

# Tachograph manual entries

The Introduction of the Mobility Package in August 2020 provided strict requirements on how tachograph manual entries are recorded for periods not spent within a vehicle. Enforcement of these requirements began in 2022 after a grace period. Following a change in August 2022, here we explain the current manual entry requirements.

## Requirements

Tachographs are required to record data in relation to the driver, driver activity and vehicle movement which shall be accurate and reliable. Driver activity will include driving, other work, rest or break time, to allow enforcement of social legislation which in the UK is carried out by DVSA.

Whether driving is an individual's full-time work activity, or they only drive occasionally, when driving within scope of EU drivers' hours rules drivers must be able to produce records for the current day and the previous 28 calendar days for enforcement staff when required. Records required include:

- Any original charts (analogue) or driver card (digital) showing the driver's hours history.
- Any legally required manual records.

These records should cover all periods of activity such as driving and periods of inactivity such as breaks, rest periods, sickness and leave, for **each and every** day including weekends.

Operators are expected to be able to produce comprehensive driver's hours records for all drivers at their premises for a minimum of 12 months.

## Driver card manual entries

In an ideal world, the driver would have their own vehicle, the card would live in the tachograph and all driving, work, and rest periods would be recorded in one place. However, practically there will be many periods when the driver is away from the vehicle and the card is removed such as daily rest, weekly rest, or annual leave. In these cases, when the driver returns to a vehicle and activates the tachograph, periods should be recorded retroactively using the manual entry function on the digital tachograph.

When the driver card is inserted, the tachograph will prompt the driver to enter time periods missing since the card was



last removed. Following the screen instructions, the time periods can be allocated activities (rest, other work, etc) to provide a complete driver hours history on the driver card. The manual entry opportunity is lost if:

- The card is accidentally ejected, because it only works on the first insertion.
- There is more than one minute of inactivity, you can use the scroll buttons to gain more time.

Ensure the time and date is correct, remember UTC and British summertime!

## Written manual entries

If the driver is working out of EU drivers' hours scope for long periods or only driving occasionally, for example, a manager who occasionally collects a vehicle from the workshop, using the tachograph manual entry function can be very time consuming or may not be possible. In these circumstances, a written manual entry may be more appropriate and can be completed either:

- On a tachograph chart for analogue devices (include driver's name for identification).
- On tachograph print out roll paper for digital devices (include either drivers name, driving licence number or driver card number for identification).

If an individual completes **any** in-scope driving within a fixed week (00:00hrs Monday – 24:00hrs Sunday), then an individual record of each day’s activities will be required to provide a complete driver’s hours history, see daily written activity record example below.

For weeks where an individual **does not** complete any in-scope driving within a fixed week, the DVSA will accept one or more records for the whole week, as opposed to requiring seven daily records. Records must identify all the weekly rest periods within that fixed week and provide a complete driver’s hours history, see weekly written activity record example below.

**International journeys**

This interpretation refers to the UK only, and enforcement agencies in other countries may take a different view. Therefore, drivers on international journeys are recommended to keep full daily records to account for different interpretations and the inability of the enforcement authorities to check UK based premises.

As an alternative, European Commission officials have confirmed that attestation forms for drivers’ hours records continue to be available and should be accepted in the context of journeys involving EU member states. The attestation forms must use the template at: [https://transport.ec.europa.eu/transport-modes/road/social-provisions/driving-time-and-rest-periods/form-attestation-activities\\_en](https://transport.ec.europa.eu/transport-modes/road/social-provisions/driving-time-and-rest-periods/form-attestation-activities_en). This is pending new rules in the EU envisaged to be introduced in 2023.

The DVSA will accept attestation forms for journeys completed wholly in the UK, however their preference

is the use of tachograph input and daily/weekly written manual entries as previously described. Plus, attestation letters will have to cover all the relevant periods, including rest, other work and periods of availability. One attestation should cover each activity. For example in a period where there was no in-scope driving, a driver would need one attestation to cover other work and another for weekly rest. The attestation must be completed prior to the journey and signed by the operator and also signed by the driver and be available for enforcement agencies to view.

**Drivers must...**

- Be trained and competent in completing either tachograph or written manual entries.
- Ensure all their work and rest activities are recorded using the tachograph or written manual entries.
- Maintain records for the current day and the previous 28 calendar days and have them available for enforcement authorities.
- Ensure records are returned to the operator for filing in line with individual company policies.

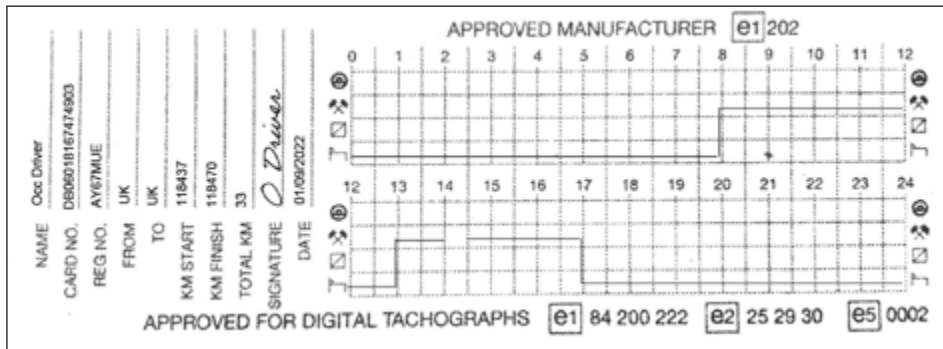
**References**

Article 6(5) of retained Regulation (EC) 561/2006 (EU drivers’ hours rules)

Article 34(5)(b)(iv) of retained Regulation (EU) 165/2014 (tachograph rules)

<https://www.gov.uk/guidance/drivers-hours-goods-vehicles>

<https://www.gov.uk/guidance/drivers-hours-passenger-vehicles>



*Daily written activity record example (digital).*

*Note that in-scope EU driving took place between 14:00 and 14:30, recorded on tachograph driver card (not shown).*

Name – Occ Driver  
 Card No – DB06018167474903

Driver ID information to be added to the rear of printout.

08:00 Monday 08/08/22 – 17:00 Friday 12/08/22: 40hrs working in office  
 17:00 Friday 12/08/22 – 08:00 Monday 15/08/22: 63hrs rest period  
 08:00 Monday 15/08/22 – 17:00 Friday 19/08/22: 40hrs working in office  
 17:00 Friday 19/08/22 – 05:00 Monday 22/08/22: 60hrs rest period  
 05:00 Monday 22/08/22 – 18:00 Friday 26/08/22: 45hrs working in warehouse  
 18:00 Friday 26/08/22 – 08:00 Tuesday 30/08/22: 86hrs rest period (bank holiday)

*Weekly written activity record example (digital).*

**MAC** [mac@logistics.org.uk](mailto:mac@logistics.org.uk)  
 0370 605 0000\*