

# The Caswell Group Driving School

## Parent Orientation



**Teresa Landrum-Caswell**  
**Owner/Instructor**

**Alfred Garrett**  
**Lead Instructor**

**Cynthina Starke-Cordero**  
**Office Manager/Instructor for Driver Improvement**

# What do we offer?

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Offer Driver Improvement, 4 hour online (self paced classes), Driver Education, and approved to offer DUI classes (haven't started this yet).

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Approved as a Driver Training and Testing Program (DTTP) to offer driver education and training courses – 30 hours classroom and 6 hours behind-the-wheel.

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Inspected and licensed by the Tennessee Department of Safety.

CASWELL GROUP  
**DRIVING  
SCHOOL**



## **DRIVER EDUCATION PROGRAM**

### **36 HOURS OF TRAINING**



All Instructors  
are certified with AAA



Private Fully Insured Vehicle  
Equipped with Dual Brake



Register online at  
**[www.caswellgroup.info](http://www.caswellgroup.info)**



**901-552-5677**

1025 Whitney Avenue  
Suite 101B, Memphis, TN 38108

# **What does the program include?**

The CGDS Driver Education Program will provide the following:

- 15<sup>th</sup> Edition of “How To Drive” student workbook, textbook, spiral notebook, TN Comprehensive Driver License Manual, and writing utensils (AAA curriculum).
- 30-hours of in class driver’s education (assist with preparing students for knowledge test/learner permit).
- 6-hours of behind the wheel practice (with certified Instructor in Caswell Group Driving School car). Must complete classroom hours first.
- Final examination (state road test) for Class D driver’s license (contingent upon all requirements are met and student has learner permit). Must be 15 and 6 months old. Have held learner permit for 180 days.
- Our simulators will be here this month. If you prefer to have your child complete 2 hours simulator and 4 hours behind the wheel. Let us know. That is an option for this program.

# What do I need to bring on the first day of class?

## Social Security Card

Copy of Social Security card (or something showing correct SS# if you don't have a card) for each student so we can verify the last 4 digits.

## Contract Agreement

Review and sign contractual agreement and media release (will be emailed to you).

## Emergency Contact Information

Provide emergency contact information.



Caswell Group Driving School  
1025 Whitney Avenue, Suite 101B  
Memphis, TN 38127  
Office Phone: 901-552-5602  
[www.caswellgroupdrivingschool.com](http://www.caswellgroupdrivingschool.com)

### Contractual Agreement

The goal of Caswell Group Driving School is to offer affordable and accessible opportunities for individuals to receive driver education to become safe and responsible drivers.

Caswell Group Driving School will conduct an instructional driving program for student consisting of 30 hours classroom and 6 hours behind the wheel, which is the number of hours required by the State of Tennessee. Caswell Group Driving School is a state licensed facility and all instructors teaching in this program are certified by the State of Tennessee. Our facility and automobiles are fully insured.

Caswell Group Driving School cannot guarantee that the student will drive on the street or do any expressway driving. This will depend on the skillset for the student. All behind the wheel classes will be one hour and will be scheduled after the classroom instruction is complete.

Caswell Group Driving School cannot guarantee passing the Learners Permit or any discount on insurance (that will depend on the carrier).

Caswell Group Driving School cannot guarantee the student is eligible for the type of license for which this instruction is being given. The student signed below will be bound to the Contractual Agreement and the fee for this instruction is non-refundable (unless sufficient proof of medical emergency is provided), but classes are transferable to another class if needed. The Tennessee Department of Safety Rules and Regulations are available per request and are on the premises.

I acknowledge I am fully aware of the risks inherent in Program and because the Parent/Student desires to enter such Program, **STUDENT SPECIFICALLY ASSUMES ALL SUCH RISKS INHERENT IN SUCH AN INSTRUCTIONAL DRIVING PROGRAM.**

I acknowledge and agree that in exchange for valuable consideration, I am hereby promising not to sue Caswell Group Driving School, under any negligence theory for injuries, damages, or losses I may sustain as a Driver/Visitor/Passenger, and that if I or any of my heirs or personal representatives file suit against Caswell Group Driving School in violation and breach of this Covenant, Caswell Group Driving School may seek injunctive relief from a court to enforce this provision.

"This constitutes the entire agreement between the enterprise and the student, and no verbal statements or promises will be recognized."

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent, and/or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

Caswell Group Driving School request permission to use the above student's image for marketing and promotional purposes. Please check \_\_\_\_\_ Yes  
\_\_\_\_\_ No.

# Requirements to complete class successfully

Balance must be paid in full prior to sitting for class.

Students must be on time and present for each class. If students miss a day, they must wait until the following month to make up that class. Must complete 30 hours in the classroom.

Must sign student tracker every class. This must be sent to the state.

## STUDENT TRACKER DRIVER TRAINING & TESTING PROGRAM (DTTP)

Caswell Group Driving School



### Student Information:

Name: \_\_\_\_\_ Driver License/Permit #: \_\_\_\_\_

DOB: \_\_\_\_\_ Social Security # (Last 4 digits): XXX-XX- \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

### CLASSROOM INSTRUCTION:

Class Start Date: \_\_\_\_\_ Class End Date: \_\_\_\_\_

Class Location: \_\_\_\_\_ Instructor(s): \_\_\_\_\_

Date	Classroom Instruction Times:		Instructor	Hours of Instruction	Student Signature
	Time Started	Time Ended			
Total Hours of Instruction: _____					

Was DTTP Knowledge Test Administered? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, name of DTTP Instructor Administering Test: \_\_\_\_\_

Knowledge Test #: \_\_\_\_\_ Test Score #: \_\_\_\_\_

### BEHIND THE WHEEL:

	Behind the Wheel Times:		Instructor	Hours of Instruction	Student Signature
	Time Started	Time Ended			
Hour 1					
Hour 2					
Hour 3					
Hour 4					
Hour 5					
Hour 6					
Total Hours of Driving Instruction: _____					

Third Party Certification Form: \_\_\_\_\_ Certification Number: \_\_\_\_\_ Date of Certification: \_\_\_\_\_



# Behind the Wheel

- After completion of the 30 hours in the classroom, students can proceed with scheduling behind the wheel.
- Directions on how to schedule the behind the wheel will be provided on the last day of class.



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## Beginner Driver "Behind the Wheel" Analysis, Lessons 1, 2, and 3

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Lesson #: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

### Parking Lot and Possible Residential (not busy)

Procedure	1 = Excellent; 5 = Unsatisfactory					Comments
Pre-drive Inspection	1	2	3	4	5	
Vehicle position/mirrors	1	2	3	4	5	
Left belt driver/pass	1	2	3	4	5	
Work before moving	1	2	3	4	5	
Vehicle position	1	2	3	4	5	
Smooth start	1	2	3	4	5	
Forward	1	2	3	4	5	
Reverse	1	2	3	4	5	
Turning smoothness	1	2	3	4	5	
Normal/Hard Braking	1	2	3	4	5	
Steering ability	1	2	3	4	5	

### On Road Driving Skills – Lessons 2 and 3

Procedure	1 = Excellent; 5 = Unsatisfactory					Comments
Center of Lane	1	2	3	4	5	
Stop at SS	1	2	3	4	5	
Stop at signal	1	2	3	4	5	
Stop right on red	1	2	3	4	5	
Stop in front of brake	1	2	3	4	5	
Observe posted speed	1	2	3	4	5	
Smooth accel/deceleration	1	2	3	4	5	
Lane changes	1	2	3	4	5	
Turning techniques	1	2	3	4	5	
General sign knowledge	1	2	3	4	5	
Light/medium braking	1	2	3	4	5	
Interstate merging	1	2	3	4	5	
Proper signaling	1	2	3	4	5	
Following distance	1	2	3	4	5	
Stopping and recovery	1	2	3	4	5	

Instructor Comments:

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# Behind the Wheel

- Will be one two-hour simulation training session.
- Will complete 4 hours behind the wheel.
- Must come to 1025 Whitney Avenue for all sessions.

If you prefer all six hours to be behind the wheel, no problem, just let us know.



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Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Lesson #: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

Parking Lot and Possible Residential (not busy)						
Procedure	1 = Excellent; 5 = Unsatisfactory					Comments
Pre-drive Inspection	1	2	3	4	5	
Seat position/mirrors	1	2	3	4	5	
Seat belt driver/pass	1	2	3	4	5	
Look before moving	1	2	3	4	5	
Hand position	1	2	3	4	5	
Smooth start	1	2	3	4	5	
Forward	1	2	3	4	5	
Reverse	1	2	3	4	5	
Braking smoothness	1	2	3	4	5	
Firm/Hard Braking	1	2	3	4	5	
Parking ability	1	2	3	4	5	

On Road Driving Skills – Lessons 2 and 3						
Procedure	1 = Excellent; 5 = Unsatisfactory					Comments
Center of Lane	1	2	3	4	5	
Proper stop at SS	1	2	3	4	5	
Proper stop at signal	1	2	3	4	5	
Proper right on red	1	2	3	4	5	
Heel in front of brake	1	2	3	4	5	
Observe posted speed	1	2	3	4	5	
Smooth accel/deceleration	1	2	3	4	5	
Lane changes	1	2	3	4	5	
Scanning techniques	1	2	3	4	5	
General sign knowledge	1	2	3	4	5	
Light/medium braking	1	2	3	4	5	
Interstate merging	1	2	3	4	5	
Proper signaling	1	2	3	4	5	
Following distance	1	2	3	4	5	
Turning and recovery	1	2	3	4	5	

Instructor Comments:

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# Attendance Form

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- **All students under 18 will have to present an attendance form from their school when taking the test at the DMV.**
- **Schools should have these forms. Tell your student to go to the office and tell Administration they need an attendance form to take the test at the DMV.**



# Transportation to the DMV

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- CGDS provides transportation to the DMV.
- If you are interested, please call us at 901-552-5602 for more information. There is a form that you will have to get notarized.

# We can do the State Road Test!

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- **We can complete the state road test when all requirements are met:**
  - *Passed knowledge test*
  - *Completed 30 hours in the classroom*
  - *Completed 6 hours Behind the wheel (or 2 hours simulator/4 hours behind the wheel)*
  - *Must hold Learner Permit for 180 days and be 15 years 6 months old.*


When all this is completed, we can do the state road test with student. We provide student with certificate to take to the DMV and the student will complete vision test and take picture and walk out with their license!

You can also go to the DMV to complete the state road test! Completely up to you 😊


# Certification of 50 hours behind the wheel driving experience

At the DMV when completing the process for Learner Permit, parents will have to sign stating their child has completed 50 hours of driving experience, minimum 10 hours must be at night.

***For the issuance of a Tennessee Intermediate Driver License: Must be at least 16 years of age. Must have held a valid learner permit for a minimum of 180 days. Must have 50 hours of behind the wheel driving experience (including 10 hours of night driving).***



**TENNESSEE DEPARTMENT OF SAFETY AND  
HOMELAND SECURITY  
DRIVER SERVICES DIVISION**  
CERTIFICATION OF 50 HOURS BEHIND THE WHEEL DRIVING EXPERIENCE  
PLEASE PRINT ALL INFORMATION CLEARLY IN BLACK INK



NAME OF PERMIT HOLDER:		TENN PERMIT NUMBER:		SOCIAL SECURITY NUMBER:	
STREET ADDRESS		CITY		STATE	
NAME OF PARENT, GUARDIAN OR LICENSED INSTRUCTOR:		DRIVER LICENSE NUMBER:		SOCIAL SECURITY NUMBER:	
ADDRESS		CITY		STATE	

I affirm that I am the above named parent/guardian or licensed instructor, and I certify that the above named permit holder (under the age of 18) has completed fifty (50) hours of behind the wheel driving including a minimum of ten (10) hours of driving at night.

X \_\_\_\_\_ Relationship to Permit Holder: \_\_\_\_\_  
Signature of parent, guardian or licensed instructor (Parent, Step-Parent, legal guardian)

PD

At least 6 Months

Level 1

At least 12 Months

Level 2

Until Age 18

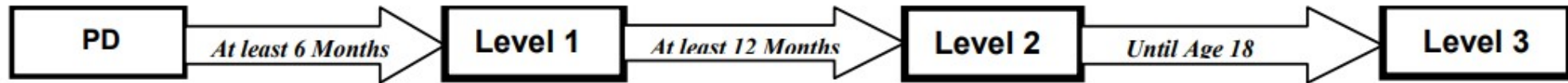
Level 3

	<b>Learner Permit Class PD</b>	<b>Intermediate Restricted</b>	<b>Intermediate Unrestricted</b>	<b>Regular Class D</b>
<b>NEEDS:</b>	<ul style="list-style-type: none"><li>At least 15 years old</li><li>Vision Exam</li><li>Knowledge Test</li><li>SF-1010 Form (Proof of Compulsory School Attendance &amp; Satisfactory Progress)</li><li>Parent or legal guardian must sign Teenage Affidavit of Financial Responsibility</li><li>Certified Birth Certificate</li><li>Proof of U.S. Citizenship or Lawful Permanent Resident Status</li></ul>	<ul style="list-style-type: none"><li>At least 16 years old</li><li>Must have held a valid PD for a minimum of 6 months</li><li>Certification of 50 hours behind the wheel experience, including 10 hours at night</li><li><b>CANNOT</b> have:<ul style="list-style-type: none"><li>*6 or more points on driving record during the 180 days immediately preceding application</li><li>Vision Screening</li><li>Road Skills Test</li></ul></li></ul>	<ul style="list-style-type: none"><li>At least 17 years old</li><li>Held a valid Restricted Intermediate for 1 Year</li><li><b>CANNOT</b> have:<ul style="list-style-type: none"><li>*6 or more points on driving record</li><li>*have an at-fault traffic crash</li><li>*have a 2nd seatbelt violation (this will add a 90 day waiting period to the end of the one year Intermediate Restricted duration)</li></ul></li></ul>	<ul style="list-style-type: none"><li>At least 18 years old</li><li><b>OPTIONAL:</b> Can apply for a duplicate license, without the word "intermediate" on its face</li></ul>
<b>FEES:</b>	\$10.50, any age under 18 years old	Age 16 = \$24.50 Age 17 = \$21.00 Age 18 - Eligible for regular driver license at regular license fees.	Age 17 = \$2.00 Age 18 = Eligible for regular driver license at regular license fees (\$8.00 duplicate fee if had Intermediate license)	\$8.00 or \$12.00 regular duplicate fee depending upon if 1st or subsequent duplicate license
<b>ISSUED FOR:</b>	<b>12 MONTHS</b>	<b>UNTIL AGE 21</b>	<b>SAME EXPIRATION DATE AT AGE 21</b>	<b>SAME EXPIRATION DATE AT AGE 21</b>
<b>RESTRICTIONS:</b>	<ul style="list-style-type: none"><li>Must have licensed driver age 21 or older in front seat</li><li>Cannot drive between 10:00 PM - 6:00 AM</li><li>Safety Belts mandatory for all passengers age 4 through 17 (or child restraint device if under age 4)</li></ul>	<ul style="list-style-type: none"><li>Only one passenger</li><li>Cannot drive between 11:00 PM and 6:00 AM</li><li>Safety Belts mandatory for all passengers age 4 through 17 (or child restraint device if under age 4)</li></ul>	<ul style="list-style-type: none"><li>Safety belts mandatory for all passengers age 4 through 17 (or child restraint device if under age 4)</li><li>No additional restrictions but license still states "intermediate" on the front of license</li></ul>	<ul style="list-style-type: none"><li>No restrictions and license looks Like "Under 21" license</li></ul>

SF-1256 (02/13)

## Graduated License Program

***Form is needed from student's school as proof of school attendance (check with your child's school)***



	Learner Permit Class PD	Intermediate Restricted	Intermediate Unrestricted	Regular Class D
<b>NEEDS:</b>	<ul style="list-style-type: none"> <li>At least 15 years old</li> <li>Vision Exam</li> <li>Knowledge Test</li> <li>SF-1010 Form <i>(Proof of Compulsory School Attendance &amp; Satisfactory Progress)</i></li> <li>Parent or legal guardian must sign Teenage Affidavit of Financial Responsibility</li> <li>Certified Birth Certificate</li> <li>Proof of U.S. Citizenship or Lawful Permanent Resident Status</li> </ul>	<ul style="list-style-type: none"> <li>At least 16 years old</li> <li>Must have held a valid PD for a minimum of 6 months</li> <li>Certification of 50 hours behind the wheel experience, including 10 hours at night</li> <li><b>CANNOT</b> have:               <ul style="list-style-type: none"> <li>*6 or more points on driving record during the 180 days immediately preceding application</li> </ul> </li> <li>Vision Screening</li> <li>Road Skills Test</li> </ul>	<ul style="list-style-type: none"> <li>At least 17 years old</li> <li>Held a valid Restricted Intermediate for 1 Year</li> <li><b>CANNOT</b> have:               <ul style="list-style-type: none"> <li>*6 or more points on driving</li> <li>*have an at-fault traffic crash</li> <li>*have a 2nd seatbelt violation</li> </ul> <i>(this will add a 90 day waiting period to the end of the one year Intermediate Restricted duration)</i> </li> </ul>	<ul style="list-style-type: none"> <li>At least 18 years old</li> <li><b>OPTIONAL:</b> Can apply For a duplicate license, without the word "intermediate" on its face</li> </ul>

## DOs

Share your driving wisdom and experience!

Stay cool when your teen says  
“Don’t yell at me!”

Drive in different conditions  
(weather, lighting, road type)

Aim for smoothness—pretend there’s a  
cup of water on the dash and you don’t  
want to spill a drop

Take breaks—every 25 minutes or so,  
and discuss progress

## DON'Ts

Don’t take the same route twice; use a slightly  
different route each time

Don’t view your teen as your chauffer—they  
need your eyes, attention and coaching

Don’t focus too much on basic maneuvers  
(turning, etc.)—your teen will  
pick those up quickly

Don’t say too much, but offer immediate  
feedback when appropriate; debrief fully  
after the session

**START OF EACH DRIVE:**

- Check yourself! Be mentally and physically ready
- Walk around to inspect the car
- Review the last drive, and future focus areas
- Buckle up, focus, phones off!

**DRIVING LOG***Remember—every trip counts!***END OF EACH DRIVE:**

- Teen to self-rate their anxiety from 1–10
- Teen: What three things went well?
- Teen: What one thing could be improved on?
- Schedule the next practice session

DATE	DRIVING TIME	DRIVING CONDITIONS	SKILLS PRACTICED	STRENGTHS	FUTURE FOCUS AREA
11/16	1.0 hr	Nighttime	Turns in city traffic, following distance, smooth steering	Keeping back far enough from car ahead	• Smoother steering • Looking farther ahead



Lead by Example.  
Consider taking  
the 4 hour online,  
self-paced course  
for \$29.95 as a  
refresher to  
display good  
driving.

Use promo code  
**CASWELL5** for \$5  
discount.

Depending on  
your insurance  
carrier, can also  
save money!

Parents set the  
tone!

## TENNESSEE ONLINE DEFENSIVE DRIVING & TRAFFIC SCHOOL

**Easy, Full-Screen Video, Mobile Friendly,  
Complete at your own pace.**

Caswell Group Driving School is now offering  
**4 Hour Traffic Course Online:**

- ✓ State of Tennessee approved
- ✓ Court-accepted ticket dismissal
- ✓ Auto insurance premiums discount
- ✓ No course timers
- ✓ Locally Owned

**99% passing rate** on first attempt  
**Certificate available** immediately after completion

**ONLY  
\$29.95**

**Register Now at**  
**[www.caswellgroup.info](http://www.caswellgroup.info)**



# Hold Them Accountable!

Make sure they are adhering to the restrictions set by the state.

Consider doing a teen contract with your child. We will most likely do one in class to start the process 😊



## AAA Parent-Teen Driving Agreement

Learning to drive can be both exciting and stressful for a teenager — and his or her parents. AAA has developed this parent-teen driving agreement to help families work together to safely navigate the learning process. The agreement helps establish rules and consequences for teens, but also places responsibilities on parents. Safe driving generally requires much more than what state laws call for, and signing an agreement before the teen starts driving can be helpful in establishing expectations for the whole family. By working as a team, parents and teens can accomplish their shared goal — a safe, successful teen driver. **Note: Driver licensing requirements vary by state and should be considered a *minimum* for teens. Find state-by-state requirements and a full-length driving agreement at [AAA.com/publicaffairs](http://AAA.com/publicaffairs).**

### Non-Negotiable Rules for Everyone

Parent(s) and teen will:	Parent(s) and teen will NOT:
<ul style="list-style-type: none"><li>Wear seat belts and require all passengers to wear seat belts</li><li>Obey all traffic laws</li><li>Drive at safe speeds for road conditions — at or below the speed limit</li><li>Be a courteous driver</li><li>Agree to meet at least once per month to discuss the teen's driving performance and plans for the next month</li></ul>	<ul style="list-style-type: none"><li>Drive under the influence of alcohol or other drugs or ride with an impaired driver</li><li>Engage in racing, stunts, or other thrill-seeking while behind the wheel</li><li>Conceal tickets, warnings, or crashes</li><li>Allow anyone else to drive the car</li></ul>

### Learner's Permit

Parents and teens should practice a minimum of two hours each week for at least six months (several states require longer) to ensure the teen gains ample experience in a range of driving conditions before solo driving.

Parent(s) will:	Teen will:
<ul style="list-style-type: none"><li>Provide and maintain a safe vehicle</li><li>Pay for driver training classes and materials</li><li>Be available for practice driving above and beyond what is required by law</li><li>Provide practice on a variety of road types and driving conditions</li><li>Share observations and provide coaching in a calm, respectful manner</li></ul>	<ul style="list-style-type: none"><li>Actively participate in driver training classes</li><li>Make time for practice driving</li><li>Not drive without parent(s)</li></ul>

### Intermediate License/Solo Driving

Driving without a parent poses new challenges for a teen. Crash rates are especially high during the first year of driving. Research shows that teens have fewer crashes when there are limits on solo driving that gradually relax as they gain experience. The table below is based on research and modeled after the National Institute of Health's Checkpoints program. Suggestions are provided in the boxes below; check that the rules you set meet requirements in your state. Breaking rules, at-fault crashes, and moving violations should result in reverting to an earlier phase for a pre-determined time. Critical violations (racing, reckless driving, drinking and driving, etc.) should result in license suspension for a pre-determined time.

	First Two Months	Months 3-6	Months 7-12
Start date	___/___/___	___/___/___	___/___/___
No driving after	8 p.m. or dark	9 p.m.	10 p.m.
Passengers	No one under 25	No other teens	No more than one
Roads	Local	No highway	Most
Weather	Dry	Moderate	Most
Parent(s) will:	Teen will:		
<ul style="list-style-type: none"><li>Continue to provide practice on a range of road types and in various driving conditions</li><li>Consider appropriate exceptions when asked in advance</li></ul>	<ul style="list-style-type: none"><li>Always tell parent(s) where he/she is going and with whom</li><li>Always call home if going to be late</li><li>Always call home if it's not safe to drive or ride</li><li>Pull safely off the road before using a cell phone or other electronic device</li></ul>		

### Signatures

Teen: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# We Are Here to Help

**We are not miracle workers! We need your help as well. Hold them accountable! Consider the following:**

- **Weekends are more hazardous.** More than one-half of crashes involving teen drivers occur on Fridays, Saturday, and Sundays.
- **Time of Day.** Teens are likely to crash between 9 pm and 6 am. More than 1/3 of teenage motor vehicle crash deaths occur between this time.
- **Purpose of Driving.** Teens drive differently depending on their destination. Risks are lower when a newly licensed young person drives purposefully, such as to and from school, home, work, sport events, etc...
- **Exclusive Access.** Risk is higher for teens who drive their own vehicle rather than a shared vehicle.

**Every time they grab their keys, ask them:**

1. **Where are you going?**
2. **When will you be back?**
3. **Who will be in the car with you?**

**Hold them accountable!**

**Remind them that driving is a privilege!**

# Health Concerns Medications Under the Influence

- Let us know any health concerns and/or medications that may impact students learning and/or driving abilities (ex. seizures).
- If for some reason we think any student is under the influence of alcohol, medication, drugs, etc... we will not allow the student in class or behind the wheel.



# After the classroom...

- **HIGHLY** recommend students take the knowledge test at the DMV within one week after the class while the information is still fresh on their brain.
- Continue to study the TN Comprehensive Manual
- We will provide your child with other helpful study tools



Thank you for the  
opportunity to serve!