



# Scheduling Your Drives Checklist

## The Road to Your License

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- Upon receiving your permit:**
    - Log into your Driver Dashboard
    - Click "Profile" then click "Driver Details"
    - Scroll down to enter your permit number and issue date
  - Once your permit number is entered:**
    - Click "Schedule a Drive & Observation" and review the open drive times
    - Select a Date & Time
    - Click "Submit"
  - On the day of your first drive time:**
    - Arrive 10 minutes early with your permit in hand (photos or copies not allowed)
    - Be alert and prepared
  - In order to cancel a drive:**
    - Log into your Driver Dashboard
    - View your schedule
    - Select a drive to cancel and click "Cancel"
  - Please note:**
    - SafeWay Driving has a \$75 late cancellation/no-show policy with **no exceptions**.
    - Cancellations must be made more than 24 hours in advance of the scheduled appointment by the student through their Driver Dashboard.
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