

Driving Time Sheet

Order Number

Day	Date	Start Time	Finish Time	Total Hours	Breaks	Hours Worked
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

NOTE – HOW TO CALCULATE HOURS WORKED

total hours - breaks = hours worked

Total	
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Client – please confirm hours before signing

The driver is under the supervision of the client and no responsibility is accepted by the agency for any errors, omissions or damage by the driver.

If a driver is engaged by you or any member of your staff the client shall become liable to the agency for the appropriate fee.

Warning: It is the client's responsibility to deduct any breaks if applicable. Please remember your approval of this time sheet is our authority to charge your company for the hours.

Declaration: I declare I have had no accidents, near misses, or dangerous occurrences. I have complied with the Road Transport (Working time) Regulations. I have complied with the hours and tachograph regulations and I have retained the current day and the previous 28 Calendar days' charts and/or digital records and have returned the previous charts/records to the relevant clients. I have not undertaken any other work.

Temp Name	
Company	
Week Ending	
Client's Authorised Signature	
Print Name	
Date	

Let's work together.

