



## Virginia Instructor/Clinic Vendor Agreement Driver Improvement Program

In consideration for receiving driving instructor training from AAA Mid-Atlantic Inc. ("AAA M-A"), the undersigned agrees to the following terms and conditions.

You agree to comply with all Virginia DMV requirements as stated in the DMV Driver Improvement Clinic Certification and Agreement (DI-15) and any applicable laws and regulations. You also agree to comply with terms and conditions of the American Automobile Association's Driver Improvement Program Instructor Agreement and any related requirements. In addition, **you will ensure that all students you instruct receive a AAA Driver Improvement or Mature Operator Program Student Guide/Workbook for use during the course and to keep at the conclusion of class.**

The Virginia DMV requires that you report student completions for court-directed, DMV-directed, insurance discount and volunteer students. You may be required to submit to AAA M-A a copy of the Extranet "Driver Improvement Clinic Student Roster" or the "Clinic Classroom Instruction Attendance Roster" (DI-17) required by the Virginia DMV. Workbook usage should correspond with the number of students you instruct and report. **Reports and student completions may be audited by AAA M-A at any time to ensure workbooks are being ordered and used in accordance with the program.** AAA M-A may conduct audits or observations of your classes with or without prior notice. You give permission for AAA M-A to obtain student completions submitted by your clinic directly from the Virginia DMV for use in auditing.

I have read and do hereby agree to adhere to the terms of this agreement and the administrative procedures and guidelines set forth by AAA M-A during the AAA Driver Improvement Clinic course. **If AAA M-A has a reasonable basis to believe that you have failed to comply with any of these provisions, or with the terms of your agreements with the Virginia DMV or the American Automobile Association or any related procedures or guidelines, AAA M-A may, in its discretion, notify the Virginia DMV which may result in your Instructor Certification being revoked by both AAA and the Virginia DMV.**

The undersigned agrees to these terms and conditions and understands that failure to comply will result in breach of contract and revocation of AAA instructor certification and vendor agreement without warning.

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Name of DIP Clinic

212- \_\_\_\_\_

Last 4 of your SS# (This will be your DMV instructor number)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**AAA office use only.**

Agreement Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_