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# Learn the AA Way

## Progress Record

Your name:

Your pupil number:

Instructor name:

Contact number:

For enquiries and to book further lessons,  
call **0800 072 0635** (option 2)  
or visit [theAA.com/driving-school](http://theAA.com/driving-school)



# Before the first lesson

Setting off on your first proper driving lesson is fun, exciting and maybe just a little nerve-wracking. There's no need to be apprehensive though – your AA Driving School Instructor is trained to the highest recognised standard so you will be in safe hands.

## Your experience

Before taking to the road on your first lesson there are a few things your driving instructor will need to know. Take a few moments to fill out this short questionnaire then discuss it with your instructor.

### Previous driving experience

None  Limited experience  Quite experienced  Feel confident  Bicycle

### Do you hold a Foreign Driving License?

Yes  No If yes from which country? \_\_\_\_\_

### Have you had any private tuition with family/friends?

Yes  No If yes, how many hours approximately? \_\_\_\_\_

### Have you had previous professional driving tuition?

Yes  No If yes, how many hours approximately? \_\_\_\_\_

### Do you hold a previous driver record/logbook?

Yes  No If yes, please bring to first/next lesson

### Please indicate types of vehicle driven previously

Car manual  Car automatic  Off road vehicle  Motorcycle

## Your driving tests

### Theory

Have you taken a theory test yet?  Yes  No

If yes, what was the result?  Fail  Pass Date taken: \_\_\_\_\_

Do you have a theory test booked?  Yes  No

If yes, when? \_\_\_\_\_

### Practical

Have you already taken a practical test?  Yes  No

If yes, number taken: \_\_\_\_\_

Date of last test: \_\_\_\_\_

Location of last test: \_\_\_\_\_

Do you have a practical test booked?  Yes  No

If yes, date of test: \_\_\_\_\_

Date of mock test: \_\_\_\_\_

Have you got a specific date in mind by which you need to have passed your test? \_\_\_\_\_

# Your driving record

You need to take this record with you each time you have a lesson and when you take a practical test. Your instructor will complete the record after each lesson and provide feedback on your progress. You're not ready to take your practical test until you reach stage 5 in all topics.

**1**

Introduced

**2**

Under full instruction

**3**

Prompted

**4**

Seldom prompted

**5**

Independent

<p><b>Cockpit checks</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Controls &amp; instruments</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Safe positioning</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Safety check</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>
<p><b>Moving away &amp; stopping</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Mirrors – vision and use</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Signals</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Other traffic</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>
<p><b>Pedestrian crossings</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Anticipating &amp; planning</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Junctions</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Dual carriageways</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>
<p><b>Use of speed</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Roundabouts</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Turning the vehicle around</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Reversing</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>
	<p><b>Parking</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	<p><b>Emergency stop</b></p> <p>1 2 3 4 5</p> <p>Date _____</p> <p>Initials _____</p> <p>Instructor No. _____</p>	

## Declaration of test readiness

I certify that \_\_\_\_\_  
 is ready to take the driving test (however this does not guarantee a pass).

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Practical test booking

Driving test centre \_\_\_\_\_

Date of driving test \_\_\_\_\_

Time \_\_\_\_\_

# Pupil Terms and Conditions

## Your Instructor and AA Driving School

Your instructor is a self-employed franchisee ("Your Instructor") of Automobile Association Developments Limited ("AA Driving School", "We", "Us", "our").

AA The Driving School Agency Limited acts as agent for Your Instructor in receiving Your payments for driving tuition other than payments made directly by You to Your Instructor. Where AA Driving School and/or AA The Driving School Agency Limited makes bookings with, or supplies any information or documentation to You, or processes any payments for Your lessons, they act as the agent of Your Instructor.

The contract for driving tuition is solely between you ("You") and Your Instructor.

## Tuition

Tuition is only available to persons who meet the following criteria:

- Aged 17 or over or aged 16 or over and in receipt of the higher rate of Disability Living Allowance (mobility component); and
- hold a valid UK provisional driving licence; and
- legally entitled to drive in the UK.

## Lessons

You and Your Instructor are responsible for agreeing all matters relating to the timing, location and duration of individual lessons.

You must notify Your Instructor of any matters which affect your ability or entitlement to have driving tuition, for example, but not limited to, any lack, or loss, of a valid UK provisional driving licence.

## Cancellation of Lessons

If You or Your Instructor wish to cancel a lesson a minimum of 48 hours prior notice should be given. If Your Instructor cancels a lesson without giving this minimum period of notice Your Instructor shall rearrange the lesson.

Cancellations by You must be made through the Customer Service Centre or directly between You and Your Instructor.

If you do not give at least 48 hours notice of cancellation You will be charged for the lesson(s) concerned in full.

Please note that in the event of You having booked your driving test, the DSA stipulate that you need to give three clear working days to cancel Your test. This may mean that You may / will lose Your DSA test fee if Your Instructor says You are not ready for test within this three day notice period.

## Payments and Lesson Bookings

You must pay for any tuition at least 48 hours before the start of the lesson by using one of the following methods:

(1) Payment by credit or debit card online at [www.theAA.com/drivingschool](http://www.theAA.com/drivingschool)

(2) Payment by credit, debit card or by validated AA Driving School voucher or gift card by telephoning the AA Driving School Customer Service Centre on 0800 072 0635 (option 2).

Please note cards are valid until the date shown thereon.

Voucher and gift cards have no cash value and have to be redeemed against tuition.

Voucher and gift cards are not transferable once they have been redeemed.

A handling fee of 1.5% plus VAT is applied to credit card transactions made through the Customer Service Centre or online. (This charge does not apply to payments made by Debit Card).

(3) Payment by cash or cheque direct to Your Instructor (any cheque must be made payable to Your Instructor)

AA Driving School has no responsibility or liability to You for payments made by any other means. If You pay Your Instructor directly by any method, You should obtain a receipt. AA Driving School accepts no responsibility for any payments made directly to instructors.

## Price Changes

We reserve the right to change the price of all Our lessons from time to time.

The cost of prepaid tuition is based on the lesson price in force at the time of booking and will be honoured for 12 months thereafter irrespective of any price increase that may occur between the date of booking and when the lessons are taken. Any unused lessons remaining after 12 months have elapsed shall have any lesson price increase applied prior to the lessons which shall become payable by You.

Lesson prices are also subject to change following a change of tuition vehicle specification, instructor or location.

## Special offers and discounts

AA Driving School presents a great range of offers and discounts to new and existing learner pupils on learning to drive and other related products.

AA Driving School reserves the right to introduce (and to withdraw) special offers from time to time.

Introductory offers are only available to new learner pupils and cannot be used in conjunction with other offers and are not transferable.

## Refund Policy and Warranty

You are entitled to cancel Your prepaid tuition at any time (for the provisions relating to the cancellation of individual lessons please see the "Cancellation of Lessons" above). If You have not taken any lesson(s) at the time of cancellation You will be entitled to a full refund of any amounts paid to AA Driving School, subject to the below.

- If You have taken lesson(s) at the time of cancellation You will not be eligible for a refund on any lessons taken.
- Where it is possible to do so, We will refund You using the same method You used to pay for Your lessons when You made the payment. If for any reason We are unable to do this, We reserve the right to refund You by any other method We deem appropriate.
- We may request additional information from You to confirm Your identity in order to comply with the Money Laundering Regulations 2007; We will also use this information to ensure adherence to Our Merchant Operating Instructions for card collection facilities.
- Refunds may take up to 28 working days to reach You or Your account.
- Refund of partial block booking will be made pro rata on any lessons not taken.
- In the event of a "Buy one get one free" offer, no refund will take place once the first lesson has been taken
- If you have paid using a prepaid gift card or AA voucher, We will not be able to proceed to any refund after redemption of the card or voucher.

If You have paid Your Instructor for the tuition and You wish to cancel Your Instructor will refund you adhering to the same principles as set out above.

## Transferability of Lessons

You cannot sell or transfer lessons which have been purchased in Your name to any other person.

## Fraud prevention

Your lessons are only valid if they are purchased through the channels outlined in the Payments and Lesson Bookings section set out above. If Your lessons have been purchased through another source please contact us immediately on 0800 072 0635 (option 2). In the event that some or all of Your lessons were not purchased in accordance with the foregoing terms, AA Driving School reserve the right to suspend these lessons in Your account, with immediate effect.

An investigation will then be conducted by the AA Driving School in order to check the validity of the purchase. Where the results of the investigation determine that the lessons are not valid they will not be provided to You and the AA Driving School shall have no liability in these circumstances.

## Limitation of Liability

Your Instructor, AA Driving School and/or AA The Driving School Agency Limited are not liable to You for any loss or damage caused where, and to the extent that:

- there is no breach of a legal duty owed to You by the relevant person or body;
- such loss or damage is not a reasonably foreseeable result of such a breach;
- any such loss or damage, or increase in the same, results from any breach or omission by You;
- any such loss or damage results from circumstances or matters outside of the reasonable control of the relevant person or body.

Your Instructor, AA Driving School and/or AA The Driving School Agency Limited shall not, in any event, be liable for losses relating to any business interests You may have including, without limitation, lost profits, lost earnings, loss of opportunity or business or business interruption.

You are reminded that neither AA Driving School and/or AA The Driving School Agency Limited are parties to the contract for driving tuition itself, which is between You and Your Instructor. This does not affect any liability that AA Driving School and/or AA The Driving School Agency Limited may have for any loss or damage. You may incur which is caused directly as a result of any breach (including negligence) by it or them of any legal duty owed by it or them to You.

Nothing in these Terms and Conditions will affect any statutory rights You may have as a consumer.

## Insurance

Your Instructor will carry the appropriate motor insurance, should You be involved in a collision as a learner driver whilst in control of driving the Instructor's tuition vehicle.

## Law applying to Terms and Conditions

These Terms and Conditions are governed by the laws of England and Wales and are subject to the non-exclusive jurisdiction of the English Courts.

## Complaints Procedure

- If You have any concerns or complaints about any part of Your driving tuition which cannot be resolved with Your Instructor, please contact the Customer Service Centre.
- Where the Customer Service Centre is unable to resolve Your complaint to Your satisfaction, You will be entitled to escalate the matter to Our Customer Care Department by writing to Customer Care at the address below.
- The Customer Care team will use reasonable endeavours to respond to Your written query within 10 working days.

## Customer Care

Your contract is between You and Your Instructor.

In the rare event of any problem arising, You should resolve this with Your instructor immediately. We recommend no further lessons are taken until the matter is resolved.

In the unlikely event that You are unable to reach a satisfactory conclusion, We will be happy to investigate further until the matter is resolved. Please note that We will require evidence of any financial transactions and lesson times before We are able to investigate.

Therefore, it is imperative that Your Driver Record (provided to You by Your Instructor) details are kept accurate and up to date. Should You require Us to investigate any matter, please contact Our Special Investigations Team by one of the following methods:

Call: 0800 072 0635 (option 2)

Email: [DrivingS@theAA.com](mailto:DrivingS@theAA.com)

Post: AA Driving School

St Patrick's House,

17 Penarth Road,

Cardiff CF10 5ZA

If You still feel dissatisfied, You may contact the Driving Standards Agency on 0300 200 1122 who may be able to help You further.

## Collection and use of data

Any personal data You provide will be held securely and in accordance with the Data Protection Act 1998.

We will use Your personal data for the purpose(s) for which You have provided it. It may also be used for marketing, research and statistical purposes and crime prevention.

We may however need to disclose personal data to a third party so that the service You requested could be provided. It may also be necessary to transfer it to countries outside the European Economic Area. Where this happens, we will endeavour to ensure that any recipient of Your data will treat it with the same level of protection as We would.

Your data may be disclosed to regulatory bodies for the purposes of monitoring and/or enforcing compliance with any regulatory rules/codes.

If you give us information about another person, in doing so You confirm that they have given You permission to provide it to Us to be able to process their personal data (including any sensitive personal data) and also that You have told them who We are and what We will use their data for, as set out in this notice.

In the case of personal data, with limited exceptions, You have the right to access and if necessary rectify information held about you by formal written application to the AA's Data Protection Officer, at Fanum House, Basing View, Basingstoke, RG21 4EA.

By providing Us with your personal data and contact details, You consent to the use of that data and to Your being contacted by any AA Group company, including Automobile Association Personal Finance Limited and the Saga Group, by post, telephone, email, SMS or other electronic means, to inform You about products and services which it considers may be of interest to You. However You can contact the AA Data Protection Officer in writing at any time to suppress some or all AA products.

Your calls to the Customer Service Centre may be recorded for quality monitoring and training purposes.

**Please read the Terms and Conditions carefully and ensure that you understand them before signing this agreement for driving tuition.**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



Please can you keep a copy of this for your records

# Appointment and payment record

Day	Date	Time	Hours	Payment	Bal Hours	Bal Payment	Inst Inits