

A-1 Driving School DriveTime Scheduling Behind-the-Wheel Lessons

To Log On:

1. Access the DriveTime website at : <http://www.a-1drivingschool.com/drivetime>
2. Enter your username and password in the boxes provided.
Your **username** will be your first name followed by your learners permit number.
Your **password** will be your last name followed by your learners permit number.
Example for John Smith, Learners permit # 123456789; Username: John123456789, Password: Smith123456789
Password is case sensitive. (Be sure to capitalize your Last Name!) Once you have logged in you may change your password.
3. Click the “login” button.
4. If you did not provide A-1 Driving School with an e-mail address at the time of registration, a default e-mail will be entered in your account information. If you would like to be eligible for password retrieval, waiting lists, etc., please enter a valid e-mail address. (See edit account below)

If you have forgotten your password, click the “Lost Password?” link below the login button. You will be asked to input your email address, and then your password will be emailed to you.

Once logged in, you will see a calendar listing all the available drives and observes for the current month. You can also see all your completed and pending drives and observes as well as waitlist options. The “My Account” option towards the top of the page contains your account information.

To Schedule a Drive:

1. Log in using the steps outlined above.
2. On dates with drive spots available you will see a “Drives Available” link. Select that link on the date you want to drive.
3. You will now see a page listing the drive times that are available. Click the “Schedule Drive” button to select the time slot you want.
4. Click “Yes” to schedule the drive when the box prompts you, or “Cancel” to return to the drive list.

You will now see the drive you just registered for listed down the left side of the page in the “Scheduled Drives” section. Repeat this process for your other drives. (3 max) If “Drives Available” does not appear on the date you need, there are no drive slots currently available for that date. You may choose to get on the “Drive Waitlist” located at the bottom of the left hand column on the page.

To Schedule an Observation:

The steps for scheduling an observation are the same as for scheduling a drive. Please refer to the “Scheduling a Drive” notes above.

To Cancel a Drive:

1. Log in using the steps outlined above.
2. In the “Scheduled Drives” box, find the drive you need to cancel and click the “Cancel” link.
3. A box will pop up asking you to confirm the cancellation. Click “Yes” to cancel the drive or “No” to return to the calendar.

If you cancel a drive within 24 hrs. of the scheduled drive time you will be assessed a \$50 cancellation fee. At the time you choose to cancel a drive, you will be notified that a fee will occur if you continue and cancel. If the drive is further than 24 hrs. away you may cancel with no penalties.

To cancel an observation follow the same steps.

To Edit Your Account:

1. Log in using the steps outlined above.
2. Select “My Account” from the links at the top of the page.
3. You may now edit your user information on this account. Make any changes you need and click the “Update Account” button to save your changes.

Please make sure the E-Mail address listed with your account is an account you check often. A-1 Driving School, and the DriveTime program will communicate with you via email to remind you of upcoming drives or observes you have scheduled.

