

# SAFE DRIVING PLAN (SDP)

To be Completed by Driver & Supervisor

SDP Prepared by (name of employer or hirer) <input style="width: 100%;" type="text"/>	Address of employer or hirer <input style="width: 100%;" type="text"/>
Trip Start Location <input style="width: 100%;" type="text"/>	Trip Destination <input style="width: 100%;" type="text"/>
Contractor's Name <input style="width: 100%;" type="text"/>	Driver's Name <input style="width: 100%;" type="text"/>
Driver's Licence Number <input style="width: 100%;" type="text"/>	Licence Class <input style="width: 100%;" type="text"/>
Vehicle Type B-Double <input style="width: 50%;" type="text"/> Single <input style="width: 50%;" type="text"/>	Other <input style="width: 100%;" type="text"/> Trip No. <input style="width: 100%;" type="text"/>
Registration Number(s) P Movers <input style="width: 100%;" type="text"/>	Motor vehicle GPS tracked Yes/No <input style="width: 100%;" type="text"/> Trailers Rego <input style="width: 100%;" type="text"/>
Driving Hours Scheme SH <input style="width: 100%;" type="text"/>	BFM <input style="width: 100%;" type="text"/> AFM or other <input style="width: 100%;" type="text"/>

At the time of commencing this task state how many hours are available to you in the next 24 hours before you need to take a long break, i.e. min 7 hours

Work (HH:MM) <input style="width: 100%;" type="text"/>	Night Hrs:Mins <input style="width: 100%;" type="text"/>	Record night hours available if BFM or AFM <input style="width: 100%;" type="text"/>	Vehicle Identification (make and model) <input style="width: 100%;" type="text"/>
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Driver's Task Description of driving & non driving work, anticipated route, all pick-up and delivery locations and estimate of kms for this part of the task

	KMS <input style="width: 100%;" type="text"/>	Calcs Check
	Hrs:Mins	

Estimate of Average Driving Speed

Estimate of Rolling Time - Note implications if the driver operating under SH i.e. max 12 hours' work in 24

Working Space Use this space to include a travel plan detailing anticipated timeframes and distances for the trip including major rest breaks.	Other Work Time E.g. Loading / Safety Checks <input style="width: 100%;" type="text"/>
	Total Work <input style="width: 100%;" type="text"/> +
	Mandatory Minimum Short Rest Breaks (Total) <input style="width: 100%;" type="text"/> +
	Mandatory Minimum Long Rest Breaks (Total) and any discretionary rest <input style="width: 100%;" type="text"/> +
	Estimate of Trip Time <input style="width: 100%;" type="text"/> =

Departure Time and Date  OR  Day  Date

ODO Reading Outbound

ETA Based on Above Information Time  OR  Day  Date

Note: An ETA is an ESTIMATED time of arrival and is not binding on the driver. Any delays that will alter the ETA will be notified to the receiving branch

Comments e.g. Agreed ETA?

All unexpected delays must be reported at first opportunity to

DRIVER DECLARATION (pre-departure)

Initial/Tick

My work diary has been completed in accordance with legislation and a copy can be made available on request.

If this task takes me past 24 hours, I will take into account what work time is available before a mandatory 24 hour rest period is required.

My previous duties were completed in accordance with legislation. I have taken required rest breaks & I am competent and fit to perform this trip (road transport service) as per the plan in a safe and legal manner taking into account all known identified risks including but not limited to weather, environment and physical conditions e.g. the roads & infrastructure etc.

I have been given a route assessment (if required) with suitable rest areas indicated or I am familiar with the task and I am aware of suitable rest areas.

Any additional risks associated with driving at night have been taken into account and I acknowledge that I should stop and take additional rest if fatigued.

All necessary paperwork has been submitted and a pre departure check completed including a driver vehicle condition report.

My driver's licence is current and appropriate for the task.

Driver's Signature _____	Supervisor's Signature _____	Predeparture Check Done? Paperwork submitted <input style="width: 50px; height: 20px;" type="text"/>
Print Name _____	Print Name _____	

**AMENDING OR REPLACING THE PLAN**

Drivers are authorised to amend the plan without referring to their Supervisor if any unforeseen journey incident occurs. However, the changes must only be routine in nature and will not cause the regulated driving hours to be breached. If a significant change from plan is necessary and there is possibility that regulated driving hours will be breached, the driver must contact his/her Supervisor for instruction

Trip commentary / remarks. **Use this section to record arrival and departure information at customers premises if performing pickups and deliveries (you can ask for these to be witnessed by the consignor or consignee).**

If the driver has not used a national work diary for this trip - the driver should enter the odometer readings for each vehicle driven, together with the time and location for each change of activity for this trip in this space. If the vehicle has been fitted with a GPS enabled telematics device that the employer or hirer uses to monitor on a real time basis then this information is NOT required to be recorded in this plan.

Vehicle Fueled At                           Litres                           ODO

**ARRIVAL INFORMATION**      Receiving Location                           Time                           Date

On Arrival – How Many Work Hours does the Driver have left in the Current Shift?       ODO Reading Inbound                           Total KMS

Supervisor / Security Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Trip substantially completed as per plan?      YES / NO                           Driver Vehicle Condition Report Raised?      YES / NO

If "NO" State Reasons Under "Trip Issues"

Driver's Signature \_\_\_\_\_      I have completed the National Work Diary which includes motor vehicle registration no. / dates / times / odometer readings for all changes of activity.      YES / NO

**Return completed SDP within 48 hours of completion of the trip**

**TRIP ISSUES (COMMENTS / INCIDENTS / HAZARDS / INFRINGEMENTS / DRIVER BREACHES / INTERCEPTS etc)**

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