

HOURS OF SERVICE (LOG BOOK) POLICY

Drivers' Hours of Service Regulation

Drivers must not operate commercial vehicles while their ability or alertness is impaired.

All drivers driving a commercial vehicle (*a truck , tractor or trailer or combination thereof exceeding a registered gross vehicle weight of 4,500 kg.*) must complete daily driver logs to log their "hours of service". Driver's must familiarize themselves with the Hours of Service Guide. This guide is located in the driver's room.

Driving South of the 70th Parallel

All time spent behind the wheel is considered driving time, and all time spent working off a motor carrier is considered on-duty time. To comply with the hours-of-service rules, you'll have to pay close attention to how much driving and on-duty time you accumulate both during the "work shift" and over the course of the "day"

Work Shift Limits – The "work shift" is the elapsed time between two off-duty and/or sleeper-berth periods of at least 8 consecutive hours. Every off-duty period of 8 consecutive hours or more resets the work shift. During each work shift, you just stop driving once you have accumulated:

- 13 hours of driving time,
- 14 hours of on-duty time, or
- 16 consecutive hours of time

The 16 hour limit cannot be extended with lunch breaks or other off-duty time. For example, if you start work at 6:00 a.m., you must be done driving by 10:00 p.m even if you had an hour off for lunch and a 2 hour nap.

Daily Limits – The "day" is the 24 hour period that begins at midnight. During each day, even if you get 8 consecutive hours off, you must:

- Stop driving once you accumulate 13 hours of driving time or 14 hours of on-duty time, and
- Obtain 10 hours of off-duty and/or sleeper-berth time in blocks of at least 30 minutes each. At least 2 of the 10 hours cannot be part of a required 8 hour break

Corresponding Log sheets must be turned in with timesheets.

After the log sheets are handed in, Dispatch will audit the log sheets. Violations will be printed out, one copy will accompany the log sheets into a file and one copy will be given to the driver. When the driver receives this violation, they are to bring the sheet of paper with a their copy of the log sheet that has the violation to dispatch. The violation will be discussed, including the prevention of a reoccurrence of the same violation. This sheet that has the violation on it will be then signed off by the dispatcher and driver to indicate that education has been provided and