



**Agency Drivers (UK) Ltd.**  
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 E-mail: drivers@agencydrivers.co.uk  
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Fax to:  
 01483 **45 33 33**

**DRIVERS TIME SHEET**



|  |   |
|--|---|
| DRIVERS NAME:<br><input style="width:95%" type="text"/>        | WEEK COMMENCING MONDAY:<br><input style="width:95%" type="text"/> |
| WORKING FOR COMPANY:<br><input style="width:95%" type="text"/> | TYPE OF WORK:<br><input style="width:95%" type="text"/>           |

|                         | Time  | Time   | BREAKS | chargeable<br>HOURS                     | Less PoA | Wkg Hours | <b>OFFICE USE</b> |   |   |
|-------------------------|-------|--------|--------|---|----------|-----------|-------------------|---|---|
|                         | START | FINISH |        |   |          |           | BASE              | X | X |
| MONDAY                  |       |        |        |   |          |           |                   |   |   |
| TUESDAY                 |       |        |        |   |          |           |                   |   |   |
| WEDNESDAY               |       |        |        |   |          |           |                   |   |   |
| THURSDAY                |       |        |        |   |          |           |                   |   |   |
| FRIDAY                  |       |        |        |   |          |           |                   |   |   |
| SATURDAY                |       |        |        |   |          |           |                   |   |   |
| SUNDAY                  |       |        |        |   |          |           |                   |   |   |
| TOTAL CHARGEABLE HOURS: |       |        |        | <input style="width:50px" type="text"/> |          |           |                   |   |   |

**CLIENT** I certify that the chargeable hours recorded above have been undertaken satisfactorily and that payment will be made in accordance with Agency Drivers terms of business which are accepted as the basis of this transaction

|  |   |   |
|--|---|---|
| Signature <input style="width:90%" type="text"/> | Print Name <input style="width:90%" type="text"/> | Order No <input style="width:95%" type="text"/> |
|--|---|---|

**MOBILE WORKERS**, that is drivers & crew travelling in vehicles of more than 3½ tonnes GVW, are subject to the Road Transport (Working Time) Regulations 2005 and must sign the declaration below.

**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 **10AM** on the **Monday** following the week worked, by post, fax or e-mail. **NO TIMESHEET - NO PAY**  
 \* Check these hours carefully, errors cannot be rectified at a later date. \* Only hours worked are payable, not breaks.

**WORKER DECLARATION** NB: *Fraudulent recording is a criminal offence and may lead to action being taken against you*

- I declare that I have accurately recorded my time on this timesheet
- I declare that I have notified Agency Drivers 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 Agency Drivers can maintain an accurate record of my weekly working time

**DRIVER** signature