

## DRIVING HOURS AND FATIGUE MANAGEMENT POLICY

### Policy Aims:

To ensure that all drivers comply with fatigue management legislation as they apply to heavy vehicles and to implement measures to ensure compliance with work (driving/rest) hours and log book recording to increase the safety of driver, other road users and the general public.

### Policy Procedure:

Stef's Transport Pty Ltd ('the Company') policy is to promote safe driving by ensuring driver schedules do not encourage drivers to exceed driving hours to comply with scheduling requirements. Driver deliberate non-compliance with Fatigue Management Legislation (work/driving/rest hours) and/or inaccurate log-book recording will not be tolerated.

The Company holds the National Heavy Vehicle Regulator's Basic Fatigue Management Accreditation and as such, has an expectation all drivers will comply with all relevant legislation, policies and procedures to ensure the accreditation is maintained.

*The company is complying with relevant fatigue management requirements by implementing measures that assist in fatigue minimisation, namely:*

- Ensuring employees are trained and informed about fatigue.
- Consulting with drivers on fatigue issues.
- Complying with operating limits (e.g. minimum continuous break for sleep).
- Assessing fatigue risks associated with work undertaken.
- Ensuring contracts and business arrangements consider fatigue issues.
- Implementing safe work methods statements and procedures to minimise fatigue.
- Ensuring legislative updates are recorded and disseminated.

*Plan drivers' workloads by building in time to recover from fatigue using measures such as:*

- Maintaining regular and consistent scheduling processes, where possible.
- Allowing for non-driving duties (e.g. loading).
- Building in time to allow drivers to meet personal requirements and commitments.
- Planning trips that allow as much quality sleep at night as possible.
- Building in time to adjust from a holiday break or day to night driving changes.
- Scheduling trips allowing for adequate rest breaks.
- Scheduling trips within working time limits, including foresight for unforeseen delays.

*Make sure drivers and equipment are well prepared where appropriate:*

- Checking required medical assessments have been undertaken and certificates are current.
- Requiring the use of a Fitness for Duty checklist and driver declaration, each shift.
- Providing fatigue management training.
- Providing information about short term measures such as, naps and breaks and understanding the limitations of these temporary measures.
- Maintaining vehicles to meet roadworthiness standards, fatigue related standards (e.g. Australian Design Rule (ADR) 42.15 on sleeper berths and ADR 42.18 on ventilation) and in good condition to reduce vibration and noise.

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Oct.2020	Oct.2022		3

## Reporting

When drivers identify issues, the Operations Manager will endeavor to manage disruptions to schedules by taking actions, such as:

- Rescheduling pick-up and/or delivery times.
- Replacing a fatigued driver (where possible) when long delays extend working time.
- Balancing a driver's extra working time with a longer break.

Encourage drivers to report any problems by:

- Having an agreed and reliable reporting procedure including an incident report form or a phone-in system in which the messages can be left.
- Investigating any fatigue related problems, applying corrective actions and providing feedback to all drivers and operational staff.

## Record Keeping

Keep basic records for managing fatigue such as:

- Schedules and rosters – (vehicle schedules and driver rosters).
- Log-books, driver diaries, pay slips, fuel docketts, electronic monitoring equipment.
- Maintain records of required health assessments and any training provided or undertaken.
- Records of any fatigue incidents and corrective action taken to prevent recurrence.

## Regular Operations Reviews:

- Review schedules, log-books, driver diaries and other records to ensure fatigue management procedures are being followed and are effective.
- Consult with drivers about how to reduce fatigue.
- Obtain information from TruckSafe, industry associations, or WHS agencies about effective fatigue management practices.

## Compliance:

Drivers are required by legislation and expected by the Company, to comply with relevant legislation, policies and procedures.

Any of the following actions will be considered a breach and may result in disciplinary action, which may include termination of employment:

1. Failing to maintain a driver's diary/log-book.
2. Falsifying a driver's diary/log-book.
3. Deliberate breaches of driving hours.
4. Major breaches of driving hours.
5. Repetitively failing to comply with driving hours (minor).

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Sign: \_\_\_\_\_

Date:                    /        /

**Policy Review:**

- Date: *Insert the date of the review*  
 Change: *Insert the area that has changed and how it was changed.*  
 Version: *Update Version or Issue number if change made.*  
 Amend: *Insert name of person who undertook the review.*  
 Approve: *Insert name of person who approved changes.*

Date	Change	V&I	Amend	Approve
Oct. 2020	Removed from BCM and update of format. Signature block update	V 3 Iss. 3	R Parry	K Pulmer