

Local Driver Timesheet

Company		Driver	
Pay period beginning / ending	Time zone	Supervisor	

Record actual start, end and break times. Enter end dates for overnight work. Approved paid hours are reviewed separately from elapsed time and federal HOS duty status.

Date	Start time	End date / time	Break duration / type	Worked hours	Approved paid hours	Work / notes
Worked hours total		Approved paid hours total		Adjustment / approval reference		
Break treatment / additional work / corrections						
Driver acknowledgement / date				Manager review / date		

Do not automatically treat every break as unpaid or off duty. This timesheet records internal work/pay-period information; use a separate short-haul time record when that HOS exception applies.