

DriveSafe Course Terms & Conditions

Amended 28/12/11 (Th)



1. Course Provider

The Scheme is administered and delivered by DriveSafe on behalf of the referring Police Force. The Scheme is run in accordance with national guidelines set by the National Association of Driver Intervention Providers and Association of Chief Police Officers.

2. Time Limits

It is a condition of the offer of the Diversionary Training Course that you complete the course within **4 months** of your incident date. If you are unable to complete the course within this timescale for whatever reason, you are no longer eligible and your offer of a course will be withdrawn.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 immediately to arrange an alternative date. To re-arrange a course with **less than 21 days** notice prior to your course date an additional fee of **£25.00** will be payable. To re-arrange a course with **less than 7 days** notice prior to your course date an additional fee of **£35.00** will be payable. You may only book / re-arrange a course a maximum of 3 occasions. Any cheque returned by your bank due to insufficient funds will incur an administration charge of £12. Subsequent payment will only be accepted by credit / debit card or postal orders.

4. Identification

It is essential you bring photographic identification to the course (preferably a photocard style driving licence). If you do not have a photocard style driving licence, you must bring a passport or similar **photographic means of identification**. 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 an additional fee of **£35.00**. If you fail to attend a course due to illness, the additional 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 further action.

6. Course Checklist

A course checklist is supplied overleaf. 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. 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 Diversionary 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.