Rules and Regulations – 2026 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 of observation
  - 7 & 4 Program: 7 hours of driving & 4 hours of observation
  - 8 & 2 Program: 8 hours of driving & 2 hours of observation
  - 9 & 0 Program: 9 hours of driving & 0 hours of observation (or Private)

Office Location & Contact Us:

4 Lakes West (Office):
601 N. Whitney Way #140
Madison, WI, 53705

4 Lakes East (Class Only):
4915 Monona Drive #201
Monona, WI, 53716

Call or TEXT:
608-238-4202
support@4lakesdrivingschool.com

Walk-In Office Hours:
Mon-Thursday: 12:00pm-4:30pm
Phone Contact Hours:
Mon-Friday: 8:00am-5:00pm
Driving Lesson Hours:
Mon-Sunday 7:00am-10:00pm

Learner's Permit Stage:
Age Requirements:
o 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.
o You must be at least 15 years of age to obtain the physical permit from the DMV
o 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:
o The permit test can be taken at the 4 Lakes West location by office hours, or by requesting the MV3001 forms (uploaded to student account under My Profile > Files) signed by 4 Lakes and taking the test at the DMV. Or can now be done online (with Webcam + parent present) on the DMV Website.
o The Permit Test is separate from the 30 hour course and 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

o 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.

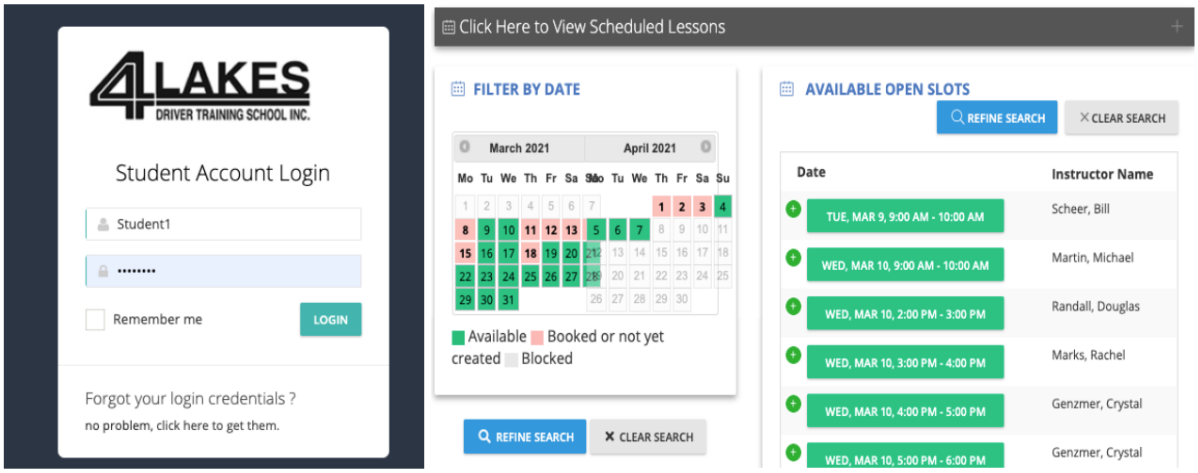
DMV Permit Requirements
o Certified Birth Certificate OR Passport
o Social Security Card
o $35.00
o Legal guardian with their Driver's License or State ID Card
o MV3001 forms signed & dated by 4Lakes Driving School (good for 60 days)
o If your permit is lost or expires, you will need a new MV3001 form signed by 4Lakes 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 driving lesson may be taken per day.
First and last behind-the-wheel must be at least 30 days apart.
First behind-the-wheel must be within 60 days of obtaining permit.
You must have your Learner's Permit in hand before scheduling behind-the-wheel and permit must be present at each lesson to begin.
Drugs and alcohol are prohibited on school grounds, including vape pens and we can turn away lesson if smell of alcohol, marijuana, vapes, or related.
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 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 6:30am, and as late as 9:00pm.



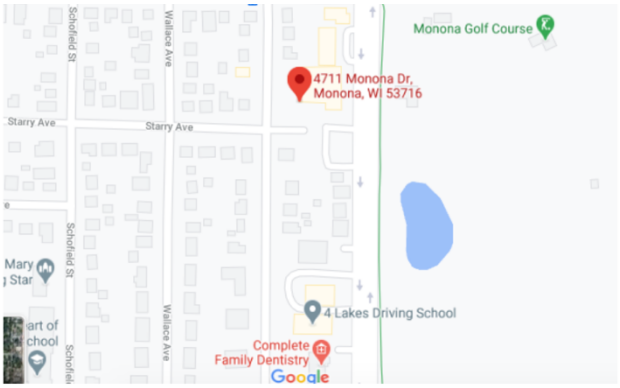
Please note whether you are booking East, West, Sun Prairie, or Verona pickup location, as both will be available online. You can filter by location, instructor, or times. You will receive 3 email/text reminders for your lessons. 2 days prior, 1 day prior, 2 hours prior.

Pick Up Location for Behind-The-Wheel:



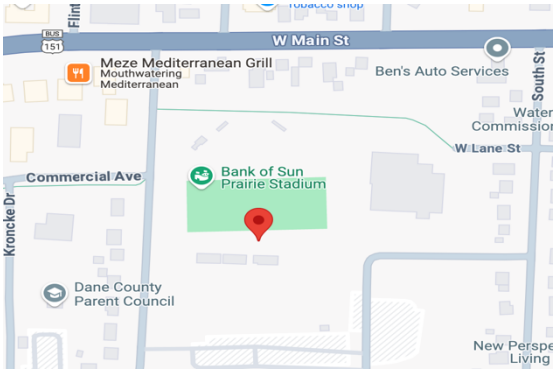
4 Lakes West:
601 N Whitney Way
Madison WI 53705
(Farthest Parking Lot Past All Buildings)

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.



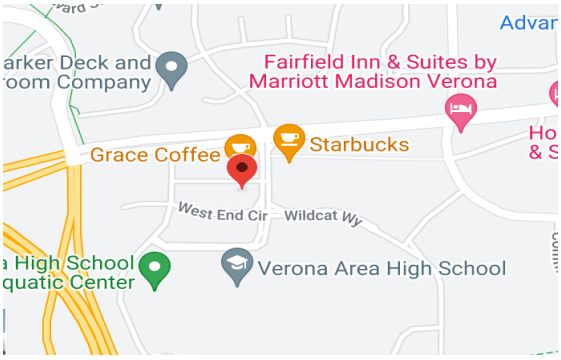
4 Lakes East:
4711 Monona Drive
Monona WI 53716
(BMO Harris Bank Parking Lot)

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.



Sun Prairie:
155 Kroncke Drive
Sun Prairie WI 53590
(Bank of Sun Prairie Stadium Parking Lot)

Formerly known as Ashley field



Verona:
152 West End Circle
Verona WI 53593
(Between Summit Credit Union and Grace Coffee)

Known as Market No. 5 and next to VR High School

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 the current No Show fee, as stated on your Agreement.
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 lessened late cancel fee (better than No Notice No Show)
Late Cancellation for the instance that you are sick or ill and cannot cancel within 24 hours can be potentially waived with valid doctors note or confirmation.
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 unbottled 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. Inappropriate conduct can result in dismissal from class.
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.

Dashcam Usage:
State-of-the line Dashcam technology (rear, partial cabin) are installed in several 4 Lakes vehicles. This allows for tracking of driving statistics (to be sent to student afterwards) and for ensuring maximum safety of Students & Instructor. You can request to have the cabin camera covered during lesson if within reason.

Extensions:
Online Courses are all good for 90 days before needing to file for an extension. All Teen Driving Programs are good for 18 months from registration before needing to file for a behind the wheel extension.

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 2-3 business days. If you need this expedited, please contact 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. You completion will not go through if there is any outstanding classroom hours, makeup work, behind-the-wheel hours, or fees owed.

Scheduling Your Road Test
You can schedule your road test by directly calling the DMV or through the DMV website.

We look forward to training you!