

How can I be sure I 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 to apply to use an approved EWD.

Note: When you switch from using a WWD to an EWD you are still required to carry your past 28 days of work and rest (WWD) records.

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 or employer.



Note: The NHVR cannot give advice to drivers about how to use their EWD. Contact your employer or technology provider for assistance. The NHVR is able to provide information on work and rest rules. For further information contact 1300 MYNHVR (1300 696 487).

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.

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

Switching to an EWD? A Driver's Guide



Some common questions to make a successful switch from using 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. If you are employed as a driver, the business you work for may have their own internal policies and procedures about the use of EWDs but you should seek clarification from your employer if the business policy requires 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. If you are in doubt about the approval status of your EWD you should contact your technology provider.



I normally enter my work and rest time in 15-minute blocks, do I still do that?

In the WWD you are required to record your work and rest time in 15-minute blocks. EWDs do not round time in 15-minute blocks, they round time in one-minute blocks.

Example: Working for 10 minutes and 48 seconds would be rounded and recorded as:

- 15 minutes in a WWD
- 11 minutes in an EWD.

When you first switch from a WWD to an EWD **you should not** try and account for the rounding differences of the EWD in the WWD or vice versa. You should make your final entry in the WWD using 15-minute rounding. When you commence using the EWD it will automatically start applying one-minute rounding.

Note: When you use an EWD for the first time you will be required to select that you have switched from a WWD. This will help you and Authorised Officers account for any minor overlaps in time when the switch occurred. You may also wish to make a comment in your WWD.

Example note: Switched to EWD approval number ...

What do I do during an intercept if using an EWD?

If an Authorised Officer requests to see your work diary, you would hand the officer your EWD device in Compliance View. This would mean handing them a laptop, tablet notebook or mobile phone, whatever device your EWD is on.

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

If any of these things occur your record keeper (or you if you are your own record keeper) 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.



Until such time as your EWD is restored to working order or you receive a new device, you should complete supplementary records or use a WWD.

Can I change back to using a WWD?

Yes. If you change back to a WWD, normal WWD instructions will apply.

