



All employees of **CP Transport Solutions LTD** are to follow the driving hours and working time policy, failing to do so will result in disciplinary action being taken against all those involved.

All drivers have been supplied with a copy of the GV262, the government guide to Drivers hours and tachograph rules for goods vehicles, and have been informed they must read and follow the rules always.
If any employee does not understand anything to do with these rules, they must ask and help will be given.

A brief guide to these rules are given below.

DRIVERS HOURS

- Daily driving period shall not exceed 9 hours, with an exemption of twice a week when it can be extended to 10 hours.
- Total weekly driving time may not exceed 56 hours and the total fortnightly driving time may not exceed 90 hours.
- Daily rest period shall be at least 11 hours, with an exception of going down to 9 hours maximum three times a week. Daily rest can be split into 3 hours rest followed by 9 hour rest to make a total of 12 hours daily rest
- Weekly rest is 45 continuous hours, which can be reduced every second week to 24 hours. Compensation arrangements apply for reduced weekly rest period. Weekly rest is to be taken after six days of working, except for coach drivers engaged in a single occasional service of international transport of passengers who may postpone their weekly rest period after 12 days in order to facilitate coach holidays.
- Breaks of at least 45 minutes (separable into 15 minutes followed by 30 minutes) should be taken after 4 ½ hours at the latest.

WORKING TIME DIRECTIVE

In general, the Working Time Regulations provide rights to:

- A limit of an average 48 hours a week on the hours a worker can be required to work, though individuals may choose to work longer by "opting out".
- Paid annual leave of 5.6 weeks' a year.
- 11 consecutive hours' rest in any 24-hour period.
- A 20-minute rest break if the working day is longer than six hours.
- One day off each week.
- A limit on the normal working hours of night workers to an average eight hours in any 24-hour period.

When using a tachograph vehicle, you're driving, work and rest times are recorded automatically. If you are driving a vehicle that is not fitted with a tachograph, you must manually record your hours which will be loaded onto the tachomaster manually to record your working time and ensure that you do not work over your hours, just because they are not recorded on a tachograph card, does not mean they are not included, as is all work.

Failing to adhere to these rules will lead to disciplinary action or termination of contract.

This policy will be kept under review to ensure that it continues to meet its aims.

This policy applies to all employees of CP Transport Solutions LTD.

Signed

Daniel Peach – Company Director

Date: 06.09.17