

SAFE DRIVING PLAN (SDP)

To be Completed by Driver & Supervisor

SDP Prepared by (name of employer or hirer)	<input type="text"/>	Address of employer or hirer	<input type="text"/>
Trip Start Location	<input type="text"/>	Trip Destination	<input type="text"/>
Contractor's Name	<input type="text"/>	Driver's Name	<input type="text"/>
Driver's Licence Number	<input type="text"/>	Licence Class	<input type="text"/>
		Expiry Date	<input type="text"/>
Vehicle Type	B-Double <input type="text"/>	Single <input type="text"/>	Other <input type="text"/>
			Trip No. <input type="text"/>
Registration Number(s)	P Movers <input type="text"/>	Motor vehicle GPS tracked Yes/No <input type="text"/>	Trailers Rego <input type="text"/>
Driving Hours Scheme	SH <input type="text"/>	BFM <input type="text"/>	AFM or other <input type="text"/>

At the time of commencing this task state how many hours are available to you in the next 24 hours before you need to take a long break, i.e. min 7 hours

Work (HH:MM) <input type="text"/>	Night Hrs:Mins <input type="text"/>	Record night hours available if BFM or AFM <input type="text"/>	Vehicle Identification (make and model) <input type="text"/>
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Driver's Task
Description of driving &
non driving work,
anticipated route, all
pick-up and delivery
locations and estimate
of klms for this part of
the task

KMS Calcs
Check

Estimate of Average Driving Speed

Estimate of Rolling Time = Note implications if the driver
operating under SH i.e. max 12 hours' work in 24

Hrs:Mins

Working Space

Use this space to include a travel plan detailing anticipated
timeframes and distances for the trip including major rest breaks.

Other Work Time
E.g. Loading / Safety Checks

Total Work

+

Mandatory Minimum Short Rest
Breaks (Total)

+

Mandatory Minimum Long Rest Breaks (Total)
and any discretionary rest

+

Estimate of Trip Time

=

Departure Time and Date

OR

Day

Date

ODO Reading Outbound

ETA Based on Above
Information

Time

OR

Day

Date

Note: An ETA is an **ESTIMATED** time of arrival and is not binding on the driver. Any delays that will alter the ETA will be notified to the receiving branch

Comments e.g. Agreed
ETA?

All unexpected delays must be reported at first opportunity to

DRIVER DECLARATION (pre-departure)

Initial/Tick

My work diary has been completed in accordance with legislation and a copy can be made available on request.

If this task takes me past 24 hours, I will take into account what work time is available before a mandatory 24 hour rest period is required.

My previous duties were completed in accordance with legislation. I have taken required rest breaks & I am competent and fit to perform this trip (road transport service) as per the plan in a safe and legal manner taking into account all known identified risks including but not limited to weather, environment and physical conditions e.g. the roads & infrastructure etc.

I have been given a route assessment (if required) with suitable rest areas indicated or I am familiar with the task and I am aware of suitable rest areas.

Any additional risks associated with driving at night have been taken into account and I acknowledge that I should stop and take additional rest if fatigued.

All necessary paperwork has been submitted and a pre departure check completed including a driver vehicle condition report.

My driver's licence is current and appropriate for the task.

Driver's
Signature

Supervisor's
Signature

Predeparture Check
Done?
Paperwork submitted

☐

Print Name

Print Name

For advice on fatigue ref to NTC 'Guidelines For Managing Heavy Vehicle Driver Fatigue' website http://www.ntc.gov.au/filemedia/bulletins/Guidelines_Fatigue_August07.pdf
See Overleaf

06052014 Version

Include in your travel plan the identification of potential risks and the means of lessening the risks.

In the Driver declaration (3rd item) 'competent' includes having been advised of relevant workplace health and safety systems.

AMENDING OR REPLACING THE PLAN

Drivers are authorised to amend the plan without referring to their Supervisor **and should always rest when fatigued**. However, the changes **must not** cause the regulated driving hours to be breached. If a significant change from plan is necessary and there is possibility that regulated driving hours will be breached, the driver must contact his/her Supervisor for instruction.

Trip commentary / remarks. Use this section to record arrival and departure information at customers premises if performing pickups and deliveries (you can ask for these to be witnessed by the consignor or consignee).

If the driver has not used a national work diary for this trip - the driver should enter the odometer readings for each vehicle driven, together with the time and location for each change of activity for this trip in this space. If the vehicle has been fitted with a GPS enabled telematics device that the employer or hirer uses to monitor on a real time basis then this information is NOT required to be recorded in this plan.

Vehicle Fueled At Litres ODO

ARRIVAL INFORMATION Receiving Location Time Date

On Arrival – How Many Work Hours does the Driver have left in the Current Shift? ODO Reading Inbound Total KMS

Supervisor / Security Signature _____

Print Name _____

Trip substantially completed as per plan? YES / NO Driver Vehicle Condition Report Raised? YES / NO

If "NO" State Reasons Under "Trip Issues"

Driver's Signature _____

I have completed the National Work Diary which includes motor vehicle registration no. / dates / times / odometer readings for all changes of activity.

YES / NO

Return completed SDP within 48 hours of completion of the trip

TRIP ISSUES (COMMENTS / INCIDENTS / HAZARDS / INFRINGEMENTS / DRIVER BREACHES / INTERCEPTS etc)
