

DRIVER'S RECORD OF DUTY STATUS



As a driver you should record in duplicate your duty status for each 24 hour period. The record of duty status is best known as driver's log. Keep in mind the log must include the following information daily:

- Date
- Total miles driven today: if you have a co-driver it must include your co-driver's miles as well.
- Truck and trailer numbers
- Name of motor carrier: if you're using our logs the information is pre-filled out, but if you run out of company logs, you must fill out that section.
- Address of the motor carrier: again, if you're using our logs the information is pre-filled out, but if you run out of company logs, you must fill out that section.
- Driver's signature
- Co-driver's name: if applicable
- Total Hours: you must add the hours on every duty status and enter it at the end of the grid.
- BOL number or name of the shipper and commodity.
- Remarks: make sure each time you change your duty status you write down the name of the city and the state. If there's not a city nearby, write down the interstate or highway number, mile marker, nearest city and state. Also, it's always a good idea to indicate the activity, such as fuel, tire check, pick up, delivery, drop/hook, PTI, post-trip etc.

- Make sure you always record your times according to your home terminal's time zone. In the case of North American transport services, all drivers must use Eastern Standard Time.

If you're home or on vacation and you're getting ready to go out again, you can use one log sheet by entering the dates you were off duty and writing on the remarks "off duty".

Please make sure your log is readable and neat. A good first impression goes a long way. Keep your truck neat and your log up to date and current to the last change of status. The law requires you to have the last 7 days of logs in your vehicle plus your current day, anything prior to those 7 days must be submitted to the company.

Note: You can keep the copies of your logs, however the originals must be sent to the company. In other words you should only have the last 8 days in original with you.