Examples of Records of Duty Daily Form

The examples provided are of the expected documentation. Please remember to submit **30 days** worth of **one driver's** Records of Duty.

Drivers Daily Log

(24 hours)

_____ / _____ / _____

(month)   (day)   (year)

Original - File at home terminal.

Duplicate - Driver retains in his/her possession for 8 days.

From: _____   **To:** _____

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	1	2	3	4	5	6	7	8	9	10	11	Total Hours
1. Off Duty																									
2. Sleeper Berth																									
3. Driving																									
4. On Duty (not driving)																									

Remarks

Mid-night 1 2 3 4 5 6 7 8 9 10 11 Noon 1 2 3 4 5 6 7 8 9 10 11

Shipping Documents:

_____

DVL or Manifest No.
or

_____

Shipper & Commodity

Enter name of place you reported and where released from work and when and where each change of duty occurred.

Use time standard of home terminal.

Recap: Complete at end of day	On duty hours today, Total lines 3 & 4	70 Hour/ 8 Day Drivers	A. Total hours on duty last 7 days including today.	B. Total hours available tomorrow 70 hr. minus A*	C. Total hours on duty last 5 days including today.	60 Hour/ 7 Day Drivers	A. Total hours on duty last 8 days including today.	B. Total hours available tomorrow 60 hr. minus A*	C. Total hours on duty last 7 days including today.	*If you took 34 consecutive hours off duty you have 60/70 hours avaialble
			A.	B.	C.		A.	B.	C.	

Total Miles Driving Today   **Total Mileage Today**

Name of Carrier or Carriers

Main Office Address

Truck/Tractor and Trailer Numbers or License Plate(s)/State (show each unit)

Home Terminal Address

DRIVER'S TIME RECORD

Driver's Name (print) _____ Employee No. _____ Month _____ Year _____

DRIVERS MAY PREPARE THIS REPORT INSTEAD OF "DRIVER'S DAILY LOG" IF THE FOLLOWING APPLIES:
- Operates within 100 air-mile radius of normal work reporting location
- Returns to the work reporting location and is released from work within 12 consecutive hours
- Is operating a (1) Property-carrying CMV and has at least 10 consecutive hours off duty separating each 12 hours on duty **OR** (2) Passenger-carrying CMV and has at least 8 consecutive hours off duty separating each 12 hours on duty"

INTERMITTENT DRIVERS
Shall complete this form for 7 days preceding any day driving is performed. This includes the preceding month

Date	Start Time "All Duty"	End Time "All Duty"	Total Hours	Driving Hours	Truck Number	Headquarters
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
28						
29						
30						
31						

☐ To be prepared monthly by each DOT-certified driver unless time record is exclusively kept on Driver's Daily Log. Indicate "days off." Check box if <u>no</u> driving is performed during this month and the first 7 days of the following month. Mail this report to your Division Manager of Administration.

Example of supporting documentation

E-ZPass
New York Service Center

Statement Date :	06/22/12
Account Number :	
Activity For :	05/22/12 - 06/21/12
Replenishment Method	MASTERCARD
Replenishment Amount	$10350.00
Replenishment Threshold	$2587.50
Tag Deposit	$0.00

Name
Address

Beginning Balance	$2720.00
Tolls, Non-Tolls & Fees	$10890.74
Payments/Credits	$10350.00
Ending Balance	$2179.26

Message

POST DATE	TRANS DATE	TAG NUMBER/ PLATE	AGENCY	ENTRY PLAZA	ENTRY DATE	ENTRY TIME	EXIT PLAZA	EXIT DATE	EXIT TIME	PLAN	CL	AMOUNT	BALANCE
05/22/12	05/21/12	00805363227	MTAB&T				BWB	05/21	19:44	BUSINESS	6	$14.18	$2,705.82
05/22/12	05/21/12	00804576807	MTAB&T				BWB	05/21	20:27	BUSINESS	6	$14.18	$2,691.64
05/22/12	05/21/12	00805363228	MTAB&T				BWB	05/21	21:20	BUSINESS	6	$14.18	$2,677.46
05/22/12	05/21/12	00805451905	MTAB&T				BWB	05/21	23:04	BUSINESS	6	$14.18	$2,663.28
05/22/12	05/21/12	00805447432	MTAB&T				BWB	05/21	19:09	BUSINESS	6	$14.18	$2,649.10
05/22/12	05/22/12	00806551339	MTAB&T				BWB	05/22	00:02	BUSINESS	6	$14.18	$2,634.92
05/22/12	05/21/12	00805447432	MTAB&T				BWB	05/21	20:43	BUSINESS	6	$14.18	$2,620.74
05/22/12	05/22/12	00805363228	MTAB&T				BWB	05/22	00:41	BUSINESS	6	$14.18	$2,606.56
05/22/12	05/21/12	00805363227	MTAB&T				BWB	05/21	21:43	BUSINESS	6	$14.18	$2,592.38
05/22/12	05/20/12	00804576807	NYSTA				NR	05/20	14:02	BUSINESS	3H	$4.04	$2,588.34
05/22/12	05/20/12	00805363227	NYSTA				NR	05/20	09:56	BUSINESS	3H	$4.04	$2,584.30
05/22/12	05/20/12	00805363227	NYSTA				NR	05/20	21:55	BUSINESS	3H	$4.04	$2,580.26
05/22/12	05/20/12	00805363228	NYSTA				NR	05/20	10:24	BUSINESS	3H	$4.04	$2,576.22
05/22/12	05/20/12	00805447432	NYSTA				NR	05/20	11:29	BUSINESS	3H	$4.04	$2,572.18
05/22/12	05/20/12	00805451905	NYSTA				NR	05/20	08:52	BUSINESS	2L	$1.66	$2,570.52
05/22/12	05/20/12	00805451905	NYSTA				NR	05/20	20:54	BUSINESS	2L	$1.66	$2,568.86
05/22/12	05/20/12	00805626306	NYSTA				NR	05/20	10:06	BUSINESS	3H	$4.04	$2,564.82
05/22/12	05/20/12	00805626306	NYSTA				NR	05/20	21:17	BUSINESS	3H	$4.04	$2,560.78
05/22/12	05/20/12	00806551339	NYSTA				NR	05/20	00:53	BUSINESS	3H	$4.04	$2,556.74
05/22/12	05/20/12	00806551339	NYSTA				NR	05/20	13:28	BUSINESS	3H	$4.04	$2,552.70
05/22/12	05/21/12	00805626306	MTAB&T				RKB	05/21	20:48	BUSINESS	6	$14.18	$2,538.52
05/22/12	05/21/12	00805626306	MTAB&T				RKB	05/21	19:37	BUSINESS	6	$14.18	$2,524.34
05/22/12	05/22/12	00805626306	MTAB&T				RKB	05/22	06:29	BUSINESS	6	$14.18	$2,510.16
05/22/12	05/22/12	00805626306	MTAB&T				RKB	05/22	09:49	BUSINESS	6	$14.18	$2,495.98
05/22/12	05/22/12	00805447432	MTAB&T				BWB	05/22	06:22	BUSINESS	6	$14.18	$2,481.80
05/22/12	05/22/12	00805363227	MTAB&T				BWB	05/22	07:09	BUSINESS	6	$14.18	$2,467.62
05/22/12	05/22/12	00805451905	MTAB&T				BWB	05/22	08:48	BUSINESS	6	$14.18	$2,453.44
05/22/12	05/22/12	00806551339	MTAB&T				BWB	05/22	09:46	BUSINESS	6	$14.18	$2,439.26
05/22/12	05/22/12	00805363228	MTAB&T				BWB	05/22	10:42	BUSINESS	6	$14.18	$2,425.08
05/22/12	05/22/12	00805447432	MTAB&T				BWB	05/22	10:17	BUSINESS	6	$14.18	$2,410.90
05/22/12	05/22/12	00804583754	MTAB&T				BWB	05/22	11:17	BUSINESS	6	$14.18	$2,396.72
05/22/12	05/22/12	00804576807	MTAB&T				BWB	05/22	13:18	BUSINESS	6	$14.18	$2,382.54