

							Your Name:		
Day	Date	Client Name	Work Type	Start <small>To nearest ¼ hr use 24 hr clock</small>	Finish <small>To nearest ¼ hr use 24 hr clock</small>	PoA & Breaks	Notes	Client Signature & Print	Office Use
Sun				:	:			
Mon				:	:			
Tue				:	:			
Wed				:	:			
Thu				:	:			
Fri				:	:			
Sat				:	:			

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**TIMESHEETS MUST BE IN BY 09:00
MONDAY MORNING.**

**FAILURE TO DO SO WILL RESULT
IN PAYMENT BEING DELAYED.**

Please see reverse for instructions on how
to complete this form correctly.

Driver Require Ltd Terms and Conditions apply.

INSTRUCTIONS

1. **Make sure you enter YOUR NAME** in the space provided at the top of the timesheet.

2. **Date** – Enter the date of the day that you worked.
For example 06/06/15.

3. **Client Name** – Enter the name of the business where you worked on that day. If you worked for a company that is not a Driver Require customer then you may put "Other Client".

4. **Work Type** – This is to tell us what class of vehicle you drove that day. From the following codes please enter the code that applies to you –
Class 1 = 1 Class 2 = 2 7.5 tonne = 3 Van/Car = 4

5. **Start/Finish** – To the nearest ¼ hour and using the 24 hour clock, enter the start and finish time of the shift you worked on that day.
For example if you worked from ten past 7 in the morning until 6:35 in the evening you would enter Start = 07.15 Finish = 18.30.

6. **PoA & Breaks** – If you are a van driver this does not apply to you. If you are a LGV driver you must complete this for EVERY day of the week including days not worked. Please enter your total "non-working" time during your shift. This is the total PoA added to the total break time you have taken for that day. Please enter them as a single total rounded to the nearest ¼ hour.
PoA stands for period of availability and covers any period of waiting time that was known about in advance. For example if you are held in a queue at a depot waiting to unload, the depot is aware you are waiting and has told you to wait until called.
Break means all time you have taken as tachograph break.
You can get all this information from your tachograph printout at the end of your shift.

7. **Notes** – Please use this box to tell us any additional information we need know about your shift.

For example if you have had a night out or incurred any expenses (approved by the Client).

8. **Client Signature & Print** – You **MUST** make sure you get the relevant company representative from the place you have worked on that day to print and sign their name.

Failure to do so may result in payment being delayed until you go back and get a signature.

9. **Office Use** – Please leave this column blank.

NOTE – ALL days MUST be completed including rest days. If you have completed work outside of Driver Require please make a note on the relevant day still using the instruction points 1 to 9.