

# ***MasterDrive of Northern Colorado***

## **DRIVER ENGINEERING PROGRAM**

### **APPLICATION PACKAGE INSTRUCTIONS**

#### **PLEASE NOTE:**

- Our classes usually fill up well in advance.
- Reservations will be held upon receipt of payment.
- **To maintain reservations, we must receive the following at least 3 business days prior to the class:**

- ✓ Application Form
- ✓ Waiver of Liability and Release
- ✓ Driver's Engineering Contract
- ✓ Current copy of vehicle insurance I.D. card
- ✓ Completed Automobile Safety Inspection

} these may be  
faxed to us at  
303-627-6474

The tuition for the Skills Based Driver Engineering Program may be paid by check, money order, cash (exact amount), Discover, Visa or MasterCard. An installment plan is also available through credit card purchases for an additional \$10.00 processing fee or \$35 processing fee, depending on the plan. Please call for details.

#### **MAKE YOUR APPOINTMENT FOR THE AUTOMOBILE SAFETY INSPECTION IMMEDIATELY!**

This inspection can be performed by any licensed repair facility. The locations listed on the back of the Automobile Safety Inspection form will perform the inspection **FREE OF CHARGE**. Call them for details. MasterDrive is not affiliated with these establishments. Inspections are not required for new (under 15,000 miles) or rental vehicles.

#### **Unacceptable Training Vehicles**

Some vehicles may be unacceptable for training purposes. Other vehicles may have limitations that will not allow for maximum training levels. **Studded snow tires are not allowed on the driving range.**

In order to assure that the student receives the maximum benefit, we strongly recommend that you discuss the selection of the vehicle to be used in the driving skills exercises with a member of our staff prior to the clinic.

For your convenience a Personal/Auto Checklist and General Information sheet is on the next page. Please review this prior to class.

PLEASE KEEP ALL SCHEDULED APPOINTMENTS. If you must reschedule, please give us **AT LEAST 48** hours notice. Clinic slots that we cannot refill result in higher costs and delays in training for everyone. We must charge a \$100.00 fee if you no show or cancel less than 48 hours before the Two-Day Skills Clinic. We are able to reduce the fee for a no show or late cancellation to \$50.00 for Classroom and On Street Driving appointment cancellations.

We request that students driving standard transmission cars be reasonably comfortable with basic clutch operation before participating in the Two-Day Skills Clinic. One hour of individual off-street private instruction with one of our staff, using the student's car, is available at an additional \$40.00 fee.

We rarely cancel training events, but if we do, please bear with us. We will find a replacement date as soon as possible.

#### **INCLEMENT WEATHER PROCEDURE**

**A MESSAGE WILL BE LEFT ON OUR VOICE MAIL BY 7:15 a.m. THE DAY OF THE CLINIC  
NOTIFYING YOU OF CANCELLATION OR DELAY.  
PLEASE CALL 303-627-4447 FOR THAT INFORMATION.**

# PERSONAL / AUTO CHECKLIST AND GENERAL INFORMATION

## DRIVER PREPARATION

- ✓ Tennis shoes or any flat soled shoes that completely enclose/cover the foot. Thick soled shoes/boots are strongly discouraged. **"Flip-Flops" or loose fitting sandals are a safety hazard and are not allowed!**
- ✓ Weather resistant jacket/coat.
- ✓ Sunglasses, sunscreen, hat.
- ✓ **Snacks and/or lunch with beverages.**

**During the Two Day Skills Clinic AND Classroom sessions there are no food or refreshment facilities readily available. Please bring a "Brown Bag" lunch, to include beverages each day.**

## CAR PREPARATION

- ✓ Check fluid levels (oil, coolant and transmission fluids).
- ✓ Check tires (air pressure, visible tread).
- ✓ Check wheels (covers secure, lug nuts snug).
- ✓ Check brake pads and brake fluid level.
- ✓ Check for firm brake pedal and that brake lights are operational.
- ✓ Seat belts function properly (YOU MUST WEAR THEM).
- ✓ Any loose or hazardous objects removed from interior and cargo areas.
- ✓ Gas tank at least 3/4 full.
- ✓ Battery adequately secured.

## RECOMMENDATIONS

- ✓ **Please arrive 15 minutes early for ALL scheduled events.**
- ✓ Brakes should be bled and fluid changed annually.
- ✓ Car should be in proper alignment.
- ✓ Manufacturer tire pressure recommendation should be noted, and YOU SHOULD ADD 4 TO 5 ADDITIONAL POUNDS PER TIRE SPECIFICALLY DURING CLASS. YOU WILL BE PUTTING THE CAR INTO SOME STRESS, AND THEREFORE THERE WILL BE SOME LIMITED WEAR ON THE TIRES. WE RECOMMEND NOT USING SNOW TIRES.

Safety is Paramount - An unsafe vehicle may be removed from the clinic.

## **STUDED TIRES ARE NOT PERMITTED!**

**We encourage parents to attend the "recital" held during the last hour (usually from 4:00 until 5:00) on the second day of the driving skills clinic.**

This will give parents the opportunity to observe their teen's newly acquired skills and to ride with the new driver through the exercises (parents and teens willing), an experience both parents and teens should not miss!

# APPLICATION FORM (DE PROGRAM)

Student's Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

High School \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male \_\_\_ Female \_\_\_  
If attending Mo/Day/Yr

Parent(s) if student under 18 \_\_\_\_\_

Phone Numbers (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Fax \_\_\_\_\_ e-mail \_\_\_\_\_

**PLEASE NOTE:** MasterDrive commits the resources necessary to implement our training at the highest level for each element of our training process. These resources are substantial, including the cost of the facilities, coaches, insurance, and equipment. As you can imagine, unused positions drive the price up for everyone. Therefore, if you no show or cancel less than 48 hours before the event we charge a \$100.00 fee for the Two-Day Skills Clinic and a \$50 fee for Classroom or On-Street instruction.

For many years, MasterDrive has stood alone in providing an absolutely unique service for anyone who has special needs in learning to drive. Driving Safety is the ultimate objective of the MasterDrive program, and the safety of a new driver is totally dependent upon the quality of the essential executive functions related to driving. These functions include: balance, multi-tasking, focus and concentration, the ability to understand and follow instructions, visual processing and visual spatial awareness, reaction time, etc.

Therefore if, as a parent, you believe that your teen needs access to this special accommodation and/or auxiliary training for any reason, please let us know and we will discuss program options and a strategy session with your family.

To help the learning to drive process of my son/daughter, please be aware of the following things:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/we understand that if, in the opinion of MasterDrive, the risk of the process is not acceptable, MasterDrive will terminate the training immediately, in the interest of everyone's safety.

Signed: Parent \_\_\_\_\_ Date: \_\_\_\_\_

Classroom Dates (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Skills Dates Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_

\*\*\*\*\* PAYMENT \*\*\*\*\*

Amount of Payment Enclosed \$ \_\_\_\_\_ Check \_\_\_ Discover \_\_\_ Visa \_\_\_ Mastercard \_\_\_

If using credit card: Account # \_\_\_\_\_ Exp Date \_\_\_\_\_

V# \_\_\_\_\_ (last 3 digits in signature block on back of card) ZIP Code CC bill is sent to \_\_\_\_\_

Name \_\_\_\_\_  
As Printed on Card Signature

Remember, to keep your reservation we must receive the following **at least three business days** prior to the clinic:

- This Application Form
- Signed Waiver of Liability and Release (on reverse) Contract
- Current copy of insurance identification card
- Completed Automobile Safety Inspection
- Signed Driver Engineering

**WAIVER OF LIABILITY AND RELEASE AGREEMENT**

**DATE:** \_\_\_\_\_

The undersigned hereby acknowledges his or her understanding that there are risks inherent in the process of learning to drive, and in driving a vehicle, and that while MasterDrive has taken and will take every precaution to minimize such risks and to maximize the safety of MasterDrive students, trainees and participants, some risks understandably remain, and cannot be controlled by MasterDrive or its teachers, coaches, employees and agents.

In consideration of the above, and of the undersigned participant's ("Participant") attendance at and/or participation in a MasterDrive training program, Participant hereby agrees as follows:

1. I hereby knowingly and voluntarily waive forever any and all liability on the part of, and covenant not to sue or institute any claim against MasterDrive, its agents, instructors, insurers, lessors, successors, or assigns, or of any sponsor (collectively "MasterDrive"), resulting from or arising out of or in connection with my attendance at and/or participation in a MasterDrive training program. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless MasterDrive from any and all claims, demands or causes of action, which allege negligent acts or omissions of MasterDrive, unless such negligent acts or omissions are found by a court of law to constitute willful, wanton or gross negligence.

2. I warrant and represent that I personally, and my vehicle, are fully insured and will at all times during the period of my participation in the MasterDrive training program continue to be fully insured in accordance with applicable state law; and in addition, that I have both personal liability and property damage coverage deemed by me sufficient and adequate to cover any exposure to me, my vehicle, or the property or person of others, arising from participation in the MasterDrive program.

3. I acknowledge that the development of driving skills entails known and unanticipated risks which could result in physical and/or emotional injury to myself and/or third parties, and damage to my property and/or the property of others. I understand that while every effort is made to reduce them, such risks simply cannot be eliminated without jeopardizing the essential elements of this type of driving skills training.

4. I acknowledge that I must accept and assume all of the risks of my individual actions and responsibilities, and those existing in this type of training activity. I therefore accept and assume full responsibility for my actions during all MasterDrive training, and during such time periods and locations which are within the scope of such training (including but not limited to classrooms, parking lots, etc.). It is understood that MasterDrive will not accept responsibility for the actions and/or mistakes of any participant. Participant's attendance is voluntary, and he or she elects to participate in spite of the inherent risks explained above.

5. Should MasterDrive or anyone acting on their behalf, be required to incur attorney's fees and costs to enforce this agreement, Participant agrees to indemnify them for all such fees and costs.

6. By signing this document, I acknowledge that if I am injured or if my property is damaged during my participation in this training, I may be found by a court of law to have waived my right to maintain a lawsuit against MasterDrive, its agents, instructors, insurers, sponsors, employees, successors and assigns.

\_\_\_\_\_  
Participant's Signature (if 18 years old or older)

\_\_\_\_\_  
PLEASE PRINT STUDENT'S NAME

\_\_\_\_\_  
Parent's Signature (if Participant is under 18 years old)

\_\_\_\_\_  
PLEASE PRINT PARENT'S NAME

**MASTERDRIVE  
DRIVER ENGINEERING CONTRACT**

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between MasterDrive  
and \_\_\_\_\_ in consideration of the tuition fee described below:

The skills based Driver Engineering Course is presented as a total package for a current fixed tuition. Each of the three phases are designed to achieve specific goals, with an eventual objective which is to accomplish a young driver who has a higher level of car control skills as well as a level of proficiency of driving on the street in specific situations.

### THE MASTERDRIVE GUARANTEE

*MasterDrive's primary focus is on producing the best new driver possible, but it is understood that there is no such thing as a 'perfect' driver. If in the professional opinion of a MasterDrive coach, additional coaching is warranted MasterDrive will provide up to double the program hours in any phase of the Driver Engineering Course at no additional cost to the student. MasterDrive will develop the additional training upon review of the individual circumstances and in coordination with the student's parents or guardian, or student if older than 18 years of age. In addition;*

*IF the parents have attended the Recital Briefing and Ride-Through at the completion of the Two-Day Teen Survival Skills clinic, and; IF the parents do not feel that they have received value for the tuition, the parents may come to the MasterDrive office within three days of completing the Two-Day Teen Survival Skills clinic and before participating in any additional training with MasterDrive and request a full refund. All tuition will be refunded to the parents. It is understood that there is a specific condition of the parents participating in the Recital Briefing and Ride-Through at the completion of the Two-Day Teen Survival Skills clinic. IF, however, the student has not been allowed to complete the course due to unsafe driving and/or not abiding by the instructions of the coaches, this guarantee is automatically cancelled and of no further effect.*

In addition, all parties agree and understand that every student is different and in some cases individual students cannot safely or successfully complete the three phases of the Driver Engineering Course without intervention and additional support. In the event MasterDrive determines a student requires specific accommodation and additional support outside the scope of the standard Driver Engineering Course in order to safely and successfully complete or attempt to complete the Driver Engineering Course, MasterDrive agrees to provide an initial one-hour Strategy Session at no cost to determine the steps needed to prepare the student for completion of the Driver Engineering Course. Any additional support or training required to prepare the student for the completion of the Driver Engineering Course beyond this initial Strategy Session will be charged on an hourly basis in addition to the Driver Engineering Course fee until such time that the student is deemed able to safely complete the Driver Engineering Course.

It is understood that MasterDrive will not refund any tuition, or portion of tuition, if a student and/or family have not lived up to the conditions of the agreement, nor when a student arbitrarily decides to withdraw from the program. Payment is required in full, accompanying the application, unless other arrangements in regard to partial payments have been made. It is understood that if an agreement with partial payments has been made, the student and/or family are obligated to complete such payments as agreed.

Short notice cancellations or no shows for any portion of the program involve specific expenses for MasterDrive which are necessary in order to schedule all training programs. Therefore MasterDrive asks for cooperation in making and keeping all appointments. The student and/or parents understands that there will be a rescheduling fee of \$50.00 for any cancellation of an appointment for any classroom session or on-street training unless student notifies MasterDrive at least 48 hours in advance of that lesson. There will be a \$100.00 rescheduling fee if a student misses a confirmed Two-Day Skills Clinic unless the student notifies MasterDrive at least 48 hours in advance of that clinic. MasterDrive may waive these fees, at its discretion, in cases of emergency or health related situations. The remainder of the training will not continue until any rescheduling fees are paid in full.

It is the responsibility of the student and/or parents to provide a vehicle for the Two-Day Skills Clinic. It is understood that the vehicle provided will have liability insurance coverage, and that a certificate of insurance must be provided to MasterDrive at least 3 days before the clinic. It is also understood that the vehicle must pass a safety inspection demonstrating that the basic operating systems of the vehicle are in working order. MasterDrive will furnish a dual control vehicle for the on-street portion of the training. MasterDrive reserves the right to reschedule an appointment in the event of inclement weather, mechanical breakdown, illness or termination of a coach, or for any other factors beyond its control.

This contract is effective for a period of twelve (12) months from the above date, after which all obligations shall be deemed to have been provided.

This agreement constitutes the entire Contract between MasterDrive and any student, and no verbal assurances or promises not contained herein shall bind MasterDrive in any way. The undersigned student or parent/guardian certifies that they have read and understood the Contract.

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Student (if age 18 or older)

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Parent or Guardian (student under 18)

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MasterDrive Representative

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Student - Print Name

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Parent or Guardian - Print name

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MasterDrive Representative - Print name

**AUTOMOBILE SAFETY INSPECTION**

STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

CAR MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ COLOR \_\_\_\_\_

LICENSE PLATE # \_\_\_\_\_

PASS  FAIL

INSPECTOR SIGNATURE \_\_\_\_\_

THIS VEHICLE INSPECTION MAY BE PERFORMED BY ANY LICENSED REPAIR FACILITY  
SEE NEXT PAGE FOR A LIST OF FACILITIES WHO WILL DO IT FREE OF CHARGE.

INSPECTION PERFORMED BY (COMPANY): \_\_\_\_\_

\* \* \* \* \*

### SAFETY INSPECTION

SUSPENSION

P F Shocks  
P F Steering

BRAKES

P F Pads or Shoes  
P F Emergency Brake (locks both wheels)  
P F Hydraulics

INTERIOR

P F Seat belts (L and R)  
P F Seat Secure

ENGINE COMPARTMENT

P F Battery Secure  
P F Gas Lines  
P F Fluid Levels  
P F Engine Cooling Fan

WHEELS

P F Tire Condition  
P F Tread Depth (1/32nd)  
P F Lug Nuts  
P F Tire Pressure  
P F No Studded Tires

TRUNK

P F No Loose Objects

\* \* \* \* \*

INSPECTOR'S COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **AUTOMOBILE INSPECTION CENTERS / NORTHERN COLORADO**

## **WINDSOR AUTO REPAIR**

320 E. Chestnut Street  
Windsor CO 80550  
970-686-7705

## **ADVANTAGE AUTOMOTIVE**

3216 N. Garfield Avenue  
Loveland CO 80538  
970 663-5399

## **ROCKY MOUNTAIN QUICK LUBE**

825 N. College Avenue	875 S. Lincoln
Fort Collins, CO 80524	Loveland CO 80537
970 493-5823	970 669-7290

THESE BUSINESSES HAVE AGREED TO PERFORM THE AUTOMOBILE INSPECTION FREE OF CHARGE.  
MASTERDRIVE IS NOT AFFILIATED WITH THESE BUSINESSES.  
WE RECOMMEND THAT YOU CALL AHEAD FOR SCHEDULING

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**\*\*\*\* YOU WILL NOT BE ABLE TO PARTICIPATE WITHOUT INSPECTION FORM \*\*\*\***