**Drivers' Hours & Working Time Policy Template**

**[COMPANY NAME]** **Drivers' Hours & Working Time Policy**

**1.0 Purpose** The purpose of this policy is to ensure that [Company Name], and all drivers acting on its behalf, operate in full compliance with EU Drivers’ Hours regulations (EC 561/2006) and the Road Transport (Working Time) Regulations 2005.

This policy is designed to prevent driver fatigue, protect the health and safety of our employees and the public, and ensure the ongoing integrity of the company’s Operator’s Licence.

**2.0 Scope** This policy applies to all HGV drivers, whether directly employed, agency, or subcontracted, who drive vehicles under the control of [Company Name]. It is the personal responsibility of every driver to know, understand, and adhere to these rules at all times.

**3.0 Key Regulations** Drivers must comply with all aspects of the relevant regulations. Key principles include:

* **Daily Driving:** Maximum of 9 hours, which can be extended to 10 hours twice in a fixed week.
* **Breaks from Driving:** A minimum of 45 minutes of break must be taken after 4.5 hours of cumulative driving. This can be taken as one 45-minute break or as a 15-minute break followed by a 30-minute break.
* **Daily Rest:** A regular daily rest is 11 hours. This can be reduced to 9 hours up to three times between any two weekly rest periods.
* **Weekly Rest:** A regular weekly rest is 45 hours. This can be reduced to 24 hours, but any reduction must be compensated for.
* **Working Time:** An average of 48 hours per week over the reference period. A maximum of 60 hours working time in any single week.
* **Working Time Breaks:** A break of 30 minutes if working time is between 6 and 9 hours, and 45 minutes if working time exceeds 9 hours.

**4.0 Company Procedures**

* **Tachograph Downloads:** Driver cards will be downloaded [e.g., every 21 days]. Vehicle Units (VUs) will be downloaded [e.g., every 56 days]. This is managed by [Name/Role].
* **Recording All Work:** Drivers must accurately record all driving, other work, periods of availability (POA), and breaks using the tachograph mode switch. All work undertaken for other employers must be declared to the Transport Manager immediately.
* **Lost, Stolen or Malfunctioning Cards:** Drivers must report any issues with their driver card to the Transport Manager immediately and follow the correct procedure for making manual printouts.

**5.0 Infringement Management & Disciplinary Process** The company operates a fair and robust system for managing all infringements. The goal is education and prevention, but persistent or serious breaches will be treated as a serious disciplinary matter.

**5.1 Analysis and Reporting**

* All tachograph data is analysed using [Name of analysis software, e.g., Tachomaster, TruTac].
* The Transport Manager reviews infringement reports [e.g., weekly].

**5.2 Infringement Debrief**

* For any infringement identified, the driver will be required to attend a private debrief with the Transport Manager.
* The purpose is to understand the reason for the infringement. The driver must provide an explanation and sign the infringement report to acknowledge the discussion.
* All reports and notes will be stored in the driver’s training and disciplinary file.

**5.3 Infringement Levels & Sanctions** The following framework outlines the company's approach, which runs in conjunction with the formal Company Disciplinary Procedure:

* **Level 1: Minor Infringements**
	+ *Examples:* Minor break or rest offences (e.g., a few minutes short), minor driving overages where there was no alternative.
	+ *Action:* A documented discussion (debrief) to establish the cause. If a genuine mistake, this will be noted on file. If due to a lack of knowledge, targeted retraining will be provided.
* **Level 2: Serious or Repeated Minor Infringements**
	+ *Examples:* Exceeding the 4.5-hour driving limit without a valid break; taking insufficient daily rest; repeat minor infringements after a previous debrief.
	+ *Action:* Formal verbal or first written warning, documented in the driver's file. Mandatory retraining on specific areas of the rules. Increased monitoring of the driver's records.
* **Level 3: Very Serious or Deliberate Infringements**
	+ *Examples:* Exceeding the 10-hour driving limit; taking a second or third reduced daily rest without entitlement; failing to take a weekly rest; falsification of records; pulling the driver card; using another driver's card.
	+ *Action:* Final written warning or summary dismissal for gross misconduct, depending on the severity. The company reserves the right to report any driver engaged in deliberate falsification to the DVSA and the Traffic Commissioner.

**6.0 Responsibilities**

* **Drivers:** Are responsible for their own compliance. Lack of knowledge is not an acceptable excuse for an infringement.
* **Transport Manager:** Is responsible for training, monitoring, analysing data, managing infringements, and enforcing this policy.

**7.0 Policy Review** This policy will be reviewed annually, or sooner if there are changes in legislation or company procedures.

**Signed:** ................................................................. **Name:** [Name of responsible person, e.g., Transport Manager/Director] **Position:** [Position] **Date:** [Date] **Next Review Date:** [Date]