

Driver logs

Introduction

Keeping a record of duty status is one of the tasks a driver performs on a daily basis. Making sure it is legal and current can at times be difficult and/or confusing.

This training program will review the basics of keeping an accurate, legal, and current driver's log.

Objectives

1. Drivers must understand who must follow the hours of service regulations.
2. Drivers must know what information is required on the graph grid.
3. Drivers must know what 11 items must appear on all logs.
4. Drivers must understand the log keeping responsibilities required by the regulations.
5. Drivers must understand both driver and company record retention requirements.

Post-training documentation

Make sure:

- each employee signs a statement that they have received this training. You can use the quiz provided with this topic as a vehicle for doing this.
- you keep in your files the drivers' signed receipt of educational materials/training.