

# W20 – Record Book for Drivers in Road Transport

RE-ORDER CODE 4202



- 1 Date book first used.....
- 2 Date book last used.....
- 3 Surname, first name(s), and address of holder of book.....  
.....  
.....
- 4 Name, address, telephone number and stamp (if any) of employer/undertaking.....  
.....  
.....
- 5 Name, address, telephone number and stamp (if any) of any other employer(s).....  
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.....
- 6 Operator's licence no(s).....

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

## WEEKLY SHEET

1 Driver's name				2 Period covered by sheet Week commencing (date)..... <i>14 November 2016</i> To week ending (date)..... <i>20 November 2016</i>			
Day on which duty commenced	Registration no of vehicle(s) 3	Place where vehicle(s) based 4	Time of going on duty 5	Time of going off duty 6	Time spent driving 7	Time spent on duty 8	Signature of driver 9
MONDAY	<i>ABC 123</i>	<i>HULL</i>	<i>7.00</i>	<i>19.00</i>	<i>8hr30</i>	<i>9hr50</i>	<i>J.BROWN</i>
TUESDAY	<i>ABC 123</i>	<i>HULL</i>	<i>8.00</i>	<i>14.00</i>	<i>2hr15</i>	<i>5hr40</i>	<i>J.BROWN</i>
WEDNESDAY	<i>ABC 123</i>	<i>HULL</i>	<i>7.15</i>	<i>18.35</i>	<i>8hr10</i>	<i>10hr30</i>	<i>J.BROWN</i>
THURSDAY	<i>ABC 123</i>	<i>HULL</i>	<i>7.40</i>	<i>16.30</i>	<i>5hr30</i>	<i>8hr15</i>	<i>J.BROWN</i>
FRIDAY	<i>ABC 123</i>	<i>HULL</i>	<i>8.15</i>	<i>17.30</i>	<i>6hr45</i>	<i>8hr15</i>	<i>J.BROWN</i>
SATURDAY	<i>ABC 123</i>	<i>HULL</i>	<i>7.30</i>	<i>13.50</i>	<i>4hr15</i>	<i>5hr20</i>	<i>J.BROWN</i>
SUNDAY							
10 Certification by employer Signature..... <i>J. Smith</i>				I have examined the entries in this sheet Position held..... <i>Transport Clerk</i>			

## WEEKLY SHEET

1 Driver's name				2 Period covered by sheet Week commencing (date) .....			
				To week ending (date) .....			
Day on which duty commenced	Registration no of vehicle(s) 3	Place where vehicle(s) based 4	Time of going on duty 5	Time of going off duty 6	Time spent driving 7	Time spent on duty 8	Signature of driver 9
MONDAY							
TUESDAY							
WEDNESDAY							
THURSDAY							
FRIDAY							
SATURDAY							
SUNDAY							
10 Certification by employer				I have examined the entries in this sheet			
Signature .....				Position held .....			

## Instructions to drivers for completion of sheets

### Front sheet

- 1 Enter your surname, first name(s), and address (item 3). Owner-drivers need not make any entry in item 3 unless their personal address is different from the address of their place of business
- 2 Enter the date on which you first use the book (item 1)
- 3 Immediately after you have completed all the weekly sheets enter in item 2 the date on which you last made an entry in a weekly sheet. If you cease to be employed by the employer who issued you with a record book enter the last date on which you were employed in item 2

### Weekly record sheet

- 4 Use a new sheet each week. A week runs from midnight on Sunday/Monday to midnight the next Sunday/Monday
- 5 Complete boxes 1 and 2 at the beginning of each week in which you work as a driver
- 6 Each day on which you do work as a driver complete boxes 3–9 in accordance with the instructions below
- 7 Enter in box 3 for the day in question the registration number of any vehicle used during that day
- 8 Complete boxes 4 and 5 at the beginning of each day on which you do work as a driver
- 9 Complete boxes 6, 7 and 8 and 9 at the end of the day's work

## Notes for guidance on the use of record books

### For employers

- 1 After completing items 4 and 6 on the front sheet, issue a record book to the drivers employed by you
- 2 Give the holder the necessary instructions for correct use of the book
- 3 When the record book is handed in to you by the drivers employed by you within seven days of the end of each week of driving, examine and sign the weekly record sheet (including the duplicate sheet) for the week to which it relates. Tear out and keep the duplicate sheets, leaving the top sheets in the book and return the book to the driver before they are next on duty
- 4 When the used books have been handed back to you by the drivers employed by you preserve them together with the duplicate sheets for not less than one year

### For employee-drivers

- 5 Ensure that items 1 and 3 on the front sheet are completed before you use the book
- 6 This record book is personal. Carry it with you when on duty and produce it to any authorised inspecting officer on request. Hand it over to your employer when you leave the undertaking
- 7 Produce this record book to your employer within seven days of the end of each week of driving, so that they can check and countersign your entries. Keep the top sheets in the book

- 8 When the book is completed, complete item 2 on the front sheet and keep the book for two weeks so that it can be produced at any time to an authorised inspecting officer and then hand it to your employer

### For owner-drivers

- 9 Ensure that items 1, 3 (if applicable), 4 and 6 on the front sheet are completed before you use the record book. Enter your business address in item 4
- 10 This record book is personal – carry it with you when on duty and produce it to any authorised inspecting officer on request
- 11 Tear out and keep the duplicate of each weekly record sheet at the end of the week to which it relates
- 12 When the book is completed, complete item 2 on the front sheet. Preserve the used books and the duplicate sheets for not less than a year

### General

- 13 All entries must be made in ink or with a ball-point pen
- 14 If you have to correct an entry, strike the incorrect entry through, write the correct entry near it and initial the correction