

driving time sheet

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

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.

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.

Driver Name	
Licence Category	
Company	
Week Ending	
Client's Authorised Signature	
Print Name	
Date	

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.

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