



**BEHIND-THE-WHEEL TRAINING AGREEMENT  
FOR ONLINE STUDENTS**

ENTERPRISE NAME Master & Sylvania Driving School		LICENSE # 622-1916	
CLASSROOM ADDRESS 2280 St. Route 540	CITY Bellefontaine	STATE OH	ZIP CODE 43311-

Master & Sylvania Driving School, hereinafter referred to as "The Driving School" agrees to provide applicant, hereinafter referred to as "Student", 8 hours of behind-the-wheel training based on the Ohio Driver Training Curriculum. The student will complete the 24 hour equivalent of required classroom with an Ohio approved online provider. The student must provide a certificate of enrollment in an approved online driver education program to begin the eight hours of behind-the-wheel training. State of Ohio regulations require all training be made available by \_\_\_\_\_ (six months from the date of this contract) \_\_\_\_\_. Should a student be unable to attend available training sessions offered, the school is relieved of the aforementioned obligation. The Driving School shall furnish a licensed instructor and a motor vehicle for instruction. The tuition for said instruction is \$ \_\_\_\_\_.

Any additional in-car training may be obtained at the hourly rate of \$45.00 \_\_\_\_\_ per hour. If applicable, the Student may, for an additional fee of \$50 \_\_\_\_\_, use the Driving School's vehicle to take a driving exam at a State exam center located in Logan \_\_\_\_\_ County, OH.

The Student is required to obtain a valid temporary driving permit and pay tuition in full prior to scheduling the practical driving portion of the training. If the student must cancel a scheduled driving appointment, cancellation must be made a minimum of 24 hours prior to the scheduled appointment. Failure to do so may result in an additional fee of \$40.00 \_\_\_\_\_. The same fee shall apply should the Student fail to appear for, or for any reason not prepared to take, the scheduled lesson. Should a check received as payment of tuition in whole or in part, be returned due to insufficient funds, the Student may be removed from the driving schedule until such a check is made good. An additional fee may be charged for any returned check.

The student is required to complete all available training within six months of the date the training begins. No student is permitted to complete more than four hours of online and behind-the-wheel training in a twenty-four hour period. The Driving School must make available any remaining behind-the-wheel training once the student provided proof of completion of an online driver education program. There may be no refunds provided after that time. Upon expiration of this agreement, a reinstatement fee may be charged before any further services are provided. The Driving School does not guarantee the issuance of a driver license to the Student. If training is not completed within the six months, a new agreement shall be established and training shall be restarted.

The Driving School reserves the right to cancel this agreement at any time, should the Student's conduct indicate a lack of responsibility deemed necessary by The Driving School to safely operate a motor vehicle. Destruction of property, or the possession, distribution, or use of any tobacco product, alcohol, or drug of abuse is strictly prohibited. Should this agreement be cancelled under such circumstances, all fees may be pro-rated, based upon hours of service provided prior to cancellation.

Refund Policy: There are no refunds after this contract is signed and the payment is made.

The Driving School shall furnish a certificate of completion to all students under the age of eighteen years, who successfully complete the course. Completion, as defined by the State of Ohio, refers to the completion of the required number of hours online and the student's good-faith effort having been exercised during the practical driving portion.

Commercial Driving schools are licensed by the Department of Public Safety through the Driver Training Program Office, 1970 West Broad Street, Columbus, Ohio 43223. Valuable information for parents and teenagers is available on the internet at [www.drivertraining.ohio.gov](http://www.drivertraining.ohio.gov), under Parents and Teens.

I have read and understand and have received a copy of this agreement.

SCHOOL OFFICIAL Barbara Hughes		SCHOOL OFFICIAL SIGNATURE <b>X</b>	DATE
STUDENT	STUDENT D.O.B.	STUDENT SIGNATURE <b>X</b>	DATE

PARENT / GUARDIAN	PARENT / GUARDIAN SIGNATURE <b>X</b>	DATE
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School official must be the authorizing official, training manager, or instructor. The Driving School may add addendum(s) in accordance with Ohio law.



OHIO DEPARTMENT OF PUBLIC SAFETY  
DRIVER TRAINING

**STUDENT BEHIND-THE-WHEEL TRAINING REPORT CLASS D**

The most current version of this document available at [www.drivertraining.ohio.gov](http://www.drivertraining.ohio.gov)

STUDENT NAME	DATE OF BIRTH	HOME PHONE #	WORK PHONE #
ADDRESS	STATE		ZIP
PERMIT # / DRIVER LICENSE #	DATE ISSUED		EXPIRATION DATE
ENTERPRISE NAME Master & Sylvania Driving School	ENTERPRISE # 625	REPORT YEAR 2024	

**NOTE:** Break time does not count toward the 8 hours of required instructional time.

BEHIND-THE-WHEEL TRAINING					Check for Valid Permit	Entry Level Procedure Tasks	Minimal Traffic, Numerous Intersections	Lane Changes	RR Crossings	Angled/Perpendicular Parking	Vehicle Control at Higher Speeds (25-45 mph)	Moderate, In Town Traffic	Passing	Expressway, Controlled Access Highways	Parallel Parking	Maneuverability Test	Country Roads	Large Volume of Traffic	Night Driving (When Possible)	CERTIFICATE ISSUED		
START DATE																				<input type="checkbox"/> YES <input type="checkbox"/> NO		
PERFORMANCE CODES																				NUMBER ISSUED		
0 – Safety Risk*                      3 – Progressing 1 – Improvement Needed          4 – Competent 2 – Beginning                            5 – Exemplary																				DATE ISSUED		
*Safety Risks are actions that could cause a crash. Safety Risk does not mean the student cannot continue training; it indicates more practice is needed.																						
DATE	START TIME	BREAK TIME	END TIME	HOURS DRIVEN																INSTRUCTOR INITIALS / LICENSE #	STUDENT INITIALS	
																					/	

#1 Comments \_\_\_\_\_  
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 \_\_\_\_\_  
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#2 Comments \_\_\_\_\_  
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**NOTE:** Break time does not count toward the 8 hours of required instructional time.

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DATE	START TIME	BREAK TIME	END TIME	HOURS DRIVEN																					
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#3 Comments _____ _____ _____ _____ _____																									
																						/			
#4 Comments _____ _____ _____ _____																									

**NOTE:** Use additional sheets if needed.

I, the undersigned Instructor, certify that the Student has satisfactorily completed the behind-the-wheel instruction required by this chapter and section 4508.02(C) of the Revised Code.

**Optional:**  
 I, the undersigned Parent/Guardian, certify that I have met with the Instructor concerning the Driver Education instruction received by my child.

SIGNATURE OF INSTRUCTOR	DATE
<b>X</b>	

SIGNATURE OF PARENT / GUARDIAN	DATE
<b>X</b>	

No person shall falsify, alter or in any manner tamper with any records required to be kept by the Ohio Administrative Code.