

Trinity Driving School Policies

38 Hour Course - Fee \$480.00 (\$80.00 for the classroom session & \$400 for the driving)

The 38-hour driving instruction course includes 30 hours of classroom instruction and 8 hours of behind-the wheel instruction. The student must attend all 30 hours of classroom instruction and all 8 hours of behind the wheel instruction. They must score at least an 80% on the classroom written exam and 70% on the Behind-the-Wheel Skills Assessment Test before a Certificate of Completion can be issued. The student will receive the original and one copy of the certificate of completion. This will be necessary to obtain a learner's permit or license from the Louisiana Office of Motor Vehicles. When they start the driving instruction, students will be picked up and returned to their residence or school if they reside in EBR. If they reside outside of EBR, a designated pickup will be assigned. Although an applicant must be at least 15 years of age to be issued a learner's permit, he/she may enroll in the 38 Hour course at the minimum age of 14 year and 9 months. However, the behind-the-wheel instruction cannot begin prior to age 15.

REFUND POLICY:

Deposits and payments are non refundable. If a student is unable to attend their class session, they may transfer their fee one time to another class date by calling our office at 225-262-7233. In the event of school closure or cancellation of classes that are not rescheduled, TDS will refund all applicable funds within 30 days. There will be a \$38.00 fee for all NSF checks.

ABSENCES:

If for any reason the student must be absent from the class, they should call TDS and report their probable absence and reschedule the day missed. The student must attend all 30 hours of classroom instruction. Two or more classroom days missed cannot be made up, the student will have to attend another 30 Hour Classroom Session.

CLASS/DRIVING CANCELLATIONS:

The student will be contacted by our office should the class or driving session be canceled due to severe weather. If the student is unable to make their behind the wheel driving session, they must notify the office at least 24 hours before their scheduled pick-up time. Failure to do so will result in a \$25.00 make-up fee. If a drive is canceled, the rescheduled drive(s) pickup location may change to Trinity Driving School.

DISCIPLINE POLICY:

Driving is a privilege that requires a great deal of responsibility and maturity. The student must maintain a courteous and respectful attitude both on and off campus. Cell phones must be turned OFF during class and driving sessions; not on vibrate or silent. If you need to contact a student, you will need to call our office at 225-262-7233 at any time during the class.

If the student disrupts the class (1) they will be given a warning; (2) if there is a second warning, the parent will be called and asked to speak with the student; (3) if there is a third warning the student will be dismissed from class and **NO** possibility of a refund and the parent must come pick up the student. Any student caught cheating on any test will be dismissed **without** a refund.

GREIVANCE POLICY:

Any grievance not resolved by the school may be forwarded to: Department of Public Safety & Correction, Public Safety Services, Office of Motor Vehicles; Attn: Training and Certification Unit, P. O. Box 64886 Baton Rouge, LA 70896-4886.

DISABLED STUDENTS:

The school should be notified prior to enrolling a student with hearing, speech or learning disabilities. Alternative testing techniques may be used for these students.

TDS will adhere to all applicable Federal, State and Local laws; we will not engage in any form of unlawful discrimination.

Parent/Legal Guardian Signature