

# Clockwise Briefings Weekly Time Sheet

Drivers Name: \_\_\_\_\_  
Week Commencing: \_\_\_\_\_

			Col 1			Col 2	Col 3	Col 4	Col 5	Col 6
Day/Date	Details of Work	Job I/D	HOURS	WORKED	TOTAL	TOTAL TO BE PAID	Other Work	Actual Driving	Column3+4 TOTAL	Rest/P.O.A Column 1-5
MON			Start time							
			Finish time							
TUES			Start time							
			Finish time							
WED			Start time							
			Finish time							
THUR			Start time							
			Finish time							
FRI			Start time							
			Finish time							
SAT			Start time							
			Finish time							
SUN			Start time							
			Finish time							
<b>TOTALS</b>										

- Column 1 Actual working hours. If Rest Day, Holiday or Sick day please state
- Column 2 Total paid hours for that day. Deduct 1 hour for days over 10 hours on non-tour work.
- Column 3 Other work. All hours spent working, but not driving, under Company's instructions.
- Column 4 Actual driving time. Not to include time working as second driver whilst not driving.
- Column 5 Column 3 + Column 4. Total work counting towards Work Time Directive. Will also include Holidays and Sick days.
- Column 6 Column 1 – Column 5. Equals rest periods and Periods of Availability

<b>Drivers signature</b>				
FOR OFFICE USE ONLY				
TOTAL TO BE PAID	TOTAL HOURS WORKED	Column 3+4 TOTAL	Rest/P.O.A Column 6	TOTAL Hrs COUNTED Col 1- Col 6

**This time sheet is to be handed in to the traffic Office by Sunday night or faxed on 01827 300009 again by Sunday night**