

1976 No. 1447

ROAD TRAFFIC

**The Drivers' Hours (Keeping of Records)
Regulations 1976**

Made - - - - 2nd September 1976

Laid before Parliament 16th September 1976

Coming into Operation 31st October 1976

The Secretary of State for the Environment, in exercise of powers conferred by sections 98 and 101(2) of the Transport Act 1968(a), as amended by section 4(1) of, and paragraph 9(2)(c) of Schedule 4 to, the European Communities Act 1972(b) and now vested in him (c), and of all other enabling powers, and after consultation with representative organisations in accordance with section 101(6) of the said Act of 1968, hereby makes the following Regulations:—

PART I—GENERAL

Commencement and citation

1. These Regulations shall come into operation on 31st October 1976, and may be cited as the Drivers' Hours (Keeping of Records) Regulations 1976.

Revocation

2. The Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1970(d), the Drivers' Hours (Goods Vehicles) (Keeping of Records) (Amendment) Regulations 1971(e) and the Drivers' Hours (Passenger and Goods Vehicles) (Keeping of Records) (International Rules) Regulations 1973(f) are hereby revoked.

Interpretation

3.—(1) In these Regulations, unless the context otherwise requires—

“the Act” means the Transport Act 1968;

“British goods vehicle” means a goods vehicle which, if a motor vehicle, is registered in the United Kingdom or, if a trailer, is drawn by a motor vehicle which is so registered;

(a) 1968 c. 73.

(c) S.I. 1970/1681 (1970 III, p. 5551).

(e) S.I. 1971/847 (1971 II, p. 2454).

(b) 1972 c. 68.

(d) S.I. 1970/123 (1970 I, p. 547).

(f) S.I. 1973/380 (1973 I, p. 1292).

“British passenger vehicle” means a passenger vehicle which is a public service vehicle registered in the United Kingdom;

“the Community rules” means those provisions of Council Regulation (EEC) No. 543/69(a) of 25th March 1969 (as amended by Council Regulations (EEC) Nos. 514/72(b) and 515/72(c) both of 28th February 1972) which are directly applicable Community provisions relating to the driving of road vehicles;

“driver’s record book” means a book for recording matters relevant to the enforcement of the requirements of the Community rules or, as the case may be, Part VI of the Act, being a book which comprises—

- (i) a front sheet;
- (ii) instructions for the use of the book;
- (iii) daily sheets;
- (iv) an example of a completed daily sheet;
- (v) weekly reports,

and conforms to the model set out in Schedule 1 to these Regulations (this being also the model prescribed by the Community rules); and any expression which is also used in Part V or Part VI of the Act has the same meaning as in the said Part V or Part VI respectively.

(2) Any reference in these Regulations, in relation to a driver’s record book, to the front sheet, the instructions for use, a daily sheet or a weekly report is a reference to that part of the record book which is so styled in the model set out in Schedule 1 to these Regulations.

(3) Any reference in these Regulations to any enactment or instrument shall be construed as a reference to that enactment or instrument as amended by any subsequent enactment or instrument.

(4) The Interpretation Act 1889(d) shall apply for the interpretation of these Regulations as it applies for the interpretation of an Act of Parliament, and as if for the purposes of section 38 of that Act these Regulations were an Act of Parliament and the Regulations revoked by Regulation 2 of these Regulations were an Act of Parliament thereby repealed.

PART II—KEEPING OF RECORDS BY DRIVERS OF GOODS VEHICLES WHERE COMMUNITY RULES DO NOT APPLY

Application of Part II

4.—(1) This Part of these Regulations applies to drivers of goods vehicles and to employers of employee-drivers of such vehicles, but, except as provided in Part III of these Regulations, this Part does not apply in relation to a journey made or to work done by that driver in a case where the journey or, as the case may be, the work is a journey or work to which the Community rules apply.

(2) In this Part of these Regulations, except where the context otherwise requires, any reference to a vehicle is a reference to a goods vehicle.

(a) O.J. No. L 77 of 29.3.69. (p. 49). (b) O.J. No. L 67 of 20.3.72. (p. 1).
(c) O.J. No. L 67 of 20.3.72. (p. 11). (d) 1889 c. 63.

Keeping of record books by drivers of goods vehicles

5.—(1) Subject to the provisions of these Regulations—

- (a) the driver of a goods vehicle shall enter, and the employer of an employee-driver of a goods vehicle shall cause any such driver to enter, in a driver's record book, in accordance with the instructions for use contained in that book, the information prescribed in the record book as information which is required to be furnished by a crew member, and
- (b) the owner-driver of a goods vehicle and the employer of an employee-driver of such a vehicle shall make, in accordance with the said instructions, such entries in the record book as are required by the record book to be made therein by the undertaking,

and, subject as aforesaid, the driver and any such employer as aforesaid shall in all respects in relation to such record book comply, and the employer of any such employee-driver shall cause the driver to comply, with all the relevant instructions contained in the record book and relating to the issue, use, preservation and return of the record book.

(2) This Regulation and Regulation 6 below apply to a driver who in any working week drives goods and passenger vehicles as they apply to a driver who only drives a goods vehicle, and the information required to be furnished in the driver's record book by the driver of both goods and passenger vehicles shall be the required information in relation to his employments in connection with both goods and passenger vehicles, but if a driver of both goods and passenger vehicles has a different employer in relation to his employment in connection with goods vehicles from his employer in relation to his employment in connection with passenger vehicles, references in the foregoing paragraph of this Regulation and in Regulation 6 below to his employer shall be construed as references to his employer in relation to his employment in connection with goods vehicles.

Issue of record books in cases involving more than one employer

6.—(1) If on the date of the coming into operation of these Regulations or at any time thereafter an employee-driver has more than one employer in relation to whom he is an employee-driver of a vehicle, the employer who is to issue a new driver's record book to him shall be the employer for whom the employee-driver first acts in the course of his employment on or after the said date or time.

(2) Where during the currency of a driver's record book an employee-driver ceases to be employed by an employer who has issued that book to him he shall return that book, including all duplicate and unused daily sheets and weekly reports, to that employer and, if he is at that time employed by some other person or persons in relation to whom he is an employee-driver of a vehicle, that other person, or if there is more than one such other person, that one of them for whom he first acts in the course of his employment after ceasing to be so employed as aforesaid, shall issue a new driver's record book to him in accordance with the requirements of these Regulations.

Form of drivers' record books—Supplemental provisions

7.—(1) A driver's record book shall be numbered by perforation or stamping with the serial number of the book and shall have the standard A6 format (105 × 148 mm) or a larger format.

(2) A different serial number shall be given to each driver's record book used by an owner-driver or issued by an employer to his employee-drivers.

(3) Where a driver's record book contains more than fifteen daily sheets, it shall contain a duplicate of each of the daily sheets which are contained therein together with one sheet of carbon paper or other means whereby an entry in a daily sheet may be simultaneously reproduced on the duplicate of that sheet.

(4) Nothing in paragraph (3) of this Regulation shall preclude the use of a driver's record book which is furnished with duplicates of the daily sheets and the sheet of carbon paper as mentioned in that paragraph in a case where the record book contains fifteen or fewer daily sheets.

Manner of keeping drivers' record books

8.—(1) Subject to the following provisions of these Regulations, the requirements contained in the following paragraphs of this Regulation shall be complied with as respects the making of entries in a driver's record book, the detachment and delivery of daily sheets and the return of record books.

(2) An owner-driver or an employer of an employee-driver shall, before the book is used, enter or secure that there is entered—

- (a) on the front sheet of the record book the serial number of the operator's licence granted under Part V of the Act by virtue of which each goods vehicle used by the driver during the currency of the record book is an authorised vehicle for the purposes of the said Part V,
- (b) on each of the daily sheets in the record book the serial number of the operator's licence granted as aforesaid by virtue of which each goods vehicle used by the driver in the course of the day in question is an authorised vehicle for the purposes of the said Part V, and
- (c) on the front sheet of the record book the serial number of the book required by Regulation 7(1) of these Regulations and the number of daily sheets in the book.

(3) A driver shall, when making an entry in a daily sheet contained in a record book furnished with duplicates of the daily sheets, and when signing such a sheet, ensure by the use of carbon paper or otherwise that the entry or signature is simultaneously reproduced on the duplicate of that sheet.

(4) Where a daily sheet contained in a driver's record book furnished with duplicates of the daily sheets therein has been completed, the driver shall detach, and the employer of an employee-driver shall cause the driver to detach, the duplicate of that sheet from the book and—

- (a) in a case where the daily sheet was completed by an employee-driver, he shall, within a period of seven days from the date of its being completed, deliver the duplicate sheet to the employer who issued or should have issued the book to him, and that employer shall cause the driver so to deliver the duplicate sheet, and, within a period of seven days from the date on which the employer receives the duplicate sheet, he shall examine and sign it; and
- (b) in a case where the daily sheet was completed by an owner-driver, he shall, within a period of seven days from the date of its being completed, deliver the duplicate sheet to the address which is required to be entered on the front sheet of the record book:

Provided that a person shall not be treated as having failed to comply with any of the requirements of this paragraph with respect to the period within which a duplicate sheet shall be delivered or, as the case may be, examined or signed in any case where he can show that it was not reasonably practicable to comply with that requirement and that the requirement was otherwise complied with as soon as it was reasonably practicable to do so.

(5) Where an employee-driver uses a driver's record book which is not furnished with duplicates of the daily sheets in it, the employer to whom that record book is returned by the driver when it has been completed shall, within a period of seven days from the date of its return, examine and sign each of the daily sheets which have been used, unless he has previously examined and signed such sheet when the book was produced to him for inspection under Regulation 9(6) of these Regulations.

(6) For the purposes of the instructions for use contained in a driver's record book, the book shall be regarded as completed—

(a) in the case of a book containing 15 or fewer daily sheets and no duplicates of the daily sheets, when all the daily sheets have been used or at the end of 28 days from the date on which the first sheet in the book was used, whichever is the earlier,

(b) in the case of any other book, when all the daily sheets have been used.

(7) No driver shall enter in any driver's record book any information which is required to be furnished by these Regulations if—

(i) in the case of an employee-driver, the book was not supplied to him by his employer, unless a driver's record book so supplied is not available to him, or

(ii) he is in possession of another such book in which he has entered information which is required to be so furnished and which is not completed.

Supply of information and production of drivers' record books by employers and employee-drivers

9.—(1) Where an employee-driver has or has had during any period more than one employer in relation to whom he is an employee-driver—

(a) each employer, who is not an employer who is required by these Regulations to issue a driver's record book to that employee-driver, shall require that driver to produce his current driver's record book and shall enter on the front sheet contained therein the name and address of his undertaking and a statement that the holder of the record book is also a driver in his employment, and

(b) each employer of that employee-driver shall, whenever he is requested to do so by any of the other employers of that employee-driver, supply to that other employer such information as is specified in paragraph (4) of this Regulation and is in his possession.

(2) Where an employee-driver changes his employment, the employer by whom the employee-driver has ceased to be so employed shall on being so requested by the employee-driver, or his new employer, supply the employee-driver or the new employer with such information as is specified in paragraph (4) of this Regulation and is in his possession.

(3) Any information required to be supplied by the foregoing provisions of this Regulation shall, if so required by the person entitled to require it to be supplied, be supplied in writing.

(4) The information concerning an employee-driver which is to be supplied in accordance with the foregoing provisions of this Regulation is the following information relating to the whole or any part of the current working week of that driver, namely—

- (a) any period during which that employee-driver has been off duty for a period of not less than twenty four hours in respect of that week as required by section 96(6) of the Act or as so required by that provision as having effect in relation to that employee-driver by virtue of any exemption having effect under regulations made under section 96(10) of the Act, and
- (b) the number of hours for the purpose of the weekly limit under section 96(5) of the Act for which that employee-driver has been on duty during that week.

(5) Any employee-driver shall produce his current driver's record book for inspection by the employer who issued it to him, or by any other person in relation to whom he is at any time during the period of the currency of that book an employee-driver, whenever required to do so by that employer or that other person.

(6) Any employee-driver shall return his current driver's record book to the employer who issued it to him at the end of any week beginning at midnight between Saturday and Sunday, if required to do so by that employer.

Preservation of driver's record books

10.—(1) An owner-driver shall preserve his driver's record book intact when it has been completed or he has ceased to use it, and the employer of an employee-driver to whom any driver's record book relating to that employee-driver has been returned shall preserve that book intact, for the period specified in paragraph (3) of this Regulation.

(2) Any owner-driver who has detached daily sheets from his driver's record book as required by Regulation 8(4) of these Regulations and any employer of an employee-driver to whom any daily sheets have been delivered by his employee-driver as required by that provision shall also preserve those sheets for the period specified in paragraph (3) of this Regulation.

(3) The period for which drivers' record books and daily sheets must be preserved as required by this Regulation shall be one year reckoned, in the case of an owner-driver, from the day on which that book was completed or ceased to be used by him, or in the case of an employee-driver, from the day on which that book was returned to his employer.

(4) Where in accordance with the instructions for use in a driver's record book an employee-driver keeps a copy of a weekly report he shall preserve it intact for so long as the record book to which it relates remains in his possession, and where a copy of a weekly report is handed in by an employee-driver to his employer for signature by the employer, the employer shall preserve the copy intact until the expiration of one year from the end of the week concerned.

Registers of drivers' record books

11.—(1) Subject to the following provisions of this Regulation, every owner-driver of a vehicle shall maintain a register in the form set out in Schedule 2 to these Regulations of all drivers' record books used by him and every employer of an employee-driver of a vehicle shall maintain such a register or more than one such register as provided for by paragraph (2) of this Regulation

of all drivers' record books known by him to have been issued to or to be used by any of his employee-drivers, and every such owner-driver and employer as aforesaid shall make in that register or registers all such entries relating to the information to be recorded therein as is required by the form set out in the said Schedule 2 to be entered in that register or registers:

Provided that where a record book is not returned there shall be entered in the register, instead of the date of the return of the record book, the reason why the record book was not returned and the date when such entry was made.

(2) Where for the purpose of any trade, business or other activity carried on by him an employer of employee-drivers operates from more than one place vehicles which are driven by his employee-drivers, that employer may maintain for each such place a separate register of drivers' record books, each such register being a register complying with the requirements of paragraph (1) of this Regulation (subject to paragraph (4) of this Regulation) but relating only to the drivers' record books known by him to have been issued to or to be used by any of his employee-drivers in relation to the driving of vehicles operated from that place.

(3) An owner-driver and the employer of any employee-driver by whom any such register as aforesaid is required to be maintained shall preserve that register for a period of 12 months from whichever is the last to occur of the following dates, that is to say—

- (a) the date on which he ceased to use a record book or on which there was returned to him the last of the books issued by him to any employee-driver, the use or issue of which is recorded in that register, or
- (b) if any record book the issue of which by him is recorded in that register has not been returned to him as required by these Regulations, the date when the reason why the record book was not returned was entered in that register.

(4) Notwithstanding anything in the foregoing provisions of these Regulations, registers may be maintained in a form which differs from that set out in Schedule 2 to these Regulations (whether in size, layout, sequence, numbering, content or otherwise) so long as the register contains the same wording as in the form in the said Schedule and such register is so framed as to ensure that all the information required by the form in the said Schedule is required to be entered in the actual register and in such manner as to be readily identifiable by any person entitled under any enactment to inspect any such register.

Exemptions

12.—(1) Where a driver does not during any period of twenty-four hours commencing at midnight drive any goods vehicle other than a vehicle the use of which is exempted from any requirement to have an operator's licence or, in the case of a vehicle in the public service of the Crown, would be so exempted by virtue of section 60(2) of the Act, were it not such a vehicle, that driver and, if he is an employee-driver, his employer, shall be exempted for that period from the specified requirements.

(2) Where in any period of twenty-four hours beginning at midnight a driver does not drive a vehicle to which this Part of these Regulations applies for more than four hours and does not drive any such vehicle outside a radius of twenty-five miles from the operating centre of the vehicle, then he and, if he is an employee-driver, his employer shall be exempted for that period (hereinafter referred to as "the exempted period") from the specified requirements:

Provided that where the exempted period is followed by a period of twenty-four hours in respect of any part of which a driver is not exempted from all the specified requirements the driver shall be required to enter in his driver's record book the date and time when his last working day ended if such day ended during the exempted period.

For the purposes of computing the said four hours no account shall be taken of any time spent in driving a vehicle elsewhere than on a road if the vehicle is being so driven in the course of operations of agriculture, forestry or quarrying or in the course of carrying out work in the construction, reconstruction, alteration or extension or maintenance of, or of a part of, a building, or of any other fixed works of construction or civil engineering (including works for the construction, improvement or maintenance of a road) and, for the purposes of this paragraph, where the vehicle is being driven on, or on a part of, a road in the course of carrying out of any work for the improvement or maintenance of, or of that part of, that road, it shall be treated as being driven elsewhere than on a road.

(3) In this Regulation the expression "the specified requirements" means all the requirements of this Part of these Regulations as respects the entering of a current record in a driver's record book and, in the case of drivers, the having possession of such a book in accordance with the instructions for use contained in the book.

PART III—PROVISIONS SUPPLEMENTARY TO COMMUNITY RULES IN CASES WHERE THOSE RULES APPLY

Application of Part III

13. This Part of these Regulations applies to drivers of British goods vehicles and (to the extent specified below) to drivers of British passenger vehicles and to the employers of such drivers, in cases where journeys which are made or work which is done by such drivers are journeys or work to which the Community rules apply, so as to impose in relation to those cases requirements which are additional to the requirements of the Community rules.

Obligation of employers of employee-drivers

14. In a case where this Part of these Regulations applies the employer of an employee-driver of a British goods vehicle or British passenger vehicle shall cause such driver—

- (a) to enter in a driver's record book a current record which shall give the information required by the Community rules as information which is required to be furnished by that driver, and otherwise to comply with all the requirements of those Rules with respect to the keeping of record books and matters related thereto; and
- (b) to comply with such of the additional requirements contained in the following provisions of this Part of these Regulations as apply in relation to any such driver.

Application of certain Regulations in Part II—goods vehicles and passenger vehicles

15. In a case where this Part of these Regulations applies and the vehicles involved are either British goods vehicles or British passenger vehicles the provisions of Regulations 6 and 11 of these Regulations shall apply, and for the purposes of such application the references in those Regulations to a vehicle shall include references to goods vehicles and passenger vehicles.

Application of certain additional Regulations in Part II—goods vehicles only

16. In a case where this Part of these Regulations applies and the vehicles involved are British goods vehicles the provisions of Regulations 7(2), (3) and (4), 8, 9 and 10(2), (3) and (4) of these Regulations shall also apply but with the substitution—

- (a) in paragraph (2)(c) of Regulation 8 for “Regulation 7(1) of these Regulations” of “the Community Rules”;
- (b) in paragraph (7) of Regulation 8 for “these Regulations” of “the Community Rules”; and
- (c) in Regulation 9, for paragraph (4), of the following paragraph—

“(4) The information concerning an employee-driver which is to be supplied in accordance with the foregoing provisions of this Regulation relates to—

- (a) any period of not less than twenty-four hours of rest of that driver, being a period which, in respect of any period of seven consecutive days, that driver is required to have by virtue of section 96(6) of the Act as adapted by Regulation 4 of the Drivers’ Hours (Passenger and Goods Vehicles) (International Rules) Regulations 1973(a), and
- (b) any interval of rest of that driver such as is mentioned in section 96(4) of the Act (as so adapted) being an interval which, by virtue of the said section 96(6), is immediately to precede or to follow the said period of twenty-four hours”.

Signed by authority of
the Secretary of State

2nd September 1976.

John Gilbert,
Minister for Transport,
Department of the Environment.

(a) S.I. 1973/379 (1973 I, p. 1287).

SCHEDULE 1 (see Regulation 3(1))

MODEL FOR DRIVER'S RECORD BOOK

(Note: The model set out below is that prescribed by Council Regulation (EEC) No. 543/69 of 25th March 1969 as amended by Council Regulation (EEC) No. 514/72 of 28th February 1972 and described by those Regulations as an "individual control book". The book must be of standard A6 format (105mm x 148mm) or a larger format).

MODEL INDIVIDUAL CONTROL BOOK

(a) FRONT SHEET

I INDIVIDUAL CONTROL BOOK FOR CREW MEMBERS IN ROAD TRANSPORT

II Country

III Date book first used:.....19.....

IV Date book last used:.....19.....

V Surname, first name(s), date of birth and address of holder of book:

VI Name, address, telephone number and stamp (if any) of the undertaking:

VII Operator's Licence No. (goods vehicles only). Book No..... (to be stamped or perforated)

(b) INSTRUCTIONS

INSTRUCTIONS
FOR THE USE OF THE INDIVIDUAL CONTROL BOOK

1. This individual control book is issued in conformity with (specify relevant laws and regulations)

To the Undertaking

2. After completing items V, VI and VII on the front sheet, issue a book to each crew member employed by you, in conformity with the laws and regulations referred to in paragraph 1 above.

3. Keep a register showing the names of the persons to whom books have been issued, the serial number of each book issued, and the dates of issue. Require the holder to sign in the margin of the register.

4. Give the holder the necessary instructions for correct use of the book.

5. Examine the daily sheets and the weekly report every week or, if prevented from doing so, as soon thereafter as possible. Sign the weekly report.

6. Withdraw the used books, observing the time-limit specified in paragraph 9 below, and hold them at the disposal of the authorized inspecting officers for not less than one year. Enter the date of the last daily sheet in the register referred to in paragraph 3 above.

To Crew Members

7. This control book is personal. Carry it with you when on duty and produce it to any authorized inspecting officer on request. Hand it over to your employer when you leave the undertaking.

8. Produce this control book to your employer every week or, if prevented from doing so, as soon thereafter as possible, so that he can check your entries and sign the weekly report.

9. When the book is completed, keep it for two weeks so that you can produce it at any time to an authorized inspecting officer, and then hand it as soon as possible to your employer. Keep a copy of the weekly reports.

Front sheet

10. Make sure that your surname, first name(s), date of birth and address are filled in correctly (item V).

11. Enter the date on which you first use the book (item III).


12. After use, enter the date when you last used the book (item IV).


Daily sheet


13. Fill in a daily sheet for every day on which you have been employed as a crew member.


14. Enter in box 2 the registration number of any vehicle used during the day.

15. The symbols used have the following meaning:




 total period of uninterrupted rest before going on duty

 daily rest period

 breaks


 driving periods

periods of attendance at work

16. Enter your period of daily rest (symbol ) , breaks (symbol ) and the time during which you were engaged in activities represented by symbols 6  and 7 by drawing a horizontal line across the hours concerned opposite the appropriate symbol, and connect the horizontal lines by vertical lines. There will thus be a continuous line over the full length of each strip (see example in the book).

17. Entries must be made at the beginning and end of each period to which they relate.

18. In box 16 ("Remarks") enter the name of the second driver, if any. This box may also be used to explain any breach of the requirements or to correct particulars given elsewhere (see paragraph 24). The employer or an inspecting officer may also insert his remarks in this box.

19. Opposite box 12,  enter the number of hours of uninterrupted rest (daily rest) taken immediately before coming on duty. If this period begins in one day and ends in the following day the figure will be the total achieved by adding together the rest period taken at the end of the previous day and the rest period taken at the beginning of the day to which the sheet relates.

20. Before departure, enter opposite "Beginning of duty" in box 11 the number of kilometres/miles shown on the recorder; at the end of duty, enter opposite "End of duty" in box 11 the new number of kilometres/miles shown on the recorder and note the total distance covered.

21. Sign the daily sheet.

Weekly report

22. This report should be made out at the end of every period of one week in which one or more daily sheets have been made out. For days on which you were on duty without being a crew member, ie for which there was no need to make out a daily sheet, enter the figure "0" opposite box G and the duration of duty periods opposite box H; if you did not engage in a particular activity, enter the figure "0" opposite boxes G and H and add an explanation, such as "on leave", "day off".

23. Enter opposite boxes F and G the figures shown opposite boxes 12 and 13 of the relevant daily sheets.












General note

24. No erasures, corrections or additions may be made in the book. Any mistakes, even of form only, must be corrected under "Remarks" (box 16).

25. No sheets may be destroyed.

26. All entries must be made in ink or with a ball-point pen.

(c) DAILY SHEET

2. Registration No. of vehicle(s) Operators Licence Nos.		1. DAILY SHEET No.												3. Day of week and date				
		1	2	3	4	5	6	7	8	9	10	11	12					
4																		
5																		
6																		
7																		
4																		
5																		
6																		
7																		
8. Place of coming on duty:		9. Place of going off duty:																
10. Transport of goods. Permissible maximum weight of the combination of vehicles - Lorry with trailer or articulated vehicles (where applicable) :																		
10a. Passenger transport. System of daily rest selected:																		
11. Distance recorder:														12. 		Number of hours		
End of duty														13. 				
Beginning of duty:														14. 				
Total distance covered														15. Total				
16. Remarks and signature:														13 + 14				
														If applicable.				

Book No.




(d) EXAMPLE OF COMPLETED DAILY SHEET

2. Registration No. of vehicle(s) AAC 1234 Operators Licence Nos. D. 123456	1. DAILY SHEET No. 11	3. Day of week and date Tuesday 7 September 1972	
1 2 3 4 5 6 7	1 2 3 4 5 6 7 8 9 10 11 12	9. Place of going off duty: Meltingham	
13 14 15 16 17 18 19 20 21 22 23 24	8. Place of coming on duty: Bristol		
10. Transport of goods. Permissible maximum weight of the combination of vehicles - Lorry with trailer or articulated vehicles (where applicable)			
10a. Passenger transport. System of daily rest selected:			
11. Distance recorder:		End of duty 21230 km/miles Beginning of duty 21090 km/miles Total distance covered140 km/miles	12. <input checked="" type="checkbox"/> A 13. <input checked="" type="checkbox"/> B 14. <input checked="" type="checkbox"/> C 15. Total 13 + 14 If applicable
16. Remarks and signature:		J. Smith	

Note 1. In practice, boxes 10 and 10a will both be completed on the same daily sheet only where a crew member has carried out a passenger transport operation and a goods transport operation on the same day. In box 10a (completed only by crew members of passenger vehicles) the entry should be either "10 h" or "11 h", according to the system of daily rest periods applying to the crew member.

Note 2. Opposite box 12, if 12 hours is entered as the total period of uninterrupted rest taken prior to going on duty, this means that the driver went off duty at 7pm on the previous day, because adding the 5 hours from 7 pm to midnight on the previous day to the 7 hours entered in box 4 gives a total of 12 hours.

(e) WEEKLY REPORT

<p>A. Surname and first name(s) of crew member </p> <p>B. WEEKLY REPORT</p> <p>C. From to 19....inclusive</p>								
D. Days of the weekly period								J. Weekly total:
E. Daily sheet no.								
F. 								
Hours of occupational activities	G. 							
	H. 							
	I. G+H							
<p>K. Remarks:</p> <p>.....</p> <p>.....</p> <p>L. Date of preceding weekly rest period:</p> <p>M. Signature of crew member:</p> <p>N. Signature of employer:</p> <p>Book No</p>								

EXPLANATORY NOTE

(This Note is not part of the Regulations.)

These Regulations revoke and replace the Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1970 and the Drivers' Hours (Passenger and Goods Vehicles) (Keeping of Records) Regulations 1973. The main change in the new Regulations is the uniform adoption of the European Economic Community pattern of drivers' record books for both domestic and international journeys.

Part I of the Regulations contains certain definitions of general application.

Part II of the Regulations deals with the keeping of records by drivers of goods vehicles in relation to journeys and work to which the Community rules about drivers' hours and the keeping of records of work done and rest taken do not apply. The obligation to keep record books and to supply drivers with such books is imposed by Regulations 5 and 6. Regulation 7, together with Schedule 1 and the definition of "drivers record book" in Regulation 3, prescribes the form of the record book and Regulation 8 describes the manner in which such books should be kept. Regulation 9 deals with the production of drivers' record books by employee-drivers to their employers and Regulation 10 requires the preservation of drivers' record books. Regulation 11 and Schedule 2 require the keeping, and prescribe the form, of registers of drivers' record books. Regulation 12 specifies certain exemptions.

Part III of the Regulations contains certain provisions which supplement the Community rules in cases where those rules apply. Regulation 14 places a general obligation on employers of employee-drivers of British goods and passenger vehicles to ensure that the drivers make the appropriate entries in their record books as required by the Community rules. Regulation 15 applies the provisions of Regulations 6 and 11 in Part II to British goods and passenger vehicles and Regulation 16 applies certain of the provisions in Regulations 7, 8, 9 and 10 in Part II to British goods vehicles.

SI 1976/1447
ISBN 0-11-061447-X



780110614472