



Analogue Tachographs

Please Find below examples of how we require the analogue Tachograph discs to be completed.

Please remember these points at all times

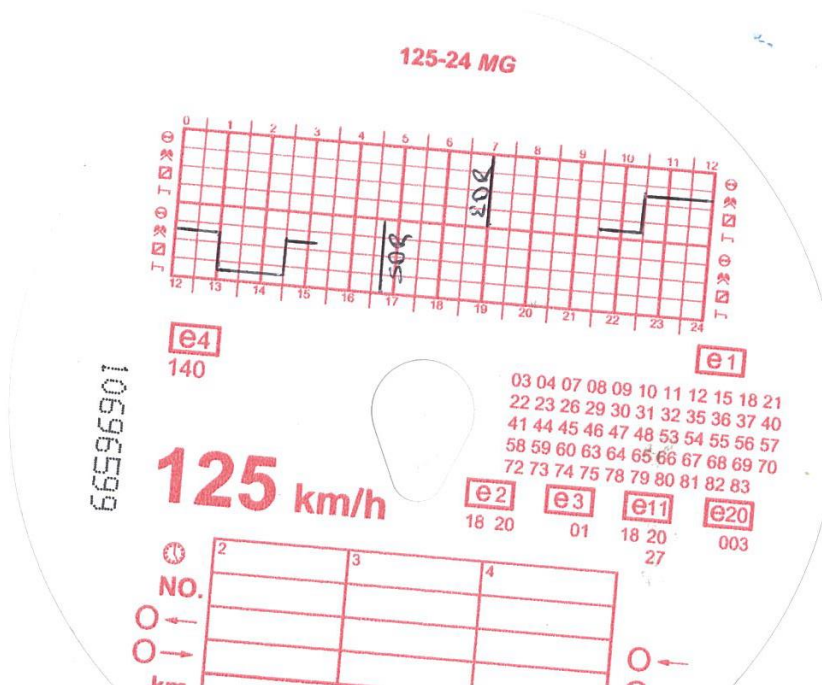
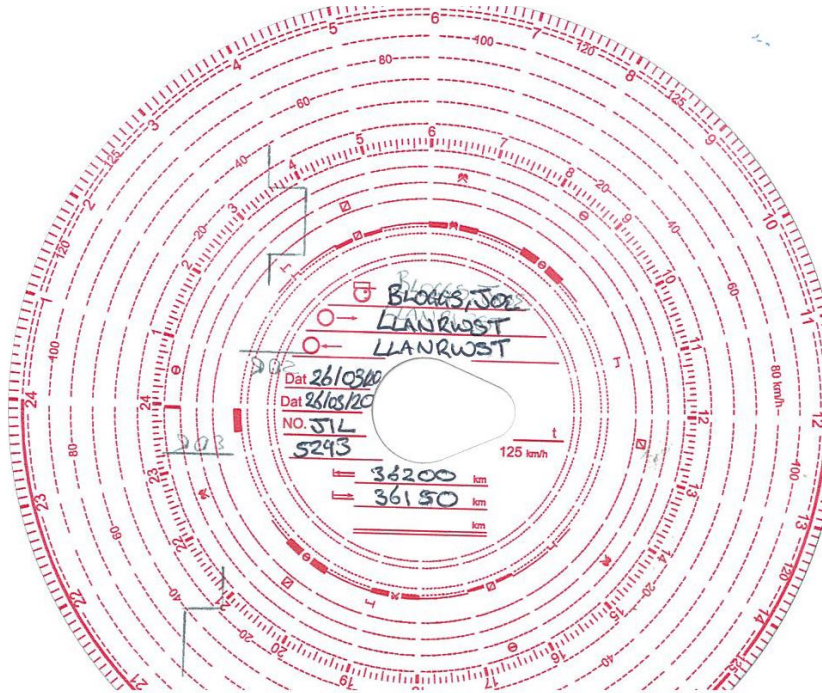
- **Your Full Name Must Be Entered (Initials/nicknames/abbreviations are not acceptable)**
 - **Vehicle Registrations must be written in Full (fleet numbers are not acceptable)**
 - **Vehicle Changes to be recorded on the rear of the chart**
 - **Full odometer figures for the start and finish of the journey must be entered**
- **If your chart is not in a vehicle for any reason you must complete the manual entry on the rear of the chart.**
- **EDR (End Of Daily Rest) and SDR (start Of Daily Rest) to be marked on the rear of the chart.**

Once you have completed the chart please place in the relevant envelope writing the serial number in the appropriate box on the envelope along with the other details required on the envelope.

Do not write on the envelope with the charts inside the envelope as this will damage the charts.

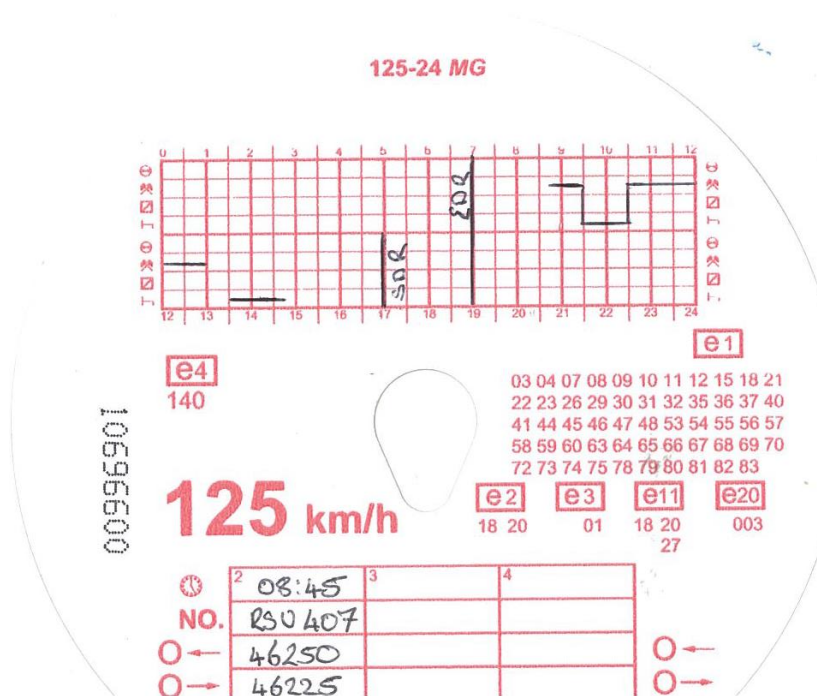
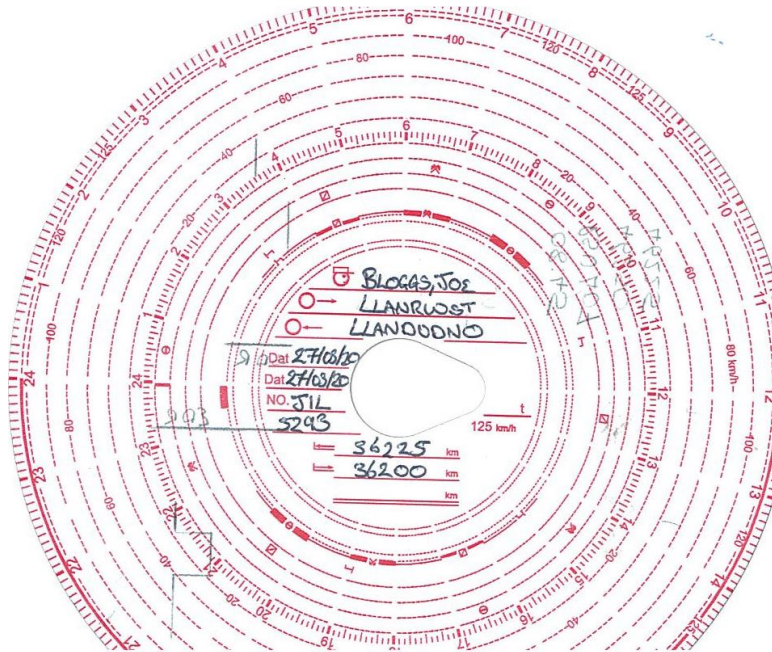


Example Of Tacho with 1 Vehicle used and Manual Entry Required.





Example Of Tacho with 2 Vehicle's used and Manual Entry Required.





If You have any questions regarding filling out your analogue tachograph disc please do not hesitate to ask me either by email or when you see me in the office

ANY TACHOGRAPH DISCS THAT ARE NOT FILLED IN CORRECTLY WILL BE RETURNED TO YOU TO COMPLETE IN THE CORRECT WAY.

Regards

James Heath

**Head Of Operations
National Express DTO**