



## **AUTOMOBILE ASSOCIATION OF KENYA**

**P.O. BOX 40087-00100, TEL 0709333118: E-mail: drivingschool@aakenya.co.ke, Nairobi**

### TERMS AND CONDITIONS FOR AA KENYA DRIVING SCHOOL INSTRUCTIONS

#### **I. Eligibility**

Applicants **MUST** be of ages as stipulated in the AAK/NTSA Curriculum for initial registration to acquire a driving license, for license endorsement the recommended age and experience applies per category as per the AAK/NTSA curriculum requirements

#### **2. Payment For Lessons and Refunds**

The AA Kenya Learner driving courses consist of both theory and practical lessons with the number based on the category undertaken.

Additional lessons may be recommended if AA Kenya forms an opinion that the student has not reached the required knowledge level.

All monies shall be paid through PDQ, LPO, Mpesa, bank deposit or EFT (**NO CASH TRANSACTIONS**).

Payment receipt and ETR Receipt must be issued to the student either physically, via SMS or email.

AA Kenya Staff cannot accept money from student on behalf of the Association, payments should be as per the prevailing AA Kenya Price List in *Annexure II*. While extortion of money from the student is **NOT** expected from any AA Kenya Staff, students are also not allowed to issue cash to influence any facilitations in the course of training.

Once money is paid, it is **NOT REFUNDABLE**, however, due to specific circumstances where the student is unable to continue with the training, the Driving School Manager shall consider the case and give directions. In cases where refund is recommended, there shall be a mandatory Admin Cost deduction of Kes 2,000/=, noting that due to such circumstances, if the student has covered more than 5 Lessons, there shall be no refunds at all.

Training and School Fees can only be deferred for a Maximum of **90Days** (3Months) unless Approved from Driving school Manager for Maximum of **180Days** (6Months)

Any deferrals for over **180Days** (6Months) shall be approved by the Driving School Manager and can only be within 1Year under special circumstances such as sickness of the trainee.

This request **MUST** be done in writing and signed by the Students upon payment of Full Training Fees

Should the trainee decide to abscond training without a written request or approval by the Branch Manager or driving School manager, such student shall at the end of **90Days** (3Months) forfeit the paid fees) and shall be required to pay full fees **LESS** Access Membership Fees of Kes 2,000/= on resumption of training within 1Year, and Full Fees after **1Yr** on expiry of the Access Membership.

Any Refund that shall be approved shall be considered by the Driving School Manager and the Divisional Head and clear indications given as to why the refund.



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In case of double payments, there shall be approval for refund but in any cases where the students want refund and there is provable course, then there shall be a deductible Kes 2,000 as Administration fee equivalent of the Access Membership Fee.

### **3. Instructions**

Prior to starting the instructions, the student should ensure that he/she has the following documents:

- a. Provisional Driving License (PDL),
- b. Membership Card
- c. Payment receipt.

Students should carry with them the following documents during their lessons:

- a. Provisional Driving License,
- b. ID,
- c. Membership Card
- d. Payment receipt.

AA Kenya will carry out in-class and field compliance checks from time to time and students will be expected to produce these documents.

Student shall behave well and dress decently in accordance to Traffic Act 2016 Cap 403 during the driving instruction training lessons.

All Driving School Driver Training Instruction shall be provided as stated in *Annexure II* of the AA Kenya Driver Training Curriculum

### **4. Motorcycle Riding Instruction**

Each student will be expected to have a full riding gear which include Helmet, Gloves and Riding clothing.

Students who wish to train using their own motor cycles will ensure that the motorcycle has comprehensive insurance cover. A certificate of insurance must be produced at the first lesson. Additionally, they must have the "L" plate. The mechanical condition of the motor cycle will be the responsibility of the student.

### **5. Travelling Time**

If a lesson begins or ends at a place other than AA Kenya office, the time taken to travel from the AA Kenya office to and from this other place will be part of the lesson time

### **6. Transfer, Cancellation And Postponement Of Lessons**

If a student wishes to cancel or postpone a lesson, the association must be informed not later than 12:00 (noon) on the working day preceding that on which the lesson is due.

In case of late notification or failure to notify, the lesson will be canceled and the student required to pay for an additional lesson in order to cover the recommended number of lessons



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*Cancellation or postponement can only be done through the Customer Experience Advocate and or the Branch Manager and not with the instructors.*

Should any student wish to transfer lessons to another student, the following shall apply

- a. There must be a written request from the student
- b. The same must be acknowledge by the parent or sponsor in writing
- c. Lessons can only be transferred if the students has not covered more than 5Lessons

Lessons can only be postponed for a period not more that 90Days (3Months) with written notification, after which, if the student wishes to continue training on the same fee, shall be required to start training afresh and pay additional fees for the lessons covered before the postponement.

In cases where a student has stayed out of training for more than 1year with prior notification, the students shall pay afresh the Access Membership fees of Kes 2,000/=, using the current prices, top up the difference and clear all balances accrued.

But if the students did not notify AA Kenya of any postponements, and did not attend classes for more that 90Days (months), the students shall be treated as a new entrant and shall be required to pay full fees.

### **7. Private Cars**

Instruction will **ONLY** be given in AA's vehicles which are comprehensively insured, validly inspected and fully equipped with dual control systems.

### **8. Driving Test**

Before proceeding for the Government driving test, AA will assess the student internally to confirm his/her readiness for the test. If it is found that he/she does not measure up, additional lessons will be recommended. All students shall ensure that from the Driving School, their correct names, ID Number, PDL and ID Number appear correctly in the Test Booking List that shall be signed by the Branch Manager and presented to the Government examiner.

The Candidates are required to produce their ID by the driving examiner; these should be carried to the driving test Centre.

### **9. Students Records and Data**

All students' data and records shall be kept active for a period of 1year as per the Access Membership validity; maintained and kept active in safe files for a period of 3years from registration date.

Thereafter as stipulated in the Traffic Act, such data and information shall be disposed of at discretion of the AA Kenya and any students who appears after such duration shall not be considered on strength of being a former students, thereby shall be subjected for new registration for all services.

### **Declaration**

I/we declare that the information given by me/us here in is true



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I confirm that I am medically fit to learn driving and do not suffer from any medical condition that can affect my driving.

I/we have read the terms and conditions at the back of this application form and I/we agree to abide by them

If I make an appointment for driving test with the AA driving school vehicle, should any damage be caused to the vehicle whilst I am in the company of the driving examiner, I agree to be held responsible for such damage up to the insurance excess amount of Kes 10,000/- and the loss of use to the AA of Kenya whilst the vehicle is off the road during repair at a rate of Kes. 2500/- per day for a saloon car and Kes 4,800/- per day for the lorry.

Sign (student) .....Sign (sponsor) .....Date  
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(Designation of the sponsor's representative if the sponsor is an organization)  
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In case the sponsor is an organization, this form should be signed by an authorized signatory of the organization (see clause I of the terms & conditions)

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<b>FOR AA Kenya OFFICIAL USE</b>	
Fees paid (Kes) .....	Membership fee (Kes 2000)..... RECEIPT NO.....
Lessons applied for .....	Fees for use of AA vehicle during driving test (Kes).....
Service charged (Kes).....	Other fee payable (Kes) .....
Ticket Nos. ....	Classes starting on .....
Application approved by .....	Sign .....
Date.....	
Remarks .....	(if any).....
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