

OPPORTUNITY FOR IMPROVEMENT NOTICE

Date: ___/___/_____

Attention: _____ / _____

We have noted in your Fatigue Sheets for Trip No: _____ / Date: ___/___/___ that an improvement is needed.

The information presented is lacking adequate details to meet compliance requirements.

- Calculated Hours
 - Not calculated correctly
 - No total hours figure for the day/s
 - You have worked over 17 hrs. In a 24 hour period.
 - You have worked over 5 hours without recording a break.
 - You have exceeded 45 hours of work time in a 72 hour period.
 - You have had less than 7 hour's continuous rest in a 24 hour period.
- Name / Signature
 - Not recorded your true name (nick names not acceptable)
 - Not signed the record to verify its correctness.
- Failed to hand in sheets
- Failed to fill out correctly the documentation required to maintain compliance
 - Work / Rest option
 - Not recorded your start and / or finish location.
 - Not recorded your start / finish odometer reading daily.
 - Not confirmed your fitness to drive.
 - Not confirmed the completion of your daily prestart check.
 - Not recorded the date adequately.
 - Not recorded the vehicle details for powered / trailing equipment.
 - Other
- Notes:.....
.....
.....

Please sign and return this document and the relevant paperwork attached to enable us to close out this matter and move on. More care and attention on the day will negate the need for follow up notices such as this and we can all get our work done in a timely manner.

If you have any issues understanding what is required to fill out your daily trip records in accordance with the legislation please see Management.

Regards,

Management

.....
.....

Employee Signature

for acknowledgment of need for improvement

Date: ___/___/_____

Maintenance Standard (Extract)

Std 1. Daily Check

Standard: The maintenance management system must include a daily check for each vehicle when it is in use.

The daily check is a documented instruction of simple roadworthiness checks. The operator shall define when the inspection is carried out, by whom and how it is recorded. The individual completing the daily check shall acknowledge the vehicle to be roadworthy to limits of the inspection.

An operator's maintenance management system:

CRITERIA - 1.1 Must include a documented instruction detailing when the daily check is carried out, who carries it out, and how the check is recorded.

CRITERIA - 1.3 The individual who carries out the check must understand they are certifying the vehicle is safe to the limits of the inspection when the vehicle leaves the yard or depot.

Std 5. Records and Documentation

Standard: Documented evidence must be maintained to demonstrate the effective operation of the maintenance management system.

Essential to the maintenance system is the keeping and preservation of pertinent records.

An operator's maintenance management system:

CRITERIA - 5.1 Must keep as a minimum the following documented evidence:

- that the daily check is being completed in accordance with the instruction;
- that the faults occurring on the road are being recorded and reported in accordance with the procedures;

Fatigue Management Standard (Extract)

Std 2. Rostering

Standard: A Fatigue Management System must ensure that rosters and workload meet the commercial vehicle operating standard requirements of the WAOSH for commercial vehicle drivers. This will maximise the opportunity for a driver to recover from the effects or onset of fatigue.

An operator's Fatigue Management System must:

CRITERIA - 2.1 Ensure that all drivers work time is in accordance with the WAOSH for commercial vehicle drivers.

CRITERIA - 2.4 Have a system in place that identifies how the trip sheets are checked to ensure:

- Commercial vehicle drivers are complying with the regulations;
- And the accuracy of the information provided on the sheets.

Std 3. Fitness for Work

Standard: A Fatigue Management System must include requirements to ensure drivers present themselves in a fit state to safely perform their duties.

An operator's Fatigue Management System must:

CRITERIA - 3.1 Include a written policy relating to fitness for work, specifically referring to drugs and alcohol, which contains a statement that "drivers must present themselves for duty unimpaired by fatigue, alcohol or drugs".

CRITERIA - 3.5 Require that all drivers have a medical assessment in accordance with the requirements of the WAOSH for commercial vehicle drivers.

Std 4. Training and Education

Standard: A Fatigue Management System must ensure that all persons associated with the management of fatigue have the appropriate knowledge and skills to undertake their required tasks and therefore practise effective fatigue management.

An operator's Fatigue Management System must:

CRITERIA - 4.6 Ensure that a system is in place to ensure the accuracy of schedules, rosters and trip records. *(e.g.: Daily Odometer Readings)*

Std 7. Documentation and Records

Standard: A Fatigue Management System must contain sufficient documented evidence for an auditor to determine that all standards have been complied with.

An operator's Fatigue Management System must:

CRITERIA - 7.2 Ensure that all required records are legible and identifiable to the vehicle, driver and trip involved.

CRITERIA - 7.3 Ensure that all commercial vehicle drivers maintain a trip record for all trips (as a minimum trip records must record – work time, breaks from driving and non-work time).