



The following information is applicable to Behind-the-Wheel driving and/or observation sessions.

This attachment is applicable to those who have signed up for Behind-the-Wheel in addition to classroom or online course, or for those who have signed up for Behind-the-Wheel driving only.

- You must have your Wisconsin Instruction Permit before you can schedule any behind-the-wheel (BTW) appointments.
- You can start scheduling your BTW lessons on our website. We recommend at least one BTW lesson per month, with a maximum allotment (unless approved by the school administrator) of 2 lessons per month.
- You should get some drive time in with your parent/guardian before you start your first BTW lesson.
- Per WI DOT, your first BTW lesson must be conducted within sixty (60) days of the issuance of your permit.
- The pickup and drop off location for all BTW lessons is at the Whitefish Bay Public Library on N. Marlborough Drive, just north of the main entrance to the library.
- If you need to cancel your BTW lesson, this MUST be done more than 24-hours in advance AND via the website. Emails/phone calls/texts regarding the need to cancel your lesson will not be honored. If you cancel your lesson less than 24 hours before it is scheduled, OR if you are a no-show, you will be assessed a \$50 fee. You will not be able to reschedule additional Behind-the-Wheel driving sessions until assessed fees are paid in full.
- Students must wear shoes that are suitable for the safe operation of a motor vehicle. In addition, in accordance with state law, students are required to have their driving instruction permit on their person. This will be verified by your driving instructor.
- To obtain your license, all students will need to accumulate 50 hours of drive time (10 of these hours must be at night). An attachment for recording your hours is included in this email and can also be found on our website. You can print and manually track your hours or track them via this link to the [Road Ready App](#).
- We recommend that you schedule your road skills test before you have reached the end of our program via the WI DOT website ([LINK](#)). You can schedule this up to 11 weeks ahead of time. You can cancel/change your testing date at any time. We will contact WI DOT and upload your record of completion electronically after completing your final lesson.