

# UNIVERSAL DRIVER EDUCATION POLICY SHEET

## ABOUT US...

- A family run business operating since 1984
- We have 10 instructors both male and female
- We offer pick-up and drop off at home, school or work

*Our concern is for traffic safety through improved methods in Driver Education*



## IN-CAR LESSONS

Each student will be provided with an instructor's business card. This card is to be kept with your licence at all times and presented with your licence upon entering the vehicle for lessons. Lessons will be arranged between the student and the instructor. If you are unable to make it to your in-car lesson, you must call your instructor 24 hours in advance. If you fail to contact your instructor within the 24-hour period, you will be charged an additional \$35.00 that must be paid before the next lesson in the car.

**PRACTICE** In-car lessons are opportunities to acquire skills, strategies and know how. It is your responsibility as a student to reinforce what you have learned in car, by practicing.

## G1 LICENCE



Each student must provide the in-class teacher with 1 copy, front and back of their Licence. This is a requirement of the Ministry of Transportation. Certificates will not be issued until this is completed.

If the student does not yet have their G1 Licence when starting the course, they must have one within 8 weeks of completing the in-class portion of their course. Please **allow 2 weeks** after submission of copies of Licence for your in-car instructor to contact you.



## CHANGE OF ADDRESS

If you have moved, you must provide copies of a new licence showing the new address. Please notify your in-car instructor or the office immediately.



## COMPLETING THE COURSE

Students must obtain a 70% average in the classroom and 80% in the car.

100% attendance is required in the 20 hours in-class sessions and the 10 hours behind the wheel instruction as well as completing the 10 hour Student Workbook. It is the student's responsibility to make up any missed classes.

Each student must complete the course within 6 months from the starting date. If it goes beyond that period, there will be a \$50.00 administration fee. There will be no refunds on monies paid if the student is not completed within 12 months. **The course must be started again from the beginning (MTO regulation) at the student's expense.**

## **MINISTRY OF TRANSPORTATION SURCHARGE**

Upon completion of the in-car, classroom and homework each student is required to submit \$20 cash or cheque payment to either the office or their instructor. Once this surcharge is received, (cheques require 7-10 clearing), the student can be processed in the Ministry's Database. The update to the Ministry is approximately one week. Failing to pay the surcharge will result in an incomplete course status with the Ministry.

All monies must be paid in full (course fee and \$20 MTO Surcharge) prior to any student information being entered into the Ministry of Transportation Database. Failing to do so will result in an incomplete course.

# **DRIVE//TEST**

Licensed by the Government of Ontario



## **ROAD TEST 1-888-570-6110**

After successfully completing both in-car and in-class, your information is processed electronically through the office.

This process will take at least 2 weeks. Do not book a road test before you are processed, as your information will not

be in the Ministry of Transportation Database. The road test for the Drivers Licence with the MTO is not included in this course. It is however, possible for you to rent the instructor's car for the road test **after you have completed the 10 hours in-car portion of the course and the instructor feels you are ready.** You will be required to pay \$100.00 (GST included) for the G1 Exit test and \$120.00 for the G2 Exit test to the instructor **in cash**, on the day of the road test. (Prices subject to change depending on travel) Each of these prices includes a one-hour review lesson prior.

## **PROOF OF COMPLETION**

When successfully completing the 10<sup>th</sup> hour in the car, your driving instructor will give you a form. "SEARCH FOR PROOF OF BEGINNER DRIVER EDUCATION COURSE COMPLETION" (also available from our website, [udsonline.ca](http://udsonline.ca) and clicking the link BDE Proof). You must fill this out and mail it or take it to your local Licencing Department ***AFTER*** you have successfully completed your G1-Road Test (the current cost is \$12). They will either mail to you or print out Proof of Completion, which is used for your insurance.

In-car lessons are taught on automatic transmission only.

A minimum Administration fee of \$50.00 will be charged for any cancellations of the course after classes have started.