

LOGS

Federal Requirements

Basically, the federal requirements contain three maximum limits established to reduce highway accidents by keeping the fatigued driver off the road:

11 Hours Driving Rule

14 Consecutive Hours On-Duty Rule

60/70 Hours of Service Rule.

Your knowledge and understanding of these three rules and how they apply, along with the proper application of the rules, will keep you legal and safe.

14 Consecutive Hours On Duty

You cannot drive after 14 consecutive hours after coming on duty. You cannot drive again until you have 10 consecutive hours of rest. Lunch **breaks or other off-duty time do not extend the 14-hour period**. The 14 hours are consecutive from the time you start your tour of duty.

On-duty time is defined as all time from the time you begin work or are required to be ready for work until you are relieved from work and all responsibility for doing work.

On-duty time includes time spent:

- Pre-Trip Inspection
- Inspecting, servicing, or conditioning a commercial motor vehicle;
- Driving (at the controls of your vehicle);
- In or on your vehicle (except time spent in the sleeper berth);
Loading or unloading your vehicle;
- Repairing, obtaining assistance, or attending to a disabled vehicle;
- Performing any other work for a motor carrier;
During any time spent receiving a citation or roadside inspection
Fueling or adding additives to your CMV
- Complying with drug or alcohol testing requirements; and
- Performing compensated work for any other employer.

60/70 Hours of Service Rule

Drivers working for a company that does not operate motor vehicles every day of the week must not drive after accumulating 60 hours on duty during any 7 consecutive days. If your company operates vehicles every day of the week, you must not drive after accumulating 70 hours on-duty time in any 8 consecutive days. You may, however, continue to perform non-driving duties after reaching these limits and not be in violation.

A monthly summary sheet is one of the most convenient ways to keep track of available on-duty time. Many duty status records are in book form and contain monthly summary sheets. If, for example, you work on the 70-hour/8 day schedule, add the hours worked during the last 7 days (day 1 plus the preceding 6 days). If it totals 70 hours or more, you have no driving hours available for the next day. Remember that you can perform non-driving activities after reaching the 70-hour limit and not be in violation.

If you work on the 60-hour/7 day schedule, the procedure is the same. You would simply total your hours for the last 6 days (day 1 plus the preceding 5 days) and subtract from 60 to find out how many hours were available for the next day. If the total were 60 or more, you would have no driving hours available for the next day.

34-Hour Restart

The regulations include an optional “restart” provision. This allows you to “restart” your 60 or 70 hour clock after having at least 34 consecutive hours off duty.

Log Contents

The duty status record or daily log is to be filled out in duplicate for each 24-hour period. **All entries must be legible and in your own handwriting.** No matter which form your carrier chooses to use, the following information must be included:

- a vertical or horizontal graph grid with a remarks section
- 24-hour period starting time, selected by the carrier for your terminal
- the date
- total miles driving today
- truck or tractor and trailer numbers
- name of the carrier
- carrier’s main office address
- place for the driver’s signature/certification
- name of co-driver
- total hours (at the end of the grid)
- shipping document number or name of shipper and commodity.

Filling Out the Log

You must keep your logbook current to the time shown for the last change of duty status. This means your logbook must be up-to-date at all times. Use a ruler to draw the graph lines. This will give a neat appearance to your daily log. Draw the lines in the middle of the space provided for each of the categories and no one can doubt the meaning. There are four categories to be recorded: Off Duty, Sleeper Berth, Driving, On Duty (Not Driving); and the total of the hours shown in all four categories must add up to 24 hours. If they don’t, there’s been a mistake.

The Remarks section records the location of your changes in duty status. Changes in duty status of 15 minutes or more can be shown directly on the graph with the locations shown in the Remarks section. Short stops of less than 15 minutes can be shown by simply drawing a line from the appropriate time marker into the Remarks section and noting the location and length of time stopped. It is a good idea to indicate the reason for short stops.

If a change of duty status occurs at a location other than a city, town, or village, the location can be recorded in one of the following ways: 1) the highway number and nearest milepost; 2) the highway number and the name of the service plaza; or 3) the highway numbers of the nearest two intersecting roadways. Each of these should be followed by the name of the nearest city, town or village and the state abbreviation.

A current logbook keeps you aware of your hours of service at all times. It is most important in allowing you to calculate your availability for driving time for the next duty period.

Duty Status Record Retention

The regulations require that you either submit or forward by mail the original driver's record of duty status to your employer within 13 days following completion of the form. The carrier then retains the record for 6 months from the date of receipt.

The second copy or duplicate must be retained by you for a period of 8 days and **be in your possession while on duty.**

PRE-TRIP INSPECTIONS

Pre-Trip inspection shall be conducted and recorded before any other On-Duty activity is recorded. You are required to log the Pre-Trip inspection for the period of time it takes to complete the entire 123 point check. Pre-Trip inspections shall be recorded for a period of time not less than 15 minutes and shall indicate the City, State and PTI as the action.

POST TRIP INSPECTIONS

Post-Trip inspections shall be conducted at the conclusion of your tour of duty. Post-Trip inspections must be flagged and show the City, State and PTI/DVIR. You are required to log the actual time it takes to complete the Post-Trip inspection and completion of the DVIR. Because it is possible to conduct a Post-Trip walk around inspection and complete the DVIR in less than 7 ½ minutes, you may flag this activity if your activity is performed in less than 7 ½ minutes.

DRIVER VEHICLE INSPECTION REPORTS

This must be filled out each day you drive. It is to be completed at your last change of duty status for the day. The time recorded on the DVIR must match the last On-Duty time recorded and at the time you recorded your Post Trip Inspection. Anytime you have any repairs done to your equipment it must be listed on your DVIR and the repairman (person that repaired the defect) must sign your DVIR. Time spent involved in obtaining assistance for repairs or if you performed the repairs must be recorded on line 4 (On-Duty Not Driving) Exact time/location must be logged accordingly.

ON DUTY-NOT DRIVING (Line 4)

A minimum of, but not limited to, 15 minutes will be logged on line 4 of the log for the following safety sensitive functions. If the performance of any of these is greater than 15 minutes, then you will log the exact time involved. If the function takes less than 15 minutes, then you will finish the required time by the performance of another safety sensitive function (update log, do walk around equipment inspection, etc)

Random drug or alcohol test

Post Accident drug or alcohol test

Pre-trip Inspection- (to be performed at first change of duty status after midnight and/or any other time you have been off duty/in sleeper for 10 or more hours)(Pre-trip inspection will be noted on the log at the time of the inspection and for a time NOT LESS THAN 15 minutes.

Fueling

Loading

Unloading

Drop & Hook

State Inspections (exact time spent being inspected must be shown, as well as exact location)

Citations (including warning) (exact time spent receiving citation must be shown, as well as exact location)

Accident (exact time spent at the scene and/or involved and exact location must be shown)

Scale Receipts

Repairs

On Line 4 required:

Cash Advances-on line 4 time is required to be logged if the advance is for a truck related purchase. Cash advances where no purchase for a truck related expense line 1 is acceptable. The log must show exact time and exact location of the cash advance or purchase, if a purchase involves anything related to repairs or maintenance to equipment (e.g. Purchasing oil, washer fluid, bulbs etc).

Tolls-are required to be logged. If you are using automatic payment deduction (EZ-Pass) then the times recorded **MUST** match your route and time on your log.

Conclusion

It is a universal truth that no one likes paperwork. But your logbook, properly kept, does not take up much of your time, and is your most valuable tool to stay alert.

Driver fatigue is a serious problem. It is one of the leading causes of heavy truck crashes. And when you consider that thousands of deaths each year result from accidents involving commercial motor vehicles, you can see why there are regulations to keep tired drivers off the road. The hours of service regulations are based on the sensible idea that if you drive too long, you get tired...and dangerous.

YOUR DRIVERS RECORD OF STATUS MUST MATCH ALL TIMED DOCUMENTS

LOG IT AS YOU DO IT.

LOG VIOLATION POLICY

All logs will be audited for compliance with Part 395 of the Federal Motor Carrier Safety Regulations. Contractors found to be in violation of Part 395 will be subject of the following penalties:

A. ACTS OF OMISSION

1. Failure to sign log, total hours, and list manifest number, show location of change in duty status, etc.
2. Driver must correct the omission. Continued violations of omission will result in action as follows:

First violation — Documented Verbal Warning
Second violation — Written Warning & HOS Training
Third violation — Counseling, Re-training and Final Warning
Fourth violation — Termination

B. HOURS OF SERVICE VIOLATIONS

1. Over hours: 11, 14 & 70-hour violations, and speeding. These violations will result in action as follows:

First violation — Documented Verbal Warning
Second violation — Written Warning & HOS Training Required
Third violation — Counseling and Final Warning
Fourth Violation — Termination

C. FALSIFICATION

1. **The seriousness of this offense cannot be tolerated by the Company.** Therefore, the action, which is more severe and is as follows:

First violation — Written Warning & HOS Training
Second Violation — Documented Final Warning
Third Violation — Termination

D. VIOLATIONS AND OOS

1. Drivers/Operators who receive a Log Violation or are placed OOS due to ANY log book issue are subject to the following:
First Offense—Written Warning & Probation for 90 days
Second Offense—Written Warning & Probation for 1 Year
Third Offense—Termination of Operator Lease

The policies regarding acts of omission and hours of service violations are limited to violations in the most recent six-month period. The policy regarding falsification and violations/OOS shall include the most recent twelve-month period.

CELL PHONE POLICY FOR CDL OPERATORS

The Department of Transportation has issued a new rule effective January 3, 2012 regarding cell phone usage by CDL operators. The new rule prohibits the use of hand held cell phones and imposes significant penalties on drivers and employers. A summary is below:

- Drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses.
- Commercial truck and bus companies that allow their drivers to use hand-held cell phones while driving will face a maximum penalty of \$11,000.
- **Additionally, states will suspend a driver's commercial driver's license (CDL)** after two or more serious traffic violations.

Therefore, (Company) is instituting a new policy:

- Employees are not permitted to use a hand held cell phone while operating a motor vehicle on company business and/or on company time unless the device can be used hands-free.
- Employees are not permitted to read or respond to e-mails or text messages while operating a motor vehicle on company business and/or on company time. This policy also applies to use of PDAs.
- While driving, calls cannot be answered and must be directed to voice mail if your handheld device **isn't enabled for hands free use**. If an employee must make an emergency call (911), the vehicle should first be parked in a safe location.

Employees are responsible for payment of civil penalties in the event a citation is issued. If an employee is cited by any enforcement agency for cell phone use violations or if an employee is observed using a hand held device and the use is confirmed by one or more supervisory or management employees of (Company), the employee will be subject to discipline up to and including termination. Correspondingly, any supervisor or management personnel found to allow, encourage, pressure, or threaten adverse action against an employee for complying with this policy shall be subject to discipline up to and including termination.

Your signature below certifies your agreement to comply with this policy.

Employee Signature

Date

Please sign and return to _____