

TACHOGRAPH RECORDING EQUIPMENT

Make use of the Switch Mechanism!

This guide provides information and tips on the use of switch mechanisms on tachograph recording equipment.

As a truck/bus driver, you must operate your tachograph correctly to completely record all of your work activities.

Operators are required to ensure the tachograph and switch mechanisms are used properly.



What does the tachograph record?

Driving will automatically be recorded by the tachograph when the vehicle is in motion. All other periods of time must be recorded separately and distinctly by the driver using the switch mechanism on the recording equipment.

Driver Responsibilities:

When you are taking a break/rest, doing other work or going on a period of availability, you must select the appropriate sign on the tachograph so that the correct activity is recorded – 3 options are available to you:



Other work: covers all work activities other than when you are driving under the EU drivers' hours' rules. Includes any work for the same or another employer, within or without the transport sector, time spent driving a vehicle for commercial purposes not coming within the scope of the tachograph rules such as a taxi, time spent driving on a school bus service, attendance at a driver CPC course etc.



Break and rest: covers breaks in work and daily or weekly rest periods. Drivers may not carry out any driving or any other work while resting or taking a break. Break periods are to be used exclusively for recuperation. During a rest period a driver must be able to dispose freely of his/her time.



Period of availability (POA): covers periods of waiting time, the duration of which is known about in advance.

IT IS ILLEGAL TO RECORD A BREAK/REST WHILE WORKING

Employer Responsibilities:

- Must check that drivers are properly using the switch mechanisms and tachograph.
- Must monitor records to ensure periods of time are being properly recorded.
- Must request from employees any work done within or without the transport sector for self or for another employer.
- Must ensure that employees comply with the working time directive, and the rules on driving time, breaks and rest periods.

Tips for Drivers and Operators

- Drivers can select “**other work**” on the tachograph at the start of the working day. Driving will automatically be recorded when the vehicle is in motion. When a break/rest/period of availability is required, operate the switch mechanism to record the appropriate period of time. When finished with that period of time, “**other work**” should again be selected.
- At the end of the working day, the switch mechanism should be set to “**break/rest**” when all driving and other work has been completed.
- A driver doing work outside of the scope of the tachograph rules must record it manually: this can be done on an analogue record sheet using the rear of the sheet and on digital by using the manual entry function.

Working To Save Lives

Drivers and operators who do not ensure that all driver activities are properly recorded and the switch mechanisms are used correctly are liable to be prosecuted in Court.

Disclaimer: Please note that the information given in this guidance is a general overview and not a legal interpretation.

Further information:

www.rsa.ie
enforcement@rsa.ie