

ROAD TRANSPORT TIMESHEET



Name						Client:				
Week Commencing:						P/o No:			OFFICE USE ONLY	
Day	Date	Vehicle Class	Start	Break	Finish	Hours Less Break	Periods of Availability (if applicable)	Overnight	Working Time	Tacho Recieved
S										
M										
T										
W										
T										
F										
S										
TOTAL										

Client Signature:	Print Name:
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Employee Declaration – Working Time

Please note that charitable work and work undertaken as a special constable, retained firefighter or in the territorial army will not count towards working time. However if you are engaged in any of these activities you still need to inform us and should fill out the declaration below as if you were engaged in other work. We will exclude time spent on such activities from our calculations of your working time.

Employee Declaration Option A – No other work

I Hereby declare that I **AM NOT** currently engaged in work outside of my commitments to Key Personnel which should need to be included in the firms calculation of my working under the Road Transport Working Time Regulation.

Signed..... Date.....

Option B – Other work

I hereby declare that I **AM** currently engaged in work outside my commitments to Key Personnel which will need to be considered in the firm's calculations of my working time under the Road Transport Working Time Regulations.

Please provide basic details of any other employers

- Employer name and address
Type of work..... Dates worked..... Hours worked.....
 - Employer name and address
Type of work..... Dates worked..... Hours worked.....
 - Employer name and address
Type of work..... Dates worked..... Hours worked.....
- Signed Date

For Key Personnel Use Only		
	Payroll	Invoicing
Basic Hours		
O/T Hours		
Total		