

# INTERMITTENT, CASUAL OR OCCASIONAL DRIVER'S STATEMENT OF ON-DUTY HOURS

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 information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Motor Vehicle Operator's License Number \_\_\_\_\_

Type of License \_\_\_\_\_ Issuing State \_\_\_\_\_

Day	1 <small>(yesterday)</small>	2	3	4	5	6	7
Date							
Hours Worked							Total Hours

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

A.M.  
P.M.

Time \_\_\_\_\_ On \_\_\_\_\_  
Month / Day / Year

\_\_\_\_\_  
Driver's Signature Date

## EMPLOYMENT CHECKLIST FOR INTERMITTENT, CASUAL OR OCCASIONAL DRIVER

The qualification file for an intermittent, casual or occasional driver employed under the rules in Section 391.63 must include the following forms per Section 391.51(d) Federal Motor Carrier Safety Regulations and must be retained for 3 years after the person's employment by the motor carrier ceases.

1. **Medical Examiners Certificate** - The medical examiner's certificate of his physical qualifications to drive a motor vehicle or a legible photographic copy of the certificate pursuant to Section 391.43.
2. **Certificate of Driver's Road Test** - The certificate of driver's road test issued to the driver pursuant to Section 391.31(e), or a copy of the license or certificate which the motor carrier accepted as equivalent to the driver's road test pursuant to Section 391.31.

### ALCOHOL AND CONTROLLED SUBSTANCE TESTING

A motor carrier must ensure that the intermittent, casual or occasional driver is currently subject to drug and alcohol testing programs as required by Part 382 of the Federal Motor Carrier Safety Regulations.

Verify participation in current drug and alcohol testing program for driver's regular motor carrier's employment program.

Information regarding individual results of alcohol and controlled substance testing shall be maintained in a secure location with controlled access.