



DRIVER CERTIFICATE OF PROFESSIONAL COMPETENCE

ROLE OF THE PROFESSIONAL DRIVER IN THE TRANSPORT INDUSTRY

**An tÚdaras um Shábháilteacht ar Bhóithre.
Road Safety Authority.**

**DRIVER
CPC MODULE
NUMBER**

4.3





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It is the absolute obligation of the holder of the Certificate of Professional Competence to be familiar with and comply with all aspects of the law relating to the Certificate of Professional Competence and in particular the obligation to obtain and maintain the level of training and instruction required for the Certificate of Professional Competence.

The training process has been designed and developed by the Road Safety Authority for the express purpose of facilitating the training of all classes of drivers required to acquire and hold the Certificate of Professional Competence.

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It is the primary obligation of the driver to know the laws and regulations relating to their profession.



RSA Head Office

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FOREWORD FROM THE RSA CHIEF EXECUTIVE OFFICER

This Driver Certificate of Professional Competence (Driver CPC) syllabus has been developed by the RSA with the assistance of the transport industry and experienced training organisations.

The information contained in this manual (No. 4.3. Role of the Professional Driver in the Transport Industry) together with the information provided in Manuals 1, 2, 3, 5 and 6 combines to become an excellent resource for use by professional drivers. Drivers are encouraged to keep all of the manuals together in a safe place and to refer to them from time to time whenever they want some clarification or guidance on how to approach a particular issue.

The next few pages set out what the programme has to offer those attending, whether you are already working as a professional truck or bus driver, or you are new to the profession and want to become a qualified driver with a view to working in the transport industry. By following the guidance provided and adhering to 'best practice' outlined in this manual, you will significantly reduce the likelihood of being involved in a serious incident. These incidents could ultimately involve financial penalties, loss of business and a risk of being involved in a serious injury or fatal collision.

The course is broken down into modules covering a wide range of areas outlined in the Driver CPC EU Directive and Irish National legislation, which will be of interest to all professional bus and truck drivers and all good employers. Some areas may be new to you, in other parts it may simply be a case of refreshing your skills or knowledge – in either case I am certain that you will find the programme challenging, yet enjoyable.

Driver CPC covers key aspects such as the Health and Safety of professional drivers as well as the rational use of fuel and important road safety related matters. As such you will possibly have encountered some or many of these topics before. However these topics have such a significant impact on the safe movement of passengers and goods that key messages are repeated and/or reinforced.

The Board of the RSA considers Driver CPC to be a key step in our common aim to reduce death and serious injuries on our roads. There will also be benefits to the transport industry through eco-driving, lower insurance costs and a highly trained resource of professional drivers. By participating in Driver CPC training you will be developing and refreshing the knowledge and skills required for your profession. It will help you not only keep on top of your profession but also to remain a safe and socially responsible driver.

By taking this training at an RSA approved training centre you can be confident that the provider has met all the quality assurance targets required of an RSA registered training provider and is committed to helping you achieve your own personal objectives from this course.

Please be prepared to ask questions of your trainer and the group and to share your own experiences. By actively joining in with each training session you will be initiating and contributing to debate among your group of peers. Sharing your experiences and listening to others will help to benefit everyone and may in itself make an important contribution to Irish road safety.

Once you have completed any of the training you will be able to view your Driver CPC training record by logging onto the RSA website and visiting 'MY CPC' (see the guide at the back of this manual).

From there you can print off your record and if required, you can provide a copy to your employer to prove your status as a professional driver or use it to support a job application when applying for work as a professional truck or bus driver.

May I take this opportunity to wish you well with the course and I look forward to your contribution in the ever-increasing demand for quality drivers.

Yours sincerely

Moyagh Murdock
CEO





IMPORTANT

The RSA endeavours to provide you with the latest information but please be aware that Road Traffic and other applicable legislation is continuously changing. As a consequence the information contained in this manual or provided via any of the related PowerPoint presentations is also subject to change. The RSA will continue to add up-dates or refresh the material from time to time but can in no way guarantee that this version contains the very latest information available. If you have any doubts about the validity of information contained within this manual or any of the presentation slides, please seek clarification from either your trainer, your employer or transport manager (as appropriate).

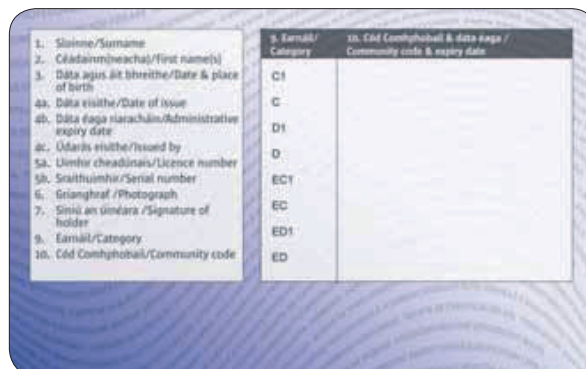
If necessary you may also wish to obtain independent legal opinion.

To ensure you have the latest version of this module, check our website for details, just click on the Driver CPC section of www.rsa.ie.

While every effort is made to ensure that the material in this manual is accurate at the time of going to press, it remains the responsibility of drivers to ensure they are informed of and familiar with all regulations, conditions and requirements relating to all aspects of their profession.

Sample CPC Card

Once you have completed your Initial Driver CPC training you can apply for your Drivers Qualification Card.



When driving a truck or a bus in a professional capacity, a driver must carry a

- CPC card for the category
- Driving licence for the category
- Tachograph card or tachograph charts





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Some driver essentials





INTRODUCTION

The following information is provided for persons who wish to become professional truck or bus drivers, and for those who are already qualified in the profession. It outlines the steps to be taken in order to obtain Initial Qualification and to maintain their CPC entitlement (Periodic Qualification).

Welcome to the Road Safety Authority's Approved Training Programme for the Drivers Certificate of Professional Competence. (CPC).

Driver CPC is a Certificate of Professional Competence issued to drivers who are entitled to hold one. It was first introduced across the EU in 2008 for professional bus drivers and 2009 for professional truck drivers.

The E. U. requires its member states to provide better training for professional drivers. Many professional drivers in the E. U. are working without the benefit of training or the opportunity to regularly refresh their skills. As a result, the E. U. introduced Directive 2003/59/EC, which makes it compulsory for member states to have a driver CPC programme in place for professional drivers.

In Ireland, this is given effect by S. I. (Statutory Instrument) 359 of 2008.

This course fulfils part of the requirements for CPC driver training under Directive 2003/59/EC.

For CPC purposes, a professional driver is someone who drives a truck or a bus, whether as self-employed, for a salary, on own account or for hire or reward, and who holds one or more of the following categories of driving licence; C1, C1E, C, CE, (trucks) or D1, D1E, D, DE. (buses).

Drivers of vehicles which can be driven by the holder of a Category B licence – cars and light commercial vehicles with a MPM (maximum permissible mass) not exceeding 3,500 kg., and vehicles with passenger accommodation for not more than 8 persons - are not required to undergo CPC training.

IMPORTANT – A Driver CPC Qualification Card is not a driving licence. In order to drive a truck or bus you must:

- be the holder of a current valid driving licence for the category of vehicle you are driving, and
- be the holder of a current valid driver's CPC card for the category of vehicle you are driving professionally.

Once you are fully CPC qualified you can apply for and receive your Drivers CPC card. Both your driving licence and Drivers CPC card must be carried by you whenever you are driving your truck or bus professionally. You must also carry a digital tachograph card if your vehicle is fitted with a digital tachograph.

Key aims

The key aims of the Driver CPC programme are

- Ensuring all professional bus and truck drivers have high standards of driving and of road safety practices and that those standards are maintained throughout their driving careers
- Ensuring high standards of their personal health and safety
- Ensuring high standards in relation to fuel efficiency and reduced pollution
- Creating a common standard for the training and testing of drivers throughout the E. U.
- Reducing fatalities and serious injuries on the roads. The RSA's target is for Ireland to have one of the lowest casualty rates in Europe.

The Driver CPC

Professional drivers fall into two categories from a Driver CPC perspective:

- those who were already working as professional drivers when the scheme was put in place, and
- those who are new to the profession.





‘Acquired rights’ to Driver CPC

Acquired rights to a Drivers CPC qualification applies to those drivers who were already working as professional drivers when the scheme was put in place. If you got your bus licence on or before the 9 September 2008, or your truck licence on or before 9 September 2009, you are automatically entitled to a Driver CPC qualification, known as ‘acquired rights’.

To keep your Driver CPC, you must then undergo 35 hours of periodic training over the next five years, and in each subsequent five year period throughout your professional driving career.

Training is on a one-day-per-year basis (minimum of 7 training hours each day).

If you are maintaining both a bus and a truck CPC entitlement you must complete 42 hours of training over each five year period.

Periodic training is compulsory and is designed to help you be:

- A better safer and socially responsible professional driver
- A more environmentally aware, fuel efficient and cost conscious driver
- Physically healthier

In Ireland CPC Periodic refresher training is only provided by RSA approved trainers at RSA approved training centres. When booking training check to make sure your trainer and centre are approved by the RSA. Unapproved training will not count towards your Drivers CPC.

If you don’t qualify for ‘acquired rights’ for Driver CPC

If you obtain your bus licence on or after 10 September 2008 or your truck licence on or after 10 September 2009 you don’t qualify for acquired rights and must obtain your ‘Initial CPC’ qualification.

There are four steps in this process.

To become a professional bus or truck driver and obtain your ‘Initial CPC’ qualification you first must pass:

- Step 1 – The new truck, the new bus or the new Combined Truck and Bus theory test as appropriate. (This new theory test also permits successful candidates to apply for their learner permit).
- Step 2 – A two-hour case study theory test
- Step 3 – The standard 90-minute driving test.
- Step 4 – A 30-minute practical knowledge test.

Before applying for a bus or truck learner permit you must hold a Category B licence, and also pass a medical exam.

Please note: If you obtained your bus or truck learner permit before 30th September 2014 you will need to complete the CPC Step 1 theory test (set out at No 1 above).

In addition, you must then maintain your Driver CPC by completing the Periodic refresher training of at least 35 hours of training over each subsequent five year period as mentioned above. If you are maintaining both a bus and a truck CPC you must complete 42 hours of training over each five year period.

Test locations

The Driver CPC bus/truck test and practical test can be carried out in any existing bus/truck test location, but not every type of vehicle can be tested at all centres. You should enquire beforehand as to which type of vehicle can be tested in each test centre.





Theory tests

The Driver CPC theory tests are part of the Driver CPC process, which is mandatory for all new professional drivers.

- Step 1: Drivers must first pass the relevant theory test and obtain their learner permit
- Step 2: Drivers then must take and pass their CPC Case study theory test/s.

CPC Step 1:

You have a number of options depending on what licences you want to get and what tests you have already completed. Option 1 – applies for either a bus or truck theory test. This test consists of 100 multiple choice questions - you must correctly answer at least 74 of them to pass either the bus or the truck exam. Option 2 – applies for a combined bus and truck theory test. This test consists of 140 multiple choice questions. If you want to drive buses and trucks, you may opt to take the combined bus and truck exam which costs €84. You must correctly answer at least 104 questions to pass this combined bus and truck exam. If you have already passed either one of the new bus or truck theory tests since 30th September 2014 - you may then choose to add the alternate category by passing the bus module or truck module test (as appropriate). The cost of the Module test is €45. These Module tests consist of 40 questions. To pass you must correctly answer at least 30.

CPC Step 2:

Step 2 consists of three case studies which are short scenarios that describe various situations a driver might face in a typical driving day. There are 15 questions in each case study (45 in total). To pass, you must correctly answer 28 of the 45 questions, with a minimum of 5 questions correctly answered on each case study.

To prepare for any of these theory tests

Study material including advice on how to prepare for both the new exams and the CPC case study tests is available from Prometric Ireland. Visit www.theorytest.ie.

CPC Step 3:

The CPC standard driving test

When successfully completed, the standard driving test, which lasts for approx. 90 minutes, entitles a driver to apply for their driving licence in the relevant category

CPC Step 4:

This test is also conducted by the driver tester in the driving test centre and is usually taken directly after the standard driving test and using the same vehicle.

A vehicle must be available for the test, which is a practical knowledge test lasting approx. 30 minutes. It covers areas such as

- safety
- passenger comfort
- legal matters relating to driving
- vehicle loading and stability
- ability to deal with an emergency
- physical risks involved in driving

Booking a test

Driver CPC theory test: Lo-call: 1890 60 61 06 or go to www.theorytest.ie.

Driver CPC standard driving and practical knowledge test: Lo-call: 1890 50 60 80 or go the RSA's online booking facility. If you wish, you can attend training in RSA-approved training centres to help you prepare for your Driver CPC examination.





Proof of certification

Drivers with acquired rights – applying for a CPC Qualification Card

For drivers who held ‘acquired rights’ - your licence will have an issue date before the September deadlines in the relevant category as proof of your acquired rights. When you complete your periodic training and apply for one, you will be issued with your CPC qualification card. Check this carefully as if you did not already hold a licence before the start dates you do not hold a drivers CPC qualification and any periodic refresher training completed will not count – you must obtain the correct Drivers CPC first.

New drivers – applying for a CPC Qualification Card

When you have passed your Driver theory test, the case study tests and the two driving tests, you will be issued with an application form by your driver tester. Complete and return the form to the Driver Education Section, RSA, Primrose Hill, Ballina, Co Mayo. You can generally expect to receive your card within 10 working days.

Exemptions

Driver CPC certification is not required for drivers of vehicles used:

- For non-commercial purposes, e.g., driving as a volunteer; drivers of emergency or rescue vehicles e.g., Gardai, Defence forces, Ambulance and Irish Prison service.
- For registered RSA approved Driving Instructors who are giving driving instruction.
- In the course of someone’s work, provided that driving the vehicle is not the driver’s principal occupation, e.g., a plumber using a light truck to transport their plumbing materials.
- Vehicles with a maximum speed not exceeding 45 km/h

If you have any queries about whether your driving duties require you to hold a drivers CPC card check with your Transport Manager, with your legal advisor, with your Insurance Company, or consult the RSA. Where a doubt exists, the RSA recommends that you undergo the CPC training. However, clarification may ultimately be decided by the Courts.

More information on Driver CPC is available from:

Driver Education Section

Road Safety Authority

Moy Valley Business Park
Primrose Hill
Ballina
Co Mayo
Email: cpc@rsa.ie
Tel: 096 25015

It is recognised that many people who will participate in this training may be owner/operators, while others will work for transport organisations. Please note, any time the text mentions ‘company’ or ‘your employer’, those who are owner/operators should consider this to refer to them. This training material will contain references to best practice in relation to specific areas which all professional drivers should follow. Local arrangements or manufacturers guidelines for your vehicle may differ, and should be followed. In areas where the term ‘must’ refers to legislation, this should be read as absolute.

Penalties for non-compliance with Driver CPC Regulations.

Possible Fines for the Driver	Euro
Driving while not the holder of a valid CPC Card	2,000
Driving while not carrying a valid CPC Card	1,000
Failing to produce a valid CPC Card to a Garda or an RSA Transport Officer	1,000
Driving with fraudulent documentation	5,000
Possible Fines for the Employer/Operator	
Allowing a non-compliant person to drive a vehicle	5,000





OVERALL OBJECTIVES OF THE DRIVER CPC PROGRAMME

The purpose of the CPC training programme is to confirm and expand on the existing knowledge and skills of each driver, ensuring professional drivers continue to be safe, courteous and fuel-efficient drivers who drive from a road-sharing perspective.

It is intended that the development of a defensive driving style - anticipating danger, making allowance for other road users – together with rational fuel consumption, will have a positive impact both on society and on the road transport sector itself.

In particular it is designed to ensure that drivers know

- the characteristics of the transmission system in order to make the best possible use of it
- the technical characteristics and operation of the safety controls in order to control the vehicle, minimize wear and tear and prevent disfunctioning
- how to optimize fuel consumption
- how to load the vehicle (goods) with due regard for safety rules and proper vehicle use
- how to load the vehicle (passenger) with due regard for safety rules and proper vehicle use
- how to ensure passenger comfort and safety
- the regulations governing the carriage of goods
- the social environment of road transport and the rules governing it
- the regulations governing the carriage of passengers
- the risks of the road and of accidents at work
- how to prevent criminality and trafficking in illegal immigrants
- how to prevent physical risks
- their responsibility as a driver for managing their own health and only to drive when medically fit to do so
- the importance of physical and mental ability
- how to assess emergency situations
- how to adopt behaviour to help enhance the image of the company
- the economic environment of road haulage and the organization of the market
- the economic environment of the carriage of passengers by road and the organization of the market

This Module – Role of the Professional Driver in the Transport Industry – deals with the social environment of road transport and the rules governing it.

Session 1 commences with a short questionnaire on road safety issues and then goes on to look at Analogue and Digital Tachograph Units and their associated charts and cards. It outlines the drivers/operators rights, duties and responsibilities in relation to using tachographs, and downloading, holding and making tachograph data available. It finishes with a video demonstration of the day-to-day use of the Digital Tachograph.

Session 2 looks at Regulations governing the use of the tachograph and looks at the maximum working periods specific to the transport industry, driving times, breaks, daily rest periods, weekly rest periods, penalties, AETR Rules, and the Working Time Directive. It also looks at Penalties for failure to use, improper use of and tampering with the tachograph.

In addition, a number of appendices are provided at the back of this manual for reference and which provide important additional information for professional drivers.





Typical Driver CPC Training Arrangements

The RSA sets down standards for the CPC Training Organisations to follow. If you are not satisfied with any of the training room arrangements, please raise the matter with your CPC Trainer in the first instance. If it is not possible to resolve the issue, please refer to the CPC Training organisation. Finally, if you remain dissatisfied, please bring the matter to the attention of The Manager, Driver Education Section, RSA, by emailing cpc@rsa.ie



PERSONAL OBJECTIVES

The Road Safety Authority provides the material for drivers who attend the Driver CPC courses. However, it is important that you reflect on what you would like to get from the course yourself .

Q1. What do I hope to get out of this training?

Your response

Q2. What would I like to see happening during the training that would help me in my day-to-day working arrangements?

Your response

Q3. What could happen during the training that could prevent me being able to benefit from it?

Your response





GROUP GROUND RULES

The course trainer will facilitate a discussion aimed at agreeing a set of `Ground Rules` by which the class agrees to abide.

By abiding by these rules the class will;

- Cover the required material
- Finish on time
- Not have people disrupting the training
- Be able to concentrate
- Not be distracting each other

By agreeing a set of rules together we all have an opportunity to clearly understand what is expected of ourselves and others.

By obeying your agreed rules, drivers can be confident that they will be able to avoid issues like those listed above. The day will be more enjoyable and easier to follow if we all observe the set of agreed ground rules.

Please consider what sort of things can or should be included and contribute to the discussion.

You may wish to note what has been agreed by the group in the box below.

Agreed Ground Rules





Outline of a typical training day.

The trainer will firstly carry out a registration session, gathering each participants details, including name, driver number and PPS Number. Drivers should produce their Driving Licence to the trainer.

If a driver should inadvertently attend the wrong training module, additional significant costs will be incurred by him or her to complete a further training day to correct the error.

The trainer will then carry out a short briefing session outlining the days agenda and informing drivers on typical housekeeping arrangements such as break times, emergency procedures, no smoking rules, no phone calls, etc.

The trainer will then carry out introductions during which he/she and all course participants will give a short introduction of themselves and a brief description of their driving career to date. These introductions will help the trainer to plan the delivery of the days training. During the course, the trainer will seek to engage each participant and draw on their driving experiences to date, good or bad.

The table below sets out the training aims for this CPC Module 4.3, along with an indication of the E. U. Directive requirements being covered.

MODULE 4.3 OBJECTIVES

Objective heading

Knowledge of the social environment of road transport and the rules governing it.

Directive text

Use of Analogue and Digital Tachographs, Regulations relating to the Tachograph, driving times, breaks, daily rest periods, weekly rest periods, penalties, AETR Rules, and The Working Time Directive.

Training aim.

At the end of this training the driver will understand;

1. Maximum working periods specific to the transport industry
2. Principles, application and consequences of Regulations (EC) No. 561/2006, Regulation (EU) No. 165/2014, and Directive 2002/15/EC.
3. Penalties for failure to use the tachograph as required
4. Improper use of and tampering with the tachograph
5. Knowledge of the social environment of road transport
6. Function and construction of analogue and digital tachographs
7. Obligations of the transport operator
8. Role of Inspection and control authorities
9. Role and behaviour of the driver in the inspection procedure.





DRIVER CERTIFICATE OF PROFESSIONAL COMPETENCE

ROLE OF THE PROFESSIONAL DRIVER IN THE TRANSPORT INDUSTRY

**DRIVER
CPC MODULE
NUMBER**

4.3

Road Safety Authority – CPC Training Manual – Role of the professional driver in the transport industry.





SECTION A – ROAD SAFETY QUESTIONNAIRE

The following questions are based on road safety issues and in particular on vulnerable road users. Please tick the box opposite whatever answer you think is correct.

1. For what distance before a zebra crossing is parking prohibited?

Answer

- ☐ a) 5 metres.
- ☐ b) 10 metres.
- ☐ c) 15 metres.

2. Who can use a signed cycle track accompanied by a continuous white line on the left-hand side?

Answer

- ☐ a) Cyclists and users of motorised wheelchairs.
- ☐ b) Cyclists and motorcyclists.
- ☐ c) Drivers, when it is not being used by a cyclist.

3. Can vehicles which are restricted to 90 km/h use the outside lane of a Motorway?

Answer

- ☐ a) Yes.
- ☐ b) No.
- ☐ c) Only when it is safe to do so.

4. If driving when tired, a “micro sleep” can last up to?

Answer

- ☐ a) 10 seconds.
- ☐ b) 15 seconds.
- ☐ c) 20 seconds.

5. What actions should be taken at a junction?

Answer

- ☐ a) Assess, look, decide, emerge, negotiate.
- ☐ b) Look, assess, decide, emerge, negotiate.
- ☐ c) Look, decide, assess, negotiate, emerge.





6. On average, how many pedestrians will be killed if hit by a car at 60 km/h?

Answer

- ☐ a) 3 out of 10.
- ☐ b) 7 out of 10.
- ☐ c) 9 out of 10.

7. On average, how many pedestrians will be killed if hit by a car at 30 km/h?

Answer

- ☐ a) 1 out of 10.
- ☐ b) 2 out of 10.
- ☐ c) 5 out of 10.

8. A driver using a mobile phone is how many times more likely to have an accident?

Answer

- ☐ a) Three times.
- ☐ b) Four times.
- ☐ c) Five times.

9. In what circumstances may a truck driver use the hard shoulder of a motorway?

Answer

- ☐ a) When overtaking on the left before an exit slip road.
- ☐ b) When stopping to receive a call on a mobile phone.
- ☐ c) When stopping in an emergency or breakdown.

10. How many penalty points collected in 36 months will result in a driving ban?

Answer

- ☐ a) 6 Points.
- ☐ b) 12 Points.
- ☐ c) 24 Points.





11. When must drivers stop at a railway level crossing controlled by lights and barriers?

Answer

- ☐ a) When the red lights start to flash.
- ☐ b) When there are no lights visible.
- ☐ c) When the red lights stop flashing.

12. The main cause of accidents on the road is?

Answer

- ☐ a) alcohol use.
- ☐ b) drug use.
- ☐ c) human error.

13. When should an injured person be moved?

Answer

- ☐ a) If the person is bleeding.
- ☐ b) If the person needs CPR.
- ☐ c) If the person has broken bones.

14. It is an offence for a professional driver of a bus or truck to drive such a vehicle when that driver's blood alcohol level is above...

Answer

- ☐ a) 20 mg per 100 ml.
- ☐ b) 40 mg per 100 ml.
- ☐ c) 60 mg per 100 ml.

15 What is the maximum vehicle height allowed in Ireland?

Answer

- ☐ a) 4.25 metres.
- ☐ b) 4.45 metres.
- ☐ c) 4.65 metres.





16. How long does a CVRT Certificate last for?

Answer

- ☐ a) 6 months.
- ☐ b) 12 months.
- ☐ c) 24 months.

17. When is the use of the horn prohibited?

Answer

- ☐ a) Between 10:00pm and 6:00am in a built-up area.
- ☐ b) Between 11:30pm and 6:00am on any road.
- ☐ c) Between 11:30pm and 7:00am in a built-up area.

18. Who is MOST at risk of being drawn under the wheels of a large vehicle?

Answer

- ☐ a) Pedestrians on the footpath.
- ☐ b) Cyclists and pedestrians behind the vehicle.
- ☐ c) Cyclists and pedestrians at the edge of a kerb.

19. What should a driver do when overtaking a cyclist?

Answer

- ☐ a) Sound the horn as a warning to tell the cyclist to move in to the left.
- ☐ b) Allow extra clearance in case the cyclist swerves suddenly.
- ☐ c) Drive close to the cyclist and overtake promptly.

20. What should a driver do when driving at night on an unlit road?

Answer

- ☐ a) Watch out for stray animals or livestock.
- ☐ b) Drive as close as possible to the line of reflective studs.
- ☐ c) Drive on the centre of the road.





SECTION B – TACHOGRAPHS

This section deals with knowing the social environment of road transport and the rules governing it. It will describe the tachograph and outline the various activities which drivers must record when using it. It will also outline the duties and obligations of drivers in relation to using it.

There are three separate but related issues involved

- The operation of the tachograph equipment.
- The drivers hours and rest periods.
- The Working Time Directive.

A tachograph is a calibrated instrument specified in vehicles operated under the EU Drivers' hours Rules, which is capable of recording the drivers time, speed, distance, breaks, periods of availability and other work.

The EU Drivers' Hours Rules were designed to help reduce driver fatigue, provide better working conditions for drivers, promote fair competition and improve road safety.

They were also designed to promote improved monitoring and enforcement practices by Member States and improve work practices in the road transport industry.

Tachographs can also be used to assist with an accident investigation and drivers have been exonerated following a tachograph inspection.

There are several makes and models of tachograph units produced by various manufacturers but they all do essentially the same thing.

Information on Tachograph Regulations.

Regulation (EEC) No 3821/85, which was subsequently repealed by Regulation (EU) 165/2014, provided the basis for the tachograph, which is a device that records driving time, breaks, rest periods and other work by drivers.

Its purpose is to monitor compliance by professional drivers with the driving time provisions of EU Tachograph Regulations. See Appendix 11 for the list of tachograph regulations.

The first generation of Digital Tachograph must be installed in vehicles to which Regulation (EC) No 561/2006 applies. Since the 1st of May 2006 there is an obligation to install a digital tachograph in all newly registered eligible vehicles in the EU. There have been three updated versions of the digital tachograph.

Regulation (EU) 165/2014 provides for the introduction of the second generation digital tachograph in June 2019. This second generation digital tachograph will be compulsory on all newly registered eligible vehicles and will be known as the 'Smart Tachograph'. In addition to all the features of the digital tachograph, it will include a GPS tracking system. This will enable remote

monitoring of the vehicle location and speed by companies and enforcement authorities. It will also include enhanced measures to detect and prevent manipulation of the device.

The Driver Hours Regulation:

Regulation (EC) No 561/2006 establishes rules on driving times, breaks and rest periods for professional drivers. It applies to employed and self-employed drivers engaged in the carriage by road of goods where the maximum permissible mass of the vehicle exceeds 3.5 tonnes and of passengers by vehicles carrying more than 9 persons including the driver.

The Working Time Directive:

The Working Time Directive: Directive 2002/15/EC (Working Time Directive) applies to mobile workers such as drivers, crew and other travelling staff. It applies to both employed and self-employed drivers. The Directive complements Regulation (EC) No 561/2006 by imposing limitations on the overall daily and weekly working time of workers in the road transport sector as well as minimum daily and weekly periods of rest and adequate breaks.





National legislation

The European Union (Road Transport) (Working Conditions and Road Safety) Regulations 2017 (S.I.229 of 2017, sets out the framework for the enforcement of the EU Regulations concerning tachographs (analogue and digital) along with drivers' hours, breaks and rest periods within the State.

Enforcement of the EU and national legislation concerning tachographs and drivers' hours rules is undertaken by An Garda Síochána and Road Safety Authority Transport Officers.

There are two types of Tachograph, Analogue and Digital.

Analogue tachographs

Analogue tachographs, which are the original form of tachograph, make recordings by a stylus cutting traces into a wax-coated chart. Three separate styluses mark recordings of

- speed,
- distance travelled
- driver's activity (known as the 'mode').

The inner part of the chart is used by the driver to write

- surname and first name of the driver
- location of the start and end of the journey,
- date of the start and end of the journey
- vehicle registration number
- odometer readings at the start of the first journey, at the end of the last journey, and if there is a change of vehicle during a working day, on the vehicle to which the driver was first assigned and on the vehicle to which the driver is changing
- time of any change of vehicle
- The reverse of a tachograph chart normally contains an area for recording manual records and details of other vehicles driven during the period covered.

See sample analogue sheets on page 21.

Drivers' responsibilities (Analogue)

Drivers have a number of responsibilities when operating the tachograph. Specifically, these responsibilities are as follows:

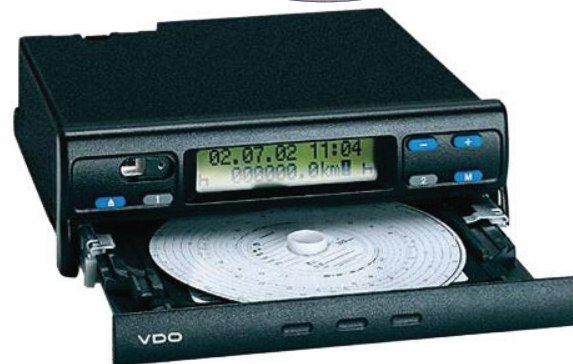
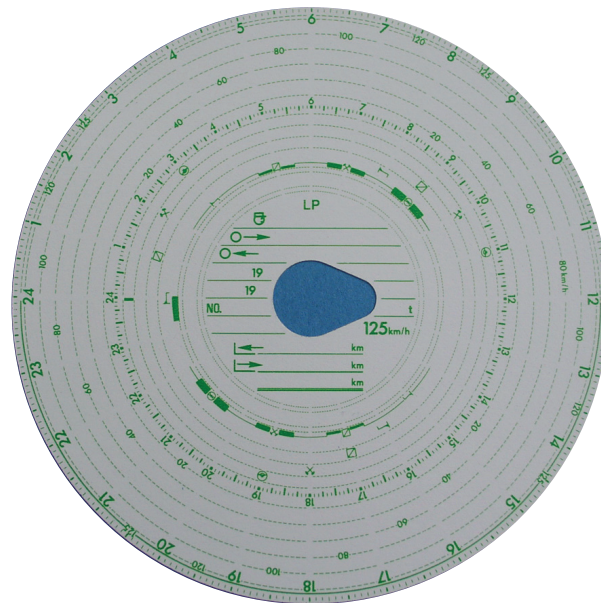
- Verify, before using an instrument, that it is correctly calibrated (and has been calibrated within the appropriate time period) via the attached plaques and ensure that the time displayed is set to the official time of the country in which the vehicle is registered;
- Carry enough charts for the whole journey, including spare charts in case any become damaged or dirty;
- It is the drivers responsibility to correctly operate the mode switch in order to record rest, breaks, other work and periods of availability. The driver must select the correct mode depending on the activity;
- Ensure that the correct type of chart is being used for the specific model of tachograph in use and that enough spare charts are carried;
- Not use a chart to cover a period longer than 24 hours;
- Enter centre field details at the first use of the chart, when changing vehicles and when completing the use of the chart;
- Make written manual records on the rear of the chart in respect of their activities away from the vehicle, where the rules have been departed from in an emergency or to correct a recording;
- Make written manual records on the rear of the chart when the equipment malfunctions and report any such malfunctions to the operator or employer;
- In the event of damage to a record sheet bearing recordings or to a driver card, drivers shall keep the damaged record sheet or driver card together with any spare record sheet used to replace it.
- Return used charts to the operator or employer within the 42 days. This requirement must be complied with even when a driver changes employer;
- Permit an authorised enforcement officer or Garda member to examine the tachograph;
- Not remove the chart from the tachograph before the end of their duty period unless authorised to do so. The rules do not specify who can authorise removal of the chart, but cases where charts can be removed include:





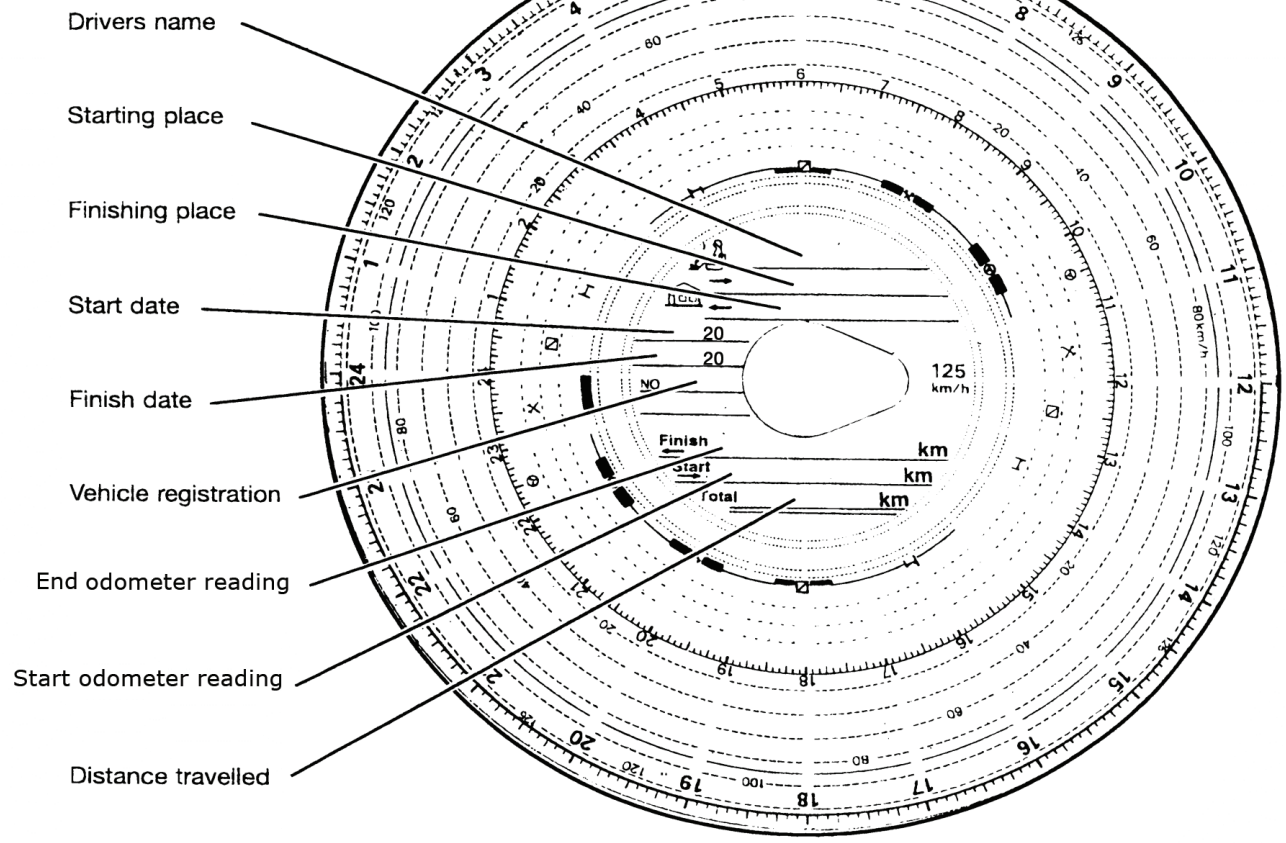
- A change of vehicle;
- To make manual records in the event of an emergency, equipment malfunction etc.
- Be able to produce to an authorised control officer at roadside check: charts and any legally required, written manual records for the current day and previous 28 calendar days and the driver's digital card if they hold one.
- If the drivers normal handwriting is not clearly legible he/she should complete the centre field and any other manual entries using capital letters.

Drivers should note that a number of video demonstrations relating to the use and operation of the tachograph are available from equipment manufacturers websites on social media platforms.

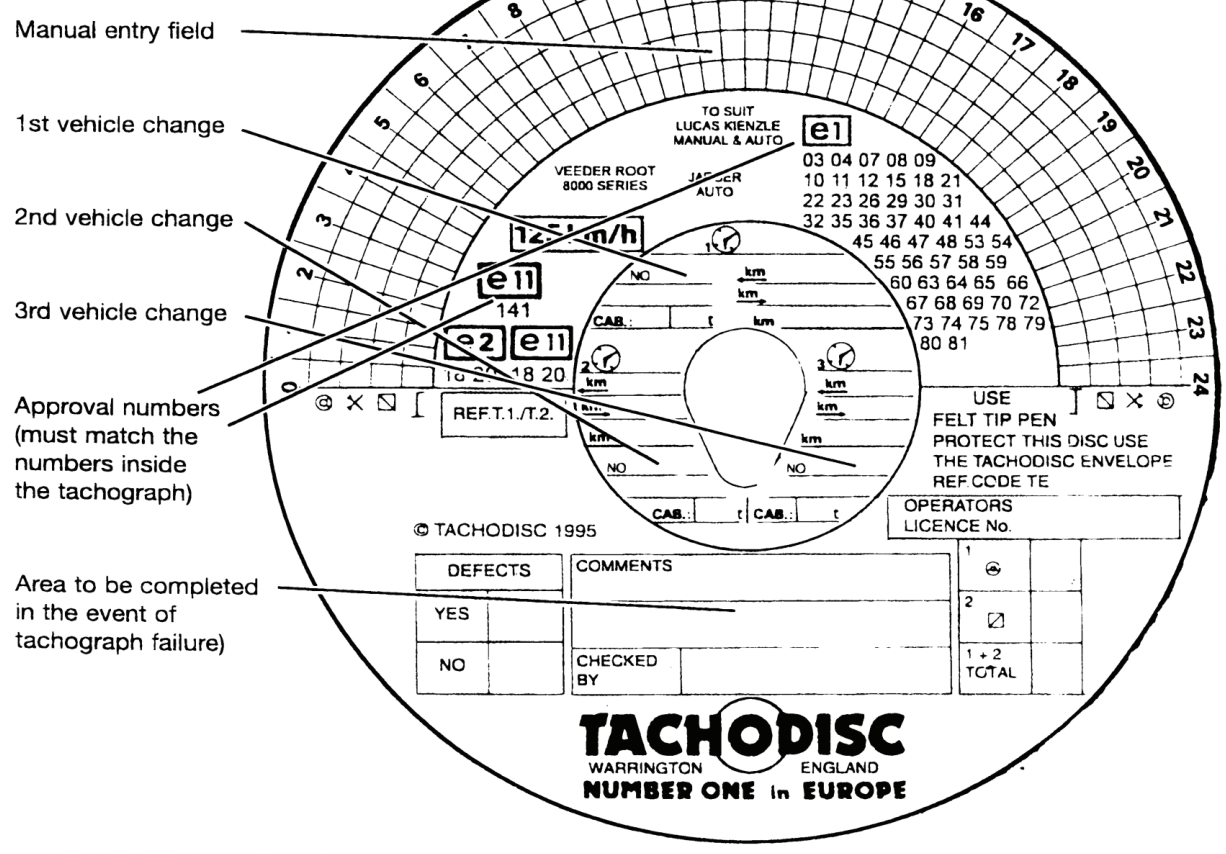




TACHOGRAPH CHART FRONT



TACHOGRAPH CHART REAR





Make proper use of the mode switch

The following guide provides information and tips on the use of the mode switches on tachograph recording equipment. As a truck or bus driver it is your responsibility to operate the mode switches correctly to completely record all of your work activities. Operators are also required to ensure the tachograph and mode switch is used properly and for maintaining proper records.

What does the tachograph record?

Driving will automatically be recorded by the tachograph when the vehicle is in motion. All other activities must be selected by the driver.

Driver Responsibilities:

When you are taking a break/rest, doing other work or going on a period of availability, you must select the appropriate mode on the tachograph so that the correct activity is recorded – 3 modes are available to you:



Other work: covers all work activities other than when you are driving under the EU drivers hours rules. Includes any work for the same or another employer, within or without the transport sector. An example of this is attending a Driver CPC course.



Break and rest: covers breaks in work and daily or weekly rest periods. Drivers may not carry out any driving or any other work while resting or taking a break. Break periods are to be used exclusively for recuperation. During a rest period a driver must be able to dispose freely of his/her time.



Period of availability (POA): covers periods of waiting time, the duration of which is known about in advance.

IT IS ILLEGAL TO RECORD A BREAK/REST WHILE WORKING

Employer Responsibilities:

- Must check that drivers are properly using the mode switch and tachograph.
- Must monitor records to ensure activities are being properly recorded.
- Must request from employees any work done within or without the transport sector for self or for another employer.
- Must ensure that employees comply with the working time directive, and the rules on driving time, breaks and rest periods.

Tips for Drivers and Operators

- Drivers can select “**other work**” on the tachograph at the start of the working day. Driving will automatically be recorded when the vehicle is in motion. When a break/rest/period of availability is required, select the correct mode switch. When finished with that activity “**other work**” should again be selected.
- At the end of the working day, the mode switch should be set to “**break/rest**” when all driving and other work has been completed.
- A driver doing work outside of the scope of the tachograph rules must record it manually: this can be done on an analogue record using the rear of the chart and on digital by using the manual entry function.





SELF-ASSESSMENT OF KNOWLEDGE

Please complete the following questions to help assess your understanding of the module so far:

Q.1 How are recordings made by an analogue tachograph?

Your Response

Q.2 What information is recorded by an analogue tachograph?

Your Response

Q.3 Name 4 pieces of information which are required to be entered in the centrefield of an analogue chart.

Your Response

Q.4 How many spare analogue charts should a driver carry?

Your Response

Q.5 What charts and records must a driver be able to produce at a roadside check?

Your Response

Q.6 What should the mode switch be set to at the end of the working day?

Your Response





SECTION C – DIGITAL TACHOGRAPHS

A digital tachograph is an electronic device for recording driving and rest times for drivers and co-drivers of commercial vehicles. Vehicle speed, distance travelled, times and other system related data are also logged. Data is stored in a memory (mass memory) inside the unit and on driver-specific smart cards (driver cards).

In Ireland, the Road Safety Authority is the legal body responsible for issuing these cards.

Digital tachographs first became applicable to eligible vehicles put into service for the first time from 1st May 2006. A further two versions were introduced on (a) 1st October 2011 (which introduced the one-minute rule), and (b) on 1st October 2012 (which included an independent motion sensor).

The rules on using the digital tachograph are contained in Regulation (EU) 165/2014 and set out the obligations and requirements in relation to the construction, installation, calibration, use and control of the digital tachograph.

These rules must be observed by both drivers and operators of vehicles that fall within the scope of the Regulation.

Vehicles first registered on or after 1 May 2006 must be fitted with a digital tachograph. Those vehicles registered before that date can be fitted with either analogue or digital equipment.

Vehicles registered before 1 May 2006 may be fitted with analogue tachographs and may continue to use them as long as they can continue to be repaired.

The tachograph is also used to monitor compliance with the AETR (Accord European sur les Transport Routiers).

This relates to the European Agreement concerning the work of crews of vehicles engaged in international road transport.

The AETR is aligned with EU social regulations.

See page 68 for more information on the AETR.

Digital tachographs are fitted in goods and passenger vehicles that are subject to tachograph rules and have been brought into service since 1 May 2006. It is a digital version of the analogue tachograph system. The digital system records information on a range of vehicle and driver activities. Data is stored in the vehicle unit memory and on driver cards.





The tachograph stores the following data.

- Date
- Vehicle registration number
- Vehicle speed (for previous 24 hours of driving)
- Single or co-driver
- Number of times a driver card is inserted each day
- Distance travelled by the driver – it reads the vehicle odometer when the card is inserted and removed
- Driver activity – driving, rest, breaks, other work, periods of availability
- Date and time of activity change
- Events (for example driving without a driver card, overspeeding, fraud attempts etc) and faults
- Enforcement checks
- Details of tachograph calibrations
- Tampering with the system

How does the digital tachograph system work?

Digital tachographs consist of the vehicle unit, motion sensor and smart cards (see diagram below).

The vehicle unit (VU) is the brains of the system. It has a processor, a real-time clock, two card slots (for driver and co-driver), a display, a printer, a download connector and a facility for making manual entries. The VU is located in the driver's area of the cab. It should be readily accessible and should be displayed in a clear, unambiguous and ergonomic way.

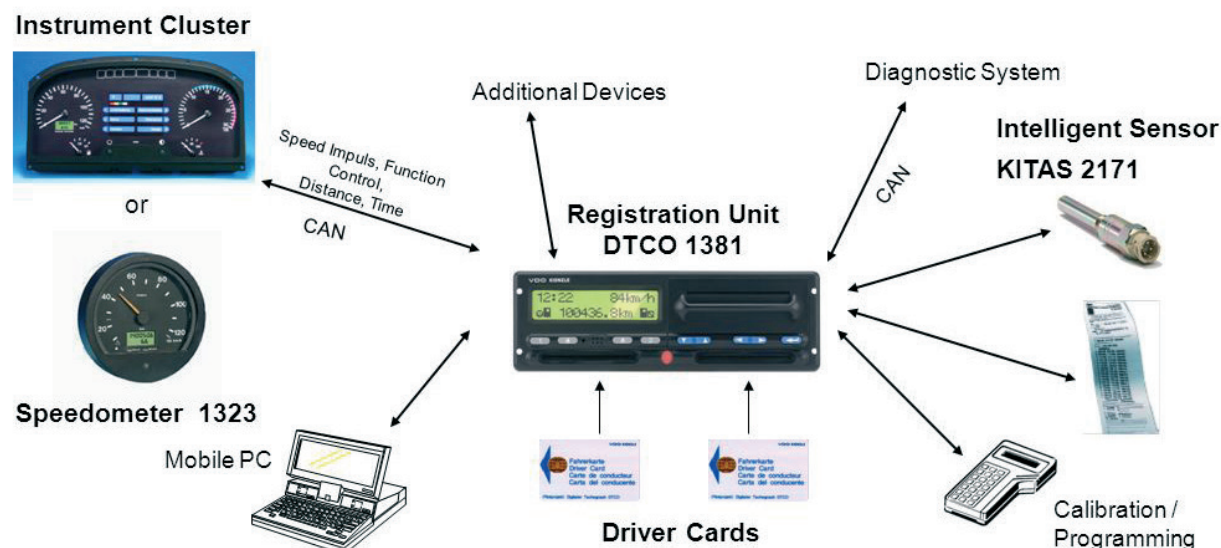
The motion or speed sensor is located on the gearbox. It signals in an encrypted form the vehicle speed and distance travelled by the vehicle for the VU to record. The VU and the motion sensor are paired and the signals from the sensor are fully encrypted. This means any attempt to interfere with them is detected and recorded by the vehicle unit.

There are four types of smart card – driver card, control card, workshop card and company card. The cards allow the VU to identify the cardholder and enable the transfer and storage of data.

How much data can the vehicle unit and driver card store?

A driver's card can store up to 28 days worth of data. When it is full, the stored data may be overwritten by new data. The vehicle unit stores data for the previous 365 days before the oldest data is overwritten.

Tachograph Components





OPERATORS' RESPONSIBILITIES

What should I do with the data from the digital tachograph?

You have two responsibilities.

- Download the data from the driver's cards (at least every 28 days) and vehicle units (at least once every 90 days) and save these for one year. You must make the downloaded information in its "raw" format available to an enforcement officer if requested.
- Monitor drivers' records and print-outs. If there are breaches of drivers' rules, you must address them and take steps to ensure they do not happen again.

Keeping digital data in an archive is relatively simple. The archived data must retain its 'digital signature'. This is used to confirm that the data is authentic and hasn't been tampered with.

As part of your monitoring responsibilities you must check and report on the following:

- Non-compliance with the driver's hours rules by the driver
- Details of "missing mileage" – where a vehicle has been driven without a driver card
- Missing activities during shift-breaks, other work, etc
- Missing start and end locations
- Overspeeding occurrences

What other duties does an operator have?

Supervisory: Instruct and train drivers on the proper operation of the equipment.

Ensure drivers are complying with your instructions by checking compliance with the rules.

Follow drivers' hours rules when planning routes.

Supply enough printer paper rolls in the vehicle for the recording equipment.

Operational: Ensure proper use of driver cards and the digital tachograph.

Arrange for the repair of recording equipment on the journey if the trip takes longer than one week after a defect occurs.

Tests: Complete calibration checks within two years of the last calibration.

Also have the equipment recalibrated if:

- the system is repaired,
- the time display is wrong by more than 20 minutes,
- the vehicle registration number has changed,
- the circumference of the tyres has changed, or
- the seals or installation plaques are damaged or missing.

Data handling: Using your company card, "lock-in" data on the vehicle unit before first using the vehicle and "lock-out" data on the vehicle unit when the vehicle leaves your fleet. For example, when selling or disposing of the vehicle or when you are disposing of the recording equipment.

Download data from the vehicle unit (VU) every 90 days and download data from the driver cards at least every 28 days.

Save and store the downloaded data. A secure data storage system will be needed which includes back-up and disaster recovery procedures.

It is recommended that operators put in place a system for tracking driver cards. This tracking system should record the following:

- details of driver licence number (item 5a on the driver card)
- driver card number (item 5b on the card)
- expiry date (item 4b on the card) - this will alert you when the card is due to expire
- details of lost, stolen or malfunctioning cards and the action taken
- alerts when downloads of individual cards are to be taken.





How do I view the data on a driver card?

You can view the data on the card:

- on a computer, once you have downloaded the data with relevant software,
- on a print-out from the vehicle unit,
- or on the vehicle unit display.

How do I download the data on the vehicle unit and driver card?

To download data from your vehicle unit, you need a download device and your company card. A driver card can be downloaded through the vehicle unit or can be downloaded using a computer and the necessary software.

Most of the manufacturers of digital tachographs and other software suppliers have download devices and software packages that can be used to download and interpret digital tachograph information.

Do I need a company card if I am an owner-driver?

Yes, the company card allows you to access the data stored in the digital tachograph. You will need it to protect your data in the vehicle unit if you hire in or sell a vehicle. You also need to download the data to comply with legal requirements for data storage. To download data from the vehicle unit, you will need a download device and the company card.

Your fleet may not have vehicles fitted with digital tachographs, but if you borrow or hire a vehicle fitted with a digital tachograph, you will need to be able to download and lock in the data on the system.

A company card cannot be used for driving.

The company card should be used to lock-in data before you start using the vehicle in order to protect data that will be subsequently recorded on the tachograph. It is not possible to protect data retrospectively and any unprotected data will be open to all to download. Using a company card will prevent unauthorized access to data and ensure that you comply with Data Protection law. It will also ensure that competitors do not get access to your data on the tachograph.

What type of information does the company card hold?

Company cards hold the following general information:

- company name and address,
- card number,
- issuing State, authority and issue date, and
- card start date and expiry date.

Each time the card is used, it stores the:

- date and time,
- task undertaken, such as downloads, display, locking/unlocking data on the tachograph,
- length of time to download data,
- the vehicle registration number,
- the card number and the State that issued the driver card being inspected and/or downloaded.

A company card does not store Driver Card or Vehicle Unit data.

DRIVERS RESPONSIBILITIES

Using the driver card

How do I use the driver card in the tachograph unit?

You must hold a valid driver card to operate the tachograph unit. Your driver card is personal to you (like your driving licence). The card identifies you to the vehicle unit.

If you do not have a valid driver card, you must not drive a vehicle with a digital tachograph. If your validly issued card is lost, stolen or faulty, you can drive without a driver card for a maximum period of 15 calendar days, or for a longer period if this is necessary for the vehicle to return to the premises where it is based, **provided that the driver can prove the impossibility of producing or using the card during that period.** For example, you will need to produce print-outs at the start and end of your shift and add personal information such as your name, signature and driving licence number. You will need to prove that you have taken action to address the problem and apply to the Road Safety Authority for a replacement card. You can get more information about driver cards from the RSA website www.rsa.ie.





It is against the law to:

- use another person's card,
- falsify a card, or
- obtain a card by making a false statement or using a forged document.

Immediately on taking over the vehicle, you must insert the card into slot 1 on the tachograph. This is the only slot that records driving time. The vehicle unit will authenticate and validate the card. If your card is validated, the tachograph displays a symbol with your name. If the card is not validated, the display will show the message – 'insertion of non-valid card'. Acknowledge the warning, clear the message and remove the card, then try again.

How to log on ?

1. Switch on the vehicle's ignition.
2. Insert your driver card in slot 1 with the SIM chip facing up and the arrow pointing forward. The image of the driver will be facing down. Do not force it.
3. If the vehicle is double manned, Driver 2 can insert their card in slot 2 after Driver 1's card has been read.
4. Follow the instructions on the display, which will show the following:
 - Greeting and driver's name.
 - Date and time the card was last removed from the VU.
 - An option to make a manual entry of any activities since the last time your card was inserted. You can make entries using the manual facility on the tachograph.
5. If you do need to make manual entries, select YES and you will be able to enter your activities. Enter details of other work, periods of availability, rest or breaks. You can only make manual entries when the vehicle is stopped and your card is in the slot.
6. If you do not need to make manual entries select NO and then press OK.
7. Select country and press OK.
8. The card symbol appears when the unit has read all the data from your card. The standard display for the vehicle unit will appear.
9. You are now logged on.

Why should I make manual entries/written records?

You must keep a record of your activities. When your card is not inserted into the tachograph, you need to record this. A digital tachograph allows a driver to enter activities carried out by him/her away from their vehicle through the manual input option offered by the instrument.

You must make manual entries/written records if the following occurs:

- an instrument malfunction;
- the driver breaches the rules due to an unforeseen event (if, for example, an exceptional deviation from the minimum rest and maximum daily driving limits is required to find a suitable stopping place);
- a record needs to be corrected.

If any of the above occurs you should make a written record of the event on the reverse side of the printer paper as soon as possible, and in any event at the end of the shift. 'If in doubt, print or write it out'.





The following is an example of a manual record on the back of a print-out:

- Manual records made by the driver using the manual facility on the tachograph are only stored on the driver's card and not on the vehicle unit - this is because the manual entry refers to the activity of a driver that is being recorded;
- Drivers do not need to enter activities recorded on analogue charts onto the driver card.

What if I make a mistake?

If you make a mistake and confirm an incorrect manual entry, you should make and sign a print-out for the relevant period with a note giving details of the error and the reasons for it.

What should I do with my card at the end of my work period?

It is best to remove the driver card from the tachograph at the end of your shift.

You can take out the driver card from the card slot **only** when the vehicle is not moving. Your card will not eject from the unit until all of the information has been written to the card.

1. Turn off the vehicle's engine but leave the ignition on
2. Enter the activity, for example; at the end of the work shift enter "rest" if you are going on a rest period
3. Press eject
4. Select 'country' at the end of the shift and 'acknowledge'. If you need a print-out select "Yes" and acknowledge. If you do not need a printout select "No" and acknowledge.

Example of a manual record

Example of a manual record on the back of a print-out:

Driver Name: **Claran Dolan**
Card No.: **290 000 000**
Date: **31st January 2018**
Signature: *Claran Dolan*

Approved thermal paper

Time	Activity
12	0
13	1
14	2
15	3
16	4
17	5
18	6
19	7
20	8
21	9
22	10
23	11
24	12

Approved thermal paper

A vehicle Unit Print out can be made when a driver takes over a vehicle. If a manual entry is to be made the following information is required

Key Entries

1. Drivers Name
2. Driver Number
3. Driver Signature
4. Activity and Duration

The Driver Number will suffice for the driver Card number.

The date and the vehicle registration number will appear on the reverse side of the print out.

This record must be kept for 28 days by the driver after which time it is handed into the transport office.

Drivers Tip

Do two print offs and send one to your transport office at the end of you shift.





Does the tachograph automatically record activity?

The vehicle unit will automatically record driving activity when the vehicle is moving. The tachograph will store data under the following symbols:



‘Driving time’ – this is automatically recorded on tachographs

The system may default to a pre-programmed activity setting which may not be the appropriate setting for your current activity. It is the drivers responsibility to use the mode switch on the tachograph unit to correctly record your activity – other work, availability, breaks and rest. Select the mode required.



‘Other work’ – this covers all work other than driving vehicles (such as working in the warehouse, loading vehicles, conducting the daily walkaround checks, etc.)



‘Period of availability’ – covers waiting time if you know in advance how long this will be. (See page 39 for further information)



Breaks or rest – this covers breaks in work and your daily or weekly rest periods

If you do not use the mode switch correctly you are breaking the law.

There are a number of tachograph manufacturers and the visual displays and menu options on each system vary. You should be properly trained to use the tachograph system in the vehicle(s) you drive.

Mode switch default:

Note that where digital tachographs default to recording “other work” for driver 1 and “availability” for driver 2 when the vehicle stops, drivers must use the mode switch correctly to ensure that rest and break periods are recorded correctly.

How does the digital tachograph record driver activity if my work period straddles two days?

The tachograph stores data in days – midnight to midnight. If you start at 21.00 hours (9 pm) and finish at 05.00 hours (5 am), the tachograph will record the data for that period as two days’ activity – 21.00 to 24.00 hours and 00.00 hours to 05.00 hours.

Does the digital tachograph give warnings?

The system warns you 15 minutes before you reach the legal continuous driving time of 4.5 hours, and provides a second warning at 4.5 hours of exceeding the maximum 4.5 hours of continuous driving time.

It also gives warnings of a fault in the system, a power supply problem or abnormal operation detected by the equipment, which may come from a fraud attempt.

Warnings are visual (flashing light). Audible warnings may also be provided on some systems. On some vehicles this will include a separate visual amber light on the system warning panel. The display shows you the cause of the warning until you acknowledge it.

Visual warnings are clearly visible by day and night.

Example of a digital tachograph





What should I do if I am driving different vehicles fitted with analogue and digital tachographs?

If you drive a mix of vehicles fitted with analogue and digital tachographs, you must be able to produce the following:

- your driver card,
- any daily print-outs or a manual record from the digital tachograph,
- and tachograph charts from the analogue tachograph recording equipment.

The records must cover the current day and the previous 28 days, be stored safely and made available to an enforcement officer on request.

What information is recorded on the print-out?

This is an example of a daily print-out from a driver card.

Printout Meanings - Driver Card

SIEMENS VDO A u t o m o t i v e	
▼ 01.11.2005 10:00 (UTC)	← Date and time in UTC
!x▼	← Events and faults printout from the Driver Card
0 James Brian	← Enforcement Officer card holder
00UK /45678901234567 7 8	
0 Smith John	← Driver and Card identification
00UK /DB051241420304 0 0 04.01.2010	
A 34596UBN78ERUYUA6 UK / EF54 EKV	← Vehicle identification including VIN, issuing Member State and VRN
!0 10.10.2005 18:12 00h01	← List of all saved events on the driver card, arranged according to type of event and date
A UK / EF54 EKV	← Card insertion while driving
!+ 01.10.2005 15:31 00h10	← Power interruption
A UK / EF54 EKV	← Card fault
x0 21.10.2005 12:45 00h04	
A UK / EK05 DFT	← Download fault
x↓ 03.10.2005 10:13 00:01	
A UK / EF54 EKV	← Sensor fault
x↓ 14.09.2005 13:34 00h04	
A UK / EF54 EKV	← Handwritten information: Location of Control Signature of enforcement officer Signature of the driver
0	
0	
0	





Printout Meanings - Vehicle Unit

```
SIEMENS VDO
A u t o m o t i v e
▼ 18.10.2005 16:00 (UTC)
24h▼
James
Brian
UK / 45678901234567 7 8
Smith
John
UK / DB051241420304 0 0
04.01.10
34596UBN78ERUYUA6
UK / EF54 EKV
Siemens VDO Automotive
AG
1381.2050100001
T Browns Tacho Centre
T UK / WBT0F340111125 0 0
T 01.08.2005
UK / 45678901234567 7 8
01.10.2005 13.10
18.10.2005 74
? 00:00 07:00 07h00
0 07:00 07:30 00h30
* 07:30 08:00 00h30
UK / EF54 EKV
1 946 km
* 08:00 09:06 01h06
0 09:06 10:25 01h19
h 10:25 11:08 00h43
0 11:08 14:23 03h15
h 14:23 15:25 01h02 *
0 15:25 15:46 00h21
0 15:46 16:00 00h14
2 241 km; 295 km
? 16:00
07:00 UK
1 946 km
16:00 UK
2241 km
0 04h48 295 km
* 01h36 00h51
h 01h45 ? 07h00
00 00h00
!# 1 12.10.2005 17:31
( 6 ) 01h21
Handwritten information:
Location of Control
Signature of enforcement officer
Signature of the driver
```

Date and time in UTC

Daily printout of driver activities from the Driver Card

Enforcement Officer card holder

Driver and Card identification

Vehicle identification including VIN, issuing Member State and VRN

Identification of the DTCO 1381

Most recent calibration including name of Workshop, Workshop Card identification and date of calibration

Most recent Control Check including date and time of control and type (i.e. printing)

Date of the activities shown and usage counter (i.e. 74 days that the card was used)

Time period that the card was not inserted and manual entries

Activities while card was inserted (* indicates a rest period of at least an hour)

Time period that the card was not inserted

Summary

List of the five most recent saved events or faults on the driver card

List of the five most recent saved events or faults in the DTCO 1381

Handwritten information:
Location of Control
Signature of enforcement officer
Signature of the driver





SOME KEY RULES FOR DRIVERS

When driving a vehicle with a digital tachograph, you should:

- use the driver card every day you drive, starting from the moment you take over the vehicle, including the daily walkaround checks;
- set the mode switch to the correct activity and make sure to use it throughout your working period to record other work, periods of availability, rests and breaks;
- remove your driving card when the vehicle is taken over by another driver, or when the vehicle is not under your custody or if another driver could drive it;
- protect your card, keep it clean and do not bend it;
- record the country in which you begin and end your daily work period (always doing this at the start and end of the period);
- manually enter your activities if any – other work, breaks, rest and periods of availability – since you last removed your driver card from a tachograph.

Drivers must be able to produce at the roadside whenever an enforcement officer requests them:

- i) your driver card if you hold one;
- ii) any manual record and printout made during the current day and the previous 28 days and;
- iii) analogue charts for any vehicle fitted with an analogue tachograph driven by the driver in the current day and the previous 28 days.





VU Display Pictograms

	Drive/Operational		Clock/Time		Location		Speed
	Company		Ferry		Start of daily work		Event
	Control		Sensor		Fault		Power
	Workshop		Manual Entry		Download		Display
	Card		End of daily work		Printer		Break
	Vehicle/VU		Out of Scope		Two weeks		

– 24 hour printout of drivers activities from VU

– 24 hour printout from drivers card

– Printout of events and faults from the card

– 24 hr from card on VU Display





Sample Tachograph Cards





Driver card

The personal driver card:

- Is a plastic card similar in size to a credit card, with a microchip in it;
- Can store all relevant driver data required for EU drivers' hours regulations, including break and rest times;
- Is personalised to the individual driver and valid for 5 years;
- The driver card memory shall be able to hold driver activity data for at least 28 days;
- One card is issued per driver during the period of validity (except in the case of a stolen, lost, or defective driver card);
- A driver can only hold one valid driver card;
- A driver is only authorised to use his/her own personalised card;
- If the card is lost a driver is required to report it and to make an application for a replacement card within 7 calendar days of its loss. Refer to the RSA website (www.rsa.ie) or contact the RSA on 091)872600 for information on applying for a replacement card. The postal address is RSA, Clonfert House, Bride Street, Loughrea, Co. Galway;
- **A card may be confiscated by an enforcement officer if the card has been falsified, if the person using the card is not the legal holder of the card or if the card has been obtained by false declaration or forged documents;**
- The driver card must be made available to enforcement officers on request.

Renewal of driver cards

Where a driver wishes to renew his driver card, he shall apply to the competent authorities of the Member State of his normal residence not later than 15 working days before the expiry date of the card.

In the event of a request for the renewal of a card which is imminently about to expire, the competent authority shall supply a new card before the expiry date, provided that the request was sent within the time-limits outlined above.

On 1.12.2011 the RSA launched an online application system that allows truck and bus drivers (HGV and PSV drivers) to apply online for digital tachograph driver cards. This online system allows drivers to apply quickly and easily for a

driver card 24 hours a day, 7 days a week at a reduced rate of €45 (paper applications are charged at €60). The online application system can be used for a first-time application and for renewing and replacing a card.

Exchange of driver card

If a drivers personal details change, e. g., name or driving licence number, an application for a new card must be made. Before the exchange of a card, the data from it has to be downloaded and the driver card then has to be handed over to the Road Safety Authority. For further information refer to the RSA website at www.rsa.ie.

Stolen, lost or defective driver cards

Issuing authorities shall keep records of issued, stolen, lost or defective driver cards for a period at least equivalent to their period of validity.

- If a driver card is damaged or if it malfunctions, the driver shall return it to the competent authority of the Member State of his normal residence;
- Theft of the driver card shall be formally declared to the competent authorities of the State where the theft occurred. In Ireland the theft must be reported to An Garda Síochána where a formal report document must be completed and signed by the Garda concerned. The driver should obtain the number of the report from the Garda and submit that number to the RSA;
- Any loss of the driver card shall be reported in a formal declaration to the competent authorities of the issuing Member State and to the competent authorities of the Member State of the driver's normal residence if this is different.

If the driver card is damaged, malfunctions or is lost or stolen, the driver shall, within seven calendar days, apply for its replacement to the competent authorities of the Member State of his normal residence.

Those authorities shall supply a replacement card within eight working days after their receipt of a detailed request to that effect.

The driver may continue to drive without a driver card for a maximum period of 15 calendar days, or for a longer period if this is necessary for the vehicle to return to the premises where it is based, provided





that the driver can prove the impossibility of producing or using the card during that period.

In the event of damage to a record sheet bearing recordings or to a driver card, drivers shall keep the damaged record sheet or driver card together with any spare record sheet used to replace it.

Where a driver card is damaged, malfunctions, or is lost or stolen, the driver shall:

(a) at the start of his journey, print out the details of the vehicle he is driving, and enter on that printout:

- details that enable the driver to be identified (name, driver card or driving licence number), including his signature;
- details of 'other work' which means any activity other than driving, and also any work for the same or another employer within or outside of the transport sector;
- 'period of availability';
- breaks or rest.

(b) at the end of the journey, print out the information relating to periods of time recorded by the tachograph, record any periods of other work, availability and rest taken since the printout made at the start of the journey, where not recorded by the tachograph, and mark on that document details enabling the driver to be identified (name, driver card or driving licence number), including the driver's signature.

Company card

The company card is valid for 5 years and serves to protect company-related data in digital tachographs. The card allows a company to download the information in order to carry out checks on drivers' hours, rostering etc., as required by the legislation and to maintain the required records for examination by RSA Transport Officers and/or An Garda Síochána. Company cards are issued in the company name. Company cards do not primarily hold data but act as an electronic key to protect and access data from the VU. The maximum number of unique company cards that the RSA can issue to a company is 1296. Company cards are needed to download data from the VU – they can be placed in either driver card slot. Company cards are not needed to access information from a driver card where it is being downloaded separately from the VU. A company card should also be used to apply a company lock to the

VU. This is necessary to ensure the protection of personal information of a company and its driver(s), and details of work patterns and times from competitors. This would be important when vehicles are sold or returned to a hire/lease company.

Control card

The control card is available only to Road Safety Authority Transport Officers and An Garda Síochána for carrying out enforcement of digital tachograph legislation. A control card is valid for a 2-year period and enables the mass memory of digital tachographs and driver card data to be accessed and allows printouts of all relevant information to be made at any time

Workshop card

Applicants should be employees of authorised workshop centres. Application forms are available from the Road Safety Authority, Clonfert House, Bride Street, Loughrea, Co Galway or can be downloaded from the Road Safety Authority's website. If a workshop fitter is employed by more than one workshop, s/he must hold a workshop card for each workshop that s/he is working for.

A Workshop Card is valid for one year.

General rules regarding the control of workshop cards

- The workshop manager is responsible for the workshop cards at all times.
- The workshop manager is responsible for the return of workshop cards if/when fitters leave their employment.
- If a workshop card cannot be returned, such as a lost/stolen/malfunctioning card, the workshop manager is obliged to notify the Road Safety Authority.
- The PIN is personal to a fitter and is posted to him/her personally. This should not be disclosed to any other person.
- The workshop card can only be used by the person to whom it is issued.
- Workshop cards returned by employees who are leaving the employ of the workshop should be returned to the Road Safety Authority, Clonfert House, Bride St., Loughrea, Co. Galway.





Breakdown of equipment

EU legislation requires that in the event of a breakdown or faulty operation of the equipment, it must be repaired as soon as possible. If the vehicle is unable to return to its base within a week of the breakdown or of the discovery of the defective operation, the repair must be carried out en route. A driver or operator will not be liable to be convicted if s/he can prove to a court that the vehicle was on its way to a place where the recording equipment could be repaired, or that it was not immediately practicable for the equipment to be repaired and the driver was keeping a manual record. Additionally, s/he will not be liable where a seal is broken and the breaking of the seal was unavoidable and could not be immediately repaired, providing that all other aspects of the EU rules were being complied with. A driver should enquire from the repair centre whether a broken seal has been resealed. Tachograph components shall be sealed as specified in the type-approval certificate. Any connections to the tachograph which are potentially vulnerable to tampering, including the connection between the motion sensor and the gearbox, and the installation plaque where relevant, shall be sealed.

A seal shall be removed or broken only:

- by fitters or workshops approved by the competent authorities under Article 24 for repair, maintenance or recalibration purposes of the tachograph, or by control officers properly trained and, where required authorised, for control purposes;
- for the purpose of vehicle repair or modification which affects the seal. In such cases, a written statement stating the date and time at which the seal was broken and giving the reasons for the seal removal shall be kept on board the vehicle. The Commission shall develop a standard form for the written statement through implementing acts.

In all cases, the seals shall be replaced by an approved fitter or workshop without undue delay and at the latest within seven days of their removal.

Before replacing seals, a check and calibration of the tachograph shall be performed by an approved workshop.

Mandatory download

In Ireland there is a mandatory requirement to download all digital tachographs (vehicle units) at least once every 90 days and driver cards at least once every 28 days.

The downloaded data must be available for inspection by RSA Transport officers and/or the Gardaí at any time. Failure to comply with this requirement may result in legal proceedings being taken against the owner or operator of the vehicle. Downloading merely copies the information from the VU and card – it does not delete it. The VU holds 365 days and the driver card holds 28 days of data. When the memories are full the oldest data is overwritten. In certain operations a driver card may hold less than 28 days of data. It has the capacity to record 93 activity changes per day; where more than this occurs the number of days held on the card will reduce.

Data protection

Data held on your driver card may be exchanged with the appropriate authorities in other EU member states, for enforcement purposes.

Downloading of data

There is a requirement for the driver card to be downloaded at least once every 28 days. The downloading of the drivers card is the responsibility of the operator.

Agency drivers: Where an operator requires an agency to supply drivers, the operator should download the agency drivers card prior to the commencement of the shift, to ensure that the driver has adequate driving time available and has taken the necessary breaks and rest to conduct the duties that it wishes to assign to the driver.

A driver who is employed or at the disposal of more than one transport undertaking shall provide sufficient information to each undertaking to enable it to comply with Chapter II (The Tachograph Regulations)

There should also be proper arrangements in place at the agency or second employer for the downloading of the drivers smart card.

The operator should also download the drivers tachograph card at the end of the employment period.





What do the initials UTC mean?

All times are recorded by the tachograph in UTC. UTC means Universal Time Coordinated – which is essentially the time zone in Ireland and Britain in winter. All vehicle units operate using UTC as the reference time – all event times are stored, displayed or printed in UTC.

Enforcement will be conducted using UTC – drivers need to be careful when making manual entries.

Manual entries must be entered in the UTC.

The visual display may be set to the local time, but this will not affect the unit's internal time. Remember that the stored record will be an hour behind in summer time – for example if you start at 0600 (6am), the record will show 0500 (5am). **There will be no difference in winter as Irish time is back to UTC.**

The time set on a digital tachograph

The internal clock of a digital tachograph is set to Universal Time Co-ordinated (UTC). The driver can set the time displayed on the clock face either to local time or to UTC. However, all data will be recorded by the VU on the time set by the internal clock, which operates on UTC. So, between 01.00 on the last Sunday in March and 01.00 on the last Sunday in October drivers must account for the difference when manually inputting activity details in the digital tachograph. For example, if drivers carried out other work for two hours between 06.00 and 08.00 in June before taking over the vehicle, they must enter this as between 05.00 and 07.00 in UTC time. As mentioned above, it is possible for drivers to set the display time on the VU to local time, but this will not prevent the VU recording in UTC.

Manual records A digital tachograph allows a driver to enter activities carried out by him/her away from the vehicle by means of the manual input facility. A true manual record will only be necessary if:

- An instrument malfunction occurs;
- The driver breaches the rules due to an unforeseen event; or
- To correct a record. If this happens, a driver should record his/her activities or reasons on the reverse of a portion of print roll.

Period of Availability

This means periods other than those relating to break times and rest times during which the mobile worker is not required to remain at his workstation, but must be available to answer any calls to start or resume driving or to carry out other work.

In particular such periods of availability shall include periods during which the mobile worker is accompanying a vehicle being transported by ferryboat or by train, as well as periods of waiting at frontiers and those due to traffic prohibitions.

These periods and their foreseeable duration shall be known in advance by the mobile worker, that is to say either before departure or just before the actual start of the period in question, or under the general conditions negotiated between the social partners and/or under the terms of the legislation of the Member States.

For mobile workers driving in a team, it means the time spent sitting next to the driver or on the couchette while the vehicle is in motion.

The Period of Availability or part of it could also be treated as a break.

Other periods of Availability; Covers waiting time known in advance, i.e. the period during which drivers need remain at their posts for the purpose of answering any calls to start or resume driving or to carry out other work,

- time spent beside the driver while the vehicle is in motion,
- time spent on a bunk while the vehicle is in motion.

This time, or part of it could also be treated as a break.

Mixed records – analogue and digital equipment

It is possible that a driver may during the course of a day drive two or more vehicles where both types of recording equipment are used. Drivers in such a situation must use a driver card to record while driving a vehicle with a digital tachograph and a tachograph chart when driving a vehicle equipped with an analogue tachograph.

All periods of other work; covers all activities defined as work other than driving in scope of the EU/AETR Rules.

This includes any work for the same or another employer within or outside the transport sector.

Examples include driving a taxi or attending a Driver CPC course or working in a public house.

Recording other work Drivers must record all other work and periods of availability – including work for other employers – on all driving and non-driving days within a week where they have undertaken driving that comes within the scope of the EU rules





on drivers' hours. For example, a driver who works in a warehouse on Monday, Tuesday and Wednesday and wishes to drive a vehicle within the scope of the EU rules on Thursday of the same week must complete records for Monday, Tuesday and Wednesday. The record must be either:

- Written manually on a chart;
- Written manually on a printout from a digital tachograph;
- Made by using the manual input facility of a digital tachograph; or

For the non-driving days, the record may simply show the driver's name, the date, and the start and finish of the shift. The driver must carry these records on the vehicle, to be produced to enforcement officers for the relevant period if requested (see individual sections on how to make manual entries). If a driver does any other work, this activity must be recorded, and the total working time of the driver must be accounted for.

Information to operators A driver who is at the disposal of more than one transport undertaking must provide each undertaking with sufficient information to allow it to make sure the rules are being met.

Rest and other days off The period of time unaccounted for between successive charts produced by a driver should normally be regarded as a rest period when drivers are able to dispose freely of their time (unless there is evidence to the contrary). In Ireland, drivers are not expected to account for this period, unless enforcement authorities have reason to believe that they were working. Nevertheless, on international journeys it is recommended that letters of attestation from the employer are provided for drivers travelling through other countries to cover any sick leave, annual leave and time spent driving a vehicle which is out of scope of EU/AETR rules during the preceding 28 days. An EU approved attestation form can be downloaded from:

http://ec.europa.eu/transport/road/policy/social_provision/social_form_en.htm

These Letters of Attestation must be typed – not handwritten – by the employer. See example on page 63.

Responsibilities of operators Operators of transport undertakings have legal responsibilities and liabilities for their own compliance with the regulations and that of the drivers under their control. Transport undertakings must:

- Ensure that tachographs have been calibrated, inspected and recalibrated in line with the rules;
- Supply sufficient quantity of type-approved charts and printer rolls to drivers;
- Ensure the return of used tachograph charts from drivers. Note that this responsibility continues after a driver has left employment until all charts are returned;
- Properly instruct drivers on the rules;
- Properly schedule work so the rules are met;
- Not make payments to drivers related to distances travelled and/or the amount of goods carried if that would encourage breaches of the rules;
- Download data from the VU and driver's smart cards as frequently as stipulated in national law.
- Make regular checks of charts and digital data to ensure compliance;
- Be able to produce tachograph records to enforcement officers for the previous 12 months;
- Take all reasonable steps to prevent breaches of the rules.

Tachograph calibration and inspection

All tachographs used for recording drivers' hours, whether analogue or digital, must be properly installed, calibrated and sealed. This task must be performed by either a vehicle manufacturer or an approved tachograph calibration workshop. The workshop card is available only to approved calibration workshops and is valid for one year. Such workshops must be approved by the National Standards Authority of Ireland (NSAI) and the workshop fitter must provide proof that s/he has received the necessary qualifications.

Analogue tachographs must be inspected every two years and recalibrated every six years.





Digital tachographs must be recalibrated:

- Every two years;
- After any repair;
- If the vehicle registration number changes;
- If Universal Time Co-ordinated (UTC) is out by more than 20 minutes;
- After an alteration to the circumference of the tyres or characteristic coefficient.

Inspection and recalibration dates are shown on the plaque on the vehicle and are updated by calibration centres. Operators must ensure that these tachograph requirements are complied with before a new or used vehicle goes into service.

International Journeys

It is not advisable to start or continue an international journey with a defective tachograph, even if manual records are kept. This is because many countries will not permit entry by such vehicles, since their own domestic laws require a fully functioning system.

Tachograph eligible vehicles





SELF-ASSESSMENT OF KNOWLEDGE

Please complete the following questions to assess your understanding of the module so far:

Q.1 List 4 things that a tachograph records.

Your Response

Q.2 What bodies are responsible for enforcement of the tachograph regulations?

Your Response

Q.3 How many days data can be stored on a drivers card?

Your Response

Q.4 How many minutes warning will a digital tachograph give before the end of the legal continuous driving time of 4.5 hours?

Your Response

Q.5 At what stage in your shift should you start using your driver card?

Your Response

Q.6 List 3 things a driver must produce when requested by an enforcement officer.

Your Response





Q.7 How long is a driver card valid for?

Your Response

Q.8 Is an owner/driver required to have a company card?

Your Response

Q.9 What bodies have access to a control card?

Your Response

Q.10 Where is the tachograph speed sensor located?

Your Response

Q.11 What does UTC mean in relation to the digital tachograph?

Your Response

Q.12 How should a driver renew their tachograph driver card?

Your Response





SECTION D REGULATION (EC) No. 561/2006

The overall aim of the legislation dealing with working time, drivers, rest periods and breaks, as it applies to the professional driver, is:

- To improve road safety;
- To ensure that workers are protected against adverse effects on their health and safety caused by working long hours, having inadequate rest or disrupted work patterns;
- To align conditions of competition.

Legislation that controls working hours for drivers are complex and for this reason reference should be made to E.U. Council Regulation 561/2006.

Professional Driver

E.U. Driver Hours Regulations (EC) 561/2006 as amended by Regulation (EU) No 165/2014 and S. I. 229/2017.

AETR Rules.

Road Transport Working Time Directive on the Organisation of the Working Time of Persons Performing Mobile Road Transport Activities S. I. 36/2012.

Regulation 561/2006.

This Regulation shall apply to the carriage by road

- (a) of goods where the maximum permissible mass of the vehicle including any trailer or semi-trailer, exceeds 3.5 tonnes.
- (b) of passengers by vehicles which are constructed or permanently adapted for carrying more than 9 persons including the driver and are intended for that purpose.

Note:

- (a) Vehicles whose construction, fitments or other permanent characteristics are such that they are never used for carrying goods on the road do not fall within the scope of Regulation (EC) No. 561/2006, as above. The vehicle with all its equipment has to constitute the complete vehicle unit, e. g. a mobile crane unit, or a concrete pumping machine (that carries no concrete).
- (b) If a driver is involved in a mixture of in-scope and out-of-scope activities, the driver must always obey the EU rules on driving times, breaks and rest periods on days and weeks in which driving within scope of EU rules is carried out.

Drivers must familiarise themselves and comply with whichever rules apply to their particular activities.

Specific exemptions from the EU Drivers Hours Rules are as follows:

Categories of vehicles and operations exempted from the application of the drivers hours rules across the EU including Ireland.

Article 3 of EU Regulation 561/2006 states that the Regulation does not apply to carriage by road by:

- (a) Vehicles used for the carriage of passengers on regular services where the route covered by the service in question does not exceed 50km;
 - (a. a.) A vehicle that has, or a combination of vehicles each of which has a maximum permissible mass not exceeding 7.5 tonnes, but only if it is used:
 - i By a universal service provider to deliver items as part of the universal service, or
 - ii For carrying materials, equipment or machinery for the driver's use in the course of the driver's work;





- iii Within a radius of 100km from the undertaking's base, and driving is not the main activity of the driver of the vehicle.
- (b) Vehicles with a maximum authorised speed not exceeding 40kmh;
- (c) Vehicles owned or hired without a driver by the armed services, civil defence services, fire services, and forces responsible for maintaining public order, when the carriage is undertaken as a consequence of the tasks assigned to these services and is under their control;
- (d) Vehicles, including vehicles used in the non-commercial transport of humanitarian aid, used in emergencies or rescue operations;
- (e) Specialised vehicles used for medical purposes;
- (f) Specialised breakdown vehicles operating within a 100km radius of their base.
- (g) Vehicles undergoing road tests for technical development, repair or maintenance purposes, and new or rebuilt vehicles which have not yet been put into service;
- (h) Vehicles or combinations of vehicles with a maximum permissible mass not exceeding 7.5 tonnes used for the non-commercial carriage of goods;
- (i) Commercial vehicles, which have a historic status according to the legislation of the member state in which they are being driven and which are used for the non-commercial carriage of passengers or goods.

Specific derogations from the EU Drivers

Hours Rules

Categories of vehicles and operations exempted from the application of the drivers hours rules within Ireland only. (National derogations).

The following categories of vehicles as outlined in Article 13 of EU Council Regulation 561/2006 and implemented by S. I. 229/2017. (Regulation 4) are exempted from the tachograph rules and drivers hours requirements when used for carriage by road solely within the state.

Operators should therefore be aware that while they may be exempted from the requirement of the Regulation on the basis of a derogation adopted by the State, they are not so exempted, while operating in another member state.

The following categories of vehicles are exempted from the tachograph rules and drivers' hours

requirements when used for carriage by road solely within the State:

- (a) A vehicle that is owned, or is hired without a driver, by a public authority to undertake carriage by road, but only if the vehicle does not compete with private transport undertakings;
- (b) A vehicle that is used, or hired without a driver, by an agricultural, horticultural, forestry, farming or fishery undertaking for carrying goods as a part of its own entrepreneurial activity within a radius of up to 100km from the undertaking's base;
- (c) An agricultural tractor or forestry tractor that is used for agricultural or forestry activities within a radius of up to 100km from the base of the undertaking that owns, hires or leases the vehicle;
- (d) A vehicle that has, or a combination of vehicles each of which has a maximum permissible mass not exceeding 7.5 tonnes, but only if it is used:
 - i. by a universal service provider to deliver items as part of the universal service, or
 - ii. for carrying materials, equipment or machinery for the driver's use in the course of the driver's work;
 - iii. within a radius of 100 km from the undertaking's base, and driving is not the main activity of the driver of the vehicle.
- (e) A vehicle that operates exclusively on islands that do not exceed 2,300 sq km in total area and are not linked to the rest of the state by a bridge, ford or tunnel that is open for use by motor vehicles;
- (f) A vehicle that is used for the carriage of goods only within a radius of 100km from the undertaking's base and is propelled by means of natural or liquefied gas or electricity, but only if the maximum permissible mass of the vehicle including its trailer or semi-trailer (if any) does not exceed 7.5 tonnes;
- (g) A vehicle that is used for driving instruction and examination leading to the issue of a driving licence or a certificate of professional competence, but not if it is also being used for the commercial carriage of goods or passengers;





- (h) A vehicle that is used in connection with:
 - i. Sewerage services, flood protection, water, gas or electricity maintenance services, or
 - ii. Road maintenance and control, or
 - iii. Door-to-door household refuse collection and disposal, or
 - iv. Telegraph or telephone services, or
 - v. Radio or television broadcasting or the detection of radio or television transmitters or receivers;
- (i) A vehicle used exclusively for the non-commercial carriage of passengers but only if the vehicle contains no more than 17 seats (including the driver's seat);
- (j) A specialised vehicle that is used for transporting circus or funfair equipment;
- (k) A specially fitted mobile-project vehicle, the primary purpose of which is use as an educational facility while stationary;
- (l) A vehicle that is used for milk collection from farms and the return to farms of milk containers or milk products intended for animal feed;
- (m) A vehicle that is specially designed for mobile banking, exchange or saving transactions;
- (n) A vehicle that is used for carrying animal waste, or for carrying carcasses that are not intended for human consumption;
- (o) A vehicle that is used exclusively on roads inside an airport, a port or railway hub;
- (p) A vehicle that is used for the carriage of live animals, but only if used from:
 - i. A farm to a local market, or
 - ii. A local market to a farm, or
 - iii. A market to a local slaughterhouse,That is not more than 100 km from the farm, or the local market or market.

S.I. 386/2011 (European Union Communities (Road Transport)(Exemptions) Regulations 2011).

There is a mutual agreement in place between the Republic of Ireland, Great Britain and Northern Ireland, whereby the above derogations will apply in each state apart from a, e, f, g, m and o.



Article 4.

For the purposes of this Regulation the following definitions shall apply;

- (a) "Carriage by road" means any journey made entirely or in part on roads open to the public by a vehicle, whether laden or not, used for the carriage of passengers or goods;
- (b) "Vehicle" means a motor vehicle, tractor, trailer, or semi-trailer or a combination of these vehicles, defined as follows:
- "motor vehicle"; any self-propelled vehicle travelling on the road, other than a vehicle permanently running on rails, and normally used for carrying passengers or goods,
- "tractor"; any self-propelled vehicle travelling on the road, other than a vehicle permanently running on rails, and specially designed to pull, push or move trailers, semi-trailers, implements or machines;
- "trailer"; any vehicle designed to be coupled to a motor vehicle or tractor;
- "semi-trailer"; a trailer without a front axle coupled in such a way that a substantial part of its weight and of the weight of its load is borne by the tractor or motor vehicle;
- (c) "Driver" means any person who drives the vehicle even for a short period, or who is carried in a vehicle as part of his duties to be available for driving if necessary;
- (d) "Break" means any period during which a driver may not carry out any driving or any other work and which is used exclusively for recuperation;
- (e) "Other work" means all activities which are defined as working time in Article 3 (a) of Directive 2002/15/EC except "driving", including any work for the same or another employer, within or outside of the transport sector;
- (f) "Rest" means any uninterrupted period during which a driver may freely dispose of his time;
- (g) "Daily rest period" means the daily period during which a driver may freely dispose of his time and covers a "regular daily rest period" and a "reduced daily rest period";
- "regular daily rest period" means any period of rest of at least 11 hours. Alternatively, this regular daily rest period may be taken in two periods, the first of which must be an uninterrupted period of at least 3 hours and the second an uninterrupted period of at least 9 hours,
- "reduced daily rest period" means any period of at least 9 hours but less than 11 hours;
- (h) "Weekly rest period" means the weekly period during which the driver may freely dispose of his time and covers a "regular weekly rest period" and a "reduced weekly rest period";
- "regular weekly rest period" means any period of rest of at least 45 hours,
- "reduced weekly rest period" means any period of rest of less than 45 hours, which may, subject to the conditions laid down in Article 8 (6) be shortened to a minimum of 24 consecutive hours;
- (i) "A week" means the period of time between 00.00 on Monday and 24.00 on Sunday;
- (j) "Driving time" means the duration of driving activity recorded;
- automatically or semi-automatically by the recording equipment as defined in Annex 1 and Annex 1B of Regulation (EEC) No 3821/85, or
- manually as required by Article 16(2) of Regulation (EEC) 3821/85;
- (k) "Daily driving time" means the total accumulated driving time between the end of one daily rest period and the beginning of the following daily rest period or between a daily rest period and a weekly rest period;
- (l) "Weekly driving time" means the total accumulated driving time during a week;
- (m) "Maximum permissible mass" means the maximum authorised operating mass of a vehicle when fully laden;
- (n) "Regular passenger services" means national and international services as defined in Article 2 of Council Regulation (EEC) No 684/92 of 16 March 1992 on common rules for the international carriage of passengers by coach and bus (10);
- (o) "Multi-manning" means the situation where, during each period of driving between any two consecutive daily rest periods, or between a daily rest period and a weekly rest period, there are at least two drivers in the vehicle to do the driving. For the first hour of multi-manning the presence of another driver or drivers is optional but for the remainder of the period it is compulsory;
- (p) "Transport undertaking" means any natural person, any legal person, any association or group of persons without legal personality, whether profit-making or not, or any official body, whether having its own legal personality or being dependent upon an authority having such a personality, which engages in carriage by road, whether for hire or reward or for own account;
- (q) "Driving period" means the accumulated driving time from when a driver commences driving following a rest period or a break until he takes a rest period or a break. The driving period may be continuous or broken.



SELF-ASSESSMENT OF KNOWLEDGE

Please complete the following questions to help assess your understanding of the module so far:

Q.1 Regulations relating to the carriage of goods apply when the mass of the vehicle exceeds what weight?

Your Response

Q.2 Regulations relating to the carriage of passengers apply when the vehicle is carrying how many passengers?

Your Response

Q.3 What specifically should an operator be aware of in relation to 'Derogation from the EU Drivers Hours Rules'?

Your Response

Q.4 S. I. 386/2011 states that Ireland has a mutual agreement with which two jurisdictions?

Your Response

Q.5 What is the overall aim of the legislation dealing with working time, drivers hours, rest periods and breaks?

Your Response

Q.6 What must a driver do who is involved in a mixture of in-scope and out-of-scope activities?

Your Response





SECTION E – DRIVING TIMES BREAKS AND REST PERIODS IN THE TRANSPORT INDUSTRY

Driving Times

1. The daily driving time shall not exceed nine hours.

However, the daily driving time may be extended to at most 10 hours not more than twice during the week.

2. The weekly driving time shall not exceed 56 hours and shall not result in the maximum weekly working time laid down in Directive 2002/15/EC being exceeded.
3. The total accumulated driving time during any two consecutive weeks shall not exceed 90 hours.
4. Daily and weekly driving times shall include all driving time on the territory of the Community or of a third country.

Breaks

After a driving period of four and a half hours a driver shall take an uninterrupted break of not less than 45 minutes, unless he takes a rest period.

This break may be replaced by a break of at least 15 minutes followed by a break of at least 30 minutes each distributed over the period in such a way as to comply with the provisions of the first paragraph. A break is any period during which a driver may not carry out any driving or other work and which is used exclusively for recuperation. A break may be taken in a moving vehicle, provided no other work is undertaken.

Daily Rest Periods.

1. A driver shall take daily and weekly rest periods.
2. Within each period of 24 hours after the end of the previous daily rest period or weekly rest period a driver shall have taken a new daily rest period.

If the portion of the daily rest period which falls within that 24 hour period is at least nine hours but less than 11 hours, then the daily rest period in question shall be regarded as a reduced daily rest period.

3. A daily rest period may be extended to make a regular weekly rest period or a reduced weekly rest period.
4. A driver may have at most three reduced daily rest periods between any two weekly rest periods.
5. By way of derogation from paragraph 2, within 30 hours of the end of a daily or weekly rest period, a driver engaged in multi-manning must have taken a new daily rest period of at least nine hours.

Weekly Rest Periods

In any two consecutive weeks a driver shall take at least:

- two regular weekly rest periods, or
- one regular weekly rest period and one reduced weekly rest period of at least 24 hours.
However, the reduction shall be compensated by an equivalent period of rest taken en bloc before the end of the third week following the week in question.

A weekly rest period shall start no later than at the end of six 24-hour periods from the end of the previous weekly rest period.

Any rest taken as compensation for a reduced weekly rest period shall be attached to another rest period of at least nine hours.

Where a driver chooses to do this, daily rest periods and reduced weekly rest periods away from base may be taken in a vehicle, as long as it has suitable sleeping facilities for each driver and the vehicle is stationary.

A weekly rest period that falls in two weeks may be counted in either week, but not in both.





12 Day Rule

By way of derogation, a driver engaged in a single occasional service of international carriage of passengers, as defined in Regulation (EC) No. 1073/2009 may postpone the weekly rest period for up to 12 consecutive 24 hour periods following a previous regular rest period, provided that:

- (a) the service lasts at least 24 consecutive hours in a member state or a third country to which this regulation applies other than the one in which the service started,
- (b) the driver takes, after the use of the derogation;
 - (i) either 2 regular weekly rest periods, or
 - (ii) 1 regular weekly rest period and 1 reduced weekly rest period of at least 24 hours. However, the reduction shall be compensated by an equivalent period of rest taken en bloc before the end of the 3rd week following the end of the derogation period.

- (c) After 1-Jan. 2014, the vehicle is equipped with recording equipment in accordance with the requirements of Annex 1B to Regulation (EEC) No. 3821/85, and
- (d) After 1-Jan-2014, if driving during the period from 22.00 hours to 06.00 hours, the vehicle is multi-manned, or the driving period referred to in Article 7 8, (6) (b) (iv) of the AETR Agreement is reduced to 3 hours.

Rest requirement before commencing	Work allowance	Rest requirement upon completion	Compensation
Minimum 45 hours.	12 consecutive days	2x regular weekly rests. (90 hours) Or 1x regular weekly rest (45 Hours), and 1x reduced weekly rest (min 24 hours). Total rest 69 hours taken and minimum 21 hours compensation due.	Nil 21 hours (90 less 69) attached to a break of at least 9 hours before end of the third week following return from the journey.





EXAMPLES OF DRIVING TIMES, BREAKS AND REST PERIODS.

Note: the time segments depicted in the following 24 hour clock examples are for illustration purposes only.

Driving

“Driving time” is the duration of driving activity recorded either by the recording equipment or manually when the recording equipment is broken.

Even a short period of driving under EU rules during any day by a driver will mean that they are covered by the rules for the whole of that day and must comply with the daily driving, break and rest requirements; drivers will also have to comply with the weekly rest requirement and driving limit.

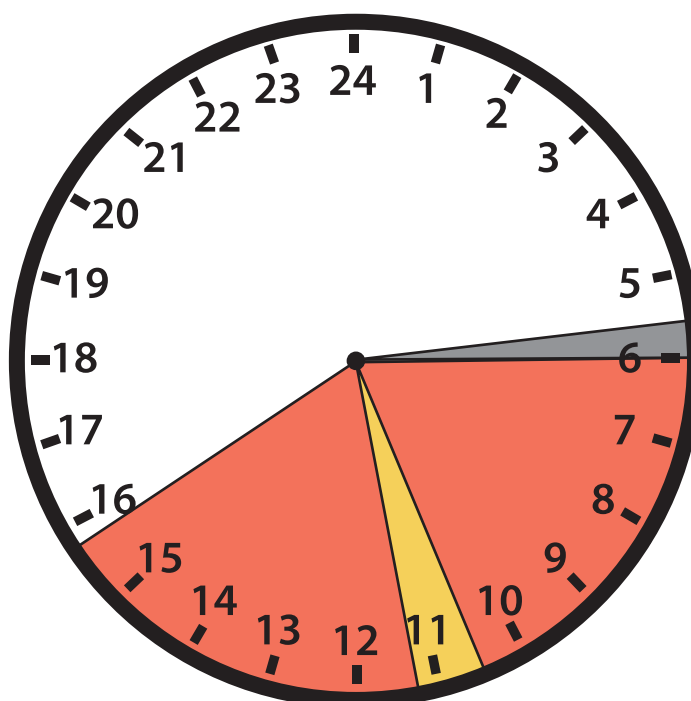
Breaks and driving limits

After a driving period of no more than 4.5 hours, a driver must immediately take a break of at least 45 minutes, unless a rest period is taken. A break is any period during which a driver may not carry out any driving or other work and which is used exclusively for recuperation.

Alternatively, a full 45 minute break can be replaced by one break of at least 15 minutes followed by another break of at least 30 minutes. These breaks must be distributed over the 4.5 hour period. Breaks of less than 15 minutes will not contribute towards a qualifying break, but neither will they be counted as duty or driving time.

Example 1.

	Other Work 10 mins
	Driving 4.5 hrs
	Break 45 mins
	Driving 4.5 hrs
	Rest Period



Note: Break requirements may also arise under the separate Road Transport (Working Time) rules, if the driver is carrying out a combination of driving and other work.

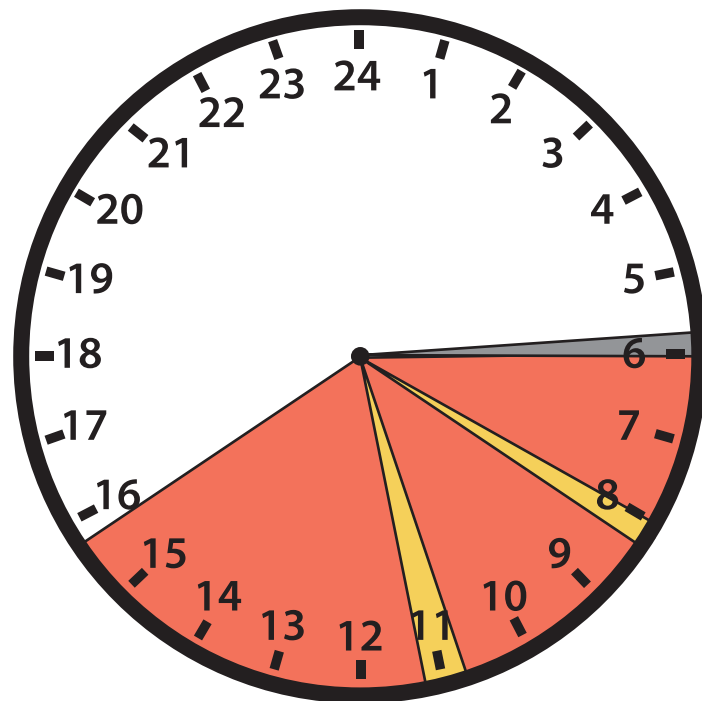




The EU rules will only allow a split break pattern that shows the second period of break being at least 30 minutes, such as in the following example;

Example 2.

	Other Work 10 mins
	Driving 2 hrs
	Break 15 mins
	Driving 2.5 hrs
	Break 30 mins
	Driving 4.5 hrs
	Rest Period

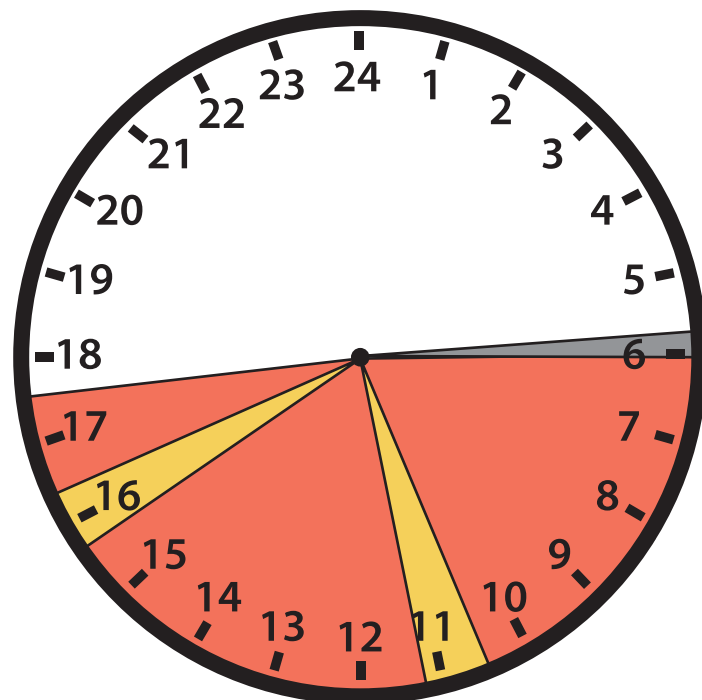


Daily driving limit

The maximum daily driving time is 9 hours. However, the daily driving time may be extended to at most 10 hours, not more than twice during the fixed week, for example;

Example 3.

	Other Work 10 mins
	Driving 4.5 hrs
	Break 45 mins
	Driving 4.5 hrs
	Break 45 mins
	Driving 1 hrs
	Rest Period



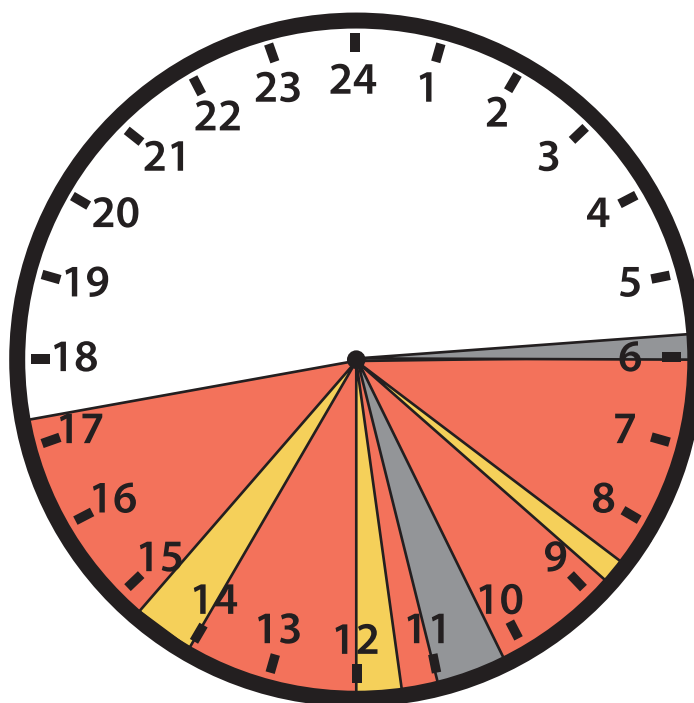
Note: A driver restarts a new driving period if he/she takes a 45 minute break (or qualifying breaks totalling 45 minutes) during or at the end of a 4.5 hour driving period. This means the next 4.5 hour driving period begins with the completion of the qualifying break. See example 4 on page 53.





Example 4.

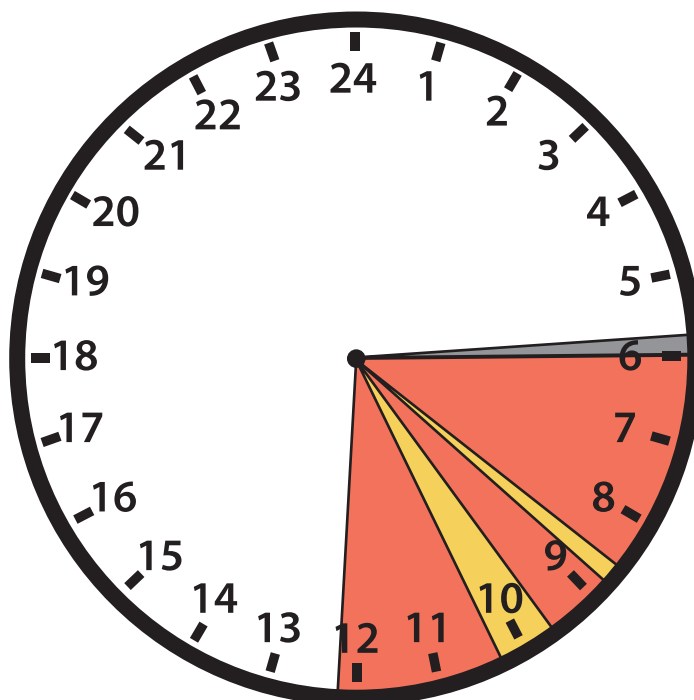
	Other Work 10 mins
	Driving 2.5 hrs
	Break 15 mins
	Driving 1.5
	Other Work 45 mins
	Driving 30 mins
	Break 30 mins
	Driving 2 hrs
	Break 45 mins
	Driving 2.5 hrs
	Rest Period



The next example shows a short driving day;

Example 5.

	Other Work 10 mins
	Driving 2.5 hrs
	Break 15 mins
	Driving 1 hr
	Break 30 mins
	Driving 2 hrs
	Rest Period

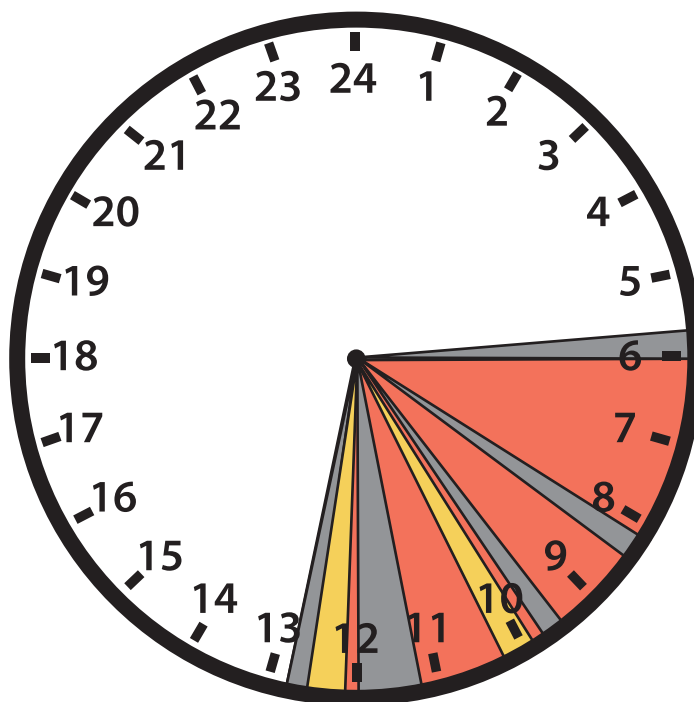




This example shows multiple periods of other work;

Example 6.

	Other Work 10 mins
	Driving 2 hrs 10 mins
	Other Work 20 mins
	Driving 1 hr
	Other Work 20 mins
	Driving 5 mins
	Break 15 mins
	Driving 1 hr
	Other Work 50 mins
	Driving 5 mins
	Break 30 mins
	Other Work 10 mins
	Rest Period

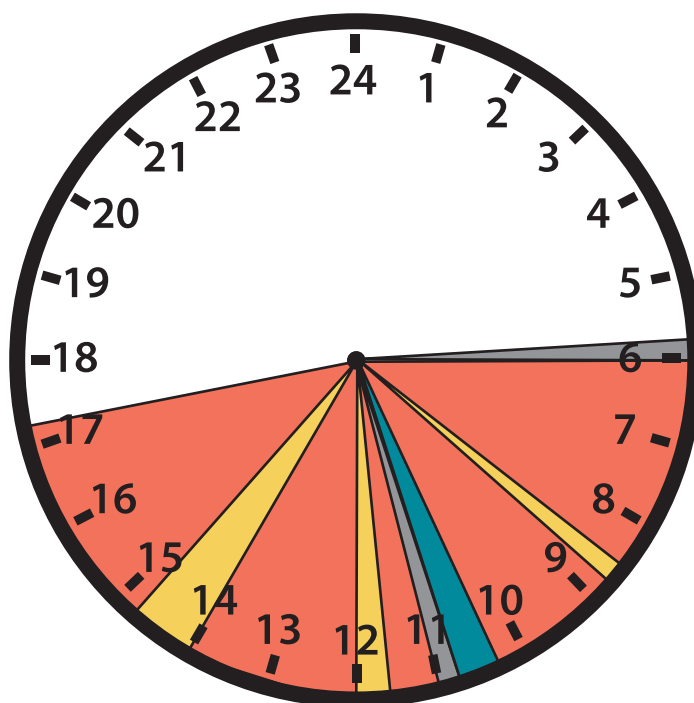




The following example shows a Period of Availability (ref. Page 39);

Example 7.

	Other Work 10 mins
	Driving 2.5 hrs
	Break 15 mins
	Driving 1.5 hrs
	Availability 30 mins
	Other Work 15 mins
	Driving 30 mins
	Break 30 mins
	Driving 2 hrs
	Break 45 mins
	Driving 2.5 hrs
	Rest Period

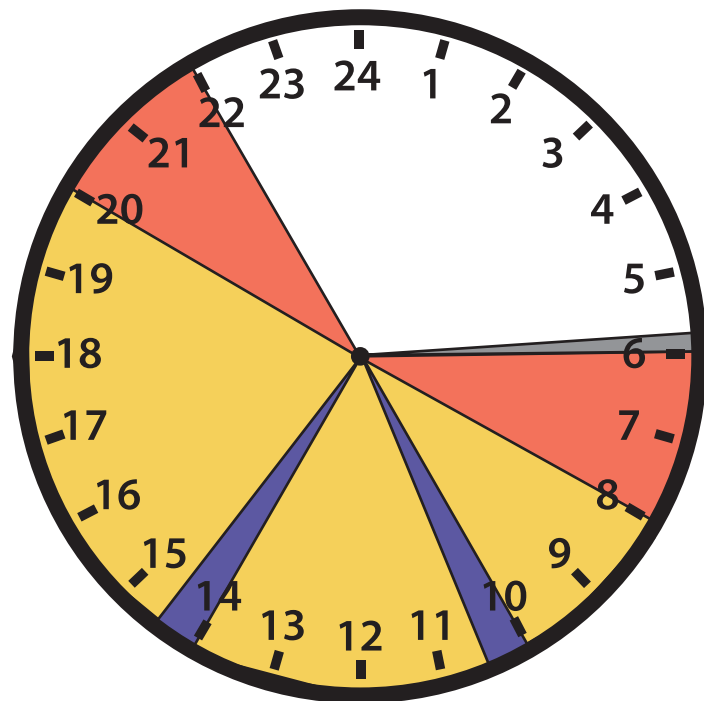




The following two examples deal with ferry crossings (ref. Page 61)

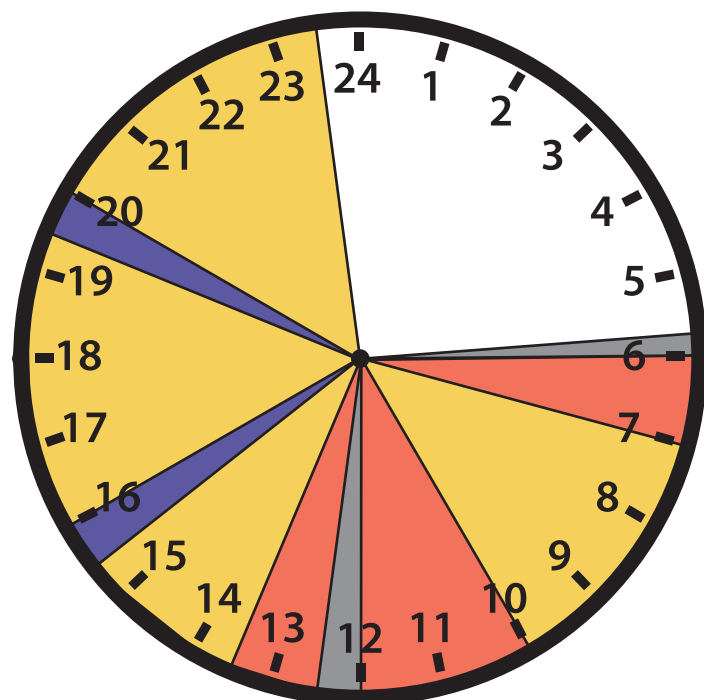
Example 8.

	Other Work 10 mins
	Driving 2 hrs
	Rest (quay side) 2 hrs
	Embark/Interruption 30 mins
	Rest (on ferry) 3.5 hrs
	Disembark/Interruption 30 mins
	Rest 5.5 hrs
	Driving 2 hrs
	Rest Period



Example 9.

	Other Work 10 mins
	Driving 1 hr
	Rest 3 hrs
	Driving 2 hrs
	Other Work 30 mins
	Driving 1 hr
	Rest 2 hrs
	Embark/Interruption 30 mins
	Rest (on ferry) 3.5 hrs
	Disembark/Interruption 30 mins
	Rest 3.5 hrs
	Rest Period

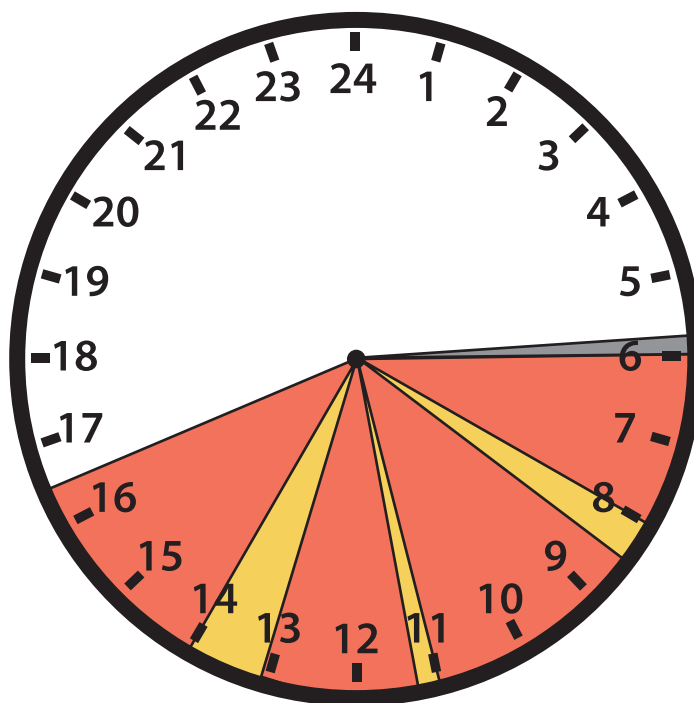




The following is an example of an illegal day;

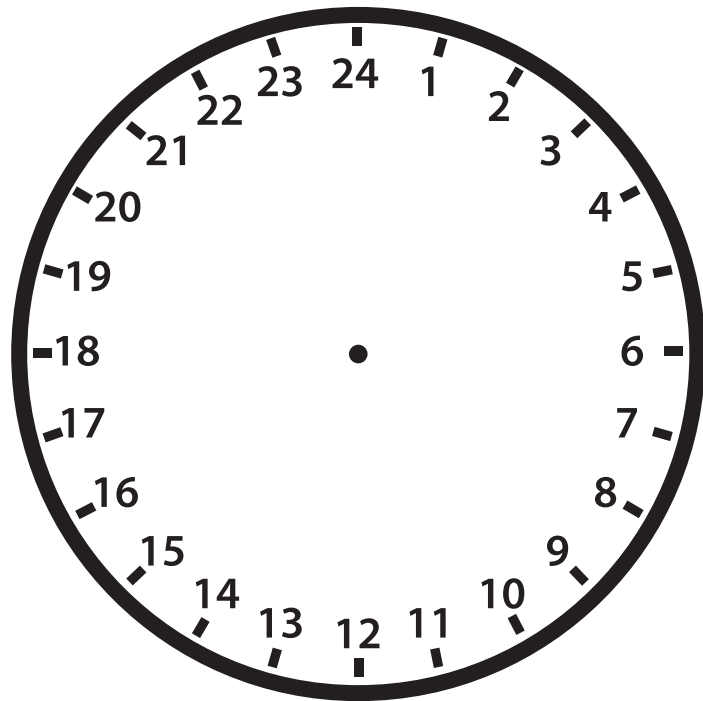
Example 10.

	Other Work 10 mins
	Driving 2 hrs
	Break 30 mins
	Driving 2.5
	Break 15 mins
	Driving 2 hrs
	Break 45 mins
	Driving 2.5 hrs
	Rest Period





Exercise: Using the blank chart below, fill out a typical days duty, including driving, breaks, other work and periods of availability and complete the exercise by showing those segments on the clock provided.





Daily driving time is:

- The total accumulated driving time between the end of one daily rest period and the beginning of the following daily rest period;
- The total accumulated driving time between a daily rest period and a weekly rest period.

Note: Driving time includes any off-road parts of a journey where the rest of that journey is made on the public road. Journeys taking place entirely off road would be considered as “other work”.

So, for example, any time spent driving off road between a parking/rest area and a passenger-loading area prior to travelling out onto a public road would constitute driving time. But it would be regarded as other work where all the passengers were picked up and dropped off on the same off-road site.

Weekly driving limit:

The maximum weekly driving limit is 56 hours, which applies to a fixed week (see below). A fixed week starts at 00.00 on Monday and ends at 24.00 on the following Sunday. It is important to note that the weekly driving limit, the two-weekly driving limit and the qualifying weekly rest periods are all aligned to the fixed week. The following diagram shows an example of how this might be achieved:

Example 8:

Sat	Weekly rest
Sun	Weekly rest
Mon	9 hours driving
Tues	10 hours driving
Wed	9 hours driving
Thurs	9 hours driving
Fri	10 hours driving
Sat	9 hours driving
Sun	Weekly rest
Mon	Weekly rest

Total weekly hours = (4 x 9) + (2 x 10) = 56.

Two-weekly driving limit:

The maximum driving time over any two-weekly period is 90 hours. See Example 12 below.

Example 12:

Week	Total hours of driving	Two-weekly totals
9	56 hours	90 hours
10	34 hours	
11	45 hours	90 hours
12	45 hours	
13	43 hours	88 hours

Daily rest periods

Within each period of 24 hours after the end of the previous daily rest period or weekly rest period, a driver shall have taken a new daily rest period. An 11 hour (or more) daily rest is called a regular daily rest period. Alternatively, this regular daily rest period may be taken in 2 periods, the first of which must be an uninterrupted period of at least 3 hours and the second an uninterrupted period of at least 9 hours.

A daily rest is defined as an uninterrupted period where a driver may freely dispose of his/her time. Time spent working in other employment or under obligation or instruction, regardless of the occupation type, cannot be counted as rest, including work where you are self-employed.

Example 9:

24-hour period	
Driving + other work + breaks = 13 hours	Regular daily rest = 11 hours

Example 10:

24-hour period			
Driving + other work + breaks = 8 hours	Rest 3 hours	Driving + other work + breaks = 4 hours	Rest 9 hours

A driver may reduce his/her daily rest period to no less than 9 continuous hours, but this can be done no more than three times between any two weekly rest periods; no compensation for the reduction is required. A daily rest that is less than 11 hours but at least 9 hours long is called a reduced daily rest period.

Example 11:

24-hour period	
Driving + other work + breaks = 15 hours	Reduced daily rest = 9 hours





To summarise, a driver who begins work at 06.00 on day 1 must, by 06.00 on day 2 at the latest, have completed either:

- A regular daily rest period of at least 11 hours; or
- A regular daily rest period taken in 2 periods (3 hours plus 9 hours); or
- If entitled, a reduced daily rest period of at least 9 hours.

Split daily rest period: a regular rest taken in two separate periods – the first of which must be an uninterrupted period of at least 3 hours and the second an uninterrupted period of at least 9 hours.

Reduced daily rest period: A continuous rest period of at least 9 but less than 11 hours.

Multi-manning

“Multi-manning” is where, during each period of driving between any two consecutive daily rest periods, or between a daily rest period and a weekly rest period, there are at least two drivers in the vehicle to do the driving. For the first hour of multi-manning the presence of another driver or drivers is optional, but for the remainder of the period it is compulsory. This allows for a vehicle to depart from its operating centre and collect a second driver along the way, providing that this is done within 1 hour of the first driver starting work. If these strict conditions cannot be complied with, then drivers sharing duties on a journey will individually be governed by single manning rules and will not be able to use the following variation to the daily rest requirement – where a vehicle is manned by two or more drivers, each driver must have a daily rest period of at least 9 consecutive hours within the 30-hour period that starts at the end of the last daily or weekly rest period.

Organising drivers’ duties and incorporating this concession enables a crew’s duties to be spread over 21 hours.

This is an example of how the duties of a two-man crew could be organised to take maximum advantage of multi-manning rules.

30-hour period	Driver 1	Driver 2
	Daily rest	Daily rest
	Other work 1 hour	Daily rest (not on vehicle) 1 hour
	Driving 4.5 hours	Availability 4.5 hours
	Break and availability 4.5 hours	Driving 4.5 hours
	Driving 4.5 hours	Break and availability 4.5 hours
	Break and availability 4.5 hours	Driving 4.5 hours
	Driving 1 hour	Break and availability 1 hour
	Break 1 hour	Driving 1 hour
	Daily rest (9 hours)	Daily rest (9 hours)

The maximum driving time for a two-man crew taking advantage of this concession is 20 hours before a daily rest is required (although only if both drivers are entitled to drive 10 hours).

Under multi-manning, the second driver in a crew may not necessarily be the same driver for the

duration of the first driver’s shift but could in principle be any number of drivers as long as the conditions are met. Whether these second drivers could claim the multi-manning concession in these circumstances would depend on their other duties.





Multi-manning: second driver record

Some analogue equipment and all digital tachographs will automatically record all time spent as a second driver when the vehicle is in motion as a period of availability and they do not allow the mode to be changed to either “break” or “other work”. **Provided the second driver is not required to carry out any work during this time, enforcement authorities will accept the first 45 minutes of this time as a break from driving. Any periods of other work, however, must be manually recorded on a printout or chart by the driver.**

Note: A driver who has not been issued with a driver card cannot drive a vehicle which is equipped with a digital tachograph.

Ferry or train interruptions of split daily rest periods.

Where a driver accompanies a vehicle that is being transported by ferry or train, the daily rest requirements are more flexible. A regular daily rest period (11 hours, or 3 hours plus 9 hours) may be interrupted no more than twice, but the total interruption must not exceed one hour in total. This allows for a vehicle to be driven on to a ferry and off again at the end of a crossing. Where the rest period is interrupted in this way, the total accumulated rest period must still be 11 hours, (or 12 hours if a driver avails of a split daily rest period of 3 hours plus 9 hours). Where the interruptions exceed 1 hour in total, the driver is required to take the full daily rest as normal and could be prohibited from continuing his/her journey until the proper rest period is achieved. A bunk or couchette must be available during the rest periods. For example, a qualifying regular daily rest period could be interrupted in the following manner:

Example 1:

Example of interruption of a regular Daily Rest (11 hours) for the purpose of embarking or disembarking a ferry or train.

Rest 2 hours	Driving/other work (embarkation) 30 minutes	Rest (on ferry or train) 7 hours	Driving/other work (disembarkation) 30 minutes	Rest 2 hours
--------------	---	----------------------------------	--	--------------

Example 2:

Example of a regular Daily Rest taken in the form of 3 hours + 9 hours. Note that the two interruptions are in the 9 hour portion of the Daily rest.

Rest 3 hrs	Driving 4 hrs	Rest 1 hr	Driving/other work (embarkation) 30 minutes	Rest (on ferry or train) 7 hrs	Driving/other work (disembarkation) 30 minutes	Rest 1 hr
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Example 3:

Example of a regular Daily Rest taken in the form of 3 hours + 9 hours. Note that each of the separate rest periods have been interrupted once.

Rest (on ferry or train) 2 hrs 30 mins	Driving/other work (disembarkation) 30 minutes	Rest 30 mins	Driving 4 hrs	Rest 2 hrs	Driving/other work (embarkation) 30 minutes	Rest (on ferry or train) 7 hrs	Driving 3 hrs
--	--	--------------	---------------	------------	---	--------------------------------	---------------

Weekly Rest Periods

A weekly rest period may be a regular weekly rest of at least 45 hours duration, or a reduced weekly rest of at least 24 hours (but less than 45 hours) duration.

A driver is required to start a weekly rest period no later than 144 hours (6 x 24 hours) since the completion of the previous qualifying rest period.

		Week 1						Week 2				Week 3
		Rest						Rest				Rest
		45 hours				144 hours		45 hours		72 hours		45 hours





In any 2 consecutive 'fixed weeks' (Monday-Sunday), a driver is required to take (or start) either

- 2 regular weekly rests, or
- A regular weekly rest and a reduced weekly rest.

Reductions in weekly rest must be compensated for by taking the reduction enbloc as rest **attached to a rest period of at least 9 hours before the end of the third week, following the week when the reduction took place.**

Where reduced weekly rest periods are taken away from base, these may be taken in a vehicle provided that it has suitable sleeping facilities and is stationary.

A weekly rest period that spans 2 weeks may be counted in either week but not in both.

Note: Operators who use a cyclical shift pattern should take care that their shift patterns allow for compliance with the rolling 2-weekly requirements for weekly rest and compensation.

Reduced Weekly Rest

Any reductions in weekly rest must be compensated for by taking the reduction enbloc and attached to a rest period of at least 9 hours before the end of the third week, following the week when the reduction took place. Below are some examples of how this can be achieved.

Example A:

Week	1	2	3	4	5
Duration of Weekly Rest Period	45	24 45 - 24=21	45	24	45 + 21=66

In Example A, we can see the reduced Weekly Rest is compensated for by the end of the third week following the week when it was reduced. In this example the reduction took place in Week 2, so the compensation must occur before the end of Week 5.

Other options are available once the rest is compensated for by the end of the third week, following the week when the rest was taken.

In Example B, the reduced rest is compensated for in the second week after the week in question where it is added to a daily rest period of nine hours.

However it is important to note that compensated rest does not count as weekly rest, and the driver must still begin a regular weekly rest period after six days driving/work.

Example B:

Week	1	2	3	4	5
Duration of Weekly Rest Period	45	24	45	*(Ref Table C below)	24

Example C:

Day	1	2	3	4	5	6	7
Daily Activities During Week 4	Work/ Drive 9 Hrs	Work/ Drive 10 Hrs	Work/ Drive 8 Hrs	Rest of 9 Hrs + Comp of 21 Hrs	Work/ Drive 9 Hrs	Work/ Drive 7 Hrs	Begin Weekly Rest of 45 Hrs





ATTESTATION OF ACTIVITIES¹
(REGULATION (EC) 561/2006 OR THE AETR²)

To be filled in by typing and signed before a journey. To be kept with the original control device records wherever they are required to be kept

FALSE ATTESTATIONS CONSTITUTE AN INFRINGEMENT

Part to be filled in by the undertaking	
(1)	Name of the undertaking:.....
(2)	Street address, postal code, city, country:
(3)	Telephone number (including international prefix):
(4)	Fax number (including international prefix):.....
(5)	E-mail address:.....
I, the undersigned:	
(6)	Name and first name
(7)	Position in the undertaking:.....
declare that the driver:	
(8)	Name and first name:.....
(9)	Date of birth (day/month/year):
(10)	Driving licence or identity card or passport number:
(11)	who has started to work at the undertaking on (day/month/year):
for the period:	
(12)	from (hour/day/month/year):.....
(13)	to (hour/day/month/year):.....
(14)	☐ was on sick leave***
(15)	☐ was on annual leave ***
(16)	☐ was on leave or rest***
(17)	☐ drove a vehicle exempted from the scope of regulation (EC) 561/2006 or the AETR***
(18)	☐ performed other work than driving***
(19)	☐ was available ***
(20)	Place:.....Date:.....
Signature	

(21) I, the driver, confirm that I have not been driving a vehicle falling under the scope of Regulation (EC) 561/2006 or the AETR during the period mentioned above.

(22) Place:..... Date:.....

Signature of the driver

¹ This form is available in electronic and printable versions at the following address: <http://ec.europa.eu>

² European Agreement concerning the Work of Crews of Vehicles engaged in International Road Transport.

*** Choose only one box

EN

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EN





Travelling time

Any time spent travelling to a location to take charge of a vehicle falling within the scope of Regulation (EC) No 561/2006, or to return from that location when the vehicle is neither at the drivers home or at the employers operational centre where the driver is normally based, shall not be counted as a rest or break unless the driver is on a ferry or train and has access to a bunk or couchette.

Any time spent by a driver driving a vehicle which falls outside the scope of the Regulations to or from a vehicle which falls within the scope of the Regulations, which is not at the drivers home or at the employers operational centre where the driver is normally based, shall count as other work.

If a driver has to drive for 1 hour by car to pick up an in-scope vehicle that was not at the drivers home or normal operating base, then this driving would count as other work.

Similarly, if he had to drive back by car from a location that was not his/her normal operating base, this would count as other work.

A driver who has driven a vehicle covered by EU rules and has completed his/her maximum driving time (9 or 10 hours) may be driven back to base (e.g. by travelling on a coach as passenger), provided he is not required to start a daily rest period or a weekly rest period. He should record this activity as other work or availability, depending on whether he undertakes additional work, such as navigating, while a passenger.

Unforeseen events

Provided that road safety is not jeopardised, and to enable a driver to reach a suitable stopping place, a departure from E.U. Rules may be permitted to the extent necessary to ensure the safety of persons, including passengers, the vehicle or its load. Drivers must note all the reasons for doing so on the back of their tachograph record sheets (if using an analogue tachograph) or on a printout or temporary sheet (if using a digital tachograph), at the latest on reaching the suitable stopping place. Repeated and regular occurrences, however, might indicate to enforcement officers that employers were not in fact scheduling work to enable compliance with the applicable rules.

A judgment by the European Court of Justice dated 9 November 1995 provides a useful guide to how this provision should be interpreted. It can apply only in cases where it unexpectedly becomes impossible to comply with the rules on drivers' hours during the course of a journey. In other words, planned breaches of the rules are not allowed. This means that when an unforeseen event occurs, it is for the driver to decide whether it is necessary to depart from the rules. In doing so, a driver will have to take into account the need to ensure road safety in the process and any instruction that may be given by an enforcement officer (e.g. when under Garda escort).

Some examples of such events are delays caused by severe weather, road traffic accidents, mechanical breakdowns or interruptions of ferry services, and any event that causes or is likely to cause danger to the life or health of people or animals. Note that this concession only allows for drivers to reach a suitable stopping place, not necessarily to complete their planned journey. Drivers and operators are expected to reschedule any disrupted work to remain in compliance with the EU rules.





SUMMARY

DRIVERS' RESPONSIBILITIES

You must:

- make sure that the tachograph equipment and your driver card work properly and you use them properly;
- use the mode switches on the tachograph to record breaks or rests, other work and availability;
- be able to produce to an enforcement officer at the roadside:
 - your driver card (if you have one)
 - charts you have used for the current day and in the previous 28 calendar days, and
 - any legally required written records or printouts that you have used for the current day and the previous 28 calendar days
- record all your work and driving activities manually if the tachograph equipment is not working properly and report the fault to the operator immediately; and
- make sure that the centre field of analogue charts is completed correctly and in full.





EU DRIVERS HOURS RULES – MAIN LIMITS FOR DRIVERS	
Maximum period of driving without a break	4½ hours
Daily driving time	Maximum of 9 hours, which may be extended to 10 hours but no more than twice a week
Weekly / Fortnightly Driving	Maximum of 56 hours in one week but a total of 90 hours over a fortnight
Break	After a driving period of 4½ hours, you must take a break of at least 45 minutes (unless you take a rest period). This break can be divided into 2 parts – the first at least 15 minutes long and the second at least 30 minutes – and taken during the 4½-hour driving period.
Daily rest	You must take a new daily rest period within 24 hours of the end of the previous daily rest period. A regular daily rest is at least 11 hours long. A reduced daily rest period is less than 11 hours, but at least 9 hours. You may opt to take a reduced daily rest period of at least 9 hours but less than 11 hours. You may only take a maximum of 3 reduced daily rest periods between any 2 weekly rest periods.
Split daily rest	A regular daily rest period may be taken in 2 periods, the first of which must be an uninterrupted period of at least 3 hours and the second an uninterrupted period of at least 9 hours.
Daily rest concession for multi-manning	If you are engaged in multi-manning, you must take a rest period of at least 9 hours' rest within 30 hours of the end of a daily or weekly rest period.
Daily rest concession for ferry/train rest	If you accompany a vehicle that is transported by ferry or train, and take a regular daily rest period (at least 11 hours), that period may be interrupted no more than twice by other activities of no more than 1 hour in total.
Weekly rest	A weekly rest period must start by the end of 6 x 24-hour periods after the previous weekly rest period finished. In any 2 consecutive weeks you must take at least: • 2 regular weekly rest periods (of at least 45 hours each), or • 1 regular weekly rest period and 1 reduced weekly rest period (of at least 24 hours) A weekly rest period that falls between 2 weeks' work may be counted in either week, but not in both. If over two working weeks, you take 1 full weekly rest period and then 1 reduced period, you must take compensating rest before the end of the third week after you took the reduced rest and add it to another rest period of at least 9 hours.
Driver centre field details (analogue tachograph charts)	Record sheets must contain the : a) surname and first name of driver; b) date and place where the use of the sheet begins and the date and place where the sheet ends; c) registration number of each vehicle to which the driver is assigned at the start of the first journey that is recorded on the sheet and then, if there is a change of vehicle, during the use of the sheet; d) odometer reading: • at the start of the first journey, • at the end of the last journey, and • if there is a change of vehicle during a working day, on the vehicle to which the driver was assigned and on the vehicle to which the driver is changing; and e) time of any change of vehicle.





SELF-ASSESSMENT OF KNOWLEDGE

Please complete the following questions to help assess your understanding of the module so far:

Q.1 How is a 'break' defined?

Your Response

Q.2 Can a break of less than 15 minutes be counted as a qualifying break?

Your Response

Q.3 What is the maximum weekly driving limit?

Your Response

Q.4 What portion of a 'Period of Availability' may be counted as a break?

Your Response

Q.5 What does 'reduced weekly rest period' mean?

Your Response

Q.6 When may a departure from the EU Rules be permitted?

Your Response





SECTION F – AETR RULES

Journeys to or through the countries that are signatories to the AETR Agreement are subject to AETR rules. AETR rules apply to the whole journey, including any E. U. countries passed through.

The AETR rules were aligned in Sept. 2010 with Council Regulation (EEC) 561/2006 to recognise the digital tachograph.

The changes include

- Defining the maximum weekly driving limit as 56 hours,
- Removing the compensation for reduced daily rest,
- Raising the minimum length of daily rest from 8 to 9 hours.
- Allowing the daily rest to be taken in 2 periods (instead of 3 as previously).
- Permitting a regular daily rest period to be interrupted no more than twice for ferry journeys (rather than once as previously)
- Introducing model Attestation forms.
- Under AETR Rules, it is a dual responsibility between the driver and the employer to maintain proper records.

Breaks and driving limits

After a period of no more than 4.5 hours of driving, a driver must take a break of at least 45 minutes, unless the driver begins a daily or weekly rest period. Alternatively, a full 45-minute break can be replaced by two or three breaks of no less than 15 minutes, followed by a break of no less than 30 minutes during or immediately after the driving period, so that the total break time adds up to at least 45 minutes in the 4.5 hours of driving. Breaks of less than 15 minutes will not contribute towards the qualifying break time, but neither will they be counted as duty or driving time.

There are minor differences between the AETR rules and the E. U. rules.

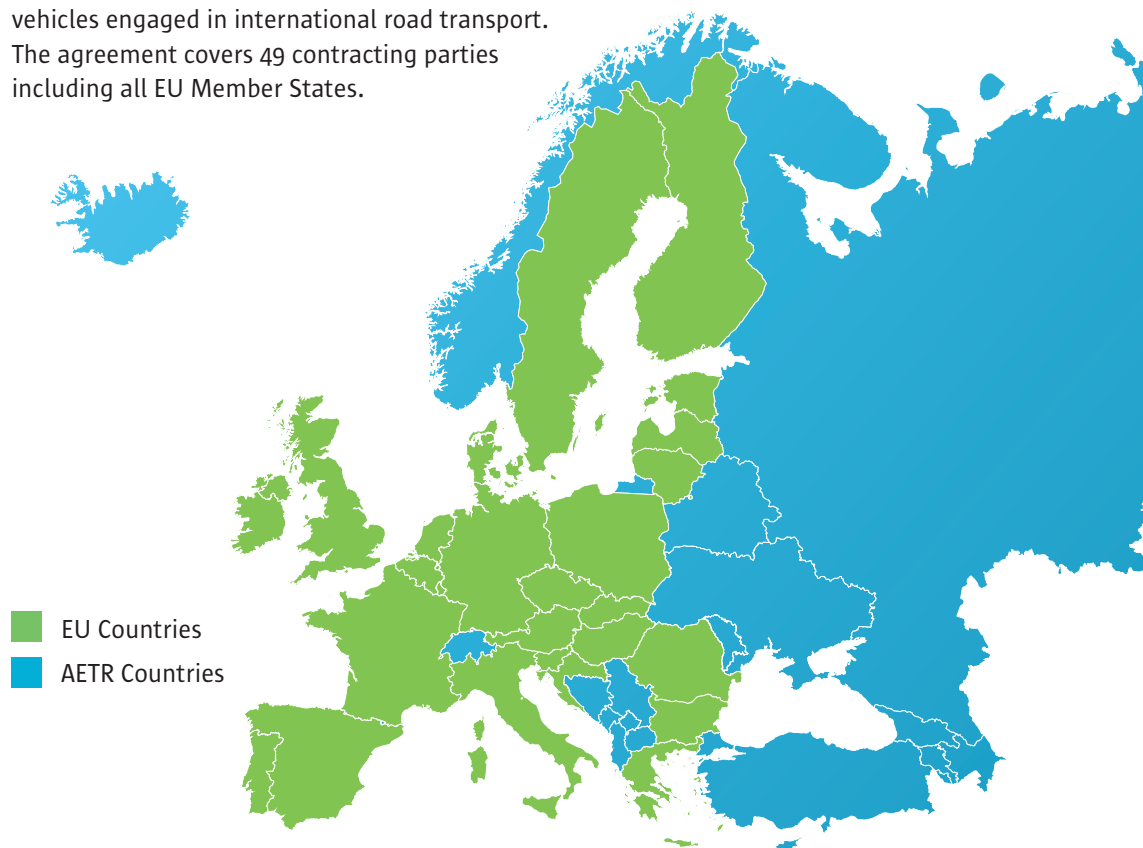
It should be noted that drivers who are driving in compliance with the EU Drivers Hours Regulations are automatically in compliance with the AETR Agreement.





AETR agreement

The AETR (Accord Européen sur les Transports Routiers) agreement concerns the work of crews of vehicles engaged in international road transport. The agreement covers 49 contracting parties including all EU Member States.



E. U. Countries	AETR Countries	EEA Countries
Austria Belgium Bulgaria Cyprus Czech Republic Denmark Estonia Finland France Germany Greece Hungary Ireland Italy Latvia Lithuania Luxembourg Malta Netherlands Poland Portugal Romania Slovakia Slovenia Spain Sweden United Kingdom	Albania Andorra Armenia Azerbaijan Belarus Bosnia and Herzegovina Croatia Kazakhstan Liechtenstein Macedonia Moldova Russia Serbia and Montenegro Turkey Turkmenistan Ukraine Uzbekistan	All EU Countries, plus Iceland Liechtenstein Norway

Note; Switzerland is not a member of the EU but for drivers' hours, and Tachograph purposes it adopts EU practices and limits for international journeys. The position in Norway is the same.

For more information, refer to the AETR Agreement.





EU ROAD TRANSPORT WORKING TIME DIRECTIVE

Some key information

The Road Transport Working Time Directive (WTD) applies to employed mobile workers, including drivers and crews of trucks and buses that are subject to the EU Drivers Hours Rules (Regulation 561/2006) and are used for the carriage of passengers or goods, for hire or reward or on their own account.

These are the main points of the Road Transport Working Time Directive (WTD)

- Weekly working time is limited to an average of 48 hours per week. This is calculated over a 4 month reference period.
- Up to 60 hours work can be done in a single week as long as the mobile worker maintains an average 48 hour limit over the agreed reference period.
- Breaks and Periods of Availability known about in advance do not count as working time. A Period of Availability is waiting time whose duration the mobile worker knows in advance. During this waiting time the mobile worker does not have to stay at their work station but they must be available to
 - (a) answer calls
 - (b) start work or resume driving, or
 - (c) carry out other work.
- Night workers are limited to a maximum 10 hours work in each 24 hour period unless there is a collective agreement in place. (Ref. S. I. 36/2012. See also Directive 2002/15/EC)
- Night time is a period between 00.00 and 04.00 for mobile workers of goods vehicles and 01.00 and 05.00 hours for mobile workers of passenger vehicles.
- Working time includes time spent
 - (a) driving a vehicle
 - (b) loading and unloading
 - (c) assisting passengers boarding and leaving a vehicle
 - (d) cleaning and maintaining a vehicle
 - (e) doing other work intended to ensure the safety of the vehicle, it's cargo and passengers
 - (f) waiting, where the duration is not known in advance

- Working time does not include
 - (a) periods of availability – a waiting time that is known about in advance
 - (b) breaks during a shift and
 - (c) daily or weekly rest periods
- The employer is usually responsible for monitoring and keeping records of working time. However, both the employer and the employee share responsibility for obeying the Working Time Rules. If the mobile worker breaks the Working Time Rules, neglects to tell his employer about other work or makes a false record, he can be prosecuted.
- The European Communities (Organisation of Working Time of Persons Performing Mobile Transport Activities Regulations (S. I. 36/2012) brought the Road Transport Working Time Directive into Irish law.
- The Road Safety Authority is responsible for the enforcement of the Road Transport Working Time Directive. Further detailed information concerning the Directive is available on the RSA website www.rsa.ie or by contacting the RSA on 091) 872600.

Breaks from work

- (1) No person performing mobile road transport activities shall work for more than 6 consecutive hours without a break.
- (2) Where the working time of a person performing mobile road transport activities exceeds 6 consecutive hours but does not exceed 9 consecutive hours, the person shall be entitled to a break lasting at least 30 minutes interrupting that time.
- (3) Where the working time of a person performing mobile road transport activities exceeds 9 consecutive hours, the person shall be entitled to a break lasting at least 45 minutes interrupting that time.
- (4) Each break may be made up of separate periods of not less than 15 minutes each.
- (5) An employer shall ensure that this Regulation is complied with in the case of each mobile worker employed by him or her. (Ref. S. I. 36/2012).

For further information see www.rsa.ie Guide to the Road Transport Working Time Directive (Directive 2002/15/EC)





SELF-ASSESSMENT OF KNOWLEDGE

Please complete the following questions to help assess your understanding of the module so far:

Q.1 What journeys do the AETR Rules apply to?

Your Response

Q.2 Under the Working Time Directive, what is the average weekly working time?

Your Response

Q.3 Under the Working Time Directive, how many hours work can be done in a single week?

Your Response

Q.4 Under AETR, who shares responsibility for monitoring and keeping records?

Your Response





SECTION G – PENALTIES

Under Irish Rules the majority of offences carry a fine of up to €5,000 for each offence or imprisonment for a term not exceeding 6 months or both. Some offences carry a penalty of €100,000. Members of An Garda Síochána and the Road Safety Authority Transport Officers have additional powers to address particular infringements where there is evidence that the driver of the vehicle has failed to take a break period, to immobilise vehicles and to confiscate driver cards.

Verbal warnings

Minor infringements that appear to enforcement staff to have been committed either accidentally or due to the inexperience of the driver/operator and are isolated instances may be dealt with by means of a verbal warning. This will include a clarification of the infringement and an explanation of the consequences of continued infringement.

Other countries may issue a fixed penalty charge or other sanctions.

Prohibition

Many drivers' hours and tachograph rules infringements attract a prohibition. A prohibition is not strictly a sanction, rather an enforcement tool to remove an immediate threat to road safety. When issued, driving of the vehicle is prohibited for either a specified or an unspecified period until the conditions stated on the prohibition note are satisfied. In addition to attracting a prohibition, the matter may be considered for prosecution.

Prosecution

If it's considered to be in the public interest, more serious infringements are considered for prosecution, either against the driver, the operator or other undertakings, or against all of them. (See also "EU rules: co-liability" below.)

Infringements of the EU drivers' hours rules

The EU rules make transport undertakings liable for any infringements committed by their drivers. Transport undertakings may not be held responsible for these offences if they can show that

at the time of the infringement the driver's work was being organised in full consideration of the rules, and in particular that:

- No payments were made that encouraged breaches;
- Work was properly organised;
- The driver was properly instructed;
- Regular checks were made.

Transport undertakings must also show that they have taken all reasonable steps to avoid the contravention. Employers may also have a defence if they can prove that the driver was involved in other driving jobs that the employer could not reasonably have known about. Where it is found that an undertaking has failed in its obligations, prosecution action may be considered against the undertaking for a driver's offence. In the case of infringements concerning records, the law protects an employer from conviction if they can prove that they took all reasonable steps to make sure that the driver kept proper records. Under the EU rules, enforcement action can be taken against operators and drivers for offences detected in Ireland but committed in another country, provided the offender has not already been penalised.

To prevent further penalties being imposed for the same offence, enforcement agencies must provide the driver with evidence of the proceedings or penalties in writing. The driver is required to carry the documentation until such time as the infringement cannot lead to further legal action. In Ireland, this is the same period as the driver is required to produce manual and analogue tachograph records at the roadside. After this time, the driver should give the document to the operator, who must keep it for at least 12 months.





EU rules: Co-liability

The EU rules also make undertakings such as tour operators, principal contractors, sub-contractors and driver employment agencies responsible for ensuring that contractually agreed transport time schedules respect the rules on drivers' hours. The undertaking must take all reasonable steps to comply with this requirement. If a contract with the customer includes a provision for transport time schedules to respect the EU rules, then the requirement would normally be satisfied. However, a driver employment agency is unlikely to absolve itself from the liability if it is found to have been offering back-to-back jobs to drivers, where it would be impossible for the driver in question to take a daily or weekly rest in between those jobs.

Please see Appendix 12 on page 111 for information relating to infringements of the EU Rules on Drivers Hours and use of the Tachograph as outlined in Regulation (EU) 2016/403.

Note the following abbreviations

MSI refers to Most Serious Infringement.

VSI refers to Very Serious Infringement.

SI refers to Serious Infringement.

MI refers to Minor Infringement.





SELF-ASSESSMENT OF KNOWLEDGE

Please complete the following questions to help assess your understanding of the module so far:

Q.1 What are the maximum fines which most Drivers Hours Rules offences are subject to?

Your Response

Q.2 When may a 'Prohibition' be applied?

Your Response

Q.3 In order to prevent further penalties for the same offence, what must a driver carry?

Your Response

Q.4 How do the EU Rules deal with 'Co-Liability'?

Your Response





PERSONAL NOTES

Lined area for personal notes.





PERSONAL NOTES

Ruled area for personal notes, consisting of multiple horizontal dotted lines.





List of Appendices

The following appendices are provided as an information resource for professional drivers. It may help to refer to them when you require particular information. Please be aware that regulations, conditions and standards can change from time to time and up-to-date information is available on the RSA website at www.rsa.ie

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APPENDIX 1

DAILY WALK-AROUND CHECKS

Responsibilities of the driver

Before driving the vehicle in a public place, the driver of an eligible vehicle must insert their digital tachograph card or analogue chart into the tachograph head unit, and set the mode switch to 'other work'. The driver must then conduct a visual inspection of the condition of the interior and exterior of the vehicle by walking around it.

What do daily walk around checks entail?

Walk-around daily checks prior to driving the vehicle are a simple and effective way to spot potentially dangerous issues before vehicles are used. These walk-around checks may be carried out by any person trained to conduct such checks, including drivers or mechanics.

Potential vehicle roadworthiness issues can also be identified while they are being driven, and driver feedback is a good source of information on vehicle condition.

Obligations in relation to recording of defects

For the daily walk-around checks to be effective, there must be a system in place for reporting and recording vehicle defects. It is good practice for drivers to carry a book of check-sheets and defects forms, or an electronic recording device, where all completed checks and any defects can be recorded.

When a defect is identified during an inspection, the following information must be recorded:

- Description of the defect
- Time and date of the discovery of the defect and
- Any temporary measure taken to mitigate the effect of the defect

Detection of defects by drivers when on the road

If a defect to a vehicle is likely to be a danger to the vehicle or other road users when on the move, the driver should stop driving the vehicle as soon as possible at a safe location, and not drive the vehicle again until the defect is inspected and, if necessary repaired by a suitably qualified person.

Vehicle owners should be aware that they may be prosecuted if they knowingly, or could have discovered by the exercise of ordinary care, caused or permitted a driver to drive a defective vehicle.

Repairing defects to vehicles

All reported defects must be followed up and appropriate action must be taken before the vehicle is used on a public road. The corrective action taken must be recorded and included in the vehicle's maintenance record.

See sample Walk-around check sheets and defect reports.

See www.rsa.ie/cvrt for further information

Overleaf you will find a useful guide to carrying out vehicle walkaround checks, following on from which you will find typical examples of walkaround check-sheets which should be used to record the status of each item – defect or ok. Your company may have an alternative version which you should use.



Bus & PSV Driver Walkaround Checks

In Cab Checks

- Check driving controls, seat & safety belt position (if fitted)
- Heater / demister working properly
- Tachograph: Correct hours, calibrated & speed limiter plaque displayed
- ABS/EBDS warning lights working
- Instruments, gauges & warning devices working
- Horn working properly & accessible to driver

External Checks

- Check underneath vehicle for fluid leaks
- Exhaust: No excessive noise or smoke
- Number plates: In place, clean & in good condition
- Check engine oil, coolant and windscreen wash for levels
- Fuel cut off clearly marked & accessible

Internal PSV Checks

- Fire Extinguisher in place, fully charged & in date
- First Aid Kit in place & in date
- Passenger safety belts working (if fitted)
- Seats & handrails in good conditions
- All walkways clear
- Internal lighting working & luggage racks in good condition
- Emergency exit hammer in place (if fitted)
- Emergency door warning buzzer working (if fitted)
- Emergency exit doors & signs

Windows (Windscreen & Side Windows)

- Clean & in good condition
- View not obstructed e.g. by stickers, etc.
- Valid Tax/insurance discs present
- Windscreen washers & wipers working correctly & in good condition

Lights, Indicators & Reflectors

- All in place & undamaged
- Working
- Clean
- Correct colour

Mirrors

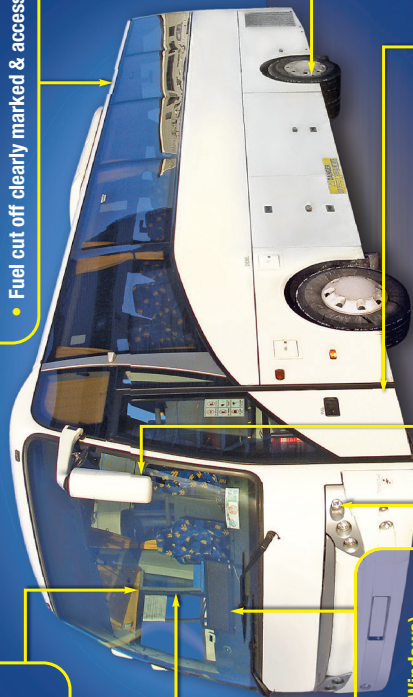
- Clean & in good condition
- Correctly aligned
- Correct operation of electrical mirror (if fitted)

Vehicle Access

- Steps undamaged
- Good unworn surface
- Clean
- Good handholds
- Door working properly

Wheels & Tyres

- Tyres correctly inflated
- Tyres correct tread depth
- Tyres undamaged: no abrasions, bulges or tears
- Wheel nut indicators correctly aligned (if fitted)
- Road wheel nuts all in place, correctly fitted & secure



HGV Driver Walkaround Checks

In Cab Checks

- Check driving controls, seat position, safety belt (if fitted)
- Tachograph: Correct hours, calibrated & speed limiter plaque displayed
- ABS/EBS warning lights working
- Instruments, gauges & warning devices working
- Wipers, washers, horn, demister & temperature controls working correctly

Load Security

- Loaded correctly
- Weight distributed across axles
- Not overloaded
- Load restrained & contained

External Checks

- Check underneath front of vehicle for fluid leaks
- Exhaust: No excessive noise or smoke
- Landing legs fully raised & handle in position
- Trailer park brake operates correctly & is fully released
- Air suspension correctly set
- Number & marker plates in place, clean & in good condition

Windows (Windscreen & Side Windows)

- Undamaged
- Clean
- View not obstructed e.g. by stickers, etc.
- Valid Tax/insurance discs present
- Windscreen washers & wipers working correctly & in good condition

Lights & Indicators

- Working
- Clean
- Correct colour
- All in place & undamaged

Mirrors

- Cover side & rear blind spots (if fitted)
- Clean & in good condition
- Correctly aligned

Suzle Connections

- All required air & electrical Suzle connectors present & correctly located
- In good condition: No chaffing, stretching or any other damage
- ABS/EBS cable fitted (if required)
- No air leaks from connectors

Tyres, Wheels & Couplings

- Tyres correctly inflated
- Tyres correct tread depth
- Tyres undamaged: No abrasions, bulges or tears
- Wheel nut indicators correctly aligned (if fitted)
- Road wheel nuts all in place, correctly fitted & secure
- Road wheels in good condition
- Semi-trailer is correctly located in fifth wheel & locked in position (if applicable)
- Drawbar coupling in place & good condition

Vehicle Access

- Steps undamaged
- Good unworn surface
- Clean
- Good handholds
- Proper access to catwalk & load area (if required)
- Safe access for driver
- Safe access to Suzle Connections



Bus / PSV Driver Walk-Around Check Sheet			
Vehicle Registration Number		Mileage	
			OK 
			Defect 
Check Items			
In-Cab Checks			
1	Good visibility for driver through bus windows and mirrors. All required mirrors fitted and adjusted correctly.		
2	Driving controls, seat and driver safety belt adjusted correctly.		
3	Windscreen washer, wipers, demister and horn operating correctly.		
4	Tachograph calibrated with correct hours. Speed limiter plaque displayed.		
5	All instruments, gauges and other warning devices operating correctly (including ABS/EBS in-cab warning lights).		
6	No air leaks or pressure drop.		
PSV Checks			
7	Fire extinguisher, first aid kit, emergency hammer (if applicable) in place and serviceable.		
8	Passenger safety belts, seats, handrails, walkways, lighting and luggage racks in good condition.		
9	Emergency exit door and buzzer working correctly. Emergency signs in place.		
External Vehicle Checks			
10	Vehicle sitting square and not leaning to one side.		
11	Tax disc, insurance disc and PSV plate (if applicable) present and valid. Number plates clearly visible.		
12	Wheels in good condition and secure. Tyres undamaged with correct inflation and tread depth.		
13	All lights and reflectors fitted, clean and in good condition.		
14	Exhaust secure with no excess noise or smoke.		
15	Vehicle body work in good condition, fuel cut off working.		
16	Vehicle access, steps, handholds and surfaces in good condition.		
17	Air suspension correctly set (if fitted).		
18	Engine oil, water, windscreen washer reservoir and fuel levels checked and no leaks (including fuel cap).		
Prior to Leaving Depot			
19	Steering and brakes operating correctly.		
20	Luggage door secure.		
On-the-Road			
21	Tachograph, speedometer and speed limiter operating correctly.		
22	ABS/EBS warning lights off.		
Defect Details			
Signed		Date	

NOTE: This is a sample driver walk-around Bus / PSV checklist. It is recommended that operators prepare their own driver walk-around checklists to account for the type and use of their own vehicles.

HGV Driver Walk-Around Check Sheet			
Vehicle Registration Number		Mileage	
			OK 
			Defect 
Check Items			
In-Cab Checks			
1	Good visibility for driver through cab windows and mirrors. All required mirrors fitted and adjusted correctly.		
2	Driving controls, seat and driver safety belt adjusted correctly.		
3	Windscreen washer, wipers, demister and horn operating correctly.		
4	Tachograph calibrated with correct hours. Speed limiter plaque displayed.		
5	All instruments, gauges and other warning devices operating correctly (including ABS/EBS in-cab warning lights).		
6	No air leaks or pressure drop.		
External Vehicle Checks			
7	Vehicle sitting square and not leaning to one side.		
8	Tax, insurance and transport discs (if applicable) present and valid. Number plates clearly visible.		
9	Wheels in good condition and secure. Tyres undamaged with correct inflation and tread depth.		
10	All lights, reflectors and markings fitted, clean and in good condition.		
11	Exhaust secure with no excess noise or smoke.		
12	Air & electrical suzies and connectors fitted correctly (inc. ABS / EBS cable).		
13	Vehicle access, steps, catwalk or drawbar coupling in good condition.		
14	Vehicle body / wings / guards, side and rear / curtains and straps / doors / tail lift in good condition.		
15	Fifth wheel located and locked correctly, landing legs and handle in correct position.		
16	Trailer park brake operating correctly.		
17	Air suspension correctly set.		
18	Engine oil, water, windscreen washer reservoir and fuel levels checked and no leaks.		
Prior to Leaving Depot			
19	Steering and brakes operating correctly.		
20	Loads secured and weight distributed correctly.		
On-the-Road			
21	Tachograph, speedometer and speed limiter operating correctly.		
22	ABS/EBS warning lights off.		
Defect Details			
Signed		Date	

NOTE: This is a sample driver walk-around HGV checklist. It is recommended that operators prepare their own driver walk-around checklists to account for the type and use of their own vehicles.



APPENDIX 2

ROAD SIGNS OF PARTICULAR INTEREST TO DRIVERS OF LARGE VEHICLES.

See Rules of the Road for the complete list of Road Signs.



Height Restriction



No Entry by reference to Weight



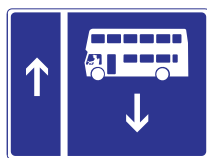
School Warden



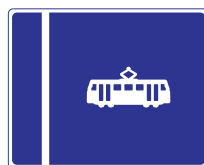
Clearway



No Entry for HGVs. by no. of axles



Contra-flow bus lane



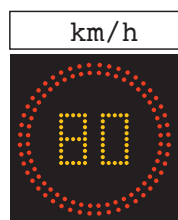
Tram lane on right



No Parking of Large Vehicles



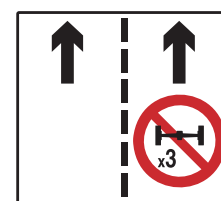
Cycle Track



Tunnel Speed Limit



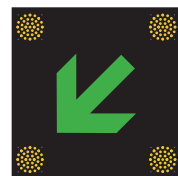
Variable Speed Limit



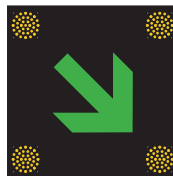
Tunnel Lane Prohibition



Tunnel Lane Closed



Move to Left Hand Lane



Move to Left Hand Lane

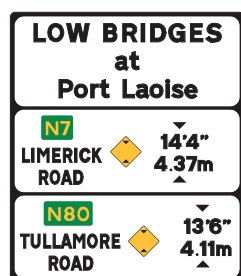


Tunnel lane open





Low bridge ahead



Low Bridges



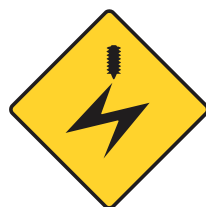
Traffic crossover



Low flying aircraft



Safe height



Overhead electric cables



Slippery road ahead



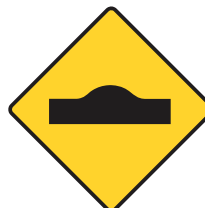
Road narrows



Tunnel ahead



Sharp dip ahead



Sharp rise ahead



Horse riders ahead



Steep descent



Crosswinds



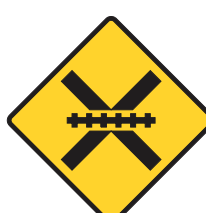
Steep ascent ahead



Unprotected quay



Deer or wild animals



Level crossing ahead



Sharp diversion ahead to the left

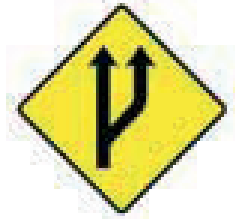


Tram crossing ahead

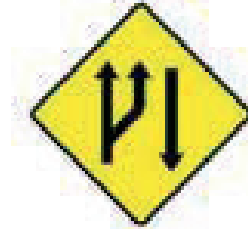




Loop road ahead



Start of passing lane



Start of climbing lane



Low Bridge Ahead



Roadworks ahead



Left hand lane closed



Site access



Flagman ahead



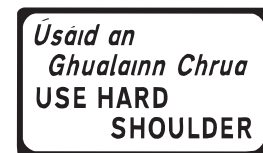
Detour ahead



Diverted Traffic



Concealed entrance



Use hard shoulder



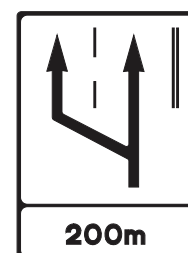
Low Bridge Ahead



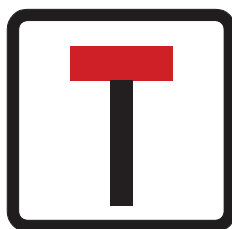
Barrier boards



Stop at roadworks



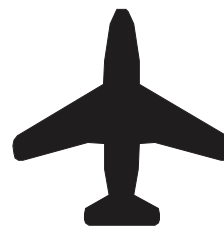
Slow Lane Ahead



Cul-de-Sac



Industrial Estate



Airport Ahead



Ferry Ahead





Axle weight restriction



No entry to vehicles



Width restriction



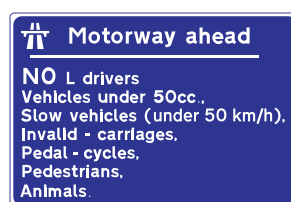
Lay-by Ahead



Lay-by facilities



Parking Bay for Disabled Persons



Motorway ahead



End of Motorway



300 metres to next exit



Speed Limits per lane



Traffic Calming Ahead



SOS Lay-by



Traffic Calming



Speed control ramps



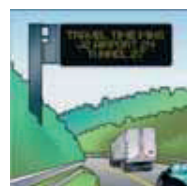
No overtaking for 3 axle vehicles



Speed camera ahead



Speed limit sign for minor local roads



Overhead variable Message



Alternative Route for High Vehicles





APPENDIX 3

Motorway – Dual carriageway.

- 1. HGVs:- The ordinary speed limit for HGVs is increased to 90 km/h on motorways where no lower speed limit is in place.**

You must not use the lane nearest the central median, that is, the outside lane (lane 2 or lane 3, depending on the number of lanes), if you are driving; a goods vehicle with a maximum authorised mass of more than 3,500 kilograms, such as a lorry or heavy goods vehicle, or a vehicle towing a trailer, horsebox or caravan. See Appendix 5 on Page 89 for details of the penalty points offence of driving a vehicle subject to an ordinary speed limit of 90 km/h or less on the outside lane of a motorway. You may use it, however, in exceptional circumstances when you cannot proceed in the inner lane because of an obstruction ahead.

- 2. The ordinary speed limit for HGVs is 80km/h on a dual carriageway. A HGV may use the outside lane of a dual carriageway.**

- 3. Buses:- The ordinary speed limit for buses is increased to 100km/h on motorways and dual carriageways where no lower speed limit is in place.**

However, see restriction below relating to vehicles designed to carry standing passengers and Appendix 5 on Page 89 for details of the penalty points offence of driving a vehicle subject to an ordinary speed limit of 90 km/h or less on the outside lane of a motorway.

- 4. Buses not designed to carry standing passengers may use the outside lane of a motorway or dual carriageway.**

Type of Vehicle	Built up Areas	Regional or Local Roads	Ordinary Speed limit on National Roads (Primary or Secondary)	Ordinary Speed limit on a Dual Carriageway	Ordinary Speed limit on a Motorway	Permitted in outside lane of a Dual carriageway	Permitted in outside lane of a Motorway
Car or Motorcycle	50 km/h	80 km/h	100Km/h	100 km/h	120 km/h	Yes	Yes
Bus/coach	50 km/h	80 km/h	80 km/h	100 km/h	100 km/h	Yes	Yes
Bus (designed to carry standing passengers)	50 km/h	65 km/h	65 km/h	65 km/h	65 km/h	Yes	No *see Appendix 5 – (List of Penalty Point and Fixed Charge Notices and Note 3 above)
Truck	50 km/h	80 km/h	80 km/h	80 km/h	90 km/h	Yes	No *See Appendix 5 – (list of Penalty Point and fixed Charge Notices and Note 1 above).

This table is provided for information purposes only. Drivers should always refer to the most recent version of the Rules of the Road.





APPENDIX 4

CHANGES TO RIGID AND DRAWBAR TRAILER WEIGHT LIMITS.

These changes relate to the introduction of the 46 tonne national weight limit for six (or more) axle rigid and drawbar trailer combinations

New Regulations relating to combinations operating at 46 tonnes g. v. w. came into effect on 1-June-2015.

The new Regulations are titled the Road Traffic (Construction and Use of Vehicles) (Amendment) Regulations 2015 (S.I. No. 136 of 2015), amending the Road Traffic (Construction and Use of Vehicles) Regulations 2003 (S.I. No. 5 of 2003), otherwise known as the 'C&U' Regulations.

A summary of the qualifying criteria necessary for 46 tonne operation is as follows:

1. Rigid vehicles and drawbar trailers already in service prior to 1 June 2015 will require air suspension or equivalent systems¹ and Electronic Braking Systems (EBS). Anti-lock Braking Systems (ABS) are not sufficient.
2. New rigid vehicles registered on or after 1 June 2015, will in addition to requiring air suspension or equivalent systems and EBS, also require Electronic Stability Control (ESC). However an exemption from the ESC requirement is provided for rigid vehicles having more than 3 axles.
3. New drawbar trailers licensed on or after 1 June 2015, will in addition to requiring air suspension or equivalent systems and EBS, also require Roll Stability Control (RSC).
4. The distance between the rearmost axle of the towing vehicle and the foremost axle of the trailer must be 3 meters or greater to operate at a gross combination weight of 46 tonnes.

Changes to Roadworthiness (CVR) Test requirements

Since 1st June 2015, 'manual shut-off' taps will no longer pass the CVR test. Trailer brake lines must be fitted with 'self-sealer' couplings.

This is naturally important for operators but is equally important for the drivers who will need to couple or un-couple a trailer. Drivers who are unfamiliar with the 'self-sealing' coupling devices should fully familiarise themselves with their safe operation before attempting to couple or un-couple a trailer. Because of the automatic supply of pressurised air, it is vitally important to follow a safe procedure. If you do not know how to use them, get someone competent to show you and then practice under their guidance - before attempting it alone.

Further information can be obtained at vehiclestandards@rsa.ie where a FAQ document is available, or by calling the RSA on 096)25014 between 8.00 am and 6.00 pm, Monday to Friday. Please note that the FAQ document is not an interpretation of the law.





APPENDIX 5

Penalty Points

As a professional driver the accumulation of Penalty Points on your driving record can impact negatively on your ability to secure employment or to obtain Insurance cover. The following information is provided to inform and assist you in avoiding their accumulation.

OFFENCES INCURRING PENALTY POINTS AND FIXED CHARGE NOTICES AT 17TH APRIL 2016

Offences incurring Penalty Points and Fixed Charges	Penalty points on payment	Penalty points on conviction	Amount paid in 28 days	Amount paid in next 28 days
			Fixed Charge €	Fixed Charge €
Using a vehicle with defective or worn tyres	2	4	80	120
Learner permit holder driving unaccompanied by qualified person	2	4	80	120
Failure to display N Plate or tabard	2	4	60	90
Failure to display L-Plate or tabard	2	4	60	90
Contravention of ban on U-turns	2	4	60	90
Contravention of rules for use of mini roundabouts	1	3	60	90
Proceeding beyond no entry to vehicles sign	1	3	60	90
Proceeding beyond a traffic lane control sign other than in accordance with such sign or without yielding	1	3	60	90
Using vehicle in a public place without an authorisation plate	3	5	60	90
Using vehicle in a public place that has been modified or altered such that authorisation plate is inaccurate	3	5	60	90
Using vehicle not equipped with a speed limitation device or using a vehicle equipped with a speed limitation device not complying with requirements specified in Regulation	3	5	60	90
Proceeding beyond maximum vehicle length sign where length exceeds maximum displayed	1	3	60	90
Proceeding beyond maximum vehicle width sign where width exceeds maximum displayed	1	3	60	90
Proceeding beyond maximum design gross vehicle weight (safety) sign where design gross vehicle weight exceeds maximum displayed	1	3	60	90
Proceeding beyond maximum vehicle axle loading weight sign where vehicle axle loading weight exceeds maximum specified	1	3	60	90
Using vehicle (car) without valid test certificate (NCT)	3	5	60	90
Parking a vehicle in a dangerous position	3	5	80	120
Failure to drive on the left hand side of the road	2	4	60	90
Dangerous overtaking	3	5	80	120
Contravention of prohibition of driving vehicle along or across median strip	2	4	60	90
Failure to stop a vehicle before stop sign/stop line	3	5	80	120
Failure to yield right of way at a yield sign/yield line	3	5	80	120
Failure to comply with mandatory traffic signs at junctions	2	4	80	120
Crossing continuous white line	3	5	80	120
Failure by vehicle to obey traffic lights	3	5	80	120
Failure to leave appropriate distance between you and the vehicle in front	3	5	80	120
Driving vehicle before remedying dangerous defect	m*	3	Court Fine	
Driving dangerously defective vehicle	m*	5	Court Fine	
Using commercial vehicle without certificate of roadworthiness	m*	5	Court Fine	
Bridge strikes, etc.	m*	3	Court Fine	
Holding a mobile phone while driving	3	5	60	90
Failure to act in accordance with a Garda signal	1	3	80	120
Entry by driver into hatched marked area of roadway, e.g. Carriageway reduction lane	1	3	80	120
Failure to obey traffic rules at railway level crossing	2	5	80	120
Driving a vehicle on a motorway against the flow of traffic	2	4	80	120
Driving on the hard shoulder on a motorway	1	3	80	120
Driving a vehicle (subject to an ordinary speed limit of 90 kms per hour or less on the outside lane on a motorway	1	3	80	120
Failure to obey requirements at junctions, e.g. Not being in the correct lane when turning onto another road	1	3	60	90
Failure to obey requirements regarding reversing of vehicles, e.g. Reversing from minor road onto main road	1	3	60	90
Driving on a footpath	1	3	60	90
Driving on a cycle track	1	3	60	90
Failure to turn left when entering a roundabout	1	3	60	90
Failure to stop for school warden sign	2	5	80	120
Failure to stop when so required by a member of the Garda Síochána	2	5	80	120
Failure to yield	2	4	80	120
Driving without reasonable consideration	2	4	80	120
Failure to comply with prohibitory traffic signs	1	3	60	90
Failure to comply with keep left/keep right signs	1	3	60	90
Failure to comply with traffic lane markings	1	3	60	90
Illegal entry onto a one-way street	1	3	60	90
Driving a vehicle when unfit	m*	3	Court Fine	
Breach of duties at an accident	m*	5	Court Fine	
Speeding	3	5	80	120
Driving without insurance	m*	5	Court Fine	
Driver of Car or Goods vehicle not wearing Safety belt	3	5	60	90
Failure by Driver to comply with rear seat belt requirements for passengers under 17 years	3	5	60	90





OFFENCES INCURRING PENALTY POINTS

AND FIXED CHARGE NOTICES AT 17TH APRIL 2016

Offences incurring Penalty Points and Fixed Charges	Penalty points on payment	Penalty points on conviction	Amount paid in 28 days Fixed Charge €	Amount paid in next 28 days Fixed Charge €
Driver of car or goods vehicle permitting child under 3 years of age to travel in it without being restrained by appropriate child restraint	3	5	60	90
Driver of car or goods vehicle permitting child over 3 years of age to travel in it without being restrained by appropriate child restraint	3	5	60	90
Driver of car or goods vehicle permitting child to be restrained by rearward facing child restraint fitted to a seat protected by active frontal air-bag	3	5	60	90
Driver of bus not wearing safety belt	3	5	60	90
Driver found to be driving carelessly	m*	5	Court Fine	
Using vehicle – (a) whose weight un-laden exceeds maximum permitted weight, (b) whose weight laden exceeds maximum permitted weight, or (c) any part of which transmits to ground greater weight than maximum permitted weight	1	3	200	300
Drink driving offences (In all cases where the BAC is between 50mg and 80mg of alcohol per 100 millilitres of blood)	3	n/a	200	

12 Penalty Points = Automatic Disqualification

Where the person was first issued with a learner permit on or after 1st August 2014, during the period the person drives under a learner permit and during the first two years while the person drives under a first full driving licence, then 7 Penalty Points = Automatic Disqualification!

* Mandatory Court Appearance

For more information visit penaltypoints.ie



DRINK DRIVING PENALTIES

What are the current penalties for drink driving?

For drink driving offences, the disqualification periods range from 3 months to 6 years depending on the level of alcohol detected, and whether it is a first or subsequent offence.

The offence of refusing to provide a sample of blood, urine, or breath for evidential purposes will attract an automatic disqualification of 4 years for a first offence and 6 years for a second or subsequent offence.

What are the penalties for drink driving at the new lower limit?

If the driver is a learner, novice or professional driver (including bus and truck drivers) they are tested at the 20mg limit. If a driver is tested and they are above this limit, they are served with an on the spot fixed penalty notice, receive a fine of €200 and the driver will be disqualified from holding a driving licence for a period of 3 months.

If the driver (any category, any vehicle, apart from above) is tested at the 50mg limit and they are over that limit they will be issued with an on the spot fixed penalty notice, receive a fine of €200 and 3 penalty points. Points will remain on the licence record for a period of three years. Any driver accumulating 12 points in a three year period will be disqualified from driving for a period of 6 months.

Why is breath testing now used to measure the level of alcohol?

The measurement of drivers' BAC (Blood Alcohol Concentration) is most often based on a measurement of the blood content. However it is common now for drivers to be asked to blow into an evidential breath testing device (EBT) and their lung air is analysed.

The legal breath alcohol concentration of 0.22m/l corresponds to a BAC of 0.05g/dL in Ireland.

In certain circumstances blood and / or urine measurements are also used.





APPENDIX 6

Obtaining or renewing a driving Licence for HGV or PSV from 19-Jan-2013

From 19 January 2013, all new driving licences and renewals will be in the new 'credit card' format.

Driving licences which are issued for categories C1, C, C1E, CE, D1, D, D1E, DE will have a maximum validity period of 5 years.

Ongoing renewal and validity of those licences will be subject to continuing compliance with minimum standards of physical and mental fitness for driving as set out in 'Slainte agus Tiomaint Medical Fitness to Drive Guidelines' and or advised by your doctor.

Age limits for driving licences not obtained through the CPC Initial Qualification process have increased to 21 years for truck licences and to 24 years for bus licences.

Please note that if you are the holder of a licence from an EU country other than Ireland, or hold a licence from a recognised country for licence exchange purposes, you should contact the NDLS to arrange for a licence exchange and Medical Report.

Regardless of the rules relating to applying for a Driving Licence, it is essential for your own benefit and for the benefit of other road users that you maintain a high level of fitness to drive. For this reason, a driver who is applying for or renewing a Driving Licence in any or all of Categories C, C1, CE, C1E, D, D1, DE, D1E must always supply a Medical Report.

For Licensing purposes these drivers are known as Group 2 Drivers.

The Medical review period for licensing a Group 2 driver is 1, 3 or 5 years. Group 2 standards are minimum standards and do not preclude employers setting higher standards in terms of the demands of driving and other tasks encountered in the course of employment.

At application for or renewal of a Group 2 Driving Licence, the driver will be asked to self-declare any of the conditions referred to on the following page. If a condition emerges mid-licence, the driver has a responsibility to discuss with their doctor how this affects or does not affect their medical fitness to drive a Group 2 or Group 1 vehicle in the short or long term.

Be a responsible driver

It is your responsibility as a driver to:

- Adhere to prescribed medical treatment and monitor and manage your condition(s).
- Report to the National Driver Licence Service (NDLS) and your insurance provider any long-term or permanent injury or illness that may affect your ability to drive safely:
- Comply with requirements of your licence as appropriate, including periodic medical reviews.
- Seek advice on medical fitness to drive where a medical condition emerges mid-licence.

In order to become a professional bus or truck driver you must take the following steps

1. Hold a Category B (car) licence
2. Pass a Driver Theory Test for category C or D (or both) as appropriate
3. Pass a medical examination
4. Obtain a Learner Permit in the relevant category
5. Pass a 2 hour 'case study' theory test
6. Pass the 90 minute standard driving test in the relevant category(s)
7. Pass a 30 minute practical demonstration test in the relevant category(s)
8. Apply for your Driving Licence, your CPC Card and your Tachograph Card.





Medical report requirements for obtaining your higher category driving licence

The following medical conditions require a declaration at application for and renewal of a Driving Licence.

1. Diabetes treated by insulin or managed by tablets which carry a risk of inducing hypoglycaemia e. g., sulphonylureas. (Ask your doctor whether you are on sulphonylureas or other medications which carry a risk of inducing hypoglycaemia. You do not need to tell the NDLS if managed by diet alone, or only by medications which do not carry a risk of inducing hypoglycaemia).
2. Epilepsy.
3. Stroke or TIAs (Transient Ischemic Attack – minor stroke) with any associated symptoms lasting longer than one month.
4. Fits or blackouts.
5. Any type of brain surgery, brain abscess, or severe head injury involving in-patient treatment, or brain tumour, or spinal injury or spinal tumour.
6. An implanted cardiac pacemaker.
7. An implanted cardiac defibrillator. (ICD).
8. Repeated attacks of sudden disabling dizziness.
9. Any other chronic neurological condition such as Multiple Sclerosis, Motor Neurone disease, Parkinsons disease, and Huntingtons disease.
10. A serious problem with memory, or periods of confusion.
11. Persistent alcohol misuse or periods of dependency.
12. Persistent drug misuse or dependency.
13. Serious psychiatric illness or mental health problems.
14. Sleep Apnoea Syndrome.
15. Narcolepsy.
16. Any condition affecting the drivers peripheral vision.
17. Total loss of sight in one eye.
18. Any condition affecting both eyes, or the remaining eye if the driver only has one eye. (Not including colour blindness or short or long sight).
19. A serious hearing deficiency.
20. Any persisting problem with arm(s) or leg(s) which needs driving to be restricted to certain types of vehicles, or vehicles with adapted controls.
21. Is the drivers vehicle adapted because of a physical disability to enable you to drive.
22. Severe learning disability.

Different intervals as to medical examinations derive from legal standards made by provisions in European Directives 2006/126/EEC, Directives 2009/113/EC and 2014/85/EU : The renewal of driving licences shall be subject to continuing compliance with the minimum standards of physical and mental fitness for driving set out in European Directives. In particular the minimum standards for Vision, Epilepsy, Diabetes and Sleep Apnoea are set out in these harmonising European Directives and have subsequently been adopted by Irish law.

The European Agency for Safety and Health at Work (<http://osha.europa.eu>) has established that many professional drivers suffer from lower back pain, overweight, cardiovascular and respiratory diseases, work related stress, fatigue, sleep disorders, unhealthy diet, neck and shoulder pain, alcohol abuse and smoking.



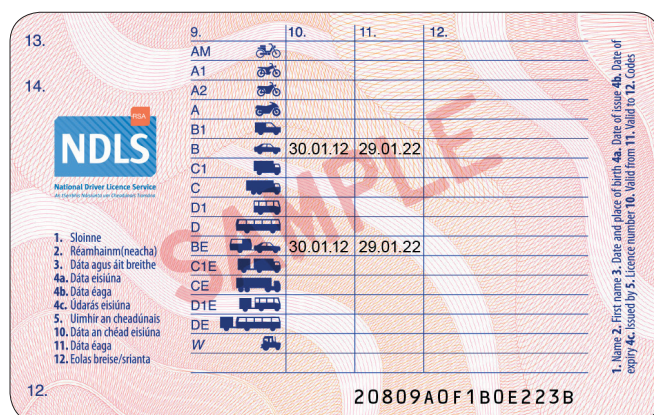
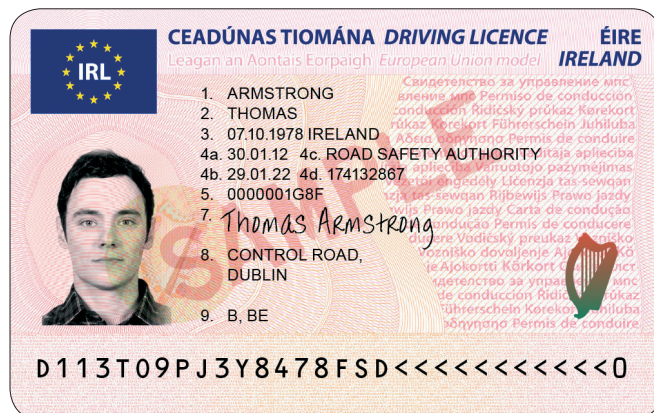
For detailed information on all aspects of drivers health related issues, please see the document *Slainte agus Tiomaint, Medical Fitness to Drive Guidelines* published by the RSA in consultation with the National Programme Office for Traffic Medicine and The Royal College of Physicians of Ireland. The guidelines refer to medical conditions including:

- Neurological disorders
- Cardiovascular disorders
- Diabetes Mellitus
- Psychiatric disorders
- Drug and alcohol misuse and dependence
- Visual disorders
- Renal disorders
- Respiratory and sleep disorders
- Miscellaneous Conditions and Disabled Drivers

The Guidelines may be accessed at www.rsa.ie/Slaite agus Tiomaint

Once your Driving Licence application has been accepted and processed by the National Driver Licence Service (NDLS) you can expect to receive your new plastic credit card style Driving Licence in the post shortly afterwards. Below is an image of the new and old style Driving Licences.

New Plastic Credit Card style Driving Licence



Old paper style Driving Licence



These old style Driving Licences remain valid until their expiry date. Upon renewal, you will receive the new plastic credit card style Driving Licence.

To drive group 2 vehicles, a professional truck or bus driver must be the holder of the relevant Driver CPC in addition to the Driving Licence.

APPENDIX 7

The table below contains a list of items which may be checked during a roadside inspection.



Technical Roadside Inspection Check Form

EU Directive 2014/47/EU

No.
Please quote this number
on all correspondence

PLACE OF CONTROL		LOCATION AND ROAD NUMBER	
AREA CODE/COUNTY		DATE	
ENFORCEMENT OFFICER		TIME	
VEHICLE			
REGISTRATION NUMBER		VIN	MILES/KMS
CATEGORY OF VEHICLE	☐ N1 (<=3.5t)	☐ N2 (> 3.5t – 12t)	☐ N3 (> 12t)
	☐ M2 (> 9 SEATS <= 5t)	☐ M3 (> 9 SEATS > 5t)	☐ O4 (> 10t)
TRAILER			
REGISTRATION NUMBER		VIN	
OPERATOR/OWNER DETAILS			
OPERATOR/OWNER		TRAILER OWNER	
NAME		NAME	
ADDRESS		ADDRESS	
RTOL NUMBER		NATIONALITY	
PHONE NUMBER			
NATIONALITY			
DRIVER DETAILS			
NAME		DRIVER'S LICENCE NUMBER	
DATE OF BIRTH		PHONE NUMBER	
INFRINGEMENTS			
VEHICLE			
☐ CRW expired	☐ CRW not displayed	☐ Authorisation plate missing	
☐ Authorisation plate not compatible	☐ Presented vehicle weight exceeds plated weight	☐ Presented axle weight exceeds plated weight	
TRAILER			
☐ CRW expired	☐ CRW not displayed	☐ Not registered	
☐ Authorisation plate not compatible	☐ Authorisation plate missing	☐ Presented axle weight exceeds plated weight	
DEFECTS			
	VEHICLE	TRAILER	RESULT OF CHECK
	PASSED FAILED NOT CHECKED	PASSED FAILED NOT CHECKED	VEHICLE TRAILER
0 Identification			Pass ☐ ☐
1 Braking equipment			Minor, no follow-up ☐ ☐
2 Steering			Minor, follow-up ☐ ☐
3 Visibility		N/A N/A N/A	Major, no follow-up ☐ ☐
4 Lighting equipment & electric systems			Major, follow-up ☐ ☐
5 Axles, wheels, tyres, suspension			Dangerous, no follow-up, defect(s) rectified ☐ ☐
6 Chassis and chassis attachments			
7 Other equipment incl. Tachograph & speed limitation device		N/A N/A N/A	Dangerous, follow-up ☐ ☐
8 Nuisance including emissions and spillage of fuel and/or oil			
VEHICLE DEFECTS			
EU CODE	DESCRIPTION		MIN MAJ DAN
TRAILER DEFECTS			
EU CODE	DESCRIPTION		MIN MAJ DAN
OUTCOME			
V T	V T	V T	V T
☐ No action required	☐ Warning/advice/education	☐ Prohibition – delayed	☐ Periodic CVR test requested in ___ days*
☐ Partial CVR test in ___ days*	☐ Produce CRW*	☐ Repaired on-site	☐ Direct to secure site/return to base
☐ Vehicle taken off road	☐ Follow-up premises inspection	☐ Evidence of repairs in ___ days*	☐ Proof of rectification in ___ days*
☐ Proof of trailer licence in ___ days*	☐ New authorisation plate and confirmation from authorised workshop requested in ___ days*	☐ Follow-up vehicle inspection in ___ days*	☐ Enforcement test required in ___ days*
☐ Prohibition – immediate		☐ Put forward for prosecution	
Failure to comply with outcomes marked with an asterisk (*) will have an affect on the Commercial Vehicle Operator Risk Indicator (CVORI)			
SIGNATURE			
VEHICLE INSPECTOR'S SIGNATURE		DRIVER'S SIGNATURE	

PLEASE NOTE: A limited visual assessment of the condition of the vehicle has been conducted under restricted circumstances and without the use of test equipment, such as a Roller Brake Tester. As such, there may be defects on the vehicle that have not been identified but which could affect the roadworthiness of the vehicle. It must not be interpreted that the vehicle has undergone a full examination and is otherwise free from defects. It is the responsibility of the owner of a vehicle that an effective maintenance system is in place to ensure that it is maintained in a roadworthy condition. Where Court proceedings are initiated by the Road Safety Authority against a person or company for alleged offences of road transport related legislation, relevant details of the person or company convicted and the penalty applied by the Court are published on the RSA website at www.rsa.ie

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority

Caighdeán agus Forheidhmiú, Teach Chluain Fearth, Sráid Bhríde, Baile Locha Riach, Co. Gailimhe.
Standards and Enforcement, Clonfert House, Bride Street, Loughrea, Co. Galway.
tel: (091) 872 600 email: enforcement@rsa.ie website: www.rsa.ie



DEFECT CATEGORISATION

0	IDENTIFICATION OF THE VEHICLE
0.1	Registration number plates
0.2	Vehicle identification/chassis/serial number

1	BRAKING EQUIPMENT
1.1	Mechanical condition and operation
1.1.1	Service brake pedal pivot
1.1.2	Pedal condition and travel of brake operating device
1.1.3	Vacuum pump or compressor and reservoirs
1.1.4	Low pressure warning gauge or indicator
1.1.5	Hand-operated brake control valve
1.1.6	Parking brake activator, level control, parking brake ratchet
1.1.7	Braking valves (foot valves, unloaders, governors)
1.1.8	Couplings for trailer brakes (electric and pneumatic)
1.1.9	Energy storage reservoir pressure tank
1.1.10	Brake servo units, master cylinder (hydraulic systems)
1.1.11	Rigid brake pipes
1.1.12	Flexible brake hoses
1.1.13	Brake linings and pads
1.1.14	Brake drums, brake discs
1.1.15	Brake cables, rods, levers, linkages
1.1.16	Brake actuators (including spring brakes or hydraulic cylinders)
1.1.17	Load sensing valve
1.1.18	Slack adjusters and indicators
1.1.19	Endurance braking system (where fitted or required)
1.1.20	Automatic operation of trailer brakes
1.1.21	Complete braking system
1.1.22	Test connections
1.2	Service braking performance and efficiency
1.2.1	Performance
1.2.2	Efficiency
1.3	Secondary (emergency) braking performance and efficiency
1.3.1	Performance
1.3.2	Efficiency
1.4	Parking braking performance and efficiency
1.4.1	Performance
1.4.2	Efficiency
1.5	Endurance braking system performance
1.6	Anti-lock braking system

2	STEERING
2.1	Mechanical condition
2.1.1	Steering gear condition
2.1.2	Steering gear casing attachment
2.1.3	Steering linkage condition
2.1.4	Steering linkage operation
2.1.5	Power steering
2.2	Steering wheel and column
2.2.1	Steering wheel condition
2.2.2	Steering column
2.3	Steering play
2.4	Wheel alignment
2.5	Trailer steered axle turntable

3	VISIBILITY
3.1	Field of vision
3.2	Condition of glass
3.3	Rear view mirrors
3.4	Windscreen wipers
3.5	Windscreen washers
3.6	Demisting systems

4	LAMPS, REFLECTORS, ELECTRICAL EQUIPMENT
4.1	Headlamps
4.1.1	Condition and operation
4.1.2	Alignment
4.1.3	Switching
4.1.4	Compliance with requirements
4.1.5	Levelling devices
4.1.6	Headlamp cleaning device
4.2	Front and rear position lamps, side marker lamps and end outline marker lamps
4.2.1	Condition and operation
4.2.2	Switching
4.2.3	Compliance with requirements
4.3	Stop lamps
4.3.1	Condition and operation
4.3.2	Switching
4.3.3	Compliance with requirements
4.4	Direction indicator and hazard warning lamps
4.4.1	Condition and operation
4.4.2	Switching
4.4.3	Compliance with requirements
4.4.4	Flashing frequency
4.5	Front and rear fog lamps
4.5.1	Condition and operation
4.5.2	Alignment
4.5.3	Switching
4.5.4	Compliance with requirements
4.6	Reversing lamps
4.6.1	Condition and operation
4.6.2	Switching
4.6.3	Compliance with requirements

4.7	Rear registration plate lamp
4.7.1	Condition and operation
4.7.2	Compliance with requirements
4.8	Retro-reflectors, conspicuity markings and rear marker plates
4.8.1	Condition
4.8.2	Compliance with requirements
4.9	Tell-tale mandatory for lighting equipment
4.9.1	Condition and operation
4.9.2	Compliance with requirements
4.10	Electrical connections between towing vehicle and trailer or semi-trailer
4.11	Electrical wiring
4.12	Non-obligatory lamps and reflectors
4.13	Battery

5	AXLES, WHEELS, TYRES AND SUSPENSION
5.1	Axles
5.1.1	Axles
5.1.2	Stub axles
5.1.3	Wheel bearings
5.2	Wheels and tyres
5.2.1	Road wheel hub
5.2.2	Wheels
5.2.3	Tyres
5.3	Suspension system
5.3.1	Springs and stabilisers
5.3.2	Shock absorbers
5.3.3	Torque tubes, radius arms, wishbones and suspension arms
5.3.4	Suspension joints
5.3.5	Air suspension

6	CHASSIS AND CHASSIS ATTACHMENTS
6.1	Chassis or frame attachments
6.1.1	General condition
6.1.2	Exhaust pipes and silencers
6.1.3	Fuel tank and pipes (including heating fuel tank and pipes)
6.1.4	Bumpers, lateral protection and rear under-run devices
6.1.5	Spare wheel carrier
6.1.6	Coupling mechanisms and towing equipment
6.1.7	Transmission
6.1.8	Engine mountings
6.1.9	Engine performance
6.2	Cab and bodywork
6.2.1	Condition
6.2.2	Mounting
6.2.3	Doors and door catches
6.2.4	Floor
6.2.5	Driver's seat

6.2.6	Other seats
6.2.7	Driving controls
6.2.8	Cab steps
6.2.9	Other interior and exterior fittings and equipment
6.2.10	Mudguards (wings), spray suppression devices

7	OTHER EQUIPMENT
7.1	Seat belts/buckles
7.1.1	Security of mounting
7.1.2	Condition
7.1.3	Safety belt load limiter
7.1.4	Safety belt pre-tensioners
7.1.5	Airbag
7.1.6	SRS system
7.2	Fire extinguisher
7.3	Locks and anti-theft device
7.4	Warning triangle
7.5	First aid kit
7.6	Wheel chocks (wedges)
7.7	Audible warning device
7.8	Speedometer
7.9	Tachograph
7.10	Speed limitation device
7.11	Odometer
7.12	Electronic stability control (ESC)

8	NOISE
8.1	Noise suppression system
8.2	Exhaust emissions
8.2.1	Petrol engine emissions
8.2.1.1	Exhaust emission control equipment
8.2.1.2	Gaseous emissions
8.2.2	Diesel engine emissions
8.2.2.1	Exhaust emission control equipment
8.2.2.2	Opacity
8.3	Electromagnetic interference suppression
8.4	Other items relating to the environment
8.4.1	Visible smoke
8.4.2	Fluid leaks

Definitions according to S.I. No. 347/2013 - Commercial Vehicle Roadworthiness (Vehicle Testing)

“Periodic CVR test” means a test carried out on a vehicle in accordance with Regulation 16 other than a re-test or partial CVR test.

“Partial CVR test” means a roadworthiness test of a CVR vehicle on foot of a direction issued under—

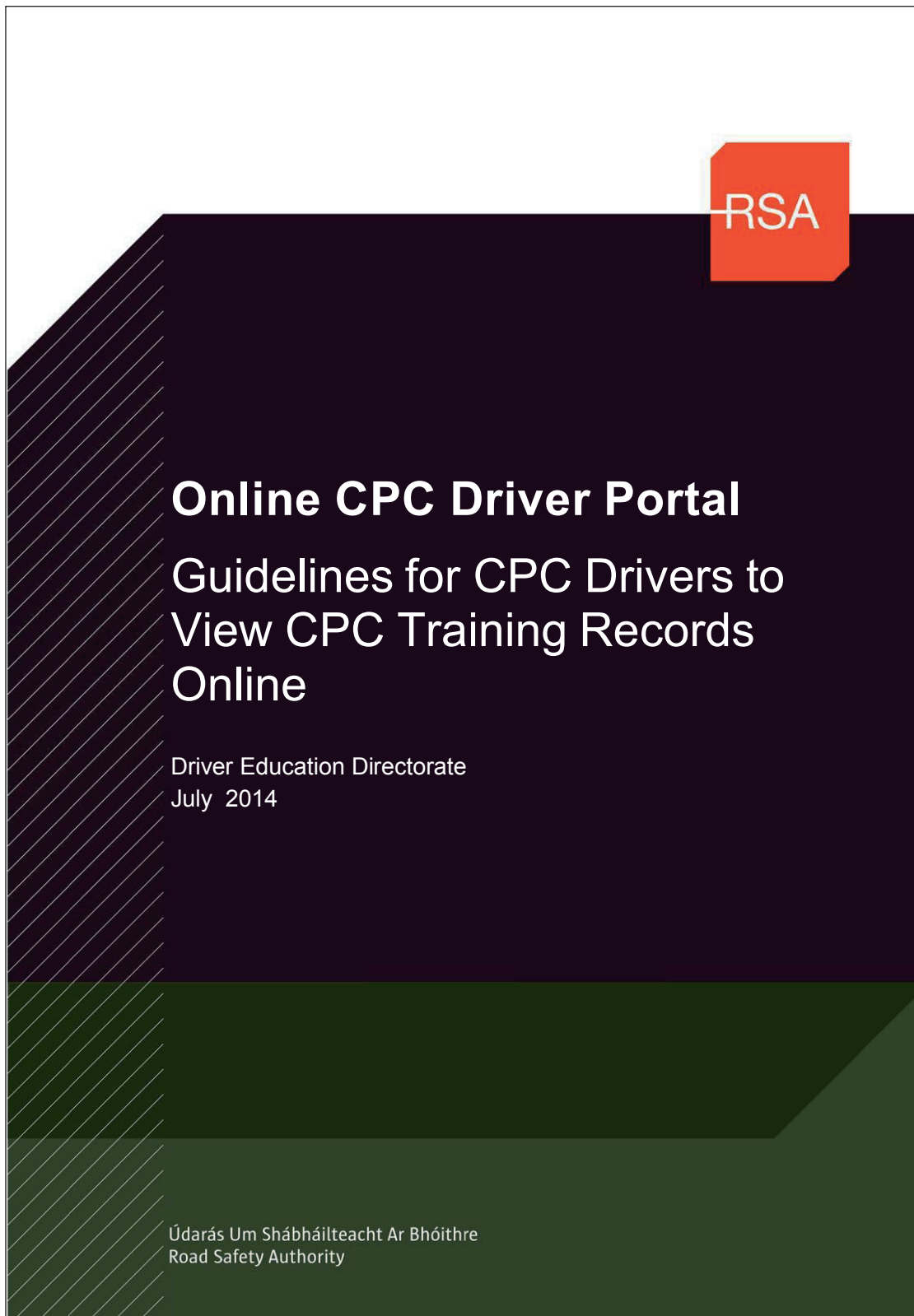
- (a) section 31 or 35 of the Act of 2012 by an authorised officer, or
- (b) Section 35 of the Act of 2012 by a CVR inspector.





APPENDIX 8

The RSA has provided an online CPC Driver Portal to assist professional drivers in planning for their Periodic Training requirements/obligations. Checking their record will help drivers to avoid unnecessary costs and wasted time in attending the wrong CPC module. Drivers can also take a printout of the screen in order to assure employers on the status of their CPC qualifications.





User Guide:

Go to www.rsa.ie, click on **Professional Drivers** which takes you to a screen where the user clicks on **Driver CPC** located on the toolbar at the top of the page. Click the **My CPC** link as shown below.



Driver CPC

- **Getting your CPC**
- **Acquired rights for bus drivers**
- **My CPC** ←
- **Annual training**
- **Find a CPC Trainer**
- **Regulations**
- **Driver CPC video**

After clicking the “My CPC” link as shown here on the left you will be redirected to a new page where you must select “My CPC Driver Portal” as seen below. Here you will enter your details and sign in.



My CPC

- **My CPC Driver Portal**





When users arrive at the CPC Driver Portal, they are given the option to either Login or Register. Users will be presented with the screen below and will be asked on their initial visit to register on the Portal. At login stage, users must confirm that they have read the Terms & Conditions using the checkbox shown below.

To register, users will need their:

- Driver Number
- Email address
- Date of Birth

The screenshot shows the 'CPC Driver Portal' interface. At the top is a blue header with the 'DRIVERcpc' logo and 'RSA' text. Below the header, the page is titled 'CPC Driver Portal'. There are two main sections: 'Existing User Log-In' and 'Not Registered?'. The 'Existing User Log-In' section contains fields for 'Driver Number', 'Date of Birth' (with dropdowns for DD, MM, and YYYY), and 'Password'. Below the password field is a link for 'Forgotten your password?'. At the bottom of this section is a checkbox labeled 'I have read and agreed to the terms & conditions' and a 'Log in' button. The 'Not Registered?' section contains the text 'Register as a driver in order to:' followed by a list of benefits: 'View your driver training records', 'Download your driver training records', and 'View training courses due'. At the bottom of this section is a 'Register now' button. At the very bottom of the page, there is a blue footer bar with the text 'Questions about this application? Go to our [help section](#)'.





Once users click on the **▶ Register now** button, the below screen is presented. Fill in your Driver Number, Date of Birth and email address and click **▶ Register**

(Note: Your Driver Number may be found at line 5 on the old pink driving licence and line 4d on the newly released plastic card driving licence)

Driver Number:

Date of Birth:

Email Address:

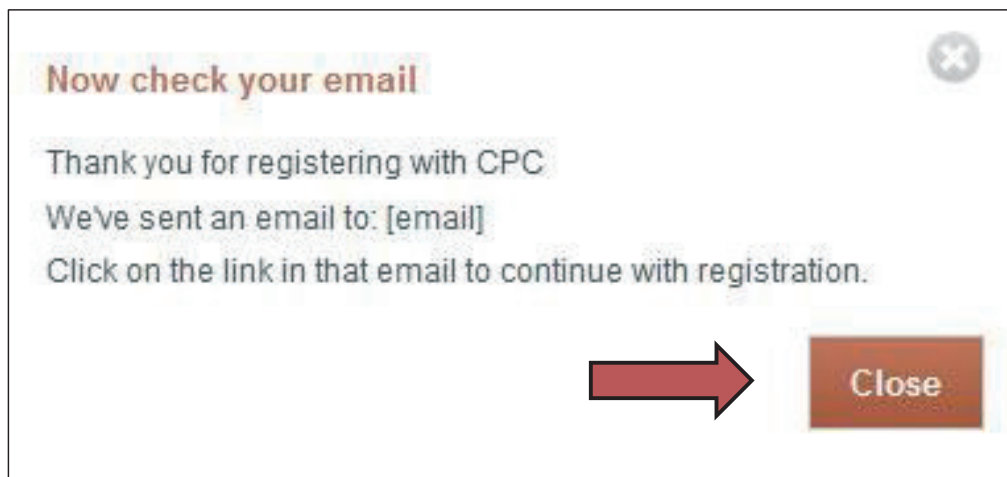
▶ Register

4





Users will then be presented with the following screen:



The email sent from the Portal will contain the password used to access the Driver CPC Portal.





Upon clicking **Close** on the “Check your email” screen, the user will be taken back to the initial login screen where the user will enter his/her:

- Driver Number
- Date of Birth
- Password

The user will also be provided with the option of clicking the tick box to acknowledge, that they have read the Terms and Conditions of CPC Portal use.

The screenshot shows the 'CPC Driver Portal' interface. At the top is a blue header with the 'DRIVERcpc RSA' logo and the text 'Driver Certificate of Professional Competence'. Below the header, the page is titled 'CPC Driver Portal'. There are two main sections: 'Existing User Log-In' and 'Not Registered?'. The 'Existing User Log-In' section contains a form with fields for 'Driver Number' (with the value '123456'), 'Date of Birth' (with dropdowns for '03', '03', and '1980'), and 'Password' (with masked characters '*****'). Below the password field is a link 'Forgotten your password?'. A checkbox is checked, with the text 'I have read and agreed to the [terms & conditions](#)'. A 'Log in' button is at the bottom of this section. The 'Not Registered?' section has the heading 'Register as a driver in order to:' followed by a list of benefits: 'View your driver training records', 'Download your driver training records', and 'View training courses due'. A 'Register now' button is at the bottom of this section. At the very bottom of the page, there is a blue footer with the text 'Questions about this application? Go to our [help section](#)'.





Please note that the user will not be able to log in without acknowledging that they have read and agreed to the terms and conditions of use of the CPC Portal, by clicking on the tick box provided.

Users should familiarise themselves with the terms & conditions which can be accessed by highlighting and clicking on terms & conditions on the box In screen

☒ I have read and agreed to the terms & conditions





Once logged in, the user will be presented with his/her training records as can be seen on the next page, the orange numerical tags highlighting the following:

1. Links to supporting content and essential reading on the right-hand sidebar to aid the Driver.
2. Completed modules display the Module Name, Training Centre, Trainer, Status, a green tick and the date of completion. The green tick confirms that the training has been completed within the requisite period and is thus compliant.
3. Completed but Non-Compliant Modules display the Module Name, Training Centre, Trainer, Status, a red exclamation mark and date of completion. The red exclamation mark is to signify that in this instance the Driver is not compliant as training was not completed before the end of their training year. Driver needs to notify the RSA in writing of the reason that training was completed late.
4. Uncompleted modules display the Module Name, Status, a grey X and an N/A for the date completed.
5. Once each 5-year CPC cycle has passed, previous modules will be stored separately and a new table of modules will appear for the next 5-year period. There will be a maximum of 10 years of Driver Training Records displayed

8



Explanation on previous page:

Driver Certificate of Professional Competence

Hello, Roisin
[Log out](#)

My CPC Driver Portal

Cycle 2

Update My Details

Module Name	Training Centre	Trainer	Status	Date Completed
Health and Safety of the Professional Driver			Not Completed	N/A
Minimising risks and Managing Emergencies in the Transport Industries			Not Completed	N/A
The Professional Bus Driver			Not Completed	N/A
Role of the Professional Driver in the Transport Industries			Not Completed	N/A
The Professional Truck Driver			Not Completed	N/A
Control of Vehicle and Eco Driving Techniques			Not Completed	N/A

Cycle 1

Module Name	Training Centre	Trainer	Status	Date Completed
Control of Vehicle and Eco Driving Techniques	Castlebar	Jimmy	Completed	27/03/2010
Minimising risks and Managing Emergencies in the Transport Industries	Castlebar	Liam	Completed	25/06/2011
Health and Safety of the Professional Driver	Castlebar	Mary	Completed	14/01/2012
Role of the Professional Driver in the Transport Industries	Ballina	Liam	Completed but Non-Compliant	28/07/2012
The Professional Bus Driver			Not Completed	N/A

Essential Links

- [RSA](#)
- [Frequently Asked Questions](#)

Compliance Explanation

Completed Modules
If you have undergone training in accordance with legislation i.e. undergone seven hours of periodic training per year, your training record will be noted as 'Completed'.

Non-Compliant Modules
The 'Completed but Non-Compliant' Module message signifies that your training record is not compliant. You may not have completed training as required. In other words you may not have completed one training module per year e.g. missed one year and caught up with two or more modules in a subsequent year. In this instance you must email cpc@rsa.ie or write to the CPC Unit of the RSA explaining the reason for your non-compliance. This will enable the CPC Unit to correct your record and change it to compliant.



APPENDIX 9

Glossary of terms used in the transport industry

Term	Meaning
ABA	Active Brake Assist
ABS	Anti-lock braking System
ACC	Adaptive Cruise Control
Accompanied	When a driver ships with the vehicle and load
Ad Blue	A Urea based additive for diesel fuel to reduce noxious emissions
ADI	'Approved Driving Instructor'- Accredited by RSA
ADR	'Accord Dangereuse Routier' - The agreement concerning the carriage of dangerous goods by road
AEBS	Advanced Emergency Braking System
Air Dryer	A filtration system to remove moisture from air system
Ambient	The external temperature on any given day
AMT	Automated Manual Transmission
Artic	A tractive unit pulling a trailer
ASR	Anti-skid reduction
AS-Tronic	DAF Trucks automated transmission system
ATA	Customs document for temporary import of goods
Autobahn	Motorway in Germany
Autopista	A toll road in Spain
Autoroute	A toll road in France
Autovia	Motorway class road which is toll free (Spain)
Baffles	Internal divisions in a road tank to reduce the effects of surge
BAR	A unit of pressure, 1 BAR = 14.72 psi
Bio-Diesel	Alternative fuel or fuel additive produced from organic materials
Bio-Methane	Gas produced from the breakdown of organic materials
Bonded Warehouse	A facility authorised by customs to store goods until any duties are paid
BSA	Blind Spot Assist warns of a hazard to near side
Caddie/s	A rolling pallet with a frame for cargo handling
Catwalk	A metal frame allowing safe passage on top of or around a vehicle or trailer
Chilled	Temp controlled cargo usually between 0c & 10c
CMR	'Convoyance Merchandise Routier' - An International Transport Document
CNG	Compressed Natural Gas
COD	Cash on Delivery- Payment to be collected by driver
Consignee	The person or company receiving the load (Importer)
Consignor	The person or company sending the load (Exporter)





Cornering Lights	Front lights are directed to the illuminate the area the vehicle is turning into.
CPC	Certificate of Professional Competence – (manager)
CPC	Certificate of Professional Competence – (driver)
Cross Docking	The quick transshipment of goods through a facility
CWA	Cross Wind Assist
CWS	Collision Warning Systems
Cyclops Mirror	Enables driver to see in of area in front of truck
Deep Frozen	Temp controlled cargo usually between (-15 to -30)
DGSA	Dangerous Goods Safety Advisor
DGVW	Design Gross Vehicle Weight – Max weight of vehicle
Diff Lock	Differential Lock, used to stop drive wheels slipping on ice, gravel, loose surfaces only at very low speeds
DPF	Diesel Particulate Filter
Drawbar	A rigid truck pulling a trailer
Drive Axle	The set of wheels which are driven by the engine
Driving Ban	A restriction for heavy vehicles usually exceeding 7.5 t
DRL	Daytime Running Lights
Eco-Combis	Longer Heavier Vehicles usually 25.25 metres long
Eco-Roll	The vehicle to roll in Neutral to reduce fuel consumption
EEV	Enhanced Environmental Vehicle
EGR	Exhaust Gas Recirculation
ESP	Electronic Stability Programme
ESP	Electronic Stability Programme
Euro 3, 4, 5, 6	A rating system for engine emissions
Europallet	A pallet measuring 800 X 1000 mm
Eurotronic	Iveco's automatic transmission
Fifth Wheel	Connects tractor unit to trailer
Fridge	A temperature controlled unit for transporting cargo
Frozen	Temp controlled cargo usually between 0c & -15c
Green Diesel	Marked Gas Oil, not to be used in a road vehicle
Groupage	A load comprising of many consignors and consignees
GVW	The Gross Weight of the vehicle (Truck, Trailer & Load)
Hanging Load	A load suspended from the roof of the cargo area (Meat)
Hazchem	See ADR
Hybrid	Vehicle using Diesel & Electric Motors
IBC	Intermediate Bulk Container – Palletised liquid container
I-Shift	Volvo's automated transmission for FM, FH, & FH16





I-Sync	Volvo's automatic transmission (light trucks FL & FE)
Jack-knife	When the tractor unit collides with the trailer
JIT	Goods scheduled for, or delivered 'Just In Time'
Landbridge	To transit through UK to and from mainland Europe
LCS	Lane Changing Support, warns driver of blind spot n/side
LDW	Lane Keeping Assist, warns driver of unintentional lane departure
LEV	Low Emission Vehicle
LEZ	Low Emission Zone
LHV	'Longer Heavier Vehicles' usually 25.25 metres long
Lift Axle	A set of wheels which can be lifted off the ground
LNG	Liquefied Natural Gas
Lo / Lo	Lift On / Lift Off – referring to containerised freight
Manifest	A list of the contents consignors & consignees
Master Switch	Turns off all electrical power in a vehicle
MAUT	Road Tolling System in Germany
Multi-modal	A load transported by at least two different means
Near side	The side of a vehicle nearest the kerb
Off side	The side of the vehicle furthest from the kerb
Opticruise	Scania's automated transmission
Optronic	Renault's automatic transmission system
Pallets	A system used to ease the handling of cargos
Payload	The weight of the cargo a vehicle can carry
PCC	Predictive Cruise Control – can read the road ahead
Peaje	A section of road that is tolled
Pin Release	Handle when pulled releases the Jaws from the Kingpin
Pin Weight	The weight exerted on the fifth wheel by the trailer
POD	Proof of Delivery, document signed by receiver
PowerShift	Mercedes-Benz automated transmission
PTO	Power Take Off, using the vehicle to drive extra equipment usually by means of a drive shaft
Pusher Axle	Axle placed usually placed in front of drive axle,
Range Change	Air/electric switch to select another range of gear ratios
Rear Steer	Rearmost axle of a rigid or trailer which can steer
Regeneration	Cleaning of DPF by increasing operating temperature
Retarder	A braking device operated independently
Reverse Logistics	Transport of returned consignments. Unwanted, faulty or damaged, also packaging & handling equipment





RFID	Radio Frequency Identifier Device
Rigid	A one piece vehicle
Ro / Ro	Roll On / Roll Off – referring to shipped trailer freight
Road Barrel	A method of transporting liquids substances by road
Roll-cage	Cargo handling device on wheels
Route Express	Motorway class road which is toll free (France)
RSA	Road Safety Authority
SCM	Supply Chain Management
SCR	Selective Catalytic Reduction
Semi-Trailer	The trailer of an articulated vehicle
Skeletal	A trailer for the transport of tank containers
Split Fridge	Trailer which can keep cargo at different temperatures
Splitter	An air/electric switch to select a high/low ratio of a gear
STC	Said to Contain - clause inserted when receiving a load
Susies	Air and electrical connections between truck and trailer
Tachograph	A device that records the time, speed and distance travelled by a vehicle over 3.5 tonnes
Tag Axle	Axle affixed to rear of truck , not driven by engine
Tail Lift	Used for loading/unloading from truck without ramp
Tail-swing	The distance from rearmost axle to rear bumper
Telematics	Uses telecommunications technology to transmit and receive information about the vehicle / driver
TEU	Twenty-foot Equivalent Unit (TEU x 2=1 40' Container)
Tip-matic	MAN's automatic transmission system
TIR	'Transport Internationaux Routier' (French)
TPMS	Tyre Pressure Monitoring System
Trailer Brake	An device to apply the brakes on the trailer only
Trailer swing	When the trailer collides with the tractor unit
Tranship	To transfer a load from one vehicle to another
Transit	To pass through a place or country
Twin Steer	A vehicle with two sets of wheels that both steer
Ullage	The space above a liquid in a container.
Unaccompanied	When a trailer or vehicle is shipped without a driver
Vignette	The road tax payable in (B, L, S, NL, DK)
Wheel Choc	Device placed under wheels to prevent movement
ZEV	Zero Emission Vehicle (Usually Electric)





APPENDIX 10

Answers to Section A - Road Safety Questionnaire.

Question Number	Answer
1	c
2	a
3	b
4	a
5	b
6	c
7	a
8	b
9	c
10	b
11	a
12	c
13	b
14	a
15	c
16	b
17	c
18	c
19	b
20	a





APPENDIX 11

TACHOGRAPH RELATED LEGISLATION

- **S.I 229 of 2017** - European Union (Road Transport)(Working Conditions and Road Safety) Regulations 2017;
- **Regulation (EU) No 165/2014** on tachographs in road transport;
- **Commission Implementing Regulation (EU) 2016/799** implementing Regulation (EU) No. 165/2014 laying down the requirements for the construction, testing, installation, operation and repair of tachographs and their components;
- **Commission Regulation (EU) No. 581/2010** on the maximum periods for the downloading of relevant data from vehicle units and from driver cards;
- **Commission Regulation (EC) No. 1360/2002** – Annex IB (Digital Tachographs);
- **Commission Regulation (EU) No. 1266/2009** (Technical progress and amendments to Annex 1B relating to digital tachographs).
- **European Agreement concerning the work of crews of vehicles engaged in international transport (AETR agreement).**

DRIVERS HOURS RELATED LEGISLATION

- **S.I. 229 of 2017** - European Union (Road Transport)(Working Conditions and Road Safety) Regulations 2017;
- **Regulation (EC) No. 561/2006** - EU rules on driving time, breaks and rest periods for drivers;
- **Regulation (EC) No. 1073/2009** on common rules for access to the international market for coach and bus services, and amending Regulation (EC) No. 561/2006 (See Article 29 amendment);
- **European Agreement concerning the work of crews of vehicles engaged in international transport (AETR agreement)**

WORKING TIME LEGISLATION

- **Council Directive No. 2002/15** on the organisation of the working time of persons performing mobile road transport activities;
- **S.I. 36 of 2012** – European Communities (Road Transport)(Organisation of the working time of persons performing mobile road transport activities) Regulations 2012;
- **S.I. 49 of 2015** - European Communities (Road Transport) (Organisation of working time of persons performing mobile road transport activities) (Amendment) Regulations 2015;
- **S.I. 342 of 2015** – Organisation of working time (Non-application of certain provisions to persons performing mobile road transport activities) Regulations 2015;
- **Road Traffic Act 1961 – (extract Section 114);**

EU LEGISLATION DEALING WITH ENFORCEMENT OF TACHOGRAPH AND DRIVERS HOURS RELATED PROVISIONS

- **Council Directive No. 2006/22** concerning social legislation relating to road transport activities;
- **S.I. 545 of 2007** - European Communities (Road transport activities checks) Regulations 2007;
- **Commission Regulation (EU) No. 2016/403** – amending Annex III to Directive 2006/22/EC;
- **Commission Directive No. 4/2009** on counter measures to prevent and detect manipulation of records of tachographs.





APPENDIX 12

REGULATION (EU) 2016/403.

CATEGORISATION OF SERIOUS INFRINGEMENTS

The following tables contain categories and types of serious infringements against the Union rules in commercial road transport, divided into three categories of seriousness according to their potential to create a risk of fatalities or serious injuries.

1. Groups of infringements against Regulation (EC) No 561/2006 of the European Parliament and of the Council (1) (Driving and resting time)

No	LEGAL BASIS	TYPE OF INFRINGEMENT		LEVEL OF SERIOUSNESS (2)		
				MSI	VSI	SI
Crew						
1.	Article 5.1	Not respecting minimum ages for conductors				X
Driving periods						
2.	Article 6.1	Exceed daily driving time of 9h if possibilities to extend to 10h not allowed	10h ≤ ... < 11h		X	
3.			11h ≤ ...		X	
4.		Exceed daily driving time of 9h by 50 % or more without taking a break or without any rest of at least 4,5 hours	13h30 ≤ ... and no break/rest	X		
5.		Exceed extended daily driving time of 10h if extension allowed	11h ≤ ... < 12h			X
6.			12h ≤ ...		X	
7.		Exceed daily driving time of 10h by 50 % or more without taking a break of or without any rest of at least 4,5 hours	15h ≤ ...	X		
8.	Article 6.2	Exceed weekly driving time	60h ≤ ... < 65h			X
9.			65h ≤ ... < 70		X	
10.		Exceed weekly driving time by 25 % or more	70h ≤ ...	X		
11.	Article 6.3	Exceed maximum total driving time during 2 consecutive weeks	100h ≤ ... < 105h			
12.			105h ≤ ... < 112h30		X	
13.		Exceed maximum total driving time during 2 consecutive weeks by 25 % or more	112h30≤ ...	X		
Breaks						
14.	Article 7	Exceed uninterrupted driving time of 4,5 hours before taking the break	5h ≤ ... < 6h			
15.			6h ≤ ...		X	





Rest Periods						
16.	Article 8.2	Insufficient daily rest period of less than 11h if reduced daily rest period not allowed	8h30 ≤ ... < 10h			X
17.			... < 8h30		X	
18.			Insufficient reduced daily rest period of less than 9h if reduce allowed	7h ≤ ... < 8h		
19.		... < 7h			X	
20.		Insufficient split daily rest period of less than 3h + 9h		3h + [7h ≤ ... < 8h]		
21.			3h + [... < 7h]		X	
22.	Article 8.5	Insufficient daily rest period of less than 9h for multi-manning	7h ≤ ... < 8h			X
23.			... < 7h		X	
24.	Article 8.6	Insufficient reduced weekly resting period of less than 24 h	20h ≤ ... < 22h			X
25.			... < 20h		X	
26.		Insufficient weekly resting period of less than 45 h if reduced weekly resting period not allowed	36h ≤ ... < 42h			X
27.			... < 36h		X	
28.	Article 8.6	Exceeding 6 consecutive 24-hour periods following the previous weekly rest period	3h ≤ ... < 12h			X
			12h ≤ ...		X	
12-day rule derogation						
29.	Article 8.6a.	Exceeding 12 consecutive 24-hour periods following a previous regular weekly rest	3h ≤ ... < 12h			X
			12h ≤ ...		X	
30.	Article 8.6a. (b)(ii)	Weekly rest period taken following 12 consecutive 24-hour periods	65h < ... ≤ 67h			X
			... ≤ 65h		X	
31.	Article 8.6a. (d)	Driving period, between 22.00 and 6.00, of more than 3 hours before the break, if the vehicle is not multi-	3h < ... < 4,5 h			X
			4,5 h ≤ ...		X	
Work organisation						
32.	Article 10.1	Link between wage and distance travelled or amount of goods carried			X	
33.	Article 10.2	No or improper organisation of driver's work, no or improper instructions given to driver enabling him to comply with the law			X	





2. Groups of infringements against Regulation (EU) No 165/2014 of the European Parliament and of the Council (3) (Tachograph)

No	LEGAL BASIS	TYPE OF INFRINGEMENTS	LEVEL OF SERIOUSNESS		
			MSI	VSI	SI
1.	Article 3.1 and Article 22	Not having type-approved tachograph installed and used (e.g.: not having a tachograph installed by fitters, workshops or vehicle manufacturers approved by the competent authorities of the Member States, using a tachograph without the necessary seals placed or replaced by an approved fitter, workshop or vehicle manufacturer or using a tachograph without the installation plaque)	X		
Use of tachograph, driver card or record sheet					
2.	Article 23.1	Using a tachograph not inspected by an approved workshop		X	
3.	Article 27	Driver holding and/or using more than one own driver card		X	
4.		Driving with a driver card that has been falsified (considered as driving without driver card)	X		
5.		Driving with a driver card of which the driver is not the holder (considered as driving without driver card)	X		
6.		Driving with a driver card which has been obtained on the basis of false declarations and/or forged documents (considered as driving without driver card)	X		
7.	Article 32.1	Tachograph not correctly functioning (e.g.: tachograph not properly inspected, calibrated and sealed)		X	
8.	Article 32.1 and Article 33.1	Tachograph improperly used (e.g.: deliberate, voluntary or imposed misuse, lack of instructions on correct use, etc.)		X	
9.	Article 32.3	Using a fraudulent device able to modify the records of the tachograph	X		
10.		Falsifying, concealing, suppressing or destroying data recorded on the record sheets or stored and downloaded from the tachograph and/or the driver card	X		
11.	Article 33.2	Undertaking not keeping record sheets, printouts and downloaded data		X	
12.		Recorded and stored data not available for at least a year		X	
13.	Article 34.1	Incorrect use of record sheets/driver card		X	
14.		Unauthorised withdrawal of record sheets or driver card which has an impact on the record of relevant data		X	
15.		Record sheet or driver card used to cover a period longer than that for which it is intended and data is lost		X	
16.	Article 34.2	Use dirty or damaged record sheets or drivers card and data not legible		X	





17.	Article 34.3	Not using manual input when required to do so		X	
18.	Article 34.4	Not using correct record sheet or driver card not in the correct slot (multi-manning)			X
19.	Article 34.5	Incorrect use of switch mechanism		X	
Producing information					
20.	Article 36	Refusing to be checked		X	
21.	Article 36	Unable to produce records of current day and the previous 28 days		X	
22.		Unable to produce records of the driver card if the driver holds one		X	
23.	Article 36	Unable to produce manual records and printouts made during the current day and the previous 28 days		X	
24.	Article 36	Unable to produce a driver card, if the driver holds one		X	
Malfunctioning					
25.	Article 37.1 and Article 22.1	Tachograph not repaired by an approved fitter or workshop		X	
26.	Article 37.2	Driver not marking all required information for the periods of time which are no longer recorded while tachograph is unserviceable or malfunctioning		X	





3. Groups of infringements against Directive 2002/15/EC of the European Parliament and of the Council (4)(Working time rules)

No	LEGAL BASIS	TYPE OF INFRINGEMENT		LEVEL OF SERIOUSNESS		
				MSI	VSI	SI
Maximum weekly working time						
1.	Article 4	Exceeding maximum weekly working time of 48h if possibilities to extend to 60h already consumed	56h ≤ ... 60h			X
2.			60h ≤ ...		X	
3.		Exceeding maximum weekly working time of 60h if no derogation under Article 8 granted	65 ≤ ... < 70h			X
4.			70h ≤ ...		X	
Breaks						
5.	Article 5.1	Insufficient obligatory break taken when working time between 6 and 9 hours	10 < ... ≤ 20 min			X
6.			... ≤ 10 min		X	
7.		Insufficient obligatory break taken when working time over 9 hours	20 < ... ≤ 30min			X
8.			... ≤ 20 min		X	
Night work						
9.	Article 7.1	Daily working time in each 24h when night work performed if no derogation under Article 8 granted	11h ≤ ... < 13h			X
10.			13h ≤ ...		X	
Records						
11.	Article 9	Employers falsifying working time records or refusing to provide records to inspection officer			X	
12.		Employed/self-employed drivers falsifying records or refusing to provide records to inspection officer				





1. Groups of infringements against Regulation (EC) no 561/2006

No	LEGAL BASIS	TYPE OF INFRINGEMENT		LEVEL OF SERIOUSNESS (1)			
				MSI	VSI	SI	MI
A	Crew						
A1	Art 5.1	Not respecting minimum ages for conductors			X		
B	Driving periods						
B1	Article 6.1	Exceed daily driving time of 9h if possibilities to extend to 10h not allowed	9h < ... < 10h				X
B2			10h ≤ ... < 11h			X	
B3			11h ≤ ...		X		
B4		Exceed daily driving time of 9h by 50 % or more without taking a break or without any rest of at least 4,5 hours	13h30 ≤ ... and no break/rest	X			
B5		Exceed extended daily driving time of 10h if extension allowed	10h < ... < 11h				X
B6			11h ≤ ... < 12h			X	
B7			12h ≤ ...		X		
B8			Exceed daily driving time of 10h by 50 % or more without taking a break of or without any rest of at least 4,5 hours	15h ≤ ...	X		
B9	Article 6.2	Exceed weekly driving time	56h < ... < 60h				X
B10			60h ≤ ... < 65h			X	
B11			65h ≤ ... < 70h		X		
B12		Exceed weekly driving time by 25 % or more	70h ≤ ...	X			
B13	Art 6.3	Exceed maximum total driving time during 2 consecutive weeks	90h < ... < 100h				X
B14			100h ≤ ... < 105h			X	
B15			105h ≤ ... < 112h30		X		
B16		Exceed maximum total driving time during 2 consecutive weeks by 25 % or more	112h30 ≤ ...	X			
C	Breaks						
C1	Article 7	Exceed uninterrupted driving time of 4,5 hours before taking the break	4h30 < ... < 5h				X
C2			5h ≤ ... < 6h			X	
C3			6h ≤ ...		X		





D	Rest Periods					
D1	Article 8.2	Insufficient daily rest period of less than 11h if reduced daily rest period not allowed	10h ≤ ... < 11h			X
D2			8h30 ≤ ... < 10h		X	
D3			... < 8h30	X		
D4		Insufficient reduced daily rest period of less than 9h if reduce allowed	8h ≤ ... < 9h			X
D5			7h ≤ ... < 8h		X	
D6			... < 7h	X		
D7		Insufficient split daily rest period of less than 3h + 9h	3h + [8h ≤ ... < 9h]			X
D8			3h + [7h ≤ ... < 8h]		X	
D9			3h + [... < 7h]	X		
D10	Article 8.5	Insufficient daily rest period of less than 9h for multi-manning	8h ≤ ... < 9h			X
D11			7h ≤ ... < 8h		X	
D12			... < 7h	X		
D13	Article 8.6	Insufficient reduced weekly resting period of less than 24 h	22h ≤ ... < 24h			X
D14			20h ≤ ... < 22h		X	
D15			... < 20h	X		
D16		Insufficient weekly resting period of less than 45 h if reduced weekly resting period not allowed	42h ≤ ... < 45h			X
D17			36h ≤ ... < 42h		X	
D18			... < 36h	X		
D19	Article 8.6	Exceeding 6 consecutive 24-hour periods following the previous weekly rest period	... < 3h			X
D20			3h ≤ ... < 12h		X	
D21			12h ≤ ...	X		





E	12-day rule derogation						
E1	Article 8.6a.	Exceeding 12 consecutive 24-hour periods following a previous regular weekly rest	... < 3h				X
E2			3h ≤ ... < 12h			X	
E3			12h ≤ ...		X		
E4	Article 8.6a. (b)(ii)	Weekly rest period taken following 12 consecutive 24-hour periods	65h < ... ≤ 67h			X	
E5			... ≤ 65h		X		
E6	Article 8.6a. (d)	Driving period, between 22.00 and 6.00, of more than 3 hours before the break, if the vehicle is not multi-manned	3h < ... < 4,5 h			X	
E7			4,5 h ≤ ...		X		
F	Work organisation						
F1	Article 10.1	Link between wage and distance travelled or amount of goods carried			X		
F2	Article 10.2	No or improper organisation of driver's work, no or improper instructions given to driver enabling him to comply with the law			X		





2. Groups of infringements against Regulation (EU) no 165/2014 of the European Parliament and of the Council (2) (Tachograph)

No	LEGAL BASIS	TYPE OF INFRINGEMENTS	LEVEL OF SERIOUSNESS			
			MSI	VSI	SI	MI
G	Installation of tachograph					
G1	Article 3.1 and Article 22.2	Not having type-approved tachograph installed and used (e.g.: not having a tachograph installed by fitters, workshops or vehicle manufacturers approved by the competent authorities of the Member States, using a tachograph without the necessary seals placed or replaced by an approved fitter, workshop or vehicle manufacturer or using a tachograph without the installation plaque)	X			
H	Use of tachograph, driver card or record sheet					
H1	Article 23.1	Using a tachograph not inspected by an approved workshop		X		
H2	Article 27	Driver holding and/or using more than one own driver card		X		
H3		Driving with a driver card that has been falsified (considered as driving without driver card)	X			
H4		Driving with a driver card of which the driver is not the holder (considered as driving without driver card)	X			
H5		Driving with a driver card which has been obtained on the basis of false declarations and/or forged documents (considered as driving without driver card)	X			
H6	Article 32.1	Tachograph not correctly functioning (e.g.: tachograph not properly inspected, calibrated and sealed)		X		
H7	Article 32.1 and Article 33.1	Tachograph improperly used (e.g.: deliberate, voluntary or imposed misuse, lack of instructions on correct use, etc.)		X		
H8	Article 32.3	Using a fraudulent device able to modify the records of the tachograph	X			
H9		Falsifying, concealing, suppressing or destroying data recorded on the record sheets or stored and downloaded from the tachograph and/or the driver card	X			
H10	Article 33.2	Undertaking not keeping record sheets, printouts and downloaded data		X		
H11		Recorded and stored data not available for at least a year		X		





H12	Art 34.1	Incorrect use of record sheets/driver card		X		
H13		Unauthorised withdrawal of record sheets or driver card which has an impact on the record of relevant data		X		
H14		Record sheet or driver card used to cover a period longer than that for which it is intended and data is lost		X		
H15	Article 34.2	Use dirty or damaged record sheets or drivers card and data not legible		X		
H16	Article 34.3	Not using manual input when required to do so		X		
H17	Article 34.4	Not using correct record sheet or driver card not in the correct slot (multi-manning)			X	
H18	Article 34.5	Incorrect use of switch mechanism		X		
I	Producing information					
I1	Article 36	Refusing to be checked		X		
I2	Article 36	Unable to produce records of current day and the previous 28 days		X		
I3		Unable to produce records of the driver card if the driver holds one		X		
I4	Article 36	Unable to produce manual records and printouts made during the current day and the previous 28 days		X		
I5	Article 36	Unable to produce a driver card, if the driver holds one		X		
J	Malfunctioning					
J1	Article 37.1 and Article 22.1	Tachograph not repaired by an approved fitter or workshop		X		
J2	Article 37.2	Driver not marking all required information for the periods of time, which are no longer recorded while tachograph is unserviceable or malfunctioning		X'		





APPENDIX 13

REFLECTION ON CPC MODULE

Take a few moments to reflect on the following questions and discuss your answers with at least one other colleague from the programme:

What have I gained/learned from the workshop?

Your Response	
☐ For myself	
☐ In my work	
☐ In relation to my colleagues	
What personal changes will I undertake/implement?	





What do I want to leave here?

(Anything that I used to do before I came to the programme that I am now going to discontinue thinking, saying or doing.)

Your Response

What do I want to take with me?

(Anything that I did not do, say or think before I came to the programme that I am now going to start doing, saying or thinking.)

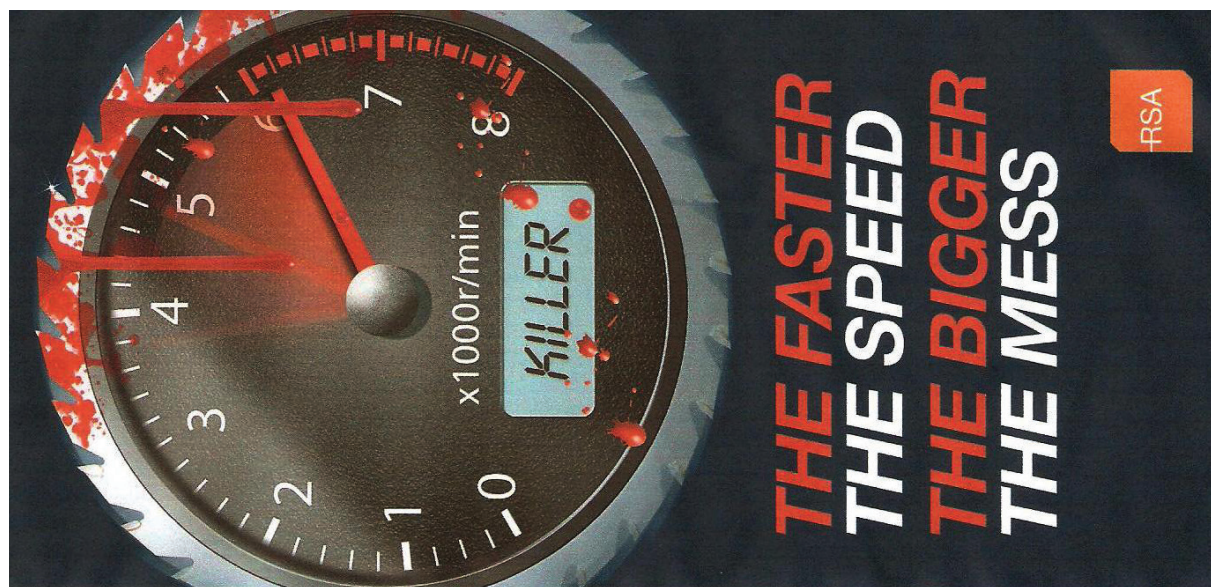
Your Response





APPENDIX 14

HARD AND FAST FACTS



Design: Lytle Baline International

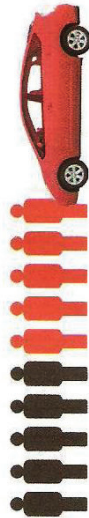
HARD AND FAST FACTS

Pedestrians hit by a car...

at 30 km/h – 1 in 10 will die



at 50 km/h – 5 in 10 will die



at 60 km/h – 9 in 10 will die



Source: Rules of the Road, 2007

T: Lo Call 1890 506080 E: info@rsa.ie W: www.rsa.ie

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THE BIGGER THE PENALTY

Speeding drivers risk getting **two penalty points on their driving licence plus a fine of between €80 to €120**, if you decide to go to court and are convicted you risk **four penalty points and a fine of up to €800**.

ANY DRIVER WHO GETS

12 PENALTY POINTS

AT ANY TIME INSIDE

A THREE YEAR PERIOD

FACES DISQUALIFICATION

FROM DRIVING

FOR SIX MONTHS.

For more information on speed limits and stopping distances read the **Rules of the Road** at www.rsa.ie

**GET THE POINT!
NOT THE POINTS!**





THE BIGGER THE RISK OF DEATH

Speed is the biggest contributory factor to road deaths in the Republic of Ireland.

THE BIGGER THE NUMBER OF DEATHS

Speed is directly killing an average of 101 people a year in Ireland.

THE BIGGER THE MISERY

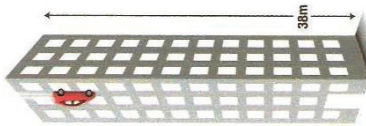
A speeding crash is over in a second but, for the victims, the misery lasts a lifetime.

Speeding is a selfish act which sentences innocent people to a lifetime of pain.

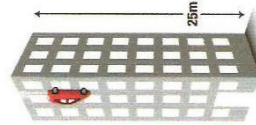
THE BIGGER THE HIT COLLISION IMPACT MEASURED IN HEIGHT OF FALL FROM A TALL BUILDING

Source: RSA / OPW

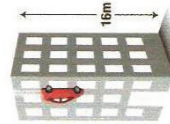
Crashing your car into an object at 95 km/h is equivalent to a free fall from a 12 storey building.



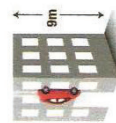
Crashing your car into an object at 80 km/h is equivalent to a free fall from a 8 storey building.



Crashing your car into an object at 65 km/h is equivalent to a free fall from a 5 storey building.

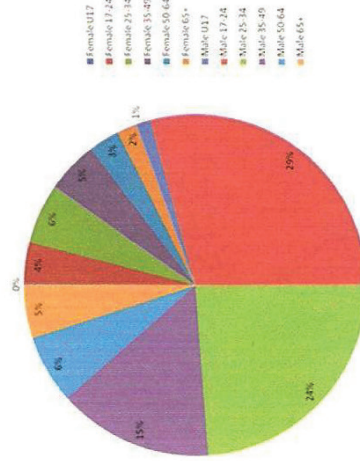


Crashing your car into an object at 50 km/h is equivalent to a free fall from a 3 storey building.



WHO IS TO BLAME? DRIVERS

Drivers responsible for fatal/serious injury collisions by age/gender



Source: RSA Data

EVERY DRIVER IS AT RISK!

THE FASTER THE SPEED, THE BIGGER THE MESS



APPENDIX 15

REFERENCES

1. Directive 2003/59/EC of the European Parliament and of the Council of 15 July 2003 on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of goods or passengers, amending Council Regulation (EEC) No 3820/85 and Council Directive 91/439/EEC and repealing Council Directive 76/914/EEC
2. Bus Eireann Drivers Handbook, 4th Edition 2017
3. Dublin Bus, Initial Driver Training
4. Driver Training Programme. DDLETB Training Centre, Baldoye
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6. The Official DSA Guide To Driving Goods Vehicles, DSA, UK
7. Road Safety Authority - Rules Of The Road, 2015
8. Road Safety Authority – CVRT (Commercial Vehicle Roadworthiness Testing)
9. Workplace Transport Safety Management, Health and Safety Authority (HSA)
10. Fleet Transport Publications. www.fleet.ie
11. European Agency for Safety and Health at Work (osha.europa.eu)
12. An Garda Siochana
13. Prometric Driver Theory Test

The RSA would also like to acknowledge the valuable contributions made by CPC Training Organisations and their trainers to this and other manuals and training literature.

Whilst every attempt has been made to acknowledge the sources of our reference material, and the origin of the information which we retrieved from the public domain, errors and/or omissions may have occurred. If there are errors or omissions in the acknowledgements of our references please contact the originator who will ensure such errors and/or omissions are corrected.



Working to Save Lives

Údarás Um Shábháilteacht Ar Bhóithre Road Safety Authority

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