



The above grid illustrates how a driver's duty status should be recorded for a trip from Richmond, VA, to Newark, NJ. The grid reflects the midnight-to-midnight 24 hour period.

The driver in this instance reported for duty at the motor carrier's terminal. The driver reported for work at 6 am, helped load, checked with dispatch, made a pretrip inspection, and performed other duties until 7:30 am when the driver began driving. At 9 am the driver had a minor accident in Fredericksburg, VA, and spent one half hour handling details with the local police. The driver arrived at the company's Baltimore, MD terminal at noon and went to lunch while minor repairs were made to the tractor. At 1 pm the driver resumed the trip and made a delivery in Philadelphia, PA, between 3 pm and 3:30 pm at which time the driver started driving again. Upon arrival at Cherry Hill, NJ, at 4pm, the driver entered the sleeper berth for a rest break until 5:45 pm at which time the driver resumed driving again. At 7pm the driver arrived at the company's terminal in Newark, NJ. Between 7 pm and 8 pm the driver prepared the required paperwork including completing the driver's record of duty status, driver vehicle inspection report, insurance report for the Fredericksburg, VA accident, checked for the next day's dispatch, etc. At 8 pm, the driver went off duty.

# DRIVER'S DAILY LOG & VEHICLE INSPECTION REPORT

Assigned to: \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

## General rule:

The hours of service rules apply to all motor carriers and drivers, with exceptions found in paragraphs (b) through (o) of Section 395.1.

## Property-Carrying Operations:

### 11-hour rule:

Drivers are allowed to drive for eleven hours following 10 consecutive hours off duty.

### 14-hour rule:

A motor carrier cannot permit or require a driver to drive after the 14th hour after coming on duty following 10 consecutive hours off duty, except when complying with section 395.1(o).

### 16-hour Exception:

A property-carrying CMV driver may extend the 14-hour on-duty period by 2 additional hours once every 7 days if they:

- Have been released from duty at their normal work reporting location for the previous 5 duty tours;
- Are released from duty at their normal work reporting location within 16 hours after coming on duty following 10 consecutive hours off duty; and
- Have not taken this exemption within the previous 6 consecutive days, except following a 34-hour restart of a 7/8-day period.

### 60 and 70-hour rules:

A motor carrier must not permit or require a driver to drive after a total of:

- 60 hours on duty in 7 consecutive days (carrier does not operate CMVs every day of the week), OR
- 70 hours on duty in 8 consecutive days (carrier operates CMVs every day of the week), AND
- An off duty period of 34 or more consecutive hours may restart a driver's 7 or 8 consecutive day period as long as the driver has not exceeded 60 or 70-hours on duty.

## Passenger-Carrying Operations:

### 10-hour rule:

Drivers are allowed to drive for 10 hours following 8 consecutive hours off duty.

### 15-hour rule:

A motor carrier cannot permit or require a driver to drive after 15 hours are spent on duty following 8 consecutive hours off duty.

### 60 and 70-hour rules:

A motor carrier must not permit or require a driver to drive after a total of:

- 60 hours on duty in 7 consecutive days (carrier does not operate CMVs every day of the week), or
- 70 hours on duty in 8 consecutive days (carrier operates CMVs every day of the week).

**Note:** If a property or passenger-carrying driver works more than one job of any kind, that time must also be included as On Duty Time.

## Driver's record of duty status:

Every driver shall prepare a record of duty status (Driver's daily log) in his/her own handwriting for each 24-hour period, unless operating under the 100 air-mile radius exemption. Failure to complete or retain the log, or knowingly falsifying logs or other reports, makes the driver and/or carrier liable to prosecution.

## 100 air-mile radius exemption:

A driver is exempt from maintaining the driver's daily log requirements of Section 395.8 if all of the following are true:

- The driver operates within a 100 air-mile radius of the normal work reporting location.
- The driver returns to the work reporting location and is released from work within 12 consecutive hours.
- Each 12 hours on duty are separated by at least:
- 10 consecutive hours off duty for property-carrying drivers, or
- 8 consecutive hours off duty for passenger-carrying drivers.
- The driver does not exceed a maximum of:
- 11 hours driving time following 10 consecutive hours off duty for property-carrying drivers, or
- 10 hours driving time following 8 consecutive hours off duty for passenger-carrying drivers.
- The motor carrier that employs the driver maintains and retains for a period of six months accurate and true time records that show:
- The time the driver reports for duty each day;
- The total number of hours the driver is on duty each day;
- The time the driver is released from duty each day; and
- The total time for the preceding 7 days for first-time or intermittent drivers.

## Submitting/retaining duty status log:

The driver must submit the original log sheet to the employing carrier within 13 days after completion. When a motor carrier uses a driver initially or intermittently, that carrier must obtain from him/her a signed statement giving the total time on duty during the immediately preceding 7 days and the time at which he/she was last relieved of duty.

Records of duty status must be maintained, with all supporting documents, for a minimum of six months.

## Automatic on-board recording devices:

Alternatively, motor carriers may require a driver to use an automatic on-board recording device to record duty status. The driver must still have in his/her possession records of duty status in automated or written form, for the previous seven consecutive days. All hard copies of the driver's record of duty status must be signed by the driver.

# DRIVER'S DAILY LOG

(One calendar day-24 hours)

ORIGINAL - Submit to carrier within 13 days  
 DUPLICATE - Driver retains possession for eight days

\_\_\_\_\_  
 (MONTH) (DAY) (YEAR) (TOTAL MILEAGE TODAY) (TOTAL MILES DRIVING TODAY) VEHICLE NUMBERS - (SHOW EACH UNIT)

I certify these entries are true and correct:

\_\_\_\_\_  
 (NAME OF CARRIER OR CARRIERS) (DRIVER'S SIGNATURE IN FULL)

\_\_\_\_\_  
 (MAIN OFFICE ADDRESS) (NAME OF CO-DRIVER)

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1: OFF DUTY																									
2: SLEEPER BERTH																									
3: DRIVING																									
4: ON DUTY (NOT DRIVING)																									
	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	

REMARKS

Shipping documents:

Shipper & Commodity \_\_\_\_\_ Manifest or Bill of Lading No. \_\_\_\_\_

Check the time and enter name of place you reported and where released from work and when and where each change of duty occurred.

FROM: <small>(STARTING POINT OR PLACE)</small>	TO: <small>(DESTINATION OR TURN AROUND POINT OR PLACE)</small>
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**SUMMARY**  
 Complete at end of workday.

On-duty hours today, (Total lines 3 & 4)

**70 Hour/ 8 Day Drivers**

A. Total hours on duty last 7 days, including today.

B. Total hours available tomorrow, 70 hr. minus A.\*

C. Total hours on duty last 8 days, including today.

**60 Hour/ 7 Day Drivers**

A. Total hours on duty last 6 days, including today.

B. Total hours available tomorrow, 60 hr. minus A.\*

C. Total hours on duty last 7 days, including today.

\* If you have not exceeded the 60/70 hour limit and take 34 consecutive hours off duty, you have 60/70 hours available again.

# DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ A.M. / P.M.

CHECK ANY DEFECTIVE ITEM AND GIVE DETAILS UNDER "REMARKS"

**TRACTOR/**

**TRUCK NO.** \_\_\_\_\_ **ODOMETER READING** \_\_\_\_\_

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Air Compressor     | <input type="checkbox"/> Horn             | <input type="checkbox"/> Suspension System |
| <input type="checkbox"/> Air Lines          | <input type="checkbox"/> Lights           | <input type="checkbox"/> Starter           |
| <input type="checkbox"/> Battery            | Head - Stop                               | <input type="checkbox"/> Steering          |
| <input type="checkbox"/> Body               | Tail - Dash                               | <input type="checkbox"/> Tachograph        |
| <input type="checkbox"/> Brake Accessories  | Turn Indicators                           | <input type="checkbox"/> Tires             |
| <input type="checkbox"/> Brakes, Parking    | <input type="checkbox"/> Mirrors          | <input type="checkbox"/> Tire Chains       |
| <input type="checkbox"/> Brakes, Service    | <input type="checkbox"/> Muffler          | <input type="checkbox"/> Transmission      |
| <input type="checkbox"/> Clutch             | <input type="checkbox"/> Oil Pressure     | <input type="checkbox"/> Wheels and Rims   |
| <input type="checkbox"/> Coupling Devices   | <input type="checkbox"/> Radiator         | <input type="checkbox"/> Windows           |
| <input type="checkbox"/> Defroster/Heater   | <input type="checkbox"/> Rear End         | <input type="checkbox"/> Windshield Wipers |
| <input type="checkbox"/> Drive Line         | <input type="checkbox"/> Reflectors       | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Engine             | <input type="checkbox"/> Safety Equipment |  |
| <input type="checkbox"/> Exhaust            | Fire Extinguisher                         |  |
| <input type="checkbox"/> Fifth Wheel        | Reflective Triangles                      |  |
| <input type="checkbox"/> Frame and Assembly | Flags - Flares - Fusees                   |  |
| <input type="checkbox"/> Front Axle         | Spare Bulbs & Fuses                       |  |
| <input type="checkbox"/> Fuel Tanks         | Spare Seal Beam                           |  |

**TRAILER(S) NO.(S)** \_\_\_\_\_

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Brake Connections   | <input type="checkbox"/> Hitch             | <input type="checkbox"/> Tarpaulin       |
| <input type="checkbox"/> Brakes              | <input type="checkbox"/> Landing Gear      | <input type="checkbox"/> Tires           |
| <input type="checkbox"/> Coupling Devices    | <input type="checkbox"/> Lights - All      | <input type="checkbox"/> Wheels and Rims |
| <input type="checkbox"/> Coupling (King) pin | <input type="checkbox"/> Roof              | <input type="checkbox"/> Other           |
| <input type="checkbox"/> Doors               | <input type="checkbox"/> Suspension System |  |

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDITION OF THE ABOVE VEHICLE IS SATISFACTORY

DRIVER'S SIGNATURE: \_\_\_\_\_

ABOVE DEFECTS CORRECTED

ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

DRIVER'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

DATE	Hours Worked Today	Total Hours Last 6 Days	Total Hours Last 7 Days	Eligible Hours Tomorrow	PREVIOUS MONTH'S REFERENCE		
					Date	Record of Duty Status No.	Total On Duty Hours
1							
2							
3							
4							
5							
6							
7							
8							
9							
10						TOTAL	
11					<p style="text-align: center;"><b>SUMMARY OF HOURS WORKED AND HOURS AVAILABLE</b></p> <p>This summary page may be used either separately or in conjunction with the Redi Recap section on the face of each record of duty status to assist the driver in computing his or her time. Entries should be made each day even though driver may not work on a particular day or days. The record of "Total On Duty Hours, under heading PREVIOUS MONTH'S REFERENCE representing the last 7 days previous month" right side of this page may be used to assist in computing the hours at the beginning of each month. These figures are necessary when using this page only or when recording hours of service on each record of duty status.</p>		
12							
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