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| Central Shenandoah Criminal Justice Training Academy |
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| Driver Training Rules and Regulations |

**General**:

1. All students are to adhere to all rules, regulations, policies and procedures of the Central Shenandoah Criminal Justice Training Academy and all Driver Training specific rules and regulations.
2. All violations will be brought to the attention of the Training Academy staff or any instructor. Anytime an Instructor feels the safety of personnel or equipment is being unnecessarily jeopardized, the Instructor may suspend a student from further participation in activities until the matter is resolved.
3. Students shall wear appropriate clothing for participation in outdoor activities, including footwear. Students will NOT be excused from participation in activities due to inappropriate clothing to endure weather conditions. Only attire befitting the Criminal Justice profession will be worn!
4. All students will be required to participate in all work details to include the setting and breaking down of cone courses, track clean up or other chores as designated by any Instructor.
5. Any damage to any vehicle, personal property, or track property will be reported to an Instructor immediately. Any incident of this nature will be properly documented, approved by Lead Instructor and forwarded to Academy Staff and Executive Director.

**Track**:

1. Absolutely no driving or practicing in any course without the approval and presence of an Instructor.
2. Vehicles will be moved in accordance with Instructor’s directions. Vehicles will be required to obey 25 mph speed limit whenever at the driving facility unless otherwise directed by an Instructor.
3. SEATBELTS WILL BE WORN AT ALL TIMES AT THE DRIVING FACILITY WHENEVER A VEHICLE IS IN MOTION!!! NO EXCEPTIONS!!!
4. Emergency lights will only be activated upon Instructor’s directions.
5. Sirens and PA systems will NOT be activated at any time while at the driving facility.
6. Students not actively participating in a training exercise will watch from a safe observation point as designated by an Instructor. Students will refrain from any conduct which might distract or adversely affect another student during a driving exercise.
7. Cones will be retrieved from under a vehicle only at the direction and supervision of an Instructor.
8. All commands and directions from an Instructor will be obeyed without variation or exception. Upon question of any direction or command of an Instructor by a student, a clarification will be requested by the student.
9. Any “difference of opinion” or question of command, instruction or direction of an Instructor that cannot be reconciled by the Instructor will be brought to the attention of the Lead Instructor or Driver Training Coordinator.

**Vehicles**:

1. All vehicles will be inspected by an Instructor before being allowed to participate in a training session. During the initial inspection students will be trained in vehicle inspection and will perform a proper vehicle inspection each day before they began a training session. ALL inspections will be properly documented. **VEHICLE INSPECTIONS ARE EXTREMELY IMPORTANT TO MAINTAIN A SAFE DRIVING COURSE. IMPROPER INSPECTION OR DOCUMENTATION BY A STUDENT COULD RESULT IN A STUDENT’S DISMISSAL FROM THE DRIVING FACILITY**
2. All items except articles securely fastened will be removed from a vehicle during driving exercises. This includes both the passenger and truck compartments. Students should come prepared to protect any articles that need removing from the vehicle while at the track. (Tarps, etc.) Students are responsible for all of their personal or Department’s equipment.
3. All vehicle failures or malfunctions will be reported to an Instructor immediately.
4. Students will ascertain from their Department Head or designee as to the measures to be taken for the purchase of vehicle fuel, vehicle fluids and/or parts, the protocol for vehicle breakdown (including flat tire repair) and Department Emergency contacts in case of a vehicle crash.

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| **Student’s Signature:** | **Date:** |
| **Agency/Department:** |  |