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DRIVER FATIGUE MANAGEMENT GUIDE

Be aware. Be alert.

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Definitions

Work – time spent driving a regulated heavy vehicle and includes:

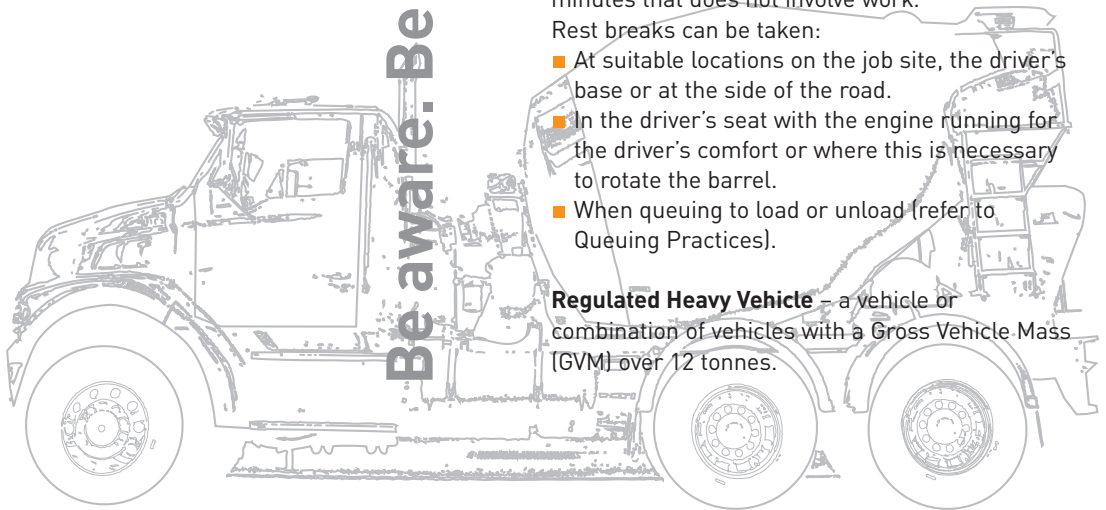
- Loading or unloading
- Inspecting or repairing
- Inspecting or attending to the load
- Cleaning or refuelling
- Helping with or supervising any of the above
- Recording information or completing paperwork relating to vehicle operation
- Time spent training or supervising another driver, whilst in the vehicle

Rest Break – any continuous period of at least 15 minutes that does not involve work.

Rest breaks can be taken:

- At suitable locations on the job site, the driver's base or at the side of the road.
- In the driver's seat with the engine running for the driver's comfort or where this is necessary to rotate the barrel.
- When queuing to load or unload (refer to Queuing Practices).

Regulated Heavy Vehicle – a vehicle or combination of vehicles with a Gross Vehicle Mass (GVM) over 12 tonnes.



Work Hours and Rest Breaks

General

- Opportunities for drivers to take rest breaks vary greatly from day to day.
- Drivers are required to record ALL planned and unplanned rest breaks (must be at least 15 continuous minutes).
- No person is to direct a driver to accept a load if the driver cannot reasonably be expected to complete that load, and if necessary return to their home plant within their allowable work hours.
- Drivers are not to accept a load if they cannot reasonably expect to complete that load, and if necessary return to their home plant within their allowable work hours.

Work Hours

- A driver may be available to work for more than 12 hours (Std) or 14 hours (BFM) in any 24 hour period provided that the required minimum rest breaks are taken.
- In any 24 hour period a driver must have a minimum of 7 hours continuous stationary rest. The balance of 17 hours can consist of a maximum of 12 hours (Std) or 14 hours (BFM) work provided that the required minimum rest breaks are taken.

Queuing Practices

- Loading or unloading queues can occur at the plant and at the job site.
- These queues are an opportunity to use the downtime to take a rest break, however drivers need to ensure that the vehicle remains stationary and that they are not working.

Extended Hours

- An unforeseen demand for deliveries outside normal operating hours can be met by altering the roster or work hours of driver/s.
- As much notice as practicable should be given when it is necessary to alter a driver's roster or work hours.
- Extended rest breaks can be used to expand the allowable work hours over any 24 hour period. The 24 hour period must include 7 continuous hours stationary rest.

Standard Hours – Solo Drivers

In any period of...	A driver must not work for more than a maximum of...	And must have a minimum rest break of...
5 hours and 30 minutes	5 hours and 15 minutes	15 continuous minutes
8 hours	7 hours and 30 minutes	30 minutes - in blocks of 15 continuous minutes
11 hours	10 hours	60 minutes - in blocks of 15 continuous minutes
24 hours	12 hours	7 continuous hours - stationary rest ^a
7 days – 168 hours (7x24 hours)	72 hours	24 continuous hours - stationary rest ^a
14 days – 336 hours (14x24 hours)	144 hours	2 x night rests ^b and 2 x night rests taken on consecutive days.

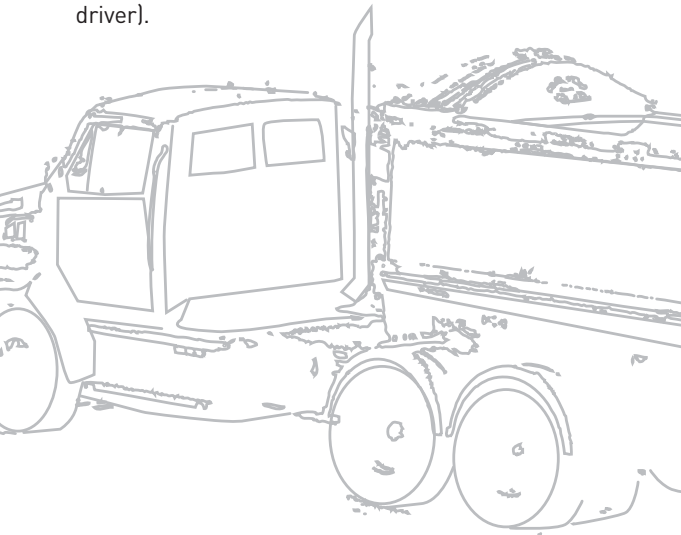
Basic Fatigue Management (BFM) Hours – Solo Drivers

In any period of...	A driver must not work for more than a maximum of...	And must have a minimum rest break of...
6 hours and 15 minutes	6 hours	15 continuous minutes
9 hours	8 hours and 30 minutes	30 minutes - in blocks of 15 continuous minutes
12 hours	11 hours	60 minutes - in blocks of 15 continuous minutes
24 hours	14 hours	7 continuous hours - stationary rest ^a
7 days – 168 hours (7x24 hours)	36 “long” and “night” hours in combination ^c	
14 days – 336 hours (14x24 hours)	144 hours	24 continuous hours stationary rest ^a taken after no more than 84 hours work and 24 continuous hours stationary rest and 2 x night rests ^b and 2 x night rests taken on consecutive days.

See notes to tables on following page

Notes to tables

- a.** Stationary rest is rest time that the driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary regulated heavy vehicle.
- b.** A night rest is 7 hours continuous stationary rest taken between 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or 24 continuous hours stationary rest.
- c.** A “long” hour is any hour worked in excess of 12 hours in a 24 hour period and a “night” hour is any hour worked between midnight and 6am (or the equivalent hours in the time zone of the base of a driver).



Drivers' Responsibilities

These responsibilities apply to the drivers of regulated heavy vehicles who are employed, contracted or engaged by CCAA members to transport cement, premixed concrete and aggregates.

Note: Additional responsibilities may be required in some states *e.g. trip plans for trips over 500 kilometres in NSW.*

All drivers are to:

- Take all reasonable steps to care for the safety of others.
- Comply with the company's “Fitness for Duty” requirements.
- Report immediately to the allocator/dispatcher/batcher if they are not fit for duty due to lifestyle, health or fatigue reasons and are not to continue driving.
- Manage their work/life balance.
- Accurately record all work/rest times and are not permitted to falsify documents in relation to fatigue - including work hours and rest breaks.
- Accurately complete and hand in all required documentation including driver's Daily Run Sheets (where applicable) and delivery dockets, as soon as possible after the completion of each day's work.

- Give reasonable notice to the allocator/dispatcher/batcher when approaching the limit of allowable work hours or of the need to take required rest breaks e.g. when leaving the plant or job site.
- Inform the allocator/dispatcher/batcher of any job site or traffic delays.
- Give 24 hours notice to the allocator/dispatcher/batcher of the need to leave work early, except in an emergency.

In addition (where applicable) all LOD's, third party (casual) contractors, hauliers, etc. are to:

- Confirm compliance with work hours and rest breaks under driver fatigue legislation.
- Respond to any relevant questions relating to fitness for duty and chain of responsibility.
- Demonstrate the following upon request:
 - Suitable document control and traceability.
 - Suitable systems for rostering and scheduling to ensure compliance with driver fatigue legislation.
 - Training programs for Driver Fatigue, Chain of Responsibility and Health Safety and Environment.

Disclaimer

This Driver Fatigue Management Guide has been developed by Cement Concrete & Aggregates Australia (CCAA) to provide practical information for the drivers of regulated heavy vehicles who are employed, contracted or engaged by its members to transport cement, premixed concrete and aggregates. It does **not** replace the relevant state legislation, regulations and company procedures which take precedence over this guide and must be referred to for more detailed information.

CCAA is a not for profit organisation sponsored by the cement, concrete and aggregates industries in Australia to provide information on many aspects of their operations. This publication is produced by CCAA for its members for that purpose. The information provided is intended for general guidance only and is not a substitute for professional advice. To the full extent permitted by law, CCAA disclaims all liability arising in connection with this publication and its use.

This publication has been produced as at June 2010. You should take steps to verify the accuracy of the information in it, particularly where there have been any changes to the relevant legislation and regulations.

If any matter contained in this publication is not clear to you then you should seek further advice.

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