



**DRIVER
TRAINING**

**Supporting your fleet safety,
efficiency and compliance**



Fatigue, work time and driver logbook requirements Pre-Course Study Guide

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Introduction

Welcome to your fatigue, work time and logbook requirements pre-course study guide designed to help you successfully pass your closed book theory assessment. This guide is your essential resource to give you the confidence needed to help pass the written theory on the day.

Please read this carefully as you are not allowed to reference any material during the theory assessment, it is a closed book assessment, and you will be required to answer all the questions in one session. Completing the pre-course study will set you up for success.

Making the Most of the Practice Quiz

At the end of this guide, you'll find a targeted quiz that serves as checkpoint for your learning. These will help you:

- Reinforce your understanding through active recall
- Identify knowledge gaps before they become problems on assessment day
- Train your brain to retrieve information under conditions like the actual assessment

Once you have completed the questions and checked your answers, have someone verbally ask you the questions and try to answer these without referencing the study guide This is a great checkpoint to see if you have retained the knowledge. Do this as many times as possible.

Let's begin your journey towards assessment success!

Purpose and Scope

This study guide covers some essential learning outcomes that you must competently demonstrate for Unit Standard 24089, Demonstrate knowledge of fatigue management, work time and driver logbook requirements

1. Identify various causes of stress and fatigue, both in and out of the vehicle
2. How to recognise the symptoms fatigue and
3. Identify the impact of fatigue on driving performance
4. Learning techniques for managing personal fatigue and maintaining good health
5. Developing strategies to prevent and handle fatigue while driving and at work
6. Identify work time requirements
7. Describe the management of work time records contained in driver logbooks
8. Complete driver logbook entries

Fatigue: The Hidden Killer

Driver fatigue is one of the most dangerous yet often underestimated risks in professional driving. Often called 'the hidden killer', fatigue contributes to approximately 12% of all motor vehicle crashes, making it a significant safety concern in the transport industry.

In 2023, there were 25 fatal, 59 serious injuries, and 455, minor injury crashes where driver fatigue was a contributing factor.

In these crashes, 30 people died, 80 people were seriously injured and 576 people suffered minor injuries

Unlike alcohol or drug impairment, there's no simple test to measure fatigue levels, and drivers often overestimate their ability to manage it.

The risk is compounded by the fact that fatigue affects every aspect of driving performance: reaction times slow, decision-making becomes impaired, hazard perception decreases, and the ability to maintain consistent speed and position on the road becomes compromised.

Most critically, as fatigue increases, a driver's ability to accurately judge their own level of impairment decreases, creating a dangerous situation where they might not recognise when they're too tired to drive safely.

Understanding these critical facts about fatigue isn't just about awareness - it's about recognising that managing fatigue is a fundamental professional responsibility that impacts not only the driver's safety but the safety of every road user.

Causes of fatigue

Professional drivers face numerous factors that contribute to fatigue, both within and outside of their driving duties. These factors often interact and compound each other, making fatigue management particularly challenging. For instance, a poor night's sleep (non-driving cause) can make a driver more susceptible to fatigue from vehicle vibration (driving cause) during their shift.

Understanding how different factors contribute to fatigue is crucial because it allows drivers to identify and manage potential risks before they become serious safety issues. While some causes can be controlled through good planning and lifestyle choices, others are inherent to the profession and must be managed through proper work practices and organisational support.

Non-Driving Related Causes of fatigue	Driving Related Causes of Fatigue
<ul style="list-style-type: none"> • Poor quality sleep • Low fitness levels • Dehydration, not drinking enough water • Medical conditions • Irregular sleep patterns. • Stress and anxiety • Prescription drug side effects • Over-the-counter medicine side effects • Poor diet and nutrition • Not enough exercise • Accumulating sleep debt 	<ul style="list-style-type: none"> • Long hours of driving and work • Physical demands of loading/unloading • Shift work patterns • Insufficient rest breaks • Vehicle noise and vibration • Cabin temperature too hot • Seat is uncomfortable • Driving in challenging conditions, such as poor weather and road

Symptoms and effects of fatigue

Symptoms are warning signs or indicators that tell you fatigue is affecting your body and mind. Think of them as your body's way of raising a red flag that something isn't right. For professional drivers, these symptoms appear as changes in how you feel, think, and operate your vehicle.

They can be physical signs that you can feel in your body (like heavy eyes or stiff muscles), or non-physical signs that affect your thinking and behaviour (like poor concentration or mood changes).

What makes fatigue symptoms particularly challenging is that they often develop gradually during your shift. You might notice small changes at first – perhaps your eyes feel a bit heavy, or you're not as patient with other road users as usual. If ignored, these initial warnings can progress to more serious symptoms that significantly impact your driving ability.

Most importantly, as fatigue increases, your ability to recognise these symptoms in yourself decreases, creating a dangerous situation where your judgment becomes impaired.

Being able to identify these symptoms early is a crucial professional skill. The earlier you recognise and respond to fatigue symptoms, the better chance you have of maintaining safe driving performance.



Physical Symptoms	Non-Physical (mental)Symptoms
<ul style="list-style-type: none"> • Sore or heavy eyes • Blinking frequently • Slower body movements • Physical coordination changes • Head nodding • Energy levels drop • Muscle tension signs • Reaction time changes • Yawning a lot • You start making mistakes • Vision is blurry 	<ul style="list-style-type: none"> • More irritable than normal • Poor judgement • Trouble concentrating • Mood swings • Concentration lapses • Decision-making changes • Memory issues • Communication problems

How do these symptoms effect your driving

<ul style="list-style-type: none"> • Missing turn-offs and intersections • Delayed reaction times to hazards • Poor vehicle handling and control • Gear changes get worse • You start drifting in your lane • You have microsleeps 	<ul style="list-style-type: none"> • Tailgating and aggressive driving • Unnecessary speed changes • Poor hazard detection • Inappropriate responses to traffic situations Inconsistent driving behaviour (road rage)
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Managing and controlling fatigue

Managing fatigue effectively requires a comprehensive approach that addresses both prevention and active management strategies. Professional drivers need to understand and implement various techniques, from preventive measures taken before getting behind the wheel to active interventions when fatigue develops during a journey.

Actions to Control Fatigue When not at Work	Driving-Related Actions to Control Fatigue When at Work
<ul style="list-style-type: none">• Get adequate sleep before work cycles. 6-8 hours• Maintain regular sleep patterns• Black out curtains if sleeping during the day• Exercise regularly• Eat healthy, avoid junk food• Create good sleeping environment• Manage medication timing• Get regular check-ups with your doctor• Seek help for personal issues• Avoid alcohol during the working week• Do activities you enjoy helping to relax	<ul style="list-style-type: none">• Plan trips to avoid traffic and with adequate rest breaks• Avoid peak fatigue periods where possible• Monitor weather and road conditions• Comfortable seating position• Pull over for a 10–20-minute power nap• Get out and walk during breaks. Step away from the vehicle• Ensure good ventilation in the vehicle• Stay hydrated• Don't consume alcohol or drugs• Avoid large meals. Eat healthy and often• Check vehicle condition before starting and keep the inside clean

What is Work Time and Who do Work Time Rules Apply to:

Work time

Work time includes (but is not limited to) all time spent driving, or performing work related duties including:

- Loading and unloading
- Maintenance and cleaning of vehicles (other than unpaid cleaning outside of working hours)
- Administration and recording (office work)
- Any paid employment (other than paid leave or breaks of at least 30 minutes in duration) whether or not related to transport activities.

Work Time rules apply if you drive or operate a vehicle that:

- requires a class 2, 3, 4, or 5 driver's licence, or
- is used in a transport service (other than a rental service), or
- is used in circumstances in which the vehicle must, or ought to be operated under a Transport Service Licence, or
- is used to carry goods for hire or reward.

Rest time

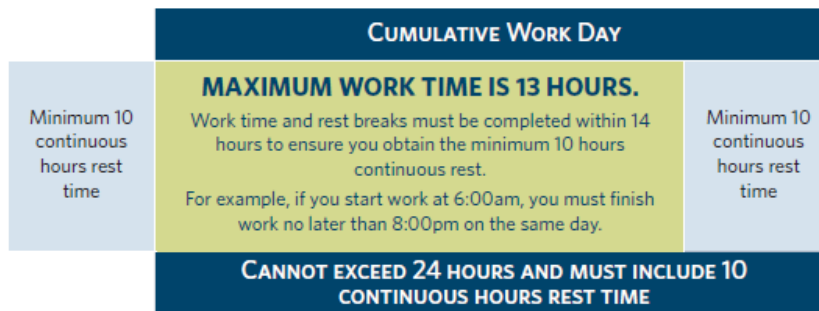
A rest break means a period of rest time taken within a cumulative work day.

Rest time means all time that is:

- Not work time, and
- At least 30 minutes in duration, and
- Not spent in a moving vehicle associated with work.
- Note: All three components must be present to constitute rest time.

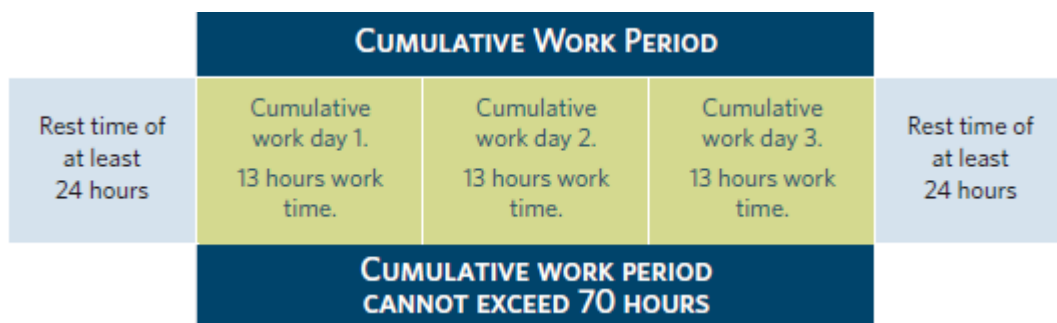
Cumulative work day

A cumulative work day means a period during which work occurs that does not exceed 24 hours, and begins after a continuous period of rest time of at least 10 hours (in other words a typical “work day”).



Cumulative work period

A cumulative work period is a set of cumulative work days between continuous periods of rest time of at least 24 hours in duration (in other words, a typical “working week”).



Summary: limits on work time

- A driver may not exceed 5 ½ hours of continuous work time without taking a rest break
- A driver may not exceed 13 hours of work time in any cumulative work day (24-hour period)
- A driver must have at least 10 hours of continuous rest in any cumulative work day (24-hour period)
- A driver may not exceed 70 hours of work time in any cumulative work period.
- A driver of a small passenger service doing short fares may not exceed 7 hours of continuous work without taking a rest break

Variations to work time limits without written permission from the NZTA

On some occasion it is impractical to adhere to the worktime rule due a change in circumstances, these can be unplanned situations out of your control.

Below describe when you can vary the work time rule without written approval from the NZTA

Scheduled ferry trip of more than one hour duration. If you exceed your worktime by the time the ferry reaches its destination, you have 1 more hour to find somewhere safe to park. You then must take a 10-hour rest break

Emergency services on a priority call. If you exceed your worktime before or during the callout, you can return a vehicle to base and then take the required break

Essential services restoring supply or services. You can extend your work time if requested to restore services or rectify a dangerous situation. This must be recorded in your logbook.

In a state of emergency if requested by the controlling persons. You can extend your work time to carry out emergency response work. This must be recorded in the logbook as soon as possible.

Variation to work time limits requiring written permission from the NZTA

A driver of a vehicle operated by the New Zealand Defence Force (NZDF). When certain conditions are met, you may vary your work time

Driving a tour bus. The tour bus must have a defined schedule longer than 24 hours, on a set route and include planned rest breaks.

Short term variations. To meet short term operational needs for public displays or events can apply for changes to allowable work time or required rest breaks

Critical agricultural operations. If an urgent agricultural operation is needed to be completed to avoid adverse impact from biological or weather conditions

Alternative fatigue management schemes. This allows a driver to exceed normal work time limits based on the approval and providing effective fatigue controls.

Penalties

A convicted driver can be fined up to \$2000 for each breach, disqualified from driving for a month and courts can order a person to complete a work time and logbook course.

Logbooks

Who must fill a logbook in

- requires a class 2, 3, 4, or 5 driver's licence, or
- is used in a transport service (other than a rental service), or
- is used in circumstances in which the vehicle must, or ought to be operated under a Transport Service Licence, or is used to carry goods for hire or reward

Filling in your logbook

The driver must record his or her name on the cover of each logbook. On each logbook page you must complete:

- Your name (initials and surname, or first and last name)
- The date on which the logbook page starts
- The registration number of all vehicles that are subject to work time (do not use fleet numbers or abbreviate)
- The start and finish distance recorder readings (for vehicles subject to RUC)
- The start and finish times for all periods of work time and rest breaks (times must be recorded either in the am/pm or 24 hr format). This includes any secondary employment.
- The location of each event. This only needs to be the town or locality for smaller areas, or for cities you must use the suburb and city (do not abbreviate locations)
- Complete the activity grid.

Period of recording

- A logbook must be a continuous record of work time and rest time within a cumulative work period ("working week").
- Logbook pages within a cumulative work period must consistently start at midnight or midday, as set by the first cumulative workday within that cumulative work period. For example, if you start on the first day back at work on a midnight sheet, then every other page for that "working week" must also be a midnight sheet until you take the next 24-hour break.
- Circle noon or midnight at the top of the logbook page to clearly indicate when the page commences.

Logbook entries must:

- Show the extent of the cumulative workday and the cumulative work period
- Record when the most recent 10-hour break was taken
- Record the period back to (and including) the last 24-hour break
- Be maintained until the next 24-hour break is taken at the end of the cumulative work period
- Be accurate, clearly legible and unambiguous.

What must be recorded after a day off

On the first day of a new cumulative work period, you must record the dates of all days off duty, including annual leave or sick leave, or any other natural days when you haven't worked.

Driver duties

A driver must:

- Produce their logbook without delay on demand by any enforcement officer. The logbook must relate to that day, and all days back to and including the last 24-hour rest break
- Retain their logbook for a period of 12 months after the date of last entry in that logbook
- Deliver a copy of each logbook page to their employer within 14 days of completing that record.

Types of logbooks

If you are required to complete a logbook, you must use:

- An approved general use logbook (heavy vehicles)
- An approved small passenger service logbook
- An alternative form approved by the NZTA (e.g. electronic)

General use and small passenger service logbooks are either two-copy or a three-copy.

Two-copy logbooks contain a white driver copy and a pink enforcement copy.

Three-copy logbooks contain a white driver copy, a yellow employer copy and a pink enforcement copy.

A self-employed driver can use either a two-copy or three-copy logbook

An employed driver must use a three-copy logbook.

Logbook exemptions

Even though a driver may be subject to work time requirements, in some cases they may not need to complete a logbook.

<p>Vehicle type</p> <ul style="list-style-type: none"> • Farm vehicle • Agricultural vehicle • Motor home • Recreational vehicle requiring a class 2 licence • Vintage heavy vehicle • Special type vehicle • Special purpose roadside vehicle • Mobile crane 	<p>By vehicle service</p> <ul style="list-style-type: none"> • Goods service vehicle or heavy motor vehicle used to carry goods the requires a class 1 or 2 licence and is driven and used within 50km radius of base • Driver of a vehicle used in a facilitated cost sharing arrangement • Vehicle recovery service • Urban bus service • School bus service
<p>By situation</p> <ul style="list-style-type: none"> • Off-road vehicle • Aircraft refuelling vehicle • Vehicle under repair, demonstrated or under test • Local authority vehicle • Rubbish collection vehicle • Services on Great Barrier, Stewart or Chatham Islands 	<p>Drivers of emergency services or defence forces</p> <ul style="list-style-type: none"> • Armed forces • Police • Ambulance • Fire Brigade <p>Other situations you would need to apply to the NZTA for the exemption</p>

Small passenger vehicles such as Ubers, taxi's private limousine's for on hire and dial drivers are not exempt from keeping a logbook.

Following is an example of how to complete your logbook. Refer to filling in your logbook on page 12 for the required information that must be recorded.

Filling in your logbook scenario

Day 1

2nd July 2023 is the date of your last 24-hour break (this was your only day off)

6.30am	You start work in , Petone, Hutt City, load and check your vehicle
7.30am	You head north, truck rego AX1036, hubo 796010
12.00-1.00pm	You park in the City Centre, Palmerston North and take a rest break
1.00pm	You check your vehicle and head back to Petone
3.30pm	You arrive back in Petone, Hutt City, reload your truck and do some local deliveries
5.15pm	You arrive back in the Petone depot, hubo 796345, and lock up the truck
5.30pm	Your shift finishes

Driver name		Start time to page	Date		
D A Ford		Noon (midnight)	3/07/2023		
Hours	Rest time	Work time	Activity / location / remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC
12			2/07/2023 Day off		
11					
10					
9					
8					
7			6.30am Petone Hutt City	AX1036	796010
6					
5					
4					
3					
2					
1			12pm City Centre Palmerston North		
12			1pm City Centre Palmerston North		
11					
10					
9					
8					
7					
6			5.30pm Petone Hutt City		796345
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4					
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Day 3

1.15pm	You start work at Petone, Hutt City, check and load your vehicle. Rego AX1036, hubo 797570
2.00pm	You head off to do a delivery in Masterton
4.00pm	You unload in Masterton and take a 15-minute break before heading back to Petone
5.40pm	You arrive at the Remutaka Hill state highway 2, to find it closed, as there has been a major car accident.
8.35pm	The road reopens and are wheels moving heading to Petone
9.30pm	You finish work at Petone Hutt City, hubo 797746

Driver name	D A Ford		Start time of page	Noon (midnight)	Date	5/07/2023	
Hours	Rest time	Work time	Activity / location / remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC		
12							
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
1			1.15pm Petone, Hutt City	AX1036	797570		
2							
3							
4							
5			5.40pm Remutaka Hill SH2				
6			Road closed, accident				
7							
8			8.35pm Remutaka Hill SH2				
9			9.30pm Petone Hutt City		797746		
10							
11							
	End of last 24-hour break (date)	Work time hours - today	+ previous total for cumulative work period	= total hours in this cumulative work period			
			+	=			

As you can see from these examples, you record the time you start work, location and vehicle details (if you are driving) and the time when you finish work and location. This includes anytime you start, and finish breaks throughout your day.

You only need to record your RUC distance at the start and finish of the day unless you swap vehicles.

Day 3, you haven't had a 24-hour break so your logbook page must start at the same time as the previous day, so all rest time is shown in the logbook.

Fatigue quiz

1. List four different factors that can contribute to driver fatigue?

1. _____

2. _____

3. _____

4. _____

2. What kind of symptoms are; yawning a lot, drop in energy levels and sore eyes?

_____ symptoms

3. What are four types of non-physical (mental) symptoms?

1. _____

2. _____

3. _____

4. _____

4. How does fatigue specifically impact a professional driver's ability to operate their vehicle safely? Two have been done for you. Provide four more examples.

1. Slow to react to hazards on the road

2. Drifting in your lane

3. _____
4. _____
5. _____
6. _____

5. As a professional driver, what personal lifestyle choices can you make outside of work hours (when you are home) to minimise fatigue? the first one has been done for you. Describe five more actions.

Reduce or don't drink alcohol during the working week

1. _____
2. _____
3. _____
4. _____
5. _____

6. During your workday as a professional driver, what are six practical steps can you take to manage or prevent the onset of fatigue?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Work time quiz

1. How many hours are you allowed to work in a cumulative work day?

2. How many hours are you allowed to work before you must take a minimum of a half hour break?

3. How many hours are you allowed to work in a cumulative work period?

4. What the minimum rest time at the end of your cumulative work period?

5. The minimum rest time that must be taken before a new cumulative work day begins?

6. Identify two situations when a driver can work beyond work time limits without written approval from the NZTA?

a. _____

b. _____

7. Identify two situations when a driver can work beyond work time limits but only with written approval from the NZTA?

a. _____

b. _____

Logbook quiz

1. Your logbook must go back to your last _____ break and be completed until you have your next _____

2. After the last entry, how long must you keep your logbook for?

3. You drive a vehicle and must complete a logbook. When must you hand the employers yellow copy to your employer?

4. Jim works has a truck driver and also is paid to wash cars at another business as secondary employment. Does Jim need to keep record of his secondary employment in his logbook?

5. Are small passenger services vehicles exempt from completing logbooks?

6. Who do you have to present your logbook to?

7. If you are employed as a truck driver, what type of logbook would you use?

Answers

Fatigue

- Q1 **Any of the below. Other answers are possible, see page 6**
Driving in difficult conditions
Not sleeping properly
Long periods of driving
Emotional stress, financial difficulties
Having an injury or illness
Vehicle hot and stuffy
- Q2 Physical symptoms
- Q3 **Any of the below. Other answers are possible, see page 7**
Being forgetful
Poor Judgement
Poor communication
Poor decision making
Having trouble concentrating
- Q4 **Any of the below. Other answers are possible, see page 7**
Missing turn-offs and intersections
Following too closely
Poor handling of the vehicle
Get angry at other drivers – Road rage
- Q5 **Any of the below. Other answers are possible, see page 8**
Have a good sleep routine
Use blackout curtains if sleeping during the day
Exercise regularly
Have a healthy diet
See a doctor for a check up
Talk to someone about personal issues
- Q6 **Any of the below. Other answers are possible, see page 8**
Have a power nap
Drink plenty of water and eat healthy
Have a power nap
Exercise during your break
Take regular breaks
Plan your trip for traffic and weather conditions

Worktime

Q1	13 hours
Q2	5 1/2 hours
Q3	70 hours
Q4	24 hours
Q5	10 hours
Q6	Scheduled ferry sailing of more than one hour duration During a state of emergency if requested by the controlling authority (people in charge) See page 11 for more possible answers
Q7	Driving a vehicle operated by the NZDF Driving a tour bus on a scheduled route more than 24hours See page 11 for more possible answers

Logbook

Q1	Last 24-hour break. next 24-hour break
Q2	12 months
Q3	14 days
Q4	yes
Q5	no
Q6	Enforcement officer
Q7	General use