

HANDOUT- DRIVER LOGS - YOUR DAILY LOG DUTY STATUS RECORD

Manager / Trainer

- [Introduction - Objectives](#)
- [Applies To - Regulations](#)
- [Training Outline](#)
- [PowerPoint®](#)
- [Exercises](#)
- [Training Certificates](#)
- [Print Complete Lesson](#)

Employee / Driver

- [Handouts](#)
- [Quiz \(English\)](#)
- [Quiz \(Spanish\)](#)

Available in English and Spanish

Your Daily Log: Duty Status Report

In order to be in compliance with the Hours of Service rules you must keep track of your hours. Your company had the option to select the format that best suits its operation. One of the most popular formats is a driver's "log book" such as the page shown below. No matter which form your company chooses to use, certain items (see below) must be included.

The diagram shows a "DRIVER'S DUTY STATUS RECORD" form with the following labeled sections:

- The date:** Points to the date field at the top left.
- Total miles driving today:** Points to the "TOTAL MILES DRIVEN TODAY" field.
- Name of carrier:** Points to the "NAME OF CARRIER (BY CARRIER)" field.
- Carrier's main office address:** Points to the "CARRIER'S MAIN OFFICE ADDRESS" field.
- Truck/tractor and trailer numbers:** Points to the "TRUCK/TRACTOR AND TRAILER NUMBERING" field.
- Driver's signature/certification:** Points to the "DRIVER'S SIGNATURE (BY DRIVER)" field.
- Name of co-driver:** Points to the "NAME OF CO-DRIVER" field.
- 24-hour period starting time selected by your company:** Points to the "24-HOUR PERIOD STARTING TIME" field.
- Shipping document number(s), or name of shipper and commodity:** Points to the "SHIPPING DOCUMENT NO. OR SHIPPER & COMMODITY" field.
- A vertical or horizontal graph grid with a remarks section:** Points to the large grid area used for recording duty status and remarks.
- Total hours:** Points to the "TOTAL HOURS" field on the right side.

The form includes a grid for recording duty status with columns for hours (1-24) and rows for: 1. ON DUTY, 2. SLEEPER BERTH, 3. DRIVING, 4. ON DUTY (NOT DRIVING). It also has a "REMARKS" section and a "SHIPPING DOCUMENTS" section.