



# ***Module 17***

## ***Daily Logs***



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### Things to think about ...

Commercial vehicle drivers must document their duty status times each day. One way of doing this is to fill out a daily log each day that accounts for all of the driver's on-duty and off-duty time for that day.

What is required in a daily log?

What are the rules regarding the possession, production and distribution of daily logs?

What happens if there is tampering to a daily log?

### What will I learn in this module?

- Daily log requirements
- Possession of daily logs and documents
- Production of daily logs
- Distribution and keeping of daily logs
- Tampering with daily logs



## What is required in a daily log?



### **Legislative References:**

- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Section 1 Interpretation*
- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Section 80 Interpretation*
- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Section 81 Requirement to Fill Out a Daily Log*
- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Section 82 Content of Daily Logs*
- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Schedule 2 Duty Status*

A driver is a person who has operated, operates or intends to operate a commercial vehicle. All drivers must fill out a daily log each day that accounts for all of the driver's on-duty time and off-duty time for that day. The only drivers who do not need to fill out a daily log are those who qualify for the 160 kilometer radius exemption provided for in section 81 (2). See Module 18 for clarification. (Note: Oilfield drivers operating under permit do not qualify for this radius exemption.)

Drivers, who have been off duty for several days, may record their daily log information for multiple off-duty days on a single log book page (example attached) provided that:

- The log page is fully completed with all applicable/required information (e.g. driver name; addresses for home terminal and principle place of business; total hours for each duty status; total hours in the day;



cumulative cycle; start time of the day (if other than midnight); driver signature; etc.);

- The information on the log must be legible and accurate;
- The days referenced as off duty are consecutive dates;
- The log page does not include information for a day that shows any duty status other than “off duty time other than time spent in a sleeper berth” (i.e. the days off can't be shown in the remarks section of a log completed on the first day the driver is back on duty).

Example #1

MOTOR VEHICLE OPERATOR'S DAILY LOG		Date <i>Jan. 5-6, 2008</i>	
Motor Carrier: <i>ABC Transportation Inc.</i>		Odometer Finish	
Principal Place of Business: <i>1 Bay St Calgary, AB T2K 9X3</i>		Odometer Start	
Home Terminal Address: <i>1 Bay St Calgary, AB T2K 9X3</i>		Total Distance Driven Today <i>0</i> km	
Vehicle Plate or Unit #		Cycle 1 (7 days) <input checked="" type="checkbox"/> Cycle 2 (14 days)	

	HOUR AT WHICH DAY BEGINS (Midnight)																								Total Hours
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Off-duty time other than in sleeper berth	[Blue horizontal bar across all 24 hours]																								<i>24</i>
Off-duty time in sleeper berth																									<i>0</i>
Driving time																									<i>0</i>
On-duty time other than driving time																									<i>0</i>
																									Total <i>24</i>

REMARKS

DAILY DEFERRAL USED: Day 1 Day 2

Other Motor Carrier (Name & Address)	PERSONAL USE OF COMMERCIAL VEHICLE	
	Start Odometer	End Odometer
Name of Co-Driver		

PREVIOUS DAYS' TIME RECORDS														
Previous Day (first = 1)	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Hours On-Duty														
Total Hours Off-Duty														

*Bill Driver*  
Printed Name of Driver

*Bill Driver*  
Signature of Driver (Certified True & Correct)

As discussed in Module 4, drivers can get daily logs from motor carriers, truck stops, stationary stores or commercial printing companies. A driver must record time on the daily log using the local time at the driver's home terminal. If a driver crosses a time zone, the time must remain consistent with the time zone of the driver's home terminal.



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At the start of each day, a driver must record at least the following on the daily log:

- Date and start time of the day (i.e., hour at which day begins if different from midnight). Start time means the start time of the day not the start time of the shift.
- Name of driver and, if driver is a member of a team of drivers, the names of the co-drivers
- Cycle that the driver is following (i.e., Cycle 1 or Cycle 2). The driver does not need to include recaps for the cycles (i.e., previous 6 or 13 days).  
(Note: A driver operating under an oil well service vehicle permit does not need to record the cycle. Refer to Module 10 for further information regarding oil well service vehicle permits.)
- Commercial vehicle licence plates or unit numbers (at least of each power unit used during the day)
- Odometer reading of each commercial vehicle operated by the driver
- Names and addresses of the home terminal and principal place of business of every motor carrier for whom the driver will work during the day. A driver can abbreviate the names of provinces/territories, states and countries but cannot abbreviate the names of cities.
  - The home terminal is the location where a driver ordinarily reports for work. The motor carrier determines the site for the home terminal and it can include locations such as the driver's residence, a shipper's facility or a temporary work site.
  - The principal place of business is the location where the motor carrier keeps daily logs, supporting documents and other relevant records required by these Regulations.
- "Remarks" section of the daily log - if the driver was not required to keep a daily log before the current day (i.e., was using the radius exemption discussed in Module 18), the driver must record the number of hours of off-duty time and on-duty time for each day during the previous 14 days
- "Remarks" section of the daily log - if applicable, the driver must record the use of the off-duty time deferral and whether the driver is driving under Day 1 or Day 2 of the deferral (refer to Module 7 for further information regarding deferral of off-duty time)

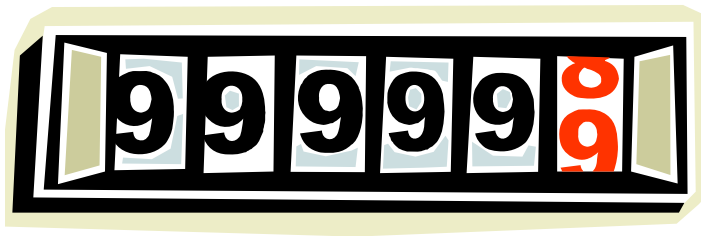


During the day, a driver must record the following in the daily log:

- Hours for each duty status (Off-duty time, other than time spent in a sleeper berth; Off-duty time spent in a sleeper berth; Driving time; On-duty time, other than driving time) to at least the nearest 15-minute increment
- Location of the driver every time the duty status changes. The driver needs to record the name of the municipality, or record the location on a highway or in a legal sub-division, and the province or state. The driver can abbreviate the name of a province/state but not the name of a municipality. The legal sub-division is the #####W5 description of a location's section#, township#, meridian#, etc. The driver cannot use only a GPS location ID although a driver can add it as extra information to clarify a municipal or a highway location. The driver does not need to provide a description of his/her activities at the location (e.g. trip inspection) but the driver can add this extra information if desired.

At the end of each day, a driver must record the following:

- Total hours for each duty status
- Total distance driven by the driver that day excluding any distance driven for personal use (refer to Module 14 for further information regarding exemption for commercial vehicle used for personal use)
- Odometer reading at the end of the day
- Driver signature verifying the daily log's accuracy. A driver cannot use a rubber stamp signature on the daily log. The daily log must have the signature of the driver who prepared it.



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## Summary of Daily Log Requirements

Time of Day	Daily Log Requirements
Start of Day	<ul style="list-style-type: none"><li>- Date and start time of the day (if other than midnight)</li><li>- Driver name and co-driver name (if applicable)</li><li>- Declaration of Cycle 1 or Cycle 2</li><li>- Licence (unit) numbers of power unit(s)</li><li>- Odometer reading at start of day</li><li>- Motor carrier name and principal place of business address</li><li>- Home terminal address of motor carrier</li><li>- "Remarks" section - Off-duty deferral used and if Day 1 or Day 2 (if applicable)</li><li>- "Remarks" section - Total number of on-duty and off-duty hours on any day during the previous 14-day period when a log page was not required</li></ul>
During the day	<ul style="list-style-type: none"><li>- Hours for each duty status</li><li>- Locations at each change of duty status (name of municipality or location on highway or in a legal subdivision and name of province / state)</li><li>- Graph grid with a continuous line</li><li>- Start and end odometer readings when commercial vehicle used for personal use</li><li>- "Remarks" section – any extension to driving, on-duty or elapsed time (work shift) because of an emergency or adverse driving conditions (state reason)</li></ul>
At the end of the day	<ul style="list-style-type: none"><li>- Total hours for each duty status (24 hours total)</li><li>- Odometer reading at end of day</li><li>- Total distance driven excluding any distance driven for personal use</li><li>- Driver signature</li></ul>





### Daily Log Formats

A driver can use the Canadian bilingual, US or any other daily log as long as it includes at least the information listed on the previous page. Motor carriers may also use their own version of the daily log and the graph grid. For example, a carrier may choose to print a graph grid with a start hour other than midnight if the carrier routinely designates the start of the day as some time other than midnight (example: a noon start time for the day).

### Example #2

**MOTOR VEHICLE OPERATOR'S DAILY LOG** Date: \_\_\_\_\_

Motor Carrier: _____			Odometer Finish	
Principal Place of Business Address: _____		Vehicle Plate or Unit # (Show All Units) _____		Odometer Start
Home Terminal Address: _____		Cycle 1 (7 days) _____	Cycle 2 (14 days) _____	Total Distance Driven Today <span style="float: right;">km/ml</span>

	HOUR AT WHICH DAY BEGINS (Midnight)																								Total Hours	
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		24
Off-duty time other than in sleeper berth																										
Off-duty time in sleeper berth																										
Driving time																										
On-duty time other than driving time																										
	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	

Total \_\_\_\_\_

REMARKS \_\_\_\_\_

DAILY DEFERRAL USED: \_\_\_\_\_ Day 1 \_\_\_\_\_ Day 2

Other Motor Carrier (Name & Address) _____ _____ _____ Name of Co-Driver _____	<table border="1" style="margin: auto;"> <tr><th colspan="2">PERSONAL USE OF COMMERCIAL VEHICLE</th></tr> <tr> <td>Start Odometer _____</td> <td>End Odometer _____</td> </tr> </table>	PERSONAL USE OF COMMERCIAL VEHICLE		Start Odometer _____	End Odometer _____
PERSONAL USE OF COMMERCIAL VEHICLE					
Start Odometer _____	End Odometer _____				

PREVIOUS DAYS' TIME RECORDS														
Previous Day (first = 1)	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Hours On-Duty														
Total Hours Off-Duty														

Printed Name of Driver \_\_\_\_\_

Signature of Driver (Certified True & Correct) \_\_\_\_\_

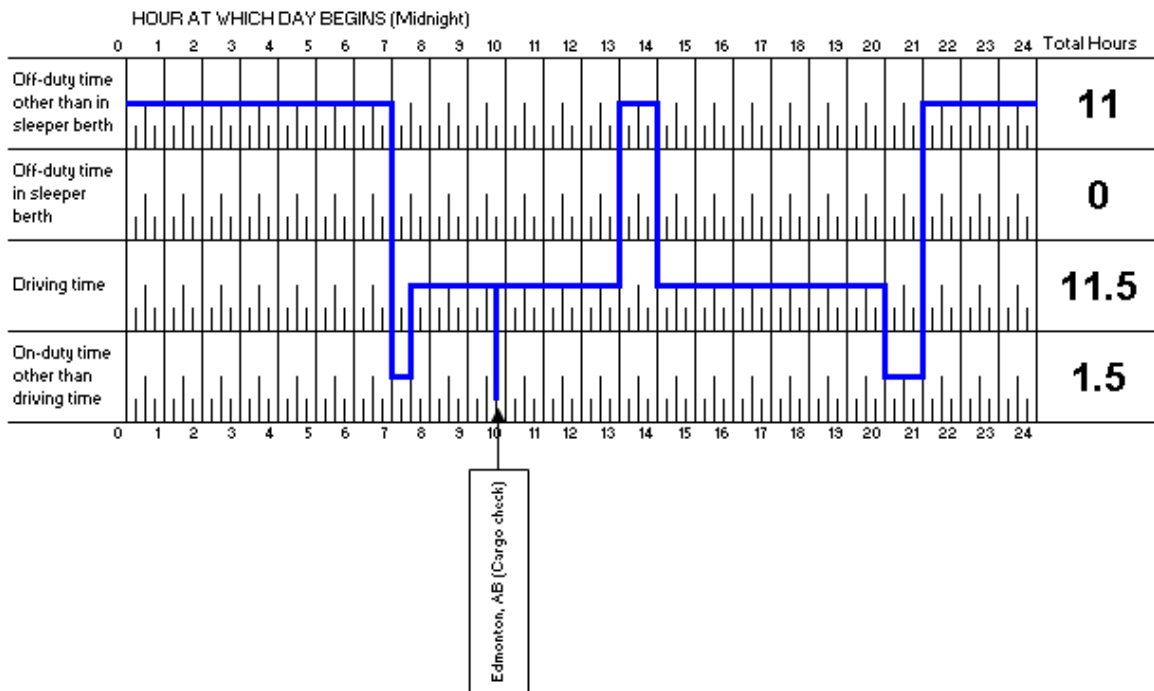


### Daily Log Entries

On most days, a driver's daily log entries may be similar to those identified in Module 4 (Driver Activities). However, a driver may need to record other activities in the daily log.

Some activities, such as a stop of less than 8 minutes, require the driver to "flag" the activity in the daily log. If a driver needs to "flag" an activity, the driver draws a line down from the activity to the Remarks section and enters the location information.

### Example #3



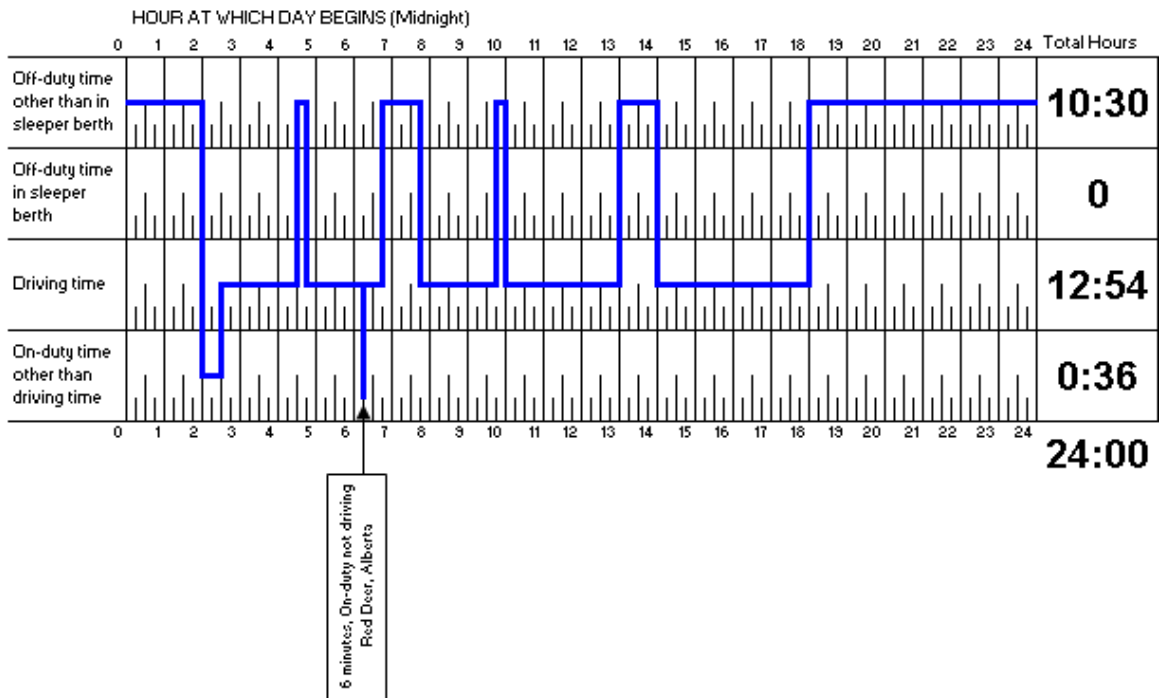


Other activities that a driver may need to record in the daily log include the following:

Description of Activity	Daily Log Entry
A stop greater than 8 minutes	Record as 15 minutes and flag
A stop less than 8 minutes	Flag
Telephone calls to/from motor carrier or other short disruptions that momentarily interrupt a driver's off-duty period	Flag (i.e., calls don't interrupt off-duty period)
Customs inspections/clearance	<ul style="list-style-type: none"><li>- Driving time if the driver is not stopped for inspection (i.e., fast track)</li><li>- On-duty time, not driving if the driver needs to wait for clearance by Customs or Immigration</li></ul>
Person attending driver training school	<ul style="list-style-type: none"><li>- On-duty time, not driving if in the classroom</li><li>- Driving time if at the controls of a commercial vehicle</li><li>- Off-duty when traveling between home and the training school</li></ul>
Driver trainer (regardless of whether trainer is paid for driving)	<ul style="list-style-type: none"><li>- On-duty time, not driving for all training time</li><li>- Driving time if at the controls of a commercial vehicle</li></ul>
Driver jockeying commercial vehicles in the yard (private property but open to the public) on weekends	<ul style="list-style-type: none"><li>- Driving time (on-duty)</li></ul>
Driver not paid for work done for motor carrier (example: sweeping floors, washing dishes, etc.)	<ul style="list-style-type: none"><li>- On-duty time, not driving (no relationship between on-duty time and compensation)</li></ul>
Driver takes multiple days off-duty (i.e., vacation time)	<ul style="list-style-type: none"><li>- Record multiple days off on a single daily log <u>or</u> on individual logs</li></ul>
Oil well site driver/delivery driver has a number of periods of driving interrupted by short periods of on-duty time other than driving	<ul style="list-style-type: none"><li>- Combine periods of driving</li><li>- Combine periods of on-duty time other than driving</li></ul>



### Example #4



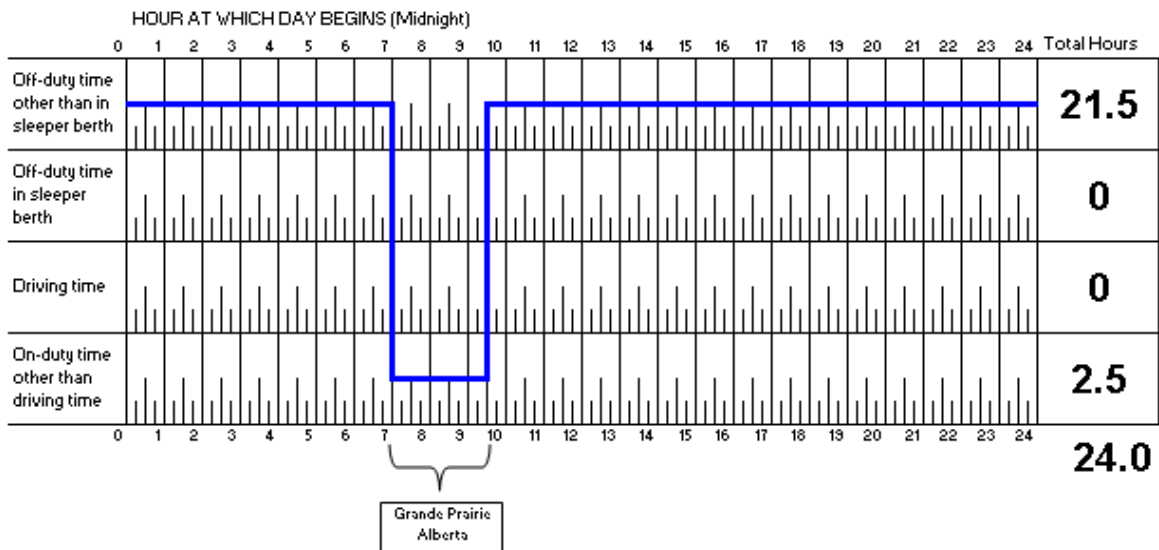
In this example, the driver stops for 6 minutes, so the driver flags the stop.

Note that although the driver had 10 hours and 30 minutes of off-duty time, the driver only receives credit for 10 hours of off-duty time. As discussed in Module 5 (Daily Limits), off-duty time must be in blocks greater than or equal to 30 minutes (i.e.,  $\geq 30$  minutes) in order for it to count towards the off-duty requirement. This driver had two blocks of 15 minutes that are ineligible.

Also, note that the driver records the total hours using hours and minutes (i.e., 10:30 instead of 10.5). The hours and minutes format (10:30) is usually used when a carrier utilizes on-board recorders (discussed in Module 19), digital clocks, GPS, etc. Either format (10:30 or 10.5), including time increments of smaller than 15 minutes, is acceptable, as long as the total hours spent in each duty status equals 24.



### Example #5



In this example, a driver (self-employed) works on the commercial vehicle on the weekend. The driver is not paid for performing maintenance activities on the commercial vehicle. However, there is no relationship between on-duty time and compensation. Therefore, the driver records the location of the activity and marks it as on-duty time in the daily log.

Note that if this driver is taking time off related to a cycle reset or is taking core off-duty time as part of the 10 hours off-duty in a day, then performing this on-duty activity (i.e., vehicle maintenance) will interrupt the consecutive hours of off-duty. This may make the off-duty period ineligible for a cycle reset or core off-duty time.

## What are the rules regarding the possession of daily logs?



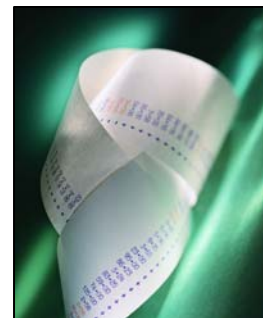
### **Legislative References:**

- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Section 84 Possession of Daily Logs and Supporting Documents by Drivers*

Drivers who need to fill out a daily log must possess the following before they start to drive:

- A copy of the daily logs for the preceding 14 days (Note: A driver driving under an oil well service permit must also possess copies of the logs related to the required 3 periods of 24 consecutive hours of off-duty time in any period of 24 days. Refer to Module 10 for further information regarding oil well service vehicle permits).
- The daily log for the current day, completed up to the time when the driver's last change of duty status occurred. For example, a driver starts the day at midnight, drives for 4 hours, and then stops for breakfast for 1 hour. Before starting to drive, the driver ensures that the daily log contains all of the "Start of Day" information specified on page 6 of this module. When the driver stops for breakfast, the driver records the driving time from midnight to 4:00. Before resuming driving (at 5:00), the driver records 1 hour of off-duty time.
- Any supporting documents or relevant records that the driver receives during the current trip. The current trip usually starts when the driver leaves the carrier's home terminal. Examples of supporting documents include receipts for meals, fuel, or repairs; bills of lading; violation tickets and roadside inspections.

If a driver drives through the midnight hour ("day" starts at midnight), the driver does not have to stop at midnight to total the daily log hours, record mileage and sign the daily log for that day. The driver can complete all of these activities at the first opportunity when the driver's duty status changes on the new "day."





## What are the rules regarding the production of daily logs?



### **Legislative References:**

- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Section 98 Production of Daily Logs and Supporting Documents*
- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Schedule 3 Receipt*

At the request of an inspector, a driver must immediately produce at least the following:

- Daily logs and supporting documents and other relevant records for the current trip
- Daily logs for the preceding 14 days
- Any permit under which the driver is operating

If the commercial vehicle has an electronic recording device, the driver must retrieve the information stored by the device for each day that it recorded information. If an inspector cannot understand the information from the electronic recording device, the driver must provide the information in written form. We will discuss electronic recording devices in detail in Module 19.

If the inspector wants additional time to review the documents, the driver must give the inspector:

- A copy of each of the daily logs, supporting documents and other relevant records for the preceding 14 days, as well as any permit(s) under which the driver is operating  
OR
- The originals if it is not possible to make copies

The inspector will give the driver a receipt for the copies of the daily logs, supporting documents and other relevant records.



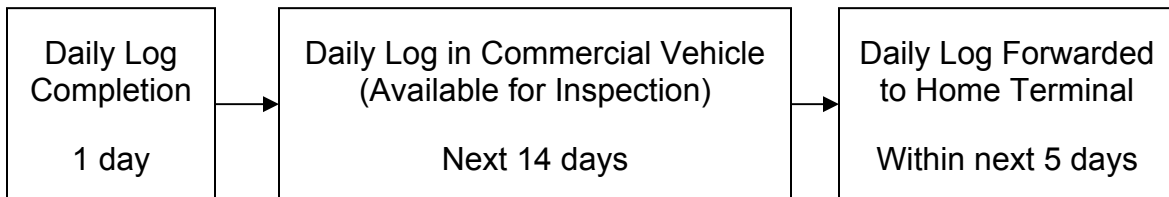
## What are the rules regarding the distribution and keeping of daily logs?



### **Legislative References:**

- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Section 85 Distribution and Keeping of Daily Logs*

Within 20 days after completing a daily log, the driver must forward the original daily logs and supporting documents to the home terminal. Given that a driver must be able to immediately produce daily logs for the preceding 14 days at the request of an inspector, the timeline for a daily log is as follows:



When working for multiple carriers, a driver cannot retain separate daily logs for each carrier. If the driver works for more than one motor carrier, within 20 days after completing the daily log showing the combined off-duty and on-duty hours, the driver must:

- Forward the original of each log to the home terminal of the first motor carrier for whom the driver worked and a copy to the home terminal of each other motor carrier
- Forward the original supporting documents to the home terminal of the applicable motor carrier

The motor carrier will keep the daily logs and supporting documents in chronological order for each driver for a minimum of 6 months.



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## What are the rules regarding the tampering with daily logs?



### **Legislative References:**

- *Federal Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313) Section 86 Tampering*

It is a violation of the Federal *Commercial Vehicle Drivers Hours of Service Regulations* to tamper with the daily log. Tampering with the daily log includes any of the following activities:

- Driver keeps more than one daily log for any day
- Driver records inaccurate information in a daily log, whether it is handwritten or produced using an electronic device
- Driver falsifies, mutilates or defaces a daily log or supporting documents. If a daily log contains false information, an inspector can charge a driver with the violation even if the driver has not signed the daily log.

An inspector can also issue an out-of-service declaration for any of the violations listed above. We will discuss out-of-service declarations in detail in Module 20.



## Module Self-Check Questions

If you can answer the following questions, you are ready to move to the next module. If you can't answer the questions, please review the module again before continuing.

- 1) Indicate when a driver needs to record each piece of information on the daily log using one of the following letters:

S = Driver must record on the daily log at the start of each day

D = Driver must record on the daily log during each day

E = Driver must record on the daily log at the end of each day

Time of Day	Daily Log Requirement
	Date and start time of the day (if other than midnight)
	Driver name and co-driver name (if applicable)
	Declaration of Cycle 1 or Cycle 2
	Licence (unit) numbers
	Odometer reading at start of day
	Motor carrier name and principal place of business address
	Home terminal address of motor carrier
	"Remarks" section - Off-duty deferral used and if Day 1 or Day 2 (if applicable)
	"Remarks" section - Total number of on-duty and off-duty hours on any day during the previous 14-day period when a log page was not required
	Hours for each duty status
	Locations at each change of duty status (name of municipality or location on highway or in a legal sub-division and name of province/state)
	Start and end odometer readings when commercial vehicle used for personal use



	“Remarks” section – any extension to driving, on-duty or elapsed time (work shift) because of an emergency or adverse driving conditions
	Total hours for each duty status (24 hours total)
	Odometer reading at end of day
	Total distance driven excluding any distance driven for personal use
	Driver signature

2) Identify the items that a driver who needs to fill out a daily log must possess before driving.

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3) Identify the items that a driver who needs to fill out a daily log must produce for an inspector.

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4) Describe the items that a driver must forward to the home terminal and identify when the driver must forward these items.

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5) Identify the daily log tampering violations.

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## Answers to Module Self-Check Questions

- 1) Indicate when a driver needs to record each piece of information on the daily log using one of the following letters:

S = Driver must record on the daily log at the start of each day

D = Driver must record on the daily log during each day

E = Driver must record on the daily log at the end of each day

Time of Day	Daily Log Requirement
S	Date and start time of the day (if other than midnight)
S	Driver name and co-driver name (if applicable)
S	Declaration of Cycle 1 or Cycle 2
S	Licence (unit) numbers
S	Odometer reading at start of day
S	Motor carrier name and principal place of business address
S	Home terminal address of motor carrier
S	“Remarks” section - Off-duty deferral used and if Day 1 or Day 2 (if applicable)
S	“Remarks” section - Total number of on-duty and off-duty hours on any day during the previous 14-day period when a log page was not required
D	Hours for each duty status
D	Locations at each change of duty status (name of municipality or location on highway or in a legal sub-division and name of province/state)
D	Start and end odometer readings when commercial vehicle used for personal use
D	“Remarks” section – any extension to driving, on-duty or elapsed time (work shift) because of an emergency or adverse driving conditions
E	Total hours for each duty status (24 hours total)



E	Odometer reading at end of day
E	Total distance driven excluding any distance driven for personal use
E	Driver signature

2) Identify the items that a driver who needs to fill out a daily log must possess before driving.

- A copy of the daily logs for the preceding 14 days
- The daily log for the current day, completed up to the time when the driver's last change of duty status occurred
- Any supporting documents or relevant records that the driver receives during the current trip. Examples of supporting documents include receipts for meals, fuel, or repairs; bills of lading; tickets and inspections

3) Identify the items that a driver who needs to fill out a daily log must produce for an inspector.

- Daily logs and supporting documents and other relevant records for the current trip
- Daily logs for the preceding 14 days
- Any permit under which the driver is operating

4) Describe the items that a driver must forward to the home terminal and identify when the driver must forward these items.

- Within 20 days after completing a daily log, driver must forward original daily log and supporting documents to the home terminal



5) Identify the daily log tampering violations.

- Driver keeps more than one daily log for any day
- Driver records inaccurate information in a daily log, whether it is handwritten or produced using an electronic device
- Driver falsifies, mutilates or defaces a daily log or supporting documents.
- Inspector can issue an out-of-service declaration for any of the violations