



IMPORTANT NOTES FOR CORRECT COMPLETION OF JOB

- Use a separate sheet for every job.
- Any delays in excess of 20 mins - CALL DSE.
- Meal breaks are mandatory for any work in excess of 5 hours.
- Print Name & Signatures MUST be obtained for every job/drop.
- Any customer paperwork should be recorded on your runsheet and supplied to DSE.
- Count everything ON and OFF and ensure it is secure/safe.
- All branded pallets must be exchanged, or pallet dockets obtained and signed.

Payment delays or non-payment will occur if not completed correctly.

ALWAYS REMEMBER

- Never break the law, this includes;
 - Over loading
 - Load Restraints
 - Driver Fatigue
 - Non-professional driving
- Always ensure your mobile phone is fully charged. This may make or break a customer.
- Always communicate with your DSE office with any problems that arise.
- Read your work messages completely.
- Photo's of all paperwork and runsheets need to be uploaded at the completion of every job.
- Original paperwork must be sent to the office by 4pm Monday.

MORE WORK FOR US, MEANS MORE WORK FOR YOU!!



DAILY VEHICLE CHECKLIST

MANDATORY PRE-START DAILY TRUCK / TRAILER CHECK

DSE take safety seriously and as part of COR legislation, we must ensure all drivers complete a pre-start check before commencing work each day.

1. Check triangles & safety kit (first aid) are on/in the vehicle
2. Check engine oil level, coolant level, washer water level, fuel level in tanks
3. Visually check for fluid leaks of oil, coolant, fuel, brake/clutch fluid (if applicable)
4. Check cab entry/exit steps & handles – check seats and seat belts
5. Start engine – check oil pressure – warm up engine – build up air pressure
 - ✓ check oil pressure – warm up engine – build up air pressure
 - ✓ listen for loose drive belts
6. Check all tyres for tread, damage and inflation – including spares
7. Visually check wheels and wheel nuts and spare wheel carriers
8. Check ALL lights, clearance lights, hazards, reflectors, lenses are intact & working
9. Check wipers, washers, windows and mirrors are clean & operational
10. Visually check chassis, suspension including air bags, check cab & body for damage
11. Check trailer couplings for leaks – air / electrical / hydraulic (if applicable)
12. Check that mudguards & mudflaps are securely fitted
13. Check number plates are secure & intact
14. Tug test to ensure secure truck/trailer connection
15. When commenced driving apply brakes at low speed to ensure operation & release
16. Check warning devices and check 'Service Sticker' is not overdue

Additional for trailers

1. Check for any obvious damage to chassis
2. Check for any air leaks for air lines and suspension air bags
3. Check for damage to body, doors, curtains, tarps, container locks (if applicable)
4. Load restraint equipment for the current task is on board & operational (if applicable)
5. Check 'Barn Doors' are properly closed before departure

Once check is completed, as part of compliance, please ensure you circle the YES / NO 'Driver Declaration' section of your runsheet.

REPORT ALL FAULTS OR SUSPECTED FAULTS TO THE OPERATIONS TEAM ASAP!

– SO, REPAIR ARRANGEMENTS ARE MADE EARLY TO AVOID UNNECESSARY DOWNTIME AND DELAYS!!

TIME	WORK	REST
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5 ½ hours	5 ½ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*
7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks# and 2 x night rest breaks taken on consecutive days



DATE		DRIVER RUNSHEET	
REGO		DRIVER NAME	
DRIVER NUMBER		CUSTOMER	

DRIVER DECLARATION (If you circle NO to any of the following, contact DSE immediately!)	<i>Please circle</i>
I have had the minimum rest breaks required during the last 24 hours, including a continuous 7 hr rest period	YES / NO
I am not under the influence of Drugs and Alcohol	YES / NO
I am personally fit and medically fit to operate this vehicle	YES / NO
I hold a current and valid Driver License for this vehicle and the state in which I live	YES / NO
I agree to comply with driver fatigue laws and to inform operations when my hours are about to be reached	YES / NO
I understand and agree that I am responsible to secure the load and to obtain signatures	YES / NO
I have completed and passed the pre start inspection check as per the DSE pre start check on the cover of this book	YES / NO
Signature: _____	

P=pick up D=delivery

Customer	Suburb	Time In	Time Out	Con Note / Description	Print Name	Signature

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