



# Training & Education

## DRIVER OPERATIONS: Pre Start Procedures

### SM4.1.1 Getting Organised: Know your vehicle

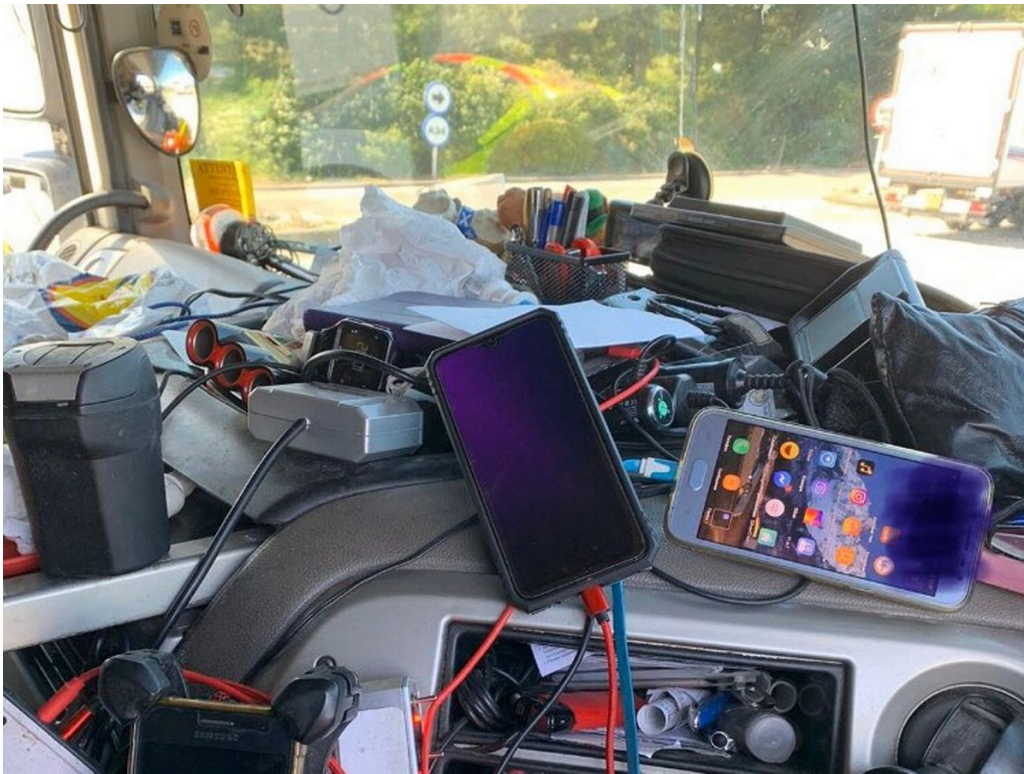
#### WHAT SHOULD BE IN YOUR CAB? CAN YOU LOCATE....?

Paperwork & Reference	Other Compulsory items
<ul style="list-style-type: none"><li>▪ Driver Reference Manual: important info for your truck</li><li>▪ NHVAS Approval Letter &amp; certificate</li><li>▪ Interception book</li><li>▪ Fault reporting slips</li><li>▪ Accident/Incident reports</li><li>▪ PBS permits / maps</li><li>▪ Daysheets &amp; docket books</li><li>▪ NHVAS sticker (on truck &amp; trailer)</li></ul>	<ul style="list-style-type: none"><li>▪ PPE</li><li>▪ First Aid kit/refills</li><li>▪ Phone</li><li>▪ UHF radio</li><li>▪ Keys</li><li>▪ Fuel tag</li><li>▪ Emergency hammer</li><li>▪ Etol transponder</li><li>▪ Gauges/alarms/warning lights</li><li>▪ Roadside triangles</li></ul>



If anything is missing – let Admin know immediately

## WHAT SHOULD NOT BE IN YOUR CAB?



- **LOOSE ITEMS IN THE CABS:** Each vehicle has been provided with toolboxes and/or cab storage. Do not have unsecured items in the truck cabs that may cause injury during hard braking or accidents. This includes:
  - Rubbish
  - Tools
  - Open coffee cups
- **FIRE EXTINGUISHERS:** are supplied in each vehicle. Ensure these are secured and not loose in the cab.
- **PASSENGERS or PETS:** are not allowed on worksites and thus are not allowed in Hawgood Haulage vehicles. Please understand this is also a vehicle insurance issue.

## 4.1.2 The Pre Start Inspection

### CERTIFYING THE ROADWORTHINESS OF YOUR VEHICLE

- *The Prestart Inspection* is to be completed before each day of driving. You are checking that tyres, lights, reflectors, brakes, windows, mirrors, wipers, air, fluids & body work:
  - CDL – ARE **NOT** CRACKED , DAMAGED, OR LOOSE
  - ABC – HAVE **NO** ABRASIONS, BUMPS, CUTS
  - PMS – ARE PROPERLY MOUNTED & SECURE
  - LIQ – HAVE **NO** LIQUID OR AIR LEAKS
- Sign the *Daily Worksheet* to certify you have completed the check
- Record faults on the *Fault Reporting Slip* – see below.
- Notify Management (Geoff) of any faults and await further instructions

HM10.0 HAWGOOD HAULAGE FAULT REPORT					
DATE	VEHICLE <input type="checkbox"/> Prime Mover <input type="checkbox"/> Trailer	REGO	DRIVER  ODOMETER	FAULT	DETECTED DURING: <input type="checkbox"/> Prestart Insp <input type="checkbox"/> Work day
REPORTED TO: <input type="checkbox"/> Geoff <input type="checkbox"/> Charlie <input type="checkbox"/> Zane	MINOR FAULT REPAIRED SAME DAY BY: <input type="checkbox"/> Geoff:- _____(sign) <input type="checkbox"/> Charlie:- _____(sign) <input type="checkbox"/> Other: State below			REPAIRS SUMMARY/FURTHER INVESTIGATION	CLOSED OUT BY:  DATE

You must record the detail of faults on these slips – just telling Geoff or Charlie is not sufficient when there are multiple vehicles to be accommodated.

### 4.1.3 Certifying you are “FIT FOR DUTY”

Drivers are to sign a “Fit for Duty” statement before driving each day. By signing this statement, you are certifying that you:

- have a zero drugs/alcohol blood reading.
- has had sufficient rest and are competent to drive a heavy vehicle.

***DRIVER FITNESS AND HEALTH:*** for the most part, truck driving is a very sedentary profession. Minimise health risks by improving diet, getting regular exercise, drinking sufficient water and maximizing sleep. Management needs to be notified of any health concerns that may affect your driving competency or safety.

You may be asked to complete a *commercial driver medical assessment* (local medical clinic at Banyo) & provide a report prior to employment.

### 4.1.4 Daysheets and Record Keeping

Must be completed fully and accurately. Refer to the *HH DRIVER DOCS WEBSITE* for important information you will need including tares, combinations mass limits and axle weights.

COMPLETING THE DAILY WORKSHEET – SEE EXAMPLE OVER PAGE



HH4.1 HAWGOOD HAULAGE DAILY WORKSHEET V.2		DRIVER'S NAME: <b>NIGEL SMITH</b>		DATE: <b>14/6/24</b>	
TRUCK REGO: <b>477 SQM</b>	START TIME: <b>4.15</b>	CONFIGURATION: <b>S. T&amp;D RT</b>	ODOM FINISH: <b>418 437</b>		
TRAILER REGO: <b>YQ 002B</b>	FINISH TIME: <b>4.15</b>	TARE: <b>18.10</b>	ODOM START: <b>418 021</b>		
FLEET NO: <b>IF APPLICABLE</b>	HRS AT WORK: <b>12</b>	ALLOWABLE GCM: <b>57.35</b>	TOTAL KMS: <b>416</b>		

#### AXLE WEIGHT CHECKS

#### CHECK LOADING - TAKE REGULAR SPLITS

DOCKET NUMBER: <b>143517612</b>	STEER: <b>6.58</b>	DRIVE: <b>23.32</b>	TRAILER 1: <b>16.90</b>	TRAILER 2: <b>16.94</b>	TRAILER 3: <b></b>	OVERALL GCM: <b>57.20</b>
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BREAKS	1	2	3	4
START	<b>9.45</b>	<b>1.50</b>		
FINISH	<b>10.15</b>	<b>2.20</b>		
MINIS	<b>0.30</b>	<b>0.30</b>		

**YOU MUST RECORD ACCURATE REST BREAKS**

CONTRACTOR: H – Holcim. N – Neilsens. HY – Hymix. HN – Hanson. C – Cook. RS – Riverside Sand

CONTRACTOR	LOADING POINT	PRODUCT	TIME DEPART SITE	DKT NUMBER	PAYLOAD TONNES	GROSS	UNLOADING POINT	TIME DEPART SITE
<input checked="" type="checkbox"/> <b>IS IT A PBS LOAD?</b>								
H	1. <b>BENLEIGH</b>	<b>Wbmt</b>		<b>1800275UR</b>	<b>81.22</b>	<b>49.34</b>	<b>RHINO</b>	
HW	2. <b>LYTTON</b>	<b>SAND</b>	<b>7.00</b>	<b>143512762</b>	<b>37.62</b>	<b>55.80</b>	<b>WEST END</b>	<b>7.40</b>
HW	3. <b>WAFFDENE</b>	<b>M/SAND</b>	<b>8.45</b>	<b>143513639</b>	<b>38.57</b>	<b>56.75</b>	<b>JINDALEE</b>	<b>9.40</b>
HW	4. <b>WAFFDENE</b>	<b>M/SAND</b>	<b>11.30</b>	<b>143515533</b>	<b>38.77</b>	<b>56.95</b>	<b>JINDALEE</b>	
HW	5. <b>WAFFDENE</b>	<b>SAND</b>	<b>1.45</b>	<b>143517612</b>	<b>39.02</b>	<b>57.20</b>	<b>WEST END</b>	<b>3.00</b>
	6.							
	7.							
	8.							
	9.							

**YOU MUST DO YOUR DAILY PRESTART CHECK & SIGN YOU ARE FIT FOR DUTY**

#### DRIVER DECLARATIONS: I certify that I am:

- ☒ Free from the influence of drugs or alcohol
- ☒ Physically & mentally fit to drive a heavy vehicle
- ☒ Within my legal driving hours as per State Laws

I have conducted my Daily Vehicle Inspection as per HM1.0. I declare that I have made every effort to ensure the vehicle is roadworthy to the limits of this inspection. Any faults have been reported on the Fault Reporting Slip HM2.1 & to Management.

SIGNATURE: \_\_\_\_\_

#### DETAIL OF DELAYS:

**BE ACCURATE WITH WAITING TIMES SO WE CAN CHARGE FOR DELAYS**

Record details on the back of this sheet

Where? When? How long? Reason?



**Timesheets – getting paid!**



**Mass info: loads, tares, gross – NHVAS: Mass**



**Fit for Duty – NHVR: Safety**



**Faults – NHVAS: Maintenance**



**Breaks – NHVAS: Fatigue**

**Hourly hire docket books are to be carried in the vehicle for load information relating to carting washout materials.**

**This information is regularly audited for our Accreditation  
YOU MUST COMPLETE PAPERWORK FULLY AND ACCURATELY**