

# HR & OD POLICIES

human resources and organisational development



## Digital Tachograph Driver Cards Procedure

## 1. INTRODUCTION

From May 2006 it became a legal requirement to have digital recording devices in new LGV/PSV vehicles. All new vehicles purchased come fitted with the digital tachograph system and it is then up to the owner/operator to ensure that the system is used when the use of the particular vehicle requires it under EU rules. Vehicles that fall under the legislation require the purchase of a 'Digital Tachograph Driver Card' for all drivers operating that vehicle. Each card belongs to a specific driver and is a digital method of acquiring, storing and allowing analysis of data that catalogues the times spent driving, rest times, speed, distance travelled etc of that driver. It is a requirement that drivers are able to produce their cards at any time when required to police or other enforcing bodies.

## 2. COSTS

Digital Tachograph Driver Card costs as at April 2019

- £32 for first card (lasts 5 years)
- £19 for renewal of card
- £19 for replacement card

## 3. RECOMMENDATIONS

It is recommended that:

- The Council purchase a Digital Tachograph Driver Card for all employees who are required to drive vehicles with a digital tachograph.
- The Council requires drivers to renew the card at their own cost.
- The Council requires drivers to meet the cost of replacing any lost or damaged cards.
- The Council would expect new starts, recruited as drivers, to have their own cards already.

Each card belongs to a specific driver and should he/she leave the Council the card would go with the driver to their next employment as that the new employer can have an accurate record of driving hours.

A driver may hold employment with driving duties with two employers and it is therefore necessary to ensure that all drivers are required to provide details of any second employment.

#### 4. SERVICE SPECIFIC POLICIES

Service specific policies must be prepared to inform all those who will need a Digital Tachograph Driver Card on the requirements regarding its purchase, renewal and use. It must also inform them of their individual obligation to carry the card when required, to replace it if damaged/lost, advise of the consequences of not having their card available when required and of any other applicable legislative requirements.

# Digital Tachographs Driver Card Procedure

## Index of Documents

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
12/2007	-	Creation of document
04/2019	-	Update rates and remove irrelevant historical information