

## **Policies & Procedures**

### **Refunds and Charge**

1. BBB Auto School, Inc does not refund any tuition fees or any part thereof.
2. \$35.00 will be charged for Returned Cheque.

### **Releases**

1. This contract constitutes the entire agreement between the BBB Auto School and the Parent/Student. No verbal promises not contained herein shall bind the School or the Parent/ Student.
2. The School will not be held responsible for delays/cancellations caused by mechanical failure, unsafe driving conditions due to bad weather, street constructions, heavy traffic, unavailable of Driving Instructor or any other reason over which the School has no control (i.e. Public Schools Closing, state emergencies, etc.). The School shall make every effort to give the student as much as possible for potential delays and work with the student to reschedule if needed.
3. The student/parents understand that certain hazards and risks are inherent in the operation of motor vehicles. The student/parents do hereby specifically assume all risks as may be incurred in the normal operation of motor vehicle during instructions. All vehicles are fully covered with liability insurance. The Student/Parents will hereby fully and completely release the School, its agents and employees from any liability whatsoever and from any and all claims or causes of action resulting or arising from any damage or injuries suffered by student during this course or any extension thereof, to the extent that such claim shall not be covered by the School's insurance coverage. The student/parents hereby further agree to indemnify and hold the School harmless from any claim made against it for any damage or injuries suffered by any persons, company, corporation or other entity, growing out of the Student's operation of school vehicles, or as a result of the student's course of instruction, to the extent that such a claim is not covered by The School's insurance.
4. Student should drive 40 hours of supervised driving with parents/legal guardian. This is required by the RMV. Minimum 10 hours of Driving required with Parents/Legal guardian before starting Driving Lessons.

### **Changes and cancellation policy**

The following will result into a "No show/cancellation" and student/parents will be charged \$50.00 per hour for the scheduled driving hour(s). Please be advised:

1. Students must provide a minimum of 72-hour notice for all cancellation of behind the wheel lessons.
2. Original Learner Permit must be with student during the behind the wheel lessons and observation sessions.
3. Student must be on time for all their appointments, arriving more than 10 minutes late will be cancelled and will result into a NO SHOW.
4. Students must wear corrective lenses/eyeglasses if their permits require.
5. If student is under the influence of marijuana, alcohol or any types of illicit substances and/or if student is operating the motor vehicle in a reckless and dangerous manner, the behind the wheel lessons will be terminated and result into a NO SHOW.
6. Student must practice proper hygiene (bathe, use deodorant, brush teeth). When student body odor if offensive to unbearable degree, they will be asked to reschedule, resulting into a NO SHOW and a \$50.00 charge.
7. Behind the Wheel Lessons Appointments can be scheduled Mondays-Fridays between 10:00 a.m. to 6:00 p.m.
8. All components of Driver's Education program (Class Lessons, Parent Class and Car Lessons) must be completed within Two Years from the date of First Lesson.

### **Pick-up and Drop-off**

Pick-up and drop-off for driving lessons and for observation hours are at the Driving School's principle place and Taunton High School. As a courtesy, we offer alternative Pick-up/Drop-off (with restrictions, only for Driving Lesson) services at student home.

By signing my name below, I certify that I have read and agree to the policies and procedures as outlined in the above.

Student Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parents Name Last: \_\_\_\_\_ First: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_