

DRIVER'S TIME RECORD

Enclosed with this mailing you will find a form titled “**Driver’s Time Record.**” Effective immediately, ALL drivers are required to fill out this form EVERY DAY, including Market to Market days. When travelling Market-to-Market, you will still complete a DOT log to record your hours, in addition to the **Driver’s Time Record.**

To fill out the Driver’s Time Record Form:

The **Date** column is already filled in. You should record your hours in the row for each day of the month.

The **Start Time “All Duty”** column should reflect the time you started ANY work for the day (even if you are not driving).

The **End Time “All Duty”** column should reflect the time you ended ANY work for the day (even if you are not driving).

The **Total Hours** column should reflect the Total number of hours you worked each day (including drive time and all other hours you have worked).

The **Driving Hours** column should reflect the number of hours you spent DRIVING ONLY.

The **Truck Number** will be the do it outdoors vehicle number.

The **Headquarters** column should be your hotel address if you are out of market, your home address if you are working from home and your vehicle is parked at your home overnight, or the address of your hub if you pick the vehicle up at the hub every day.

Record your start time and end time on ALL days that you are working, even if the work you are doing does not include driving. If you are not working, you should draw a line through the “Start Time” and “End Time” columns, and write “0” in the “Total Hours” column.

In the example below, the driver has unit #92 and is out of market and staying in a hotel on a campaign in Montgomery AL. The campaign runs 10:00 AM – 6:00 PM on June 2nd, and before the campaign started for the day, the driver was stretching vinyls from 8:30 AM until 10:00 AM. This driver was OFF DUTY on June 1st.

Date	Start Time “All Duty”	End Time “All Duty”	Total Hours	Driving Hours	Truck Number	Headquarters
1	-----	-----	0	0	-----	-----
2	8:30 AM	6:00 PM	9.5	8	61	2491 Eastern Blvd, Montgomery AL 36117

The Driver’s Time Record should be filled out EVERY DAY that you are employed with do it outdoors, NO EXCEPTIONS. The form is to be mailed in at the end of every month, and a new form should be started for the next month.