



Digital Tachograph

Driver information sheet

All new goods vehicles over 3.5 tonnes registered after 1 May 2006 must be fitted with a digital tachograph. The digital tachograph stores digital data on the driver and the vehicle in its own memory and on the driver's smart card. The digital tachograph must be fully calibrated every 2 years.

Driver Card

Only drivers issued with a Driver Card are legally allowed to drive vehicles equipped with a Digital Tachograph. This is different from the photo card driving licence. The card is valid for 5 years. Drivers cannot lend or borrow cards and the safe keep is the driver's responsibility. Drivers possessing a digital tachograph card must carry it with them at all times, even when not driving a vehicle equipped with a digital tachograph. Enforcement authorities can check the DVLA database at any time to check who has a card and can require the card to be produced. The card holds 28 days data.

Lost/stolen/faulty cards

- Driver must report loss/fault to Operator/Boss ASAP.
- Loss/Fault must be reported to DVLA within 7 calendar days and driver must apply for a replacement card.
- The driver can drive for 15 days only, pending receipt of replacement card.
- Any theft must be reported to the police.
- Faulty cards must be returned to DVLA with application form (D777B).

- Lost/stolen cards must be paid for. Faulty cards are replaced FOC.
- Driver to collect replacement card from designated DVLA office or VOSA test station.
- Pending arrival of new card, the driver must take a 24 hour print out at the start and end of each shift and operate the tachograph normally throughout the shift.
- Driver must record on print outs name, licence number and signature.
- Driver must retain print outs for current day and previous 28 calendar days.
- Driver must return print outs to Operator within 42 days of use.

Universal Time Co-Ordinated (UTC)

All data stored and printed is in UTC (universal time co-ordinated)

NB – UTC is 1hr behind British Summer Time (BST) from 0100 hrs last Sunday in March – 0100 hrs last Sunday in October. Drivers must account for the difference when making manual entries.



Operations / Modes

The digital tachograph automatically records driving and defaults to 'crossed hammers', other work, when stationary. The driver selects POA or rest by using the driver 1 keypad.

When double-manning the driver 2 position automatically defaults to POA. When driver 1 is carrying out other duties, then driver 2 mode can be overridden.

The digital tachograph ignores any breaks in driving of less than 2 minutes (ie traffic lights) and such a period is automatically recorded as driving.

The digital tachograph alerts the driver to take a break 15 minutes before 4.5 hours of continuous driving. It should be noted that the tachograph does not recognise periods of availability as not contributing to the driving total and therefore this system cannot be relied upon.

Log on procedure

- Switch on ignition
- Insert driver card in slot 1 (chip facing upward and arrow pointing forwards)
- If double manned, driver 2 can insert card into slot 2 once the first driver's card has been read.
- Follow display instructions
- Greeting, driver's name

- Date and time the last card was withdrawn (UTC time)
- Option to make manual entry relating to activities after card last removed or before card inserted. All manual entries must be entered on the driver card by using the digital tachograph
- If no manual entry, select NO and OK
- Select YES and the facility becomes available to enter additional activities
- Once the card has been read, the card pictogram will appear and 'log on' is complete

Log off procedure

- Press the driver card eject button
- Select the country at the end of the shift and press OK
- The system will ask if a print out is required. Select YES or NO and OK
- If YES was selected then a print out will be produced
- The driver card will be ejected
- 'Log off' completed

Printer rolls

The driver must carry a minimum of one spare printer role (ie role being used and spare). An end of roll warning line will appear when nearing the end of the roll.

Digital tachograph helpline/lost card
no 0870 8501074