



CLASS C DRIVER New Hire Packet Addendum Instructions

ALL of the following paperwork is to be turned in to the DOT CONTACT in Anaheim BEFORE the New Hire drives a Power Plus Vehicle. DO NOT send this paperwork to HR.

Applicant MUST Speak, Read and Write in ENGLISH and MUST be at least 21 years of age to be a Driver.

1. Get a LEGIBLE copy of the New Hire's CURRENT Driver's License.
2. Get a copy of the New Hire's Medical Certificate. This must be a Commercial Driver Fitness Exam.
3. New Hire MUST fill out the DRIVER'S APPLICATION. This must be filled out completely. Do not leave blank spaces. Make sure that all addresses are complete for previous employers for the past 3 years. Make sure the Safety check boxes are marked for each previous employer.
4. Include a copy of the New Hire's Receipt of Employee Handbook.
5. The New Hire MUST fill out the top portion of ONE Request For Information From Previous Employer for EACH EMPLOYER FOR THE PAST THREE YEARS. Do not leave any of the areas blank.
6. The New Hire MUST sign the Fair Credit Reporting Act Disclosure Statement. Please note that this form does not authorize Power Plus to run a credit report. It is solely for background checking and driving records.
7. The New Hire MUST fill out the TOP portion of the Authorization for Release of Driver Record Information form. This allows Power Plus to enroll them in the EPN program through the California DMV, which is required by the DOT. If the employee's license is not a CA license, please cross out "California" and write in the correct state.
8. The New Hire MUST completely fill out the Certification of Compliance with Driver License Requirements form.
9. The New Hire MUST completely fill out the Driver Statement of On Duty Hours. MAKE SURE THE "HOURS WORKED" ARE FILLED IN FOR THE LAST 7 DAYS. If there were no hours worked, please write "0". **The Power Plus employee doing the orientation then must sign the very bottom of the page next to "Witness".**
10. The New Hire must bring in a copy of a current DMV report for review before being hired. This report MUST be reviewed by a manager or Ray Pacheco to confirm that the record is acceptable.



11. Sign the back page of the Hours of Service Packet. The New Hire must fill out Daily Driver Logs if they will be driving interstate or farther than a 150 air mile radius from their base office location. Please contact your DOT Contact if the driver will require a Log Book.

CONTACT INFORMATION

Liz Kitchens: Phone - (714) 507-1881 ext. 1837
 Email - lkitchens@powerplus.com

Ray Pacheco: Phone - (714) 507-1881 ext. 1839
 Cell - (714) 448-5702
 Email - rpacheco@powerplus.com



Commercial Driver Qualification File

DRIVER NAME:

STATE:

HIRE DATE:

TERM DATE:

LICENSE CLASS: C

LICENSE EXPIRATION:

MED. CERT. EXPIRATION:

- 1.) Driver's License
- 2.) Medical Examiner's Certificate
- 3.) Application for Employment (Do Not Leave Any Blank Spaces)
- 4.) Receipt of Employee Handbook
- 5.) Inquiry to Previous Employers (fill out 1 for each employer for the past 3 years)
(3 years Safety Performance History)
- 6.) Fair Credit Reporting Act Disclosure Statement
- 7.) Authorization for Release of Driver Record Information
- 8.) Certification of Compliance with Driver License Requirements
- 9.) Driver Statement of On Duty Hours
- 10.) Initial DMV Report
- 11.) Receipt of Hours of Service Packet



**DRIVER'S APPLICATION
FOR EMPLOYMENT**

Power Plus! 1210 N. Red Gum St. Anaheim CA 92806
(Please Print)

Applicant Name _____ Date _____

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

TO BE READ AND SIGNED BY APPLICANT

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.) I hereby release employers, schools, healthcare providers and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand that I have the right to:

- Review information provided by previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

Signature _____ Date _____

FOR COMPANY USE

PROCESS RECORD

APPLICANT HIRED _____ REJECTED _____

DATE EMPLOYED _____ POINT EMPLOYED _____

DEPARTMENT _____ CLASSIFICATION _____
(IF REJECTED, SUMMARY REPORT OF REASONS SHOULD BE PLACED IN FILE)

SIGNATURE OF INTERVIEWING OFFICER _____

TERMINATION OF EMPLOYMENT

DATE TERMINATED _____ DEPARTMENT RELEASE FROM _____

DISMISSED _____ VOLUNTARY QUIT _____ OTHER _____

TERMINATION REPORT PLACED IN FILE _____ SUPERVISOR _____

Position(s) Applied for _____

Name _____ Social Security No. _____
Last First Middle

List your addresses of residency for the past 3 years.

Current Address _____
Street City

State Zip Code Phone _____ How Long? _____
yr./mo.

Previous Addresses _____ How Long? _____

Street City State & Zip code yr./mo.

Street City State & Zip code yr./mo.

Street City State & Zip code yr./mo.

Street City State & Zip code yr./mo.

Do you have the legal right to work in the United States? _____

Date of Birth _____ Can you provide proof of age? _____
(Required for Commercial Drivers)

Have you worked for this company before? _____ Where? _____

Dates: From _____ To _____ Rate of Pay _____ Position _____

Are you now employed? _____ If not, how long since leaving last employment? _____

Who referred you? _____ - _____ Rate of pay expected _____

Have you ever been bonded? _____ Name of bonding company _____
(Answer only if a job requirement)

Have you ever been convicted of a felony? _____

If yes, please explain fully on a separate sheet of paper. Conviction of a crime is not an automatic bar to employment-all circumstances will be considered.

Is there any reason you might be unable to perform the functions of the job for which you have applied (as described in the attached job description)?

If yes, explain if you wish.

EMPLOYMENT HISTORY

All driver applicants to drive in interstate commerce must provide the following information on all employers during the preceding 3 years. List complete mailing address, street number, city, state and zip code.

Applicants to drive a commercial motor vehicle* in intrastate or interstate commerce shall also provide an additional 7 years' information on those employers for whom the applicant operated such vehicle.

(NOTE: List employers in reverse order starting with the most recent. Add another sheet as necessary.)

EMPLOYER	DATE			
	From Mo.	Yr.	To Mo.	Yr.
NAME	Position Held			
ADDRESS	Salary/Wage			
CITY STATE ZIP CODE	Reason for Leaving			
CONTACT PERSON PHONE #	WERE YOU SUBJECT TO THE FMCSRS+ WHILE EMPLOYED? YES NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? YES NO				

EMPLOYMENT HISTORY CONTINUED

EMPLOYER		DATE	
NAME		From Mo. Yr.	To Mo. Yr.
ADDRESS		Position Held	
CITY	STATE ZIP CODE	Salary/Wage	
CONTACT PERSON		PHONE #	
WERE YOU SUBJECT TO THE FMCSRs+ WHILE EMPLOYED? YES NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? YES NO			

EMPLOYER		DATE	
NAME		From Mo. Yr.	To Mo. Yr.
ADDRESS		Position Held	
CITY	STATE ZIP CODE	Salary/Wage	
CONTACT PERSON		PHONE #	
WERE YOU SUBJECT TO THE FMCSRs+ WHILE EMPLOYED? YES NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? YES NO			

EMPLOYER		DATE	
NAME		From Mo. Yr.	To Mo. Yr.
ADDRESS		Position Held	
CITY	STATE ZIP CODE	Salary/Wage	
CONTACT PERSON		PHONE #	
WERE YOU SUBJECT TO THE FMCSRs+ WHILE EMPLOYED? YES NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? YES NO			

EMPLOYER		DATE	
NAME		From Mo. Yr.	To Mo. Yr.
ADDRESS		Position Held	
CITY	STATE ZIP CODE	Salary/Wage	
CONTACT PERSON		PHONE #	
WERE YOU SUBJECT TO THE FMCSRs+ WHILE EMPLOYED? YES NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? YES NO			

*Includes vehicles having a GVWR of 26,001 lbs. or more, vehicles designed to transport 16 or more passengers (including the driver), or any size vehicle used to transport hazardous materials in a quantity requiring placarding.

+The Federal Motor Carrier Safety Regulations (FMCSRs) apply to anyone operating a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle: (1) weighs or has a GVWR of 10,001 lbs. or more, (2) is designed or used to transport more than 8 passengers (including the driver), OR (3) is of any size and is used to transport hazardous materials in a quantity requiring placarding.

ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED) IF NONE, WRITE NONE

DATES	NATURE OF ACCIDENT	FATALITIES	INJURIES	HAZARDOUS MATERIAL
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	(HEAD-ON, REAR-END, UPSET, ETC.)			SPILL
LAST ACCIDENT _____	_____	_____	_____	_____
NEXT PREVIOUS _____	_____	_____	_____	_____
NEXT PREVIOUS _____	_____	_____	_____	_____

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS) IF NONE, WRITE NONE

LOCATION	DATE	CHARGE	PENALTY

(ATTACH SHEET IF MORE SPACE IS NEEDED)

EXPERIENCE AND QUALIFICATIONS--DRIVER

List all driver licenses or permits held in the past 3 years

DRIVER LICENSES	STATE	LICENSE #	TYPE	EXPIRATION DATE

- A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES _____ NO _____
 B. Has any license, permit or privilege ever been suspended or revoked? YES _____ NO _____

IF THE ANSWER TO EITHER A OR B IS YES, GIVE DETAILS _____

DRIVING EXPERIENCE CHECK YES OR NO

CLASS OF EQUIPMENT	CIRCLE TYPE OF EQUIPMENT	DATES		APPX. # OF MILES (TOTAL)
		FROM(M/Y)	TO(M/Y)	
STRAIGHT TRUCK YES NO	(VAN, TANK, FLAT, DUMP, REFER)			
TRACTOR AND SEMI-TRAILER YES NO	(VAN, TANK, FLAT, DUMP, REFER)			
TRACTOR - TWO TRAILERS YES NO	(VAN, TANK, FLAT, DUMP, REFER)			
TRACTOR - THREE TRAILERS YES NO	(VAN, TANK, FLAT, DUMP, REFER)			
MOTOR COACH - SCHOOL BUS (MORE THAN 8 PASSENGERS) YES NO	----			
MOTORCOACH - SCHOOL BUS (MORE THAN 15 PASSENGERS) YES NO	----			
OTHER _____				

LIST STATES OPERATED IN FOR LAST FIVE YEARS: _____

SHOW SPECIAL COURSES OR TRAINING THAT WILL HELP YOU AS A DRIVER: _____

EXPERIENCE AND QUALIFICATIONS-OTHER

SHOW ANY TRUCKING, TRANSPORTATION OR OTHER EXPERIENCE THAT MAY HELP IN YOUR WORK FOR THIS COMPANY:

 LIST COURSES AND TRAINING OTHER THAN SHOWN ELSEWHERE IN THIS APPLICATION: _____

 LIST SPECIAL EQUIPMENT OR TECHNICAL MATERIALS YOU CAN WORK WITH (OTHER THAN THOSE ALREADY SHOWN: _____

EDUCATION

CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 1 2 3 4 COLLEGE: 1 2 3 4
 LAST SCHOOL ATTENDED: _____ CITY/STATE: _____

TO BE READ AND SIGNED BY APPLICANT

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature: _____ Date: _____

REQUEST FOR INFORMATION—From Previous Employer

I hereby authorize you to release the following information to for the purposes of investigation as required by Section 391.23 of the Federal Motor Carrier Safety Regulations

Power Plus! (Prospective Employer)

Applicant's Signature _____ Date _____

NAME AND ADDRESS OF PREVIOUS EMPLOYER: THIS FROM WAS (check appropriate box) Mailed, Date: Faxed, Date: Emailed, Date: Received by Phone, Date: Name of Person Contacted:

Name of Applicant: Social Security #: Date of Birth:

Dear Sir/Madam: The above named individual has made application to this company for a position as and states that he/she was employed by you as from (m/y) to (m/y).

In accordance with Section 391.23, we are obligated to request the information below from all previous employers of the applicant that employed him/her to operate a commercial motor vehicle within the 3 years preceding (date of application). Please complete the information below and return to us within 30 days, as required by Section 391.23 (g). You may return the information by telephone, fax, mail, or email.

Prospective Employer: S.R. BRAY LLC dba Power Plus! Attn: Liz Kitchens Street: 1210 N. Red Gum St. City, State, Zip: Anaheim, CA 92806 Telephone: (714) 507-1881 Fax: (714) 765-7559 Email: lkitchens@powerplus.com

TO BE COMPLETED BY PREVIOUS EMPLOYER

SECTION 1: DRIVER IDENTIFICATION

The applicant named above was employed by us. Yes No Employed as from (m/y) to (m/y) If driver was involved in a safety-sensitive position subject to drug and alcohol testing under Part 40, check here

SECTION 2: SAFETY PERFORMANCE HISTORY

1. Did he/she drive motor vehicle for you? Yes No If yes, what type? Straight Truck Tractor-Semitrailer Bus Cargo Tank Doubles/Triples Other (Specify) 2. Reason for leaving your employ: Discharged Resignation Lay Off Military Duty

If there is no safety performance history to report, check here, sign below and return. ACCIDENTS: Complete the following for any accidents included on your accident register (Section 390.15 (b)) that involved the applicant in the 3 years prior to the application date shown above, or check here if there is no accident register data for this driver.

- 1. 2. 3.

Please provide information concerning any other accidents involving the applicant:

Any other remarks:

Signature: Title: Date:



Fair Credit Reporting Act Disclosure Statement

In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes. **These reports are required by Sections 382.413, 391.23, and 391.25 of the Federal Motor Carrier Safety Regulations.**

Applicant's Signature

Date

Print Name

Social Security Number



A Public Service Agency

EMPLOYER PULL NOTICE PROGRAM

**AUTHORIZATION FOR
RELEASE OF DRIVER RECORD INFORMATION**

I, _____, California Driver License Number, _____,
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving
record, to my employer, _____

COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at
least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension,
revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code
(CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my
driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY _____ COUNTY _____ STATE _____

DATE _____	SIGNATURE OF EMPLOYEE X
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I, _____, of _____,
AUTHORIZED REPRESENTATIVE _____ COMPANY NAME _____

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of
this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am
requesting driver record information on the above individual to verify the information as provided by said individual. This
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information
relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any
unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal
Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five
thousand dollars (\$5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I
understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to
CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY _____ COUNTY _____ STATE _____

DATE _____	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE X
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To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website
at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

**THIS FORM MUST BE COMPLETED AND RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND
MADE AVAILABLE UPON REQUEST TO DMV STAFF.**

DO NOT RETURN THIS FORM TO DMV.

Motor Vehicle Driver's

CERTIFICATION OF COMPLIANCE WITH DRIVER LICENSE REQUIREMENTS

MOTOR CARRIER INSTRUCTIONS: The requirements in Part 383 apply to every driver who operates in intrastate, interstate, or foreign commerce and operates a vehicle weighing 26,000 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

The requirements in part 391 apply to every driver who operates in interstate commerce and operates a vehicle weighing 10,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

DRIVER REQUIREMENTS: Parts 383 and 391 of the Federal Motor Carrier Safety Regulations contain some requirements that you as a driver must comply with. They are as follows:

- 1.) **POSSESS ONLY ONE LICENSE:** You, as a commercial vehicle driver, may not possess more than one motor vehicle operator's license.

- 2.) **NOTIFICATION OF LICENSE SUSPENSION, REVOCATION OR CANCELLATION:** Sections 391.15(b) and 383.33 of the Federal Motor Carrier Safety Regulations require that you notify your employer the NEXT BUSINESS DAY of any revocation or suspension of your driver's license. In addition, Section 383.31 requires that any time you violate a state or local traffic law (other than parking), you must report it within 30 days to: 1.) your employing motor carrier, and 2.) the state that issued your license (if the violation occurs in a state other than the one which issued your license). The notification to both the employer and state must be in writing.

The following license is the only one I possess:

Driver's License No. _____ State _____ Exp. Date _____

DRIVER CERTIFICATION: I certify that I have read and understood the above requirements.

Driver's Name (Printed): _____

Driver's Signature: _____ Date: _____

Notes: _____

DRIVER STATEMENT OF ON-DUTY HOURS

(For Newly Hired Drivers)

INSTRUCTIONS: Motor carriers when using a driver for the first time shall obtain from the driver a signed statement giving the total time on-duty during the immediately preceding 7 days and time at which such driver was last relieved from duty prior to beginning work for such carrier. Rule 395.8(j)(2) Federal Motor Carrier Safety Regulations. NOTE: Hours for any compensated work during the preceding 7 days, including work for a non-motor carrier entity, must be recorded on this form.

Driver Name (Print) _____

Social Security Number _____

Driver's License: State _____ Number _____ Class _____

Endorsements _____ Restrictions _____

Type of License _____ Issuing State _____

DAY	1 (yesterday)	2	3	4	5	6	7	TOTAL HOURS	
DATE									
HOURS WORKED									

I hereby certify that the information given above is correct to the best of my knowledge and belief, and that I was last relieved from work at

_____ A.M.
_____ P.M. On _____ Day _____ Month _____ Year
Time

Driver's Signature Date

DRIVER CERTIFICATION FOR OTHER COMPENSATED WORK

INSTRUCTIONS: When employed by a motor carrier, a driver must report to the carrier all on-duty time including time working for other employers. The definition of on-duty time found in Section 395.2 paragraphs (8) and (9) of the Federal Motor Carrier Safety Regulations includes time performing work in the capacity of, or in the employ or service of, a common, contract or private motor carrier, also performing any compensated work for any nonmotor carrier entity.

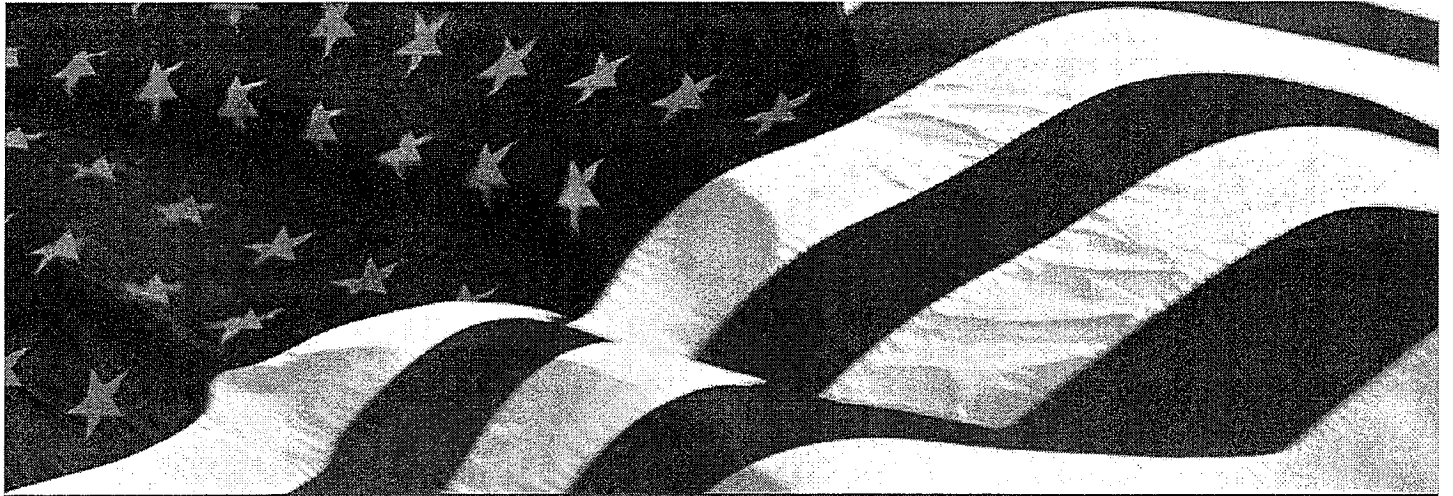
Are you currently working for another employer? **(Circle One)**
YES NO

At this time do you intend to work for another employer while still employed by this company?
YES NO

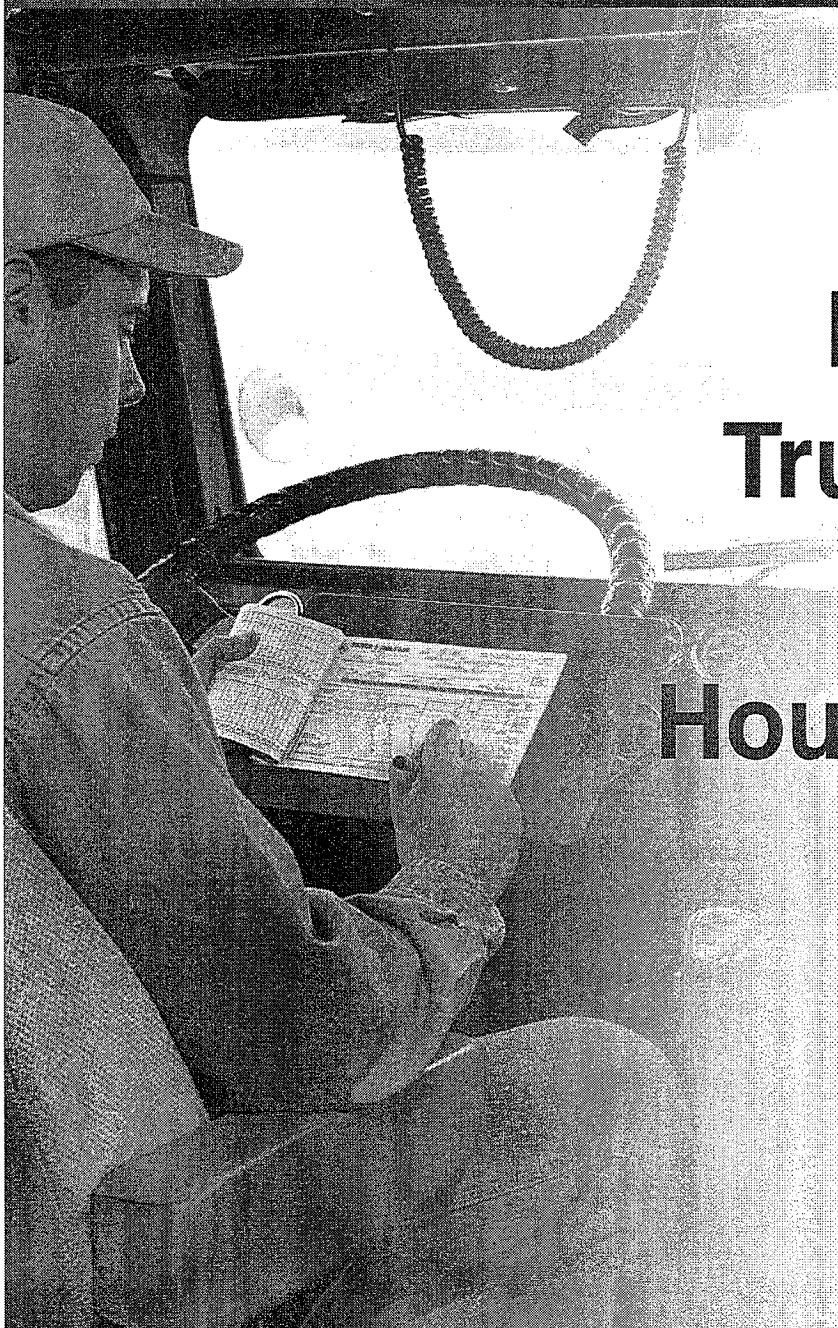
I hereby certify that the information given above is true and I understand that once I become employed with this company, if I begin working for any additional employer(s) for compensation that I must inform this company immediately of such employment activity.

Driver's Signature Date

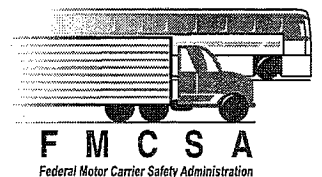
Witness: _____
Company Representative Date



Federal Motor Carrier Safety Administration



Interstate Truck Driver's Guide to Hours of Service

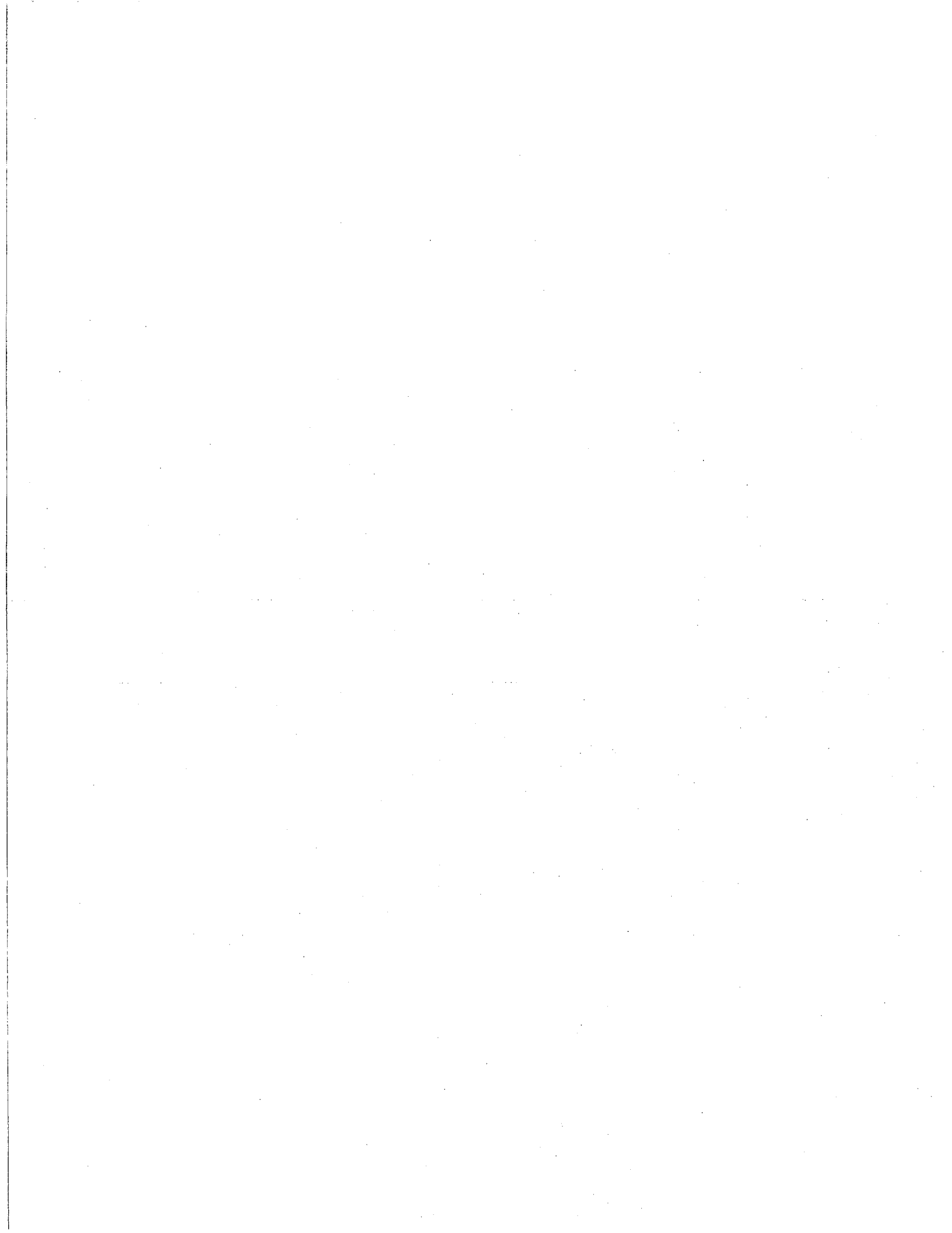




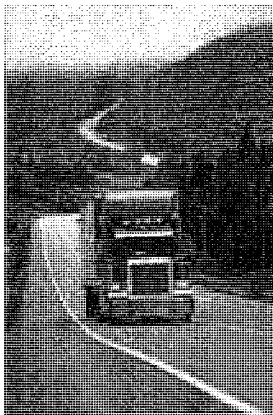
Interstate Truck Driver's Guide to Hours of Service

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What Are the Hours-of-Service Regulations?



As the driver of a large, heavy truck, you have a lot of responsibility as you drive down the road. The biggest concern is safety. That brings us to the main reason for the hours-of-service regulations — to keep fatigued drivers off the public roadways. These regulations put limits in place for when and how long you may drive, with the idea that these limits will help make sure that you stay awake and alert while driving.

The hours-of-service regulations are found in Part 395 of the Federal Motor Carrier Safety Regulations. These regulations are developed and enforced by the Federal Motor Carrier Safety Administration, which is part of the United States Department of Transportation. (States may have identical or similar regulations, as we will explain later.)

Who Must Comply With the Hours-of-Service Regulations?

You must follow the hours-of-service regulations if you drive a commercial motor vehicle. Just what is a commercial motor vehicle?

In general it is a truck, or truck-tractor with a trailer, that:

- Is involved in interstate commerce and weighs (including any load) 10,001 pounds (4,536 kg) or more.
- Is involved in interstate commerce and has a gross vehicle weight rating or gross combination weight rating of 10,001 pounds (4,536 kg) or more.
- Is involved in interstate or intrastate commerce and is transporting hazardous materials in a quantity requiring placards.

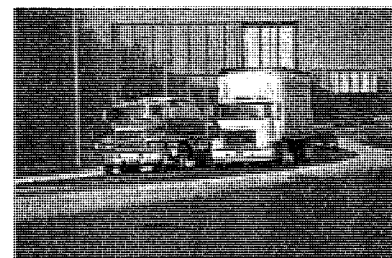
We will describe these terms in greater detail in the next sections of this document.

****NOTE**** There are exceptions to certain hours-of-service requirements for some operations. These will be covered later in this section.

****NOTE**** Be aware that we are only talking here about the hours-of-service regulations. For other areas of regulation, the definition of commercial motor vehicle will vary, for example drug and alcohol regulations and commercial driver's license (CDL) requirements.

Interstate/Intrastate Commerce

To help you understand the definition of a commercial motor vehicle, let's talk about the meanings of interstate commerce and intrastate commerce. Commerce deals with buying and selling goods and services. It also deals with moving those goods from place to place or going somewhere to perform the service. Basically any work done in support of a business is considered to be commerce.



Interstate commerce means the goods have traveled into or through another State or country or someone has gone into another State or country to perform the service. Even if your truck does not leave your State, but the goods have or will, the transportation is usually considered to be in interstate commerce. Interstate commerce means the goods have left their home State or the person performing a service has left his or her home State.

If you operate in interstate commerce once in a while, you are not required to comply with the Federal hours-of-service regulations all of the time. You must follow the Federal hours-of-service regulations while you are operating in interstate commerce. At the point you start driving in interstate commerce you must have logs with you for your last 7 days (unless you were not required to log).

You must also follow the Federal hours-of-service regulations for a short period of time after you finish operating in interstate commerce. If you were using the 60-hour/7-day schedule, you must follow the Federal hours-of-service regulations for the next 7 days after you finish operating in interstate commerce. If you were using the 70-hour/8-day schedule, you must follow the Federal hours-of-service regulations for the next 8 days after you finish operating in interstate commerce.

Intrastate commerce means the goods and services stay within a single State. The goods and services do not leave their State.

If you are operating in intrastate commerce only and are not hauling hazardous materials requiring a placard, the Federal regulations do not apply to you. However, most States have regulations that are similar or identical to the Federal Regulations. To determine what State safety requirements you must follow, you should contact the appropriate state agency. This is usually the State police, highway patrol, or an office within the State's department of transportation.

Sometimes your truck may be empty. In these cases your truck is still considered to be in commerce because it is being used to support a business. Even if it is empty, you are considered to be operating in interstate commerce, if you go outside of your State. If the truck is empty and you are operating inside your State, you are operating in intrastate commerce.

Personal Use of a Commercial Motor Vehicle

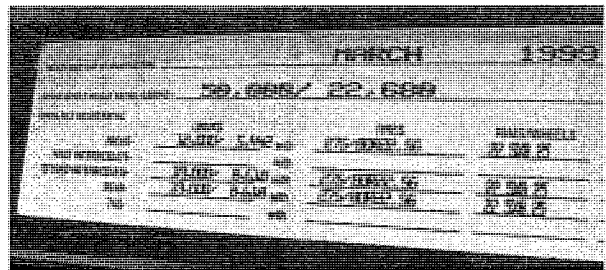
It is possible that occasionally you may not use a truck in commerce at all. You may be moving your personal belongings to a new house or, as a hobby you may be taking your horses to a horse show. As long as the activity is not in support of a business, you are not operating in commerce.

If you are not operating your truck in commerce, you are not subject to the hours-of-service regulations.

Weight Ratings

A vehicle can be a commercial motor vehicle based on what it actually weighs or on what its weight rating is, whichever is greater.

To find the **gross vehicle weight rating** of a truck or tractor, open the driver's door and look for a plate on the door frame. In some models, the plate might be inside the glove box. To find the gross weight rating of a towed unit, look for a plate on the front of the trailer. If the trailer has a tongue, the plate might be on the tongue of the trailer.



Your truck may have a **gross combination weight rating** posted in the same manner as the gross vehicle weight rating. If it does not, to figure the gross combination weight rating add the gross vehicle weight rating of the truck or tractor and the actual weight of the trailer and its load.

Air Miles and Statute Miles

In the short-haul exceptions to the hours-of-service regulations, you will see the term "air miles." This is a different measurement of a mile than what is used for statute miles on a roadmap.

An air mile is longer than a statute mile. There are 6,076 feet in an air mile and 5,280 feet in a statute mile. One-hundred air miles is equal to 115.08 statute miles.

Therefore, a 100 air-mile radius from your work reporting location can be figured as 115.08 statute, or "roadmap," miles (185.2 km) from your work reporting location. A 150 air-mile radius from your work reporting location can be figured as 172.6 statute miles (277.8 km).

What Are the Hours-of-Service Limits?

The hours-of-service regulations focus on when and how long you are allowed to drive by placing specific limits on the amount of time you drive your truck and how many total hours you can work before you are no longer permitted to drive a commercial motor vehicle. You must follow three maximum duty limits at all times. They are the 14-hour duty limit, 11-hour driving limit, and 60/70-hour duty limit.

14-Hour Duty Limit

This limit is usually thought of as a "daily" limit even though it is not based on a 24-hour period. You are allowed a period of 14 consecutive hours of duty time after being off duty for 10 or more consecutive hours. The 14-consecutive-hour duty period begins when you start any kind of work. Once you have reached the end of this 14-consecutive-hour period, you cannot drive again until you have been off duty for another 10 consecutive hours.

Your driving is limited to the 14-consecutive-hour duty period even if you take some off-duty time, such as a lunch break or a nap, during those 14 hours.

****NOTE**** If you have a sleeper berth in your vehicle, you may be able to use it to get the required rest and to extend the 14-hour limit. Sleeper berth provisions will be discussed later in this section.

Example: You have had 10 continuous hours off and you come to work at 6:00 a.m. in the morning. You must not drive your truck after 8:00 p.m. that evening. You may do other work after 8:00 p.m., but you cannot do any more driving until you have taken another 10 consecutive hours off.

This regulation is found in Section 395.3(a)(2).

11-Hour Driving Limit

During the 14-consecutive-hour duty period explained above, you are only allowed to drive your truck for up to 11 total hours. There is no limit on how many of those hours you are allowed to drive at one time — you may drive for as little as a few minutes or as much as 11 hours in a row. Once you have driven a total of 11 hours, you have reached the driving limit and must be off duty for another 10 consecutive hours before driving your truck again.



Example: You have had 10 consecutive hours off. You come to work at 6:00 a.m. in the morning and drive from 7:00 a.m. until 6:00 p.m.. You must not drive again until you have at least 10 consecutive hours off. You may do other work after 6:00 p.m., but you cannot do any more driving of a commercial motor vehicle.

This regulation is found in Section 395.3(a)(1).

60/70-Hour Duty Limit

In addition to the first two limits, which are explained above, is the 60/70-hour limit. This limit is based on a 7-day or 8-day period, starting at the time specified by your motor carrier for the start of a 24-hour period.

This limit is sometimes thought of as a "weekly" limit. However, this limit is not based on a "set" week, such as Sunday through Saturday. The limit is based on a "rolling" or "floating" 7-day or 8-day period. The oldest day's hours drop off at the end of each day when you calculate the total on-duty time for the past 7 or 8 days. For example, if you operate on a 70-hour/8-day schedule, the current day would be the newest day of your 8-day period and the hours you worked nine days ago would drop out of the calculation.

DAY	HOURS
1. Sunday	0
2. Monday	10
3. Tuesday	8.5
4. Wednesday	12.5
5. Thursday	9
6. Friday	10
7. Saturday	12
8. Sunday	5
TOTAL	67 hours

You are required to follow one of these two "weekly" limits:

- If your company does not operate vehicles every day of the week, you are not allowed to drive after you've been on duty **60 hours** during any 7 consecutive days. Once you reach the 60-hour limit, you will not be able to drive again until you have dropped below 60 hours for a 7-consecutive-day period. You may do other work, but you cannot do any more driving until you are off duty enough days to get below the limit. Any other hours you work, whether they are for a motor carrier or someone else, must be added to the total.
- If your company does operate vehicles every day of the week, your employer may assign you to the 70-hour/8-day schedule. This means that you are not allowed to drive after you've been on duty **70 hours** in any 8 consecutive days. Once you reach the 70-hour limit, you will not be able to drive again until you have dropped below 70 hours for an 8-consecutive-day period. You may do other work, but you cannot do any more driving until you get below the limit. Any other hours you work, whether they are for a motor carrier or someone else, must be added to the total.

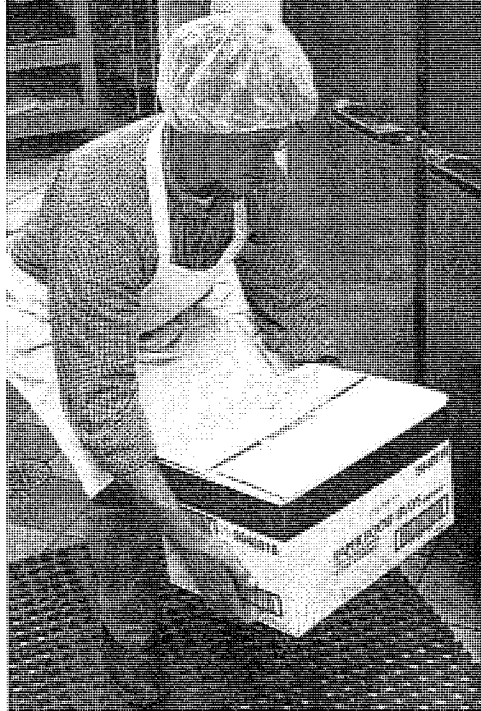
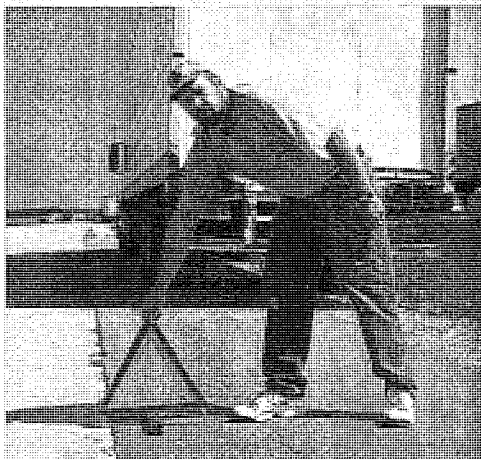
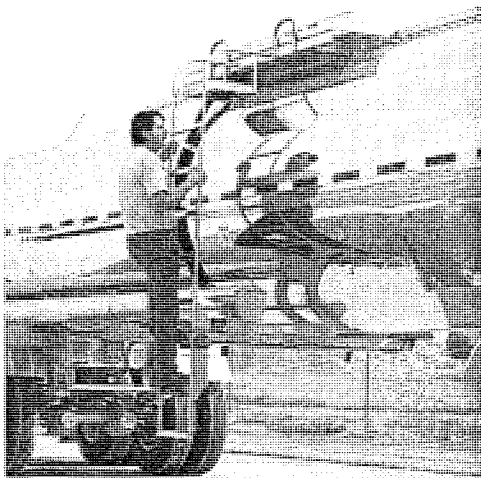
34-Hour Restart

The regulations allow you to "restart" your 60 or 70-hour clock calculations after having at least 34 consecutive hours off duty. In other words, after you have taken at least 34 hours off duty in a row, you have the full 60 or 70 hours available again. You would then begin counting hours on the day of the restart and not go back the full 7 or 8 days.

Example: If you follow the 70-hour/8-day limit and work 14 hours for 5 days in a row, you will have been on duty for 70 hours. You would not be able to drive again until you drop below 70 hours worked in an 8-day period. However, if your company allows you to use the 34-hour restart provision, you would have driving time available immediately after 34 consecutive hours off duty. You would then begin a new period of 8 consecutive days and have 70 hours available.

This regulation is found in Section 395.3(b) and (c).

What Is On-Duty Time?



The 60/70-hour limit is based on how many hours you work over a period of days. Just what kind of work is included in on-duty time? It includes all time you are working or are required to be ready to work, for any employer. It includes the following activities:

- All time at a plant, terminal, or other facility of a motor carrier or shipper, unless you have been relieved from duty by the motor carrier;
- All time inspecting or servicing your truck, including fueling it and washing it;
- All driving time;
- All other time in a truck unless you are resting in a sleeper berth;
- All time loading, unloading, supervising, or attending your truck; or handling paperwork for shipments;
- All time taking care of your truck when it is broken down;
- All time spent providing a breath, saliva, or urine sample for drug/alcohol testing, including travel to and from the collection site;
- All time spent doing any other work for a motor carrier, including giving or receiving training and driving a company car; and
- All time spent doing paid work for anyone who is not a motor carrier, such as a part-time job at a local restaurant.

The bottom line is that on-duty time includes all time you are working for a motor carrier, whether paid or not, and all time you are doing paid work for anyone else.

The definition of on-duty time is found in Section 395.2.

Travel Time

“Travel time” refers to you being transported to a new location as part of your job, but you are not performing any of the driving on the trip. Any travel time you do at the direction of your motor carrier is considered on-duty time. However, if you take at least 10 consecutive hours off duty once you get to your destination, you may count all of the time, including the travel time, as off duty.

Example: Your company sends you on a bus for 8 hours to pick up a truck and drive it back. You are simply riding the bus and not doing any other work for your company. Before driving the truck you take 10 consecutive hours off duty. In this case you may count all of the travel time as off duty as well.

The regulation on travel time is found in Section 395.1(j).

What Is Off-Duty Time?

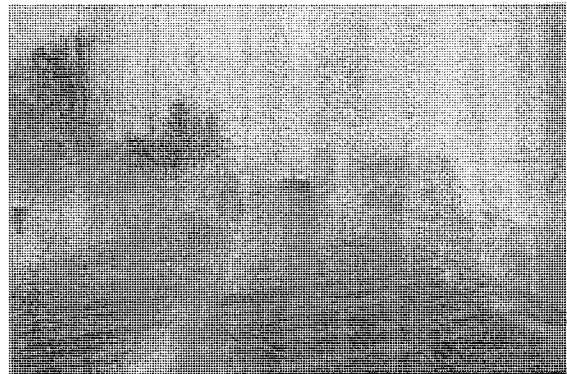
By understanding the definition of on-duty time, you will get a good idea of what is considered off-duty time. In order for time to be considered off duty, you must be relieved of all duty and responsibility for performing work. You must be free to pursue activities of your own choosing and be able to leave the place where your vehicle is parked.

If you are not doing any work (paid or unpaid) for a motor carrier, and you are not doing any paid work for anyone else, you may record the time as off-duty time.



What Is the Adverse Driving Conditions Exception?

If **unexpected** adverse driving conditions slow you down, you may drive up to 2 extra hours to complete what could have been driven in normal conditions. This means you could drive for up to 13 hours, which is 2 hours more than allowed under normal conditions. Adverse driving conditions mean things that you did not know about when you started your run, like snow, fog, or a shut-down of traffic due to a crash. Adverse driving conditions do not include situations that you should have known about, such as congested traffic during typical "rush hour" periods.



Even though you may drive 2 extra hours under this exception, you must not drive after the 14th consecutive hour after coming on duty.

Example: You come to work at 7:00 a.m., start driving at 8:00 a.m., and drive 9 hours when you hit heavy fog at 5:00 p.m. The fog was not forecasted. At this point, the adverse driving conditions exception would allow you to drive for 4 more hours (2 hours to get to 11 and 2 extra hours due to the fog), taking you to 9:00 p.m. for a total of 13 hours of driving.

If, however, you come to work at 7:00 a.m., start driving at 12:00 p.m. and drive into fog at 5:00 p.m., you could still only drive until 9:00 p.m. for a total of 9 hours of driving. You would have to stop driving at 9:00 p.m. because you would have reached the 14-hour limit.

This regulation is found in Section 395.1(b).

What Is the Non-CDL Short-Haul Exception?

If you drive short distances in a truck that does not require a commercial driver's license (CDL), you might be able to use the non-CDL short-haul exception. This short-haul exception allows you to extend the 14-consecutive-hour duty period 2 days in a 7-consecutive-day period or after any 34-hour restart.

You can only use this exception if you:

- Drive a truck that does not require a CDL, and
- Work within a 150 air-mile radius (see p. 2 for explanation of "air miles") of your normal work reporting location and return there each day.

If you meet the criteria for using the non-CDL short-haul exception:

- You must not drive for more than 11 hours following 10 consecutive hours off duty;
- You must not drive past the 14th hour after coming on duty 5 days in any period of 7 consecutive days; and
- You must not drive past the 16th hour after coming on duty 2 days in any period of 7 consecutive days.
- You must not drive after being on duty 60 hours in any 7 consecutive days or 70 hours in any 8 consecutive days (unless you took 34 consecutive hours off to restart a 7/8-day period).

Under this exception you are not required to keep a log book, but your company must keep a time record for 6 months showing the times your duty period began and ended and your total hours on duty for the day.

If you come under this exception you are not eligible for the 100 air-mile radius exception, 16-hour short-haul exception, or the split sleeper berth provision.

This regulation is found in Section 395.1(e)(2).

What Is the 16-Hour Short-Haul Exception?

If you usually come back to your work-reporting location and go home at the end of your work-day, you might be able to use the 16-hour short-haul exception. This exception allows you to extend the 14-consecutive-hour duty period once every 7 consecutive days. In order to use this exception, you must do the following:

- You must return to your work reporting location that day, as well as for your last 5 duty tours. A duty tour is the period of time from when you come to work to when you leave work. It is your "workday," the time between your off-duty periods of at least 10 consecutive hours.
- You must be released from duty within 16 hours after coming on duty.
- You must only use this exception once every 7 consecutive days (unless you took 34 consecutive hours off to restart a 7/8-day period).

You may not use this exception if you qualify for the "Non-CDL Short Haul Exception" explained earlier.

This regulation is found in Section 395.1(o).

Exceptions From the Hours-of-Service Regulations

Category	Type of Exception	Conditions That Must Be Met	49 CFR Section
100 air-mile radius driver (Also see driver-salesperson)	<ul style="list-style-type: none"> Logbook not required 	<ul style="list-style-type: none"> Report and return to work reporting location within 12 consecutive hours Stay within 100 air-mile radius of work reporting location Keep time records showing time in, time out, and total number of hours 	§395.1(e)(1)
150 air-mile radius driver	<ul style="list-style-type: none"> 16-hour duty periods allowed twice per 7 day period, or after any 34-hour restart Logbook not required 	<ul style="list-style-type: none"> Non-CDL driver Report and return to normal work reporting location every day Stay within 150 air-mile radius of work reporting location Keep time records showing time in, time out, and total number of hours 	§395.1(e)(2)
Adverse driving conditions	<ul style="list-style-type: none"> Up to 2 additional hours of driving time 	<ul style="list-style-type: none"> Additional driving time must fall within 14-hour duty window Weather or traffic condition must be unknown at start of run 	§395.1(b)(1) §395.2
Agricultural operations	<ul style="list-style-type: none"> All hours-of-service regulations 	<ul style="list-style-type: none"> Transporting agricultural commodities or farm supplies Stay within 100 air-miles of farm supplies or commodities to or from a farm During a state's declared planting and harvesting season 	§395.1(k) §395.2
Alaska	<ul style="list-style-type: none"> 15 hours of driving time 20 hours of duty time 70 hours/7 days or 80 hours/8 days 	<ul style="list-style-type: none"> Driving a commercial motor vehicle in Alaska 	§395.1(h)
Construction materials and equipment	<ul style="list-style-type: none"> 24 consecutive hours off duty restarts 60 hour/7 day or 70 hour/8 day limit 	<ul style="list-style-type: none"> Vehicle used to transport construction and pavement materials, construction equipment, and construction maintenance vehicles To or from active construction site Stay within 50 air-miles of normal work reporting location Does not apply to vehicles placarded for hazardous materials. 	§395.1(m) §395.2

Exceptions from the Hours-of-Service Regulations, continued

Category	Type of Exception	Conditions That Must Be Met	49 CFR Section
Driver-salesperson	<ul style="list-style-type: none"> • 60 hour/7 day limit • 70 hour/8 day limit • Modified 100 air-mile radius logbook provision 	<ul style="list-style-type: none"> • Sell goods or services • Stay within 100 miles of work reporting location • No more than half of all working time spent driving • Driving time does not exceed 40 hours in any 7 consecutive days 	§395.1(c) §395.1(e)(2)(ii) §395.2
Emergency relief	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • Declared national, regional, state, or local emergency 	§390.23
Emergency driving conditions	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • Legal run could have been completed if there wasn't an emergency 	§395.1(b)(2)
Federal government operated	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • None 	§390.3(f)(2)
Fire and rescue (non-government)	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • None 	§390.3(f)(5)
Ground water well drilling	<ul style="list-style-type: none"> • 24 consecutive hours off duty restarts 60 hour/7 day or 70 hour/8 day limit 	<ul style="list-style-type: none"> • Vehicle used primarily in transportation and operations of a groundwater well drilling rig 	§395.1(l)
Hawaii	<ul style="list-style-type: none"> • Logbook not required 	<ul style="list-style-type: none"> • Keep time records showing time in, time out, and total number of hours 	§395.1(i)
Local government operated	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • None* <p>*Intrastate exceptions may be different. Check with state enforcement for details.</p>	§390.3(f)(2)
Movie and television production	<ul style="list-style-type: none"> • 10 hours driving time • 15 hours on-duty time • 8 consecutive hours off duty 	<ul style="list-style-type: none"> • Transportation of property or passengers to or from a theatrical or television or motion picture production site • Stay within 100 air-miles of normal work reporting location 	§395.1(p)
New York State grape harvesters	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • Grapes transported • Stay within State of New York • West of I-81 • Stay within 150 air-mile radius of where grapes picked or distributed • During State of New York's harvest period 	§395.1(q)
Oilfield operations	<ul style="list-style-type: none"> • 24 consecutive hours off duty restarts 70 hour/8 day limit 	<ul style="list-style-type: none"> • Transportation of oilfield equipment and servicing field operations of gas & oil industry 	§395.1(d)(1)

Exceptions from the Hours-of-Service Regulations, continued

Category	Type of Exception	Conditions That Must Be Met	49 CFR Section
Oilfield operations	<ul style="list-style-type: none"> • Waiting time at natural gas or oil well site not counted as on-duty time 	<ul style="list-style-type: none"> • Specially trained drivers operating specially constructed vehicles used to service oil wells • Accurate time records must be available for inspection 	§395.1(d)(2)
Personal property occasional transportation	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • None 	§390.3(f)(3)
Retail store deliveries	<ul style="list-style-type: none"> • 11-hour driving time • 14-hour duty period • 60 hour/7 day limit • 70 hour/8 day limit 	<ul style="list-style-type: none"> • Local deliveries from retail stores and/or catalog businesses to the ultimate consumer • Stay within 100 air-miles of normal work reporting location • Only December 10 through December 25 	§395.1(f)
School bus — contractor-operated	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • Transportation of school children and/or school personnel from home to school and from school to home 	§390.3(f)(1)
Short-haul exception (16-hour) Also see the "100 air-mile radius driver" and "150 air-mile radius driver" entries at beginning of this Table.	<ul style="list-style-type: none"> • 16-hour duty period allowed once per 7 day period, or after any 34-hour restart 	<ul style="list-style-type: none"> • Return to work reporting location that day and for last 5 duty tours • Be released from duty within 16 consecutive hours • Use once every 7 consecutive days or after a 34-hr. restart • Does not apply if driver is eligible for 150 air-mile radius exception (see above). 	§395.1(o)
State government operated	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • None* <p>*Intrastate exceptions may be different. Check with state enforcement for details.</p>	§390.3(f)(2)
Utility service vehicles	<ul style="list-style-type: none"> • All hours-of-service regulations 	<ul style="list-style-type: none"> • Vehicle used to repair, maintain, deliver public utility services including electric, gas, water, sanitary sewer, telephone, television cable, or community antenna service • Includes travel to and from activity sites • Operates primarily within service area of utility's subscribers or consumers 	§395.1(n)

How Does the Sleeper Berth Provision Work?

If you drive a truck that has a sleeper berth that meets the requirements of the safety regulations, you may use it to get the required off-duty time in three ways:

1. You may spend time in your sleeper berth to get some of, or all of, the 10 consecutive hours of off-duty time. When getting your 10 consecutive hours of off-duty time, what is



most important is that you do not go on duty or drive during those 10 hours. At the end of the 10 consecutive hours of combined sleeper and/or off-duty time, your 11-hour driving and 14-hour duty-period limits would completely restart.

2. You may also use the sleeper berth to extend the 14-hour limit. Any period in the sleeper berth of at least 8 consecutive hours will not count as part of the 14 hours, and, therefore, would allow you to extend the time during which you could use your maximum 11 hours of driving.
3. You may also use the sleeper berth in a different way to get the "equivalent of at least 10 consecutive hours off duty." To do this, two rest periods are required. You must spend at least one of the two required rest periods in your sleeper berth. The required rest period in the sleeper berth must be at least 8 consecutive hours (but less than 10 consecutive hours). This rest period will not count as part of the 14 hours. The other, separate, rest period must be at least 2 consecutive hours (but less than 10 consecutive hours). This rest period may be spent in the sleeper berth, off duty, or sleeper berth and off duty combined. It *will* count as part of the 14 hours (unless you spend at least 8 consecutive hours in the sleeper berth). It does not matter which rest period you take first. After you complete your second required rest period, you will have a new point on the clock from which to calculate your hours available. This new "calculation point" will be at the time you completed your first required rest period.

Example: You come to work at 7:00 a.m. You begin driving at 10:00 a.m. and at 2:00 p.m. you spend 8 hours in your sleeper berth. At 10:00 p.m. you resume driving. Those 8 hours in the sleeper berth do not count as part of the 14 hours.

This means that you only used 7 of your 14 hours so far, and your 14-hour limit gets extended from 9:00 p.m. that evening to 5:00 a.m. the next morning. Your driving limit is still 11 hours and so far you have only driven 4 hours. That means you have 7 hours of driving time still available, allowing you to drive from 10:00 p.m. until 5:00 a.m.

At 5:00 a.m. you take your second rest period, going off duty for 2 hours. That brings you to 7:00 a.m.

Let's recap the trip so far:

Start Time	End Time	Activity	Hours Used
7:00 a.m.	10:00 a.m.	On duty/not driving	3
10:00 a.m.	2:00 p.m.	Driving	4
2:00 p.m.	10:00 p.m.	Sleeper berth	8
10:00 p.m.	5:00 a.m.	Driving	7
5:00 a.m.	7:00 a.m.	Off duty	2

How much time do you have available now under the 14-hour rule?

Since you met the regulation of getting the equivalent of 10 hours off duty in two periods, you now have a new calculation point for figuring your 11 and 14 hours. Your new calculation point is at the end of the first rest period, which was at 10:00 p.m. Your new 14-hour period begins at 10:00 p.m. and ends 14 hours later, at noon the following day. During that new 14-hour period you are allowed 11 hours of driving.

From 10:00 p.m. to 7:00 a.m. you used-up 9 of the 14 duty-period hours and 7 of the 11 hours of driving time. Therefore you now have 5 hours of duty time available during which you are allowed to drive 4 hours.

Because your 14-hour duty period ends at 12:00 noon that day, before you can drive a CMV again after 12:00 noon, you must have another rest period in the sleeper berth of at least 8 consecutive hours (if you are using the sleeper-berth exception). After that you must again recalculate how many hours you will have available. Your new calculation point will be the end of the 2-hour off-duty period you took earlier (7:00 a.m.).

Remember that you are allowed to do non-driving work after the 14-hour limit is reached, just no more truck driving (but the additional time would count toward your weekly 60- or 70-hour limit).

Each time you take one of the two required rest periods, you will need to recalculate the on-duty and driving hours available. You could continue using the sleeper berth regulation and recalculating your hours available until you have 10 *consecutive* hours off duty. After 10 *consecutive* hours off duty, you have 11 hours of driving time and 14 consecutive hours of duty time available again.

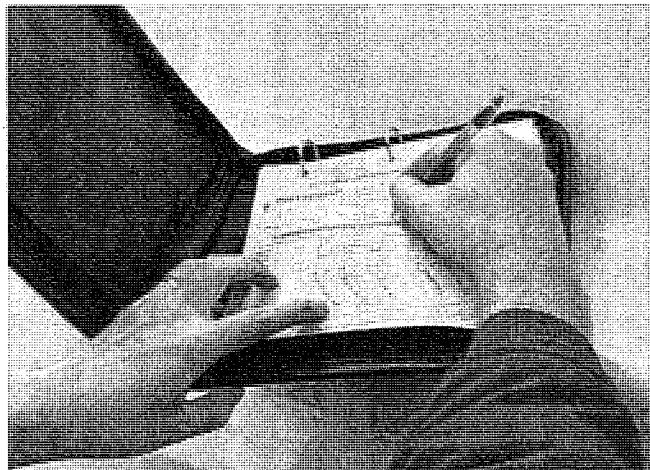
This regulation is found in Section 395.1(g).

What Is a "Driver's Daily Log"?

Now that we have finished talking about the hours of service limits, it's time to talk about what you must do to keep track of your time. This is done in written form, unless your time is being recorded electronically using an automatic on-board recording device, which we will explain later.

The written form you must fill out as you do your work is called the "record of duty status." Common names for this form are the driver's daily log, log, or logbook. You do not have to fill out a log if you come under an exception. Logbook exceptions will be discussed later.

Everything you write on the log must be true and correct. You must make all of your own entries (unless something has been preprinted on the log). You must fill out an original and one copy of your log.



You must account for every day on your log, even days off, unless you are covered by a logbook exception on any of the days. The log must cover all 24 hours of every day. (Each 24-hour page of your logbook does not have to have a grid starting at midnight; there are provisions for your employer to designate a different starting time for each 24-hour period.)

Authorized government inspectors may check your logs at any time. You must have a log for each day of the last 8 days that you were required to log (you might have been under an exception on some of those days). The current day's log must be current to your last change of duty status. Inspectors check your logs to see if you have violated the hours-of-service regulations. Violations of the hours-of-service regulations can result in being fined and/or placed out of service.

This regulation is found in Section 395.8.

Who Must Complete a Log?

Any person who is subject to the safety regulations and drives a commercial motor vehicle (CMV) must complete a logbook page for any day that includes CMV driving and for the prior 7 days (unless under an exception on some of those days). There are two general exceptions, as described below.

What Are the Exceptions From the Logging Requirements?

100 Air-Mile Radius

You are not required to fill out a log with a graph grid if you come under the 100 air-mile radius exception (see p. 2 for explanation of "air miles"). The 100 air-mile radius exception applies for any day in which you:

- Drive within a 100 air-mile radius of your normal work reporting location,
- Return to your work reporting location and are released within 12 consecutive hours, and
- Follow the 10-hour off-duty and 11-hour driving requirements.

Your motor carrier must keep time records of the times you report for and are released from work each day, and the total hours on duty each day. You do not have to have these records in your truck.

This exception is optional. For example, you and your employer may choose to use a logbook even though you are within the 100 air-mile radius, so that you do not have to be released from work within 12 hours that day.

This regulation is found in Section 395.1(e)(1).

Non-CDL Short-Haul

You are not required to fill out a log with a graph grid if you come under the non-CDL short-haul exception. The non-CDL short-haul exception applies on days when you:

- Drive a truck that does not require a CDL, and
- Work within a 150 air-mile radius (see p. 2 for explanation of "air miles") of your normal work reporting location and return there each day.

Your motor carrier must keep time records of the times you report for and are released from work each day, and the total hours on duty each day.

This regulation is found in Section 395.1(e)(2).

What Must the Log Include?

The regulations do not say what the log form must look like. However, it must include a 24-hour graph grid, which is shown in the regulations, and the following information on each page:

The diagram shows a form titled "DRIVER'S DAILY LOG" with the following sections and labels:

- Date:** Fields for MONTH, DAY, YEAR.
- Name of carrier:** Field for the carrier's name.
- Main office address:** Field for the carrier's main office address.
- 24-hour period starting time:** Field for the starting time of the log period.
- Total miles driving today:** Field at the top for total miles.
- Truck or tractor and trailer number:** Field at the top right for vehicle identification.
- Driver's signature/certification:** Field for the driver's signature.
- Name of co-driver:** Field for the co-driver's name.
- Total hours:** Field at the bottom right for the total hours recorded.
- Remarks:** A large area at the bottom for notes.
- Shipping document number(s), or name of shipper and commodity:** Field at the bottom left.

The central part of the form is a grid with columns for each hour of the day (1-24) and rows for duty status: 1: OFF DUTY, 2: SLEEPER, 3: DRIVING, 4: ON DUTY. A "TOTAL HOURS" column is on the far right of the grid.

- **Date.** You must write down the month, day, and year for the beginning of each 24-hour period. (Multiple consecutive days off duty may be combined on one log page, with an explanation in the "Remarks.")
- **Total miles driving today.** You must write down the total number of miles you drove during the 24-hour period.

- **Truck or tractor and trailer number.** You must write down either the vehicle number(s) assigned by your company, or the license number and licensing state for each truck (and trailer, if any) you drove during the 24-hour period.
- **Name of carrier.** You must write down the name of the motor carrier(s) you are working for. If you work for more than one carrier in a 24-hour period, you must list the times you started and finished work for each carrier.
- **Main office address.** You must write down your carrier's main office address.
- **Your signature.** You must certify that all of your entries are true and correct by signing your log with your legal name or name of record.
- **Name of co-driver.** You must write down the name of your co-driver, if you have one.
- **Time base to be used.** You must use the time zone in effect at your home terminal. Even if you cross other time zones, record time as it is at your terminal. All drivers operating out of your home terminal must use the same starting time for the 24-hour period, as designated by your employer.
- **Remarks.** This is the area where you must list the city, town, or village, and state abbreviation when a change of duty status occurs. You should also explain any unusual circumstances or log entries that may be unclear when reviewed later, such as encountering adverse driving conditions.
- **Total hours.** You must add and write down the total hours for each duty status at the right side of the grid. The total of the entries must equal 24 hours (unless you are using one page to reflect several consecutive days off duty).
- **Shipping document number(s), or name of shipper and commodity.** For each shipment, you must write down a shipping document number (such as a shipping manifest number) or the name of the shipper and what you are hauling.

The Graph Grid

Here is what your graph grid must look like. The other required information may be placed anywhere on the page outside the grid.

1: OFF DUTY	_ _													
	_ _													
	_ _													
	_ _													
2: SLEEPER BERTH	_ _													
3: DRIVING	_ _													
4: ON DUTY (NOT DRIVING)	_ _													
REMARKS														

You must keep the grid on your log current to your last change of duty status. For example, if you are driving and an inspector stops you and asks to see your logbook, the final entry should show the time and place that you last started driving.

The grid will have the starting time and the hours marked above it. You must draw lines on the grid as follows:

Off Duty. Draw a solid line between the appropriate time markers to show the periods of time you are off duty.

Sleeper Berth. Draw a solid line between the appropriate time markers to show the periods of time you are resting in a sleeper berth.

Driving. Draw a solid line between the appropriate time markers to show the periods of time you are behind the wheel of a commercial motor vehicle in operation.

On Duty (Not Driving). Draw a solid line between the appropriate time markers to show the periods of time when you are on duty, but not driving a commercial motor vehicle. Time spent driving a non-CMV for a carrier would be included here.

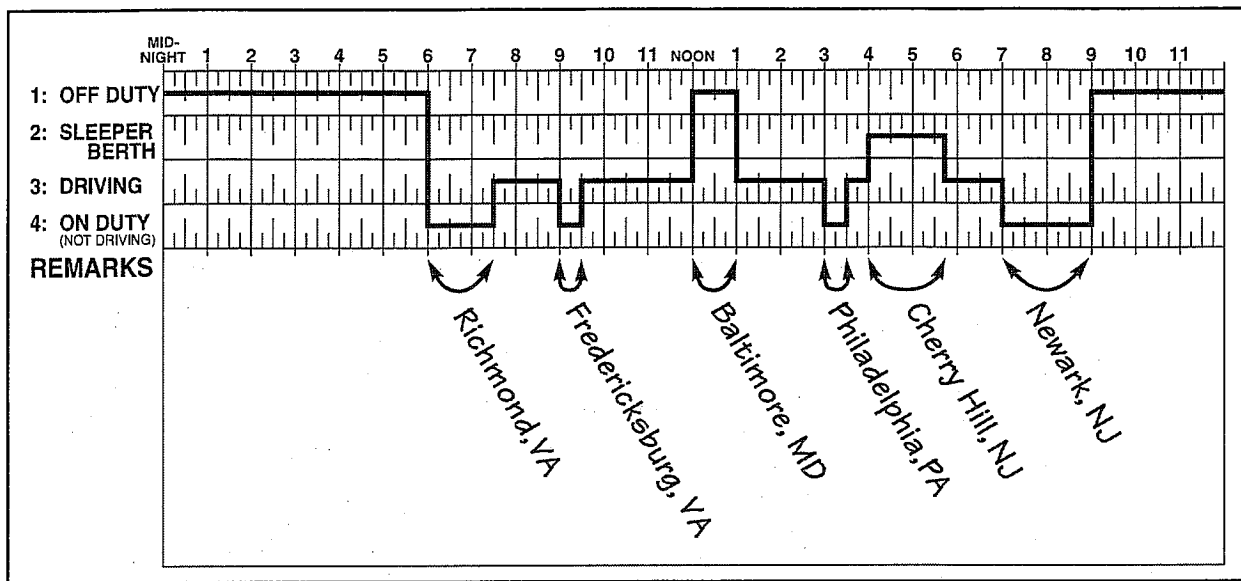
The "Remarks"

Each time you change your duty status, you must write down the name of the city, town, or village, and state abbreviation, in the Remarks section. 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.

You may write other things in the Remarks section, such as shipping information, a note about adverse driving conditions, or when you cross a state line.

A Completed Grid



In this sample log grid, a driver we'll call John Doe went from Richmond, Virginia, to Newark, New Jersey. The driver's day went like this:

- John Doe reported for work at 6 a.m. He helped load, checked with dispatch, and did a pre-trip inspection. This is on-duty time. John marked midnight to 6 a.m. as **off duty**, then drew a line straight down to **on duty** and drew a horizontal line from 6 a.m. to 7:30 a.m.
- After driving 1½ hours, John stopped to fuel his truck. John marked the driving time on the **driving line**. The time at the truck stop (½ hour) is marked **on duty, not driving**.
- John then drove for 2½ hours to the Baltimore terminal where he had lunch. He again recorded his **driving** time. After lunch he recorded his lunch time as **off duty** since he had instructions from his carrier to log his lunch time as off duty and did not have any work responsibilities during this time.
- After lunch John drove for 2 more hours and stopped to make a delivery. He recorded his time again. Following the half-hour delivery stop, which he recorded as **on duty, not driving**, he started driving again.
- After ½ hour of driving, John stopped, recorded his **driving** time, and went into the sleeper berth from 4:00 to 5:45.
- At 5:45 John recorded his **sleeper berth** time and began driving again. He reached the Newark terminal at 7:00, did a post-trip inspection, and finished his log and other paperwork.
- He went off duty at 9:00 p.m.

Notice that John was on duty for more than 14 hours. There is no problem with being on duty longer than 14 hours as long as there is no CMV driving time after the 14th hour.

In the **Remarks** Section, John wrote down the locations of duty status changes as follows:

- He reported for work at Richmond, VA.

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- He stopped and fueled his truck in Fredericksburg, VA.
- He had lunch in Baltimore, MD.
- He made a delivery stop in Philadelphia, PA.
- He went into the sleeper berth at Cherry Hill, NJ.
- He drove to Newark, NJ, checked out, and went off duty.

A Completed Log

U.S. DEPARTMENT OF TRANSPORTATION		DRIVER'S DAILY LOG (ONE CALENDAR DAY - 24 HOURS)		ORIGINAL - Submit to carrier within 13 days DUPLICATE - Driver retains possession for eight days																					
<u>04</u>	<u>09</u>	<u>08</u>	<u>350</u>	<u>123, 20544</u>																					
<small>(MONTH)</small>	<small>(DAY)</small>	<small>(YEAR)</small>	<small>(TOTAL MILES DRIVING TODAY)</small>	<small>VEHICLE NUMBERS - (SHOW EACH UNIT)</small>																					
I certify these entries are true and correct:																									
<u>John Doe's Transportation</u> <small>(NAME OF CARRIER OR CARRIERS)</small>			<u>John E. Doe</u> <small>(DRIVER'S SIGNATURE IN FULL)</small>																						
<u>Washington, D.C.</u> <small>(MAIN OFFICE ADDRESS)</small>			_____ <small>(NAME OF CO-DRIVER)</small>																						
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	[Graph showing off-duty periods: 11:00-12:00, 1:00-2:00, 7:00-9:00, 10:00-11:00]																						10		
2: SLEEPER BERTH	[Graph showing sleeper berth periods: 6:00-7:00, 8:00-9:00, 4:00-5:00]																						1.75		
3: DRIVING	[Graph showing driving periods: 6:00-7:00, 7:00-8:00, 8:00-9:00, 9:00-10:00, 10:00-11:00, 11:00-12:00, 12:00-1:00, 1:00-2:00, 2:00-3:00, 3:00-4:00, 4:00-5:00, 5:00-6:00, 6:00-7:00, 7:00-8:00, 8:00-9:00, 9:00-10:00, 10:00-11:00]																						7.75		
4: ON DUTY (NOT DRIVING)	[Graph showing on-duty periods: 6:00-7:00, 7:00-8:00, 8:00-9:00, 9:00-10:00, 10:00-11:00, 11:00-12:00, 12:00-1:00, 1:00-2:00, 2:00-3:00, 3:00-4:00, 4:00-5:00, 5:00-6:00, 6:00-7:00, 7:00-8:00, 8:00-9:00, 9:00-10:00, 10:00-11:00]																						4.5		
REMARKS	[Remarks section with arrows pointing to specific time points on the graph]																						24		
Pro or Shipping No. <u>101601</u>		Richmond, VA		Fredericksburg, VA		Baltimore, MD		Philadelphia, PA		Cherry Hill, NJ		Newark, NJ													

After you have completed your log, the regulations allow you 13 days to get the original copy to your carrier. Your carrier may require you to turn it in sooner.

You must keep a copy of your completed log for the next 7 consecutive days. The copies must be available for inspection by law enforcement officers.

Any time you work for more than one motor carrier during a 24-hour period, you must make extra copies and give a copy of your log to each motor carrier. The log must include:

- All duty time for the entire 24-hour period,
- The name of each motor carrier you worked for during the 24-hour period, and
- The beginning and finishing time, including a.m. or p.m., worked for each motor carrier.

What Is an Automatic On-Board Recording Device?

Many motor carriers have installed electronic devices in their trucks to help accurately record hours-of-service information. If such a device meets the requirements of Section 395.15 of the safety regulations, it is called an Automatic On-Board Recording Device (AOBRD), and may be used in place of a paper logbook.

Manufacturers of AOBRDs must certify that their devices meet the Section 395.15 requirements. This includes a requirement that an AOBRD must be mechanically or electronically connected to the truck to automatically record, at a minimum, engine use, road speed, miles driven, the date, and time of day. Drivers enter other information required to complete the hours-of-service records. You should discuss with your carrier whether any device on your truck used to record hours-of-service information has been certified to meet Section 395.15 requirements.

The AOBRD device must be capable of displaying or printing for enforcement officers the times of duty status changes and other required information. It must also store this information for the prior 7 days. You may review Section 395.15 for additional AOBRD requirements.

An AOBRD may be used without creating any paper copies of logs by transmitting the data electronically to the carrier, or it may be used to print copies of the logs that would be signed by the driver and mailed to the carrier.

You may have heard about Electronic On-Board Recorders (EOBRs). The use of EOBRs to record hours-of-service information is not yet authorized by the safety regulations, but it has been formally proposed. An EOBR is more complex than an AOBRD and, if approved, may use new technologies such as Global Positioning Systems to automatically record additional hours-of-service information.



Interstate Truck Driver's Guide to Hours of Service

I have read and understand the Interstate Guide to Hours of Service. I agree to adhere to all the rules and regulations and will comply with the driving guidelines and laws of the state that I am driving in for Power Plus.

Dept # _____ State _____

Print Name _____ Date _____

Signature _____ Date _____