KENECT RECRUITMENT

TRANSPORT TIMESHEET

PLEASE USE SEPARATE TIMESHEETS FOR DIFFERENT CLIENTS

Driver Name:	W/C Date (Sunday's Date):

	Start Time	Driving	P.O.A.	Break	Finish Time	Paid Hours
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Company Name:	Total Hours:
Signature (Client):	Print Name: (Client)

Please ensure all timesheets are received by 10am the following Monday

Email: worcestershire@kenectrecruitment.co.uk

Important Driver Information
RE: Tachographs

To ensure compliance of accurate record keeping, 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. All original tachograph charts must be retained by the driver for the legal number of required days (Currently set at 28 by VOSA) before handling them directly to Kenect Recruitment.

Please sign the declaration which applies to you for this weeks work.

Worker Declaration (1) - Please sign this declaration if you have only worked for Kenect Recruitment this week.

- I declare I have accurately recorded my time herewith
- I declare I have not been engaged in any work other than for Kenect Recruitment during this week.
- 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 / agencies so that Kenect Recruitment can manage an accurate record of my weekly working time.

DRIVER NAME:	SIGNATURE:	DATE:

Worker Declaration (2) - Please sign this declaration if you have worked with any other company this week.

- I declare I have accurately recorded my time herewith
- I declare I have not been engaged in any work other than for Kenect Recruitment during this week which constitutes working time as defined under the working time road transport regulation, accordingly I have set out this additional time above so that Kenect Recruitment can maintain an accurate record of my weekly working time.

DRIVER NAME:	SIGNATURE:	DATE:

Download additional timesheets from **www.kenectrecruitment.co.uk/downloads**