



Information on how to fill in, use and control the journey form for international occasional transport in the EU



This practical advice will help bus and coach managers and drivers to fill in and use the journey form (waybill) for international occasional services, and occasional services in the form of cabotage.

They will also facilitate road side checks and checks at company premises by providing a common understanding and interpretation of these rules by coach operators and control authorities.

01/ How to fill in the journey form

Headings 1 to 6 of the journey form, as well as the main journey elements of **heading 7** (journey programme), such as place of departure, place of destination, stopovers with overnight stays, including the estimated amount of kilometers per journey section, must be filled in before departure. For **heading 7** (journey programme), no programme change should be filled in under this heading. Any unforeseen modifications must be indicated under **heading 10**. Empty journeys, for example, between

the premises of the undertaking and the passengers' pick-up point and/or set-down point, must also be indicated.

For **heading 3** [(name of driver(s))], it is advisable to indicate the entire surname and first name, as indicated on the official identity documents. The use of abbreviations is not permitted. In case the crew on board is composed of more than one driver, the names of all drivers must be filled in. There is no obligation that all drivers listed in the journey form are present on board at all times during the entire journey.

For **heading 5** (type of service), only one of the service options available must be selected/crossed.

For **heading 6**, the starting place of the service to be filled in is the effective starting place of the coach journey. It can differ from the place where the first passengers get on board the service. The place of departure of the service can be the premises of the undertaking. The place of departure can be the same as the place of destination of the service.

In case of long distance tours, which imply visiting more than two countries, and whose place of departure and place of destination are situated in different countries, it is not mandatory to fill in all stopovers in all countries under **heading 6**. In such cases, it is sufficient to fill in only the place of departure and the last place of destination of the journey.

For **heading 7**, the entire route of the journey must be filled in chronologically, indicating pick-up and set-down points, as well as empty trips, such as where passengers are travelling by boat as part of the overall journey. In cases/days where the coach is not used, it is not necessary to fill in any record of no-use in the journey form.

For the purposes of **heading 7**, the term “passengers” means all persons on board of the coach, with the exclusion of the driver(s), whose name(s) is/are filled in under **heading 3** [name of driver(s)]. Stewards and other accompanying staff on board of the vehicle are considered to be passengers, and must be counted as such in the number of passengers.

For **heading 9** (local excursions), the journeys to be carried out can be filled in at the latest on the day of departure but, in any case, before starting the journey, taking into account, in particular, modifications which could occur due to climatic conditions. If an originally envisaged local excursion is filled in in the journey programme (**heading 7**), it should not be filled in a second time under **heading 9**.

Heading 10 must be used for all modifications to the original journey programme as described under heading 7.

In case the various headings do not make it possible to specify all the necessary information, any additional information can be indicated on one or more separate

sheets, annexed to the journey form. In such cases, the identification of the book and the journey form are indicated on these separate sheets. These sheets should not be fixed to the journey form.

It is recommended that an emergency company phone number (in item 2 of the journey form) is indicated, that can be used by authorities in case of emergency situations, such as accidents.

02/ How to use the journey form and the book of journey forms

- Only the original journey form must be carried on board the vehicle. This original shall be available on board the vehicle during the entire journey.
- In case of road side inspections, the original of the journey form is presented for inspection.
- The copy of the journey form is kept at the company premises.
- The book of journey forms can be used for several vehicles (services) at a time. It is not mandatory to carry the book of journey forms on board the vehicle.
- After having completed the journey, the original journey form shall be given back to the company. The company is responsible for the appropriate maintenance and keeping of the journey form.
- In case of cabotage, the journey form must be sent out to the relevant national competent authority, in line with the respective national provisions, after the journey has been completed or, at the latest, by the end of the month in which the journey was completed.

IRU Permanent Delegation to the EU

71 Avenue de Cortenbergh
1000 Brussels
Belgium
Tel: +32-2-743 25 80
E-mail: brussels@iru.org
Web: www.iru.org

Euro Controle Route

Rue de la Régence 39
1000 Brussels
Belgium
Tel: +32-2-519 38 70
E-mail: f.douwes@benelux.int