

# DRIVERS TIMESHEET

Week Ending Date: .....

Drivers Name: .....

**Instruction to all drivers:** This timesheet must be completed in line with the guidance notes supplied. Once you have inserted your hours, you must sign one of the declarations as defined under the Working Time Regulations.

Day	Company Working for	Start Time	Finish Time	Breaks / Rest	Total Hours Worked	Working Time	Periods of Availability	Holiday / Sick Days
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

**Workforce agreement in place to exceed the maximum permitted 10 hour night work limit.**

**WORKER DECLARATION 1: NB Fraudulent recording is a criminal offence and may lead to action being taken against you.**

1. I declare I have accurately recorded my time on this timesheet.
2. I declare I have not been engaged in any other work other than for **Premier Placement Services** Ltd during this week.
3. I will notify the Employment Business immediately of any other periods of work that constitutes Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other Employers or Employment Businesses so that Premier Placement Services Ltd can maintain an accurate record of my weekly Working Time.

Signed: .....

Date: .....

**WORKER DECLARATION 2: NB Fraudulent recording is a criminal offence and may lead to action being taken against you.**

1. I declare I have accurately recorded my time on this timesheet.
2. I declare I have been engaged in work in addition to work for **Premier Placement Services** Ltd set out in this timesheet this week which constitutes Working Time as defined under the Working Time Road Transport Regulations, according I have set out this additional time in a further timesheet so that Premier Placement Services Ltd can maintain an accurate record of my weekly Working Time.

Signed: .....

Date: .....