

CARDIFF COUNCIL

CODE OF GUIDANCE

USE OF COUNCIL VEHICLES

Introduction

The purpose of this Code of Guidance is to provide a basic guidance to managers and staff on how to introduce safe systems of work which comply with health and safety and transport legislation.

The Code of Guidance contains the following information:

- 1.0 Background
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1.0 Background

Operators Licence

Cardiff Council is required by the Good Vehicles (Licensing of Operators) Act and Regulations 1995 to hold an Operators Licence.

Cardiff Councils Operators Licence is held by the Transport Manager in the Highways and Transportation Service Area and requires that all vehicles over 3500kg driven by Cardiff Council employees be included on the Operators Licence. This includes short-term hired vehicles as well as those in the owned or leased fleet.

Advice for Managers

Relevant managers in each Service Area operating vehicles are responsible for ensuring that vehicles are operated safely and in accordance with health and safety road transport legislation.

Risk Assessment

Risk assessment for driving council vehicles must be included in the general risk assessment process following the same principles as risk assessments for any other work activity. (Refer to Cardiff Council [Code of Guidance – Risk Assessment](#).) Particular areas to be considered in the risk assessment for driving council vehicles include:

- the driver e.g. validity of driving license; young or newly qualified drivers; experience of driving long distances; need for additional training; up-to-date eyesight test; use of medications which may impair judgement
- the journey e.g. length of journey
- the weather conditions

Driver Responsibilities

Drivers are responsible for:

- ensuring they have a current license for the vehicle to be driven
- notifying their manager of any driving convictions, loss of license, illness or use of medications which may affect their ability to drive safely
- satisfying the eyesight requirements set out in the Highway Code
- complying with Road Traffic Rules and Regulations (including the Highway Code)
- not using a hand-held mobile telephone whilst driving
- not continuing a journey if they feel unwell or too tired to drive safely
- ensuring on long journeys they take a 15 minute break at least every two hours
- making sure they are conversant with the advice in the Cardiff Council [Code of Guidance - Driving](#)

2.0 Driving Licence Checks

It is an offence to cause or permit anyone to drive a motor vehicle unless they hold a licence to drive such a vehicle. It is therefore, necessary to ensure that each driver:

- has a current driving licence
- is licensed to drive the vehicle concerned
- is old enough to drive the vehicle
- has no medical conditions that might affect driving ability.

Driving licence checks should be carried out prior to employment and then on an annual basis. The original licence must be inspected not a photocopy.

Type of Licence and Age Restrictions

- Up to 3.5 tonnes GVW. A valid normal car licence is required to drive these vehicles shown as category B on the licence. (This category refers to a "pink" EU licence, on an old style green UK licence it is class 'A'). The check should ensure that the number of penalty points (less 'spent' convictions) is less than 12.
- 3.5 to 7.5 tonnes GVW. The law relating to these vehicles changed on 1 January 1997. If a driver passed a normal car test before that date, then they are entitled to drive vehicles up to 7.5 tonnes. This is shown as category C1 on the licence. (This category refers to a "pink" EU license on an old style green UK licence it is class 'A').
- Over 7.5 tonnes GVW. Drivers of this class of vehicle require a vocational or 'lgv' licence in addition to the normal car licence. This will be shown as category C on the licence.
- If the driver is required to tow a trailer in excess of 750kg authorised mass, the licence must show E (with C1 or C as appropriate).
- Drivers of large passenger vehicles with more than 16 seats must have "D" on their licence or D1 if there are less than 16 seats but more than 8. The law relating to these vehicles changed on 1 January 1997. If a driver passed a normal car test before that date, then they are entitled to drive vehicles up to 7.5 tonnes. This is shown as category C1 on the licence. (This category refers to a "pink" EU licence, on an old style green UK licence it is class 'A').
- In addition there are minimum age limits for driving certain classes of vehicle. In particular:
 - For vehicles between 3.5 and 7.5 tonnes GVW and passenger carrying vehicles not adapted to carry more than 9 persons including the driver, the minimum age is 18.
 - For vehicles of over 7.5 tonnes GVW or adapted to carry more than 9 persons including the driver, the minimum age is 21.

The Operational Manager of the Service Area using the vehicle must ensure procedures are in place for Licences to be checked on an annual basis. The check must be recorded and retained for a minimum of 12 months, a copy of the check must be forwarded to Human Resources for inclusion on personal files. A procedure including forms is available on the Highways and Transportation Intranet site Ref. 3HP.CPO.CVM.15

3.0 Minibuses

A minibus is a motor vehicle constructed or adapted to carry 8, but not more than 16 seated passengers in addition to the driver.

All minibuses that are used by Cardiff Council staff irrespective of how they have been funded have to comply with the restrictions laid out within the Councils Operators Licence. In addition to the annual MOT test all minibuses **must** undergo a statutory safety inspection by a competent inspector **every 8 weeks**. Certain schools with minibuses travelling less than 7000 miles per year may be permitted to extend the period between inspections to 13 weeks.

In order to drive a minibus a driver must by law:

- Hold a valid drivers licence with categories B and D1 (Group A or B on old style licence) and E if towing a trailer over 750kgs.
- Be at least 21 years of age
- Be insured to drive the vehicle in question.

The Cardiff Council insurance policy requires that employees must be aged 25 or over to drive a minibus.

Driver Training and Assessment

Driving a minibus is significantly different from driving a car. A minibus is longer, wider and heavier and its handling and breaking characteristics are markedly different.

Practical training and assessment are the best way to ensure drivers are competent to drive a minibus. The training will normally include

- Familiarisation with vehicle
- Daily vehicle safety checks
- Emergency procedures
- Using passenger lifts (if relevant)
- Loading, unloading and securing wheelchairs (if relevant)
- Proper use of seat belts
- On road assessment
- Journey planning

Training / assessment should be undertaken prior to an employee using a minibus with refresher training / assessment every 3 years.

Carrying Luggage / Equipment (Also refer to section 7, Loading and towing)

There are three methods of carrying luggage, in the vehicle, on a roof rack or in a trailer. Whichever method is chosen all luggage / equipment must be securely stored so that in the event of an accident it is not thrown from or around the vehicle.

If stored inside it must not obstruct any of the doors or aisles

The load must be evenly distributed around the vehicle.

The total load of people, luggage and equipment must not exceed the GVW of the vehicle.

If a trailer is to be used the driver must be suitably trained or have previous experience of towing.

A trailer should not be used if it restricts access to the rear doors in an emergency. Drivers must be aware that lower speed limits apply to vehicles towing trailers, and that they are not permitted to use the outside lane on motorways with 3 or more lanes.

Wheelchairs in minibuses

- Only properly constructed / adapted vehicles are allowed to transport wheelchairs and their users.
- Adequate space must be allowed for a person travelling in a wheel chair. The minimum space necessary for a person in a size A wheelchair has been found to be 1200mm by 700mm with a minimum headroom of 1400mm.
- Wheelchair users must travel in a forward or rear facing position, never facing sideways.
- Restraints capable of withstanding the likely forces of an emergency must be provided for both wheelchairs and their occupants and must be used at all times.
- Adequate space must be provided for the storage of restraint systems when not in use.
- The power supply on electric wheelchairs should be switched off. If the wheelchair is stowed separately it must be secured so that the batteries will not spill.
- Any power-operated lift must be capable of lifting the combined load of the wheelchair, the occupant and a helper.
- The lift must be marked with its safe working load. The controls must be clearly marked and the operator trained in their use.
- All power-operated lifts must be inspected by a competent person every 6 months.

Specific Rules for Children in minibuses

Legislation requires that each child **must** have a **forward facing** seat equipped with a seat belt (lap belt as a minimum). Vehicles with a selection of forward, rear or side facing seats can still be used however the number of children carried will be limited to the number of forward facing seats.

Legislation has ended the “3 for 2” concession, which allowed three children under 14 to sit in a double seat, and the use of side facing seats. It is dangerous and illegal for a seat belt to be worn by more than one person at a time.

A driver cannot safely drive and supervise up to 16 children therefore an escort must accompany them. This should preferably be someone the children know especially with younger children.

Children should always be briefed before a journey so that they understand why boisterous behaviour is inappropriate.

Passengers aged over 14 are individually responsible for ensuring they wear a seat belt, for those passengers aged 13 or below the driver is legally responsible for ensuring that they are worn correctly.

Advice for Minibus Drivers

- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic free area.
- Ensure children are supervised when boarding and exiting the vehicle, especially if using rear door.
- Plan which passengers will sit in the front seat and near the doors.
- Do not leave children unaccompanied on the minibus.
- Take care when reversing if children are nearby. If you have to reverse, get adult help to direct you.
- Do not leave children alone if no one has come to collect them.

Advice for carrying Children in Minibuses

Children being carried in minibuses should be briefed on the following:-

- Arrive on time and wait for the minibus away from the road.
- Don't push or rush towards the minibus when it arrives.
- Find your seat quickly and quietly without pushing.
- Stay seated when the minibus is moving and wear your seatbelt.
- Make sure that your bags do not block gangways and exits, or take up seats.
- Only speak to the driver when he or she is not driving, unless it is an emergency.
- Never throw things or play about in the minibus.
- Never throw things out of the minibus.
- Wait until the minibus has stopped completely before getting up to leave.
- Take your belongings with you when you leave the minibus, except in an emergency when you should leave them behind.
- Take care if returning to the minibus after getting off as the driver may be pulling away.

- If you have to cross the road after getting off the minibus, wait for it to move away first. Use the Green Cross Code.
- Go to the toilet before you get on the minibus. If you need to use the toilet or you feel unwell during the journey, tell the escort.

4.0 Vehicle Checks and Defect Reporting

It is the responsibility of each Operational Manager to ensure that systems are in place to enable the required safety checks to be carried out.

There are two types of safety checks to be carried out by drivers:-

- Daily Vehicle checks
- Weekly Vehicle checks

Both of these must be recorded on the triplicate pad CVM/SF07 available from the Transport Manager. The checks that must be carried out by vehicle drivers both daily and weekly before they drive any vehicle are specified on the cover of the check list form pad. During the course of the working day it is the vehicle driver that has liability for an infringement of the law resulting from the use of a defective vehicle. This means that if more than one driver drives a vehicle during the course of the day, then each one should check the vehicle, and complete a daily report form.

The checks cover the external condition, ensuring in particular that the lights, tyres, wheel fixings, bodywork, trailer coupling (if fitted); load and ancillary equipment are serviceable. Assistance from another person may be required at some time during the inspection, for example to see that the lights are working.

To ensure these checks are undertaken the Operational Manager of each Service Area shall:

- Provide suitable and sufficient equipment to enable drivers to carry out the Daily Vehicle Checks and the Defect reporting tasks.
- Train the drivers and any other staff involved, in the use of such procedures including the driver's responsibilities in respect of the Daily Vehicle Checks, the Daily Servicing Tasks and additional local instructions.
- Issue each vehicle with a defect-reporting pad CVM/SF07 and keep a register of all such issues.
- Appoint, in writing, one or more responsible persons to receive and pursue the action to be taken in respect of completed drivers defect reports.
- Carry out periodic checks to ensure that drivers are carrying out the Daily/Weekly Vehicle Checks and Defect Reporting Tasks correctly. These checks are to be recorded, retained for a minimum of 15 months and produced on request to an authorised inspecting officer. The retention of a completed book satisfies this requirement.

Drivers Responsibilities

Drivers are responsible for the condition of their vehicles when in use on the road. Prior to use the driver of any Council owned or hired vehicle shall:

- Carry out the Daily Vehicle Checks and the Defect Reporting Tasks as instructed by the Operational Manager.
- Record any vehicle defects or symptoms of defects on Form CVM/SF07 'Drivers Report of Vehicle Defects', and handing the completed form to the responsible person appointed by the Operational Manager.
- Carry out the weekly check on lifting appliances where applicable as outlined in Part 2 on Form CVM/SF07 and handing in the completed form to the responsible person appointed by the Operational Manager, on a **weekly** basis.

5.0 Vehicle Accident

Should the driver of a Council vehicle owned, leased or hired vehicle be involved in a road traffic accident the following actions must be taken:-

The driver must stop if involved in an accident that causes:

- Injury to anyone other than the driver;
- injury to an animal (horse, cattle, ass, mule, sheep, pig, goat or dog) not carried in the vehicle;
- damage to property e.g. lamp posts trees, gate;
- damage to another vehicle.

Having stopped, the driver must provide the following information to any other parties involved:

- Drivers name and address;
- name and address of the Authority;
- vehicle registration number;
- produce the insurance certificate (obtained from service reception, control workshops, Clare Road).

Actions at the scene

- DO NOT admit liability or make any statement that could be taken to imply liability as this could be used against you in any subsequent civil action or in a criminal prosecution by the Police for alleged dangerous driving.

DO:

- Obtain the information detailed above in respect of any other vehicle involved in the accident.
- Obtain the names and addresses of any witnesses.

- Make a sketch pad of the area and the position of the vehicles and any property involved in the accident.
- Make a note of any road or weather conditions that may have had an influence on the accident.
- Fill in Motor Vehicle Incident Report Form and return to supervisor as soon as possible.
- Note the identification number of any Police Officer attending the scene.

Subsequent Actions

- If the vehicle is damaged to such an extent that it cannot be driven, contact Transport Services, Tel (029) 2034 3581, who will arrange recovery. Outside normal working hours, i.e. 06.00-22.30, Monday to Friday, contact your supervisor who will contact the Standby Fitter who will arrange recovery.
- If the vehicle is drivable but has suffered more than minor body damage, during normal working hours drive the vehicle to Central Workshops, Clare Road where it will be examined by a Vehicle Inspector or a qualified and experienced vehicle fitter who will decide whether the vehicle is safe for continued use or requires repair. Outside of normal working hours, drive the vehicle to the operating depot and inform the supervisor that the vehicle cannot be used until it has been checked by a Vehicle Inspector or a qualified and experienced vehicle fitter.
- If the vehicle has suffered no damage or only minor body damage, the vehicle can continue to be used but the driver must report the accident to his supervisor or manager at the earliest opportunity. If the driver has any doubts about the safety of the vehicle, it is to be taken to Central Workshops, Clare Road for examination.

Duty to Report Accident to Police

- If having stopped at the scene of the accident, the driver has been unable, for whatever reason, to pass on the information listed above, then the driver must report the accident to any Police Constable or at any Police Station as soon as is reasonably practicable but, in any case within 24 hours. Note the identification number of the Police Officer dealing with the incident.
- Any accident involving the death or injury of any person, cow, horse, dog or mule must be reported to the Police as soon as possible after the incident.

Accident Investigation

- All accidents involving vehicles are to be investigated by the driver's section manager in order to find the cause and prevent a reoccurrence.
- In the case of serious accidents involving injury or death to any person the vehicle is to be recovered to Central Workshops and impounded. No examination, dismantling or repair work is to be commenced until it has been

confirmed that there will be no Health and Safety Executive or Police investigation into the condition of the vehicle(s) concerned.

6.0 Short Term Vehicle Hire

To ensure that hire vehicles comply to the safety standards required by Cardiff Council all short-term vehicle hire contracts must be organised by the fleet administration section at Clare Road Workshops.

This method ensures vehicles are physically checked for road safety prior to use and those vehicles over 3500kg are included on Cardiff Council's Operator's License.

Drivers are required to carry out both daily and weekly inspections and record this on triplicate pad CVM/SF07.

7.0 Loading and Towing

Loading

All Council Vehicles carry loads from time to time. It is an offence to overload a vehicle and to carry an insecure load, therefore the following guidelines must be applied

- Cars and light vans should not be used to carry projecting loads.
- When arranging for goods or equipment to be collected Managers / supervisors must ensure that the vehicle being used has sufficient capacity to transport the goods safely.
- Heavy items should be carried along the centre of the vehicle and in front of lighter items. If the load is stacked, the heavier items should be placed at the bottom.
- Care must be taken to ensure that the load is evenly distributed and that the GVW or the permitted axle weights of the vehicle are not exceeded.
- The load should be stable before being lashed down.
- Ropes, chains and other lashing used to secure a load should be inspected for wear and tear before use and must be suitable for the job.
- Load sheets and tarpaulins are designed to only protect the load from the weather, the load must be secure before these are fitted.

Carrying Controlled Waste

Cardiff Council is registered as a carrier of controlled waste. Section 34 of the Environmental Protection Act 1990 places a duty of care on all persons concerned with the transportation of special waste. All persons concerned with the carriage of special waste must be familiar with the associated code of practise. Further guidance can be obtained from The Transport Manager or your Health and Safety Adviser.

Carrying dangerous goods

The carriage of certain substances by road is classified as "dangerous" under the Road Traffic Act. The substances used by Cardiff Council currently subject to this rule are

- Acetylene gas cylinders
- Butane LPG
- Propane LPG

The Carriage of Dangerous Substances in Packages Regulations 1988 requires that you safeguard yourself, other road users and the emergency services. If the driver has to deliver or collect a cylinder (including empty ones) they must be provided with the appropriate training together with written safety instructions i.e. a “Trem card” before setting off.

When the cylinder is removed from the vehicle, the Trem card must also be removed.

Towing trailers and equipment

Many of Cardiff Council’s vehicles are fitted with tow hooks / balls. If you are required to tow trailers the following guidelines must be followed

- When parking a trailer, especially on a gradient, ensure the parking brake is applied before coupling the trailer, the driver must ensure that the trailer is compatible with the vehicle and that the vehicle has the capacity to tow the trailer safely. If you have any doubts contact your supervisor.
- Make sure that the trailer is correctly coupled to the vehicle and the breakaway chain / cable is attached.
- Where a 50mm ball hitch is fitted try to raise the coupling from the ball to test the safety catch. If the trailer can be lifted clear, do not use the trailer and report the fault immediately.
- Ensure that the jockey wheel or steadying leg is fully retracted.
- Check that the trailer lighting connection or trailer board is fitted correctly and that all the lights are working properly.
- When loading a trailer the front should be heavier than the rear to impose sufficient weight on the towing vehicle to maintain stability.
- The additional weight of the trailer and load will alter the handling characteristics of your vehicle, manoeuvrability and acceleration will be reduced and braking will take longer, you may need to select a lower gear to reduce strain on the engine and prevent overheating.
- When parking a trailer, especially on a gradient ensure the parking brake is applied and if necessary chock the wheels.

Towing disabled vehicles

Vehicles not constructed or adapted for towing and vehicles under 1525kg unladen weight must not be used for towing broken down vehicles.
Any towing must be carried out under the supervision of Transport Services Section using a rigid bar, not a rope or chain.

8.0 Scheduled Safety Inspections

Scheduled safety inspections should not be confused with a vehicle service. Safety inspections are a legal requirement that must be carried out periodically by a qualified vehicle inspector.

Schedules

Light Vehicles

Vehicles under 3500 kg's GVW inspected annually to the MOT test standard. Managers operating such vehicles in particular harsh conditions may arrange to increase the frequency of safety inspections. Advice on frequency should be sought from the Transport Manager.

Passenger Carrying Vehicles (Minibuses etc.)

In addition to the annual MOT test these vehicles must be inspected every 8 weeks by a competent inspector.

Vehicles over 3500 kg GVW

Inspected once every 8 weeks by a competent inspector. Tested annually at a government approved testing station.

Vehicles with pressure systems and transportable gas containers including gully tankers.

Inspected every 8 weeks and tested annually.

Interchangeable Equipment (containers, skips and swap bodies)

Inspected every 26 weeks

Lifting Equipment

Vehicles fitted with lifting equipment shall be inspected in compliance with The Lifting Operations and Lifting Equipment Regulations 1998. (LOLER)

Vehicle safety inspections may be carried out up to three days before the due date to meet operational requirements. Extensions are not permitted.

Schedules of inspection and test dates will be issued monthly to all users of vehicles maintained by Transport Services.

9.0 Drivers Hours, records and tachographs

The Working Time Regulations 1998 impose limitations on the daily/weekly hours for driving.

There are two main headings which affect Council operations, Domestic Rules and EU Rules.

Domestic Rules and Records

These are operations, which are exempt or excluded from the EU Rules and include the following: -

Drainage operations	(tanker operations only)
Vehicles between 3500-7500kg's GVW	(Carrying goods for the use of the driver in his work if within 50kms of his base and providing that driving is not his main activity)
Vehicles below 3500kg's GVW	(driving limit only)
Vehicles undergoing road test	(repairs and maintenance)
Library vehicles	

The domestic rules impose the following: -

Maximum daily driving	10 hours
Maximum daily duty	11 hours

If an operation places a driver under these rules they must complete a weekly record book FTA code W20 (see Appendix A).

The record book must be handed in to the relevant Manager / Supervisor on a weekly basis.

If a tachograph is fitted drivers are allowed to use it to record domestic hours however, drivers must not use both a tachograph and record book in the same week.

If there is any doubt with driving hours or rest periods, advice must be sought from the Transport Manager.

E.U. Rules

These are operations which are not included in domestic list of operations and include the following: -

Refuse collection	
Recycling collection	(including hook lift operations)
Drainage operations	(other than tanker operations)
Vehicles between 3500-7500 kg's GVW	(where main activity is driving)
Vehicles over 7500 kg's GVW	(if not included in domestic rules)

The EU rules impose the following: -

Maximum daily driving	9 hours
Maximum driving prior to a break	4.5 hours
Minimum break after driving 4.5 hours	45 minutes
Minimum daily rest	11 hours
Maximum weekly driving	54 hours
Maximum daily duty	13 hours
Minimum weekly rest	45 hours

If an operation places a driver under those rules, the driver must complete a daily record of activities i.e. driving, rest, duty. These activities must be recorded on a tachograph chart. Completed charts must be submitted to the relevant Manager / supervisor on a weekly basis.

Further Information

The Goods Vehicles (Licensing of Operators) Act and Regulations 1995
Road Traffic Act 1972
The Highway Code
Carriage of Dangerous Goods by Road Regulations 1996
The Environmental Protection Act 1990
The Working Time Regulations 1998
Provision and Use of Work Equipment Regulations 1998
Lifting Operations and Lifting Equipment Regulations 1998
The Control of Substances Hazardous to Health Regulations 2002
ROSPA – Minibus Safety – A Code of Practice, March 2002
The Department of Transport VSE1/96 – Minibus and Coach Seatbelts
Cardiff Council Code of Guidance – Driving
DOT Code of Practice The Safety of Passengers in Wheelchairs on Buses
BS 6109 Part 2 Tail lifts, mobile lifts and ramps associated with vehicles.

RECORDS

Domestic

A written record has to be kept by a driver of a vehicle that:

- (a) is exempt from the EU drivers' hours and tachograph rules
- (b) is subject to operator licensing, and

Written records are kept in the form of a weekly sheet contained in a record book. The book must have:

- (a) a front cover which details the dates on which the book was first and last used, the name and address of the driver, the name(s), address(es) and telephone number(s) of the employer(s) and the Operator's Licence number(s)
- (b) instructions specifying how the driver is to complete the record sheet
- (c) notes for the guidance of both employers and drivers on the use of the book, and
- (d) sheets in duplicate divided up into boxes for the entry of information relating to the driver's activities on each day of the week in the prescribed format.

It is the duty of the employer to issue drivers with a record book, having first of all entered on the front cover the employer's name, address, telephone number and Operator's Licence number before the book is used. In the case of an owner-driver the address must be the address of his/her place of business. If the driver has more than one employer, the first employer is required to issue a record book. Drivers must only be issued with one record book at a time. Where the employer is not the employer who issued the record book, that employer has a duty to require its production by the driver so that the necessary information can be entered on the front cover.

It is the duty of the driver to complete the remaining entries on the front cover and record on the weekly sheets the details of the activities undertaken each day. The entries must either be made in ink or in ballpoint pen. He or she must ensure that the duplicate copy is made. Once a driver has made an entry in a weekly record sheet, he or she must not make any entries in another record book until all the weekly sheets in the first record book have been completed. It is an offence to erase or obliterate any entry once made in a driver's record book. If a correction is required, it should be made by striking the original entry through in such a way that it is still readable, and writing the appropriate correction adjacent to the entry that has been struck through. Any such correction must be initialled by the person making it.

Drivers must have in their possession their current record book, including all unused record sheets, at all times when on duty. They have a responsibility to produce their current record book for inspection whenever required to do so by an authorised inspecting officer, the employer who issued or by any other person by whom they are employed at any time during the life of the record book.

On completion of the weekly sheet, the driver is required to return it to the employer within seven days, or earlier if required by the employer. The employer has a duty to check the weekly sheet, sign both the sheet and the duplicate detach the duplicate copy and return the record book to the driver before his or her next period of duty.

The driver is required to retain the completed record books for 14 days after the employer has signed the last weekly record sheet in the book and returned it to the driver, before handing it in to the employer as soon as reasonably practicable after the end of the 14 day period. If a driver leaves the employment of the employers who has issued a record book before it is completed, the driver is required to return the incomplete book, including all the unused weekly record sheets, to that employer.

The employer has a duty to preserve intact the completed record books and the detached copies for 12 months after the completed books are handed in by the driver. In the case of an owner-driver, the period is 12 months from the day on which the record book was completed or ceased to be used.

The regulations provide for the use of a tachograph in lieu of written records, but in such cases all the provisions in relations to the use of tachographs must be complied with.

The employer should keep a register of all record books issued to drivers.

An example of a weekly record book is shown within Appendix C along with an example of a tachograph chart.

E.U. RECORD

Drivers are required to keep the tachograph running continuously from the time when they take over the vehicle until they are relieved of their responsibility for it. They are required to ensure that the time recorded on the chart agrees with the official time in the country of registration of the vehicle. They are required to use the mode switch on the tachograph enabling driving time, breaks from work and rest periods, and other period of work and attendance at work, to be recorded separately and distinctly. Where there is more than one driver they are required to make the necessary changes to the chart so that the information in respect of distance travelled by the vehicle, the vehicle's speed and the driving time is recorded on the chart of the driver who is actually driving.

Dirty or damaged charts must not be used. Where a chart containing recordings has been damaged, the driver must attach the damaged chart to the chart used to replace it. A driver must have sufficient charts available to cover all eventualities. If a chart is lost, the driver should have a spare chart available on which manual entries can be made.

Drivers are required to keep with them charts for the current week and for the last day of the previous week in which they drove. Consequently, a driver who had been on holiday would carry the chart for the last day on which he or she drove prior to the holiday.

Drivers are required to hand completed tachograph charts in to their employer within 21 days. If an enforcement officer retains a tachograph chart, the driver should obtain a receipt, which can be shown to another enforcement officer if required and which can be handed to the employer in place of the chart. When a driver is away from the vehicle and unable to operate the tachograph, either a manual entry must be made on the reverse of the chart or the chart can be left in the tachograph and the appropriate driver mode selected. It must be remembered, however, that it is an offence to leave a chart in the tachograph for longer than 24 hours.

A driver must enter the following information on the centre field of a tachograph chart.

1. At the beginning of the use of the tachograph chart, surname and full first name. Initials, abbreviations, shortened names or nicknames are unacceptable. If more than one driver with the same name uses a vehicle, some way of distinguishing between them must be found, such as the use of a middle name.
2. The date and place where the use of the chart begins and the place where such use ends. Place names should be written in full, without abbreviations. The use of words such as "depot", "base" and "home" are not acceptable. Exact locations should be used, rather than general names such as "London".
3. The registration number of each vehicle to which the driver is assigned, both at the start of the first journey recorded on the chart and then, in the event of a change of vehicle, during the use of the chart. Fleet numbers should not be

used in place of registration numbers. Where there is a change of vehicle, the time of the change from one vehicle to the next must be written on the chart.

The odometer reading at the start of the first journey recorded on the chart, at the end of the last journey recorded on the chart and, in the event of a change of vehicle during the working day, the odometer readings at the beginning and the end of the use of each vehicle. All the numbers of the odometer reading should be entered on the chart.

An example indicating the manual entries, which must be added onto a tachograph chart, is shown within Appendix C.

Whilst the tachograph is unserviceable or operating defectively, the driver is required to make a temporary record either by writing on the chart or using a temporary sheet. The temporary sheet must be attached to the chart and must contain all the information that has not been correctly recorded by the tachograph, excluding the speed range. Manual entries on tachograph charts may be made on either the front or reverse sides.

E.U. Hours Tachnograph Recording Chart

WEEKLY SHEET

1. DRIVERS NAME				2. PERIOD COVERED BY SHEET WEEK COMMENCING (DATE) _____ TO WEEK ENDING (DATE) _____			
DAY ON WHICH DUTY COMMENCED	REGISTRATION NO OF VEHICLE(S) 3	PLACE WHERE VEHICLES 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							
WENESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
10. CERTIFICATION BY EMPLOYER				I HAVE EXAMINED THE ENTRIES IN THIS SHEET SIGNATURE _____ POSITION HELD _____			

APPENDIX D

NOTICE TO DRIVERS OF LARGE GOODS VEHICLES

You are reminded that you are legally obliged to inform your manager if you drive a lorry for any other employer.

Laws govern the total time you are entitled to drive in any one day (period of 24 hours). Records of driving or working time spent with one employer must be disclosed to the other. If any part of your working week is subject to European Community regulations; the break and rest day requirements of those regulations apply to all your work, for whichever employer.

Failure to comply with these rules could lead to prosecution.

(N.B. Large goods vehicles are those over 3500kg gross permitted weight).