

SERVICE AGREEMENT

ABN: 48 120 746 832

Web: OnRoadTraining.com.au



1. Parties

This Service Agreement is between On Road Training (the 'provider') and the Client (*or their authorised representative*) named below.

2. Responsibilities of the provider

The provider agrees to:

- Always treat the client with respect
- Communicate openly and honestly about the clients driving
- Be on time where possible, giving as much notice as possible of cancellations
- Work with the client to achieve their goals with driving
- Protect the client's privacy and confidential information
- Comply with policies and procedures

3. Responsibilities of the Client

The client agrees to:

- Treat the provider with courtesy and respect.
- Talk to the provider if there are any concerns about the services being provided
- Give the provider a minimum of 24 hours' notice if the client cannot make a scheduled appointment.
- Always carry correct and valid licences and certificates whenever driving
- Follow all road rules, laws, and regulations
- Follow all directions from the provider, unless believed it is unsafe or not legal
- Take responsibility of the vehicle, and be liable for any damages or fines whilst driving
- Ensure payment of all invoices for services provided
 - If an organisation has not made these payments, the client will be responsible for all money owing

4. Cancellations

If a service is cancelled at short notice, or there is a no show, the provider will still charge 100% of the service fee.

A short notice cancellation is when the client:

- Does not show up for the appointment within 30 mins of the scheduled start time, or
- Gives less than 24 hours' notice to cancel the appointment

The provider will always try to give at least 24 hours' notice of any cancellations, but due to uncontrolled circumstances, like weather, previous appointments, or traffic, this could be less than 24 hours, but the provider will try to give as much notice as practical.

5. Contact details

Provider:

Company:	On Road Training
Name:	Alex Bradford
Mobile:	0400 245 990
Email:	onroadtraining@gmail.com

Client:

Full name:		
ID #: (NDIS, NISQ, Workcover)		
Licence # type & conditions:		
Mobile #:		
Email:		
Address:		
Emergency contact:		
Occupational Therapist: (And or Company)		
Invoice agency: (plan manager)		

6. Agreement signatures

The parties agree to the terms and conditions of this Service Agreement.

Name of client or client's representative

Signature of client or client's representative

Date

Alex Bradford

Name of provider from On Road Training

Signature of provider from On Road Training

Date