

# **\*\*PLEASE READ\*\***

## **Directions to Schedule Behind the Wheel Driving Sessions**

**USERNAME:** \_\_\_\_\_

**EXPIRATION DATE TO HAVE DRIVES COMPLETED:** \_\_\_\_\_

ONCE YOU HAVE OBTAINED YOUR PERMIT, you can begin scheduling your drive times. You will need to go back onto our website [www.onrdriving.com](http://www.onrdriving.com) and login with the username and password that you created when you registered with us. Your username is either written above or has been provided in this email. You will then pick the "Schedule BTW Courses" option in the left-hand column of your student center. (This stands for "behind the wheel") It will ask for your permit information before you will be able to schedule. Please set your account up to receive the email/text reminders for drive times and email notifications for cancellations. Green squares on the calendar indicate available drive times for that day. Yellow means drives are full for that day, and red means those drives are in the past. Any white squares simply mean those hours have not been added for that day yet, or that no instructors are driving on that particular day.

You will need (6) 1 hour driving sessions to complete the driving portion of the course. Drive times are generally booked out about 5 weeks. **NEW DRIVING HOURS WILL BE ADDED TO THE WEBSITE ON THE SECOND WEDNESDAY OF THE MONTH, IN THE AFTERNOON.** However, you will still want to check the website often for canceled appointments and/or new and added driving hours. **Drive times must have a minimum of at least 10 practice days in between lessons.** Ideally, students should have 3-4 practice hours per each 1 hour lesson you have with us.

**You will have 365 days from the completion of the online course or classroom portion, to schedule and complete your drive times. Do NOT wait until the last minute to schedule or you will not complete your drives in the required time frame. If drives are not scheduled in this time frame, the student's account will be locked. There will be a \$50 charge for each additional drive needed over the 365 days. If drive times are not completed, the student will fail the course.**

You must have your BMV issued permit with you for each driving lesson. A picture on your phone or an expired paper permit is not acceptable. If you do not have the permit, the drive will count as a "missed drive" and there will be a charge of \$50. If you need to cancel a drive, you must do so outside of a 24 hour window, or there will be a "late cancellation fee" of \$50. **Cancellations must be done in your online account.** Do NOT call the office or email to cancel a scheduled drive time. If you do not show up for your appointment, this will also result in a \$50 "no show" fee. Any outstanding fees must be paid BEFORE the final paperwork will be released at the end of the last drive.

**Students must wear a closed-toe shoe for each driving lesson; no sandals, high heels, or slides are acceptable.** If you are not wearing the proper footwear, you will not be able to drive, and this will result in a \$50 fee.

Please contact us with any questions. [info@onrdriving.com](mailto:info@onrdriving.com) 317-318-9215