

Job No. 79636	Front Colors	Back Colors
Date 08/06/2017	Cyan	-
Rep AH Art JW	Magenta	
	Yellow	
	Black	
Part No. Cover - FOB Size 143.93 x 222	Page 1/7	

PROOF 2

Proof Approved Re-proof required

Customer Amtrax Ltd	Rep AH Art JW
Description Amtrax Triplicate Work Time Log Book	
Stock White Matt Card 250gsm	Numbered 6 digits
Part No. Cover - FOB Size 143.93 x 222	Page 1/7

Roll Direction

Date Approved _____ Approved By _____ Signature _____
 Please return this proof ASAP. Every care is taken to avoid errors. This proof is supplied on the basis that the client will thoroughly check for grammar, spelling, colour separations, measurements, special features and technical specifications. Once approved by the purchaser, Premier will not be liable for any errors. This proof is intended for checking only and does not show the quality of the final printing. Unless and until any binding formal contract is entered into between Premier and the Client agreeing to the contrary, all copyright and other intellectual property rights in the work is and remains the property of Premier.

222 mm

WORK TIME **AMX**

LOG BOOK

TRIPLICATE LOGBOOK

DRIVERS FULL NAME _____

SERIAL No. **AMX XXXXXX**

THE LOG BOOK IS FOR THE SOLE USE OF THE PERSON WHOSE NAME IS RECORDED ON THE COVER APPROVED BY THE NEW ZEALAND TRANSPORT AGENCY JUNE 2017

Get A Grip On Your Fleet Performance





WEB BASED FLEET MAINTENANCE SOFTWARE

- Improve your efficiency
- Improve your productivity
- Monitor your maintenance effectively
- Decrease your equipment downtime
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www.amtrax.co.nz



TEL: 09 263 4500

e-mail: amtrax@amtrax.co.nz Order Log Books Online: amtrax.co.nz

143.93 mm

Job No. 79636	Front Colors	Back Colors
Date 08/06/2017	-	Black
Rep AH	Art JW	
Roll Direction		

PROOF 2

Proof Approved Re-proof required

Date Approved _____ Approved By _____ Signature _____

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Customer Amtrax Ltd	Numbered -
Description Amtrax Triplicate Work Time Log Book	
Stock White Matt Card 250gsm	Page 2/7
Part No. Cover - BOB	Size 143.93 x 222

Advisory Notes - Work time and logbooks

The work time rules apply to everyone who is legally required to manage driving hours, including both drivers and transport operators. The rules apply to you if you drive or operate a vehicle that requires a class 2, 3, 4 or 5 driver licence; or is driven or operated 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 licence, or is used to carry goods for hire or reward.

Work time requirements do not apply to the driver of a goods service vehicle that requires a class 1 or 2 driver licence and is used within a 50km radius of the vehicles normal base of operation, and is not used for hire or reward.

Work time and rest requirements: Work time includes all time spent working regardless of whether it is time spent driving or doing other work. In general, drivers must take a break or at least 30 minutes after 5 1/2 hours of work time, no matter what type of work takes place during that period. In any cumulative work day you can work a maximum of 13 hours and then you must take a continuous break of at least 10 hours (as well as the standard half-hour breaks every 5 1/2 hours). A cumulative work day is a period during which work occurs, and that: does not exceed 24 hours; and begins after a continuous period of rest time of at least 10 hours. You can accumulate a total of 70 hours work time (known as a 'cumulative work period') before having to take a continuous break of at least 24 hours. Work time includes both driving and all other work-related activities subject to the work time rules. For example, it includes: driving, loading and unloading; maintenance and cleaning of vehicles; administration and any paid employment whether or not related to transport activities; time on the taxi stand waiting for a fare (for a taxi driver); Rest time means all time that is not work time; is at least 30 minutes long; and is not spent in a moving work vehicle. **Ferries:** If your journey involves a scheduled ferry crossing between the North and South Island and the trip lasts more than an hour, you can count this as a rest break. Actual ferry departure and arrival times must be recorded as the start and end of a rest break in your logbook. At the end of the sailing, a driver may take a vehicle to a place of storage or safe parking, even if in doing so the hours of work time for that cumulative day would be exceeded provided that (a) the additional period of work time does not exceed one hour from the arrival time of the ferry; and (b) a 10 hour continuous rest break is then taken immediately. **Events to be recorded:** Whenever a delay causes, or is likely to cause, the work time limits for that day or the cumulative work period to be exceeded, the event and the extent of the delay must be recorded in the logbook. **Penalties:** A breach of the work time rules is serious. If convicted, a driver can be fined up to \$2000 for each breach. In addition, you may be disqualified from driving, for at least one month. If through the chain of responsibility you cause or require a driver to not meet their work time and logbook obligations (e.g. employ/dispatch a driver) you are liable for a fine not exceeding \$25000. **Keeping a logbook:** If you are subject to the work time limits (and are required to complete a logbook), you must record all your work and rest times in a logbook approved by the NZTA. The logbook provides a record of your work activity and enables enforcement officers to check compliance with the work time rules. You must produce your logbook to an enforcement officer to inspect, if requested, starting from the last 24-hour rest time up to the present time. An enforcement officer is entitled to remove pages from your logbook, and most logbooks contain a special duplicate or triplicate copy for this purpose. You can only maintain one logbook at a time. You must fill out the following information in your logbook: your name; the date the logbook page starts on; the time of day your logbook page starts (midnight or noon); the registration number of each vehicle driven and the start and finish distance recorder readings (if the vehicle is subject to road user charges); the start and finish times for all your rest breaks and where you took them; You must also note your name or unique identifier on the space provided on the cover of the logbook and, if you are using an approved general logbook form, you must complete the activity grid. **Unavoidable delays:** If you experience an unavoidable delay or emergency that causes, or is likely to cause, you to exceed the work time limits for a cumulative work day or cumulative work period, you need to note the event and the length of the delay in your logbook. Immediate exemptions from the NZTA are not available. Unavoidable delays are circumstances that you could not reasonably foresee. Emergencies are defined as: a state of emergency (i.e. a civil defence emergency); an incident attended by an emergency service; or an event requiring immediate action to save life or prevent serious injury. **Keeping the logbook up to date:** Your logbook entries are required for the period between one 24-hour break and the next (the cumulative work period of up to 70 hours). After taking any day(s) off, you must record the dates of the days off in your logbook on the first day back at work. Once you have completed a cumulative work period, you must make sure your employer receives the 'record' copy of your logbook pages within 14 days. You must keep any completed logbook for 12 months after the date of the last entry. If you employ drivers, or are an owner-operator, you are also required to keep fuel and accommodation receipts that can be produced on demand by an enforcement officer. You are also required to keep a range of employment records. **Logbook offences:** Demerit points (against your driver licence) and instant fines apply to some logbook offences. See the table below for more information. **Offence Penalty Infringement fee + Demerit points**

Produced a logbook on demand with 1-5 omissions	\$150	10
Produced a logbook on demand with 6-10 omissions	\$300	20
Produced a logbook on demand with 11 or more omissions	\$500	30
Failed to produce a logbook	\$500	35

Disclaimer: Amtrax Ltd, and the printer of this logbook shall not be responsible for any omissions, error or loss of definition through abbreviation of the guidelines provided. Persons using this book or referencing information contained within it should ensure they familiarise themselves with appropriate related legislation beforehand.

222 mm

143.93 mm

Job No. 79636	Front Colors	Back Colors
Date 08/06/2017	Black	-
Rep AH	Art JW	
Roll Direction		

PROOF 2

Proof Approved Re-proof required

Customer Amtrax Ltd	Rep AH	Art JW
Description Amtrax Triplicate Work Time Log Book		
Stock White CB	Numbered Yes	
Part No. 1	Size 143.93 x 222	Page 3/7

Date Approved _____ Approved By _____ Signature _____

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Driver Name			Start Time Noon / for page midnight	Date	
Hours	Rest time	Work time	Location (of change) Remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
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
		+	=
Nil work days			
Date:	Date:	Date:	Date:

Driver Copy (Write)

Driver copy stays in the book	All work must be recorded, including other employment	No more than 13 hours work time in any cumulative work day – 10-hour break between days.	No more than 70 hours work time before taking a 24-hour break.
			Record copy must be given to employer within 14 days.

222 mm

143.93 mm

AMX XXXXXX-XX

Job No. 79636	Front Colors	Back Colors
Date 08/06/2017	Black	-
Rep AH	Art JW	
Numbered Yes		
Part No. 2	Size 143.93 x 222	Page 4/7

PROOF 2

Proof Approved Re-proof required

Customer Amtrax Ltd	Rep AH	Art JW
Description Amtrax Triplicate Work Time Log Book		
Stock Canary CFB	Numbered Yes	
Part No. 2	Size 143.93 x 222	Page 4/7

Roll Direction

Date Approved _____ Approved By _____ Signature _____

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Driver Name			Start Time Noon / for page midnight	Date	
Hours	Rest time	Work time	Location (of change) Remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC
12					
1					
2					
3					
4					
5					
6					
7					
8					
9					
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11					
12					
1					
2					
3					
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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
		+	=
Nil work days			
Date:	Date:	Date:	Date:

Employer Copy (Yellow)

222 mm

143.93 mm

AMX XXXXXX-XX

Job No. 79636	Front Colors	Back Colors
Date 08/06/2017	Black	-
Rep AH	Art JW	
Roll Direction		

PROOF 2

Proof Approved Re-proof required

Customer Amtrax Ltd	Rep AH	Art JW
Description Amtrax Triplicate Work Time Log Book		
Stock Pink CF	Numbered Yes	
Part No. 3	Size 143.93 x 222	Page 5/7

Date Approved _____ Approved By _____ Signature _____

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Driver Name			Start Time Noon / for page midnight	Date	
Hours	Rest time	Work time	Location (of change) Remarks	Registration Driven vehicle	Distance Record for vehicles subject to RUC
12					
1					
2					
3					
4					
5					
6					
7					
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11					
12					
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End of last 24-hour break (date)	Work time hours – today	+ Previous total for cumulative work period	= Total hours in this cumulative work period
		+	=
Nil work days			
Date:	Date:	Date:	Date:

Enforcement Copy (Pink)

222 mm

143.93 mm

AMX XXXXXX-XX

Job No. 79636	Front Colors	Back Colors
Date 08/06/2017	Black	-
Rep AH	Art JW	
Numbered -		
Part No. W/P - FOB	Size 143.93 x 443	Page 6/7

PROOF 2

Proof Approved Re-proof required

Customer Amtrax Ltd	Roll Direction	
Description Amtrax Triplicate Work Time Log Book		
Stock Buff Manila 240gsm		

Date Approved _____ Approved By _____ Signature _____

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222 mm

443 mm

12 mm

209 mm

Driver Copy (White)

Driver L. BOUND

Start Time **None** Circle of last 24 hour break Start period below

Print your name Activity field or break in the end either record the end of last 24 hour break within the panel below

Registration for page (midnight)

Date **21/07/2016** Driven vehicle Distance subject to RUC

AMX 123456-00

Hours	Work	Remarks (for change)
12	Rest	End 24 hour break 21/07/2016
11	Work	3:30 am Start Sec Job
10	Work	6:00 am Drive - Tampo
9	Work	8:45 am Rest - Tamuwanui
8	Work	9:15 am Drive
7	Work	11:30 am Swap Truck Ngauruwhaka
6	Work	2:30 pm Rest Bombay Auckland
5	Work	3:30 pm Drive
4	Work	4:15 pm Delay Auckland motorway
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5	Work	5:45 pm Rest
4	Work	5:45 pm Rest
3	Work	5:45 pm Rest
2	Work	5:45 pm Rest
1	Work	5:45 pm Rest
0	Work	5:45 pm Rest
23	Work	5:45 pm Rest
22	Work	5:45 pm Rest
21	Work	5:45 pm Rest
20	Work	5:45 pm Rest
19	Work	5:45 pm Rest
18	Work	5:45 pm Rest
17	Work	5:45 pm Rest

Job No. 79636	Front Colors	Back Colors
Date 08/06/2017	-	Black
Rep AH	Art JW	
Numbered Yes		
Part No. W/P - BOB	Size 143.93 x 443	Page 7/7

PROOF 2

Proof Approved Re-proof required

Customer **Amtrax Ltd**

Description **Amtrax Triplicate Work Time Log Book**

Stock **Buff Manila 240gsm**

Part No. **W/P - BOB** Size **143.93 x 443**

Rep **AH**

Art **JW**

Numbered **Yes**

Page **7/7**

Roll Direction

Date Approved _____ Approved By _____ Signature _____

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222 mm

12 mm

209 mm

443 mm

143.93 mm

Glossary

Worktime - is time spent performing work-related duties, including, but not limited to, driving vehicles, loading and unloading vehicles, maintaining and cleaning vehicles, administration or recording and any other paid employment. The term replaces the on 'duty' and 'driving hours' terms, which used to be recorded separately in a driver's logbook. All work time will need to be recorded in your logbook.

Logbooks - provide a record of your work time hours.

Cumulative work day - means a period:

- (a) during which work occurs; and
- (b) that:
 - (i) does not exceed 24 hours; and
 - (ii) begins after a continuous period of rest time of at least 10 hours.

Cumulative work period - is the period between one 24-hour break and the next. Drivers can work up to 70 hours before they must take a break of at least 24 hours.

Road user charges - enable all users to contribute to the road network in New Zealand. All vehicles over 3.5 tonnes (manufacturer's gross laden weight) and all vehicles 3.5 tonnes or less (powered by fuel not taxed at source) require a road user charges licence.