

Drivers Hours Manual Records

WEEKLY RECORD SHEET FOR LOCAL GOODS TRANSPORT OPERATIONS							
1. Driver's Name _____			2. Period Covered by Sheet Week Commencing (Date) _____ to Week Ending (Date) _____				
Day on which Duty Commenced	Registration No. of Vehicle(s) 3.	Place where Vehicle(s) Based 4.	Time of going on Duty 5.	Time of going off Duty 6.	Time spent Driving 7.	Time spent on Duty 8.	Signature of Driver 9.
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							

10. Certification by employer
Signature: _____ Date: _____
Position held: _____

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Book Descriptions:

Drivers Hours Manual Records

You are viewing premium content from Croneri. This topic covers four aspects of drivers' hours records. They are records made by analogue tachographs fitted to most vehicles exceeding 3.5 tonnes activated prior to 1 May 2006 records made by digital tachographs fitted to new goods vehicles exceeding 3.5 tonnes since 1 May 2006 records made by smart digital tachographs fitted to new goods vehicles exceeding 3.5 tonnes registered on or after 15 June 2019 records made in drivers' record books. Records required for vehicles exempt from the requirement to fit tachographs are covered under Domestic Hours Record Keeping. For drivers of most goods vehicles with a permissible maximum weight exceeding 3.5t, a tachograph instrument will be used to record the hours worked. For those vehicles that do not exceed 3.5 tonnes permissible maximum weight, and certain other specialist vehicles, a driver's record book may be used instead of a tachograph. Please visit <http://liluby.com/upload/craftsman-gas-edger-manual.xml>

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Employees Duties Employees must keep accurate work records that prove the rules have not been broken have in their possession, in case of a roadside check, completed tachograph charts for the current day plus the preceding 28 calendar days return completed tachograph charts to employers within 42 days of use ensure driver tachograph cards are downloaded at least every 28 days ensure that, when using digital tachographs, the integral clock is set to Universal Time Coordinated UTC, which is the same as GMT inform employers of any work carried out for other employers understand that they, along with the employer, may be potentially liable for prosecution if the rules are broken when the driver works under British Domestic Hours rules, return the record book, within seven days of the end of each week of driving, so that the employer can check and countersign the entries keep the record book for 14 days from the date the fully completed book is returned from their employer at the end of the 14 days return the book to the employer renew their digital tachograph cards every five years during the two days before a digital or smart tachograph card expires, print out a daily activities sheet from the vehicle unit each time a vehicle is taken over and left carry with them a digital or smart tachograph card for 28 days following its expiry be able to produce their digital or smart tachograph card, to enforcement officers at the roadside, if they have been issued with one. Vehicles covered by these drivers' hours regulations are required to keep tachograph records. There are currently three types of tachograph analogue, and digital and smart. A further range of vehicles and operations are subject to a derogation in the UK only. A list of vehicles and operations that are subject to exemption or derogation is the Employer Factsheet Exemptions and Exceptions from EU Drivers' Hours Regulations. <http://dragoniresorts.com/userfiles/craftsman-gas-leaf-blower-manual.xml>

If drivers fall into either of these categories they are required to keep records under the British Domestic Hours Rules. These rules originated in the Transport Act 1968 and have been subject to amendment over the years. Analogue, Digital and Smart Tachographs There are three types of tachograph analogue, digital and smart. Analogue tachographs have been fitted to most goods vehicles exceeding 3.5t permissible maximum weight since 1986. Vehicles with tachographs activated before 1 May 2006 are likely to be fitted with analogue tachographs. Since 1 May 2006, all new goods vehicles exceeding 3.5t permissible maximum weight had to be fitted with digital

tachographs. Since 15 June 2019 all new goods vehicles exceeding 3.5t permissible maximum weight have been fitted with smart tachographs. Vehicles that are specifically exempt from the regulations are not required to be fitted with tachographs. Analogue Tachographs The operator and the driver have a number of responsibilities with regards to the operation of analogue tachographs and the retention of the records produced. The Driver and the Analogue Tachograph Prejourney Checks Drivers should make several checks with regards to the tachograph instrument and charts before setting off on a journey. Firstly, the driver should check that the instrument is within the dates for its twoyearly inspection and sixyearly calibration. This can be done by checking the dates on the installation plaque fitted to the instrument or located adjacent to it. The driver should check that the time set on the tachograph clock is set to the official time of the country of registration of the vehicle. The driver should check that he or she has sufficient tachograph charts for the journey he or she is about to undertake. At the same time the driver should check that the “speed ratings” of the charts are compatible with that of the tachograph instrument.

Speed ratings are shown in the centre field of the chart on the righthand side above the odometer readings. Inuse Responsibilities At the start of work the driver should fill in the appropriate centre field details for the beginning of the shift. Details entered on the chart at the beginning of work include the driver’s name — normally surname followed by full first forename the place where the use of the chart begins the date when the use of the chart begins the vehicle registration number the opening odometer reading distance. At the end of the shift the driver should remove the chart from the instrument and complete the details in the centre field. Details entered include the place where the use of the chart ends the date when the use of the chart ends the closing odometer reading distance. Note It is not a legal requirement to complete the “total kilometres” field. Drivers must operate the mode switch that correctly represents the work that they are doing. If a driver is required to carry out duties away from the vehicle they should make manual entries on the chart, on return to the vehicle, which show the activities they have been engaged in. Drivers should ensure that the chart is not left in the tachograph for longer than 24 hours otherwise it will begin to overwrite the original recordings. A twoman tachograph must be used for doublemanned operations. The person driving will put his or her card in the primary No. 1 position and use the activity mode No. 1 to select the appropriate work mode. The second driver will place his or her chart in the No. 2 position and use the No. 2 activity mode to select breaks, other work or periods of availability. The second driver cannot record distance covered or speed on his or her tachograph chart. When drivers swap over duties they must change the position of their charts in the tachograph instrument. If the driver discovers that the instrument is malfunctioning he or she should report it immediately to the employer.

<http://superbia.lgbt/flotaganis/1655695748>

Manual records must be kept by the driver until the vehicle is sent for repair. If drivers work during a week within scope of the EU Drivers’ Hours Regulations they must make a record of any nondriving work carried out in the same week. For example, a driver drives an inscope vehicle between Monday and Thursday and will therefore have tachograph charts for each day. If on the Friday the driver does not leave the depot and works as a yard shunter, he or she must produce records for that day. The driver can provide the required record by producing manual records written on tachograph charts manual records written on a printout from a digital tachograph records made by using the manual input facility of a digital tachograph, or a drivers’ record book for days working on the domestic drivers’ hours rules. The records for nondriving days do not have to be extensive. Details required are the driver’s name the date, and the start and finish of the shift. The records must be carried on the vehicle and produced to enforcement officers for the relevant period, which is 28 days. Retention of Tachograph Charts Drivers must ensure that they keep completed charts for the current day plus the preceding 28 calendar days. All completed charts must be

returned to employers within 42 days. The Operator and the Analogue Tachograph The operator must make sure that the tachograph is checked and tested for accuracy to ensure that it complies with the technical requirements of the EU regulations. The work of inspecting and calibrating the tachograph may only be carried out at approved tachograph centres. The time limits that apply for recalibration and inspections of tachographs are as follows. Recalibration — this must take place every six years. Inspections — this must take place every two years.

Calibration and periodic inspection of tachographs The fees for calibration and periodic inspection of tachographs are now deregulated, allowing Approved Tachograph Centres and vehicle operators to negotiate the necessary fees. It is the operator's duty to ensure that drivers know and understand the rules concerning tachographs. A checking system should be used whereby charts are regularly inspected to ensure that the rules are being observed. Any discrepancies found should immediately be brought to the attention of the driver and appropriate action taken. Details of the actions taken should be recorded and filed. Such records can be used to confirm to the enforcing authorities, if required, that measures to prevent repetition of infringements have been taken. Issuing and Retention of Charts The employer has a duty to issue sufficient charts to the driver to cover the operations involved. Before issuing the charts the operator must check that they are of an approved type and suitable for the instrument installed in the vehicle. The operator should establish procedures to make sure that drivers return their completed charts within 42 days. These should be retained in good order for at least 12 months. If a driver requests a copy of a chart, for whatever reason, the employer is required to provide them with one. In the case of the use of agency drivers, operators are advised to take a photocopy of the agency driver's tachograph chart and to have an agreement with the agency that invoices will be paid on the return of the original tachograph chart to the operator. Digital and Smart Tachographs Digital and smart tachographs allow data to be downloaded via smart cards to ensure the security of information recorded about the driver's work periods. These tachographs are less vulnerable to illegal acts by users, which distort the information provided by the tachograph.

From 1 May 2006, digital tachographs were installed in all new goods vehicles that have a gross weight exceeding 3.5 tonnes. Any digital tachograph activated from 1 October 2011 must be a second generation tachograph capable of defining the calendar minute and include a simplified process for manual entries, a once only ability for operators to programme the vehicle registration number using a company card and the ability to change the Universal Time Coordinated without it being recorded as a calibration. From 15 June 2019, smart tachographs have been installed in all new goods vehicles that have a gross weight exceeding 3.5 tonnes. The most important new feature is the introduction of satellite positioning data. The new devices will take a GPS reading at the start and end of duty and every three hours of accumulated driving. Drivers of vehicles already fitted with a first generation digital tachograph can continue to use it. This Regulation effective from 24 July 2009 permits the fitment of a type approved adaptor to light vehicles, which are required to work under the EC hours and tachograph regulations as a result of towing a trailer. The fitment of the adaptor helps overcome the technical problems that have previously prevented small goods vehicles from being fitted with digital tachographs. The Key Features of Digital Tachographs There are two key aspects of the digital tachograph system which operators need to understand. These are the tachograph unit itself, often referred to as the Vehicle Unit the tachograph cards. The Vehicle Unit VU The VU comprises a recording unit a mass memory two smartcard readers operating buttons display clock printer. The VU is able to hold information on drivers of the vehicle and their periods of driving and duty for a 12 month period. It will also hold data relating to faults, attempts to tamper with the system, speeding and calibration details. It also holds information about when data has been accessed by DVSA staff or the police.

Tachograph Cards There are four cards known as tachograph cards that are used by the digital tachograph system. Driver card — used by drivers to allow the recording of driving time and other activities. Company card — for use by operators to protect and download data. Workshop card — available only to DVSA approved calibration centres. Control card — available only to DVSA and the police for carrying out enforcement checks. Note Operators with vehicles equipped with smart tachographs will require compatible smart tachograph cards. Driver and company cards will be issued on the payment of a fee of 32. The Operator and the Digital and Smart Tachograph Before using a new vehicle the operator should ensure that the digital or smart tachograph has been activated. This will be done by either the vehicle manufacturer or an approved workshop. The operator should also check that the unit has been calibrated. This can be confirmed by the display of a calibration plaque fitted in the vehicle. Operators should check that any drivers who are likely to drive vehicles fitted with digital or smart tachographs have been issued with the correct “driver card”. It is illegal for drivers to drive vehicles fitted with digital or smart tachographs if they have not been issued with a driver card. Drivers must be trained in all aspects of digital or smart tachograph operation before they drive a vehicle which has one fitted. When the vehicle is being driven by an agency driver the operator should download the digital or smart tachograph data from the driver card before the driver finishes his or her placement. Operators should issue sufficient print rolls, of an approved type, to drivers to enable them to produce printouts for themselves, the police or traffic examiners. The Company Card The company tachograph card is effectively a “key” which allows the operator to access data from the vehicle unit VU.

The information can be downloaded onto a downloading device memory stick and then transferred to the company computer system. With the help of appropriate computer software, the data can be analysed to ensure compliance with the drivers’ hours regulations. The data can be stored on computer files for future reference should the enforcement authorities decide to inspect the company records. The operator has a duty to download data from the digital or smart tachograph in the vehicle at intervals of no more than 90 days. The company card can also be used to “lock in” and “lock out” data from the digital or smart tachograph. Operators should use their company card to “lock in” data before they start operating vehicles for the first time. Once the vehicle has been used it is not possible to protect the data that has already been created but not locked in. Locked in information can only be accessed by a company card bearing the card number used to lock the data in the first instance. When vehicles are being disposed of, the company card can be used to “lock out” any future vehicle users accessing the data. The second generation digital tachograph, introduced on 1 October 2011, increased the number of company locks from 20 to 255. Company cards are valid for five years, whereupon they must be renewed. The Driver and the Digital Tachograph The Driver Card A driver cannot drive a vehicle fitted with a digital or smart tachograph unless he or she has been issued with a “driver card”. Drivers are advised to apply for their card to the DVLA at least one month but preferably longer before they expect to use it. Note The driver card and the driver licence are separate documents. The driver card does not replace the driving licence. The card is valid for five years after which it has to be renewed. It is illegal for drivers to have more than one driver card. The information stored on the driver card enables the driver to be identified.

A driver card is capable of storing at least 28 days’ worth of information. When the memory contained within the card is full, the existing data will be overwritten as new information is recorded. It is essential that operators download data from the driver card at least every 28 days. A serious problem can arise if a driver forgets to bring his or her driver card to work. Effectively, the driver will not be able to drive any vehicle that requires a any tachograph to be fitted. This is because the law states that a driver card must be used in a vehicle fitted with a digital or smart tachograph a driver must be able to produce a driver card if he or she holds one when driving a vehicle fitted with an analogue tachograph. To drive an inscope vehicle, the driver would have to return home to collect the card. Before commencing a journey the driver will be required to insert

the driver card into the first or second man slot driver or codriver on the front of the VU. The "centre field" details previously handwritten on tachograph charts will be recorded automatically by the tachograph. Information such as driver's name, vehicle registration number, start and finish odometer readings and place code will be electronically transferred to the VU. At the time of insertion of the card the driver will be prompted to manually input details of any missing working time since the card was last removed. The driver must take care as he or she can only input this data at the time of the first insertion of the card. Any digital tachograph activated from 1 October 2011 will be a second generation tachograph, which incorporates a simplified process for inserting manual entries. The driver should be aware that the digital or smart tachograph always defaults to "other work" after a period of driving. Drivers, therefore, still have to switch their activity mode buttons to signify breaks, rest or periods of availability, as with analogue tachographs.

Recording of driving time Digital tachographs fitted to vehicles first used before 1 October 2011 record driving time differently from those fitted to vehicles first used after 1 October 2011. Prior to 1 October 2011, the basis for recording driving time is as follows. Any minute with Any amount of driving will be rounded up as "driving". Any single minute that is preceded and followed by minutes with driving in them is also rounded up as "driving". From 1 October 2011 the basis for recording driving time is as follows. A minute is rounded up to the activity that has the longest continuous activity. Any single minute that is preceded and followed by minutes counted as driving is also rounded up as "driving".

Loss, Damage and Malfunctions of Driver Cards The driver must apply for a replacement card to the DVLA within seven calendar days of the driver card being damaged, malfunctioning, or being lost or stolen. The DVLA will then issue a replacement card within eight working days of receiving a valid application. In the meantime, the driver can continue to drive vehicles fitted with digital or smart tachographs for 15 calendar days or longer if necessary for the vehicle to return to base. Manual records have to be kept in the form of printouts taken from the VU. A printout has to be taken from the VU at the beginning of the working day and at the end of it. The printouts should be marked with the driver's name or driver card or licence number manual entries that show periods of other work, availability, and rest or break the driver's signature. Drivers can drive for a maximum of 15 calendar days or longer if this is necessary for the vehicle to be returned to its premises without a driver card.

Universal Time Coordinated It is important for drivers to be aware of how time is recorded on digital and smart tachographs. Confusion can arise if Universal Time Coordinated UTC is not understood. Digital and smart tachographs have their internal clock set to UTC.

The time displayed on the tachograph display can be set to local time or to UTC. Regardless of what is shown on the display, all data will be recorded by the VU on the time set by the integral clock, which operates on UTC. UTC is the same as Greenwich Mean Time GMT. There is no difference between GMT and UTC between 0100 on the last Sunday in October and 0100 on the last Sunday in March. When the UK switches over to British Summer Time BST, however, UTC becomes one hour behind. So, between 0100 on the last Sunday in March and 0100 on the last Sunday in October drivers must account for the difference when manually inputting activity details in the digital or smart tachograph. For example, if a driver books in at 0700 BST, UTC will be recorded as 0600 because BST is one hour ahead of UTC time. A further point to bear in mind about UTC is if the internal clock becomes inaccurate by more than 20 minutes. If it does become inaccurate to this level the adjustment to correct the time must be made by an authorised tachograph workshop. However, digital tachographs activated from 1 October 2011 and smart tachographs are able to change the UTC time without it being recorded as a calibration. Digital and smart tachograph inspections and recalibration Digital and smart tachographs are required to have two yearly inspections. They must be calibrated at the same time as the two yearly inspection. Conversion of analogue tachographs to act as speedometers for use in vehicles fitted with digital tachographs Analogue tachographs can now be converted to act as speedometers if a digital tachograph has also

been installed in the vehicle. Converted tachographs must have all mode switches removed and be clearly identified as a speedometer only. Approved Tachograph Centres are able to convert tachographs to meet the legal criteria for becoming a speedometer and provide advice to operators as required.

Mixed Vehicle Records If drivers drive vehicles fitted with analogue tachographs as well as those fitted with digital or smart instruments, they are required to produce their driver's card tachograph charts for the current day and the preceding 28 calendar days any legally required printouts or manual records relating to the current day and for the preceding 28 calendar days. **Record Keeping Under the EU Drivers' Hours Regulations**, the operator must hold at least 12 months' worth of records. For digital tachograph records the requirement is that the information should be kept in a "raw" or preanalysed state. If the data is also being kept for Road Transport Working Time Regulations purposes, it might need to be kept for two years. This will depend if it is the only source of working time records. Enforcement and Penalties Enforcement officers have wide powers with regards to the inspection of digital tachograph records. Enforcement vehicles will be fitted with a Remote Early Detection Communication Reader which will be able to read data remotely from a passing digital tachograph. It will no longer be necessary for vehicles to be stopped for basic tachograph data to be read. DVSA and the Police will be able to capture information such as security breaches, the absence of a valid card and the speed recorded by the tachograph while the vehicle is still in motion. They will be able to detect and time adjustment data, the most recent calibration date and a host of other details. The smart tachograph itself will be able to tell if the driver card inserted is the most recent card issued to that driver. Operators can incur heavy fines and in some cases imprisonment for contravention of the rules for fitting and using tachographs.

The bases on which the penalties are based include deliberate falsification — possible imprisonment or fine up to 5000 failing to produce records or any requirement of an enforcement officer — fine up to 5000 conviction for failure to comply with the rules on fitting and using tachographs — fine up to 5000. failure to ensure transport schedules respect the EU rules — fine up to 2500. Additionally, under the fixed penalty scheme, DVSA enforcement officers and police can impose penalty notices of 100, 200 and 300 at the roadside, depending on the seriousness of the offence for breaches of the tachograph regulations. For a breakdown of the fixed penalty payments attributed to EU Drivers' Hours records offences see the factsheet Recording Drivers' Hours Offences under the Graduated Fixed Penalty Scheme. **Domestic Hours Record Keeping** Drivers who are required to keep records of their work under the British Domestic Hours Rules have two options. Complete a Weekly Record Sheet, in duplicate, from a Drivers' Record Book. Use a calibrated and sealed tachograph if installed in the vehicle. Some drivers who are subject to the British Domestic Hours Rules, however, do not need to keep records of their work activity. Work records are not required to be kept by drivers of vehicles that are not subject to operator licensing vehicles with a maximum permissible weight that do not exceed 3.5 tonnes although subject to operator licensing, are not driven for more than 4 hours per day and remain within a 50km radius of the base. Although drivers of these vehicles do not have to keep records they must still observe the hours of limits contained within the British Domestic Hours Rules. **The Record Book** If a record book is used the driver must carry it whilst on duty and make it available to any authorised inspecting officer on request. The driver must return the book within seven days of the end of each week of driving so that the employer can check and countersign the entries.

The top sheet must be kept in the book and the duplicates removed and filed by the employer. The driver must keep the record book for 14 days from the date on which the fully completed book is returned from his or her employer. At the end of this period it must be returned to the employer. It must be kept by the employer, together with the duplicate sheets, for a minimum of one year. A register is not required to be kept of books issued. They plan and invest in transport infrastructure to

keep the UK on the move. It is responsible for a number of agencies Driver and Vehicle Licencing Agency, the Driver and Vehicle Standards Agency DVSA, Vehicle Certification Agency. You can change your cookie settings at any time. The only exception is driving a vehicle collecting sea coal. Such drivers still have to follow the EU drivers' hours rules, but don't need a tachograph. At the time of publication, the only USP is the Royal Mail. Three separate styluses mark recordings of Specifically, drivers must The rules do not specify who can authorise removal of the chart, but cases where charts can be removed include This requirement must be complied with even when a driver changes employer This means that they will automatically record activity as driving when the vehicle is moving however it defaults to the selected mode switch setting when the vehicle stops so drivers need to ensure it is set to the appropriate mode for the activity being carried out when the vehicle is stationary. If, for example, the driver's name or a place name is so long it must be abbreviated in order to avoid any possible interference with the recordings, the full name should be noted on the reverse of the chart. So when drivers are unable to operate the tachograph, have not been allocated a vehicle, or are working away from the vehicle and have had to remove their tachograph chart, they must manually record their activities on the chart.

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