



**Lead The Way**  
*With John.com*  
*Driver Training at its Best*  
**01482 213057 - 07999145223**

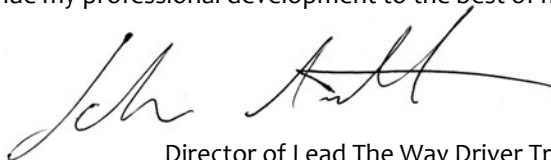
## TERMS & CONDITIONS

## DIA Code of Conduct

### All DIA members, Driving Instructor have agreed to abide by the following code:

- I will not mislead the public over services provided by the school.  
This applies in particular to instructors, qualifications and the likely cost of lessons which will be necessary to reach the standard required by the Driving Standards Agency.
- I will ensure that clients are fully aware of the terms of business.
- I will avoid improper language, suggestions and physical contact with Clients.
- I will take all reasonable care, using skill and diligence, in instructing clients in all relevant aspects of traffic and driver education.
- I will not discuss with others, matters that a pupil has disclosed during a lesson. This does not apply to business matters which concern a driving school or, where the lessons are being paid for by another person or company, information relevant to that person or company. In this case, while the third party has the right to this information, it will only be given with the clients knowledge.
- I will maintain proper standards of personal hygiene and dress as will you.
- I will ensure that any vehicle driven or used for training is maintained, in good mechanical order and condition. That it is properly insured, taxed and where appropriate, certified as roadworthy. I ensure that all reasonable care is taken to keep it clean and tidy.
- I will ensure that tuition is carried out only within the terms of the law, with particular reference to driver licensing and provision of a professional service.
- I will continue my professional development to the best of my ability.

Signed



Director of Lead The Way Driver Training

# Driving Standards Agency Code Of Practice

**The DSA** and the driving instruction industry place great emphasis on professional standards and business ethics. The code of practice has been agreed between DSA and the main bodies representing ADI's it is a framework within which all Instructors should operate.

The code leaflet can be obtained from any theory test and driving test centres. Your Driving Instructor should be able to obtain a leaflet for you. It is hoped that **ALL** Driving Instructors will formally agree to adhere to the terms of the code.

## **Personal Conduct**

- The instructor will at all times behave in a professional manner towards client
- Clients will be treated with respect and consideration.
- The instructor will try to avoid physical contact with a client except in an emergency or in the normal course of greeting
- Whilst reserving the right to decide against giving tuition, the instructor will not act in any way which contravenes legislation on discrimination

## **Business Dealings**

The instructor will safeguard and account for any monies paid in advance by the client in respect of driving lessons, test fees or for any other purpose and will make the details available to the client on request. The instructor on or before the first lesson should provide clients with a written copy of his/her terms of business to include:

- Legal identity of the training provider/ instructor with full address and telephone Number at which the instructor or his/her representative can be contacted.
- The price and duration of lessons.
- The price and conditions for use of a driving school car for the practical driving test.
- The terms under which cancellation by either party may take place
- Procedure for complaint

# Driving Standards Agency Code Of Practice

## **The Training Provider / Instructor should check**

- Client's entitlement to drive the vehicle
- His or her ability to read a number plate at the statutory distance on the first lesson
- When presenting a client for the practical driving test the instructor should ensure that the client has all the necessary documentation to enable the client to take the test and that the vehicle is roadworthy

## **Complaints from or about approved driving instructors (ADI)**

If you have a complaint about an ADI that you can't sort out with the school or the contractor, or you're an ADI with a complaint your ADI registration, you can write to the registrar of ADIs at DSA headquarters.

**How to contact Email:** [adireg@dsa.gsi.gov.uk](mailto:adireg@dsa.gsi.gov.uk)

**Phone:** 0300 200 1122

### **Write to us:**

The Axis Building  
112 Upper Parliament Street  
Nottingham  
NG1 6LP

## **Personal belongings**

There will be no responsibility held for lose of personal belongings of any kind (e.g. money, mobile phones, clothes,)

# Driving Standards Agency Code Of Practice

## Theory & Practical Test and Study

Instructors will advise clients when to apply for their theory and practical driving tests, taking into account local waiting times and forecast of clients' potential for achieving the driving test pass standard.

The instructor will not cancel or re-arrange a driving test without the client's agreement. In the event of the instructor's decision to withhold the use of the school car for the driving test, sufficient notice should be given to the client to avoid loss of the DSA test fee. The instructor should at all times, to the best of his or her ability, endeavour to teach client correct driving skills according to DSA's recommended syllabus.

## Available books

Highway Code available online or	£2.00
Driving The Essential Skills	£12.99
Know your road signs <i>Free download</i>	£4.50
Theory test CD ROM	£5.00

**Recommended books are also available from your local library**

## Advertising

The advertising of driving tuition shall be honest, claims made shall be capable of verification and comply with codes of practice set down by the Advertising Standards Authority. Advertising that refers to clients' pass rates should not be open to misinterpretation and the basis on which the calculation is made should be made clear.

Duration	2012 Price Per Duration	
1 HOUR	£21	£20*
1 ½ HOURS	£30.50	£30*
2 HOURS	£40	£39*
10 HOURS	£199	-
HOURLY	RECORDING	£3.00**
2.5 HOUR	£50* Test Fee	

Price correct at time of print 01.01.2012 \* Discount when taking two sessions a week

Price correct at time of print 01.01.2012 \*\* Memory Card needed £6.00 Deposit.

## Before You Train

Your Instructor adheres to making sure your Training Vehicle complies with all vehicle regulation, before commencing your in-car practical training.

### Rule 89 Highway Code

If your training vehicle is your own **YOU MUST** come to an agreement with your instructor as to when he/she considers you to be at a safe standard, your Instructor will have to also check you:

### Rules 286-287 Highway Code

- Document check  
This will include insurance, tax & mot certificate.
- Vehicle check  
This will include a variety of check to insure the car is safe for both you and your instructor.

Please Note: Your vehicle **WILL NOT** be used if you do not agree to any check done by your instructor.

- Before Starting your sessions
- You will be asked a few basic questions like
- Have you ever taken notice of a driver when you are sat next to them?
- Do you always feel safe when your sat in the passenger seat of a car?
- Have you had any experience in driving or riding ? This would include riding a push bike.

### ***Advice on suitable clothes & footwear***

Sensible clothing & footwear should be worn, to prevent any clothing catching on any controls or catches.

- Any long or baggy tops may be damaged on door or seat catches.
- Sensible flat shoes or trainers must be worn to prevent danger in the event of slipping off the foot pedals.  
**No high heels or flip flops.**
- Your Driving Instructor will not take any responsibility for damaged clothing or footwear

# Course Requirements

## Fitness to Drive

*Rules 90 91 Highway Code*

(I) The Driver/ Trainee must inform both your instructor & the DVLA of any health conditions which will effect the ability to drive a motor vehicle.

*Rule 92 Highway code*

(I) The Driver/ Trainee must

You **MUST** be able to read a vehicle number plate, in good daylight, from a distance of 20 metres (or 20.5 metres where the old style number plate is used). If you need to wear glasses (or contact lenses) to do this, you **MUST** wear them at all times while driving. The police have the power to require a driver to undertake an eyesight test.

## Drugs & Alcohol

*Rule 95 96 Highway Code*

(I) The Driver / Trainee **MUST NOT** Drive under the influence of drugs or medication

My advice would be **DO NOT** drink alcohol the night before contemplating a Driving Lesson. **YOU WILL BE CHARGED IF THIS HAPPENS!**

If medication has to be taken please consult with your doctor or please check the instructions on the label and inform your Instructor as soon as possible.

If you are going to be unfit to keep your appointment in any way, please see cancellation times.

In some cases due to circumstances out of your control you may not be able to give full notice this is understandable. However you will be adhered to pay

**£5.00 CHARGE FOR CANCELLATIONS OUT OF YOUR CONTROL**  
**If I turn up at your door at the time of your appointment.**

# Course Requirements

## Conciliation and Cancellations

Complaints by clients should be made in the first instance to the Driving Instructor/driving school/ contractor following the complaints procedure issued. Failing agreement or settlement of a dispute, reference may be made to the DSA's Registrar of Approved Driving Instructors who will consider the matter and advise accordingly.

Should the Registrar not be able to settle the dispute he or she may set up a panel, with representatives from the ADI industry, to consider the matter further or advise that the matter should be referred to the courts or other statutory body to be determined.

**Tuition Fees are normally payable ONE WEEK in advance.  
IF YOU DO NOT PREPAY YOUR NOT GUARANTEED:**

- To secure a booking and to continue to take advantage of lesson preparation material provided.
- Appointments must be kept by you or your Instructor.
- If you or your instructor need to cancel a lesson up to two hours in duration, at least **48 HOURS NOTICE** is required per session.

## FAILURE TO GIVE NOTICE

*Given notice within	00-06 Hours	FULL CHARGE!
*Given notice within	06-12 Hours	¾ PAYMENT!
*Given notice within	12-24 Hours	½ PAYMENT!
*Given notice within	24-36 Hours	1/3 PAYMENT!
*Given notice within	36-48 Hours	NO CHARGE

*Failure to give notice will result in a booking fee claim for the equivalent of hour/s booked or to make up extra hours tuition to make up for the Inconvenience.*

**Your Instructor reserves the right to cancel lesson sessions. without pre payment.**



## Terms & Conditions

### IN-CAR RECORDING EQUIPMENT

The Training provider, provides training on the following Terms.  
You (The Client) agrees to the following terms

Please ensure you read all of this agreement before signing  
because these terms are set out with your legal obligations and  
liabilities



### PROVISION OF THE TRAINING VIA IN- CAR RECORDING

The Training Provider named above will provide the Client with a safe honest approach to reassuring  
and measuring the quality of service and risk involved with conducting recording on sessions

### WARNINGS BEFORE RECORDING BEGINS

Connection to device IS through the 180W outlet near the hand brake

NOTE: Connection via the 180W outlet should not interfere with the hand brake use:  
please note if this becomes an issue you must inform me (The Training Provider) immediately.

A second connection is via the recording unit behind the interior mirror once connected you will here  
the following;

<i>In -car recording is selected</i>	-	This means the power is on.
<i>Starting internal recording</i>	-	This means system recording.
<i>Location information has been detected</i>	-	GPS Positioning.

WARNING : System has voice confirmation which is initiated when the system is switched on or off via  
the ignition which starts the engine.

### WARNING : IF THE ENGINE CUT OUT OR STALLS THE VOICE COMMAND REPEATS WHEN THE ENGINE IS TURN ON AGAIN.

I (The Training Provider) has the right to obtain the system information via the SDHC memory card  
with out your consent.

I (The Training Provider) **WILL NOT** broadcast any information stored via 2ch carpa120 DIGITAL  
DRIVING RECORDER without written permission of the named client (Clients and recording) a viewing  
appointment must be made so both you (The Client) and me (Johnathan Smith, your Driving Instructor)  
can agree on any changes to be made before publishing.

YOU (The Client) **WILL NOT** broadcast any information stored via 2ch carpa120 DIGITAL DRIVING  
RECORDER AT ANY TIME **WILL NOT** copy any information stored via 2ch carpa120 DIGITAL DRIVING  
RECORDER. You (The Client) **WILL NOT** copy the software loaned to you.

## Mission Statement

### **Lead The Way Driver Training**

Leading The Way to a Higher Standard of Driving.

Existing to provide you with a new edge of driver safety from; New born to new age grandparents.

What ever you want to do with your life, Lead The Way.

### **Lead The Way Driver Training**

Develops there skills so you the customer can benefit from:

#### **A High Standard of Training in:**

- Pre-Driver Training Management
- Traffic Educational Management
- Traffic Legislation Management
- Motivational Management
- Anxiety & Emotional Management
- Driver Behavioural Management
- Risk Assessment Management
- Driver Assessment Management
- Driver Development & Awareness Management
- Skid Avoidance Training & Management

Lead The Way is operated by Director Johnathan Smith Known to all as John  
Therefore the name and web site leadthewaywithjohn.com was created