



One Driving Academy – New Student Agreement Form

Welcome to One Driving Academy! Please read and sign this agreement before your first lesson. This ensures you understand how we operate and the expectations for both you and your instructor.

Lesson Terms & Conditions

By signing this form, you agree to the following:

Eligibility

- You must be 17+ (or 16 if disabled) and hold a valid UK driving licence (provisional, full, or suitable foreign licence).
- You must show your licence before your first lesson. Failure to do so may result in a refused lesson with full charges applying.
- Your eyesight must meet the legal standard for driving, including being able to read a number plate from 20 metres away.

Payments

- Lessons can be paid on the day or in advance (bank transfer, or cash).
- Block bookings must be agreed in advance.
- Any issues with payments or lessons should be raised within 48 hours for resolution.

Refunds

- Prepaid lessons are refundable in line with our refund terms (available on request).
- Vouchers are non-refundable, non-transferable, and must be redeemed before their expiry.

Lesson Arrangements

- You and your instructor are responsible for agreeing times, locations, and lesson duration.
- Your instructor may not always be available at your preferred time.
- You are responsible for staying fit and legally eligible to drive.

Cancellations

- At least 48 hours' notice is required to cancel or reschedule.
- Cancellations with less than 48 hours' notice will be charged at the full lesson rate.

Abuse & Behaviour Policy

One Driving Academy has a **zero-tolerance policy** for any form of abuse, aggression, or offensive behaviour towards our instructors.

- Any verbal or physical abuse, threatening behaviour, discriminatory language, or harassment **will not be tolerated under any circumstances**.
- If such behaviour occurs, the instructor has the right to **immediately terminate the lesson**, and any future lessons.
- In serious cases, we reserve the right to report the matter to the appropriate authorities.

We are committed to providing a safe, respectful learning environment for both students and instructors.

Continued....

Short Notice Tests

- If your test is booked with 2 weeks or less notice, the first 2 hours will be an assessment.
- If the instructor believes you are not test-ready, they will not take you to test.
- Full payment is required upfront for instructor availability.

Liability

- Instructors are not liable for losses not directly caused by them or for business-related losses.
- Losses outside the instructor's reasonable control are not their responsibility.

Recording & Consent

Insurance and Evidence:

Dash Cam recording, which involves front & rear windscreen facing and includes in-car cameras and audio, are used for the purpose of safety, evidence, learning, feedback, professional standards and insurance compliance, and are recording at all times. This is a mandatory requirement.

Training & Marketing:

Your lessons may also be recorded using footage for:

- **Training & Evidence:** To review and support your progress.
- **Marketing:** Short clips may be used on social media or our website.

By signing below, you give consent to being recorded and for your footage to be used for the above purposes. You also confirm that you have read and understand our In-Car Camera and Audio Recording Policy (see attached sheet).

If you prefer **not** to be used in marketing content, please tick the box below.

☐ I do **not** consent to my footage being used for **marketing purposes**.

One Driving Academy – In-Car Camera and Audio Recording Policy

At One Driving Academy, the safety, professionalism, and progress of our learners are our top priorities. For these reasons, **in-car dashcams and audio recording** are used during driving lessons.

Purpose of Recording:

- **Safety:**
To protect both the instructor and the learner in the event of an incident, accident, or road rage.
- **Evidence:**
Recordings may be used to support insurance claims or provide clarity to police or third parties, if necessary.
- **Learning and Feedback:**
Footage may be reviewed with the learner to highlight areas of improvement or reinforce good driving habits.
- **Professional Standards:**
Promotes transparency, accountability, and protection against false allegations or misunderstandings.
- **Insurance Compliance:**
Some insurance policies recommend or require the use of in-car cameras.

Data Privacy & GDPR:

- All recordings are handled securely and in accordance with **UK GDPR**.
- Footage is not shared unless legally required (e.g. by insurers or law enforcement).
- Recordings are retained only for a limited time and then securely deleted.
- Learners are informed of the recording policy before lessons begin.

Important:

If you have any concerns or questions about recording, please speak to your instructor before the lesson begins.

Data Use & Privacy

Your personal data may be used to:

- Identify you and manage your lessons
- Contact you about services, updates or payment reminders
- Improve services through analytics and training
- Prevent fraud and comply with legal obligations

We may contact you via phone, email, or message, and may share your data with legal authorities if required. We may monitor communication for quality and compliance purposes.

Continued.....

Health Disclosure (for Safety)

To ensure your safety and the safety of others, we kindly ask that you disclose any medical conditions - physical or mental - that could affect your ability to drive. This includes conditions such as impeded vision, epilepsy, severe anxiety, ADHD, or any medication that may impair your driving.

This information will be treated in strict confidence and only used to help your instructor provide safe and effective tuition.

Please list any medical conditions: _____

Student Declaration

By signing below, you confirm that:

- You have read and understood the terms & conditions
- You agree to abide by them
- You give permission to be recorded as outlined above
- have disclosed any relevant medical conditions that could impact your ability to drive safely

Full Name: _____

Student Signature: _____

Parent / Guardian Signature (if under 18): _____

Date: _____

Instructor (for office use): _____

