



## **Driver Hours, Fatigue & Duty Management Policy**

### **Purpose**

This policy sets out how Peters Travel manages driver hours, duty time, rest, and fatigue to ensure that all Public Service Vehicle (PSV) operations are conducted safely and lawfully.

The purpose of this policy is to reduce the risk of fatigue-related incidents by ensuring that drivers are adequately rested, alert, and fit for duty, in accordance with:

- The Transport Act 1968
- The Road Traffic Act 1988
- Applicable domestic and European Union drivers' hours rules
- The Working Time Regulations 1998 (as applicable to mobile workers)
- Traffic Commissioner Statutory Guidance and Directions
- DVSA expectations for fatigue management in PSV operations

Driver fatigue is recognised as a major contributor to serious road traffic incidents and is treated as a core safety risk.

### **Scope**

This policy applies to:

- All drivers engaged in PSV operations for Peters Travel
- All PSV journeys, including service, private hire, positioning, and non-service movements
- Duty planning, rostering, and ad-hoc driving assignments

It covers driving time, other work, breaks, rest periods, and fatigue management beyond minimum legal requirements.

### **Principles of Fatigue Management**

Peters Travel operates on the following principles:

- Compliance with drivers' hours rules is a minimum standard, not a target
- Fatigue risk must be actively managed, not passively assumed
- Drivers must not be pressured to work while fatigued
- Safety takes precedence over schedules, contracts, or customer expectations
- Fatigue concerns must be reported and acted upon promptly

Fatigue management is a shared responsibility between drivers and management.



## **Roles and Responsibilities**

### **Operator Licence Holder**

The Operator Licence Holder is responsible for:

- Ensuring systems exist to manage driver hours and fatigue
- Providing adequate staffing and resources
- Supporting decisions to amend duties or cancel work where fatigue risk exists
- Reviewing fatigue-related incidents or concerns

### **Transport Manager**

The Transport Manager is responsible for:

- Planning duties and schedules in compliance with legal requirements
- Monitoring driver hours, rest, and workload
- Identifying patterns that may increase fatigue risk
- Intervening where fatigue concerns arise
- Escalating significant issues to the Licence Holder

The Transport Manager must exercise effective and continuous control over duty management.

### **Drivers**

Drivers are responsible for:

- Complying with drivers' hours and rest requirements
- Managing rest periods responsibly
- Reporting fatigue or unfitness to drive immediately
- Accurately recording duty time where required
- Refusing duties where fatigue presents a safety risk

Drivers must never continue driving if they feel unsafe due to fatigue.

### **Drivers' Hours Compliance**

- Drivers must comply with the applicable drivers' hours regime for the journey undertaken
- Records must be completed accurately and honestly
- No driver will be instructed or encouraged to breach drivers' hours rules
- Any unavoidable breaches must be reported and investigated

Compliance failures are treated as safety and governance issues.



### **Duty Planning and Scheduling**

When planning duties, Peters Travel considers:

- Length and complexity of journeys
- Time of day and night driving
- Previous duties and rest periods
- Break availability and suitability
- Passenger management demands

Duties are planned to ensure drivers remain alert and capable throughout the journey.

### **Breaks and Rest**

Drivers must:

- Take all required breaks and rest periods
- Use breaks for genuine rest
- Notify management if breaks cannot be taken as planned

Management must support drivers in taking breaks and must not penalise drivers for stopping where safety requires it.

### **Fatigue Awareness and Reporting**

Drivers are encouraged to report:

- Excessive tiredness
- Reduced concentration
- Difficulty maintaining alertness

Reports are treated as **safety information**, not disciplinary matters.

Fatigue reports trigger review and adjustment of duties where necessary.

### **Incidents and Non-Compliance**

Any incident where fatigue may be a factor is:

- Investigated promptly
- Recorded and reviewed
- Used to improve duty planning and controls

Non-compliance with this policy may result in corrective or disciplinary action.

### **Records and Documentation**

The following records are maintained:

- Duty schedules and rosters
- Drivers' hours records
- Incident investigation records

Records are retained in accordance with legal and operational requirements.



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### **Review and Continuous Improvement**

This policy is reviewed:

- Annually
- Following fatigue-related incidents
- Following changes to legislation or guidance

The fatigue management approach will evolve as operational experience increases.

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