



Adult Driver One-Day Workshops – Summer 2024

Since 1979, more than 16,000 people have learned to be better drivers and how to handle typical driving risks such as skidding, veering off road, and avoiding obstacles. *Training lasts just one day, but the skills learned can last a lifetime. The cost of a one-day workshop is less than a crunched bumper!*

Sign up in February to take a one-day workshop in June, July, or early August. Montana DRIVE One-Day Summer Workshops are scheduled only in the summer (no workshops are held during the July 4th week).

ADULT WORKSHOPS: Registration opens **February 1** for the adult workshops that begin June 4 and conclude August 9. Each one-day workshop is limited to 12 adult drivers. Adult workshops cost \$375. Visit the website to view available space, dates, and REGISTER ONLINE!

WORKSHOP REGISTRATION: All drivers attending a Montana DRIVE Workshop MUST pre-register and prepay the workshop. When you know your workshop dates and the number of drivers attending, you can register by phone, email, or US mail.

- Enter the online **Adult Registration Form** if the workshop is being paid by an employer or an individual. This form can list up to 12 drivers. If you are sending more than 12 drivers, please call for assistance.
- Please do not register for a Teen Workshop using this form. Teen Week registration will open in later March and more information will be provided at that time.
- You may also send the following details in an email to montanadrive@mt.gov:
 - Billing contact name, company or organization name, address, phone, and email address.
 - Preferred method of payment (pay by check or with credit card). *Invoices are due within 30 days.*
 - Names of driver(s), if known. You can hold space in a workshop before you know who is attending, but the reserved workshops must be paid in advance. Please send drivers' names as soon as available.
 - Workshop dates (preferred and alternate).

WORKSHOP PAYMENT

All workshops must be paid in full prior to the reserved workshop date. Registered workshops are not confirmed until paid. When payment is made, participants will receive a workshop confirmation with workshop details, lodging options, and a map to the facility.

ONLINE: Visit our website at www.opi.mt.gov/mtdrive to view available space and dates and REGISTER ONLINE!

BY E-MAIL: To register via e-mail, provide all the required information listed above and e-mail to MontanaDRIVE@mt.gov or scan the completed registration form and attach to your email. We will reserve the workshop date and bill you for the amount due (payable within 30 days).

BY PHONE: Feel free to call the Helena office at (406) 444-4432 with questions and to register.

STATE OF MONTANA EMPLOYEES: Please include the name, phone, and email address of your agency's billing contact so we can arrange payment via **Inter Unit Journal (IUJ)**. If you work for a large agency, **please** coordinate registration with your safety supervisor or department manager.

CREDIT CARD: You can pay via credit card (VISA and MasterCard only), by check, money order or State of Montana Inter Unit Journal (IUJ). When you register, we will ask for your payment preference. When the invoice is emailed to you, we will provide the link to a secure payment site and a \$1.00 fee will apply.

CANCELLATIONS AND REFUNDS: **Please help us eliminate "no shows."** We train only 12 drivers per workshop day and want to keep them filled. Notify our office **as soon as possible** if you need to reschedule the workshop date, change drivers, or cancel a workshop.

Refund Policy

Notify our office by email at montanadrive@mt.gov as soon as possible if you need to cancel or send a substitute.

- 90% refund with 20 or more days advance notice
- 50% refund with 10 to 19 days advance notice
- No refund with less than 10 days notice
- Substitutes may be granted if given at least 24 hours advance notice.
- No contact/No show will result in no refund, no credit, and no rescheduling.

If you pay by check and request a refund, we will need a W9 form so the OPI can create a vendor account for you. If you pay by credit card, we will issue a credit card refund.

Professional Development Credits

Some professions recognize this workshop for professional development requirements. Consult with your profession's state office to verify if they will credit this workshop.

Renewal Units: Teachers can obtain 9 renewal units for licensure renewal upon successful completion of the One-Day Workshop.

College Credit: One semester of graduate or undergraduate credit can be earned through Montana State University-Northern (MSUN) for a fee of \$150 payable to MSUN. In addition to the One-Day Workshop, to earn one college credit, the driver must return the next day to student-teach an exercise and write and submit a short paper. **Please indicate your wish for college credit when you register so we can schedule the second day.**

GETTING READY FOR YOUR WORKSHOP

- Make sure your workshop is paid in full and you have received and reviewed your workshop confirmation.
- If you have any questions, changes, or cancellations contact **LeAnn** at **406-444-4432** or email montanadrive@mt.gov.

Before you leave for Lewistown:

- **Make sure you are rested, alert, and arrive on time.** Please arrive by 7:45 a.m. for check-in. Workshop starts at 8:00 a.m. sharp and will end by 5:00 p.m.
- **Bring your own lunch.** You will have only 30 minutes for a lunch break and will not have time to leave the facility for lunch. There is a refrigerator and microwave oven for participant use. Drinking water is also provided.
- **Make your own overnight accommodations.** Refer to the lodging and camping facilities listed below. If you must travel more than one hour to arrive in Lewistown, it is recommended that you stay overnight.
- **Dress casually and wear comfortable clothes and good shoes.** You will be spending a lot of time in and out of a variety of motor vehicles. Sandals and flip-flops are discouraged for safety reasons.
- **Do not bring dependents or pets.** You will not have time to care for them properly, and your personal vehicle is not an appropriate place for them to spend the day.

Lodging and Camping in Lewistown, Montana

Super 8

102 Wendell
406-538-2581 / 800-800-8000

Yogo Inn

211 E Main
406-535-8721 / 800-860-9646

The Calvert Hotel

216 7th Ave. South
406-535-5411 / 877-371-5411

B&B Motel

520 E Main
406-535-5496 / 877-538-3563

Mountain Acres Campground

103 Rocklyn
406.538.7591

For other lodging options and links to websites, visit the [Montana Official State Travel Site](#).