

The Mason and Dixon Lines, Inc.

Warren, Michigan

UTSI SAFETY DEPARTMENT

Warren, Michigan

PREPARATION OF DAILY LOGS

The outline that follows is taken from the Federal Motor Carrier Safety Regulations and Company policy as it relates to the driver's daily log. Under no circumstances can these rules be deviated from - nor will the Company condone activity contrary to regulation or policy in this matter.

1. Driver's Daily Log

A driver's daily log must be prepared in duplicate for each day - whether a driver is on or off duty. *Exception:* A driver who has consecutive days off can mark those days on one log and annotate in the remarks section the actual days off-duty.

a. Current Entries --

All logs must be kept current to the last change of duty status.

b. Entries By The Driver --

All entries must be made by the driver in his/her own handwriting in indelible ink and must be legible.

c. Date --

Month, day, and year must be shown on each log.

d. Total Mileage Today --

Total mileage driven for each day must be shown.

e. Equipment Identification --

Indicate the unit numbers of any and all combinations operated during that calendar day.

f. Carrier Name --

The name and address of the principal place of business must be shown on each log and may be printed or stamped. Drivers are to use the pre-printed, scanable logs available from the company.

g. Driver's ID Code --



The driver's ID code is an eight-digit code, which consists of the last four of his social security number, followed by the domicile agent number. If there is a letter in the agent number it should be replaced by a "0".

Driver's Signature --

The driver must sign each log sheet in his own handwriting with his first name, middle initial (if appropriate), and last name.

2. Time Base

Each log shall be prepared, maintained and submitted using the time standard in effect at the driver's home terminal or agency.

3. Off Duty Time - Line 1

Off duty time is that time when the driver is not on duty - not required to be in readiness to work or is not under any responsibility for the performance of work. This includes the 10-hour rest period, weekends, or extended days the driver may be off.

a. Delay Time --

Delay time may be logged "Off Duty" to conserve time towards the 70 – hour work week, provided that the driver is relieved of duty by an authorized company representative. Whether delay time is logged on line 4 as On-duty or line 1 as Off-duty, it is still included in the 14- hour maximum on duty workday.

b. Deadhead --

When instructed to ride with another driver in the buddy seat and assuming no responsibility for the equipment or load, the time spent traveling in the buddy seat may be logged as "OFF Duty." However, the driver must have ten (10) consecutive hours off duty at destination before beginning another trip.

c. Meal Stops: Off Duty --

A driver may, but is not required to, log meal stops off duty to conserve time towards the 70-hour workweek; but meal stops are counted toward the 14-hour workday. Anytime a driver is off duty, the driver is relieved of any responsibility for the equipment or cargo.

4. Sleeper Berth - Line 2

- a. Rest periods taken in the sleeper berth must be shown on line #2 of the daily log.**
- b. Only drivers whose tractors are equipped with a sleeper berth may log rest periods on line #2. Moreover, the sleeper berth must be equipped with a bed.**
- c. A driver using the sleeper berth may accumulate the mandatory ten (10) hours of off duty rest in two separate periods in the sleeper berth totaling ten (10) hours so long as neither period is less than two (2) hours. NOTE: When splitting the mandatory 10-hour rest in the sleeper berth, (a) the combined driving time (line 3) before and after any sleeper berth segment cannot exceed 11 hours and (b) the on-duty time, off-duty time and driving time on either side of the sleeper berth must comply with the 14-hour rule.**
- d. Sleeper berth time may be combined with any legitimate off duty period to obtain the required ten hours off duty provided that it is at least 10 hours consecutive time and not broken by on duty or driving periods.**

5. Driving Time - Line 3

Driving time includes all time spent at the driving controls of a motor vehicle in operation. Driving time is shown on line #3 of the daily log.

a. Maximum Driving Time --

A driver is permitted to drive no more than eleven (11) hours following ten (10) consecutive hours off duty. (Exception: See 5b below.)

b. Adverse Driving Conditions --

This term represents emergency conditions brought about by severe or unusual weather and/or road or traffic conditions that were unknown at the time that the run was originally dispatched. A driver who encounters adverse driving conditions and is unable to safely complete the run within the 11-hour driving time maximum because of those conditions may drive and be permitted or required to drive a commercial motor vehicle for not more than two (2) additional hours in order to complete the run or reach a place of safety. However, that driver may not drive or be permitted to drive--

- (i) For more than 13 hours in the aggregate following 10 consecutive hours off duty; or**
- (ii) After he/she has been on duty 14 hours following 10 consecutive hours off duty.**

Drivers claiming qualification under the adverse driving condition provision must record the exact reason for the delay in the "Remarks" section of the daily log.

c. Emergency Conditions --

In the case of any emergency, a driver may complete his/her run without being in violation of the provisions of the regulations, if the run reasonably could have been completed absent the emergency. This does not include shipper demands, driver's desire to get home, or mechanical failure. As with the Adverse Driving exception, the driver still cannot drive after the 14th hour on duty.

6. On Duty Time - Line 4

From the time a driver begins to work or is required to be in readiness for work until the time he/she is relieved from work and all responsibility for performing work is considered "On Duty" time and is to be recorded on line 4. NOTE: When logging On Duty time the driver must also log the reason for the duty status change in addition to the City/State. These reasons include, but are not limited to, fuel purchase, loading/unloading, accident, pre-trip inspection (PTI), safety inspection (load securement), or DOT Inspection. On Duty time includes:

- a. All time at a carrier or shipper location, or at any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier.**
- b. All time inspecting equipment per the requirements of the regulations or otherwise inspecting, servicing, or fueling any commercial motor vehicle at any time.**
- c. All time loading or unloading a vehicle, supervising or assisting in the loading or the unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipment being unloaded.**
- d. All time spent at the scene of an accident or at DOT or state inspections.**

- e. All time repairing, obtaining assistance, or remaining in attendance of a disabled vehicle.**
- f. Performing any other compensated work for any non-motor carrier entity.**
- g. Except for emergency conditions outlined in 5c, no motor carrier shall permit or require any driver to drive nor will any driver drive after being on duty for 14 hours following 10 consecutive hours off duty.**
- h. All driving hours will be compiled on the basis of 70 hours in 8 consecutive days beginning at 12:01 A.M. on any day. Maximum driving and on duty time shall not exceed seventy (70) hours in any eight- day period. Drivers are required to report their hours of service as outlined in company procedure.**
- i. Restart Provision. Anytime a driver is off duty for 34 or more consecutive hours, the 70-hour rule is restarted from zero. For example, a driver who is on duty 14 hours a day, Monday through Friday, and is off duty Saturday and Sunday, starts all over fresh Monday with a full 70- hour workweek available. Since our companies operate every day of the week, we use the 70 hours in 8- day rule, not the 60-hour work week. For auditing and enforcement purposes, a driver cannot claim a 34-hour restart if at the time the driver begins the 34-hour restart the driver is in violation of the 70 hour rule. The 34-hour restart cannot begin until the time the driver is back in compliance with the 70-hour rule.**

7. Remarks Section

In the "Remarks" section of the daily log, the driver must show the name of the city, town, or village (spelled out completely) along with the state name (abbreviated) or a place at or near where each change of duty status occurs. In addition, when making a duty change on line 4, On Duty line, the reason for the duty status change must also be indicated (see 6. above). These notations must appear under the appropriate time marker for the change in duty status.

a. Manifest Number(s) --

A pro, manifest or freight bill number must be recorded for each load. If empty, it must be so noted.

b. Pre-Trip Inspection/Post-Trip --

A line must be drawn on the log and noted "PTI" when the pre-trip inspection requires less than 15 minutes to complete. Annotate "Post-Trip" for the post-trip inspection at the end of the 24-hour day. This inspection should take a minimum of 15 minutes.

c. Violations --

Violations of the Hours of Service Regulations (11 hours driving, 14 hours on duty and driving, and 70 in eight days) must be explained in the "Remarks" section of the log.

d. Delays --

The reasons for any delay (breakdown, accident, weather, customer, etc.) should be recorded in this section.

8. Total Hours

The total hours in each duty status ("Off Duty," Sleeper Berth," "Driving," and "On Duty - Not Driving") must be recorded on the appropriate line. The total of all entries must be added together and equal 24 hours.

9. Monthly and Daily Recap

A monthly recap sheet can be found on the inside front cover of the logbook. A daily recap is located on each log sheet. All drivers must complete both of these records and calculate their (remaining) available hours each day. Prior to accepting a load, a driver must notify dispatch if he/she has insufficient hours to complete a trip.

10. Disposition of Logs

The original copy of the daily log must be forwarded to the Settlement Department along with trip reports, fuel receipts, toll receipts and any other required documents. The driver must have in his or her possession the previous seven days logs and make them available for inspection while on duty.

11. Canadian Operations

Canadian Hours of Service and logging requirements are similar to those of the United States except that some Canadian provinces allow an extended driving time. A driver from the U.S., while in Canada, has the option to comply with either U.S. or Canadian standards. However, upon returning to the United States, the driver must be in compliance with U.S. regulation. A US driver who operates into, out of, and/or through any Canadian province must keep logs updated and in strict compliance with U.S. requirements and be prepared to present a daily log as well as logs for the previous seven days for inspection. For this reason, when traveling in or through Canada, we recommend that U.S. drivers adhere to the more stringent U.S. requirements.

SUMMARY

The preparation and certification of the accuracy of a daily log is a driver responsibility. However, when the log is submitted by the driver and accepted by the carrier, the carrier then becomes responsible for the accuracy. For that reason the Company maintains a comprehensive log audit program. Violations of form and manner in the preparation of the daily log are called to the attention of the driver who is then directed to make the necessary corrections. A violation notice is issued to any driver who violates the 11, 14, or 70-hour rules of the Hours of Service Regulations.