

Fatigue (BFM) Management Administrator Tasks

Read the procedures, they are written in a way that should both outline what is required to be completed and how you go about complying with the various requirements.

The primary focus should be on ensuring that drivers have adequate knowledge of the trip schedule via the use of Trip Plans, the trip planning process is outlined in the procedures.

Drivers are also required to complete a pre-trip "Fitness for Duty" assessment and questionnaire prior to departure for each day of operation.

Another important requirement is the management of driver medicals, training certificates and reviewing of work diary pages and related documents.

It is important that suitable processes are in place to manage the various records to ensure that the Fatigue Management System is properly administered. The complexity of the system will depend on the number of drivers, the number trips completed and the areas of operation.

The operator is required to keep adequate records of the medical and training certificates issued to drivers and is required to ensure that medicals are renewed in a timely fashion. As no "renewal" is issued to prompt operators, a system needs to be established by the operator to ensure that medicals are not missed or become out of date.

Medicals need to be of the correct standard and on the correct form, once completed the medicals are not required to be forwarded to the State Road Authority (ie RTA) . The completed medical form is required to be filed by the operator for verification and audit purposes.

The Administrator nominated in these procedures is responsible for the production and update of the various forms and checklists contained in this manual. The administrator is required to keep the documents up to date and legible.

To stay accredited you must be able to prove, by way of records and documentation, that you have completed the required checks, trip plans, medicals and inductions required by the procedures.

There are several review processes contained in the procedures to ensure that someone is monitoring the completion of pre-trip "Fitness for Duty" checks and Work Diaries, this includes an Annual Checklist and Non Conformance Reports (NCR's)

NCR's are required to be completed when it is found that the system is not being followed properly, such as errors in the completion of "Work Diaries" and expired Medicals.

1. Induct each driver that will be operating under the BFM hours option and once all driver requirements are satisfied (Medicals and Training) issue the driver a "BFM Driver Participation Certificate"
2. Once the induction is complete ensure that the Training and Induction Register is completed and signed by the driver
3. A Register of Drivers is required to be completed and maintained as drivers are employed or cease employment.
4. For each nominated driver, complete an "Employee File Sheet", this form records the required information to ensure the driver has completed the required medical and training requirements before being added to the nominated driver list and being issued a "Driver Participation Certificate"
5. Ensure that the driver has completed the correct medical form and that the doctor has signed and dated the certificate. A copy of the completed medical certificate is required to be retained with the driver records. Obtain a copy of the driver licence and file this with the driver records.
6. Ensure that a process is in place to prompt renewal of the Medical before it becomes due, for drivers under 50 years of age medicals are required every three years, for drivers over fifty years of age medicals are required to be renewed annually.
7. Ensure that drivers have completed the required formal training course, "Apply Fatigue Management Strategies" and that a copy of the training certificate is retained and filed with the driver records.
8. Ensure drivers are completing the required pre- trip checks and Work Diary records and forwarding documentation to you as instructed, this should be done at least weekly so as records can be checked and any actions followed up quickly.
9. Ensure that work diary records are checked for accuracy and completeness, any issues of a serious nature should be documented on a "Non Conformance Report" and discussed with the driver.
10. Each year, complete the Annual Review checklist, basically a "housekeeping" process to ensure that the various components contained within the procedures are current and being completed to ensure that you are meeting the Fatigue Management standards.
11. Remember that all records, forms and statements are not required to be submitted to the State Road Authorities, they are required to be retained by you and will be checked for completeness and accuracy during your bi annual "Renewal Compliance Audit"
12. **Finally, if you need advice, have questions or need help, ring MassManagement.com on freecall 1300 35 00 89. This number will divert to a trained and experienced consultant who can provide on the spot advice and guidance, please do not hesitate to contact this number.**