

Keeping records of transport tasks

You will need to understand and keep accurate records of times and dates for a number of tasks including vehicle logs, shifts, accident reporting and vehicle safety checks.

Vehicle log	Date: 04/01/11		Vehicle reg YD53 LDE	
Driver	Shift start	Shift end	Mileage (start)	Mileage (end)
A Rowe	09:23	11:48	24589	24624
B Taylor	12:08	13:44	24624	24696

Recording times using the 24 hour clock

12 hour clock: the day is split into the morning (am) and afternoon (pm).

24 hour clock: the time is shown as how many hours and minutes since midnight.

7.00 am and 07:00 both mean seven in the morning.

7.00 pm and 19:00 both mean seven in the evening.



Tip: a quick way to change 'pm' times to 24 hour clock times is to add on 12 hours.

12 hour	8 am	10 am	12 noon	2 pm	4 pm	6 pm	8 pm	10 pm	12 midnight
24 hour	08:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00	00:00

Recording dates

Make sure you know how dates should be written:

- 26 October 2011 can also be written as 26/10/11.
- **dd/mm/yy or __/__/__**. You need to write **day/month/year** using 2 digits for each value.
- **dd/mm/yyyy or __/__/_____**. You need to write **day/month/year** using 4 digits for the year.