

Instructions and Check List for Developing Your Truck Student Contract

This document provides you with the information needed to create your Truck Driver Education Student Contract. Text within the parentheses is meant as a guide to assist you in developing your contracts. Please contact the Driver Programs Division at drivered@michigan.gov with any questions.

Check List:

Items 1 – 20 must be included in the Truck student contract

Required Provider Information:

1. Provider's legally recognized business name. (May also include the d/b/a – “doing business as” – business name if one exists).
2. Provider's phone number.
3. Provider's office hours.
4. Provider's address. (Physical address where the student records are located.)
5. Provider's complete certificate number: P000__ __ __.



Required Student Information:

6. Student's first, middle and last name as reported on Temporary Instruction Permit.
7. Student's address.
8. Student's phone number: (Home or Cell).
9. Student's date of birth. (Show as mm-dd-yyyy.)

Program Requirements and Policies:

10. Number of hours of instruction. (Class/Range/OTR)
11. Fee for the course. (Identify whether it is a “total,” “per hour” or “per lesson” fee.)
12. Due date for fees.
13. Payment method allowed. (Cash, check, money order or credit card.)
14. Refund policy.
15. Address where classroom instruction will be given even if it is the same as the business and/or range/yard address.

Signatures and Dates:

16. Signature of the student.
17. Signature of provider/designated representative.
18. Date of the contract.

The following item must be included if provider will be using a range/yard:

19. Address where range/yard will be given even if it is the same as classroom and/or business address.

(OVER)

The following Item must be included exactly as shown below:

20. Notice: This driver education provider is required to be certified by the Secretary of State. If you have any complaint that cannot be settled with the provider, please complete the Driver Education Complaint form found under "Driver Programs Division" on the Department of State website; www.michigan.gov/sos. Completing driver education does not guarantee a driver's license.

Items 21 – 27 are optional for Truck student contract:

21. Recording of the Temporary Instruction Permit number (recommended).
22. Class times.
23. Dates for the class.
24. Make-up policy for behind-the-wheel instruction. (Make sure the policy is clearly defined and understood.)
25. Cancellation policy. (Make sure all requirements are clearly defined and understood.)
26. Cost for materials.
27. Revision date of the contract (a date at the bottom corner of contract).