

# R50 – Daily working time record book

RE-ORDER CODE 4428



Name of driver.....

Company name.....

Address.....

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**NB You should read the instructions overleaf before using this book**

**Note: This record book is intended to be used as an aid to calculate working time compliance, in line with the Road Transport (Working Time) Regulations. It may not be used to replace records legally required under the domestic or EU drivers' hours and records rules.**

**Other work records under EU rules** In any fixed week where a driver drives in scope of the EU rules, all periods of work and POA must be recorded either manually on a tachograph chart or a digital tachograph printout or by using the manual input facility of a digital tachograph. In GB, the Driver and Vehicle Standards Agency (DVSA) will also accept a domestic drivers' hours logbook record, provided it is legally required.

# 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	<input type="checkbox"/>
Sick, parental, maternity, paternity or adoption leave	<input type="checkbox"/>
Other absence (including additional holiday)	<input type="checkbox"/>

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

# INSTRUCTIONS TO COMPLETE DAILY WORKING TIME SHEETS

## Front sheet

- 1 Enter your first name and surname                      2 Enter your company name                      3 Enter the depot address

## Daily working time sheet

Please complete a sheet for every day, as requested by your employer and according to the following instructions.

Enter your name and the date in the boxes provided.

### Working days

In the 'Activity record' box, mark the beginning of your shift with an asterisk (\*) symbol in the nearest appropriate time box and write your exact start time in the line below. Then, throughout your shift, mark your breaks or in-work rest (BR) and periods of availability (POA) using a line in the time boxes and write the exact duration of these periods in the line below. At the end of your shift, mark the end of your shift with two asterisk symbols (\*\*) by the appropriate time box and write your exact finish time in the line below.

In the example below, the employee started work at 06:30hrs and after two hours work took a break of 17 minutes. A lunch break of 45 minutes was taken at midday and in the afternoon the worker had a 15-minute period of availability (when they were available for work, but no work was carried out) between 14:30hrs and 14:45hrs. The shift finished at 16:00hrs.

00	01	02	03	04	05	06	07	08	09	10	11
						*					
									—		
									17 mins BR		
12	13	14	15	16	17	18	19	20	21	22	23
					*						
									—		
									45 mins BR		
										15 mins POA	

Start of shift(*)	06:30
End of shift (**)	16:00
<b>Total shift (A)</b>	<b>9hrs 30 mins</b>
<b>Total BR and POA (B)</b>	<b>1 hr 17 mins</b>
<b>Total working time (A-B)</b>	<b>8hrs 13 mins</b>

Then complete the three boxes below the activity record to show: your start, finish and total shift times; the sum of your breaks, in-work rests and POAs; and your total working time (by subtracting your total rest/breaks and POAs from your total shift time) as in the example left.

### Absence days

If you were away from work, complete the absence record box by ticking one of the three options.

Finally sign the record to show that you have completed it.