

## Policy brief and purpose

This policy outlines the correct regulatory working hours for drivers. It will cover all driving time related legalities and how the company will adhere to them.

## Scope

All employees who drive company or personal vehicles while working for K Rouse Civil Engineers Ltd must adhere to the regulations and guidelines explained in the policy elements. This is to ensure the safety of themselves and others and to reduce risks brought about by overworking.

## Policy elements

It is the policy of K Rouse Civil Engineers Ltd that all employees who drive vehicles within their role at the company must adhere to the following:

### Rest periods:

- The regular daily rest period a driver takes should be 11 hours.
- This can be reduced to 9 hours uninterrupted no more than 3 times a week.

### Working time breaks

- A driver cannot work for more than six hours without a break of at least a minimum of 15 minutes.
- A driver must take a 30-minute break if working between 6 and 9 hours in total.
- A 45-minute break is required if working more than 9 hours in total and if a shift contains more than 9 hours working time a break period totalling 45 minutes is required.

### HGV Working time directive rules

- The working time (Including driving) must not exceed an average of 48 hours a week, calculated over a rolling 17-week period.
- This can be extended to a 26-week period under a collective or workforce agreement.
- The maximum working time can be 60 hours in 1 week (Provided average working time of 48 hours a week is not exceeded).

- Maximum working time of 10 hours on nights (Can be extended under a collective or workforce agreement).

#### **EU Drivers rules**

- You can drive no more than 9 hours a day, but this can be extended to 10 hours twice a week with a maximum weekly driving time of 56 hours.
- If you do the maximum weekly driving time of 56 hours the following week you can only drive for 34 hours due to the maximum fortnightly driving allowance of 90 hours.
- Drivers must take a 45-minute break to every 4 ½ hours driving.



Signed: .....Managing Director

Date: March 2021