

Driving Time Sheet



Week Ending Date:

Client Details	
Company	_____
Address	_____ _____ _____
Contact	_____
Temporary Worker Details	
Mr/Mrs/Miss	_____
Order No.	_____

	Hours				Total	
	Start	Finish	Break	POA	Basic	Overtime
Mon						
Tues						
Wed						
Thurs						
Fri						
Sat						
Sun						
Total Hours						

EMPLOYEE DECLARATION - WORKING TIME
 Please fill out this form to provide details of any work undertaken for another road transport employer, sign and return to Bailey Employment Services Ltd by 1800 hours every Monday.
 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 will 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.

EMPLOYER DECLARATION Option A - no other work.
 I (name)..... hereby declare that I AM NOT currently engaged in any work outside of my commitments to Bailey Employment Services Ltd. which would need to be included in the firms calculations of my working time under the new road transport regulations. I undertake to inform Bailey Employment Services Ltd immediately if this situation should change at any point during my employment.

Option B - other work.
 I (name)..... hereby declare that I AM currently engaged in work outside of my commitments to Bailey Employment Services Ltd. which would need to be included in the firms calculations of my working time under the new road transport working time regulations. I undertake to inform Bailey Employment Services Ltd immediately if this situation should change at any point during my employment.

Signed:..... Date:

Company	Hours worked	POA	Break

DECLARATION: I/We hereby certify that the hours shown on this time sheet have been worked to our satisfaction and that the time sheet will form the basis of an invoice to be paid within (ten) days. We agree to be bound by the terms and conditions of business and acknowledge that should any temporary worker introduced by you accept an offer of employment from us, then the fee calculated in accordance with those terms and conditions will become payable.

By signing this Timesheet we agree to abide by the Terms of Business of Bailey Employment Services Ltd which have been separately submitted to us.

Authorised Signature: _____

WHITE COPY: BAILEY EMPLOYMENT
 YELLOW COPY: BAILEY EMPLOYMENT
 PINK COPY: CLIENT