

<b>Title</b>	<b>Check a road transport organisation for compliance with legal and organisational requirements</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>6</b>

<b>Purpose</b>	People credited with this unit standard are able to: explain road transport operation organisational compliance requirements; summarise compliance requirements in the road transport industry; check a road transport organisation for compliance with legal work time hours and driver logbook requirements; check that a road transport organisation's vehicles comply with legal requirements for on-road operation; check a road transport driver incident report; and describe organisational procedures for ensuring adequacy of driver licences and for maintenance of driver licence records.
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<b>Classification</b>	Commercial Road Transport > Road Transport Operations
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<b>Available grade</b>	Achieved
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<b>Prerequisites</b>	Unit 24089, <i>Demonstrate knowledge of fatigue management, work time, and driver logbook requirements</i> , or demonstrate equivalent knowledge and skills.
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## Guidance Information

- 1 Legislation, regulations, references and/or industry standards relevant to this unit standard include but are not limited to the:
  - Health and Safety at Work Act 2015;
  - Heavy Motor Vehicle Regulations 1974;
  - Land Transport Act 1998;
  - Land Transport Amendment Act 2009;
  - Privacy Act 2020;
  - Road User Charges Act 2012;
  - Resource Management Act 1991;
  - Transport Services Licensing Regulations 1989;
  - Land Transport Rule: Dangerous Goods 2005;
  - Land Transport (Driver Licensing) Rule 1999;
  - Land Transport (Offences and Penalties) Regulations 1999;
  - Land Transport (Road User) Rule 2004;
  - Land Transport Rule: Vehicle Dimensions and Mass 2016;
  - Land Transport Rule: Work Time and Logbooks 2007.

Any new, amended or replacement Acts, regulations, Rules, standards, codes of practice, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

## 2 Definitions

*HACCP* refers to Hazard Analysis and Critical Control Point used for risk assessment where food grade products are transported.

*Logbooks* refers to general use logbook, small passenger services vehicle logbook and approved alternative form such as an electronic logbook.

*PCBU* refers to the persons conducting a business or undertaking.

A *road transport operation* may form part of an organisation or it may constitute the whole organisation.

*TORO* refers to the Transport Organisation Register Online. This is a secure database for businesses that keeps track of worker driver licenses and notifies the business if the status of a driver license changes.

*Workplace procedures* refers to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the commercial road transport sector.

## 3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

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## Outcomes and performance criteria

### Outcome 1

Explain road transport operation organisational compliance requirements.

### Performance criteria

1.1 The benefits to a road transport operation of complying with the law are explained in terms of health and safety of personnel, road safety, insurance, risk management, and operating costs.

1.2 Penalties associated with non-compliance with the law are identified and explained.

Range one example for each of – transport licensing, driver licensing, health and safety, work time, vehicle compliance, customer perception and responses, traffic law, environmental law.

- 1.3 The ways in which organisational requirements ensure that a road transport operation complies with the law in terms of environmental impact, vehicles, drivers, and work time is explained.

## Outcome 2

Summarise compliance requirements in the road transport industry.

### Performance criteria

- 2.1 Health and safety legislation is summarised in terms of aims and compliance requirements.

Range worker, PCBU.

- 2.2 Primary road transport legislation is summarised in terms of aims and compliance requirements.

Range includes legislation relating to – vehicle standards and licensing, driver licences and driver licence endorsements, work time and logbooks, licensed transport operations, mass and dimensions, road traffic law.

- 2.3 Legislation specific to the candidate's own sector is summarised in terms of aims and compliance requirements.

Range may include – Road User Charges, vehicle documentation, HACCP, taxi industry, bus and coach industries, dangerous goods, bulk liquids, livestock cartage, waste management, imports/exports, log transportation, overdimension and/or overweight loads, load restraint.

- 2.4 Privacy legislation is summarised in terms of aims and compliance requirements.

## Outcome 3

Check a road transport organisation for compliance with legal work time hours and driver logbook requirements.

Range minimum of two different driver's work time records each covering one completed cumulative work period.

### Performance criteria

- 3.1 Driver work time records, including logbooks, are checked for compliance with the law in terms of detail, entries and calculations, and compared with associated records, where applicable, for the same period. Any discrepancies are identified and recorded, and remedial action is recommended.

Range includes organisational compliance with the requirements to maintain driver work time and logbook records.

## Outcome 4

Check that a road transport organisation's vehicles comply with legal requirements for on-road operation.

### Performance criteria

- 4.1 Two vehicles are checked for compliance with legal requirements and any breaches are identified and reported.

Range may include – Certificate of Fitness, Road User Licence, hub-odometers, motor vehicle registration, Transport Service Licence label, certification plates, compliance certificates, Certificates of Loading, mounting and positioning of documents and plates, signage, driver ID, fare schedules.

- 4.2 Remedial action is recommended for any identified breaches resulting in non-compliance.

## Outcome 5

Check a road transport driver incident report.

### Performance criteria

- 5.1 A completed driver incident report is checked for compliance with organisational requirements, and any breaches of legal requirements and company procedures are identified, recorded and explained.

- 5.2 Remedial action is recommended for any incidents resulting in organisational non-compliance or breach of legal requirements.

## Outcome 6

Describe organisational procedures for ensuring adequacy of driver licences and for maintenance of driver licence records.

### Performance criteria

- 6.1 The various classes of driver licences and driver licence endorsements are described in terms of their application to types and weights of road transport vehicles.

- 6.2 Sources of information relating to driver licences and driver licence endorsements, including references, are identified in terms of obtaining a driver licence, overseas driver license requirements (if applicable), demerit points, suspensions, and driver licence endorsements.

- 6.3 Organisational system for recording driver licences, demerit points, suspensions, and driver licence endorsements are described.

- 6.4 Procedures for checking driver licences, special conditions on driver licences, driver licence endorsements, demerit points and suspensions for validity in terms of tasking drivers are described.

Range may include – use of online driver licence checks by transport licence holders (TORO).

<b>Planned review date</b>	31 December 2029
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 April 2001	31 December 2017
Review	2	27 July 2005	31 December 2017
Review	3	22 October 2010	31 December 2017
Review	4	16 April 2015	31 December 2022
Review	5	29 April 2021	31 December 2027
Revision	6	16 December 2021	31 December 2027
Review	7	25 July 2024	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
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#### Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering, and Logistics Workforce Development Council [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.