

# All Gears Driving School

6353 Icarus Drive  
Nanaimo, BC, V9V 1N4  
Tel: 250-713-4128  
[www.allgearsdrivingschool.ca](http://www.allgearsdrivingschool.ca)

## Policy Statement

*Please read the following document carefully.*

Upon purchase of driving lessons from All Gears Driving School you and/or the person you have purchased driving lessons for agree to abide by the following policies. If within 24 hours of you purchasing a lesson package you find any of the policies below unacceptable to you, All Gears Driving School will happily refund your lesson fees in full.

### Driving Lessons

All Gears Driving School agrees to supply you with a vehicle that is safe and fit for all of your driving lessons. Your driving lessons are completely one-on-one for the entire duration of the lesson time unless you require a chaperone or with mutual agreement between the student and instructor an observer may be present.

You will be picked up at a pre-arranged location and returned to that location or by agreement to an alternative location of your choice within the limits of the City of Nanaimo.

To each lesson you MUST bring your valid driving license and if you require corrective eyewear you must be using either contact lenses or glasses.

### Lesson Fees

All lesson fees must be paid in advance of lessons. The basic lesson rates are detailed below.

- 1 x 60 minute Evaluation in an Automatic Transmission vehicle is \$55
- 1 x 90 minute Driving Lesson in an Automatic Transmission vehicle is \$75
- 1 x 120 minute use of the Driving School Vehicle for the ICBC Road Test \$100

Multiple lesson packages are available, please visit [www.allgearsdrivingschool.ca](http://www.allgearsdrivingschool.ca) for details.

Unless stated otherwise at the time of booking the lesson packages DO NOT include the use of the school car for the ICBC Road Test.

Please Note: - All driving lessons may include a period up to 10 minutes of non-instructional time for administration and instructor feedback to student.

### Booking Lessons

There are 3 ways that you can book your driving lessons.

1. Face to face with your instructor during an in-car lesson.
2. Calling or texting **250-713-4128**
3. E-mailing [allgears@shaw.ca](mailto:allgears@shaw.ca)

*Please note: - As your instructor spends most of his day in the car teaching, responses to emails and texts will generally be after 8pm in the evening unless the matter requires urgent attention.*

## **Cancelling Lessons**

If you are unable to attend your scheduled driving lesson as planned please notify All Gears Driving School as soon as practically possible. Texting the school on **250-713-4128** is the easiest and most direct way of communicating with the instructor who may well be teaching in-car and will not answer the phone during that time.

## **Cancellation Policies**

1. The minimum notice of cancellation without penalty is 36 hours prior to your lesson start time.
2. A complete "No show" or Zero notification to the driving school will result in forfeiture of that driving lesson and related pro-rated payment.
3. Late arrival at pre-arranged meeting point – Your instructor will wait at the pre-arranged meeting point for a maximum of 30 minutes from your lesson start time. Should you arrive within the 30 minute period the remainder of the lesson time for that day will be completed as arranged. Please note the lesson time will not be extended due to your late arrival. Should you fail to arrive within the 30 minute timeframe it will be classified as a "No Show" and the lesson time will be lost and the related fee forfeited.
4. Attending without a valid driving license will also be classified as a "No Show" and will result in the forfeiture of the lesson time.

Please note that your driving instructor will not leave anyone sitting on the side of the road should we not be able to complete a lesson. The student will be moved to a safe location or the instructor will wait for someone to come and pick up the student.

## **Refunds**

Should you decide to discontinue your driving lessons; any refunds will be paid after the following deductions:

1. If a package has been purchased, the completed lessons will be charged at the full individual lesson rate (*see lesson fees*) and any remaining balance will be refunded.
2. A \$25 administration fee will be charged on all refunds.
3. Refunds will be payable by cheque within 10 days of request.
4. No refunds will be made for lessons that were previously booked and the student failed to attend.
5. Refunds are available up to 12 months after the original purchase date.

## **Respect**

Road rage is a serious issue and your driving instructor will not tolerate inappropriate language or abuse of other road users, ICBC Road Test Examiners or the instructor themselves.

Any inappropriate behaviour may lead to the immediate termination of the current lesson and/or all future lessons depending on the seriousness of the action.

## **Road Tests**

In order for All Gears Driving School to book an ICBC Road Test, the student must complete and sign an ICBC Student Consent and Release form that will be made available to the student by the driving school.

For a student driver to be able to use the All Gears Driving School vehicle for an ICBC Road Test they must first have been evaluated by the school and considered ready for testing prior to the day of the road test. Any evaluation made by All Gears Driving School that deems a student ready for road testing by ICBC does not guarantee success on the ICBC Road Test itself..

**All ICBC Road Test fees are the responsibility of the student and are NOT included in any of the lesson fees payable to All Gears Driving School.**

**All Gears Driving School cannot guarantee the availability of the driving school vehicles unless the ICBC Road Test is booked by the school.**