



Safe Driving Participant Expectations & Guidelines

The Safe Driving Program is offered in Vermont through a collaboration of local Community Justice Centers and the Governor's Highway Safety Program. The program provides educational classes designed to teach participants about the human consequences of unsafe, impaired, and/or distracted driving. Program goals focus on understanding the impact of our actions, taking responsibility and changing behaviors to be the safest driver possible.

The following expectations are effective for anyone referred to attend Safe Driving classes coordinated by the Essex and South Burlington Community Justice Centers. These guidelines were developed to create a fair, respectful, and engaging program for everyone referred to the classes. Please contact us with any questions.

- In order to attend a training, signing up in advance is needed. Attendance will be capped at 35 participants per class series. Scheduling is coordinated through Burlington Probation and Parole and/or your referring attorney or community justice center.
- **A \$50 class fee is required to take the two-day program.** Community Justice Centers are not funded to operate this program so this fee helps to offset the costs of running the program.
- The \$50 class fee must be paid prior to the first class or immediately upon your arrival for your first class. **Payment can be made by cashier's check, money order, or cash.** Cashier's checks or money orders that are made out improperly will not be accepted. You will not be allowed to participate in the class without acceptable, full payment of this fee. If full correct payment is not made upon arrival or beforehand, you will need to reschedule for a later class series at a future date.
- Cashier's checks or money orders can be made out to: **South Burlington Community Justice Center**
- **On line payments** can also be made in advance through this link:
 - <https://pay.xpress-pay.com/org/418BBF9F36584B2>
 - Once you click on the link, you will need to select "CJC Safe Driving" from the drop down menu
 - Then on the next screen, folks need to select the \$47.91 payment amount. It doesn't load automatically. (and the payment is \$47.91 because the service fees are then added to get it to \$50)
 - If you pay online, please e-mail Jen at jparadee@essex.org to confirm receipt
- You can also contact Jen with any questions about payment at **(802) 829-5384 or jparadee@essex.org**.
- If you need to change your scheduled dates for any reason, you must contact your referring agency (Burlington Probation and Parole or the referring attorney). It is your responsibility to reschedule for a future class date regardless of circumstances.

- You cannot be under the influence of alcohol, any illegal drugs, or any regulated drugs not prescribed to you. If you arrive and you are under the influence of any substances, you will not be allowed to participate that day, and you will need to reschedule to attend at a later date.
- We expect you to arrive with an open mind and ready to learn and willing to engage in conversations with the facilitators, speakers and other participants. If this is not the case for you, we suggest you contact your referring agency and determine next steps. We want the class to be worthwhile and a learning opportunity for you and the others in attendance.

Specific to In-Person Sessions:

- You must complete two consecutive days of the Safe Driving class. If you only attend one of the two days, you will need to reschedule to repeat both days at a later date.
- Please arrive early or on time. **If you are planning to pay the program fee at the first class, please arrive 15 minutes early.** Once the door is shut, you will not be allowed to enter and you will need to reschedule for a later date.
- Room temperature can vary from day to day and facilitators don't have access to the thermostat. It is recommended that participants bring layers to flex with the room temperature as needed.

Thank you for adhering to these expectations. Please be in touch with Jen if you need to talk about any of them so you're able to successfully participate and complete the Safe Driving Program.

~ From the Essex & South Burlington Community Justice Centers