

1	Introduction
<p>Section 302G of the Land Transport Act 1998 (the Act) provides for Waka Kotahi NZ Transport Agency to approve alternative means of recording matters relevant to the monitoring of work time (electronic logbooks - <i>eLogs</i>).</p> <p>Logbooks provide a record of matters relevant to the monitoring of work time work and rest time a driver has accumulated during a cumulative work period. A cumulative work period is a set of cumulative work days between continuous periods of rest time of at least 24 hours. Logbooks also provide:</p> <ul style="list-style-type: none"> • A reminder to drivers when a rest break is due. • Evidence that a driver is complying with the work and rest time requirements required by law. <p>Traditionally logbooks are paper based and require drivers to make handwritten entries. Waka Kotahi (in partnership with the NZ Police) will consider alternatives to these paper-based logbooks. The Act also allows Waka Kotahi to revoke the approval of any electronic logbooks.</p> <p><i>These Minimum Specifications are subject to change, at any time, without consultation.</i></p>	

2	Waka Kotahi's approval principles for assessing eLog systems
2.1	The minimum information required by law is recorded.
2.2	Copies of one or more logbook records to be immediately available/visible or extracted & provided by email at the roadside to an enforcement officer or Waka Kotahi.
2.3	The use of an alternative to traditional driver's logbooks must enable and not impede roadside or investigation activity.
2.4	The NZ Police must be satisfied that any alternative to a traditional driver logbook will not impede the Police's operational activities.
2.5	Chain of Evidence requirements must be preserved.
2.6	Each record must be uniquely identifiable.
2.7	Reminding drivers when rest breaks or rest periods are due.
2.8	All specifications and standards set out in this document are to be considered as conditions to approval pursuant to the Land Transport Act 1998.
2.9	<p>All eLog system applications require a 3-stage check assessment before approval can be issued, namely:</p> <ul style="list-style-type: none"> • the self-check completed by the applicant or supplier of the eLog system prior to application (evidence is required), • Waka Kotahi, and • the NZ Police.

3	The System	
3.1	<p>Performance & updates</p> <p><i>The eLog system must ensure updates do not affect the performance of the system to comply with the requirements and maintains a record of all automatic update or changes. Including self-compliance checks to ensure the System operates as approved.</i></p>	Comments/Explanation of how the requirement(s) been met
3.1.1	<p>Include an automatic self-check procedure to ensure the system is working as it should. A notice should show the driver the system is in self-check mode. If a fault is detected this must be notified to the driver, operator and Supplier of the System.</p>	
3.1.2	<p>The System is synchronised in real-time between all System delivery platforms namely; any in-vehicle mounted unit, the user’s personal mobile device(s) and the Systems servers at all times i.e. where a driver uses multiple devices in one Cumulative Work Day or Period.</p>	

3.1.3	Is capable of receiving and applying any software updates that may be required as a result of future changes to technology and legislation (e.g. where there are changes to a maximum number of hours that may be worked in a given period or Android/Apple updates).	
3.1.4	Does not allow overwriting of data entered automatically by the System.	
3.1.5	Include a change/audit log that automatically records date and time of any changes made to the System, including any routine software changes.	
3.1.6	Provides a non-erasable record of any changes made to built-in settings such as clocks and login codes.	
3.1.7	Accommodates changes between New Zealand Standard Time and New Zealand Daylight Saving Time.	
3.1.8	Includes the <i>actual</i> date/time stamp (that cannot be altered) for each entry.	
3.1.9	The name and driver licence number of the driver registered to use that logbook	
3.1.10	Must reflect a unique identifier on each Cumulative Work Day entry (like paper logbook pages).	
3.1.11	Suitable external and <i>secure</i> back-up for all data must be available.	

3.1	The System - continued	
	Data and Work time entries <i>The System must ensure records are collected appropriately and cannot be altered, unless permitted and are easily identifiable.</i>	Comments/Explanation of how the requirement(s) been met
3.1.12	Ensure an employer or transport operator can set up, install, collect and maintain the data information from their driver(s) *1	
3.1.13	Ensure a self-employed driver can set up, install, collect and maintain their own data information.	
3.1.14	Includes security features (logon process) a driver must complete prior to using the logbook i.e. a username and Pin or Password	
3.1.15	Requires the driver to commence and end their Cumulative Work Day. The System cannot automatically commence or end a CWD, this must be a <i>deliberate</i> action/entry from the user.	
3.1.16	Where a system remains logged in permanently to a device. A pin or password required to commence and end Cumulative Work Day (CWD). <i>Note: if the device is affixed in a vehicle permanently, a prompt is required to confirm the driver midway through the CWD. This prompt requires the driver to enter a pin or password.</i>	
3.1.17	Where GPS or the System automatically populates/completes fields such as the address or date/time, the System must allow the driver to correct/amend the information prior to the entry being completed/finalised.	
3.1.18	Ability to have notes entered where there is loss of reception/no signal.	
3.1.19	Prevents entries being made for one cumulative work day when a previous work day's record is still open.	
3.1.20	Prevents changes to cumulative work day records when that record has been closed or a new entry has been entered i.e. change <i>from</i> Work time <i>to</i> rest, the previous work time entry must be locked & no further modifications.	
3.1.21	Where a change has been made to a work time entry, the system must reflect the date and time of change in either the entry or an audit trail against the entry - can be reflected at the bottom of the enforcement log or drivers' summary if one is available. An indicative symbol such as an <i>Asterix</i> must highlight the change.	

	i.e. driver did not log out at end of Cumulative Work Day e.g. amended log at 9pm to finish at 7pm. <i>Entry to reflect date/time of entry and information entered/selected by driver if that differs.</i>	
3.1.22	Where a record overlaps midnight, the system must record the Cumulative Work Day in one <i>full</i> logbook entry. This cannot be recorded or extracted as <i>calendar</i> days.	
3.1.23	Ability to have retrospective entries added for work time of previous days (backfilling of worktime where the individual was not driving and has now commenced driving part way through a cumulative period i.e. admin work 2 days prior to driving where a logbook is required to be maintained for the full Cumulative Work Period – back to their last 24 hour rest break).	

***1 –Minimum Output Data and File Type – refer to 6.1**

3.2	Logbook & Work time Requirements	Comments/Explanation of how the requirement(s) been met
	<i>The eLog system must comply with all relevant requirements of the Work time and Logbook Rule 2007 as follows:</i>	
3.2.1	Differentiates driver duty status between work time and rest time.	
3.2.2	Indicates whether the work time record commenced Midnight or Noon – unless readily apparent such as a 24-hour clock or AM/PM.	
3.2.3	Records the date, start/finish time and location where each work time entry is made.	
3.2.4	Records the date, start/finish time and location of all rest breaks	
3.2.5	For all vehicles subject to work time, records the registration plate of each vehicle driven.	
3.2.6	For vehicles subject to road user charges (RUC), prompt the driver to record the registration plate, start and finish distance recorder readings of all vehicles driven in a cumulative work day	
3.2.7	Provides a provision for a driver to make notes against each <i>entry</i> and these notes become part of the permanent record. <i>The note(s) must be reflected against the work time entry in the enforcement log and driver logbook if one is available & differs to the enforcement log.</i>	
3.2.8	Accommodates changes to a driver's work status and vehicles driven during a working day i.e. change of vehicle or transport service licence or employer.	
3.2.9	Accommodates drivers of all Transport Service Licence types – Goods, large passenger, small passenger and vehicle recovery services.	
3.2.10	Accommodates vehicle related and non-vehicle related work activities. 'Work time' or 'driving' and 'rest' or 'rest break' and Secondary employment or non-driving relating activities. <i>Non-driving related work time must populate in the same way as 'driving'. It can be noted as 'other work', 'non-driving' or 'work time'. Activity grid must include this information.</i>	
3.2.11	Allows for the Last 24 hour break to be added on <i>first</i> use.	
3.2.12	Warns drivers if the legal work time maximums have been exceeded but does not preclude entry of this data - rest breaks, cumulative work day and cumulative work period. Including warnings where the mandatory 10-hour rest break and 24-hour rest break between cumulative work periods have not been met.	
3.2.13	Is capable of reconstructing <i>daily</i> records back to the beginning of the cumulative work period at the roadside, including the most recent cumulative work day.	
3.2.14	Can record any other requirements specified in the Land Transport Rule: Work Time and Logbooks 2007. <i>This is in relation to 'notes' when any other requirement may apply - such as AFMS, Logbook exemption, Agricultural Variation or failure of eLog etc</i>	

3.3	The Employer <i>All relevant and required work time data must be transmitted to the employer upon a driver commencing a cumulative work day and cumulative work period.</i>	Comments/Explanation of how the requirement(s) been met
3.3.1	At least once in every 24-hour period.	
3.3.2	Electronic Logbook records must be available to the transport operator in a form identical to that available to enforcement officers, in unaltered form to that which the driver locked/ended the cumulative work day entry.	
3.3.3	Electronic logbook records and any additional data received by a transport operator is to be stored so that it may be retrieved simply upon request by an enforcement officer or Waka Kotahi. Data must be stored for a minimum of 12 months from the date of each entry.	
3.3.4	The data must include the date and time the data was provided to the transport operator.	
3.3.5	Notifies the operator when the System or device has not updated within 24 hours, except where a driver has ended their CWP and a break of not less than 24 hours has been recorded.	
3.3.6	Accommodates notification of driver(s) work time breaches in a timely manner i.e. immediately or daily, depending on seriousness of offending.	

3.4	Warning/Prompts – see Appendix A (examples) <i>The eLog must provide adequate notification of upcoming rest breaks or likely 'breach' of worktime in certain circumstances. Warning/Prompt should not prevent user completing entry</i>	Comments/Explanation of how the requirement(s) been met
3.4.1	Warning/alert prior to rest break 5.5/7 hours worktime accrued (5 and/or 15 minutes prior to event).	
3.4.2	Warning/alert prior to end of cumulative work day end – 13 hours (5 and/or 15 minutes prior to event).	
3.4.3	Warning/alert prior to end of cumulative work period end – 70 hours (5 and/or 15 minutes prior to event).	
3.4.4	Warning/alert recommencing work time where 30 minute rest break has not been completed	
3.4.5	Warning/alert recommencing work time where 10 hour rest break has not been completed	
3.4.6	Warning/alert recommencing work time where 24 hour rest break has not been completed	

4.1	eLog Display (driver summary – primary screen) <i>The eLog must present the following information as part of the systems available information display and delivery</i>	Comments/Explanation of how the requirement(s) been met
4.1.1	It has been approved by Waka Kotahi and the date of approval.	
4.1.2	Displays a notice that the logbook is for the sole use of the driver registered to use that logbook.	
4.1.3	Notes when the last 24-hour break ended.	
4.1.4	Commencement date/time of active Cumulative Work period.	
4.1.5	Commencement time of <i>active</i> cumulative work day.	
4.1.6	Duration of <i>active</i> cumulative work day.	

4.1.7	Duration of <i>active</i> cumulative work period.	
4.1.8	Next break due – includes end of cumulative work day and period (whichever occurs next) i.e. after working 12 hours of work time, next prompt is end of cumulative work day (unless their cumulative work period ceases first).	
4.1.9	A warning to the driver when any work time requirement has been exceeded. Warning to remain visible until the driver has complied with the requirement.	

5.1	Enforcement log/view <i>Enforcement view to enable ease of access to Cumulative Work time roadside, including audits or investigations undertaken by the NZ Police and/or Waka Kotahi and must include the following;</i>	Comments/Explanation of how the requirement(s) been met
5.1.1	All Mandatory Logbook entries required in 5.2(2) of the Land Transport Rule: Work time & Logbook 2007, including: <ul style="list-style-type: none"> End of the last 24-hour break Work time hours – <i>today</i> Total hours in the cumulative work period 	
5.1.2	An activity grid must be populated for the <i>entire</i> duration of the Cumulative Work Period. <i>Grid can be horizontal or vertical – depending on layout the system is designed to operate i.e. scroll up/down or left/right</i>	
5.1.3	Is capable of reconstructing daily records back to the beginning of the cumulative work period at the roadside, including the most recent cumulative work day. These must be in chronological order.	
5.1.4	Is capable of providing electronic copies roadside of the <i>active</i> cumulative work period, including the most recent cumulative work day.	
5.1.5	Where a record overlaps midnight, the system must record the Cumulative Work Day in one <i>full</i> logbook entry. This cannot be recorded or extracted as <i>calendar</i> days.	

6.1	Minimum Output Data and File Type <i>The following outlines the Minimum information that must be available for bulk data extraction by the Operator, Waka Kotahi and/or the NZ Police upon demand.</i>	Comments/Explanation of how the requirement(s) been met
6.1.1	The System must be capable of collating & providing the following data: <ul style="list-style-type: none"> Date Name of driver - as required in Part 4 of the Work Time & Logbook 2007 Driver Licence number Registration plate of the vehicle Hub odometer or ODO reading – depending on light or heavy vehicle Full location details as required by Part 4 of the Work Time and Logbook Rule 2007. Signing into eLog Signing out of eLog (if applicable) Cumulative work time duration (at each entry). Note(s) added against any entry Where is it not readily apparent against the entry, details of any change/edit to an entry made by a driver. The data must be collated in the <i>order</i> as noted above & chronological by date.	
6.1.2	The data must be provided in one Microsoft Excel file (no greater than 20mb). Where a request for multiple individuals is sought, this information must be separated based on <i>driver</i> records if the file cannot be sent as one.	
6.1.3	All records must be collated as <i>full</i> Cumulative Work Periods, unless it is clear that the request/demand is for one specific date or work period.	
6.1.4	Where bulk data has been sought, the information must be securely stored and transferred, such as a password protected document or an equivalent secure file transfer process. Any password should not be shared in the same exchange.	

Appendix A (examples) <i>The eLog must provide adequate notification of upcoming rest breaks or likely 'breach' of worktime in certain circumstances. Warning/Prompt should not prevent user completing entry</i>		Examples of each Warning/Notification
3.4.1	Warning/alert prior to rest break 5.5/7 hours worktime accrued (5 and/or 15 minutes prior to event).	
3.4.2	Warning/alert prior to end of cumulative work day end – 13 hours (5 and/or 15 minutes prior to event).	
3.4.3	Warning/alert prior to end of cumulative work period end – 70 hours (5 and/or 15 minutes prior to event).	
3.4.4	Warning/alert recommencing work time where 30 minute rest break has not been completed	
3.4.5	Warning/alert recommencing work time where 10 hour rest break has not been completed	
3.4.6	Warning/alert recommencing work time where 24 hour rest break has not been completed	

7.0	Declaration <i>Declaration to certify how the System accounts or meets the Minimum Specifications and acknowledgement of supply and installation obligations.</i>
	<p>I _____ of _____ (Print name & company name) certify the information provided in this application is to the best of my knowledge true and correct and I have:</p> <ol style="list-style-type: none"> 1. Read and understood the contents of the Waka Kotahi's minimum specifications for suppliers of Electronic Logbook (eLog) systems in New Zealand, 2. Read and understood the relevant sections of the Fair Trading Act 1986 and the Consumer Guarantees Act 1993 that apply to the <i>supply and installation of devices</i> New Zealand, 3. Read and understood the relevant sections of the Land Transport Rule: Work Time & Logbooks 2007 and Land Transport Act 1998 that relate to Electronic Logbooks, 4. Confirm the system approval is being sought for does not breach any copyright, trademark or other such protection.
	Date Signed

NB: These specifications are subject to change, at any time. Any change will be communicated in advance, where possible.