

Terms & Conditions.

1. Your lesson is booked, with both parties agreeing the time/date/place; this means that this time cannot be taken by other pupils. It is then your responsibility to make sure you attend. Failure to do so will result in a full lesson charge.
2. All trainees must be in possession of a valid driving licence on commencement of training (whether this be provisional or a full licence holder)
3. If you cannot make your appointment, I require 24 hours notice to cancel. If not enough notice given, then you will be charged in full for your lesson.
4. You need to have your driving licence at the first lesson, if you do not have your licence, your lesson will be terminated and charged. An eyesight registration check will be conducted on your first lesson, if you cannot read the licence plate at the required distance; your lesson will be terminated and charged.
5. **As of 1st August 2017, 2 hours pre-payment must be paid in advance, this is to cover any short notice cancellation, if this is used for said short notice cancellation. You will need to supply a further 2 hours payment in advance. If the payment is not used for any cancellations, the money will be used for your test day covering the instructors test fee for use of the car during your practical driving test. If you decide to go to another driving school or decide to take the practical driving test in your own car, then this money will be reimbursed in full**
 - o **MEDICAL CONDITIONS:**
6. You, the client, must promptly make known to your instructor any medical condition which may impair your ability to drive, whereupon your instructor will take the appropriate action to conform to his legal or moral obligations.
7. If you are not fit to drive through drug or alcohol abuse (this also includes prescription drugs, please read the label carefully before driving), your lesson will be cancelled and you will be charged in full for the lesson.
8. If you have a practical test arranged, it is your responsibility to ensure that you have the correct date & time & have your driving licence & your theory test certificate, without these your test may be cancelled, you will lose your test fee and will also have to pay for your lesson in full. **You hire the car for 2 hours to conduct your practical driving test (please ask your instructor this before your driving test) The DVSA test fee is separate to your hire of the tuition car. If you do not wish to take the instructors car, please make sure that the car you take is insured for use on a driving test, if not, it can be refused for the purpose of the driving test**
9. ADAMS DRIVING SCHOOL cannot be held responsible for Test Appointments being postponed or cancelled by the Driving Vehicle Standards Agency for any reason. If your test is cancelled at short notice by the DVSA, the test day lesson fee is still payable to Adams driving school. In these circumstances, you must reclaim the money directly from the DVSA. Furthermore Adams driving school is not responsible for any failure of light bulbs or punctures during the Practical Test. All bulbs / lights & Tyres are checked daily. If such things prevent a driving test from going ahead Adams

driving school will refund the cost of the DVSA Practical Test fee only. Where a client is advised of any mechanical failure by the instructor, and there is sufficient time to cancel/reschedule the test and avoid any financial loss, but the client chooses not to do so, Adams driving school will not refund the DVSA Practical Test Fee in these circumstances. If your practical test is cancelled due to bad weather, this will be rearranged by the DVSA, unfortunately you will still be charged in full for your lesson as the car has been hired by you for the practical driving test, you may be able to reclaim your losses back from the DVSA only via the relevant forms.

10. If I am running late due to traffic/mechanical/personal issues, I will always endeavour to advise you (but only when safe to do so) I will make up the time for your lesson (to be arranged mutually)
11. If I am unable to carry out your lesson (unforeseen sickness /accident/ mechanical issue) I will give you as much notice as possible & will rearrange your lesson at a convenient time for both parties.
12. If the weather is bad (snow/ice/fog/floods) I will decide if it is safe to drive in these conditions, but if you agree to the lesson, then you decide that you do not want to drive in these conditions on the day, and then the lesson will be chargeable.
13. Payment for lessons to be paid in cash or cheque or direct bank transfer (cheques payable to ADAM SMITH and must be paid at least 7 days in advance to make sure you have sufficient funds. If insufficient funds, bank charges accrued will be added to charges) Block bookings to be paid in advance to qualify for the discount. If you decide you want a refund for whatever reason, the block discount will not be applicable; refunds will be calculated at the normal hourly rate, also incurring a £20 administration charge to be deducted from your payment.

14. PERSONAL ITEMS:

- Adams Driving School will not accept responsibility for damage or marking to clothing as a result of coming into contact with areas of the vehicle subjected to road dirt, brake dust, mechanical oils or grease - including the Show Me, Tell Me section of the course or Practical Test. This may involve lifting the bonnet for which disposable gloves are provided if required. Adams Driving School accepts no liability for personal property that is left in any training vehicle or lost at any point during the course of a lesson.
15. You are responsible for the safety of the car, me and any other road users. Any offences committed are liable by the offending driver.
 16. This is a business. Learning to drive safe for life is a commitment in itself. Please remain responsible at all times during your tuition, this means concentrate, do not take phone calls/texts unless in a safe location. You are fully insured whilst under the tuition of a DVSA instructor. If you use the vehicle without permission from the instructor, the vehicle and you will not be covered by the insurance policy, any damage caused from this and subsequent loss of earnings, hire car etc, will be sought to be recovered through a court of law.

Signed	Name	Date
if under the age of 18 a legal guardian/parent must sign on the pupils behalf		

DIA Code of Conduct

- **All DIA members listed in Find a Driving Instructor have agreed to abide by the following code:**

- I will not mislead the public over services provided by the school. This applies in particular to instructors' qualifications and the likely cost of lessons which will be necessary to reach the standard required by the Driving Standards Agency's driving test.
- I will ensure that clients are fully aware of their terms of business.
- I will avoid improper language, suggestions or physical contact with clients.
- I will take all reasonable care, using skill and diligence, in instructing clients in all relevant aspects of traffic and driver education.
- I will not discuss with others matters that a pupil has disclosed during a lesson. This does not apply to business matters which concern a driving school or, where the lessons are being paid for by another person or company, information relevant to that person or company. In this case, while the third party has the right to this information, it will only be given with the client's knowledge.
- I will maintain proper standards of personal hygiene and dress.
- I will ensure that any vehicle driven or used for training is maintained in good mechanical order and condition; is properly insured and taxed and, where appropriate, certified as roadworthy; and that all reasonable care is taken to keep it clean and tidy.
- I will ensure that tuition is carried out only within the terms of the law, with particular reference to driver licensing and provision of a professional service.
- I will continue my professional development to the best of my ability.

Health Declaration.

Have you ever had, or do you currently suffer from any of the following conditions?

Please delete as appropriate!

Yes/No Diabetes controlled by Insulin (or tablets if you experience Hypoglycemia).

Yes/No Epilepsy.

Yes/No Any condition affecting **both** eyes, or the remaining eye if you only have sight in one eye (Not including colour blindness or short/long sighted).

Yes/No Any condition affecting your visual field or acuity (unless corrected by glasses or lenses).

Yes/No Total loss of sight in one eye.

Yes/No Stroke with **any symptoms** lasting longer than one month.

Yes/No Fits or blackouts.

Yes/No Any type of brain surgery, severe head injury involving **In-patient** treatment or brain tumour.

Yes/No An implanted cardiac pacemaker or cardiac defibrillator.

Yes/No Repeated attacks of sudden disabling giddiness.

Yes/No Any other **chronic** neurological condition e.g. Multiple Sclerosis, Motor Neurone, Huntingtons.

Yes/No A **serious** problem with memory or periods of confusion.

Yes/No Persistent alcohol or drug misuse or dependence.

Yes/No Serious psychiatric illness or mental ill health.

Yes/No Parkinson's disease.

Yes/No Narcolepsy.

Yes/No Sleep apnoea syndrome.

Yes/No Any persisting limb problem which needs driving to be restricted to certain types of vehicles or those with adapted controls.

Yes/No Severe learning disability.

I hereby declare that DVLA have been notified of any of the above conditions.

Sign & Print..... **Date**.....