

How can I be sure drivers can stop using the WWD?

If an EWD is listed on the NHVR EWD Approval Register it can be legally used instead of a WWD. Additionally, there is no requirement for drivers or businesses to apply to use an approved EWD.

What happens to the records in the WWD when a driver switches?

When a driver switches from using a WWD to an EWD, they are required to carry their past 28 days of work and rest (WWD) records. As a record keeper, you may enter the driver's historic data into the EWD.

How do I use the EWD?

Every EWD will perform the same key functions but how you use it will vary. To gain approval an EWD must also have a training and operation manual. You should obtain a copy of these manuals from your technology provider.



Note: The NHVR cannot give advice to record keepers about how to use their EWD. Contact your employer or technology provider for assistance.

Drivers normally hand in their WWD pages, what will I get from an EWD?

When a driver is using an EWD, there will be no WWD page or physical document to hand in. It is a requirement for an approved EWD system that it is able to upload all of the required driver WWD information to the record keeper. EWD systems will vary in the way the information is uploaded but it may be via an email report or an online portal. You should discuss the specifics of your record keeper requirements with your technology provider.

For more information:

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

*Standard 1300 call charges apply. Please check with your phone provider.

© Copyright National Heavy Vehicle Regulator 2020, creativecommons.org/licenses/by-sa/3.0/au

Disclaimer: This information is only a guide and should not be relied upon as legal advice.



Switching to an EWD? A Record Keeper's Guide



Some common questions to make a successful switch from maintaining records associated with the National Driver Work Diary (WWD) to an Electronic Work Diary (EWD).

Is it compulsory to use an EWD?

No, EWDs are a voluntary alternative to the current WWD. There is no legal or regulatory requirement that says a driver must use an EWD.

Businesses may have internal policies and procedures relating to the use of EWDs. If you are employed as a record keeper, you should seek clarification from your employer if the business policies require drivers to use an EWD.



How do I know if an EWD has NHVR approval?

All approved EWDs will be listed on the NHVR website. To check if an EWD is approved, refer to the EWD Approval Register available from www.nhvr.gov.au/ewd.



It is important you check the specific details (system, version and conditions) of your EWD against the EWD approval register to ensure they match as one technology provider might have multiple products available that may not all have NHVR approval.



What do I do if an EWD is not working, filled up, lost, stolen or destroyed?

If any of these things occur, a driver must notify you within two business days. If you are notified by the driver or alternatively, you may become aware that any of these things have occurred, you must notify the NHVR within two business days. You can do this by selecting 'Contact us' on the NHVR website (www.nhvr.gov.au/contact-us) then selecting 'Electronic Work Diary Notification' and completing the required details.

If an EWD is filled up

You must as soon as reasonably practicable after becoming aware of the matter:

- notify the NHVR
- make the EWD capable of recording new information or
- give the driver a new EWD that is in working order

If you remove any records that relate to the last 28 days in order to allow the EWD to record new information, you must provide this removed information to the driver in a way that is readily accessible.

If an EWD is lost, stolen or destroyed

You must as soon as reasonably practicable after becoming aware of the matter:

- notify the NHVR within two business days
- inform the driver that the EWD has been lost stolen or destroyed (unless they advised you)
- give the driver an EWD that is in working order
- give the driver any information that was in the destroyed, lost or stolen EWD that:
 - is accessible to the record keeper
 - relates to any period during the last 28 days
 - is not stored in the new EWD.

The information must be provided to the driver in a way that is readily accessible.

If an EWD is malfunctioning

You must as soon as reasonably practicable after becoming aware of the matter:

- notify the NHVR within two business days
- inform the driver that the EWD is malfunctioning (unless they advised you)
- direct the driver to use supplementary records
- give the driver any information that was in the destroyed, lost or stolen EWD that:
 - is accessible to the record keeper
 - relates to any period during the last 28 days
 - is not stored in the new EWD. The information must be provided to the driver in a way that is readily accessible.
- ensure the EWD is examined and brought into working order in a time period required by the NHVR.

Can a driver change back to using a WWD?

Yes. If a driver changes back to a WWD, normal WWD instructions will apply.

