

**Barkly Driving School**  
**Terms & Conditions/Fee Schedule (Ver4.3)**



**Heavy Vehicle licence only**

This course will provide you with a VicRoads heavy vehicle licence only.

Course	Fee	Deposit required
<b>Medium Rigid Course – Automatic</b> Licence to drive a Medium Rigid Vehicle	\$1190.00 Half day course	\$790.00 Includes \$100.00 non-refundable admin fee
<b>Heavy Rigid Course – Automatic</b> Licence to drive a Heavy Rigid Vehicle	\$1290.00 Half day course	\$790.00 Includes \$100.00 non-refundable admin fee
<b>Heavy Rigid Course – Non Synchronesh</b> Licence to drive a Heavy Rigid Vehicle	\$1890.00 Two day course	\$990.00 Includes \$100.00 non-refundable admin fee
<b>Heavy Combination Course – Automatic</b> Licence to drive a Heavy Combination Vehicle	\$1690.00 Full day course	\$890.00 Includes \$100.00 non-refundable admin fee
<b>Multi Combination Vehicles – Automatic</b> Licence to drive a Multi Combination Vehicle	\$1790.00 Full day course	\$890.00 Includes \$100.00 non-refundable admin fee

**Heavy Vehicle licence & Statement of Attainment**

This course will provide you with a VicRoads Heavy Vehicle licence and a Statement of Attainment.

Course	Fee	Deposit required
<b>Medium Rigid Course – Automatic</b> TLILIC2015 Licence to drive a Medium Rigid Vehicle	\$1490.00 Half day course	Full payment required Includes \$100.00 non-refundable admin fee
<b>Heavy Rigid Course – Automatic</b> TLILIC2016 Licence to drive a Heavy Rigid Vehicle	\$1490.00 Half day course	Full payment required Includes \$100.00 non-refundable admin fee
<b>Heavy Rigid Course – Non Synchronesh</b> Licence to drive a Heavy Rigid Vehicle	\$1990.00 Two day course	Full payment required Includes \$100.00 non-refundable admin fee
<b>Heavy Combination Course – Automatic</b> TLILIC3017 Licence to drive a Heavy Combination Vehicle	\$1890.00 Full day course	Full payment required Includes \$100.00 non-refundable admin fee
<b>Multi Combination Vehicles – Automatic</b> TLILIC3018 Licence to drive a Multi Combination Vehicle	\$1990.00 Full day course	Full payment required Includes \$100.00 non-refundable admin fee

**Additional fees & charges**

Item	Fee
<b>Victorian Bus &amp; Truck Handbook (hardcopy)</b> Soft copy is free of charge to download from our website.	\$25.00
<b>Replacement of VicRoads paperwork</b> Please allow 5 business days as VicRoads approval is required.	\$50.00
<b>Replacement of Statement of Attainment</b> Please allow 5 business days, postage is at student's expense.	\$50.00 + postage
<b>Additional heavy vehicle driver training</b> For students who have completed a course at Barkly's and require further training	\$150.00 per hour Upfront payment required
<b>Licensing fee</b> Payable directly to VicRoads to endorse your licence once you have completed your course	\$34.08

**Barkly Driving School are an Accredited VicRoads Provider of Heavy Vehicle Licencing**

RTO 21968  
 55-59 Westwood Drive, Ravenhall Victoria 3023  
 admin@barklys.com.au  
 03 9361 2000  
 www.barklys.com.au

# Barkly Driving School

## Terms & Conditions/Fee Schedule (Ver4.3)



### BY MAKING A BOOKING AT BARKLY DRIVING SCHOOL YOU ARE AGREEING TO THE FOLLOWING

#### Licence requirements

To undertake any heavy vehicle course, students must meet the current VicRoads eligibility requirements for the course type they are enrolling into, this is the student's responsibility and Barkly Driving School holds no responsibility for incorrect/inaccurate information being provided by the student. All students must hold a current licence which is not cancelled or disqualified. It is the student's responsibility to contact Barkly Driving School if their licence gets cancelled or suspended in the time between date of booking and their course date.

#### Enrolment confirmation

All students who make a booking via phone or internet, must attend Barkly Driving Schools office in person a minimum of 7-days prior to the commencement of their course date to complete enrolment paperwork, an eyesight test and a Language, Literacy and Numeracy test. If a student does not attend Barkly Driving Schools office a minimum 7-days prior to their course date to complete these requirements and attempts to pass them on the same day as their course and fail any component or are found to have provided inaccurate information about their booking will forfeit all monies paid and will not be able to apply for a refund.

#### Deposits/payments

All students enrolling into a heavy vehicle course are required to pay a deposit to secure their booking. The deposit amount for each course type is set by Barkly Driving School and is published on our Terms & Conditions/Fee Schedule document. Deposit amounts are non-negotiable and include a \$100.00 non-refundable administration fee if the course is cancelled for any reason. Students enrolling into a heavy vehicle course on a Saturday are required to pay the full course fees upfront.

#### Re-assessments

In the case that an applicant fails their theory or driving test, retesting is free of charge although there are extra charges for further training. The training cost for each heavy vehicle licence category is \$150.00 per hour, the number of hours is dependent on how many hours the instructor advises the applicant requires. Retests are not conducted on the same day as the original course and can be up to a 6-week wait, depending on Barkly Driving School's booking schedule. Retesting is only completed on weekdays.

#### Licensing fees

On successful completion of a heavy vehicle course, students are issued with a Certificate of Competency which they are required to take to a VicRoads customer service center before driving a truck. Applicants are required to pay a licence variation fee of \$34.08 directly to VicRoads to have their heavy vehicle licence endorsed. This is a VicRoads fee and is not associated with Barkly Driving School.

#### Cancellation policy

Barkly Driving School have a strict 7-day cancellation/change of date policy. If you require to cancel or reschedule your course, you must notify us a minimum 7-days prior to the commencement of your course. Failure to do so will result in all monies paid being forfeited. Failure to attend on your course date will also result in all monies paid being forfeited.

#### Late policy

Students who arrive late for their course will have that time deducted from the overall training time. Students who run 1 hour late will have their course cut short by 1 hour and may not be tested on the day of their training. If a student is more than 2 hours late for their course, they are considered a 'no-show' and the course will be cancelled with all monies paid being forfeited.

#### Language, Literacy & Numeracy testing

Before a booking can be confirmed with Barkly Driving School, each student must successfully complete a Language, Literacy and Numeracy test. If an applicant cannot pass the Language, Literacy and Numeracy test as per the marking guidelines, the course cannot be commenced. In the instance of a payment having been made by phone, a refund (less the non-refundable administration fee) and a referral to student services will be offered.

#### Theory testing for Medium & Heavy rigid courses

Before any practical testing can commence with Barkly Driving School, each student must successfully complete a VicRoads theory test, this theory test is based on the Victorian Bus & Truck Handbook. This theory test is composed of 32 multiple choice questions. Failure to pass this test will result in further testing costs.

The Victorian Bus and Truck handbook must be studied prior to the commencement of your course. The book can be either downloaded for free from our website or it can be purchased for \$25.00 from our office.

Link for Victorian Bus & Truck Handbook: <http://www.barklys.com.au/video-downloads.html>

#### Theory testing for Heavy & Multi Combination courses

Before any practical testing can commence with Barkly Driving School, each applicant must successfully complete a VicRoads theory test, this theory test is based on a manual that relates to both Heavy and Multi Combination vehicles. This theory test is composed of 20 multiple choice questions. Failure to pass this test will result in further testing costs.

All Heavy Combination applicants are required to sit this test.

Multi Combination applicants are required to sit for this test if their Heavy Combination licence was obtained prior to 2013. If you are unsure, please contact VicRoads directly.

Link for Barkly Student Manual: <http://www.barklys.com.au/video-downloads.html>

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### USI numbers

USI numbers are required for all students who enroll into an Accredited training course. For further information on USI numbers, please go to <http://www.usi.gov.au>

### Prescribed medication

If you take any prescribed medication, you are required to complete a Medical Report Form from VicRoads. This must be filled out by your treating doctor and submitted to VicRoads for approval before a booking can be made. Medical conditions that can affect driving ability include (but are not limited to): Hypertension, Diabetes, Sleep Apnoea, Vision Defects (not glasses or contact lenses), Epilepsy, Hearing Defects, Psychiatric Disorders, Parkinson's disease and/or Multiple Sclerosis. If you are unsure, please contact VicRoads directly on 13 11 70.

### Eyesight testing

You will be required to pass a standard eyesight test as required by VicRoads. If you have pre-existing vision defects you will be required to complete a VicRoads Eyesight Report that requires VicRoads clearance before a booking can be made. Failure to pass the eyesight test on the day due to undisclosed vision defects will result in course cancellation and a loss of monies paid. If you are concerned about completing this eyesight test, you must visit our office outside the 7-day cancellation period.

### Dress code

All students enrolled in a heavy vehicle course at Barkly Driving School are required to wear covered shoes. No thongs/sandals/open toed shoes are allowed. If you do arrive for your course wearing either of these, you will be sent home to retrieve suitable footwear and the time taken to do so will be deducted from your course hours. Comfortable clothing is to be worn; Barkly Driving School will provide high-vis vests.

### Mobile phone usage

All students are required to keep their phones on silent and are not permitted to use them during any training. Students will be asked to leave their phones locked in their cars during training and testing. Students who use their phone during any theory or practical testing will immediately fail, have their course cancelled and all fees forfeited.

### Smoking policy

All staff, students, visitors, and contractors are only able to smoke in the designated areas of the site. This area is advised to all students as part of the OHS induction at the start of each course.

### Safety of instructors and students

Barkly Driving School is committed to providing a safe and secure environment for all staff, students, visitors and contractors. Under no circumstances will any violence or threats of any form towards any staff or other person be tolerated. Barkly Driving School reserves the right to cancel a students' course at any time or refuse service to any person in instances where that person commits an act of violence (either verbally or physically) towards a staff member or other person. In the instance that a students' course is cancelled or Barkly Driving School refuse to deal/serve a person due to any of the above circumstances, the individual is required to immediately exit the premises and if required, relevant authorities will be notified.

Barkly Driving School have the right to terminate a course at any time if deemed by the instructor that it is unsafe to continue with further training. This may be due to the learner being unable to handle driving a manual vehicle (courses relating to Synchronesh and Non-Synchronesh gearboxes).

The instructor may terminate training if a student fails to follow instruction and puts themselves or the instructor in danger.

### Licence conditions

Students who already hold a manual car licence who complete their course in an Automatic gearbox will be issued with a B condition on their licence. This will allow the student to drive both Automatic and Synchronesh gearboxes.

### In cabin camera recording

All students who complete a course with Barkly Driving School will have to have both on-Road & off-Road components recording for VicRoads auditing purposes. Each applicant must consent to Barkly Driving School's use of audio & visual camera recording footage of assessments for VicRoads auditing purposes.

### Alcohol and illicit drug policy

All applicants are required to attend their course with a BAC (Blood Alcohol Count) reading of 0.00 with no illicit drugs in their system. If you are drug or alcohol tested by VicRoads or Police and are found to have either in their system, the course will be cancelled with all monies paid being forfeited. Barkly Driving School are not responsible for penalties issued to the student by VicRoads or Police.

### Lost or soiled paperwork

If you lose or soil your VicRoads paperwork, a reissue fee of \$50.00 applies. There is also a wait of 5 business days as Barkly Driving School are required to obtain approval from VicRoads to reissue the paperwork.

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### Fines sanction

Barkly Driving School take no responsibility if an applicant completes their course and is found to have a cancelled or suspended licence or whose licence is subject to a Fines Victoria sanction.

### Concerns during training

If any student has any concerns or questions throughout their training course, they are advised to speak to the Administration team at the front office. This discussion will be held in confidence.

### Refund policy

Where a client wishes to cancel or reschedule their course, they must notify Barkly Driving School either by phone or email during business hours. Any request submitted outside of business hours will be deemed to have occurred the next business day. Notifications via telephone messages, social media channels or website enquires are not accepted as valid. Notification will be deemed to **not** have been received until such time as the client has had direct contact with an Administration team member. It is the responsibility of the client to ensure they have received confirmation of notification in writing by Barkly Driving School.

Barkly Driving School will happily provide you with a refund of monies paid (minus the \$100.00 administration fee) if an applicant provides a full 7-days' notice prior to commencement of their course. Refunds cannot be issued back to debit/credit cards over the phone, students must attend the office to complete a refund request and provide banking details for an EFT transfer.

By making a booking with Barkly Driving School and completing this form, you agree that you have been informed of all course requirements, eligibility requirements and medical requirements. Any applicant providing false or misleading information regarding their eligibility will have their course cancelled and no refund will be provided.

In the instance where an applicant fails to attend or is unable to attend their course due to medical reasons, no refund will be provided. Applicants may reschedule to another course date when a valid medical certificate is provided. Medical certificates must be issued by a current medical practitioner and meet the standards and guidelines which apply to medical certificates. It must include the applicants name, the date of the medical examination and the degree of the applicant's incapacity to undertake training. The medical certificate must be dated no later than the commencement date of the applicants booked course. Medical and absent from work certificates issued from a non-medical practitioner such as a chemist will not be accepted.

In the instance where the applicant cannot commence their training course as scheduled due to circumstances outside of Barkly Driving Schools' control (such as instructor illness, vehicle breakdown or business closure for the day) and a replacement instructor, vehicle or other arrangements cannot be made, applicants will receive a full refund of all monies paid or be invited to reschedule. Barkly Driving School do not take responsibility for any vehicle breakdowns that happen during training courses and in these instances, will either reschedule the applicant as soon as possible or cancel the course and provide a full refund of all monies paid. If an applicant opts to receive a full refund, completed components will be null and void and results will not be held on file or issued to the applicant.

Barkly Driving School reserves the right to remove any client from a course who disobeys direct instruction from their trainer, behaves in a disruptive manner or endangers their trainer, other students, road users or themselves. In such cases, no refund is applicable.

### Further information

For further information regarding courses, prices, or to discuss any points set out in Barkly Driving Schools' terms and conditions, please contact an Administration staff member on 03 9361 2000 or email [admin@barklys.com.au](mailto:admin@barklys.com.au)

To access Barkly Driving Schools' Student Information handbook, please go to the videos and downloads section of our website.

**APPLICANT DECLARATION**

Please tick the licence category you are applying for:

- Medium Rigid     Heavy Rigid     Heavy Combination     Multi Combination

Please tick to confirm you meet the eligibility criteria for that category: **(TICK ONE ONLY)**

**MEDIUM RIGID ELIGIBILITY CRITERIA**

Have you held your VICTORIAN car driver's licence for 12 months?     YES     NO     VICROADS EXEMPTION

**HEAVY RIGID ELIGIBILITY CRITERIA**

Have you held your VICTORIAN car driver's licence for 24 months?     YES     NO     VICROADS EXEMPTION

**HEAVY COMBINATION ELIGIBILITY CRITERIA**

Have you held an VICTORIAN MR or HR licence for at least 12 months?     YES     NO     VICROADS EXEMPTION

**MULTI COMBINATION ELIGIBILITY CRITERIA**

Currently hold a VICTORIAN HC licence and previously held an MR or HR for 12 months?

- YES     NO     VICROADS EXEMPTION

**Applicants who have gone from an MR to a HC, must hold their HC licence for 12-months before being eligible for an MC licence**

Please answer 'yes' or 'no' to the below questions:

Are you taking any prescribed medication?     YES     NO

Do you have an interlock condition on your licence?     YES     NO

Is your licence cancelled, suspended or disqualified?     YES     NO

Are you subject to any Fines Victoria sanctions? (Unpaid fines, disputes etc)     YES     NO  
 YES     NO

If yes, which state?

- NSW
- QLD
- ACT
- WA
- NT
- TAS
- SA

Have you held an INTERSTATE licence in the past 2-years?

By making a booking with Barkly Driving School and signing this form, I declare that the information on this form and related supporting documents is true, correct and complete. I understand that if this information is not accurate, my heavy vehicle assessment course will be terminated and I will not be able to apply for a refund for any monies paid.

<b>Name of applicant:</b>	
<b>Signature:</b>	
<b>Date:</b>	____ / ____ / ____
<b>Mobile:</b>	
<b>Email:</b>	