

# INFORMATION DOCUMENT

## REGULATING AND RECORDING RIVERS' HOURS

It is expected that best practice be followed for driver hours:

DRIVING LIMITS	TIME
Daily	Drivers must not drive for more than 10 hours in any working day
Fortnightly	Drivers must not drive more than 90 hours in a 2-week period
Journey	If journey exceeds 10 hours a second driver should be available to take over
REST PERIODS	TIME
Daily	After 4 hours 30 minutes of driving, drivers must take a break of at least 45 minutes for rest and refreshment; this can be taken as two separate breaks.
Weekly	Drivers must take a rest of 12 hours before the first duty and immediately after the last duty in a working week
Fortnightly	Every 2 weeks you must take at least one period of 24 hours off duty however 45 hours is recommended

### Monitoring driving hours

- The employer is responsible for keeping drivers' hours records, making the records available for inspection, and informing workers of their responsibilities. Records must be kept for a minimum of 2 years.
- It is essential that employers are actively monitoring their drivers' activities. This includes regularly downloading vehicle unit data (at intervals not exceeding 90 days) and driver card data (at intervals not exceeding 28 days), and proper analysis of that data to detect infringements.
- To keep track of each driver driving hours the employer should:
  - Use professional tachograph analysis software to produce regular reports identifying any drivers' hours infringements and providing full details. If no tachograph is available, then it is important that drivers' detail their hours on a worksheet data. These should be monitored and stored.
  - When a drivers' hours infringement has been identified, the employer should carry out an investigation into how it arose. They should meet with the driver, present them with the evidence, and seek an explanation. Based on the outcome of these discussions this should be rectified immediately. This may mean extra training, change in policy, dismissal, or extra support for the driver.
  - Full records should be kept of the entire process including: the infringement reports, the record of the driver meeting along with any evidence presented (e.g., annotated tachograph, - worksheet printouts/ logbook entries, etc), any action taken because of the findings of the investigation including any written warnings, notices of dismissal or periods of further training.
- Employer must ensure that scheduling is done in accordance with drivers' hours and updated where necessary to ensure maximum drivers' hours are not exceeded. This includes taking into considerations of traffic, excursions over running, flight and passenger delays.





**WEEKLY RECORD SHEET FOR LOCAL GOODS TRANSPORT OPERATIONS**

<b>1. Driver's Name</b>  			<b>2. Period Covered by Sheet</b> 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

I have examined the entries in this sheet.

Signature ..... Date .....

Position held .....