

ANDREWS SCHOOL OF MOTORING TERMS OF BUSINESS

1) Lesson Appointment Card

a) A lesson appointment card will be issued either before, or on the first lesson. Clients are advised to carry the card so that at the end of a lesson the next appointment/s can be entered.

2) Driving Licence/Disclosure

a) Clients MUST personally ensure that they are the holders of a valid, signed, current driving licence - which must be produced at the first lesson, and will be regularly checked by their driving instructor. The licence will have to be produced for the driving test with the correct address on it.

b) Clients MUST inform their driving instructor if they receive any endorsements on their licence during the time they are receiving tuition.

c) Clients MUST inform their driving instructor of ANY disabilities they have that might affect their ability to drive. (Eyesight, any learning disabilities E.G. Autism, Dyslexia, etc.) This list is not exhaustible

3) Client Wellbeing

a) In the interest of comfort and safety, clients are advised to wear suitable footwear and comfortable clothing which does not restrict movement, please ask your instructor for any advice you may require.

4) Tuition Fees

a) Tuition fees are as stated in the fees section of these terms of business and may be payable in advance. All accounts must be cleared before taking the official practical driving test.

5) Postponement of a Lesson by the Driving School/Driving Instructor

a) If a lesson has to be postponed at short notice, for whatever reason e.g. vehicle failure, Instructor taken ill, traffic conditions or weather conditions, an alternative appointment will be made with mutual consent. If the postponement happens on the day of a driving test, then the school/instructor will be responsible for the test fee if it cannot be cancelled within the required time (see paragraph 7), the school/instructor will NOT be responsible of the client's continuation of lessons with the school/instructor.

b) Driving tests take priority over lessons, therefore, pre-booked lessons may have to be cancelled or postponed if the school/instructor receives short notice of a driving test appointment.

6) Postponement or Cancellation of Lessons by Clients

At least 24 hours' notice of postponement or cancellation of a lesson is required. Please note that Sundays and public holidays are not counted as working days. Late cancellations will be charged for as specified in the fees section.

7) Postponement or Cancellation of a Test

a) The attention of clients is drawn to the fact that a statutory period of notice is required under government regulations for the cancellation or postponement of a test.

b) If possible, the client will be advised in good time of the advisability of cancelling their test. The school/instructor cannot be responsible for the loss of the test fee if the client fails to immediately notify the test booking office. The address and telephone number is given on the test appointment document.

c) The school/instructor cannot be held responsible for whatever reason for any postponement or cancellation of a test by the DVSA at whatever notice.

d) Clients should note that where lessons or tuition vehicle hire are cancelled at short notice, because of a cancellation by the testing authority, fees are still payable. It may be possible for clients to claim lost fees from the testing authority.

8) School/Instructor Guarantee

- a) The school/instructor guarantees that only legally authorised instructors will give tuition.
- b) Instructors' official authorising documents will be displayed on the windscreen of the car, and may be inspected freely at any time.
- c) Clients may be accompanied on their lesson/test by a supervising examiner, whose job is to ensure that the tuition given/test, meets the required standard. This is a legal requirement and is in the public interest.
- d) If an authorised trainee instructor is used, a client may expect a senior supervising instructor present during some of the lessons.

9) The Driving Test

- a) Your instructor will advise the appropriate time to make an application for the practical driving test. The advice will be based on the client's progress to date. It does NOT imply that the necessary standard has been reached, or that it will for certain be reached by the appointed test date, the school/instructor will not hesitate to advise, where necessary, the postponement of the test. This condition is intended to save the client expense, unnecessary failure, and the consequent delay in waiting for another test and obtaining a full licence.
- b) The school/instructor reserves the right to withhold the use of the training vehicle for the test or a lesson, if in the opinion of the instructor the client is:

- i) Not at driving test pass standard.
- ii) Medically unfit (including eyesight).
- iii) Under the influence of drugs or alcohol.
- iv) Is not properly licensed to drive.
- v) Consistently fails to keep, or is late for appointments.
- vi) Falls into arrears over payment.
- vii) If for any other reason, the instructor considers the client will be unsafe to handle a motor vehicle.
- viii) This list is not exhaustive.

- c) Clients may be accompanied on their test by a supervising examiner, whose job is to ensure that official standards of testing are observed by examiners. This is a legal requirement and is in the public interest.
- d) You are reminded that when you attend for your theory or practical test, you MUST take the required documents with you; your instructor will advise you. Failure to comply with this regulation will mean the examiner may have to cancel your test; you will forfeit your test fee and have to apply for a new test date.
- e) In the event of the test appointment being sent to the client, they are required to notify the school/instructor as soon as possible, of the date and time of the test and show the document to their instructor on their next lesson. The school/instructor cannot accept any responsibility for booking an incorrect time or date for a test unless the appointment document is produced. The DVSA does not inform the school/instructor about the clients' test date. It is the clients' responsibility to inform the school/instructor date time and place of the test.

10) Lessons in Own Car

- a) Lessons may be given in a client's own car if the instructor is willing to do so, on condition that it is clearly understood:
 - i) The car is fully insured for teaching for reward - and this must be confirmed, in writing, by the vehicle underwriters.
 - ii) The instructor is covered by such insurance to drive the car - to be confirmed as above.
 - iii) The instructor can in no way be held liable for any damage or accident. While the instructor will make every effort to prevent the client having an accident, or damaging the car, it will be realised that their control is very limited. If clients wish to have lessons in their own car, then a second rear view mirror must be provided for the instructor. In view of the extra responsibility entailed, there will be no reduction in lesson charges.

11) Insurance

- a) School cars are fully insured for tuition, driving tests and pass plus courses.
- b) No liability of any kind can be accepted by the school/instructor for the loss of, or damage to any property belonging to, or in the possession of the client, whilst in the vehicle or entering or exiting the vehicle.

12) Legal Liability

- a) Clients should be aware that their instructors' primary objective is to promote road safety, and in doing so, he/she will have to issue instructions which clients must be prepared to carry out without undue argument.
- b) The instructor will make every effort to train you to the highest standard, but can in no way be held liable for any errors you commit whilst driving and not accompanied by your instructor either before or after a test pass.
- c) During an official driving test the client is in charge of the vehicle and is liable for any fines or charges levied as a result of any motoring offence committed.

13) Complaints

- a) If you are unhappy with any aspect of your tuition you should notify the school/instructor without delay, and not later than seven days from the date on which the cause of the complaint arose. Every effort will be made by the school/instructor to satisfactorily deal with the complaint, these "Terms of Business" and the "Code of Practice for Approved Driving Instructors" forming the basis for negotiations.

13) Fees

Duration of a standard lesson will be approximately 1 Hour with a 5-minute lea way either side.

The charge for:

A standard lesson weekday 9am-5pm	As agreed with your instructor
A standard lesson weekday after 5pm and weekend	As agreed with your instructor
The Pass Plus Scheme. 6 Hours	£300.

All fees are subject to adjustment from time to time at a months' notice. Payments should be made in cash or by bankers' draft which must be paid in advance of the lesson. We do not accept debit/credit cards or cheques.

Lessons normally start from: The client's home or a place agreed by mutual arrangement.

In their own interest's clients are advised to be punctual for appointments. If the client is later then that time will be part of the lesson. The instructor will wait 10 minutes. A reciprocal waiting time may become necessary for the arrival of the instructor who may be delayed due to some unforeseen circumstance. The lesson will commence from the appointed time or the time the client enters the car or the instructor's arrival if that should be later.

14) Data Protection

All personal data held by the company is in accordance with the **Information Commissioner's Office GDPR/Data Protection Act 2018**

15) Covid 19 Guidelines

All clients are expected to follow the up to date NHS guidelines on preventing the spread of the virus, Whilst in the vehicle hand sanitiser to be used and a face covering to be worn unless a medical reason prevents such. The controls of the vehicle will be cleaned down with antibacterial wipes in between each client.