



**Tachograph Guide**

**TACHOGRAPH CHARTS ARE LEGAL DOCUMENTS:**

Complete them fully, use the Mode Switch properly, and handle them carefully.

**Responsibilities**

It is the driver's responsibility to use the tachograph throughout each driving day to properly record driving time, periods of non-driving work, and breaks from driving/work: these records must be made on a chart of the correct type for the tachograph fitted in each vehicle to be used.

Drivers must carry with them during each driving day (and be able to show an authorised Examiner) all completed charts for the current Working Week plus their final chart of the previous week. Beyond this, completed tachograph charts must be handed in to the Employer/Operator's Licence holder not later than 21 days from use (they become the Employer's property after those 21 days).



It is the Driver's responsibility to ensure that the Tachograph clock is set to correct UK local time before starting any journey (remember that the tachograph is a 24 hour instrument whereas its clock has only a 12 hour display).





**The Working Week**

The "fixed" Working Week is a 7-day calendar week extending from 00:00 hrs Monday to 24:00 hrs Sunday.

**The Working Day And Daily Rest**

Tachograph rules and hours limits are based on a 24-hrs time frame extending forward from the start of each new period of duty. The first part of this frame (of variable length, from start to finish duty) forms the Working Day while the second portion must be taken as Daily Rest and is defined by the rest hours limits.

<b>WORKING</b>	<b>DAILY REST</b>
<b>24 hours time frame</b>	
<b>RULES AND HOURS LIMITS</b>	
	A period of standard Daily Rest is 11 hrs. This standard Rest period may be reduced to 9 hrs three times in each Working Week (on consecutive days, if needed) These standard or concession rest periods, taken within a 24 hour time frame, allow a normal working day of 13 hrs, or an extended day of 15 hrs.
	A 45 hrs Weekly Rest must be taken when 6 consecutive Working or Full Driving Days have been completed. The Weekly Rest period may be reduced to 36 hrs at home base, or to 24 hrs when taken away from home base. All hours and minutes short on each Weekly or Daily Rest standard figure must be added to a Daily or Weekly Rest, as compensation, within 3 weeks

	<p>The standard limit on Driving Time in a Working Day is 9 hrs. This standard Driving Time limit may be extended to 10 hrs in any two days of the Working Week.</p>
	<p>The limit on <b>Total Driving</b> time in any two consecutive <b>Working Weeks</b> is 90 hrs</p>
	<p>A 45 minutes Break must be taken when not more than 4 hrs 30 minutes continuous or accumulated Driving Time has been completed. This minimum period of break time may be taken as 2 or 3 separate periods, which must be at least 15 minutes long.</p>
	<p>The split Rest option allows a driver to take a Daily Rest in 2 or 3 separate periods, the main period, taken at the end of the working day must be of at least 8 hrs duration: the other 1 or 2 periods, recorded as break time during the Working Day, must bring the total rest/break time to 12 hours minimum (break/rest periods of less than 1 hr do not count).</p> <p><b><i>A "split" rest does not count as one of the three 9 hours rest concessions, and no rest time has to be "paid back" to the driver</i></b></p>

### Chart centre field entries

