



## Module 6:

### Workplace procedures and practices to manage fatigue - Schedulers



Start Module >>



## Learning objectives

At the end of 'Module 6: Workplace procedures and practices to manage fatigue - Schedulers' you will be able to:

1

Describe the tools and planners available to help schedulers prevent fatigue



2

Use tools to accurately and safely develop plans, schedules and rosters

Replay

Page

Next



## Fatigue management tools for schedulers

Anyone who develops **schedules** and **rosters** for drivers, has a responsibility to incorporate fatigue management policy and procedures, to **minimise the risk of fatigue**.



### Tools and planners

- Safe driving plan
- Driving distance matrix
- Daily work and rest hours planner
- Continuous rest hours planner
- Driver 'Time on Site' estimation tool
- Scheduler checklist
- Timeslot re-schedule checklist



## Safe driving plan

Used by a scheduler to create a detailed trip schedule.

Delivery Details		Driver name		Driver/Transport Operator	Operator/Consignor	Training/Induction & Vehicle Inspection
Pick up location	Delivery location	Ces Thomas		Brothers Pty Ltd 88 Montpelier St Toowoomba Qld 4350	Fairweather & Co 202 Milton Drive Eagleby Qld 4078	<b>Driver has completed:</b> <input type="checkbox"/> Work Health & Safety <input type="checkbox"/> Fatigue management policy and procedures <input type="checkbox"/> Drug & Alcohol policy  <b>Driver has completed a:</b> <input type="checkbox"/> Vehicle Inspection
Green Circle 224 Ruthven St Wentwest Qld 4360	Frankston Miller & Co Oakflat Road Archertown Qld 4880	Departure date	Arrival date			
		10/03/2012	10/03/2012			
		Delivery period				
		12:00 (2 hour window)				
Other information (eg details about known risks, hazardous areas)		Remuneration				
Roadworks in progress along Old Wentwest Highway outside of Emerson.		Award	Monitoring method used to confirm times		How will hours be limited in case of delays?	
		Transport industry (State award) Grade 7: Long distance rates (35.45 cents per km) plus hourly rate of (\$22.80 base) for all time loading, unloading, queuing.	GPS, log book, timesheet, consignment note, auditing cross checks of pay		Contact with manager (ph 0400 XXX 767)	
<input checked="" type="checkbox"/> Standard hrs <input type="checkbox"/> BFM hrs <input type="checkbox"/> AFM hrs		Driver signature	Scheduler signature			
Planned application of hours				Planned total trip time: 10 hrs		
6:00am	6:20am	20 mins	Vehicle inspection, pre-departure review of conditions, completion of documents			
6:20am	10:30am	4 hrs 10 min	Toowoomba – Emerson			
10:30am	11:00am	30 mins	Rest break			
11:00am	12:00n	1 hr	Emerson – Wentwest			
12:00n	1:15pm	1 hr 15 min	Unload/load			
1:15pm	2:00pm	30 mins	Wentwest – Darrion			
2:00pm	2:30pm	30 mins	Rest break			
2:30pm	4:20pm	1hr 50 min	Darrion - Toowoomba			

\*Remuneration details are not required if the driver's pay slip shows information about award classification, remuneration method and hours of work. A copy of the pay slip may be attached to this plan.







## Driving distance matrix

Reference tool to use as a guide when scheduling trips to **common** locations.  
The matrix is specific to each transport organisation.

Use the matrix to look up distances between locations travelled to on a **regular** basis.

Location	Distance* (kms)										
	MEL	SYD	MIL	ADL	CBR	ALB	NTL	TAM	BNE	EMD	TVL
Melbourne (MEL)	-	1017	542	726	681	327	1047	1192	1703	2022	2497
Sydney (SYD)	1017	-	1016	1403	287	572	160	387	919	1444	2056
Mildura (MIL)	542	1016	-	388	800	614	1138	1147	1657	1898	2404
Adelaide (ADL)	726	1403	388	-	1193	859	1559	1543	2049	2117	2623
Canberra (CBR)	681	287	800	1193	-	357	437	664	1196	1569	2181
Albury (ALB)	327	572	614	859	357	-	722	867	1378	1697	2309
Newcastle (NTL)	1047	160	1138	1559	437	722	-	306	780	1340	1952
Tamworth (TAM)	1192	387	1147	1543	664	867	306	-	574	1069	1681
Brisbane (BNE)	1703	919	1657	2049	1196	1378	780	574	-	878	1357
Emerald (EMD)	2022	1444	1898	2117	1569	1697	1340	1069	878	-	612
Townsville (TVL)	2497	2056	2404	2623	2181	2309	1952	1681	1357	612	-

[Sample driving distance matrix](#)

[Driving distance matrix template](#)



The distances in the sample are based on the most direct route and will need to be checked if alternative routes are taken.

[Replay](#)

[Prev](#) Page

Next [»](#)



## Work and rest hours - Reference and planners

Used to calculate when breaks should be taken, and to ensure drivers do not work beyond the maximum time allowed.

These reference tables can also be used by Schedulers, when preparing rosters and safe driving plans for drivers.

Standard Hours	BFM Hours	AFM Hours	Purpose/Instructions
 <a href="#">Standard hours reference table</a>	 <a href="#">BFM hours reference table</a>	 <a href="#">AFM hours reference table</a>	Look up the <b>minimum</b> rest times and <b>maximum</b> work times
 <a href="#">Work and rest hours planner (Solo drivers)</a>	 <a href="#">Work and rest hours planner (Solo drivers)</a>		Determine <b>when</b> minimum rest breaks must be taken. Find your start time, look across the row to check the latest time that breaks should be taken.
 <a href="#">Continuous rest hours planner (Solo drivers)</a>	 <a href="#">Continuous rest hours planner (Solo drivers)</a>		Used to ensure the correct rest hours are scheduled over any 7 day period. Follow the instructions included on the planner. Refer to the legislation for more information.

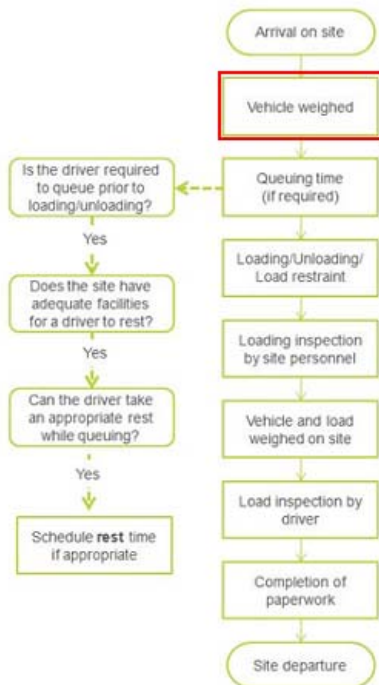


## Estimating driver time on site

Ensuring that **maximum work** hours are not exceeded



**Rest breaks** are scheduled appropriately



Task	Driver participation required?	Work time	Rest time	Total time on site
Vehicle is weighed	Yes	20 mins	Nil	20 mins
Queue prior to loading/unloading (if required)	Yes	10 mins	30 mins	1 hr
Loading/Unloading/Load restraint *	Yes	40 mins	Nil	1 hr 40 m
Load inspection by site personnel	N/A	N/A	N/A	1 hr 40 m
Vehicle and load are weighed on site	N/A	N/A	N/A	1 hr 40 m
Load inspection by driver	Yes	15 mins	Nil	1 hr 55m
Completion of paperwork	Yes	5 mins	Nil	2 hrs
Other activities	N/A	N/A	N/A	2 hrs
<b>Totals</b>		<b>1 hr 30 mins</b>	<b>30 mins</b>	<b>2 hrs</b>



[Sample driver 'Time on Site' estimation tool](#)



Remember, only schedule rest time if the site has **appropriate** facilities that are **accessible** to drivers.







## Timeslot re-schedule checklist

Procedures that **schedulers** can use to ensure sufficient **flexibility** is incorporated into **rosters** and **safe driving plans**.



### Consider these points when re-scheduling timeslots

- Sites, consignors and consignees have been consulted to ensure timeslots are allocated appropriately
- Procedures for rescheduling timeslots are responsive and support fatigue management strategies
- Escalation procedures are in place to respond to situations where a driver is unable to meet a timeslot
- Timeslot changes are communicated to all relevant parties in a timely manner
- Training and instruction in rescheduling procedures is provided to avoid further delays when rescheduling



[Timeslot reschedule checklist - Schedulers](#)





## Scheduler checklist

Use of the **tools** provided throughout this module



Assist in the preparation of **safe plans, schedules and rosters**



Quickly ensure schedules are **flexible and compliant**

### Safe driving plan

- Driver has a copy of the completed plan
- Contact details have been made available

### Maximum work hours / Minimum rest time

- Work hours do not exceed the maximum
- Minimum planned rest breaks
- Sufficient continuous rest hours
- Flexibility to allow the driver to rest and recover between shifts
- Requirements for two-up drivers

### Driver time on site

- Sufficient time has been incorporated



### Timeslot re-scheduling

- Appropriate timeslots have been negotiated
- Procedures have been followed to maximise flexibility of timeslots

### Other considerations

- Distance the driver has travelled to base
- Allows flexibility for delays
- Discretionary rest breaks
- Take into account high risk times
- Notice is given of a change from night to day shift, with time to adjust sleeping patterns
- Work time is rostered during the day
- Familiar and regular shifts
- Flexibility to replace a fatigued driver or a driver that is 'out of hours'



[Scheduler checklist](#)





## Summary

Congratulations! You have now completed Module 6: Workplace procedures and practices to manage fatigue - Schedulers.

You should now be able to:

- ✓ Describe the tools and planners available to help schedulers prevent fatigue
- ✓ Use tools to accurately and safely develop plans, schedules and rosters



You can now return to the home page and move on to the next module which will look at lifestyle choices to manage fatigue.

