

**Everything you wanted to know about Fatigue**  
**VIC - By September 2008**  
**All Other States – By March 2009**

In 2008 the NTC introduced new rules relating to Fatigue Management for drivers of trucks in excess of 12 tonnes. Currently drivers who are not involved in any fatigue management scheme can drive for 12 hours and work for a further two hours, making a total working day of 14 hours. The new rules mean that drivers not in a fatigue management scheme can only “work” for 12 hours in a day.

As of 29<sup>th</sup> September there will be 3 driving hour schemes

1. Standard – up to 12 hours “work”
2. Basic Fatigue Management (BFM) – 12 to 14 hours work
3. Advanced Fatigue Management (AFM) – 14 to 15 or 16 hours depending upon state

	<b>Standard</b>	<b>Basic Fatigue Management</b>	<b>Advanced Fatigue Management</b>
<b>Component</b>	<b>Up to 12 hrs work</b>	<b>12 to 14 hrs work</b>	<b>14 to 15/16* hrs work</b>
<b>NHVAS auditable system</b>	<b>✗</b>	<b>✓</b>	<b>✓</b>
<b>Independent RABQSA Audit</b>	<b>✗</b>	<b>✓</b>	<b>✓</b>
<b>TLIF1007C Driver Training</b>	<b>✗</b>	<b>✓</b>	<b>✓</b>
<b>TLIF6307A Scheduler/fleet controller training</b>	<b>✗</b>	<b>✓</b>	<b>✓</b>
<b>Driver Medicals</b>	<b>✗</b>	<b>✓</b>	<b>✓</b>
<b>More than 100Km Work Diary/Log Book</b>	<b>✓</b>	<b>✓</b>	<b>✓</b>
<b>Less than 100Km Work Diary/Log Book</b>	<b>✗</b>	<b>✓</b>	<b>✓</b>

\* Hours worked depends up State regulations

**What do I need to do for Standard Hours?**

If the business and its drivers will only “work” 12 hours in a day and no more, the business needs to do nothing.

## What do I need to do for BFM?

If the business wants to work more than 12 and up to 14 hours, the business needs to enter into a BFM system. This involves establishing an auditable operating procedure that ensures that drivers are coordinated in such a way that the drivers fatigue is managed effectively to ensure ultimate safety of all road users

There are 6 specific areas that need to be addressed under BFM, and these are:

	Areas to be addressed	Specific actions
1	Scheduling & Rostering	<p>Those involved in organising the movement of truck any distance from base, need to have good operational &amp; realistic knowledge routing, predicable operational delays, planning driver fatigue over periods of time. The ability to reorganise operations in the event of a variation that ensures that drivers are able to comply with fatigue guidelines.</p> <p>Schedulers also need a formal qualification of TLIF6307A</p>
2	Fitness for duty	<p>Drivers need to be fit for duty and the operator must put in a program that ensures drivers are fit for work by the use of appropriate medical checks and ongoing monitoring of drivers by staff to ensure their fitness on a daily basis.</p>
3	Fatigue knowledge & awareness	<p>All managers, supervisors and drivers will need to have detailed operational knowledge of fatigue issues. In addition they also need to be able to demonstrate that they are competent in this area. This is achieved in two ways, (1) is to have a fatigue qualification which is formally assessed by a RTO, being TLIF1007C and (2) is records of how the learning's have been applied in real life.</p>
4	Responsibilities	<p>To ensure there are no misunderstandings all responsibilities must be clearly defined and laid out. With each person within an organisation knowing exactly what their responsibilities are for BFM. Duties &amp; roles must be kept up to date as to actually what happens on a day to day basis.</p> <p>All staff must be trained and understand their role &amp; responsibilities under BFM</p>

5	Internal review	<p>As with all QA systems and BFM is no different, internal periodic reviews are vital. It is a requirement that once a company has set up BFM within their business that they conduct regular reviews of its effectiveness and conduct an annual internal audit of the system to make sure it is still relevant and reflects what actually happens within the business.</p> <p>In addition it is a requirement that there is a method to capture any incident that occurs which is an exception to the normal system. Also that the business has in place a clear method for addressing and rectifying issues that occur as a result.</p>
6	Records & documentation	<p>As with any CoR compliance records and documents must be kept in order to demonstrate that policies and procedures are actually occurring. It is mandatory that records of works diaries, schedules rosters etc be kept. As part of recording &amp; documentation all managers &amp; supervisors need to be able to demonstrate they are competent in managing driver fatigue, there is a non mandatory qualification for managers which will aid this area greatly, the qualification is TLIF64 07A.</p>

Once all the above 6 items have been established, the system is then audited by an accredited NHVAS auditor who will then sign off on the system as to its operational acceptability, once acceptable the company can then operate under BFM.

### **What do I need to do for AFM?**

If the business wants to work more than 14 and up to 15 hours in Victoria & NSW and 16 in SA & Qld., the business needs to enter into an AFM system. AFM is about creating your own safety & fatigue management system.

This involves establishing an auditable operating procedure that ensures that drivers are coordinated in such a way that the drivers fatigue is managed effectively to ensure ultimate safety of all road users, which is similar to BFM. However, AFM on the surface has less specifics and more geared toward the business designing a specific operational fatigue plan up to the maximum hours that suits how their business operates.

These very specific plans are then audited by an accredited auditor and then submitted to a Nation Fatigue Authorities Panel (FAP) for review and approval. Until the FAP approves companies AFM it cannot be operated.

There are 10 specific areas that need to be addressed under AFM, and these are:

	<b>Areas to be addressed</b>	<b>Specific actions</b>
1	Scheduling & Rostering	Those involved in organising the movement of truck any distance from base, need to have good operational & realistic knowledge routing, predicable operational delays, planning driver fatigue over periods of time. The ability to reorganise operations in the event of a variation that ensures that drivers are able to comply with fatigue guidelines. Schedulers also need a formal qualification of TLIF6307A
2	Readiness for duty	As with BFM drivers need to be fit for duty and the operator must put in a program that ensures drivers are fit for work by the use of appropriate medical checks and ongoing monitoring of drivers by staff to ensure their fitness and readiness on a daily basis
3	Fatigue knowledge & awareness	All managers, supervisors and drivers will need to have detailed operational knowledge of fatigue issues. In addition they also need to be able to demonstrate that they are competent in this area. This is achieved in two ways, (1) is to have a fatigue qualification which is formally assessed by a RTO, being TLIF1007C, TLIF6307A and (2) have records of how the learning's have been applied in real life.
4	Responsibilities	To ensure there are no misunderstandings all responsibilities must be clearly defined and laid out. With each person within an organisation knowing exactly what their responsibilities are for AFM. Duties & roles must be kept up to date as to actually what happens on a day to day basis. All staff must be trained and understand their role & responsibilities under AFM
5	Internal Review	As with all QA systems and BFM is no different, internal periodic reviews are vital. It is a requirement that once a company has set up BFM within their business, that they conduct regular reviews of its effectiveness and conduct an annual internal audit of the system to make sure it is still relevant and reflects what actually happens within the business. In addition it is a requirement that there is a method to capture any incident that occurs which is an exception to the normal system. Also that the business has in place a clear method for addressing and rectifying issues that occur as a result.

6	Records & documentation	<p>As with any CoR compliance records and documents must be kept in order to demonstrate that policies and procedures are actually occurring. It is mandatory that records of works diaries, schedules rosters etc be kept. As part of recording &amp; documentation all managers &amp; supervisors need to be able to demonstrate they are competent in managing driver fatigue, there is a non mandatory qualification for managers which will aid this area greatly, the qualification is TLIF64 07A.</p> <p>The fatigue management system also needs to be reviewed regularly to ensure continual compliance is achieved</p>
7	Health	<p>As AFM is generally more complex than BFM it is necessary that driver health be addressed. It will be necessary for an operator to put into place a system that will ensure driver health is monitored on a regular basis. Formal medical assessments must be conducted by doctors and be certified fit to drive a heavy vehicle. Sleep disorders will also need to be assessed and addressed and conducted every 3 years (annually for over 50 years)</p>
8	Workplace conditions	<p>In managing the fatigue of a driver the environment in which they work is vital, as such how they sleep is government largely by where they sleep. As such an operator will need to put in place such things as sleeper berths or bunk rooms where appropriate, in order for a driver to get good sleep.</p>
9	Management Practices	<p>The operator is required establish management practices that will take into account individual drivers fatigue issues and use techniques and methods to ensure the task allocated matches the drivers ability &amp; fatigue. Communication is a vital part of this process and good communication processes and practices need to be established so that all parties are clearly aware of what is occurring in the office and on the road.</p>
10	Operating Limits	<p>One aspect of fatigue management at this level is to equip the driver with tools to not only to work to the plan that was set up for them back at base, but also enable drivers to make decisions in the field when the plan changes. The operating limits lets them know how much they can and cannot do to maintain effective fatigue management.</p>

## Typical Questions & Answers

**Q. Once I am in BFM can I drive 14 hours in a day?**

**A.** Yes, provided that the night time rules are applied and that the maximum work does not exceed 14 in any 24 hour period, must have 2X24 hour rest periods no later than 84 hours in and not work more than 144 hours in a 14 day period with a minimum of 4 days rest in the 14 day period including 1 of 2 consecutive nights

**Q. Is it true that once I have completed TLIF1007C I am in BFM?**

**A.** False, any of the new training requirements TLIF 1007C or TLIF6307A or TLIF6407A are part of an overall fatigue management system and NOT the system itself.

**Q. If I am not in BFM/AFM do I need to fill in a work diary if I only work less than 100Km from base?**

**A.** No, but you do need to keep clear records of the hours you have worked in some format, e.g. times sheets

**Q. If I am in BFM and only work less than 100Km from base, do I need to fill in a work diary?**

**A.** Yes, once you are operating in BFM or AFM every trip regardless of how far from base will require a work diary to be completed.

**Q. Do fleet schedulers need to be trained in TLIF6307A?**

**A.** Yes, all those involved in planning the movement of vehicles under a BFM/AFM system must be trained to TLIF6307A.

**Q. If the normal fleet scheduler is sick; can a non qualified person schedule the fleet under BFM?**

**A.** No, technically if there is no qualified scheduler organising the fleet, then the BFM/AFM system is non operational and the fleet should return to standard hours until a qualified fleet scheduler is available.

**Q. Can I set up my own BFM system?**

**A.** Yes, anyone can set up a BFM/AFM system, however it must be audited by a suitably registered auditor to be valid.

**Q. I have TDTF1097 qualification; do I still need to do TLIF1007C?**

**A.** No, TDTF1097 will translate directly into the new TLIF1007C.

**Q. I have done a TFMS course; do I still need to do TLIF1007C?**

**A.** Yes, TFMS courses do not translate to the TLIF10007C qualification.

**Q. I have TFMS in my business; do I still need to set up a BFM system?**

**A.** Yes, TMS is a different system and does not cover BFM/AFM. However, those companies that have TFMS have a 6 month grace period from September 29<sup>th</sup> to get either a BFM or AFM in place.

**Q. Do I lose hours under the “36 hour system”?**

**A.** No, you do not lose any working hours off the day, however, the “36 hour” calculation means that full day rest breaks must be taken earlier than if working normal daylight hours.

**Q. How long will the TLIF1007C drivers course take?**

**A.** In most cases the course will take 1 day, with drivers do preparatory work which looks at lifestyle issues such as; driving hours, sleep patterns, eating habits etc.

**Q. What are the steps I need to take to set up BFM?**

**A.** As outlined above there are 6 primary criteria to get BFM, the business needs to set up a system that ensures all the criteria are met every day and everyone working within the system complies.

**Q. Once I have set up a BFM system, I don't need to do any more?**

**A.** Once you have set up either BFM or AFM the system needs to be maintained and audited. There will be an entry audit, then a check audit after 6 months then an ongoing annual audit.

**Q. So what is "work"?**

**A.** Work can be described as doing anything related to the job, which includes, loading, driving, paperwork, marketing, queuing, vehicle checking, watching queuing boards at docks.

**Q. So what is "Rest"?**

**A.** Rest can be described as those time where a driver can relax from any work duties in blocks of no less than 15minutes. This can include such things as, going for a walk, getting a coffee, reading a paper, sleeping in the cab or sleeper. Basically anything where the driver does not have any need to be attending to a work related issue.

**Q. Where do I get work diaries from?**

**A.** Work diaries are available from VicRoads in the same way as Log Books

**Q. What happens to my old log book if it is not full before September 29<sup>th</sup>?**

**A.** If you have an existing Log Book that still has pages left in it, you can continue to use the log book after September 29<sup>th</sup> until 31<sup>st</sup> December, after that you must move over to the new Work Diary.

**Q. Where can I do my training?**

**A.** Training be accessed from many locations, but it must be conducted by a Registered Training Organisation (RTO). The RTO can run dedicated sessions in house or you may attend a public program.

**Q. Can I get someone to set up BFM for me?**

**A.** Yes, many organisations can establish BFM/AFM and then organised to get it audited.

**Q. What is involved in the TLIF6307A fleet schedulers course?**

**A.** The fleet scheduler's course has a series of specific issues relating to planning and managing fatigue which are unique to fleet schedulers. Also, many topics are covered in the drivers course TLIF1007C, are also required to be covered in the schedulers course, as such it is recommended that fleet schedulers complete the drivers course as a pre-requisite to the fleet schedulers course. This also ensures that schedulers know exactly what the requirements are on a driver.

## What can LATUS help you with?

	<b>Basic Fatigue Management</b>	<b>Advanced Fatigue Management</b>
<b>Component</b>	<b>12 to 14 hrs work</b>	<b>14 to 15/16* hrs work</b>
<b>Establish NHVAS auditable system</b>	✓	✓
<b>Organise Independent RABQSA Audit</b>	✓	✓
<b>TLIF1007C Driver Training</b>	✓	✓
<b>TLIF6307A Scheduler/fleet controller training</b>	✓	✓
<b>TLIF6407A Management training</b>	✓	✓
<b>Organise Driver Medicals</b>	✓	✓
<b>Train staff in Work Diary/Log Book Usage</b>	✓	✓

**Latus can offer assistance with any of the above in any state, complete the form below and fax to (03) 9646 8596 or call us on (03) 8620 2800 or visit our website [www.latus.com.au](http://www.latus.com.au) and look for Fatigue Management**

*I am interested in:*

- Driver Training
- Scheduler Training
- Manager Training
- Help with Work Diaries
- Set up AFM
- Set up BFM

**Contact Details:**

Title: Mr / Miss / Mrs / Ms

Name \_\_\_\_\_

Company \_\_\_\_\_

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Telephone Number \_\_\_\_\_

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If you are interested in training from LATUS, please fill in your details on the left and return to:

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