

Manor Park Driving School

Terms and Conditions

1. You (the pupil) must present your driving licence at the first lesson. If you do not bring it with you, then the lesson will be cancelled and still charged for.
2. You must meet the DVLA medical and eyesight requirements.
3. Payment is to be made at the start of a lesson by cash only or bank transfer.
4. If you decide to pay straight into the instructors bank account then this payment must be received 48hours prior to the commencement of the lesson.
5. One lesson fee **MUST** be paid for in advance (unless you are paying for a block booking). If you decide not to continue with lessons, and you have complied with the terms and conditions, then this fee will be refunded in full.
6. If you are paying for a block of lessons in advance. All lessons paid for in advance will be monitored and calculated and written evidence will be produced (by your instructor) to ensure there are no discrepancies as to how many lessons have been taken. If you do not continue with your lessons and you have complied with these terms and conditions then any surplus monies will be refunded to you.
7. Any lesson that is not paid for, or any lesson that is cancelled and not paid for, that does not adhere to the terms and conditions, will result in a request being made to you for payment. Payment is to be made within 7 days and if not paid then a County Court Summons will be issued for the recovery of monies owed.
8. The training vehicle will be fully insured, properly maintained, and have dual controls fitted.
9. The time taken to drive you to and from your pick up point will be incorporated into your lesson time, until your instructor deems you capable of driving yourself from the start point.
10. You must give **at least 48 hours notice** of a postponement/cancellation of any lesson otherwise the cost of that lesson will be payable in full. (This includes reducing the lesson time you have booked e.g. changing from a 2hr to a 1hr lesson).
11. If you cancel or do not contact your instructor for 3 consecutive lessons (then we shall assume that all future lessons are terminated,

unless you advise otherwise) and we shall allocate your lesson slot to another pupil.

12. You must be punctual for your lesson. Your instructor will wait approximately ten minutes at the nominated pick up point. If after ten minutes you have not arrived or made contact, then the lesson will be cancelled and the cost of that lesson will be payable in full.
13. If you are late for any lesson, the lesson will still end at the prior agreed time and you will still be charged for the time originally booked.
14. If your instructor is late for your lesson (e.g. due to traffic problems) then they will either agree to give you the lost time back or If this is not possible then they will adjust the lesson fee accordingly.
15. Any equipment lent to a pupil will be subject to a refundable fee and a time limit. If the item is damaged in any way, or kept for longer than the agreed time, then the item will be charged for out of the lesson payment received in advance or the block booking payment and the amount left will reduce accordingly.
16. You will be responsible for booking your theory and practical tests. Once either has been booked, then you are responsible for cancelling it or changing the date should the need arise.
17. Use of the vehicle for your practical test will be subject to a fee.
18. When you book your practical test you **MUST** use your instructors ADI number if you are intending to take your practical test in their car, to prevent the vehicle from becoming double booked. In the event of a double booking then the candidate who used the ADI number will take priority.
19. You **MUST** inform your instructor of your test date and time straight away so that it can be booked into the diary system.
20. You **MUST** send a copy of your test confirmation letter/email to your instructor to avoid any confusion over timing/dates.
21. Your instructor reserves the right to withdraw the use of the vehicle if the test date and time has not been agreed in advance.
22. Your instructor reserves the right to withdraw the vehicle from your driving test if, in their opinion, you do not meet the requirements of the driving test standard. Or the Instructor becomes unavailable due to unforeseen circumstances.

23. Immediately prior to your test, the vehicle will be thoroughly checked by you and your instructor, to ensure all tyres are roadworthy. For working head, tail, and brake lights. Manor Park Driving School cannot be held responsible for any loss of test fees in the event that the test is cancelled due to any mechanical failure.

24. Your instructor reserves the right to terminate lessons in the event that you are unfit to drive for any reason, including ill health or being under the influence of alcohol or drugs. Your lesson fee will still be required to be paid in full.

25. In the interest of public safety, please inform your instructor if there is any change in your eyesight or health that may affect your ability to drive.

26. Complaints procedure: In the event of any complaint, please refer the matter directly to Julie Mansley Proprietor Manor Park Driving School Email Manorparkdriving@aol.com, or Tel 07702 886 109. So that the matter can be resolved as quickly as possible. If the matter cannot be resolved to your satisfaction, then you may refer it to the Driving and Vehicle Standards Agency (DVSA). Email: cardiffcsu@dsa.gsi.gov.uk, Tel: 0292 058 1218

27. Manor Park Driving School cannot be held responsible for lessons or driving tests that have to be cancelled due to mechanical failure or adverse weather conditions. Cancelled tests by the DVSA or any other circumstances beyond our control. However, every effort will be made to rearrange your lesson or test at the earliest possible convenience.

28. Smoking inside the vehicle is not allowed.

29. By signing these terms and conditions you agree to an in car camera filming the outside during the lesson for insurance purposes.

Please note if you are under 18 years of age you will need a parent or guardian to sign these terms and conditions

Please Print
Pupil Name.....

Pupil Signature.....

Pupil/Parent/Guardian signature.....

Date.....

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Pupil Signature.....

Pupil/Parent/Guardian signature.....

Date.....

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