



Dear Potential Student:

The Ottawa Safety Council is pleased that you have chosen the Defensive Driving lecture course. Here is the registration package that you have requested. It includes a registration form and course description. Please read the registration package carefully and follow all instructions.

Courses are filled on a first paid - first served basis.

If the registration form is not filled out correctly, or if the registration fee is not enclosed, your application process will be delayed.

The Defensive Driving course will be taught by Instructors that have successfully completed the Instructor Development Course and have been certified by the Canada Safety Council.

The Ottawa Safety Council would like to acknowledge the help of the Canada Safety Council in making this program so successful.

If you have any questions, please contact the office at (613) 238-1513.

Yours in Safety,
Ottawa Safety Council

Ottawa Safety Council
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Course Description

This in-class driver improvement program will address the importance of attitude in preventing accidents and reinforce the good driving skills most students already have.

Safe driving requires the adoption of an attitude toward operating a motor vehicle known as defensive driving. The defensive driver is not timid or overcautious, but is determined to take every reasonable precaution to prevent traffic mishaps, over and above what is required by law.

In this course you will have the opportunity to learn

- what is involved in driving defensively
- why and how various types of motor vehicle collisions occur
- what it takes to prevent them.

You will be provided with a standard of driving excellence that you can use to evaluate and improve your own driving skills.

Upon successful completion of the course, you will earn a Canada Safety Council certificate which is recognized by many insurance companies.

Course Schedule

Course dates will be determined on a student demand basis. Please contact the office to see what is set up.

REGISTRATION

Applicants will be treated on a first paid – first served basis.

Please complete the registration form and either *fax* or *email* it in to us. Please feel free to stop by our office as well, should you wish to pay by debit.

Full payment is required when the registration form is sent in, and we cannot hold any spots until it is processed. If the registration form is not filled out correctly, or payment information is missing, the processing of your application will be delayed. As well, it is imperative that you write neatly when filling out the forms, if your address or email address is not legible your confirmation letter may not make it to you. It is your responsibility to provide us with accurate, legible information.

Once your form is received it will be placed in queue, processed, and you will be booked into a session. Please keep in mind, the high volume of registrations we receive may delay the processing of your form (usually 3-5 days). We will email you once payment is processed and your spot reserved. Should the sessions you indicate be fully booked, we will contact you for alternate dates.

We welcome you to call us to ensure your form was received. We may not be able to answer at that time whether you will make it into your desired course, however.



Three weeks prior to the course, you will receive your confirmation letter which will contain session information. Should your course date be a week away and you have not received a package, please call the office to confirm the session in which you have been placed.

Should, at any time, you have questions regarding the session in which you were placed, please do not hesitate to give us a call to confirm your dates.

HOW TO PAY

Course fee: **\$113** HST included

We accept Visa, MasterCard, certified cheques and debit.

Please include your credit card number on your registration form. You may also provide your card number over the phone—please phone in your number upon submission of your form. Failure to do so may result in a delay in processing your registration.



Defensive Driving Course (DDC) Registration Form

OFFICE USE ONLY

DATE: _____

RECEIPT: _____

AMOUNT PAID: _____

METHOD OF PAYMENT:

CERT. CHQ _____ Gift Card _____

VISA _____ MC _____ DEBIT _____

Authorization # _____

Reg. email sent: _____

Conf. pckg sent: _____

Course Selection

Date: _____

Please complete all of the required information. Please print clearly.

NAME _____ AGE _____ SEX (M/F)
First Last

ADDRESS _____
Street Address City Postal Code

TELEPHONE _____
Home Work Fax

EMAIL ADDRESS: _____
(please ensure this is entered accurately; we will be sending you important course information)

DRIVERS LICENCE NUMBER: Please list all classes.

_____, _____, _____
Driver's Licence Number Class Province of Issue

In the event of an emergency, please identify someone we can contact as well as an alternative.

Prime Contact _____ relation _____ Phone _____
Name home work

Alternate _____ relation _____ Phone _____
Name home work

To assist us in ensuring that you receive suitable training, please answer the following:

- How long have you been driving? _____
- Have you ever taken a driving course? ___Yes___No If yes, when? _____
- Do you own a car? ___Yes___No If yes, please state make, model and year _____
- Do you have any physical or medical conditions that may require emergency treatment? _____
- If yes, will you be carrying any medication to treat this condition? ___Yes ___No

If you wish to fax, email or mail in your application, please complete the following section:

Credit Card # _____ Expiry _____/_____

Name that appears on the card _____

Signature: _____

Registration Fee: \$113.00 (HST included)

Did you fill out **ALL** sections completely and accurately?
Any missing/incorrect information may cause a delay in registration.