

# **Model Owner-Driver Fatigue Management System**



## **Introduction**

This model fatigue management system is meant as a guide to assist owner-drivers to comply with the Northern Territory Road Transport Fatigue Management Code of Practice. The model can be adapted to suit the needs of a small operator.

The importance of maintaining accurate records cannot be overstated it is recommended in the model that records be maintained for a period of 5 years.

This model is produced as part of a package of materials aimed at assisting owner-driver members of the road freight and commercial passenger transport industries meet their Occupational Health & Safety obligations under the Work Health Act.

## 1. Fatigue Management Policy

I \_\_\_\_\_ trading as \_\_\_\_\_ commit to operate my business within the guiding principles outlined in the Northern Territory Road Transport Fatigue Management Code of Practice.

The guiding principles are incorporated into the normal management functions of the business and include the following:

- a driver must be in a fit state to undertake the task
- a driver must be fit to complete the task
- a driver must take minimum periods of rest

These principles will be managed through:

- the appropriate planning of work tasks, including driving, vehicle maintenance, loading and unloading
- regular medical checkups and monitoring of health issues
- providing a working environment that meets Australian standards for seating and sleeping accommodation
- the provision of appropriate sleeping accommodation
- ongoing training and awareness of driver health and fatigue issues

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## 2. Risk Assessment

To actively implement the guiding principles of the Northern Territory Fatigue Management Road Transport Code of Practice I undertake a risk assessment initially for regular trips/itineraries, regularly as part of a review of fatigue management system, and for one-off trips or trips where operating factors may change (eg flood-affected roads). (*See attached 'Sample risk assessment'.*)

## 3. Drivers Must Be Fit For the Task

To ensure I am fit for work in accordance with the Northern Territory Fatigue Management Road Transport Code of Practice:

- I am free from alcohol and drugs when driving
- I am rested prior to starting driving, including limiting activities that could be detrimental to my fitness for work
- I monitor my own performance and take regular periods of rest to avoid continuing driving when tired

## 4. Health Assessments

I undertake regular medical health checks to confirm I do not have any conditions that may impair my driving.

Doctors name:

Date of last medical:

**OR**  (✓) Copy of medical attached

Next medical due on:

I am aware of fatigue indicators (as set out in Section 5.4 of the Code of Practice) and monitor my own health and well-being.

**5. Vehicle Standards**

My vehicles have a sleeper cab for long distance driving, in accordance with Australian Standards:

YES

NO

**OR** (if no sleeper cab) I make the following accommodation arrangements:

--

Vehicles have air conditioning &/or heating:

YES

NO

Vehicles have seating in accordance with Australian Standards:

YES

NO

**6. Training**

I have undertaken the following training courses/information sessions, or read the following pamphlets/magazines, to maintain my awareness of fatigue management and driver health and lifestyle issues: (*eg. Healthy Eating on the Road*)

Name of course/session or publication:	Date:

**7. Advise Customers of Fatigue Management System**

I advise my customers that my business complies with the requirements of the Northern Territory Road Transport Fatigue Management Code of Practice.

*For example: I have a stamp which is placed on invoices:*

*(stamp)*

*My invoices (etc) are printed with a notice stating I comply with the fatigue management guiding principles (copy attached). (A sample invoice is attached to illustrate this example.)*

## 8. Subcontractor Drivers

If I employ any subcontractor drivers I ensure they are aware of the need to comply with the Northern Territory Fatigue Management Road Transport Code of Practice.

## 9. Record Keeping

I maintain accurate records to undertake risk assessments and review of my fatigue management system. These records are maintained for a period of 5 years and include (*for example*):

- copies of completed risk assessment sheets;
- medical health checks;
- vehicle maintenance schedules;
- training records;
- work schedules or itineraries;
- a driver's diary (*see attached example driver's diary*).

## 10. Review

This fatigue management system is reviewed and updated:  
(eg. every 6 months/annually).

I plan to review this system on (date):

I maintain a record of the outcomes of each review for a period of 5 years.

*Note: The document Fatigue Management ... a guide may be used to conduct a review.*

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## Sample Risk Assessment

This is an example of a risk assessment that can be undertaken for long trips (eg Alice Springs to Darwin return). It can also be adapted to suit transport operations which involve multiple short trips over a roster period, for example, road work construction or day trip tourist operations. The document can be used as a means of checking that fatigue is being managed in line with the guiding principles of the Northern Territory Road Transport Fatigue Management Code of Practice.

Whilst it is not necessary to undertake a risk assessment for each long trip or roster which follows a routine schedule, an initial risk assessment should be undertaken and then reviewed at regular intervals as part of the normal review process for the fatigue management system. Risk assessments should also be conducted for trips/rosters which involve irregular schedules or factors (eg flood-affected roads, new drivers). Records of risk assessments should be retained for use in the review of the fatigue management system.

How to use this risk assessment:

1. Fill out sections A to E;
2. Complete the risk assessment sheet in section F.

### A - Trip/Roster/Itinerary Details

1. Scheduled start date:
2. Scheduled finish date:
3. Route of trip/itinerary: 


### B - Transport Task Details

1. Type of freight or operation:
2. Are dangerous goods being transported?  YES  NO

### C - Driver Details

1. Drivers name:
2. Licence details: No.:  Class:  Expiry:
3. Is a dangerous goods or 'h' endorsed licence required?  YES  NO
4. Date driver notified of trip/roster/itinerary:

5. List driver's scheduled workload / rest taken two days prior to start of trip/roster:


6. Is the driver is returning from leave?  YES  NO
- If 'Yes', has the driver been made aware of the increased risks of longer working hours?  YES  NO

7. List driver's scheduled workload / rest taken two days after trip/roster/itinerary:


8. What rest days has the driver had allocated in the past 14 days?

9. Has the driver travelled this route, or undertaken this task, before (recently)?  YES  NO
- If 'no', what extra instruction has been given?


**D - Vehicle Details**

1. Is the vehicle maintained to a standard which provides a safe and comfortable working environment?  YES  NO
2. Is air conditioning fitted?  YES  NO
3. Is the vehicle fitted with a sleeper bunk or cab?  YES  NO
- If 'Yes', is the sleeper fitted with separate air conditioning?  YES  NO

4. If the vehicle has no sleeper, list accommodation to be provided for rest during the trip:




Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
<b>Day 5</b>			
<b>Day 6</b>			
<b>Day 7</b>			
<b>Day 8</b>			
<b>Day 9</b>			

Day	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
<b>Day 10</b>			

<b>Day 11</b>			

<b>Day 12</b>			

<b>Day 13</b>			

<b>Day 14</b>			

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## F - Risk assessment

In this section, use information recorded in sections A to E to assess the risk of fatigue in line with the guiding principles from the Northern Territory Road Transport Fatigue Management Code of Practice.

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
1	Does driver have the appropriate licence? <i>(Check C(1 – 3) Driver Details.)</i>		
2	Are drivers given time to plan for the work schedule? <i>(Check C(4) 'Date driver notified of trip/roster/itinerary' is at least 24 hours before A(1) 'Scheduled start date'.)</i>		
3	Is driver sufficiently rested and fit for work? <i>(Check C(5) for driver's work schedule prior to this trip.)</i>		
4	Are drivers returning from leave made aware of the risks of longer working hours? <i>(Check C(6) for drivers returning from leave.)</i>		
5	Is there adequate time allocated for sleep and rest following each trip? <i>(Check C(7) for the driver's scheduled work and rest after the trip/roster/itinerary.)</i>		
6	Has the driver been allocated at least 2 days off in the last 14 day period? <i>(Check C(8) for allocated rest days.)</i>		
7	Have appropriate rest periods been allocated in the last 14 days? <i>(Check C(5), (7) and (8) to determine rest/work schedule, and ensure adequate periods of rest are planned over 14 day period.)</i>		

No.	Guiding Principle	Satisfactory / Unsatisfactory (S/U)	Comment / Proposed Action
8	Are drivers given clear instruction when unfamiliar work is to be undertaken (eg, new destinations or carrying different loads)? <i>(Check C(9) Has the driver travelled this route, or undertaken this task, before?)</i>		
9	Are minimum vehicle accommodation standards maintained? <i>(Check D Vehicle Details.)</i>		
10	Is early morning driving avoided where possible in consideration of increased risk factors between midnight and sunrise? <i>(Check E Typical Trip Schedule for overnight driving hours.)</i>		
11	Do schedules take into account the need for drivers to take rests? <i>(Check E Typical Trip Schedule.)</i>		
12	Where midnight to sunrise work exceeds two consecutive nights are provisions made for the driver to recover sleep debt? <i>(Check E Typical Trip Schedule for night work against C(7) and (8) for allocated rest.)</i>		

This risk assessment was undertaken by:

Name

Signature

Date

Driver participation:

YES

NO

Name

Signature

Date

Verified (Manager etc, if applicable):

Name

Signature

Date

## Sample Driver's Diary

Driver:		Start date:	
From:		To:	
2 <sup>nd</sup> Driver?	<input type="checkbox"/> YES <input type="checkbox"/> NO	2 <sup>nd</sup> driver's name:	
Driver signature:		Date submitted:	

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
<b>Day 1</b>			
___ / ___ / ___			

<b>Day 2</b>			
___ / ___ / ___			

<b>Day 3</b>			
___ / ___ / ___			

<b>Day 4</b>			
___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
<b>Day 5</b>  ___ / ___ / ___			

<b>Day 6</b>  ___ / ___ / ___			

<b>Day 7</b>  ___ / ___ / ___			

<b>Day 8</b>  ___ / ___ / ___			

<b>Day 9</b>  ___ / ___ / ___			

Day/Date	Time		Task: Working time / Non-working time / Rest break
	Start	Stop	
<b>Day 10</b>  ___ / ___ / ___			

<b>Day 11</b>  ___ / ___ / ___			

<b>Day 12</b>  ___ / ___ / ___			

<b>Day 13</b>  ___ / ___ / ___			

<b>Day 14</b>  ___ / ___ / ___			

## Sample Document

*This sample document illustrates one way in which customers can be advised that operators have a fatigue management system in place. A stamp could also be made and printed on customer documentation.*

**INVOICE NO: 0000**

### **XXX Transport Pty Ltd**

268 North Stuart Highway  
Alice Springs NT 0870

**Ph: (08) 8912 3456**

**Fax: (08) 8978 9123**

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

**To:** .....

**For:** .....

**Amount:** \$.....

**Terms of payment ... etc**

