



TIMESHEET

DRIVERS NAME
 DRIVER CATEGORY
 FOR W/C MONDAY

| OFFICE USE ONLY: | |
|------------------|------|
| HRS | RATE |
| | |
| | |
| | |
| | |

| | CLIENT | START | DRIVING | OTHER DUTIES | P.O.A | BREAK | FINISH | NET HOURS | DIGITAL TACHO Y/N | CLIENT SIG |
|--------------------------|--------|-------|---------|--------------|-------|-------|--------|-----------|-------------------|------------|
| MONDAY Date | | | | | | - 45 | | | | |
| TUESDAY Date | | | | | | - 45 | | | | |
| WEDNESDAY Date | | | | | | - 45 | | | | |
| THURSDAY Date | | | | | | - 45 | | | | |
| FRIDAY Date | | | | | | - 45 | | | | |
| SATURDAY Date | | | | | | - 45 | | | | |
| SUNDAY Date | | | | | | - 45 | | | | |

DECLARATION :

I hereby declare the hours I have submitted to Revolution DRS Ltd are a true and accurate account of my past working week. I understand I am obligated under the RTD 2005 to inform all of my employers of any work undertaken during the above period.

SIGNED :

DATE :

TO ENSURE COMPLIANCE OF ACCURATE RECORD KEEPING WHEREVER POSSIBLE ALL DRIVERS ARE REQUIRED TO OBTAIN A PHOTOCOPY OF THEIR TACHOGRAPH FROM EACH CLIENT ON A DAILY BASIS. THESE SHOULD BE SUBMITTED ALONG WITH THE COMPLETED TIMESHEET AT THE END OF EACH WEEK.

- driving  } working time
- Other Work  }
- rest  } Not working time
- PoA  }

All Drivers : Please be aware of the new criteria for using each Tacho Mode Symbol. You are responsible for accurate record keeping whilst out on the road.

DRIVERS ARE REMINDED THEY MUST RETURN ALL TACHOGRAPH'S WITHIN THE LEGAL TIME LIMIT TO REVOLUTION DRS LTD OFFICE. ALL DRIVERS SHOULD INDICATE ABOVE IF A DIGITAL TACHOGRAPH WAS USED

ANY EXTRA EXPENSES INCURRED DURING A WEEK MUST BE SUBMITTED ALONG WITH ANY EVIDENCE SUPPORTING SUCH CLAIMS TO REVOLUTION AT THE SAME TIME AS YOUR TIMESHEET

ALL HOLIDAY REQUESTS MUST BE SUBMITTED ON A REVOLUTION DRS LTD HOLIDAY FORM

CLIENTS PLEASE NOTE : IF YOU FAIL TO SIGN THE RELEVANT SECTION OF THIS TIMESHEET THE DRIVERS RECORD OF HOURS WORKED WILL BE ACCEPTED AND YOU WILL BE CHARGED ON THAT BASIS.

REFERENCE CLAUSE 10. REVOLUTION TERMS AND CONDITIONS OF BUSINESS.

**ALL TIMESHEETS MUST BE SUBMITTED BY MONDAY 09.00 AM.
FAILURE TO COMPLY TO THIS NOTICE WILL RESULT IN A DELAY TO YOUR PAYMENT**

