



Traffic Commissioners
for Great Britain

Operator Licensing

Nick Denton

Traffic Commissioner

Section 16 - Undertakings and Declaration (Please read Guidance Note 16)

I understand that by signing the application I am accepting the undertakings below; that they will be recorded on the licence; that failure to comply with the conditions or undertakings recorded on the licence may result in the licence being revoked, suspended or curtailed; and that failure to comply with these conditions is also a criminal offence.

- The laws relating to the driving and operation of vehicles used under this licence are observed;
- The rules on drivers' hours and tachographs are observed, proper records are kept and that these are made available on request;
- Vehicles and trailers are not overloaded;
- Vehicles operate within speed limits;
- Vehicles and trailers, including hired vehicles and trailers, are kept in a fit and serviceable condition;
- Drivers report promptly any defects or symptoms of defects that could prevent the safe operation of vehicles and/or trailers, and that any defects are recorded in writing;
- Records are kept (for 15 months) of all driver reports which record defects, all safety inspections, routine maintenance and repairs to vehicles, and that these are made available on request;
- In respect of each operating centre specified, that the number of vehicles and the number of trailers kept there will not exceed the maximum numbers authorised at each operating centre (which will be noted on the licence);
- An unauthorised operating centre is not used in any traffic area;
- Furthermore, I will notify the traffic commissioner of any convictions against myself, or the company, business partner(s), the company directors, nominated transport manager(s) named in this application, or employees or agents of the applicant for this licence and, if the licence is issued, convictions against the licence holder or employees or agents of the licence holder;
- I will ensure that the traffic commissioner is notified within 28 days of any other changes, for example a change to the proposed maintenance arrangements; a change in the financial status of the licence holder (e.g. if placed in liquidation or receivership), or a change to Limited Company status or partnership, including changes in the named directors or partners that might affect the licence, if issued.

Standard Licence holders only:

- I must be able to prove that I have a formal arrangement for access at all times to at least one vehicle registered or in circulation in GB. This could be by specifying a vehicle for use under an O-licence or by demonstrating on request that I (the licence holder) has a vehicle available – so vehicles may be either wholly owned or held under a hire-purchase, hire/leasing arrangement or other type of formal arrangement.
- I have an establishment in Great Britain (GB) with premises in which I keep core business documents. These include (as a minimum) accounting and personnel management documents and data on driving time and rest. I understand that the use of a PO Box or third party address is not permitted.

(Continues on next page)

Promises



- To keep vehicles taxed, insured and in MOT



- To check drivers have right HGV licence



- To keep vehicles/trailers roadworthy and not overload

Promises (cont)



- To obey drivers' hours and tachograph rules



- Drivers will do a walk round check before driving – recorded in writing



- Keep maintenance records for 15 months

Promises (cont)



- Not to operate more vehicles than I have a licence for
- To operate only from the operating centre(s) on the licence
- Tell TC within 28 days about
 - convictions
 - changes in maintenance
 - changes to financial circumstances

Keeping the promises: do

- Have wall chart for tax, insurance, MOT, PMIs
- Check driver entitlement regularly, direct with DVLA
- Ensure drivers conduct effective checks
- Look at defect reports and PMIs intelligently
- Download driver cards and vehicle units every week

Keeping the promises: do

- Have system for educating/disciplining drivers
- Have plan for next driver CPC round
- Keep abreast of new legislation/best practice by attending training, membership of trade association, subscribe to DVSA Moving On etc
- Have system for preventing overloading and insecure loads

Keeping promises: don't

- Assume maintainer will remind you of MOT, PMI
- Just look at driving licence at start of employment
- Just leave defect reports to pile up in vehicle
- Get PMI report three weeks later
- Store records in vehicle

Keeping the promises: don't

- Forget to get company tachograph card
- Forget to lock data in/out
- Omit regular downloads
- Just download data to somewhere on computer
- Hand infringement report after infringement report to drivers without taking action
- Forget to compare driver card/VU data
- Trust the drivers to get it right

IM NO	DEFECTS REQUIRING ATTENTION	REPAIRS CARRIED OUT	FITTER
03	ZINC LIGHT ON DASH	ADVISED	PS
25	OIS WASH BRUSH (Dashed)	REPLACED	WV
28	BOTH Ped RUBBERS worn	Advised	W
28	ORAN LEARN CAPTOR SPLITS	REPLACED	WV
3	OIS SEAT BELT JAMMED OUT	REQ'S REPAIR.	
29	OT 2 YROR TACHO 2 of 15-2-14	ADVISED	M3
✓	SPRRD LIM STICKER MISSING	- Found ok	W
63	OIS HI LAMP 2WOP	REQ'S REPAIR	
66	NIS REPRATER LAMP BOWEL	---	
63	OISA TOP LAMP 1WOP	REPLACE OUIB	IS
63	OIS M LAMP 1WOP + 1 LOSS	REQ'S REPAIR	
63	NISA M LAMP DIM	---	
64	REPRATER LAMP 1WOP	---	
64	OISA TOP LAMP 1	---	
64	NISA 1 1 VERY DIM	---	
9	ORAN BUMPER BELT NIS	REPERBED	W
20	ORAN BOON CHAIRS WIS	REQ NEW	
62	M1 PLATES WORN	Advised	W
20	ORAN APPROXERS MISSING	REQ NEW	
69	NIS STEP LAMP 1WOP	REQ'S REPAIR	
24	STEER CHIP IN AZOUB OF SEARER	REPERBED	W
59	ALL BRAKE DISC WORN	Advised	W
44	RACILR OIL LEAKS	Advised	W
57	Play 156 Prop C/BRONZE	SRNICKABLE	W
59	OISA Wheel HARD TO TURN	Replaced Calliber	GU.
71	31" MARE 2 INCHES OISA		

GENERAL VEHICLE CONDITION REPORT AND DAMAGE		Fuel Reading	
		IN	OUT
78	OIS SEAT CUSHION TORN -	Advised	W
9	NIS SIDE RIDE BRATT NIS	Advised	W
14	NIS Prop size Damaged	Advised	W
66	OISA APPROXER LAMP Damaged	Advised	W
21	Body Damaged + WEARERS POOR	Advised	W
9	FRONT BUMPER Damaged	Advised	W
54	Play MARE LINK BULBS	REPERBED	W

DEFECT REPORT

VEHICLE

NO: YJ54 UOF

DRIVER'S

NAME: RAF GUNN

DATE:

23-01-14

SPEEDO

READING:

DAILY CHECK

✓ BOX IF APPLICABLE

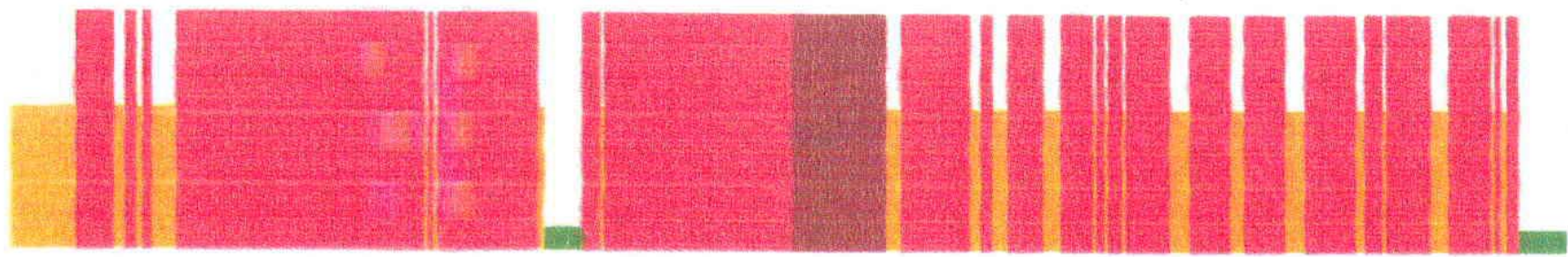
- | | | | |
|--|-------------------------------------|----------------------------------|-------------------------------------|
| 1. FUEL/OIL/WATER LEAKS | <input checked="" type="checkbox"/> | 10. BODY/WINGS/LOAD SECURITY | <input checked="" type="checkbox"/> |
| 2. TYRES & WHEEL NUTS | <input checked="" type="checkbox"/> | 11. LIGHTS/REFLECTORS/BATTERY | <input checked="" type="checkbox"/> |
| 3. MIRRORS/INDICATORS/HORN | <input checked="" type="checkbox"/> | 12. STEERING/BRAKES | <input checked="" type="checkbox"/> |
| 4. WIPERS/WASHERS/WINDSCREEN | <input checked="" type="checkbox"/> | 13. 5th WHEEL COUPLINGS SECURITY | <input checked="" type="checkbox"/> |
| 5. REAR/SIDE MARKERS | <input checked="" type="checkbox"/> | 14. EXHAUST/EMISSIONS | <input checked="" type="checkbox"/> |
| 6. TACHOGRAPH UNIT | <input checked="" type="checkbox"/> | 15. SPRAY SUPPRESSION | <input checked="" type="checkbox"/> |
| 7. SPEED LIMITER | <input checked="" type="checkbox"/> | 16. | <input type="checkbox"/> |
| 8. SPEEDOMETER | <input checked="" type="checkbox"/> | 17. | <input type="checkbox"/> |
| 9. BRAKES & HOSES/ELECTRICAL COUPLINGS | <input checked="" type="checkbox"/> | 18. NIL DEFECT | <input checked="" type="checkbox"/> |

RECORD BELOW ANY ACCIDENTS (HOWEVER SMALL), VEHICLE DEFECTS OR IRREGULAR CIRCUMSTANCES. HAND PINK DUPLICATE COPY INTO OFFICE. VEHICLE DEFECTS MUST ALSO BE REPORTED TO THE SENIOR MAINTENANCE AND REPAIR ENGINEER WHO WILL INITIAL THE ORIGINAL TOP COPY.

Insertion Date And Time	28/01/2014 07:02:23	Withdrawal Date And Time	28/01/2014 11:50:15	Insertion Date And Time	28/01/2014 12:28:18	Withdrawal Date And Time	28/01/2014 16:48:12
Driver Surname	FRANCIS	Driver Surname	FRANCIS	Driver Surname	FRANCIS	Driver Surname	FRANCIS
Driver First Names	STEPHEN JOHN	Driver First Names	STEPHEN JOHN	Driver First Names	STEPHEN JOHN	Driver First Names	STEPHEN JOHN
Card Number	DB10200162193600	Card Number	DB10200162193600	Card Number	DB10200162193600	Card Number	DB10200162193600
Vehicle Odometer Reading	294732km	Vehicle Odometer Reading	294844km	Vehicle Odometer Reading	294852km	Vehicle Odometer Reading	294905km

Start Date And Time 28/01/2014 11:50
 End Date And Time 28/01/2014 12:27
 Clock Number 4

BX09DXV - 15/04/2014 15:21:20



07:00:00 28/01 08:00:00 28/01 09:00:00 28/01 10:00:00 28/01 11:00:00 28/01 12:00:00 28/01 13:00:00 28/01 14:00:00 28/01 15:00:00 28/01 16:00:00 28/01 17:00:00 28/01

4hrs
08mins

3hrs 10mins

Card Insertion

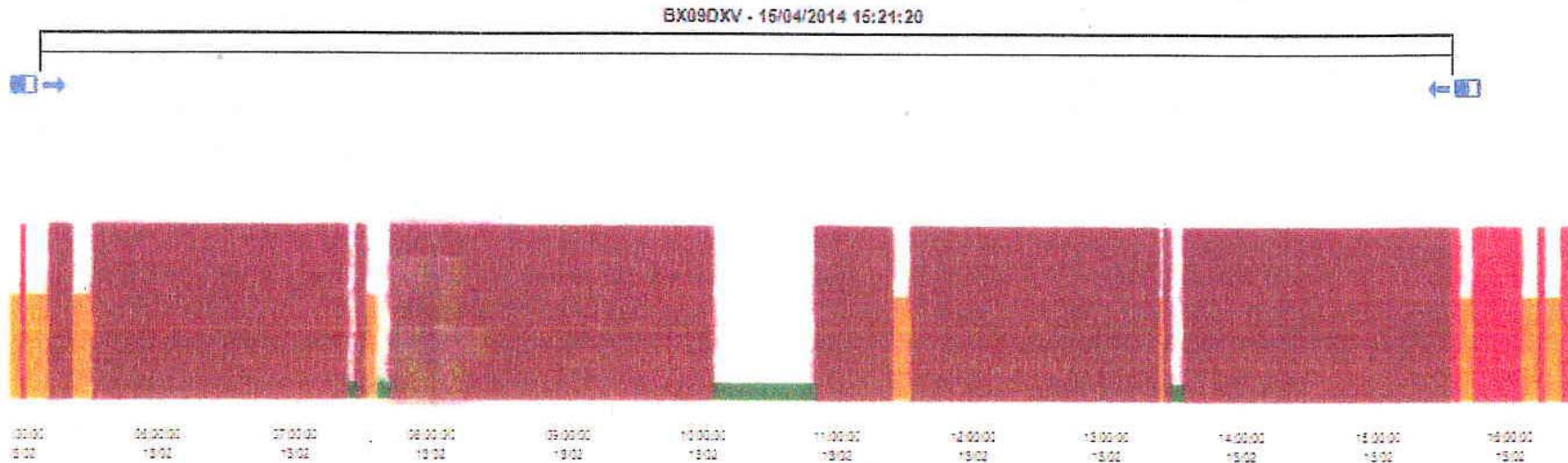
Insertion Date And Time 13/02/2014 06:07:22
Driver Surname NICOLA
Driver First Names MARIN MUGUREL
Card Number DB13281162070600
Vehicle Odometer Reading 297624km

Card Withdrawal

Withdrawal Date And Time 13/02/2014 16:33:47
Driver Surname NICOLA
Driver First Names MARIN MUGUREL
Card Number DB13281162070600
Vehicle Odometer Reading 297913km

End Date And Time 13/02/2014 16:28

Odometer Value 297919km



4hrs 27mns

5hrs 22mns

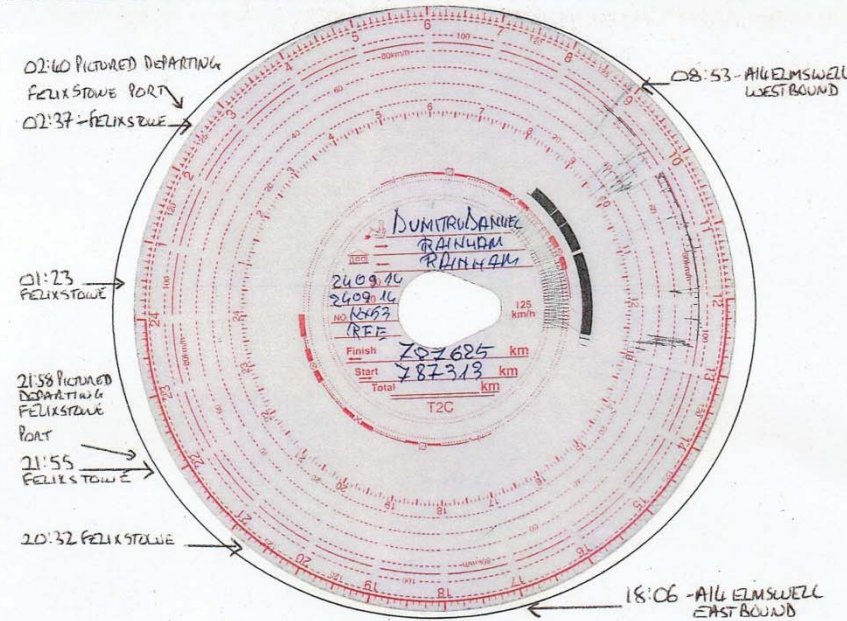
LEGEND:
RED- DRIVING
ORANGE- OTHER WORK
GREEN - REST

At the point card is removed at 15:33hrs the driver Mr NICOLA has accumulated 4hrs and

INDIVIDUAL
TACHOGRAPH ANALYSIS
PRESENTATION SHEET

Driver & Vehicle
Standards
Agency

CHR NO:	0568-1-53	ITEM REF NO:	BP/MR/230
DRIVERS NAME:	DANIEL DUMITRU GHEORGAN	VEHICLE REG. NO:	KX53 RFE
OPERATOR NAME:	M R TRANSPORT LTD	DATE OF RECORD:	24/09/2014



ALL TIMES TO BE SHOWN BY THE 24 HOUR CLOCK SCALE

PLACES		INDICATED TIMES SHOWN				Total Working Day	Daily Rest Period	Daily Driving Total
Start	Finish	Record Inserted	Record Removed	Start of Day	Finish of Day			
RATHFRAM	RATHFRAM							
OTHER DRIVING PERIODS Accumulative Driving and Breaks				INDICATED ODOMETER READINGS & DISTANCE TRACES				
Start	Finish	Total	Breaks	Start Odometer	Finish Odometer	Total by Odometer	Distance on Trace	Difference (if any)
				787313	787625	312	312	0

- KNOWINGLY MAKES A FALSE RECORD (ANALOGUE OR DIGITAL)
- 21:58, 02:40 - DANIEL DUMITRU GHEORGAN PICTURED DEPARTING FELIXSTOWE PORT

Management Tree PowerPoint Template

