Trace 2

Efficient and harmonised enforcement of Mobility Package 1
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‘This is meant to be a guidance document only. Only the Court of Justice of the European Union is competent to authoritatively interpret Union law’
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<td>CMR</td>
<td>Convention on the Contract for the International Carriage of Goods by Road</td>
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<td>EC</td>
<td>European Commission</td>
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<tr>
<td>e-CMR</td>
<td>Electronic CMR</td>
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<td>ECMT</td>
<td>European Conference of Ministers of Transport</td>
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<td>EEA</td>
<td>European Economic Area</td>
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<td>EEC</td>
<td>European Economic Community</td>
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<td>IMI</td>
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<td>LCV</td>
<td>Light Commercial Vehicles</td>
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<td>MS</td>
<td>Member State</td>
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<td>TCA</td>
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1. Introduction

Certain road freight and passenger transport operators in the EU must fulfil fixed criteria to access the profession:

- Good repute, to ensure adequate entrepreneurial ethical conduct.
- Financial standing, which requires operators to have sufficient capital assets available every annual accounting year.
- Professional competence, which requires practical knowledge and the aptitude of professionals in the sector by means of an obligatory exam with common arrangements, marking and certificates.
- To have an effective and stable establishment in a Member State.

Transport companies which engage in the occupation of road transport operator must designate at least one natural person to be the transport manager.

These rules are established at EU level by a regulation, which is applicable directly (no national transposition needed) in all EU Member States.

In particular cases, set out by the EU legislation, Member States can provide in their national legislation more restrictive measures as to criteria to access the profession.

In addition, one and the same transport manager can only be designated in respect of a limited number of companies or a fleet of vehicles.
2. Key legislative changes

The EU legal act establishing a common EU regime for access to the profession of road transport operator is Regulation (EC) No 1071/2009¹, which regulates admission to the profession of road freight and road passenger transport operators in the EU. It covered (up to the entry into force of the Mobility Package 1 in 2020²) road hauliers using vehicles or combination of vehicles of over 3.5 tonnes³ and transport undertakings operating, for commercial purposes, passenger vehicles with seats for 9 persons, including the driver, or more.

These rules were amended (July 2020, with the application of the bulk of the provisions as from 21 February 2022) by Regulation (EU) 2020/1055⁴, which introduced the following key changes:

2.1. Inclusion of Light Commercial Vehicles (LCVs) engaged in transports of goods within the scope of Regulation (EC) No 1071/2009

The new rules extend the application of the criteria governing access to the profession (effective and stable establishment; good repute; financial standing; professional competence; and the obligation to have a transport manager, with specific lower thresholds applicable for LCVs as regards financial standing) to vehicles or combinations of vehicles engaged in transports of goods with a permissible laden mass of over 2.5 tonnes used in international transport.

Since 21 May 2022, vehicles or combination of vehicles between 2.5 and 3.5 tonnes used in international transport of goods require a Community Licence. A certified true copy of the Community Licence has therefore to be kept on board of every licensed LCV used in international transports of goods, including when they perform cabotage operations. The obligation to use tachographs and driving and rest time rules will apply to those LCVs as of 1 July 2026.

Regarding the application of the specific EU rules for posting of drivers to LCV drivers, in its guidance (See Q9), the European Commission makes clear that “Directive (EU) 2020/1057 makes multiple references to the information recorded on tachographs, which under Article 3(1) of Regulation (EU) No 165/2014 are compulsory only on vehicles to which Regulation (EC) No 561/2006 applies (i.e. vehicles used to carry goods where the maximum permissible mass of the vehicle, including any trailer, or semi-trailer, exceeds 3.5 tonnes – or as from 1 July 2026, 2.5 tonnes – and vehicles used to carry passengers which are constructed or permanently adapted for carrying more than nine persons including the driver, and are intended for that purpose).

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² The Mobility Package I is a series of EU legislative acts, which the EU legislators, the European Parliament and the Council, negotiated and adopted as a package in July 2020. They cover key aspects of the road transport sector such as: the posting of drivers outside of their home country, driving and rest time rules and tachographs, access to the profession, and market access. Most of the new rules apply both to passenger and goods transport, with the market access rules being specific to goods transport. More information can be found at DG MOVE’s website at https://transport.ec.europa.eu/transport-modes/road/mobility-package-i_en.
³ Member States are allowed to have a lower weight criterion for national transport.
2.2. Return of the vehicle to the Member State of establishment within an 8-week period

The rules governing access to the profession (Article 5(1)(b) of Regulation (EC) No 1071/2009, as amended) require operators to organise their fleet’s activities in such a way as to ensure that vehicles engaged in international transport operations must return to one of the operational centres of the Member State of establishment at least within eight weeks after leaving it.

The rule covers vehicles engaged in transport of goods involved in hire or reward transport operations and vehicles used for the international carriage of passengers in return for payment.
3. Definitions

Provisions applicable to admission to the occupation of road transport operator cover undertakings offering road freight and passenger transport services for hire and reward registered in an EU Member State.

For the purpose of this document, the following definitions apply:

- **Vehicle**: ‘vehicle’ means motor vehicles or combinations of vehicles used for the international carriage of goods for hire or reward, or motor vehicles so constructed and equipped as to be suitable for carrying more than nine persons, including the driver, and intended for that purpose, when used for the international carriage of passengers in return for payment, that are at the disposal of the undertaking and as such are registered or put into circulation and authorised to be used in conformity with the legislation of the Member State where the undertaking is established.

- **Light commercial vehicle (LCV)**: ‘LCV’ means a motor vehicle or a combination of vehicles the permissible laden mass of which exceeds 2.5 tonnes but does not exceed 3.5 tonnes, used for the international carriage of goods.

Undertakings engaged in the occupation of road haulage operator solely by means of motor vehicles or combinations of vehicles the permissible laden mass of which does not exceed 3.5 tonnes engaged exclusively in national transport operations in their Member State of establishment are considered out of scope of this legislation. The new provision applies to road freight vehicles of category N. N-category vehicles or combination of vehicles with a permissible laden mass equal to or less than 2.5 tonnes are therefore excluded. However, motor vehicles of less than 2.5 tonnes coupled with a trailer, making the combination above 2.5 tonnes, used for the international carriage of goods, are included.

- **Member State of establishment**: ‘Member State of establishment’ means the Member State in which the road transport undertaking is established, regardless of whether its transport manager originates from another country (Article 2(8) of Regulation (EC) No 1071/2009).

- **Host Member State**: ‘host Member State’ means a Member State in which a road transport undertaking operates other than its Member State of establishment.  


- **Electronic Register of Road Transport Undertakings (ERRU)**: ‘Electronic Register of Road Transport Undertakings (ERRU)’ means the system of interconnected national EU Member States registers of road transport companies as created under the provisions of Article 16 of Regulation (EC) No 1071/2009.

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6 In general, an M₁ category vehicle cannot be considered a commercial vehicle for the transport of goods and hence will be, in principle, out of scope. However, there might be cases where M category vehicles may be issued licences for the transport of goods in certain Member States, bearing in mind the various approaches prevailing in the individual EU Member States. For the purposes of this exercise, a dedicated clarification from the European Commission on the issue may be helpful.

7 Source: Regulation (EC) No 1072, which may be applied for the purposes of this document. See Article 2, paragraph 3 of the Regulation.
Roadside checks: ‘roadside checks’ are those checks covered by Article 4 of Directive 2006/22 and Part A of its Annex I, as amended by Directive 2020/1057. Thus, as a general rule, controls on compliance with the provisions of admission to the occupation are not carried at the roadside.\(^8\)\(^9\)

Checks at premises: ‘checks at premises’ are those checks covered by Article 6 of Directive 2006/22 and Parts A and B of Annex I, as amended by Directive 2020/1057. According to Article 12(1) of Regulation (EC) No 1071/2009, checks at premises can also be triggered by the results of roadside checks, in particular regarding companies “posing an increased risk”.

Operational centre: the ‘operational centre’ is a company facility/premises where the vehicle and/or the driver shall be able to return within eight weeks after leaving it.

In the meaning of the EC Q&As regarding driving and rest times, the operational centre may be the place where the driver “is normally based, i.e., where his/her work is organized, where his/her weekly rest period normally starts and to which he/she returns on a regular basis, in the territory of the Member State of the effective and stable establishment of his/her employer, within the meaning of Article 3(1)(a) of Regulation (EU) 1071/2009”. Thus, for the purpose of the return of the vehicle, the notion of ‘operational centre’ should therefore be considered wider than, for example, that of the premises where the company is able to access its core business documents, as defined in Article 5(1)(a) of Regulation (EC) No 1071/2009, as it should include other facilities/premises of the company. The vehicle can therefore return to any other operational centres in the Member State of establishment.

Transport “for hire or reward” means the carriage for remuneration of persons or goods.\(^10\)

“Own account transport” of goods\(^11\) means the carriage of goods in motor vehicles provided the following conditions are fulfilled:

(i) the goods carried are the property of the undertaking or have been sold, bought, let out on hire, or hired, produced, extracted, processed or repaired by the undertaking.

(ii) the purpose of the journey is to carry the goods to or from the undertaking or to move them, either inside or outside the undertaking for its own requirements.

(iii) motor vehicles used for such carriage are driven by personnel employed by, or put at the disposal of, the undertaking under a contractual obligation.

(iv) the vehicles carrying the goods are owned by the undertaking, have been bought by it on deferred terms or have been hired provided that in the latter case they meet the conditions of Directive 2006/1/EC of the European Parliament and of the Council of 18 January 2006 on the use of vehicles hired without drivers for the carriage of goods by road; and

(v) such carriage is no more than ancillary to the overall activities of the undertaking.

“Own account transport” of passengers\(^12\) means operations carried out for non-commercial and non-profit-making purposes by a natural or legal person, whereby:

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\(^8\) However, according to Article 12(1) of Regulation (EC) No 1071/2009, “Competent authorities shall regularly monitor whether undertakings which they have authorised to engage in the occupation of road transport operator continue to fulfil the requirements laid down in Article 3 of this Regulation. To that end, Member States shall carry out checks, including, where appropriate, on-site inspections at the premises of the undertaking concerned, targeting those undertakings which are classed as posing an increased risk.”

\(^9\) But inspectors can check at the roadside the return of the vehicle and access the risk rating profile of the company, as per the provisions of Article 16 on ERRU.


\(^12\) Source: Article 2, paragraph 5 of Regulation (EC) No 1073/2009.
- the transport activity is only an ancillary activity for that natural or legal person, and
- the vehicles used are the property of that natural or legal person or have been obtained by that person on deferred terms or have been the subject of a long-term leasing contract and are driven by a member of the staff of the natural or legal person or by the natural person himself or by personnel employed by, or put at the disposal of, the undertaking under a contractual obligation.

- “Non-commercial transport” means any carriage by road, other than carriage for hire or reward or on own account, for which no direct or indirect remuneration is received, and which does not directly or indirectly generate any income for the driver of the vehicle or for others, and which is not linked to professional or commercial activity\(^\text{13}\).

\(^{13}\) Source: Article 4, paragraph r) of the consolidated text of Regulation (EC) No 561/2006, which may be applied for the purposes of this document.
4. Access to profession rules in the EU and the enforcement framework

4.1 General overview

Establishing rules on access to profession for road freight and passenger transport operators at EU level - *admission to the occupation of road haulage operator and road passenger transport operator*, in the EU jargon - dates to the very first stages of creating common rules for the EU Internal market.

The first EU directives date back to the 1970-ies\(^\text{14}\) establishing a common framework for access to profession in both road freight and passenger transport market. Since then, the matters covered by those directives are now laid down in regulations, directly applicable in all EU Member States, thus further strengthening the common EU rules applicable in a uniform way across them.

4.2 European Registers of Road Transport Undertakings (ERRU)

EU Member States have decades-long experience in implementing and enforcing these rules, including in cooperation among themselves, in particular after the creation of ERRU, the European Registers of Road Transport Undertakings. ERRU\(^\text{15}\) is an electronic system that allows Member States to exchange information on road transport companies. It interconnects the national electronic registers on road transport undertakings of the different Member States, so that the competent authorities can mutually exchange information contained in their respective databases.

The set-up of the national electronic registers and their interconnection are required in Article 16 of Regulation (EC) No 1071/2009 on the access to the profession of road transport undertakings.

ERRU, which is operational since 1 January 2013, has been progressively adapted, to respond to a growing number of needs related to the enforcement of road transport legislation. The current version of ERRU provides information, among others, on the good repute of transport managers, on the validity of Community licences and on infringements committed by transport undertakings in other Member States.

4.3 Expected changes in ERRU

As of 2023, ERRU is expected to be adapted, in particular to include the information on risk rating of the transport undertakings and additional information facilitating the detection of letterbox companies (e.g., number of employees, number of manages vehicles, etc.).

The European Commission has started the process of amending the existing ERRU legislative acts. Below is a summary of the main expected changes:

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• **Additional data to be included in national registers.**
  - Risk rating: score (absolute number) & band (colour: red/amber/green/grey)
  - Number of employees of the undertaking
  - Managed vehicles (registration numbers)
  - Clarification that format of vehicle registration numbers in the register and printed on the certificates must be the same.

• **Additional data to be exchanged.**
  - Risk rating score, number of employees, managed vehicles
  - Clean check results as well as minor infringements, for the purpose of including them in the risk rating score of the undertaking. Infringements detected but not sanctionable by the host Member State.
  - Notification of unfitness of a transport manager (not mandatory).

• **Making specific functionalities available to roadside enforcers.**
  - The ‘Check Transport Undertaking Data (CTUD)’ functionality will be made available to roadside enforcers by their Member State.

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**Box 1: Key recommendations to enforcers regarding ERRU**
- Be aware of the possibilities ERRU is offering to you for checks at the roadside and to communicate with partner authorities in other Member States.
- Be aware of the different types of information you can access to and exchange within ERRU and within IMI.
- Send results of a check to the Member State of establishment (even if it is a clean check!). It is important that all checks and infringements detected at the roadside are reported so that they can then be returned through ERRU to update the risk rating of the undertaking in the Member State of establishment.
- Make sure that channels between the authority responsible for managing ERRU messages and the one responsible for updating the risk rating of the undertaking are open and functioning.

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**4.4 Risk rating**

The overall risk rating of a transport undertaking shall be calculated using the following common formula\(^\text{16}\):

\[
R = \frac{1}{n} \sum_{i=1}^{n} v_i N_i
\]

\(^{16}\) Where:
- \(R\) — the undertaking’s overall risk rating
- \(n\) — number of infringements of a given type per individual check (all types of controls).
- \(i\) — individual check
- \(v\) — weighted score according to type/seriousness of infringement (MI/SI/VSI/MSI)
- \(MSI\) — most serious infringement
- \(VSI\) — very serious infringement
- \(SI\) — serious infringement
- \(MI\) — minor infringement
- \(N\) — number of vehicles controlled during an individual check
- \(r\) — total number of checks on the undertaking
- \(g\) — weighting for the use of the smart tachograph pursuant to Chapter II of Regulation (EU) No 165/2014
The following principles and elements shall be used when applying the common formula:

- The period during which an infringement is counted in the formula shall be two years.
- Transport operators shall be classified into the following risk bands based on their score:
  ▪ operators on which no checks were performed (grey band)
  ▪ 0-100 points: low-risk operators (green band)
  ▪ 101-200 points: medium-risk operators (amber band)
  ▪ 201 points or more: high risk operators (red band)
- The weighted score of an individual check (‘i’) shall be calculated by applying the following weighting factors (‘v’) according to the type of infringement:
  ▪ Minor infringement (MI) = 1
  ▪ Serious infringement (SI) = 10
  ▪ Very serious infringement (VSI) = 30
  ▪ Most serious infringements (MSI) = 90
- An undertakings’ final risk rating shall take into account the total number of checks carried out (‘r’), both at the roadside and at its premises, including those checks where no infringements were detected (clean checks).
- Checks where no infringements are detected (clean checks) shall be recorded with zero points.
- The weighted score of an individual check shall take into account all the vehicles checked (‘N’).

\[ R = \left( \frac{\sum n_{i,MI} \times v_{MI} + n_{i,VSI} \times v_{VSI} + n_{i,SI} \times v_{SI} + n_{i,MI} \times v_{MI}}{N_i} \right) \times g \]

**EQUATION 1**

The European Commission implementing regulation laying down these rules, Commission Implementing Regulation (EU) 2022/695, can be downloaded from: [https://eur-lex.europa.eu/eli/reg_impl/2022/695/oj](https://eur-lex.europa.eu/eli/reg_impl/2022/695/oj)

### 4.5 The Internal Market Information System in the service of enforcing access to profession rules

The 2020 Mobility Package 1 introduced another possibility for Member States competent and enforcement authorities to communicate, namely via the Internal Market Information (IMI) system, established by Regulation (EU) No 1024/2012\(^\text{17}\), where three specific modules have been created to facilitate this exchange. As a matter of fact, regarding the enforcement of the requirement on the conditions for undertakings to have an effective and stable establishment in a Member State – and in particular on compliance with the obligation on return of the vehicle – the administrative cooperation and mutual assistance between the competent authorities of the Member States should be implemented via the Internal Market Information System (IMI).

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IMI is a secure, multilingual online tool that facilitates the exchange of information between public authorities involved in the practical implementation of EU law. The three IMI modules created after the adoption of the Mobility Package 1 are:

- for information exchange on conditions of establishment (Article 18(8) of Regulation (EC) No 1071/2009),
- for posting of drivers in road transport (Article 1(14) of Directive (EU) 2020/1057),

Member States’ competent authorities can seek information from another Member State regarding compliance with the conditions of establishment by road transport operators. This exchange is based on the provisions of Regulation (EC) 1071/2009, as amended by Regulation (EU) 2020/1055, which provide for the use of the IMI for exchange of this information.

According to Article 18(4), Member States are obliged to respond to requests for information from competent authorities of other Member States and carry out checks, inspections and investigations concerning compliance with the requirement laid down in Article 3(1)(a). Such requests for information may include access to documents required to prove that the conditions laid down in Article 5 are met. Requests for information by competent authorities of Member States shall be duly justified and reasoned.

Pursuant to Article 18(5), the recipient Member State shall provide the necessary information within 30 working days of receiving the request. In case the recipient Member State considers that the request is insufficiently reasoned, it shall inform the requesting Member State within 10 days of receiving the request. In cases where the requesting Member State fails to further substantiate the request, the recipient Member State may reject the request as indicated in Article 18(6). In situations where the recipient Member State finds difficulties to provide the requested information or carry out the checks, it shall inform the requesting Member State within 10 working days of receiving the request.

As regards the rules laid down in Directive (EU) 2020/1057 concerning posting of drivers, the Road Transport Posting Declaration portal which is meant for road transport operators is operational since 21 January 2022.

For further information and help, please see also:


- A standard flow of information between competent authorities can be consulted at https://ec.europa.eu/internal_market/imi-net/_docs/training/standard_flows.pdf.

4.6 Standard flow of information between Member States (excerpt)\textsuperscript{18}

\textbf{Figure 1 – Simple Request Flow}

\begin{itemize}
\item only \textit{Request Handlers} can handle requests
\item \textit{Search function}: if no Competent Authority can be identified, it is recommended to send the request to an IMI Coordinator
\item \textit{Automatic Translation} of free text – only available in later versions of IMI, not during Pilot Phase
\item \textit{Freetext-comments}: if possible, use a language that is understood by the other Competent authority
\end{itemize}

For this purpose, each Member State may designate the contact point referred to in paragraph 1 as the competent authority and shall inform the Commission thereof through the IMI.

The list of these contact persons can be found in IMI: Contact - IMI-Net - The EU Single Market - European Commission (europa.eu).
5. Return of the vehicle

5.1 What does the legislation say (Article 5(1)(b))? 

The obligation for the return of the vehicle is introduced in a new point b), added to Article 5, paragraph 1 of Regulation (EC) No 1071/2009. It says:

“In order to satisfy the requirement laid down in point (a) of Article 3(1), in the Member State of establishment an undertaking shall:

[...]

b) organise its vehicle fleet’s activity in such a way as to ensure that vehicles that are at the disposal of the undertaking and are used in international carriage return to one of the operational centres in that Member State at least within eight weeks after leaving it.

[...]”

The DG MOVE guidance (See Q1) makes it clear that the obligation to return applies to vehicles, the definition of which includes the combination of vehicles, at the disposal of the undertaking. The obligation therefore does not apply to individual trailers and semi-trailers, which serve as transport loading units that may be used for transport operations, including in other modes of transport.

To satisfy the criteria of establishment, the company has therefore the obligation to ensure that the vehicles return to one of its operational centres in the Member State of establishment at least within eight weeks after leaving it. The operational centre can be any operational centre of the company in the Member State of establishment. It cannot however be an operational centre located in another EU Member State.

It is to be noted that the concept of operational centre includes any facility/premises of the company where the vehicle and/or the driver is able to return. It includes, for example, the place “where the driver is normally based and where the driver’s weekly rest period begins, in the Member State of the employer’s establishment”, as laid down in Article 8(8a) of Regulation (EC) No 561/2006. For the purpose of the return of the vehicle, the notion of ‘operational centre’ should therefore be considered wider than, for example, that of the premises where the company is able to access its core business documents, as defined in Article 5(1)(a) of Regulation (EC) No 1071/2009, as it should include other facilities/premises of the company. The vehicle can therefore return to any other operational centres in the Member State of establishment.

The provision on the return of the vehicle does not apply to third country operators.

5.2 What are the main challenges for enforcers?

The obligation to return is a new obligation and there is no specific experience as regards its implementation and enforcement. There are currently no rulings from the European Court of Justice on the substance of the obligation, that would allow to offer additional guidance.

**Box 2: Example of return to the operational centre in the Member State of establishment**

On its website, next to its Headquarters, the Italian company Gruppo Torello makes public (https://tntorello.com/en/contatti-e-filiali/) the list of all of its offices across Italy and abroad. A vehicle registered and operated by Torello with an Italian Community licence should therefore, in principle, be able to return to any of these offices/centres in Italy, but not to its offices/centres in France, Slovakia and Romania.
In practice, the main evidence should be provided by the tachograph records, in particular the records on crossing the border, since drivers are obliged to record manually crossing the border\textsuperscript{19} on both digital and analogue tachographs. The smart tachograph version 2, which will become mandatory for all newly registered vehicles required to be equipped with a tachograph on 21 August 2023, will record automatically border crossings. As of August 2025,\textsuperscript{20} all of these vehicles must be equipped with the smart tachograph version 2.

For LCVs engaged in international freight transport, this cut-off date is 1 July 2026. Own account LCVs are exempted, according to the provisions of Article 3(ha) of Regulation (EC) No 561/2006.

Thus, for enforcement purposes, evidence of crossing the border of the Member State of establishment becomes the most solid evidence for the return of the vehicle. In practice, it would be somewhat complicated for enforcers to go beyond crossing the border and establish whether the vehicle has effectively returned to an operational centre inside the territory of the Member State of establishment, based only on tachograph records\textsuperscript{21}. To properly check the return to the operational centre (and not just crossing the border), in most cases a wider and deeper control of additional evidence, including at premises, would be needed.

Therefore, when a suspicion of breaching the obligation of return of the vehicle is raised at the roadside in a host Member State, it is recommended that such suspicion is reported to the Member State of establishment, via the appropriate IMI module (See Annexe 1), with the objective, for the authorities of the Member State of establishment, to carry out a deeper check and assess the existence of a possible infringement and, should it be the case, impose a sanction.

Operators established in third countries are not subject to the obligation to return the vehicle.

Other potential evidence and documents to prove a “return” are examined below (See chapter 7).

\textsuperscript{19} The obligation to enter manually border crossing applies since 20 August 2020 for drivers driving vehicles equipped with an analogue tachograph, and since 2 February 2022 for drivers driving vehicles equipped a digital tachograph, including smart tachograph version 1. See also European Commission Q&As on how to manually record crossing the border at \url{https://transport.ec.europa.eu/transport-modes/road/mobility-package-i/tachographs/questions-and-answers-manual-recording-border-crossings-tachographs-under-regulation-eu-no-1652014_en}.

\textsuperscript{20} 31 December 2024 for vehicles with analogue or digital (non-smart) tachographs.

\textsuperscript{21} But one has to bear in mind that in the smart tachograph the position is recorded.
6. LCVs between 2.5 and 3.5 tonnes

6.1 What does the legislation say (Article 4(1) (aa))? 

A new point aa) was introduced in the revised Article 1(4), as follows:

“Undertakings engaged in the occupation of road haulage operator solely by means of motor vehicles or combinations of vehicles, the permissible laden mass of which does not exceed 2.5 tonnes”, thus extending the scope of application of the rules on admission to the occupation of road transport operator to undertakings engaged in the transport of freight using vehicles between 2.5 and 3.5 tonnes in international traffic.

The new provision applies therefore to road freight vehicles of category N. This also means that N vehicles or combination of vehicles with a permissible laden mass equal to or less than 2.5 tonnes are excluded. However, a motor vehicle of less than 2.5 tonnes coupled with a trailer, making the combination above 2.5 tonnes, used for the international carriage of goods, are included.

6.2 What are the challenges for enforcers?

LCVs will need a Community Licence when used to carry out international transport of goods and cabotage operations, and a certified true copy of the licence must be available on board of LCVs for control purposes.

In the case of vehicles between 2.5-3.5 tonnes and for which the lower financial requirements established in the second subparagraph of Article 7(1) of Regulation (EC) No 1071/2009 on admission to the occupation of road transport operator are applied, the issuing authorities will need to write in the “particular remarks” section of the Community licence or of the certified true copy “≤ 3.5 t” (See the second subparagraph of Article 4(4) of Regulation (EC) No 1072/2009).

Attention of enforces is drawn to the fact that this lower financial requirement is only applicable for undertakings engaged in the occupation of road haulage operator solely by means of motor vehicles or combinations of vehicles that have a permissible laden mass exceeding 2,5 tonnes but not exceeding 3,5 tonnes. As a consequence, vehicles or combinations of vehicles that have a permissible laden mass exceeding 2,5 tonnes but not exceeding 3,5 tonnes must only bear the annotation "≤ 3.5 t" in the community license when the vehicle belongs to a company that only has vehicles with an authorized laden mass greater than 2.5 tons but that do not exceed 3.5 tons.

Attention of enforcers is also drawn to the fact that for Members States\textsuperscript{22} which require that undertakings established in their territories must demonstrate that they have at their disposal, for vehicles below 3.5 tonnes, the same amounts of capital as for the vehicles above 3.5 tonnes (as per the third subparagraph of Article 7(1) of Regulation (EC) No 1071/2009), the specific marking is not required (second subparagraph of Article 4(4) of Regulation (EC) No 1072/2009). In such cases, “the competent authority of the Member State concerned shall inform the European Commission accordingly, and the Commission shall make that information publicly available.”

A certified true copy of the Community Licence on board of an LCV without any specific remark regarding its weight should be accepted as a valid control document in the cases where the lower financial requirements established in the second subparagraph of Article 7(1) of Regulation (EC) No

\textsuperscript{22} So far Italy and Sweden have informed the EC that they have required undertakings established in their territories to demonstrate that they have at their disposal for LCVs the same amounts of capital and reserves as for HGVs. See https://transport.ec.europa.eu/transport-modes/road/rules-governing-access-profession_en.
1071/2009 is not applicable and where the respective Member State of establishment does not apply it and has notified the Commission.

Thus, a certified true copy of a Community licence without the remark “≤ 3.5 t” can be in such cases acceptable if on board of an LCVs. However, a certified true copy of a Community licence with the remark “≤ 3.5 t” is never acceptable for vehicles above 3.5 tonnes.

Checking the return of LCVs might prove particularly difficult at the roadside before 1 July 2026, since the obligation for them to be equipped with tachographs becomes effective only after that date.

Therefore, as in the case of heavy goods vehicles (above 3.5 tonnes), when a suspicion of breaching the new rule of return of the vehicle is observed at the road side in a host Member State, it is recommended that such suspicion is reported to the Member State of establishment, via the appropriate IMI module with the objective, for the authorities of the Member State of establishment, to carry out a deeper check and assess the existence of a possible infringement and, potentially, impose a sanction.
7. Guidance for enforcement of the rules on return of the vehicle

7.1 General guidance for roadside checks

*Note for enforcers: This guidance should be followed when conducting roadside and premises checks. However, enforcers must be mindful that some checks may not be possible or legal due to their national legislation.*

Each vehicle should be checked according to the available evidence. For instance, vehicles between 2.5 and 3.5 tonnes may not be fitted with a tachograph until 1 July 2026 (and in that case, they are only required to be fitted when on international journeys) and enforcers must rely on other evidence listed below. Different versions of tachographs fitted will allow for different information available to enforcers. For instance, a smart tachograph version 2 will likely give enforcers more information than smart version 1 or generation 1 digital tachographs.

Enforcers should first look at the items that will give an early indication of compliance and reduce the burden on compliant operators.

It is recommended that control officers check the below items, as appropriate and depending on the specific situation:

- Ask the drivers if they know when the vehicle last returned to the operational centre of the undertaking and if they have evidence of that event. This could save enforcer’s and driver’s time. If the driver tells the enforcer the return took place more than 28 days but less than 56 days ago the enforcers know how many days to download from the tachograph.

- Download/Look at the driver card & vehicle unit: If the border of the Member State of establishment has been crossed by the same driver and vehicle – this is a good indication although it should be completed with evidence that the vehicle returned to one of the operational centres.

- If no such data is available, discuss with the driver to see when he started driving this vehicle, to see whether border crossing data can be found.

- If evidence is not sufficient, download the vehicle unit data for up to 56 days, to look for evidence on crossing the border of the Member State of establishment.

- In case of public holidays involved, check whether the last day coincides with a Saturday/Sunday or a public holiday according to Regulation (EEC, Euratom) No 1182/71. If this is the case, then the 8-week period expires at 23:59 of the next working day (see additional advice below).

- In case of suspicion, enter a request in the IMI system to request the Member State of establishment to carry out a check at premises.

- Tachograph and driver-card records: when checking data, the control officer must bear in mind that data produced by smart tachograph version 2 is automatic and reliable. Regarding data from tachographs up to the smart tachograph version 1, the control officers need to check in addition whether it is correctly filled in, including the accuracy of the data. For smart tachographs version 1, the GNNS data can be used as a guidance.
• Additional driving and rest time documents (if available), such as available company
documents indicating time of arrival/departure, loading/unloading, etc. Most often these
documents show evidence about location of both the driver and the vehicle.

• GNSS related evidence: the control officer may wish to look in the board computer or check
a track & trace device, if allowed by the national legislation.

• Evidence of the transport operations, such as consignment notes/CMR: it is not common to
keep consignment notes in the vehicle for more than one week. If available, the route and
location can be checked as well. The control officer should also bear in mind that drivers
have the right to contact their employer and ask for additional evidence to be sent in during
roadside checks.

• List of carried out transports: Such lists have very often useful data, such as mileage, arrival
and departure times, place, and date. Duty rosters and journey forms for occasional passenger
transport could also help.

• Check vehicle unit download for previous controls and if/when a smart tachograph is
available, check locations (ask driver for any paperwork from previous controls).

• Fuel receipts can identify that a vehicle has been in a certain country, although they could
easily be falsified, unless the receipt contains a registration mark.

• Any documentation regarding checks at borders that could provide evidence on the return,
such as passport stamps (but not relevant within the Schengen area, since no border checks
or stamps exist).

• Ferry or train tickets will be helpful but more with sea borders than land borders. May
help to form a picture of vehicle travel.

• Toll receipts or purchases of vignettes.

• Vehicle service or repair documentation (possibly more relevant for company checks below).

• Photographs (if they can establish date / time / location): certain devices allow for stamp
location/date/time and can be searched via location. If a photograph is available, the enforcer
should ensure that the licence plate can be read on that photograph.

• In case of a roadside check, the undertaking should always have the possibility to
demonstrate compliance with the obligation at a later stage, through documents and
evidence available at the premises of the undertaking.

7.2 General guidance for checks at premises

All of the above concerning roadside checks, plus:

• Assess with the operator of the undertaking how the organisation of its vehicle fleet’s
activities is organised, and thus how compliance with Article 5(1)(b) of Regulation (EC) No
1071/2009 is ensured.

• GPS or vehicle tracking data (if available under national legislation).
• Any other records (logbooks, rosters, journey forms) for return of the vehicles the company is keeping

• Phone billing: in the annex of a phone bill an enforcer may be able to find from which country the driver called.

• Potentially, checking the general records for the rest of the fleet.

• More detailed fuel card receipts per vehicle.

• More detailed toll/vignette purchases.

• Vehicle maintenance/repair records (These can be cross referenced with other information, when available, to confirm where the vehicle was).

Assess the systems in place established by the operator to monitor and plan the return, and possibly the maintenance of the vehicles. This can be analysed by enforcers to see if it is effective and applied. It is to be noted that operators are required to implement organise their vehicle’s fleet in order to fulfil the requirement on establishment, pursuant to Article 5(1)(b) of Regulation (EC) No 1071/2009, and therefore a system of some kind should be in place.

Enforcers should make use of the Internal Market Information System (IMI) where necessary. Annex 1 detailing how to work with the IMI system is annexed to this guidance note.

7.3 Recommendations to enforcers when suspecting a potential infringement at the roadside

According to the European Commission services guidance (see in particular Q7), competent authorities of the Member States where the transport undertaking is established are required to carry out the requisite checks to verify and monitor compliance with the requirement set out in Article 5(1)(b) of Regulation (EC) No 1071/2009. The competent authorities of other Member States where the vehicles are active should also check compliance with that requirement.

For this purpose, the competent authorities can use all proportionate and effective means to check compliance with the obligation. Transport undertakings are required to produce clear evidence that the vehicles at their disposal return to one of the operational centres in their Member State of establishment at least within eight weeks after leaving the Member State. They should be able to use any evidence to prove compliance with this requirement. In case of a roadside check, the undertaking should always have the possibility to demonstrate compliance with the obligation at a later stage through documents and evidence available at the premises of the undertaking. The relevant authorities of the Member State where the transport undertaking is established must cooperate with any other authority through the Internal Market Information System.

In addition, it is important to bear in mind that the undertaking should always have the possibility to demonstrate compliance with the obligation at a later stage through documents and evidence available at the premises of the undertaking.

It is also clear that both Member States of establishment and host Member States have the right and the duty to carry out roadside controls over the application of this obligation.

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23 Some experts consider that operators are required to implement such a system, under Article 5(1)(b), since the undertakings shall organise its vehicle fleet’s activity in such a way as to ensure that vehicles that are at the disposal of the undertaking and are used in international carriage return to one of the operational centres in that Member State at least within eight weeks after leaving it.
It is important to also clarify that the wording of the legislation itself requires the undertaking to “organise its vehicle fleet’s activity in such a way as to ensure that vehicles… return…”, thus making the obligation one of “organisation”; therefore, a potential infringement could be imposed for the “lack of organisation”, thus requiring the enforcer to ultimately check whether such an organisation has been put in place by the road transport company.

Ultimately, authorities of the Member State of establishment remain in the best position to fully verify and assess compliance with this provision and, should the need arise, impose a sanction. It is therefore recommended that in case of evidence discovered during a roadside control in a host Member State, indicating that the company may have not taken the necessary measures to organise the work in such a way as to allow the vehicle(s) to return within a period of 8 weeks, the control authority of the host Member State should send this evidence to the competent authority of the Member State of establishment via the appropriate IMI, for additional checks and potentially sanctioning, according to the national law applicable in the Member State of establishment.

**Figure 5 – Recommended process of action**

There is no limit for the type and number of evidence the company can provide.

For reminder, here is the step-by-step procedure and time-limits for such an exchange:

- **This exchange is based on the provisions of Regulation (EC) No 1071/2009 that provides for the use of the IMI for exchange of information between Member States on compliance with the requirement of establishment.**

- **According to Article 18(4), Member States are obliged to respond to requests for information from other Member States and carry out checks, inspections and investigations concerning compliance with the requirement laid out in Article 3(1) of Regulation (EC) 1071/2009.**

- **Such requests for information may include access to documents required to prove that the conditions laid down in Article 5 are met.**

- **Requests for information by competent authorities of Member States shall be duly justified and reasoned.**
• Pursuant to Article 18(5), the recipient Member State shall provide the necessary information within 30 working days of receiving the request.

• In case the recipient Member State considers that the request is insufficiently reasoned, it shall inform the requesting Member State within 10 days of receiving the request.

• In cases where the requesting Member State fails to further substantiate the request, the recipient Member State may reject the request as indicated in Article 18(6).

• In situations where the recipient Member State finds difficulties to provide the requested information or carry out the checks, they shall inform the requesting Member State within 10 working days of receiving the request.

**Figure 6 – Timeframe for Interaction between Member States (host and establishment)**

**Box 3: Additional Legal Background on Checking Return of the Vehicle, Including by Host Member States**

- Article 22(1): “Member States shall lay down the rules on penalties applicable to infringements of the provisions of this Regulation and shall take all the measures necessary to ensure that they are implemented. (…) Member States shall ensure that all such measures are applied without discrimination as to the nationality or place of establishment of the undertaking.”;

- Article 18(11): “A request for information shall not preclude the competent authorities from taking measures in line with the relevant national and Union law to investigate and prevent alleged breaches of this Regulation.”; and

- the requirement for cooperation between MS as regards compliance with the rules on establishment under Article 18(4) to (10).
7.4 Selected practical recommendations for enforcers arising from the EC guidance (questions and answers)

7.4.1 Which vehicles fall under the rule?

The obligation to return applies to the operators, with respect to their vehicles, the definition of which includes combinations of vehicles at the disposal of the undertaking. The obligation therefore does not apply to individual trailers and semi-trailers, which serve as transport loading units that may be used for transport operations, including in other modes of transport.

There are also operators which are exempted from the obligation to return of the vehicles, such as:

- Own account transport operators, exclusively engaged in own account transport operations.
- Operators established in third countries.
- Operators engaged in the occupation of road haulage operator solely by means of motor vehicles or combinations of vehicles the permissible laden mass of which does not exceed 3.5 tonnes engaged exclusively in national transport operations in their Member State of establishment;

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**Box 4: The specific case of hired vehicles**

With the application of the new EU rules on hired vehicles (introduced by Directive (EU) 2022/738), the following important changes will come into force:

- According to the previous rules, the Directive guaranteed the access by haulage companies to hired vehicles only when these were registered or put in circulation in compliance with the laws of the Member State where the company had its seat.
- Under the new rules, Member States will not be allowed to restrict the use on their territory of a vehicle hired by a haulage company established in another Member State, provided that the relevant rules in the Member State of establishment are followed.
- EU Member States will be able to restrict, within certain limits, the use of vehicles hired in another Member State by the companies established in their territories. These restrictions mainly concern the proportion of hired vehicles registered or put into circulation in compliance with the laws of another Member State in the fleet of a haulage company, as well as the length of the lease period for such vehicle.
- There will be a minimum period of 30 days during which a vehicle with foreign number plates does not need to be registered in the Member State itself.

Member States must transpose the new Directive by 6 August 2023.

It is important for enforcers to bear in mind that hired vehicles are also subject to the obligation to return within 8 weeks (if the lease period is higher than two months). In the case of vehicles hired abroad, it is important to start counting back the date of return from the first date of hiring/leasing, as per the hiring contract, or the date of registration of the hired vehicle in the national electronic register, to avoid that such vehicles never return to the Member State of establishment of the company which is hiring them and whose certified true copies of the Community licence should be on board.

Hired vehicles must be registered in the national register and have a certified true copy on board.

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24 The operators are exempted (not the transport operations or vehicles). In fact, if an operator has vehicles over 3.5 tonnes and below 2.5 tonnes, it needs to comply.
• Operators engaged in the occupation of road haulage operator solely by means of motor vehicles or combinations of vehicles, the permissible laden mass of which does not exceed 2.5 tonnes;

• Operators engaged in road passenger transport services exclusively for non-commercial purposes or which have a main occupation other than that of road passenger transport operator;

• Operators engaged in the occupation of road transport operator solely by means of motor vehicles with a maximum authorised speed not exceeding 40 km/h.

• Operators engaged in the occupation of road transport operator solely by means of motor vehicles constructed and equipped as to be suitable for carrying nine persons or less, including the driver.

• Operators solely engaged in the types of carriages listed in Article 1(5) of Regulation (EC) No 1072/2009.

7.4.2 Where should the vehicle return?

Any operational centre of the undertaking in the Member State of establishment qualifies for the vehicle to return to, in order to enable compliance with the requirement in Article 5(1)(b).

The main instrument to check this obligation will remain the tachograph records, in particular at the roadside, with one caveat: the tachograph will not give the exact location of the end of the driver’s working day, all the more so since many drivers use the wide-spread practice to return to their residence with their vehicle, which further complicates the matter.25

As a result, if enforcers need to go beyond the simple border crossing evidence, additional evidence will be needed in particular from checks at premises, such as duty rosters, consignment notes, journey forms (in case of occasional passenger transport), schedules (in case of scheduled passenger transport), etc.

Company premises outside of the Member State of establishment are not eligible to return (to fulfil this obligation).

7.4.3 For how long should the vehicle return?

The rules do not establish a time-reference for how long the vehicle itself should stay on the premises of the company. However, company patterns pointing to systematic excessively short returns might indicate propensity towards breaching other rules, such as concerning social rules on driving and resting times of the drivers. Enforcement authorities may need to be mindful of such indications.

7.4.4 How should a transport undertaking prove that it has fulfilled the obligation?

Both Member States of establishment and host Member States have the right and the duty to carry out controls over the application of this obligation.

There is no limit for the type and number of evidence the company can provide. Adequate examples of evidence may include tachograph records, but also company duty rosters, consignment notes (freight transport), journey forms (in case of occasional passenger transport), schedules (in case of scheduled passenger transport), etc.

25 Yet, enforcers could partially calculate this as well with the help of the information on speed and odometer.
Only practice will show which might be the documents most appropriate to serve as evidence in such cases, beyond tachograph records.

7.4.5 How to calculate the 8-week period

According to the EU rules on the calculation of periods, dates and time limits, the overall period of 8 weeks referred starts from 0h00 of the day following the exit (crossing the border) of the vehicle from the Member State of establishment and ends at the end of the same day of the eighth following week\textsuperscript{26}. The vehicle should therefore be back to this operational centre or to any other operational centre of the undertaking in its Member State of establishment, at the latest, at 23h59 of the same day of the week 8 weeks later.

In their clarification, the EC services give the following example (see calendar below): If the vehicle leaves the Member State of establishment at any time on Tuesday 29 March 2022 (counting starts at 0:00 of the following day), it should be back to any operational centre of the undertaking in its Member State of establishment at the latest at the end (23h59) of Wednesday 25 May 2022\textsuperscript{27}.

\begin{figure}[h]
\centering
\includegraphics[width=\textwidth]{example_calendar.png}
\caption{Example Calendar 1}
\end{figure}

What the control officer must pay attention to in particular is when a public holiday is involved into the calculation of the period. According to the EC services, if the last day of a period expressed in weeks is a public holiday, Sunday or Saturday, the period ends with the expiry of the last hour of the following working day. Given that the obligation concerns the return of the vehicle to the Member State of establishment, only public holidays in that Member State are relevant.

This can become an issue at the roadside check, since the control officer would normally not be aware of the public holidays in all EU Member States, apart from Saturdays and Sundays. Yet, if the crossing the border record at return is at the limit, i.e., on the last day of crossing the border of the Member State of establishment, then the control officer could check the calendar for Saturdays and Sundays if the last day is a Saturday, for instance, or ask the driver whether this day has been a public holiday in the country of establishment of the operator.


\textsuperscript{27} Thus, effectively making 56+1 days, from 30 March to 25 May, included.
In the example provided by the EC services, if the vehicle leaves the operational centre at any time on Friday 25 March 2022, the 8 weeks period would end on Saturday 21 May 2022. However, as the last day of that period is a Saturday, the period is considered to end at 23h59 of the next working day, namely Monday 23 May 2022.

![Example Calendar 2](image)

**Figure 8 – Example Calendar 2**

Indeed, these are borderline cases, and in such cases, in case of doubt, it is recommended to check whether a Saturday and/or Sunday are involved or, should the driver indicate that the last day was a bank holiday, introduce a formal request to the Member State of establishment through the appropriate IMI module, to clarify the issue of public holidays with the authorities of the Member State of establishment.

### 7.5 Link to the European Commission Q&As on the return of the vehicle

8. List of exempted goods transport operations from the obligation to return

Article 1(5) of Regulation (EC) No 1072/2009 lists the types of carriage exempt from a Community licence. Hence, companies which solely carry out these types of operations, and which do not exercise the occupation of road transport operator, do not need to comply with the requirements for engaging in that occupation, including that of establishment.

The following types of carriage and unladen journeys made in conjunction with such carriage shall not require a Community licence and shall be exempt from any carriage authorisation:

(a) carriage of mail as a universal service.

(b) carriage of vehicles which have suffered damage or breakdown.

(c) until 20 May 2022: carriage of goods in vehicles the permissible laden mass of which does not exceed 3.5 tonnes.

(ca) from 21 May 2022: carriage of goods in vehicles the permissible laden mass of which does not exceed 2.5 tonnes.

(d) carriage of goods in motor vehicles provided the following conditions are fulfilled:

(i) the goods carried are the property of the undertaking or have been sold, bought, let out on hire, or hired, produced, extracted, processed or repaired by the undertaking.

(ii) the purpose of the journey is to carry the goods to or from the undertaking or to move them, either inside or outside the undertaking for its own requirements.

(iii) motor vehicles used for such carriage are driven by personnel employed by, or put at the disposal of, the undertaking under a contractual obligation.

(iv) the vehicles carrying the goods are owned by the undertaking, have been bought by it on deferred terms or have been hired provided that in the latter case they meet the conditions of Directive 2006/1/EC of the European Parliament and of the Council of 18 January 2006 on the use of vehicles hired without drivers for the carriage of goods by road (1).

(v) such carriage is no more than ancillary to the overall activities of the undertaking.

(e) carriage of medicinal products, appliances, equipment, and other articles required for medical care in emergency relief, in particular for natural disasters.

Point (d)(iv) of the first subparagraph shall not apply to the use of a replacement vehicle during a short breakdown of the vehicle normally used.
9. The specific case of *own-account passenger transport* and how to check it

**Article 5(5) of EU Regulation 1073/2009** provides that own-account transport operations shall be exempt from any system of authorisation but shall be subject to a system of certificates. The certificates shall be issued by the competent authorities of the Member State in which the vehicle is registered and shall be valid for the entire journey including transit. The Commission shall establish the format of the certificates.

It means that companies solely engaged in own-account passenger transport operations, and which therefore do not exercise the occupation of road transport operator, are exempted from the obligation to return, because there is no not need to meet the requirements for admission to the occupation of road transport operator including that of establishment.

**Article 9 of Regulation 361/2014** sets out the application and control procedures of certificates for the own-account passenger transport operations as well as its Annex V, which includes model of the indicated certificate:

- Certificates for the own-account transport operations defined in Article 2(5) of Regulation (EC) No 1073/2009 shall conform to the model in Annex V to this Regulation.

- Undertakings requesting a certificate shall provide the issuing authority with evidence or an assurance that the conditions laid down in Article 2(5) of Regulation (EC) No 1073/2009 have been met.

- Each vehicle carrying out a service subject to a system of certificates shall carry on board for the duration of the journey a certificate or its certified true copy, which shall be presented at the request of any authorised inspecting officer.

- Certificates shall be valid for a maximum of five years.
Annex 1 - Instruction for authorities on how to make use of the IMI module on establishment

IMI – Internal Market Information System

Road Transport - Conditions of establishment

December 2021

(Hands-on exercises using the IMI Training Database)
Logging into IMI

1. Please log into the IMI TRAINING ENVIRONMENT by using the credentials sent to your email address.

2. You will have to enter:
   o a username
   o the password
   o 3 randomly selected digits from your 12-digit security code

3. You will log in to IMI as a user of a competent authority authorized to request for and respond to information requests on conditions of establishment in the field of road transport.

| Usernames, passwords and security codes are case sensitive in IMI. This means that the system differentiates between small and capital letters. |

Good to know

Do not provide real data when filling the forms during the exercises

The training environment does not generate automatic emails.

- Info point provides additional information pertaining to a field and can provide pointers on what kind of information is expected. Click on it to learn more.

- When you see this icon, you can click on it to translate the content of the field into the language currently used for the IMI system.

- Red asterisk indicates that the field is a mandatory one and cannot be left blank.

- Orange asterisk indicates that the field is required, however if left blank it does not hinder the saving of the request/notification. You can still work on the draft and complete it later but you cannot send it unless the fields are filled.

The Article references in this exercise book refer to the articles under the Regulation (EC) No 1071/2009 that lays down the use of IMI for exchange of information between Member States on conditions of establishment under Regulation (EC) 1071/2009.
Exercise 1: Request for information on conditions of establishment from a competent authority

(You have received information about potential infringements of conditions of establishment by a road transport operator company in another Member State outside of IMI and would like to seek more information or documents from the responsible authority of that Member State.)

1. From the dashboard menu on the left side of the landing page, select Requests □ Create request. □ RT – Conditions of Establishment

2. In the Request summary tab, select the Addressee of the request by clicking on Search and choosing the appropriate Member State where the road transport operator in question is established and then select the concerned authority of the Member State.

3. The number of days in which reply is requested is set to a default value of 30 days. It may be changed to any value less than 30 and more than 1.

4. Click on Next proceed to the next tab - Undertaking details. The purpose of this tab is to provide all the available information related to the undertaking in question and the fields here are optional.

5. Click on Next and navigate to the Infringement tab. Select one or multiple infringements from the list provided. Hover the mouse over each infringement for details.

6. For Infringement under Article 5(1) point (a) of Regulation (EC) 1071/2009, there is an additional mandatory requirement to select the relevant document categories from the list provided.

7. Choose (one or more) credible indications of infringement from the list and provide the details for the same in the mandatory text field below the list. Once completed, click on Next.

8. Select one or both of the request categories in the Request tab. If you select Request for information, an additional tab titled Evidence requested is added and for Request for documents, you get an additional tab titled Documents requested.

9. Fill in the other mandatory fields in the tab and click on Next.

10. If the Request for information request category was selected earlier, you will be in the Evidence requested tab now. Select one or more evidences from the list and provide additional details pertaining to each in the additional details text field below. Use to navigate between the text fields for each evidence selected. Click on Next when complete.

11. If the Request for documents request category was chosen in the Request tab, you will be in the Documents requested tab now. Select the required documents from the list and provide additional details related to each document in the text field below. Once done, click on Save.

12. After saving, two new tabs are added to the form; Messages and attachments and Management information. Any files or messages relevant to the request may be exchanged between the authorities using the options in this tab. In the training environment, automatic e-mail notifications are not enabled. But in the production system, automatic e-mail notifications are sent to both the authorities when any messages or documents are added to an open request.
13. Click on **Send**. A prompt is displayed asking for confirmation to send. Click on **Yes** and the request is sent to the responding authority. The status of the request is now in **Request sent** and the changes taking place on the request can be tracked in the **Management information** tab.

### Exercise 2: Receiving request for information/documents from a competent authority

*(You have received a request from a competent authority of another Member State. You have reviewed the request and would like to answer it.)*

1. In the dashboard, you see the status **Requests to be accepted** under the header **Requests**. Alternatively, select **Requests □ Search by form □ RT – Conditions of Establishment □ Search**. Choose the request that is in **Awaiting acceptance** status.

2. Review the information in all the tabs and then click on **Accept**. Fill the number of days in which the reply will be sent with a number less than 30 and more than 1. Click on **Accept** again. The request is now in **Accepted** status.

3. To answer the request, click on **Edit reply** and now you are in the **Request** tab. Select **Yes** if you choose to provide answers to the request.

4. Provide a detailed answer to the request in the new text box added to the tab and proceed to the next tab by clicking on **Next**.

5. Click on **Edit reply** again and navigate to the **Evidence requested** or **Documents requested** tab. (This depends on the request category chosen by the requesting authority. If the request is only for information, then only the **Evidence requested** tab is shown and if the request is for documents, then **Documents requested** tab is shown.)

6. In the **Evidence requested** tab, key-in the answers against each evidence listed. Use [ ] to navigate between fields.

7. In the **Documents requested** tab, select the document and click on **Upload** to attach the relevant documents. All the upload fields are mandatory and there must be files uploaded for each document selected.

8. Click on **Save** and then **Send reply**. Your answer to the requesting authority has been sent. The status is now in **Answered-awating closure**.

### Exercise 3: Rejecting a request for information/document received from a competent authority

*(You have received a request for information/document from a competent authority and upon review you have decided that you cannot answer the request.)*

1. From the dashboard, click on **Requests □ Search Request □ RT – Conditions of Establishment** and select the request in **Awaiting acceptance** status.
2. Open the request and review the tabs for information on the information requested.

3. Click on Accept and mark the number of days in which the reply will be sent.

4. Click on Accept again and the request is now in Accepted status.

5. Click on Edit reply and you are now in the Request tab. Select No against the question “Can the request be answered?”. 

6. Select the reason for not replying and the subsequent mandatory fields that are added based on the reason chosen.

7. Click on Save and Send reply. The response has been sent to the requesting authority and the request is now in Answered-awaiting closure status.

**Exercise 4: Receiving response from the responding authority (Ask for clarification)**

*(The responding authority has provided a response to the request sent to them. After reviewing the response, you choose to ask for more clarification, since the response is not satisfactory.)*

1. From the dashboard, click on Requests ▶️ Search Request ▶️ RT – Conditions of Establishment and select the request in Answered-awaiting closure status.

2. Review the tabs for the response provided.

3. If the answers are not satisfactory, click on Ask for clarification button at the top and update the text field with the query specifying the question for which you need more information.

4. Click on Confirm and the query has been sent to the responding authority. The request is now in Clarification requested status. The clarification details are recorded in the Request summary tab under Last actions.

**Exercise 5: Receiving response from the responding authority (Accept reply)**

*(You have received a response from the responding authority and the response is satisfactory, therefore you accept it.)*

1. From the dashboard, click on Requests ▶️ Search Request ▶️ RT – Conditions of Establishment and select the request in Answered-awaiting closure status.

2. Review the tabs for the response provided.

3. If the answers are satisfactory, click on Accept reply to close the request in the system. The request is now moved to the Closed status.

**Exercise 6: The responding authority provides the necessary clarification to the requesting authority**

*(You have received a request to provide additional details/clarification to a response provided earlier.)*
1. From the dashboard, click on Requests▷Search Request▷RT – Conditions of Establishment and select the request in Clarification requested status.

2. Open the request and review the clarification sought in the Request summary tab under Last actions.

3. Click on Edit reply and provide the additional details against the answer text field of the concerned question.

4. Click on Save and Send reply. Your clarification to a response provided earlier has been sent to the requesting authority. The status is now moved to Answered- awaiting closure status.

**Exercise 7: The requesting authority receives a response for additional clarification sought**

*(The responding authority has provided a response to the clarification you asked for.)*

1. From the dashboard, select Requests▷Search Request▷RT – Conditions of Establishment and select the request in Answered- awaiting closure status.

2. Review the tabs for the response provided.

3. If the response provided is satisfactory, click on Accept reply and close the request in the system. The request is now moved to Closed status.

**Exercise 8: The responding authority is unable to respond to the request-The requesting authority to substantiate the request/close the request/withdraw the request**

*(The responding authority has reviewed the request and confirmed that they cannot reply to the request. You as the requesting authority take action; you can withdraw the request or you can ask for more clarification)*

1. From the dashboard, click on Requests▷Search Request▷RT – Conditions of Establishment and select the request in Answered- awaiting closure status.

2. Review the reasoning provided by the responding authority in the Request tab. Based on the reason, choose the response to substantiate the request or select Withdraw and close the request.

3. Should you choose to substantiate the request, provide additional details in the mandatory fields and Save the request.

4. Click on Ask for clarification button to send the reasoning for the request to the responding authority. The request is now in Clarification requested status.
Additional Scenarios

(In addition to these scenarios, there are certain standard scenarios in IMI for which documentation is available at the IMI website)

- **Splitting of requests** - If the responding authority is unable to respond to all the questions, they may choose to split the request and send one or more questions to another authority or to themselves to respond at a later date. [PowerPoint Presentation (europa.eu)]

- **Forwarding of requests** - If you are unable to reply to the request because it concerns another authority in your Member State, you may forward it to the concerned authority (within the same Member State) who is equipped to respond to the request. Click on *Forward* at the top of the page and select the authority (within your Member State) to whom you would like to forward the request to. Click on *Send*. The request has been forwarded.

- **Reuse** - If you would like to send a similar request to another Member State/authority, you may use the *Reuse* button to copy all the data from an existing request and avoid creating a request from scratch. [PowerPoint Presentation (europa.eu)]

- **Printing in IMI** - [PowerPoint Presentation (europa.eu)]

- **Machine translation** - All the free text fields in IMI come with an option to translate into a language of choice. Click on next to the free text field and select the language. [PowerPoint Presentation (europa.eu)]

*****
Annex 2 - Training video for authorities on how to make use of the IMI module on establishment

See DG GROW website (access needs to be requested by the relevant competent authorities and enforcers to be able to see the video).
Annex 3 - Guidance for enforcers on how to check return of the vehicle using tachograph printouts

a) Introduction

When checking the return of the vehicle, enforcers should first look at the items that will give an early indication of compliance and reduce the burden on compliant operators. The following sequence can be followed:

a. As a first step, ask the driver if they know when the vehicle last returned to the operator's base and if the driver has evidence of that event. This could save enforcers and driver’s time. If the driver tells the enforcer the return took place more than 28 days but less than 56 days ago the enforcers know how many days to download from the tachograph.

b. As a second step, download/look at the driver card & vehicle unit: If the border of the Member State of establishment has been crossed by the same driver and vehicle – this is sufficient.

c. If no such data is available, discuss with the driver to see when he started driving this vehicle, to see whether border crossing data can be found.

d. If evidence is not sufficient, download the vehicle unit data for up to 56 days, to look for crossing the border of the MS of establishment

e. In case of public holidays involved, check whether the last day coincides with a Saturday/Sunday or a public holiday according to regulation 1182/71. If this is the case, then the 8-week period expires at 23:59 of the next working day (see additional advice in the guidance note).

f. In case of suspicion, enter a request in the IMI system to request the Member State of establishment to carry out check at premises
b) Pictograms and position data (Continental)

Smart Tachograph Version 2
Pictograms and printouts.
Position data.

www.continental.com
## Smart Tachograph Version 2
### Pictograms – Border crossing

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Specific conditions</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>🛡 Safety</td>
<td>🚁 Vehicle located on a ferry or on a train</td>
<td>🌅 End time</td>
</tr>
<tr>
<td>🌋 Time</td>
<td>🛡 Load: Passengers</td>
<td>🌅 Start &quot;Out of scope:&quot; - Recording equipment not required</td>
</tr>
<tr>
<td>∑ Total / summary</td>
<td>🛡 Load: Goods</td>
<td>🌅 End &quot;Out of scope:&quot;</td>
</tr>
<tr>
<td>▶ End of shift</td>
<td>🛡 Load: unspecified</td>
<td>🌅 Start &quot;ferry / train&quot;</td>
</tr>
<tr>
<td>🖼 Manual entry of activities</td>
<td>🛡 Load/unload</td>
<td>🌅 End &quot;ferry / train&quot;</td>
</tr>
<tr>
<td>⚒ Graph</td>
<td></td>
<td>🌅 Position after 3 h accumulated driving time</td>
</tr>
<tr>
<td>△ Difference</td>
<td></td>
<td>🌅 Position &quot;load&quot;</td>
</tr>
<tr>
<td>🎮 User entry</td>
<td></td>
<td>🌅 Position &quot;unload&quot;</td>
</tr>
<tr>
<td>🎉 Please wait</td>
<td></td>
<td>🌅 &quot;Load&quot; / &quot;unload&quot; with GNSS position</td>
</tr>
<tr>
<td>㎡ Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>📲 Remote HMI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>📱 Bluetooth</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Specific conditions

| OUT                      | Recording equipment not required                           |

### Qualifiers

<table>
<thead>
<tr>
<th>24h Daily</th>
<th>Weekly</th>
<th>Two weeks</th>
<th>From or to</th>
</tr>
</thead>
</table>

### Pictogram combinations

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Control location</th>
<th>Start time</th>
</tr>
</thead>
</table>

### Miscellaneous

- 🌅 Position border crossing
- 🌅 Location at start of working day (shift start)
- 🌅 Location at end of working day (shift end)
- 🌅 From vehicle
- 🌅 Printout driver card
- 🌅 Printout vehicle / DTCO 4.1
- 🌅 Entry vehicle / DTCO 4.1

---

**Continental AG**  
Border crossing - Pictograms and printouts  
A SMY 53 EMEA LR, © Continental AG  
Public  
10/19/2022  
2
Smart Tachograph Version 2
Printouts – Position data (preliminary)

Daily printout of the driver card

Daily printout of the vehicle

Daily printout of the vehicle and driver cards as from G2V2

Key

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
</tr>
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<td>11a</td>
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<tr>
<td>11b</td>
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<td>11c</td>
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<tr>
<td>11d</td>
</tr>
<tr>
<td>11e</td>
</tr>
<tr>
<td>11f</td>
</tr>
</tbody>
</table>
Smart Tachograph Version 2
Printouts – Border crossing (preliminary)

- Pictogram for a border crossing
- Country codes from → to
- Recorded position latitude and longitude
- Timestamp when position was determined
- Odometer value
- Authentication status of position / time data
c) Use cases with crossing land borders and using a ferry (Stoneridge)

Drivers Activities from Cards Daily Printout

1. Print is done on the 29th of August 2022
2. This is a 24h driver card data printout from a GEN1 tachograph
3. Data printed are for the 29th of August 2022
4. Driver card was already inserted at the start of the day
5. Start of working period in Netherlands confirmed at 05:53
6. End working period in Netherlands confirmed at 07:24

Below this line is the Summary block

This is a start of the working period
(UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded

This is an end of the working period
(UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded
1. Print is done on the 29th of August 2022
2. This is a 24h driver card data printout from a GEN1 tachograph
3. Data printed are for the 28th of August 2022
4. Driver card was already inserted at the start of the day
5. Start of working period in France confirmed at 14:43
6. Border crossing into Belgium confirmed at 15:19 using Start of working period record
7. Border crossing into Netherlands confirmed at 15:56 using Start of working period record
8. End working period in Netherlands confirmed at 16:46
Driver Activities from VU Daily Printout

1. Print is done on the 3rd of September 2022
2. This is a 24h Vehicle unit data printout from a GEN1 tachograph
3. Data printed are for the 29th of August 2022
4. Driver card was already inserted at the start of the day
5. Start of working period in Netherlands confirmed at 05:35
6. End working period in Netherlands confirmed at 07:28

Below this line is the Summary block

This is a start of the working period (UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded

This is a end of the working period (UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded
1. Print is done on the 3rd of September 2022
2. This is a 24h Vehicle unit data printout from a GEN1 tachograph
3. Data printed are for the 28th of August 2022
4. Driver card was already inserted at the start of the day
5. Driving off the Ferry
6. Start of working period in France confirmed at 14:43
   Also used to confirm a border crossing
7. Border crossing into Belgium confirmed at 15:19 using
   Start of working period record
8. Border crossing to Netherlands confirmed at 15:56
   using Start of working period record
9. End working period in Netherlands confirmed at 16:46

Below this line is the Summary block

This is a start of the working period
(UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded

This is an end of the working period
(UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded
1. Print is done on the 3rd of September 2022
2. This is a 24h Vehicle unit data printout from a GEN1 tachograph
3. Data printed are for the 27th of August 2022
4. Driver card was inserted in slot 1 at 12:32
5. Driving onto the ferry was done at 14:07
6. Specific Condition Ferry was confirmed at 14:09
7. Start of working period in Ireland confirmed at 12:32
8. End working period in Ireland confirmed at 14:11

Below this line is the Summary block

This is a start of the working period
(UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded

This is an end of the working period
(UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded
1. Print is done on the 29th of August 2022
2. This is a 24h driver card data printout from a GEN2 v1 tachograph
3. Data printed are for the 29th of August 2022
4. Driver card was already inserted at the start of the day

<table>
<thead>
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<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>29/08/2022</td>
<td>11:00</td>
<td>1 Workshop 117</td>
<td></td>
</tr>
<tr>
<td>29/08/2022</td>
<td>76</td>
<td>IRL/ETS-2021</td>
<td></td>
</tr>
</tbody>
</table>

Below this line is the Summary block
1. Print is done on the 29th of August 2022

2. This is a 24h driver card data printout from a GEN2 v1 tachograph

3. Data printed are for the 28th of August 2022

4. Driver card was already inserted at the start of the day

Below this line is the Summary block
Driver Activity from Card Daily Printout

1. Print is done on the 29th of August 2022
2. This is a 24h driver card data printout from a GEN2 v1 tachograph
3. Data printed are for the 27th of August 2022
4. Driver card was inserted in slot 1 at 12:37
5. Start of working period in France confirmed at 12:37
6. Border crossing into Belgium confirmed at 15:16 using Start of working period record
7. Border crossing into Netherlands confirmed at 16:32 using Start of working period record
8. End working period in Netherlands confirmed at 16:49

Below this line is the Summary block

This is a start of the working period (UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded

This is an end of the working period (UTC-time, Country and Region if applicable)
Odometer of the vehicle when this was recorded
1. Print is done on the 2nd of September 2022
2. This is a 24h Vehicle unit data printout from a GEN2 v1 tachograph
3. Data printed are for the 28th of August 2022
4. Driver card was already inserted at the start of the day

Below this line is the Summary block
1. Print is done on the 2nd of September 2022
2. This is a 24h Vehicle unit data printout from a GEN2 V1 tachograph
3. Data printed are for the 27th of August 2022
4. Driver card was inserted in slot 1 at 12:37
5. Start of working period in France was confirm at 12:37
6. Border crossing into Belgium confirmed at 15:16 using start of working period record
7. Border crossing to Netherlands confirmed at 16:32 using start of working period record
8. End working period in Netherlands confirmed at 16:49

<table>
<thead>
<tr>
<th>Time</th>
<th>Longitude</th>
<th>Latitude</th>
<th>Speed</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06:17</td>
<td>5.817</td>
<td>6.970</td>
<td>km</td>
<td>6.17 - 6.970 km</td>
</tr>
<tr>
<td>12:09</td>
<td>0.000</td>
<td>6.000</td>
<td>km</td>
<td>0.00 - 6.000 km</td>
</tr>
<tr>
<td>12:49</td>
<td>0.000</td>
<td>6.000</td>
<td>km</td>
<td>0.00 - 6.000 km</td>
</tr>
</tbody>
</table>

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<td>km</td>
<td>6.17 - 6.970 km</td>
</tr>
</tbody>
</table>

This is a start of the working period (UTC-time, Country and Region if applicable)
Longitude
Latitude
Time of last GNSS position for this record
Odometer of the vehicle when this was recorded

This is an end of the working period (UTC-time, Country and Region if applicable)
Longitude
Latitude
Time of last GNSS position for this record
Odometer of the vehicle when this was recorded
1. Print is done on the 2nd of September 2022

2. This is a 24h Vehicle unit data printout from a GEN2 v2 tachograph

3. Data printed are for the 1st of September 2022

4. Driver card was inserted in slot 1 at 12:37

5. Start of working period in Belgium confirmed at 12:37

6. End working period in Netherlands confirmed at 10:49

7. Border crossing from Belgium into Netherlands was automatically recorded at 15:39

8. An unload operation was recorded at 15:55

Below this line is the Summary block

This is a start of the working period
(UTC-time, Country and Region if applicable)
Latitude with authentication status
Longitude with authentication status
Date and time of last GNSS position for this record
Odometer of the vehicle when this was recorded

This is an end of the working period
(UTC-time, Country and Region if applicable)
Latitude with authentication status
Longitude with authentication status
Date and time of last GNSS position for this record
Odometer of the vehicle when this was recorded

This is a border crossing record
Leaving Country
Entering Country
Latitude with authentication status
Longitude with authentication status
Date and time of last GNSS position for this record
Odometer of the vehicle when this was recorded

This is a load/unload operation record
(in this case unloading)
Latitude with authentication status
Longitude with authentication status
Date and time of last GNSS position for this record
Odometer of the vehicle when this was recorded