

Working Time Policy & Drivers Hours Policy

The A1 Group policy is to comply with both the letter and spirit of the law on working time. This document is a general summary of a complex area of the law and does not aim to set out the law in full

What are the Working Time limits?

The A1 Group is required to take all reasonable steps to ensure that employees do not work more than an average of 48 hours a week over a 17-week period.

However, you may choose to agree to work more than the 48-hour average weekly limit. If you do so, you must complete the Working Time Policy Waiver Form and return it to your manager.

What is Working Time?

Under the law, working time includes "any period during which the worker is working, at the employer's disposal and carrying out his/her activity or duties". This covers workers whilst at work (whether in the office, visiting clients or working from home) and whilst on training programmes.

Who does the law apply to?

The law basically applies to all workers at the A1 Group and to employees who have complete control over the hours they work and whose time is not monitored or determined by the A1 Group.

Record Keeping

A1 Group will keep records showing which employees have decided to opt out of the 48-hour average weekly limit. Records will be kept for two years. The A1 Group may also request you to keep a record of your working hours for the purpose of monitoring compliance with the Working Time Regulations.

Rest Periods and In-Work Rest Breaks

Under the law, you are entitled to 11 consecutive hours rest in each 24-hour period, a break of 20 minutes when working for more than 6 hours, and a minimum of 24 hours rest each week, or 48 hours rest every two weeks (this includes weekends). If you are required to work late and then come in early the next day (i.e. you miss out on 11 hours' rest) please tell your manager and we will try to let you have time off at some other time.

For employees under the age of 18 years, these rest periods are extended to 12 hours each 24-hour period, 2 days each week and a 30 minute break when working more than 4.5 hours. Employees, who wish to work additional hours, resulting in shorter rest periods, are free to do so.

Paid Annual Leave

The contractual holiday entitlement for the A1 Group employees exceeds the 28 days statutory minimum laid down in the regulations. You may of your own free will opt out of the restrictions on your working hours by completing the Working Time Policy Waiver Form available from your manager.



Driver's Hours, Rests Breaks and Long Working Days

Working long hours, which include long distance driving, can, increase the possibility of accidents. This is especially so in poor driving conditions such as those caused by adverse weather conditions. For commercial vehicle drivers this is recognised in the law that restricts and controls drivers' working hours. It is company policy that similar standards should also apply to the use of cars and light vans on company business

For drivers of cars and light vans the working day, including driving, should not normally exceed 10 hours; and during the day they should not drive for more than 9 hours. The 10 hour working day limit may be increased to 12 hours under special circumstances, e.g. when required to travel to attend meetings or training sessions. Overnight accommodation should always be considered if the total travel time and working day exceeds 12 hours. If an overnight stay is expected, accommodation should be booked in advance.

The Highway Code recommends that:

- you should be fit to drive and do not begin a journey when tired;
- you avoid driving long journeys between midnight and 6 am, when natural alertness will be at a minimum;
- you plan your journey to take sufficient breaks - 15 minutes after every two hours of driving is recommended;
- you take additional breaks if you feel at all sleepy. Stop in a safe place - not on the hard shoulder of a motorway;
- the most effective way to counter sleepiness is to drink, for example, two cups of caffeinated coffee and to take a short 15 minute nap

Ideally, you should consider rest breaks after every 2 hours of driving when planning your journey and never drive for more than 4½ hours without taking a 45 minute break.

Commercial vehicles

Regulated driving and working hours apply to all drivers of goods carrying vehicles where the maximum permitted mass (including any trailer or semi-trailer) is more than 3.5 tonnes or passenger vehicles capable of carrying more than 9 people including the driver. The regulations apply whether the vehicles are laden or not.

The Drivers Hours Regulations require:

- A daily driving limit of 9 hours. This may be extended to 10 hours no more than twice per week
- A 45 minute break in or immediately following 4.5 hours accumulated or total driving time. This break can be divided into an initial break of at least 15 minutes followed by another break of at least 30 minutes. The breaks must be taken in that order and you must never exceed the 4.5 hour driving limit

- In any consecutive 2 week period the driving limit is 90 hours
- In any week the maximum driving time must not exceed 56 hours
- A daily rest break of 11 hours must be taken. A reduced daily rest of 9 hours may be taken up to 3 times between any two weekly rest periods
- There should be a regular weekly rest period of 45 hours. This can be reduced to a minimum of 24 hours in every other week. Rest taken as compensation for a reduced rest period must be made up by the end of the third following week and attached to a rest period of at least 9 hours
- Where a vehicle has two or more drivers they must each obey the limits for continuous driving, breaks and total daily driving. Their daily rest requirements are different; in the 30 hour period starting with the end of the last daily (or weekly) rest they will have a new rest period of 9 hours minimum

Tachographs

Where vehicles are fitted with Tachographs they must be used at all times. Do not tamper with any tachograph sealing devices. Driving time, other work, breaks and availability should be recorded at all times.

Where the tachograph is an analogue chart recording device, please carry enough new clean charts for your expected time away from site and sufficient spares in case of damage or if a chart is taken by an enforcement officer. Always enter your details and details of your journey in the centre field. Hand completed charts in to your traffic manager within 42 days of completion.

If the tachograph is of the digital type insert your driver card at the start of each working day. Carry a spare paper roll so that you can print out a daily record and make copies available to police and VOSA officers if requested. Make your driver card available to your traffic manager for downloading of data whenever requested.

If a tachograph is damaged or if you think that it is not working correctly inform a manager immediately.

It is the driver's responsibility to know and to understand the 'Rules on Drivers Hours and Tachographs'. If the driver is in any doubt then he/she must get instruction from a manager.

Revision

The Company will make all employees aware of this Company Policy.

Signed: 

Date: 1/1/25

Stuart Cawthorne
Transport Manager

Dated: 1st January 2025

Next Review date 1st January 2026