

DRIVERS TIMESHHEET

DRIVERS NAME:

WEEK COMMENCING: SUNDAY

****Timesheets need to be returned to the office by Monday Mornings 08:00 (Late timesheets may result in Late Payments)**

	Company Name	Vehicle Reg	Start Mileage	Finish Mileage	Start Time	Finish Time	Total Hours	Breaks	POA	Holiday	Night Out	Expences
SUNDAY												
MONDAY												
TUESDAY												
WEDNESDAY												
THURSDAY												
FRIDAY												
SATURDAY												

Total Hours worked:

(Fraudulent recording is a criminal offence and may lead to legal action being taken against you.) (* Only hours worked are payable not breaks)

Driver Declaration 1

- I declare I have accurately recorded my timesheet
- I declare I have not been engaged in any other work other than for DRES during this week.
- I will notify the employment business immediately of any other periods of work that constitutes working time defined under the working time road transport regulations Undertaken during this week for any other employers or employment business so that DRES can maintain accurate records of my weekly working time.

Driver Declaration 2

- I declare I have accurately recorded my timesheet
- I declare I have been engaged in other work in addition to work for DRES set out in this timesheet 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 you can maintain an accurate record of my weekly working time.

Drivers Signature:

(If you have any receipts for agreed expenses by the company please make sure you attach them with this time sheet to ensure payment.)

