

Tool Talk Safety Meeting

March 23, 2022

Hours of Service & Log Book Requirements

This tool talk is a review of Hours of Service & Log Book Requirements.

*Note: If you do not already have a log book, get one today from a shop administrator.

1. As required by the Department of Transportation, all road employees are required to keep HOS records in their personal log books. The HOS page is located inside the front cover and a log book covers a one month period. At the end of the month your completed log book must be turned in to the shop administrator and exchanged for a new one.

2. Employees are to keep their log books with them at all times and fill them out daily, whether you work or not. On a day when you do not work, "Off Duty" is to be indicated. Motor Carrier officers may request to review your log book at any time and you may be fined if you do not have it with you.



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QUALITY PARTS FOR THE TRUCKING INDUSTRY

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DRIVER'S DAILY LOG

PRESCRIBED BY FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION, U.S. DEPARTMENT OF TRANSPORTATION

MONTH: _____ YEAR: _____

DRIVER: _____ CARRIER: _____

When driving any truck - OR- driving any truck and trailer combination and you are:

1. Inside 150 miles of your reporting location — you are required to fill in only the HOS page in your log book. This situation does not require completing the daily grid.

When driving a truck weighing 10,001 lbs. or more and not towing a trailer - OR- When driving any PK truck towing a trailer weighing 10,001 lbs. or more and you are:

1. Outside 150 miles of your reporting location — you are required to fill out the daily grid and the HOS page.

*Note: Most PK trucks numbered 500 and higher have a GVWR greater than 10,001 lbs. where HOS + grid logging outside of the 150 air-mile radius is required.


Electronic Logging Device (ELD) system

1. If you complete the Daily Grid Log more than 8 days within a 30 day consecutive period, you must utilize PK's Electronic Logging Device (ELD) system.

Hours of Service (HOS) page (Complete Daily)

MONTHLY SUMMARY SHEET				MONTH: _____						
If you operate on the period of 70 hours in 8 days, use the summary sheet on the left; if you operate on the period of 60 hours in 7 days, use the summary sheet on the right. The figures 1 to 31 represent calendar days, and entries should be made for each day - even when driver does not work. If no work is performed, enter zero (0) in first column and compute other columns as explained below.										
Day of mo.	Hours Worked Today (Total of lines 3 & 4 on graph)	70 HR/8 DAY DRIVERS ONLY			70 HOURS - 8 DAYS Enter the number of working hours (on duty & driving) for each of the last seven days of the preceding month in the first seven spaces under the column headed "Hours Worked Today". Enter in the first space under Column A the Total of the number of hours worked during the last 7 days. Subtract the figure entered in Column A from 70 hours and enter this figure - hours available for tomorrow - in Column B.	Day of mo.	Hours Worked Today (Total of lines 3 & 4 on graph)	60 HR/7 DAY DRIVERS ONLY		
		A	B	C				A	B	C
Last 7 days of preceding month		Total hours on-duty last 7 days	Hours available tomorrow, 70 hours minus col. A - OR - 70 hours (if took 34 consecutive hours off duty)	Total hours on-duty last 8 days	Last 6 days of preceding month		Total hours on-duty last 6 days	Hours available tomorrow, 60 hours minus col. A - OR - 60 hours (if took 34 consecutive hours off duty)	Total hours on-duty last 7 days	
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Grid Page from the Log Book—Complete this page as required.



DRIVER'S DAILY LOG

(24 HOURS)

____ / ____ / ____
(Month) (Day) (Year)

Original - File at home terminal
Duplicate - Driver retains in his/her possession for eight days

Total Miles Driving Today

Total Mileage Today

Name of Carrier or Carriers

Main Office Address

Home Terminal Address

RECAP
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.

I certify these entries are true and correct:

Truck/Tractor and Trailer Numbers or License Plate(s) / State (show each unit)

Driver's Full Signature

Co-Driver's Name

	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)																									

REMARKS

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

SHIPPING DOCUMENTS:


B/L or Manifest No. _____

or _____

Shipper & Commodity _____

From: _____ To: _____

Enter name of place you reported and where released from work and when and where each change of duty occurred.

601-LD 

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FAX 989-292-4401

TOOL TALK SAFETY MEETING

TOPIC(S): Hours of Service & Log Book Requirements 11/1/2021

DATE: **DIVISION:**

Foreman/Presenter's Name:

The presenter is to record attendance by printing the first and last name of each person in attendance.

Printed Name	Printed Name

ADDITIONAL TOPICS AND/OR SUGGESTIONS FOR NEXT TOOL TALK
