

Basic Fatigue Management Checklist



OPERATOR UPDATE - DECEMBER 2008

The new heavy vehicle driver fatigue law started on 29 September 2008. This checklist has been developed to assist transport operators identify the areas that may need to be addressed when implementing a fatigue management system. This is a guide only and does not detail all the requirements for an operator or driver under the new fatigue law.

Have you developed a management system to meet BFM standards?

- Review and monitor business practices and schedules to comply with BFM requirements.
- Develop and document a fatigue management system, policy and procedures to manage driver fatigue and comply with National Heavy Vehicle Accreditation (NHVAS) Business Rules and the six BFM Standards (available from www.ntc.gov.au).
- Keep and maintain an up to date record of the name, contact details and licence number of drivers authorised to work under the operator's BFM system.
- Implement an internal review system to identify and manage non compliance issues with the BFM system.

Are all responsible people competent to manage fatigue?

- Ensure drivers are trained in fatigue management and have a Statement of Attainment in TLIF1007C Apply Fatigue Management Strategies.
- Ensure that schedulers and staff responsible for scheduling or managing fatigue are trained in fatigue management and have a Statement of Attainment in TLIF6307A Administer the Implementation of Fatigue Management Strategies.
- Induct drivers and all staff with responsibility for scheduling or managing fatigue, into the operator's BFM system.

Have you complied with the medical requirements?

- Develop a mechanism to ensure medical requirements are met and drivers are fit to perform duties and keep a record of those duties.

Has your management system been audited?

- Engage a RABQSA certified Heavy Vehicle Accredited (HVA) auditor to review the BFM system and provide a declaration that the system meets BFM requirements. Visit www.rabqsa.com to find an auditor qualified to undertake a fatigue management audit.

Complete your application

- Submit an application for NHVAS accreditation in the BFM module to the Roads and Traffic Authority, including:
 - Completed application form, including a list of drivers inducted into the operator's fatigue management system. Applications can be completed online at www.rta.nsw.gov.au/myrta/.
 - Completed Compliance History Declaration form.
 - Copy of the signed audit report including the auditor's declaration.
- If your application is successful, you will need to pay the application fee of \$80 per accreditation period.
- Fees can be paid at any motor registry or by calling the RTA contact centre on 1300 364 847.
- An NHVAS Accreditation Certificate, including conditions, will be issued if accreditation is approved.
- Provide trained nominated drivers with the following documentation to be carried when working under BFM:
 - Copy of the operator's BFM Accreditation Certificate, including conditions.
 - A statement signed by the operator that the driver is working under the operator's BFM accreditation, has been inducted into the operator's BFM fatigue management system and that the driver meets all requirements relating to drivers under the accreditation.