



Digital Tachographs

Please find below a briefing on how to use a Digital Tachograph, This will cover inserting and removing your card, Manual Entries and what each of the main functions you need are and how they work. While this is just a brief overlook there is a more detailed book in the office if you wish to look at and also on the Drivers web page portal.

Firstly here are the symbols you will most commonly use:

Symbols



Drive

Drive – this means, as is no doubt obvious, that the driver is active. It is automatically recorded as such on most tachographs and hence there is no need for drivers to deliberately select this option.



Available

Available – this indicates the driver's availability. Periods of availability include waiting time, for example taking a vehicle via ferry or waiting for loading and unloading.



Rest

Rest/break – another self-explanatory one, this symbol denotes both in-work breaks and daily/weekly rest periods.



Other

Other work – indicates that the driver is logged in and doing work other than driving. This may include work for more than one employer, and even work outside the transport and fleet sector.



Unknown – This indicates that the period entered is of a unknown activity.

Inserting Your Card

Before carrying out any procedure involving the VU, You must ensure that the vehicle ignition is turned on.

When starting a working period you must insert your Driver Card into the correct slot of the VU, ensuring that the chip is facing upwards and towards the front of the tray. If you are the driver of the vehicle for the period of activity you must ensure that your card is inserted into slot 1. If the vehicle is being doublemanned and you are the crew member, you must insert your card into slot 2. Once a driver card is inserted into either slot that slot is locked in the closed position whilst the vehicle is being driven and can only be open again once the vehicle is stationary.

You should not drive the vehicle without your Driver Card inserted at anytime.

Once you have inserted your card and it has been accepted and verified, It will display the last time you withdrew your card, and will ask you if you require to input a manual entry.

Now this is where you need to do the following

If you have just been on Rest: Select YES to insert a manual entry and select the **rest** symbol and then scroll to the current time and then press ok to enter the manual entry from the time of withdrawal to the current time as rest. Once this has been accepted ensure you place the mode to Other work.



If you have been doing Other work i.e Domestic Service or Yard: Follow the same procedure as being on rest but instead of selecting the **rest** symbol select the **unknown** symbol, This will set that period as unknown activity on your driver card but your tacho envelopes or attestation letter will cover you for this period and keep your records complete correctly.

Please ensure you follow this manual entry procedure as incorrect manual entries however genuinely a mistake they are may lead to fine due to a infringement on your driver records.

Recording your current duty.

When you are not driving and the vehicle is stationary, you will be able to select one of 3 modes

- 1. Other Work**
- 2. Availability**
- 3. Break/Rest**

The correct activity mode must be used to indicate your current activity as defined by the relevant legislation. Driving will automatically be registered while the vehicle is moving.

The Digital Tachograph will automatically set the mode to **Other Work** whilst the vehicle is not moving, so if you are on break please select the rest symbol, If you are on a period of availability please select the available symbol.

Please ensure you select the correct entry at the correct time as incorrect entries may lead to a infringement and a fine.

Ejecting your card

Before ejecting your card select the Rest mode and then eject your card. Once you have selected eject it will ask you for your current location please ensure you select the correct location i.e UK. Once you have done this it will show ejecting card and your card will eject from the VU.



Please remember these key notes:

- 1. Always complete your manual entry as either REST or UNKOWN**
- 2. Always record the CORRECT current activity during you duty i.e Rest, Other work, POA.**
- 3. Any incorrect entries will produce a Infringement and maybe lead to a fine.**

If you have any questions please ask myself or Kevin Williams and we will go through it with you.

Regards

James Heath

**Head Of Operations
National Express DTO**