National Heavy Vehicle COVID-19 Relief Work Diary Exemption Notice 2020 (No.1)

Due to the current COVID-19 (Coronavirus) pandemic in Australia and its associated social distancing rules, and voluntary and compulsory closures of some services, the NHVR has created an exemption notice to assist drivers when they are unable to obtain a replacement National Driver Work Diary (work diary) as a result of COVID-19 related disruptions at work diary sales locations.

The notice is called:
- National Heavy Vehicle COVID-19 Relief Work Diary Exemption Notice 2020 (No.1)

Who does this notice apply to?
This notice applies to any heavy vehicle driver who would normally have to use a work diary and;
1. Has filled up, lost, destroyed or had their work diary stolen and;
2. Is unable to purchase a work diary at an official sales location due restrictions or closures caused by COVID-19

Is there a shortage of work diaries?
No. When the COVID-19 pandemic started in Australia the NHVR began bulk printing work diaries to ensure sufficient supply.

Very shortly, the NHVR will have sufficient stock of work diaries to supply drivers for the rest of 2020.

What do I do if I need a new work diary?
Visit your usual location to purchase a work diary and buy a new one.
The normal process for purchasing a work diary still applies and you will be required to visit a location to purchase a work diary, present your driver’s license and current work diary, and complete and sign the form in the new work diary.

Where can I buy a work diary?
The work diary is distributed to drivers through 550 locations, Australia-wide.
A list of the locations that sell work diaries can be accessed through the NHVR’s Locations to Purchase web page


What do I do if I need a new work diary and can’t get a replacement?
Some smaller sales locations may be restricting their services and opening hours due to the COVID-19 pandemic. This may prevent you from getting a replacement work diary at your preferred location.

If you still have blank daily sheets in your current work diary, use these to record your work and rest until you can obtain a new work diary from an alternate location.

If your current work diary is filled up, or has been lost, stolen or destroyed, you can use supplementary records to record your work and rest until you can obtain a new work diary from an alternate location.

What is a supplementary record?
A supplementary record is a recording of a drivers work and rest information made when a driver is unable to use a work diary. If a driver is using a supplementary record it must contain all the same information that a driver would enter in their work diary and be in a similar format. There must be a new supplementary record for each day of work. As long as all the required information is included, and the format is similar, a driver may make supplementary records using their own method (this includes electronic systems). However, to assist drivers the NHVR has a template, available for printing on the work diary section of the NHVR website that is a replica of a work diary page. The template supplementary record is available from https://www.nhvr.gov.au/files/201405-0028-supplementary-work-diary-record.pdf

A copy is also included in Appendix 1 of this document.

Can I use electronic systems for my supplementary records?
Yes. An electronic system may be used as a supplementary work diary, so long as the system records all the information the driver is required to record in their work diary.
What do I do if I can’t get a replacement work diary within two business days?

If a driver is unable to get a work diary at an alternate location within two business days, they can use the National Heavy Vehicle COVID-19 Relief Work Diary Exemption Notice 2020 (No.1) to continue working until they get a replacement work diary at another alternate location.

Who does the notice allow drivers to do?

The notice provides drivers an exemption regarding approved forms and supplementary records.

Approved form notification

When a driver’s work diary becomes filled up or is lost, stolen or destroyed they are required to notify the NHVR by using an approved form. For the vast majority of drivers the approved form is the application form in the front of the next work diary they purchase. Because drivers may not be able to purchase a new work diary to get the approved from, under this notice the approved form can be completed on the NHVR website. Instructions are included in this information sheet.

Supplementary records

Normally if a driver is not able to purchase a new work diary they are allowed to keep supplementary records for up to 7 (seven) business days. Under this notice if a driver is not able to buy a new work diary due to COVID-19 restrictions or closures they can use supplementary records for up to 30 (thirty) business days.

How do I register to use this exemption?

To use this notice drivers must register using the NHVR Approved form notification online. To do this:

1. Go to the contact us section of the NHVR website https://www.nhvr.gov.au/contact-us
2. Select the Supplementary work diary option enquiry type (click/press circle)
3. Complete the details in all of the boxes (mandatory)
4. Press Submit

After registering you will be sent a registration confirmation email. All drivers using the exemption notice must carry a copy of the email at all times. Drivers can carry either an electronic or hard copy of the email. The email must be presented to an Authorised Officer upon request.

Do I have to carry supplementary records with me?

If you would normally be required to carry your work diary, you must carry any supplementary records made in the last 28 days.

Do I have to give a copy of my supplementary record to my record keeper?

Yes, if you would normally be required to give copies of your daily sheets to your record keeper, you must give copies of your supplementary records to your record keeper no later than 21 days after the day on which the supplementary records were made.

For more information:

Visit: www.nhvr.gov.au
Email: info@nhvr.gov.au
Phone: 1300 MYNHVR* (1300 696 487)
Register: www.nhvr.gov.au/contactus

*Standard 1300 call charges apply. Please check with your phone provider.
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Disclaimer: This information is only a guide and should not be relied upon as legal advice.
## Appendix 1 – Supplementary record template

### NATIONAL DRIVER WORK DIARY DAILY SHEET

**DATE:**
- **Week:** [Insert Week]
- **Day:** [Insert Day]
- **Time Zone:** [Insert Time Zone]
- **timezone:** [insert timezone]

**DRIVER IDENTIFICATION**
- **Driver’s Name:** [Insert Driver’s Name]
- **Driver’s Number:** [Insert Driver’s Number]

**WORK DIARY NO.:** [Insert Work Diary No.]

**Details of Activities for This Day**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Sunday:**
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]

**Monday:**
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]

**Tuesday:**
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]

**Wednesday:**
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]

**Thursday:**
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]

**Friday:**
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]

**Saturday:**
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]

**Total Work:** [Insert Total Work]

**Total Rest:** [Insert Total Rest]