



First Gear Driving Academy, LLC  
PO Box 10073, Norfolk, VA 23513  
757.470.1941 and [dmurray024@gmail.com](mailto:dmurray024@gmail.com)

#### Requirements for the driver (under age 18):

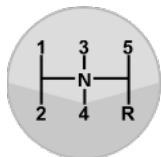
- Prerequisite – Valid issued Virginia Learner’s Permit and held for at least nine months.
- A completed 45 Hours Driver’s Log with parent/guardian.
- Must have a (DEC-1) or Certification of Online Completion. (Green or Pink card)
- First Gear Driving Academy (FGDA) parent completed contract.
- Cost: \$250.00 for the seven day duration. (This includes the Skills Assessment and Observation)
- Free Pickup and Drop Off in the Hampton Roads Area (seven cities).
- Seven classes consisting of 50 minutes of driving “Behind the Wheel” and observation each day along with another student/one-on-one. \_\_\_\_\_ (parent/guardian initial)
- Lessons do not have to be consecutive. (Consecutive gives better assessment results)
- Once the assessment and evaluation has been completed by the student, a teen receives a 180 days temporary Virginia Driver’s License through FGDA and within 90 days of completion an appointment letter from your local Juvenile & Domestic Relations Court for the licensing ceremony. **Some cities; for example, Norfolk gives DMV permission to mail the hard copy to the home address that is on the Learner’s Permit.** Suffolk and Isle of Wight County have a ceremony.
- Virginia Standards of Learning Curriculum & Modules will be used by the instructor and student.  
The student will (TSW): demonstrate pre-drive procedures, knowledge of control and information devices, vehicle operational control, basic vehicle maneuvers, intersection approach, curvature approach, traffic flow, time and space management, speed and lane positions, and application of rules and laws.

#### Requirements for all drivers (18 and older):

- ✓ Valid issued Virginia’s Learner’s Permit.
- ✓ If you completed and passed the 10<sup>th</sup> grade Physical Education with the Driver’s Education knowledge at a Virginia Public High School, a (DEC-1 green card) is beneficial. If you lost it, request a replacement card from the attended high school. This card is worth \$150.00. PRIVATE SCHOOL STUDENTS MUST OBTAIN A CERTIFICATE EQUIVALENT TO A DEC-1. (I will assist you)
- ✓ If you completed a Driver’s Education knowledge course in state other than Virginia having the certificate showing 30 plus hours, the certificate may be acceptable by Virginia’s DMV for the green card requirement.
- ✓ If you did not complete the 10<sup>th</sup> grade Physical Education, Driving Knowledge course in a Virginia a certificate class is needed by you and (FGDA) can assist with the obtaining the card/certificate (DEC-1).
- ✓ Driving Instructions do not guarantee that students will pass the “Behind the Wheel” assessment, that students can secure a license, or will receive guaranteed employment upon completion of any course of instruction.
- ✓ Only two missed in-vehicle sessions are allowable for make-up. Make-up sessions must be completed within a five (5) day duration.
- ✓ Cost: \$250.00 for the seven day duration. (This includes the Skills Assessment and Observation).
- ✓ After passing the assessment with (FGDA), the adult waiver is earned and received.
- ✓ The waiver must get emailed, mailed to DMV, or taken to DMV to obtain the hard copy of the license. (FGDA will assist with this process)
- ✓ 18 years of age and older are allowed to go directly to DMV for the Road Test. There will be an additional \$50 charge for those who would like use the school’s vehicle when taking the driving test to obtain a driver’s licenses with DMV.
- ✓ Free Pickup and Drop Off in the Hampton Roads Area (13 cities).
- ✓ A refund of any fees or tuition will be issued upon request if the instructor is not willing/capable to perform its part of the contract within a reasonable time period.
- ✓ Lesson do not have to be consecutive.



DMV is committed to promoting transportation safety through the certification of quality driver training programs. If comments or concerns about this course, call 804.367.7050 or email [dmvclu@dmv.virginia.gov](mailto:dmvclu@dmv.virginia.gov).



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- ✓ If the student must cancel a scheduled driving appointment, the cancellation must be made 24 hours or less in advance. Failure to do so may result in an additional fee of \$20.

### STUDENT INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_  
DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Learner's Permit: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### PARENT INFORMATION:

Parent/Guardian-Last Name \_\_\_\_\_ First Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Home/Work Telephone #: \_\_\_\_\_ Cell#: \_\_\_\_\_

### EMERGENCY CONTACT:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

### PERSON RESPONSIBLE FOR THE PAYMENT OF THIS CLASS: (Please Print)

- ❖ **Full Balance** is due on or before the **first day of class**.
- ❖ If students are unsuccessful passing the driving test on the first attempt, he/she may retest up to two additional times. A **\$15 fee** will apply for each retest.

I have read, understand, and have received a copy of this agreement.

STUDENT'S NAME	SIGNATURE:	DATE:
PARENT/GUARDIAN'S NAME:	SIGNATURE:	DATE:
INSTRUCTOR'S NAME	SIGNATURE:	DATE:



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## REMEMBER...BUCKLE UP & SAFETY FIRST!

**PURPOSE:** Provide students with driving skills that promotes safety for self and others along with independence as well responsibility.

**GOAL:** Teach individuals how to drive and operate a vehicle safely by abiding by the law to obtain a Virginia Driver's License.

**OBJECTIVES: The Student Will (TSW):** demonstrate knowledge of vehicle controls manually and electronically and operate a vehicle with stability. (This will include: hand position, parking, turns, curves, space management, speed and lane position, signaling, obeying signs and laws, observing/scanning, and appropriate stopping and braking).

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_



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