

DOT Compliance

PAPER Log Book Step-By-Step Instructions

Purpose: Completing a Log Book

When to Complete: Daily – Any time XRS is not functioning properly

➤ **Points to Remember**

1. There should be **no blanks** on any of the line items or in the hours recap. A blank item just leads to further inspection by a DOT inspector
2. There are **no abbreviations** allowed in the address line items and the remarks section where we are explaining off duty or on duty stops on our trip. **Exception:** May use 2 letter abbreviation for state - everything else must be spelled out.

Although not all log books are laid out the same way, all areas below are in each log book.

----- Completed at Beginning of Day -----

Today's Date	Enter date completing the log book in mm/dd/yyyy format
Name of Carrier or Carriers	Always " do it outdoors media "
Main Office Address	Always " 3111 Farmtrail Road, York, PA 17406 "
Home Terminal Address	Always "3111 Farmtrail Road, York, PA 17406" The address entered here <i>establishes the time zone that you are required to use WHENEVER you are completing a log book. Since our electronic logs thru XRS use Eastern Standard Time, we use the York address.</i>
Truck/Tractor Numbers or License Plate/State	Either the truck # OR the license plate # and state abbreviation are acceptable
Co-Driver's Name	Most always " N/A " On a rare occasion, you may have another company Driver riding with you. If this occurs, enter with that Driver's name. Remember --- NO BLANKS.
<u>SHIPPING DOCUMENTS</u> --- B/L or Manifest No.	Always " N/A "
Shipper and Commodity	Enter one of the following:

- Going to a campaign: Enter the client for the campaign we are traveling for
- Heading home (not scheduled to go directly to another campaign): Enter the client of the campaign we just completed

FROM: TO: Enter the destination you are leaving from and the destination you are going to

➤ **Points to Remember**

1. Must complete prior to starting journey
2. Enter the exact full address you are going **TO**/starting **FROM**
3. If your journey is more than 1 day, you will enter the same thing every day until you reach your destination

----- Completed Throughout Day -----

24 HOUR GRID

➤ **Points to Remember**

1. You must always use Eastern Time Zone, no matter what time zone you are in or what time zone(s) you travel in
2. The grid must account for 24 hours – no day is more or less than 24 hours

1) OFF DUTY --- there should be a solid, straight line drawn from midnight to your actual starting time. NOTE: This should never be before 5am unless you have prior approval from OMT (per Company policy). Once you have reached your “on duty start time” a solid straight line should be drawn down to **ON DUTY (not driving)** and your pre-trip inspection should be noted in the **REMARKS** section below.

Once you have started your trip, **OFF DUTY** will be used for off duty stops only. An off-duty stop is a stop where you take a 30 minute break away from the truck (MUST be clocked out of ADP also). Whenever traveling 8 hours or more, **YOU MUST take an off-duty break and document accordingly in the OFF DUTY section.**

At the end of the day when you have completed your post-trip inspection, a solid line needs to go from **ON DUTY** up to **OFF DUTY**. Continue the solid line through to the end of the day thus completing a full documented 24 hour cycle. All 24 hours in your trip day need to be accounted for.

- 2) SLEEPER BERTH** --- this section is never filled in for our purposes – but the total hour section to the far right needs to have a 0 placed there when we are completing the total hours for the day.
- 3) DRIVING** --- Document only your actual driving hours here. A solid line should be drawn from **ON DUTY** up to **DRIVING** and should go back to **ON DUTY** throughout the day as you stop for

fuel and other stops with your last **ON DUTY** entry when you are conducting your post-trip inspection.

- 4) **ON DUTY (Not Driving)** --- As noted above, all **ON DUTY** breaks need to be documented with a solid line coming from **OFF DUTY** or **DRIVING** to **ON DUTY** and then a solid line back up to either **DRIVING** or **OFF DUTY**.

REMARKS --- Any activity during the day, **other than Driving hours**, needs to be documented here directly below the **ON DUTY** or **OFF DUTY** function completed above. Draw a line down and document accordingly.

Note: If the change of duty status takes place at a location other than a city, town, or village, you must show one of the following:

- The highway number and the nearest milepost followed by the name of the nearest city, town, or village and State abbreviation,
- The highway number and the name of the service plaza followed by the name of the nearest city, town, or village and State abbreviation, or
- The highway numbers of the two nearest intersecting roadways followed by the name of the nearest city, town, or village, and State abbreviation.

Example: You stop for fuel for 15 minutes at 8:45 AM in Paducah, Kentucky. A half box needs to be drawn at the 8:45 AM to 9:00 AM **REMARKS** timeline with a line extending down at a slant and “ Fuel, Paducah, KY” needs to be printed in. **Note the only abbreviation is the state. All other words explaining the stop need to be written out.**

Tips

1. On full day trips, you will want to document the stops as far left as possible to ensure you have enough room to list all your stops
2. This is also a great area to record your starting and ending odometer readings for the trip entering on the far left or right sides to save space for your stops documentation

----- Completed at End of Day -----

TOTAL HOURS --- At the right of the grid is a **TOTAL HOURS** column. You must total how many hours of each (**OFF DUTY, SLEEPER BERTH, DRIVING, ON DUTY**) and then add down. Again, this will always equal 24.0. Be sure to enter a “0” for **SLEEPER BERTH**. Take your time and make sure your math is accurate.

RECAP (far right of log)

1. The first entry is simply the total of lines 3 and 4 in the GRID
2. Only the **70 Hour / 8 Day** section needs to be completed
3. **A** = add the total hours on the last 7 days, including current day
4. **B** = subtract A from 70
5. **C** = add the total hours for the last 8 days, including current day

➤ **Points to Remember**

- Enter “n/a” on each line in the **60 Hour/7 Day** section
- Take your time with the math
- If not completing a log book daily, you must track your hours using the Daily Time Record (DTR) – days off AND days worked. This is the only way we can accurately calculate our **70 Hour / 8 Day**. Using the DTR also is proof to an inspector that we do not need to keep a log book when we are on a campaign and within 100 driving/150 air miles of our daily headquarters (our hotel or where we store the truck on a campaign).

Total Miles Driving Today The total miles driven

Total Mileage Today Most always “n/a” – only if you’re driving with another Driver would this section be completed. This would be your miles driven and the other Driver’s miles driven combined.

Driver’s Full Signature The very last thing you do, when the log book is completely filled out, is sign the log book page. Use the same signature that is on your license. For example, if your nickname is Clark, but your given name is William, you must sign the log using your full legal name. Sign **ONLY** when you have made sure everything is filled in properly.

➤ **Other Reminders and Tips**

- A 24 hour cycle may only have a maximum of 11 hours **DRIVING**, 14 hours **DRIVING + ON DUTY**. You **MUST** have a 10-hour reset (down time, not working)
- When it is necessary to complete a log book and part of your day includes driving a rental car, your time driving the rental car is noted as **ON DUTY**. Only hours spent driving a commercial vehicle go under **DRIVING**.
- You only need to keep completed log book pages for 7 days from today’s date. After 7 days, please dispose of the copies. The original pages need to be sent to the Las Vegas office. Please send the completed originals in once a month - no need to send in every week (that is a waste of time and postage). If you are often an in-market Driver or are out on a lengthy campaign, you will not have log book entries every month.
- Entering the time above each line you draw in the grid, as shown in the diagram below, allows you to quickly add your **TOTAL HOURS** at the end of the day.

Example of Completed Log Book

DRIVER'S DAILY LOG (24 HOURS) 07 / 11 / 2018
(Month) (Day) (Year) Original - File at home terminal
Duplicate - Driver retains in his/her possession for eight days

do it outdoors media
 Name of Carrier or Carriers: 3111 Farmtrail Road York PA 17406
 Main Office Address: 3111 Farmtrail Road York PA 17406
 Home Terminal Address: N/A

540 Total Miles Driving Today N/A Total Mileage Today

YTS9827-PA (Dr) Unit 120
 Truck/Tractor and Trailer Numbers or License Plate(s) / State (show each unit)


I certify these entries are true and correct:
 Driver's Full Signature: Peter Smith Co-Driver's Name: N/A

	MID-NIGHT											TOTAL HOURS
	1	2	3	4	5	6	7	8	9	10	11	
1. OFF DUTY	7.5											13
2. SLEEPER BERTH												0
3. DRIVING	2.5 3.75 .5 2.0 1.0											9.75
4. ON DUTY (NOT DRIVING)												1.25
REMARKS	216120 215580 540 DALLAS TX Pre-trip inspection TEXARKANA TX Fuel LITTLE ROCK AR Fuel I-49E Van Pass Plaza WATSON AR - Lunch Memphis TN Fuel Post-trip Inspection Bartlett TN											24.0

SHIPPING DOCUMENTS: N/A

B/L or Manifest No. Under Armour

Shipper & Commodity: 123 Oak Drive, Dallas, TX To: 1 Main Street, Louisville, KY

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RECAP Complete at end of workday.

14.0 On duty hours today (Total lines 3 & 4)

70 Hour/8 Day Drivers

A. 53.0 Total hours on duty last 7 days, including today.

B. 17.0 Total hours available tomorrow, 70 hr. minus A.*

C. 61.5 Total hours on duty last 8 days, including today.

60 Hour/7 Day Drivers

A. N/A Total hours on duty last 6 days, including today.

B. N/A Total hours available tomorrow, 60 hr. minus A.*

C. N/A Total hours on duty last 7 days, including today.

*If you meet the 34-hour restart requirements in ERS 3, you have 60/70 hours available again.