



GUARDIAN DRIVING SCHOOL

“Protecting What Matters Most”

Locally owned and operated by K.P. Gibson

Guardian Driving School

Guidelines

Conduct - Students are expected to arrive at class and return from breaks on time. There is a large amount of information, which must be provided during the classroom time. If a student repeatedly causes interruptions in the class, he/ she can be removed from the class if the instructor feels that the conduct is affecting the class. If a student is removed from a class, no refund will be provided. We expect all students to respect one another.

Cell Phones - Students must turn off their phones during class or the instructor will pick them up until the end of the day. Repeated disruptions, including texting, can result in the student not being allowed to bring a cell phone into class.

Attendance - Students are required to attend all sessions of the class. Any student who misses classroom instruction will not be allowed to proceed to the behind the wheel portion of class until the missing session is completed. For emergency purposes and approved absences, the student will be allowed to attend the following class to complete his/ her missed session. Failure to attend a scheduled make up session will have the same results as a failed class with no refund.

Observers - Unless approved by the instructor, only registered students are allowed to attend classroom or driving sessions.

Grades - Students are required to pass an exam with a score of 80% or higher to complete the classroom session. There is no written exam for the behind the wheel drivers session. A student must receive a satisfactory rating to complete this training, however the instructor has the right to extend this session if he feels that the student has not met the necessary standards.

Driving Time - On the last day of the classroom training, each student will receive a schedule for their behind the wheel training. Conflicts in the schedule will be worked on between the parents of the student and representatives from Guardian Driving School. Please note that we have to drive a high volume of hours and rescheduling students could result in delays from the normal completion time for your child. Completion of behind the wheel training varies due to class size. We will rotate the students on a schedule to allow students reasonable periods between driving sessions. Each student will be required to drive 8 hours.



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Personal Property - Guardian Driving School is not responsible for lost or stolen property during classroom or driving sessions.

Payment - We accept checks, money orders, cashier checks and cash as methods of payment. We do not recommend mailing cash. All NSF checks will have a \$25 processing fee. Special arraignments can be made, prior to the start of class, for a payment plan. Certificates for all classes will not be given out to any student whose fees have not been paid in full. Registration is not complete until the proper paperwork and fees are paid in full.

Refund Policy - With seats being limited, any cancellation greater than 3 days prior to the start of class will result in a refund of \$175. Any cancellations after this period will result in no refund. Emergency matters can result in a registered student being rescheduled for the next available class.

Any student trained by an unlicensed instructor may be due an entire refund.

Identification - All students are required to present one form of identification. Copies of birth certificate or social security cards are recommended. Students must have identification to complete the registration process for a class.

Cancellation of Class - If for any reason Guardian Driving School cannot fulfill our obligation or voluntarily closes for business, we will refund outstanding fees within 30 days. (For this section, not being able to fulfill our obligation means if our license is suspended or revoked)

Consent Form - Each parent will be provided with a consent form prior to their child being able to participate in behind the wheel driving. This form must be signed by at least one parent and returned to the instructor as soon as possible.

A student who is fifteen (15) years of age may enroll in and fully participate in the 38 hour class. A student who is 90 days from attaining their 15th birthday may take the classroom only session, but cannot participate in Behind the Wheel training until the student is fifteen (15) years of age.

Alternative Testing - if there is a need for alternative testing & instruction for hearing, speech and learning disabilities for your child, please discuss this concern directly with the instructor or a representative of Guardian Driving School. All matters will remain private as we work to assist any child with their needs. We offer extended time to teach and test students with learning needs. We will provide one on one time for these needs.



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Certificate of Completion - To receive a certificate of completion, a student must complete 30 hours of classroom instruction and 8 hours of behind the wheel driving. A grade of 80% or better is passing for the classroom instruction. There is no grade for the behind the wheel training, however the student must receive a satisfactory review. If a driving instructor feels that a student requires additional behind the wheel training, the consenting parent will be contacted and we will provide 2 additional driving sessions at no expense to the parent. (Fees may apply for additional sessions) Once all areas of this course are met satisfactorily, the certificate of completion will be issued to the parents of the student once all required signatures have been completed. Both student and parent are required to sign the certificate of completion before it can be issued.

Grievance Policy - If a parent has a grievance with any aspect of Guardian Driving School, we will work to resolve this grievance as quickly as possible. All grievances should be directed to the owners (Dwayne Bertrand & Amanda Bourque). Any grievance not resolved by Guardian Driving School may be forwarded to the Department of Public Safety and Corrections,

Office of Motor Vehicles
Attention: Training 81 Certification Unit
P.O. Box 64886
Baton Rouge, La. 70896.

Guardian Driving School shall adhere to all applicable Federal, State & Local Laws and shall not engage in any form of unlawful discrimination or illegal activities.

The school, owner and /or instructors shall not give the impression or by advertisement that a Driver's Education Completion Certificate, Learner Permit or Driver's License is assured or guaranteed to any student or individual taking this course.

Thank you for allowing our staff to teach your children. Please sign below and return this form to Guardian Driving School.

I have reviewed the guidelines for Guardian Driving School and agree to these guidelines as written.



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Parent Signature

Date

Student Signature

Date