

General

- Tuition Fees are normally paid at the end of the lesson, by cash or cheque (unless pre-paid), and at the hourly rate previously agreed.
- Lesson duration is normally 1 hour, unless otherwise agreed.
- I will try my utmost to be punctual, but sometimes I may be delayed due to unforeseen circumstances e.g. traffic conditions, breakdowns etc.
- All lessons will start and finish at the same location, unless otherwise agreed.
- The tuition car is insured for the pupil's driving whilst receiving tuition or undergoing a practical Driving Test.
- The tuition car is a strictly **no smoking** area, in accordance with the Health Act 2006
- I can not accept liability for the pupil's personal effects or items of clothing lost from or damaged in the tuition vehicle.
- Please do not turn up for a lesson if you have indulged in alcohol or drugs previously. As far as I am concerned, the limit of alcohol/drugs whilst driving is Zero. In the interests of safety, I therefore reserve the right to refuse a lesson if I suspect you have been drinking/using drugs.
- It is your responsibility to inform me of any changes in your personal driving details, such as penalty points on your licence etc. I reserve the right to ask for a re-check of your licence for this reason.
- Any cheques for payment of lessons, which are not accepted by my bank for whatever reason, and are consequently returned to your bank, will incur a charge on you equal to that imposed on me by my bank. If the cheque is returned again, then lessons will be suspended until such time as full payment (including any return fees) has been accepted by my bank or by me in cash.

Lesson Cancellation

- If you need to cancel or change a lesson for any reason, please try to give me at least 24 hours notice. If you fail to give me 24 hours notice, or fail to meet an appointment without notice, the lesson fee will be payable in full at my discretion. My contact details are on the "Contact Card" enclosed in your "New Driver Pack"
- Block bookings (e.g.£190 / 10 hours) which are paid for, and subsequently cancelled by you will be reimbursed at the rate of £15 / full hour at my discretion.
- I reserve the right to cancel, postpone or change lesson times and/or duration under certain circumstances e.g. dangerous weather conditions , vehicle breakdown etc.
If this becomes necessary, I will try my best to let you know as soon as possible, and you will not incur any financial loss.
- In the event of a lesson coinciding with a driving test date / time, the test will generally take precedence.

The Driving Test

- In the event of a Driving Test being cancelled by the DSA for whatever reason, I cannot accept liability for the pupil's losses e.g. Driving Test fees. These can normally be recovered from the DSA. Tuition fees will normally still be chargeable, at my discretion.
- On test day, there will normally be a 1 hour lesson prior to the test (unless otherwise agreed), **and the total cost for use of my car will be for 2 hours, unless otherwise agreed. For clarity, the test will be taken in my car unless otherwise agreed.**
- In the interests of safety, I reserve the right to withhold the use of my car for the driving test if I consider you are not ready to take the driving test.
- In the event of my vehicle being unavailable for the Driving Test (if previously arranged), due to breakdown etc., I will try my utmost to obtain and provide an alternative vehicle, but cannot guarantee that such a vehicle will be provided.
- Three working days notice is required by the DSA for driving test cancellation. Failure to provide adequate notice of cancellation will result in the forfeit of the test fee.
- If I agree that you are ready for test, and you book your driving test yourself, please check with me first so that you do not pick a time / date that has already been reserved for someone else.

Ken Griggs

By signing this agreement, I confirm that there are no physical or other disabilities that may impede my ability to drive, and that no medication or other treatment is prescribed to me or being taken by me which may impede my ability to drive, or that any such information has been disclosed to the instructor and the DVLA.

I understand and agree to the above Terms of Business **Name:-**

I confirm that I am over 18 years of age **Signature:-**

Parent or legal guardian to sign if under 18 **Date:-**