

UNIVERSAL DRIVING SCHOOL OTTAWA INC.

College Square: 1907 Baseline Road Unit 301, Ottawa ON

Barrhaven: 220 Kennevale Dr., Nepean ON

Glebe: 851 Bank Street, Ottawa ON

(o) 613-265-5746 or (o) 613-882-5764

Dear Students Read our policy,

Welcome to Universal Driving School Ottawa Inc. We thank you for choosing us for your Basic Driver Education Program (BDE) and hope you have a great time learning.

There are a few General Rules that need to be addressed in advance of the course.

- Please respect your instructors in-class and in-vehicle training. They are there to help you learn the rules of the road and to make you become a better driver.
- Please respect other students within the classroom.
- Be on time for all your lessons.
- Disruptive behaviour will not be tolerated.

Requirements for completion of the online and in-person course.

- Keep your class notebook up to date and completed.
- To pass the course, you must score greater than 70 % on your in-class evaluation and greater than 80 % on your in-vehicle test.
- You must also provide us with proof of your attendance in order to be certified for the BDE course.

This includes:

- In class instruction sheets: there are 2 attendance sheets for in class: Group and Individual: Both needs to be signed in its entirety, student, teacher, date, hours. Must have printed name and signature and date. Maximum of 5 hours per day of instruction in class for a total of 20 hours of in-class training.
- In class individual instruction sheet AND also group sign in sheet must be done.
- When the students sign up for the BDE course packages they have 365 days to complete the course and send the online material or done in-class portion there's no refund, and if students uses their vehicle due to some reasons there's no refund, same applying to commercial in-car students.
- In vehicle: must have 10 hr minimum for in vehicle training.
- We must ensure your full attendance for the 20 hr in-class, 10 hr in-vehicle and 10 hr of home work (assignment) prior to certification or online, and otherwise you will NOT be certified. And . That is a Ministry of Transportation requirement and there will NOT be any exceptions made.

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- Sincerely,
Universal Driving School Ottawa Inc



