



Manual board computer

Drivers account for their hours using an on-board computer which is provided by Van den Bosch. The importance of accounting for time accurately is reflected in the fact that this data is an essential part of our business processes; proper planning is increasingly based on past data corrected with live data.

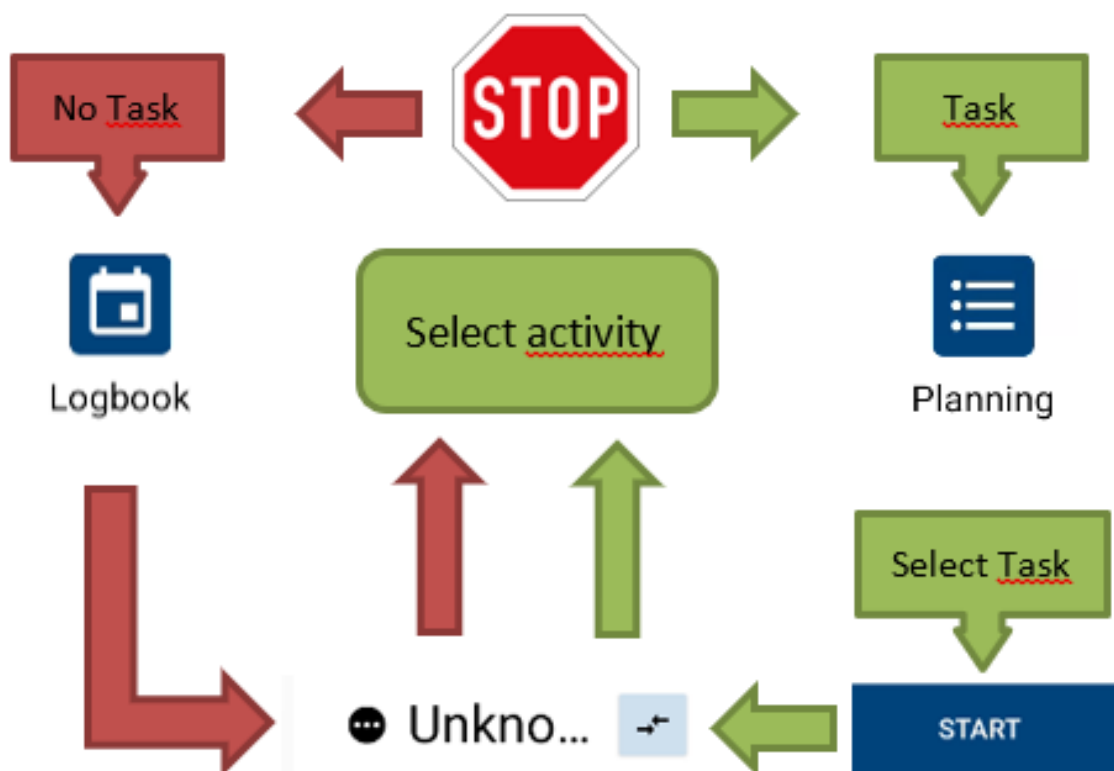
Good time accounting is also the basis for a driver's salary. Optimal planning allows a driver to schedule their workdays in the most effective way, which can increase their productivity as well as their salary.

The driver accounts for what they really do throughout the day based on the acceptance of planned tasks assigned to them through their on-board computer. Besides accounting for assigned tasks, the occasional unplanned tasks may also be carried out and accounted for. We recognise the following (un)planned activities or sub-activities of planned tasks:

- | | | |
|---------------|----------------------|-----------------|
| • Driving | • Disconnecting | |
| • Traffic jam | • Connecting | |
| • Loading | • Crossing | |
| • Unloading | • Break | (Under Rest) |
| • Waiting | • Night's rest | (Under Rest) |
| • Cleaning | • Vehicle inspection | (Under Diverse) |
| • Mounting | • Site work | (Under Diverse) |
| • Dismounting | • Repair | (Under Diverse) |
| • Refuelling | • Private | |

The guidelines for each activity are detailed below. The planner can instruct the driver to write breaks for a couple of activities. This way, planning can be optimised, and the driver's salary can increase as it allows for more productive hours in their working day.

Throughout an entire shift a task will be active by the driver. In other words, the driver is always engaged in a task or activity and no more than one minute is **unknown**. In practice, this means that once the activity 'driving' is ended, a new activity is activated immediately.



In consultation with the Works Council, guidelines have been drawn up for the duration of these activities. These guidelines are followed by the planner throughout the day, and afterwards these are checked through the central time-accounting verification. The hours the driver accounted for, and any corrections are reported back to the driver on a weekly/monthly basis by means of a weekly or monthly overview.

Generally, these guidelines apply to all drivers employed within the Van den Bosch group. For drivers employed by branches outside of the Netherlands, these guidelines will be adapted to the national laws and regulations that apply in that country.

Guidelines

Driving

Maximum duration: no maximum duration applies.

Can a planner order driver to take a break? No.

Additional questions within question path? No.

The on-board computer automatically switches to 'driving' when driving either for more than a minute or over 30 km/h. When this is not the case, the on-board computer will remain on the selected activity.

All hours driven by a driver will be compensated.

Traffic Jam

Maximum duration: no maximum duration applies.

Can planner order driver to take a break? Yes (in slow moving traffic)

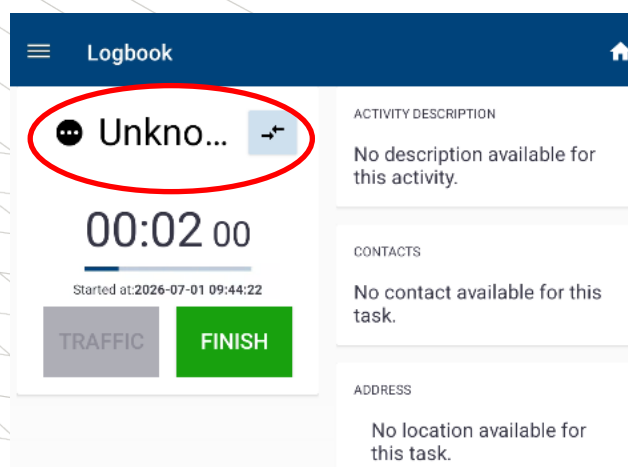
See explanation in the next paragraph.

Additional questions within question path? No.

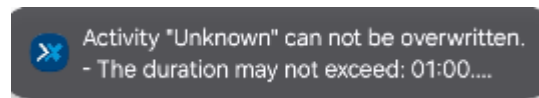
All hours a driver spends in traffic will be compensated, however it is desirable that the driver keeps themselves informed of where traffic jams may occur, and possibly, in consultation with their planner, avoids them. The driver keeps the planner updated about the expected duration of the traffic jam. Additionally, the planner may request the driver to take a break if they are able to reach a parking lot during slow-moving traffic.

After the activity 'driving', the activity in the logbook switches to 'unknown'. You must convert this 'unknown' activity to another activity within 1 minute.

You must then account for the Unknown period separately. Unknown time is generally unpaid.



If you want to change an **"Unknown"** activity to another activity after more than one minute has elapsed, this will not be possible and you will receive the message shown below:



You must then account for the Unknown period as Unknown. As a general rule, time registered as Unknown is not compensated.

Main activity: Loading

Three separate tasks fall within the main activity 'Loading': check-in loading, loading, check-out loading. These three tasks must be reported separately on the on-board computer and are also assessed separately.

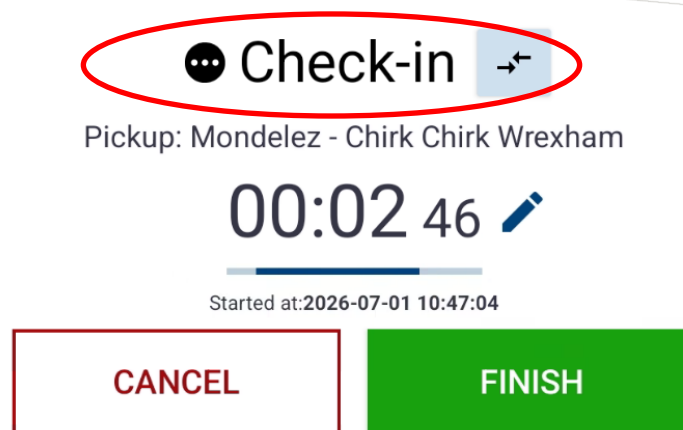
Check-in loading

Maximum duration: 15 minutes.

Can planner order driver to take a break? Yes.

Additional questions within question path? Yes.

Upon arrival at the loading location, the driver must immediately register **"Check-in"** as the current activity. The driver then proceeds to report to the site contact and receives instructions regarding the designated loading location or loading point.



During the "Check-in" activity, the driver may need to perform another sub-activity, such as "Waiting". This can be recorded separately in the question flow, but it remains part of the overall "Loading/Unloading" activity.

If weighing is required before loading, the driver must perform the weighing during the "Check-in" activity and should not record it as a separate activity. At the end of the "Check-in" activity, the driver must end the task by pressing "Finish" and answering the associated questions.

If loading, unloading, or weighing cannot begin immediately, the driver should select "Waiting".

IMPORTANT: When selecting "Waiting", the driver must use the "Reports" button to inform the planning department of the reason for the delay and the expected waiting time. The "Waiting" task must be ended by pressing "Finish" and answering the associated questions.

Waiting

Pickup: Mondelez - Chirk Chirk Wrexham

00:03 36

Started at:2026-07-01 10:47:04

CANCEL FINISH

+ EXTRA REPORT

There are still unfilled reports for "Waiting".

For the actual loading operation, the driver is compensated for all hours required to complete the task. This includes opening the loading unit before loading, closing it after loading, and securing the unit using a TIR cable and/or seals.

Usual loading times at customers are known to drivers and planners. Major deviations must be reported to the planner. Depending on the situation, the planner may ask the driver to register a break if possible.

If the loading process is interrupted and the driver is required to wait, this must be recorded accordingly at the end of the process when pressing "Finish" after loading. The recording of the loading duration cannot and must not be interrupted by another activity registration. The loading activity can only be completed, not temporarily interrupted and replaced by a different activity. Any waiting time that occurs during the loading process must therefore be accounted for within the loading activity when completing the activity record.

End the activity using Finish. You will then be asked whether rest or waiting time occurred during actual loading.

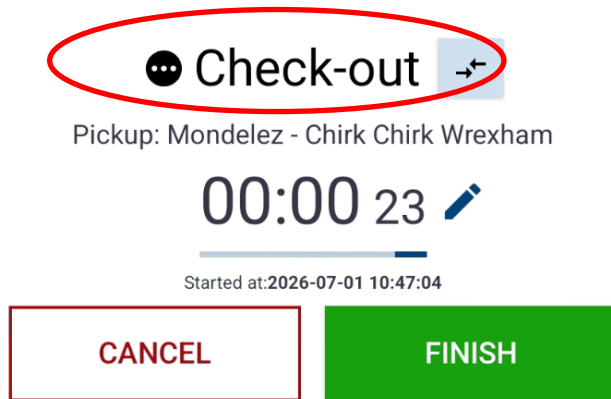
Loading check-out

Maximum duration: 15 minutes

Can the planner instruct the driver to take a break? No

Additional questions in the question flow: Yes

The final phase now follows. During Check-out, record Check-out. Weighing is included and is not recorded separately.



●●● Check-out →

Pickup: Mondelez - Chirk Chirk Wrexham

00:00 23 ✎

Started at: 2026-07-01 10:47:04

CANCEL FINISH

After loading and closing the load unit, the driver checks out. Enter the weight and/or litres and temperature, confirm correct sealing, and ensure that all load documents and data are complete.

Main activity: unloading

The main unloading activity consists of three separate tasks: unloading check-in, unloading and unloading check-out. These tasks must be recorded separately and are assessed separately.

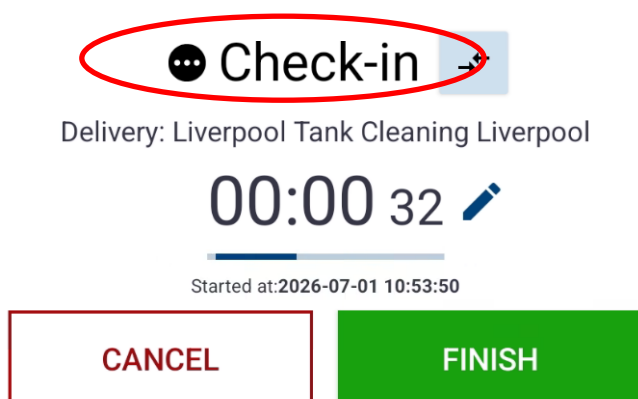
Unloading check-in

Maximum duration: 15 minutes

Can the planner instruct the driver to take a break? Yes

Additional questions in the question flow: Yes

On arrival at the unloading address, the driver immediately records Check-in, reports at the location and receives instructions on where to unload.



●●● Check-in →

Delivery: Liverpool Tank Cleaning Liverpool

00:00 32 ✎

Started at: 2026-07-01 10:53:50

CANCEL FINISH

During Check-in, other activities such as weighing or analysis may be required. These are not recorded separately and are included in Unloading check-in.

If you cannot start Unloading right away, select 'Waiting' or 'Resting'.

Important: When selecting 'Waiting' or 'Resting' you must provide the reason and expected duration to planning through the 'Reports' button. You end the task 'Waiting' and 'Resting' by clicking on 'end' and answering the questions.

Waiting

00:01 31

Started at: 2026-07-01 10:53:50

CANCEL FINISH

+ EXTRA REPORT

There are still unfilled reports for "Waiting".

Check-out unloading

Maximum duration: 15 minutes.

Can planner order driver to take a break? No.

Additional questions within question path? Yes.

After the actual unloading and sealing, the driver will 'Check-out'. This is the final stage of the process and is accounted for with the 'Check-out' button. Weighing is included in the "Check-out" activity and is therefore not accounted for separately.

Check-out

Delivery: Liverpool Tank Cleaning Liverpool

00:00 07

Started at: 2026-07-01 10:56:35

CANCEL FINISH

Waiting

Maximum duration: N/A

Can planner order driver to take a break? Yes.

Additional questions within question path? Yes.

Waiting

00:00 11

Started at 2026-07-01 10:58:34

CANCEL FINISH

+ EXTRA REPORT

There are still unfilled reports for "Waiting".

If the driver must wait during his shift, they must report this immediately (except for when loading, unloading and cleaning, where this will be asked to account for during the completion of the activity) including the reason and the expected duration of the wait. Submitting this reason and the expected duration is done through the 'Reports' button. The planner will then decide whether the driver can take a break, we also expect an active role from the driver in this. For instance, drivers know when customers have breaks and what time a company starts work, so they should take this into account and not cause unnecessary hours. Consultations with planning and repairs to the vehicle on site or on the road should be accounted for as 'waiting'.

Cleaning

Maximum duration: further specified.

Can planner order driver to take a break? No.

Additional questions within question path? Yes.

Upon arrival at the cleaning, the driver immediately reports 'Cleaning'. A choice follows:

- | | |
|-----------------------------------|-----------------|
| • Sweeping | max. 30 minutes |
| • Liner = sweeping+ hanging liner | max. 30 minutes |
| • Sweeping + cleaning | max. 60 minutes |
| • Cleaning | max. 45 minutes |

These times apply to the total process, from arrival at the cleaning to the departure from cleaning. Additional time such as for when removing residual load, difficult product, TIR-cable sealing, etc. is always in consultation with planning, and will be allocated fairly and reasonably.

If the cleaning process is stopped and the driver is left waiting this must be accounted for as such at the end of the process, when clicking on 'End' after cleaning. The 'cleaning' activity can and may not be interrupted by another activity throughout the loading process. The 'cleaning' activity can only be 'Ended'.

Washing

Maximum duration: 30 minutes.

Can planner order driver to take a break? No.

Additional questions within question path? No.

Upon arrival at the carwash, the driver immediately reports 'washing':

- Washing truck and/ or trailer, chassis, container max. 30 minutes

This time apply to the total process, from arrival at the cleaning to the departure from cleaning. If one must wait throughout this process, this must be accounted for during washing. Additional time such as for when removing residual load, difficult product, TIR-cable sealing, etc. is always in consultation with planning, and will be allocated fairly and reasonably.

The activity should be terminated by clicking on the 'Finish' button.

Vehicle control (under 'various')

Maximum duration: 5 minutes 1x a week.

Can planner order driver to take a break? No.

Additional questions within question path? Yes.

Check oil levels, then tyres, wheels and lights by walking around the truck. There is plenty of time for extra checks throughout the week, such as checks during waiting, while walking to and from the truck at break time, during loading, coupling, and uncoupling, etc.

The activity should be terminated by clicking on the 'Finish' button.

Mounting

Maximum duration: 30 minutes.

Can planner order driver to take a break? Yes.

Additional questions within question path? Yes.

Upon arrival at the terminal the driver immediately reports “Mount”, checks in at the porter, and drives to the mounting location where they enter the container number. After the actual mounting, the driver secures the container and meanwhile checks the container for damage or defects, and if necessary, removes the documents from their case. After returning to the cabin the driver drives to the exit to sign out. If the driver has found damage, they request an interchange- and/or loading documents at the front desk. If no loading documents come with the shipment, the driver writes a CMR themselves and reports this to the planning department. When terminating the activity, the driver uses the button ‘End’ after which they scan the documents.

All activities between arrival and departure from the terminal fall under the ‘Mounting’ activity. If the driver must wait during this activity, they must account for this.

The activity should be terminated by clicking on the ‘Finish’ button.

Dismounting

Maximum duration: 30 minutes.

Can planner order driver to take a break? Yes.

Additional questions within question path? Yes.

Upon arrival at the terminal the driver immediately reports “dismount”, checks in at the porter, and drives to the dismounting location. Here, they detach the container and then enter the container number. After the actual dismounting, they drive to the exit to sign out.

All activities between arrival and departure from the terminal fall under the ‘Dismounting’ activity. If the driver must wait during this activity, they must account for this.

The activity should be terminated by clicking on the ‘Finish’ button.

Coupling

Maximum duration: 15 minutes.

Can planner order driver to take a break? Yes.

Additional questions within question path? Yes.

Upon arrival at coupling location, the driver immediately reports 'Coupling'. Here they can choose between trailer, chassis, and chassis with container. Then they enter the relevant fleet numbers or confirm the proposed fleet number.

They then couple immediately, following the coupling procedure. During this procedure, they check the unit for damage and/or defects. If the loading unit is full, the driver removes the loading documents from the case or from the agreed location on the site. Upon returning to his cabin, they report damage or no damage.

All activities between arrival and departure from the coupling location fall under the 'Coupling' activity (including check-in and check-out at the porter). If the driver must wait during this activity, they must account for this.

The activity should be terminated by clicking on the 'Finish' button.

Uncoupling

Maximum duration: 15 minutes.

Can planner order driver to take a break? Yes.

Additional questions within question path? Yes.

Upon arrival at coupling location, the driver immediately reports 'Uncoupling'. Here they can choose between trailer, chassis, and chassis with container. Then they enter the relevant fleet numbers or confirm the proposed fleet number. After this they then uncouple right away, following the uncoupling procedure. If the loading unit is full, the driver puts the loading documents in the case or in the agreed location on the site.

All activities between arrival and departure from the coupling location fall under the 'Uncoupling' activity (including check-in and check-out at the porter). If the driver must wait during this activity, they must account for this.

The activity should be terminated by clicking on the 'Finish' button.

Refuelling

Maximum duration: 15 minutes.

Can planner order driver to take a break? Yes.

Additional questions within question path? Yes.

If the driver must wait during this activity, they must account for this.

The activity should be terminated by clicking on the 'Finish' button.

Unknown

Not accounting for time in the on-board computer will be seen as a break. The on-board computer will jump to undetermined when no activity has been entered for 60 seconds. Drivers have 59 seconds to operate their on-board computer. Those 59 seconds are then reset to the action they select.

Drivers can always enter a new activity immediately at the end of an activity. However, should no activity be available, they must select break.

Break (under Rest)

The break should be taken at a company convenient time, such as when waiting. Breaks are required by law and may be taken during any of the above actions if the opportunity arises.

Throughout the day, the planner may make decisions regarding the break that should be taken, keeping laws and regulations in mind. The planner may choose to give the driver a break of 3 consecutive hours to take advantage of a shortened night's rest. It is not the intention to limit a driver's hours during his shift time, the tasks should therefore be consecutive. However, when a task is cancelled, a longer break between tasks may be required.

Break control:

Important: you must provide the planned duration of the rest time to planning through the 'Reports' button. See the screen below:

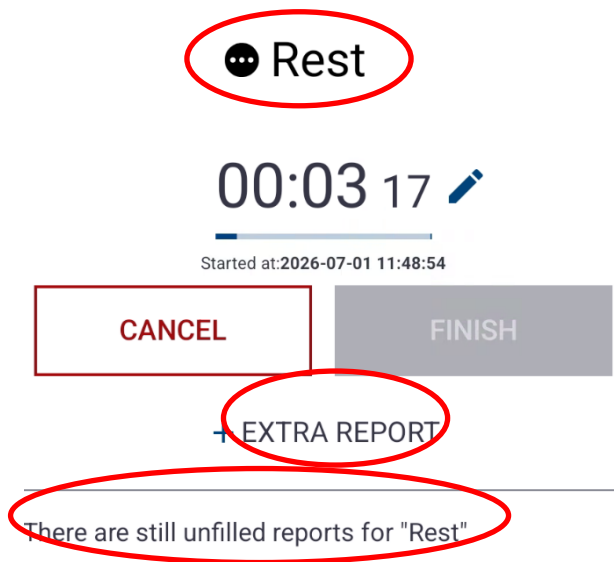
The activity should be terminated by clicking on the 'Finish' button

Night's rest (found under Resting)

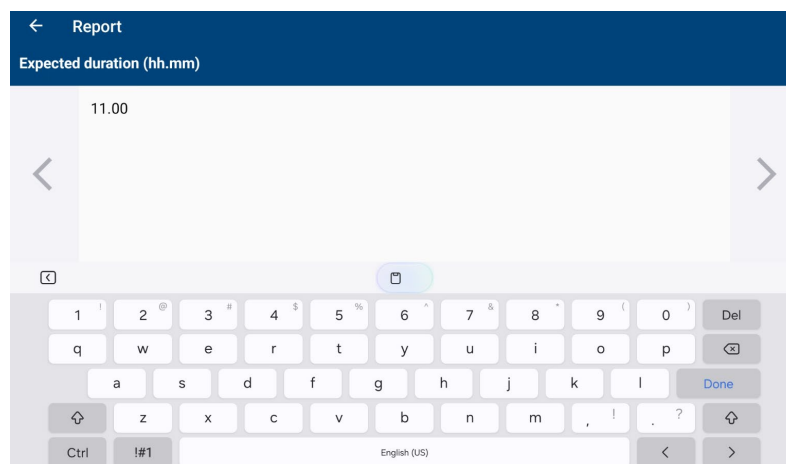
Primarily, the driver may decide where they sleep. The duration of the night's rest must be discussed with the planner and legal requirements must be respected. The shift time must be scheduled by the driver in a way so the maximum capacity can be used. Ending the shift after, for instance, 13.25 hours is a loss of 1.75 hours of work capacity.

Overnight rest on company premises or at home will not be compensated. When possible, the driver should take their night's rest at his place of employment or residence. The driver should start their day in a way that does not create unnecessary hours during their first activity.

Break control:



Important: you must provide the planned duration of the rest time to planning through the 'Reports' button. See the screen below:



The activity should be terminated by clicking on the 'Finish' button.

Crossing

Maximum duration: 2 x 15 minutes.

Can planner order driver to take a break? Yes.

Additional questions within question path? No.

The driver must account for the crossing by selecting the activity 'Crossing'. Embarking and disembarking the boat/train will be compensated with **a maximum of 15 minutes**, which includes check-in. Checking in is not accounted for separately. If the driver must wait during this activity, they must account for it as such. The crossing itself is regarded as rest.

15 minutes embarking

15 minutes disembarking

The activity should be terminated by clicking on the 'Finish' button.

On-site activities

Maximum duration: day shift

Can planner order driver to take a break? Yes.

Additional questions within question path? No.

Site work refers to work carried out for a particular customer on their premises or in the vicinity of their premises by order of, or in consultation with, the planner. There is no exact on-board computer input available for the nature or quantity of these activities. Special agreements are made between the customer and Van den Bosch for these activities. The driver is in close communication with the customer regarding their work but, however, remains in consultation with his planner with regard to starting times and duration of the work.

Repairs

Maximum duration: 15 minutes (= check-in time, remaining time is considered break time)

Can planner order driver to take a break? Yes.

Additional questions within question path? Questions regarding type of repairs.

In case of repairs, the driver will be directed to the repair workshop by the planning department. Upon arriving at this address, the driver will check in and park the vehicle to be repaired in the correct place, following the instructions of the repairer. After this, the driver takes a break until the vehicle is ready for departure. During the repair, the driver keeps the planning department updated on the expected duration.

In the case of a breakdown where the driver was able to reach a parking space, the driver will inform the planning department and then take a break until repairs have been made.

Exception

In case of a breakdown where the driver is stranded on a public road, the entire duration until the end of the towing or until the end of the repair will be paid.

Private

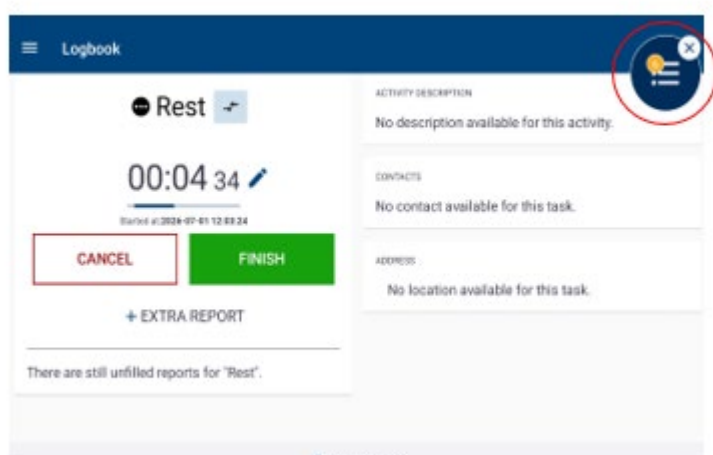
If specific arrangements have been made for using a truck, such as driving by home. The 'Private' button must be used to account for the time used to drive from a main route to the location where the driver will spend the night or rest. The time needed to drive from the main route, e.g., to and from home, is for the driver's own account.

Accounting for tasks

Introduction

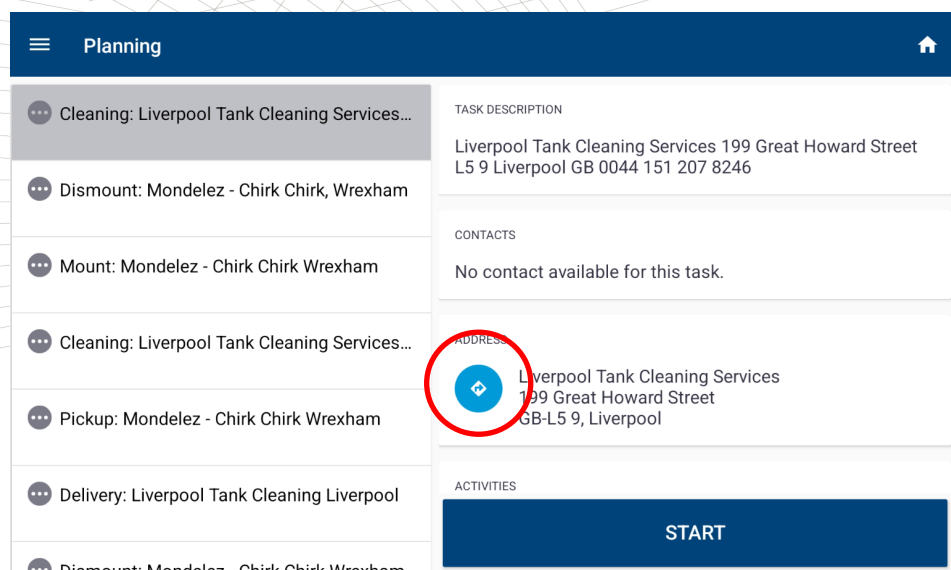
The activities described above can all be part of the planned tasks from the planning system (Stop list of Tasks). The tasks are assigned to the on-board computer and must be accepted so that, based on this, the accountability can be provided per planned activity as described above.

When receiving a new task, the on-board computer will ask the following question.



Planning:

You can find the planning or task list by pressing the home icon at the top right of the screen and selecting Planning. The overview below will then be displayed:



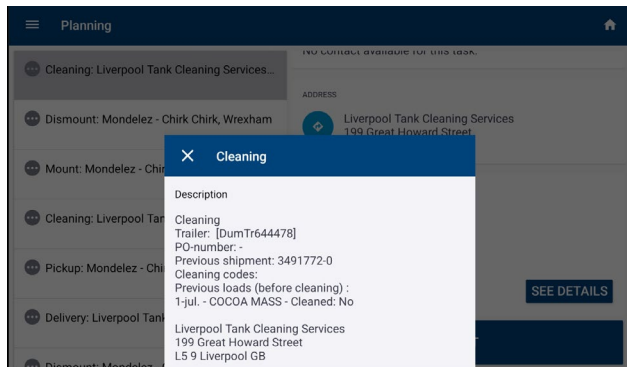
Select the blue arrow next to the address to activate navigation.

Tasks must be completed in sequence, working from top to bottom. Do not deviate from this sequence.

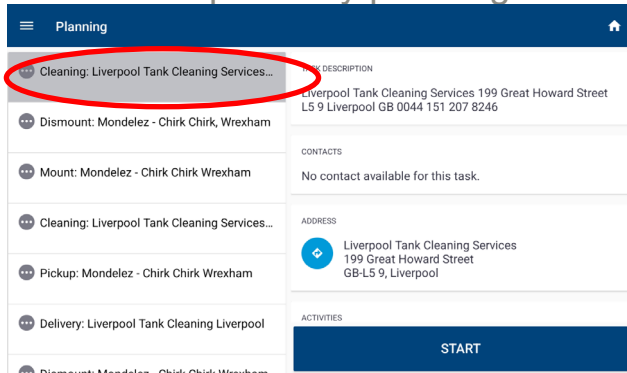
The screen is divided into two sections:

- Left-hand side = step-by-step planning
- Right-hand side = information about the selected task

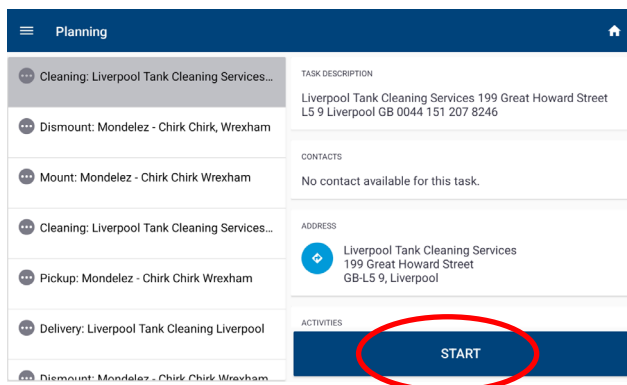
Scroll through the right-hand section and open “See details” to view all information about the task.



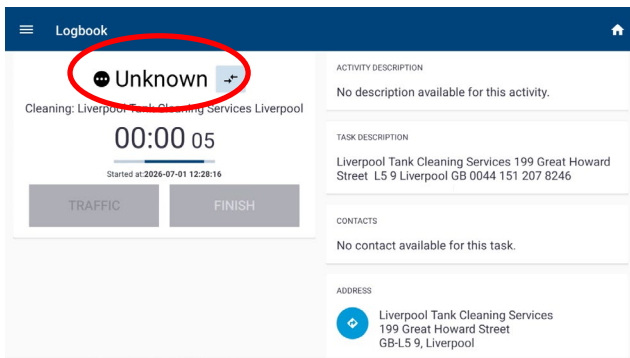
When you arrive at the location where the task is to be performed, open the task list and select the top task by pressing the task; see the image below.



Go to the right-hand section of the screen and select “Start”.

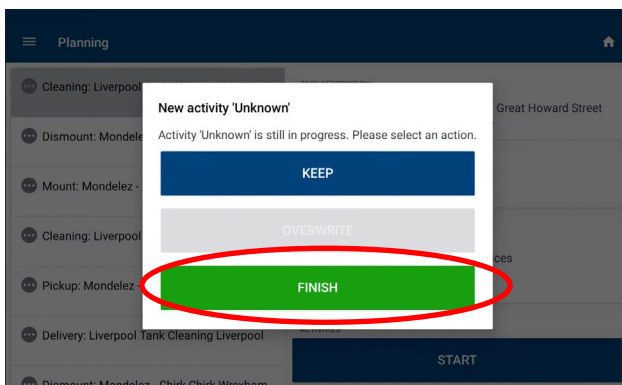


After starting a task, all activities associated with that task must be completed at the task location. The screen below appears after the task is started and the current activity will be “Unknown”. You then have 59 seconds to select the first on-site activity, for example “Check-in”.



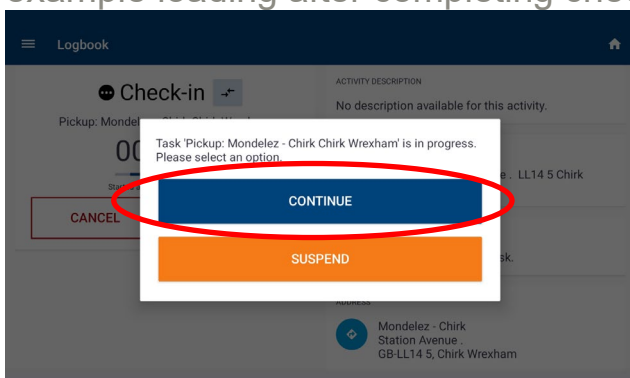
A task contains various activities. Some activities are mandatory and others are optional. A task can be completed only after all mandatory activities have been completed. Optional activities, such as waiting and resting, do not have to be performed to complete the task, but they must be recorded if they occur during the task.

If you wait too long to select a new activity after starting the task or between activities, the activity will be shown as “Unknown”. If the unknown time exceeds 59 seconds, it must be ended. Ending unknown time within a task differs slightly from the procedure for unplanned activities. The screen below is displayed and gives you two options for continuing with activity selection. Select “Finish Unknown”.

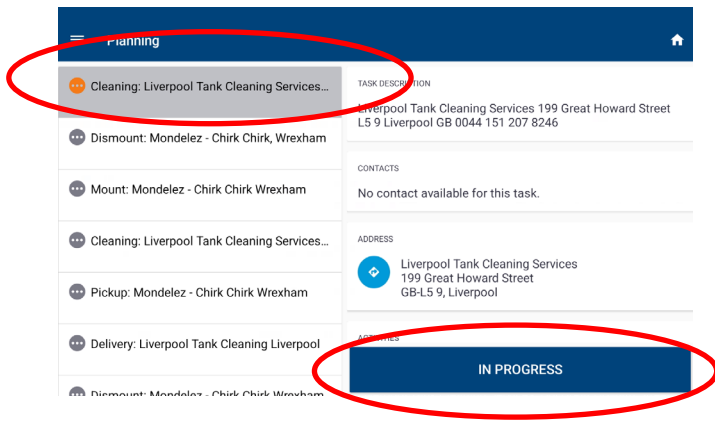


You can then select the activity you want to start. If you select “Keep Unknown”, the unknown-activity timer continues to run.

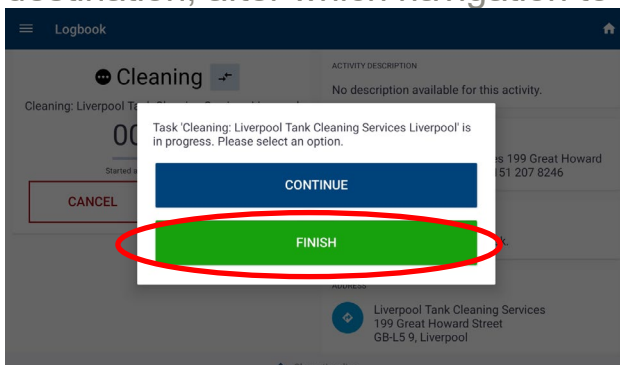
After ending an activity within a task, for example “Finish Check-in”, you are asked whether to continue or suspend the task. Selecting “Suspend task” exits the task. Normally, select “Continue task” so that you can start the next activity within the task, for example loading after completing check-in.



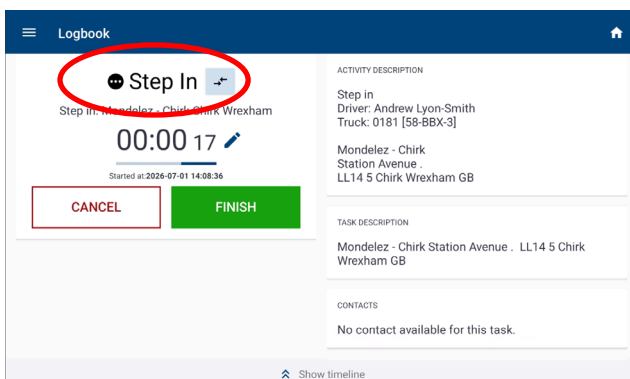
If you selected “Suspend task”, return to the task list and select the top task to continue it. The task list also indicates when a task is in progress:



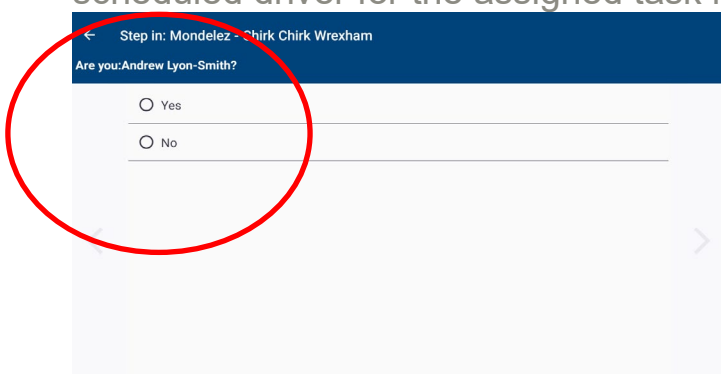
After all mandatory activities within the task have been completed, the option “Finish task” appears after the final activity. Selecting this option completes the task. The on-board computer then asks whether the next assigned task is the actual next task and destination, after which navigation to the next location can be started automatically.



Two tasks not previously explained under unplanned stops are “Step in” and “Step out”. They were not discussed earlier because they do not record time and occur only as planned tasks. “Step in” and “Step out” also have no underlying activities, only one or more questions.

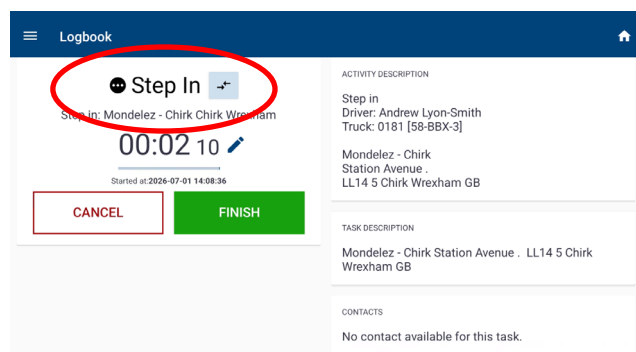


An example of a question asked during “Step in” is confirmation that you are the scheduled driver for the assigned task list.



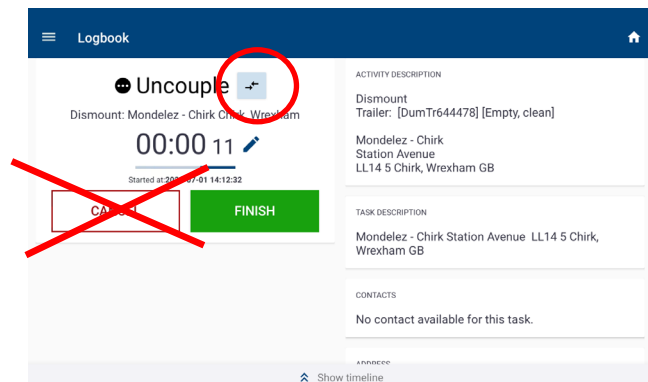
Tips & Tricks

Once you have selected and started an activity, never select Cancel. Selecting Cancel returns all accumulated time for that activity to Unknown.



End an activity only when you can immediately start the next activity or begin driving. First complete all related work, such as administration. This prevents an “Unknown time” period longer than 59 seconds between two activities.

If you selected the wrong activity, select the correct activity by making a new choice. Do not select Cancel and do not finish the incorrect activity before choosing a new activity; instead, “overwrite” the previous choice.



For example, you may arrive at a cleaning station and select “Cleaning”, only to find that cleaning is unavailable and rest or waiting time is required before cleaning can begin. In that case, change the selected activity to “Resting” or “Waiting” and select “Cleaning” only when it is your turn.

While driving, the on-board computer issues a warning 30 minutes before a potential driving-time overrun or a late start to a rest period. The warning repeats every 5 minutes so that you can respond in time. In the tachograph overview, the hours associated with the warning are highlighted in yellow.

The on-board computer logs you out automatically when you remove the driver card from the tachograph. If your administrative work is not yet complete, you can log in manually and finish it. It is better to complete all administration and the question flow before removing the driver card, so that you log out only after everything is finished.

Always use navigation. Only then can the planner see the ETA, or expected time of arrival. This prevents unnecessary questions from the planner, such as “When will you arrive at the unloading address?”

The way a break is recorded depends on the activity being performed. The schematic diagram below explains this.

During check-in for loading or unloading, you can interrupt the activity to record a break or waiting time directly.

De activiteiten in dit blok kun je onderbreken door fysiek wachten of rust in te voeren		De activiteiten in dit blok mag je nooit onderbreken, alleen beëindigen na afloop		De activiteiten in dit blok kun je onderbreken door fysiek wachten of rust in te voeren	
Aanmelden	Einde aanmelden	Begin laden	Einde laden	Afmelden	Einde afmelden

During loading, unloading and cleaning, you cannot enter a break directly. This can be done only after the activity has been completed. You are therefore asked afterwards whether you rested or waited during loading, unloading or cleaning. These activities must not be interrupted because the administrative system cannot process an interruption.

During check-out after loading or unloading, you can interrupt the activity to record a break or waiting time directly.

If navigation responds too slowly before an exit, adjust the navigation settings. The driver can check the current setting.

For a complete explanation, request the navigation manual from your planner.