



## **Record of Hours Worked Guidance on completing the Timesheet.**

The Working Time (Road Transport) Regulations (WTRT) requires employment businesses to maintain records of the Working Time of mobile workers who are subject to EU drivers' hours rules.

### **In summary the WTRT Regulations provide:**

Mobile drivers (such as HGV drivers) are subject to a maximum 48-hour average Working Time over a 17- week reference period; this reference period may be extended in certain circumstances.

There is a maximum weekly limit of 60 hours Working Time.

There is a maximum of 10 hours night work within each 24-hour period. Night time is defined as midnight to 4.00am (for goods vehicles) and 01:00 and 5:00am (for passenger vehicles). This maximum may be extended in certain circumstances. Mobile workers must take the following breaks: 30 minutes after 6 hours Working Time and 45 minutes for over 9 hours Working Time. It is important to note that EU Drivers Hours breaks and rest periods still apply.

An employment business is obliged to ensure that the Working Time limits specified above are complied with to protect the health and safety of temporary workers they engage and the wider public. In order to maintain such compliance records, you must accurately record your time on this timesheet.

**It is your responsibility to accurately record your Working Time during an assignment and to keep us updated as to any additional work you undertake for other employers or employment businesses for the purposes of calculating average Working Time. If you fail to record your time properly, or deliberately attempt to flout WTRT Regulations and/or EU Drivers' hours, this may amount to a criminal offence and you may be subject to a fine on conviction.**

The following notes will assist you in completing the timesheet:

- The definitions of Working Time and Periods of Availability (PoA) are detailed in your terms of engagement
- During an assignment you must accurately record your time in line with EU Drivers' Hours rules on client's tachographs. Your time recording for these purposes will also assist you in recording your Working Time for the purposes of the WTRT Regulations. In terms of tachograph pictograms, your Working Time is made up of "driving" time represented as a steering wheel and "other work" represented as the cross hammers symbol. The use of these symbols will permit you to record your total daily Working Time. Periods of Availability are represented as a box containing a right diagonal line. Although you will not be paid for breaks and rest periods, such time must also be recorded.

- In order to calculate your weekly shift time, i.e. the time for which you will be paid, you must add together periods of Working Time and Periods of availability.
- If you are absent due to sickness or statutory holiday, enter a nominal 8 hours in the sickness/holiday column.
- If you work at night you must complete the Night Working Chart. There is a maximum limit on Working Time of 10 hours within a 24-hour period. This 10 hours limit relates to Working Time and does not include periods of availability and breaks.
- Temporary workers must sign one of the declarations applicable to confirm the accuracy of the record of Working Time. We and/or our client may check tachograph charts to verify accurate recording for an assignment. Under the WTRT a mobile worker is obliged at the request of an employment business to notify them in writing of time worked for any other employment businesses or employer for inclusion in the calculation of the mobile worker's Working Time. Accordingly you must inform us of any additional Working Time or night working during the week by completing an additional timesheet to give us this information.
- Please contact Direct Recruitment if you need further assistance with completing the timesheet.