

## IN-CAR SESSION RULES AND PROCEDURES

### Information for Students/Parents/Guardians

#### General Information

- Office hours will be limited. Customer visits will be by appointment only. Unscheduled walk-ins cannot be accommodated.
- Office appointments may be requested by phone, email, or text message.
- Everyone who visits the office or classroom is required to wear a face mask at all times when inside the facility.
- Everyone inside a First Drive space is expected to adhere to common 6-foot social distancing protocols.

#### In-car scheduling

We will contact students by phone to schedule them for in-car sessions. Scheduling will be prioritized by 6-month deadlines, amount of the course already completed, and sign-up date. We are not able to schedule on request at this time.

#### In-car Rules

- By law, a student must have a valid temporary driving permit present for each session and will be asked to show it at the beginning of every session. If the student does not have a valid permit present, the session will need to be rescheduled and a rescheduling fee will apply. (Besides not being expired, “valid” also includes meeting the conditions of any restrictions on the permit. If there is a corrective lenses restriction, the student must be wearing glasses or contacts for the permit to be valid. If there is a daytime-only restriction, the permit is not valid between sunset and sunrise.)
- By law, students are not permitted to use cell phones or other electronic devices during an in-car sessions. Devices must be turned off and out of the student’s reach during the session.
- Students are not permitted to have food or drink when driving during an in-car session.
- For safety, students must wear closed-toe shoes for in-car sessions. Sandals, flip-flops, and slippers are not permitted.
- Students should arrive for their in-car session prepared, including well rested, fed, and not under the influence of any medication that could affect alertness and reaction time.
- Students should arrive a few minutes before the scheduled lesson time. If the student is more than 10 minutes late, the lesson will need to be rescheduled and a reschedule fee will apply.
- If you must reschedule a lesson, please notify us as soon as possible so we can offer the lesson to another student. If we do not have an opportunity to fill the spot with another student, we incur a substantial cost as well, thus we charge a rescheduling fee. We need notice of at least two business days to be able to schedule another student into the session. Rescheduling fees will apply if the notice is less than that. Any cancellation or no-show may significantly delay completion of your training.

#### Special COVID19 Precautions and Considerations

- Students are required to perform a wellness self-check, including taking their temperature, within one hour prior to every in-car session, and to contact us immediately to cancel the session if any symptoms of illness are present.
- Plan to arrive at least five minutes before your scheduled lesson time.
- When you arrive please send a text from the parking lot to **614-710-0966** with your first and last name, scheduled lesson time, location (Hilliard or Powell). For example, “Chris Jones, 3:20, Powell”. Your instructor will reply as soon as they’re ready for you.
- Students are required to bring a face mask, a bottle of hand sanitizer, and a pen for personal use to every in-car session.
- Students and instructors are required to properly wash their hands immediately before and after every in-car session, and to use hand sanitizer frequently throughout the session.
- Students and instructors are required to wear a face mask covering the nose, mouth, and chin at all times inside First Drive vehicles and facilities.
- Throughout the session, the vehicle HVAC system will stay on the fresh/outside air setting with the fan turned on, and at least two windows will remain at least partially open.
- The instructor will clean high-touch surfaces on the outside and inside the vehicle before each session.
- The student is expected to wipe down high-touch surfaces on the driver’s side of the vehicle at the end of the session and then wash their hands.
- Student must be picked up on time at the end of the lesson.