

## **10.0 Log Books**

Important guidance:

1. Follow all regulations in 49 CFR 395
2. Keep logs current to the last change-of-duty status.
3. Fill out a log for every day, even when you are off-duty.
4. Return completed logs with your bill of lading.
5. Always use a ruler and print neatly.
6. Drug and/or alcohol testing: Time spent traveling to and from a collection site and all time associated with providing a specimen must be recorded as "On-Duty" time to comply with hours-of-service regulations [49 CFR 395.2: On duty time (7)].

### **10.1 How to Properly Fill Out a Log:**

#### 10.1.1

1. Fill in the number of the month, day, and year in the space provided.
2. Two or more consecutive days of off-duty may be recorded on one log, so long as they are in the same calendar month.
  1. Example: 30-31 March can be recorded on the same sheet, but 31 March and 01 April must be on separate sheets.
3. Record all tractors and trailers used during that day.
4. Sign your log in the space provided.
5. Print the name of your co-driver or "none" or "N/A" in the space provided.
6. Fill in shipper and commodity and/or bill of lading number for every load you have, for every day you have the load.
7. Record the city and state EVERY TIME duty status and location changes.
8. Perform and indicate a Pre-Trip Inspection (along with city and state) when coming on-duty AND every time you pick up a new piece of equipment.
9. At the end of the day, fill in your total miles for the day.
10. Fill out the "From" line at the bottom of the Remarks section with the location of the vehicle at 0000 and fill out the "To" line with the location of the vehicle at 2359.
11. Count each line separately and record in the "Total Hours" column. Total must be 24. Be sure to double check for accuracy.
12. Initial all errors crossed out / corrected

### **10.2 How to Properly Fill Out a Dispatch and Trip Report:**

#### 10.2.1

This section of your log is separated from the top of your log in the office. Therefore, the Dispatch and Trip Report must include the following information, even though much of it is on the top portion:

1. List all Tractors and Trailers in the space provided
2. Fill in the Date and State or Province
3. Accurately fill in all mileage information required including:
  1. Beginning odometer
  2. Ending odometer
  3. Total miles
  4. Accurate odometer reading when fueling
  5. Accurate odometer reading when crossing state lines
  6. Accurate mileage (from toll receipts) to indicate "toll" versus "non-toll" mileage
4. Complete a full line at fuel up including date, state, accurate odometer reading, and total gallons.
5. Staple all fuel and toll receipts to this portion of your log
6. Driver's Vehicle Inspection Report
  1. Ensure you sign this every day