

Class B Driver Training School Contract Requirements

All contracts between any individual or group attending a DMV licensed driver training school must be in a standard format approved by the department.

The school must submit a copy of the contract to the department at the time of licensing and at any other requested time. Any changes made to the contract must be reviewed and approved prior to use.

A copy of the contract must be given to those students 18 years of age or older and those students under 18 years of age who are either married or emancipated to sign. For students under 18 years of age who are not married or emancipated, a copy of the contract must be given to a parent or legal guardian to sign.

The Contract Must

- ▶ Clearly define the purpose, goals, and objectives of the program with specific contract elements.
- ▶ Be free from race, ethnic and gender stereotypes.
- ▶ Be free of any statements that place the financial responsibility for accidents occurring in school-owned vehicles during periods of instruction on the student or on the parents or legal guardians of students operating the vehicles.

Contract Format

- ▶ Use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- ▶ Display the owner's name, school name, address, telephone number, and e-mail address of the driver training school at the top of the contract.
- ▶ Display the date the contract was created or revised on each page, if applicable, on the lower left-hand corner of the contract.

- ▶ If contract has more than one page, display the page number on each page on the lower right-hand corner of the contract.
- ▶ Display the DMV toll-free telephone number and statement, in bold print, for parents and students, at the bottom of the contract between the contract date and the page number.

Contract Elements

The contract must contain the following:

- ▶ Any school licensed to teach students under 18 years of age must include a statement indicating the minimum number of periods of classroom instruction that is required for any student under age 18.
- ▶ Any school licensed to teach students under 18 years of age must include a statement indicating the minimum number of periods of behind-the-wheel instruction that is required for any student under 18 years of age.
- ▶ A statement indicating the contract price per period, lesson, or as a package, and the terms of the payment
- ▶ A statement disclosing if there is an additional charge for the use of the school vehicle in taking a driving test to obtain a driver's license from DMV
- ▶ A statement indicating the specific date and time when instruction is to begin for students taking classroom instruction
- ▶ A statement that attendance at a driver training school is not required for students who are age 18 years and over and have held the learner's permit for at least 60 days
- ▶ A statement that the instruction period does not guarantee that any student will pass the state license examination or that the student can secure a license, or that the student will be guaranteed employment upon completion of any course instruction
- ▶ The name, address, and telephone number of the student
- ▶ A statement addressing how missed classroom or in-vehicle will be made up

- ▶ A statement that a refund of any fees or tuition or any part of fees or tuition must be provided upon request if the school is not capable or willing to perform its part of the contract within a reasonable time period
- ▶ A signature line for a parent or legal guardian to authorize one-on-one driver training which must include a statement that the parent/legal guardian is aware that the student is still required to meet the observation requirements with at least one other student in the vehicle during in-vehicle training.
- ▶ Include DMV statement, "DMV is committed to promoting transportation safety through the certification of quality driver training programs. If you have comments or concerns about this course, call DMV at 1-877-885-5790 or email dmvclu@dmv.virginia.gov."

For Driver Training Schools in Planning District 8 (counties of Arlington, Fairfax, Loudoun and Prince William, and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park):

- ▶ A signature line for parents of students under age 18 and the following statement: "A parent or guardian must participate with the student in an additional 90-minute driver education component as part of the in-classroom portion of the driver education curriculum. The parent or guardian and student will be required to sign an *Affirmation of Attendance*, DMV form DTS 90, to acknowledge completion of the required 90-minute component."

If you have any questions concerning your school contract, please contact the Commercial Licensing Work Center at (804) 367-7050 or e-mail dmvclu@dmv.virginia.gov



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