



**RSA CVRT Year
Planner 2024**
for Commercial
Vehicle Operators

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Tástáil Ródacmhainneachta um Fheithiclí Tráchtála
Commercial Vehicle Roadworthiness Testing

January 2024		Schedule drivers' activities - Address driver fatigue				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2024		Safe driving and roadworthy vehicles contribute to road safety				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2024		Check drivers' driving licences frequently				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2024		Check expiry date of tachograph driver cards				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2024		Driver fatigue - Wake up to it				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2024		Monitor driving times, breaks and rest periods				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2024		Ensure drivers complete vehicle walk around check daily				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2024		Address driver fatigue - Plan schedules carefully				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2024		Ensure vehicles are maintained and serviced				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2024		Ensure vehicles & trailers are roadworthy				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2024		Fix all vehicle defects immediately				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2024		Comply with drivers' hours rules				
Mon	Tue	Wed	Thur	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

User Guide for 2024 Planned Vehicle and Trailer Maintenance Schedule

1. Click on the column Vehicle Type and enter the vehicle type of the relevant vehicle.
2. Use TAB key and enter the vehicle registration number under Registration No.
3. Use TAB key (**TAB key must be used to enter data – you cannot just click in the cell to enter data**) and enter the key letter (see bottom of the page for details).
4. Fill in the required Maintenance Key for each vehicle – Page 4 covers January to April, Page 5 covers May to August and Page 6 covers September to December.
5. As the required maintenance for each vehicle is completed, click on the appropriate cell with the Maintenance Key entered. This will insert a ✓ on top of the Maintenance Key to show that the required maintenance is carried out.
6. **Don't forget to save the document each time you make changes.**

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Driver and Operator Maintenance

Are you up-to-date with the latest requirements?

Go to www.cvrt.ie and click on **Operator & Driver Obligations**. Here you can find out about any of the following:

- Tachograph Driver and Company Cards (Apply on-line at least 20 days before the existing card expires).
- Managing Drivers' Hours and Working Time
- Tachograph Equipment
- Drivers Hours
- Enforcement inspections – Roadside and Premises
- Self-Declaration
- Vehicle maintenance & repairs
- Preventative Maintenance
- Daily walk around checks
- Record Keeping requirements
- Voluntary Tests

Commercial Vehicle Operator Risk Indicator (CVORI)

Operator Risk Ratings

- The RSA has implemented a risk rating system for heavy commercial vehicle (HCV) operators. As a self-declared operator you can view your own risk rating by logging onto your CVRT Online account at CVRT.ie
- Your risk rating information is personal to you as an operator and is only used by the RSA for the purposes set out in the current legal framework. This framework relates only to the use of risk ratings in terms of frequency of inspections and is used as a guide to assist the RSA in directing its limited enforcement resources.

Keep compliant

The easiest way to keep compliant is to do the basic things right.

Roadworthiness	Driver Hours
<input checked="" type="checkbox"/> Have current CRWs displayed on all of your vehicles	<input checked="" type="checkbox"/> Make sure your drivers have tachograph driver cards and that they comply with the driving time, breaks and rest periods and working time rules.
<input checked="" type="checkbox"/> Keep your vehicles roadworthy. Have preventative maintenance systems in place to check your vehicles for potential defects	<input checked="" type="checkbox"/> Check that your tachograph equipment and tachograph driver cards work properly and drivers can use them correctly
<input checked="" type="checkbox"/> Always conduct walk-around checks before driving vehicles – keep records of the defects found and when they were fixed	<input checked="" type="checkbox"/> Keep adequate records on drivers hours (including analogue and digital tachograph records)
<input checked="" type="checkbox"/> Have a current Operator Self-Declaration submitted to the RSA via your CVRT Online Account	<input checked="" type="checkbox"/> Make sure all the vehicles you operate are on your transport licence (where required)
<input checked="" type="checkbox"/> Make use of CVRT voluntary tests in between your annual statutory test dates	<input checked="" type="checkbox"/> Comply with EU Rules, Irish Regulations and provisions of the Working Time Directive

Light Commercial Vehicles (LCVs)

The Light Commercial Vehicles (LCVs) with a maximum permitted weight above 2.5 tonnes but not above 3.5 tonnes who engage in international road transport operations for hire or reward are required to hold a road transport operator licence for the first time since May 2022.

The Driver CPC

For everything you need to know about the Driver Certificate of Professional Competence (CPC) driver standard, including how to get one, how to keep one and who is exempt, go to www.rsa.ie - Professional Drivers (CPC). Please remember to check the expiry date on your Driver CPC card and ensure that you have the relevant CPC training modules completed in advance of that date to allow for renewal.

Did you know that you can renew your learner permit or licence online?



If you have a Public Services Card (PSC) and a verified MyGovID account you may be able to renew your licence or permit online.

Visit ndls.ie and find out more.

Useful Contacts

Road Safety Authority

Clonfert House, Bride Street, Loughrea,
Co. Galway. H62 ET93
Tel: 091 872600
Website: www.rsa.ie and www.cvrt.ie

Department of Transport

Road Transport Operator Licensing,
Clonfert House, Bride Street, Loughrea,
Co. Galway. H62 ET93
Tel: 091 872950 Email: rtol@transport.gov.ie
Website: www.rtol.ie

RSA guidance material for operators and drivers is available on our website at www.rsa.ie and www.cvrt.ie

RSA Hotline - 091 872 647

RSA maintains a hotline that people can use to provide information (anonymously if preferred) on breaches of tachograph and drivers hours rules and/or unroadworthy vehicles.

The RSA wishes to ensure the highest standards in quality and integrity. If you feel that a commercial vehicle test has been compromised in any way please contact this number or email cvrauthorisations@rsa.ie

If you would like to give us feedback please email cvrtconfidential@rsa.ie

All information will be treated with the strictest confidence.

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Commercial Vehicle Roadworthiness Testing

Údaras Um Shábháilteacht Ar Bhóithre
Road Safety Authority

Páirc Ghnó Ghleann na Muaidhe, Cnoc an tSabhaircín,
Bóthar Bhaile Átha Cliath, Béal an Átha, Co. Mhaigh Eo, F26 V6E4

Moy Valley Business Park, Primrose Hill,
Dublin Road, Ballina, Co. Mayo, F26 V6E4

Tel: (096) 25 000

Email: info@rsa.ie Website: www.rsa.ie

 MyRoadSafety.ie

Your online resource to easily
and safely manage all your
driver information, services,
tests, permits and licences.

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