

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 : Wherever possible please ensure you give as much notice as possible should you need to cancel or change an agreed appointment. You will receive a text message 48hrs before the next appointment to remind you. Lesson cancellations must be made at least one hour before the agreed appointment time so as not to forfeit the fee.

PUNCTUALITY : In your own interests please ensure that you are punctual for lessons. Text reminders are sent out 48hrs before each booked appointment and I 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.

COVID 19 : To safeguard you, me and my other students whilst Covid-19 poses a threat it is necessary for me to add additional conditions at this time.

- Covid-19 remains a risk to the general public and whilst I will do my best to minimise the risk through increased cleaning and sanitising of the car we simply are not able to abide by the 2metre physical distancing rules within the car. Therefore all trainee's must undertake their own personal risk assessment to decide if they should be taking lessons at this time. Please be prepared to answer truthfully and responsibly to safeguard us all, These can be found on my website (<https://www.spdrivingschool.com>). As your instructor it is also relevant that I conduct the same assessment on myself and it is published weekly on the same website for you to review.
- You should immediately let me know if there are any changes to your own personal risk assessment prior to your next appointment.
- Lessons may need to be cancelled or postponed as a result of any changes to risk assessments and the potential need for you or I, to self isolate until the guideline quarantine time has elapsed.
- Lesson fee's will only be forfeited for no-shows to lessons.
- In the event of a driving test coinciding with the need for myself to self isolate I will do my best to try and secure an alternative instructor to take you to test, but please be aware this may not always be possible during these uncertain times.
- Face coverings are recommended due to the inability to physically distance in the car. You should bring your own covering that you know fits and you are comfortable with but I have disposable coverings in the car if you need one.
- Please wash your hands thoroughly to the recommended guidelines prior to your lesson. I will still require you to use hand sanitiser before getting into the car which I will supply. If you wish to use protective gloves you may do so and it may be necessary to reapply sanitiser at times during the lesson if example I need to reach for the steering wheel.

- Avoid bringing unnecessary items into the car. Please try to leave anything that cannot be carried on your person into the car. Space will be provided in the boot to leave anything should that not be possible.
- Avoid paying in cash where possible. I have a number of options to pay for lessons online but if you do have to use cash please ensure you bring the exact amount which will be placed into a zip-locked bag, I cannot give change.

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) 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.

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