



Comparison of Required Work and Rest Periods

Draft Only
Subject to Change without Notice

In any period of	Log Book Regulations		Transitional Fatigue Management Scheme (TFMS)		WA Code of Conduct for Commercial Drivers (as of 1 July 2003)	
	Maximum Driving and Work Time	Minimum Rest Time	Maximum Driving and Work Time	Minimum Rest Time	Maximum Driving and Work Time	Minimum Rest Time
5 Hours and 30 Minutes	5 Hours	one period of 30 minutes or two periods of 15 minutes	5 Hours	one period of 30 minutes or two periods of 15 minutes	5 Hours	should total at least 30 minutes
24 Hours	14 Hours(maximum 12 hours driving)	10 hours, including one period of 6 consecutive hours	14 Hours Solo Drivers – 14 Hours can be all driving Two-Up Drivers – 12 hours driving (as in standard driving hours)	10 hours, including one period of 6 consecutive hours	14 hours. (Can be all driving). **14 Hours can be exceeded but only for the reasons of <ul style="list-style-type: none"> • delays results from accidents, traffic or weather • to find better rest facilities or environment • to allow for improved night time sleep and counter measures must be applied to reduce sleep debt and fatigue. Worktime the following day cannot exceed 14 hours. Cannot exceed 17 hours worktime in 24.	9 Hours, including one period of 7 consecutive hours (no more than 17 hours separating each 7 hour consecutive break in a 72 Hour period)
168 Hours (7 days)	72 Hours	96 hours including one period of 24 consecutive hours	*72 Hours	96 hours including one period of 24 consecutive hours	N/A	N/A
288 Hours (12 Days)	N/A	N/A	N/A	N/A	Cannot average more than 14 Hours worktime over 12 days	N/A
336 Hours (14 Days)	N/A	N/A	144 Hours	192 hours including two periods of 24 consecutive hours rest	168 Hours	168 Hours, including two periods of 24 consecutive hours rest

* Under TFMS it is possible to drive 14 hours per day, but only for five days in one week. Logbook hours are 12 hours per day for six days in one week. Eastern states must have 1/7 days off.

**Plans by drivers to exceed 14 hours in Western Australia should be discussed with Management before actioning.

Drivers will be required to continue using their logbooks in Western Australia. Should you have any queries regarding this table please contact Ian Luder on (07) 46342911 in Toowoomba Office.

WA Accreditation Material

Fatigue Management Training For **Managers/Supervisors/Drivers** **and Supplementary Assessment**

Training For:

Date of Training:

Training Material:

Developing a Fatigue Management System for Commercial Drivers and Operators in Western Australia
Managing Fatigue for Commercial Drivers in Western Australia

Please read the attached material.

Please ask any questions you feel necessary to fully understand the enclosed material.

After reading the material please complete the attached quiz to assess your knowledge of Fatigue Management. The percentage to pass the quiz is at least 86%.

Your answers will be entered into the Internet Quiz operated by Work Safe In Western Australia. The attached questionnaire is the same testing that is performed on line.

If you do not attain the pass rate , your incorrect answers will be discussed with you to further your understanding of the material and you will have the opportunity to try again.

Once you pass the quiz the Work Safe Website generates a certificate to indicate that you have successfully completed the training.

Please sign the quiz to certify that you personally completed the questions and that you understand the material and concepts presented.

Please address any questions regarding this training material to Ian Luder at Neil Mansell Transport in Toowoomba on (07) 4634 2911.

Training Number:00037

I,h ve completed this quiz by independently after reading the material "Developing a Fatigue Management System for Commercial Drivers and Operators in Western Australia". I have endeavoured to fully understand this material and have sat this quiz to assess my understanding of this material.

I have authorised Ian Luder of Neil Mansell Transport Pty Ltd to enter these answers into the online quiz on my behalf, to ascertain my assessment level and obtain certification where achieved from Worksafe in Western Australia. My authorisation extends to the entry of the exact answers I have recorded on my written quiz.

Signed:

Date:...../...../20.....

Training Number:00037

Basic Driver Responsibilities

Maintenance Management and Fatigue Management Systems

As part of our newly adopted systems, driver are required to perform some daily checks and complete some book work for our group to comply with the National Heavy Vehicle Accreditation Scheme and Western Australian Accreditation Process.

Every driver will be given his own *Driver's Notebook* which will be his personal record of required checks being done. Each notebook sheet records what vehicles are being driven, what daily checks were performed and any reportable faults that were identified during checks. Each sheet should last one week provided the same prime mover is being driven. If you change trucks you should start a new sheet.

The following questions map of the processes required to perform required checks and fill out your book work correctly.

Starting a New Driver Notebook Sheet

When starting a new Drivers Notebook Sheet;

- Write your Name at the top of the sheet
- Write the PM Number of the Prime Mover you are driving at the top of the sheet

Daily Procedures

At the start of each day or before the commencement or continuation of a trip;

1. Record today's date

- Write the day's date (DAY and MONTH eg. 03/03) beside the corresponding day (MON, TUE, WED etc) on the top half of the sheet where indicated

2. Fitness for Duty Check

Read your *Readiness for Duty Checklist*.

Can you successfully answer yes to all these questions?

- Yes, tick the *Fit for Duty* box beside today's date. Go to Procedure 3
- No; cross the *Fit for Duty* box beside today's date. Call your manager to discuss your present condition and determine the correct course of action to manage your fatigued state

3. Daily Vehicle Inspection

Conduct a basic roadworthy inspection on all the vehicles you are driving by performing the checks listed on your *Daily Vehicle Check List*. This includes the prime mover, all trailers and dollies. You must be able to at least perform basic maintenance on your vehicles such;

- as maintain vehicle fluid levels (oil, water, transmission etc)
- replace fuses and light bulb components
- maintain air pressure in tyres
- minor hose repairs
- restrain loads effectively

If you are unsure how to perform these maintenance tasks on the vehicles you are driving please contact your designated mechanic ASAP.

(a) Do you understand what each check is and how it is performed on your vehicles?

- Yes, go to 3(b)
- No, call your designated mechanic to obtain sufficient instruction to complete the check(s) in question

(b) Have you found any faults during your inspection that you cannot readily correct or you feel directly affects the roadworthiness of the vehicle ?

- Yes, cross the cross the *Daily*

Vehicle Check box beside today's date go to 3(c)

- No, tick the *Daily Vehicle Check* box beside today's date, go to 4.

(c) Record the fault in your Driver's Notebook with the following information;

- * Date
- * Plant Number
- * Fault Component
- * Brief Description of Fault

(d) Contact your designated mechanic to obtain a Fault Grading and further instruction.

Grading	Description
Serious (S)	Mechanic has graded the vehicle as not roadworthy. Vehicle(s) must not be driven until inspected by a suitably qualified mechanic.
Not Serious (NS)	Mechanic is already aware of the problem and believes that the fault will not directly impair the roadworthiness of the vehicle(s) being driven. Fault will be repaired /further inspected when the vehicle next reaches a depot.
Monitor (M)	Mechanic has had no prior report of the fault, believes the fault will not directly affect the immediate roadworthiness of the vehicle but requires the driver to monitor it to ensure that deterioration is minimal until a suitably qualified mechanic can inspect the fault.

(e) Record the grading (S/NS/M), any instructions given by your directed mechanic and the name of your directed mechanic.

(f) Check the service sticker of the truck to determine how close your prime mover is to a scheduled service. Is the vehicle within 20 hours or 5,000km of a scheduled service?

- Yes, record in your notebook that a service is due on your truck (including PM No) and write the kilometres & hours readings of your truck beside the note.

- No. No further action is required.

4. Handover of Vehicle(s) to another driver

Are you handing over any vehicle(s) (prime mover, trailers or dollies) to another driver

- Yes, tell the next driver all the faults that you have identified with the vehicle(s) that you are handing over. Ensure that this driver records these faults in their Driver Notebook as part of his/her pretrip inspection of this vehicle.
- No, Go to 5.

5. Handover of Vehicle at Depot

When you are bringing the vehicle(s) into a depot for a changeover or maintenance please perform the following;

- If you are handing in/swapping a prime mover at a depot hand in the corresponding tareout drivers notebook sheet to the designated mechanic and elaborate on the recorded faults with the mechanic. Also tell mechanic if a scheduled service is due as recorded on driver notebook sheets.
- If you are handing in/swapping a trailer or dolly at a depot take a photocopy of any corresponding sheet(s) for the particular vehicle and given to the designated mechanic at the depot. Elaborate on any recorded faults so the mechanic fully understands the urgency of any faults. Keep the original sheet until you are handing in/changing over the corresponding prime mover
- If the designated mechanic unavailable when you arrive at a depot, drop the tareout sheet relating to the vehicle in the same place as you hand in your log book sheets. Please call your operations manager and discuss any faults that was on the sheet drop in the box to ensure faults can be actioned as

soon as possible.

** Please note that if you are using one prime for a whole week, one sheet should last one week. If you do not change prime movers for a whole week the sheet should last for a whole week. Should you change prime movers start a new sheet.

6. Driver Training

Maintenance Management

Drivers are expected to perform basic maintenance on the vehicles that they drive. If you feel at any stage you do not know how to perform these tasks please talk to your manager as soon as possible.

At internal review times drivers will be randomly selected to be assessed in skills of basic truck maintenance. Those who are found not to be up to standard will be required to undertake refresher training. As part of accreditation we must be able to prove that drivers have adequate knowledge to perform basic maintenance on the vehicles they drive.

Fatigue Management

As part of our accreditation all drivers must complete the following elements of training for fatigue management:-

- Read "Staying Alert at the Wheel", a publication from Worksafe WA
- Pass the "Online Self-Assessment Review Questions." operated by Worksafe WA.
www.safetyline.wa.gov.au/PageBin/mechhazd0039.htm
- Attend a certified course on "Following OH&S Procedures" by the 30th June 2004.

If you have not been involved in this assessment to date please contact your manager to organise your training.

7. Licensing Requirements

As part of our accreditation and internal necessities, Neil Mansell Group requires that all drivers have the following licenses;

- MH
- Dangerous Goods
- Registered for Transitional Fatigue Management Scheme.

If you do not have these licenses please contact your manager as soon as possible.

Queries and Comments

Should you have any queries regarding either systems and your requirements, or a have comments that you may wish to make please contact

Ian Luder on (07) 4634 2911.

Neil Mansell Transport Pty Ltd				Fatigue Management System Operations Manual			
Section		Responsibilities		Title		Statement of Rights & Responsibilities – Drivers	
No	C1.03a	Date	20 May 2003	Rev No	0	Review Date	20 May 2006
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Driver Statement of Responsibilities and Rights Under the Fatigue Management System

I,, hereby recognise my responsibilities as an employee under the Fatigue Management System operated by the Neil Mansell Transport Group/Mansell Bulk Haulage as follows;

- I am responsible for my own patterns of driving, work and rest.
- I am responsible for the management of my own fatigue by working within the guidelines set by the Neil Mansell Transport Group//Mansell Bulk Haulage.
- I am responsible to stay aware of and understand these guidelines and seek out assistance immediately if I do not comprehend them.
- I know that I can view these guidelines at any time by contacting my manager and asking for a copy.
- I am responsible for the accurate and timely completion of my logbook/trip sheet records.
- I am responsible for keeping my logbook records safe and in good condition for a period of at least 12 months. I will supply these records immediately if required by management or law enforcement personnel.
- I am responsible for sending copies of all my logbook sheets/trip sheets to Maroochydore office within 7 days of completion.
- I am responsible for assessing myself to be fit for duty on a daily basis in an honest manner and recording this in my drivers notebook.
- I am responsible for my own actives prior to beginning of work and/or a trip and will not engage in any activities that will fatigue me before undertaking work or a trip.
- I am responsible for getting Driver's Notebook sheets to Maroochydore office within 7 days of completion.
- I am responsible for advising my manager of any personal issues/circumstances that have an ongoing affect on my health or ability of operate effectively within the guidelines set in the Fatigue Management System. I will seek assistance if I am unsure or require professional opinion.
- I am responsible for notifying management of any illness or medical conditions that might effect my ability to drive safely. eg impaired vision, poor night vision, diabetes, epilepsy etc.
- I will advise my manager immediately if I begin or continue to take prescription drugs.
- I will not drive while under the influence of
 - Alcohol
 - Drugs (including prescription which must be discussed with my manager)
 - Fatigue (being in a heavily fatigued state, as per training material)
- I will participate/comply with any tests that management require of me for the purposes of ensuring that I am free of Alcohol, Drugs, and ongoing Fatigue. I also realise and will comply with testing that may encompass my overall health and wellbeing.
- I will participate in any assessment that is required to certify that I understand the dangers of fatigue and my responsibilities under this system.

I also know that under the Fatigue Management System I have the following rights which must be complied by the Neil Mansell Transport Group/Mansell Bulk Haulage and its employees

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- I have the right to absolute confidentiality in any discussions, assessments or documentation that involve my health or personal matters. The only persons who may discuss or view material relating to these issues are
 - The Administration Manager (Administration and Compliance purposes only)
 - The Managing Directors (Management purposes only)
 - My designated Line Manager (Management purposes only)
 - Occupational Health and Safety Officer (Assistance and Management purposes only)
 - Compliance Officer (Administration, compliance and statistical purposes only)
 - My Medical Practitioner
 - Other persons who I may authorise at my discretion.
- I know that only these persons may discuss/relate these matters/documentation with eachother and only for the purposes noted above to the extent required by law.
- I have the right to view my employee file on request to ensure that representations and information are correct.
- I have the right to question directed tasks if they contravene the guidelines set out in the Fatigue Management System or result in law breaking. I understand that I should relay my issues and concerns regarding these types of matters to the directing manager personally.
- I have the right to assistance under the EAP (Employee Assistance Program, refer Manual) if I am experiencing ongoing circumstances/conditions that are effecting my capacity to drive safely.
- I have the right training and education to ensure I fully understand my obligations under the existing Fatigue Management System or any amendments and additions to the system
- I realise that if I break the law that some or all of these rights may be void depending on statue and legal precedent without recourse. The items voided will be determined by legal representatives of the group and/or law enforcement agencies.

I hereby fully understand my responsibilities and rights under the Fatigue Management System and will comply with these guidelines. I realise that not complying with these responsibilities may result in counselling by management. Repeated counselling regarding my Fatigue Management System responsibilities may result in suspension or dismissal.

I recognise the importance of the system as a safety mechanism for drivers and the public alike and will endeavor to suggest improvements if I can see they are required.

Signed:.....
 Date: / /

Neil Mansell Transport Pty Ltd				Fatigue Management System Operations Manual			
Section		Responsibilities		Title		Statement of Responsibilities –Managers	
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Scheduler/Manager Statement of Responsibilities Under the Fatigue Management System

I,, hereby recognise my responsibilities as an employee under the Fatigue Management System operated by the Neil Mansell Transport Group/Mansell Bulk Haulage as follows;

- I am responsible to stay aware of and understand Fatigue Management guidelines adopted by the group and seek out assistance immediately if I do not comprehend them.
- I am responsible for ensuring that my staff and I comply with all policies and guidelines of the Fatigue Management System.
- I am responsible for monitoring the health and fatigue of the employees in my charge. I will do this by regularly talking to my staff about these issues and performing random inspections of logbooks/tripsheets, driver notebooks etc.
- I will also test/assess driver fitness for duty and overall fatigue to the best of my ability by performing or initiating tests if I believe a driver may not be fit to drive a vehicle. These tests are random breath tests, random drug tests, skills tests and medical assessments by qualified health persons.
- I am responsible for performing systematic random testing of these same tests to ensure compliance to the system.
- I will encourage drivers to use the group's EAP (Employee Assistance Program) to overcome any ongoing issues or circumstances that may be affecting a driver's health and/or ability to drive a vehicle safely. Drivers will be directed to the Occupational Health and Safety Officer for further discussions.
- I am responsible for ensuring drivers adhere to the Fatigue Management System by advising the employees in my charge of any lapses to the system and encouraging them to improve through counselling and directed education.
- I must make sure drivers have sufficient time to reach their destination to include all driving time, non driving time, required rest periods and time for contingencies when trips are scheduled. I will allow my drivers to drive and take breaks at their discretion provided they adhere to the policies and guidelines of the Fatigue Management System.
- I will not direct or encourage drivers to perform tasks outside the guidelines of the Fatigue Management System.
- I must provide copies of the Fatigue Management System guidelines to any employees if they request them.
- I am responsible for applying counter measures for employees who have driven in Western Australia and have also driven extended hours beyond prescribed limits in that state.
- I am responsible for rostering/scheduling drivers to ensure adequate rest is taken and early morning starts and late night driving are minimised for drivers coming back from time-off. I will also endeavor to ensure that unfamiliar and irregular rosters are minimised. All scheduling and rostering will be performed within the guidelines specified in the manual.
- I am responsible for recording trip schedules and driver rosters.
- I am responsible ensuring drivers have regular and appropriate medical assessments in accordance with the NRTC.
- I will make sure that drivers know that I am available to discuss health and fatigue matters at any time.

Neil Mansell Transport Pty Ltd				Fatigue Management System Operations Manual			
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- I am responsible for making sure drivers privacy is maintained and matters/documentation remain confidential as far as possible.
- I am responsible for ensuring that vehicles are sufficiently ventilated and driver's sleeper births agree to Australian Design Rule standards.
- I am responsible for ensuring that depots have appropriate sleeping quarters (as per standards) for drivers who are required to stay over at these facilities.
- I am responsible for ensuring that drivers in my charge are all trained and assessed in their knowledge of fatigue management.
- I will participate in all training and assessment relating to Fatigue Management.

I hereby fully understand my responsibilities and rights under the Fatigue Management System and will comply with these guidelines. I realise that not complying with these responsibilities may result in counselling by management. Repeated counselling regarding my Fatigue Management System responsibilities may result in suspension or dismissal.

I recognise the importance of the system as a safety mechanism for drivers and the public alike and will endeavor to suggest improvements if I can see they are required.

Signed:.....

Date: / /

**Manager/Mechanic/Driver Recognition of Neil Mansell Transport
Policy and Procedure**
(Maintenance Management System)

I, being a Manager/Mechanic/Driver for the Neil Mansell Group/Mansell Bulk Haulage Pty Ltd hereby certify that I have read and fully understood the following procedures from the Maintenance Management System Operations Manual;

Managers

- C.01 Maintenance Management Policy Statement
- D.00 Maintenance Management System – Overview
- D1.01 Daily Check Procedure
- D1.02 Reporting-Recording Faults for Drivers Procedure
- D1.03 Reporting Scheduled Service of Vehicles Procedure
- D1.04 Recording Repairs for Drivers Procedure
- D1.05 Grading Vehicle Faults for Workshop Manager/Depot Mechanics Procedure
- D1.06 Analysing Faults and Issuing Job Cards Procedure
- D1.07 Performing Tasks, Scheduled Services and Completing Job Cards – Mechanics Procedure
- D1.08 Fault Follow-Up System (Workshop Manager/Supervisor) Policy Procedure

Mechanics

- C.01 Maintenance Management Policy Statement
- D.00 Maintenance Management System – Overview
- D1.05 Grading Vehicle Faults for Workshop Manager/Depot Mechanics Procedure
- D1.06 Analysing Faults and Issuing Job Cards Procedure
- D1.07 Performing Tasks, Scheduled Services and Completing Job Cards – Mechanics Procedure
- D1.08 Fault Follow-Up System (Workshop Manager/Supervisor) Policy Procedure

Drivers

- C.01 Maintenance Management Policy Statement
- D.00 Maintenance Management System – Overview
- D1.01 Daily Check Procedure
- D1.02 Reporting-Recording Faults for Drivers Procedure
- D1.03 Reporting Scheduled Service of Vehicles Procedure
- D1.04 Recording Repairs for Drivers Procedure

It is my responsibility to fully understand these policies and will request further training/instruction to ensure that I can comply with these procedures. I will follow these procedures to the best of my abilities and will make suggestions to ensure the ongoing development of the Maintenance Management System.

I will endeavor to co-operate with all responsible staff to ensure the Maintenance Management System Operates effectively.

Signed:..... Date:...../...../20.....