

4. Working Time Directive (WTD)

**BUDGET CONTRACT
DISTRIBUTION LTD**

**FULLFLOOD ROAD
HAVANT
HAMPSHIRE
PO95AX**

Issued by: Ian Burrans
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The working time directive has been in existence since April 2005.

In order to record and monitor your working time it is necessary to ensure that you insert your Tachograph disk at the start of the working day and to remove it once all work is completed. Your daily and weekly working time is taken from your Tachographs and it is important that other work undertaken outside is declared to BCD to enable accurate WTD records to be kept.

The WTD requires your working hours to be monitored for fixed periods of 17 weeks. You can work up to 60 hours in a week but your average over the 17 week period must be 48 hours per week.

Your records will be kept for two years.

Your Tachographs should be handed in weekly within a Tachograph envelope (spares held with consumables store at Steve Porters).

This should be filled in detailing the days that you worked and the days that were taken as rest.