

# DAILY WORKING TIMESHEET



Name ..... Date .....

Activity record											
Key: * = start of shift ** = end of shift BR = breaks or in-work rest POA = period of availability											
00	01	02	03	04	05	06	07	08	09	10	11
12	13	14	15	16	17	18	19	20	21	22	23

Start of shift(*)	
End of shift (**)	
Total shift (A)	

Absence record (tick appropriate box)	
Part of four weeks statutory holiday	
Sick, parental, maternity, paternity or adoption leave	
Other absence (including additional holiday)	

Total BR and POA (B)	
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Total working time (A-B)	
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Signed .....

## DAILY VEHICLE CHECK AND DRIVER REPORT

Driver's name ..... Start mileage .....  
 Company name .....  
 Vehicle/trailer no ..... Date .....

FUEL ADDED:	Place:	Mileage:			
ENGINE OIL ADDED:	Place:	Mileage:			
HAVE YOU BEEN CONCERNED WITH AN ACCIDENT TODAY?	YES	NO	HAVE YOU BEEN STOPPED BY THE POLICE OR OTHER OFFICIAL TODAY?	YES*	NO
IF SO, HAVE YOU FILLED IN THE NECESSARY FORM?	YES	NO	HAS YOUR VEHICLE OR TACHOGRAPH RECORDS BEEN EXAMINED TODAY?	YES*	NO

\*If 'YES' state reason or give details of any complaint.

DAILY VEHICLE CHECK – Items to be checked by driver before and during driving – Function – Damage – Cleanliness etc ✓ = Serviceable X = Defect			
Lamps/indicators/stoplamps	Tyres – inflation-damage-wear	Exhaust – condition-smoke-emission	
Reflectors/markers/warning devices	Wheels – condition-security	Tachograph/Speedometer – operation	
Battery – security-condition	Body/guards/wings/spray suppression – damage	Speed limiter – operation	
Mirrors – condition-security	Body/load – security-protection	Trailer coupling – operation-condition	
Brakes – pressure-operation-leaks	Number plates – condition-security-illumination	Trailer connections – condition-function-leaks	
Brakes – warning devices and instruments	Horn/wipers/washers – operation-condition	Trailer landing legs – condition-operation	
Driving controls/steering – wear-operation	Engine oil/water/fuel – levels-leaks	Ancillary equipment – Loading aids, etc	

**DRIVER REPORT** Detail below any faults which have come to your attention – if none enter 'Nil'.

### ACTION TAKEN

Driver's signature ..... Date ..... Supervisor's signature .....