



Building Better Drivers, One Teen at a Time.

Grapevine
280 N. Main
817-310-0193

Coppell
580 Denton Tap #200
469-549-0002

Roanoke
610 Byron Nelson Blvd. #110
817-310-0193

Boyd
700 Knox Ave.
817-310-0193

www.greenlightdrivingacademy.com

USING “SCHEDULE 2 DRIVE” TO SCHEDULE INSTRUCTOR-LED DRIVING LESSONS

Green Light Driving Academy (GLDA) uses an on-line system (website) for scheduling driving lessons for students enrolled in a driver education program. The system is called “Schedule 2 Drive” and GLDA creates accounts for all students once they have completed their classroom instruction and provide a copy of their learner’s permit.

Schedule 2 Drive is also where students will record the hours that they drive with their parents. This is often referred to as the “parent log”.

If a student is enrolled in the traditional classroom program, their account will be created once they finish their scheduled classroom session. If we don’t have their permit at that time, the account will be created, however, will not be fully activated until we receive the permit.

Accounts will be created for students that are enrolled in the on-line classroom/instructor-led driving instruction OR enroll for a driving-only program once we receive a copy of the certificate from the student’s on-line course provider and a copy of the permit.

PLEASE REMEMBER:

- If the student took the traditional program with in-house classroom instruction and they have not missed more than 5 days of the classroom session, they can begin scheduling their drive lessons with GLDA even if the class days have not been made-up.
- Tuition must be paid in full before the driving instruction can begin.
- Upon logging into S2D for the first time, students/parents will be prompted to pay a one-time registration fee TO S2D. The cost is \$14.95 and can be paid by credit card or debit card. Once paid, the student is fully activated. **THIS IS REQUIRED BY ALL STUDENTS AND IS PAYABLE TO SCHEDULE 2 DRIVE, NOT GLDA.**

We do offer a Premium Scheduling Service where we will schedule the 7 driving lessons for your student based on black-out dates and times that you provide to us. The cost is \$75.00 and there must be at least 6 months left on the contract. Contact your student’s office location for more information about this service.

The attached instructions explain how to use S2D (the drive lesson scheduling system) to set up the seven 2-hour driving sessions with GLDA instructors.

Please refer to our other document for instructions on how to use S2D to enter the Parent-Log hours:
<https://greenlightdrivingacademy.com/assets/cms/uploads/files/HowToUseParentLog.pdf>

PREPARING FOR A DRIVE LESSON

- Make sure that you have your valid (non-expired) permit with you. The paper permit that you received originally is only valid for approximately 45 days after issue and cannot be used after that date (this will be shown on the permit).
- Arrive at least 10 minutes prior to lesson
- Make sure that you are wearing corrective lessons IF it is indicated on your permit that you must wear corrective lenses
- Make sure that you hair is off your face and out of your eyes
- **A student cannot drive with a cast, brace, splint, etc. on their hands, legs, arms, back – THERE ARE NO EXCEPTIONS TO THIS POLICY**
- PLEASE NO FLIP FLOPS ON DRIVE LESSONS – The student is allowed ONE WARNING and after that, they will be charged a No-show fee- NO EXCEPTIONS

TIPS FOR USING “SCHEDULE 2 DRIVE”

- A new week of drive lessons are posted every Monday around 8:00 pm. It takes about 15 minutes to release all of the lessons, so if you do not see any when you first log in, keep refreshing your screen.
- Consistently check the schedule – more than once per week
- Use Email & Text alerts – but don't rely on them solely. (GLDA office staff has no control over email/text alerts)
- The contract is for one year from the day of class – if you have a DIFFERENT deadline – plan accordingly
- Be flexible (GLDA may have as many as 500 active students)
- Don't wait to schedule drive times, but schedule throughout the year
- **SUGGESTION: SCHEDULE AT LEAST 1 LESSON PER MONTH.** At various times during the year (i.e. Spring Break through the end of the school year, End of summer, Holiday Breaks), it will be more difficult to schedule lessons because of the volume of students trying to schedule.
- Students should practice a min. of 6-8 hrs. for every lesson w/ GLDA instructors
- LOOK for progress reports and/or letters given after EACH driving lesson
 - GLDA requires 7 days between each lesson allows for practice and flexibility- Monday-Tuesday **NO EXCEPTIONS**
- Students must pass 7th driving lesson (Final Test). If they do not pass this lesson, we will offer one extra lesson at no charge. If they fail the 8th lesson, there will be a \$65 charge for each lesson thereafter. NOTE: If this does happen, the deadline no longer applies.

Please refer to the following pages for Instructions:

1. Logging Into Schedule 2 Drive
2. Reviewing your Information on Schedule 2 Drive
3. Scheduling Driving Lessons
4. Cancelling a Drive Lesson

LOGGING INTO SCHEDULE 2 DRIVE

1. Once you have been notified that your student's account has been created AND if we have been provided the student's permit, you'll be able to access the Schedule 2 Drive (S2D) website: www.schedule2drive.com NOTE: You can access S2D website from your mobile device; however, there is not a special app for it at this time.
 - You will use the “**Student Login**” area of the log in page to access your account . (Again, there is no need to ‘register’ – the account has already been created.)
 - Enter:
 - **TX** for State/Province
 - **Student's 8-digit permit number**
 - **Birthdate** in the format shown

Student Login

State/Province: -- Choose One ▾

Permit/Student ID:

Birthday(MM/DD/YYYY): / /

Login

1024 X 768 resolution required

- Click “**Login**”
 - i. If this is the FIRST time logging in – you will be notified that you will need to pay the one-time registration fee of \$14.95 to Schedule 2 Drive. This can be paid by credit or debit card.

- ii. Click on “Pay by Credit Card” and follow the screen prompts.



SCHEDULE 2 DRIVE

Get CONNECTED. Save TIME.

A one-time access fee is required before you can schedule your driving lessons. This fee will provide you 24 x 7 access to your driving school's calendar.

Paying your access fee lets you...

- View the dates and times that lessons are available
- Schedule, cancel, and reschedule lessons
- Receive important scheduling reminders to avoid cancellation fees
- Review your completed and scheduled lessons

... and so much more!

Small price. Big convenience.

Illustration of a woman driving a green car on a road.

Premium Access is available to you for only \$14.95. To sign up, simply click the Pay By Credit Card button below and enter your credit card information into our secure credit card processing site. Once your payment is received, you can log on at any time to schedule drive times!

If you have questions about this service, please contact GLDA - Grapevine at [817-310-0193](tel:817-310-0193).



2. When this has been paid, you will be logged into Schedule 2 Drive and you will be on your profile **HOME** page.

REVIEWING YOUR INFORMATION ON SCHEDULE 2 DRIVE

1. Once you have logged into Schedule 2 Drive – please review the HOME page and information in your profile.
2. The **HOME** page contains useful information at a glance such as:

The screenshot shows the 'HOME' page of the Schedule 2 Drive system. At the top left is the logo and a welcome message for 'Joseph Bogus'. A sidebar on the left contains navigation links: Home, Schedule Drives, Parent Log, **User Profile** (highlighted with a blue box), FAQ, Contact Us, and Privacy Policy. A 'Log Out' button is at the bottom of the sidebar. The main content area has three tabs: 'Home' (selected), 'Fees', and 'History'. Below the 'Home' tab, there is a 'Welcome!' section with several data boxes: 'Next Scheduled Session' (No Future Drives Scheduled), 'Drive Hours' (Completed: 2 hours, Required: 7:00 hours), 'Observation Hours' (Completed: 0 hours, Required: 7:00 hours), 'Parent Log' (Total Completed: 2:00 hours, Total Required: 30:00 hours; Night Completed: 0 hours, Night Required: 10:00 hours), 'Deadline: December 15, 2018', 'Fees: \$0.00', and 'Classroom Days to Make-Up:'. To the right is a 'Message Board' with a red alert: '*** Attention Students Saturday, Nov 5 in Grapevine Main Street in Grapevine Wall Street starting at 10:00 AM. Please plan ahead so that you can attend this lesson. http://www.grapevineva.edu'. Below the alert is a reminder: 'REMEMBER: We post a new full week of lessons every 3rd week of the calendar when you log in. REMEMBER: We post a new full week of lessons every 3rd week of the calendar when you log in.' and a note for Roanoke students: 'Attn: Roanoke Students - make sure you remember, check the "Completed Schedule 2 Drive. The location will be posted on the Message Board.'

- Next Schedule Drive Lesson (if one has been scheduled)
- How many Drive and Observation hours that are required and have been completed
- How many hours have been entered into the Parent Log area and how many are required
- The contract deadline (all GLDA drive lessons and classroom sessions must be completed by that date)
- Any fees owed **
- Classroom Days to Make-up **
- The Message Board that provides important updates and things to remember when scheduling drive lessons. The information here changes often – so please remember to read this.

** It may take a few days after the student’s account has been created for fees and classroom make-up days to be input. Please make sure that you review this information and contact us if you see any discrepancies.

You can also view some of this information in more detail by clicking on the tabs across the top of your home page.

3. It is important to click on the “**User Profile**” section in the Navigator and review the address, email addresses and phone numbers that we have listed for you and your student. These can be changed by you at any time by clicking the Edit tab, and changing the information and then clicking “**Submit**”. Please be sure to update this information if it changes later.

- PLEASE NOTE: We will use your email address for sending reminders, deadline notifications, notifications of last minute drive lesson cancellations, etc. so please make sure that this information stays current. If you also want to be TEXTED with some of these notifications, you can set this up by clicking on the cell phone graphic on your **HOME** page and updating the information regarding this on that page. For a phone number to be used for texting, it must be indicated as a mobile number.

SCHEDULING DRIVING LESSONS

REMEMBER: A new week of drive lessons is posted every MONDAY, AFTER 8:00 pm.

Students will only see drive lessons available to them for the location that they took their classroom instruction. For drive only students, that location will be determined at registration.

IMPORTANT NOTE FOR STUDENTS THAT TOOK THEIR CLASSROOM INSTRUCTION IN ROANOKE:

If you took the classroom instruction at the Roanoke location, you are allowed to drive in Grapevine as well as Roanoke. **The driving lessons will indicate what location they are to be taken (see below). If you schedule a lesson in Grapevine and arrive in Roanoke instead (or vice versa) you will be charged a no-show fee if you cannot get to the other location for the 2nd hour of the lesson.**

Drive Time	Spots Available	Notes
12:00pm - 2:00pm	2	GRAPEVINE LOCATION
2:00pm - 4:00pm	2	Roanoke Office- 610 Byron Nelson Blvd. #110 (NEAR FUZZY'S TACOS)
2:00pm - 4:00pm	1	GRAPEVINE LOCATION
4:00pm - 6:00pm	2	Roanoke Office- 610 Byron Nelson Blvd. #110 (NEAR FUZZY'S TACOS)

Students must have **7 full calendar days** in-between each driving lesson or in other words are allowed to schedule one drive lesson every 8 days. **This may be increased to 10 full calendar days in-between each driving lessons during peak periods of the year.**

For Example: For the 7-day rule, in the following example a student could drive – if the calendar showed OPEN SLOTS as displayed in the calendar below

Sessions Calendar						
Please contact GLDA - Training Site at 817-210-0193 for more information. Open Slots: Sessions are available Full: all sessions are filled Blank box: No sessions are scheduled						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 14th	Jun 15th	Jun 16th	Jun 17th	Jun 18th	Jun 19th <u>Open Slots</u>	Jun 20th <u>Open Slots</u>
Jun 21st	Jun 22nd <u>Open Slots</u>	Jun 23rd <u>Open Slots</u>	Jun 24th <u>Open Slots</u>	Jun 25th <u>Open Slots</u>	Jun 26th	Jun 27th <u>Open Slots</u>
Jun 28th	Jun 29th <u>Open Slots</u>	Jun 30th <u>Open Slots</u>	Jul 1st <u>Open Slots</u>	Jul 2nd <u>Open Slots</u>	Jul 3rd <u>Open Slots</u>	Jul 4th

The student could schedule the lesson on Friday, 6/19 and Saturday, 6/27, however, they could not schedule anything in the following week, because there would not be 7 days in-between the last lesson.

Once the next week of lessons is posted, the student could schedule any lessons out of that week, etc.

To schedule a drive lesson – follow the directions below:

1. Click on the “**Schedule Drives**” link located in the Navigation panel (left hand side of the **HOME** page). The calendar with 3 weeks of drive lessons will be displayed. NOTE: We do not post our schedule out further than 3 weeks.
2. Select a date that has “**OPEN SLOTS**” displayed. NOTE: If the word “**FULL**” is displayed, all sessions for that particular day have been filled at that time. If the date box is blank, there are no drive lessons scheduled for that day. GLDA DOES NOT SCHEDULE DRIVING LESSONS ON SUNDAY AND CERTAIN HOLIDAYS.
3. When the list of times open for that day you have chosen, please pay attention to any comments listed under “Notes” that are with the drive lesson.

	Drive Time	Spots Available	Notes
<input type="radio"/>	3:00pm - 3:20pm	1	
<input type="radio"/>	3:20pm - 3:40pm	1	
<input type="radio"/>	3:40pm - 4:00pm	1	
<input type="radio"/>	4:00pm - 4:20pm	1	
<input type="radio"/>	4:20pm - 4:40pm	1	** DO NOT SCHEDULE THIS LESSON IF YOU ARE NOT ALLOWED TO BE ALONE IN THE CAR WITH THE DRIVING INSTRUCTOR **
<input type="radio"/>	4:40pm - 5:00pm	1	
<input type="radio"/>	5:00pm - 5:20pm	1	*** THIS LESSON IS IN TROPHY CLUB. MEET THE INSTRUCTOR IN THE PARKING OF BYRON NELSON HIGH SCHOOL, OUTSIDE DOOR 26 **
<input type="radio"/>	5:20pm - 5:40pm	1	
<input type="radio"/>	5:40pm - 6:00pm	1	

- GLDA will indicate if the drive lesson is set to be a “ONE on ONE” lesson (ONE STUDENT - ONE INSTRUCTOR). This is mostly for the driving portion of the 2-hour lesson. Another student may be picked up for the observation hour and the student will no longer be alone with the instructor. If you have initialed NO in the section of the contract pertaining to this, please do not schedule this lesson.
 - If you took the classroom instruction at the Roanoke location, you are allowed to drive in Grapevine as well as Roanoke. **The driving lesson will indicate what location they are to be taken. If you schedule a lesson in Grapevine and arrive in Roanoke instead (or vice versa) you will be charged a no-show fee if you cannot get to the other location for the 2nd hour of the lesson.**
 - Students that took their classroom session in Grapevine will not see the lessons for Roanoke.
4. Select the specific time you would like to drive from the list by clicking in the circle next to the lesson time. NOTE: There will be a warning on this page if the lesson you have chosen is too

close to a lesson you already have scheduled – either prior to this date or in the future.

Register

Sessions on November, 25th 2016

<< Previous Day Next Day >>

	Drive Time	Spots Available	Notes
<input type="radio"/>	12:00pm - 2:00pm	2	GRAPEVINE LOCATION
<input type="radio"/>	2:00pm - 4:00pm	1	GRAPEVINE LOCATION

Back to Calendar **Next Step**

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5. Click **“Next Step”**
6. Read the information to confirm the date and time and click **“Register for Drive”** if you wish to schedule the lesson. If you do not wish to schedule, click on **“Return to Calendar”** to have the calendar display again.

Register

Please **VERIFY** the time and date of the drive you have selected and click the Register for Drive button to confirm your registration.

Friday, November 25th, 2016 from 12:00pm to 2:00pm

GRAPEVINE LOCATION
Remember, if you cancel this drive after Thursday, November 24th at 12:00pm you will be charged \$25.00.

Return to Calendar **Register for Drive**

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7. Since your registration is done in “real time”, it is best to confirm again that you have the lesson scheduled by going to your **HOME** page and verify that it is on your list of drive lessons scheduled. Scroll down below the Message Board to see your list of **Completed and Scheduled Sessions**.

Completed and Scheduled Sessions

#	Drive Date	Drive Time	Status	Notes	Feedback
1	Mon, Nov 25th, 2013	8:00am - 10:00am	Completed	this drive time is only to hold a spot and to allow Monday's drive times to say "full" since we are hiding drive time due to pending bad weather	
2	Fri, Dec 6th, 2013	4:00pm - 6:00pm	Completed	creating drive time so others can be hidden	
3	Mon, Dec 9th, 2013	4:00pm - 6:00pm	Completed	this is because all drive times are hidden	
4	Tues, Feb 11th, 2014	4:00pm - 6:00pm	Completed		
5	Mon, Jun 16th, 2014	8:00am - 10:00am	Completed		
6	Wed, Mar 4th, 2015	4:00pm - 6:00pm	Completed		
7	Thurs, Mar 5th, 2015	4:00pm - 6:00pm	Completed		
8	Wed, Apr 22nd, 2015	4:00pm - 6:00pm	Completed		
9	Sat, Oct 15th, 2016	3:00pm - 5:00pm	Completed	GRAPEVINE LOCATION	
10	Fri, Nov 25th, 2016	12:00pm - 2:00pm	Scheduled	GRAPEVINE LOCATION	Cancel

8. If you wish to cancel the lesson, click on the word **CANCEL** to the right of the scheduled lesson and follow the prompts to cancel. NOTE: If you are cancelling a lesson less than 24 hours before it is scheduled, you will be charged a Late Cancellation Fee.

Canceling a Drive Lesson

NOTE: Drive lessons may be cancelled at any time; however, a late cancellation fee will be charged for all cancellations made within 24 hours of the originally scheduled drive date and time. If the late cancellation is due to an illness or family emergency, please go ahead and cancel the lesson and then call us to let us know the situation and we will waive the fee.

To cancel a drive time, follow the steps below:

1. On your **HOME** page, scroll down below the Message Board to the “**Completed and Scheduled Sessions**” section. This area displays your list of completed and scheduled drive lessons “**Completed and Scheduled Sessions**”

#	Drive Date	Drive Time	Status	Notes	Feedback
1	Mon, Nov 25th, 2013	8:00am - 10:00am	Completed	this drive time is only to hold a spot and to allow Monday's drive times to say "full" since we are hiding drive time due to pending bad weather	
2	Fri, Dec 6th, 2013	4:00pm - 6:00pm	Completed	creating drive time so others can be hidden	
3	Mon, Dec 9th, 2013	4:00pm - 6:00pm	Completed	this is because all drive times are hidden	
4	Tues, Feb 11th, 2014	4:00pm - 6:00pm	Completed		
5	Mon, Jun 16th, 2014	8:00am - 10:00am	Completed		
6	Wed, Mar 4th, 2015	4:00pm - 6:00pm	Completed		
7	Thurs, Mar 5th, 2015	4:00pm - 6:00pm	Completed		
8	Wed, Apr 22nd, 2015	4:00pm - 6:00pm	Completed		
9	Sat, Oct 15th, 2016	3:00pm - 5:00pm	Completed	GRAPEVINE LOCATION	
10	Fri, Nov 25th, 2016	12:00pm - 2:00pm	Scheduled	GRAPEVINE LOCATION	Cancel

2. Click on the **CANCEL** link next to the session you wish to cancel.
3. Verify that you have elected the correct session on the next screen and if you wish to continue with the cancellation, click on the “**CANCEL DRIVE**” button.

[Cancel](#)

You have selected the following session:
Friday, November 25th, 2016 from 12:00 pm to 2:00 pm

[Return to Schedule](#) [Cancel Drive](#)

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NOTE: If you are canceling within 24 hours, a warning notice will be displayed. You can stop the cancellation at this time by clicking on “**Return to Schedule**”. If you click on “**Cancel Drive**”, the late cancellation fee will appear on your **HOME** page and the “**Fees**” tab. If the cancellation is due to an illness or family emergency, please go ahead and cancel the lesson and then call us to let us know the situation and we will waive the fee.

4. Verify that the drive lesson has been cancelled by going to the “**Completed and Scheduled Sessions**” section of your **HOME** page to make sure that this lesson is no longer listed.