

# Work time and logbook presentation

23 November 2004 Presenter's name Lynn Williams

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NZ TRANSPORT AGENCY  
WAKA KOTAHI

New Zealand Government

# Transport Officer Role

- **The purpose of the Transport Officer is to educate and influence users of the transport system to improve their compliance with NZ transport regulatory requirements.**



# Worktime & Logbook

- **The work time and logbook rules apply to everyone who is legally required to manage driving hours, including both drivers and transport operators**



# Who must use a logbook

- a driver drives a vehicle that—
  - requires a class 2, 3, 4, or 5 licence (as specified in the rules); or
- is used in—
  - a transport service (other than a rental service); or
  - circumstances in which that vehicle must, or ought to, be operated under a transport service licence; or
  - is used to carry goods for hire or reward

# Limits on Work Time

- **In any cumulative work day, a driver—**
  - **may not exceed 13 hours of work time;**  
**and**
  - **must have at least 10 hours of continuous rest time**
- **In any cumulative work period, a driver may not exceed 70 hours of work time**



# Worktime cont

- **The rules apply to you if you:**
  - **operate a transport service**
  - **are the driver of a vehicle used in a transport service**
  - **are the driver of a heavy motor vehicle with a gross laden weight of more than 3500kg, or**
  - **are the driver of a vehicle used to carry goods for hire or reward**



# Rest breaks: driver categories

- A driver, must take a rest break after 5½ hours of continuous work time unless you are a taxi who undertakes short fares around town ( 7 hours allowed)

# Rest breaks: driver categories cont

- **Rest time means all time that:**
  - **Is not work time**
  - **Is at least 30 mins and**
  - **Is not spent in a moving vehicle associated with work**



# Secondary employment

- **Applies whether or not a driver works for more than one employer and even if the employer is not involved in a transport service.**





## Mandatory Requirements

- Name
- Start Period noon/midnight
  - 12.00pm - 12.00am Noon
  - 12.00am - 12.00pm Midnight
- Date
- Start Time (include a.m. or p.m.) or use 2400 clock
- Place (Suburb and City)
- Registration Number(s)
- Distance (RUC)
- Rest
- Finish Time
- Days off

## Optional

- Work time hours today
- Previous total for cumulative work period
- Total hours in this cumulative period
- End of last 24h period
- If you have a day off record it here or under the comments

**GENERAL USE Logbook form**  

Driver name: Joe Bloggs Start Time for page: Noon/midnight Date: 6/9/12

Hours	Rest time	Work time	Location (of each change) Remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC
12					
1					
2					
3					
4					
5			5.00am Camberley Hastings	EMMO 10	20562
6					
7					
8					
9			9.00am Rest Mt Maunganui		
10			9.30am Load / Unload depot		
11					
12					
1					
2					
3			3.00pm Taupo		
4			3.30pm Taupo		
5					
6					
7			7.00pm Camberley Hastings		21207
8					
9					
10					
11					

End of last 24-hour break (date) 6/9/12	Work time hours – today 13	+ Previous total for cumulative work period + 0	= Total hours in this cumulative work period = 13
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Nil work days  
Date: 7/9/12 Date: 8/9/12 Date: Date:

All Work Time and Rest Time must be recorded including Secondary and Parallel employment.	Work Time may not exceed 15 hours within a Cumulative Work Day. 10 hours of continuous rest is required within a Cumulative Work Day.	24 hours of Rest Time must be taken before beginning a Cumulative Work Period. The Cumulative Work Period may not exceed 70 hours.	FURTHER INFORMATION is contained within the Explanatory notes and example page within this logbook.
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# Penalties for Omissions

Instant Fines	Penalties	
Offence	Infringement fee +	Demerit Points
Produced logbook on demand with 1 - 5 omissions	\$150	10
6 - 10 omissions	\$300	20
11 or more	\$500	30
Failed to produce a logbook	\$500	35



# Penalties for Omissions Cont

**Failure by you for any offence committed above may also have an affect on the company or management under the chain of responsibility COR and will affect ORS Rating Scores.**

**Long term could have detrimental affects on the TSL License Holder and your employment.**



# Points to Note

- **If you swap from Noon to Midnight or vice versa you must have a 24 hour break between shift changes**
- **You must use full descriptions of suburbs, towns & Cities**
- **(No abbreviations) Auckland, Palmerston North, Christchurch**

# Unavoidable Delays

**ROAD CLOSED**



Whenever a delay causes, or is likely to cause, the work time limits for that day or the cumulative work period to be exceeded, the event and the extent of the delay must be recorded in the logbook.

Once the event is over and you have exceeded the work time rule you must go to the nearest point of relief, home, motel, hotel or depot whichever is closest.

You must then complete a full 10 hour break or 24 hour break if you have now exceeded your cumulative hours before commencing work.



# Unavoidable Delays Cont

- An unavoidable delay is not an exemption to exceed work time and the defence must be able to prove that either the circumstances could not reasonably have been foreseen by the defendant; or it was an emergency



# Ferries

- **If your journey involves a scheduled ferry crossing and the trip lasts more than an hour you can count this as a rest break. Actual departure and arrival times must be recorded as the start and end of a rest break.**





# Ferries Cont

- **If you have exceeded your worktime hours you can work for up to one further hour to find a safe place to park your vehicle before taking a 10 hour rest break.**



# Exemptions

- **There are various types of exemptions available under the rule for vehicle types and vehicle service these include the GSL used within a 50km radius on a class 2 drivers licence.**



# Duties regarding logbooks

- **A driver must**
  - **retain a logbook for a period of 12 months after the date of the last entry in that logbook; and**
  - **in the case of a driver who is an employee, deliver a copy of each completed logbook record to the driver's employer within 14 days after completing that record,**



# Duties regarding logbooks cont

- **the employer must retain the copy of each logbook record for a period of 12 months from the date of the record.**

# Alternative fatigue management scheme (AFMS)

- **rules for applying are now a lot less onerous than they were**
- **this scheme could help operators where they were pushed to achieve work within the prescribed worktime hours**



# E Logbook

- **Is available**
- **Requirement for a field trial prior to approval**

# Contact

- **Contact Senior Business Advisor Russell Walsh on 04 894 5031 or [Russell.walsh@nzta.govt.nz](mailto:Russell.walsh@nzta.govt.nz) for further information on AFMS**



# Questions

