

Driver Fitness to Drive & Work Rest Hours Guideline

1. Purpose

This Guideline along with The Geelong College Fatigue Management Policy & Procedure are designed to provide a clear reference for Drivers to adhere to when assessing fitness to drive, understanding Work Rest Hours and completing Driver Work Diaries.

Refer to;

[Fatigue Management & Fitness for Work Policy](#)

[Fatigue Management & Fitness for Work Procedure](#)

2. Scope

This Guideline applies to all Geelong College bus drivers (Casual, Part Time and Full Time), employees responsible for the transportation of students during co-curricular activities, sports activities, incursions, excursions, and camps. Also, for the purpose of transporting students to medical centres, external courses, airports, and homestay accommodation.

3. Bus Safety Workers

- a.** Ensure compliance with driving hours regulations as set out by the National Heavy Vehicle Regulator
- b.** Report any potential breach of driving hours to Bus Coordinator/Property Manager
- c.** Being responsible for completing a Driver Work Diary whenever the daily work schedule takes them more than 100km radius away from the Geelong College base and hand in the duplicate copy to the Property Manager within 48 hours of completion
- d.** Read and understand the [Geelong College Driver Handbook](#) and acknowledge by signing
- e.** Be in a fit state, free from alcohol and drugs
- f.** Be aware to not chronically use over the counter or prescription drugs to increase mental alertness
- g.** To not take any substance known to increase fatigue, including fatigue that sets in after the effects of the drug wear off
- h.** Report tiredness/fatigue in a co-worker to management
- i.** Report fatigue/tiredness and lack of mental acuity to management
- j.** Ensure suitable rest time prior to starting work
- k.** Monitor own performance and take regular periods of rest to avoid continuing work when tired
- l.** Consider the impact of social and recreational activities on their well-being and capacity to work safely
- m.** Ensure the Geelong College is aware of any secondary employment undertaken
- n.** Undergo annual fitness to drive medical assessment from a regular medical practitioner when onboarding and then annually thereafter
- o.** Advise management of any health issues which may affect ability to drive and obtain a medical clearance if requested

4. Requirements

Information below referenced from: - nhvr-national-driver-work-diary-08-2013

4.1 Work Rest Hours

The following are general rules relating to working Rest hours. The Bus Coordinator will implement working hours/rosters through risk management practices and to meet college requirements.

Review and consideration of these may occur through a process of formal risk assessment prior to undertaking roster change/implementing a new roster.

4.2 Heavy Vehicles Regulations:

Solo drivers in the bus and coach sector only

| TIME | WORK | REST |
|------------------------|---|--|
| In any period of | A driver must not work for more than a maximum of ... | And must have the rest of that period off work with at least a minimum rest break of ... |
| 5 1/2 hours | 5 1/4 hours work time | 15 continuous minutes rest time |
| 8 hours | 7 1/2 hours work time | 30 minutes rest time in blocks of 15 continuous minutes |
| 11 hours | 10 hours work time | 60 minutes rest time in blocks of 15 continuous minutes |
| 24 hours | 12 hours work time | 7 continuous hours stationary rest time* |
| 7 days (168 hours) | | 6 x night rest breaks# |
| 28 days (672 hours) | 288 hours work time | 4 x 24-hour continuous hours stationary rest time |

**Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle.*

Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.

4.3 National Driver Work Diary

The primary responsibility of professional drivers is community safety.

The Heavy Vehicle National Law (HNVL) requires that drivers must not drive fatigue - related vehicles on a road while impaired by fatigue. Similarly, a party in the chain of responsibility for a fatigue-related heavy vehicle must take **all** reasonable steps to ensure a driver does not drive the fatigue-related vehicle while impaired by fatigue.

It is against the law to drive a fatigue-regulated heavy vehicle if you are impaired by fatigue.

The (HVNL) also provides outer limits for fatigue management for drivers of fatigue-regulated heavy vehicles. The outer limits are designed to ensure the safe operation of fatigue-regulated heavy vehicles, however it is important to be aware that you can still be impaired by fatigue even when operating within these outer limits.

Regardless of how many hours you have worked or how much rest you have had, you must never drive if you are impaired by fatigue.

The maximum hours of work and minimum hours of rest under your work and rest hours option (for example, standard hours) are outer limits only:

- You can have more rest than the minimum required hours of rest, and you can rest at any time
- You do not have to work the maximum hours of work

Used correctly, work diaries can help ensure that drivers and parties in the chain of responsibility meet their safety and fatigue management obligations.

[National Driver Work Diary Application Form](#)

4.4 When you must record in a work diary

You must record in a work diary if you will drive outside a radius of 100km from your base (100+km work) under standard hours.

You must use a work diary if you work under Basic Fatigue Management Hours (BFM), Advanced Fatigue Management Hours (AFM) hours or exemption hours (regardless of whether or not you are driving outside a radius of 100km from your base).

You are not required by law to obtain or record in a work diary if you always do local work (i.e. driving only within a 100km radius of your base) under standard hours. If you occasionally do 100+km work, you must obtain a work diary and record all the required details on any day in which you do the 100km+ work.

! You must record all details for each day on which you do 100+km work, beginning from the time you first start work, including any local work you do on that day.

- Only ever record information in a single written work diary at any one time.

Example: -

Bus Driver One, starts work one day at 6am doing the local school run.

All Bus Driver One's planned trips are within a 100km radius of his base (i.e., local work).

However, at 10am Bus Driver One is asked to do a 100+km trip – in other words, a trip that will take him outside a 100km radius from his base.

Because Bus Driver One is doing 100+km work that day, he has to make sure he records all work and rest hours he has that day, including the local work.

4.5 How long you have to carry work diary records with you

Most drivers do 100+km work will have to carry their work diary with them every time they drive, even on days they don't record in the diary because they are only doing local work. If you get a new diary, you may have to keep your old diary with you in the vehicle while you are working, to meet the 28-day requirement.

! Your Work Diary stays with you even if you change vehicles, employers, or contracts.

⊕ You must carry work diary records with you for 28 days after the record is made whenever you drive a fatigue-regulated heavy vehicle.

Example: -

One Day Bus Driver Two undertakes a 100+km work trip and records the work and rest hour details in his diary as required. For the next 40 days Bus Driver Two only does local work.

While he doesn't have to record the local work in his work diary, he must keep his work diary with him in the vehicle for 28 days after the 100+km work trip.

After 28 days, because Bus Driver Two continues doing just local work, he no longer has to keep his work diary with him in the vehicle. The next time Bus Driver Two does 100+km work he will have to record the details in his work diary, and then keep the records in his vehicle for at least 28 days after each 100+km workday.

4.6 Being stopped on the roadside for an inspection of your work diary

If you are stopped by an authorised officer for a roadside inspection, you must produce your work diary when requested to do so. The authorised officer may direct you to immediately stop work and not work again for a specified period of time (for example, 24 hours) if:

- You fail to produce your work diary without a reasonable excuse
- You produce a document that the authorised officer reasonably believes is not a work diary
- The authorised officer reasonably believes that the work diary or other record produced cannot be relied upon
- You have exceeded your worktime or failed to take a minimum rest break
- The authorised officer reasonably believes that you are impaired by fatigue

The officer may copy or seize one or more of the pink duplicate daily sheets from your work diary if required.

If you are working under (BFM) hours or (AFM) hours you must, upon request, show the authorised officer the accreditation certificate and signed document from your operator. This document must state that you have been inducted into the fatigue management system.

If you are working under exemption hours, you must, upon request, show the authorised officer the work rest exemption permit or notice.

5. Filling in your daily sheet

When filling in your daily sheet you must:

- Use a blue or black ballpoint pen
- Write only on the white ORIGINAL daily sheet and use enough pressure so that your writing is clearly recorded on the pink and yellow DUPLICATE sheets
- Clearly mark the relevant check boxes – you can use a cross (**X**), a tick (**✓**) or a line (**-**)
- Make sure your writing is clear, accurate and able to be understood by another person
- When you start a new work diary, use the first daily sheet in the diary and then fill in each daily sheet in order
- Start a new daily sheet if you change work options during the day (for example, if you change from standard hours to (BFM) hours).
 - It is against the law to record on a daily sheet that has been cancelled or record in a work diary that has been cancelled.

! Only write on the white ORIGINAL daily sheet, NOT the pink or yellow DUPLICATE sheets.

Place the cardboard divider behind the pink DUPLICATE sheet, so that when you write on the white ORIGINAL daily sheet the yellow and pink DUPLICATE sheets become exact copies.

Step 1

Fill in your identification details on the daily sheet immediately after you start work.

e.g. A completed driver identification details

| DRIVER IDENTIFICATION | | | |
|------------------------------|--------------------------|---|--|
| Driver's Name: Greg Smith | Date: 03 / 09 / 2013 | Day of the Week: S <input checked="" type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> | |
| Licence No: 2311000 | Number Plate: BC 2414 | Time Zone: State/Territory/Driver Base: ACT NSW NT <input checked="" type="checkbox"/> SA TAS VIC WA | |

Part 2 Filling in your daily sheet

Mark the box to indicate which of the following hours options you are working under:

e.g. A driver working under BFM hours

| | | |
|---|---------------------------------------|------------------------------------|
| Driver | | Time of daily check (if required): |
| <input type="checkbox"/> Standard | <input type="checkbox"/> Standard Bus | 1.00am |
| <input checked="" type="checkbox"/> BFM | <input type="checkbox"/> AFM | |
| <input type="checkbox"/> Exemption hours (for this 24 hr period only) | | |

A driver working under standard hours

| | | |
|---|---------------------------------------|------------------------------------|
| Driver | | Time of daily check (if required): |
| <input checked="" type="checkbox"/> Standard | <input type="checkbox"/> Standard Bus | |
| <input type="checkbox"/> BFM | <input type="checkbox"/> AFM | |
| <input type="checkbox"/> Exemption hours (for this 24 hr period only) | | |

STEP 2

Fill in your work and rest hours on the daily sheet at every work and rest change.

During your shift you must record the following information on your daily sheet just after you start a work period or just before you start a rest period (changing from work to rest or from rest to work is a work and rest change).

Hours of work and rest

To record your work hours draw a straight line across the daily sheet in the My work bar to match the hours of work.

| | | | | | | | | | | | | |
|----------|---|---|---|---|---------------|---|---|---|---|----|----|------|
| midnight | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | noon |
| My Work | | | | | [Work Period] | | | | | | | |

To record your rest hours draw a straight line across the daily sheet in the My rest bar to match the hours of rest.

| | | | | | | | | | | | | |
|----------|---------------|---|---|---|---|---|---|---|---|----|----|------|
| midnight | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | noon |
| My Rest | [Rest Period] | | | | | | | | | | | |

The place

Write the place of your work and rest change.

| | | | | | | | | | | | | | |
|--|--|--|--|--------|--|--|--|--|--|--|--|--|--|
| Name of Place at Work and Rest Change <small>(e.g. rest area, truck stop, suburb or town)</small> | | | | | | | | | | | | | |
| | | | | Gympie | | | | | | | | | |

The time

Draw a vertical line at the time you change between work and rest.

| | | | | | | | | | | | | |
|---------|--|--|--|--|--|--|--|--|--|--|--|--|
| My Work | | | | | | | | | | | | |
| My Rest | | | | | | | | | | | | |

The odometer reading

Record the odometer reading at the time of your work and rest change.

| | | | | | | | | | | | | | |
|------------------|--|--|--|--------|--|--|--|--|--|--|--|--|--|
| Odometer Reading | | | | | | | | | | | | | |
| | | | | 530693 | | | | | | | | | |

Recording of place and odometer reading

When recording your place, be as specific as possible.

In cities, recording the suburb is sufficient but when you are located in a remote area that does not have a known place name, describe where you are in relation to its closest known place. For example, Calder Hwy, 10km east of Charlton.

If you are in the Melbourne suburb of Bayswater, you should record your place as Bayswater – not Melbourne.

- ! Remember, you must record the place and odometer reading at the start and end of your rest period if the end of your rest period is on the next daily sheet. When this happens, you should repeat the place name and odometer reading at the end of that rest break on the new daily sheet.

Step 3

Number plate change and comments

The work diary has an additional space for optional comments that you can use to note any important information in your day.

The comments line can be used to record additional information such as a vehicle breakdown, road works, if you were pulled over by an authorised officer, or if a rest area was full.

- ! If you change vehicles during the day, you must write the new vehicle's number plate and the time you changed in the comments line. Instead of writing the time, you can write the new vehicle's number plate above the time of the change in the comments line.

e.g. How to record a change of vehicle

| | |
|--|----------------|
| Number Plate Change and Comments (optional) <small>(e.g. delays, authorised officer notes)</small> | 1:30am ZPL 760 |
|--|----------------|

e.g. Just before finishing work on a day, or the first time you use your diary on the following day, you must sign and record the total work and rest hours on the daily sheet.

Driver Signature:
To the best of my knowledge and belief the information I have recorded on this daily sheet is true and correct

YOU MUST SIGN THIS PAGE BEFORE STARTING A NEW PAGE

| | | | |
|----------|---------------------------------|-------------|-----|
| midnight | All drivers calculate totals | Total Work: | 8½ |
| midnight | | Total Rest: | 15½ |

What to do with the copies of a daily sheet

Each white daily sheet, which is marked ORIGINAL, must remain in the work diary. Each daily sheet has two copies. You must give the yellow copy, which is marked DUPLICATE, to your record keeper within 21 days of the date recorded on the daily sheet.

You should keep the pink copy, which is also marked DUPLICATE, in the work diary unless:

- an authorised officer copies or seizes it
- you have worked for two separate employers on a given day, in which case you should give the pink duplicate copy to the second employer

Who has to keep daily sheet records

If you are an employed driver, your employer as your record keeper must keep a copy of each daily sheet for three years.

If you are self-employed, you are your own record keeper and you must keep a copy of each of your daily sheets at your record location for three years. An authorised officer or the NHVR may request these records for audit purposes.

Daily sheet records must be kept in a place where they are reasonably accessible to an authorised officer.

You must not make false or misleading records

⊕ It is against the law to:

- record information in a work diary that you know, or ought to know, is false or misleading
- use more than one written work diary at the same time
- record information for the same period in more than one work diary
- deface or change a work record you know, or ought to know, is correct
- pretend you have made a work record or made an entry in a work record when this is not the case
- make an entry in someone else's work record, unless otherwise permitted (for example, a two-up driver's counter-signature)
- destroy a work record before the end of the period for which it is required to be kept

The law requires records to be kept in a way that ensures they are readable, reasonably capable of being understood and capable of being used as evidence.

e.g.

A cancelled daily sheet

NATIONAL DRIVER WORK DIARY DAILY SHEET WORK DIARY NO. _____

DRIVER IDENTIFICATION

Driver's Name: Ereg Smith Date: 03/09/2013 Day of the Week: S M T W T F S Driver: Standard Standard Bus BFM AFM Exemption hours (for this 24 hr period only)

Licence No: 2911000 Number Plate: BC 2414 Time Zone: State/Territory (Driver based) ACT NSW NT QLD SA TAS VIC WA

Time of daily check (if required): 1:00 am

DETAILS OF ACTIVITIES FOR THIS DAY

| Hour | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
|--|---|---------|---|---|---|---|---|---|---|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|--|
| Number Plate Change and Comments (optional) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Odometer Reading | | 590899 | | | | | | | | | | | | | | | | | | | | | | | |
| Name of Place at Work and Rest Change (e.g. rest area, truck stop, suburb or town) | | Example | | | | | | | | | | | | | | | | | | | | | | | |
| Two-up | | | | | | | | | | | | | | | | | | | | | | | | | |
| My Work | | | | | | | | | | | | | | | | | | | | | | | | | |
| My Rest | | | | | | | | | | | | | | | | | | | | | | | | | |

Driver Signature: _____

TWO-UP DRIVER'S IDENTIFICATION

Two-up Driver's Name: _____ Two-up Driver's Licence No: _____ Two-up Driver: Standard BFM AFM Exemption hours

Two-up Driver's Work Diary & Page No: _____ Two-up Driver's Licence Issued: _____ Two-up Driver's Signature: _____

ACT NSW NT QLD SA TAS VIC WA

YOU MUST SIGN THIS SHEET BEFORE STARTING A NEW DAILY SHEET

Rules for counting time

The counting rules require that you always:

- count forward from the end of a rest break, never from within a work or rest period
- count all periods of time (i.e. work time and rest time) in 15-minute blocks
- count time periods of 24 hours or longer forward from the end of a relevant major rest break relevant to the period in your hours option.

Work time is rounded up

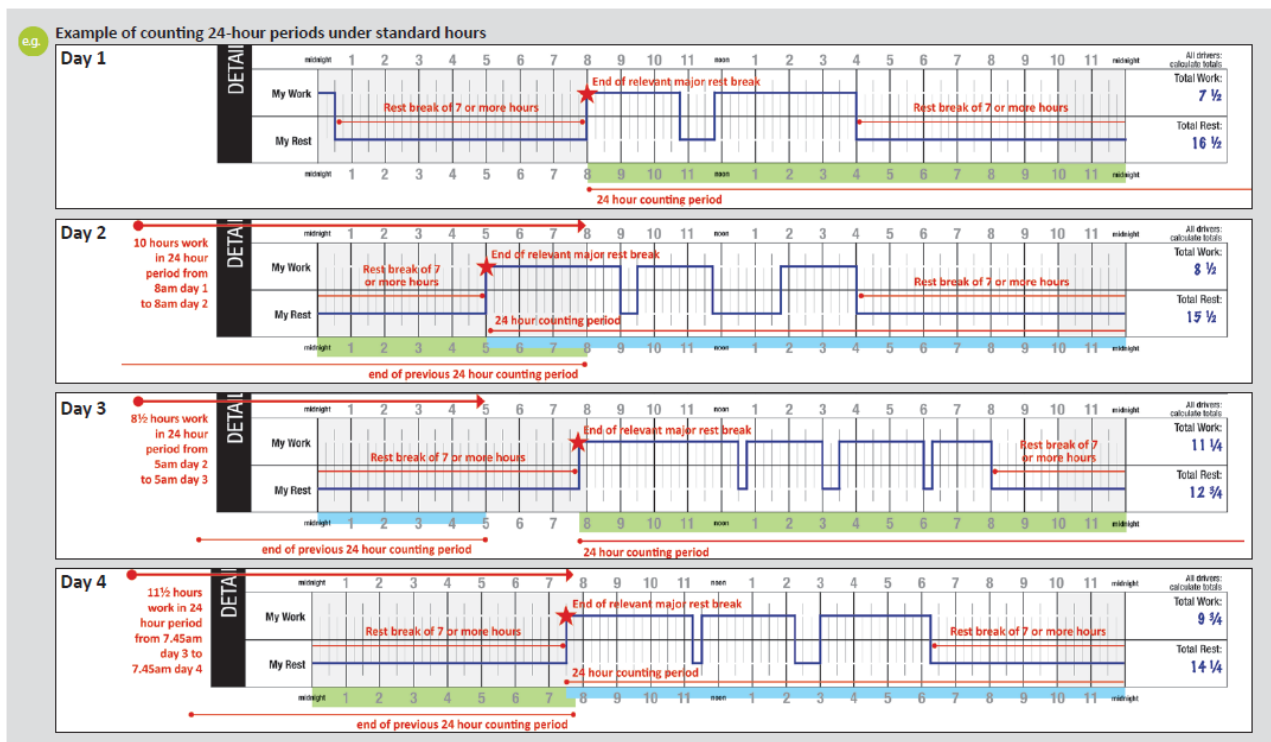
Work time limits are maximum limits, so work time is always rounded up to the next 15-minute interval. For example:

- 6 minutes work is counted as 15 minutes of work time
- 32 minutes work is counted as 45 minutes of work time
- 2 hours and 21 minutes of work is counted as 2 hours and 30 minutes of work time.

Rest time is rounded down

Rest time limits are minimum limits, so rest time is always rounded down to the last 15-minute interval. For example:

- 12 minutes of rest does not count as rest time
- rest between 30 minutes and 44 minutes is counted as 30 minutes of rest time
- 6 hours and 40 minutes of rest is counted as 6 hours and 30 minutes of rest time.



For further information and guidance refer to: National Driver Work Diary for drivers fatigue-regulated heavy vehicles 2013 Version 1 nhvr.gov.au

6. Non-Conformance Reporting and Corrective Action Procedure

1. Purpose & Scope

- 1.1** This procedure ensures that all non-conformances are identified and recorded, and that the appropriate corrective action is taken to rectify all identified non-conformances, preventing their reoccurrence in the future.

2. Responsibility

- 2.1** All members of Bus Operations Staff are responsible for notifying the Director of Business Operations of any identified non-conformances.
- 2.2** The Director of Business Operations will assist the Property Manager to complete the Non-Conformance Report and support with determining and implementing corrective action.
- 2.3** Once the corrective action has been completed the Director of Business Operations is to undertake a verification check to ensure that corrective action has been effective.

3. Procedure

- 3.1** All identified non-conformances are to be reported to the Director of Business Operations.
- 3.2** All identified non-conformances are to be recorded on a Non-Conformance Report Form ([Link](#)).
- 3.3** The source or cause of the non-conformance is to be identified, allowing for the development of appropriate and effective corrective action.
- 3.4** Corrective action is to be documented, together with an agreed timeframe for implementation.
- 3.5** A review of the effectiveness of the corrective action will be undertaken by the Director of Business Operations.

- 3.6** If the non-conformance persists after the implementation of corrective action alternative solutions are to be examined until the closure of the non-conformance can be successfully achieved.
- 3.7** On the successful closure of the non-conformance, the Non-Conformance Report will be signed off by the Director of Business Operations.
- 3.8** Reoccurring non-conformances, significant deviations from legislation, procedures or non-conformances that pose a risk will be reported to The Director of Human resources.

4. Associated Documents

- Non-Conformance Report Form ([Link](#))

Glossary:

| | |
|--|--|
| Advanced Fatigue Management (AFM) | The maximum hours of work and minimum hours of rest that apply to drivers operating under an AFM accreditation. The hours of work and rest are stated on the copy of the AFM certificate which the driver must carry in the vehicle. |
| Authorised officer | A police officer, state or territory road agency officer or an NHVR officer. |
| Base | The place from which you normally work. |
| Basic Fatigue Management (BFM) | The maximum hours of work and minimum hours of rest that apply to drivers operating under a BFM accreditation. |
| Chain of responsibility | <p>Responsibility for managing driver fatigue is shared by parties who have control over the transport task. Each of the following is a party in the chain of responsibility for a fatigue-regulated heavy vehicle:</p> <ul style="list-style-type: none"> • an employer of the vehicle’s driver • a prime contractor for the vehicle’s driver • an operator of the vehicle • a scheduler for the vehicle • a consignor of any goods transported by the vehicle • a consignee of any goods transported by the vehicle • a loading manager for any goods transported by the vehicle • a loader of any goods transported by the vehicle • an unloader of any goods transported by the vehicle <p>A person may be a party in the chain of responsibility for a fatigue regulated heavy vehicle in more than one way (for example, an operator who is also a consignor of goods for the vehicle).</p> |
| Exemption hours | If you are working under a work and rest hours exemption, the maximum hours of work and minimum hours of rest that apply under the exemption permit or notice. |
| Fatigue | <p>Fatigue includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> • feeling sleepy • feeling physically or mentally tired, weary or drowsy • feeling exhausted or lacking energy • behaving in a way consistent with any of the above |

| | |
|--|--|
| Fatigue-regulated heavy vehicle | <p>A fatigue-regulated heavy vehicle is:</p> <ul style="list-style-type: none"> • a vehicle with a GVM of more than 12 tonnes • a vehicle combination, if adding the GVM of each vehicle in the combination gives a total GVM of more than 12 tonnes • a bus with a GVM of more than 4.5 tonnes that seats more than 12 adults, including the driver. <p>A fatigue-regulated heavy vehicle is not:</p> <ul style="list-style-type: none"> • a vehicle built or modified to operate as machinery or equipment off-road, and is not capable of carrying goods or passengers by road • a motorhome |
| Gross vehicle mass (GVM) | <p>The maximum loaded mass of the vehicle as stated by the manufacturer, unless the NHVR has specified the vehicle's maximum loaded mass.</p> <p>Note: The GVM should be stated on the vehicle's compliance plate.</p> |
| Heavy Vehicle National Law (HVNL) | <p>The ministerially agreed national law that regulates the use of heavy vehicles throughout Australia.</p> <p>Note: Northern Territory and Western Australia have adopted different laws.</p> |
| Impaired by fatigue | <p>When a driver's ability to drive a fatigue-regulated heavy vehicle safely is affected by fatigue.</p> |
| Local work | <p>Work relating to a journey where the driver will only drive within an area with a 100km radius of the driver's base. This work is referred to as 100km work in the HVNL.</p> |
| Long/night work time | <p>Any work time:</p> <ul style="list-style-type: none"> • greater than 12 hours in a 24-hour period • between midnight and 6am, according to the time zone of the driver's base. |
| Major rest break | <p>Means rest time of at least 5 continuous hours.</p> |
| National Heavy Vehicle Regulator (NHVR) | <p>Australia's national independent regulator for all vehicles over 4.5 tonnes gross vehicle mass.</p> |
| Night rest break | <ul style="list-style-type: none"> • 7 continuous hours of stationary rest time between 10pm on a day and 8am the next day, using the time zone of the driver's base, or • 24 continuous hours stationary rest time. |
| Record keeper | <p>If the driver is working under an operator's BFM or AFM accreditation, the operator is the record keeper.</p> <p>If the driver is working under standard hours or exemption hours, then:</p> <ul style="list-style-type: none"> • for an employed driver, the employer is the record keeper • for a self-employed driver, the driver is his/her own record keeper. |
| Record location | <p>The place where your work diary sheets, and other work records are kept.</p> |
| Rest and rest time | <p>Any time that a person is not working in relation to a fatigue-regulated heavy vehicle.</p> |
| Reset rest break | <p>48 continuous hours stationary rest time. A reset rest break may be necessary when switching between hours options (for example, switching from AFM hours to standard hours).</p> |
| Standard hours | <p>The maximum hours of work and minimum hours of rest that apply to all drivers of fatigue-regulated heavy vehicles who are not driving under BFM hours, AFM hours or exemption hours.</p> |
| Stationary rest time | <p>Rest time a driver spends:</p> <ul style="list-style-type: none"> • out of the fatigue-regulated vehicle, or |

- in an approved sleeper berth of a stationary fatigue-regulated vehicle

Two-up or two-up arrangement

Where two drivers share the driving of a fatigue-regulated vehicle that has an approved sleeper berth.

Work and rest change

Any of the following is a work and rest change:

- changing from work to rest
- changing from rest to work
- changing from solo to two-up
- changing from two-up to solo

Work and rest hours option or hours option

The work and rest hours a driver is working under – either standard hours, BFM hours, AFM hours or exemption hours.

Work and work time

Work time is not just driving, it means driving AND any task relating to the use of the vehicle, including activities such as:

- inspection, servicing or repair work
- attending to the load or to passengers
- loading and unloading
- cleaning or refuelling
- recording information in a work diary or other document
- performing marketing tasks
- supervising or helping another person performing any of these tasks

100+km work

Work relating to a journey where the driver will drive outside a 100km radius of the driver’s base.

8. References:

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- National Heavy Vehicle Regulator
 - nhvr-national-driver-work-diary-08-2013
- Workplace Health and Safety Australia

9. Related Documents:

- [OH&S Risk Management Policy](#)
- [Risk Management Program](#)
- [Risk Management Operational Processes](#)
- [Staff Workplace Behaviour Policy & Procedure](#)
- [Incident Reporting and Investigation Procedure](#)
- [TGC Drug and Alcohol Policy](#)
- [TGC Staff Code of Conduct](#)
- [TGC Driver Handbook](#)
- [Fatigue Management & Fitness for Work Policy](#)
- [Fatigue Management & Fitness for Work Procedure](#)
- [Driver Work Diary TGC](#)