

# DEPOT MANAGERS

## WHAT YOU NEED TO KNOW ABOUT DIGITAL TACHOGRAPHS

1. All digital vehicles must be “locked in” to your company by inserting the company card into the digital tachograph. This must be done before any driver uses the vehicle.

The locking in process enables you to subsequently download data from the tachograph at regular intervals. Legislation states that UK companies should download within a maximum period of 56 days each time.

Every time you use the company card make sure you eject it from the tachograph and leave the unit “locked in”. Vehicles must be downloaded and “locked out” when disposed of or sold.

2. Hired vehicles should also be “locked in” for the hire period. These vehicles should be downloaded and “locked out” before being returned to the hire company.
3. Depots must ensure that any driver allocated a digital vehicle has a driver card issued to him by the DVLA (or similar EU authority). Depots should make a note of the card number and expiry date.
4. Depots should ensure that their drivers know how to use a digital tachograph and make any necessary printouts and manual entries by arranging adequate training. Consult your training department (or TMS).
5. Ensure your drivers carry their cards with them whenever on duty (even if on an analogue vehicle). They must use their cards to record unbroken duty details and, when necessary, use the menu control on the digital tachograph to record time spent away from the vehicle. They must carry with them records for the current week and for the previous 28 calendar days. These records could be in the form of cards, charts and printouts.
6. A driver who loses his card must immediately reapply. Depots should carry spare application packs for this purpose. Replacement cards currently cost £19.00.

Drivers who lose their cards can only drive digital vehicles for a maximum of 15 days after the loss. They need to be trained on the procedure in case of loss or damage to their card, and how to generate vehicle printouts whilst they await the replacement card.

7. A driver or crew member who leaves his card at home should be sent home to retrieve it.
8. Depots should ensure drivers download their cards regularly. To receive the automated reports from TMS drivers need to download on a weekly basis. Drivers on extended routes should download on their return. (Driver cards can overwrite after 28 days).
9. Driver infringement reports will be sent by email and these must be printed and brought to your driver's attention. Infringements should be explained to the driver who in turn should sign his report.

The usual company disciplinary procedures should be followed if persistent offenders do not respond to the information by reducing/eliminating their infringements.

10. Senior management as well as depot managers can access their data whenever needed via the TMS smartanalysis web site. A user guide is available on the site.

Web address: <https://www1.smartanalysis.com/hourslaw/?org=tms>

11. Ensure you know how to access your Tachograph data.
12. The TMS website enables all users to view and print data based on their role within their organisation.  
  
Get your appropriate user name and password from TMS contact Christine or Angie on one of the above telephone numbers.
13. A standard suite of reports will be emailed to each user on an agreed basis.
14. A user guide (*under the help menu*) is available on line to help you navigate the site. If you have any problems contact TMS.
15. Your raw digital driver card and vehicle unit files are on line via the TMS web site. Make sure you know how to retrieve them, contact TMS if in doubt.

Attached is a document detailing some reports to view and become familiar with on the website.

**Your Companies O License may be at risk if the procedures listed above are not followed. Please ensure you contact your Compliance Manager or TMS if you need clarity on any point raised.**