



## Working and Driving Time Policy

J Swingler Transport is committed to providing a healthy working environment for all their employees and subcontractors. It is recognised that employees are more productive if they are able to strike a healthy balance between their life at work and at home.

As part of this commitment, J Swingler Transport has developed and will continue to strengthen working practices designed to ensure that members of staff do not work longer hours than necessary and have adequate breaks from work.

The Working Time Regulations 1998 apply minimum periods of daily rest, weekly rest, and annual leave, plus breaks and maximum weekly working time including certain aspects of night work, shift work and patterns of work.

Night work is defined as including any duty between midnight (00.00) and 4am (04.00) for mobile workers who are drivers or crew involved in operating goods vehicles. For drivers carrying out night work, the daily working time should not exceed 10 hours in any 24-hour period. The night work limit can be exceeded where this is permitted by a relevant agreement. (BMF 014)

Whilst J Swingler Transport do not employ any young person due to HGV Licence requirements, additional consideration is defined within the regulations.

An employee is considered by J Swingler Transport to be "working" when they are carrying out activities on behalf of J Swingler Transport.

Occasionally work may require more than 48 hours in a week, but this is expected to be averaged out to a maximum of 48 hours over a seventeen-week period unless an employee has decided/agreed to formally opt out of this requirement (BMF 014)

Over a 7-day period all employees are entitled to a minimum uninterrupted rest period of 24 hours plus the 11 hours daily rest as specified above.

Our commitment to working times ensure we can monitor fatigue this would include knowledge of commuting times and any other work our employees complete.

Sleep deprivation, Sleep apnea are common causes of fatigue which we must all seek to avoid. Such fatigue is supported by our Occupational Health Policy,

Please don't risk falling asleep at the wheel and putting life at risk, see you GP or talk to our Transport Manager of myself.

A handwritten signature in black ink, appearing to be 'Anthony Thompson', is written over a horizontal line.

**Signed:** \_\_\_\_\_  
**Anthony Thompson**  
**Proprietor**

BMS 014	Rev 2	2 January 2024
Reviewed Michelle Woodward		Renewal due Jan 2025