

Operators and analogue tachographs

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Created by Business Link on 19 April 2011 11:44
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Operators and analogue tachographs

Subjects covered in this guide

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Managing your drivers' analogue tachographs and charts

Storing and retaining drivers' analogue tachograph charts

Helplines

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Introduction

Commercial transport operators must ensure that their business follows specific rules when working with analogue tachographs. They must correctly log and store analogue tachograph records of drivers' and agency drivers' hours.

This guide will give you information about managing, retaining and storing drivers' analogue tachograph charts.

Managing your drivers' analogue tachographs and charts

As a commercial vehicle operator you need to ensure that your drivers comply with current drivers' hours and analogue tachograph rules. You should:

- be sure that your analogue tachographs are calibrated, inspected and re-calibrated when necessary
- supply your drivers with sufficient tachograph charts
- instruct your drivers in the correct use of tachograph charts
- keep your drivers informed of current rules and regulations
- ensure that your drivers return all their tachograph charts
- schedule work in line with current drivers' hours and tachograph rules
- not pay your drivers by distances travelled and/or amount of goods carried if this would encourage a breach of the rules
- check tachograph charts to ensure that your drivers are complying with current drivers' hour rules
- be able to produce tachograph

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- records to enforcement officers covering at least 12 months
- take reasonable steps to prevent any breach of these rules

If you use agency drivers, you must keep their charts in the same way you would retain your own drivers' charts.

Tachograph calibration and inspection

Your analogue tachographs must be properly installed, inspected and sealed before any of your vehicles can be used for commercial purposes. This must be done by a vehicle manufacturer or a Vehicle and Operator Services Agency (VOSA) approved tachograph calibration centre.

You can contact the VOSA Helpline on Tel 0300 123 9000 or [download VOSA's list of Approved Tachograph Centres \(PDF, 96K\) - Opens in a new window](#).

Analogue tachographs must be inspected every two years, and recalibrated every six years.

Switching from analogue to digital tachographs

It is now compulsory for all vehicles first registered on or after 1 May 2006 to be fitted with digital tachographs.

However, you can continue to operate an analogue tachograph in any vehicle registered before 1 May 2006. See our guide on [tachographs: the basics](#).

Storing and retaining drivers' analogue tachograph charts

You must keep analogue tachograph charts

in chronological order for at least 12 months. You must also ensure they are readable and available for inspection by any of your drivers, an authorised inspecting officer or the police.

Analogue tachograph charts must be kept for two years if they are used to record road transport working time. The charts must be produced at the request of any police or authorised inspecting officer.

You will need to keep the original copies of the charts, as scanned images or photocopies of tachograph charts are not acceptable as evidence that the chart exists.

Helplines

VOSA Helpline

0300 123 9000

Related guides on businesslink.gov.uk

[Download the Vehicle and Operator Services Agency's \(VOSA's\) guide to drivers' hours and tachographs rules for goods vehicles \(PDF, 2.24MB\) - Opens in a new window](#) | [Download VOSA's guide to drivers' hours rules for passenger-carrying vehicles in the UK and Europe \(PDF, 2.55MB\) - Opens in a new window](#) | [Download VOSA's list of Approved Tachograph Centres \(PDF, 96K\) - Opens in a new window](#) | [Tachographs: the basics](#) | [Operators and digital tachographs](#) | [Drivers and digital tachographs](#) | [Drivers and analogue tachographs](#) | [Vehicles exempt from drivers' hours rules](#) | [EU drivers' hours](#)

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