

**Guidelines on Bus Captain
Working Hours, Rest Times and Meal Breaks**

(Revised in 2018)

- Guideline (1) (a) Maximum duty hours¹ in a shift should not exceed 12 hours, and driving hours² therein should not exceed 10 hours.
- (b) Duty hours in a special shift duty arranged to cater for service demand in the morning and evening peaks may exceed 12 hours but maximum duty hours should not exceed 14 hours, and driving hours therein should not exceed 10 hours. A rest break of no less than 3 consecutive hours should be provided in the special shift.
- Guideline (2) — The off-duty break between 2 successive shifts should not be less than 10 hours. The total off-duty breaks in 3 successive shifts, other than special shift duties, should not be less than 22 hours.
- Guideline (3) — Bus captains should have a rest break³ of at least 40 minutes after 6 driving hours², and within that 6-hour duty, they should have short rest breaks⁴ totalling not less than 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 break/short rest break.
- Guideline (4) — Bus captains working for 8 hours or above in a shift should have a meal break of no less than 1 hour.

¹ Duty hours refer to the total number of hours from the beginning to the end of a shift, including all the rest breaks.

² Driving hours refer to the total hours performing driving duty plus short rest breaks in a shift.

³ Inclusive of meal breaks.

⁴ Short rest breaks refer to rest times of less than 40 minutes.