

**Guidelines on Bus Captain
Working Hours, Rest Times and Meal Breaks
issued by the Transport Department
(Revised in October 2010)**

- Guideline A – Bus captains should have a **rest time**¹ of at least 30 minutes after 6 hours of duty and within that 6-hour duty, they should have **rest times** totalling 20 minutes of which no less than 12 minutes should be within the first 4 hours of duty. **The time bus captains spend at a terminal point preparing for the next departure and monitoring boarding of passengers should not be regarded as rest time.**
- Guideline B – Maximum duty (including all **rest times**) in a **working** day should not exceed 14 hours.
- Guideline C – Driving duty (i.e. maximum duty less all **rest times** each of 30 minutes or more) in a **working** day should not exceed 11 hours.
- Guideline D – The break between successive working days should not be less than **10** hours.
- Guideline E – Bus captains working for a duty of not less than 8 hours in a working day should have a meal break. Bus companies should complete the improvement of meal breaks to no less than 45 minutes by the third quarter of 2011, and further improvement to no less than 1 hour in 1 year thereafter.**

Note: Improvements introduced in the revised Guidelines issued in October 2010 are marked in **bold**.

¹ Meal break is regarded as rest time.