



## **ASSOCIATE ATTENDANCE POLICY**

### Introduction

The Advanced Driving Course requires commitment by GAM Associate Members to enable them to successfully graduate to full Member status. Ideally, Associates will complete the course within a year and attend at least one observed run per month, with practice in-between. Multiple gaps, or long gaps between observed runs, is not conducive to course progression.

GAM understands that emergencies and sickness are an unfortunate part of life and we will endeavour to accommodate these situations; however, these need to be the exception and not the norm. We therefore ask Associates to ensure they are ready to commit prior to starting the course.

We have a large Associate community and typically have a waiting list for Associates prior to embarking on the course. Having Associates with a poor attendance record causes blocked run slots and consequently prevents us from starting new Associates on their course.

GAM is operated by volunteers for the benefit of the majority of Associates who demonstrate commitment to the Advanced Driving course.

### Scope

This policy applies to all Associates who participate in GAM Observed runs.

This policy will be used in conjunction with good judgement from the Operations Manager and the Membership Secretary who will take individual circumstances into consideration prior to enforcing this policy.

### Definitions

**Failed to attend:** The Associate does not attend their booked Observed run and does not send apologies, or provides less than 48 hours' notice of non-attendance to the Operations Manager or NSR Manager.

**Apologies sent:** The Associate informs the Operations Manager or NSR Manager that they will be unable to attend their Observed Run giving 48 hours or more notice.

### Policy

1. Any Associate who fails to attend twice during their course will have their course halted and be put back on the waiting list.
2. Any Associate who misses three consecutive Observed runs for any reason may have their course halted and be put back on the waiting list.



3. When an Associate re-engages with the course having been returned from the waiting list, they will be treated as a New Associate on run 'one'. However, they will not be required to attend the induction presentation again or have a second demonstration drive.
4. Observed runs will only be provided to Associates whose membership is up-to-date with both IAM RoadSmart and Guildford Advanced Motorists at the time of the observed run as our insurance requires them to be a member of the group.
5. Should an Associate have a long-term issue they can inform the Operations Manager and have their membership put on hold for the duration of the issue subject to agreement by IAM RoadSmart.