



Rules on Drivers' Hours and Tachographs

Goods vehicles in Northern
Ireland and Europe

Revised March 2016

Contents

Introduction	6
About this publication	6
Which rules apply?	6
Map of EU, AETR and EEA countries	8
DRIVERS' HOURS RULES	9
Section 1: EU rules on drivers' hours	9
Exemptions and derogations	9
Driving	13
Breaks and driving limits	14
Breaks	14
Daily driving limit	15
Weekly driving limit	15
Two-weekly driving limit	16
Rest Periods	16
Daily rest periods	16
Weekly rest periods	19
Travelling time	20
Unforeseen events	20
Summary of EU limits on drivers' hours	21
Section 2: AETR rules	22
Section 3: NI domestic rules	23
Domestic rules exemptions	23
Domestic driving limits	23
Daily driving	23
Daily duty	23
Record keeping	24
Exemptions from keeping records	24
Emergencies	25
Travelling abroad	25
Working Time Regulations	25
Section 4: Mixed EU/AETR and NI domestic driving	26
Driving limits	26
Other duty limits	26
Rest periods and breaks	26
Records	26
TACHOGRAPH RULES	27
Section 5: Tachograph rules	27
Analogue tachographs	27

Charts and records	28
Centrefield entries	30
Manual entries	31
Digital tachographs	33
Driver cards and records	33
Lost, stolen or malfunctioning driver cards	35
UTC – the time set on a digital tachograph	35
Manual records	35
Common rules	36
Operation of the mode switch or button	36
Multi-manning – second driver record	36
Travelling time	36
Mixed records – analogue and digital equipment	37
Recording other work	37
Information to operators	37
Rest and other days off	37
Responsibilities of operators	37
Tachograph calibration and inspection	38
Breakdown of equipment	39
Digital tachographs – company cards	40
Enforcement and penalties	41
Enforcement powers and sanctions	41
Infringements of domestic drivers’ hours rules	41
Infringements of the EU drivers’ hours rules	41
EU rules: co-liability	42
Penalties for infringements of the drivers’ hours rules in N.I	42
Annex 1: Legislation	43
United Kingdom	43
European Union	43
Relevant legislation	43
EU rules	43
AETR rules	43
Domestic rules	43
Annex 2: Working time rules	44
If you are driving under the EU drivers’ hours rules	44
If you are driving under the NI Domestic drivers’ hours rules (or are an occasional mobile worker)	44
Further information	45
Annex 3: Example of a weekly record sheet	47
Annex 4: DVA area offices	48

Introduction

About this publication

This guide provides advice to driver and operators of goods vehicles, whether used privately or commercially. It explains the rules for drivers' hours and the keeping of records, and it replaces the previous publication Drivers' Hours and Tachograph rules for Goods Vehicles, Northern Ireland and Europe. 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 branches 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 judgements 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 Northern Ireland (NI), either NI 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.

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.

Most vehicles that are exempted from the EU rules come under NI 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.

Does the maximum permissible weight of the vehicle/vehicle combination* exceed 3.5 tonnes?

* For vehicle and trailer combinations, this means the maximum gross weight of the vehicle and trailer added together, or the towing vehicle's maximum train weight, whichever is the smaller.

Yes

No

Is the vehicle operated entirely within the UK?

Yes

No

Will the vehicle pass through an AETR country? (see list on page 7)

No

Yes

Will the vehicle be operated between the UK and other EU countries, EEA countries or Switzerland?

Yes

No

Is the vehicle operated entirely within the UK?

Yes

No

This journey is in scope of the NI domestic rules (see page 23).

The domestic rules of the countries visited apply - contact the relevant embassy.

This journey is in scope of the EU rules (see page 9)

This journey is within the scope of the AETR rules (see page 22)

The domestic rules of the countries visited apply - contact the relevant embassies.

Map of EU, AETR and EEA countries

EU countries

Austria
 Belgium
 Bulgaria
 Cyprus
 Czech Republic
 Denmark
 Estonia
 Finland
 France
 Germany
 Greece
 Hungary
 Ireland
 Italy
 Latvia
 Lithuania
 Luxembourg
 Malta
 Netherlands

AETR countries

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

European Economic Area (EEA)

All the EU countries plus:
 Iceland
 Liechtenstein
 Norway

Reminder: Switzerland is not a member of the European Union

Poland
 Portugal
 Romania
 Slovakia
 Slovenia
 Spain
 Sweden
 UK



DRIVERS' HOURS RULES

Section 1: EU rules on drivers' hours

The EU rules (Regulation (EC) 561/2006 apply to drivers of most vehicles used for the carriage of goods (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.

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 19.

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 40km/h by virtue of a set speed limiter.</i>
Vehicles owned or hired without a driver by 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 that this would certainly include any of the situations that would be considered an emergency for the purposes of the NI domestic drivers' hours legislation, namely:</i></p> <ul style="list-style-type: none"> • <i>Danger to the life or health of people or animals;</i> • <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; and</i> • <i>Serious damage to property</i> <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 breakdown vehicles operating within a 100km 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 or combinations of vehicles with a maximum permissible mass not exceeding 7.5 tonnes that are used for carrying materials, equipment or machinery for the driver's use in the course of his work and which are used only within a 100 km radius from the base of the undertaking and on the condition that driving the vehicle does not constitute the driver's main activity.	<i>This would apply to tradesmen such as electrician or builders carrying tools or materials for their own use.</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.	<i>This would not apply to vehicles normally falling in the scope of the EU rules, on journeys to test stations for the purposes of annual test.</i>
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 non-commercial carriage 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>
Specialised vehicles used for medical purposes	

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 Northern Ireland.

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

Derogations	Notes
<p>Vehicles owned or hired without a driver by public authorities to undertake carriage by road which do not compete with private transport undertakings.</p> <p>The derogation only applies to vehicles being used:</p> <ol style="list-style-type: none"> 1. A health and social services body; <ol style="list-style-type: none"> i. to provide ambulance services and services for the conveyance of persons suffering illness, expectant or nursing mothers or other persons for whom such transport is reasonably required; or ii. to carry staff, patients, medical supplies, equipment , organs or blood iii. to provide services for old persons and services for persons to whom welfare arrangements for physically and mentally handicapped persons only. 2. The coastguard and lighthouse authorities. 3. Northern Ireland Railways Company Ltd for the purpose of maintaining railways. 4. By Waterways Ireland within the jurisdiction of Northern Ireland for the purpose of maintaining navigable waterways. 	
<p>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 up to 100km from the base of the undertaking.</p>	<p><i>For a vehicles used by a 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></p>
<p>Agricultural tractors and forestry tractors used for agricultural or forestry activities within a radius of up to 100km from the base of the undertaking which owns, hires, or leases the vehicle.</p>	

Vehicles being used to carry animal waste of carcasses which are not intended for human consumption.	
Vehicles used for the carriage of live animals from farms to local markets and vice versa or from markets to local slaughterhouses within a radius of up to 100km.	
Specially fitted mobile project vehicles, the primary purpose of which is used as an educational facility when stationary.	<i>For example play buses and mobile libraries.</i>
Any vehicle which operates exclusively on an island which does not exceed 2300 square kilometres in area and is not linked to the rest of Northern Ireland by a bridge, ford or tunnel open for use by motor vehicles.	
Gas or electric vehicles not over 7.5 tonnes used for the carriage of goods within a 100 km radius from the base of the undertaking.	
Vehicles used for driving instruction and examination with a view to obtaining a driving licence or 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>
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><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 bereavement, provided refuse collection and disposal is the core purpose.</i></p>

The regulations permit, after authorisation from the European Commission, member states to exempt transport operations carried out in exceptional circumstances. In NI this covers; Any vehicles which is being used by the RNLI for the purpose of hauling lifeboats.	
Specialised vehicles transporting circus and funfair equipment.	
Vehicles used for the milk collection from farms and the return of milk containers or milk products intended for animal feed.	
Vehicles used exclusively on roads inside hub facilities such as ports, interports and railway terminals.	<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>

Driving

'Driving time' is the duration 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 of 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 of 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 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 period begins with the competition 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 (Northern Ireland) 2005 (as amended). See Annex 2 on page 44 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
-----------------	------------------	-------------------	------------------	-------------------

This 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 loading bay prior to travelling on a public road would constitute 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 is an example of how this might be achieved.

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

Total weekly hours = (4x9) + (2x10) =56

The 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 weeks is **90 hours**; for example:

Week	Total hours of driving	Two weekly totals
9	56 hours	
10	34 hours	
11	45 hours	
12	45 hours	
13	43 hours	

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

			Weekly	Two weeks	Between weekly rests
Mon	9 hours' driving		Total 56 hours' driving during fixed week 1	Total 90 hours' driving during fixed weeks 1 and 2	Total 58 hours' driving between weekly rests
Tue	9 hours' driving				
Wed	9 hours' driving				
Thur	Weekly Rest				
Fri	10 hours' driving				
Sat	10 hours' driving				
Sun	9 hours' driving				
Mon	9 hours' driving		Total 34 hours' driving during fixed week 2		
Tue	10 hours' driving				
Wed	10 hours' driving				
Thur	Weekly Rest				
Fri	Weekly Rest				
Sat	Compensation				
Sun	5 hours				

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			
8 hours (driving + other work + breaks)	3 hours (rest)	4 hours (driving + other work + breaks)	9 hours (rest)

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**, and **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	Reduced daily rest 9 hours

Where a daily rest is taken, this may be taken in a vehicle, provided that 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 daily rest period of a 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 one 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 their 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:

	Driver 1	Driver 2
	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 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 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 not 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 onto a ferry and off at the end of a sea crossing. Where the rest period is interrupted in this way, the **total cumulated 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													
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 weekly rest is taken in the middle of a fixed (Monday to Sunday) week. This is perfectly acceptable – the working week is not required to be aligned with the 'fixed' week contained 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.

	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 is an example of how a 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

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 vehicles 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 appliance rules.

*A judgement 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 rule 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 if not more than 1 hour's duration in total, provided that the driver is accompanying a vehicles that is travelling by ferry or train and provided that the driver 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 in 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.

Drivers who are subjected to EU rules on drivers' hours and tachograph normally have also to comply the rule on working time as laid out in the Road Transport (Working Time) Regulations, which were brought into force on 16 June 2005. (For the main provisions see Annex 2).

Section 2: AETR rules

Journeys to or through the countries that are signatories to the AETR Agreement (see list on page 6) are subject to AETR rules. AETR rules apply to the whole journey, including any EU countries passed through.

The AETR rules were aligned with EU rules since September 2010..

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 maximum length of daily rest from 8 to 9 hours
- Allowing the daily rest to be taken in two periods (instead of the previous three)
- Permitting a regular daily rest period to be interrupted no more than twice for ferry journeys (rather than once as previously)
- Introducing model driver attestation forms

Section 3: NI Domestic Rules

The NI domestic rules, as contained in the Vehicles (Drivers' Hours of Duty) Regulations (Northern Ireland) 1991, apply to most goods vehicles that are exempt from the EU rules.

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;
- a vehicle used for the purpose of funerals;
- a vehicle used by a district council for the purpose of road cleaning, road watering or the collection or disposal of refuse, night-soil or the contents of cesspools;
- 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

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 **14 hours**.

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.

Continuous driving and breaks

The number of hours for a continuous period of driving in a goods vehicle is 5 hours after which a 30 minute break must be taken.

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 available from The Freight Transport Association.

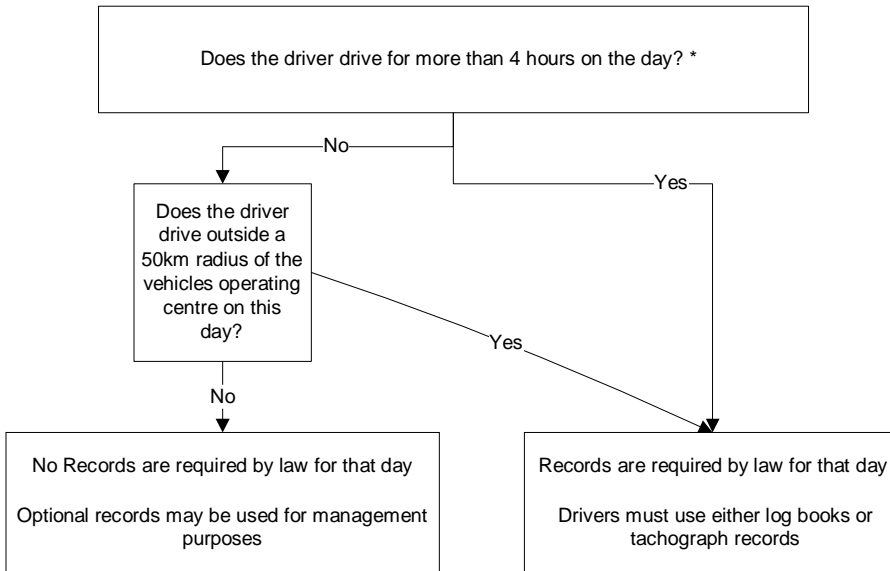
Alternatively, an EU-approved and sealed tachograph may be used to record a driver's activities while he is subject to domestic drivers' hours rules. When recording in this manner, and where domestic records are legally required (see flowchart below), all rules on the fitment and use of the tachograph must be complied with (see Section 4 on page 26).

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.



* 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 NI 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.

Travelling abroad

The NI domestic rules apply only in NI, 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.

Mixed vehicle types

If it occurs that a driver divides his time driving goods vehicles and passenger vehicles under NI domestic rules, then in any working day or week, if he spends most of his time driving passenger vehicles then the appropriate NI 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 Working Time Regulations (Northern Ireland) 1998.

From 28 February 2016 the 1998 Regulations have been replaced by the Working Time Regulations (Northern Ireland) 2016 [S.R. 2016 No. 49]. These regulations do not introduce any new provisions but rather consolidate the original 1998 Regulations by including all amendments made in 1998 and 2009. A copy of the current working Time Regulations can be found at:

<http://www.legislation.gov.uk/nisr/2016/49/contents/made>

See Annex 2 on page 44 for more details.

Section 4: Mixed EU/AETR and NI 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 rules and partly under NI domestic rules during a day or a week, the following points must be considered:

- The time you spend driving under EU rules cannot count as an off-duty period under NI domestic rules.
- Driving and other duty under NI domestic rules (including non-driving work in another employment) count as attendance at work but not as a break or rest period under the EU rules.
- Driving under EU rules counts towards the driving and duty limits under NI 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

NI 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

NI domestic limit (i.e. no more than 14 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 NI 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.

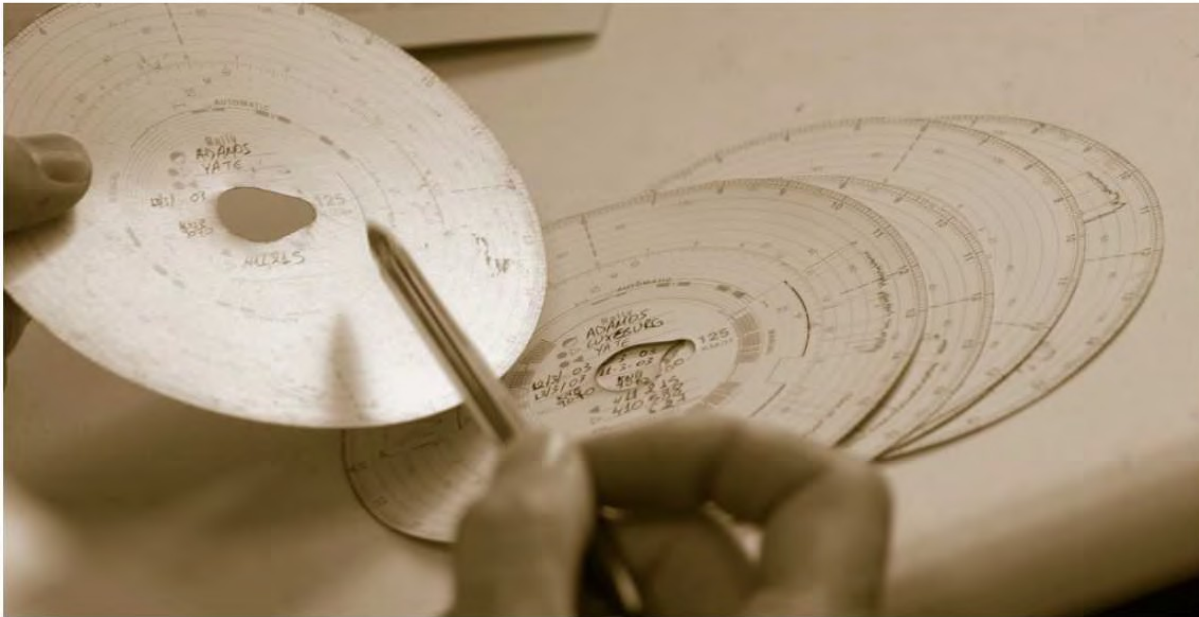
Where a driver works under NI domestic rules in week one and the EU rules in the second week, the weekly rest required in week two must start no later than 144 hours following the commencement of duty on or after 00.00 hours on Monday.

Records

During a week in which the in-scope driving has taken place, any previous work (including out-of-scope driving in that week) 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 NI domestic record on a log book.

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 week and the previous 28 calendar days when he has driven in scope of the EU/AETR rules in the relevant week.

TACHOGRAPH RULES



Section 5: 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.

**[Regulation (EC) 3821/85 has been revoked by Regulation (EU) 165/2014, subject to the transitional measures provided for in Article 46 of Regulation (EU) 165/2014].*

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.

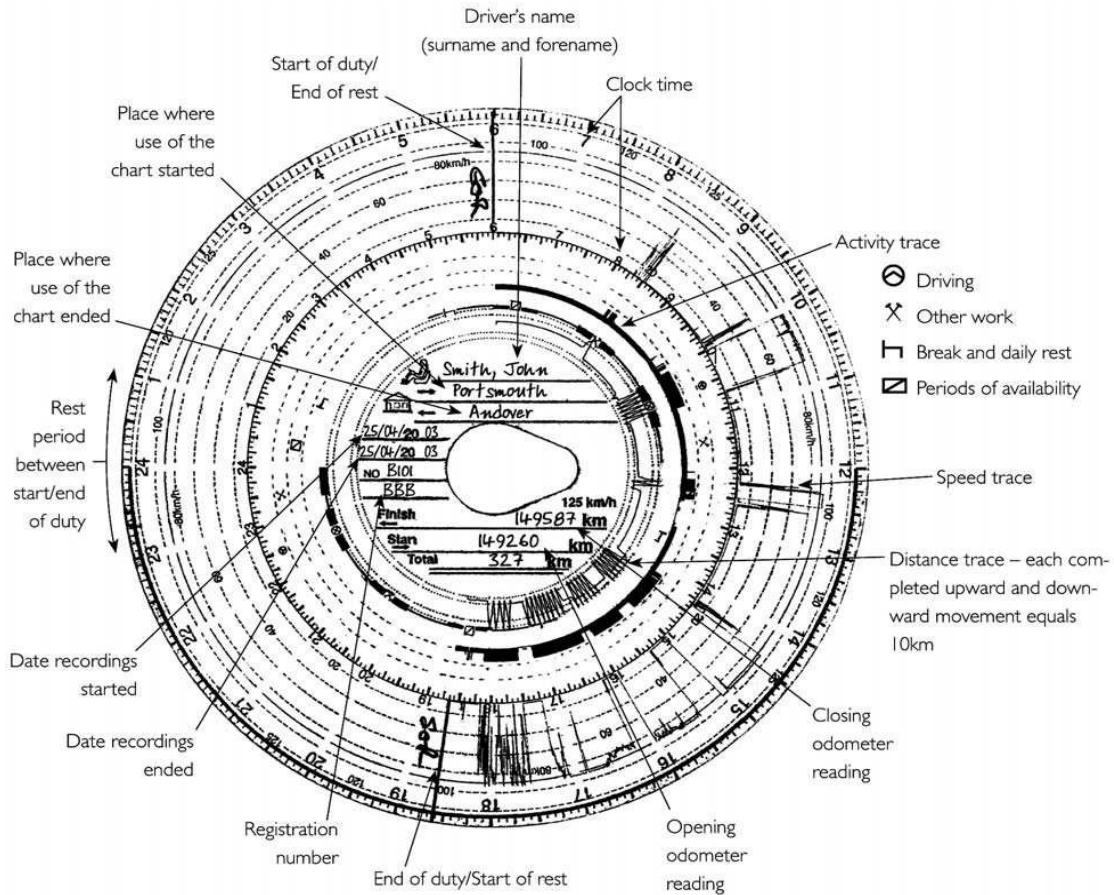
Analogue or digital? Vehicles first registered on or after 1 May 2006 must be fitted with a digital tachograph. Those vehicles registered before that date can be fitted with either analogue or digital equipment.

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 correctly operating the instrument in order to accurately and fully record their activities. 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 the charts to cover 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 accurately record their activities (see page 36);
- 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 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 are not specific on 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 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;
 - The driver's digital smart card if they hold one (see page 34).

Time tips: Make sure the time is correct for am or pm – both times are displayed identically on an analogue tachographs 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, in full. Abbreviations are not permitted. (The law does not stipulate which order the names are put – 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 '2009' and '09' 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 numbers(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
- The odometer readings:
 - At the start of the first journey;
 - At the end of the last journey; and

– At the time of any change of vehicle, recording the readings from both vehicles.

Note that the ‘total kms’ field does not have to be completed.

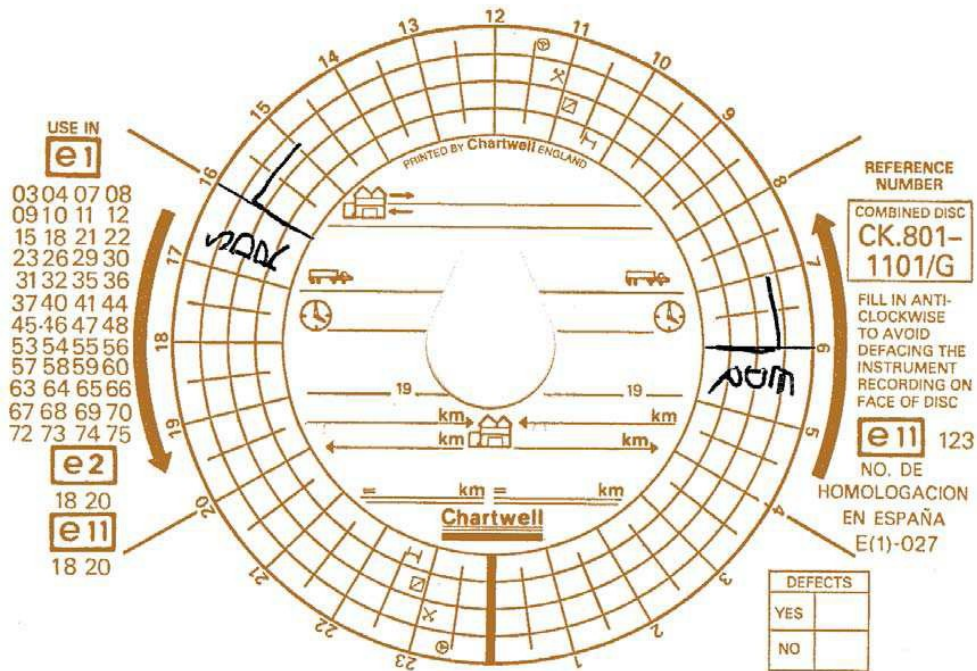
It is not acceptable for written entries to extend outside the centrefield area if they might interfere with chart recordings. If, for example, the driver’s name or a place name is so long it must be abbreviated in order to avoid any possible interference with the recordings, the full name should be noted on the reverse of the chart. Tachograph charts are required to provide space on their reverse side to record the additional information required in connection with changes of vehicles.

Manual entries

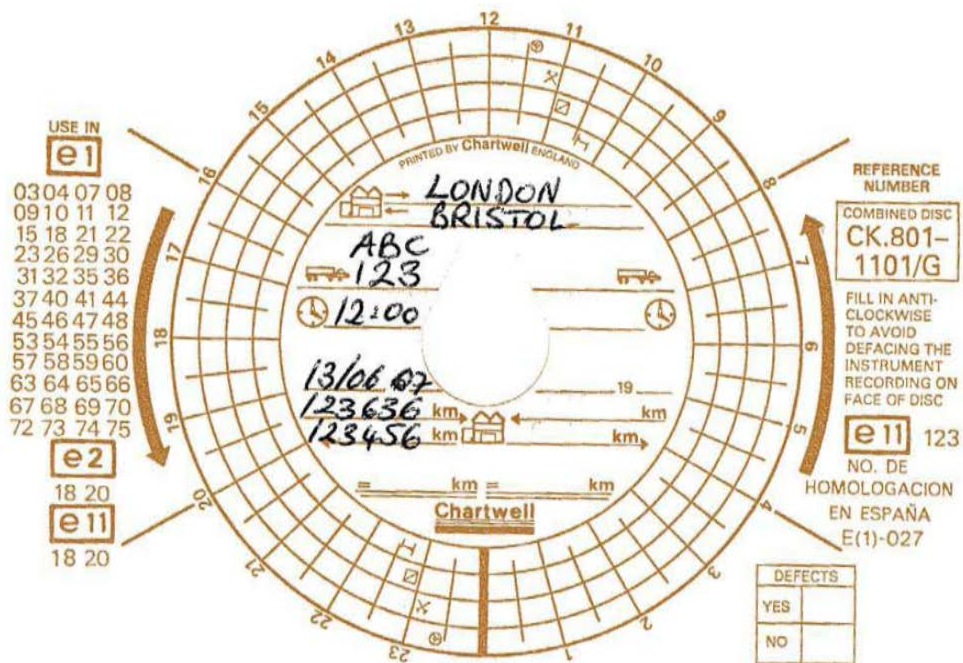
Drivers must produce a record of their whole daily working period. So when drivers are unable to operate the instrument, have not been allocated a vehicle, or are working away from the vehicle and have had to remove their tachograph chart, they must manually record their activities on the chart.

Manual entries may also be needed at other times – for example, if the tachograph develops a fault, or in the event of an emergency (see ‘Unforeseen events’ on page 20). Employers may also ask drivers to indicate on a chart where their duty (or rest) begins and ends, so that they can ensure that a full record has been submitted.

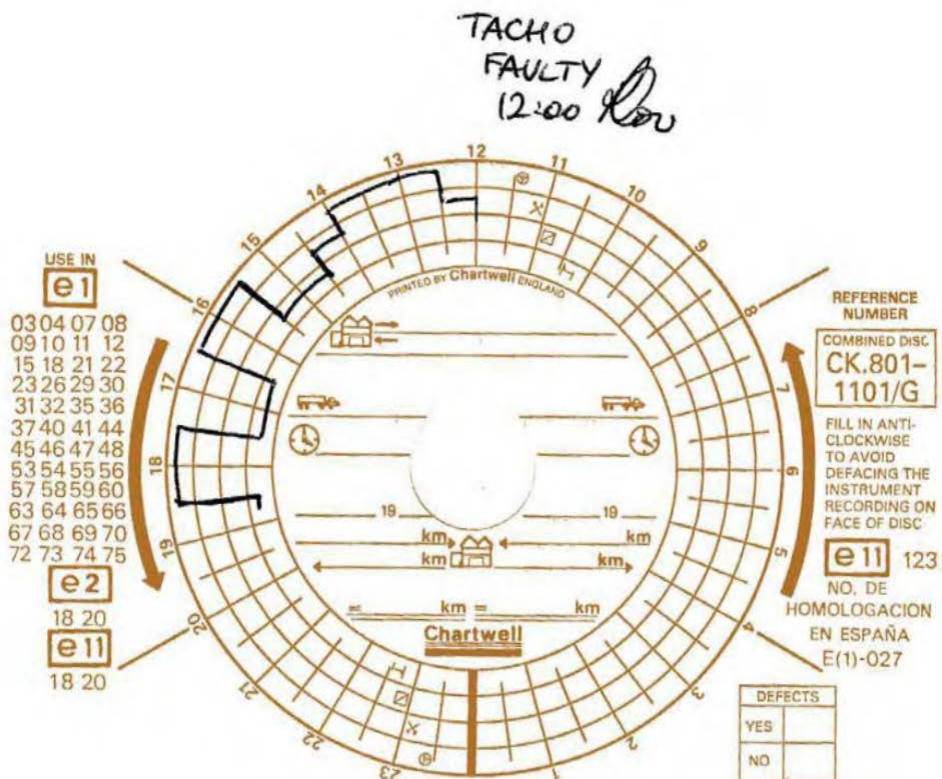
Most analogue charts have a specified place to make manual entries (usually on the reverse). However, manual entries can be made anywhere on the chart provided that they are clear and do not obliterate other recordings. The following are examples of manual records.



This is an example of manual entries made on the rear of a tachograph chart of a driver who started his day at 06.00 with an hour’s work doing other duties away from his vehicle. He also finished his day with an hour of other work away from his vehicle and has indicated both the end and the start of a daily rest period. His activities while with the vehicle are recorded by the instrument on the other side of the chart once it has been inserted.



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 pre-printed 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) and from driver cards 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 where requested a DVA Enforcement Officer; 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 Licensing Division of the Driver and Vehicle Agency (DVA) by calling 0300 200 7861. Alternatively, forms are available from DVA Vehicle Test Centre offices.

Lost, stolen or malfunctioning driver cards

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 DVA and apply for a new card within 7 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. 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' record will only be necessary if:


- An instrument malfunction occurs;
- The driver breaches the rules due to an unforeseen event; or
- A record needs to be corrected.

If this happens, the driver should record his activities or reasons on the reverse of a portion of print roll.

Common rules

Operation of the mode switch or button

Drivers must ensure that the mode switch on an analogue instrument or the mode button on a digital instrument 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 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 used exclusively for recuperation. During a rest period a driver must be freely able to dispose of this 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.

Note: A driver who does not hold 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.

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 24), 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/modes/road/social_provisions/driving_time/form_attestation_activities_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;
- 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.

Downloading Data – Vehicle Unit

Transport undertakings must download data from vehicle units at maximum stipulated intervals. Additional downloads may be required in specific circumstances. The requirements for Vehicle Unit data downloads are shown below:

- At least every 90 days
- Immediately before transferring control of the use of the vehicle to another person (for example, when a vehicle is sold or returned to a vehicle hire company)
- Without delay upon permanently removing the unit from service in a vehicle
- Without delay upon becoming aware that the unit is malfunctioning (providing it is possible to download that data despite the malfunction)
- Without delay in circumstances where it is reasonably foreseeable that the data risks being erased; and
- In any case as often as necessary to ensure that no data is lost

Downloading Data – Drivers Digital Tachograph cards

Transport undertakings must download data from drivers' cards at maximum stipulated intervals. Additional downloads may be required in specific circumstances. The requirements for driver card downloads are shown below:

- At least every 28 days
- Immediately before the driver ceases to be employed by the undertaking (also applies to agency drivers)
- Without delay upon becoming aware that the card is damaged or is malfunctioning (providing it is possible to download that data despite the malfunction)
- Without delay in circumstances where it is reasonably foreseeable that the data may be lost
- Where it is only possible to download the data via the vehicle unit (For example the card is stuck in the vehicle unit), immediately before ceasing control of use of the vehicle; and
- In any case as often as necessary to ensure that no data is lost

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 (a list of approved tachograph calibration centres can be found at <https://www.nidirect.gov.uk/articles/approved-tachograph-centres>). 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 DVA 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 return of the hired vehicle where this occurs away from base.

Company cards: Operators can apply for company cards by calling DVA at 0300 200 7861 to obtain an application form (form D779NI).

Enforcement and penalties

Enforcement powers and sanctions

Powers

Legislation has provided authorised DVA Authorised 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.
- **Defect Notices (VT5)**
A Defect Notice is issued where the severity of the defect is such that either immediate or delayed prohibition action would not be required but the defect would nevertheless need to be remedied and the vehicle re-inspected by DVA.
- **Prohibition(V1/V2)**
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.
- **Fixed Penalty Notice**
For more routine infringements the Enforcement Officer may decide to offer the offender a Fixed Penalty Notice as an alternative to prosecution. (See page 42 for further information).
- **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 42.)
- **Referral to Transport Regulation Unit (TRU)**
Where the operator is the holder of an operator's license, enforcement staff may report any infringement by the operator to the Transport Regulation Unit 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 operator and subsequently call on Transport Regulation Unit to decide whether any administrative action should be taken against their licenses.

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 Northern Ireland 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. In UK, this is the same period as the driver is required to produce manual and analogue tachograph records at the roadside. After this time the driver should give the document to the operator, who must keep it for at least 12 months.

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 (Miscellaneous Provisions) (Northern Ireland) Order 1981, Section 11(2).

Penalties for infringements of the drivers' hours rules in Northern Ireland

Maximum fines

As contained within Road Traffic (Northern Ireland) Order 1981 (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 NI 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).

Fixed penalties and deposits

Under provisions contained within the Road Traffic (Northern Ireland) Order 2007, DVA have introduced Graduated Fixed Penalties and Deposits for a wide range of offences. Infringing drivers with verifiable UK addresses will, in the most routine cases, be dealt with by means of a Fixed Penalty, which can be considered by the driver for up to 21 days. Drivers without a verifiable address will be asked to pay a deposit equal to the fixed penalty and further driving will be prohibited pending receipt of that payment. More serious and multiple offences will continue to be prosecuted through the courts.

Annex 1: Legislation

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

United Kingdom

UK Legislation website

<http://www.legislation.gov.uk/>

The Stationery Office www.tsoshop.co.uk

European Union

Eur-Lex –the portal for European Union law

<http://eur-lex.europa.eu/collection/eu-law/legislation/recent.html>

Relevant Legislation

EU rules

EC Regulation 561/2006 on drivers' hours and tachographs

EC Regulation 3821/85 on tachographs

Regulations (EU) No 165/2014 on tachographs

Regulation (EU) No 581/2010 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)

AETR rules

European Agreement concerning the work of crews on vehicles engaged in International Road Transport. (AETR) (Cmnd 7401) (as amended by Cmnd 9037)

Domestic rules

Road Traffic (NI) Order 1981 No 154.

The Community Drivers' Hours and Recording Equipment (Exemptions and Supplementary Provisions) Regulations (Northern Ireland) 2009 No 91.

Vehicles (Drivers' Hours of Duty) Regulations (Northern Ireland) 1991 No 144.

Passenger and Goods Vehicles (Recording Equipment) Regulations (Northern Ireland) 1996 No 145 (as amended).

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 (Northern Ireland) 2005 (as amended – 'the 2005 Regulations'), unless you are an occasional mobile worker or self-employed as defined in the 2005 Regulations.

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 (Northern Ireland) 1998. From 28 February 2016 the 1998 Regulations have been replaced by the Working Time Regulations (Northern Ireland) 2016. See page 25 for a full explanation of the changes.

The two provisions are

- An entitlement to 5.6 weeks' paid annual leave
- 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 page 43 to see if you meet the criteria).

The 2005 Regulations did not apply to self-employed drivers until 23 March 2009, when the self-employed came into scope. The definition of a self-employed driver under the 2005 Regulations is tightly drawn (see text box opposite to see if you meet the criteria), so those who might be classed as self-employed for the purposes of the 1998 Regulations may not necessarily be classed as self-employed under the 2005 Regulations.

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

If you drive a vehicle subject to the NI domestic drivers' hours rules or are an occasional mobile worker, 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 5.6 weeks' paid annual leave
- 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 to 52 weeks, if this is permitted under a collective or workforce agreement.

The 1998 Regulations do not apply to self-employed drivers (see page 46 for definition). Please note that this definition is different to the one used under the 2005 Regulations.

Further information

Further details on the 2005 Regulations can be found on the Department for Transport website at <http://www.legislation.gov.uk/nisr/2005/241/contents/made/>

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 The Road Transport (Working Time) Regulations (Northern Ireland) 2005).

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 Cover by sheet Week commencing (date) <hr/> 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 _____			

Annex 4:

DVA Test Centres

ARMAGH

47 HAMILTONSBRAWN ROAD
BALLYNAHOME
BT60 1HW
TEL: 028 3752 2699

BALLYMENA

PENNYBRIDGE INDUSTRIAL EST
BALLYCRAIGY
LARNE RD
BT42 3ER
TEL: 028 2565 6801

BELFAST

BALMORAL ROAD
MALONE LOWER
BT12 6QL
TEL: 028 9068 1831

COLERAINE

2 LOUGHAN HILL INDUSTRIAL EST
GATESIDE RD
LOUGHAN HILL
BT52 2NJ
TEL: 028 7034 3819

COOKSTOWN

SANDHOLES ROAD
COOLKEEGHAN
BT80 9AR
TEL: 028 8676 4809

CRAIGAVON

3 DIVINY DR. CARN INDUSTRIAL EST
TARSAN
BT63 5RY
TEL: 028 3833 6188

DOWNPATRICK

CLOONAGHRD
FLYING HORSE RD
BALLYMOTE UPPER
BT30 6DU
TEL: 028 4461 4565

ENNISKILLEN

CHANTERHILL
MONEYNOE GLEBE
BT74 6DE
TEL: 028 6632 2871

LARNE

BALLYBOLEY ROAD
BALLYLORAN
BT40 2SY TEL: 028 2827
8808

LISBURN

BALLINDERRY INDUSTRIAL EST
BALLINDERRY RD
KNOCKMORE
BT28 2SA
TEL: 028 9266 3151

LONDONDERRY

NEW BUILDINGS INDUSTRIAL EST
VICTORIA RD
BALLYORE
BT47 2SX
TEL: 028 7134 3674

MALLUSK

COMMERCIALWAY
HYDEPARK INDUSTRIAL EST
GRANGE OF MALLUSK
BT36 8YY
TEL: 028 9084 2111

NEWRY

51 RATHFRILAND ROAD
CARNEYHOUGH
BT34 1LD
TEL: 028 3026 2853

NEWTOWNARDS

JUBILEE ROAD
SCRABO
BT23 4XP
TEL: 028 9181 3064

OMAGH

GORTRUSH INDUSTRIAL EST
GT NORTHERN ROAD
MULLAGHMENAGH UPPER
BT 78 5EJ
TEL: 028 8224 2540

OTHER USEFUL NUMBERS

DVA DIGITAL TACHOGRAPH SECTION

TEL: 0300 200 7861