

1972 No. 1019**ROAD TRAFFIC****The Drivers' Hours (Foreign Goods Vehicles) (Keeping of Records) Regulations 1972**

<i>Made - - - -</i>	<i>18th May 1972</i>
<i>Laid before Parliament</i>	<i>10th July 1972</i>
<i>Coming into Operation</i>	<i>31st July 1972</i>

The Secretary of State for the Environment in exercise of his powers under section 98 and section 101(2) of the Transport Act 1968^(a) and of all other enabling powers, and after consultation with representative organisations in accordance with section 101(6) of that Act, hereby makes the following regulations:—

Commencement and citation

1. These regulations shall come into operation on 31st July 1972, and may be cited as the Drivers' Hours (Foreign Goods Vehicles) (Keeping of Records) Regulations 1972.

Interpretation

2.—(1) In these regulations, unless the context otherwise requires—

“British record book” means a book which a driver of a goods vehicle in Great Britain is required by the 1970 Regulations to keep and which complies with the requirements of these regulations;

“foreign goods vehicle” has the same meaning as in the Road Traffic (Foreign Vehicles) Act 1972^(b) (except section 4 thereof);

“international record book” means a book for recording matters relevant to the enforcement within Great Britain of the provisions of Part VI of the Transport Act 1968, being a book which complies with the requirements of Regulation 4 of these regulations;

“the 1970 Regulations” means the Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1970^(c) (as amended by the Drivers' Hours (Goods Vehicles) (Keeping of Records) (Amendment) Regulations 1971^(d)).

(2) The Interpretation Act 1889^(e) shall apply for the interpretation of these regulations as it applies for the interpretation of an Act of Parliament.

(a) 1968 c. 73.

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

(e) 1889 c. 63.

(b) 1972 c. 27.

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

Keeping of record books by drivers of foreign goods vehicles

3.—(1) A driver of a foreign goods vehicle who, in respect of any period, is required by the 1970 Regulations to keep a British record book may, in lieu thereof, keep an international record book in respect of that period.

(2) A driver of a foreign goods vehicle who, in respect of any period, is exempted by the provisions of paragraph (1) of Regulation 12 of the 1970 Regulations (which relates to exemptions from requirements with respect to the keeping by drivers of vehicles of records of their hours of work) from the specified requirements as defined in paragraph (3) of that Regulation shall keep in respect of that period either a British record book or an international record book.

(3) A driver shall not use more than one record book at the same time.

International record books

4.—(1) An international record book shall comprise—

- (a) a front cover,
- (b) instructions for the use of the book,
- (c) daily sheets,
- (d) an example of a completed daily sheet,
- (e) weekly reports,

and shall conform to a model set out in Schedule 1 or 2 to these Regulations.

(2) An international record book and any entry therein may be in English or in a foreign language.

Use of record books

5.—(1) Where in pursuance of these regulations a driver of a foreign goods vehicle keeps a British record book, he shall comply with the provisions of the 1970 Regulations with respect to the making by the driver of entries in the record book and the having of the book in his possession at all times when he is driving a vehicle and is on duty.

(2) Where in pursuance of these regulations a driver of a foreign goods vehicle keeps an international record book, he shall comply with the instructions to crew members which are set out in the relevant Schedule to these regulations and form part of the model in that Schedule and which relate to the making of entries in the record book, and he shall have the book in his possession at all times when he is driving the vehicle and is on duty.

Signed by authority of the Secretary of State.

John Peyton,

18th May 1972.

Minister for Transport Industries,
Department of the Environment.

SCHEDULE 1

Model for international record book

(NOTE:—The model set out below is that prescribed by Council Regulation (EEC) No. 543/69 of 25th March 1969)

(a) FRONT COVER

I	INDIVIDUAL RECORD 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, date of birth and address of holder of book:
VI	Issued by: (name, address, telephone number and stamp (if any of the undertaking)
Book No	

(b) INSTRUCTIONS FOR THE USE OF THE INDIVIDUAL RECORD BOOK

- 1 This individual record book is issued in accordance with Council Regulation (EEC) No 543/69 of 25th March 1959 on the harmonisation of certain social legislation relating to road transport.

TO THE UNDERTAKING
- 2 Issue a book to each crew member employed by you in the kinds of carriage to which the individual record book applies, after completing items II, V and VI on the front cover.
- 3 Enter in the register kept for that purpose the particulars required by Article 14(7) of the Regulation.
- 4 Give the holder the necessary instructions for correct use of the book.
- 5 Check the daily sheets and sign the weekly reports.

- 6 Withdraw completed books, observing the time limit specified in item (9), and hold them at the disposal of authorised inspecting officers for not less than twelve months.







TO THE CREW MEMBER

- 7 This record book is personal. You must carry it with you when you are at work and produce it at the request of any authorised inspecting officer.
- 8 Hand this record book to your employer, who will check it and sign the weekly reports.
- 9 When the book is full, keep it for two more weeks and then hand it as soon as possible to your employer. Keep a copy of the weekly reports.

Front cover

- 10 Make sure that your name, 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 When the book is full, enter the date when it was last used (Item IV).

Daily sheet

- 13 Fill in a daily sheet for every day on which you have been employed on transport work.
- 14 Enter under item 2 the registration number of every vehicle used during the day.
- 15 The symbols used have the following meanings:
- | | | |
|------|---|--|
| (4) |  | daily rest period |
| (5) |  | breaks |
| (6) |  | driving periods |
| (7) |  | other periods of attendance at work |
| (7a) |  | other work carried out apart from driving |
| (12) |  | total period of uninterrupted rest before going on duty. |
- 16 Enter your period of daily rest (symbol 4), your breaks (symbol 5) and the time during which you are performing activities represented by the symbols under items 6, 7 and, if applicable, 7a by drawing a horizontal line under the corresponding hours opposite the corresponding symbols. There will thus be a line under each of the twenty-four hours of the day (see example below).

- 17 Entries must be made at the beginning and at the end of each period to which they relate.
- 18 In box 11 (Remarks) enter, where applicable, the name of any second driver. In addition, this box can be used for explaining any breach of the provisions of this Regulation or to correct information shown in the various items (see 23). The employer or inspecting officer may also enter their own remarks therein.
- 19 In box 12 enter the number of hours of uninterrupted rest (daily rest) immediately before coming on duty. If this period begins on one day and ends on 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 Sign the daily sheet.

Weekly report

- 21 This report should be made out at the end of every period of one week in which one or more daily sheets have been used. For days for which no daily sheet was required, enter the figure 0 in column G or, as the case may be, Ha, Hb, or Hc. Add an explanatory note such as "holidays", "day off".
- 22 Enter in columns F and G the figures shown in boxes 12 and 13.


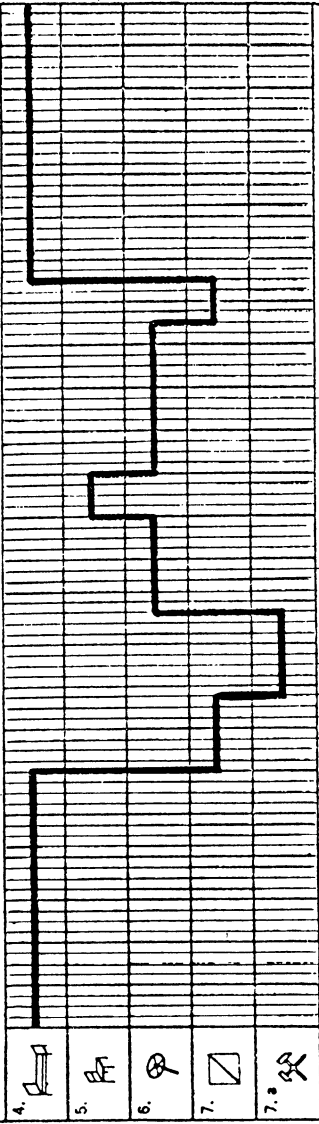









GENERAL NOTE

- 23 No erasures, corrections or additions may be made in the book. Any mistakes, even writing mistakes, must be corrected under "Comments" (11).
- 24 No sheet may be destroyed.
- 25 All entries must be made in ink or ball-point pen.

c) Daily sheet

2. Registration No. of the vehicle(s)		1. DAILY SHEET No.		3. Day and date																																						
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24														
4.																																										
5.																																										
6.																																										
7.																																										
7.a																																										
8. Place of starting work:				9. Place of ending work:																																						
10. Maximum authorised weight of the road convoy or articulated vehicle:																																										
10.a) Transport of passengers. System of daily rest selected:																																										
11. Remarks and signature:																																										
				<table border="1"> <thead> <tr> <th>12.</th> <th></th> <th>Number of hours</th> </tr> </thead> <tbody> <tr> <td>13.</td> <td></td> <td></td> </tr> <tr> <td>14.</td> <td></td> <td></td> </tr> <tr> <td>14.a</td> <td></td> <td></td> </tr> <tr> <td colspan="3">15. TOTAL 13+14 +14a</td> </tr> </tbody> </table>																								12.		Number of hours	13.			14.			14.a			15. TOTAL 13+14 +14a		
12.		Number of hours																																								
13.																																										
14.																																										
14.a																																										
15. TOTAL 13+14 +14a																																										
16. Speedometer: End of day: km Beginning of day: km Total distance covered: km				as the case may be																																						
				Total duration of uninterrupted rest preceding beginning of work (DR)																																						

d) Specimen of completed daily sheet

2. Registration of vehicles(s)		1. DAILY SHEET		3. Day and date																									
N°																													
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24			
4.																													
5.																													
6.																													
7.																													
7.a																													
8. Place of starting work: 9. Place of ending work:																													
10. Maximum authorised weight of the road convoy of articulated vehicle:																													
10.a) Transport of passengers. System of daily rest selected:																													
11. Remarks and signature:																													
12.  Number of hours 10																													
13.  5%																													
14.  2%																													
14.a  2																													
15. TOTAL 13+14 +14.a 10½																													
16. Speedometer: End of day: 91,430 km Beginning of day: 91,090 km Total distance covered: 340 km as the case may be																													
 Total duration of uninterrupted rest: preceding beginning of work (DR)																													

A	Name and first name of crew member					
B	WEEKLY REPORT					
C	From to 19 inclusive					
D	E	F	G	H _a	H _b	H _c
Days of the weekly period	Daily sheet No	Daily rest period	Driving time	Total period of attendance at work avail- able for work	Total period of actual work	Total period of attendance at work
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
I	Total for the weekly period:					
J	Remarks:					
K	Date of preceding weekly rest period:					
L	Signature of crew member:					
M	Signature of employer:					

SCHEDULE 2

Model for international record book

(NOTE:—The model set out below is that contained in the Annex to the European Agreement concerning the Work of Crews of Vehicles engaged in International Road Transport (AETR) signed at Geneva on 1st July 1970 (Cmnd. 4858).

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 :
<div>Book No.</div>	

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 and VI 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 control authorities 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 the control authorities 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 the control authorities, 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 duration of rest period before going on duty
-  daily rest period
-  off-duty period
-  driving period








(1st variant)^{*/}

☐ period of occupational activities other than driving

(2nd variant)^{*/}


☒ actual work other than driving ;

☐ periods of duty other than those covered by symbols  and .

16. Enter your period of daily rest (symbol ) , off-duty periods (symbol ) and the time during which you were engaged in activities represented by symbols first variant , , second variant ,  and , 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 25). The employer or the control authorities may also insert their 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.

^{*/} The variant used will depend on the choice made by the Contracting Party in accordance with paragraph 6 of the GENERAL PROVISIONS. Only the variant so selected will appear in the individual control book.

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, i.e. for which there was no need to make out a daily sheet, enter the figure "O" opposite box G and the duration of duty periods opposite boxes Ha and Hb; if you did not engage in a particular activity, enter the figure "O" opposite the appropriate box. For days on which you were not on duty, enter the figure "O" opposite boxes G, Ha and Hb 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.

Additional instruction applicable where domestic laws and regulations require crew members to keep an individual control book for international transport operations only

24. Before starting on an international transport operation, enter opposite boxes 12 and 13 in the daily sheets for the seven days preceding that on which the operation begins particulars of the total periods of uninterrupted rest taken before going on duty, and particulars of the daily driving periods; or make out a weekly report covering those seven days.

General note

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

26. No sheets must be destroyed.

27. All entries must be made in ink.

(d) SPECIMEN OF A COMPLETED DAILY SHEET





2. Registration No. of vehicle(s)		1. DAILY SHEET		3. Day of week and date	
3462 HB 75		No 21		Tuesday 15 September, 1972.	
<div style="display: flex; justify-content: space-between;"> <div> 4 5 6 7 7a </div> <div> 4 5 6 7 7a </div> </div>					
8. Place of coming on duty : PARIS		9. Place of going off duty : ANTWERP			
10. Transport of goods. Permissible maximum weight of the combination of vehicles \leq (where applicable) : 19T.					
10a. Passenger transport. System of daily rest selected : (10^h)					
11. Distance recorder : End of duty : 91 430 km / miles Beginning of duty : 91 090 km / miles					
Total distance covered : 340 km / miles					
16. Remarks and signature : M. B. [Signature]					
12.				Number of hours	
13.				6 1/2	
14.				1 1/2	
14a.				2 1/2	
15. Total 13 + 14 + 14a if applicable				9 1/2	

s/Lorry with trailer or articulated vehicle.

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 7 p.m. on the previous day, because adding the 5 hours from 7 p.m. to midnight on the previous day to the 7 hours entered in box 4 gives a total of 12 hours.

(e) WEEKLY REPORT

A. Surname and first name(s) of crew member								
B. WEEKLY REPORT								
C. From to19.... inclusive								
D. Days of the weekly period								J. Weekly total :
E. Daily sheet n ^o								
F. 								
Hours of occupational activities	G. 							
	Ha. 							
	Hb. 							
	I G + Ha + Hb							
K. Remarks :								
.....								
L. Date of preceding weekly rest period :								
M. Signature of crew member :								
N. Signature of employer :								
Book No								

EXPLANATORY NOTE

(This Note is not part of the Regulations.)

These Regulations relate to the keeping by drivers of foreign goods vehicles, when in Great Britain, of records of their hours of duty, driving time and rest periods.

Drivers of such vehicles may keep these records either in a British record book (that is, one which complies with the Drivers Hours (Goods Vehicles) (Keeping of Records) Regulations 1970 (S.I.1970/123)) or in an appropriate international record book, but they must keep such records in one or other of these books (Regulation 3).

Requirements for the form and content of the international record books are laid down in Regulation 4 and in Schedules 1 and 2.

Drivers are required to make the appropriate entries in their record books and to have the books in their possession at all times when driving a vehicle and on duty (Regulation 5).

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