

**Advanced Driving School, Inc.**  
617 West Main Street  
Collinsville, IL 62234 (618) 345-1919

To whom it may concern:

Thank you for inquiring about our Behind-the-Wheel only instruction. We are enclosing an Approval Form that needs to be signed by the high school. It verifies that the student has passed 8 classes in the past two semesters, or a copy of the students last two semesters of grades. We will also need a copy of the report card showing proof that the student has passed the classroom portion of driver education. It must be returned along with the registration forms. We are providing the rules for the Behind-the-Wheel instruction. These rules need to be reviewed and signed by the parent and teen. They should be returned to the school prior to the first lesson. The grade for the Behind-the-Wheel instruction will be determined by the ability to apply The Rules of the Road, driving skill, car control, and the ability to execute specific driving maneuvers. The Grading scale is as follows A, B, C, D or F for a grade. The student must have in their possession and show the driving instructor their driving permit before each driving lesson. Failure to present the driving permit will result in the loss of the driving time and also a \$25.00 fee.

\*\*\*Receive a discount\*\*\*

The cost of Behind-the Wheel instruction is \$250.00 if paid in full at the time of registration.

**OR**

\*\*\*make two payments\*\*\*

The cost of Behind-the-Wheel only instruction is \$280.00.

The payments are:

- 1<sup>st</sup>. payment of \$140.00 when you send us the paperwork (deposit).
- 2<sup>nd</sup>. Payment of \$140.00 is due on the last driving lesson.

Sincerely,  
Advanced Driving School, Inc.  
Phone 618-345-1919  
Fax 618-451-1777

Name of Student: \_\_\_\_\_ Permit Number \_\_\_\_\_  
(On Students Driving Permit)

Date of Birth: \_\_\_\_\_ FAC# \_\_\_\_\_  
(On Students Driving Permit)

Phone Number: (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Emergency Number (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Emergency Number2 (\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Address: \_\_\_\_\_

Email Address \_\_\_\_\_

Check Enclosed

Check # \_\_\_\_\_

Paid Online



JESSE WHITE  
SECRETARY OF STATE

COMMERCIAL DRIVER TRAINING SECTION

**DRIVER EDUCATION APPROVAL FORM**

***This portion to be completed by Driver Training School:***

Name and Address of Driver Training School	
Student's Full Name	Last First Middle
Street Address	
City or Town	ZIP Code

_____ Signature of Student	_____ Date
_____ Signature of Parent/Guardian	_____ Date

Name of Jr/High School	
School Address	Phone Number
City or Town	ZIP Code

***This portion to be completed by JR/High School Administration:***

Pursuant to Chapter 625 ILCS, Section 6-408.5, the above named student attends this school and has received a passing grade in at least 8 courses during the previous two (2) semesters and is therefore eligible for private driving instructions:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
_____ Signature of Chief School Administrator or Superintendent of High School	_____ Date

(It is recommended that School Administration retain a copy of this form)

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Collinsville, Illinois 62234  
(618) 345-1919

The undersigned accept and agree as a condition of attending Advanced Driving School that the following have been reviewed and that the undersigned agree to uphold and adhere to the rules at all times as follows:

**BTW RULES**

1. All persons in the car will wear seatbelts at all times.
2. Students are required to carry driving permits in order to be eligible to drive. Permits must be shown to the instructor each time the student drives. A \$25.00 will be charged if student show up without permit.
3. Quiet talking will be permitted during driving and observation times. Students will not be allowed to criticize or use profanity or any offensive language.
4. Students will be picked up and dropped off for driving at the front door of the Advanced Driving School office.
5. Students must be on time for driving lessons.
6. Students must provide 24 hour notice of cancellation of driving in order to facilitate rescheduling. Students must call Advanced Driving School at (618) 345-1919.
7. Missing a driving lesson without 24 hour cancellation by the student will result in the payment of a \$25 fine before the scheduling of the next lesson.
8. The operation and control of the vehicle, including the use of the radio, is done at the discretion of the instructor. No portable music or cassettes will be allowed in the vehicle.
9. Smoking is strictly prohibited in any Advanced Driving School vehicle.
10. All students must complete 6 hours of behind-the-wheel instruction and 6 hours of observation.
11. Advanced Driving School will not be responsible for students prior to or after the completion of instruction time.
12. A processing fee of \$10 will be charged for a duplicate blue slip or duplicate letter of completion. Payment must be made prior to reapplication.
- 13. Students must make their last payment on their final class period. The letter of certification will not be sent off for until all fees have been paid. Once everything is completed, the letter of certification will be applied for within 48 hours. Students should receive a letter from the state. If you have not received a letter within 2 weeks of applying for license, call us before going to the department of motor vehicles.**
14. There will a \$25 service fee on all returned checks.

The aforementioned rules have been established for the protection and safety of the students. Insubordination will not be tolerated. Disregard for the aforementioned rules may result in forfeiture of driving time or expulsion from the class. In the case of expulsion, full payment will be required at termination. I have read and I understand the rules for the classroom and behind-the-wheel. My signature indicates that I am willing to abide by said rules.

Parent Sign Date \_\_\_\_\_

Student Sign Date \_\_\_\_\_

# Advanced Driving School

## Teen Driver's License Process

Select the course that works best for you and call our office at 618-345-1919

### 1. Registration

The price of the Behind the Wheel only is \$250.00 (If paid in full at time of registration.)

Payment can be made online. Or you may mail in a check or money order. A \$25.00 will be added if check doesn't clear the first time.

- We offer a deferred payment option, the total cost is \$280.00
- Our deferred payment program terms are as follows:
- 1<sup>st</sup> \$140.00 payment is a registration fee that is (Non-refundable)
- 2<sup>nd</sup> payment of \$140.00 will be due on or before the last drive is scheduled.
- 10% of the original balance will be added to the balance if not paid in full by the last drive appointment.

### 2. Get Forms Signed

Registration Forms are needed before drives are scheduled. (A copy of the report card showing the student has passed the classroom portion of Driver Education is also required.)

- **Public or Private School Registration Forms**

Students attending Public or Private School are required to fill out these forms, and a copy of the last two semesters of grades or the approval form signed by the school showing proof of passing 8 classes in the last two semesters is required.

- **Home Schooled Registration Forms**

Students that are home schooled can have parents complete all forms.

### 3. Scheduled Drives

All Behind the Wheel Students are required to obtain an instruction permit that is valid before training can begin. Students must have their instruction permit **IN HAND** in order to take their driving lesson. Generally, two students are grouped together for three hours of in-car instruction. Each student spends 90 minutes driving and the other observing. Students are required to have a total of 12 hours of training with the instructor. This will be 6 hours of driving and 6 hours of observation, that will consist of 4 driving appointments that will be 3 hours in length.

**Canceling BTW Appointments: Students that need to cancel driving appointments must do so by calling 618-345-1919, please leave a message and the call will be forwarded to an answering machine. All cancellations must be made at least 24 hours before the scheduled drive time. Failure to give at least 24 hours notice of cancellation will result in a \$25 fee and all driving times will be suspended until payment is received.**

*Note: All students must have their Instruction Permit **IN HAND** in order to take their driving lesson. If the permit is not **IN HAND**, the drive will be treated as a cancellation and the student **will be charged the full cancellation fee.***

**50 Hour Requirement:** Students are required, by state law, to log 50 behind the wheel hours with a parent/legal guardian who is 21 years old and has held their license for at least 1 year. The student is also required to drive 10 of the hours at night. It is expected that the students use these 50 hours to practice driving between lessons with the instructor. [50HourSheet \[PDF\]](#)

#### **4. Requirements Completed**

Once you complete the in-car phase of the course, we then check to ensure all requirements are met. Anything that is incomplete will need to be made up before the student's information will be turned in to the Secretary of State. (These could include missing forms, tuition or cancellation fees owed.)

#### **5. Letter of Completion Request**

The student's Letter of Completion requests will be processed once the following requirements are met:

- Instruction is completed, 6 hours driving and 6 hours of observation.
- Tuition is paid in full.
- All three registration forms are signed and on file in the main office.
- **Once requirements are met, the Secretary of State will mail the student the Letter of Completion within 10 business days. If you do not receive the letter, call our office at 618-345-1919. Do not go to the DMV without notifying us. We will contact the Secretary of State to expedite your information.**

#### **6. Get your License**

When obtaining a license; a student **must** have the following items:

- Letter from the Secretary of State showing proof that student has completed the state requirements. **Certificate of Completion**
- Instruction Permit
- 50 Hour Log with parent/guardian signature
- Proof of Name and Date of Birth – Birth Certificate
- Proof of Residency – Water Bill / Utility Bill
- Social Security Card - Signed

The last step is taking your behind the wheel test. Make sure the vehicle that you will be driving is in good working condition. The headlights, tail lights, turn signals, hazard lights, horn, and windshield wipers need to function properly. The vehicle must be properly registered, licensed and insured. Now you're ready to take the test, this is what you have been waiting for, right! Good luck and get plenty of rest the night before your test. Last thing, we also have added a teen and parent contract that will help both understand what is expected of the teen when driving. [Teen & Parent Contract](#)

Thank you for choosing Advanced Driving School, we really appreciate your business. Always remember most vehicle collisions are caused by drivers who follow too close and drive too fast. Stay Alive Hang-Up and Drive. ☺