



National Driver **Work Diary**






for drivers of fatigue-regulated heavy vehicles

2013 | Version 1

Contents

National Driver Work Diary application form	3
Glossary	5
Important advice	7
Part 1 Legal requirements for keeping work diary records	8
Part 2 Filling in your daily sheet	11
Example daily sheet – two-up day 1	19
Example daily sheet – two-up day 2	20
Part 3 How to count time	21
Part 4 Work and rest hour options	26
Part 5 How to get a new National Driver Work Diary	29
Base, record location and accreditation number	30
Frequently asked questions	34

Icons used in this work diary

-  Important advice
-  Useful advice
-  Record in your diary
-  Example
-  Law enforcement

National Heavy Vehicle Regulator

Phone: 1300 MYNHVR* (1300 696 487)

Web: www.nhvr.gov.au

Post: PO Box 492, Fortitude Valley, QLD 4006

Fax: (07) 3309 8777

Email: info@nhvr.gov.au

*Standard 1300 call charges apply – check with your phone provider.

National Driver Work Diary application form



This application form must be completed in the presence of an issuing officer

ORIGINAL (TO BE RETAINED BY THE ISSUING OFFICE)

SECURITY NO.

Work diary details

Place of issue:

State/Territory:

Date:

Time:

Is this your first work diary?

If no, please indicate the reason for a replacement work diary:

What is the security number of the work diary being replaced?

Yes

No

Completed

Lost

Stolen

Destroyed

State circumstances if lost, stolen or destroyed:

Driver's details

Family name:

Given name/s:

Residential address:

Postcode:

Driver's licence number:

Licence class:

State/Territory of issue:

I certify the above information is true and correct

Driver's signature:

Office use only

If the applicant's licence was issued in a jurisdiction other than that of the issuing office, agency staff must send a photocopy of this application form to the road agency in the jurisdiction of the licence holder.

Name of witness (issuing officer):

I certify I have witnessed the driver's signature

Issuing officer's signature:

National Driver Work Diary application form



This application form must be completed in the presence of an issuing officer

DUPLICATE (TO REMAIN IN THE BOOK)

SECURITY NO.

Work diary details

Place of issue:

State/Territory:

Date:

Time:

Is this your first work diary?

If no, please indicate the reason for a replacement work diary:

What is the security number of the work diary being replaced?

Yes

No

Completed

Lost

Stolen

Destroyed

State circumstances if lost, stolen or destroyed:

Driver's details

Family name:

Given name/s:

Residential address:

Postcode:

Driver's licence number:

Licence class:

State/Territory of issue:

I certify the above information is true and correct

Driver's signature:

Office use only

If the applicant's licence was issued in a jurisdiction other than that of the issuing office, agency staff must send a photocopy of this application form to the road agency in the jurisdiction of the licence holder.

Name of witness (issuing officer):

Issuing officer's signature:

I certify I have witnessed the driver's signature

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	When a driver’s ability to drive a fatigue-regulated heavy vehicle safely is affected by fatigue.

Local work	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.
Long/night work time	Any work time: <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	Means rest time of at least 5 continuous hours.
National Heavy Vehicle Regulator (NHVR)	Australia's national independent regulator for all vehicles over 4.5 tonnes gross vehicle mass.
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	The place where your work diary sheets and other work records are kept.
Rest and rest time	Any time that a person is not working in relation to a fatigue-regulated heavy vehicle.
Reset rest break	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).
Standard hours	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.

Stationary rest time	Rest time a driver spends: <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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.

The primary responsibility of professional drivers is community safety.

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


Part 1: Legal requirements for keeping work diary records

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 BFM 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 100+km 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.

For some states and territories the NHVR recognise local work diary exemption notices. Check with your local road transport agency for more information.

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


 Steve starts work one day at 4am doing deliveries around town. All Steve's planned trips are within a 100km radius of his base (i.e. local work).

However, at 10am Steve 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 Steve 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.

How long you have to carry work diary records with you

Most drivers who 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.**

 One day Greg undertakes a 100+km work trip and records the work and rest hour details in his work diary as required. For the next 40 days Greg 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 Greg continues doing just local work, he no longer has to keep his work diary with him in the vehicle. The next time Greg 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 work day.


Unplanned 100+km work

If you undertake unplanned 100+km work under standard hours you must start to record the required details for the day in your work diary as soon as possible. You must fill in your daily sheet from the start of the day (i.e. midnight), not just from the time you became aware you would be undertaking 100+km work.

Travelling to or from states and territories that do not use the National Driver Work Diary


Western Australia (WA) and the Northern Territory (NT) do not have the same fatigue laws as the other states and territories. If you will be driving into WA or the NT, you should contact the local road transport agency to find out what your obligations are while working there and comply with these obligations. This is an addition to your obligations under the HVNL.

 If you spend 7 days or less in WA and/or NT, the HVNL requires you to continue to comply with your hours option (for example, standard hours) and record your work and rest hours in your National Driver Work Diary using the time zone of your base.


 e.g. Bob is a Queensland (QLD) based driver operating under standard hours.

On Monday, Bob drives from his base in QLD into the NT where he will spend 5 days before returning to QLD.

While driving in the NT, Bob continues to operate under standard hours (which is recognised by the NT fatigue laws) and records his work and rest hours in his National Driver Work Diary using the time zone of his base (QLD).

 If you spend more than 7 days in WA and/or NT, you must comply with the local work and rest hour and record keeping requirements. For example, in WA you must always keep a written record of your work and rest hours. You can continue to use the National Driver Work Diary to keep these records.

If you have spent more than 7 days in WA and/or NT, and you are returning to a participating jurisdiction, the HVNL requires you to work under your hours option (for example, standard hours) and record in your work diary starting from the end of the last rest break of 5 or more hours that you take before leaving WA or NT. Time must be counted according to the time zone of your base.

 e.g. Jill is a BFM driver based in South Australia (SA), driving into WA. She plans to spend 8 days in WA before driving back to SA.

While driving in WA, Jill chooses to continue recording her hours in the National Driver Work Diary.

During her time in WA, Jill is stopped on the roadside by officers who ask to see her records of driving hours. As Jill chose to record in her National Driver Work Diary she is able to show that she has complied with the WA fatigue laws.

On her return to SA, Jill must ensure she complies with BFM hours and records in her National Driver Work Diary from the end of her last rest break of 5 or more hours before crossing the border into SA.

Part 1: Legal requirements for keeping work diary records

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 work time 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 and rest hours exemption permit or notice.



You can ask the officer to make a note in your work diary if you have been stopped for more than 5 minutes.


If you ask an officer to make a note in your work diary, they must comply.

You can ask the officer to record:

- their identification details
- the time, date and place of the intercept
- the amount of time spent talking to the officer during the intercept.

For more information on your legal obligations


Visit the NHVR website or contact the NHVR on 1300 MYNHVR (1300 696 487) for more advice and information.

 You must follow all instructions in Parts 2 and 3 that describe how to fill in your daily sheet.

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.

Immediately after starting work on each day, the driver identification, work and rest hours option, and two-up driver's identification sections of the daily sheet must be completed.

If you have not previously recorded your base, record location or accreditation number (or if any of these details have changed), you must update this information on the 'Base, record location and accreditation number' page.

Driver identification

Fill in the driver identification details by:

- writing your name
- writing your driver licence number
- writing the number plate of the vehicle
- writing the date
- marking a box to indicate the day of the week
- marking the box of the time zone of the state or territory where your base is.

e.g. **A completed driver identification details**

DRIVER IDENTIFICATION									
Driver's Name:	Date:	Day of the Week:							
Greg Smith	03 / 09 / 2013	S	X	T	W	T	F	S	
Licence No:	Number Plate:	Time Zone: State/Territory (Driver Base)							
2311000	BC 2414	ACT	NSW	NT	QLX	SA	TAS	VIC	WA

Part 2: Filling in your daily sheet

Work and rest hours option

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

- standard hours (all vehicles)
- standard hours (buses only)
- BFM hours
- AFM hours
- exemption hours.

! You may be required to do a daily check and record the time the vehicle check is done. For example, this might be necessary if you are working under a mass or maintenance accreditation. Ask your employer if you are required to do a daily check on your vehicle.

e.g. A driver working under BFM hours

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

! You are only required to fill in this section if you are driving two-up with another driver.

Two-up driver's identification

Fill in the identification details of the two-up driver by:

- writing the full name of the driver you are working with
- writing the other driver's licence number
- marking the box indicating where the other driver's licence was issued
- marking the relevant box to indicate which of the hours option the other driver is working under
- writing the full work diary page number from the daily sheet for the day in the other driver's work diary.

The two-up driver must sign your daily sheet when the above details are complete.

e.g. A completed two-up driver's identification details

TWO-UP DRIVER'S IDENTIFICATION		
Two-up Driver's Name: <input type="text" value="Alan Smith"/>	Two-up Driver's Licence No.: <input type="text" value="63112"/>	Two-up Driver <input checked="" type="checkbox"/> Standard <input type="checkbox"/> BFM <input type="checkbox"/> AFM <input type="checkbox"/> Exemption hours
Two-up Driver's Work Diary & Page No.: <input type="text" value="3812003 22"/>	Two-up Driver's Licence issued: ACT NSW NT <input checked="" type="checkbox"/> SA TAS VIC WA	Two-up Driver's Signature: <input type="text" value="Alan Smith"/>

STEP 2

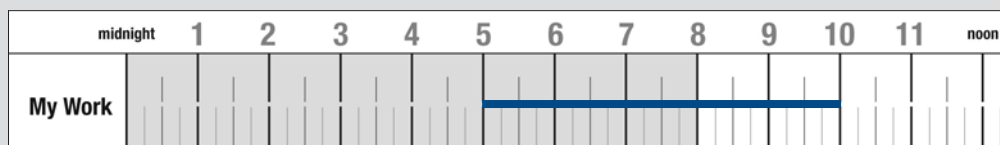
Fill in your work and rest hours on the daily sheet at every work and rest change.

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).

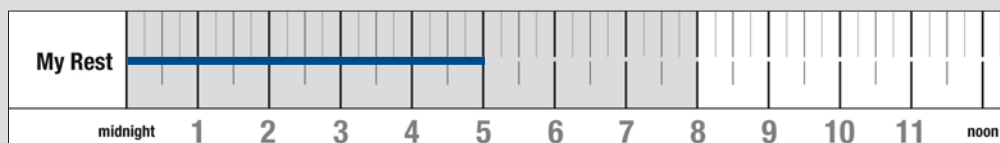
You must also record if you change from solo to two-up driving or from two-up to solo driving.

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.

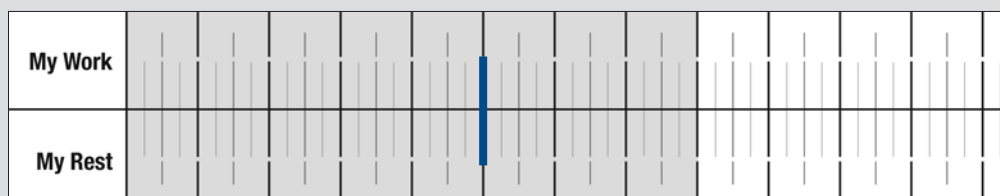


To record your rest hours draw a straight line across the daily sheet in the My rest bar to match the hours of rest.



The time

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



The place

Write the place of your work and rest change.

Name of Place at Work and Rest Change (e.g. rest area, truck stop, suburb or town)													
					Gympie								

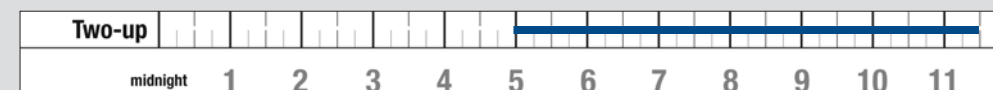
The odometer reading

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

Odometer Reading													
					530693								

Two-up work

If you are doing two-up work, you must draw a straight line through the two-up row on the daily sheet for all the time that you are working or resting while in the two-up arrangement (even when both drivers are resting). The line should start at the time you and the other driver start the two-up arrangement, and the line finishes when you stop the two-up arrangement.



Part 2: Filling in your daily sheet

Recording of place and odometer reading

Record the place and odometer reading at each work and rest change, including a change from solo to two-up driving or two-up to solo driving.

You only have to record the place and odometer reading once for each rest period if:

- the start and end of the rest are on the same daily sheet
- the place and odometer readings have not changed during the rest period.

e.g. Rod stops for a rest break in Singleton at 4pm and records this place and his odometer reading of 94,081 before he begins his break.

When he starts work again at 7pm, he does not have to record the place and odometer reading in his work diary again because those details have not changed and the end of his rest break is on the same daily sheet.

DETAILS OF ACTIVITIES FOR THIS DAY	Odometer Reading										
	Name of Place at Work and Rest Change <small>(e.g. rest area, truck stop, suburb or town)</small>										
Two-up	mid	noon	1	2	3	4	5	6	7	8	9
						94081					
					Singleton						
My Work	[Solid bar]										
My Rest											
	mid	noon	1	2	3	4	5	6	7	8	9

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.

e.g. 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.

Two-up driving

! If you are working in a two-up driving arrangement, you and the other driver must record each other's details in your own work diaries, and sign the other person's work diary **at the time you start working together**.

At the request of the other driver you must provide any details the other driver needs to complete the two-up section of their work diary. You must sign the other driver's work diary to confirm your details have been recorded correctly.

The other driver must provide you with the same details. If for any reason the other driver does not sign your daily sheet, write why this happened in the comment line and then sign next to your comment.

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. You are not required to record this type of information, but it may be useful to explain changes to your schedule or other noteworthy events.

- ! 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)
(e.g. delays, authorised officer notes)

1.30am ZPL 760


e.g. An optional driver comment

Number Plate Change and Comments (optional)
(e.g. delays, authorised officer notes)

2pm works, 20 min detour

Record your total work and total rest hours and sign each daily sheet

- 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:		All drivers: calculate totals	
To the best of my knowledge and belief the information I have recorded on this daily sheet is true and correct		midnight	Total Work: 8½
			Total Rest: 15½
		midnight	
YOU MUST SIGN THIS PAGE BEFORE STARTING A NEW PAGE			

If you do not work the following day, you must sign and record the work and rest totals at the **earliest** of the following:

- the first work and rest change on the next day you do 100+km standard hours, BFM hours, AFM hours or exemption hours work
- OR**
- when you provide a copy of the daily sheet to your record keeper, which you must do within 21 days.

- hint Unless your 24-hour counting period commences at exactly midnight, the total work and total rest you record on the daily sheet will not line up with the hours of work and rest you have in a 24-hour time period. See Part 3: How to count time for more information.

- hint There is space at the right side of the daily sheet which you can use to work out your hours or make other notes.

Part 2: Filling in your daily sheet

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.

Providing copies to others in the chain of responsibility

A person in your chain of responsibility other than your employer/record keeper, such as a consignor, loading manager or prime contractor, may request that you give them information about your work and rest times or a copy of your daily sheets.

While you must not remove daily sheets or duplicates from your work diary for this purpose, you can provide photocopies or scans of your daily sheets to these parties or allow them to make copies.

The law only requires you to give your work diary records to your record keeper or an authorised officer. However, there is nothing to prevent you from providing records to another party in your chain of responsibility. It may be a requirement under a contract that you or your employer have entered into with another party that you provide copies of your work records – that is a matter for you, your employer and the other contracting party.

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.

Minor errors

Occasional minor errors, such as spelling mistakes, are acceptable if the person reviewing your work diary can reasonably understand the meaning of your entry and the minor error does not create a misleading record.

e.g. Sarah stopped for a rest break at Gunnawarra, which she misspells in her work diary as 'Gunawara'. When an authorised officer looks at her work diary they are able to understand that Sarah meant Gunnawarra.

e.g. Julian records the odometer reading when he stops for a break, but he accidentally misses one of the numbers when he writes the odometer reading in his diary. Because he has filled all the other odometer readings out accurately in his diary, an authorised officer who reviews Julian's diary can identify what the correct odometer reading was.

Abbreviations

The use of abbreviations when recording place names is acceptable provided that the abbreviation is likely to be understood by a person reviewing the work diary. If you are going to use an abbreviation, be careful that it is clear and commonly used. If in doubt, write the full place name.

e.g. You could use the abbreviation VIC when referring to Victoria.

Instead of writing Wagga Wagga, you could write Wagga.

Rather than writing 60km north east of Blackhall on Blackhall-Jericho Road you could write Blackhall-Jericho Rd 60km NE of Blackhall.

Correcting an entry

You may correct an entry in a work diary daily sheet by drawing a thin squiggly or straight line over the incorrect information and entering the correct information.

When correcting an incorrect entry you do not need to black out the entry.

You may write your initials and date next to where you have crossed out the incorrect entry, however this is not mandatory.

e.g. To correct an entry in the My Work, My Rest or Two-Up rows, draw a thin squiggly line over the incorrect entry:

DETAILS OF ACTIVITY	truck stop, suburb or town)						
	Two-up						
	midnight	1	2	3	4	5	6
My Work							
My Rest							
	midnight	1	2	3	4	5	6

R.B. 12/3/13

e.g. To correct any other entry in the work diary, draw a single line through the incorrect entry:

DETAILS OF ACTIVITIES FOR THIS DAY	Odometer Reading											
	midnight	1	2	3	4	5	6	7	8	9	10	11
Name of Place at Work and Rest Change (e.g. rest area, truck stop, suburb or town)												
Two-up												
	midnight	1	2	3	4	5	6	7	8	9	10	11
My Work												
My Rest												
	midnight	1	2	3	4	5	6	7	8	9	10	11

242703
Red Cliffs
243083
2 kE of Echuca
Murray Valley Hwy
Echuca
3/9/13
243257
Mason St
Wangaratta

Part 2: Filling in your daily sheet

Cancelling a daily sheet

If corrections result in the work diary daily sheet becoming confusing or illegible, you should cancel the daily sheet by drawing two parallel lines across the middle and writing in the word 'CANCELLED'. All correct information that was or should have been recorded on the cancelled page should be written on the next daily sheet.

You should give your record keeper both the cancelled yellow DUPLICATE daily sheet and the new yellow DUPLICATE daily sheet within 21 days of the date recorded on the sheets.

e.g.

A cancelled daily sheet

ORIGINAL (to remain in the book) **NATIONAL DRIVER WORK DIARY DAILY SHEET** **WORK DIARY NO.**

DRIVER IDENTIFICATION

Driver's Name: Greg Smith Date: 03/09/2013 Day of the Week: S T W T F S

Licence No: 2311000 Number Plate: BC ~~2414~~ Time Zone: State/Territory (Driver Base) ACT NSW NT QLD SA TAS VIC WA

Driver: Standard Standard Bus BFM AFM Exemption hours (for this 24 hr period only)

Time of daily check (if required): 1.00 am

DETAILS OF ACTIVITIES FOR THIS DAY

Number Plate Change and Comments (optional) (e.g. delays, authorised officer notes)	Odometer Reading	Name of Place at Work and Rest Change (e.g. rest area, truck stop, suburb or town)	Two-up	My Work	My Rest
	<u>530693</u>	<u>Gympie</u>			
	530608	3/9/13			
	<u>530886</u>	<u>Brisbane</u>			
		<u>Acacia Ridge</u>			
	<u>531243</u>	<u>Kingstrey</u>			
	531489	3/9/13			
	<u>531489</u>	<u>Gympie</u>			

Space for you to calculate your work and rest hours (optional)

Two-up

midnight 1 2 3 4 5 6 7 8 9 10 11 noon 1 2 3 4 5 6 7 8 9 10 11 midnight

My Work

midnight 1 2 3 4 5 6 7 8 9 10 11 noon 1 2 3 4 5 6 7 8 9 10 11 midnight

My Rest

midnight 1 2 3 4 5 6 7 8 9 10 11 noon 1 2 3 4 5 6 7 8 9 10 11 midnight

All drivers: calculate totals

Total Work: 12

Total Rest: 12

Driver Signature:

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

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

e.g.

Example daily sheet – two-up day 1

NATIONAL DRIVER WORK DIARY DAILY SHEET

ORIGINAL (to remain in the book) WORK DIARY NO.

DRIVER IDENTIFICATION

Driver's Name: Greg Smith Date: 3/9/13 Day of the Week: S M T W T F S Driver: Standard Standard Bus Time of daily check (if required): 5am

Licence No: 2311000 Number Plate: BC 2414 Time Zone: State/Territory (Driver Base) BFM AFM

ACT NSW NT Qld SA TAS VIC WA Exemption hours (for this 24 hr period only)

DETAILS OF ACTIVITIES FOR THIS DAY	Number Plate Change and Comments (optional) <small>(e.g. delays, authorised officer notes)</small>	Odometer Reading	Name of Place at Work and Rest Change <small>(e.g. rest area, truck stop, suburb or town)</small>	Two-up	My Work	My Rest	
		<u>341017</u>	<u>Gympie</u>	5:00 — 11:00	5:00 — 10:00	5:00 — 10:00	
		<u>341420</u>	<u>35km north Camurra Newell Hwy</u>	10:00 — 11:00	10:00 — 11:00	10:00 — 11:00	
		<u>341686</u>	<u>Coonabarabran</u>	1:00 — 3:00	1:00 — 3:00	1:00 — 3:00	
		<u>341857</u>	<u>Dubbo</u>	3:00 — 7:00	3:00 — 7:00	3:00 — 7:00	
		<u>342242</u>	<u>Kooragang</u>	7:00 — 11:00	7:00 — 11:00	7:00 — 11:00	
		<u>342689</u>	<u>Yass</u>	11:00 — 11:00	11:00 — 11:00	11:00 — 11:00	
							Space for you to calculate your work and rest hours (optional)
							All drivers: calculate totals
							Total Work: 11½
							Total Rest: 12½

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 SHEET BEFORE STARTING A NEW DAILY SHEET

TWO-UP DRIVER'S IDENTIFICATION

Two-up Driver's Name: Alan Smith Two-up Driver's Licence No: 631112 Two-up Driver: Standard BFM AFM Exemption hours

Two-up Driver's Work Diary & Page No: QAJ381203 36 Two-up Driver's Licence issued: ACT NSW NT Qld SA TAS VIC WA Two-up Driver's Signature:

Part 2: Filling in your daily sheet

e.g.

Example daily sheet – two-up day 2

ORIGINAL (to remain in the book)

NATIONAL DRIVER WORK DIARY DAILY SHEET

WORK DIARY NO.

DRIVER IDENTIFICATION

Driver's Name: Greg Smith	Date: 4/9/13	Day of the Week: S M W T F S	Driver: <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)	Time of daily check (if required): 7:30pm
Licence No: 2311000	Number Plate: BC 2414	Time Zone: State/Territory (Driver Base) ACT NSW NT Qld SA TAS VIC WA		

DETAILS OF ACTIVITIES FOR THIS DAY	Number Plate Change and Comments (optional) (e.g. delays, authorised officer notes) 7:30pm XLG 291		
	Odometer Reading	343178 Seymour	
	Name of Place at Work and Rest Change (e.g. rest area, truck stop, suburb or town)	343293 Laverton	
	Two-up	Space for you to calculate your work and rest hours (optional)	
	My Work	All drivers: calculate totals Total Work: 6 ¾	
	My Rest	Total Rest: 17 ¼	

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 SHEET BEFORE STARTING A NEW DAILY SHEET

TWO-UP DRIVER'S IDENTIFICATION

Two-up Driver's Name: Alan Smith	Two-up Driver's Licence No: 631112	Two-up Driver: <input checked="" type="checkbox"/> Standard <input type="checkbox"/> BFM <input type="checkbox"/> AFM <input type="checkbox"/> Exemption hours
Two-up Driver's Work Diary & Page No: QAJ381203 37	Two-up Driver's Licence issued: ACT NSW NT Qld SA TAS VIC WA	
		Two-up Driver's Signature:

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.

Working in different time zones

Drivers travelling outside their normal time zone must ensure that they count and record time, including night rests, according to the time zone of their base.

e.g. Susie undertakes a round trip under standard hours from Armidale, NSW to Toowoomba, QLD. She leaves her base at Armidale at 4.15pm and drives for 5 hours to Toowoomba where she begins a rest break.

Because of daylight savings, the local time in QLD is 8.15pm when Susie arrives, however the time in NSW is 9.15pm. Susie must continue to count and record time according to the time zone of her base in Armidale, which means Susie must record the change from work to rest at 9.15pm in her work diary.

How to count periods of less than 24 hours

Periods of less than 24 hours should be counted forward from the end of any rest break (see page 25 for an example).


This rule ensures that drivers have their required short rest breaks. For example, a standard hours solo driver must not work for more than 5 hours 15 minutes in any period of 5 hours 30 minutes.

Part 3: How to count time

How to count periods of 24 hours or longer relevant major rest breaks

Periods of 24 hours or longer, including periods of 7, 14 or 28 days should be counted forward from the end of the major rest break relevant to the period in your hours option. To see which major rest break is relevant to a period, look in the 'Rest' column in the table for your work and rest hours option on pages 27 or 28.

For example, Table 1 on page 27 shows that standard hours solo drivers are required to take a minimum of 7 continuous hours rest in any 24-hour period. Therefore, standard hours solo drivers should count 24-hour periods from the end of any rest break of 7 or more continuous hours.

 If you do not have the required relevant major rest break in the period, you must count 24 hour or longer periods from the end of any rest break

Counting 24-hour periods

24-hour periods should be counted from the end of the following rest breaks:

- **standard hours solo** – 7 or more continuous hours
- **standard hours two-up** – 5 or more continuous hours
- **BFM hours solo** – 7 or more continuous hours (or from the end of a rest break of 6 continuous hours if a 'split rest break' has been taken)
- **BFM hours two-up** – any rest break (as this option does not require a major rest break in a 24-hour period)
- **AFM hours** – the required relevant major rest break under the AFM accreditation (as stated on the AFM accreditation certificate).

Counting 7, 14 and 28-day periods

When counting a 7, 14 or 28 day period, check what the relevant major rest break for the period is in the 'Rest' column in the table for your work and rest hours option, and count from the end of that break.

- e.g.
- A standard hours solo driver would count a period of 7 days from the end of a rest break of 24 or more continuous hours.
 - A standard hours solo driver would count a period of 14 days from the end of a night rest break.
 - A BFM solo driver would count a period of 14 days from the end of a rest break of 24 or more continuous hours OR from the end of a night rest break.

Important advice on counting 24-hour periods

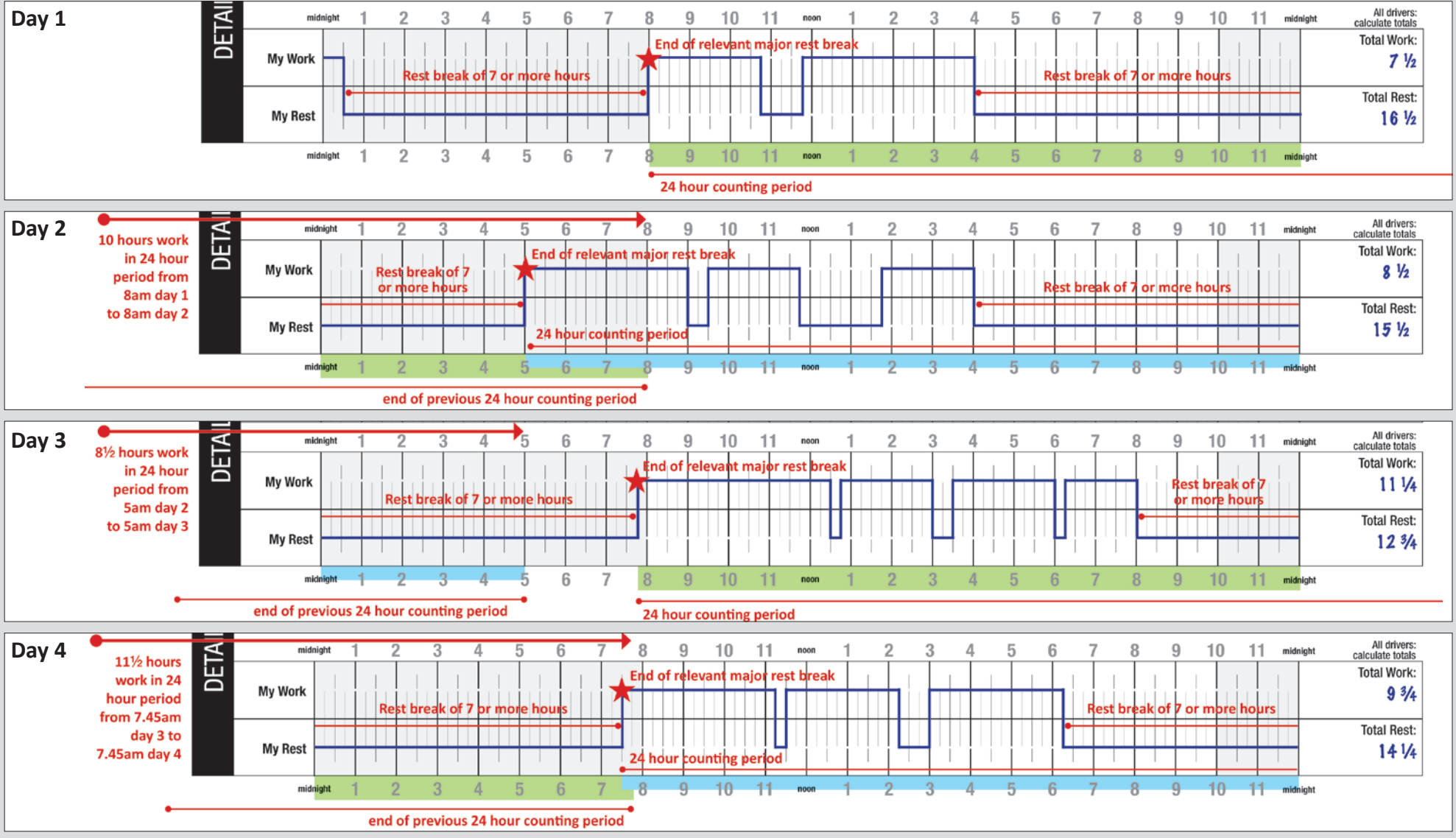
You must count work time **for the whole 24-hour period following the end of a relevant major rest break**. If you take another relevant major rest break during that 24-hour period, it does not reset the 24-hour period, so you do not stop counting work time for the first 24-hour period at that break. You must count all work time before and after the second relevant major rest break you took in that 24-hour period.

- e.g.
- Bob works under standard hours. On Monday he starts work at 6am and does the following:
- 5 hours 15 minutes work (6am–11.15am), then takes a 15-minute break
 - 2 hours 15 minutes work (11.30am–1.45pm), then takes a 90-minute break
 - 4 hours 30 minutes work (3.15pm–7.45pm), then takes a 7-hour major rest break as required under standard hours.

At 7.45pm Bob has undertaken the maximum 12 hours of work time in a 24-hour period allowed under standard hours. Therefore, Bob can't start work again at 2.45am even though he has had the 7 hour major rest break required under standard hours. Bob must continue resting until 6am on Tuesday morning because that is when the 24-hour period he began on Monday finishes.

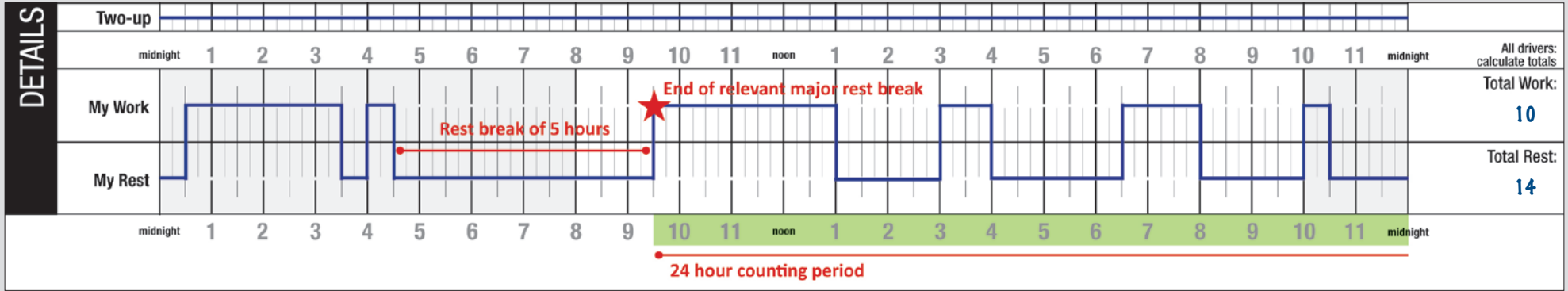
e.g.

Example of counting 24-hour periods under standard hours



Part 3: How to count time

e.g. Example of counting 24-hour periods under standard hours



e.g.

Example of counting for short rest break requirements

Paul, who drives under standard hours, leaves on a trip from Melbourne to Adelaide after a major rest break.

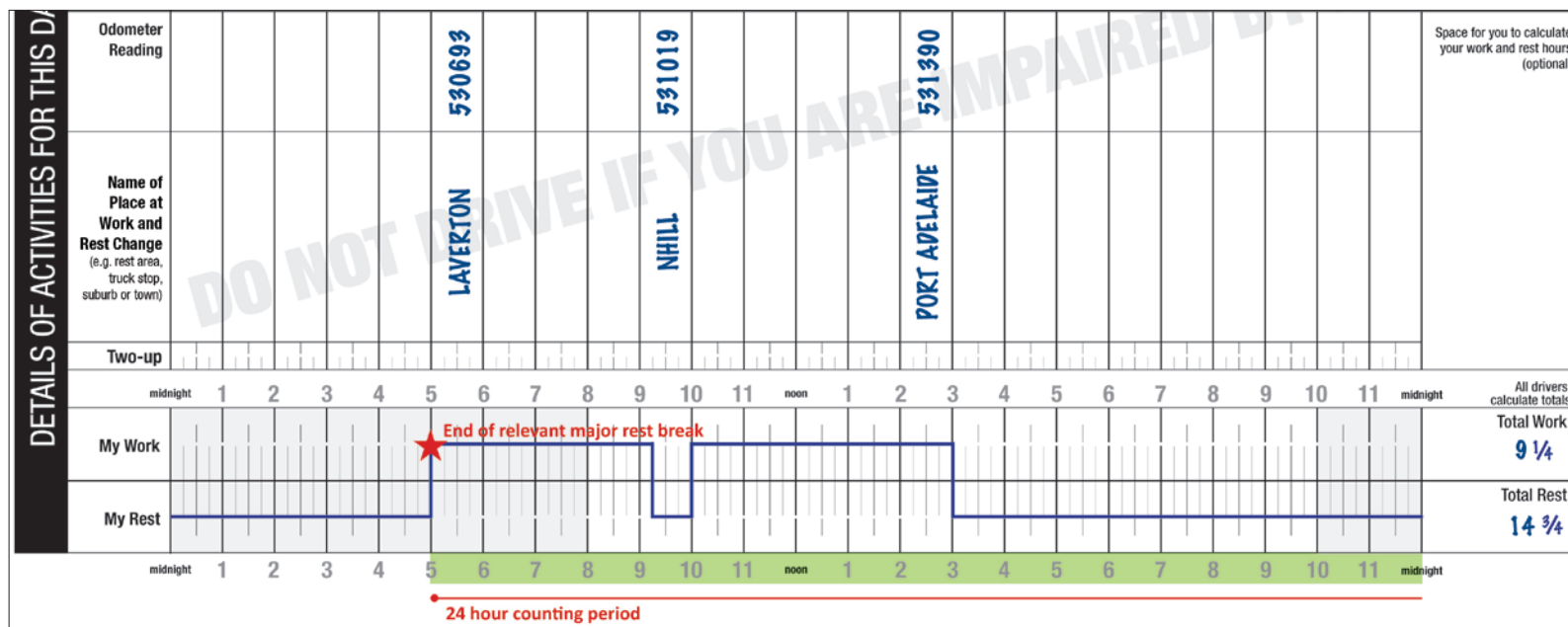
Paul leaves Laverton at 5am and arrives at Nhill at 9.15am where he has a 45-minute rest break. At 10am Paul leaves Nhill and arrives in Port Adelaide at 3pm where he finishes work for the day.

If an authorised officer reviewed Paul's work diary, the officer would need to:

- count from the end of every rest break to check compliance with short rest requirements for periods less than 24 hours
- count from the end of the relevant major rest break to check compliance with rest requirements for periods of 24 hours or greater.

The authorised officer would count from the end of each rest break (at 5am and 10am) to ensure Paul had at least 15 minutes of rest in each 5 hour 30 minute period following the end of the rest break.

The officer would also count forward 24 hours from the end of the major rest break at 5am to ensure Paul had not worked for more than 12 hours in that period, and that Paul had taken at least 7 hours of continuous rest in that period.



Part 4: Work and rest hour options

Changing work and rest options

You must only operate under one work and rest hours option at a time. The work and rest hours options are standard hours, BFM hours, AFM hours or exemption hours.

You may change from standard hours or BFM hours to another option, provided that you fully comply with the work and rest hours option to which you are changing.

Alternatively, you can change from standard hours or BFM hours to another option if you have had a reset rest break of not less than 48 continuous hours stationary rest.

You must have a reset rest break of not less than 48 continuous hours stationary rest when you change from AFM hours or exemption hours to either standard hours or BFM hours.

Period of rest requirements

A period of rest may meet multiple minimum rest requirements (as per the Rest column) as long as the rest period meets each minimum rest requirement.

There are some exceptions, which are:

- '2 night rest breaks' cannot be taken at the same time as a '2 night rest breaks taken on consecutive days'
- '24 continuous hours stationary rest time' cannot be taken at the same time as a '24 hours stationary rest time in blocks of at least 7 continuous hours'
- '24 continuous hours stationary rest time taken after no more than 84 hours work time' cannot be taken at the same time as '24 continuous hours stationary rest time'.

AFM hours

The maximum hours of work and minimum hours of rest applying to a driver who is working under AFM hours are stated on the operator's AFM hours certificate. A driver working under AFM hours must carry a copy of the AFM hours certificate with them in the vehicle at all times.

e.g. Under the work and rest hour options for standard hours, a solo driver must have:

- minimum rest requirements for 5 hours 30 minutes, 8 hours and 11 hours
- 7 hours of continuous stationary rest every 24 hours
- 24 hours of continuous stationary rest every 7 days
- 4 night rest breaks in every 14 days, 2 of which must be consecutive.

The driver may count a 24-hour continuous stationary rest break as a night rest break. However, they cannot take '2 night rest breaks' at the same time as the '2 night rest breaks taken on consecutive days', as the rest requirement states that the driver must have a total of 4 night rests in a 14-day period.

Other BFM and AFM requirements

At all times while operating under an operator's BFM or AFM accreditation, a driver must:

- record the operator's BFM or AFM accreditation number in the 'Base, record location and accreditation number' page
- carry a copy of the operator's BFM or AFM accreditation certificate
- carry a document signed by the operator stating that the driver:
 - is working under the operator's accreditation
 - has been inducted into the operator's BFM or AFM fatigue management system
 - meets the requirements relating to drivers under the accreditation.

Standard hours

Table 1: Solo drivers

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 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ 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 ¹
7 days (168 hours)	72 hours work time	24 continuous hours stationary rest time
14 days (336 hours)	144 hours work time	2 x night rest breaks ² <u>AND</u> 2 x night rest breaks taken on consecutive days

Table 2: Fatigue-regulated bus and coach drivers

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 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ 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 ¹
7 days (168 hours)		6 x night rest breaks ²
28 days (672 hours)	288 hours work time	4 x 24 continuous hours stationary rest time

Table 3: Two-up drivers

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 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ 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	5 continuous hours stationary rest time ¹ or 5 continuous hours rest time in an approved sleeper berth while the vehicle is moving
52 hours		10 continuous hours stationary rest time
7 days (168 hours)	60 hours work time	24 continuous hours stationary rest time <u>AND</u> 24 hours stationary rest time in blocks of at least 7 continuous hours of stationary rest time
14 days (336 hours)	120 hours work time	2 x night rest breaks ² <u>AND</u> 2 x night rest breaks taken on consecutive days

¹ Stationary rest time is rest time a driver spends out of the fatigue-regulated heavy vehicle or in an approved sleeper berth of a stationary vehicle.

² A night rest break is 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. The hours between 10pm and 8am on the daily sheets are shaded to show you which hours are night rest hours.

Part 4: Work and rest hour options

Basic Fatigue Management

Table 4: Solo drivers

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 ...
6 ¼ hours	6 hours work time	15 continuous minutes rest time
9 hours	8 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
12 hours	11 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	14 hours work time	7 continuous hours stationary rest time ¹
7 days (168 hours)	36 hours of long/night work time ³	
14 days (336 hours)	144 hours work time	24 continuous hours stationary rest time taken after no more than 84 hours work time <u>AND</u> 24 continuous hours stationary rest time. 2 x night rest breaks ² <u>AND</u> 2 x night rest breaks taken on consecutive days

Table 5: Two-up drivers

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 ...
24 hours	14 hours work time	
82 hours		10 continuous hours stationary rest time ¹
7 days (168 hours)	70 hours work time	24 continuous hours stationary rest time <u>AND</u> 24 hours stationary rest time in blocks of at least 7 continuous hours of stationary rest time
14 days (336 hours)	140 hours work time	4 x night rest breaks ²

¹ Stationary rest time is rest time a driver spends out of the fatigue-regulated heavy vehicle or in an approved sleeper berth of a stationary vehicle.

² A night rest break is 7 continuous hours of stationary rest time between 10pm on a day and 8am the next day (using the the time zone of the driver's base), or 24 continuous hours stationary rest time. The hours between 10pm and 8am on the daily sheets are shaded to show you which hours are night rest hours.

³ Long/night work time is:

- any work time between midnight and 6am (according to the time zone of the driver's base), or
- any work time greater than 12 hours in a 24-hour period.

Where to purchase a new National Driver Work Diary

Contact the NHVR or visit the NHVR website for more information on where you can purchase a new work diary.

- ! You should cancel any unused daily sheets in your old work diary when you are getting a new work diary. If you don't cancel the unused daily sheets, the NHVR or road transport agency will cancel unused daily sheets in your old work diary.

What if your work diary is lost, stolen or destroyed

If your work diary is lost, stolen or destroyed you must notify this to the NHVR within two business days.

- ! Until you purchase a new work diary, you must use a supplementary record. A supplementary record must contain all the same information normally recorded in your work diary. You can only record in a supplementary record for a maximum of seven business days. By the end of this period you must have purchased a new work diary.

You can download a supplementary record from the NHVR website. A supplementary record must be treated the same way as your work diary. You must keep a copy of each daily supplementary record with you in the vehicle for 28 days after it is made and give a copy to your record keeper within 21 days.

What if your lost work diary is returned

If you locate your lost or stolen work diary within two business days, and you have not notified the NHVR that it was lost or stolen, you may resume using your work diary on the next work day. Keep all supplementary sheets in your work diary as part of your work record.

If the lost or stolen work diary is found after you have been issued a new diary, you must immediately cancel any unused daily sheets in the old work diary by writing CANCELLED across each unused daily sheet.

You must also immediately notify the NHVR that the lost or stolen diary has been recovered and surrender the recovered diary to the NHVR or a road transport agency as soon as possible. The NHVR or road transport agency will check that the daily sheets have been cancelled in the recovered work diary and will then return it to you for record keeping purposes.

You must carry the work diary that was lost whenever you drive a fatigue-regulated heavy vehicle for a period of 28 days after the date of the last entry.


- ! You must not use a work diary that has been cancelled, even if it has unused daily sheets that are not cancelled.
- ! Each work diary has a unique number and the NHVR will keep a record of your active work diary. If you use a work diary that is not active, you are breaking the law.

Base, record location and accreditation number

How to fill in your base, record location and accreditation number page

Before using a work diary for the first time you must record the address of your base, your record location and the date next to each entry. If you are working under BFM or AFM you must also record the accreditation number you are working under and the date.

! You only have to record the base and record location that is relevant to 100+km work under standard hours, BFM hours, AFM hours or exemption hours. If you do not record your base in relation to 100+km work under standard hours, BFM hours, AFM hours or exemption hours, an authorised officer may determine that your base is the garage address of the vehicle.

 All drivers must complete this sheet

Date	Address of base	Date	Address where records are kept	Date	Accreditation number: (if applicable)
1/02/2013	12 Johnson Rd, Brendale, Brisbane, QLD	1/02/2013	12 Johnson Rd, Brendale, Brisbane, QLD	01/02/2013	X1 23
10/02/2013	56 Juniper Rd, Redbank, Ipswich, QLD	10/02/2013	67 Fern St, Ipswich, QLD	10/02/2013	X8 31
03/06/2013	12 Olds Rd, Tamworth NSW	18/06/2013	12 Johnson Rd, Brendale, Brisbane, QLD	18/06/2013	X1 23
18/06/2013	12 Johnson Rd, Brendale, Brisbane, QLD				
27/11/2013	7 Common St, Salisbury, QLD				

If the base, record location or accreditation number changes, you must record the new base, record location or accreditation on the next available line and also record the date of the change. You must do this even if you are only changing between two bases, record locations or accreditation numbers.

hint It is important that your base, record location and accreditation number, if applicable, are kept up to date so that when another person reviews your work diary they are able to see what your base, record location or accreditation number was on any particular day.

Base – address of your base

The base is the place from which you normally work.

Each time you change base (even if you are only swapping between the same two bases) record the new base and the date at the time you change.

You need to record the base that is relevant for 100+km work under standard hours or work under BFM hours, AFM hours or exemption hours. You do not need to record a base that is only relevant to local work under standard hours, but it is acceptable if you do.

hint If you have two or more employers you may have a different base for each employer. Always record the most current base and write the date when you start working for the different employer on a particular day.

If you are working in a state or territory that is different to the one where the vehicle is registered, your base should be recorded as the place from which you normally work when operating the vehicle – for example, the place where you start your shift using the vehicle.

e.g. Examples of where your base might be, include your home address if the vehicle is normally parked there overnight, a freight yard or a hotel if you are doing seasonal local work such as crop harvesting.

Record location – address where records are kept

The record location is the place where your work diary sheets and other work records are kept by your record keeper.

If you work for an employer, your employer must tell you the address of your record location.

You need to record the record location that is relevant for 100+km work under standard hours or work under BFM hours, AFM hours or exemption hours. You do not need to record a record location that is only relevant to local work under standard hours, but it is acceptable if you do.

hint If your records are kept at your driver base, record the same address as your driver base.

If you have two or more employers you may have a different record location for each employer. Always record the most current record location and write the date when you start working for the different employer on a particular day.

Accreditation number (if applicable)

If you are working under BFM or AFM, record the relevant accreditation number of your operator.

If you are working under standard hours or exemption hours you should not record anything in this column.

Each time you change the accreditation number you are working under, even if you are only swapping between the same two employers, record the new accreditation number and the date at the time you change.

This information must be kept up to date.

Frequently asked questions

Do I have to keep any records when I only do local work under standard hours on a day?

For a day on which you only do local work under standard hours, you don't have to record in a work diary.

However, record keepers, including drivers who are self-employed, must record some information about local work. If your record keeper doesn't know this information already, they may ask you for:

- the registration number of the vehicle(s) you drove
- the total number of hours you worked and total number of hours you rested that day.

If I am stopped by an authorised officer on the road, is this work or rest time?

There is no definitive answer to this question as it will depend on whether you are required to interact with the authorised officer or attend to your vehicle.

An example of what could be considered work would be if you are required to respond to questions from an authorised officer throughout the intercept.

If you are unsure, it is usually in your best interests to count the time spent as work.

Can I have a split rest under BFM?

A split rest is where a driver takes 6 continuous hours at one time and 2 continuous hours another time in a 24-hour period, rather than the required 7 continuous hours of rest.

It is an offence to have less than 7 continuous hours of rest in a 24 hour period. However, the HVNL does provide a defence if you take a split rest under BFM.

The defence only applies if you had at least the required 7 continuous hours of rest in the previous 24-hour period and you did not schedule the split rest.

Where can I get help with filling in a work diary?

Your employer or more experienced drivers may be able to help you fill out a work diary for the first time.

You can also contact the NHVR for more advice on filling out a work diary.

Some Registered Training Organisations (RTOs) offer the course 'Complete a work diary in the road transport industry' (TLIE3028A). Visit www.training.gov.au to locate local RTOs.

Does a driver who has low English literacy have to use a work diary?

If a driver is unable to make records in a work diary because of inadequate English literacy, the driver may apply to the NHVR for a work diary exemption permit. The driver must have a nominee who will be able to make work diary records on the driver's behalf.

Where can I find more information?

For more information contact the NHVR or visit the NHVR website.

Your National Driver Work Diary is almost finished,
time to purchase a new diary