



**Pass Fast
Courses**
Available

**Automatic
Tuition**
Available


Driver & Vehicle
Standards
Agency



Your Track Record

Your Name:

Instructors Name:

Instructors Telephone Number:

 <http://www.darz-ds.co.uk>

 Find me on Facebook:
Darz Adnan



Your Details

Name:

Driving licence no:

My Details

My name is:

I can be contacted on:

Between the hours of:

Your personal structured driving tuition course

Date of eyesight check:

Date of Mock Theory Test:

Date of Theory Test:

Date of Mock Practical Test:

Date of Practical Test:

Thank you for choosing to learn to drive with Darz Driving school.
Please remember I require 48 hours notice if you wish to cancel a lesson.
Otherwise the lesson fee will be charged in full.

Pupil Information

For driving instructor's use.

Name:

Address:

Email:

Telephone:

Hours needed to pass test:

When would you like to pass by?

Estimated Theory Test date:

Estimated Mock Test date:

How many hours required per week?

Estimated Practical Test date:

Instructor Signature:

Pupil Signature:

Driving skill Assessments

There are 45 driving skills in total, with five assessment levels (see below) Your instructor will introduce each skill when you are ready; there is no set order. Skill levels can go up as well as down.

Assessment levels

- 1. Skill introduced
- 2. Skill carried out under full instruction
- 3. Skill carried out when prompted
- 4. Skill carried out with minimal prompts
- 5. Skill carried out without prompts

1	The cockpit drill
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
2	Use of car controls and instruments
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
3	Controlling the clutch
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
4	Moving off safely
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
5	Moving off at an angle
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
6	Moving off uphill
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

7	Moving off downhill
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
8	Changing gear
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
9	Steering
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
10	Stopping normally
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
11	Controlled (emergency) stop
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
12	Using the mirrors effectively
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
13	Giving signals
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
14	Acting on signs and signals
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
15	Turning left
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

16	Emerging left
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
17	Turning right
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
18	Emerging right
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
19	Approaching crossroads
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
20	Roundabouts
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
21	Complex junctions
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
22	Pedestrian crossings
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
23	Level crossings
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
24	Keeping space either side
Date	<input style="width: 100%;" type="text"/>
Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5

25 Following traffic

Date

Grade

26 Keeping pace with traffic

Date

Grade

27 Meeting traffic

Date

Grade

28 Crossing traffic

Date

Grade

29 Overtaking

Date

Grade

30 Awareness and planning- towns

Date

Grade

31 Awareness and planning - country roads

Date

Grade

32 Lane discipline and positioning

Date

Grade

33 One-way systems

Date

Grade

34 Dual carriageways

Date

Grade

35 Eco-safe driving

Date

Grade

36 Night driving

Date

Grade

37 Bad weather

Date

Grade

38 Commentary driving

Date

Grade

39 Reversing in a straight line

Date

Grade

40 Sharp left reverse

Date

Grade

41 Sweeping left reverse

Date

Grade

42 Reverse to the right

Date

Grade

43 Turning in the road

Date

Grade

44 Reverse park

Date

Grade

45 Reverse into a bay

Date

Grade

Extra assessments

46

Date

Grade

47

Date

Grade

48

Date

Grade

49

Date

Grade

50

Date

Grade

Please can you keep a copy of this for your records

Your appointments

Day	Date	Time	Hours

Day	Date	Time	Hours

Day	Date	Time	Hours

Terms & Conditions

An Approved Driving Instructor who gives lessons in a motor car in return for payment must be on the Register Of Approved Driving Instructors (ADI's). To gain entry to the register, prospective instructors must pass a series of examinations administered by The Driving Standards Agency (DSA). People training to become ADI's who have part completed the examinations can obtain from the agency a licence to acquire practical experience which is strictly limited to six months. Once fully qualified and on the register, ADI's are regularly tested by the DSA to check their continued ability to give instruction to the required standards. DSA and the driving instruction industry place great emphasis on professional standards and business ethics. The Code of Practice set out here has been agreed between the DVSA and the main bodies representing ADI's. It is a framework within which all instructors should operate.

Personal Conduct:

- The Instructor will at all times behave in a professional manner towards clients.
- Clients will be treated with respect and consideration.
- The instructor will try to avoid physical contact with the client, except in an emergency or in the normal course of greeting.
- Whilst reserving the right to decide against giving tuition, the instructor will not act in any way which contravenes legislation on discrimination.

Business Dealings:

The Instructor will safeguard and account for any monies paid in advance by the client in respect of driving lessons, test fees or for any other purpose and will make the details available on request. The instructor should provide clients with a written copy of their terms and business to include:

- Legal indemnity of the school/instructor with full address and telephone number at which the instructor or their representative can be contacted.
- The price and duration of the lessons.
- The price and conditions for use of the school car for the practical driving test.
- The terms under which cancellation by either party may take.

Procedures for Complaints:

The Instructor should check a clients entitlement to drive to the vehicle and their ability to read a number plate at the statutory distance on the first lesson. When presenting a client for the practical driving test, the instructor should check that the client has all the necessary documentation to enable them to take the test and that the vehicle is roadworthy. Instructors will advise clients when to apply for the theory and practical driving tests, taking into account local waiting times and forecast of the clients potential for achieving the driving test pass standard. The instructor will not cancel or rearrange the driving test without the clients agreement. In the event of the instructors decision to withhold the use of the school car for the driving test, sufficient notice should be given to the client to avoid the loss of the DSA fee. The instructor should at all time, to the best of his/her ability, endeavour to teach the client the correct driving skills according to DSA's recommended syllabus

Advertising:

Advertising of driving tuition shall be honest, claims made shall be capable of verification and comply with the codes of practice set down by the advertising standards authority. Advertising that refers to clients pass rates should not be open to misinterpretation, and the basis for which the calculation is made should be clear.

Terms and Conditions:

All trainees must be in possession of a signed provisional driving licence on commencement of training, and must satisfy the eyesight requirement.

Insurance:

Fees include trainees cover for insurance liability claims whilst driving the schools vehicle, providing the trainee is duly licenced to drive and is accompanied by or under instruction of the instructor.

Payments:

The school reserves the right to charge for any training NOT CANCELLED at least 48 HOURS BEFORE the date booked. Payment for training MUST be made in ADVANCE. Prepayments are refundable at the descretion of the management, on production of an official receipt, and any previous lessons or late cancellations will be charged at the full rate of 25 per hour. Any Learning Material Withheld or Returned Used Will be Charged At the Full Recommended Retail Price.(RRP).

Block Booking/Bundles:

Offers where the Theory Test or Practical Test Are included, MUST BE USED WITH THIS SCHOOL. These Tests are NOT REFUNDABLE in the event of any Early Termination of Training.

Block Booking Installment Arrangements:

The Total Pre-Arranged Agreement Must Be Paid In Full By the end of the Hours Used.

Gift Vouchers:

Vouchers must be redeemed within 2 months of Purchase. A 10% charge will be given if a Refund is Requested

Cancellation of Booked Lessons:

Please remember I require 48 hours notice if you wish to cancel a lesson. Otherwise the lesson fee will be charged in full.

Appointments:

Whilst every care will be taken to ensure that that receive the training at the requested time and with the instructor as booked, all bookings are made on the understanding that the school is not responsible for the postponement of training due to adverse weather conditions, mechanical breakdown of equipment, absence or sickness of staff or any other cause beyond our control. Neither can the school be responsible for driving tests appointments postponed by the Driving Standards Agency.

Personal Property:

Naturally every endeavour is made to to safeguard the personal property of any trainee, but I point out that the school accepts no liability whatsoever for jewellery, cash, clothing, mobile phones or any other property left in the training vehicle or on their premises unless the loss is caused by our own negligence.

Pupil Name:

Pupil signature:

Date: