



**Employment Contact**

16020 King Road  
Riverview, MI 48193  
1-734-479-U-Drive (8374)



1406 West Chicago Blvd.  
Tecumseh, MI 49286  
1-517-424-U-Drive (8374)

Driving School, Inc.

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. This agreement is between Ross Driving School, Inc. (RDS, Inc.) and \_\_\_\_\_ (instructor). RDS, Inc. by this agreement engages the instructor to teach and/or provide behind-the-wheel (BTW) training for the employer’s students.

RDS, Inc. agrees to pay the instructor \$ \_\_\_\_\_ per hour of classroom instruction and for every BTW Session, \$ \_\_\_\_\_. Should the instructor cancel drive appointments, it is the instructor’s responsibility to reschedule these students so that they have completed the drive no later than six (6) weeks after the start of the Segment 1 session they are enrolled in. Pay for the cancelled drives will be deducted from drive schedule. Instructors will be paid for the make-up drive once it is completed.

All instructors will follow the outline for Segment 1 and 2 classes as written by RDS, Inc. Deviations from these outlines must be pre-approved by RDS, Inc. No exceptions.

Instructor binds themselves to observe all rules of the Michigan Motor Vehicle Code and rules and regulations and to give full attention to the business of the employer, Ross Driving School, Inc., during their hours of work activities.

Instructors wishing to terminate employment with RDS, Inc. must give minimum two full weeks notice in writing upon the completion of any class or BTW scheduled. Terminating employment during a class is prohibited (unless a family or personal emergency arises – proof required).

This is an “at-will” employment contract. RDS, Inc. reserves the right to terminate any instructor for any reason whatsoever. Instructors deviating from the classroom and vehicle rules as set forth by RDS, Inc. or any Instructor found to be working with or for any other driving school will be terminated immediately. Other reasons for termination may include **but are not limited to the following:**

1. Intentional violation of the Michigan Motor Vehicle Act or Traffic Laws when conducting BTW sessions.
2. Violation of rules and regulations of the Michigan Department of State applicable to Driver Education Instruction for Michigan GDL students.
3. Insubordination.
4. Inactivity/Inattention to students during classroom instruction – constant instruction and supervision is mandatory.
5. Inactivity/Inattention to students during BTW sessions – constant instruction and supervision is mandatory.
6. Acts that could be considered as sexual harassment or result in a sexual harassment suit against RDS, Inc. Instructors are to constantly act in an appropriate manner. If you have to ask, then it probably isn’t appropriate.
7. Improper care and handling of RDS, Inc. vehicles and/or other equipment.
8. Inattention of the business of RDS, Inc.

Upon the resignation or termination of an instructor where salaries are owed, instructor will receive their final pay within 30 days of termination once all property of RDS, Inc. has been returned. Instructors that resign or are terminated during a classroom session will forfeit all monies owed. This forfeiture will result due to the resignation during any Segment 1 or Segment 2 course, should instructor neglect to fulfill their teaching obligations, or discontinue instruction during the length of the course.

Instructors will be responsible and liable to RDS, inc. for loss or damage to equipment of RDS, Inc. and/or any third party where such damage occurs due to the fault or inattention of the instructor, and then instructor agrees to hold harmless RDS, Inc. with respect thereto. Instructor may want to consider carrying personal liability insurance coverage during their employment with RDS, Inc. or any driving school.

\_\_\_\_\_  
RDS, Inc. Authorized Representative

\_\_\_\_\_  
Print Name: \_\_\_\_\_