

G&L

HEAVY VEHICLE DRIVING CENTRE

4 Hines Road
Wingfield SA 5013
Ph: - (08) 8359 0099

PO Box 14
Welland SA 5007
ABN 15 794 402 123

Important Information

Before filling out the following enrolment form we would like some more information on how your course is being funded **If you are paying for yourself please go straight to the enrolment page. If another person is paying for you i.e. Company, Job Agency, family member or any other 3rd Party other than yourself, please have them fill out the below details and return to our office with the completed enrolment form.**

I will be funding the _____ Course for _____ and agree to all terms and conditions as per stated in the refund policy.

Name _____

Address _____

Daytime contact ph. _____

Email _____

Invoice made out to _____

Email or postal address to send invoice _____

I (print full name) _____ have read and understood the above requirements.

Date _____ Signed _____

ENROLMENT STATEMENT

THIS FORM MUST BE COMPLETED AND RETURNED AS SOON AS POSSIBLE TO CONFIRM YOUR BOOKING.

You must advise us at least 3 Business Days in advance, if you do not wish to continue with your training.

For afterhours cancellations please call or text 0411 667 830

Please go to www.gnltruck.com.au to view a copy of the Client Handbook. The client sign off sheet must be completed upon commencement of your course.

The times and prices quoted to you have been for the minimum amount time allocated for the participants to achieve the prescribed competences as outlined in the Government Regulations to be issued with a licence. This time will vary depending on the learning aptitude and driving ability of each participant. Any additional training will be charged at the hourly rate for the class of vehicle the participant is learning.

Please complete all of the following questions.

Name of course applied: _____ Course Date (s): Start: ____ / ____ / ____ Finish: ____ / ____ / ____

Name: _____ Date of Birth: ____ / ____ / ____

Current S.A Drivers licence Number: _____ Expiry date: ____ / ____ / ____

Address: _____ Postcode: _____

Email: _____

Telephone Home: _____ Mobile: _____ Work: _____

EMERGENCY CONTACT

Name: _____

Phone: _____

Address: _____

Postcode: _____

Relationship: _____

Please ✓ any applicable boxes

Were you born in Australia? Yes ___ No ___ If No, in which country were you born? _____

Which languages do mainly speak at home? _____

Do you consider yourself to have any permanent and significant disability YES / NO ?

If yes, then place a ✓ in any of the applicable boxes.

HEARING/DEAF		ACQUIRED BRAIN IMPAIRMENT	
PHYSICAL		VISION	
INTELLECTUAL		MEDICAL CONDITION	
LEARNING		OTHER	
MENTAL ILLNESS			

PLEASE READ

Medical Requirements:

Applicants, who have medical conditions which may affect their driving and who fail to seek advice from a Service SA Customer Service Centre, could be refused the licence re-classification even if the applicant has obtained a Certificate of Competency for the commercial vehicle licence class.

In addition, you are required to comply with the medical standards appropriate to the heavy vehicle licence class for which you are applying. If you have any medical condition (s) that may impair your ability to drive a heavy vehicle, you can obtain advice from Service SA Customer Service Centre or Telephone 13 10 84.

The medical standards for driving commercial motor vehicles are contained in the NRTC/FORS publication titled "Medical Examinations of Commercial Vehicle Drivers", which has been issued to all medical practitioners.

Applicants, who are affected by a medical condition, are not necessarily precluded from driving commercial vehicles.

Other Important Information:

The registrar of Motor Vehicles has the legal power to refuse to accept further transactions from a debtor until the debt has been satisfied. Therefore, if you have any outstanding accounts or fines, you may find that the Registrar will not upgrade your licence, even if you successfully complete your driver training and assessment.

It is your responsibility to check with Service SA Customer Service Centre or call 13 10 84 if you think this may affect you.

Fatigue Management, Drug and Alcohol Laws, is the responsibility of the individual undertaking driving course/s. G&L will cancel the course if any of these laws are breached at the time of commencing or during the course. The participant will not be entitled to any Refund.

Refer to <https://www.nhvr.gov.au/> for further information.

Experience Requirements:

Applicants

will be refused the licence re-classification if they have failed to meet the minimum driving experiences required by Schedule 2 of the Regulations under the Motor Vehicles Act 1959 unless they hold a learner's permit or a permit issued under Section 80 of the Motor Vehicles Act 1959.

Licence	Minimum Driver Training Experience
LR	Has held a class C (car) licence for at least 1 full year, including P Plates.
MR	Has held a class C (car) licence for at least 1 full year, including P Plates.
HR	Has held a class C licence for at least 2 years or LR, MR for at least 1 year.
HC	Has held a class MR, HR licence for at least 1 year
MC	Has held a class HR or HC licence for at least 1 year

Note:

Experience excludes any period while unlicensed, disqualified, suspended, or cancelled and does not include any experience on a motorbike. If in doubt, applicants should seek advice from any Service SA Customer Service Centre or call 13 10 84.

What class(s) of licence do you currently hold? _____

Q.1 How long have you held the licence class (excluding any period of being unlicensed, suspended, disqualified, cancelled, or holding only an R or R-Dated class)? _____

Q.2 Do you have any medical or eyesight condition that may affect your ability to drive a heavy vehicle? Yes / No

If you answered "YES" to Q.2, have you confirmed with Service SA that you are permitted to drive heavy vehicles and what conditions, if any, apply when driving (state below)?

Condition(s) _____

Declaration:

I do solemnly and sincerely declare that the above information is a true and correct record.

Signed: _____ Print Name: _____ Date: _____

I declare that I have read and understood the information contained within this form and is true and correct record. I declare that should any fines be incurred by breaching the Traffic Act whilst I am driving a motor vehicle supplied by G & L Heavy Vehicle Driving Centre, I agree to pay such fine or penalty. I also understand and acknowledge that I must carry my driver's licence with me at all times when driving any motor vehicle as mentioned above.

Signature: _____ **Date:** ____/____/____

PAYMENT & REFUND POLICY

PLEASE READ CAREFULLY

As a client of the G&L Heavy Vehicle Driving Centre, you will be required to pay a deposit of \$200.00 for heavy vehicle driving instruction for a scheduled course. **The deposit fees must be received by Monday two (2) weeks prior to the course commences**, unless prior arrangements with G&L Heavy Vehicle Driving Centre have been made.

If we have not received any confirmation or enrolment forms on course bookings, at least two (2) weeks prior to course commencement the course may and will be cancelled, after appropriate measures have been endorsed in contacting clients by nominated contact details, this will be email, phone & or text.

A non-refundable administration fee of \$60.00 applies to all courses. This fee will be taken from the deposit.

If you cancel a booking with 3 clear Business days' clear notice, your refund will be returned to you minus the administration fee into your nominated account . If the trainee decides to withdraw from a course - does not complete the course - or breaches Fatigue, Alcohol and Drug Laws the course fees will be retained by G&L, no refund will be given.

If a scheduled training session has been made for the weekend (Saturday and Sunday) the full amount of the course must be paid the Friday before the course commences.

If G&L Heavy Vehicle Driving Centre has to cancel your course, a full refund (if funds have been paid) will be paid back to into your nominated account or course will be rescheduled to a mutually convenient time.

In this instance, every effort will be made to reschedule training lessons to a mutually convenient time to both G&L Heavy Vehicle Driving Centre and you, the Client.

Our organisation has measures to ensure that trainees and clients receive a refund of fees for services not provided, including services not provided as a result of the financial failure of the organisation.

I (print full name) _____ agree to the above terms and

conditions and the initial payment of \$ _____ for my first session of training.

SIGNED _____ **DATE:** _____

Any re-issue of Certificate of Competency , Statement of Attainments or Retrieval of Client information will be charged an Administration fee

CLIENT/ WHS SIGN OFF SHEET

Please go to www.gnltruck.com.au to view the Client handbook before signing this form. Please note it is your responsibility to read and understand the Handbook supplied via G&Ls' web site. If you do not have access to the web site, we will gladly post out the handbook to you upon request at an additional cost of \$5.00 to cover printing & postage.

Induction sign-off

Name: _____

Course enrolled in: _____ Date: ____/____/____

- I confirm that I have read and understood all of the policies and procedures outlined in this Client Handbook.
- I confirm that I have been given the opportunity to ask questions regarding all of the information contained in this Client Handbook.

Permission to use photographs and testimonials

In relation to the use of photographs and testimonials:

- I give my consent for G&L Heavy Driving Centre to use photographs and testimonials of myself, for promotional purposes that is taken/collected during my course of instruction.
- I acknowledge that G&L Heavy Driving Centre may alter photographs in the design process and that I will not receive any payment or royalties for their use.
- I agree to waive all my rights in respect of intellectual property.
- By signing this document I release G&L Heavy Driving Centre from any claims, costs, actions or demands arising from the use of any photographs and testimonials.

Signature: _____ Date ____/____/____

PAYMENT OPTIONS

I enclose a cheque for \$_____.

OR

Credit Card details: -

We do not accept Diners or American Express.

Card Holders Name _____

Card No. ____/____/____/____ Expiry Date ____/____

Amount \$_____ CVV:_____

OR

Invoice to: _____

Purchase Order Number: _____

OR

Internet Banking:-

Bank: - Westpac

Account Name: - G&L Heavy Vehicle Driving Centre

BSB: - 035 033 Account Number:- 192352 Date paid in ____/____/____

Please state name of person attending, Company Name or Invoice N^o in description

OR

Employment Agency Clients

Employment agency: _____

Case managers name: _____

Contact number: _____