



BridgeStep Ltd.  
 Beeches Warehouse  
 Junction Lane, Sankey Valley Industrial Estate,  
 Newton-le-Willows, Merseyside, WA12 8DN



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 Web: [BridgeStepLtd.co.uk](http://BridgeStepLtd.co.uk)

Date	Start	Finish	Breaks	Total Hours	Payable Hours	Client	Vehicle Reg.	Client Sign & Print

Total Standard Hours	Total Overtime Hours	Net Hours (After Breaks)

Nights out and Expenses: (Give the reason and the cost. Receipts MUST be provided)

Your time sheet MUST be returned to BridgeStep Ltd by the following Monday by 9.00 hrs

**DRIVER'S DECLARATION** (Fraudulent recording of working time is a criminal offence and may lead to criminal action being taken against you)

- I am aware of my legal requirement to drive within the current EC Regulations & Working Time Regulations.
- I declare that I have accurately recorded my working time and breaks on this timesheet.
- I have notified BridgeStep Ltd separately, in writing, of any other periods of work that constitute working time, as defined under the Working Time (Road Transport) Regulations 2005, undertaken during this week for other employers or employment businesses, in order that BridgeStep Ltd can maintain an accurate record of my working time.
- I understand that late return of this timesheet may result in any payment owed to me being delayed.

Signed:

Print Name:

Date:




OFFICE USE:

Received by 9am Monday morning  Tachograph downloaded/ received

Signed by Client

Written communication from driver