

Driver Improvement Course - Terms & Conditions

Amended 1/6/09



1. Course Provider

The Greater Manchester National Driver Improvement Scheme is administered and delivered by DriveSafe (the Greater Manchester Provider Group) representing all ten District Local Authorities of Greater Manchester on behalf of Greater Manchester Police. The scheme is run in accordance with national guidelines set by the Association of National Driver Improvement Scheme Providers.

2. Time Limits

It is a condition of the offer of a Driver Improvement Course that you complete the course within **4 months** of your incident date. If you are unable to complete the course within this time scale for whatever reason, you are no longer eligible and your offer of a course will be withdrawn.

3. Course Fees

The course fee must be paid in full at least 21 days prior to the course (if booking online the full course fee must be paid at the time of booking a course by debit / credit card). **Course fees are non-refundable.** If you are unable to attend the course date allocated to you, you must contact us **within 7 days** from the date of your letter to arrange an alternative date. Failure to contact us within 7 days will incur an additional administration fee of £45.00. If you wish to re-arrange a course with **less than 7 days** notice a further full course fee will be payable. Any cheque returned by your bank due to insufficient funds will incur an administration charge of £10. Subsequent payment will only be accepted by credit / debit card or postal orders.

4. Identification

It is essential you bring your full driving licence to the course (both photocard and paper counterpart if you have a photographic style licence). Note if you do not have a photographic style driving licence, you must bring a passport or similar **photographic means of identification**. If you hold a **non-European driving licence** you must bring your passport and any other appropriate documents showing date of entry into the UK. Should you be unable to produce the required documentation, this will be classed as failure to attend. It is an offence to attempt to illegally misrepresent the true identity of another driver of a motor vehicle by attending the course in place of someone else.

5. Failure to Attend

If you fail to attend a course, or are refused entry to a course if you are unable to produce the required documentation, it may be possible to offer you an alternative course date subject to availability and the 4 month time limit. This is subject to payment of a further full course fee. If you fail to attend a course due to illness, the further course fee may be waived upon receipt of medical evidence (e.g. doctor's note) within 7 days.

Late arrivals will not be allowed to participate. We recommend that you locate the venue prior to the course date. You must arrive promptly at the stated time on the day of the course.

If an alternative course is not available, or not requested, your file will be returned to the police for Court Summons.

6. Course Checklist

A course checklist is supplied or available online at **www.drivesafe.org.uk**. It is recommended you use this checklist to ensure you will be allowed to participate.

It is a condition that you present yourself in a fit state to drive, having had proper rest and not under the influence of alcohol or drugs. You must be appropriately dressed for the consideration of other clients – no work clothes such as overalls or muddy boots as you will be driving an instructor's car. You must ensure you can read a vehicle number plate (newer style) from 20m (66 feet) – if you need glasses or contact lenses make sure you bring them with you. Every effort will be made to accommodate any special requirements you may have provided you have notified us. If no indication has been made we cannot be held responsible should you be unable to complete the course.

There is no course test, pass or fail. To complete the course you must attend all sessions, complete all course paperwork, make a positive contribution and demonstrate a willingness to improve your driving skills. However, any abusive or inappropriate language, threatening or disruptive behaviour towards either our staff or other clients will result in you being removed from the course.

7. Non-Completion

If you fail to comply with these Terms & Conditions, you will be certified as a non-completion. In such cases the offer of a Driver Improvement Course will be withdrawn and your file will be returned to the Police for further action. No refund of any course fees paid will be made.

8. Course Cancellation

In the unlikely event we are unable to deliver a course due to reasons beyond our control, we will reschedule your course as soon as possible within your 4 month time limit at no additional cost to you.

9. Medical Fitness to Drive

By accepting these Terms & Conditions, you confirm you have read the Medical Fitness to Drive information accompanying your Police offer letter.