISRUPTIVE or DISRESPECTFUL to instructor, other students or anyone associated with VA Driving Schools, Inc. shall be dismissed by the instructor at the instructor's discretion. NO refund from the program will be given. It is the responsibility of the student to report to the Department of Motor Vehicles any concerns regarding school facilities, instructor behavior or quality of instruction provided by the school.

PROGRAM:

- The purpose of VA Driving Schools, Inc is to provide education, special skills with a goal of ensuring the student obtains a professional attitude as a commercial vehicle Operator. The chief objective of the professions): tractor- trailer & driver training program is to train qualified individuals in the knowledge and Skills need to obtain an entry level position in the trucking industry. Upon completion, our students must be able to safely operate a tractor-trailer and have a working knowledge of the equipment.
- If the student does not sign up for the complete program and/or they fail to complete the complete program for any reason, there will be no certificate of completion issued to that student. Attendance of partial programs or sessions does not constitute completing the entire program.
- For the certification program, all courses of instruction are scheduled from Monday through Friday. 9:00 AM to 5:00 PM
- For Class A License: four (4) consecutive weeks or Saturday and Sunday. 9:00 AM to 2:00 PM for eight (8) consecutive weekends.
- The student must complete three parts of the ELDT training which is a total of 120 hours composed of: Part 1. Theory / Classroom. Part 2. Range Exercises. Part 3. Public Road Driving. To meet the minimum required hours. A student MUST attend a minimum of the following hours each day: - Weekday students - 2 hrs. Of classroom (9:00 AM - 11:00 AM) and 4 hrs. of in-vehicle instruction per day. - Weekend students :2.5 hrs. of classroom (9:00 AM - 11:30 AM) and 5 hrs. of in-vehicle instruction per day. Weekend students -2.5 hrs. of classroom (9:00 AM - 11:30 AM) and 5 hrs. of in-vehicle instruction per day.
- For Class B license: two (2) consecutive weeks or Saturday and Sunday. 9:00 AM to 2:00 PM for four (4) consecutive weekends. The student must complete a total of 70 hours of instruction.
- CDL Training classroom instruction will be conducted at our office location: **8737 Plantation Ln Manassas VA 20110**, and the BTW range and on-the-road training will be conducted at our training site location: **9101-C OWENS DR. MANASSAS PARK VA 20111**.
- The student may choose to extend the training period, indicated above, for up to one (1) year from the beginning date until the student completes the curriculum to obtain a Class A or B license. with no additional fees or written request required.
- The student will be assigned a date for the CDL test at the DMV, depending on the program. If the student is unable to take the test, he must notify the office 48 hrs. prior to his test date and the school will make arrangements to reschedule with the DMV.
- Depending upon which contract is agreed upon during enrollment, every student has several opportunities to take the DMV CDL exam. Any student who fails the first DMV test has one more free chance to use our vehicle for DMV test and a \$200.00 per use charge/fee each time after.

- If a student desires more training after the failure of a test, there will be a \$500.00 - \$1000.00(session program) Charge
- After a 2nd failure of the exam, the DMV requires the applicant to register for an in-vehicle reexamination in the event the student fails any portion of the CDL test there is a \$200.00 fee to re-take the test or any portion thereof. If an applicant/student does not pass the DMV test on the first try or second try a \$200.00 fee is required for all subsequent tests. Re-Test fee must be paid in advance of any rescheduling of the DMV test, if a student fails the DMV test more than three (3) times that person must sign up for a re-exam program, to fully register a non-refundable \$500 payment is due today.

ATTENDANCE:

- A minimum of 24 hrs. Notice is required for cancellation of any training. Failure to comply will result in a charge of \$45 and 1 week wait before lessons can be resumed. When canceling, the student must speak to an Office Representative during the business hours: 9:00am—5:00pm M-F Sat 11:00am - 2:00 pm or cancellation via E-Mail (info@vadivingcdl.com) sorry no Exceptions.
- Any missed classroom and/ or in-vehicle instruction will be rescheduled in advance in coordination with the VA Driving Schools, Inc administrators in advance, Any student notifying after 9:00 AM will not be permitted to drive on that day.
- The training will be conducted at the location of 8737 Plantation Ln, Manassas, VA 20110, unless otherwise notified by VA Driving Schools, Inc. If the student is absent for 5 consecutive days without written notification. VA Driving Schools, Inc, may terminate the student from the program and any and all payments will be retained by the school at its discretion.
- All students must carry their DOT, Driver's License and CDL Learner's Permit at all times or they will not be allowed to drive or train.
- All students understand that the teachings and tests will be in English language, and students should have minimum basic English language communication skills to read, write and communicate clearly and safely with instructors and representatives.
- All commercial vehicle instruction given will be under the guidance and supervision of the state licensed and certified CDL school staff and instructors. A student cannot choose which instructor he or she will work with or which vehicle he or she will practice or test in, any preference of instructor or vehicle will not be honored.
- I understand that attendance and or completion of VA Driving Schools, Inc CDL professional training program DOES NOT guarantee that I will pass the state CDL license test, or that I will obtain my commercial driver's license or that I will be employed.
- Any student is permitted THREE attempts by the Department of Motor Vehicles to pass their pre-trip inspection, backing skills, and the road portions of their CDL test. Keeping in

mind that to advance to the next test the student must successfully pass the previous test.

- Any student suspected of being under the influence of alcohol or drugs while attending class or road Instruction will be immediately expelled from the program. A conference will be held with them as well as the local law enforcement officials being contacted. Also, there is NO refund and DMV will be notified.
- Conduct, tardiness and attendance will be documented on the transcript and may result in dismissal without refund, it is the policy and commitment of VA Driving Schools, Inc that it does not discriminate on the basis of race, age, color, sex, national origin, gender, physical or mental disability, or religion. VA Driving Schools, Inc is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment or training on account of race, age, color, sex, national origin, gender, physical or mental disability or religion or otherwise as may be prohibited by federal and state law. It is strongly encouraged to report this concern promptly and directly to the General Manager and/or the CEO/ President and if substantiate, prompt action shall be taken.

I certify that I have read this agreement and fully understand the contents, I further agree to be bound by its terms and the VA Driving Schools Inc training policies. I acknowledge receipt of an exact copy of this form. I certify that this application contains all the terms of our agreement and there have been no verbal promises or agreements other than those outlined in this application,

Applicant / Student Name: _____

Applicant / Student Signature: _____

VA Driving Schools, Inc Representative signature: _____

The DMV is totally committed into promoting transportation and vehicle safety through the certification process of qualify driver training programs, if you have any comments or concerns about this CDL training course, please call: 1-877-885-5790.