



P. O. Box 8
Tomahawk, WI 54487
Servicing the Greater Northern and Central Wisconsin Area

715.453.8832
www.cruisersdrivingschool.com

Information Sheet

Thank you for your interest in our services. This information sheet is designed to guide you and your student through a safe and satisfactory completion of their driver education requirements with as few problems as possible. Please understand that we must abide by the regulations imposed by the State of Wisconsin. If a problem arises, we hope to resolve it quickly and to your satisfaction. We are honored that you are considering entrusting us with such an important task. If you have any questions please call our number listed above.

STUDENT REGISTRATION PROCESS

1. Easy enrollment. Register on-line at www.cruisersdrivingschool.com or submit enrollment by phone or mail.
2. Pink Payment Plan Agreement, sign and return if paying by the payment plan. Payment in full or 1st Installment due by first class.
3. Yellow Information Sheet, sign and return.
4. A two-part Service Agreement (State Required) will be sent to you upon receipt of your enrollment. Sign on or before first day of class.
5. Form MV3001 (DOT Application for Driver's License). This form is required to obtain a WI Instruction Permit (Temps). If under 18 it must be signed by the student, parent/guardian sponsor in front of a Notary (available at Cruisers) or a DMV staff member and a Cruisers Driving School staff member before you may obtain your Temps. State law requires you to be enrolled in an approved Behind-the-Wheel (BTW) program scheduled to start within 60 days of the date this form is issued.

PAYMENT PLAN A payment plan is available. Payment can be made by **cash, check or Money order**. A receipt will be issued for all payments received. A \$50.00 fee will be charged for all returned checks. If you are unable to make a payment, call to discuss payment arrangements prior to any scheduled lesson or the lesson will be cancelled and a missed lesson/cancellation fee will be assessed. Payment #2 is due on the 7th class. Payment #3 must be paid prior to the final class or the final exam will not be given unless prior arrangements are made. All accounts must be **Paid in Full** before the student completes their entire program. Therefore, the student's account must be paid in full **prior** to the scheduling of the final behind-the-wheel lesson.

CLASSROOM TRAINING State law requires a minimum of 30 hours of classroom training with mandatory attendance. Classes can not exceed 2 hours per day and must extend over a minimum of 19 days. We hold 15 – 2 hour classes. Missed classes must be made up by attending that class number with a future group. Call the office for available make-up dates. Inappropriate behavior will not be tolerated. Students will be allowed one warning for inappropriate behavior. Any subsequent inappropriate behavior will be grounds for dismissal from the class and will require a make up class. Parents or Sponsors will be required to conference with staff prior to student attending next class. Once training has begun students dismissed for behavior issues are not eligible for refunds. The students are expected to treat others with respect and are required to keep the classroom in a safe and clean condition. A passing score of 80% or better is required on the final test. Any student failing to attain a passing grade must make arrangements with staff to be re-examined at a future scheduled class. Please notify us if your student has learning difficulties that we need to address so your student receives proper training. Cruisers Driving School is not responsible for students who are not picked up in a timely manner following a lesson.

INSTRUCTION PERMIT(TEMPS) AND TEMPS TEST

- **Students must be 15 ½ years of age to take the temps test.** Students are usually ready to take the temps test following the 5th or 6th classroom session. If student turns 15 ½ prior to this point contact Cruisers for other options. No appointment is necessary at the DMV to take the written Temps & sign & vision tests. Allow 60 minutes of time to take the exams prior to DMV closing time.
- **Students must hold their Temps a full 6 months, ticket free,** prior to taking the DMV Skills Test (Road Test).
- **Temps expire 12 months from the date of issue.** If student does not meet the requirements to take the road test within that time, request a new MV3001 Form signed by Cruisers Driving School to renew their Temps.
- **The DMV requires the following items to obtain an original or duplicate Temps. If you do not have them, order duplicates now so it does not delay receipt of your Temps:**
 1. **Certified, original** Birth Certificate or Passport or other allowed proof of citizenship and a Social Security Card or form showing proof of a Social Security Number. The DMV will not accept hospital birth certificates, copies or laminated documents. The name on all of your documents must match.
 2. \$35.00 cash, check or money order made payable to **REGISTRATION FEE TRUST**. This and other DMV charges are not included in our program costs and are the responsibility of the student.
 3. MV3001 Form (application for license) must be signed by Cruisers Driving School, the student and a parent sponsor. The parent sponsor must sign in presence of DMV staff or have signature notarized ahead of time. Notary available at Cruisers.
 4. Failure of the student to complete training as scheduled may result in revocation of their temporary license.

IN-CAR INSTRUCTION Students are responsible for notifying us immediately upon receipt of their Temporary Permit so BTW lessons can commence. State law requires the behind the wheel training to begin no later than 60 days from the date we issue the MV3001 form permitting them to take the exam to receive their Instruction Permit (Temps) or the permit will be revoked. A **\$50 administration surcharge** will be assessed to the student's account if they fail to schedule and complete their first BTW lesson within this 60 day period. Behind-the-wheel (BTW) lessons and classroom lessons may run concurrently if enrolled in both phases with Cruisers Driving School.

- **Minimum Requirements** The State requires 6 hours of BTW training and 6 hours of observation training extending over a minimum of 19 days. State maximums are 1 hour per day of driving and 2 hours per day of observation. Additional driving time may be substituted for observation time (for an additional cost) at the rate of 1 hour driving equals 2 hours of observation. Example 9 hours driving and 0 hours observation would meet the statement requirements.
- **Enrolling in Behind the Wheel Only** Students that have completed the classroom portion elsewhere may enroll with Cruisers for their BTW training. If classroom and BTW training are completed at different schools, State law requires that you have completed the classroom training and we obtain a signed Certificate of Completion from the high school or commercial school where the classroom training was completed prior to beginning the BTW training.
- **How to Schedule BTW Lessons** Students are responsible to schedule their lessons to complete their training by calling the office during normal business hours. The BTW lessons are scheduled around the instructor's and the student's schedules. Call at least 24 hours in advance to cancel. Failure to cancel a lesson 24 hours in advance (regardless of the reason), failure to show at a scheduled time, reporting under the influence of an intoxicant or failure to have their Temporary License with them will result in a **cancellation/missed lesson charge of \$50.00** to the student's account which must be paid prior to the next scheduled lesson.
- **First BTW Lesson** Call as soon as possible after receipt of your Temps to schedule your first lesson. State Law requires the first lesson to be given within 60 days of the date that Cruisers Driving School issued form MV3001 (DMV application for Temps). If the first lesson has not been scheduled within the 60 day period, Cruisers will notify the DMV to cancel the Temp. Permit and a \$50 surcharge will be assessed to the students account. If BTW training must be delayed for some reason, notify us immediately to prevent cancellation of the student's temporary permit. If more than 13 months lapse between the classroom and BTW training, a 10 hour classroom refresher course is required by DOT.
- **When to Schedule Lessons** We recommend that students space out their BTW lessons over the 6 month period that they are required to have their Temps by scheduling one lesson a month. Students are responsible to schedule their lesson appointments. *We guarantee timely completion of training if lessons are scheduled in a timely manner. Lessons will usually be 2 hours long (1 hour of driving and 1 hour of observation).
- **Student Pick-up** For your convenience, students may be picked up for their lesson at an agreed upon location in the city limits and should be ready 10 minutes prior to their scheduled lesson if possible. The instructor may be delayed due to weather, road conditions or another student's driving skills. If the instructor fails to arrive within 10 minutes of the scheduled lesson, call the Cruisers Driving School office to inquire. Students should meet us at the car for their scheduled lesson, do not wait inside the building as the instructor will not come in to find you. Instructors will only wait 10 minutes past the scheduled time for a student to show, then they must commence with the other student's lesson. **Students must have their Temps on them or the lesson will not be given.**
- **Completion of Training & BTW Lessons** All classroom & road lessons (observation & B.T.W) must be completed before taking your Skills Test (road test) with the DMV. Lesson requirements must be met prior to issuance of the Completion Certificate required for the Road Test. Tuition is non-refundable if Cruisers is willing and able to fulfill our part of your contract for services and you fail to avail yourself to complete your training within 12 months from receipt of your Instruction Permit.
- **Supervised Driving Log** Parents must certify their student has obtained a minimum of 30 hours of supervised driving, with at least 10 hours at night. See details and the log form in the Wis. Motorist Handbook. Your hours of BTW instruction with a Cruisers instructor may be logged.
- **Parent Or Sponsor Involvement** We recommend that a student get approximately 200 hours of parental practice before the student is ready to take a road test and drive on their own. It is important that a student receive the proper amount of practice between scheduled in-car lessons with Cruisers Driving School. Allow them to drive everywhere your family goes once they have their Temps.
- **Scheduling Road Test** The DMV requires you to schedule an appointment to take the Skills Test at 1-608-266-1442 or we recommend that you go online at <http://www.dot.wisconsin.gov/drivers/drivers/schedule.htm> You may make this appointment 11 weeks in advance of the date you are eligible to take your test. Do this as soon as you are eligible so you get your test scheduled when you want it. **It is the student's responsibility to schedule their road test appointment.** If you need assistance please call Cruisers Driving School and we will attempt to schedule one for you.

PRIVACY POLICY

It is the policy of Cruisers Driving School, LLC to recognize and respect the privacy expectations of our customers. We routinely collect and retain the type of necessary information to manage a student's driver's education record. This information helps us: complete Wisconsin Department of Transportation license forms, manage payment of accounts, checking the status of a driver's license and to schedule or inquire on the status of road test appointments. We do not share our current or previous customers' nonpublic personal information with third parties except as permitted by law or with their permission. Access to your personally identifiable information is otherwise limited to employees with a specific business reason for utilizing this data. Our employees are educated about the importance of maintaining confidentiality and customer privacy. If necessary, we take appropriate disciplinary steps to enforce our employees' responsibility to protect your personal information. In order to prevent unauthorized access to your information, we maintain security standards and procedures that conform to industry practices.

By signing below, I understand and agree to adhere to the conditions stated in this information sheet.

Parent or Sponsor Signature _____

Date _____

Student's Signature _____

Date _____

Complete and return with Enrollment Form