



Rules and Regulations – 2021 Teen Students

Drivers Education Requirements:

- 30 hours of Online or Traditional Classroom
- State Approved Behind the Wheel Course:
 - 6 & 6 Program: 6 hours of driving & 6 hours observation
 - 7 & 4 Program: 7 hours of driving & 4 hours observation
 - 8 & 2 Program: 8 hours of driving & 2 hours observation
 - 9 & 0 Program: 9 hours of driving & 0 observation hours

Office Location & Contact Us:

4 Lakes West:

601 N. Whitney Way #140
Madison WI 53705

4 Lakes East (Class Only):

4915 Monona Drive. #107
Monona, WI, 53716

Call or TEXT:

608-238-4202

info@4lakesdrivingschool.com

Office Hours:

Mon-Tues: 9am-6pm
Wed-Thurs: 9am-5pm
Fri: 9am-2pm
Sat: 8am-12pm

Learner's Permit Stage:

Age Requirements:

- You must be at least 15 years of age and enrolled in a 30 Hour Classroom and Behind-The-Wheel program to take the permit test.
- You must be at least 15 years of age to obtain the physical permit from the DMV
- You must hold your permit for at least 6 months and be at least 16 years of age before taking the DMV road test and applying for license.

Taking the Permit Test:

- The test can be taken by scheduling an appointment with our 4 Lakes West location by office hours, or by requesting the MV3001 forms from 4 Lakes and taking the test at the DMV.
- The Permit Test is based off the Wisconsin Motorist Handbook, you can find a PDF copy of this on our website under resources <https://www.4lakesdrivingschool.com/links.html>
- You are permitted 5 attempts at the test and must score at least 80% on both the knowledge test and signs test. After 5 fails, you will need to wait one year before testing again.
- If you do not pass the test the first time, you may take the test again as early as the next day. You will head to the DMV next to obtain the physical permit.

DMV Permit Requirements

- Certified Birth Certificate OR Passport
- Social Security Card
- \$35.00
- Legal guardian with their Driver's License or State ID Card
- MV3001 forms signed & dated by 4 Lakes Driving School (good for 60 days)
- If your permit is lost or expires, you will need new a MV3001 form signed by 4 Lakes to take to the DMV.

Behind-the-Wheel Rules:

Behind-the-wheels are 1 hour for each drive and 1 hour for each observation.

Group lessons are 2 hours, where the driver and the observer switch on the hour.

Only 1 lesson may be taken per day.

First and last behind-the-wheel must be at least 21 days apart.

First behind-the-wheel must be within 60 days of obtaining permit.

You must have your Learner's Permit in hand before attending behind-the-wheel and permit must be present at each lesson to begin.

Drugs and alcohol are prohibited on school grounds, including vape pens.

Harassment of instructors or other students will not be tolerated.

Please have ride ready for pickup by lesson end time, as other lessons generally follow right after.

Scheduling BTW Lessons:

You now can schedule your behind-the-wheels directly through your Student Account > Book A Lesson. You will have received an activation link for your Student Account login upon registration to access this. You will need to put your permit information in and you must have your classroom completion certificate sent over first if you have transferred here. Your balance must be paid to the amount which is scheduled. We schedule 7 days a week, as early as 7am, and as late as 9pm.

The image shows two parts of the 4LAKES website. On the left is the 'Student Account Login' page with a logo, a text input for 'Student1', a password field, a 'Remember me' checkbox, and a 'LOGIN' button. Below it is a link for 'Forgot your login credentials? no problem, click here to get them.' On the right is the lesson scheduling interface. It has a header 'Click Here to View Scheduled Lessons' and a 'FILTER BY DATE' section with a calendar for March and April 2021. The calendar shows available slots in green and booked slots in red. Below the calendar are 'REFINE SEARCH' and 'CLEAR SEARCH' buttons. To the right of the calendar is the 'AVAILABLE OPEN SLOTS' section, which includes a search bar and a table of lessons.

Date	Instructor Name
TUE, MAR 9, 9:00 AM - 10:00 AM	Scheer, Bill
WED, MAR 10, 9:00 AM - 10:00 AM	Martin, Michael
WED, MAR 10, 2:00 PM - 3:00 PM	Randall, Douglas
WED, MAR 10, 3:00 PM - 4:00 PM	Marks, Rachel
WED, MAR 10, 4:00 PM - 5:00 PM	Genzmer, Crystal
WED, MAR 10, 5:00 PM - 6:00 PM	Genzmer, Crystal

Please note whether you are booking Eastside or Westside pickup location, as both will be available online. You can filter by location, instructor, or times.

You will receive 3 email reminders for your lessons. 2 days prior, 1 day prior, 2 hours prior.

Pick Up Location for Behind-The-Wheel:

4 Lakes West:

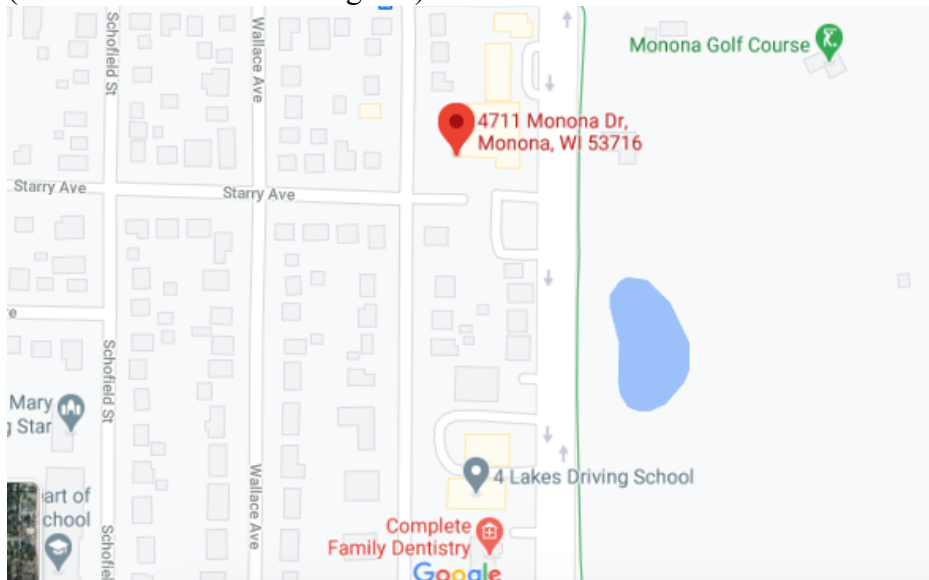
5003 University Avenue
(Far Parking Lot Past School)



Head towards the 4 Lakes west location and once in the parking lot, keep driving down towards the back until you can't go any further. You will find your 4 Lakes instructor waiting at the vehicle for your arrival.

4 Lakes East:

4711 Monona Drive
(BMO Harris Bank Parking Lot)



Drive past the 4 Lakes east location (from beltline) until you see the BMO Harris Bank parking lot with your 4 Lakes instructor waiting at the vehicle. There are now 2 BMO Harris Banks on Monona Drive, so make sure to be at the one across from the golf course and not on Dean Ave.

No-Show Policy:

A No-Show is failure to appear at a scheduled driving lesson without notifying office.

No Show for a lesson fee will be assessed to your account for \$35.00, as stated on your Agreement signed upon registration for failure to show without notice.

Your instructor will wait 5 minutes then call, leave a voicemail or text message after 8 minutes, and then leave after 10 minutes. Majority instructors have multiple lessons throughout the day, disallowing for late starts to lessons.

Late Cancellation Policy:

Lessons must be cancelled within 24 hours before lesson start time to avoid a late cancel penalty.

Failure to cancel within 24 hours online or through the office will incur a \$20.00 late cancel fee.

Late Cancellation for the instance that you are sick or ill and cannot cancel within 24 hours can be waived with doctors note.

You can cancel directly through your student account under 'Scheduling' or by calling the office directly to cancel a lesson.

Classroom Rules:

Classroom sessions will be broken up into 2-hour sessions each. Please bring a folder and notebook for in-person classroom. Rides are expected to be ready for pickup at classroom end-times. No food or fountain drinks are allowed in classroom. You must stay the full duration and score above 75% on all quizzes and tests to pass the course.

Makeup Work:

Make up work for in-person classroom must be submitted within 60 days of completing classroom by makeup worksheets for chapters missed. Chapter worksheets can be accessed by contacting the office or from your classroom instructor.

Refresher Course:

The State of Wisconsin requires a 10-hour refresher course to be taken if the learner's permit has not been obtained within 13-months of completing classroom. This is offered online with an additional fee.

Simulator Usage:

We have 2 Driving Simulators available for use at our Westside classroom location. These can be used for supplemental learning and additional practice during office hours upon appointment. Simulators can be used for up to 3 behind-the-wheel replacements maximum, with approval from the office first.

Service Animals:

Service animals used by students must provide their own towel or blanket for the back passenger seat to be able to use in vehicle and must be a licensed service animal.

Electronic Completion Sent to the DMV

Upon completion of your final behind-the-wheel and that all requirements have been met, your completion will be submitted to the DMV within 1-3 business days. If you need this expedited, please call the office. Once your completion has been submitted, you will receive a follow-up email congratulating you on your completion of drivers education and are ready to take the road test. Your completion will not go through if there is any outstanding classroom hours, makeup work, behind-the-wheel hours, or fees owed. Please check your Student Account for progress or contact the office for clarification.

Scheduling Your Road Test

You can schedule your road test by directly calling the DMV or through the DMV website.