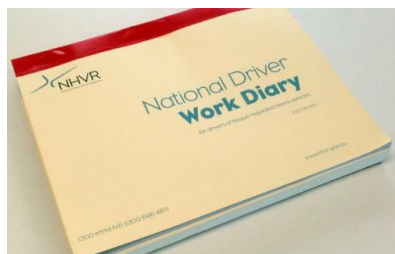




TIP-OPL-0022

One Point Lesson – Work Diary Training



- Step 1** Drivers Name
 2 Date
 3 Day of Week
 4 Fatigue Accreditation
 5 Time of Pre-Start
 6 Licence Number
 7 Number Plate
 8 Time Zone
 9 My Rest
 10 My Work
 11 Name of Place at Work & Rest
 12 Odometer Reading
 13 Space to Add Hours
 14 Total Work
 15 Total Rest
 16 Driver Signature

When do I need to complete a work diary ?

- Operating on BFM.
- Anytime you drive 100 km radius from your base or if your I360 unit is not operational.

What is work time ?

- Anytime spent driving, loading, unloading, refuelling or work associated with the vehicle.

What is rest time ?

- Anytime not working in a fatigue regulated heavy vehicle

On page 32 drivers must complete the address of their base depot & the address where records are kept.

- Records are kept at 10 Bernera Rd, Prestons NSW 2170
- Do not write on duplicate copies.
- YELLOW duplicate copy inc. cancelled & unused must be handed in to your supervisor or placed into appropriate box at ALL Truck parking locations
- You must use a work diary if you work under BFM, AFM hours regardless if you work either inside or outside a 100 km radius from your base.
- Driver to sign the Work Diary Page before starting a new daily sheet

ORIGINAL (to remain in the book)

NATIONAL DRIVER WORK DIARY DAILY SHEET

WORK DIARY NO.

DRIVER IDENTIFICATION		Time of daily check (if required):	
Driver's Name:	Date:	Day of the Week:	Time of daily check (if required):
Licence No:	Number Plate:	Time Zone: State/Territory (Driver Base):	
		ACT NSW NT QLD SA TAS VIC WA	
Number Plate Change and Comments (optional) (e.g. delays, authorised officer notes)		Exemption hours (for this 24 hr period only)	
Odometer Reading		Space for you to calculate your work and rest hours (optional)	
Name of Place at Work and Rest Change (e.g. rest area, truck stop, suburb or town)			
Two-up			
My Work		All drivers: calculate totals	
My Rest		Total Work:	
		Total Rest:	

Driver Signature:

To the best of my knowledge and belief the information I have recorded on this daily sheet is true and correct

YOU MUST SIGN THIS SHEET BEFORE STARTING A NEW DAILY SHEET

TWO-UP DRIVER'S IDENTIFICATION

Two-up Driver's Name:	Two-up Driver's Licence No:	Two-up Driver
		<input type="checkbox"/> Standard <input type="checkbox"/> BFM <input type="checkbox"/> AFM <input type="checkbox"/> Exemption hours
Two-up Driver's Work Diary & Page No:	Two-up Driver's Licence issued:	Two-up Driver's Signature:
	ACT NSW NT QLD SA TAS VIC WA	

Date Created: 09/11/2023

Completed by: Marko Kasap, Adam Warnes

Approved by: Lindsay McAulley

Training Required: Yes/No

SOP Updated

Documents to be Updated: 09/11/2025

[illegible]

Sign

[illegible]