

ALL ABOUT DRIVING OF WATERFORD INC.

Teen Driver Education Classes

A Segment _____ class begins on _____ at _____

For additional dates call **248-623-0799**

SEGMENT 1 CLASS

Students must be 14 years and 8 months to attend the class.

Segment 1 classes meet 12 days; 2 hours each day. Monday – Thursday for three weeks. The course includes 24 hours of classroom, 6 hours of behind the wheel coaching and 4 hours of behind the wheel observation.

The Segment 1 fee is \$285.00 which must be paid in full by the first day of class.

Textbook Rental fee \$3.00

Cash, Check, MoneyOrder, Visa or MasterCard payment accepted.

Must obtain Level 1 License from Secretary of State before driving with parent or guardian.

To apply for a Level 1 Driver's License at the Secretary of State, you must:

- 1) Be at least 14 years, 9 months of age
- 2) Provide proof of date of birth (CERTIFIED birth certificate)
- 3) Present a Segment 1 Driver Education Certificate
- 4) Pass a vision test prescribed by the Secretary of State
- 5) Have a parent or guardian present for the Level 1 Driver License signature
- 6) Be able to provide your Social Security Number or a letter of ineligibility of SSN
- 7) Be able to provide proof of Permanent Legal presence/identity
- 8) Be able to provide proof of Michigan residency

SEGMENT 2 CLASS

Students must have a minimum of 90 days on a Level 1 License before enrollment in Segment 2. Students must have completed a minimum of 30 hours of driving with at least 2 hours of night driving.

Class will meet three consecutive days, two hours each day.

The total cost of Segment 2 is \$45.00, which must be paid in full by the first day of class.

Cash only accepted.

Certificates are given to students after completion of class.

To apply for a Level 2 Driver's License at the Secretary of State, you must:

- 1) Be at least 16 years of age.
- 2) Have possessed a Level 1 driver's license for at least 6 months.
- 3) Have successfully completed a Segment 2 driver education course.
- 4) Have not incurred a moving violation conviction or been found responsible for a traffic crash during the 90-day period immediately prior to applying for a Level 2 driver license.
- 5) Have a parent or legal guardian certify that son/daughter has been provided at least 50 hours driving experience (10 hours must have occurred at night) after receipt of the Level 1 driver license.
- 6) Successfully complete a state certified road test.

Applying for a license or ID? You'll Need the Following Documents



Secretary of State
Terri Lynn Land

When applying for an original Michigan driver's license or state identification card, **you must present documentation of:**

1. A valid Social Security number or proof of ineligibility.
2. Legal presence in the U.S.
3. Identity.
4. Michigan residency (at least two documents are required).

To ensure your application process is as smooth as possible, remember:

- ✓ To double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, call the Department of State Information Center at **(888) SOS-MICH (767-6424)** toll free for assistance.
- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will **NOT** be accepted.
- ✓ Foreign driver's licenses are accepted as proof of driving experience only.
- ✓ Documents are subject to departmental review and approval. Additional information may be required. The department may retain images or copies of any document presented.
- ✓ In some cases, document approval may not occur in the same day and may require an additional visit.

1 Your Social Security number or letter of ineligibility

Present **ONE** of the following to demonstrate a valid Social Security number or ineligibility.

- Social Security card.
- W-2 or 1099 form.
- Pay stub containing your name and Social Security number.
- Valid U.S. military ID card with photo (DD-2, DD-1173 or CAC card). (Documents expired less than one year will also be accepted.)
- Letter of ineligibility from the Social Security Administration. Letters that are more than 30 days old will not be accepted.

Note: All Social Security information will be verified.



Note: Your first/last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage license, divorce decree or court order.

2 Legal presence

At least **ONE** of the following must be presented:

- Original certified birth certificate** issued by a government unit in the U.S. or U.S. territory.
- Valid, unexpired U.S. passport or passport card.
- Valid, unexpired Permanent Resident Card (I-551) issued after December 1997.
- Certificate of Citizenship (N-560 or N-561).
- Certificate of Naturalization (N-550, N-570 or N-578).
- Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545).
- Valid, unexpired foreign passport in your name with English subtitles or translation, with stamped I-94 and an unexpired U.S. visa. (F-visa holders must also present an I-20 form; J-visa holders must present a DS-2019.)
- Valid, unexpired Employment Authorization Card (I-688, I-688A, I-688B or I-766).
- Valid, unexpired Refugee Travel Document (I-571) with stamped I-94.
- Approved U.S. Department of Labor certification with a valid, unexpired foreign passport in your name with English subtitles or translation, with stamped I-94 and an unexpired U.S. visa.

3 Identity verification

Present original documents to establish identity. **MORE THAN ONE** document may be required.

- Out-of-state or Canadian driver's license or ID card. (Licenses or cards expired for less than one year will be accepted.)
- Marriage license issued in the U.S.
- Divorce decree issued in the U.S.
- U.S. court order for a name change.
- Photo ID card issued by a federal or Michigan government agency.
- Valid U.S. military ID card with photo (DD-2 or CAC card). (Documents expired less than one year will also be accepted.)
- U.S. military discharge or separation documents, such as a DD-214.
- Tribal photo ID card from a federally recognized Native American tribe.
- Michigan Department of Corrections prisoner ID card. (This document requires verification.)
- Michigan driver education certificate. (For applicants age 18 and younger.)
- Michigan adoption record.
- U.S. school records, such as school ID cards with name and photo, diplomas, transcripts or yearbooks.
- If the applicant is below the age of 18 and does not have one of the above, a parent or guardian must present their driver's license or ID and sign for the applicant.
- A second document from group #2 may also be accepted. The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document or U.S. visa.

4 Proof of Michigan residency

Bring at least **TWO** documents with your name and Michigan residential address.

- Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.)
- Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.)
- Michigan high school, college or university report cards or transcripts less than two years old.
- Mortgage, lease or rental agreement. (Lease and rental agreements must include the landlord's telephone number.)
- Pay stub or earnings statement issued with the name and address of the employer.
- Life, health, auto or home insurance policy.
- Federal, state or local government documents, such as receipts, licenses or assessments.
- Michigan title and registration. (The registration must show current residential address.)

Note: Residency documents in a family member's name may be used if the family relationship can be established by other forms of documented proof.

All About Driving of Waterford Inc.
5476 Dixie Highway, Suite B
Waterford, MI 48329
248-623-0799
WWW.ALLABOUTDRIVING.COM

Department of State Certification #: P000518
Office Hours: Mon-Fri 9:00 am – 3:00 pm
Program Number #: _____
Class Location: _____
Date of Class: _____

STUDENT CONTRACT FORM FOR SEGMENT 1 CLASS

Name: _____
Last First Middle
Date of Birth: _____ Age: _____ School Attended: _____ Grade: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Cell Phone: _____
Email: _____
Name of Parent or Legal Guardian: _____ Phone: _____
Emergency Contact: _____ Relation: _____ Phone: _____

COURSE PROVISIONS

All About Driving of Waterford Inc. will provide a minimum of 24 hours of classroom instruction, 6 hours of behind-the-wheel (BTW) instruction, and 4 hours of observation time. Classroom instruction must be a minimum of 3 weeks in length. BTW instruction shall not begin until the student has received a minimum of 4 hours of classroom instruction. BTW instruction must be completed no later than 3 weeks after the classroom instruction has been completed. **"All About Driving of Waterford Inc. will conduct the behind-the-wheel instruction in a dual-controlled automobile, fully insured, covering each student enrolled in the program."**

TERMS OF AGREEMENT

"The student must be at least 14 years/8 months of age by the beginning of class (verification by birth certificate required)."
Students MUST be picked up on time. **There will be a \$10 charge for every 10 minutes student is picked up late.**
If the student is absent at any time during the class they must make-up the classroom instruction on the same day as their absence during a following class (i.e. if a student missed the 3rd day of the class they would need to attend the 3rd day of the next available Segment 1 class).

If student does not adhere to the following rules the instructor may deduct points, assign additional homework, postpone drives, or dismiss student immediately: Absolutely no swearing in class, Students will respect others and instructors, Students will follow instruction given by instructors, No sleeping or head resting, Bring in books, pen, and paper, Take notes, No talking while instructor is talking, No vandalism of property (anything destroyed will be student's responsibility and subject to be dismissed permanently from class with no refund.), Student must dress appropriately (if the student is not dressed appropriately he/she will be sent home and will have to make up missed time.)

Segment 1 fee \$285.00. Textbook Rental fee \$3.00. Additional hourly Behind the Wheel Coaching fee \$25.00. Postponement of Behind the Wheel Coaching fee \$25.00 (unless postponed twenty-four hours in advance). Textbook replacement fee \$15.00 for damaged textbooks (normal wear & tear is expected and will not incur a fee) or textbooks not returned on the last day class. Replacement of lost Certificate of Completion fee \$10.00. Returned Check fee \$25.00. Late pickup fee \$10.00 (for every 10 minutes student is picked up late). Payments may be made by cash, check, MoneyOrder, Visa and MasterCard (make check or MoneyOrder payable to **All About Driving of Waterford Inc.**).

Full payment is required the first day of class. All About Driving of Waterford Inc. will not refund any fee, tuition, or charge or any part thereof should the school be ready, willing, and able to fulfill its part of the agreement. A textbook will be handed out to each student for a \$3.00 rental fee. If a student needs to postpone of any Behind the Wheel (BTW) session notice must be received by the instructor or administration office twenty-four hours in advance or the student will be assessed a \$25.00 fee. This fee must be paid in full before any subsequent BTW sessions can be scheduled. Checks returned for any reason will be assessed a \$25.00 fee. All About Driving of Waterford Inc. reserves the right to cancel or reschedule courses or classes at its sole discretion.

Passing Segment 1 course requires a score of at least 70% on State test in addition to completed homework assignments.

I hereby certify that the student named above is my child/ward and that he/she has my permission to participate in the All About Driving of Waterford Inc. Instructional Course listed above. I have read, understand, and agree to the above terms of this agreement.

Student Signature

Parent or Guardian Signature

Provider Signature

Date of Contract

"Notice: This school is required to be certified by the Secretary of State. If you have a complaint, which you cannot settle with this school, write: Michigan Department of State, Driver Programs Division, Lansing, Michigan 48918. Completion of driver training instruction does not guarantee qualification for a driver license."

Please sign only one of the following agreements.

1) On-the-road student instruction agreement. This agreement provides that **All About Driving of Waterford, Inc.** shall have not less than two (2) students in the vehicle used by the students during behind-the-wheel instruction.

NOTE: If you choose this option we may not drive your student alone. We must have 2 students in the car at all times. If your students driving partner does not show up we will not be able to provide a lesson to your student unless a family member rides along. The lesson will have to be rescheduled.

Signature of Parent/Guardian Date

Signature of Provider

2) Parent waiver agreement for individualized on-the-road instruction.

By signing below, I, _____, authorize
Printed Name of Parent/Guardian

All About Driving of Waterford, Inc. to allow a certified instructor employed by **All About Driving of Waterford, Inc.** to offer my child on-the-road driving instruction without another passenger in the vehicle.

NOTE: If you choose this option we are allowed to drive your student alone if their driving partner does not show up.

Signature of Parent/Guardian Date

Signature of Provider

ALL ABOUT DRIVING OF WATERFORD INC. CLASSROOM CONDUCT

The following classroom rules are to be upheld.

- 1) Absolutely no swearing in class
- 2) Students will respect others and instructors
- 3) Students will follow instructions given by instructors
- 4) No sleeping or head resting
- 5) Bring in books, pen, and paper
- 6) Take notes
- 7) No talking while instructor is talking
- 8) Students **MUST** be picked up on time
There will be a \$10 charge for every 10 minutes student is picked up late.
- 9) No vandalism of property (anything destroyed will be student's responsibility and subject to be dismissed permanently from class with no refund.)
- 10) Must dress appropriately (especially during summer classes) - if not, the student will be sent home and will have to make up missed time.

If student does not adhere to rules, instructors may deduct points, assign additional homework, postpone drives, or dismiss student immediately.

We, the undersigned, understand and agree to the above conditions.

PARENT SIGNATURE

STUDENT SIGNATURE

DATE

ALL ABOUT DRIVING OF WATERFORD INC. HOMEWORK ASSIGNMENTS

The two following homework assignments are required in order to complete this course.

Assignment 1: *Intersections* – This is due after the **second** drive. Instructor has provided the following 6 different intersection scenarios and students are required to write how they would best handle each scenario.

6 intersection scenarios are the following:

1st intersection: Stop sign
2nd intersection: Green light
3rd intersection: Make a left turn protective green arrow
4th intersection: Flashing red light
5th intersection: Yield sign
6th intersection: Uncontrolled intersection

Hazardous situations:

Pedestrians crossing
Emergency vehicle coming from behind
Traffic jam
Someone speeding
Someone going too slowly
Stalled out car

Example: One night while leaving Mr. B's restaurant, I came upon an intersection with a flashing red light and noticed pedestrians crossing. I checked my rearview mirror, checked for people behind me, applied the brakes and stopped at the bar line because the light was red while yielding right away for pedestrians. Once the pedestrians passed, I checked left and right to see if traffic was clear and proceeded to the next intersection. (Write about the 1st through 6th intersections in this manner.)

Assignment 2: The student is to write a one-page essay regarding driving statistics or make a poster about driving facts. Projects will be assigned to students during the first week of class. Projects must be presented in front of classmates on the third Monday of course, students need to prepare a 3 to 5 minute presentation. All projects are due that day and must possess the following:

- 1) Student's Name and Class Number
- 2) Complete sentences.
- 3) Projects must be on recent statistics or facts. Examples: Drunk driving, drugs and driving, running red lights, seatbelts and air bags, speeding, etc.

Points will be deducted if handed in late.

We, the undersigned, understand and agree to the above conditions.

PARENT SIGNATURE

STUDENT SIGNATURE

DATE

ALL ABOUT DRIVING OF WATERFORD INC.

5476 Dixie Highway, Suite B
Waterford, MI 48329, (248) 623-0799
STUDENT CURRICULUM CHECKLIST

Student's Name: _____

Program Number: _____

Date	Objective	MI TSE Student Manual		Student's Signature	Instructor's Signature
Day One Orientation	Student will identify the purpose of information gauges and H.T.S.	Knowing Your Vehicle Chapter 2 Pg 2.2-2.22	Highway Trans. System Chapter 1 Pg 1.2-1.14		
Day Two	Student will identify the various items of pre-entry check procedures. Also, S.I.P.D.E. System of Defense	Preliminaries Chapter 3 Pg 3.2-3.9	The S.I.P.D.E. System Chapter 5 Pg 5.2-5.8		
Day Three	Student will identify the basic and responsible steps it takes to exit a parked area. Also, left and right turns.	Basic Maneuvers Chapter 4 Pg 4.2-4.14	Driver Operational Tasks Chapter 6 Pg 6.2-6.18		
Day Four	Student will identify the purpose and the correct driver action associated with traffic devices. Also, effects of the Laws of Physics.	Traffic Control Devices Chapter 8 Pg 8.2-8.25	The Laws of Physics Chapter 7 Pg 7.2-7.10		
Day Five	Student will identify proper procedures for negotiating intersections and freeways. Also, space/tailgating	Intersections Chapter 9 Pg 9.2-9.14	Space/Area Management Chapter 11 Pg 11.2-11.8		
Day Six	Student will define the minimal following distance, how to find a good following distance, determine a good space for certain situations, blind spots, explain stopping distance.	Following/Being Followed Chapter 10 Pg 10.2-10.8	Backing the Vehicle Chapter 12 Pg 12.2-12.14		
Day Seven	Student will identify the proper procedures for lane changes and proper passing techniques. Also, sharing the road with different attitudes and types of drivers.	Passing/Being Passed Chapter 13 Pg 13.2-13.8	Sharing the Roadway Chapter 14 Pg 14.2-14.12		
Day Eight	Student will identify the importance of various visual requirements of driving. Also, the effects of alcohol/drug risks involved and distractions.	Physical and Mental Health Chapter 15 Pg 15.2-15.17	Chemical Use/Abuse Chapter 16 Pg 16.2-16.17		
Day Nine	Student will identify the effects of natural laws, wet/dry roads, gravel/paved roads, hill/curves. Also, emergency situations.	Rural/Highway Environment Chapter 17 Pg 17.2-17.12 Emergency Situations Chapter 19 pg 19.2-19.16	Adverse Conditions Chapter 18 pg 18.2-18.20		
Day Ten	Student will identify the purpose for traffic laws, traffic courts, how to get licensed, revocation/suspension. Also, financial responsibility.	Legal Awareness Chapter 20 Pg 20.2-20.14	Social Responsibility Chapter 22 Pg 22.2-22.10		
Day Eleven	Student will identify vehicle malfunctions and indicate the proper actions for minimizing the hazard. Basic up-keep. Also, procedures for a safe trip.	Vehicle Care Chapter 21 Pg 21.2-21.17	Destination Planning Chapter 23 Pg 23.2-23.6		
Day Twelve	Final Exam				

Student Driving Record for All About Driving of Waterford, Inc.

5476 Dixie Highway, Suite B, Waterford, MI 48329 # 248-623-0799

Mr. M's Cell # 248-660-3264 Mrs. Piper's Cell # 248-802-1396 CHS – Mr. M&M's Cell # 313-409-1774

STUDENT NAME _____ PHONE # _____ PROGRAM # _____

Drive	Comments
In car familiarization Residential roadways (side streets) Pedestrian alertness Controlled & uncontrolled intersections and parked cars Left and right turns	
Drive 1 Date/Time _____ _____ Instructor Signature	_____ Student Signature
Visual awareness of: Signs, Pavement markings, Traffic lights and Brake lights Reaction on red, Aim high in steering, Space cushion Speed and Brake Control	
Drive 2 Date/Time _____ _____ Instructor Signature	_____ Student Signature
Multiple lane changes (2 to 4 lanes) Mirror (5 to 8 seconds) and Blind Spot Check Following Distance, Variations of speed and Brake Control Visual awareness of: Signs, Pavement markings, Traffic lights and Brake lights Reaction on red, Aim high in steering, Space cushion	
Drive 3 Date/Time _____ _____ Instructor Signature	_____ Student Signature
Express freeway interstate driving Entrance & exit ramps, Merge lanes Lane changes, Mirror (5 to 8 seconds) and Blind Spot Check Visual awareness of: Signs, Pavement markings, Traffic lights and Brake lights Reaction on red, Aim high in steering, Space cushion	
Drive 4 Date/Time _____ _____ Instructor Signature	_____ Student Signature
Parking (perpendicular, diagonal, & parallel) Reverse Y-turn, Braking techniques and Skid Control	
Drive 5 Date/Time _____ _____ Instructor Signature	_____ Student Signature
Simulated road test	
Drive 6 Date/Time _____ _____ Instructor Signature	_____ Student Signature

Hour 1 BTW Student Observation		Hour 2 BTW Student Observation		Hour 3 BTW Student Observation		Hour 4 BTW Student Observation	
Date/Time		Date/Time		Date/Time		Date/Time	
_____	_____	_____	_____	_____	_____	_____	_____
Instructor Initials	Student Initials	Instructor Initials	Student Initials	Instructor Initials	Student Initials	Instructor Initials	Student Initials