

[Date]

Dear [Teen Name],

Welcome to the Driver's Seat!

Congratulations on reaching this exciting milestone. Earning your driving privileges is a major step toward independence, but it also comes with significant responsibilities. This letter serves as your formal onboarding to our family's driving program.

1. Safety First

Our primary goal is to keep you and others safe. You are expected to adhere to the following non-negotiables:

- **Zero Distractions:** Phones must be put away or set to "Do Not Disturb" mode before starting the engine.
- **Seatbelts:** Every passenger must be buckled up before the car moves.
- **Sobriety:** Never drive under the influence of drugs or alcohol, and never get into a car with a driver who is impaired.

2. Vehicle Care and Maintenance

Driving a car means taking care of it. You are responsible for:

- Checking the tire pressure once a month.
- Keeping the fuel tank at or above a quarter tank.
- Maintaining a clean interior and removing trash daily.
- Reporting any dashboard warning lights or unusual noises immediately.

3. Driving Rules and Boundaries

Until further notice, the following boundaries apply:

- **Curfew:** The vehicle must be parked at home by [Time].
- **Passengers:** You are allowed [Number] passenger(s) for the first [Number] months.
- **Radius:** Stay within a [Number]-mile radius of home unless pre-approved for a specific trip.

4. Emergency Protocol

In the event of an accident or breakdown:

1. Pull over to a safe location and turn on your hazard lights.
2. Call [Parent/Guardian Name] at [Phone Number].
3. Insurance information and registration are located in the [Location, e.g., Glove Box].
4. If there are injuries, call 911 immediately.

5. The Parent-Teen Driving Contract

By accepting these keys, you agree to follow the rules outlined above. We trust your judgment and look forward to watching you become a skilled, confident driver.

Safe travels,

[Parent/Guardian Name]

[Parent/Guardian Signature]

Teen Acknowledgment: I have read this letter and understand my responsibilities as a new driver.

Date: _____ Signature: _____