

DAILY VEHICLE CHECK LIST

1. Check fuel level.
2. Check that oil/fuel/water are not leaking.
3. Check engine oil level.
4. Check load is restrained.
5. Visually inspect wheels for security, tyres for tread and inflation.
6. Note any obvious structure or bodywork faults.
7. Ensure spare wheel is fitted and secure and inflated.
8. Check air couplings and note any air leaks, report if excessive.
9. Drain condensation from air tanks.
10. Visually inspect, note and report any broken springs.
11. Visual check of turntable to note any abnormalities.
12. Check turntables correctly hooked up and locked in.
13. Check ringfeeder and towing eye are engaged.
14. Check all lights, and reflectors for damage and operation. This includes headlights, clearance and taillights, indicators and brake lights.
15. Check that instruments appear operational, gauges working, lights working (including brake fail indicator or gauges).
16. Check horn.
17. Check that windscreen wipers and washers work.
18. Check and clean windscreen. Report excessive windscreen cracks or abnormalities.
19. Ensure rear view mirrors are in good order, adjusted correctly and clean.
20. Check rego label is visible and current.
21. After starting engine listen for loose belts. (Belt squeal indicates loose belts)
22. When commencing driving, apply brakes at low speed as soon after take off as possible to ensure operation.

Additional items:

You must tick the daily trip recording sheet as confirmation of having completed the Vehicle Checklist and by doing so you are certifying the vehicle is safe to the limits of the inspection. Faults are to be reported and recorded on the Fault Register.

Note: *This is not a tick the box type check list, but a list of checks that are routinely done by you.*

READINESS FOR DUTY CHECK LIST

Read Daily

Have you:

<ul style="list-style-type: none">• Had a 7 hour minimum continuous sleep break in the last 24 hours with at least a minimum uninterrupted 6 hours of sleep (longer is better)? If not, your risk of fatigue has increased significantly and you should not be driving.
<ul style="list-style-type: none">• Had more than 27 hours non-work time (rest) in the last 72 hours?
<ul style="list-style-type: none">• Averaged more than 14 hours work a day? - you can work up to 16 hours but not more than two days in a row.
<ul style="list-style-type: none">• Scheduled at least 20 minutes rest for each 5 hours of work - at least 10 minutes of which must be taken during each 5 hours? Rest should not be stored until the end of the trip
<ul style="list-style-type: none">• Had 2 days (48 hours) off work in 14 days?
<ul style="list-style-type: none">• Presented yourself fit for duty, without impairment from over the counter medication, alcohol, illegal drugs or accumulated sleep loss?
<ul style="list-style-type: none">• An appropriate (sleeper berth) truck for the journey?
<ul style="list-style-type: none">• Been medically assessed?
<ul style="list-style-type: none">• Exceeded 168 hours work time in 12 days? If yes, do not undertake the journey.
<ul style="list-style-type: none">• A valid current licence for this class of vehicle?

FATIGUE OPERATING STANDARDS

Operating Standard for Solo Drivers	Time Spent in the Activity
Maximum continuous <i>Active Work Time</i> (Driving and non driving work time) before a break must be taken	5 hours
Minimum <i>Short Break Time</i> a schedule must allow for each 5 hours of work time	20 minutes
Minimum amount of short break time to be taken during or after 5 hours work time	10 minutes
Time period after which a short break is considered to be non-working time.	30 minutes
Maximum active work time in any 14 days	168 hours
Minimum continuous rest break during a 24 hour period	7 hours
Minimum total time not working in 72 hours	27 hours
Maximum time between major rest breaks (7 hours or longer)	17 hours
Minimum days off (24 hours continuous period) where work time has exceeded 144 hours in any 14 days	2 days
Minimum days off (24 hours continuous period) during any 28 days where work time is less than 144 hours in any 14 days	4 days
Operating Standard for Two-Up Drivers	Time Spent in the Activity
Minimum non-work time in a 24 hour period (does not have to be continuous)	7 hours
Minimum continuous non work time in a stationary vehicle or away from the vehicle in 48 hours	7 hours
OR	
Minimum continuous non-work time away from vehicle in 7 days	48 hours

SCHEDULING AND ROSTERING REQUIREMENTS (Basic Principles)

Scheduling and Rostering

- Driver must be given at least 24 hours notice to prepare for Working Time of 14 hours or more
- A solo driver should have the opportunity for at least 7 hours continuous sleep in a 24 hour period
- In night shift operations, hours of Active Work should be reduced to reflect the higher crash rate from fatigue between 1 and 6 am
- Continuous periods of Active Work must not exceed 5 hours
- Flexible schedules permitting Short Break Time or discretionary sleep
- A solo driver should have the opportunity for at least 7 hours of continuous sleep in 24 hours and preferable between the hours of 10pm and 8am
- Driver does not exceed 168 hours Working Time in 12 days
- Driver has at least one day on Non Working Time in 7 days, or two in 14 days
- Minimise irregular or unfamiliar work rosters
- Minimise schedules and rosters which depart from day time operations when drivers return from leave
- Total Non Working Time is at least 7 hours in 24 and 27 hours in 72 hours
- 24 hours of non work time between shift changes (eg. day to night shift)
- Minimum Short Break Time is 10 minutes to be taken during or after 5 hours work time