

INSTRUCTOR INFORMATION PACK

For Self-Employed Driving Instructors

1. Welcome & Introduction

Welcome to Learn Driving Skills!

We are committed to helping you build a successful driving instruction business while maintaining the highest professional standards. This pack provides all the essential information, tools, and guidance you need to operate effectively as a self-employed instructor under our brand.

Our Mission: Deliver safe, structured, and professional driving tuition to all pupils.

2. Role Overview

As a self-employed instructor, your responsibilities include:

- Delivering structured driving lessons tailored to each pupil.
- Maintaining accurate records of lesson progress in log books.
- Ensuring safety at all times for pupils and road users.
- Upholding professional conduct and representing the Learn Driving Skills brand.

Lesson Planning Tips:

- Review pupil progress before each lesson.
 - Set clear objectives and goals for every session.
 - Use log books to record achievements and areas for improvement.
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3. Materials Provided

Item	Description	Instructor Responsibility
Magnetic Roof Box	Branded roof box for marketing	Keep clean and in good condition; £100 charge applies for damage
Personalised Business Cards	Name, email, mobile number	Distribute professionally
Student Log Books	Record lesson progress	Maintain accurate records for each pupil

Return Policy: All Company property must be returned in good condition upon termination.

4. Payment & Franchise Fees

Weekly Franchise Fee: £50 per week, payable in advance.

Item	Details
Payment Due	Weekly (Friday)
Method	Bank transfer (or agreed alternative)
Late Payment	Franchise services may be suspended until payment is received

Included in Franchise Fee:

- Use of the Learn Driving Skills brand
 - Business cards, log books, and roof box
 - Marketing and operational support
 - Guidance and mentoring
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5. Support & Supervision

We are here to help you succeed. Support includes:

- **Operational Support:** Assistance with pupil allocation, record keeping, and admin queries.
- **Mentoring & Feedback:** Regular check-ins to discuss progress and lesson delivery.
- **Performance Reviews:** Constructive guidance to maintain high standards.

Contact: Chris@LearnDrivingSkills.co.uk

6. Policies & Procedures

Health & Safety: Always ensure the vehicle is roadworthy and lessons are conducted safely.

GDPR & Data Protection:

- Store pupil data securely.
- Only use pupil information for lesson purposes.
- Do not share data with third parties.

Vehicle Compliance:

- Ensure insurance covers driving instruction.
- Keep MOT and road tax up to date.
- Perform routine vehicle checks before lessons.

Safeguarding: Always be vigilant and report any concerns in line with Company policy.

7. Professional Standards

- Maintain professional dress and appearance.
 - Be punctual and prepared for every lesson.
 - Deliver structured lessons aligned with DVSA standards.
 - Represent the Company positively in all interactions.
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8. Non-Solicitation & Confidentiality

Non-Solicitation:

- Do not approach, solicit, or teach pupils independently during the term of this Agreement or for 12 months after termination.
- Avoid sharing pupil data or assisting others to do so.

Confidentiality:

- Do not disclose operational or financial information of the Company.
 - Maintain confidentiality of all pupil records.
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9. Contact & Support

Purpose	Contact
Administrative Queries	Learn Driving Skills
Operational Support	Learn Driving Skills
Emergency Contact	Learn Driving Skills

10. Quick Reference Checklist

Weekly Instructor Checklist:

- Check roof box condition
- Update log books with pupil progress
- Confirm weekly franchise fee payment
- Inspect vehicle (MOT, tax, insurance)
- Plan lessons for the week