

LOGS: ORIENTATION

These logs go through a scanner, and each image is read by a computer program.

Use a good pen with dark ink.

Do your best not to tear the sheets; do not use staples or a three-hole punch

-- these can cause the scanner to jam.

Keep to the white center lines when drawing in the grid (do not draw on the existing black line at the bottom); try to use a ruler.

Never write words in the grid area. For any spot with no info to record, leave blank.

1) Date your log, include the year

1a) If you have multiple consecutive days off (i.e. weekends or vacations) only date log for the *first* day off.

Record total # of days off at the bottom where indicated, **and include the info in the remarks section below grid.**

2) Record total miles for end of day (must match trip reports)

3) Record tractor and trailer #'s; multiple trailers can be recorded in the remarks section

4) Record your 4-digit ID number (if you do not know your number, leave the space *blank*)
(NO leading zeroes, no # signs, no letters, no dashes -- just 4 numbers)

5) The grid must be completed, no time left blank. Log it as you go, must match trip reports

6) Each line must be totaled to the right of the grid; one digit per box; decimals are provided; fractions cannot be read

6a) Line 1 always equals 24.00 for off-duty logs; do not forget to draw your line across the grid and sign the log

7) Every location from start to finish must be recorded; Never abbreviate a city name; Use state abbreviations

8) The shipper/commodity section (at bottom of log) must be completed with *both* pieces of info; if you are empty, indicate such:

Ex: MLCO/Food or AB/Beer

(A bill of lading # can be used in place of the above info)

9) Sign your log at the *end* of each day, never beforehand.

Must use name as it appears on your license & it must be legible.

(If you have a co-driver or trainee, print his/her name below your signature, but *sign your own log*)

10) DVIR (back of log); to be completed at *end* of day (never for a pre-trip);

if any defects found, complete a dvir at the shop

11) Recap; Use side of log or inside cover, whichever is preferable to you. Be aware of your available hours; we use 70 hour/8 day

(Only lines 3 and 4 are calculated for your recap)

On Duty: All time spent inspecting a unit; show 15 minutes for a pre-trip and post-trip *every* day.

If you are on an overnight trip, show your post trip before hitting the bunk or going off duty.

Show a pre-trip before hitting the road again.

On Duty: All time spent traveling to the clinic & time spent at the clinic for a random drug screen, or post-accident screen.

On Duty: All time in a roadside inspection

On Duty: All time at the scene of an accident until released by the officer

On Duty: All time at a shipper/receiver either assisting in the delivery or exchanging paperwork

On Duty: Fueling or load checks; if under 15 minutes you must flag the time and record number of minutes

Ex: Fueling, Loveland, CO, 6 minutes

HOURS OF SERVICE

1) You have 11 hours available to drive

2) You have a 14 hour work period (Lines 1, 2 , 3, and 4 add into the 14 hour block)

Ex: if you begin at 6am with a pre-trip, then 8pm is the 14th hour of your day and you may not drive.

I would suggest marking the 14th hour with a tick mark each time you begin so you know what to look forward to.

3) You must take 10 consecutive hours off in order to start your 11 or 14 again

* If you are using the bunk, take 10 straight hours on line 2; if you have no sleeper, take 10 hours on line 1.

* You can switch back and forth between lines 1 and 2 for 10 hours. It is legal as long as you do not go to lines 3 or 4 during that 10-hour period.

**Any period on line 1 or 2 less than 10 hours will count against your 14 hour day

4) The 16-hour exception can only be used by drivers who begin and return to the same location each day.

To use the rule:

a) You must have returned to the normal work reporting location for the previous 5 duty tours AND

b) have been released from duty at that location within 16 hours AND

c) have not used the exception in the previous 7 days.

5) Two hour additional driving exception: Can only be used in *unforeseeable* circumstances; forecasted weather and road closures do not count. The two hours is not intended for you to finish your route. It is only a time limit to allow you to get to the first available safe haven.

6) ALL hours-of-service violations occur on Line 3: Driving.

a) if you are *driving past* 11 hours

b) if you are *driving* past the 14th hour of your day

c) if you are *driving* past the 70th hour in an 8-day period

7) We use the 34-hour restart

I have received, read, understand, and agree to comply with the above instructions for completing my driver's daily log as well as meet all criteria for records-of-duty status as written in section 395 of the Federal Motor Carrier Safety Regulations.

In addition, I have been thoroughly trained on section 395 in order to stay in compliance with the regulations contained therein.

If I have any questions regarding log compliance I will contact Cathy Jones, Safety & DOT Compliance, at 800-873-5059, ext. 134 or Bob Thibodeau, Safety Director, at 800-873-5059, ext. 155 (or Bob's cell at 330-518-8715).

Driver's Signature

Print

Witness Signature

Print

Date