

EU Rules on Drivers' Hours



Record Keeping, using an Analogue Tachograph

CORRECT COMPLETION OF THE CENTREFIELD OF AN ANALOGUE TACHOGRAPH CHART

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

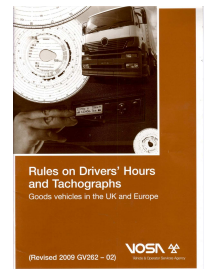
- Surname and first name (*the law does not stipulate which order the names are put*);
- the date and place where the use of the record sheet begins and ends. The year may be written in full or abbreviated - so both '2010' and '10' are acceptable. If the start and finish place are the same, both must be written on the chart - ditto marks are not acceptable;
- the registration number(s) of vehicles(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 kilometres' does not have to be completed.

It is not acceptable for written entries to extend outside the centrefield area if they might interfere with 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 rear of the chart.


Failure to complete an analogue tachograph chart centrefield as stipulated above could lead to both the driver and the operator facing prosecution.


PLEASE NOTE: the above information was taken from the latest edition of the VOSA publication 'Rules on Drivers' Hours and Tachographs' - GV262



CORRECT USE OF THE TACHOGRAPH ACTIVITY MODE SWITCHES

Irrespective of whether you are using analogue or digital tachograph recording equipment you must use the activity mode switches correctly and ensure that you are always recording the correct activity throughout each daily driving period (working day). A tachograph must not be left on the 'bed' mode if you are not taking a break or rest period. It is an offence to keep an incorrect record of your daily activities.

- "**other work**" should be recorded under the 'crossed hammers' activity mode. It is defined as all activities other than driving in scope of the EU drivers hours rules. 

- "**periods of availability**" must be recorded under 'the box': to ensure compliance with the Road Transport (Working Time) Regulations 2005. 

Article 26 of (EC) No 561/2006 stipulates that "other work", including work for another employer within or outside the sector, is recorded under the first symbol ('the crossed hammers') shown and that periods of availability must be recorded under the second symbol ('the box mode').

- "**break/rest**" must be recorded under 'the bed' mode: 

IF YOU HAVE BEEN ISSUED WITH A DIGITAL TACHOGRAPH DRIVER CARD YOU MUST ALWAYS CARRY IT WITH YOU WHEN DRIVING ANY VEHICLE FOR COMMERCIAL PURPOSES, EVEN IF YOU HAVE NEVER USED YOUR DRIVER CARD TO RECORD ANY DUTIES.

