

Quality One Driver Training

523 East Bridge Street, Portland MI 48875

office: 517-279-0848

Segment 1 Class Policies

Attendance Policy Students are expected to be present for all classroom sessions. An extra classroom session is provided so 1 pre-arranged absence is allowed. More than one absence would require you to enroll in the next class and the remainder of your drives to be postponed until that time. Tardiness (unless prearranged) is unacceptable – three times late to class will count as an absence.

Drive Times Students sign up for scheduled drive times. If you are unable to make your drive time, every effort should be made to find a replacement driver. The instructor must be notified as soon as a replacement has been found. If a replacement cannot be found, student must call the instructor at least 3 hours prior to the scheduled drive time or a \$40 missed drive time fee will be charged.

Textbook Textbooks are the property of Quality One Driver Training and must returned at the conclusion of the class. Failure to return the textbook in appropriate condition will result in a replacement fee of \$30.

Class Grades Students must pass classroom evaluations with a minimum 70% average. If the student does not pass the class, the student will be enrolled in the next class. Student will not receive an additional six hours of driving.

State Exam Students must pass state exam with a minimum score of 70%. If the student does not score at least 70% a maximum of two retests are allowed. If the student does not pass the second or third attempt, the student will be enrolled in the next class at no additional charge. Student will not receive an additional six hours of driving.

Electronic Devices All electronic devices must be turned off during classroom instruction, behind-the-wheel instruction and behind-the-wheel observation. Use of an electronic device during class can be construed as an attempt to cheat on classroom work and tests. The observation time in the back seat of the car is required by the Michigan Department of State and is not acceptable to be spent talking, texting, playing, listening, etc with/on an electronic device.

Weather In case of inclement weather, please verify with your instructor what the cancellation policy is for this class location. On-the-road instruction is cancelled only at the instructor's judgment of the roads and weather. The instructor will make an attempt to call drivers scheduled that day if canceled.

Classroom We are a guest in this building. It is expected that the classroom will be left in the same condition that we found it in.

****Fees** Cost for the Segment I class is \$320. In order to begin behind-the wheel instruction, you must be paid in full. If you have not paid the full amount by the date on the information letter you received in the mail, you will need to enroll in the next Segment I class. Any money paid up to that point will apply towards the next class.