

Driver Line Ltd

7 Henry Close, Battlefield Enterprise Park. Shrewsbury SY1 3TJ

Tel: 01743 467632

E-mail: shrewsbury@driverline.co.uk

Web: www.driverline.co.uk

Quality Driven

DRIVERS TIME SHEET

Fax to: **522 7737**
0871

DRIVERS NAME:

A. Driver

WEEK COMMENCING MONDAY:

1st September

WORKING FOR COMPANY:

Genstar Logistic

TYPE OF WORK:

Multidrop

	Time START	Time FINISH	VEHICLE CATEGORY	TOTAL HOURS	OFFICE USE				
					Allowances	Expenses	BASE	OVERTIME	OVERTIME 2
MONDAY	08:00	15:00	C	08:00					
TUESDAY	07:45	17:45	C	10:00					
WEDNESDAY									
THURSDAY									
FRIDAY									
SATURDAY									
SUNDAY									
Note: Vehicle Category (B, C1, C or C+E)				TOTAL HOURS:	18:00				

CLIENT

I certify that the chargeable hours recorded above have been undertaken satisfactorily and that payment will be made in accordance with Driver Line Ltd. terms of business which are accepted as the basis of this transaction

Signature

John Taylor

Print Name

John Taylor

Order No

USE A NEW TIMESHEET FOR EACH CLIENT DURING THE WORK PERIOD

PERIODS OF AVAILABILITY (PoA) are periods of waiting time the existence and duration of which are known in advance and during which you are not required to remain at your work station (vehicle) although you may choose to do so. You must enter PoA 's in the hatched area of the timesheet

* Timesheet must reach us by **11AM** on the **Monday** following the week worked, by post, fax or e-mail. NO TIMESHEET = DELAYED PAY

* Check these hours carefully, errors cannot be rectified at a later date.

WORKER DECLARATION NB: *Fraudulent recording is a criminal offence and is grounds for immediate termination of employment and may lead to legal action being taken against you*

1. I declare that I have accurately recorded my time on this timesheet

2. I declare that I have notified Driver Line on an additional timesheet of any other periods of work that constitute working time as defined under the Road Transport (Working Time) Regulations 2005 undertaken during this week for other employers or employment businesses so that Driver Line can maintain an accurate record of my weekly working time

DRIVER signature

Andrew Driver