

Upcoming BTW Drive Reminder: **See Link for Contract**

This is a courtesy reminder that your student has an upcoming BTW scheduled with one of our Officer Instructors. (***The exact Date, Time and Location for each pick up and drop off are listed on your student's Home Page under their BTW Schedule, log in and REVIEW the time and meeting location before the date of scheduled drive.***) You will see a black, white or silver sedan with the Top Cops emblem clearly marked on the sides and back of the car. Please look for the vehicle at the location. Read below thoroughly.

If student shows up more than **15 minutes late** or **without** the items required for each drive, we will have to cancel the drive and our cancellation fees of **\$90.00** will be assessed. If you need to change the date of this drive, please do so **48 hours** in advance to avoid the **\$90.00** cancellation/reschedule fee. Our complete cancellation policy is in the Student Driver Contract. The Officer gets paid for the drive if the drive is cancelled less than 48 hours in advance. This \$90.00 fee cannot be waived for any reason.

Students 1st Drive please print, fill out and bring the **Student Drive Contract** – Mandatory for BTW, this can be found on our website under the “Resources” tab or [at this link](#). They will also need their **permit** and **proof of your vehicle insurance**. (*Teen drivers with permits are driving under the umbrella of your insurance. They cannot be named in your policy until they are 16 or older with a valid driver's license. A COPY of your current up to date insurance card will work for proof of insurance.*)

Students 2nd Drive please remember to bring their **permit** and **proof of your vehicle insurance**. If student shows up **without** the items required for each drive, we will have to cancel the drive and our cancellation fees of **\$90.00** will be assessed. If you need to change the date of this drive, please do so **48 hours** in advance to avoid the **\$90.00** cancellation/reschedule fee. Our complete cancellation policy is in the Student Driver Contract.

Completion of 2nd Drive - Your teen will receive a **Certificate of Completion** from TopCops at the end of the **2nd Drive** to act as proof to the insurance company that the student did the drives. **Put this in a safe place as it will NOT be duplicated.** The completed 6 hours will be entered in the DMV database and you will receive an emailed Transaction Completion Statement from the DMV (***at the email provided to Officer at completion of 2nd drive***), this will be your only notification proving they did the 6 hours of required time. This entry process can take up to **24 hours**.

You should not schedule the 2nd BTW and DT on the same date.

We will take a short break during the drive. It is OK to send your student with a snack and/or some money to purchase a drink and snack.

Please make sure your teen gets plenty of rest. The driving is intense and requires much focus and energy! Please **NO** smart watches or devices that will cause a distraction to their learning process. If your student has one on them, it will be put in the glove box for the duration of the drive. The Officer will inquire how much driving experience your teen has prior to the first drive. If your student requires eyeglasses, please make sure they have them at the drive or we will have to cancel and our cancellation policy (above) will apply. **TopCops is not responsible for any items your student leaves behind in our vehicle. Make sure they leave with what they brought.** If you have any questions, please let us know.

Thank you for choosing TopCops!