

## ALTERNATIVE WORK AND REST HOURS RECORDS TEMPLATE

Record keeping obligations relating to drivers of vehicles over 12 tonne GVM travelling within 100km (or 160km) radius from base under Standard Hours

<b>Driver name:</b>		<b>Driver Licence Number:</b>		<b>State/Territory of licence:</b>	
<b>Driver contact details:</b>		<b>Record location/Base:</b>		<b>Week ending:</b>	
Date / /	Registration No.	Start Time			
		Resting from Work	_____ to _____		<b>Daily Total</b> Work:
		Resting from Work	_____ to _____		Rest:
		Resting from Work	_____ to _____		
		Finished Work	_____		
Date / /	Registration No.	Start Time			<b>Daily Total</b> Work:
		Resting from Work	_____ to _____		Rest:
		Resting from Work	_____ to _____		
		Resting from Work	_____ to _____		
		Finished Work	_____		
Date / /	Registration No.	Start Time			<b>Daily Total</b> Work:
		Resting from Work	_____ to _____		Rest:
		Resting from Work	_____ to _____		
		Resting from Work	_____ to _____		
		Finished Work	_____		
Date / /	Registration No.	Start Time			<b>Daily Total</b> Work:
		Resting from Work	_____ to _____		Rest:
		Resting from Work	_____ to _____		
		Resting from Work	_____ to _____		
		Finished Work	_____		
Date / /	Registration No.	Start Time			<b>Daily Total</b> Work:
		Resting from Work	_____ to _____		Rest:
		Resting from Work	_____ to _____		
		Resting from Work	_____ to _____		
		Finished Work	_____		
Date / /	Registration No.	Start Time			<b>Daily Total</b> Work:
		Resting from Work	_____ to _____		Rest:
		Resting from Work	_____ to _____		
		Resting from Work	_____ to _____		
		Finished Work	_____		
Comments:					<b>WEEKLY TOTAL</b> WORK:
					REST:

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### When can I use alternative work and rest hours records?

You do not have to use a work diary to make work and rest records when you are:

- working Standard Hours within an area of 100km of your base OR
- work under a work diary exemption (e.g., transporting primary produce between primary production facilities within an area of 160km of your base)

If you are not required to use a work diary, if you are your own record keeper, you still must make alternative work and rest records. If you are not your own record keeper, you do have to provide your record keeper with information to allow them to make records on your behalf.

You can use the template overleaf to make alternative work and rest hours records for your record keeper or yourself.

However, if you have used a written work diary in the past 28 days you must carry it with you when you work, even if you are now making alternative work and rest records.

### How does this affect a driver's record keeper?

Record keepers for drivers who are not required to carry and complete a Work Diary must still keep records of work and rest time. Specifically, record keepers must record:

- the driver's name and contact details
- the driver's current driver licence number and the jurisdiction in which the licence was issued
- the dates on which the driver drives a fatigue-regulated heavy vehicle on a road
- the registration number for each fatigue-regulated heavy vehicle the driver drives
- the total of the driver's work times and rest times on each day on which the driver drives a fatigue-regulated heavy vehicle

- the total of the driver's work times and rest times for each week during which the driver drives a fatigue-regulated heavy vehicle, and
- the driver's rosters and trip schedules, including details of driver changeovers.

Record keepers must also keep the location of the driver's base(s) and a copy of payment records relating to the driver, including time sheet records if the driver is paid according to time at work. *These records must be kept at the record location for three years.*

### What hours can I drive?

These exemptions only apply to drivers working under Standard Hours.

The Standard Hours work and rest limits still apply (see Table below).

Time	Work	Rest
<b>In any period of ...</b>	A driver must not work for more than a <b>MAXIMUM</b> of ...	And must have the rest of that period off work with at least a <b>MINIMUM</b> rest break of ...
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time <sup>1</sup>
7 days (168 hours)	72 hours work time	24 continuous hours stationary rest time
14 days (336 hours)	144 hours work time	2 x night rest breaks <sup>2</sup> AND 2 x night rest breaks taken on consecutive days

<sup>1</sup>Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle.

<sup>2</sup>Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.