



Tachographs

Drivers' card

Terminology

Up to 15 June 2019 there were two types of tachographs fitted to vehicles – the Analogue tachograph used with a wax chart and the Digital tachograph. All new vehicles registered from 15 June are legally required to have a smart tachograph fitted.

It is important to note that a digital driver's card is legally compatible with the new smart tachograph however you will not be able to record some of the additional functionality found on the smart tachograph.

Tachographs

Tachographs work by storing data on your activities and the vehicle's speed and distance in their own memory and recording it separately on a driver's card. Employers must periodically download (in other words copy) data from the tachograph (often known as the Vehicle Unit or VU) and from your driver's card, and analyse the information to ensure you have complied with the rules.

Driver's card

- You must have been issued with a driver's card to drive a vehicle fitted with a digital or smart tachograph.
- You must always use your card while driving a vehicle fitted with a digital/ smart tachograph – the VU records and reports on any periods where it has been driven without one.
- You must use the card on every driving day from the moment you take over the vehicle and not remove it until the end of the daily working period unless otherwise authorised.
- You may only hold one card at a time.
- Cards are issued by DVLA (tel 0300 790 6109) in GB or DVA (0300 200 7861) in Northern Ireland.
- Your card is personal to you and no one else is permitted to use it. If they do, your card could be withdrawn or suspended.
- Cards are valid for five years and cost £38 on application and £19 at renewal or if replaced because it has been lost, stolen or damaged.
- You must be able to produce your card (if you hold one) when driving a vehicle on tachograph rules – even one fitted with an analogue system.
- You must apply for a replacement card within seven calendar days if your card is lost, stolen, damaged or malfunctioning.
- Replacement cards will be sent to your home address held on record.
- DVSA (Driver and Vehicle Standards Agency) may investigate if you apply for replacement cards too often.
- You must keep your card safe and secure at all times
- Driver cards compatible for the Smart tachograph are being issued by the DVLA when you replace your existing cards. .

Data collection and information

Most of the data you enter on the centre field of an analogue tachograph chart is collected automatically from your card or the VU – your name, the time and date, the vehicle registration and odometer readings. However, you will need to use the menu buttons to enter:

- On a digital tachograph the start and finish locations (in the UK you will only have to select 'UK'). This function is automatically entered on a smart tachograph so is not an entry required by the driver
- Details of other work, periods of availability, rest or breaks taken away from the vehicle.
- The relevant activity mode – be aware that following any period of driving the VU activity mode setting will always default to other work for driver one, regardless of what mode was selected before driving commenced.

When using a digital tachograph, always enter your start and finish locations, even if you are leaving your card in overnight or have no card at all (ie your card is malfunctioning, lost or stolen). This triggers the tachograph to record the odometer reading at this time. You are legally required to do this – so will be breaking the law if you don't.

You can also use the buttons to view details of your working times or to print out data.

Universal Time Co-ordinated (UTC)

The clock inside a digital tachograph **always** records your activities in UTC – a constant worldwide time – regardless of what the display time is set to.

During British Summer Time (BST) between the last Sunday in **March** and the last Sunday in **October** UK time is **one hour ahead of UTC**. You must account for this when inputting activity details in the digital tachograph – for example; if you carried out other work for two hours before taking over the vehicle between 6am and 8am in June, you must enter this as between 5am and 7am in UTC time.

You are able to set the clock on the display of the VU either to UTC or local time, but this will not stop the VU from recording your activities in UTC. So we recommend that you do not set the display to BST during the summer months – otherwise you may forget about the difference and accidentally enter your activities in BST.

Be aware that some newer tachograph models allow entries to be made in local time and will convert the entries to UTC for you. Ask your manager if this applies to the tachograph you are using.

VU printer

- Print rolls are type approved for specific makes/models of VU. Make sure the 'e' number on the back of the print roll matches that on the VU
- Both you and your employer must ensure that sufficient type approved print roll is carried on the vehicle so that any printouts required by you or enforcement officers can be carried out. This will usually mean you should carry at least one spare print roll on board – although you may need more if you are away from base for long periods
- Printouts provide information on your activities and vehicle details
- Where it is impossible to use your driver card (ie where it has been lost, stolen, damaged or is malfunctioning) you may drive without the card for a maximum of 15 calendar days provided you have your employer's consent and you produce two printouts (one at the start and one at the end of your journey). Both printouts must be marked with:
 - Your name or driver card/driver licence number in order to identify yourself.
 - Any annual entries required to show periods of: other work; availability; and rest or break.
 - Your signature.

You will have to insert a brand new card into the VU twice before it can be read properly by the equipment.

Failure to comply with any of the rules on fitment and use of tachographs could result in a fine of up to £2,500, or £5,000 if you fail to comply with a requirement imposed by an enforcement officer (including failing to produce the record). Deliberate falsification of records could result in a fine of up to £5,000 and even imprisonment for up to two years.



Guide to pictograms

People

- ⊙ Driver
- ♁ Company
- ⊠ Controller
- ⊤ Workshop/test station
- ⊞ Manufacturer

Activities

- ▣ Available
- ⊙ Driving
- ⊠ Rest
- ✱ Work
- ▣ Break
- ⊙ Unknown

Equipment

- 1 Driver slot
- 2 Co-driver slot
- ▣ Card
- ▼ Printer/printout
- Display
- ⊕ Power supply
- ♁ Vehicle/vehicle unit

Specific conditions

- OUT Out of scope
- ♁ Ferry/train crossing

Other

- ▶ Start of daily work period
- Location
- ⊠ End of daily work period
- M Manual entry of driver activities
- > Speed
- ⊞ Total/summary
- 24h Daily
- I Weekly
- II Two weeks
- From or to
- ! Event
- >> Overspeed

Smart tachograph

The smart tachograph has a number of additional pictograms including:

- ⊞ GNSS facility
- ⊤ Remote detection facility
- ⊞ ITS interface

For a full list of pictograms and print out information please refer to product code 4443

SAMPLE

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