

## SP Driving School Terms and Conditions

The following terms and conditions form the basis of agreement between you, the trainee, and I, owner and operator of SP Driving School.

**License & Eyesight :** All trainees must be in possession of a signed provisional license on commencement of training. I will ask you to provide a DVSA view/share code (<https://www.gov.uk/view-driving-licence>) and your license must be carried on you for all lessons. You must also satisfy the eyesight requirement of being able to clearly read a license plate at a distance of 20.5metres (should you need to wear corrective lenses for this you should do so every time you drive).

**Safety & Responsibility :** Safety will be a shared responsibility but it is important that when in control of the vehicle you give your undivided attention to the driving task at hand.

- Mobile phones should be either switched off or put placed somewhere out of reach and on silent for the duration of the lesson (remember it is illegal to touch your phone whilst a car engine is on).
- Please ensure you are wearing suitable footwear and clothing that does not distract/restrict you whilst driving.
- Should an emergency situation arise in which it may be necessary for me to take control of the car via the steering wheel or use of the dual controls (brake & clutch pedals), please try to remain calm. As soon as it is safe to do so I will inform you of the reasons for my actions and discuss how best to avoid such a situation in the future.
- You should always consider your health before starting a journey/lesson and understand if any medication you might be taking will effect your ability to concentrate drive. In the event it becomes clear you should not be driving I reserve the right to terminate the lesson early or move to an alternative method of learning which can be done safely.
- If I suspect you are under the influence of drugs and/or alcohol (prescribed or otherwise) I will terminate the lesson and any fee for the period will be lost or charged.

**Insurance :** Fees include trainee's cover for insurance liability claims whilst driving the school's vehicle, providing that the trainee is duly licensed to drive and is accompanied on test by a DVSA examiner or under direction of the instructor.

**Payments :** Payments for training must be made at least 48hrs in advance of the agreed lesson via bank transfer or debit/credit card online.

**Prepayments :** SP Driving School operates a prepayment scheme entitling you to a discount on hourly fees. All prepayments must be made at least 48hrs in advance of the first agreed lesson for any prepayment period. You are entitled to cancel any prepaid tuition at any time and any outstanding credit will be refunded.

**Price Changes :** From time to time it may be necessary to adjust the hourly rate of lessons due to inflation or running costs of the business. Trainees will be given a minimum of 60days notice of any changes to the hourly rate.

**Cancellation of booked lessons :** 48hrs prior to a booked appointment you will receive a text message reminder. Should you need to cancel the appointment after this time a cancellation charge will be applicable, this is 50% of the standard rate. If it's possible for me to fill the cancelled space at short notice, the cancellation charge will be converted to a credit on your account. Should I (instructor) have to \*cancel a lesson on you with 48hrs or less notice, a cancellation credit will be applied to your account of 50% of the standard rate.

*\*Exemption to cancellation rates by instructor - due to any mechanical failure on the part of the tuition vehicle outside of my control.*

**Punctuality :** In your own interests please ensure that you are punctual for lessons. Text reminders are sent out 48hrs before each booked appointment and may will text you from the car when I arrive at our arranged meeting place. I will wait for a maximum of 15minutes before the lesson is abandoned and any lesson fee will be forfeited or become due for payment.

**Appointments :** Whilst every effort will be taken to ensure that clients receive the training at the requested time, all bookings are made on the undertaking that the school is not responsible for the postponement of training due to adverse weather conditions, mechanical breakdown of equipment or any other cause. Neither can the school be responsible for driving test appointments postponed by the Driving Standards Agency.

**Official Driving tests :** The school reserves the right to withhold the training vehicle for the driving test if, in the instructors opinion, the trainee does not match the required standard. The test fee will be forfeited if three clear days notice is not given. This does not include Saturdays, Sundays, bank holidays, the day of cancellation or the day of the test.

**Personal Property :** Naturally every endeavour is made to safeguard the personal property of any trainee, but the school accepts no liability whatsoever for jewellery, cash, clothing or other property that may be left in the training vehicle.

**Marketing/Advertising :** You agree for SP Driving School to use any photos/videos taken during lessons for any marketing and advertising purposes.

**Privacy Policy :** Your personal data (Name, Address, Date of Birth, Email Address, Driving License Details) will be securely stored only in cloud-based software and will only be used to contact you with regard to agreed lesson times. You can view this information on request at any time and you can exercise your 'right to be forgotten' at any time. Any debit/credit card details are processed by a third party supplier ([www.sumup.co.uk](http://www.sumup.co.uk)) and I do not store or have access to these details. Please see my Privacy Policy (<https://www.spdrivingschool.com>) for more detail.

**Acceptance :** By signing this document, you are confirming that you are 18 years of age or over and have read, understood and agree to be bound by these Terms and Conditions.

call : 07392832547 email : [steve@spdrivingschool.com](mailto:steve@spdrivingschool.com) visit : [spdrivingschool.com](http://spdrivingschool.com) 6 Balboughty Farm Cottages, Perth, PH2 6AA

Student Name: \_\_\_\_\_

Authorising Signature: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

Signing As:  Student.  
 Parent or guardian.