

FORECAST / PLANNER EXAMPLE



Fleet

Delivering first class fleet services

Week 1

Royal Mail Duty	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start time (1)	08:00	08:00	08:00	08:00	08:00		
Finish time (2)	16:00	16:00	17:00	16:00	16:00		
Total Duty hours, excluding breaks (a)	7:15	7:15	8:15	7:15	7:15		
Total Drive time (b)	5:15	5:15	5:45	5:15	5:15		
NHS Duty	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start time (3)	17:00	17:00	18:00	17:00	17:00		
Finish time (4)	19:00	19:00	20:00	19:00	19:00		
Total Duty hours, excluding breaks (c)	2:00	2:00	2:00	2:00	2:00		
Total Drive time (d)	1:15	1:15	1:15	1:15	1:15		
Total combined duty time (a + c)	9:15	9:15	10:15	9:15	9:15		
Total combined drive time (b + d)	6:30	6:30	7:00	6:30	6:30		

Week 2

Royal Mail Duty	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start time (1)	08:00	08:00	08:00	08:00	08:00		
Finish time (2)	16:00	16:00	17:00	16:00	16:00		
Total Duty hours, excluding breaks (a)	7:15	7:15	8:15	7:15	7:15		
Total Drive time (b)	5:15	5:15	5:45	5:15	5:15		
NHS Duty	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start time (3)	17:00	17:00	18:00	17:00	17:00		
Finish time (4)	19:00	19:00	20:00	19:00	19:00		
Total Duty hours, excluding breaks (c)	2:00	2:00	2:00	2:00	2:00		
Total Drive time (d)	1:15	1:15	1:15	1:15	1:15		
Total combined duty time (a + c)	9:15	9:15	10:15	9:15	9:15		
Total combined drive time (b + d)	6:30	6:30	7:00	6:30	6:30		

This duty pattern is compliant.

- Total combined duty time has not exceeded 11 hours on any day.
 - Check Total combined duty time (a + c)
- There was minimum of 12 hours continuous daily rest every day.
 - Check Finish time (4) and Start time (1) for the following day and calculate the time between.
- Total combined drive time has not exceeded 10 hours.
 - Check Total combined drive time (b + d)
- Weekly rest periods & weekly driving limits for EU rules have been maintained.
 - Check weekly rest periods
 - Check Total combined drive time (b + d) and calculate the whole week.