

Driving Timesheet



NAME OF WORKER:	
CLASS OF DRIVER:	
WEEK ENDING DATE:	
CLIENT:	PURCHASE ORDER NO.:
ADDRESS:	SITE ADDRESS:
ORDERED BY:	REPORT TO:

IMPORTANT: This timesheet must be completed in full and ONE of the appropriate Worker Declarations completed below. Please complete clearly, using the 24 hour clock, e.g. start time 06:00, finish time 15:00. Submit to payroll.team@swanstaff.co.uk by 9.00 each Monday.

DAY	START	FINISH	TOTAL HOURS	TOTAL BREAKS	TOTAL SHIFT MINUS BREAKS
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					
Total Hours Worked Minus Breaks					

CLIENT DECLARATION

I am an authorised representative of the Client. The total number of shift hours shown above has been undertaken satisfactorily and I understand that an invoice will be raised from this timesheet. I accept the Terms of Business of Swan Staff Recruitment Ltd and payment will be made according to the Terms of Business I have received.

Signature Print Name Date

Worker Declaration 1: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare I have accurately recorded my time in this timesheet.
- I declare I have not been engaged in any work other than for Swan Staff Recruitment Ltd during this week.
- I will notify Swan Staff Recruitment Ltd immediately of any other periods of work that constitute Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers or employment businesses so that Swan Staff Recruitment Ltd can maintain an accurate record of my weekly Working Time.

Signature Print Name Date

Worker Declaration 2: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare I have accurately recorded my time in this timesheet.
- I declare I have been engaged in work in addition to work for Swan Staff Recruitment Ltd set out in this timesheet this week which constitutes Working Time as defined under the Working Time Road Transport Regulations and accordingly I have set out this additional time in a further timesheet so that Swan Staff Recruitment Ltd can maintain an accurate record of my weekly Working Time.

Signature Print Name Date

Example Driving Timesheet



NAME OF WORKER: JIM BLOGGS	
CLASS OF DRIVER: HGV 1	
WEEK ENDING DATE: 4-8-2017	
CLIENT: JOE. B. DRIVING	PURCHASE ORDER NO.: 1234
ADDRESS: 6 CROSSWAYS SQUARE DARTFORD DA2 1TN	SITE ADDRESS: DARTFORD DEPOT
ORDERED BY: ROGER STEPHENSON	REPORT TO: ROGER STEPHENSON

IMPORTANT: This timesheet must be completed in full and ONE of the appropriate Worker Declarations completed below. Please complete clearly, using the 24 hour clock, e.g. start time 06:00, finish time 15:00. Submit to payroll.team@swanstaff.co.uk by 9.00 each Monday.

DAY	START	FINISH	TOTAL HOURS	TOTAL BREAKS	TOTAL SHIFT MINUS BREAKS
MON	04:00	12:00	8	1	7
TUE	-	-	-	-	-
WED	-	-	-	-	-
THU	04:00	12:00	8	1	7
FRI	04:00	12:00	8	1	7
SAT	-	-	-	-	-
SUN	-	-	-	-	-
Total Hours Worked Minus Breaks					21

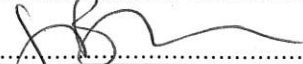
CLIENT DECLARATION

I am an authorised representative of the Client. The total number of shift hours shown above has been undertaken satisfactorily and I understand that an invoice will be raised from this timesheet. I accept the Terms of Business of Swan Staff Recruitment Ltd and payment will be made according to the Terms of Business I have received.

Signature  Print Name R. STEPHENSON Date 4/8/17

Worker Declaration 1: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare I have accurately recorded my time in this timesheet.
- I declare I have not been engaged in any work other than for Swan Staff Recruitment Ltd during this week.
- I will notify Swan Staff Recruitment Ltd immediately of any other periods of work that constitute Working Time as defined under the Working Time Road Transport Regulations undertaken during this week for other employers or employment businesses so that Swan Staff Recruitment Ltd can maintain an accurate record of my weekly Working Time.

Signature  Print Name JIM BLOGGS Date 4-8-17

Worker Declaration 2: NB: Fraudulent recording is a criminal offence and may lead to legal action being taken against you.

- I declare I have accurately recorded my time in this timesheet.
- I declare I have been engaged in work in addition to work for Swan Staff Recruitment Ltd set out in this timesheet this week which constitutes Working Time as defined under the Working Time Road Transport Regulations and accordingly I have set out this additional time in a further timesheet so that Swan Staff Recruitment Ltd can maintain an accurate record of my weekly Working Time.

Signature Print Name Date