Compass Group UK & Ireland Ltd

**Drivers’ Hours and Working Time Directive Policy**

**Aim**

This Drivers’ Hours and Working Time Directive Policy, confirms the company is committed to operating in full compliance with the drivers’ working time and driving hours and ensuring its drivers obey these rules. Infringements are to be dealt with, in a timely manner. Any infringement received, will be recorded, investigated and corrective action taken.

The purpose of this policy is to ensure that drivers operate legally, safely, and professionally so that operational risk exposure is minimised, and safety is of utmost importance.

Managing drivers’ hours and working time is the joint responsibility of management and driving staff. This policy applies to all staff involved in the transport operation.

**Management is responsible for:**

* Publishing the Working time and driver’s hours policy and procedure and ensuring it is effectively communicated to all employed drivers.
* Ensuring all drivers are aware of their responsibilities under this policy.
* Taking appropriate action if a driver falls short of their duties and responsibilities under this policy.
* Reviewing infringements monthly to identify any trends and put in place preventative action where necessary to prevent future occurrences.
* Ensuring rest breaks are scheduled into plans, which will help to minimise fatigue driving and enforce correct breaks in line with the regulations.
* Ensuring drivers’ hours records are kept for at least 12 months and for 24 months for Working Time Directive.
* Keeping driver calendar up to date, recording all other work and time off.
* Investigating any infringements and undertake any required action.

**Drivers are responsible for:**

* Understanding the driver’s hours’ rules clearly.
* Knowing which set of rules applies to them depending on the vehicles being driven or the nature of the operation on which they are engaged.
* Complying fully with the limits on driving, break periods and daily/weekly rest.
* Keeping a check on their driving times and reporting to management if they foresee an issue.
* Declaring any fatigue or sleep related issues.
* Informing management of any new licences/cards.

**Domestic Driver Hours Rules**

Due to the nature of the undertaking, the company and drivers must adhere to The GB Domestic Rules that were introduced in The Transport Act 1968. This is because the route is a special regular service of less than 50km.

**The GB Domestic rules stipulate:**

* Duty time
	+ If you work as a driver for a company, duty time is any working time. If you are self-employed, duty time is only time you spend driving the vehicle or doing other work related to the vehicle or its load.
* Daily driving limit
	+ You must not drive for more than 10 hours in any working day.
* Breaks and continuous driving
	+ If your working day is less than 8 hours 30 minutes, you must take a break after 5 hours 30 minutes of driving. The break must last 30 minutes or longer.
	+ If your working day is 8 hours 30 minutes or more, you must not drive for more than 7 hours and 45 minutes. You must also take breaks that add up to at least 45 minutes.
	+ If you work more than 8 hours 30 minutes, you must take an extra break before you finish working. The extra break must last 30 minutes or longer.
	+ You cannot take a break immediately before the end of your shift.
* Length of working day (‘spreadover’)
	+ You must not work more than 16 hours between the times of starting and finishing work - including the times when you are not driving.
* Daily rest periods
	+ You must take a rest of 10 hours before the first duty and immediately after the last duty in a working week.
	+ You must take a rest of at least 10 hours between 2 working days (or spreadovers) - this can be reduced to 8.5 hours up to 3 times a week.
* Fortnightly rest periods
	+ Every 2 weeks you must take at least one period of 24 hours off duty.

**Working Time Directive Rules**

* A break of at least 20 minutes must be taken after 6 hours of work.
* You cannot work more than 48 hours a week on average - normally averaged over 17 weeks. This law is sometimes called the ‘working time directive’ or ‘working time regulations’. The company has a Collective Agreement in place and all drivers have opted out of 48 hours week.

**Other work**

All drivers are reminded that they have an obligation to inform the Transport Manager of any other work carried out whilst being employed by anyone other than Compass Group UK & Ireland Ltd.

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| Issue No | Approved By | Signature | Date |
| **1** |  |  |  |

I declare that I have read and understood the contents of this Drivers’ Hours and Working Time Directive Policy and agree to adhere to it at all times during my employment with Compass Group UK & Ireland Ltd.

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| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Employee |  |  |  |
| Company representative |  |  |  |