Drivers’ Hours Duty Planning Sheet

Use as a planning and cross-check aid only; the tachograph and required legal records remain controlling.

Duty details

■	Date	
■	Driver	
■	Vehicle	
■	Rule set assessed	
■	Duty start	
■	Previous daily or weekly rest	

Activity timeline

■	Time from	
■	Time to	
■	Driving	
■	Other work	
■	POA	
■	Break or rest	
■	Location or notes	

Running totals

■	Daily driving	
■	Weekly driving	
■	Two-week driving	
■	Working time	
■	Breaks taken	
■	Daily rest deadline	

End-of-duty check

■	Duty ended	
■	Daily rest started	
■	Reduced rest used	
■	Weekly-rest position updated	
■	Manual entries completed	

■	Exceptions recorded	

Driver / person completing: _____ Signature: _____ Date/time: _____

Official reference: https://www.gov.uk/guidance/drivers-hours-goods-vehicles

Important: Completion of this document does not prove that a competent or effective check was carried out. Safety-critical defects must be reported and the vehicle withheld from use where required.