

C30 – Driver Vehicle Check and Driver Report Book



RE-ORDER CODE **4201**

This form is produced by Freight Transport Association and is not part of the FTA vehicle inspection service system

(Incorporating Driver's Weekly Hours Check and Tachograph Storage Wallets)

Name of driver

Company name

Address

.....

.....

.....

.....

NB You should read the instructions overleaf before using this book

NEW CHARTS

HOW TO USE THIS BOOK

Driver vehicle check and driver's report

This should be completed and handed in to your employer.

Weekly hours check

This is designed to enable a running check of total driving hours as well as a means of ensuring that compensation for reduced rests is taken at the right time. The report should be detached and handed in to your employer with your completed tachograph charts.

Make sure that entries for reductions are entered in the right column and are shown as + or - the norm. For example a 40 hour weekly rest should be shown as -5 (45 hours being the norm). A summary of the rules is given on the inside of the back cover.

Finally remember to carry forward any outstanding compensation for weekly rest on to next week's sheet – making sure that it is shown in the correct column.

An example of a completed sheet is shown at the front of the book.

DRIVER'S WEEKLY HOURS CHECK – to be handed in with returned charts

Name **John Smith**

Week commencing Monday **2-11-2015**

Brought forward from last week

		Weekly rest ①			Daily rest ② ④	
		Week -1	Week -2	Week -3	Mark in reduced daily rests <i>(less than 11 hours long)</i>	
Total driving (a)		47			2h	4h 30m
Day and date		Driving total		Previous weekly rest + or – 45 hours norm ③		
Monday	2 - 11 - 15	8h 10m		+ 4h 30m		
Tuesday	3 - 11 - 15	7h 40m				
Wednesday	4 - 11 - 15	6h 50m				
Thursday	5 - 11 - 15	8h 15m				
Friday	6 - 11 - 15	6h 55m				
Saturday	7 - 11 - 15	2h 40m				
Sunday						
Weekly driving total (b) carry forward to next week		40h 30m		Compensation outstanding Yes/No If Yes carry forward to next week 2h Week -2		
Fortnightly driving total (a + b)		87h 30m				

- Notes:**
- ① Weekly rest reductions must be compensated en bloc (attached to a rest of at least 9 hours long) before end of third week following week reduction took place: Week -1 refers to last week, Week -2 the week before and Week -3 the week before that. Week -3 must therefore be compensated this week
 - ② Daily rest can be reduced no more than three times between weekly rests
 - ③ Entries in this columns relate to the time prior to the day's work and should be shown as + or – the norm. For example a 47 hour weekly rest would be shown as +2
 - ④ Compensation for daily rest is not required

DRIVER'S WEEKLY HOURS CHECK – to be handed in with returned charts

Name Week commencing Monday

Brought forward from last week:

		Weekly rest ①			Daily rest ② ④
		Week -1	Week -2	Week -3	Mark in reduced daily rests <i>(less than 11 hours long)</i>
Total driving (a)					
Day and date	Driving total	Previous weekly rest + or – 45 hours norm ③			
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Weekly driving total (b) carry forward to next week		Compensation outstanding Yes/No			
Fortnightly driving total (a + b)		If Yes carry forward to next week			

- Notes:**
- ① Weekly rest reductions must be compensated en bloc (attached to a rest of at least 9 hours long) before end of third week following week reduction took place: Week -1 refers to last week, Week -2 the week before and Week -3 the week before that. Week -3 must therefore be compensated this week
 - ② Daily rest can be reduced no more than three times between weekly rests
 - ③ Entries in this columns relate to the time prior to the day's work and should be shown as + or – the norm. For example a 47 hour weekly rest would be shown as +2
 - ④ Compensation for daily rest is not required

Freight Transport Association

DRIVER'S REPORT

Driver's name

Company name

Vehicle/trailer no Date

Fuel added	Place	Mileage
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Engine oil added	Place	Mileage
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Have you been concerned with an accident today?	YES	NO
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If so, have you filled in the necessary form?	YES	NO
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Have you been stopped by the police or other official today?	YES*	NO
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Has your vehicle or tachograph records been examined today?	YES*	NO
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*If 'YES' state reason or give details of any complaint

DRIVER CHECK AND DEFECT REPORT

Date..... Driver's name.....

Vehicle/trailer no..... Mileage.....

SHIFT CHECK

These items should be checked prior to driving

✓ = OK ✗ = Attention required

LAMPS/INDICATORS/ SIDE REPEATERS/STOP LAMPS	TYRES – Inflation-Damage-Wear	EXHAUST – Condition-Smoke-Emission
REFLECTORS/MARKERS/WARNING DEVICES	WHEELS – Condition-Security	TACHOGRAPH/SPEEDOMETER – Operation
BATTERY – Security-Condition	BODY/GUARDS/WINGS/SPRAY SUPPRESSION – Damage/Security/Condition	SPEED LIMITER – Operation
MIRRORS/WINDSCREEN/GLASS – Condition-Security	BODY/LOAD – Security-Protection	TRAILER COUPLING – Operation-Condition-Security
BRAKES – Pressure-Operation-Leaks	NUMBER PLATES – Condition-Security-Illumination	TRAILER AIR/ELECTRICAL CONNECTIONS – Condition-Function-Leaks
BRAKES/WARNING DEVICES AND INSTRUMENTS INCLUDING ABS/EBS	HORN/WIPERS/WASHERS – Operation-Condition	TRAILER LANDING LEGS – Condition-Operation
DRIVING CONTROLS/ STEERING – Wear-Operation	ENGINE OIL/WATER/FUEL/ FLUIDS – Levels-Leaks	ANCILLARY EQUIPMENT – Loading aids, etc

DEFECT REPORT

Detail below any faults which have come to your attention – if none enter Nil

Driver's signature

Defects reported to

ACTION TAKEN

Defects rectified by

Date..... Supervisor's signature

**EU DRIVERS' HOURS RULES –
LIMITS FOR DRIVERS OF GOODS VEHICLES OVER 3.5 TONNE**

Daily driving	9 hours extendable to 10 hours up to twice a week
Weekly driving	56 hours
Fortnightly driving	90 hours per fortnight
Breaks from driving	45 minutes break during or after 4.5 hours driving. Can be split into two breaks, the first at least 15 minutes long, the second at least 30 minutes long
Daily rest	11 hours rest in the 24 hour period (counting forward from the start of shift). Can be reduced to a minimum of 9 hours up to three times between weekly rests. Reductions do not require compensation
Split daily rest	12 hours rest in total. Can be split in two periods, the first period being at least 3 hours and the second at least 9 hours
Weekly rest	45 hours can be reduced to 24 hours at base or away from base. Reductions must be compensated by the end of the third following week. A full regular 45-hour rest is required in any two consecutive weeks. No more than 6 x 24 hours between weekly rests
Double manning daily rest concession	9 hours rest in a 30 hour period (counting forward from the start of the shift). Vehicle must be manned by at least two drivers, except for the first hour