



Drivers Plus Limited  
 Blenwood Court,  
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 Business Centre, 451  
 Cleckheaton Rd,  
 Bradford BD12 0NY

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 Fax: 01274-288110

**Timesheet Completion Instructions**

- 1, Complete a separate timesheet for each separate company
- 2, Detail each activity during the shift e.g. period of availability (POA), and ensure that you deduct your breaks
- 3, An authorized company employee must sign Timesheets
- 4, Authorized timesheets must be received at Drivers Plus by no later than 10am on Monday morning to ensure that payments are made within 5 days
- 5, All expenses/Parking receipts must be attached to the timesheet with driver names written on
- 6, It is a driver's responsibility to have all Timesheets filled in correctly
- 7, If you require more Timesheets at any time please let Drivers Plus know as soon as possible

**Driver Instructions**

- 1, Timesheets & Driver card timings must match, each daily shift must be signed by an authorized employee
- 3, Attach fuel receipts to the daily vehicle check at the end of each shift
- 4, Please complete Manual entries when required
- 5, Drivers should contact the transport department in the event of any unforeseen circumstances
- 6, Drivers must inform the transport department in the event of any discrepancies e.g. shortage before leaving delivery point
- 7, All delivery and relevant paperwork must be handed to transport department at completion of shift.
- 8, All periods of availability, during which work has been completed elsewhere must be notified to Drivers Plus

Drivers Name:

Clients Name:

Week Ending:

Please Email Timesheets To:

[abrewerton@driversplus.co.uk](mailto:abrewerton@driversplus.co.uk)

Please can you have timesheets in by 10am on Monday morning, if we do not have your hours, we do not know what to pay you. Most of our customers do require a signed timesheet and will not pay unless you download your Driver card correctly, so please can you make sure you do as Drivers Plus won't be held responsible for any late payments.

Date	Start Time	Finish Time	Total Shift Hours	Total Break 45min	POA	Basic Hours - 8hrs	Overtime Hours	Total Hrs. Minus Breaks	Overnight Parking/ Expenses	Night Out Allowance	Driver Card Downloaded By (Name)	Authorized Signature
Sun:												
Mon:												
Tues:												
Wed:												
Thurs:												
Fri:												
Sat:												

**! ALL TIMESHEETS MUST BE IN OUR OFFICE BY 10AM MONDAY MORNING, LATE TIMESHEETS MAY RESULT IN LATE PAYMENT OF WAGES!**