

# Rules on Drivers' Hours and Tachographs

**Goods vehicles in GB and Europe**



**GUIDE**

#### Disclaimer

This publication gives general guidance only and should not be regarded as a complete or authoritative statement of the law. The guidance will be updated to reflect any developments in new legislation or case law.

If you wish to check the legal position, you should refer to the main legislation listed in Annex 1 and, if necessary, seek your own legal advice. The guidance offered in this publication reflects VOSA's current enforcement policy. It does not reflect interpretation of the law in other countries.

# Rules on Drivers' Hours and Tachographs

Goods vehicles in GB and Europe



# Foreword

## by VOSA Chief Executive



Research shows that a considerable proportion of vehicle accidents, are sleep related, especially those on motorways. When drivers are fatigued, vigilance and alertness deteriorate. This results in adverse changes in performance, including increased line crossing and poor speed control. Driver fatigue can account for up to one in five serious crashes.

The drivers' hours rules are there to help ensure our roads are safe for people to use and reduce the many deaths and injuries which happen on the roads each year. This Vehicle and Operator Services Agency (VOSA) guide provides advice for drivers and operators of goods vehicles on all aspects of the drivers' hours rules. It presents them in an understandable, usable way and provides advice on managing systems, record keeping and covers the rules governing vehicles used on international and domestic journeys.

This guide also includes an update on the revised AETR rules which have been amended to align closely with Council Regulation (EC) 561/2006 on EU drivers' hours, and the GB domestic rules. This makes all maximum driving times and limits and minimum break and rest times the same in each set of rules.

Previous versions of the guide have proved popular with drivers and operators alike, and I can fully recommend this revised edition as it provides high-quality, useful advice to help you operate safely and within the law.

A handwritten signature in black ink that reads "Alastair Peoples". The signature is written in a cursive, flowing style.

Alastair Peoples  
VOSA Chief Executive

# Foreword

## by the Senior Traffic Commissioner



Historically speaking, the European Union has often been criticised for introducing legislation which appears to benefit few citizens of its member states. The rules relating to drivers' hours and tachograph use do not fall into that category. Having adequate controls on commercial vehicle driving and rest times is essential to safe operation as tired drivers are more likely to be involved in accidents.

This guide provides a comprehensive explanation of how drivers' hours and tachograph rules are applied. It should help operators refine and improve their systems for ensuring compliance - as well as assisting them with the collection and analysis of the information they need to ensure that their operations and their drivers comply with the law. VOSA will follow the guidance in respect of its enforcement activity on driving and rest times.

The guide is designed to provide practical assistance for those who have to secure and advise upon compliance with the legislation on a regular basis. I commend it as an essential tool for operators to ensure that they, and their drivers, understand and do not fall foul of the rules, thus putting their licences at risk.

A handwritten signature in black ink that reads "Philip Brown". The signature is written in a cursive style and is underlined with a single, long, horizontal stroke.

Philip Brown  
Senior Traffic Commissioner  
for Great Britain

# Contents

Introduction .....	10
About this publication .....	10
Which rules apply? .....	10
EU, AETR and EEA countries .....	12
<b>DRIVERS' HOURS RULES .....</b>	<b>13</b>
<b>Section 1: EU &amp; AETR rules on drivers' hours .....</b>	<b>13</b>
Exemptions and derogations .....	13
Driving .....	17
Breaks and driving limits .....	17
Breaks .....	17
Daily driving limit .....	18
Weekly driving limit .....	18
Two-weekly driving limit .....	19
Rest periods .....	20
Daily rest periods .....	20
Multi-manning .....	21
Weekly rest periods .....	22
Travelling time .....	23
Unforeseen events .....	23
Summary of EU limits on drivers' hours .....	24
AETR rules .....	24
Working Time Regulations .....	25
<b>Section 2: GB domestic rules .....</b>	<b>26</b>
Domestic rules exemptions .....	26
Domestic driving limits .....	26
Daily driving .....	26
Daily duty .....	26
Record keeping .....	27
Exemptions from keeping records .....	27
Emergencies .....	28
Records for vehicles carrying postal articles .....	28
Travelling abroad .....	28
Mixed vehicle types .....	28
Working Time Regulations .....	28

<b>Section 3: Mixed EU/AETR and GB domestic driving</b> .....	<b>29</b>
Driving limits .....	29
Other duty limits .....	29
Rest periods and breaks .....	29
Records .....	29
<b>Section 4: Tachograph rules</b> .....	<b>30</b>
<b>Analogue tachographs</b> .....	<b>30</b>
Charts and records .....	31
Centrefield entries .....	32
Manual entries .....	33
<b>Digital tachographs</b> .....	<b>35</b>
Driver cards and records .....	35
Lost, stolen or malfunctioning driver cards .....	37
UTC – the time set on a digital tachograph .....	37
Manual records .....	37
<b>Common rules</b> .....	<b>38</b>
Operation of the mode switch or button .....	38
Multi-manning – second driver record .....	38
Travelling time .....	38
Mixed records – analogue and digital equipment .....	38
Recording other work .....	39
Information to operators .....	39
Rest and other days off .....	39
<b>Responsibilities of operators</b> .....	<b>40</b>
Tachograph calibration and inspection .....	40
Breakdown of equipment .....	41
Digital tachographs – company cards .....	41
<b>Enforcement and penalties</b> .....	<b>42</b>
Enforcement powers and sanctions .....	42
Infringements of domestic drivers' hours rules .....	43
Infringements of the EU drivers' hours rules .....	43
EU rules: co-liability .....	43
Penalties for infringements of the drivers' hours rules in Great Britain .....	44



<b>Annex 1: Legislation</b> .....	<b>45</b>
United Kingdom .....	45
European Union .....	45
<b>Relevant legislation</b> .....	<b>45</b>
EU rules .....	45
AETR rules .....	45
Domestic rules .....	45
<b>Annex 2: Working time rules</b> .....	<b>46</b>
If you are driving under the EU drivers' hours rules .....	46
If you are driving under the GB domestic drivers' hours rules (or are an occasional mobile worker) .....	47
Further information .....	47
<b>Annex 3: Example of a weekly record sheet</b> .....	<b>49</b>
<b>Index</b> .....	<b>50</b>

# Introduction

## About this publication

This guide provides advice to drivers and operators of goods vehicles, whether used privately or commercially. It explains the rules for drivers' hours and the keeping of records, and updates previous guidance from 2009. The EU regulations also place a responsibility on others in the supply chain such as consignors, freight forwarders, contractors, sub-contractors and driver agencies. People working in these sectors of the road haulage industry may benefit from an understanding of the guidance offered here.

Those who are involved in international operations are advised to check whether the other country or countries in which they operate produce equivalent guidance. We recommend that you contact the relevant embassy.

As with any legislation, previous and future court judgments may assist interpretation on a particular point. Where significant court judgments on interpretation are relevant, these have been incorporated in the text. Some important judgments are available – many in shortened form – in legal reference books held by larger reference libraries. If you are in doubt as to how these rules apply to you, seek your own legal advice.

## Which rules apply?

Within Great Britain (GB), either UK domestic or EU rules may apply. For international journeys, either the EU rules or the European Agreement Concerning the Work of Crews of Vehicles Engaged in International Road Transport (AETR) may apply. Which set of rules applies depends on the type of driving and the type of vehicle being used, and, in the case of international journeys, the countries to be visited.

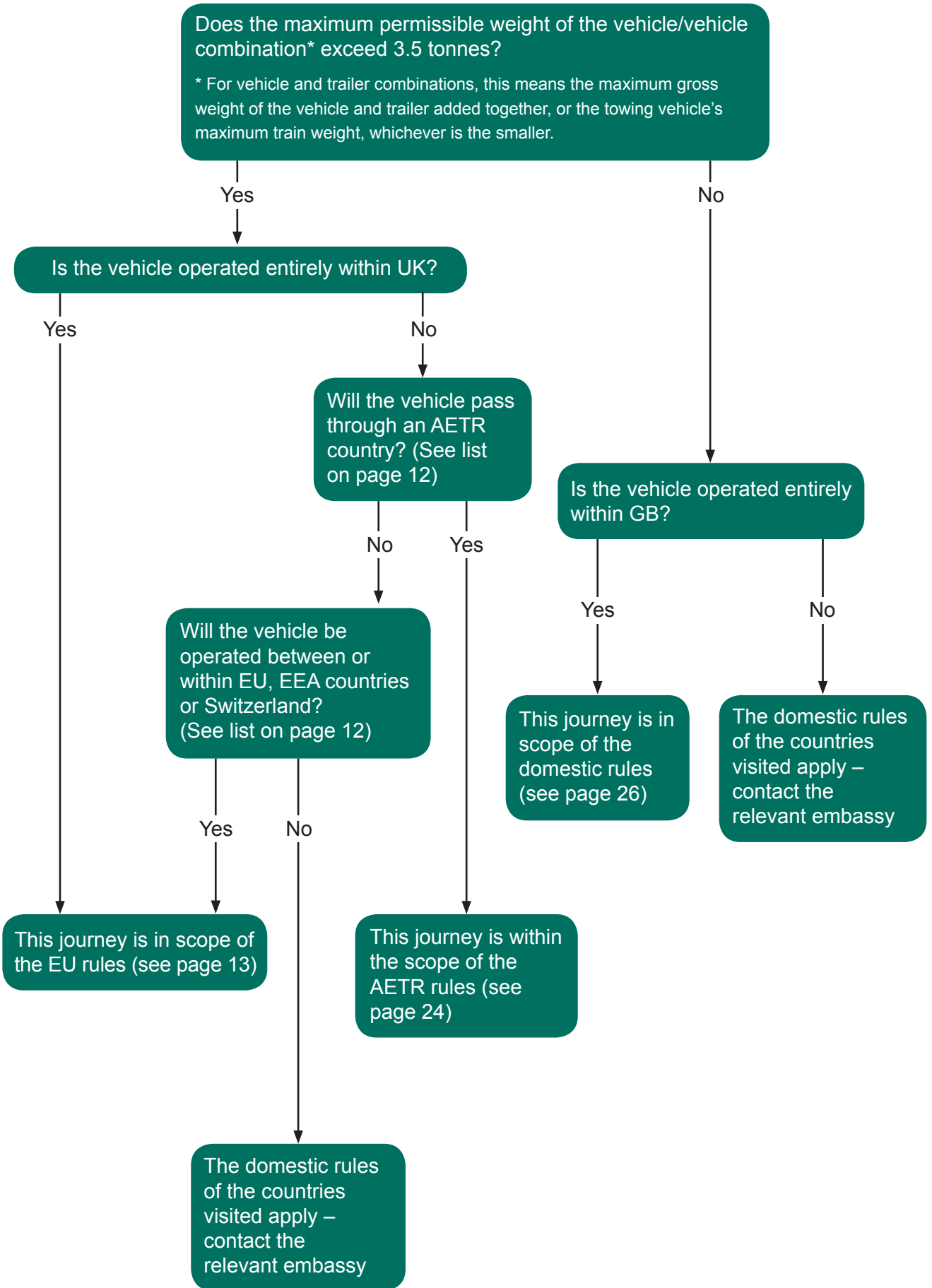
Most vehicles used for the carriage of goods by road and with a maximum permissible weight (including any trailer or semi-trailer) of over 3.5 tonnes are in scope of the EU rules. 'Carriage by road' is defined as any journey entirely or in part made on roads open to the public of a vehicle, laden or unladen, used for the carriage of passengers or goods. 'Off-road' driving is in scope where it forms part of a journey that also takes place on public roads. Journeys made that are entirely 'off-road' are out of scope of the EU rules.

International journeys to or through countries that are outside the EU but are signatories to the AETR are subject to AETR rules.

For journeys that are partly in the EU and partly in countries that are neither in the EU nor signatories to AETR, EU rules will apply to that portion of the journey that is in the EU. Countries outside the EU and AETR are likely to have their own regulations governing drivers' hours, which should be adhered to while you are driving in that country.

Vehicles that are exempted from the EU rules come under UK domestic rules on drivers' hours while engaged in domestic journeys.

The flowchart on the next page will help you determine which rules apply in connection with the use of a goods vehicle.



# EU, AETR and EEA countries

For the purposes of the table above, please use the following lists of countries.

## EU countries

Austria  
Belgium  
Bulgaria  
Cyprus  
Czech Republic  
Denmark  
Estonia  
Finland  
France  
Germany  
Greece  
Hungary  
Ireland  
Italy  
Latvia  
Lithuania  
Luxembourg  
Malta  
Netherlands  
Poland  
Portugal  
Romania  
Slovakia  
Slovenia  
Spain  
Sweden  
United Kingdom

## AETR countries

Albania  
Andorra  
Armenia  
Azerbaijan  
Belarus  
Bosnia and Herzegovina  
Croatia  
Kazakhstan  
Liechtenstein  
Macedonia  
Moldova  
Monaco  
Montenegro  
Russia  
San Marino  
Serbia  
Switzerland  
Turkey  
Turkmenistan  
Ukraine  
Uzbekistan

## EEA countries

All the EU countries plus:  
Iceland  
Liechtenstein  
Norway

**Reminder:** Switzerland is not a member of the European Union

## DRIVERS' HOURS RULES

### Section 1:

## EU & AETR rules on drivers' hours

The EU rules (Regulation (EC) 561/2006) apply to drivers of most vehicles used for the carriage of goods - defined as goods or burden of any description - (including dual purpose vehicles) where the maximum permissible weight of the vehicle, including any trailer or semi-trailer, exceeds 3.5 tonnes and where the vehicle is used within the UK or between the UK and other EU and EEA countries and Switzerland. Vehicle operations that take place off the public road or vehicles that are never used to carry goods on a public road are out of scope. Additionally drivers who never carry goods or passengers in the course of their employment are not considered to be within scope of the regulations. For example, this covers operations such as the delivery and recovery of hire vehicles and empty vehicles taken for annual test.

A driver is anyone who drives a vehicle or is carried on the vehicle in order to be available for driving.

### Exemptions and derogations

The following table contains a list of vehicles that are exempt from the EU rules regardless of where the vehicle is driven within the EU. See also 'Unforeseen events' on page 23.

**Note:** In some cases it may be necessary to refer to case law for definitive interpretations.

Exemptions	Notes
Vehicles not capable of exceeding 40 km/h.	<i>For example, some works vehicles fall into this category. Also includes vehicles incapable of exceeding 40 km/h by virtue of a set speed limiter.</i>
Vehicles owned or hired without a driver by the Armed Forces, civil defence services, fire services and forces responsible for maintaining public order, when the carriage is undertaken as a consequence of the tasks assigned to these services and is under their control.	
Vehicles, including vehicles used in the non-commercial transport of humanitarian aid, used in emergencies or rescue operations.	<p><i>The EU rules do not define an 'emergency' but we consider this would certainly include any of the situations that would be considered an emergency for the purposes of the UK domestic drivers' hours legislation, namely:</i></p> <ul style="list-style-type: none"> <li>▶ <i>danger to the life or health of people or animals;</i></li> <li>▶ <i>serious interruption of essential public services (gas, water, electricity or drainage), of telecommunication and postal services, or in the use of roads, railways, ports or airports; or</i></li> <li>▶ <i>serious damage to property.</i></li> </ul> <p><i>Vehicles used in connection with emergency or rescue operations would be exempt from the EU rules for the duration of the emergency.</i></p> <p><i>The important aspect of humanitarian aid is that it only applies to transport carried out on a non-commercial basis e.g. transportation of donated clothes, food parcels etc.</i></p>

Exemptions	Notes
Specialised vehicles used for medical purposes.	<i>Mobile chest x-ray units, for example.</i>
Specialised breakdown vehicles operating within a 100 km radius of their base.	<i>'Specialised breakdown vehicle' was interpreted by the European Court as a vehicle whose construction, fitments and other permanent characteristics were such that it would be used mainly for removing vehicles that had recently been involved in an accident or broken down.</i>
Vehicles undergoing road tests for technical development, repair or maintenance purposes, and new or rebuilt vehicles which have not yet been put into service.	
Vehicles or combinations of vehicles with a maximum permissible mass not exceeding 7.5 tonnes used for the non-commercial carriage of goods.	<i>Examples could include a person moving house and goods carried by a non-profit making group or registered charity.</i>
Commercial vehicles that have a historic status according to the legislation of the Member State in which they are driven and that are used for the noncommercial carriage of goods.	<i>In the UK, a vehicle is a historic vehicle if it was manufactured more than 25 years before the occasion on which it is being driven.</i>

The EU rules grant Member States the power to apply derogations to further specific categories of vehicles and drivers while on national journeys. The following derogations have been implemented in the UK.

**Note:** In some cases it may be necessary to refer to case law for definitive interpretations.

Derogations	Notes
Vehicles with between 10 and 17 seats used exclusively for the non-commercial carriage of passengers.	<i>This would apply to minibuses used by the voluntary and community sector (e.g. under section 19 and 22 permits) provided the operation as a whole is carried out without a view to profit, nor incidentally to an activity which is itself carried out with a view to profit.</i>
<p>Vehicles owned or hired without a driver by public authorities that do not compete with private transport undertakings.</p> <p>The derogation only applies to vehicles being used:</p> <ul style="list-style-type: none"> <li>▶ for the provision of ambulance services by or at the request of an NHS body;</li> <li>▶ for the transport of organs, blood, equipment, medical supplies or personnel by or at the request of an NHS body;</li> <li>▶ by a local authority to provide services for old people or for mentally or physically handicapped people; or</li> <li>▶ by HM Coastguard or a general or local lighthouse authority;</li> <li>▶ for maintaining railways by the British Railways Board, any holder of a network licence which is a company wholly owned by the Crown, Transport for London (or a wholly owned subsidiary), a Passenger Transport Executive or a local authority; or</li> <li>▶ by the British Waterways Board for the purpose of maintaining navigable waterways.</li> </ul>	

Derogations	Notes
Vehicles used or hired without a driver by agricultural, horticultural, forestry, farming or fishery undertakings for carrying goods as part of their own entrepreneurial activity within a radius of 100 km from the base of the undertaking.	<i>For a vehicle used by fishery undertakings, the exemption only applies if it is being used to carry live fish or to carry a catch of fish from the place of landing to a place where it is to be processed.</i>
Agricultural tractors and forestry tractors used for agricultural or forestry activities within a 100 km radius from the base of the undertaking that owns, hires or leases the tractor.	
Vehicles that are used to carry live animals between a farm and a market or from a market to a slaughterhouse where the distance between the farm and the market or between the market and the slaughterhouse does not exceed 50 km.	
Vehicles being used to carry animal waste or carcasses that are not intended for human consumption.	
Specially fitted mobile project vehicles, the primary purpose of which is use as an educational facility when stationary.	<i>For example play buses and mobile libraries</i>
<p>Vehicles or combinations of vehicles with a maximum permissible mass not exceeding 7.5 tonnes that are used:</p> <ul style="list-style-type: none"> <li>▶ by universal service providers as defined in Article 2(13) of Directive 96/67/EC of the European Parliament and of the Council of 15 December 1997 on common rules for the development of the internal market of community postal services and the improvement of quality service to deliver items as part of the universal service; or</li> <li>▶ for carrying materials, equipment or machinery for the driver's use in the course of his work.</li> </ul> <p>These vehicles shall be used only within a 50 km radius of the base of the undertaking and on the condition that driving the vehicle does not constitute the driver's main activity.</p>	<p><i>The only universal service provider in the UK at the time of publication (September 2007) is the Royal Mail. Universal service provider vehicles must have a tachograph fitted.</i></p> <p><i>This would apply to tradesmen such as electricians or builders carrying tools or materials for their own use.</i></p>
Vehicles operated exclusively on islands whose area does not exceed 2,300 km <sup>2</sup> and that are not linked to the rest of Great Britain by a bridge, ford or tunnel open for use by a motor vehicle.	
Vehicles used for the carriage of goods within a 50 km radius from the base of the undertaking and propelled by means of natural or liquefied gas or electricity, the maximum permissible mass of which, including the mass of a trailer or semi-trailer, does not exceed 7.5 tonnes.	
Vehicles used for driving instruction and examination with a view to obtaining a driving licence or a certificate of professional competence, provided that they are not being used for the commercial carriage of goods or passengers.	<i>Includes instruction for renewal of Driver Certificate of Professional Competence (CPC).</i>

Derogations	Notes
<p>Vehicles used in connection with sewerage, flood protection, water, gas and electricity maintenance services, road maintenance or control, door-to-door household refuse collection or disposal, telegraph or telephone services, radio or television broadcasting and the detection of radio or television transmitters or receivers.</p>	<p><i>There have been a number of significant court rulings from the European Court of Justice and British courts dealing with this exemption. Common themes have included a direct and close involvement in the exempt activity; the principle of a general service in the public interest; and the limited and secondary nature of the transport activity.</i></p> <p><i>It is our view that vehicles used in connection with sewerage, flood protection, water, gas and electricity services must be involved in the maintenance of an existing service (rather than the construction of a new service) to claim the concession.</i></p> <p><i>The types of refuse collection and disposal operations likely to be exempt are: the door-to-door collection of black bin bags, green waste, newspapers or glass from households; the collection of sofas and household appliances from households within a local area; and the clearing of a home following a bereavement, provided refuse collection and disposal is the core purpose.</i></p>
<p>Specialised vehicles transporting circus and funfair equipment.</p>	
<p>Vehicles used for milk collection from farms or the return to farms of milk containers or milk products intended for animal feed.</p>	
<p>Vehicles used exclusively on roads inside hub facilities such as ports, airports, interports and railway terminals.</p>	<p><i>This applies only to those vehicles being used within the perimeter of these areas (rather than those driving to or through the areas), although we accept that these vehicles may occasionally leave the site for vehicle maintenance purposes.</i></p>

In addition, the following vehicles are exempt from the EU rules in GB after the European Commission granted a special authorisation:

- ▶ any vehicle which is being used by the Royal National Lifeboat Institution;
- ▶ any vehicle that was manufactured before 1 January 1947; and
- ▶ any vehicle that is propelled by steam.

**If it is exempt from the EU rules due to the provisions listed above then the vehicle will usually be in scope of the GB domestic rules when travelling in GB (see page 26).**

In addition to the derogations listed above, there is also a concession in place from the daily and weekly rest requirements specified in the EU drivers' hours regulations for professional drivers who are also members of the Territorial Army. The conditions of the concession are:

- ▶ a suspension of the requirement of taking a daily rest period within a period of 24 hours when the driver commenced the weekly training as a reservist or as an instructor in the cadet corps; and
- ▶ a suspension of the requirement of taking a weekly rest period at the end of the six 24 hour periods from the previous weekly rest period when the driver commences his driving as a reservist or as an instructor in the cadet corps.

A regular daily rest must still be taken before they start work for their primary employer and a regular weekly rest must be taken no later than at the end of the sixth day following training. This is due to be transposed into domestic legislation during 2011.



## Driving

'Driving time' is the duration of driving activity recorded either by the recording equipment or manually when the recording equipment is broken.

Even a short period of driving under EU rules during any day by a driver will mean that he is in scope of the EU rules for the whole of that day and must comply with the daily driving, break and rest requirements; he will also have to comply with the weekly rest requirement and driving limit.

## Breaks and driving limits

### Breaks

After a driving period of no more than 4.5 hours, a driver must immediately take a break of at least 45 minutes unless he takes a rest period. A break taken in this way must not be interrupted. For example:

Driving 4.5 hours	Break 45 minutes		
Driving 2.5 hours	Other work 1 hour	Driving 2 hours	Break 45 minutes

A **break** is any period during which a driver may not carry out any driving or any other work and which is used exclusively for recuperation. A break may be taken in a moving vehicle, provided no other work is undertaken.

Alternatively, a full 45-minute break can be replaced by one break of at least 15 minutes followed by another break of at least 30 minutes. These breaks must be distributed over the 4.5-hour period. Breaks of less than 15 minutes will not contribute towards a qualifying break, but neither will they be counted as duty or driving time. The EU rules will only allow a split-break pattern that shows the second period of break being at least 30 minutes, such as in the following examples:

Driving 2 hours	Break 15 minutes	Driving 2.5 hours	Break 30 minutes
Driving 2 hours	Break 34 minutes	Driving 2.5 hours	Break 30 minutes

The following split-break pattern is **illegal** because the second break is less than 30 minutes.

Driving 2 hours	Break 30 minutes	Driving 2.5 hours	Break 15 minutes	Driving
-----------------	------------------	-------------------	------------------	---------

A driver '**wipes the slate clean**' if he takes a 45-minute break (or qualifying breaks totalling 45 minutes before or at the end of a 4.5-hour driving period. This means that the next 4.5-hour driving period begins with the completion of that qualifying break, and in assessing break requirements for the new 4.5-hour period, no reference is to be made to driving time accumulated before this point. For example:

Driving 1.5 hours	Break 15 minutes	Driving 1.5 hours	Break 30 minutes	Driving 4.5 hours	Break 45 minutes
-------------------	------------------	-------------------	------------------	-------------------	------------------

Breaks may also be required under the separate Road Transport (Working Time) Regulations 2005. See Annex 2 on page 46 for further details.

**Daily driving limit**

The maximum daily driving time is **9 hours**; for example:

Driving 4.5 hours	Break 45 minutes	Driving 4.5 hours
-------------------	------------------	-------------------

Driving 2 hours	Break 45 minutes	Driving 4.5 hours	Break 45 minutes	Driving 2.5 hours
-----------------	------------------	-------------------	------------------	-------------------

The maximum daily driving time can be increased to **10 hours twice a week**; for example:

Driving 4.5 hours	Break 45 minutes	Driving 4.5 hours	Break 45 minutes	Driving 1 hour
-------------------	------------------	-------------------	------------------	----------------

Driving 2 hours	Break 45 minutes	Driving 4.5 hours	Break 45 minutes	Driving 3.5 hours
-----------------	------------------	-------------------	------------------	-------------------

**Daily driving time is:**

- ▶ the total accumulated driving time between the end of one daily rest period and the beginning of the following daily rest period; **or**
- ▶ the total accumulated driving time between a daily rest period and a weekly rest period.

**Note:** Driving time includes any off-road parts of a journey where the rest of that journey is made on the public highway. Journeys taking place entirely off road would be considered as 'other work'.

So, for example, any time spent driving off road between a parking/rest area and a passenger-loading area prior to travelling out onto a public road would constitute driving time. But it would be regarded as other work where all the passengers were picked up and dropped off on the same off-road site.

**Weekly driving limit**

The maximum weekly driving limit is **56 hours**, which applies to a fixed week (see below).

The following diagram shows an example of how this might be achieved:

Sun	Weekly rest	
Mon	9 hours' driving	
Tue	10 hours' driving	
Wed	9 hours' driving	
Thu	9 hours' driving	
Fri	10 hours' driving	
Sat	9 hours' driving	
Sun	Weekly rest	

Total weekly hours = (4 x 9) + (2 x 10) = 56.

A **fixed week** starts at 00.00 on Monday and ends at 24.00 on the following Sunday.

### Two-weekly driving limit

The maximum driving time over any two-weekly period is **90 hours**; for example:

Week	Total hours of driving	Two-weekly totals
9	56 hours	90 hours
10	34 hours	
11	45 hours	79 hours
12	45 hours	
13	43 hours	90 hours
		88 hours
		(etc.)

The following is an example of how a driver's duties might be organised in compliance with the rules on weekly and two-weekly driving limits:

			Weekly	Two weeks	Between weekly rests
Mon	9 hours' driving	Daily rest	Total 56 hours' driving during fixed week 1	Total 90 hours' driving during fixed weeks 1 and 2	
Tue	9 hours' driving	Daily rest			
Wed	9 hours' driving	Daily rest			
Thu	Weekly rest (reduced)				
Fri	10 hours' driving	Daily rest			
Sat	10 hours' driving	Daily rest			
Sun	9 hours' driving	Daily rest			
Mon	9 hours' driving	Daily rest	Total 34 hours' driving during fixed week 2		Total 58 hours' driving between weekly rests
Tue	10 hours' driving	Daily rest			
Wed	10 hours' driving	Daily rest			
Thu	Weekly rest				
Fri	Weekly rest				
Sat	Compensation				
Sun	5 hours' driving	Daily rest			

## Rest periods

### Daily rest periods

A driver must take a daily rest period within each period of 24 hours after the end of the previous daily or weekly rest period. An 11-hour (or more) daily rest is called a regular daily rest period.

A **rest** is an uninterrupted period where a driver may freely dispose of his time. Time spent working in other employment or under obligation or instruction, regardless of the occupation type, cannot be counted as rest, including work where you are self-employed.

24-hour period	
Driving + other work + breaks = 13 hours	Regular daily rest 11 hours

Alternatively, a driver can split a regular daily rest period into two periods. The first period must be at least 3 hours of uninterrupted rest and can be taken at any time during the day. The second must be at least 9 hours of uninterrupted rest, giving a total minimum rest of 12 hours. For example:

24-hour period			
Driving + other work + breaks = 8 hours	Rest 3 hours	Driving + other work + breaks = 4 hours	Rest 9 hours

A driver may reduce his daily rest period to no less than **9** continuous hours, but this can be done no more than **three times** between **any two weekly rest periods**; **no compensation** for the reduction is required. A daily rest that is less than 11 hours but at least 9 hours long is called a **reduced daily rest period**.

24-hour period	
Driving + other work + breaks = 15 hours	Regular daily rest 9 hours

When a daily rest is taken, this may be taken in a vehicle, as long as it has suitable sleeping facilities and is stationary.

To summarise, a driver who begins work at 06.00 on day 1 must, by 06.00 on day 2 at the latest, have completed either:

- ▶ a regular daily rest period of at least **11** hours; **or**
- ▶ a split regular daily rest period of at least **12** hours; **or**
- ▶ if entitled, a reduced daily rest period of at least **9** hours.

**Regular daily rest:** A continuous period of at least 11 hours' rest.

**Split daily rest period:** A regular rest taken in two separate periods – the first at least 3 hours, and the second at least 9 hours.

**Reduced daily rest period:** A continuous rest period of at least 9 hours but less than 11 hours.

### **Multi-manning**

'Multi-manning' is the situation where, during each period of driving between any two consecutive daily rest periods, or between a daily rest period and a weekly rest period, there are at least two drivers in the vehicle to do the driving. For the **first hour** of multi-manning the presence of another driver or drivers is **optional**, but for the remainder of the period it is **compulsory**. This allows for a vehicle to depart from its operating centre and collect a second driver along the way, providing that this is done within 1 hour of the first driver starting work.

Vehicles manned by two or more drivers are governed by the same rules that apply to single-manned vehicles, apart from the daily rest requirements.

Where a vehicle is manned by two or more drivers, each driver must have a daily rest period of at least 9 consecutive hours within the 30-hour period that starts at the end of the last daily or weekly rest period.

Organising drivers' duties in such a fashion enables a crew's duties to be spread over 21 hours.

This is an example of how the duties of a two-man crew could be organised to take maximum advantage of multi-manning rules:

	<b>Driver 1</b>	<b>Driver 1</b>
	Daily rest	Daily rest
30-hour period	Other work 1 hour	Daily rest (not on vehicle) 1 hour
	Driving 4.5 hours	Availability 4.5 hours
	Break + availability 4.5 hours	Driving 4.5 hours
	Driving 4.5 hours	Break + availability 4.5 hours
	Break + availability 4.5 hours	Driving 4.5 hours
	Driving 1 hour	Break + availability 1 hour
	Break 1 hour	Driving 1 hour
	Daily rest (9 hours)	Daily rest (9 hours)

The maximum driving time for a two-man crew taking advantage of this concession is 20 hours before a daily rest is required (although only if both drivers are entitled to drive 10 hours).

Under multi-manning, the 'second' driver in a crew may not necessarily be the same driver for the duration of the first driver's shift but could in principle be any number of drivers as long as the conditions are met. Whether these second drivers could claim the multi-manning concession in these circumstances would depend on their other duties.

On a multi-manning operation the first 45 minutes of a period of availability will be considered to be a break, so long as the co-driver does no work.

### **Journeys involving ferry or train transport**

Where a driver accompanies a vehicle that is being transported by ferry or train, the daily rest requirements are more flexible.

A regular daily rest period may be interrupted no more than twice, but the total interruption must not exceed **1 hour** in total. This allows for a vehicle to be driven on to a ferry and off again at the end of the crossing. Where the rest period is interrupted in this way, the **total accumulated rest period must still be 11 hours**. A bunk or couchette must be available during the rest period.

For example, a qualifying regular daily rest period could be interrupted in the following manner:

Rest 2 hours	Driving/other work (embarkation) 30 minutes	Rest (on ferry or train) 7 hours	Driving/other work (disembarkation) 30 minutes	Rest 2 hours
--------------	---	----------------------------------	--	--------------

### Weekly rest periods

A driver must start a weekly rest period no later than at the end of six consecutive 24-hour periods from the end of the last weekly rest period.

Week 1					Week 2					Week 3				
		Rest							Rest				Rest	
45 hours		144 hours			45 hours		80 hours			45 hours				

A regular weekly rest period is a period of at least **45** consecutive hours.

A **weekly rest period** is the weekly period during which drivers may freely dispose of their time. It may be either a 'regular weekly rest period' or a 'reduced weekly rest period'.

**Note:** An actual working week starts at the end of a weekly rest period, and finishes when another weekly rest period is commenced, which may mean that weekly rest is taken in the middle of a fixed (Monday–Sunday) week. This is perfectly acceptable – the working week is not required to be aligned with the 'fixed' week defined in the rules, provided all the relevant limits are complied with.

Alternatively, a driver can take a reduced weekly rest period of a minimum of **24** consecutive hours. If a reduction is taken, it must be compensated for by an equivalent period of rest taken **in one block** before the end of the **third week** following the week in question. The compensating rest must be attached to a period of rest of at least **9 hours** – in effect either a weekly or a daily rest period.

For example, where a driver reduces a weekly rest period to 33 hours in week 1, he must compensate for this by attaching a 12-hour period of rest to another rest period of at least 9 hours before the end of week 4. This compensation cannot be taken in several smaller periods. (See example below.)

	Week 1	Week 2	Week 3	Week 4
Weekly rest	33 hours	45 hours	45 hours	45 hours + 12 hours' compensation

A **regular weekly rest** is a period of rest of at least 45 hours' duration.

A **reduced weekly rest** is a rest period of at least 24 but less than 45 hours' duration.

In any **two consecutive 'fixed' weeks** a driver must take at least:

- ▶ **two regular weekly rests;** or
- ▶ **one regular weekly rest and one reduced weekly rest.**

The following tables are examples of how a driver's duties might be organised in compliance with the rules on weekly rest, which allow two reduced weekly rest periods to be taken consecutively. This complies with the rules because at least one regular and one reduced weekly rest period have been taken in two consecutive 'fixed' weeks.

Week 1					Week 2					Week 3					
45 hours' rest					24 hours' rest					27 hours' rest					45 hours' rest

The following table is an example of how the driver's duties might be organised in compliance with the rules on weekly rest, whereby one reduced weekly rest period may be taken in any period of two consecutive weeks under 'normal' circumstances.

Week 1					Week 2					Week 3					
					45 hours' rest					24 hours' rest					45 hours' rest

A weekly rest period that falls in two weeks may be counted in either week but not in both. However, a rest period of at least 69 hours in total may be counted as two back-to-back weekly rests (e.g. a 45-hour weekly rest followed by 24 hours), provided that the driver does not exceed 144 hours' work either before or after the rest period in question.

Where reduced weekly rest periods are taken away from base, these may be taken in a vehicle, provided that it has suitable sleeping facilities and is stationary.

**Note:** Operators who utilise a cyclical shift pattern should take care that their shift patterns allow for compliance with the rolling two-weekly requirements for weekly rest and compensation.

## Travelling time

Drivers of passenger-carrying vehicles are often required to be relocated to a vehicle they are required to drive or from a vehicle they have driven.

Where a vehicle coming within the scope of the EU rules is neither at the driver's home nor at the employer's operational centre where the driver is normally based, but is at a separate location, time spent travelling to or from that location to take charge of the vehicle may not be counted as a rest or break, unless the driver is in a ferry or train and has access to a bunk or couchette.

## Unforeseen events

Provided that road safety is not jeopardised, and to enable a driver to reach a **suitable stopping place**, a departure from the EU rules may be permitted to the extent necessary to ensure the safety of persons, the vehicle or its load. Drivers must note all the reasons for doing so on the back of their tachograph record sheets (if using an analogue tachograph) or on a printout or temporary sheet (if using a digital tachograph) at the latest on reaching the suitable stopping place (see relevant sections covering manual entries). Repeated and regular occurrences, however, might indicate to enforcement officers that employers were not in fact scheduling work to enable compliance with the applicable rules.

*A judgment by the European Court of Justice dated 9 November 1995 provides a useful guide to how this provision should be interpreted. It can apply only in cases where it unexpectedly becomes impossible to comply with the rules on drivers' hours during the course of a journey. In other words, planned breaches of the rules are not allowed. This means that when an unforeseen event occurs, it would be for the driver to decide whether it was necessary to depart from the rules. In doing so, a driver would have to take into account the need to ensure road safety in the process (e.g. when driving a vehicle carrying an abnormal load under the **Special Types** regulations) and any instruction that may be given by an enforcement officer (e.g. when under police escort).*

Some examples of such events are delays caused by severe weather, road traffic accidents, mechanical breakdowns, interruptions of ferry services and any event that causes or is likely to cause danger to the life or health of people or animals. Note that this concession only allows for drivers to reach a suitable stopping place, not necessarily to complete their planned journey. Drivers and operators would be expected to reschedule any disrupted work to remain in compliance with the EU rules.

## Summary of EU limits on drivers' hours

The current limits on drivers' hours as specified by the EU rules are summarised in the following table.

Breaks from driving	A break of no less than 45 minutes must be taken after no more than 4.5 hours of driving. The break can be divided into two periods – the first at least 15 minutes long and the second at least 30 minutes – taken over the 4.5 hours.
Daily driving	Maximum of 9 hours, extendable to 10 hours no more than twice a week.
Weekly driving	Maximum of 56 hours.
Two-weekly driving	Maximum of 90 hours in any two-week period.
Daily rest	Minimum of 11 hours, which can be reduced to a minimum of 9 hours no more than three times between weekly rests. May be taken in two periods, the first at least 3 hours long and the second at least 9 hours long. The rest must be completed within 24 hours of the end of the last daily or weekly rest period.
Multi-manning daily rest	A 9-hour daily rest must be taken within a period of 30 hours that starts from the end of the last daily or weekly rest period. For the first hour of multi-manning, the presence of another driver is optional, but for the remaining time it is compulsory.
Ferry/train daily rest	A regular daily rest period (of at least 11 hours) may be interrupted no more than twice by other activities of not more than 1 hour's duration in total, provided that the driver is accompanying a vehicle that is travelling by ferry or train and has access to a bunk or couchette.
Weekly rest	A regular weekly rest of at least 45 hours, or a reduced weekly rest of at least 24 hours, must be started no later than the end of six consecutive 24-hour periods from the end of the last weekly rest. In any two consecutive weeks a driver must have at least two weekly rests – one of which must be at least 45 hours long. A weekly rest that falls across two weeks may be counted in either week but not in both. Any reductions must be compensated in one block by an equivalent rest added to another rest period of at least 9 hours before the end of the third week following the week in question.

## AETR rules

Journeys to or through the countries that are signatories to the AETR Agreement (see list on page 8) are subject to AETR rules. AETR rules apply to the whole journey, including any EU countries passed through.

From September 2010, the AETR rules have been amended to recognise the digital tachograph and align closely with Council Regulation (EC) 561/2006. The changes include:

- ▶ defining the maximum weekly driving limit as 56 hours
- ▶ removing the compensation for reduced daily rest
- ▶ raising the minimum length of daily rest from 8 to 9 hours
- ▶ allowing the daily rest to be taken in two periods (instead of three as previously)



- ▶ permitting a regular daily rest period to be interrupted no more than twice for ferry journeys (rather than once as previously)
- ▶ introducing model attestation forms

For more information refer to the AETR agreement.

## Working Time Regulations

Drivers who are subject to the EU rules on drivers' hours and tachographs normally have also to comply with the rules on working time as laid out in the Road Transport (Working Time) Regulations, which were brought into force on 4 April 2005. (For the main provisions, see Annex 2.)

## Section 2:

# GB domestic rules

The GB domestic rules, as contained in the Transport Act 1968, apply to most goods vehicles that are exempt from the EU rules. Separate rules apply to Northern Ireland.

## Domestic rules exemptions

The following groups are exempt from the domestic drivers' hours rules:

- ▶ drivers of vehicles used by the Armed Forces, the police and fire brigade;
- ▶ drivers who always drive off the public road system; and
- ▶ private driving, i.e. not in connection with a job or in any way to earn a living.

## Domestic driving limits

Driving is defined as being at the controls of a vehicle for the purposes of controlling its movement, whether it is moving or stationary with the engine running, even for a short period of time.

### Daily driving

In any working day the maximum amount of driving permitted is **10 hours**. The daily driving limit applies to driving on and off the public road. Off-road driving for the purposes of agriculture, quarrying, forestry, building work or civil engineering counts as duty rather than driving time.

**Day:** The day is the 24-hour period beginning with the start of duty time.

### Daily duty

In any working day the maximum amount of duty permitted is **11 hours**. A driver is exempt from the daily duty limit (11 hours) on any working day when he does not drive.

A driver who does not drive for more than 4 hours on each day of the week is exempt from the daily duty limit.

**Duty:** In the case of an employee driver, this means being on duty (whether driving or otherwise) for anyone who employs him as a driver. This includes all periods of work and driving, but does not include rest or breaks. Employers should also remember that they have additional obligations to ensure that drivers receive adequate rest under health and safety legislation.

For owner drivers, this means driving a vehicle connected with their business, or doing any other work connected with the vehicle and its load.

Drivers of certain vehicles are exempt from the duty but not the driving limit, namely – goods vehicles, including dual purpose vehicles, not exceeding a maximum permitted gross weight of 3.5 tonnes, when used:

- ▶ by doctors, dentists, nurses, midwives or vets;

- ▶ for any service of inspection, cleaning, maintenance, repair, installation or fitting;
- ▶ by commercial travellers;
- ▶ by the AA, RAC or RSAC; and
- ▶ for cinematography or radio and television broadcasting.

## Record keeping

You must keep written records of your hours of work on a weekly record sheet. An example of such a sheet is at Annex 3. Operators are expected to check and sign each weekly record sheet.

Record books containing weekly record sheets are not available from The Stationery Office. VOSA (see Annex 4) can provide the names of commercial printers who produce them.

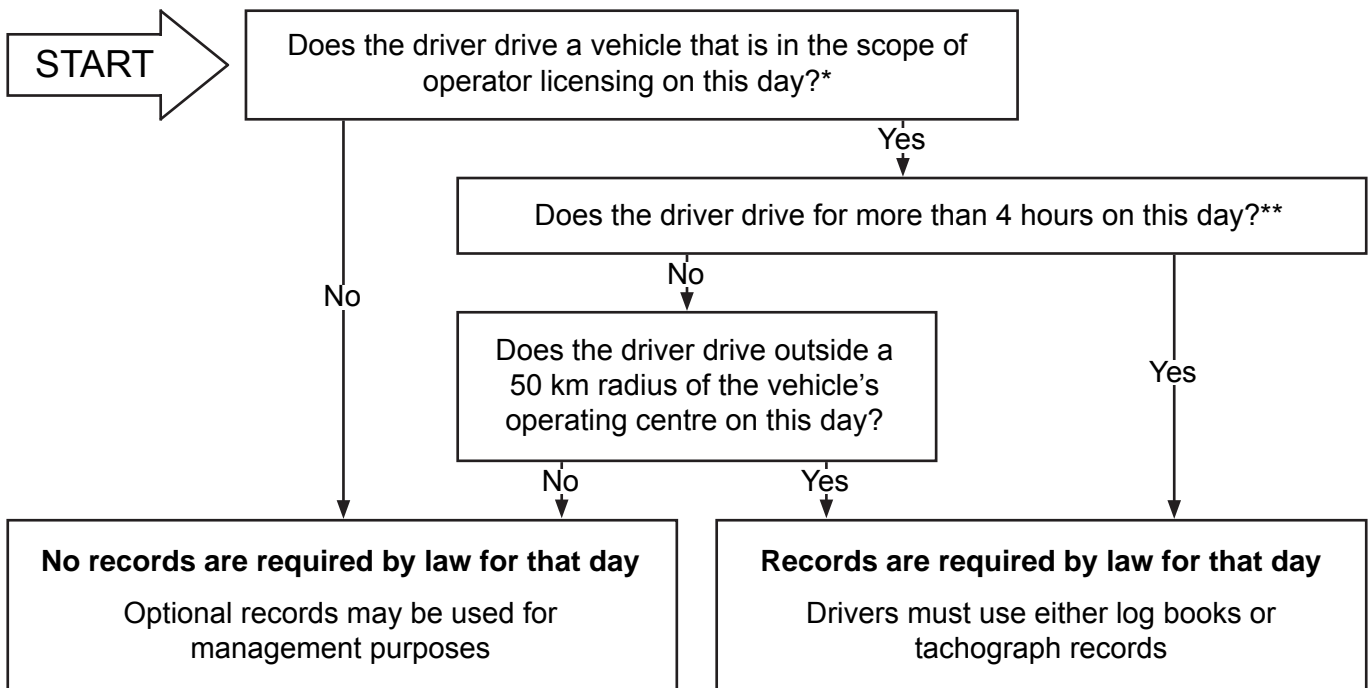
Alternatively, an EU-approved and sealed tachograph may be used to record a driver's activities while he is subject to domestic drivers' hours rules. When recording in this manner, and where domestic records are legally required (see flowchart below), all rules on the fitment and use of the tachograph must be complied with (see Section 4 on page 30).

Where a tachograph is fitted to a vehicle subject to the domestic rules but is not used to produce a legally required record, the operator and driver should nevertheless ensure that the tachograph is properly calibrated and sealed. The tachograph does not have to be recalibrated provided the seals remain intact and the vehicle remains out of scope of the EU rules.

### Exemptions from keeping records

Some groups are exempt from requirements to keep records under domestic rules on drivers' hours.

Follow the flowchart below to determine whether you must keep records.



\* This exemption does not apply to drivers of Crown vehicles that would have needed an 'O' licence if the vehicle had not been Crown property. If this is the case, answer 'yes' to this question in the flowchart.

\*\* Any off-road driving carried out for the purpose of agriculture, quarrying, forestry, building work, civil engineering or road maintenance does not count towards this total.

## Emergencies

The GB domestic rules are relaxed in cases where immediate action is needed to avoid:

- ▶ danger to the life or health of people or animals;
- ▶ serious interruption of essential public services (gas, water, electricity or drainage), of telecommunication or postal services, or in the use of roads, railways, ports or airports; or
- ▶ serious damage to property.

In these cases the driving and duty limits are suspended for the duration of the emergency.

## Records for vehicles carrying postal articles

Tachographs must be fitted and used on all vehicles with a permissible maximum weight in excess of 3.5 tonnes that carry parcels and letters on postal services. Drivers of such vehicles may be exempt from the EU rules on drivers' hours (see EU rules exemptions) but, if so, must still comply with the UK domestic rules.

## Travelling abroad

The GB domestic rules apply only in GB, but you must observe the national rules of the countries in which you travel. The embassies of these countries will be able to assist in establishing the rules that might apply.

For example, German national rules require drivers of goods vehicles between 2.8 and 3.5 tonnes to record details of their journeys in an AETR-style log book. This means that UK drivers have to use the log book when they set out and while driving through the countries on journeys to or through Germany. Copies of these log books can be obtained from the Road Haulage Association (Tel: 01733 263434).

## Mixed vehicle types

If it occurs that a driver divides his time driving goods vehicles and passenger vehicles under GB domestic rules, then in any working day or week, if he spends most of his time driving passenger vehicles then the appropriate GB rules for passenger vehicles apply for that day or week.

## Working Time Regulations

Drivers who are subject to the UK domestic rules on drivers' hours are affected by four provisions under the UK's Working Time Regulations 1998 (as amended).

See Annex 2 on page 46 for more details.

## Section 3:

# Mixed EU/AETR and GB domestic driving

Many drivers spend some of their time driving under one set of rules and some under another set, perhaps even on the same day. If you work partly under EU/AETR rules and partly under GB domestic rules during a day or a week, the following points must be considered (the EU rules take precedence over the GB domestic rules):

- ▶ The time you spend driving under EU rules cannot count as an off-duty period under GB domestic rules.
- ▶ Driving and other duty under GB domestic rules (including non-driving work in another employment) count as attendance at work but not as a break or rest period under EU rules.
- ▶ Driving under EU rules count towards the driving and duty limits under GB domestic rules.
- ▶ Any driving under EU rules in a week means that you must take a daily rest period on those days when you actually drive under EU rules, as well as a weekly rest period.

## Driving limits

GB domestic limit (a maximum of 10 hours of driving a day) must always be obeyed. But at any time when you are actually driving under the EU rules you must obey all the rules on EU driving limits.

## Other duty limits

GB domestic limit (i.e. no more than 11 hours on duty) must always be obeyed. But when working under EU rules you must also obey all the rules on breaks, daily rest (only on those days when actually driving) and weekly rest.

## Rest periods and breaks

Again, you must always obey the EU rules on rest periods and breaks on days and weeks in which driving in scope of EU rules is carried out.

A weekly rest period is not required in a fixed week where a driver does not drive under EU rules. Where a driver works under EU rules in one week and under GB domestic rules in the following week, the driver may take either a regular or a reduced weekly rest in the first week. If the driver takes a reduced weekly rest, compensation will be required by the end of the third week following the week in question. If this working pattern continues, the driver may take either a regular or reduced weekly rest period every other week.

Where a driver works under GB domestic rules in week one and the EU rules in the second week, the weekly rest required in week two must start no later than 144 hours following the commencement of duty on or after 00.00 hours on Monday.

## Records

During a week in which the in-scope driving has taken place, any previous work (including out-of-scope driving since the last weekly rest period), would have to be recorded as “other work” on a tachograph chart, printout or a manual entry using the manual input facility of a digital tachograph, or a legally required GB domestic record on a log book (see page 33).

When driving a vehicle subject to EU or AETR rules, a driver is required to produce on request tachograph records (including other work records described above) for the current day and the previous 28 calendar days.

## Section 4:

# Tachograph rules



An approved tachograph is the required instrument by which the activities of drivers subject to the EU or AETR drivers' hours rules, and the vehicle's speed, distance and time are recorded. There are two main types of tachograph – analogue and digital. The only exception is when driving a vehicle engaged in the collecting of sea coal. In this one case you are subject to the EU rules on drivers' hours but do not need a tachograph.

The resulting record is to be used to monitor compliance with rules on drivers' hours. The rules on using the tachograph are contained in Regulation (EC) 3821/85 (as amended), and these depend on whether the vehicle is fitted with an analogue or digital tachograph. These rules must be observed by both drivers and operators of vehicles that fall within the scope of Regulation (EC) 561/2006 or the AETR rules.

**Out of scope?** The driver of a vehicle that is exempt from or out of scope of the EU rules (see page 9) is not required to use the recording equipment, even if it is fitted, unless the vehicle is operated by a universal service provider (USP). At the time of publication, the only USP is the Royal Mail.

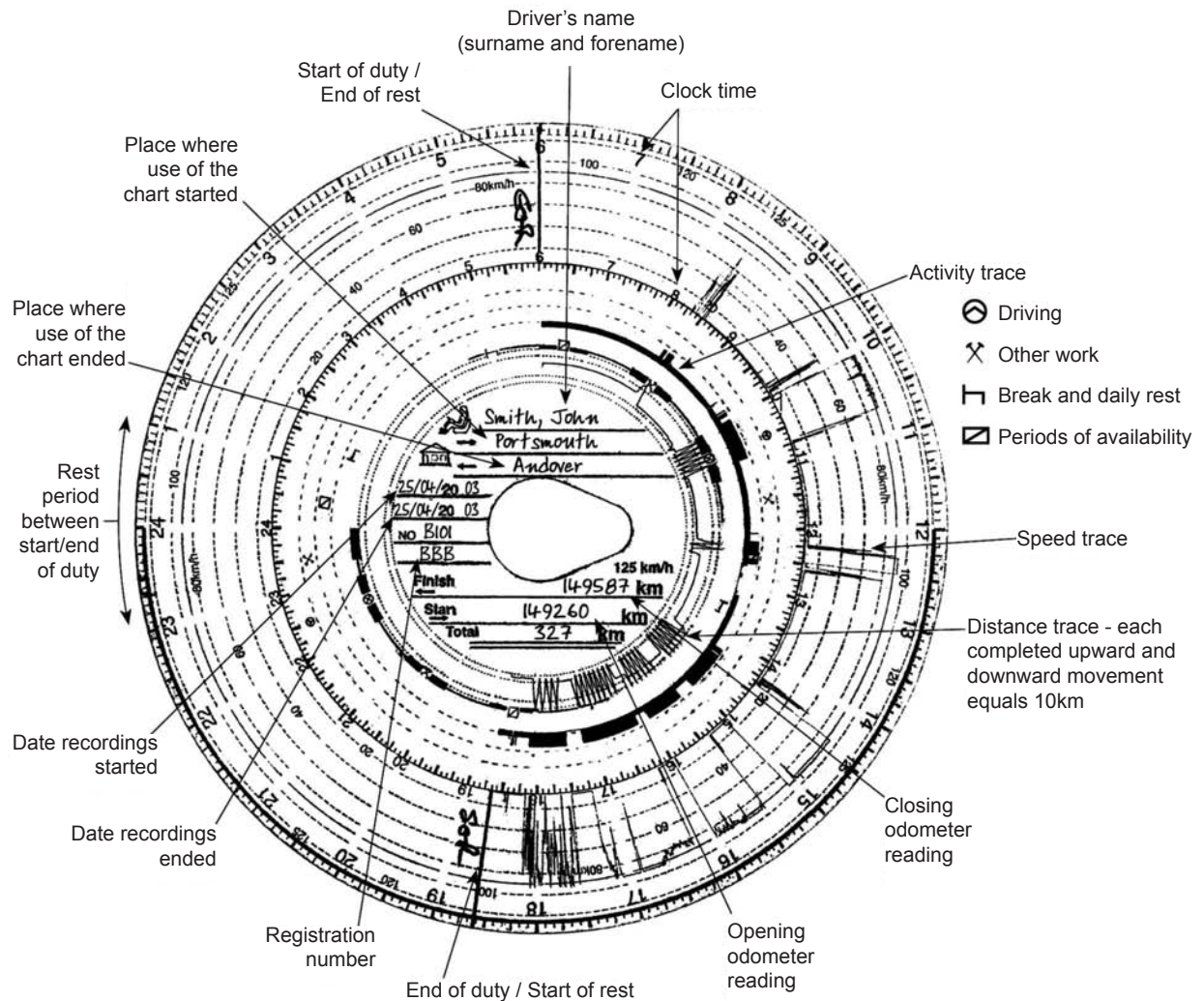
**Analogue or digital?** Vehicles first registered on or after 1 May 2006 must be fitted with a digital tachograph. Those vehicles registered before that date can be fitted with either analogue or digital equipment.

## Analogue tachographs

Analogue tachograph recordings are made by a stylus cutting traces into a wax-coated chart. Three separate styluses mark recordings of speed, distance travelled and the driver's activity (known as the 'mode'). The inner part is used by the driver to write details of his name, location of start of journey, end location, date and odometer readings.

The reverse of a tachograph chart normally contains an area for recording manual entries and details of other vehicles driven during the period covered.

## The tachograph chart



### Charts and records

Drivers are responsible for operating the tachograph correctly in order to record their activities accurately and fully. Specifically, drivers must:

- ▶ verify, before using an instrument, that it is correctly calibrated via the attached plaques and ensure that the time displayed is set to the official time of the country in which the vehicle is registered;
- ▶ carry enough charts for the whole journey, including spare charts in case any become damaged or dirty;
- ▶ use a second chart if a chart is damaged while in use and attach this one to the first chart on completion. There are other occasions when use of a second chart in a 24-hour period is unavoidable, namely when a driver changes to a vehicle with an incompatible tachograph to the chart in use or he changes vehicle so many times that all the details cannot be accommodated on one chart;
- ▶ ensure that the correct type of chart is being used for the specific model of tachograph in use and that enough spare charts are carried;
- ▶ not use a chart to cover a period longer than 24 hours;
- ▶ enter centrefield details at the first use of the chart, when changing vehicles and when completing the use of the chart (see 'Centrefield entries' section);

- ▶ correctly operate the mode switch in order to record their activities accurately (see page 38);
- ▶ make manual entries on the chart in respect of their activities away from the vehicle (see 'Manual entries' section), where the rules have been exceeded in an emergency, or to correct a recording;
- ▶ make manual entries when the equipment malfunctions and report any such malfunctions to the operator or employer;
- ▶ return used charts to the operator within the 42 days. This requirement must be complied with even when a driver changes employer;
- ▶ permit an Authorised Examiner or police officer to examine the tachograph instrument;
- ▶ not remove the chart from the instrument before the end of their duty period unless authorised to do so. The rules do not specify who can authorise removal of the chart, but cases where charts can be removed include:
  - a change of vehicle;
  - to make manual entries in the event of an emergency, equipment malfunction etc.; and
- ▶ be able to produce at the roadside:
  - charts and any legally required manual records for the current day and the previous 28 calendar days; and
  - the driver's digital smart card if they hold one (see page 35).

**Time tips:** Make sure the time is correct for am or pm – both times are displayed identically on an analogue tachograph's 12-hour clock face. Analogue tachographs must continue to display the correct time – which for the UK includes adjustments for British Summer Time.

**Activity record:** Most analogue tachograph instruments in use are 'automatic'. This means that the instrument will automatically record activity as driving when the vehicle is moving and defaults to the mode switch setting when the vehicle stops.

**Driver cards:** Drivers who have been issued with a driver card are committing an offence if they are unable to produce this during a roadside inspection, even if they only drive analogue tachograph-equipped vehicles.

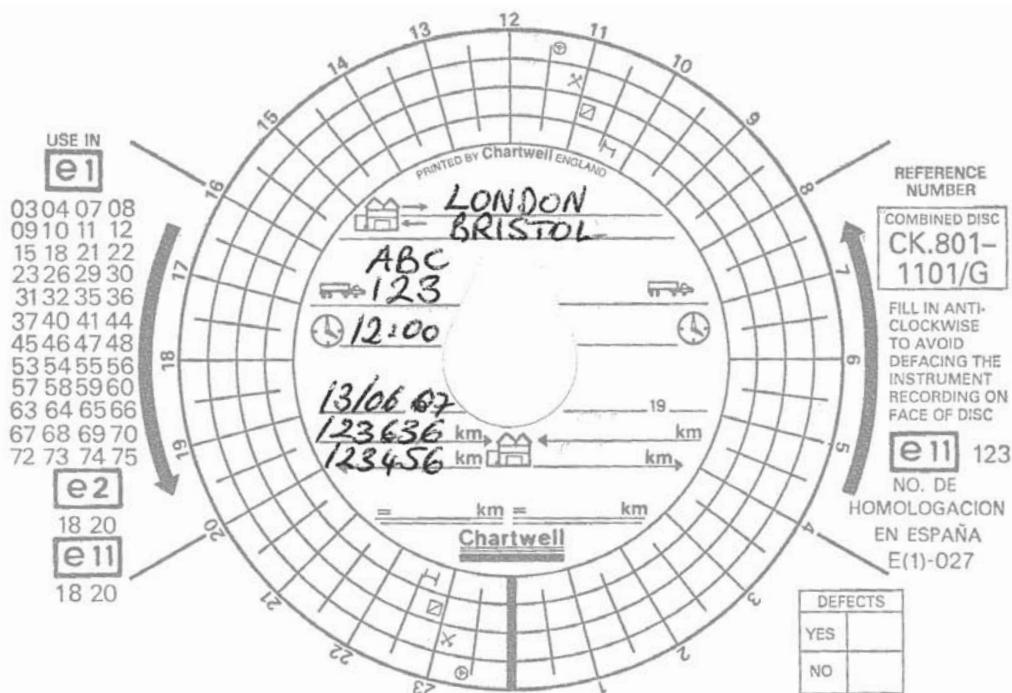
### Centrefield entries

A driver is required to enter the following information on the centrefield of a tachograph chart that he is using to record his activities:

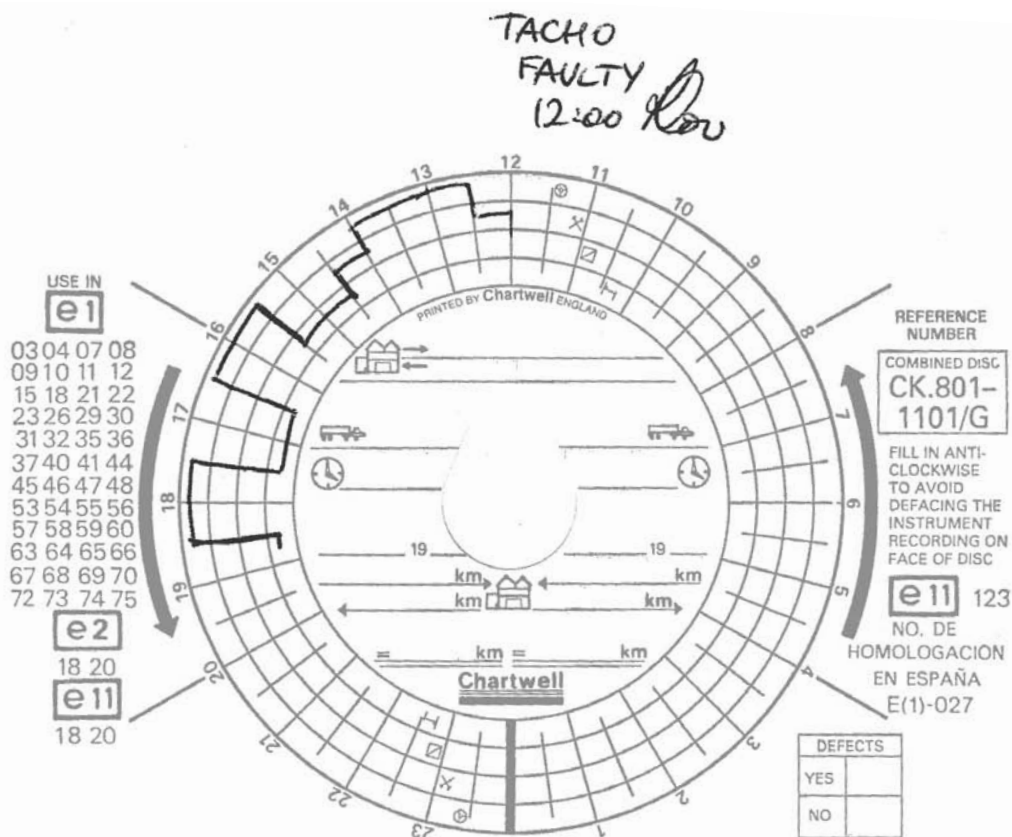
- ▶ surname and first name (the law does not stipulate which order the names are put in – but your employer may have a policy on this);
- ▶ the date and place where the use of the record sheet begins and ends. The year may be written in full or abbreviated – so both '2007' and '07' are acceptable. If the start and finish places are the same, both must be written on the chart – ditto marks are not acceptable;
- ▶ the registration number(s) of vehicle(s) driven (which should be entered before departing on a new vehicle);
- ▶ the time at which any change of vehicle takes place; and







This is an example of the manual entries that could be made by a driver who changed vehicles at 12.00 in London and continued his duties before finishing in Bristol. All the details of his activities and his name are listed on the other side of the chart.



This is an example of the manual entries that could have been made by a driver who discovered a tachograph fault at 12.00. He uses the preprinted matrix to indicate his activities for the remainder of his duty until 18.30. He has also noted the reason for his keeping a manual record. All other details are provided on the other side of the chart.

## Digital tachographs



Digital tachographs work by storing digital data on the driver and vehicle in their own memory and separately on a driver's smart card. Transport undertakings must periodically download this data from the digital tachograph (known as the Vehicle Unit or VU) every 56 days and from driver cards every 28 days and analyse the information to ensure that the rules have been complied with.

### Driver cards and records

It is a legal requirement for a digital tachograph-equipped vehicle driven in scope of EU rules that the driver must use a driver card.

If the vehicle is used without a card being inserted, the system will not prevent the vehicle from being driven, but the VU will record the fact that the vehicle has been used without a card.

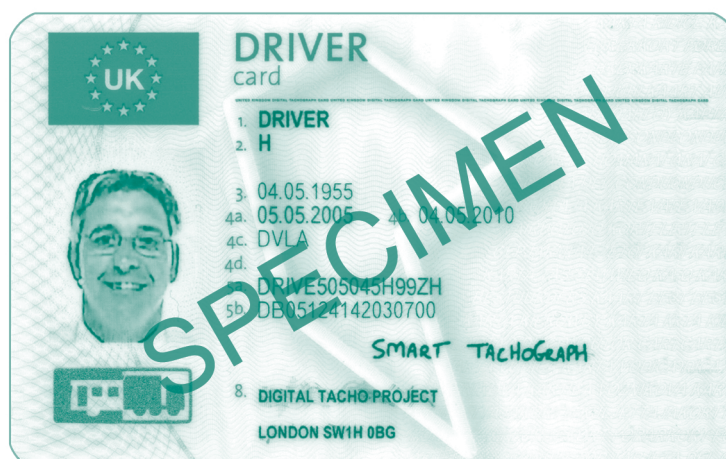
Drivers may only be in possession of one driver's smart card, and must never use anyone else's card or allow another driver to use their card.

When driving a vehicle that is equipped with a digital tachograph, drivers should:

- ▶ ensure that the instrument is calibrated by inspecting the calibration plaque or interrogating the instrument;
- ▶ ensure that their driver card is inserted into the correct slot (driver in slot 1, second driver in slot 2) from the moment they take over the vehicle, and that it is ready for use, before the vehicle is moved;

- ▶ record the country in which they begin and end their daily work period. This must always be carried out at the time of the start or end of the period, even if the card is not to be withdrawn or inserted (for example if the card is left in overnight);
- ▶ carry sufficient supplies of type-approved print roll on board the vehicle so that a printout can be produced at an enforcement officer's request;
- ▶ ensure that all duties conducted since the driver card was last removed from a tachograph are manually entered onto the card record, using the manual entry facility on the tachograph;
- ▶ ensure that the tachograph is working properly;
- ▶ ensure that through the daily working period the mode button is used correctly to record other work, periods of availability, and rest and breaks;
- ▶ take reasonable steps to protect their card from dirt and damage;
- ▶ use only their own personalised driver card to record driving and other activities they undertake;
- ▶ ensure that the card is not removed from the tachograph during the working day unless otherwise authorised. The rules are not specific on who can authorise removal of the card, but cases where cards can be removed include a change of vehicle, or where another driver will be using the vehicle during a break or rest period;
- ▶ on multi-manning operations ensure that their driver card is placed in the correct slot (slot 1 when they are acting as driver and slot 2 when co-driver on a double-manned journey) when they take over driving;
- ▶ make their cards available for downloading by their employer; and
- ▶ be able to produce at the roadside:
  - charts and any legally required manual records for the current day and the previous 28 calendar days; and
  - the driver's digital smart card if they hold one.

**Mode switch default:** Note that digital tachographs will default to recording 'other work' for driver 1 and 'availability' for driver 2 when the vehicle stops, and drivers must use the mode switch correctly to ensure that rest and break periods are recorded correctly.



### How to apply for driver cards

You can get application forms and assistance from the Driver and Vehicle Licensing Agency (DVLA) by calling 0300 790 6109. Forms are available to order online at [www.dvla.gov.uk](http://www.dvla.gov.uk). Alternatively, forms should be available from local DVLA offices and VOSA testing stations. DVLA will accept payment for up to 25 driver card applications on one company cheque. In Northern Ireland, application forms are available from Driver and Vehicle Licensing Northern Ireland (DVLNI) (call 028 7034 1589) and test centres of the Driver and Vehicle Agency (DVA).

### Lost, stolen or malfunctioning driver cards

Digital tachograph cards have passed all relevant International Organization for Standardization (ISO) qualified tests and security certification requirements. They are designed to work reliably and securely for their period of validity but, like all smart cards, can be damaged by abuse. Take care of your driver card – treat it as if it were a credit card and do not subject it to excessive force, bending or extremes of temperature.

Where it is impossible to use a driver card (e.g. where it has been lost, stolen or damaged or is malfunctioning) a driver may drive without the card for a maximum of 15 calendar days (or longer if this is necessary for the vehicle to be returned to its premises) provided that he produces two printouts – one at the start of the journey and another at the end. Both printouts must be marked with:

- ▶ the driver's name or driver card or licence number, so the driver can be identified;
- ▶ any manual entries needed to show periods of other work, availability, and rest or break; and
- ▶ the driver's signature.

The driver must report the problem to DVLA and apply for a new card within seven calendar days.

### UTC – the time set on a digital tachograph

The internal clock of a digital tachograph is set to Universal Time Co-ordinated (UTC). The time displayed on the clock face can be set by the driver either to local time or to UTC. However, all data will be recorded by the VU on the time set by the integral clock, which operates on UTC – this is the same as Greenwich Mean Time (GMT). You will need to remember that UTC is one hour behind British Summer Time (BST). So, between 01.00 on the last Sunday in **March** and 01.00 on the last Sunday in **October** drivers must account for the difference when manually inputting activity details in the digital tachograph.

For example, if drivers carried out other work for two hours between 06.00 and 08.00 in June before taking over the vehicle, they must enter this as between 05.00 and 07.00 in UTC time. As mentioned above, it is possible for drivers to set the display time on the VU to local BST, but this will not prevent the VU recording in UTC. Therefore, it is recommended that drivers leave the display time in UTC as a reminder of the difference.

### Manual records





A digital tachograph offers the ability for a driver to enter activities carried out by him away from his vehicle. This is by means of the manual input facility offered by the instrument. A true 'manual' written record will only be necessary if:

Reason	Action
The equipment or card malfunctions.	Follow the procedures on page 34 on a printout if possible, or on a portion of print roll if not.
The rules are breached due to an unforeseen event (see page 19).	Record reasons on a printout or the reverse of a portion of print roll, at the latest on arrival at the suitable stopping place.
A record needs to be corrected.	Amend record on a printout or the reverse of a portion of print roll as soon as possible.

## Common rules

### Operation of the mode switch or button

Drivers must ensure that the mode switch on an analogue tachograph or the mode button on a digital tachograph is correctly set to record their activities.

Driving symbol		This is automatically recorded on most tachographs.
Other work		Covers all activities defined as work other than driving in scope of the EU/AETR rules. Includes any work for the same or another employer, within or outside the transport sector.
Availability		Covers periods of waiting time, the duration of which is known about in advance. Examples of what might count as a period of availability (POA) are accompanying a vehicle on a ferry crossing or waiting while other workers load/unload your vehicle. For mobile workers driving in a team, a POA would also include time spent sitting next to the driver while the vehicle is in motion (unless taking a break or performing other work, i.e. navigation).
Break or rest		Covers breaks in work and daily or weekly rest periods. Drivers may not carry out any driving or any other work. Break periods are to be used exclusively for recuperation. During a rest period a driver must be able to dispose freely of his time.

If for any reason the tachograph does not make an accurate record of activities (e.g. if the driver inadvertently makes an incorrect manual entry in a digital tachograph, or fails to correctly operate the mode button or switch), it is strongly recommended that the driver makes a manual tachograph record to this effect. For digital equipment, the driver should make and sign a printout for the relevant period with a note giving details of the error and reason at the time the error is made. For analogue equipment, the record should be made at the back of the chart.

### Multi-manning – second driver record

Some analogue equipment and all digital tachographs will automatically record all time spent as a second driver when the vehicle is in motion as a period of availability and do not allow the mode to be changed to either 'break' or 'other work'. Provided the second driver is not required to carry out any work during this time, enforcement authorities will accept the first 45 minutes of this time as a break from driving. Any periods of other work, however, must be manually recorded on a printout or chart by the driver

### Travelling time

In cases where a vehicle that comes within the scope of EU rules is at a separate location that is neither the driver's home nor the employer's operational centre where the driver is normally based, the time the driver spends travelling to or from that location may not be counted as a rest or break, unless the driver is in a ferry or train and has access to a bunk or couchette.

### Mixed records – analogue and digital equipment

It is possible that a driver may during the course of a day drive two or more vehicles where both types of recording equipment are used. Drivers in such a situation must use a driver card to record while driving a vehicle with a digital tachograph and tachograph charts when driving a vehicle equipped with an analogue device. Time away from the vehicle may be recorded on either recording equipment, but there is no need to record it on both.

**Note:** A driver who is not in possession of a driver card cannot drive a vehicle equipped with a digital tachograph.

### **Recording other work**

Drivers must record all other work and periods of availability – including work for other employers – on all driving and non-driving days within a week where they have undertaken driving that comes within the scope of the EU rules on drivers' hours since their last weekly rest.

For example, a driver who works in a warehouse on Monday, Tuesday and Wednesday and wishes to drive a vehicle within the scope of the EU rules on Thursday of the same week must complete records for Monday, Tuesday and Wednesday.

The record must be either:

- ▶ written manually on a chart;
- ▶ written manually on a printout from a digital tachograph;
- ▶ made by using the manual input facility of a digital tachograph; or
- ▶ for days where a driver has been subject to the domestic drivers' hours rules and a record is legally required (see page 27), recorded in a domestic log book.

For the non-driving days, the record may simply show the driver's name, the date, and the start and finish of the shift. These records must be carried on the vehicle by the driver to be produced to enforcement officers for the relevant period (see individual sections on how to make manual entries).

### **Information to operators**

A driver who is at the disposal of more than one transport undertaking must provide each undertaking with sufficient information to allow them to make sure the rules are being met.

### **Rest and other days off**

The period of time unaccounted for between successive charts produced by a driver should normally be regarded as (unless there is evidence to the contrary) a rest period when drivers are able to dispose freely of their time. In the UK, drivers are not expected to account for this period, unless enforcement authorities have reason to believe that they were working. Nevertheless, on international journeys it is recommended that letters of attestation from the employer are provided for drivers travelling through other countries to cover any sick leave, annual leave and time spent driving a vehicle which is out of scope of EU/AETR rules during the preceding 28 days. An EU approved attestation form can be downloaded from:

[http://ec.europa.eu/transport/road/policy/social\\_provision/social\\_form\\_en.htm](http://ec.europa.eu/transport/road/policy/social_provision/social_form_en.htm)

## Responsibilities of operators

Operators of transport undertakings have legal responsibilities and liabilities for their own compliance with the regulations and that of the drivers under their control. Transport undertakings must:

- ▶ ensure that tachographs have been calibrated, inspected and re-calibrated in line with the rules;
- ▶ supply sufficient quantity of type-approved charts and print roll to drivers;
- ▶ properly instruct drivers on the rules;
- ▶ ensure the return of used tachograph charts from drivers. Note that this responsibility continues after a driver has left employment until all charts are returned;
- ▶ properly schedule work so the rules are met;
- ▶ not make payments to drivers related to distances travelled and/or the amount of goods carried if that would encourage breaches of the rules;
- ▶ download data from the Vehicle Unit:
  - at least every 56 calendar days;
  - immediately before transferring control of the use of the vehicle to another person (for example, when the vehicle is sold or de-hired);
  - without delay upon permanently removing the unit from service in the vehicle;
  - without delay upon becoming aware that the unit is malfunctioning, if it is possible to download data;
  - without delay in any circumstances where it is reasonably foreseeable that data will be erased imminently; and
  - in any case as often as necessary to ensure that no data is lost (the Vehicle Unit holds 365 days' worth of average data, after which the memory is full and the oldest data is overwritten and lost);
- ▶ download data from driver cards:
  - at least every 28 calendar days;
  - immediately before the driver ceases to be employed by the undertaking (remember that this also applies to agency drivers);
  - without delay upon being aware that the card has been damaged or is malfunctioning, if it is possible to download data;
  - without delay in any circumstances where it is reasonably foreseeable that data will be erased imminently;
  - where it is only possible to download the card via a Vehicle Unit (for example, if the card is stuck), immediately before ceasing control of the use of the vehicle; and
  - in any case as often as necessary to ensure that no data is lost (the driver card holds 28 days of average data, after which the memory is full and the oldest data is overwritten and lost. An average day is deemed to be 93 activity changes. In certain operations where more than 93 activity changes are recorded in a day, a driver card may hold less than 28 days of data);
- ▶ make regular checks of charts and digital data to ensure compliance;
- ▶ be able to produce records to enforcement officers for 12 months; and
- ▶ take all reasonable steps to prevent breaches of the rules.

### Tachograph calibration and inspection

All tachographs used for recording drivers' hours, whether analogue or digital, must be properly installed, calibrated and sealed. This task must be performed either by a vehicle manufacturer or an approved tachograph calibration centre (call VOSA on 0300 123 9000 to find your nearest approved tachograph centre). An installation plaque must be fixed to or near the tachograph. Tachograph calibration centres will issue a certificate showing details of any inspection conducted.



Analogue tachographs must be inspected every two years and recalibrated every six years.

Digital tachographs must be recalibrated:

- ▶ every two years;
- ▶ after any repair;
- ▶ if the vehicle registration number changes;
- ▶ if UTC is out by more than 20 minutes; and
- ▶ after an alteration to the circumference of the tyres or characteristic coefficient.

Inspection and recalibration dates are shown on the plaque and updated by calibration centres. Operators must ensure that these tachograph requirements are complied with before a new or used vehicle goes into service.

### Breakdown of equipment

EU legislation requires that in the event of a breakdown or faulty operation of the equipment, it must be repaired as soon as possible. If the vehicle is unable to return to its base within a week the repair must be carried out en route..

UK legislation also provides that a driver or operator will not be liable to be convicted if they can prove to a court that the vehicle was on its way to a place where the recording equipment could be repaired, or that it was not immediately practicable for the equipment to be repaired and the driver was keeping a manual record. Additionally, they will not be liable where a seal is broken and the breaking of the seal was unavoidable and it could not be immediately repaired, providing that all other aspects of the EU rules were being complied with.

For faults and breakdowns involving digital tachographs, operators should ask the repair centre to download any data held on the unit. If this is not possible the centre should issue the operator with a 'certificate of undownloadability', which must be kept for at least 12 months.

**International journeys:** Although this is the position under EU rules, it is not advisable to start or continue an international journey with a defective tachograph, even if manual records are kept. This is because many countries will not permit entry by such vehicles, since their own domestic laws require a fully functioning system.

### Digital tachographs – company cards

Company cards are issued by DVLA in the company name. Company cards do not primarily hold data but act as an electronic key to protect and access data from the digital tachograph. A company can hold up to 2,232 cards, which will have identical card numbers but different issue numbers at the end of the card number that enable operators to tell them apart.

Company cards are needed to download data from the VU – they can be placed in either driver card slot. Company cards are not needed in order to access information from a driver card where it is being downloaded separately from the VU.

Operators may also use the company card to lock in (in other words, protect) their drivers' details. Once an operator has locked in, all subsequent data is protected and the full details may only be downloaded by inserting the same numbered company card. Locking in is especially recommended since failure to do so could lead to an operator being unable to download its data if this has been protected by a previous user's card.

The cards can be used to lock out when they have finished with a vehicle – for example, if it has been sold or if operators have used a hired vehicle. This will signify the end of their interest in the vehicle and its operations, although failing to do this will not prevent another company protecting its own data by locking in, as locking in will automatically lock out the previous protection.

Operators who use hired vehicles may need to train their drivers, and equip them with the means, to download VU data from vehicles at the point of de-hire where this occurs away from base.

**Company cards:** Operators can apply for company cards by calling the DVLA at 0300 790 6109 to obtain an application form (form ST2A). In Northern Ireland, application forms are available from DVA by calling the Driver and Vehicle Licensing Enquiry Section on 0845 402 4000, emailing [dvlni@doeni.gov.uk](mailto:dvlni@doeni.gov.uk) or visiting <http://www.dvlni.gov.uk/dvlni.aspx> or <http://www.nidirect.gov.uk/index/information-and-services/motoring.htm>.

## Enforcement and penalties

### *Fixed penalties and deposits*

Following the Road Safety Act 2006, fixed penalties and deposits were introduced during 2009. Infringing drivers with verifiable UK addresses are, in the most routine cases, dealt with by means of a fixed penalty, which can be considered by the driver for up to 28 days. Drivers without a verifiable address are asked to pay a deposit equal to the fixed penalty and further driving is prohibited pending receipt of that payment. VOSA can still take cases to court if it is deemed necessary.

### Enforcement powers and sanctions

#### **Powers**

Legislation has provided authorised VOSA examiners with powers that include:

- ▶ the power to inspect vehicles;
- ▶ the power to prohibit and direct vehicles;
- ▶ powers relating to the investigation of possible breaches of regulations; and
- ▶ the power to instigate, conduct and appear in proceedings at a magistrates' court.

#### **Sanctions**

Action taken against drivers' hours and tachograph rules infringements is largely determined by legislation, and includes the following:

- ▶ Verbal warnings

Minor infringements that appear to enforcement staff to have been committed either accidentally or due to the inexperience of the driver/operator and are isolated instances may be dealt with by means of a verbal warning. This will include a clarification of the infringement and an explanation of the consequences of continued infringement.

- ▶ Offence rectification notice

These may be issued to operators for a number of infringements not related to safety, and give them 21 days to carry out a rectification of the shortcoming, otherwise prosecution will be considered.

- ▶ Prohibition

Many drivers' hours and tachograph rules infringements attract a prohibition. A prohibition is not strictly a 'sanction', rather an enforcement tool to remove an immediate threat to road safety. When issued, driving of the vehicle is prohibited for either a specified or an unspecified period until the conditions stated on the prohibition note are satisfied. Where the prohibition is issued for an

unspecified period, a note indicating the removal of the prohibition must be issued before use of the vehicle is permitted. In addition to attracting a prohibition, the matter will be considered for prosecution.

► **Prosecution**

If it is considered to be in the public interest, more serious infringements are considered for prosecution, either against the driver, the operator or other undertakings, or against all of them. (See also EU rules: co-liability on page 43.)

► **Referral to the Traffic Commissioner**

Where the driver is the holder of a vocational licence and/or the operator is the holder of an operator's licence, enforcement staff may report infringements by either the driver or the operator to the Traffic Commissioner instead of, or as well as, prosecution. This may occur when enforcement staff believe that the matter under consideration brings into doubt the repute of the driver/operator and subsequently call on the Traffic Commissioner to decide whether any administrative action should be taken against their licences.

### **Infringements of domestic drivers' hours rules**

Where an infringement of the domestic drivers' hours rules occurs, the law protects from conviction in court those drivers who can prove that, because of unforeseen difficulties, they were unavoidably delayed in finishing a journey and breached the rules. It also protects employers if any driver was involved in other driving jobs that the employer could not have known about.

### **Infringements of the EU drivers' hours rules**

The law protects from conviction in court those drivers who can prove that, because of unforeseen difficulties, they were unavoidably delayed in finishing a journey and breached the rules.

The EU rules make transport undertakings liable for any infringements committed by their drivers. However, transport undertakings will not be held responsible for these offences if they can show that at the time of the infringement the driver's work was being organised in full consideration of the rules, and in particular that:

- no payments were made that encouraged breaches;
- work was properly organised;
- the driver was properly instructed; and
- regular checks were made.

Transport undertakings must also show that they have taken all reasonable steps to avoid the contravention. Employers also have a defence if they can prove that the driver was involved in other driving jobs that the employer could not reasonably have known about. Where it is found that an undertaking has failed in its obligations, prosecution may be considered against the undertaking for a driver's offence.

In the case of infringements concerning records, the law protects an employer from conviction if they can prove that they took all reasonable steps to make sure that the driver kept proper records.

Under the EU rules, enforcement action can be taken against operators and drivers for offences detected in Great Britain but committed in another country, provided that the offender has not already been penalised.

To prevent further penalties being imposed for the same offence, enforcement agencies must provide the driver with evidence of the proceedings or penalties in writing. The driver is required to carry the documentation until such time as the infringement cannot lead to further action.

**EU rules: co-liability**

The EU rules also make undertakings such as consignors, freight forwarders, tour operators, principal contractors, sub-contractors and driver employment agencies responsible for ensuring that contractually agreed transport time schedules respect the rules on drivers' hours.

The undertaking must take all reasonable steps to comply with this requirement. If a contract with the customer includes a provision for transport time schedules to respect the EU rules, then the requirement would normally be satisfied. However, a driver employment agency is unlikely to absolve itself from the liability if it is found to have been offering back-to-back jobs to drivers where it will be impossible for the driver in question to take a daily or weekly rest in between those jobs.

We consider the term 'driver employment agency' to include employment businesses as defined in the Employment Agencies Act 1973, Section 13(3).

**Penalties for infringements of the drivers' hours rules in Great Britain*****Maximum fines***

As contained within Part VI of the Transport Act 1968 (as amended), the maximum fines that can be imposed by a court of law on conviction are as follows:

- ▶ failure to observe driving time, break or rest period rules: fine of up to £2,500 (Level 4);
- ▶ failure to make or keep records under the GB domestic rules: fine of up to £2,500 (Level 4);
- ▶ failure to install a tachograph: fine of up to £5,000 (Level 5);
- ▶ failure to use a tachograph: fine of up to £5,000 (Level 5);
- ▶ failure to hand over records relating to recording equipment as requested by an enforcement officer: fine of up to £5,000;
- ▶ false entry or alteration of a record with the intent to deceive: on summary conviction fine of £5,000, on indictment two years' imprisonment;
- ▶ altering or forging the seal on a tachograph with the intent to deceive: on summary conviction fine of £5,000, on indictment two years' imprisonment; and
- ▶ failure to take all reasonable steps to ensure contractually agreed transport time schedules respect the EU rules: fine of up to £2,500 (Level 4).

## Annex 1:

# Legislation

For reference to the text of the relevant legislation the following links are useful.

## United Kingdom

The National Archives, [www.legislation.gov.uk](http://www.legislation.gov.uk)

The Stationery Office, [www.tsoshop.co.uk](http://www.tsoshop.co.uk)

## European Union

Eur-Lex – the portal for European Union law  
<http://eur-lex.europa.eu/en/index.htm>

## Relevant legislation

### EU rules

EC Regulation 561/2006 on drivers' hours and tachographs

EC Regulation 3820/85 on drivers' hours

EC Regulation 3821/85 on tachographs

EC Regulation 3314/90 on tachographs

EC Regulation 3688/92 on tachographs

EC Regulation 2479/95 on tachographs

EC Regulation 2135/98 and EC Regulation 1360/2002 (as amended)

The Community Drivers' Hours and Recording Equipment Regulations 1986 (SI 1986/1457)

\*The Drivers' Hours (Harmonisation with Community Rules) Regulations 1986 (SI 1986/1458)

The Passenger and Goods Vehicles (Recording Equipment) Regulations 1989 (SI 1989/2121)

The Passenger and Goods Vehicles (Recording Equipment) Regulations 1996 (SI 1996/941)

The Passenger and Goods Vehicles (Recording Equipment) (Tachograph Card Fees) Regulations 2005 (SI 2005/1140)

The Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 (SI 2005/1904)

The Passenger and Goods Vehicles (Recording Equipment) (Tachograph Card) Regulations 2006 (SI 2006/1937)

The Passenger and Goods Vehicles (Recording Equipment) (Fitting Date) Regulations 2006 (SI 2006/1117)

The Passenger and Goods Vehicles (Recording Equipment) (Downloading and Retention of Data) Regulations 2008 (SI 2008/198)

The Passenger and Goods Vehicles (Community Recording Equipment Regulations) 2010 (SI 2010/892)

The Community Drivers' Hours and Recording Equipment Regulations 2007 (SI 2007/1819)

### AETR rules

European Agreement Concerning the Work of Crews on Vehicles Engaged in International Road Transport (AETR) (Cm 7401) (as amended by Cmnd 9037)

### Domestic rules

Transport Act 1968 (Part VI as amended)

The Drivers' Hours (Goods Vehicles) (Modifications) Order 1970 (SI 1970/257)

The Drivers' Hours (Passenger and Goods Vehicles) (Modifications) Order 1971 (SI 1971/818)

The Drivers' Hours (Goods Vehicles) (Modifications) Order 1986 (SI 1986/1459)

The Drivers' Hours (Goods Vehicles) (Exemptions) Regulations 1986 (SI 1986/1492)

The Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987 (SI 1987/1421)

---

\*Applicable to both EU and domestic rules.

## Annex 2:

# Working time rules

The working time rules that apply to you depend on whether you drive a vehicle in scope of the EU or GB domestic drivers' hours rules.

### If you are driving under the EU drivers' hours rules

If you operate a vehicle in scope of the EU drivers' hours rules, then you are subject to the Road Transport (Working Time) Regulations 2005 (as amended – 'the 2005 Regulations'), unless you are an occasional mobile worker (see text boxes at the end of this Annex for definitions).

The main provisions of the 2005 Regulations are as follows

- ▶ **Weekly working time** must not exceed an average of 48 hours per week over the reference period. A maximum working time of 60 hours can be performed in any single week providing the average 48-hour limit is not exceeded.
- ▶ **Night work:** if night work is performed, working time must not exceed 10 hours in any 24-hour period. Night time is the period between 00.00 and 04.00 for goods vehicles and between 01.00 and 05.00 for passenger vehicles. The 10-hour limit may be exceeded if this is permitted under a collective or workforce agreement.
- ▶ **Breaks:**
  - Mobile workers must not work more than 6 consecutive hours without taking a break.
  - If your working hours total between 6 and 9 hours, working time should be interrupted by a break or breaks totalling at least 30 minutes.
  - If your working hours total more than 9 hours, working time should be interrupted by a break or breaks totalling at least 45 minutes.
  - Breaks should be of at least 15 minutes' duration.
- ▶ **Rest:** the regulations are the same as the EU or AETR drivers' hours rules.
- ▶ **Record keeping:** records need to be kept for two years after the period in question.

The reference period for calculating the 48-hour week is normally 17 weeks, but it can be extended to 26 weeks if this is permitted under a collective or workforce agreement. There is no 'opt-out' for individuals wishing to work longer than an average 48-hour week, but breaks and 'periods of availability' do not count as working time.

Generally speaking, a period of availability (POA) is waiting time, the duration of which is known about in advance. Examples of what might count as a POA are accompanying a vehicle on a ferry crossing or waiting while other workers load/unload your vehicle. For mobile workers driving in a team, a POA would also include time spent sitting next to the driver while the vehicle is in motion (unless the mobile worker is taking a break or performing other work i.e. navigation).

In addition, you are affected by two provisions under the Working Time Regulations 1998 (as amended – 'the 1998 Regulations'). These are:

- ▶ an entitlement to 4.8 weeks' paid annual leave (increased to 5.6 weeks from 1 April 2009); and
- ▶ health checks for night workers.

If you only occasionally drive vehicles subject to the EU drivers' hours rules, you may be able to take advantage of the exemption from the 2005 Regulations for occasional mobile workers (see text box opposite to see if you meet the criteria).

Self-employed drivers are now in scope of the EU Working Time Directive 2002/15/EC which the Road Transport (Working Time) Regulations 2005 implement. At the time of publication, the UK had not transposed the necessary changes into domestic legislation.

VOSA enforces the provisions of the 2005 Regulations and the requirement for health checks for night workers (under the 1998 Regulations). If you have any questions about matters relating to annual leave, call the Advisory, Conciliation and Arbitration Service (Acas) national helpline on 08457 47 47 47.

## If you are driving under the GB domestic drivers' hours rules (or are an occasional mobile worker)

If you drive a vehicle subject to the GB domestic drivers' hours rules or are an occasional mobile worker (see text box opposite), you are affected by four provisions under the 1998 Regulations.

These are:

- ▶ weekly working time, which must not exceed an average of 48 hours per week over the reference period (although individuals can 'opt out' of this requirement if they want to);
- ▶ an entitlement to 4.8 weeks' paid annual leave (increased to 5.6 weeks from 1 April 2009);
- ▶ health checks for night workers; and
- ▶ an entitlement to adequate rest.

**Adequate rest** means that workers should have regular rest periods. These rest periods should be sufficiently long and continuous to ensure that workers do not harm themselves, fellow workers or others and that they do not damage their health in the short or long term.

The reference period for calculating the 48-hour average week is normally a rolling 17-week period. However, this reference period can be extended up to 52 weeks, if this is permitted under a collective or workforce agreement.

The 1998 Regulations do not apply to self-employed drivers (see text box opposite for definition). Please note that this definition is different to the one used under the 2005 Regulations.

VOSA enforces the working time limits and the requirement for health checks for night workers under the 1998 Regulations for drivers operating under the GB domestic drivers' hours rules (and occasional mobile workers). If you have any questions about matters relating to rest or annual leave, call the Acas national helpline on 08457 47 47 47.

## Further information

For further details on the 1998 Regulations, contact the Department for Business, Innovation and Skills on 020 7215 5000 or access their website at [www.bis.gov.uk](http://www.bis.gov.uk)

Further details on the 2005 Regulations can be found on the Department for Transport website at [www.dft.gov.uk/pgr/freight/road/workingtime/](http://www.dft.gov.uk/pgr/freight/road/workingtime/)

### **Definition of a self-employed driver under the 2005 Regulations**

'Self-employed driver' means anyone whose main occupation is to transport passengers or goods by road for hire or reward within the meaning of Community legislation under cover of a Community licence or any other professional authorisation to carry out such transport, who is entitled to work for himself and who is not tied to an employer by an employment contract or by any other type of working hierarchical relationship, who is free to organise the relevant working activities, whose income depends directly on the profits made and who has the freedom, individually or through a co-operation between self-employed drivers, to have commercial relations with several customers (Regulation 2 of SI 2005/639).

### **Definition of an occasional mobile worker under the 2005 Regulations**

A mobile worker would be exempt from the 2005 Regulations if:

- ▶ he works 10 days or less within scope of the European drivers' hours rules in a reference period that is shorter than 26 weeks; or
- ▶ he works 15 days or less within scope of the European drivers' hours rules in a reference period that is 26 weeks or longer.

### **Definition of self-employed under the 1998 Regulations**

You are self-employed if you are running your own business and are free to work for different clients and customers.



### Annex 3:

## Example of a weekly record sheet

Driver's name _____				Period covered by sheet			
				Week commencing (date) _____			
				To week ending (date) _____			
Day on which duty commenced	Registration no. of vehicle(s)	Place where vehicle(s) based	Time of going on duty	Time of going off duty	Time spent driving	Time spent on duty	Driver's signature
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
Certification by employer				I have examined the entries in this sheet			
				Signature _____			
				Position held _____			

# Index

- activity record, tachograph rules 32
- 'adequate rest', defining 47
- AETR countries 12
- analogue tachographs
  - activity record 32
  - analogue or digital? 30
  - centrefield entries 32–33
  - charts 31–32
  - driver cards 32
  - manual records 33–35
  - record keeping 31–32
  - tachograph rules 30–35, 38–44
  - time tips 32
- breakdown of equipment, tachograph rules 38–39
- breaks
  - defining 17
  - EU rules 17–19, 24, 46
  - mixed EU/AETR and GB domestic driving 29
- calibration, tachograph 41
- cards *see* company cards; driver cards
- centrefield entries, analogue tachographs 32–33
- charts
  - see also* record keeping
  - tachograph rules 31–32
- co-liability, EU rules 44
- common rules, tachograph rules 38–39
- company cards, tachograph rules 42
- countries 12
- daily driving limit
  - EU rules 18, 24
  - GB domestic rules 26
- daily driving time, EU rules 18, 24
- daily duty limit
  - GB domestic rules 26
  - mixed EU/AETR and GB domestic driving 28
- daily rest periods
  - EU rules 20, 24, 46
- day, defining 26
- days off, tachograph rules 39
- derogations, EU rules 13–16
- digital tachographs
  - analogue or digital? 30
  - driver cards 35–37
  - mode button/switch 36, 38
  - tachograph rules 35–44
  - time setting 37–38
  - UTC 37–38
- domestic rules, GB *see* GB domestic rules
- driver cards
  - analogue tachographs 32
  - applying for 37
  - digital tachographs 35–39
  - lost 37
  - malfunctioning 37
  - mixed records (analogue/digital) 38
  - stolen 37
  - tachograph rules 32
- driver, defining 13
- driving, EU rules 17–19
- driving limits
  - EU rules 17–19, 24
  - GB domestic rules 26–27
  - mixed EU/AETR and GB domestic driving 29
- driving time, EU rules 17–19
- duty, defining 26
- duty limit, daily
  - GB domestic rules 26
  - mixed EU/AETR and GB domestic driving 29
- EEA countries 12
- emergencies
  - see also* unforeseen events
  - GB domestic rules 28
- enforcement
  - legislation 42–43
  - powers 42–43
  - sanctions 42–43
  - tachograph rules 42–44
- EU countries 12
- EU rules 13–24
  - breaks 17–19, 24, 46
  - co-liability 44
  - daily driving limit 18, 24
  - daily driving time 18, 24
  - daily rest periods 20, 24
  - derogations 13–16
  - driving 17–19
  - driving limits 17–19, 24
  - driving time 17–19
  - exemptions 13–16
  - ferry transport 21–22, 24
  - fixed week 18
  - fortnightly driving limit 19, 24
  - infringements 43–44
  - legislation 45
  - mixed EU/AETR and GB domestic driving 29
  - multi-manning 21, 24
  - night work 46

- POA 46
- record keeping 46
- rest periods 20–23, 24, 46
- self-employed drivers 47–48
- Special Types regulations 23
- suitable stopping place 23
- summary, EU limits on drivers' hours 24
- train transport 21–22, 24
- travelling time 23
- two-weekly driving limit 19, 24
- unforeseen events 23
- weekly driving limit 17, 24
- weekly rest periods 22–23, 24
- weekly working time 46
- Working Time Regulations 24, 46–47
- working time rules 46–47
- exemptions
  - EU rules 13–16
  - GB domestic rules 26, 27
  - record keeping 27
  - tachograph rules 30
- faulty equipment, tachograph rules 41–42
- ferry transport
  - EU rules 21–22, 24
- finances, GB domestic rules 44
- fixed penalties and deposits, GB domestic rules 44
- fixed week, EU rules 18
- flowchart, rules 10–11
- fortnightly driving limit
  - EU rules 19, 24
- GB domestic rules 26–28
  - daily driving limit 26
  - daily duty limit 26
  - day, defining 26
  - driving limits 26–27
  - emergencies 28
  - exemptions 26, 27
  - finances 44
  - fixed penalties and deposits 44
  - infringements 43, 44
  - legislation 45
  - mixed EU/AETR and GB domestic driving 29
  - mixed vehicle types 28
  - postal articles, vehicles carrying 28
  - record keeping 27
  - self-employed drivers 47–48
  - travelling abroad 28
  - Working Time Regulations 28
  - working time rules 47
- information to operators, tachograph rules 39
- infringements
  - EU rules 43–44
  - GB domestic rules 43, 44
- inspection, tachograph rules 41
- international journeys, tachograph rules 42
- legislation
  - AETR rules 45
  - enforcement 42–43
  - EU rules 45
  - GB domestic rules 45
  - prosecution, sanctions 43
- lost driver cards 37
- malfunctioning driver cards 37
- malfunctioning equipment, tachograph rules 41–42
- manual records, analogue tachographs 32–35
- manual records, tachograph rules 37
- mixed EU/AETR and GB domestic driving 29
  - breaks 29
  - daily duty limit 29
  - driving limits 29
  - record keeping 29
  - rest periods 29
- mixed records (analogue/digital), tachograph rules 40
- mixed vehicle types, GB domestic rules 28
- mobile workers, occasional 47–48
- mode button/switch, tachograph rules 36, 38
- multi-manning
  - EU rules 21, 24
  - tachograph rules 38
- night work, EU rules 46
- occasional mobile workers
  - defining 48
  - working time rules 47–8
- offence rectification notices, sanctions 43
- 'out of scope', tachograph rules 30
- penalties, tachograph rules 42–44
- period of availability (POA), EU rules 46
- postal articles, vehicles carrying,
  - GB domestic rules 28
- powers, enforcement 42–43
- prohibition, sanctions 43
- prosecution, sanctions 43
- record keeping
  - analogue tachographs 21–34
  - EU rules 46
  - exemptions 27

- GB domestic rules 27
- manual records 33–35, 39
- mixed EU/AETR and GB domestic driving 29
- mixed records (analogue/digital) 38
- other work 39
- postal articles, vehicles carrying 28
- tachograph rules 30–39
  - weekly record sheet, example 49
- reduced daily rest period, defining 20
- reduced weekly rest, defining 22
- referral to Traffic Commissioner, sanctions 43
- regular daily rest, defining 20
- regular weekly rest, defining 22
- responsibilities of operators,
  - tachograph rules 40–42
- rest, defining 20, 47
- rest periods
  - ‘adequate rest’ 47
  - EU rules 20–23, 24, 46
  - mixed EU/AETR and GB domestic driving 29
  - tachograph rules 40
- rules flowchart 10–11
- sanctions
  - enforcement 42–43
  - offence rectification notices 43
  - prohibition 43
  - prosecution 43
  - referral to Traffic Commissioner 43
  - verbal warnings 42
- self-employed, defining 48
- self-employed drivers
  - defining 48
  - EU rules 47–48
  - GB domestic rules 47–48
  - working time rules 47–48
- Special Types regulations, EU rules 23
- split daily rest period, defining 20
- stolen driver cards 37
- suitable stopping place, EU rules 23
- summaries
  - EU limits on drivers’ hours 24
- tachograph rules 30–44
  - activity record 32
  - analogue or digital? 30
  - analogue tachographs 30–35, 38–44
  - breakdown of equipment 41–42
  - calibration 41
  - centrefield entries 32–33
  - charts 31–32
  - common rules 38–39
  - company cards 42
  - days off 40
  - digital tachographs 35–44
  - driver cards 32
  - enforcement 42–44
  - exemptions 30
  - faulty equipment 44–45
  - information to operators 43
  - inspection 44
  - international journeys 45
  - manual records 35–37, 39
  - mixed records (analogue/digital) 38
  - mode button/switch 37, 38
  - multi-manning 38
  - other work 39
  - ‘out of scope’ 30
  - penalties 39–41
  - record keeping 31–39
  - responsibilities of operators 40–42
  - rest periods 39
  - time setting 37–38
  - time tips 32
  - travelling time 38
  - UTC 37–38
  - time setting
    - tachograph rules 37–38
    - UTC 37–38
  - time tips, analogue tachographs 32
  - time tips, tachograph rules 32
  - train transport
    - EU rules 21–22, 25
  - travelling abroad, GB domestic rules 28
  - travelling time
    - EU rules 23
    - tachograph rules 40
  - two-weekly driving limit
    - EU rules 19, 24
- unforeseen events
  - see *also* emergencies
  - EU rules 23
- Universal Time Co-ordinated (UTC),
  - tachograph rules 37–39
- verbal warnings, sanctions 42
- VOSA area offices 50–52
- weekly driving limit
  - EU rules 18, 24
- weekly record sheet, example 49
- weekly rest periods
  - defining 22
  - EU rules 22–23, 24
- weekly working time, EU rules 46
- ‘wiping the slate clean’, defining 17
- Working Time Regulations

- EU rules 24, 46–47
- GB domestic rules 28
- working time rules 46–48
  - EU rules 46–47
  - further information 47
  - GB domestic rules 47
  - occasional mobile workers 47–48
  - self-employed drivers 47–48





**Visit our websites:**

for commercial customers  
[www.businesslink.gov.uk/transport](http://www.businesslink.gov.uk/transport)

for private motorists  
[www.direct.gov.uk](http://www.direct.gov.uk)

for corporate information  
[www.dft.gov.uk/vosa](http://www.dft.gov.uk/vosa)

**Contact us:**

E-mail  
[enquiries@vosa.gov.uk](mailto:enquiries@vosa.gov.uk)

National Number  
**0300 123 9000\***

Monday to Friday - 7.30am until 6.00pm  
(normal working hours)

