

LOGISTICS UK



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Operational support

Transport operators carry significant legal responsibilities for ensuring drivers remain compliant with the Working Time Directive, Drivers' Hours rules and tachograph legislation. Any breach of these regulations can lead to prosecution, substantial fines or even the restriction or loss of your Operator Licence – consequences that can seriously impact your operation.

We understand how challenging it can be to stay fully up to date with ever changing legislation and day to day operational pressures. That's why we offer a range of comprehensive on-site and remote workshops,

Whether you're looking to educate new staff, refresh existing knowledge or strengthen internal compliance processes, our workshops are tailored to your operational needs and delivered by industry specialists.

Compliance Support Sessions

Bespoke service based on customer requirements

On-site sessions only



2.5 OR 5 hours

Dependent on your requirements and the level of support needed.

Logistics UK's Compliance Support Sessions are tailored to your operation's specific needs, focusing on what matters most – whether that's driver debriefing, interpretation of infringements, system housekeeping, streamlining processes, tackling day to day challenges or catching up if your compliance tasks have fallen behind. We also support you in strengthening best practice, reducing risk and giving your team the knowledge and confidence they need to stay on top of their responsibilities.

Delivered **on-site by industry experts**, each session is practical, insightful and personalised to you, providing you and your teams with the support, knowledge and confidence required to maintain compliance and operate efficiently.

By participating in these sessions, operators gain valuable insights, strengthen your compliance practices and enhance their overall operational performance.

Our bespoke sessions are fully customised to the needs of your operation. They can cover a wide range of support, such as:

- Driver debriefing.
- System housekeeping.
- Interpretation of infringements.
- Reporting and corrective solutions.
- Identifying areas of risk and non-compliance.
- Depot and driver compliance analysis.
- Filing and record keeping.
- Best practice to align with legal requirements.
- Report generation.
- Streamlining processes.
- Tackling day to day operational challenges.
- Any other tasks related to compliance or operational performance.

Each session focuses precisely on what your operation needs, providing personal support and practical guidance to give operators the confidence required to maintain full compliance.

Tachograph Compliance Workshops

We understand how challenging it can be to stay up to date with ever changing legislation while managing the day to day demands of running an operation. That's why we offer a comprehensive range of on-site and remote workshops delivered by industry experts, providing personalised support and practical guidance to help you maintain full compliance with confidence.

Whether you are training new staff, refreshing existing knowledge or strengthening internal compliance processes, our workshops are tailored to your operational needs and delivered by industry experts. Each session gives your teams the knowledge, clarity and assurance they need to support compliant, efficient and effective transport operations.



Digital Tachograph Workshop

Covers Working Time Directive and Manual Entry requirements and includes hands-on practical use of simulator.



3.5 hours

Designed to support Transport Managers, operational teams and drivers.
Tailored to your operation, audience and existing level of knowledge.

This comprehensive workshop provides drivers, transport managers and operational staff with the knowledge needed to meet all legal requirements surrounding digital tachographs, drivers' hours and operator responsibilities.

Providing valuable insights and training on digital tachographs, record-keeping, and drivers' responsibilities. This workshop is designed to help drivers, transport managers and/or operational staff understand and effectively use digital tachograph systems.

By attending, transport operators, operational teams and/or drivers can gain the necessary knowledge and skills to effectively use digital tachograph systems, maintain accurate records, and fulfil their responsibilities in compliance with the relevant regulations.

Digital tachograph workshop overview

An overview of the main components within a digital tachograph system, including how they work together to accurately record driver activity, vehicle movements and compliance critical data.

Understanding vehicle unit (VU) functionality – A breakdown of the VU's core functions, including data storage, event and fault recording, speed and distance logging, and how it interacts with the driver card.

An explanation of the four types of cards used within the digital tachograph system and their specific purposes:

- **Driver card** – records driver activities and must be used whenever driving a tachograph equipped vehicle.
- **Company card** – allows operators to access, download and lock data.
- **Workshop card** – used by authorised technicians for calibration and maintenance.
- **Control card** – used by enforcement agencies for roadside and site inspections.

Understanding tachograph legislation, record-keeping and data management

Learn how to maintain accurate and compliant digital tachograph records, including what must be stored, how long data should be retained, and the operator's legal responsibilities for protecting and presenting data when required.

Gain a clear understanding of the different types of data captured by the digital tachograph system – including driver activity, vehicle unit (VU) information, events, faults, speed data, and calibration details – and how each contributes to full compliance.

Recommendations for industry best practices for downloading driver card and VU data, securely archiving records, and managing your data efficiently.

EU Drivers' Hours Rules

- Daily driving limits.
- Breaks and rest requirements.
- Weekly and fortnightly driving limits.
- Reduced and regular weekly rest.
- Compensatory rest rules.

Great Britain (GB) Domestic Drivers' Hours Rules (if applicable)

- Applicability of GB Domestic rules.
- Daily duty limits and driving limits.
- Exemptions and specific use cases.

Working Time Directive (Road Transport Directive)

- Maximum working hours and reference periods.
- Break requirements for mobile workers.
- Night work restrictions.
- Record keeping obligations

Regulatory Framework

- Regulation (EC) No 561/2006.
- EU Tachograph Regulation (EU) 165/2014 (including the Smart Tachograph).
- Statutory responsibilities for drivers and operators.



Drivers' responsibilities

Explaining the responsibilities of drivers in relation to digital tachographs. Drivers must fully understand their responsibilities when using digital tachographs, including the correct operation of the equipment and adherence to all legal requirements.

This ensures accurate recording of their working activities and helps maintain full compliance with drivers' hours legislation.

This section ensures drivers understand not just how to use the tachograph, but why compliance is essential for both legal protection and safe, efficient operation.

Correct use of the Driver card

Training covers the essential requirements for:

- Proper card insertion and removal.
- Ensuring the card is used at all times when driving a tachograph equipped vehicle.
- Recognising card errors or malfunctions and knowing the correct procedures to follow.



Manual entries and activity recording

Drivers learn how to complete accurate manual entries whenever required – for example, when working away from the vehicle – along with correct recording of:

- Rest and breaks.
- Other work.
- Periods of availability (POA).
- Driving time.

Legal obligations and consequences of non-compliance

Drivers are made aware of their legal obligations and the potential consequences of non compliance, including:

- Fixed penalties and prosecutions.
- Infringements impacting the operator and the driver.
- Effects on Operator Licence compliance and risk scores.
- The importance of accurate records during roadside checks and audits.

Digital simulator demonstration and hands-on practice

Participants will have the opportunity to gain practical hands-on experience using a digital tachograph simulator. This hands on approach allows them to familiarise themselves with the tachograph system in a safe environment.

Participants can practise performing key functions on the simulator, including completing accurate manual entries and navigating essential tachograph features.

Each workshop concludes with an open Q&A session, giving participants the chance to clarify queries, explore real operational scenarios, and deepen their understanding of compliance requirements.

Practical guidance on:

- Logging in and out correctly.
- Inserting and removing cards safely.
- Printing and interpreting printouts.
- Recording rest, breaks and periods of availability.
- Performing manual entries accurately.
- Understanding tachograph symbols and messages.
- Managing cross border operations.
- Using the Smart Tachograph and GNSS functions.

Drivers' Hours Workshop – Assimilated (Previously EU) Hours



2.5 hours

Delivered on-site or remotely – designed to support Transport Managers, operational teams and drivers.

This workshop provides clear, practical insight into the regulations governing EU Drivers' Hours and Working Time rules. It is designed to support drivers, Transport Managers and operators in understanding and complying with the requirements that apply to those operating under assimilated (previously EU) drivers' hours legislation.

Drivers' Hours Regulations

A detailed explanation of the regulations governing drivers operating within scope of EU Drivers' Hours.

Understanding key requirements and operational limitations, including driving limits, rest periods and break entitlements.

Clarity on when EU rules apply and how they interact with domestic operations.

Working Time Rules (Working Time Directive)

Insight into the Working Time regulations that sit alongside Assimilated (EU) Drivers' Hours.

Understanding maximum working hours, break requirements and mandated rest periods.

Exploration of specific provisions, exceptions and operational scenarios where Working Time rules impact scheduling and planning.

Compliance Guidelines

Practical guidance on how to ensure compliance with assimilated (EU) drivers' hours and working time regulations.

Understanding the rules related to daily driving limits, breaks, rest periods, and weekly working time.

Drivers' Hours Workshop – GB Domestic



2.5 hours

Delivered on-site or remotely – designed to support Transport Managers, operational team and drivers.

Provides insight into GB Domestic drivers' hours and record-keeping requirements. This workshop is designed to outline the regulations specific to domestic driving within the United Kingdom.

This will help operators keep within the legal framework, avoid potential infringements, and maintain compliance with domestic drivers' hours rules.

This workshop provides clear insight into GB Domestic Drivers' Hours rules and the associated record keeping requirements. Designed specifically for those operating within the United Kingdom, it helps operators and drivers understand the legislation, avoid infringements and maintain full compliance with domestic drivers' hours regulations.



GB Domestic Drivers' Hours Regulations

Detailed explanation of the regulations governing GB domestic drivers' hours.

Understanding the key requirements and limitations for drivers operating within the UK.

Clarity on when Domestic rules apply versus when EU/assimilated rules may take precedence.

Record-keeping

Guidance on proper accurate and compliant record-keeping practices for domestic drivers.

Understanding the types of records that need to be maintained – including log books, timesheets or approved alternatives.

Best practices for accurate and compliant record-keeping. documenting duties, rest periods and working hours to ensure records meet enforcement expectations.

Compliance guidelines

Practical guidance on how to ensure compliance with GB domestic drivers' hours regulations.

Understanding the legal requirements for:

- Daily driving limits.
- Breaks and rest periods.
- Maximum duty time.
- Weekly working time.

Manual Entry Driver Training – specifically designed for drivers



2.5 hours

Delivered on-site or remotely.

This focused training session is designed to upskill drivers in the legislative requirements and correct procedures for completing manual entries. It provides practical guidance to ensure drivers understand when manual entries are required, how to complete them accurately, and how they contribute to compliant, reliable record keeping. The session helps drivers meet their legal responsibilities and maintain accurate records of their working time and activities.

Drivers will also benefit from **practical, hands on experience** using a digital tachograph simulator. This interactive approach allows them to familiarise themselves with the tachograph system in a safe, controlled environment.

Through guided practice, drivers can perform key functions on the simulator – including completing accurate manual entries and navigating essential tachograph features – building confidence and competence for real world use.

Understanding manual entry requirements

Understanding when and why manual entries are required.

Identifying scenarios that necessitate manual input, such as recording periods of work, breaks, rest periods, or unusual circumstances.

Clarifying the legislative obligations associated with manual entries.

Completing manual entries

Step-by-step guidance and hands -on practical experience on how to correctly complete manual entries on a digital tachograph simulator

Providing examples and scenarios where manual entries may be required.

Ensuring drivers understand the importance of accuracy and completeness in manual entries to maintain compliance.

Compliance and record-keeping

Highlighting the significance of manual entries in maintaining compliance accurate, compliant driver records.

Ensuring drivers understand the legal obligations and consequences of inaccurate or incomplete manual entries.

Best practice guidance for ongoing record keeping and data management to ensure legal compliance.

Driver 1-2-1 Support Sessions



1 hour

Delivered on-site – fully tailored to your operational needs and driver requirements.



Our Driver 1-2-1 sessions provide personalised, unbiased support for drivers, focusing on the key areas that matter most to their performance and compliance. These company confidential sessions are designed to address individual concerns; review repeat infringements and offer practical guidance to help drivers improve their understanding and daily working practices.

Each session enables drivers to:

- Discuss specific areas of concern in a supportive, non judgemental environment.
- Receive tailored coaching on repeat infringements and how to prevent them.
- Understand their responsibilities and the impact of non compliance.
- Gain clear, practical advice to help them perform confidently and compliantly.

These focused, one to one sessions help reinforce best practice, improve driver behaviour, and support a stronger, safer compliance culture across your operation.



For more information on Logistics UK's Tachograph Compliance Review Service visit:

www.logistics.org.uk/tachograph-services

Alternatively, please contact our customer services:

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