		START	FINISH	VEHICLE SPEEDOMETER	
DATE	/ / 20				
DAY		: am/pm	: am/pm	PLANT NO	
EMPLOYEE NAME		: am/pm	: am/pm	START	km/hrs
		: am/pm	: am/pm	FINISH	km/hrs

DESCRIPTION OF WORK	JOB NUMBER/CODE	HOURS	HOURS CODE	PLANT NO	HOURS	KM	SOURCE (GRAVEL/SAND/WATER)	LOAD/S
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	-							

Use separate line for – Overtime, Each Classification, Each additional allowance, Each Additional Plant Item

TOTAL

Heavy Vehicle Driver Rest		
Location	Start Time	Finish Time

NOTE: Work diary must be used when operating outside 100km from 10 Civil Court, Harlaxton

Driver rest break guide
15 minutes in 5 1/2 hours
30 minutes in 8 hours
1 hour in 11 hours
Minimum 7 hours in 24 hours
Maximum 12 hours total work

I certify that the Job No's, Classifications, Hours Worked, Overtime & Allowances as claimed are correct.

Employee's Signature

Site Foreman's Signature

ENTERED

DATE: BY: