



RSA CVRT Year Planner 2025

for Commercial Vehicle Operators

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Tástáil Ródacmhainneachta um Fheithiclí Tráchtála
Commercial Vehicle Roadworthiness Testing

January 2025		Schedule drivers' activities - Address driver fatigue				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2025		Safe driving and roadworthy vehicles contribute to road safety				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2025		Check drivers' driving licences frequently				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2025		Check expiry date of tachograph driver cards				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2025		Driver fatigue - Wake up to it				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2025		Monitor driving times, breaks and rest periods				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2025		Ensure drivers complete vehicle walk around check daily				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2025		Address driver fatigue - Plan schedules carefully				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2025		Ensure vehicles are maintained and serviced				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2025		Ensure vehicles & trailers are roadworthy				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2025		Fix all vehicle defects immediately				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2025		Comply with drivers' hours rules				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

User Guide for 2025 Planned Vehicle and Trailer Maintenance Schedule

1. Click on the column Vehicle Type and enter the vehicle type of the relevant vehicle.
2. Use TAB key and enter the vehicle registration number under Registration No.
3. Use TAB key (**TAB key must be used to enter data – you cannot just click in the cell to enter data**) and enter the key letter (see bottom of the page for details).
4. Fill in the required Maintenance Key for each vehicle – Page 4 covers January to April, Page 5 covers May to August and Page 6 covers September to December.
5. As the required maintenance for each vehicle is completed, click on the appropriate cell with the Maintenance Key entered. This will insert a ✓ on top of the Maintenance Key to show that the required maintenance is carried out.
6. **Don't forget to save the document each time you make changes.**

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Driver and Operator Maintenance

Are you up-to-date with the latest requirements?

Go to www.cvrt.ie and click on **Operator & Driver Obligations**. Here you can find out about any of the following:

- Tachograph Driver and Company Cards (Apply on-line at least 20 days before the existing card expires).
- Managing Drivers' Hours and Working Time
- Tachograph Equipment
- Drivers Hours
- Enforcement inspections – Roadside and Premises
- Self-Declaration
- Vehicle maintenance & repairs
- Preventative Maintenance
- Daily walk around checks
- Record Keeping requirements
- Voluntary Tests

Risk Rating - EU Common Formula

The EU has introduced a common formula for determining the risk status of operators. RSA is implementing this new system, and it will replace the current Commercial Vehicle Operator Risk Indicator (CVORI) system.

The decision to introduce the common formula across the EU is to contribute significantly to the harmonisation of enforcement practices throughout the Union, by ensuring that all drivers and transport undertakings are treated equally as regards checks and sanctions under the applicable Union rules; and to facilitate the exchange of information on risk scores in the context of cross-border enforcement.

As with the CVORI system, risk ratings computed according to this new system will be available to all HCV Operators. It will be presented as a 'Red/Amber/Green' status, and you can see your own rating from your 'CVRT Online Account'. Operators with a high risk (red) indicator will be more likely to be targeted for roadside and premises inspections.

For further information on the new system, please visit www.rsa.ie.

Keep compliant

The easiest way to keep compliant is to do the basic things right.

Roadworthiness	Driver Hours
<ul style="list-style-type: none"> Have current CRWs displayed on all of your vehicles 	<ul style="list-style-type: none"> Make sure your drivers have tachograph driver cards and that they comply with the driving time, breaks and rest periods and working time rules.
<ul style="list-style-type: none"> Keep your vehicles roadworthy. Have preventative maintenance systems in place to check your vehicles for potential defects 	<ul style="list-style-type: none"> Check that your tachograph equipment and tachograph driver cards work properly and drivers can use them correctly
<ul style="list-style-type: none"> Always conduct walk-around checks before driving vehicles – keep records of the defects found and when they were fixed 	<ul style="list-style-type: none"> Keep adequate records on drivers hours (including analogue and digital tachograph records)
<ul style="list-style-type: none"> Have a current Operator Self-Declaration submitted to the RSA via your CVRT Online Account 	<ul style="list-style-type: none"> Make sure all the vehicles you operate are on your transport licence (where required)
<ul style="list-style-type: none"> Make use of CVRT voluntary tests in between your annual statutory test dates 	<ul style="list-style-type: none"> Comply with EU Rules, Irish Regulations and provisions of the Working Time Directive

Light Commercial Vehicles (LCVs)

The Light Commercial Vehicles (LCVs) with a maximum permitted weight above 2.5 tonnes but not above 3.5 tonnes who engage in international road transport operations for hire or reward are required to hold a road transport operator licence for the first time since May 2022.

The Driver CPC

For everything you need to know about the Driver Certificate of Professional Competence (CPC) driver standard, including how to get one, how to keep one and who is exempt, go to www.rsa.ie – Professional Drivers (CPC). Please remember to check the expiry date on your Driver CPC card and ensure that you have the relevant CPC training modules completed in advance of that date to allow for renewal.

Did you know that you can renew your learner permit or licence online?



If you have a Public Services Card (PSC) and a verified MyGovID account you may be able to renew your licence or permit online.

Visit ndls.ie and find out more.

Useful Contacts

Road Safety Authority

Clonfert House, Bride Street, Loughrea,
Co. Galway. H62 ET93
Tel: 091 872600
Website: www.rsa.ie and www.cvrt.ie

Department of Transport

Road Transport Operator Licensing,
Clonfert House, Bride Street, Loughrea,
Co. Galway. H62 ET93
Tel: 091 872950 Email: rtol@transport.gov.ie
Website: www.rtol.ie

RSA guidance material for operators and drivers
is available on our website at
www.rsa.ie and www.cvrt.ie

RSA Hotline - 091 872 647

RSA maintains a hotline that people can
use to provide information (anonymously if
preferred) on breaches of tachograph and
drivers hours rules and/or unroadworthy
vehicles.

The RSA wishes to ensure the highest
standards in quality and integrity. If you feel
that a commercial vehicle test has been
compromised in any way and wish to appeal
the result, please submit the details by email
to cvrtadmin@rsa.ie for investigation.

If you would like to give us feedback please
email cvrtconfidential@rsa.ie

All information will be treated with the
strictest confidence.

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Commercial Vehicle Roadworthiness Testing

Údaras Um Shábháileacht Ar Bhóithre
Road Safety Authority

Páirc Ghnó Ghleann na Muaidhe, Cnoc an tSabhaircín,
Bóthar Bhaile Átha Cliath, Béal an Átha, Co. Mhaigh Eo

Moy Valley Business Park, Primrose Hill,
Dublin Road, Ballina, Co. Mayo, F26 V6E4

(096) 25 000
info@rsa.ie
www.rsa.ie

 MyRoadSafety.ie

Your online resource to easily
and safely manage all your
driver information, services,
tests, permits and licences.

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