

HHBFM 07: Safe Driving Plan

Business Name	HAWGOOD HAULAGE P/L	Business address	227 ELLIOTT RD BANYO QLD 4014
Contact person	ZANE HAWGOOD	Contact number	0405 243 514

SCHEDULER	
SCHEDULERS CONTACT DETAILS	
DRIVERS NAME	
DRIVERS CONTACT NUMBER	
DRIVERS LICENSE NUMBER	

Is the drivers medical current?

☐ Yes ☐ No

Is the driver's license current and suitable for the vehicle being driven?

☐ Yes ☐ No

Has the driver been inducted into the Fatigue Management Systems?

☐ Yes ☐ No

VEHICLE TYPE	
REGISTRATION (PM)	
REGISTRATION (TR)	

TO BE COMPLETED BY THE SCHEDULER

TYPE OF GOODS BEING DELIVERED	
DELIEVERY OF GOODS FROM:	
DELIEVERY OF GOODS: TO:	
EXPECTED KMS TO BE TRAVELLED	
DATES COVERED BY THIS SAFE DRIVING PLAN (7 DAYS MAX.)	

DATE	EXPECTED START TIMES	AMENDED START TIMES	EXPECTED FINISH TIMES	AMENDED FINISH TIMES

*Driver to record amended times where necessary

DATE	EXPECTED HOURS OF WORK	AMENDED HOURS	EXPECTED NON-HOURS OF WORK	AMENDED HOURS

Driver to record amended times where necessary

Will the driver log more than 84 hours of work consecutively?

☐ Yes ☐ No

Is the driver returning from holidays?

☐ Yes ☐ No

Is this a shift change?

☐ Yes ☐ No

Number of expected days off

Hawgood Haulage Pty Ltd



TO BE COMPLETED BY THE DRIVER

I can follow the conditions of this safe driving plan

☐ Yes ☐ No

I agree to notify my supervisor if I need this safe driving plan amended

☐ Yes ☐ No

Fit for Work Statement	Yes	No
Are you free from fatigue		
Are you free from drugs and alcohol		
Have you had a continuous break of 7 hours in the last 24hrs		
Can you do this shift safely without harm to self or others		
Are you in a fit and proper state to commence this shift		
If you have answered NO to any questions do not start work, contact your supervisor immediately.		

Daily Checks (DHC-2016-V1)						
VEHICLE LOADED BY:				S	U/S	
Wheels and Tyres <ul style="list-style-type: none"> • Tyre pressure (visual check) and tread integrity. • Wheel fixings/security 						
Lights and Reflectors <ul style="list-style-type: none"> • All lights, including clearance lights, are working and not damaged • All reflectors and lenses are in place and not damaged 						
Windows, Mirrors and Wipers <ul style="list-style-type: none"> • Windows and Mirrors for security damage and clean. • Wipers and windscreen washers are working and allow clear forward vision. 						
Vehicle Structure and Bodywork <ul style="list-style-type: none"> • All panels and readily visible structural members are secure • There are no leaks of any fluid (oil, fuel, air, water, refrigerant coolant, hydraulic fluid, brake fluid or other). 						
Brakes <ul style="list-style-type: none"> • Brake failure indicators are working • Check pressure/vacuum gauges. • Draining air tanks • When commencing driving, apply brakes at low speed as soon as possible after leaving to ensure operation 						
Western Australia Only below + above						
Ensure sufficient on-road vehicle report forms for each trip.						
The load is secured correctly as per SOPs, and placed on the vehicle correctly for weight distribution						
The load does not exceed 2.5 m wide or I have a permit						
The RAV network is _____ and the vehicle dimension complies with this network						
Sign or Initial here for when the fit for work and the daily checklist was completed						
Date:	Date:	Date:	Date:	Date:	Date:	Date:
Sign:	Sign:	Sign:	Sign:	Sign:	Sign:	Sign:
SIGN OFF COMPLETED BY DRIVER: _____ DATE: _____						
SIGN OFF COMPLETED BY SCHEDULER: _____ DATE: _____						

