| Activity | Controls | Notes |
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| **25 – Allocating a driver to a driving task** | 25.1 - Obtain information about drivers’ licensing, skills, and experience, including non-driving skills. |  |
| 25.2 - Confirm details of the transport task. |  |
| 25.3 - Establish whether there are further competencies, experience, or knowledge required by the driver. |  |
| 25.4 - Only allocate drivers to a task if they are competent to drive the relevant vehicle. |  |
| 25.5 - Assess a driver’s present and anticipated level of fatigue and fitness for duty, including their record of work and rest hours, before allocating them to a driving task. |  |
| 25.6 - Provide drivers with information about the allocated vehicle. |  |
| 25.7 - Provide drivers with information about the load. |  |
| 25.8 - Provide drivers with information about premises they will visit and allow time for them to attend induction sessions where warranted. |  |
| 25.9 - When programming future transport tasks, ensure drivers and vehicles will be suitable to allocate to those tasks. |  |
| 25.10 - Provide information about drivers’ future tasks to their scheduler to ensure that longer rest breaks are allowed for in schedules. |  |
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| **26 – Scheduling transport tasks** | 26.1 - Provide training to all employees involved in creating rosters and schedules about the risks arising from working while fatigued or speeding and about prohibited requests. |  |
| 26.2 - Include time in driver’s schedules for non-driving tasks. |  |
| 26.3 - Include time in vehicle operating schedules for out-of-service tasks. |  |
| 26.4 - Obtain information about driver’s present and anticipated level of fatigue and fitness for duty, including their work and rest hours. |  |
| 26.5 - Obtain information about the vehicle, load, origin, route, and destination. |  |
| 26.6 - Ensure the complete task the driver is required to perform is accounted for when establishing the driver’s schedule. |  |
| 26.7 - Obtain information about facilities required by the vehicle, driver, passengers, or livestock, and at what stage during the journey they will be required. |  |
| 26.8 - Propose a schedule for the journey which meets the requirements, and which allows drivers to stop and rest at suitable places. |  |
| 26.9 - Ensure schedule allows adequate time for the proposed route to be completed without causing drivers to feel pressured – directly or indirectly – to speed, to drive while fatigued or when unfit to drive, or to breach work and rest hours. |  |
| 26.10 - Make sure the schedule is flexible enough to allow unexpected delays or changes to be managed. |  |
| 26.11 - Consult with other CoR parties about planning loading and unloading times, including potential delays and flexibility. |  |
| 26.12 - Where possible, schedule time slots to minimise driving between midnight and dawn. |  |
| 26.13 - Implement extra fatigue risk management controls for drivers who drive between midnight and dawn. |  |
| 26.14 - Provide information about the schedule to the driver. |  |
| 26.15 - Consult with the driver about the proposed schedule and adjust it to incorporate driver feedback. |  |
| 26.16 - Identify or establish a procedure for communicating with other parties and drivers in real time to allow early notification of issues that will affect the schedule. |  |
| 26.17 - Alert drivers and other parties of delays that will alter the schedule. |  |
| 26.18 - Monitor average journey times and adjust future schedules accordingly. |  |
| 26.19 - Monitor average waiting, loading and unloading times and adjust future schedules accordingly. |  |
| 26.20 - Review the scheduled time for bus routes at regular intervals, including when changes occur to passenger numbers, the road alignment or traffic volumes on the route |  |
| 26.21 - Conduct reviews of trip schedules used for repeated trips. |  |
| 26.22 - Provide feedback to other CoR parties about the suitability of bus routes or schedules. |  |
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| **27 – Route planning and selection** | 27.1 - Obtain information about the vehicle allocated to the transport task. |  |
| 27.2 - Obtain information about the load. |  |
| 27.3 - Obtain information about the origin and destination of the journey. |  |
| 27.4 - Obtain information about potential infrastructure hazards such as low bridges or tunnels relevant to the vehicle height. |  |
| 27.5 - Obtain information about facilities required by the vehicle, driver, passengers, or livestock. |  |
| 27.6 - Identify appropriate stopping locations along the route which allow sufficient space for the vehicle to be stopped safely. |  |
| 27.7 - Obtain information about other hazards on the proposed route and assess possible hazards. |  |
| 27.8 - Propose an alternative route to avoid hazards. |  |
| 27.9 - If an alternative route is not practicable, implement suitable controls to manage the risk. |  |
| 27.10 - Propose a route that meets the requirements, on which the vehicle can safely operate, and for which the vehicle and load are authorised. |  |
| 27.11 - For over-size over-mass (OSOM) loads, ensure the permitted route is surveyed to establish whether it is suitable for the overall dimension of the combination transporting the large indivisible item, including swept path and tail swing. |  |
| 27.12 - Establish a procedure for drivers to identify appropriate and safe locations for unplanned stops, or if planned locations are not available. |  |
| 27.13 - Provide information about the route to the driver. |  |
| 27.14 - Implement a system to assist the driver to navigate and remain on the selected route. |  |
| 27.15 - Require drivers to provide feedback on the suitability of the route. |  |
| 27.16 - Conduct reviews of route plans used for repeated trips. |  |
| 27.17 - Ensure drivers, including pilot and escort drivers, are aware of the route conditions of any notice or permit and have access to a copy of the document. |  |
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| **28 – Allocating or accepting a vehicle for a transport task** | 28.1 - Obtain information about the mass and dimension limits (such as tare, gross and axle mass limits, widths and lengths) and loading requirements that apply to each vehicle or combination. |  |
| 28.2 - Obtain information about the load. |  |
| 28.3 - Obtain information about the schedule and the route, including access conditions and hazards. |  |
| 28.4 - Obtain information about facilities and conditions at the destination and assess whether the vehicle is suitable. |  |
| 28.5 - Confirm whether any CoR party has special conditions or requirements in relation to the transport task. |  |
| 28.6 - Ensure vehicles or combinations have the capability, capacity and equipment to match the mass, dimension, and loading requirements for the transport task. |  |
| 28.7 - Only allocate (or agree to the allocation of) a vehicle that is suitable for the task. |  |
| 28.8 - Engage an external transport provider for the task if there is no appropriate heavy vehicle or combination in your own fleet. |  |
| 28.9 - Provide information about the vehicle allocated to the transport task to the driver and relevant CoR parties. |  |
| 28.10 - Refuse to undertake the transport task if an appropriate vehicle cannot be allocated to complete the task safely. |  |
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| **29 – Accepting transport tasks as an owner driver** | 29.1 - Obtain details of the transport task and whether there are any special requirements. |  |
| 29.2 - Establish whether there are further competencies or knowledge you require to undertake the transport task. |  |
| 29.3 - Provide information about your vehicle to other parties to ensure the intended load can be transported safely (and lawfully). |  |
| 29.4 - Assess your level of fatigue and fitness to drive, including your record of work and rest hours, before agreeing to undertake a transport task. |  |
| 29.5 - Obtain detailed information about the load. |  |
| 29.6 - Obtain information about the premises to be visited and allow time to attend induction sessions where required. |  |
| 29.7 - Only agree to undertake transport tasks for which you and your vehicle or combination have the capability, capacity, and equipment. |  |
| 29.8 - Ensure the transport task you agree to undertake today doesn’t impact your availability to complete any tasks already agreed to for the future. |  |

**For more information:**

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Email: [info@nhvr.gov.au](mailto:info@nhvr.gov.au)  
Phone: 13 NHVR (13 64 87)\*

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