

# Scheduler compliance checklist

	Yes	No	NA
<b>Speeding – Risk types and control measures</b>			
<b>Have you:</b>			
Planned a drivers' schedule to include the appropriate timeframes so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjusted and/or managed any changes to schedules, including delays, so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly reviewed business practices, including scheduling arrangements in consultation with drivers and other impacted parties in the supply chain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fatigue – Risk types and control measures</b>			
<b>Have you:</b>			
Planned schedules with appropriate timeframes so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/test hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned rosters (schedules of the driver's work and rest times) with appropriate timeframes so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitored a driver's fatigue levels, work and rest times (in real time if possible) are in place and reviewed regularly for effectiveness and accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taken positive action if a driver declares or is deemed unfit to drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consulted with drivers and other parties as relevant in the scheduling of journeys and rostering of drivers that considers the contingencies and manages changes including delays as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mass, Dimension and Loading – Risk types and control measures</b>			
<b>Have you:</b>			
Scheduled the right truck with the right equipment for the right load to suit the mass, dimension and loading requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Made sure journey plans take into consideration mass and dimension requirements to ensure the route/infrastructure is suitable for the load and complies with any route permits or conditions as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checked route permits and conditions will be met prior to a journey commencing and notify relevant supply chain parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vehicle Standards – Risk types and control measures</b>			
<b>Have you:</b>			
Engage with the operator and other parties in the Chain of Responsibility to report on any unsafe or defective vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Record and report any observations of unsafe or defective vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify action has been taken by the relevant party to repair or replace an unsafe or defective vehicle prior to scheduling for use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>