

Driving Instructor Terms & Conditions

By completing the instructor registration form and accepting courses from us, you acknowledge that you have read and agree to adhere to the following terms.

Any open courses that remain unaccepted will be removed from the site **four weeks before the course start date**.

Accepting a course means you are committing to carrying out that course.

Our courses are structured as **6 hours per day**, divided into **2-hour blocks** with **30-minute breaks** between them. **Do not deviate from this structure**. Breaks are **not included in the 6-hour total**, and the 30-minute breaks are essential for maintaining pupil concentration—**do not shorten them, even if requested**.

You must keep detailed records of course hours to prevent disputes, ensuring the pupil initials a record sheet daily. If any changes are made to the course structure, the pupil must sign an agreement reflecting these changes. **Receipts must be provided for any payments received** (receipt books are available at Tesco, Staples, and Asda).

We search for the **five closest test centres** to the student's postcode; however, **test centres are not guaranteed**.

To ensure smooth course delivery, **instructors must contact pupils at least 7 days in advance** to confirm arrangements. If unfamiliar with the test centre, **research the location using Google Maps**. Test routes for most test centres are available upon request.

Course Structure & Scheduling

- Some pupils may agree to minor adjustments to their course schedule. However, please remember that they have booked an intensive course and may be unhappy if the instructor spreads the lessons over several weeks leading up to their scheduled course week.
- Many students take a full week off work to complete their course—**please respect this commitment**.
- If any adjustments to course dates or test arrangements are necessary, please communicate with us beforehand. If an instructor alters the schedule without informing us, the pupil may assume that One Week Driving Course is responsible for the changes.

Intensive Courses:

- **BREAKS ARE NOT INCLUDED IN THE 6 HOURS** of driving time.
- Course hours should be carried out strictly in **2-hour blocks** with a **30-minute break** to allow pupils to regain concentration.
- While the schedule can be adjusted to suit both instructor and pupil, please bear in mind that intensive courses are designed to be completed in a short period, so pupils are unlikely to want the hours spread out over weeks.
- The **practical test** is usually scheduled for the last day or within 10 days from the Friday of the course week at **one of the student's 5 closest test centres**. Sometimes, this

may require travel to a farther location, but this can still be completed within the **6-hour course day**.

- If necessary, we can provide **example test routes** for the area. It's helpful to practice around the test centre area.
- The practical test can be booked for any day of the course week, so flexibility is required throughout the course week, including the **weekend before**.

Semi-Intensive Courses:

- The student will book for a completion month upon booking. With the course starting roughly 2-4 weeks after the booking is made.
- **Practical Test Scheduling:** The office will handle the **practical test booking** once the student has passed their theory test. We will search for available test dates at the **three local test centres** within the student's **completion month**. If a test date is available at the nearest test centre, it will be booked. If not, we will continue searching for the best available option.

Note: The practical test will only be booked for the **completion month**, and we cannot accommodate requests for an earlier test date or bring forward an existing test.

- **Instructor Contact:** After the course has been booked, **you will need to contact the student**. Typically, this should be done within **10-14 days** of the booking.
- **Schedule Arrangement:** You will need to **design the student's schedule**, spreading out their hours leading up to approximately the **middle of the completion month**. Once you and the student have agreed on the schedule, a copy should be sent to both the student. **Flexibility is key**, and the schedule should be agreed upon between you and the student.

Lesson Length:

- **Minimum lesson length** is 2 hours. **Maximum lesson length** is 6 hours per day
- **Course Completion:**
- The final day of the course may vary depending on test times.
- You will pick up and drop off the student at their **home address**.

Rescheduling & Cancellations

- Pupils are informed that they **must provide at least 6 weeks' notice** to reschedule their course week.
- Instructors are also required to provide **6 weeks' notice** for rescheduling. Accepting a course means you are committing to carrying it out as scheduled.
- If an instructor cancels a course at short notice without satisfactory evidence, we reserve the right to pursue the instructor for the deposit payment for that course, less any test fees that would have been deducted. This applies only if we are unable to reallocate or reschedule the course.

Unique Accelerated Learning System

- We provide both the instructor and the student with copies of the **Unique Accelerated Learning System forms** via email. **It is the instructor's responsibility** to ensure these forms are completed at the end of each day.
https://www.oneweekdrivingcourse.co.uk/unique_accelerated_learning_system
- It is the instructor's responsibility to ensure these forms are completed at the end of each day.
- We recommend that instructors familiarise themselves with the content on **DriverActive.com** so they can suggest relevant topics for students to study between sessions.

Driving Test Booking & Test Day Policy

Our Driving Test Guarantee!

- For full details on how this applies to instructors, please follow this link: [Driving Test Guarantee](#)
- If a suitable test is refused, we will only attempt to **reschedule the test up to three times**. After this, it becomes the responsibility of the instructor and student to secure a new test date.
- **Our standard terms and conditions apply** to the use of the car on the test day.
- The pupil may only use the training vehicle for their practical test if they have reached a **safe driving standard**.

Instructor Discretion & Safety Considerations

- While every effort is made to prepare the pupil for their test, **the instructor has the final say** on whether the pupil is test-ready.
- If an instructor determines that a pupil poses a **safety risk** to themselves, the DVSA examiner, or the general public, they will not be permitted to use the training car for their test. The pupil will be advised accordingly.
- If it is determined that the pupil will not be ready for the test in time and there is sufficient notice to reschedule, we will provide the pupil/instructor with the link and reference number to make the necessary changes.

Test Results & Promotional Materials

- Please inform us of **test results promptly** via email so we can update our records and ensure all office staff have access to the information.

- If a pupil passes their test, please forward a picture or short video for our testimonials section.
- By submitting a photo or video, you consent to its use by **OneWeekDrivingCourse.co.uk** for promotional purposes, including **Facebook, YouTube, and other marketing materials.**

Google Local Business Advert

- To help attract more bookings in your area, we will create a **Google Local Business advert** based on your home address.
- There is no cost to you, and the ad will link to our website and contact details.
- Google will send a postcard with a **PIN number** to verify the listing—please forward this PIN to our office as soon as possible.
- If you do not wish to have a Google My Business (GMB) advert, please inform us.
- Without an ad, we cannot continue listing you on our site, but you will remain on our Group Email Address List for potential future opportunities.
- If you already have a Google Ad under your driving school name, we can set up the ad using a nearby address instead.

Payments for Courses

- In most cases, the student will **pay the instructor the balance** for the course on the first day of training.
- If the student has paid in full through our website, the instructor must email the office to confirm that the course has started. We will then transfer the balance to the instructor **on the first day.**
- The instructor receives the balance payment, which is calculated as: **Total course payment minus Deposit** (this amount varies based on postcode area, transmission type (manual/automatic), etc.).

Booking Notifications

- When a new pupil books a course through our website, you will receive a **notification via email.**
- To ensure you receive the correct notifications, please keep us up to date with any additional postcode areas or address changes.
- You will only receive booking notifications that match your selected coverage area and course options.

Accepting a Booking

- To accept a booking, please **respond to the email confirming your acceptance**.
- If you are unavailable for the requested course week, please inform us of your next available date. We will provide the student's details so you can discuss and agree on suitable dates.
- Priority will be given to the student's **preferred course week** whenever possible.

Instructor Responsibilities

- **The instructor must ensure that their vehicle is properly insured** for tuition and for carrying out practical driving tests.
- Any disputes regarding lesson delivery are between the client and instructor, though One Week Driving Course will do its best to mediate.
- **Instructors are responsible** for understanding how our courses operate and familiarising themselves with the associated procedures.
- **Instructors have the right to refuse their vehicle for a practical test** if they believe the pupil is not yet test-ready or could be a danger to themselves, the examiner, or others on the road.
- **Keep detailed records** of hours, course alterations, progress, and subjects covered. **Failure to do so** will result in the office **referring the student back to the instructor**.
- **Instructors must immediately inform One Week Driving Course if any situation arises** that might affect their ability to instruct.
- To remain listed on our site, instructors must agree to have a **Google Local Advert** placed at their address, which helps increase visibility and bookings in their area.
- By accepting a course, the instructor agrees to these terms and commits to keeping updated with any new terms that may be added.
- We reserve the right to change these terms and conditions at any time. Any such changes will take effect when posted on this website and it is your responsibility to read the terms and conditions on each occasion you use this website and your continued use of the website shall signify your acceptance to be bound by the latest terms and conditions.