



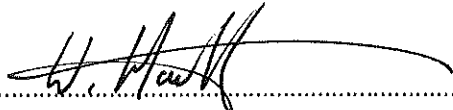
Schedules Policy


Version 1

December 2025

Schedules Policy December 2025

This agreement, as agreed by the undersigned, replaces all previous agreements appertaining to scheduling parameters. Should this require updating or revision in the future, each subsequent version of this policy will supersede the last and will be numbered accordingly. No changes will be made, without discussion between the company and Trade Union.

Signed.......... On behalf of Lothian

Signed.......... On behalf of Trade Union

9 January 2026

Contents

<i>Item</i>	<i>Page</i>
Basic Principles	4
Facility Time and Duty Checking	5
Minimum Timeline – Duty/Rotas	6
Route evaluation and Timings	7
Duty Types and Parameters	8
Guarantees	12
Nightshift	13
Rotas	14
Public Holidays	17
Travel times	18
Split location time	19
Glossary of Terms	20
Appendix 1 UK Domestic Driving Rules	21
Appendix 2 Schedules Policy Change Procedure	23

Scheduling Policy

1 - Basic Principles

Duty schedules and rotas will be created, using the parameters and rules agreed between the company and the Trade Union, as set out in this agreement. The Trade Union will be given adequate time to check and comment on any changes, but will not withhold their approval for implementation, so long as they are compliant with this agreement.

The dates of changes will vary annually, for good operational and commercial reasons, although the company will try and limit the overall number of changes whenever possible. Under normal circumstances the timeline for information gathering and implementation will apply (shown below - *Minimum Timeline - Duty/Rotas*) and will be communicated to those concerned in advance, in the form of an Action Tracker, which will be issued by the company.

In the event of a short notice registration, or an emergency, which requires immediate action on the part of the company, it will undertake to honour all parts of this scheduling agreement, but the timelines involved may be shortened. In all cases the Trade Union will be consulted and kept informed.

The procedure for special event services, which are based on voluntary duties, will be advised on each occasion, and will not form part of the Scheduling Agreement, on the understanding that these will be allocated to volunteers only.

For Public Holiday and Festive duties, an additional Action Tracker will be produced, detailing the timelines required, unless these are included as part of a service change.

The company and Trade Union should track duty/rota issues/requests as part of the monthly garage meetings, of which the garage Schedules Officer should be present. However, on being notified of an upcoming service change, garage management teams and the Trade Union should communicate their specific individual priorities in the weeks prior to the change.

These priorities should be communicated by email or in writing, so that these can be referenced once the duty making process is underway. Any other technical enquiry should be discussed in the monthly garage meetings, and prior to duty creation. Changes in Travel Times, should be requested, if required, using the process described in section 10.

Where possible, the company, will try and accommodate all requests, set against prevailing and wider business objectives. After a staff position has been established and agreed (the mix between rota types, DU/SD mix etc.), there will be no further alterations or rebuilding of rotas, unless mutually agreed.

The company will always strive to provide the most efficient duties, with driver numbers supplied having already been built into forecasting and training school supply. Requests for additional lines of work, and/or substituting 'SP' into rotas will impact driver forecasting across the company and should, under normal circumstances, be avoided.

2 - Facility Time and Duty Checking

Two Trade Union representatives from each location will be guaranteed facility time to check duties and rota at each service change.

The time allowed for each garage to check duties and rotas is three days, except for Central Garage, where four days are allocated.

For Public Holidays, one day will be allowed for checking at each location. For Christmas and New Year duties, due to the number of individual days requiring to be checked, the same number of days will be allowed, as if checking for a service change.

A 'checking day' shall be no less than 7h48 in length.

Members of the Schedules team will be on hand for any advice or clarifications to be sought, during normal working hours. Once checking has been completed, a separate meeting will then take place between the Trade Union and company, to make any final changes and 'sign off' the duties as passed. This may take place virtually, or at a garage location, as agreed by the individuals concerned.

The Trade Union do not have the right to reject any duty or rota, if they are deemed to be compliant with the principles of the Scheduling Policy.

Dates for checking will be agreed between the local garage management and participating Trade Union representative/s, adhering to the principles of the Action Tracker issued by the Schedules team.

To avoid any miscommunication of changes to rota lines/duties, these should be requested of the relevant member of the Schedules team, in the form of an email, or, alternatively, in the presence of another member of the management team, and a documented record of all requested, and all changes made, should be kept.

The company will provide basic statistics to aid the relevant participants in the checking process. These will be:

- the number of double weekends
- the percentage of Sunday and Saturday days off, on the main DU5 Rota.

It is expected that the company and Trade Union will act reasonably and fairly within the agreement, and if more time is required for discussion/checking, that this will be communicated and arranged in a fair and equitable manner.

Disputes, that can't be agreed with the individual Schedules Officer, should initially be raised to the Schedules Manager for resolution, within agreed facility time.

3 - Minimum Timeline – Duty/Rotas

Week	Action	Notes
-14\$	Action Tracker opened for GM's comments and suggestions. Comments welcome +4 weeks after service change	Commercial Manager to open log
-10	Pre-Notification with local authorities	
-10	Meet with GMs to convey service change Gather initial thoughts around duties and rotas GMs should have identified their priorities ready to be communicated. Ops Risk, Ops Support and Control Duty Manager will also be able to give feedback and be advised	Commercial Manager / Schedules Manager / Senior Schedules Officer / Network Planning Officer in attendance
-9	Schedules team meet with garage TU for duty and rota feedback. TU should have identified their priorities ready for communication	Schedules Manager / Schedules Officer in attendance
-8	Final requests from GMs and TU to be submitted for consideration and final requests for rota set up requirements (this will be the final chance for garages to request changes to style of driver (DD/SD mix)	Schedules Officer
-8 to -6	Duty and rota creation finishing touches Staff Managers consulted on fixed/special shifts	Schedules Officer
-6	Registrations submitted to Traffic Commissioner	
-6^	TU advised of detail of service change. Proposed duties and rotas to GM/TU for checking (minor tweaks only, no significant changes to rotas).	Schedules Manager / Senior Schedules Officer / Branch Chair & Secretary
-6**	Changes will be made, where practical, by the Schedules Officer in attendance with TU/GM, at individual garage location, after TU check	GM / Schedules Officer / Garage Convenor / Garage Roster Rep
-5	Approved duties and rotas returned to Schedules Officer	TU / Schedules Officer
-5	Duties to production	Operations Support
-4***	Distribution of rotas and duties to garages	Schedules Officer / Garage management teams
0	Implementation	

**minimum notice to TU, no less than 6 weeks*

***minimum notice to TU at garages, no less than 3 weeks*

****minimum distribution at least 10 days in advance of service change*

^ garage management teams will be able to view duties and rotas a couple of days before they are presented formally

\$ Minimum Tracker opening date

The above guide details a planned sequence of events in the lead up to a service change and covers all aspects relating to company and Trade Union actions.

NB: Please see note in section 1 with regard to emergency registration/service change procedure.

4 - Route evaluation and Timings

The company has advanced AVL (Automatic Vehicle Location) equipment on its fleet of buses. From this data, timetables and running times are reviewed prior to each service change, and any alteration will be applied accordingly.

This will consider the following:

- route travelled (congestion, terrain etc.)
- potential passenger demand
- loading times
- type of vehicle that is planned to be used on the route.

In normal circumstances, the Trade Union will not be part of the formal process, for commercial reasons, but the company encourages comments and suggestions from them, in the monthly meetings. Alternatively, these can also be passed on via email/written communication with the Schedules team.

Other Considerations that may be reviewed, as part of the process are:

- If a specific journey or service is giving increased concern to either party, the company may conduct survey work to establish where any issues are arising. If this is the case, the Trade Union will be notified and may be invited to take part and help provide feedback and further information.
- Short term roadworks or closures
- long term or permanent changes to infrastructure
- Route distribution between garages, to provide a balanced workload throughout the company.
- LB Roads/Commercial Feedback Tracker

Where any new routes are planned, a RRA (Route Risk Assessment) will be carried out by the company's Training School. The Trade Union may be invited to take part in this process, with views and suggestions, welcomed.

5 - Duty Types and Parameters

There are four main driver classifications currently in operation. These are:

DU	Double deck
SD	Single deck
Split	Split
NS	Night Shift

Within each of these classifications, there are several separate duty types, each with their own individual parameters. These parameters are the rules used by Schedules team during the duty creation process.

The scheduled parameters for each duty type are shown in the following tables, with any notes appended below. All spread and break lengths are scheduled and may not apply during periods of disruption. Should a duty be scheduled to finish after the maximum end time, then refer to section 7 for details of Nightshift arrangements.

The scheduled minimum turnaround time between each duty will be 10h00 (for DU4 rotas, this is guaranteed), although this may be reduced to 8h30 on up to three occasions in any one week.

Tables show agreed scheduled times within the company. See Appendix 1 for UK Domestic Driving rules. Domestic Rules always take precedence over company agreements.

Schedules Policy December 2025

DU5

This class of driver will work five days over a seven-day period, or, if Part Time, three days over a seven-day period (the working week is Sunday to Saturday).

	DU5 Main or PT	M/F Split	Loyalty	Backshift	Night Shift	Airlink
Start Time	0310	0615	0600	0310	N/A	N/A
Finish Time	0115	1915	2000	0115	N/A	0159
Sign On Time	0h05	0h05	0h05	0h05	0h05	0h05
Sign Off Time	0h10	0h10	0h10	0h10	0h10	0h10
Daily Walkround	0h10	0h10	0h10	0h10	0h10	0h10
Minimum Break	0h40	N/A	0h40	0h40	0h40	0h40
Unpaid Breaks **	N/A	> 3h paid	N/A	N/A	N/A	N/A
Minimum Paid Day	7h48	7h48	7h48	7h48	7h48	7h48
Max Spread *	8h15	12h00	8h15	8h15	8h15	8h15
Max Driving Piece	4h50	4h50	4h50	4h50	4h50	4h50
Max Driving Duty	N/A	N/A	N/A	N/A	N/A	N/A

* For DU5 straight duties a minimum of 60% of the duties will have a spread length of 7h48 or less. Up to 40% of the duties will have a spread length between 7h49 and 8h15. The split calculation is based on the total number of eligible duties and is not calculated on the number of duties allocated to a rota. Eligible duties are all those that can be allocated to a DU5 Mainline duty line.

This restriction will not apply on Christmas Day, Boxing Day and New Years' Day, where all DU5 duties will be cut based on a maximum spread of 8h15. If the company decides to operate a 'normal' service on these days, the 60/40 principle will apply.

** Split duties will have a maximum 3h00 unpaid.

Schedules Policy December 2025

DU4

This class of driver will work four days over a seven-day period (the working week is Sunday to Saturday).

	DU4
Start Time	0310
Finish Time	0115
Sign On Time	0h05
Sign Off Time	0h10
Daily Walkround	0h10
Minimum Break	0h40
Unpaid Breaks	N/A
Minimum Paid Day	N/A
Max Spread	10h30
Max Driving Piece	5h00
Max Driving Duty	9h30

The minimum turnaround between duties is 10h00. If, however, the driver requests, or at the request of company, and both parties agree, the turnaround can be reduced to 8h30 up to three times per week. If two drivers request a mutual swap, the same rule applies.

Schedules Policy December 2025

SD5 & SD4

This class of driver will work either five days over a seven-day period, or 4 days over a seven-day period (the working week is Sunday to Saturday).

	SD5	SD4	SD4 Nightshift
Start Time	0310	0310	N/A
Finish Time	0115	0115	N/A
Sign On Time	0h05	0h05	0h05
Sign Off Time	0h05	0h05	0h05
Daily Walkround	0h05	0h05	0h05
Minimum Break	0h40	0h40	0h40
Unpaid Breaks *	Max 2	Max 2	Max 2
Minimum Paid Day	5h30	5h30	5h30
Max Spread	9h15	12h00	12h00
Max Driving Piece	5h30	5h30	5h30
Max Driving Duty	N/A	N/A	N/A

* During the duty compilation process, should any more than two breaks be required, the third, or subsequent breaks will be paid

6 - Guarantees

All duties and rotas will be created and compiled in line with the legal framework outlined in the Domestic Hours Regulations – section 2 and Working Time Directive Regulations. The company does not currently operate any services where EU Drivers Hours apply. A brief guide to UK Domestic Drivers Rules can be found in Appendix 1.

Any DU5 driver, except for those on fixed lines, working both a Sunday and Saturday in the same week, will be compensated with a 'double weekend' bonus, at the agreed rate.

The daily guarantee for DU5 duties will be 7h48. There may be exceptions to this, where a driver reports in for a part duty, where the duty will be paid from sign on to sign off, with no guarantee.

If a bus is returned to the garage mid-way through a duty, an allowance of 8 minutes (5 minutes SD) will be given to carry out a last use check and sign the bus off.

Should a driver fail to be relieved at their relief point, the following formulas will be applied:

- A payment of one hour, at basic rate, will be paid to drivers running a bus into a garage, on instruction, out with their scheduled duty finishing times, from relief points with more than 8 minutes travelling time.

- If a driver is required to remain on duty due to the failure of a driver to take over the bus and, consequently, is required to work additional service mileage, the driver concerned will be paid a minimum of two hours at the appropriate rate.

These payments will be paid on all scheduled duties, including those worked as overtime.

7 - Nightshift

Drivers will receive an enhanced rate of pay, based on the following formula:

- Any duty which signs on before 2300hrs and is scheduled to sign off after 0115hrs or 0159hrs (Airlink), but before 0259hrs, will be paid at the split Nightbus rate, for the entirety of the duty.
- Any duty signing on between 0230 and 0310 will be paid at the split Nightbus rate, for the entirety of the duty.
- Any duty which signs off after 0300hrs, will be paid at the full night rate. This will not apply to Gate, Floor, CCTV, Staff Bus, and any other special duty, which will be paid at the day duty rate.
- Overtime pieces will be paid at the appropriate, prevailing rate.

8 - Rotas

The company will compile duty rotas, specific to the needs of each garage, based on the workload allocated, the distribution of duty types and the needs of the business.

As part of the service change procedure, set out in this document, the company will assess the requirements at each garage, and will decide the most efficient duty mix required. The Trade Union are encouraged to be part of this process, through discussions with individual garage management teams. All requests will be considered, and feedback provided.

Drivers will be automatically allocated to a DU5 or SD5 rota, with all other rotas regarded as being voluntary, opting to take the workstream allocated to that rota.

DU5

There is no guaranteed day off pattern, although there will be at least one four day 'long weekend' every five weeks. A long weekend is classed as the Friday and Saturday off in the first week, followed by a Sunday and Monday off in the following week. This will be varied for drivers who have volunteered for DU5 Part Time, where there will be at least one eight day 'long weekend' every five weeks. A long weekend is classed as the Wednesday, Thursday, Friday and Saturday off in the first week, followed by a Sunday, Monday, Tuesday and Wednesday off in the following week.

Towards the end of a rota, it may be necessary to break away from the pattern, but the minimum requirement for at least one long weekend in a five-week period will be met. For example, the gap between long weekends may be at three-week intervals, for the final few lines of a rota. This enables rotas to be built in such a way that they remain equitable and will enable drivers to remain on the same 'side' when rotating through it.

The company will try and avoid split days off where possible.

The maximum number of scheduled consecutive working days will be limited to seven, although this may be extended to eight under exceptional circumstances. These circumstances will be limited to where there are issues around turnaround times, and must be agreed, in writing, by the Trade Union, the individual Schedules Officer, and must be 'signed off' by the Schedules Manager.

There will be no pre allocated overtime allocated to any rota (commonly referred to as shaded days), nor will any duties be kept off the rota (commonly referred to as behind the door duties), except for duties that don't fit in the rota. This will be shown on the rota sheets for the Trade Union when they're submitted for checking but may not necessarily be displayed on duty boards within the garages.

Rota lines will generally follow a rotating pattern, unless the specific rota has pre-determined parameters (Backshift, Loyalty etc.). The definition of an early duty is classed as being a duty that finishes no later, or at 1800hrs. Except for duties classed as nightshift, where the definition in section 7 applies, there are no other definitions applicable to duty start/finish times.

Part Time rotas have a scheduled guaranteed week of 23h24 (3 x 7h48). Overtime rates will not be applied until a minimum 39h00 scheduled week has been reached. Once this limit is reached, overtime will be paid at the appropriate rate. The mix of duties allocated to the DU5 Part Time rota will reflect the DU5 Mainline.

Schedules Policy December 2025

A DU5 driver, working a 'straight' duty (that is a continuous duty, with no split longer than their scheduled break [minimum 40 minutes; maximum 2h00], who continues on duty for six hours or more, missing their relief, due to reasons of lateness or exceptional circumstances, will be entitled to be relieved from duty, for the remainder of the duty, with no financial penalty.

A DU5 driver working a 'split' duty (that is a duty with a scheduled break of 3h00 or more), who continues on duty for six hours or more, missing their relief, due to reasons of lateness or exceptional circumstances, will be asked to continue with their duty, being paid at the appropriate rate, for the lateness incurred.

All duties, regardless of rota, will be given a break, after a maximum of six hours of work, counted from sign on time.

Flexible Working

At each garage, several Flexible Working rotas exist where drivers are allocated duties, on pre-determined parameters, agreed between the company and the individual. These rota lines will be reviewed by the company at frequent intervals and are permitted by agreement. No change to these duties will be permitted, once agreed with the garage management.

Further information regarding the company's Flexible Working and Family Friendly policies and procedures, can be obtained from HR or individual garage management teams.

Splits

The same principles as DU5 apply, with the following exceptions:

- Duties will only be allocated on Monday to Friday, with every Sunday and Saturday marked as DO.
- The maximum number of split duties will not exceed 10% of the DU5 Mainline in each garage.

DU4

There is a guaranteed day off pattern, based on a fixed five-week pattern, shown below:

Line	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	DO	DO	DO				
2	DO			DO	DO		
3			DO	DO			DO
4	DO	DO				DO	
5					DO	DO	DO

The maximum number of scheduled, consecutive working days will be limited to five.

There will be no pre allocated overtime allocated to any DU4 rota (commonly referred to as shaded days), nor will any duties be kept off the rota (commonly referred to as behind the door duties), except for duties that don't fit in the rota. This will be shown on the rota sheets for the Trade Union when they're submitted for checking but may not necessarily be displayed on duty boards within the garages.

Schedules Policy December 2025

Rotas are built based on a guaranteed 39h00 week, including paid breaks. There is no minimum week, with a maximum scheduled week of 42h00. Overtime will not be paid until the guaranteed week has been reached. Non-scheduled overtime, late time, duty swaps etc., do not count towards the maximum scheduled week. Any scheduled overtime on weeks over 39h00 spread, will be paid at appropriate rate.

Overtime on a 'DO' will be paid at the prevailing rate for that day.

SP may be allocated to DU4 rotas.

For drivers allocated to a pool rota, all the above rules apply, except for consecutive days off.

For DU4 Nightshift duties, the formula for payments, as described for in section 7, will apply.

SD

There is no guaranteed day off pattern, although there will be at least one four day 'long weekend' every five weeks. A long weekend is classed as the Friday and Saturday off in the first week, followed by a Sunday and Monday off in the following week.

Towards the end of a rota, it may be necessary to break away from the five-week pattern, but the minimum requirement for at least one long weekend in a five-week period will be met. For example, the gap between long weekends may be at three-week intervals, for the final few lines of a rota. This enables rotas to be built in such a way that they remain equitable and will enable drivers to remain on the same 'side' when rotating through it.

There are no guarantees that days off that fall during the week will be grouped together, although the company will try and avoid split days off where possible.

The maximum number of scheduled, consecutive working days will be limited to seven, although this may be extended to eight under exceptional circumstances. These circumstances will be limited to where there are issues around turnaround times, and must be agreed, in writing, by the Trade Union, the individual Schedules Officer, and must be 'signed off' by the Schedules Manager.

There will be no pre allocated overtime allocated to any rota (commonly referred to as shaded days), nor will any duties be kept off the rota (commonly referred to as behind the door duties), except for duties that don't fit in the rota. This will be shown on the duty sheets for the Trade Union when they're submitted for checking but may not necessarily be displayed on duty boards within the garages.

SP may be allocated to SD rotas.

For drivers allocated to a pool rota, all the above rules apply, except for consecutive days off.

The maximum percentage of SD drivers across the company shall not exceed 17.5% of the total driver workforce.

9 - Public Holidays

On the following days, the company may decide to operate a revised, or standard, schedule of service, subject to the needs of the business.

- New Years Day
- 2 January
- Good Friday
- Easter Monday
- May Day
- Spring Bank Holiday
- September Holiday
- Christmas Day
- Boxing Day

On Christmas Day, Boxing Day and New Years Day, volunteer drivers will be requested in the first instance to work any duties. Once all volunteers are exhausted, drivers will be allocated in seniority order (beginning with those who have least seniority), on a rota basis (e.g. a driver who is on DU5 who has less service than a driver on DU4, cannot be forced to work a DU4 duty).

Any driver who requests to be booked off on Christmas Eve, will be considered to have automatically volunteered to work Boxing Day.

On these days, any driver on any SD rota, who wishes to work, can volunteer to work any duty (including DU) and will be paid as per their individual contract.

Revised schedules will be in place on Christmas Eve and New Years Eve, prior to the following day's Public Holiday.

10 - Travel times

All duties, where the driver is required to travel between their sign on location and their starting point, will be eligible for a travel time payment.

These times may be reviewed on occasion, and if requested, a travel time survey may be undertaken by a member of the Schedules team, or Trade Union, for the location involved. Travel may be on foot, by bus or using a company vehicle (either a shuttle van, car or bus). Times are show in a separate document.

A company vehicle will be provided for all reliefs prior to 0600 hrs and after 2200 hrs, with the following exceptions:

- Waverley Bridge
- Shandwick Place
- Reliefs from Central to any other point with a travel time less than 8 minutes
- Reliefs from Longstone to any other point with a travel time of less than 4 minutes
- Reliefs from Marine to any other point with a travel time of less than 6 minutes

The procedure for requesting a review of a specific travel time is as follows:

- A written request should be made to the garage Schedules Officer
- Two members of the Trade Union, and two members of the Schedules team, will then undertake the journey in the same fashion as described in the duty sheets (walk, bus, company vehicle), using a timing device (stopwatch, phone)
- The agreed time will then be put in place for the next available service change, and everyone will sign a document agreeing to the new times, which will be added to the 'Travel Time' matrix.

Travel time is included in duty contents but may not necessarily show on duty sheets.

SD drivers are entitled to travel time, as follows:

- between relief locations and a canteen, when starting a relief
- between a canteen and a relief location, when taking over a second or subsequent piece
- between relief points where the time between the two pieces is less than 30 minutes (including paid travel), which is classed as a 'Joinup', not a relief.

11 - Split location time

For duties which sign on at one garage location, and finish at another (or those relief places allocated to it), will attract a 30-minute penalty payment.

This payment applies to all duty types. This payment will not be paid where a driver is on an SP day. Any duty with a spread, or paid length of 7h18 or less, will receive no payment. All other duties will receive a payment as shown in the table below.

Duty Length	Minutes Penalty	Duty Length	Minutes Penalty
7h19	1	7h34	16
7h20	2	7h35	17
7h21	3	7h36	18
7h22	4	7h37	19
7h23	5	7h38	20
7h24	6	7h39	21
7h25	7	7h40	22
7h26	8	7h41	23
7h27	9	7h42	24
7h28	10	7h43	25
7h29	11	7h44	26
7h30	12	7h45	27
7h31	13	7h46	28
7h32	14	7h47	29
7h33	15	7h48 >	30

Glossary of Terms

DD	A driver employed on Double Deck terms and conditions
SD	A driver employed on Single Deck terms and conditions
Split	A duty with a large unpaid break between each piece of work
SP	A duty that is a timed relief, or, shown as a spare day on rotas
5/7 Split	A driver employed on Double Deck terms and conditions, who works a combination of split and straight duties
NS	A driver employed on Nightshift, terms and conditions
DU5	A duty, or rota line, populated by a driver on Double Deck terms and conditions, working five days in a working week
DU4	A duty, or rota line, populated by a driver on Double Deck terms and conditions, working four days in a working week
GM	Garage General Manager
TU	Trade Union
AVL	Automatic Vehicle Location equipment
RRA	Route Risk Assessment
Straight	A duty which is continuous from start to end, with at least, minimum reliefs
N/A	Not Applicable
Turnaround	The length of rest between duties
EU	European Union
DO	Day Off, where overtime can be worked, on request by the driver
Pool	A rota, put together at garage level, consisting of spare drivers
SLT	Senior Leadership Team

Domestic Hours regulations (GB Rules) limit the amount of time that can be worked by a driver undertaking PCV duties in the United Kingdom. Please see Appendix 1.

Appendix 1 – UK Domestic Drivers Hours Rules (from gov.co.uk – October 2025)

Duty time

From Sign on to Sign Off is classed as Duty Time

Daily driving limit

10h00 hours in any working day

Length of working day ('spreadover')

16h00 hours between the times of starting and finishing work - including the times where there is no driving

Breaks from driving

If driving for less than 8h30, a break must be taken after 5h30 minutes of driving. The break must last for a minimum of 30 minutes.

If driving for more than 8h30, then either:

- take a break of at least 30 minutes after 5h30 of driving
- spend at least 45 minutes not driving in the first 8h30 of work, then take a break of at least 30 minutes

The 45 minutes of non-driving time does not have to be taken in one go. If it includes a continuous break of at least 30 minutes, you do not need to take another break after 8h30, as long as the break is between 4h30 and 5h30 in duration.

Rest periods

10 hours between 2 working days (or spreadovers) - this can be reduced to 8h30 hours up to 3 times a week.

Every 2 weeks you must have at least one period of 24 hours off duty.

Exemptions to all GB domestic rules

GB domestic rules do not apply if:

- there's an emergency - for example, a major disruption to public services or danger to life
- the employee drives for less than 4 hours a day in a week - this is only during the week you are driving less than 4 hours a day, each day.

Anyone who drives for more than 4 hours for up to 2 days a week, does not need to follow all of the rules. They need to:

- follow the rules for daily driving limits and length of working day

Schedules Policy December 2025

- start and finish all their duties within a 24-hour period
- take a rest of 10 hours before the first duty and immediately after the last duty

Appendix 2 - Schedules Policy Change Procedure

Principles

The Schedules Policy is a live and dynamic agreement, that can be altered at the request of either party, through negotiation. This document outlines the procedure for requesting a change, and the relevant process to getting to an agreed point.

Identifying

In the first instance, a need for change must be identified. Instances where this may arise are:

- A negotiated change (pay negotiations/T&C Changes)
- Where the company introduces a different type of rota, or class of driver
- Where an error is found within the document
- Where further clarity is required, if a dispute arises

Approach

The document is 'owned' by the Commercial Department (Schedules) and should not be altered/appended by another department. The nominated person to make changes to this document is the Schedules Manager.

In the first instance, enquiries should be made to the Schedules Manager, unless these are negotiated changes, by the SLT. These will be communication for inclusion at the earliest possible opportunity.

Should changes be requested by either party, the following people will be involved in the negotiation:

- Commercial Manager
- Schedules Manager
- Senior Schedules Officer
- Trade Union Representative/s

If the request for a change comes from the Trade Union, any relevant documentation must be included, along with a written statement as to why it is felt that it is needed. Company changes will normally be via negotiation, otherwise, a written communication will be passed to the Trade Union, for discussion at Committee.

Agreement

Once a change has been accepted, on either side, the policy will be revised by the Schedules Manager. This will then be shared with the Trade Union for final discussion, and any relevant changes agreed upon for inclusion.

Once this has been agreed on both sides, the individual nominated for signing the document, will arrange for each party to sign and date the latest version, which will then be distributed to all relevant parties.

Disputes

In the unlikely event that a dispute arises, or agreement cannot be reached, then this should be communicated, in writing, to the Head of Commercial, for initial review and decision. Should this approach be unsuccessful in resolving the issue, the next step should be to raise this formally with the Operations Director, either via the JNCC, or directly.

