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WORK TIME

AMX

LOG BOOK

TRIPLICATE LOGBOOK

DRIVERS FULL NAME
OR UNIQUE IDENTIFIER

THE LOG BOOK IS FOR THE SOLE USE OF THE PERSON WHOSE NAME IS RECORDED ON THE COVER APPROVED
BY THE NEW ZEALAND TRANSPORT AGENCY SEPTEMBER 2012

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Advisory Notes - Work time and logbooks

The work time rules apply to everyone who is legally required to manage driving hours, including both drivers and transport operators. The rules apply to you if you drive or operate a vehicle that:

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

Work time requirements do not apply to the driver of a goods service vehicle that requires a class 1 or 2 driver licence and:

- is used within a 50km radius of the vehicle's normal base of operation, and
- is not used for hire or reward.

Work time and rest requirements: Work time includes all time spent working regardless of whether it is time spent driving or doing other work. In general, drivers must take a break of at least 30 minutes after 5½ hours of work time, no matter what type of work takes place during that period. In any cumulative work day you can work a maximum of 13 hours and then you must take a continuous break of at least 10 hours (as well as the standard half-hour breaks every 5 1/2 hours).

A cumulative work day is a period during which work occurs, and that:

- does not exceed 24 hours; and
- begins after a continuous period of rest time of at least 10 hours

You can accumulate a total of 70 hours work time (known as a 'cumulative work period') before having to take a continuous break of at least 24 hours.

Work time includes both driving and all other work-related activities subject to the work time rules. For example, it includes:

- driving, loading and unloading
- maintenance and cleaning of vehicles
- administration and any paid employment whether or not related to transport activities
- time on the taxi stand waiting for a fare (for a taxi driver).

Rest time means all time that is not work time; is at least 30 minutes long; and is not spent in a moving work vehicle.

Ferries: If your journey involves a scheduled ferry crossing between the North and South Island and the trip lasts more than an hour, you can count this as a rest break. Actual ferry departure and arrival times must be recorded as the start and end of a rest break in your logbook. At the end of the crossing, even if you have exceeded your work time hours for the day, you can work for up to one further hour to find a safe place to park your vehicle before taking your 10-hour rest break before commencing work again.

Unavoidable delays: If you are unable to complete your journey within work time limits due to an unavoidable delay, this must be recorded in your logbook. Unavoidable delays are circumstances that you could not reasonably foresee or emergencies, which are defined as:

- a state of emergency (i.e. a civil defence emergency)
- an incident attended by an emergency service, or
- an event requiring immediate action to save life or prevent serious injury.

Penalties: A breach of the work time rules is serious. If convicted, a driver can be fined up to \$2000 for each breach. In addition, you will be disqualified from driving, possibly from all licence classes, for at least one month.

If you employ a driver who breaches work or rest time limits and you're held responsible for this, you could be fined up to \$25000 upon conviction. This is known as the 'chain of responsibility'.

Keeping a logbook: If you are subject to the work time limits (and are required to complete a logbook), you must record all your work and rest times in a logbook approved by the NZTA.

The logbook provides a record of your work activity and enables enforcement officers to check compliance with the work time rules. You must produce your logbook to an enforcement officer to inspect, if requested, starting from the last 24-hour rest time up to the present time. An enforcement officer is entitled to remove pages from your logbook, and most logbooks contain a special duplicate or triplicate copy for this purpose. You can only maintain one logbook at a time.

You must fill out the following information in your logbook:

- your name
- the date the logbook page starts on
- the time of day your logbook page starts (midnight or noon)
- the registration number of each vehicle driven and the start and finish distance recorder readings (if the vehicle is subject to road user charges)
- the start and finish times and location for all work time hours
- the start and finish times for all your rest breaks and where you took them.

You must also note your name or unique identifier on the space provided on the cover of the logbook and, if you are using an approved general logbook form, you must complete the activity grid.

Unavoidable delays: If you experience an unavoidable delay or emergency that causes, or is likely to cause, you to exceed the work time limits for a cumulative work day or cumulative work period, you need to note the event and the length of the delay in your logbook. Immediate exemptions from the NZTA are not available. Unavoidable delays are circumstances that you could not reasonably foresee.

Emergencies are defined as:

- a state of emergency (i.e. a civil defence emergency)
- an incident attended by an emergency service, or
- an event requiring immediate action to save life or prevent serious injury.

Keeping the logbook up to date: Your logbook entries are required for the period between one 24-hour break and the next (the cumulative work period of up to 70 hours). After taking any day(s) off, you must record the dates of the days off in your logbook on the first day back at work.

Once you have completed a cumulative work period, you must make sure your employer receives the 'record' copy of your logbook pages within 14 days.

You must keep any completed logbook for 12 months after the date of the last entry.

If you employ drivers, or are an owner-operator, you are also required to keep fuel and accommodation receipts that can be produced on demand by an enforcement officer. You are also required to keep a range of employment records.

Logbook offences: Demerit points (against your driver licence) and instant fines apply to some logbook offences. See the table below for more information.

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

Disclaimer: Amtrax Ltd, and the printer of this logbook shall not be held responsible for any omissions, error or loss of definition through abbreviation of the guidelines provided. Persons using this book or referencing information contained within it should ensure they familiarise themselves with appropriate related legislation beforehand



Glossary

Worktime - is time spent performing work-related duties, including, but not limited to, driving vehicles, loading and unloading vehicles, maintaining and cleaning vehicles, administration or recording and any other paid employment. The term replaces the on ‘duty’ and ‘driving hours’ terms, which used to be recorded separately in a driver’s logbook. All work time will need to be recorded in your logbook.

Logbooks - provide a record of your work time hours.

Cumulative work day - means a period:

- (a) during which work occurs; and
- (b) that:
 - (i) does not exceed 24 hours; and
 - (ii) begins after a continuous period of rest time of at least 10 hours.

Cumulative work period - is the period between one 24-hour break and the next. Drivers can work up to 70 hours before they must take a break of at least 24 hours.

Short-term variation
A transport service operator may apply for a variation, to either allowable work time or required rest breaks, to assist in meeting operational needs. The variation must still not exceed 14 days in total and any cumulative work period may not exceed 70 hours.

Road user charges - enable all users to contribute to the road network in New Zealand. All vehicles over 3.5 tonnes (manufacturer’s gross laden weight) and all vehicles 3.5 tonnes or less (powered by fuel not taxed at source) require a road user charges licence.

INDICATE END OF 10 HOUR REST PERIOD BEFORE COMMENCING THE DAYS WORK

WORKTIME START: INDICATE EITHER WHEN PAID EMPLOYMENT BEGINS OR WHEN DRIVING A VEHICLE SUBJECT TO WORKTIME REQUIREMENTS

REST BREAKS: TIME AND LOCATION TO BE RECORDED. YOU ARE NOT REQUIRED TO INDICATE THE ACTIVITY UNDERTAKEN DURING THE BREAK

END OF WORK DAY

DELAYS CAUSING WORKLIMITS TO BE EXCEEDED: EVENT AND EXTENT OF DELAYS TO BE NOTED SEE NOTES

IT IS NOT MANDATORY TO COMPLETE THESE FIELDS, **HOWEVER**, IT IS MANDATORY TO INDICATE THE END OF THE LAST 24 HOUR BREAK TAKEN WITHIN THE LOGBOOK. THIS MAY BE DONE BY **EITHER** USING THE BOX PROVIDED **OR** NOTING THE END OF THE LAST 24 HOUR BREAK WITHIN THE LOCATION REMARKS COLUMN.

PRINT YOUR NAME

CIRCLE APPLICABLE START PERIOD

END OF LAST 24 HOUR BREAK. **EITHER** RECORD THE END OF THE BREAK IN THIS ACTIVITY FIELD **OR** WITHIN THE PANEL BELOW

Driver Name

FRED MORRIS

Start Time for page

Noon / midnight

Date

2/10/12

Hours	Rest time	Work time	Location (of change) Remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC
12					
1			End 24 hour break 2/10/12		
2			3.30am Terrace End/Palmerston North		
3					
4			6.00am Taradale/Napier	MD3824	93456
5					
6					
7					
8					
9			8.45am Taupo		
10			9.15am Taupo		
11					
12			11.30am Ngauruawahia	MD3824 CB1429	93862 32341
1					
2			2.30pm Otara/Auckland		
3			3.30pm Otara/Auckland		
4			4.15pm Delay Auckland Motorway 1 1/4 hr		
5					
6			5.45pm Takanini Auckland		32442
7					
8					
9					
10					
11			Accident Drury offramp emergency services involved		

End of last 24-hour break (date)

Work time hours – today

+ Previous total for cumulative work period

= Total hours in this cumulative work period

+

=

Not work days

Date:

Date:

Date:

Date:

Driver copy stays in the book

All work must be recorded, including other employment

No more than 13 hours work time in any cumulative work day – 10-hour break between days.

No more than 70 hours work time before taking a 24-hour break.

Record copy must be given to employer within 14 days.

Driver Copy (White)

RECORD DATE THAT WORKDAY BEGAN

RECORD EACH VEHICLE SUBJECT TO WORKTIME REQUIREMENTS

HUBODOMETER/ ODOMETER READING RECORD: **START AND FINISH** FOR EACH VEHICLE

AMX 123456-7

IT IS NOT MANDATORY TO COMPLETE THESE FIELDS. **HOWEVER** YOU MUST NOTE ON YOUR FIRST WORKDAY THE DATES OF ANY DAYS ANNUAL LEAVE TAKEN OR THE RESUMPTION OF WORK AFTER ONE OR MORE DAYS WHEN WORK IS NOT UNDERTAKEN

NOTES:

- SUBURB/TOWN CITY TO BE NOTED.
- PLACE NAMES MAY NOT BE ABBREVIATED AND MUST BE WRITTEN IN FULL.
- DELAYS CAUSING WORK LIMITS TO BE EXCEEDED, MUST BE UNAVOIDABLE AND BEYOND THE DRIVER'S CONTROL.

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Driver Name			Start Time for page Noon / midnight	Date	
Hours	Rest time	Work time	Location (of change) Remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

AMX XXXXXX - X

End of last 24-hour break (date)		Work time hours – today		+ Previous total for cumulative work period		= Total hours in this cumulative work period	
				+		=	
Nil work days							
Date:		Date:		Date:		Date:	
Driver copy stays in the book	All work must be recorded, including other employment	No more than 13 hours work time in any cumulative work day – 10-hour break between days.	No more than 70 hours work time before taking a 24-hour break.	Record copy must be given to employer within 14 days.			

Driver Copy (White)

144 mm

222 mm

Driver Name	Start Time for page Noon / midnight	Date
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Hours	Rest time	Work time	Location (of change) Remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

AMX XXXXXX - X

End of last 24-hour break (date)	Work time hours – today	+ Previous total for cumulative work period	= Total hours in this cumulative work period
		+	=
Nil work days			
Date:	Date:	Date:	Date:
Driver copy stays in the book	All work must be recorded, including other employment	No more than 13 hours work time in any cumulative work day – 10-hour break between days.	No more than 70 hours work time before taking a 24-hour break.
Record copy must be given to employer within 14 days.			

Employer Copy (Yellow)

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Driver Name	Start Time for page Noon / midnight	Date
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Hours	Rest time	Work time	Location (of change) Remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

AMX XXXXXX - X

Enforcement Copy (Pink)

End of last 24-hour break (date)	Work time hours – today	+ Previous total for cumulative work period	= Total hours in this cumulative work period
		+	=
Nil work days			
Date:	Date:	Date:	Date:
Driver copy stays in the book	All work must be recorded, including other employment	No more than 13 hours work time in any cumulative work day – 10-hour break between days.	No more than 70 hours work time before taking a 24-hour break.
Record copy must be given to employer within 14 days.			