

Heavy Vehicle licence only

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

Course	Fee	Deposit required
Medium Rigid Course – Automatic Licence to drive a Medium Rigid Vehicle	\$1290.00 Half day course	\$790.00 Includes \$100.00 non-refundable admin fee
Heavy Rigid Course – Automatic Licence to drive a Heavy Rigid Vehicle	\$1390.00 Half day course	\$790.00 Includes \$100.00 non-refundable admin fee
Heavy Rigid Course – Non Synchronesh Licence to drive a Heavy Rigid Vehicle	\$1990.00 Two day course	\$990.00 Includes \$100.00 non-refundable admin fee
Heavy Combination Course – Automatic Licence to drive a Heavy Combination Vehicle	\$1790.00 Full day course	\$890.00 Includes \$100.00 non-refundable admin fee
Multi Combination Vehicles – Automatic Licence to drive a Multi Combination Vehicle	\$1890.00 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
Medium Rigid Course – Automatic TLILIC2015 Licence to drive a Medium Rigid Vehicle	\$1590.00 Half day course	Full payment required Includes \$100.00 non-refundable admin fee
Heavy Rigid Course – Automatic TLILIC2016 Licence to drive a Heavy Rigid Vehicle	\$1590.00 Half day course	Full payment required Includes \$100.00 non-refundable admin fee
Heavy Rigid Course – Non Synchronesh Licence to drive a Heavy Rigid Vehicle	\$2090.00 Two day course	Full payment required Includes \$100.00 non-refundable admin fee
Heavy Combination Course – Automatic TLILIC3017 Licence to drive a Heavy Combination Vehicle	\$1990.00 Full day course	Full payment required Includes \$100.00 non-refundable admin fee
Multi Combination Vehicles – Automatic TLILIC3018 Licence to drive a Multi Combination Vehicle	\$2090.00 Full day course	Full payment required Includes \$100.00 non-refundable admin fee

Additional fees & charges

Item	Fee
Victorian Bus & Truck Handbook (hardcopy) Soft copy is free of charge to download from our website.	\$25.00
Replacement of VicRoads paperwork Please allow 5 business days as VicRoads approval is required.	\$50.00
Replacement of Statement of Attainment Please allow 5 business days, postage is at student's expense.	\$50.00 + postage
Additional heavy vehicle driver training For students who have completed a course at Barkly's and require further training	\$150.00 per hour Upfront payment required
Licencing fee Payable directly to VicRoads to endorse your licence once you have completed your course	\$35.80+ 0.54% card fee

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

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 03 9361 2000
 www.barklys.com.au

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

Licence requirements

To enroll in a heavy vehicle course, students must meet the current VicRoads eligibility requirements for their chosen course. It is the student's responsibility to ensure they meet these requirements, and Barkly Driving School is not liable for any incorrect or inaccurate information provided by the student.

Students must hold a current, valid licence that is not cancelled, suspended, or disqualified. If a student's licence is cancelled or suspended after booking but before their course date, they must notify Barkly Driving School immediately.

Enrolment confirmation

Students who book via phone or internet **must** attend Barkly Driving School's office in person at least 7 days before their course date to complete enrollment paperwork, an eyesight test, and a Language, Literacy, and Numeracy (LLN) test. Failure to meet these requirements within the 7-day timeframe may result in the student being required to complete these steps on the day of the course. If the student fails any component on the day or is found to have provided inaccurate information during booking, they will forfeit all fees paid and will not be eligible for a refund.

Deposits/payments

Students enrolling in a heavy vehicle course must pay a deposit to secure their booking. The deposit amount for each course type is determined by Barkly Driving School and published in our Terms & Conditions/Fee Schedule document. Deposit amounts are non-negotiable and include a \$100 non-refundable administration fee if the course is cancelled for any reason. Students enrolling in a course scheduled on a Saturday must pay the full course fee upfront.

Re-assessments

If a student fails their theory or driving test, retesting is provided free of charge. However, additional charges apply for further training, which is priced at \$150.00 per hour. The number of training hours required will be determined by the instructor based on the student's needs. Retests are not conducted on the same day as the original course and may require a wait time of up to 6 weeks, depending on Barkly Driving School's booking schedule. Retesting is only available on weekdays.

Licencing fees

Upon successful course completion, students will have their licence updated through the VicRoads online portal. Students are required to provide a debit or credit card to pay the \$35.80 licence endorsement fee, which is payable directly to VicRoads and not to Barkly Driving School.

In cases where the portal cannot be used (e.g., due to a system outage, VicRoads exemption, or licence-related issues), a Certificate of Competency may be issued instead. This certificate must then be presented at a VicRoads customer service center to complete the licence endorsement. The Certificate of Competency is only issued as a last resort.

Cancellation policy

Barkly Driving School enforces a strict 7-day cancellation and rescheduling policy. If you need to cancel or change your course date, you must notify us at least 7 days before the course begins. Failure to provide this notice will result in the forfeiture of all fees paid. Additionally, failure to attend on the scheduled course date will also result in forfeiture of all monies paid.

Late policy

Students are required to arrive on time for their course. Late arrivals will have missed time deducted from their overall training time. Arriving 1 hour late will result in a shortened course, and students may not be tested on the same day. Students arriving more than 2 hours late will be considered a 'no-show,' resulting in course cancellation and forfeiture of all fees paid.

If a student is running late, they must call Barkly Driving School immediately on 03 9361 2000.

Language, Literacy & Numeracy testing

Before a booking can be confirmed with Barkly Driving School, each student must successfully complete a Language, Literacy, and Numeracy (LLN) test. If a student does not pass the LLN test according to the marking guidelines, they will not be able to commence the course. If payment has been made by phone, a refund will be offered (minus the non-refundable administration fee), along with a referral to student services for further support.

Theory testing for Medium & Heavy rigid courses

Before any practical testing can begin with Barkly Driving School, each student must successfully pass a VicRoads theory test based on the Victorian Bus & Truck Handbook. The test consists of 32 multiple-choice questions. Failure to pass the theory test will result in additional testing costs.

The Victorian Bus & Truck Handbook must be studied before starting your course. The handbook can be downloaded for free from our website or purchased for \$25.00 from our office. https://www.barklys.com.au/pdf/Victorian_Bus_And_Truck_Handbook.pdf

Theory testing for Heavy & Multi Combination courses

Before any practical testing can begin with Barkly Driving School, each applicant must successfully pass a VicRoads theory test based on the manual for both Heavy and Multi Combination vehicles. The test consists of 20 multiple-choice questions. Failure to pass will result in additional testing costs.

Barkly Driving School **Terms & Conditions/Fee Schedule (Ver5.0)**



All Heavy Combination applicants must sit this test. Multi Combination applicants must also sit the test if their Heavy Combination licence was obtained before 2013. If unsure, please contact VicRoads directly for confirmation.

[https://www.barklys.com.au/pdf/HC_and_MC_Handbook_\(Articulated\).pdf](https://www.barklys.com.au/pdf/HC_and_MC_Handbook_(Articulated).pdf)

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

Students are required to pass a standard eyesight test as mandated by VicRoads. If a student has pre-existing vision defects, they must complete a VicRoads Eyesight Report and obtain clearance before making a booking. Failure to pass the eyesight test on the course day due to undisclosed vision defects will result in course cancellation and forfeiture of fees paid.

Students who are concerned about passing the eyesight test must visit our office outside the 7-day cancellation period.

Dress code

Students enrolled in a heavy vehicle course at Barkly Driving School are required to wear covered shoes. Thongs, sandals, or open-toed shoes are not permitted. Students who arrive wearing inappropriate footwear will be sent home to retrieve suitable shoes, and the time taken to do so will be deducted from their course hours.

Students are also required to wear appropriate, comfortable clothing. Barkly Driving School will provide high-visibility vests for use during the course.

Mobile phone usage

Students are required to keep their phones on silent and are not permitted to use them during any training. Phones must be left locked in students' cars during training and testing.

Students who use their phones during any theory or practical testing will immediately fail, have their course cancelled, and forfeit all fees paid.

Smoking policy

All staff, students, visitors, and contractors are permitted to smoke only in the designated smoking areas on site. The location of this area is communicated to students during 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. Violence or threats of any kind, whether verbal or physical, towards staff or others will not be tolerated. Barkly Driving School reserves the right to cancel a student's course or refuse service to any person who commits such acts.

If a student's course is cancelled or service is refused under these circumstances, the individual must immediately leave the premises.

Relevant authorities will be contacted if necessary.

Barkly Driving School also reserves the right to terminate a course at any time if an instructor determines that continuing further training is unsafe. This may occur if the student is unable to handle a manual vehicle, particularly for courses involving Synchromesh and Non-Synchromesh gearboxes.

Additionally, an instructor may terminate training if a student fails to follow instructions, thereby endangering themselves or others.²

Licence conditions

Students who hold a manual car licence and complete their course in a vehicle with an automatic gearbox will have a "B" condition added to their licence. This condition permits the student to drive both Automatic and Synchromesh gearbox vehicles.

In cabin camera recording

Students who complete a course with Barkly Driving School are required to have both on-road and off-road components recorded for VicRoads auditing purposes. Students must consent to the use of audio and visual recordings of their assessments by Barkly Driving School for these auditing requirements.

Alcohol and illicit drug policy

Students are required to attend their course with a Blood Alcohol Concentration (BAC) of 0.00 and no illicit drugs in their system. If tested by VicRoads or Police and found to have drugs or alcohol present, the course will be cancelled, and all fees paid will be forfeited. Barkly Driving School is not responsible for any penalties issued to students by VicRoads or Police.

Lost or soiled paperwork

If VicRoads paperwork is lost or soiled, a reissue fee of \$50.00 applies. There is also a wait of 5 business days, as Barkly Driving School must obtain approval from VicRoads to reissue the paperwork.

Fines sanction

Barkly Driving School takes no responsibility if a student completes their course and is later found to have a cancelled or suspended licence or a licence subject to a Fines Victoria sanction.

Concerns during training

Students with concerns or questions during their training course are advised to speak with the Administration team at the front office. All discussions will be held in confidence.

Refund policy / Cancellation and Rescheduling Policy

Students who wish to cancel or reschedule their course must notify Barkly Driving School by phone or email during business hours. Requests submitted outside of business hours will be treated as received on the next business day. Notifications via telephone messages, social media channels, or website enquiries are not accepted. Notification is not considered received until the student has had direct contact with an Administration team member. It is the student's responsibility to obtain written confirmation of their notification from Barkly Driving School. Barkly Driving School will provide a refund (minus a \$100.00 non-refundable administration fee) if a student gives a minimum of 7 days' notice before the course commencement date. Refunds cannot be issued to debit/credit cards over the phone; students must email admin@barklys.com.au confirming their cancellation request and provide their banking details for a refund to be transferred via EFT.

Course Requirements and Eligibility

By booking a course with Barkly Driving School and completing the enrolment form, students agree that they have been informed of all course, eligibility, and medical requirements. Students providing false or misleading information regarding their eligibility will have their course cancelled without a refund.

Medical Absence Policy

Students who fail to attend or cannot attend their course due to medical reasons are not eligible for a refund if the course is within the 7-day cancellation period. However, students may reschedule to another course date if a valid medical certificate is provided.

If the student provides notice of a medical absence outside of the 7-day period, a full refund (minus the \$100.00 non-refundable administration fee) will be provided.

Medical certificates must:

- Be issued by a registered medical practitioner.
- Include the student's name, the date of the examination, and the degree of incapacity to undertake training.
- Be dated no later than the commencement date of the booked course.

Certificates issued by non-medical practitioners, such as chemists, or "absent from work" certificates are not accepted.

Unforeseen Circumstances Policy

If Barkly Driving School cannot commence a course due to circumstances beyond its control (e.g., instructor illness, vehicle breakdown, or business closure) and no replacement instructor, vehicle, or arrangement can be provided, students will be offered either a full refund or the option to reschedule.

Barkly Driving School does not take responsibility for vehicle breakdowns during training. If a breakdown occurs during the course, the training will either be rescheduled as soon as possible or cancelled with a full refund of all fees paid. Students who choose to receive a refund will have any completed course components voided, with no results issued or retained on file.

Safety and Conduct Policy

Barkly Driving School reserves the right to remove any student from a course if they disobey trainer instructions, behave disruptively, or endanger their trainer, other students, road users, or themselves. In such cases, no refund will be provided.

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

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

