

Employee Handout - Driver logs

1. Discuss who must follow the hours of service regulations.

Content: All motor carriers, drivers, and commercial motor vehicles that transport property or passengers in interstate commerce must follow the hours of service regulations.

A commercial motor vehicle is defined in Part 390 of the Federal Motor Carrier Safety Regulations (FMCSR) as:

- * having a gross vehicle weight rating or gross combination weight rating of 10,001 pounds (4,537 kilograms) or more;
- * designed to transport 16 or more passengers including the driver;
- * designed to transport between 9 and 15 passengers (including the driver) for direct compensation and being operated beyond a 75 air-mile radius from the driver's normal work-reporting location; or
- * transporting hazardous materials in a type and quantity which require placarding.

There are some exceptions. Details on exceptions can be found in Part 395 of the FMCSRs.

Many states also have hours of service requirements that apply to intrastate operations within that specific state. State requirements may match federal requirements in whole or in part.

Notes: Distribute a copy of the FMCSRs to each of your drivers. Use the FMCSRs throughout your training session to reference certain regulations.

Exercises: None

2. Discuss the information that is required on the graph grid.

Content: Each motor carrier must require every driver to record his/her duty status for each 24-hour period.

The driver's record of duty status must be recorded on a graph grid that includes the following types of duty:

1. Off duty. A driver may log off duty when he/she is relieved of responsibility for his/her job. (days off, vacation days)
2. Sleeper berth. A driver may log time he/she actually spends in a sleeper berth which meets the requirements set forth in Sec. 393.76 of the FMCSRs.
3. Driving. A driver must log all time spent at the driving controls of a commercial motor vehicle in operation.
4. On duty (not driving). A driver is on duty whenever he/she is required to be ready for work. All on-vehicle time (except sleeper

berth) is considered on-duty time.

On duty time includes:

- * all time at a plant, terminal, facility, or other property of a motor carrier or shipper, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier;
- * all time inspecting equipment as required by Sec. 392.7 and Sec. 392.8 or otherwise inspecting, servicing, or conditioning any motor vehicle at any time;
- * all driving time (defined as all time spent at the controls of a commercial motor vehicle in operation);
- * all time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- * all time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- * all time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle;
- * all time spent providing a breath sample or urine specimen, including travel time to and from the collection site, in order to comply with drug and alcohol testing requirements of Part 382 when directed by a motor carrier;
- * performing any other work in the capacity, employ, or service of a motor carrier; and
- * performing any compensated work for a person who is not a motor carrier.

Notes: Drivers need to understand the definitions of on-duty time and driving time. Have your drivers look up the definitions in Sec. 395.2 of the FMCSRs.

Exercises: None

3. Discuss the 11 items that must appear on all logs.

Content: Each motor carrier must require every driver to record his/her duty status for each 24-hour period.

The form used must include a vertical or horizontal graph grid and the following information:

- * date;
- * total miles driven today;
- * truck or tractor and trailer number;
- * carrier's name;
- * 24-hour period starting time (selected by the driver's home terminal);

- * driver's signature/certification;
- * main office address;
- * remarks;
- * co-driver's name (if applicable);
- * total hours in each duty status (at end of grid); and
- * shipping document number(s), or shipper name and commodity.

When a driver begins to fill out a log book, some of the items can be entered immediately, with the rest being filled out as the day progresses.

To start, the following items should be filled in:

- * date;
- * truck or tractor and trailer number;
- * carrier's name;
- * main office address;
- * co-driver's name (if applicable); and
- * shipping document number(s), or shipper name and commodity.

Notes: Visuals can make or break this portion of your session. Use an overhead of a log book sheet, an illustration of a log book sheet on a dry erase board, or distribute a log book sheet to each of your drivers so you can point out all of the required items. Use the Your Daily Log Duty Status handout in this training program to help illustrate the required items.

Exercises: None

4. Discuss the log keeping responsibilities required by the regulations.

Content: According to the regulations, drivers have several specific log keeping responsibilities including:

1. Entries must be current to the last change of duty status.
2. The name of the city, town, or village, with state abbreviation where each change of duty status occurred must be recorded in the remarks section of the log.
3. Entries must be legible and in the driver's own handwriting.
4. Entries should include all 11 of the required items listed earlier in this program.
5. Entries on the log should be made using the time standard in effect at the driver's home terminal.
6. Entries for multiple days off or vacations may be consolidated onto a single log form, as long as the inclusive dates are clearly shown.
7. Entries must be done in duplicate.

Notes: Refer to Sec. 395.8 of the FMCSRs when covering this portion of your training session. Again, the use of overheads or a dry erase board can be helpful in illustrating the requirements.

Exercises: None

5. Discuss driver and company record retention requirements.

Content: The driver must submit the original record of duty status to his/her motor carrier within 13 days of completion.

The driver must keep a copy of each record for the previous 7 consecutive days. These copies, along with the original record for the current day, are to be in his/her possession and available for inspection while on duty.

The carrier must keep records of duty status, along with all supporting documents at its principal place of business for a period of 6 months from the date of receipt.

The carrier may keep records of duty status for each calendar month at the driver's home terminal until the 20th day of the next month. At that time the records must be forwarded to the carrier's principal place of business.

Notes: Stress the importance of keeping accurate records of duty status and turning completed records in to your company in a timely manner. Distribute a copy of your company policy on this topic.

Conclude your session by entertaining questions or comments from your drivers.

Exercises: None