

# Class A – Driver Training School Contract Requirements

All contracts between any individual or group attending a Class A DMV licensed driver training school must be in a standard format approved by the department.

The school must submit a copy of the contract to the department with the application and at any other requested time. Any changes made to the contract must be reviewed and approved prior to use.

A copy of the contract must be given to each student after they sign the contract.

## The Contract Must:

- ▶ Clearly define the purpose, goals, and objectives of the program with specific contract elements
- ▶ Be free from race, ethnic and gender stereotypes
- ▶ Be free of any statements that place the financial responsibility for accidents occurring in school-owned vehicles during periods of instruction on the students

## Contract Format:

- ▶ Use “standard” fonts, such as Times New Roman, Arial and other common fonts
- ▶ Display the owner’s name, school name, address, telephone number, and e-mail address of the driver training school at the top of the contract
- ▶ Display the date the contract was created or revised on each page, if applicable, on the lower left-hand corner of the contract
- ▶ If contract has more than one page, display the page number on each page on the lower right-hand corner of the contract

## Contract Elements

The contract must contain the following:

- ▶ A statement indicating the minimum number of periods of classroom instruction that is required
- ▶ A statement indicating the minimum number of hours of behind-the-wheel instruction
- ▶ A statement indicating the contract price per period, lesson, or as a package, and the terms of the payment
- ▶ A statement disclosing if there is an additional charge for the use of the school vehicle in taking a driving test to obtain a driver’s license from DMV
- ▶ A statement indicating the specific date and time when instruction is to begin for students taking classroom instruction
- ▶ A statement that if you have never held a CDL, you will be required to obtain and hold a commercial learner’s permit for a minimum of 30 days before taking the skills test(s). If you complete an approved Virginia CDL driver education course, the minimum holding period is 14 days for the learner’s permit.
- ▶ A statement that the completion of the course of instruction does not guarantee that any student will pass the final license examination or that the student can secure a license, or that the student will be guaranteed employment upon completion of any course instruction
- ▶ The name, address, and telephone number of the student
- ▶ A statement addressing how missed classroom or in-vehicle will be made-up
- ▶ A statement that a refund of any fees or tuition or any part of fees or tuition must be provided upon request if the school does not perform its part of the contract within the time frame defined in the contract
- ▶ A signature line for student and authorized school representative

- ▶ Include DMV statement, “DMV is committed to promoting transportation safety through the certification of quality driver training programs. If you have comments or concerns about this course, call DMV at 1-877-885-5790 or e-mail [dmvclu@virginia.gov](mailto:dmvclu@virginia.gov).”

## Important information

Class A schools licensed as a Third Party Tester must include the following to the school’s contract:

“Students are **not** required to take the final road skills examination at the driver training school. Students have the option of either completing the final road skills exam at the school (and the school will submit the results to DMV), or at a DMV CDL Test site.”

If you have any questions concerning your school contract, please contact the Commercial Licensing Work Center at (804) 367-7050 or e-mail [dmvclu@virginia.gov](mailto:dmvclu@virginia.gov).



Virginia Department of Motor Vehicles  
Post Office Box 27412  
Richmond, Virginia 23269-0001  
(804) 497-7100