1st Gear Driving, Inc.
Rules and Responsibilities

1. **Age:** Students must be at least **15 years and 9 months old on or before the first regularly scheduled classroom session,** or turn 16 years old on or before the last regularly scheduled classroom session. Parent Orientation does not count as the first classroom session. Students must provide proof of age with an official birth certificate or valid passport.

2. **Vision:** Students must pass a vision screening before their first driving lesson, meeting NH's minimum requirement of 20/40 with both eyes, or 20/30 in the other eye if legally blind in one eye. Students must bring any required glasses or contacts. If there are concerns about vision, please schedule an eye exam before beginning Driver Education.

3. **Driving at Home:** Students under 18 must complete 40 hours of supervised driving practice, including at least 10 nighttime hours, documented on the NH DMV Driving Log. These hours are separate from and cannot include the 10 hours of instruction with 1st Gear. In New Hampshire, students may begin practicing at 15½ years old when accompanied by a licensed driver age 25 or older seated in the front passenger seat. Students must carry proof of age, such as a birth certificate or passport, while driving.

4. **Required Driving Practice:** Students must complete **at least 10 hours of supervised driving practice at home before the first classroom session**. This requirement helps ensure student preparedness, safe instruction, and the safety of other students riding along as observers. Students who do not meet this requirement may be moved to a future available class at 1st Gear's discretion. Our cancellation and transfer policies (Section 14) will apply.

5. **Classroom Attendance:** The first classroom session is MANDATORY and cannot be missed. Under NH Driver Education rules**, students may miss no more than 4 hours (typically 2 classes) for documented good cause**, such as illness, injury, or a family emergency. A written parent/guardian note is required. Sports, vacations, and extracurricular activities are NOT approved absences under 1st Gear's policy, so please review your teen's schedule and PLAN AHEAD! Up to 2 missed classes may be made up by attending another scheduled class, if available, and will not count as absences. When an in-person makeup class is not possible, equivalent assignments must be completed to cover missed content; however, the missed hours still count toward the 4-hour absence limit. All missed quizzes and tests must also be completed. Students exceeding 4 hours of counted absences cannot continue in the current course and will be marked incomplete. Under NH Saf-C 3110.08(c), students have 6 months from their last attended class to resume a similar Driver Education program. Additional tuition may apply. Class dates and times are subject to change due to school calendars, weather, or instructor availability.

6. **Driving & Observation Hours:** Students must complete **10 hours of behind-the-wheel instruction and at least 6 hours of observation**. Students should plan for at least **one 2-hour driving/observation appointment per week** during the course. Online scheduling instructions will be provided at the first class, and calendar access will be available after first-class attendance is recorded. **Families with special scheduling needs should email 1st Gear approximately one week before the first class** so we can discuss possible arrangements. Driving appointments generally begin and end at our Amherst classroom. Limited school pickup may be arranged for the first driving appointment of the day when both students attend the same school, with advance approval and subject to instructor availability. Classroom and driving instruction must be integrated; therefore, **1st Gear requires all driving and observation hours to be completed within 2 weeks after the final classroom session**, unless an exception is approved in advance. If an injury or medical issue prevents a student from continuing, we will meet with the parent/guardian to determine whether the student can safely finish the current course or must transfer to a future session.

7. **Behind-the-Wheel Hours:** Driving instruction may be scheduled between 8:00 AM and 10:00 PM, depending on instructor availability. By signing these Rules & Responsibilities, parents/guardians authorize their teen to complete behind-the-wheel instruction during these hours, including after dark and during Daylight Saving Time.

8. **Parent Participation:** Parents/guardians must provide at least 1 hour of supervised driving practice at home for every hour of behind-the-wheel instruction with 1st Gear. If insufficient practice prevents safe progress, parents/guardians will be notified, and driving lessons may be paused until adequate practice is completed. Continued lack of practice may result in transfer to a future available class or dismissal without a refund.

9. **Behavior Expectations:** Students must treat instructors and fellow students with respect. Disruptive behavior, bullying, profanity, or unsafe conduct will not be tolerated in the classroom or vehicle. Parents/guardians will be notified of behavior concerns. Repeated violations may result in dismissal from the program without a refund. Serious safety violations may result in immediate dismissal.

10. **Weapons, Alcohol & Drugs:** Weapons, alcohol, illegal drugs, and impairment from any substance are strictly prohibited during classroom instruction and driving appointments. Violations may result in immediate dismissal without a refund. Incidents may be reported to law enforcement or the NH Department of Safety as required by law or when necessary for safety.

11. **Cell Phones & Headphones:** Cell phones, AirPods, and headphones may not be used during classroom or behind-the-wheel instruction. Phones must be silenced and placed in the designated classroom area. Parents/guardians must notify 1st Gear in advance if a student needs access to a phone or other device for medical reasons so appropriate accommodations can be arranged.

12. **Quizzes, Final Exam & Homework:** Students must complete all homework assignments, take at least 4 quizzes and a written final exam, and achieve a minimum score of 80% on all tests. Students who do not pass the final exam may schedule a retake for a $50 fee per attempt. Parents/guardians are encouraged to inform 1st Gear of any learning accommodations or support needs so we can assist appropriately. All shared information will be kept confidential.

13. **Driving Appointment Cancellations:** Students must cancel or reschedule driving appointments online at least **48 hours in advance**. For same-day cancellations, students must also notify their instructor by text. Cancellations made with less than 48 hours' notice or missed appointments will incur a **$50 fee per scheduled hour ($100 for a 2-hour appointment)**. Fees are automatically assessed through our scheduling system. For emergencies, parents/guardians may email 1st Gear to request a fee waiver, which will be considered individually.

14. **Tuition, Refunds & Transfers:** Program tuition is the rate published on www.1stgeardriving.com at the time of registration. A $300 nonrefundable deposit is due within 15 days of registration, with the remaining balance due by the first class. Registrations may be canceled if the deposit is not received on time. Payment plans require prior approval. Families must give at least 14 days' notice to cancel or request a class transfer. With proper notice, tuition paid beyond the deposit is refundable, or payments may be applied to a future available class. For transfers requested at least 14 days before class, the deposit will carry over to an approved future session. Transfers requested with less than 14 days' notice require approval and may result in forfeiture of the original deposit. No refunds are issued after classes begin, except as required by law. Special circumstances may be considered individually.

15. **Course Completion & Licensing:** A Certificate of Completion confirms only that the student has successfully met the Driver Education course requirements. It does not constitute an endorsement by 1st Gear Driving of the student's readiness or ability to drive safely and independently, nor does it guarantee eligibility for a driver's license. Parents/guardians are responsible for assessing their student's readiness for independent driving. Students must meet all NH DMV licensing requirements and pass the required knowledge and road tests.

16. **Student Driving Privileges:** By enrolling, parents/guardians confirm that the student's driving privileges are not suspended or revoked and that no pending action would affect their eligibility to drive. Parents/guardians must immediately notify 1st Gear Driving of any suspension, revocation, or change in the student's legal driving eligibility during enrollment.

17. **Youth Operator License Restrictions:** NH drivers under 18 may not drive between 1:00 AM and 4:00 AM or carry more passengers than available seat belts. During the first 6 months of licensure, they may carry no more than one non-related passenger unless accompanied by a licensed adult age 25 or older. Parents/guardians and students are responsible for understanding and following all NH licensing restrictions.

We acknowledge that we have read, understand, and agree to Sections 1–17 of the 1st Gear Driving, Inc. Rules & Responsibilities.

Parent Name: _____ Parent Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Updated 10/2026