

Head and Registered office:
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Reports Understood

Please refer to this document for any information you may need in understanding your reports that you should receive on a monthly basis.

The reports will come to you with unique file names this will consist of your company name abbreviated for example:

Transolva Transport Ltd will replace *** below with TTL

Basic Reports

Report	Shown as	Sent as
Chart Report	D1	*** 7 monthyear
Period Tachograph Report	D14	*** 1 monthyear
Graduated Penalties	D40	*** 2 monthyear
Driver Infringement Summary	D7	*** 3 monthyear
RTD (Working Time) - table	D30	*** 4 RTDyear(s)
RTD (Working Time) - graph	D31	*** 5 RTDyear(s)
Driver Lead in - walkaround checks	D63	*** 6 monthyear *
Vehicle Logistics - Missing Mileage	V6	*** 8 monthyear *
Vehicle Unknown Driver - Missing Mileage over 5km	V40	*** 9 monthyear *

* This report may not be part of your package and will be subject to additional cost.

After the abbreviated name will be the **report number** followed by the **month and year** that we have had information for and thereby reported on. If we receive additional information for a previous month from either a chart or digital file or manual record, the end of the file name there will also have a letter **A** to indicate this and possibly **AA** if this happens for more than one month. Having to recreate a report will also result in the invoice reflecting that we have had to again report on a previous month.

***1 JAN22 (Original)

***2 JAN22A (Amended)

Report Types

D1 - This report will show you an overall summary of the month with how many duties have happened. A **red** square indicates no information has been received or in some cases that the driver has been driving a vehicle not belonging to you; this is something that we do not want to see. The more information we can complete is preferred so if you are unlucky enough to have a visit from DVSA (VOSA), they will ask you what your drivers were doing on those days marked with a **red** square which will show on the report as 'No Chart/Record found'. Not what a DVSA (VOSA) Traffic Examiner wants to see either, so to help we can supply you with a 'GB Letter of Attestation' for your employees to complete. We will then input this information; for example, holiday / sickness etc. as required, into the relevant square. This report as of (June '21), now comes with a key to detail what the different showings within the squares refer.

D14 - This is an individual driver report(s) of what have been done in the month supplied and may show registration number(s) for vehicle(s) not owned by you; we now do this to highlight this is being done. It will list infringements, if they have committed any, and how they occurred. The driver and transport manager will have to sign this then it can be filed along with any printouts from the driver to back-up any discrepancies.

D40 - It is really important to look at as these show the potential fineable offences and show what a driver could be fined if they were to be stopped roadside by the DVSA (VOSA). If there are no chargeable or reportable offences, we will not produce a report.

..... the training and transport support specialists



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Reports Understood (cont'd)

D7 - This is the infringement summary which will indicate where your drivers could be going wrong; anything from not filling a tachograph disc out properly, speeding to Road Transport Directive (RTD) (Working Time) mistakes and to over running on their driving hours. This report was updated (May '21), to show drivers Earned Recognition scorings; their risk level, risk scoring % if Infringements per Duty. The levels and scorings will be based on historic infringements and not on the ones from the reporting month.

D30 & D31 - These reports are cumulative ones, and they show the drivers RTD (Working Time). Being cumulative, these are the only reports which are over-saved and are usually reported over a 26 weeks period. Should you require the legally required RTD letters for your drivers to sign, please let us know and we can send them to you.

D63 - This is a report that should show that the driver has carried a minimum of 15 minutes (or other time as dictated by the company), other work before any driving duties have taken place or they have carried out a daily vehicle walkaround check. *This report may not be included in your analysis package and will incur an additional cost.*

V6 - This is the Vehicle Logistics and missing kilometre vehicle report and thereby indicates if a vehicle has been driven / moved without a card / chart being inserted into the vehicle's tachograph. These occurrences may be able to be rectified with a vehicle download. This is an essential report as viewed by all Traffic Commissioners and will usually be requested by a DVSA (VOSA) Traffic Examiner on a visit. This report is done in conjunction with the V40 below and will usually highlight small movements in around a company's premises but may also show more serious vehicle movement offences. *This report may not be included in your analysis package and will incur an additional cost.*

V40 - This is a Vehicle Unknown driver report and thereby indicates if a vehicle has been driven without a card / chart being inserted into the vehicle's tachograph. This is different from the above as it cannot be rectified by a vehicle download and is a very serious issue indeed. Again, this is an essential report as viewed by all Traffic Commissioners and will usually be requested by a DVSA (VOSA) Traffic Examiner on a visit. The main reason for this is they are looking for drivers who decide to 'pull' their digi cards and continue to drive without a card / chart inserted. This is a fairly new report and we are using with operators to find-out drivers who have been falsifying their duties. We would usually recommend a driver be dismissed or at the very best given a final written warning for carrying out this sort of practise. If there are no instances of a vehicle being driver without a card, this report will not be produced. *This report may not be included in your analysis package and will incur an additional cost.*

NB. Please note that all tachograph information / reports should be held for 12 months + and your RTD (Working Time) reports must be kept for 24 months after the full 26 weeks reporting period.

In addition, when reading and explaining any infringements to a driver, the letters mean as follows:

D = Drive; **P** = Other Work; **R** = Rest and **A** = Period of Availability.

I hope this will help you understanding what the reports are and what the information within them means.

If you are unsure of anything with regards to the above or have a drivers' hours question, please don't hesitate to contact one of the Transolva Team; the details are below.

Best regards,

Rachel - Transport Operations Director (07476 751122)

Charlotte - Tachograph Analyst Technician

Julian - Office Manager and Tachograph Analyst Technician

Phil - Transport Advisor and Managing Director (07800 745017)

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