

Drivers MUST keep their digital tachograph card, or analogue chart in the tacho head at ALL TIMES when they are working or using the vehicle.

The tachograph card / analogue chart must be in place even if the driver may be in breach of the driver's hours regulations, (which should only be done in "unforeseen" circumstances), the traffic office must be kept fully informed if this situation arises and appropriate records kept.

Procedure:

If a driver has to work or move the vehicle outside of the tachograph rules, creating an infringement, it must be recorded at the earliest opportunity on the back of a printout from the digital tachograph or on the reverse of an analogue chart, giving as much information as possible as to why the infringement has occurred. The Traffic office must be informed as soon as possible, should this occur.

Moving a vehicle without a Driver card/Analogue chart is the most serious offence that can be committed and is considered by the DSA (Driving Standards Agency) to be fraud.

If you are found to have done this by the DSA, you could face;

- **Points on your licence**
- **Up to 2 years imprisonment**
- **Up to £2500 in fines**

If the driver is found to have done this, the company could face;

- **The signatory to the company operator's licence could/would also be liable to the penalties mentioned above.**
- **Financial penalties could be imposed on the company**
- **Restrictions to the number of vehicles allowed to be operated could be implemented**
- **The operator's licence could be revoked completely. This then would have an impact on the companies and all its employees, potentially and quite likely resulting in redundancies or closure of the business.**

If you are found to have done this by Drivers Plus Ltd;

- **We would reserve the right to dispense with your services**