Magna Staff

8a Bank Street
Lutterworth
Leicestershire
LE17 4AG
info@magna-recruitment.co.uk **www.magna-recruitment.co.uk**

Tel: 01455 559933
Fax: 01455 559313

TEMPORARY DRIVERS RECORD SHEET

DISTRIBUTION OF COPIES:
WHITE COPY - Return to Magna
BLUE COPY - Retained by Client
GREEN COPY - Retained by Worker

NAME OF DRIVER:..... NAME OF EMPLOYMENT BUSINESS:.....

WEEK COMMENCING DATE:..... NAME OF CLIENT:.....

Instruction to temporary drivers: This timesheet must be completed in line with the guide notes and one of the declarations below must be signed to confirm your hours.

Day	Start time of shift	Finish time of shift
Mon		
Tues		
Wed		
Thurs		
Fri		
Sat		
Sun		

Day	Working Time	Periods of Availability	Total Shift Time
Mon			
Tues			
Wed			
Thurs			
Fri			
Sat			
Sun			
	=	=	=
	Total WT	**+ Total POA**	**= Total Shift Time**

Breaks / Rest	Holiday / Sick days
=	=

Instruction to temporary drivers: This night working chart must be completed for those undertaking night work.

TIME / DAY	0	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
M																								
T																								
W																								
T																								
F																								
S																								
S																								

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

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

SIGNATURE..... DATE.....

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

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

SIGNATURE..... DATE.....

CLIENT DECLARATION:

I certify the above total number of shift hours have been undertaken and that payment will be made in respect of total shift hours according to the terms of business which I have received and have accepted as the basis of this transaction.

SIGNATURE.....

NAME..... DATE.....