

DAILY TRIP RECORDING SHEET - A


HOURS PER WEEK _____

WEEK ENDING _____


Day	Fit for Duty	Daily Veh Check	12.00am	1.00am	2.00am	3.00am	4.00am	5.00am	6.00am	7.00am	8.00am	9.00am	10.00am	11.00am	12.00	1.00pm	2.00pm	3.00pm	4.00pm	5.00pm	6.00pm	7.00pm	8.00pm	9.00pm	10.00pm	11.00pm	Days Working Time Total	Odo-meter
Mon																												
Tues																												
Wed																												
Thurs																												
Fri																												
Sat																												
Sun																												

- D = DRIVING WORKING TIME
- S = NON WORKING TIME
- N = NON DRIVING WORKING TIME
- B = SHORT BREAK TIME

} Put the appropriate 'letter' in the box

For half hours put in a diagonal eg. 

indicates you have driven 30 minutes

For 15 minutes put in a cross eg. 

indicates you had a short break of 15 minutes

If you are fit for duty tick fit for duty box

If you have carried out the Daily Vehicle Check tick fit for duty box

NOTE – TRIP RECORD SHEET MUST BE UPDATED AT END OF EACH DAY

Signed _____