



Federal Motor Carrier Safety Administration

# Interstate Passenger Carrying Driver's Guide to Hours of Service





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## *What Are the Hours-of-Service Regulations?*



As the driver of a bus, motorcoach, or other passenger-carrying vehicle, 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, for purposes of this document, it is a bus, motorcoach, or other passenger-carrying vehicle that:

- Is involved in interstate commerce and weighs (including any passengers and cargo) 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 commerce and is designed or used to transport 9 or more passengers (including the driver) for compensation.
- Is involved in interstate commerce and is designed or used to transport 16 or more passengers (including the driver) not for compensation.
- 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.

**\*\*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 goods or passengers from place to place or going somewhere to perform services. Basically any work done in support of a business is considered to be commerce.

**Interstate commerce** means the goods or passengers 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 vehicle does not leave your State, but the goods or passengers have or will, the transportation is usually considered to be in interstate commerce.



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, passengers, and/or services stay within a single State; they do not leave their State.

If you are operating in intrastate commerce only (and are not carrying 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 vehicle may be empty. In these cases your vehicle 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 vehicle 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 passenger-carrying vehicle in commerce at all. You may be transporting your friends or family or moving your personal belongings or, as a hobby, you may be towing a horse or car to a 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 vehicle in commerce, you are not subject to the hours-of-service regulations.

### Weight Ratings

In part, a passenger-carrying 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 passenger-carrying vehicle, look for a manufacturer's plate on the vehicle. 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 vehicle 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 power unit and the actual weight of the trailer and its load.

### Designed or Used

A passenger-carrying vehicle can also be a commercial motor vehicle based on how many passengers it carries or was designed to carry, whichever is greater. For example, if you never transport more than 8 passengers on your bus, but that bus was designed to transport 18 passengers, then that bus is considered a commercial motor vehicle.

“Designed to carry” refers to the number of designated seats as originally designed. Even if you remove some seats, whether temporarily or permanently, you have not changed the number of passengers the vehicle was originally designed to carry.

If, however, you remove all the seats from a passenger-carrying vehicle and convert it to a cargo-carrying vehicle, then it would be considered a property-carrying vehicle and you would have to follow different hours-of-service rules.

Finally, note that “designed to carry” does not include areas suitable, or even designed, for standing passengers.

### Air Miles and Statute Miles

In the discussion of exceptions to the logging requirement, 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.

## 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 commercial motor vehicle and how many total hours you can work before you are no longer permitted to drive. You must follow three maximum duty limits at all times. They are the 15-hour on-duty limit, 10-hour driving limit, and 60/70-hour duty limit.



### 15-Hour On-Duty Limit

The first limit is the **15-hour on-duty limit**. Following 8 consecutive hours off duty, you must not drive a commercial motor vehicle after being on duty 15 hours. You may do other work after being on duty 15 hours, but you may not drive.

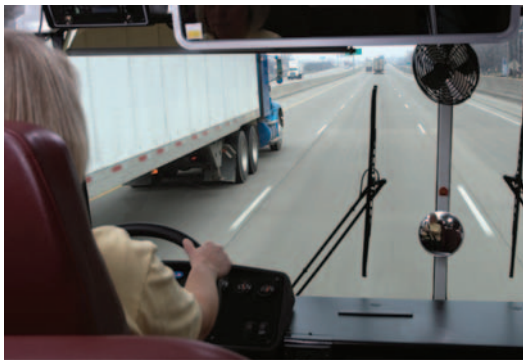
Off-duty time taken during the day, such as a lunch break or nap, does not count toward this 15-hour limit. Also, if you have a sleeper berth in your vehicle, you may be able to use it to get the required rest and to extend the 15-hour limit. Sleeper berth provisions will be discussed later in this section.

**Example:** You have had 8 continuous hours off and you come to work at 6:00 a.m. You work for 7 hours, take one hour off for lunch, and work another 8 hours until 10:00 p.m., for a total of 15 on-duty hours. You must not drive a commercial motor vehicle after 10:00 p.m. that evening. You may do other work after 10:00 p.m., but you can not do any more driving until you have taken another 8 consecutive hours off.

This regulation is found in Section 395.5(a)(2).

### 10-Hour Driving Limit

The second limit is the **driving limit**. You are allowed 10 hours of driving time after 8 consecutive hours off duty. 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 10 hours in a row. Once you have driven a total of 10 hours, you have reached the driving limit and must be off duty for another 8 consecutive hours before driving a commercial motor vehicle again.



The 8 consecutive hours may consist of off duty, sleeper berth, or any combination of the two. There must be no on-duty or driving time during those 8 hours.

**Example:** You have had 8 consecutive hours off. You come to work at 7:00 a.m. and drive from 8:00 a.m. until 6:00 p.m., You must not drive again until you have at least 8 consecutive hours off. You may do other work after 6:00 p.m., but you can not do any more driving of a commercial motor vehicle.



This regulation is found in Section 395.5(a)(1).

**60/70-Hour Duty Limit**

In addition to the limits explained above, there 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 company for the start of a 24-hour period.

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
<b>TOTAL</b>	<b>67 hours</b>

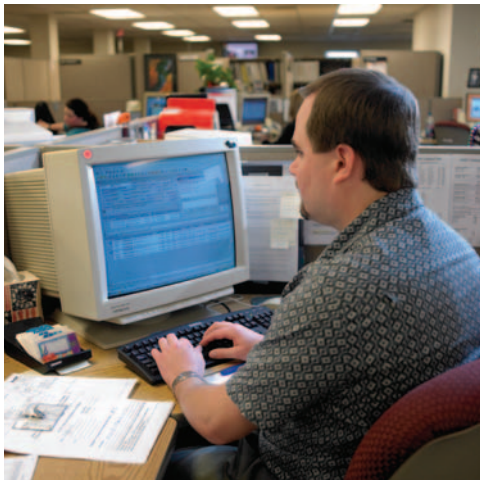
This limit is sometimes thought of as a “weekly” limit. However, this limit is not based on a “set” week, such as Sunday through Saturday. The limit is based on a “rolling” or “floating” 7-day or 8-day period. The oldest day’s hours drop off at the end of each day when you calculate the total on-duty 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 9 days ago would drop out of the calculation.

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 can not 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 can not 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.

This regulation is found in Section 395.5(b).

## What Is On-Duty Time?



The 15-hour and 60/70-hour limits are based on how many hours you work over a period of time. 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. Specifically, it includes the following activities:

- All time at a bus station, yard, terminal, or other facility of a motor carrier or customer, unless you have been relieved from duty by the motor carrier;
- All time inspecting or servicing your vehicle, including fueling it and washing it;
- All driving time;
- All other time in a commercial motor vehicle unless you are resting in a sleeper berth;
- All time loading, unloading, supervising, or attending your motorcoach/bus, or handling paperwork for trips;
- All time taking care of your vehicle 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. This could include riding in a motorcoach or bus passenger seat. Any travel time you do at the direction of your motor carrier is considered on-duty time. However, if you take at least 8 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 a destination where you will trade places with the driver so you can drive back. You are simply riding the bus and not doing any other work for your company. Before driving the bus you take 8 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 12 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 15 on-duty hours after coming on duty.

**Example:** You come to work at 7:00 a.m., start driving at 8:00 a.m., and drive 8 hours when you are delayed by heavy fog at 4:00 p.m. The fog was not forecasted. At this point, the adverse driving conditions exception would allow you to drive for up to 4 more hours (2 hours to get to 10 and 2 extra hours due to the fog), taking you to 8:00 p.m. for a total of 12 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 only drive until 10:00 p.m. for a total of 10 hours of driving. You would have to stop driving at 10:00 p.m. because you would have reached the 15-hour on-duty limit.

This regulation is found in Section 395.1(b).

## Exceptions From the Hours-of-Service Regulations

Category	Type of Exception	Conditions That Must Be Met	49 CFR Section
9-15 passengers	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle designed or used to transport 9 to 15 passengers, including the driver</li> <li>Not for direct compensation</li> </ul>	§390.3(f)(6)
100 air-mile radius driver	<ul style="list-style-type: none"> <li>Logbook not required</li> </ul>	<ul style="list-style-type: none"> <li>Report and return to work reporting location within 12 consecutive hours</li> <li>Stay within 100 air-mile radius of work reporting location</li> <li>Keep time records showing time in, time out, and total number of hours</li> </ul>	§395.1(e)(1)
Adverse driving conditions	<ul style="list-style-type: none"> <li>Up to 2 additional hours of driving time</li> </ul>	<ul style="list-style-type: none"> <li>Additional driving time must fall within 15-hour on-duty window</li> <li>Weather or traffic condition must be unknown at start of run</li> </ul>	§395.1(b)(1)
Alaska	<ul style="list-style-type: none"> <li>15 hours of driving time</li> <li>20 hours of duty time</li> <li>70 hours/7 days or 80 hours/8 days</li> </ul>	<ul style="list-style-type: none"> <li>Driving a commercial motor vehicle in Alaska</li> </ul>	§395.1(h)
Emergency relief	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>Declared national, regional, State, or local emergency</li> </ul>	§390.23
Emergency driving conditions	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>Legal run could have been completed if there wasn't an emergency</li> </ul>	§395.1(b)(2)
Federal government operated	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	§390.3(f)(2)
Fire and rescue (non-government)	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	§390.3(f)(5)
Hawaii	<ul style="list-style-type: none"> <li>Logbook not required</li> </ul>	<ul style="list-style-type: none"> <li>Keep time records showing time in, time out, and total number of hours</li> </ul>	§395.1(i)
Local government operated	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>None*</li> </ul> <p>*Intrastate exceptions may be different. Check with State enforcement for details.</p>	§390.3(f)(2)
Personal property occasional transportation	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	§390.3(f)(3)
Pipeline emergency	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle used to respond to a pipeline emergency, if rules would prevent response</li> </ul>	§390.3(f)(7)

Category	Type of Exception	Conditions That Must Be Met	49 CFR Section
Private motor carrier (non-business)	<ul style="list-style-type: none"> <li>Logbook not required</li> </ul>	<ul style="list-style-type: none"> <li>Transportation by non-business private motor carrier of passengers</li> </ul>	<ul style="list-style-type: none"> <li>§395.8(a)</li> </ul>
School bus – contractor operated	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>Transportation of school children and/or school personnel from home to school and from school to home</li> </ul>	<ul style="list-style-type: none"> <li>§390.3(f)(1)</li> </ul>
State government operated	<ul style="list-style-type: none"> <li>All hours-of-service regulations</li> </ul>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>§390.3(f)(2)</li> </ul>

### How Does the Sleeper Berth Provision Work?

If your motorcoach or other passenger-carrying vehicle is equipped with a sleeper berth, as defined in 49 CFR §393.76, you may extend the 10-hour and 15-hour limits by using the sleeper-berth exception. Refer to 49 CFR §395.1(g)(3) for details.

### 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. 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 8-hour off-duty and 10-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 vehicle.

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).

#### **Private motor carrier of passengers (non-business)**

You are not required to fill out a log if you are operating as a non-business, private motor carrier of passengers. A non-business, private motor carrier of passengers is a private motor carrier (not for hire) involved in the interstate transportation of passengers, but that transportation:

- Is not done as part of a business; and
- Is not available to the public at large.

Examples might include churches, private schools, scout groups, civic organizations, and other charitable organizations that may purchase or lease buses for the private transportation of their groups.



Keep in mind that the standard hours-of-service limits discussed above still apply, but a log is not required.

This regulation is found in Section 395.8(a).

### 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 'DRIVER'S DAILY LOG' form from the U.S. DEPARTMENT OF TRANSPORTATION. It includes fields for Date (MONTH, DAY, YEAR), Total miles driving today, and Vehicle number(s). The form is divided into sections for Name of carrier, Main office address, and Driver's signature/certification. A central 24-hour grid is used for recording activity, with columns for MID-NIGHT, 1-11, NOON, 1-11, and TOTAL HOURS. The grid rows are labeled: 1: OFF DUTY, 2: SLEEPER BERTH, 3: DRIVING, 4: ON DUTY (NOT DRIVING), and REMARKS. A 'Pro or Shipping No.' field is located at the bottom left. Arrows from external labels point to these various elements.

- **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.
- **Motorcoach/bus number.** You must write down either the vehicle number(s) assigned by your company, or the license number and licensing State for each vehicle operated 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. The 24-hour period starting time on your log grid must be the same for your whole terminal.
- **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 trip, you must write down a shipping document number (such as a charter order or bus bill) or the name of the company and who you are transporting (the name of the group as a whole).

### 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.

<b>1: OFF DUTY</b>	
<b>2: SLEEPER BERTH</b>	
<b>3: DRIVING</b>	
<b>4: ON DUTY (NOT DRIVING)</b>	
<b>REMARKS</b>	

You must keep the grid on your log current to your last change of duty status. For example, if 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.

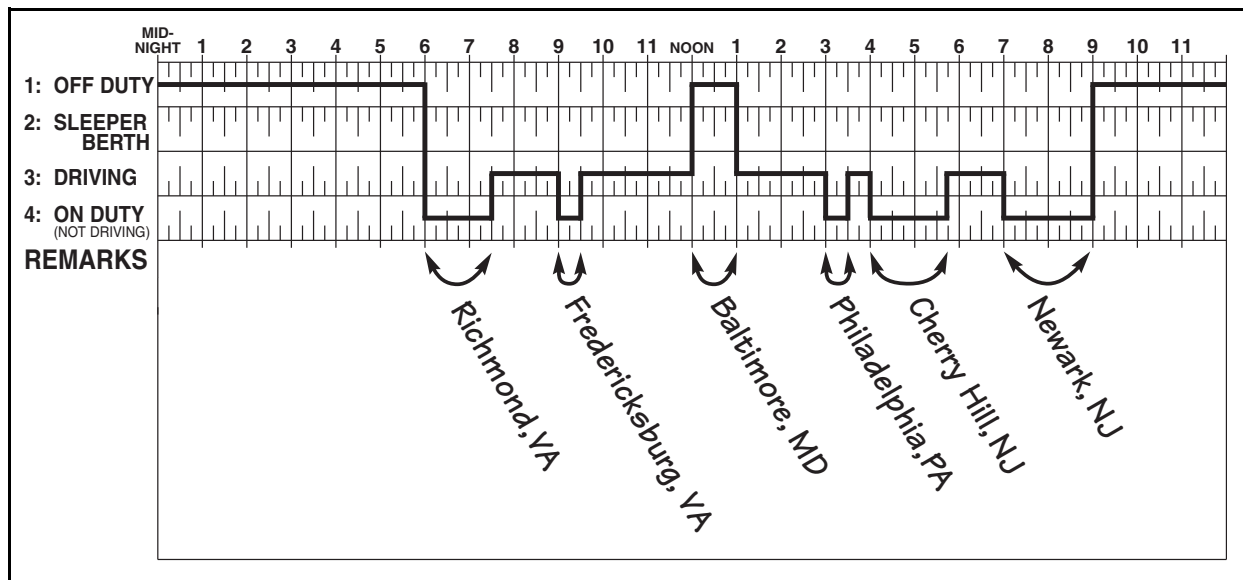
**The “Remarks”**

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 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 checked in, loaded some luggage, 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, not driving, and then drew a horizontal line from 6 a.m. to 7:30 a.m.
- After driving 1½ hours, John stopped to fuel his coach. John marked the driving time on the driving line. The time at the fuel stop (½ hour) is marked on duty, not driving.
- John then drove for 2½ hours to Baltimore 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 in Philadelphia to discharge passengers. He recorded his time again. Following the half-hour stop, which he recorded as on duty, not driving, he started driving again.
- John then drove for 30 minutes to Cherry Hill, NJ, where he conducted a walking tour for 1¾ hours. Because he was working, he recorded this time as on duty.
- At 5:45 John began driving again. He reached his destination in Newark at 7:00 p.m. John spent 2 hours assisting passengers, inspecting the vehicle, and doing paperwork. He went off duty at 9:00 p.m.

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

- He reported for work at Richmond, VA.
- He stopped and fueled his coach in Fredericksburg, VA.
- He had lunch in Baltimore, MD.
- He made a stop in Philadelphia, PA.
- He exited the coach and worked for 2 hours in Cherry Hill, NJ.
- He drove to Newark, NJ, completed some work, and went off duty.

### A Completed Log

U.S. DEPARTMENT OF TRANSPORTATION		<b>DRIVER'S DAILY LOG</b> (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>09</u>	<u>350</u>		<u>123</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 Coach Lines, Inc.</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	[Bar chart showing Off Duty periods: 12:00-1:00, 6:00-7:00, 9:00-10:00, 11:00-12:00, 1:00-2:00, 3:00-4:00, 5:00-6:00, 8:00-9:00]																						10		
2: SLEEPER BERTH	[Bar chart showing SLEEPER BERTH periods: None]																						0		
3: DRIVING	[Bar chart 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]																						7.75		
4: ON DUTY (NOT DRIVING)	[Bar chart showing ON DUTY (NOT DRIVING) periods: 6:00-7:00, 9:00-10:00, 11:00-12:00, 1:00-2:00, 3:00-4:00, 5:00-6:00, 8:00-9:00]																						6.25		
REMARKS	[Timeline with arrows pointing to locations: Richmond, VA; Fredericksburg, VA; Baltimore, MD; Philadelphia, PA; Cherry Hill, NJ; Newark, NJ]																						24		
Pro or Shipping No. <u>101601</u>																									

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?***

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Many motor carriers have installed electronic devices in their commercial motor vehicles 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 vehicle 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 vehicle 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.

