

WORKING TIME REPORT FORM

NAME OF DRIVER: WEEK COMMENCE
DATE:

Instruction to Drivers: One of the declarations below must be signed as confirmation of hours worked.

DAY	DRIVING TIME	OTHER WORK	P.O.A.	BREAK	HOLIDAY	TOTAL HRS
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(Driving time + Other Work + P.O.A. + Break)						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Driver 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 on this sheet
2. I declare I have not engaged in any work other than for Pole Position Personnel during this week
3. I will notify Pole Position Personnel 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 employees or employment businesses so that Pole Position Personnels can maintain an accurate record of my weekly working time

SIGNATURE:

DATE:

Driver 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 on this sheet
2. I declare I have been engaged in work in addition to work for Pole Position Personnel set out on this sheet which constitutes working time as defined under the Working Time Road Transport Regulations; accordingly I have set out this additional time so that Pole Position Personnel can maintain an accurate record of my weekly working time

SIGNATURE:

DATE: