



Skills Training Course HOS

HOURS OF SERVICE

Presented by

Contract Services Administration Training Trust Fund

As part of the

**Contract Services Training Program for the Motion Picture
and Television Industry**

HOS



Skills Training Course HOS

HOURS OF SERVICE

Presented by

Contract Services Administration Training Trust Fund

As part of the

**Contract Services Training Program for the Motion Picture
and Television Industry**

English:

If you do not comprehend English, and you require Contract Services training in a language other than English, please send notification in writing to 2710 Winona Avenue, Burbank, CA 91504. Please provide your name, along with contact information, and specify the language you comprehend. Thank you.

Spanish:

Si usted no comprende inglés y requiere la capacitación Contract Services en un idioma diferente al inglés, por favor envíe una notificación por escrito a 2710 Winona Avenue, Burbank, CA 91504. Por favor provea su nombre, junto con la información de contacto, y especifique el idioma que usted comprende. Gracias.

Korean:

영어를 이해하지 못하시고 영어가 아닌 다른 언어로 Contract Services 훈련을 받으셔야 한다면, 서면 통지를 2710 Winona Avenue, Burbank, CA 91504로 보내주시기 바랍니다. 귀하의 성함과 연락처를 기재 하시고 이해하실 수 있는 언어를 명시해주시시오. 감사합니다.

Armenian:

Եթե դուք անգլերեն չեք հասկանում և ձեզ հարկավոր է Contract Services-ի մարզում անգլերենից տարբեր լեզվով, խնդրում ենք գրավոր ծանուցագիր ուղարկել հետևյալ հասցեով՝ 2710 Winona Avenue, Burbank, CA 91504: Խնդրում ենք ներկայացնել ձեր անունը, ինչպես նաև կապի տեղեկությունը, հասկապես նշելով ձեր հասկացած լեզուն: Շնորհակալություն:

This course book was created by Contract Services Administration Training Trust Fund (Contract Services) for use in connection with the Contract Services Training Program. It is intended to be used solely in conjunction with Contract Services instructor-led or online course presentations and other course materials. This course book is not intended to be used as a stand-alone instructional book or in conjunction with any training that is neither administered nor sanctioned by Contract Services. This course book should not be used as the sole source of information about industry safety guidelines or standards. CSATTF is not responsible for the misuse of any information presented in this course book. This electronic PDF course book is intended to be reviewed and used solely by those persons specifically authorized by CSATTF and should not be copied, nor reviewed by, used by, disseminated to or shared with anyone else. If you have not been specifically authorized to receive this PDF course book, you are hereby notified that any review, use, dissemination, copying or forwarding of this PDF course book is strictly prohibited.

Contract Services Administration Training Trust Fund
2710 Winona Avenue
Burbank, CA 91504

© 2019 by Contract Services Administration Training Trust Fund
All rights reserved.
First edition 2019 (v1.01)

Printed in the United States of America



Safety Pass Training Program

The Entertainment Industry is committed to maintaining a safe and healthful working environment. To that end, all major studios have a safety representative on staff. In addition, all employers have a safety program in force. This Safety Pass Program has been designed to further promote safety and health and to prevent injuries, illnesses, and accidents on all productions, both on-lot and off-lot.

Studios and production companies may have more restrictive safety requirements than those mandated by local, state, or federal laws or regulations. They also may assign different duties or responsibilities to employees. Therefore, in addition to this Safety Pass training course, employees should refer to the safety manual and materials provided by their employers.

Employees must adhere to all safety rules and regulations. Failure of any employee to follow safety rules and regulations can lead to disciplinary action, up to and including discharge. However, no employee shall be discharged or otherwise disciplined for refusing to perform work that the individual reasonably believes is unsafe.

No safety training can comprehensively cover all possible unsafe work practices. Each production and its employees, therefore, should fully promote each employee's personal obligation to work safely in order to prevent accidents involving, and injuries to, the employee and to his/her fellow employees.

The Safety Pass Program derives from Federal and California Occupational Safety and Health Administration (OSHA) safety regulations. However, the material included in this workbook and its accompanying presentation should be used only as a general guideline. It is not intended as a legal interpretation of any federal, state, or local safety standard.

During the course of your employment, you may be acting as a supervisor or manager. In California, individuals with management authority and actual authority for the safety of a business practice could be convicted of a crime if they have actual knowledge of a serious concealed danger and fail to warn the affected employees and report the hazard. If a hazard exists, immediately notify the employer or studio safety department of the hazard and insure that potentially affected employees are informed of the danger and that steps are taken immediately to mitigate it.

Although the information contained in this training program has been compiled from sources believed to be reliable, the Alliance of Motion Picture and Television Producers, Contract Services Administration Trust Fund, Contract Services Administration Training Trust Fund, and the instructor make no guarantee nor warranty as to, and assume no responsibility for, the accuracy, sufficiency, or completeness of such information.

The Entertainment Industry is committed to maintaining a safe and healthful working environment.

Injury and Illness Prevention Program



This class is part of the employer's safety program.

Employers must provide workers a place of employment free from recognized hazards and must have a safety training program in place.

In the State of California, this program is known as an Injury and Illness Prevention Program (IIPP). One requirement of an IIPP is that every employee must be properly trained in safety.

The IIPP and Safety Pass training courses are part of the employer's safety program.



Contents

Introduction	1
Scene 1	The Driver’s Daily Log.....	3
Scene 2	Federal and State Hour Limits.....	7
Scene 3	On-Duty and Off-Duty Time	13
Scene 4	Log Requirements	23
Scene 5	Log Scenarios.....	29
Scene 6	Form and Manner Violations.....	39
Scene 7	Statement of On-Duty Hours	41
Appendices		
A	Vehicle Inspection Procedure	51
B	References and Resources	55
Glossary	57



Introduction

What is Hours of Service?

Hours of Service (HOS) is a set of regulations that govern when and how often commercial motor vehicle (**CMV**) operators may drive, and dictate how to track and record on- and off-duty hours.

The goal of HOS regulations is to keep fatigued drivers off the road.

Course Objectives

This course will review federal and California HOS regulations, describe how to properly fill in required forms, and discuss common form and manner violations.

g

CMV.

A vehicle or vehicle combination with a GVWR of 10,001 lb. or more, or a 16+ passenger vehicle.



Driving for Motion Picture and Television Production

Policies Across Productions

Each production has its own policies concerning CMV drivers, and those drivers are responsible for being familiar with the policies of their employing producer. This course covers regulations and procedures common to all productions. If you are unsure about a policy, check with the production's Department of Transportation (DOT) compliance administrator. If there is no DOT administrator, consult with the production's transportation management.

Electronic Logging Device Exemption

An exemption has been secured from the electronic logging device (ELD) mandate for all CMV drivers providing transportation to or from a theatrical or television motion picture production site. Motion picture and television production drivers will continue to use a paper daily log, or records of duty status (RODS), to record and track on- and off-duty hours.

Drivers must carry a copy of the Federal Motor Carrier Safety Administration (FMCSA) notice—Docket No. FMCSA-2017-0298—or an equivalent signed FMCSA exemption document while operating under the terms of this exemption. The exemption document must be presented to law enforcement officials upon request.

Returning Drivers

When a driver has an employment gap of 30 days or more with any employing company or affiliated company, the employer may require the driver to furnish the following:

- Driver's license
- Medical Examiner's Certificate (MEC)
- Motor Vehicle Record (MVR)
- Negative pre-employment drug test (PED)
- Request for Drug and Alcohol Testing Information form
- 7-Day Recap form

When a driver has an employment gap of even one day, in order to account for that gap, a driver must provide a 7-Day Recap form or a copy of their daily logs. The 7-Day Recap form will be discussed in more detail in Scene 7.



Scene 1

The Driver's Daily Log

Drivers are required to record and track their daily activities on a record of duty status (RODS), also known as the daily log. These paper logs can vary in layout, depending on the employer, but will contain the same components. This scene reviews those components. Each log part will be discussed in more detail as the course progresses.



Log Components

- a** Trip information: date, driver, motor carrier, vehicle, production details, shipper, adverse conditions remarks, etc.
- b** Graph grid: four duty status categories used to track time spent off duty, in a sleeper berth, driving, and on duty but not driving
- c** Remarks section: used to record duty status change details such as location, pre- and post-trip inspection notations, and shuttle times
- d** Rule sets: identifies the set of regulations under which a driver is operating
- e** Daily Recap: daily, on-duty hours used to calculate available hours for the next day

Driver's Daily Log

Log Name:

Driver ID (Last 5 of SS):

Month: / Day: / Year: Total Miles Today:

Tractor Number or License Plate Number:

Trailer Number or License Plate Number:

Driver's Printed Name:

Driver's Signature:

Co-Driver's Printed Name:

Place an "X" next to the Carrier(s)

CBS Paramount

Disney Sony

Fox Warner Bros.

NBCUniversal _____

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.	
1. Off Duty																											
2. Sleeper																											
3. Driving																											
4. On Duty (not driving)																											
Total Hours																											

Remarks:

Shipper:

Commodity:

Off-Duty Logs Only: Last Off-Duty Date

Month: Day: Year:

Part 395.1

Adverse conditions encountered at _____ AM / PM

Condition: _____

15/12/8 CA Motion Picture

15/10/8 Federal Picture

16/12/10 California Intrastate

14/11/10 Federal Interstate

15/10/8 Passenger 16+

Non-Commercial Equipment

Daily Recap

On-duty hours (Add lines 3 and 4)

Today **e**

Yesterday

2 days ago

3 days ago

4 days ago

5 days ago

6 days ago

7-Day Total

Available Hours on Day 8

70-Hour/8-Day Drivers: 70 minus 7-Day Total*

80-Hour/8-Day Drivers: 80 minus 7-Day Total*

*If 34-hour restart requirement is met, calculate using total hours since restart instead of 7-Day Total

Scene 1 The Driver's Daily Log

Here is how a log could look at the end of a shift.

Driver's Daily Log

Log Name: **NBCUNISHOW** Driver ID (Last 5 of SS): **55555**

Month: **07** / Day: **14** / Year: **17** Total Miles Today: **540** Driver's Printed Name: **Driver's Name**

Tractor Number or License Plate Number: **762** Driver's Signature: **Driver's Signature**

Trailer Number or License Plate Number: **2435** Co-Driver's Printed Name: _____

Place an "X" next to the Carrier(s):
 CBS Paramount
 Disney Sony
 Fox Warner Bros.
 NBCUniversal _____

Daily Recap

On-duty hours (Add lines 3 and 4): **13**

Yesterday: **9.5**

2 days ago: **11**

3 days ago: **0**

4 days ago: **0**

5 days ago: **12**

6 days ago: **10.5**

7-Day Total: **56**

Available Hours on Day 8

70-Hour/8-Day Drivers: 70 minus 7-Day Total* _____

80-Hour/8-Day Drivers: 80 minus 7-Day Total* _____

46.5

*If 34-hour restart requirement is met, calculate using total hours since restart instead of 7-Day Total

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Graph showing off-duty periods]																							11	00	
2. Sleeper	[Graph showing sleeper periods]																									
3. Driving	[Graph showing driving periods]																							10	00	
4. On Duty (not driving)	[Graph showing on-duty not driving periods]																							3	00	
Total Hours																								24		

Remarks: *CA*

PTI *Los Angeles* *Los Angeles* *Kettleman City* *Kettleman City* *Sacramento* *Sacramento* *Sacramento* *Redding* *Redding* *PTI*

Shipper: Same as Carrier(s)

Commodity: Motion picture equipment/passengers

Off-Duty Logs Only: Last Off-Duty Date
 Month: Day: Year:

Part 395.1

Adverse conditions encountered at _____ AM / PM

Condition: _____

15/12/8 CA Motion Picture

15/10/8 Federal Motion Picture

16/12/10 California Intrastate

14/11/10 Federal Interstate

15/10/8 Passenger 16+

Non-Commercial Equipment



Notes

A large, empty rectangular box with a thin gray border, intended for the driver to write their daily log notes.

Scene 2

Federal and State Hour Limits

HOS limits are the maximum number of hours a driver is allowed to be on duty and drive before having to go off duty. Limits are defined at the federal and state levels; this course presents both federal and California regulations.

Groupings of hour limit regulations are called **rule sets**. A rule set can be referred to by its standard, daily limit, or hours-per-8-days limit name (Table 2.1). Regardless of the name used, all regulations for that rule set apply and must be followed.

The standard name is based on the rule set's main characteristics.

The daily limit name is made up of three numbers which establish the **DOT shift**:

1. **On-duty limit:** maximum allowable on-duty hours
2. **Driving limit:** maximum allowable driving hours
3. **Off-duty minimum:** minimum consecutive off-duty hours required to reset the DOT shift

The hours-per-8-days limit name is based on the maximum number of on-duty hours allowed over a span of 8 consecutive days.

Table 2.1. Rule Set Names

Standard	Daily Limit	Hours-Per-8-Days Limit
Federal (interstate)	14/11/10	US 70-Hour
California (intrastate)	16/12/10	CA 80-Hour
Federal motion picture exemption	15/10/8	US MP 70-Hour
California motion picture exemption	15/12/8	CA MP 80-Hour
Passenger-carrying	15/10/8	Follows 70-Hour or 80-Hour*

* See Passenger-Carrying Rule Set explanation.

g

DOT shift.

Comprised of the hours that count toward a driver's maximum hour limits.

A DOT shift continues until the driver has taken the required consecutive hours off duty (based on the rule set), thereby resetting the DOT shift.

A DOT shift can also be called DOT hours or HOS hours.



The 30-minute break may be satisfied by taking on-duty (not driving), off-duty, or sleeper berth time.

Federal Interstate Rule Set

When a driver is operating in interstate commerce *AND* driving more than 100 air miles away from the normal work-reporting location, they must follow federal hour and day limits.

14/11/10 Daily Limit

A driver has 14 consecutive hours in which to drive a maximum of 11 hours. After the 14th on-duty hour or the 11th driving hour, the driver may perform on-duty tasks, but may not drive until being off duty for at least 10 consecutive hours.

30-Minute Mandatory Rest Break

Driving is not permitted if more than 8 cumulative hours of driving time have passed since the end of the driver's last non-driving interruption of at least 30 consecutive minutes. The driver should add up driving time before and after short stops that are less than 30 minutes to calculate the 8 driving hours. Such short stops cannot be combined to reach 30 minutes of non-driving time.

70-Hour/8-Day Limit

A driver must not be on duty for more than 70 hours during any 8-consecutive-day period. These 8 consecutive days are rolling; the oldest day's hours drop off at the end of each day.

California Intrastate Rule Set

When a driver is operating in intrastate commerce in California *AND* driving more than 100 air miles away from the normal work-reporting location, they must follow California hour and day limits.

16/12/10 Daily Limit

A driver has 16 consecutive hours in which to drive a maximum of 12 hours. After the 16th on-duty hour or the 12th driving hour, the driver may perform on-duty tasks, but may not drive until being off duty for at least 10 consecutive hours.

80-Hour/8-Day Limit

A driver must not be on duty for more than 80 hours during any 8-consecutive-day period. These 8 consecutive days are rolling.

34-Hour Restart

Drivers may reset the 70-hour/8-day or 80-hour/8-day on-duty limit by taking 34 or more consecutive hours off duty.

Once a 34-hour restart has been taken, a driver's on-duty hours go back to zero.

Passenger-Carrying Rule Set

15/10/8 Daily Limit

Drivers operating passenger-carrying commercial vehicles designed to transport 16+ passengers, including the driver, must use the 15/10/8 rule set, regardless of whether that driver is operating in interstate or intrastate commerce, or using a motion picture exemption.

A driver has 15 cumulative hours in which to drive 10 hours. After the 15th on-duty hour or the 10th driving hour, the driver may perform on-duty tasks, but may not drive until being off duty for at least 8 consecutive hours.

Hours-Per-8-Days Limit

If operating in interstate commerce, the driver must adhere to the 70-hour/8-day on-duty limit. A driver operating in intrastate commerce in California must follow the 80-hour/8-day on-duty limit.

89

air mile. A measure of distance between two locations when traveling by air or water.

100 air miles = 115.08 road miles

consecutive hours. A type of on-duty shift that is uninterrupted, regardless of the off-duty time taken within the shift window. When operating under an on-duty limit that is consecutive, the shift is *NOT* extended by taking a break.

cumulative hours. A type of on-duty shift that does *NOT* need to be a continuous window. Driving and on-duty (not driving) time are added together to get the on-duty total. When operating under an on-duty limit that is cumulative, the shift *IS* extended by taking a break.

normal work-reporting location. The location where a driver reports to and is released from work.



Motion Picture Exemption Rule Sets

Motion picture exemptions offer adjusted HOS limits to better accommodate the special circumstances of the movie and television industry such as long periods of downtime.

In order to qualify for this exemption, CMV drivers must:

1. Provide transportation to or from a theatrical or television motion picture production site; and
2. Be operating within a 100 air-mile radius of the normal work-reporting location.

Federal 15/10/8 Daily Limit

A CMV driver operating in interstate commerce *AND* within 100 air miles of the normal work-reporting location must follow the 15/10/8 daily limit. (This rule set should not be confused with the passenger-carrying limits. While the hour limits are the same, each is based on unique regulatory rules.)

A driver has 15 cumulative hours in which to drive 10 hours. After the 15th on-duty hour or the 10th driving hour, the driver may perform on-duty tasks but may not drive until being off duty for at least 8 consecutive hours.

The driver remains subject to the federal interstate 70-hour/8-day maximum.

California 15/12/8 Daily Limit

A CMV driver operating in intrastate commerce in California *AND* within 100 air miles of the normal work-reporting location must follow the 15/12/8 daily limit.

A driver has 15 cumulative hours in which to drive 12 hours. After the 15th on-duty hour or the 12th driving hour, the driver may perform on-duty tasks, but may not drive until being off duty for at least 8 consecutive hours.

The driver remains subject to the California intrastate 80-hour/8-day maximum.

34-Hour Restart Exclusion

The 34-hour restart *MAY NOT* be used when operating under the federal or California motion picture exemption. Drivers track their hours-per-8-days limit and may work as on-duty hours roll off from the earliest day worked.

Adverse Driving Conditions

When adverse driving conditions exist, a driver is allotted extra time to complete the trip or reach a safe place. The amount of time depends on the rule set under which the driver is operating.

The following rules apply only to trips that could have been completed within the regular driving and on-duty limits. They do not apply to foreseeable situations, like rush-hour traffic or motion picture exemptions.

Federal Rule Sets

No more than two additional hours may be added to the driving limit and on-duty limit.

The federal interstate rule, which normally provides 11 hours of driving time within a 14-hour window, allows 13 hours of driving time within a 16-hour window for adverse conditions.

The federal passenger-carrying rule, which normally provides 10 hours of driving time within a 15-hour window, would allow 12 hours of driving time within a 17-hour window.

California Rule Sets

No more than two additional hours may be added to the driving limit only if the on-duty limit is not exceeded.

The California intrastate rule normally provides 12 hours of driving time within a 16-hour window. The adverse driving conditions rule extends the driving limit only, allowing the driver to take 14 hours of driving time within the original 16-hour window.

The California passenger-carrying rule normally provides 10 hours of driving time within a 15-hour window. When there are valid adverse conditions, the driver can take 12 hours of driving time within the same 15-hour window.

adverse driving conditions.

Hazardous weather such as snow, ice, sleet, or fog or unusual road or traffic conditions that could not reasonably be known by a motor carrier before dispatching a driver or by the driver immediately before starting a DOT shift or before starting to drive after a rest break or sleeper berth period.



Determining Which Rule Set to Use

The starting point and final destination of the load determine which rule set a property-carrying driver must use.

If the starting point and destination of the load are California and another state or country, an interstate rule set is used. If the starting point and destination of the load are both in California, an intrastate rule set is used. For example, when the starting point of a load is Florida and the destination is California, and the driver picks up the load from a California port, that driver must use the federal interstate rule set, even though the driver does not leave California.

The same rule set must be used for the entire duration of the assignment, including preparation, loading, and unloading. If a load, going from California to Arizona, takes three days to prepare, those three days are logged as federal interstate.

Transitioning Between Rule Sets

Drivers often move between interstate, intrastate, and motion picture exemption operation. In order to ensure drivers are getting adequate rest, regulatory guidelines provide instruction for transitioning between rule sets.

Any driver who begins a trip in interstate commerce must continue to follow a federal rule set (14/11/10 or 15/10/8, and 70-hour/8-day) for 8 days after the interstate trip.

In addition, the driver must have 10 consecutive hours off duty when transitioning into or out of the federal interstate (14/11/10) or California intrastate (16/12/10) rule set and another rule set, such as one of the motion picture exemptions or the passenger-carrying rule set. This is commonly referred to as “bookend 10s.”



Scene 3

On-Duty and Off-Duty Time

Because federal and California regulations dictate hour limits for driving and non-driving activities, it is important to have a clear understanding of what types of activities constitute on-duty and off-duty time.

This scene reviews common on-duty and off-duty activities and how they are recorded on a log.



On-Duty Time

On-duty time is comprised of driving time and on-duty (not driving) time. It begins when a driver begins to work or is required to be in readiness to work and continues until the time the driver is relieved from work and all responsibility for performing work.

Drivers must account separately for hours spent driving and hours spent performing on-duty, non-driving activities. Fill in the *Driving* and *On Duty (not driving)* duty status lines to record all on-duty time.

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Line is high]																							14	00	
2. Sleeper	[Line is low]																									
3. Driving	[Line is medium]																							2	50	
4. On Duty (not driving)	[Line is high]																							7	50	

Examples of CMVs

- Truck tractor
- 5-ton, 10-ton truck
- People mover
- Honeywagon
- Water truck
- Bus
- Pick-up truck, if altered and/or 10,001 lb. or more
- Stakebed with a GVWR of 10,001 lb. or more
- Stakebed and trailer with a GCWR of 10,001 lb. or more

See CMV definition in the glossary.

Driving Time

Driving time is all time spent at the driving controls of a CMV in operation, including driving to and from a drug/alcohol testing site.

On-Duty (Not Driving) Time

Tasks that are on duty but not driving can include:

- Taking a 30-minute break
- Operating non-CMV's
- Operating CMV's on private property
- Operating forklifts or similar equipment
- Attending to a motor vehicle including repairs, inspections, fueling, and washing
- Loading and unloading
- Supervising
- Handling paperwork
- Providing drug/alcohol testing samples including being shuttled to and from a testing site
- Doing any other work for an employing company like giving or receiving training or driving a company car
- Doing paid work for another employer like a part-time job at a restaurant

DOT Shift vs. Paid Shift

All on-duty hours are part of a driver's DOT shift and are not necessarily reflective of paid hours. The DOT shift continues until the driver has taken the required consecutive hours off duty (based on the rule set), thereby resetting the DOT shift.

A DOT shift and a **paid shift** may or may not be the same length. If a driver is guaranteed a **minimum call** of 8 hours, but is released from work after 4 hours, the driver's paid shift will be greater than the DOT shift. If a driver does not have enough time off in between shifts, the DOT shift continues into the next day, making one long DOT shift and two paid shifts.

g

paid shift.

Includes the hours for which a driver is being paid. A paid shift might be called work hours or a work shift.

minimum call.

The minimum number of hours for which a driver is paid.



Logging Non-Commercial Driving

Driving a non-CMV is tracked as *On Duty (not driving)*.

When non-commercial driving is done solely for an entire 24-hour period, the *Non-Commercial Equipment* box is checked.

Although *Non-Commercial Equipment* is not a rule set, it may be listed with the daily limit rule sets. Hours spent driving non-commercial are on-duty hours and count toward the maximum hours-per-8-days limit.

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.	
1. Off Duty																									14	00	
2. Sleeper																											
3. Driving																											
4. On Duty (not driving)																										10	00
																								Total Hours		24	

Remarks

Shipper: Same as Carrier(s) Off-Duty Logs Only: Last Off-Duty Date Adverse AM / PM

Commodity: Motion picture equipment/passengers Month Day Year Condition:

Non-Commercial Equipment

- 15/12/8 CA Motion Picture
- 15/10/8 Federal Motion Picture
- 16/12/10 California Intrastate
- 16/11/10 Federal Interstate
- 15/10/10 Passenger In
- Non-Commercial Equipment

Off-Duty Time

Several activities can be logged as off-duty time.

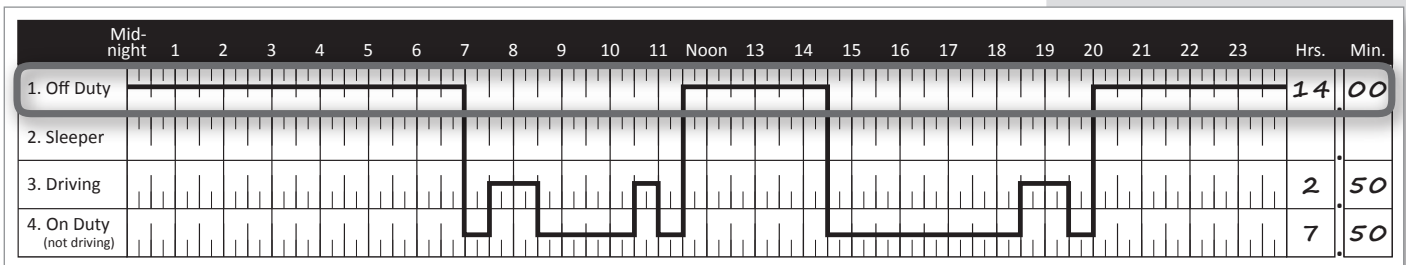
- Rule set minimum required off-duty hours
- Resting in the cab
- Waiting for a load
- Meals, rest breaks, and other routine stops if the driver is relieved of all duty and responsibility for the care and custody of the vehicle, its accessories, and any cargo or passengers it may be carrying; and during the stop and for the duration of the stop, the driver is free to pursue activities of their own choosing
- Travel time when, upon arrival at the destination, the driver gets the minimum required off-duty hours, as defined by the rule set
- Riding in the passenger seat of a moving CMV immediately before or after sleeper berth time

Passenger Seat Hour Limits

Federal interstate rule: **Up to 3 hours** may be spent in the passenger seat if at least **7 consecutive hours** are spent in the sleeper berth.

California intrastate rule: **Up to 2 hours** may be spent in the passenger seat if at least **8 consecutive hours** are spent in the sleeper berth.

Off-duty time is recorded on the first line of the log's graph grid.





Sleeper Berth Time

Sleeper berths that are regulation-compliant (Figure 3.1) may be used to fulfill off-duty time requirements. Use the *Sleeper* duty status when:

- the CMV is equipped with a sleeper berth, as defined by Federal Motor Carrier Safety Regulations (see Glossary); and
- the minimum amount of rest time is taken.

Sleeper berth time is recorded on the second line of the log’s graph grid.

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.		
1. Off Duty																										5	00	
2. Sleeper																											8	00
3. Driving																											9	00
4. On Duty (not driving)																											2	00

Federal Interstate Property-Carrying Rule

Use the sleeper berth to get the 10 required hours of off-duty time by spending:

- At least 10 consecutive hours in a sleeper berth; or
- Two consecutive periods in a sleeper berth and off duty, totaling at least 10 hours; or
- At least 7 consecutive hours in a sleeper berth and up to 3 hours in the passenger seat of a moving CMV immediately before or after sleeper berth time, totaling at least 10 consecutive hours; or
- Two separate, non-consecutive periods consisting of at least 7 consecutive hours in a sleeper berth and at least 2 consecutive hours in a sleeper berth or off duty, totaling at least 10 combined hours.
 - Cumulative driving time before and after each period, when added together, must not exceed the 11-hour driving limit or violate the 14-hour on-duty limit.

Note: The 10 hours of sleeper berth time or a combination of sleeper berth and off-duty time, as described above, do not count against the 14-hour on-duty limit.

California Intrastate Property-Carrying Rule

Use the sleeper berth to get the 10 required hours of off-duty time by spending:

- At least 10 consecutive hours in a sleeper berth; or
- Two consecutive periods in a sleeper berth and off duty, totaling at least 10 hours; or
- At least 8 consecutive hours in a sleeper berth and up to 2 hours in the passenger seat of a moving CMV immediately before or after sleeper berth time, totaling at least 10 consecutive hours; or
- Two separate, non-consecutive periods of at least 8 consecutive hours in a sleeper berth and at least 2 consecutive hours in a sleeper berth or off duty, totaling at least 10 combined hours.
 - Cumulative driving time before and after each period, when added together, must not exceed the 12-hour driving limit or violate the 16-hour on-duty limit.

Note: When taking a separate period of at least 2 hours off duty, only the longer period of at least 8 hours spent in the sleeper berth, as described above, does not count against the 16-hour on-duty limit.

Passenger-Carrying Rule

Use the sleeper berth to get the 8 required hours of off-duty time by spending:

- At least 8 consecutive hours in a sleeper berth; or
- Two consecutive periods in a sleeper berth and off duty, totaling at least 8 hours; or
- Two separate, non-consecutive periods in a sleeper berth providing:
 - Neither period is shorter than 2 hours;
 - Cumulative driving time before and after each period does not exceed the 10-hour driving limit or the 15-hour on-duty limit; and
 - The driver does not drive again until taking 8 consecutive hours off duty.



Figure 3.1. Regulation-compliant sleeper berth.



Travel Time

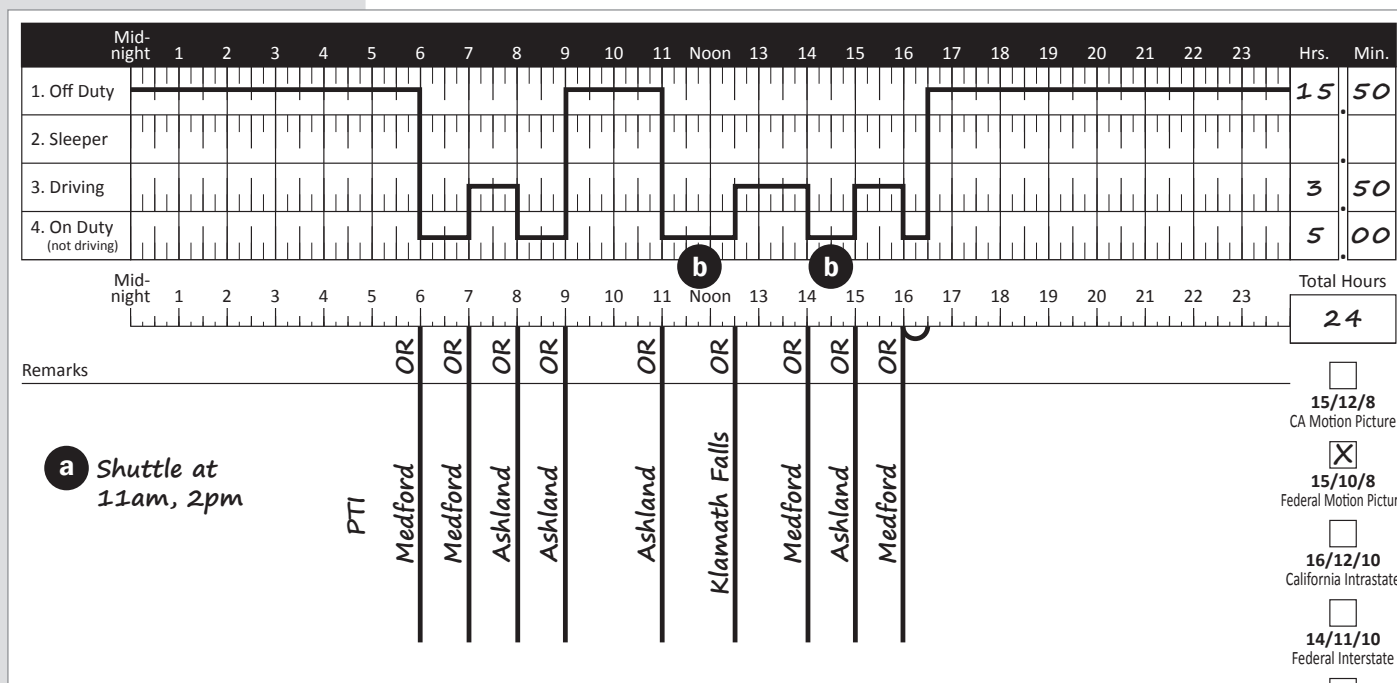
When a driver travels as a passenger to or from a work location, the time spent being transported must be tracked and recorded as either *On Duty* or *Off Duty*.

- Travel time is *On Duty* when, upon arrival at the destination, the driver *DOES NOT* have the minimum required off-duty hours (8 or 10), as defined by the rule set.
- Travel time is *Off Duty* when, upon arrival at the destination, the driver *HAS* the minimum required off-duty hours (8 or 10), as defined by the rule set.

The following examples illustrate how to log travel time when taking a shuttle and when traveling by air.

Shuttle Transport

- a** “Shuttle” and shuttle times are written horizontally in the remarks section to explain why the locations are different at the beginning and end of the duty status, *On Duty (not driving)*.
- b** In this example, shuttle time is *On Duty* because work resumes upon arrival.



Travel by Air

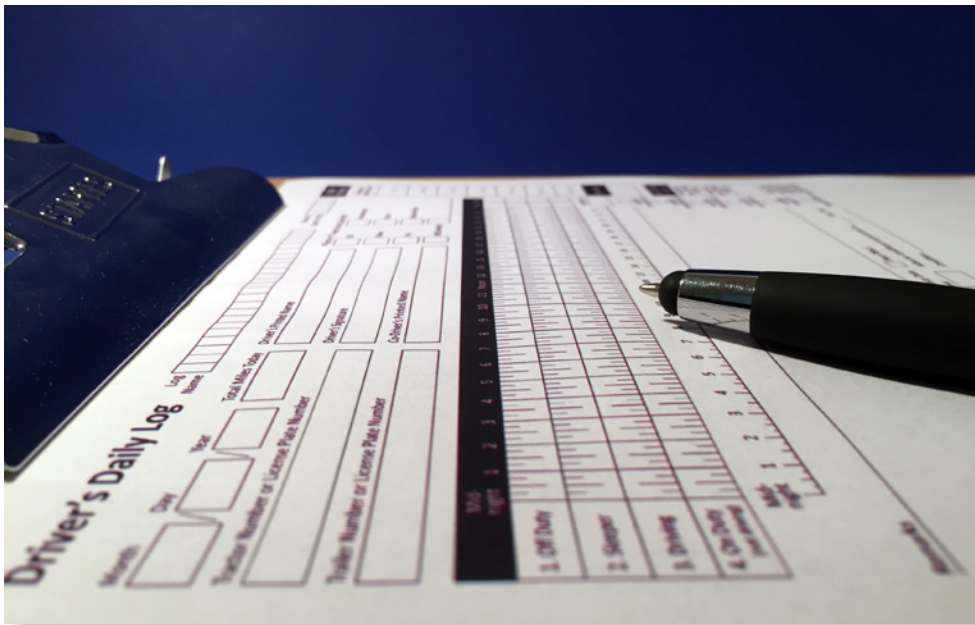
- a** In this example, all travel time is recorded as *On Duty (not driving)* because the driver does not have 10 hours off duty upon arrival.
- b** The starting point and destination are written in the remarks section to denote air travel.

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.																																	
1. Off Duty																									12	00																																	
2. Sleeper																																																											
3. Driving																										1	50																																
4. On Duty (not driving)																										10	50																																
																								Total Hours		24																																	
Remarks	CA				Los Angeles							GA		Atlanta		GA		Atlanta		PTI		GA		Congers		GA		Congers		GA		Porterdale		GA		Porterdale		PTI		GA		Porterdale		GA		Porterdale													
																										15/12/8		CA Motion Picture				15/10/8		Federal Motion Picture				16/12/10		California Intrastate				<input checked="" type="checkbox"/>		14/11/10		Federal Interstate											



Notes

A large, empty rectangular box with a thin gray border, intended for taking notes.



Scene 4

Log Requirements

In addition to filling in a daily log, drivers are responsible for knowing and complying with other regulations and required daily tasks. Drivers cannot keep accurate records without adhering to all log requirements.

This scene reviews what specific information to record on a log, which log information is used only when applicable, and requirements regarding vehicle inspections, log submission, log retention, and log falsification.

Scene 4 Log Requirements

Information to Record

The following information is required by federal and state regulations or the motor carrier to be included on a log.

Driver's Daily Log

Log Name: WBSHOW (4) Driver ID (Last 5 of SS): 55555 (5)

Month: 07 Day: 14 Year: 17 Miles Today: 80 (2)

Tractor Number or License Plate Number: 762 (3) Driver's Printed Name: Driver's Name

Trailer Number or License Plate Number: _____ Driver's Signature: Driver's Signature (7)

Co-Driver's Printed Name: _____ (8)

Place an "X" next to the Carrier(s):
 CBS Paramount
 Disney (6) Sony
 Fox Warner Bros.
 NBCUniversal

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Bar chart showing off-duty periods]																							14	00	
2. Sleeper	[Bar chart showing sleeper periods]																									
3. Driving	[Bar chart showing driving periods]																							2	50	
4. On Duty (not driving)	[Bar chart showing on-duty not driving periods]																							7	50	
Total Hours																								24		

Remarks: CA CA CA CA CA CA CA CA CA (12)

12a: PTI Burbank Culver City Culver City Culver City Culver City Culver City Burbank PTI

12b: CA

13: 15/12/8 CA Motion Picture
 15/10/8 Federal Motion Picture
 16/12/10 California Intrastate
 14/11/10 Federal Interstate
 15/10/8 Passenger 16+
 Non-Commercial Equipment

Shipper: Same as Carrier(s) (14) Off-Duty Logs Only: Last Off-Duty Date
 Month: _____ Day: _____ Year: _____ (15)
 Part 395.1
 Adverse conditions encountered at _____ AM / PM
 Condition: _____

- 1** Date
- 2** Total miles driven for the day
- 3** Truck or tractor and trailer number
- 4** Log Name: used to identify a movie, show, division of a show, or unit of a show
- 5** Driver ID: last 5 digits of the driver's Social Security number
- 6** Name of carrier(s): the studio, production company, transportation company, or production
- 7** Driver's signature/certification: certifies that all information is true and correct
- 8** Name of co-driver, if applicable
- 9** Completed graph grid
- 10** Time spent in each duty status
- 11** Total hours: sum of time spent in each duty status (must equal 24)
- 12** Remarks
 - 12a** Pre- and post-trip inspection notations (see appendix A)
 - 12b** Full name of city, town, or village with the state abbreviation for each change of duty status

If applicable:

 - c. "Paid from" and "Paid to" notations
 - d. Additional tractor and trailer numbers
 - e. "End shift" and "start shift" notations
 - f. Shuttle times
 - g. Change to normal work-reporting location
 - h. Location of refuel stop
- 13** Checked rule set
- 14** Shipping document number(s) or name of shipper and commodity
- 15** Adverse conditions remarks, if applicable

Not shown: main office address (may be on the bottom half or the backside of the log sheet).

These items will be discussed in more detail as the course progresses.



Use the mile marker and the name of the closest city if location is other than a city, town, or village.

Abbreviations may only be used to indicate direction. For example, West Hollywood can be W. Hollywood, but Los Angeles cannot be L.A.

Vehicle Inspection

The driver writes "PTI" on the log to confirm that a vehicle inspection has been done for each vehicle or vehicle combination operated that day. The vehicle inspection procedure must be followed, and the Driver Vehicle Inspection Report (DVIR) form must be filled in (See appendix A).

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Bar chart showing off-duty periods from 7:00-11:00, 12:00-15:00, and 20:00-23:00]																							14	00	
2. Sleeper	[Bar chart showing sleeper periods from 11:00-12:00 and 15:00-16:00]																									
3. Driving	[Bar chart showing driving periods from 7:00-8:00, 9:00-10:00, 11:00-12:00, 18:00-19:00, and 20:00-21:00]																							2	50	
4. On Duty (not driving)	[Bar chart showing on-duty periods from 7:00-9:00, 10:00-11:00, 12:00-15:00, 16:00-18:00, and 19:00-20:00]																							7	50	

	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Total Hours		
PTI																							24	
CA																								
Burbank																								
Culver City																								
Culver City																								
Culver City																								
Culver City																								
Culver City																								
Burbank																								
PTI																								

Shipper: Same as Carrier(s) Off-Duty Logs Only: Last Off-Duty Date Part 395.1

Commodity: Motion picture equipment/passengers Adverse conditions encountered at _____ AM / PM

Month: / Day: / Year: Condition: _____

- 15/12/8 CA Motion Picture
- 15/10/8 Federal Motion Picture
- 16/12/10 California Intrastate
- 14/11/10 Federal Interstate
- 15/10/8 Passenger 16+
- Non-Commercial Equipment

Log Submission Requirements

Along with filling in the correct details on a daily log, drivers may be required, depending on individual carrier policy, to follow these log submission rules:

- Submit logs daily.
- Fill in logs for both commercial and non-commercial equipment.
- Turn in complete and legible logs, in your own handwriting.
- Round time to the nearest quarter-hour and write as a decimal (e.g., 0.25, 0.50, 0.75).
- Keep accurate records of in-and-out times on the log, which should match the times on your timecard and/or the Captain's Report. Some employing companies allow this to be achieved through the use of "Paid from" and "Paid to" remarks:
 - A "Paid from" remark is used to denote the starting time recorded on a timecard and specifies *FROM* which hour pay is expected.
 - A "Paid to" remark is used when working less than the minimum call and specifies *TO* which hour pay is expected.

Log Retention

Retaining logs ensures that when a law enforcement agency or officer asks a driver or an employing company for proof of hours of service, that information can be provided easily and quickly.

The driver must retain and have on hand a copy of each record of duty status for the previous 7 consecutive days, which must be available for inspection while on duty. Each employing company must maintain records of duty status and all supporting documents for each driver it employs for a period of 6 months from the date such logs and documents were received.

Log Falsification

Falsification of daily logs is strictly prohibited and may result in disciplinary action by the driver's employing company. No driver or motor carrier may make a false report in connection with a duty status. The driver is the only person allowed to create, correct, or in any way alter their own log. Not recording hours of service as they occur in real time is also considered a false report.

A driver must keep logs for the previous 7 consecutive days.



Notes

A large, empty rectangular box with a thin gray border, intended for taking notes.



Scene 5

Log Scenarios

In order to better understand what a driver's day might actually look like as recorded on a log, the following examples provide different driving scenarios. Each example highlights multiple log elements to look out for when filling in a daily log.



Off Duty More Than One Day

Drivers may use one log when off duty for two or more consecutive 24-hour periods.

- a** The date of the first day off is recorded.
- b** The date of the last day off is recorded.
- c** All hours are recorded on the *Off Duty* status line.
- d** Off Duty hours total = 24 (even if off duty for multiple days).
- e** Total hours = 24 (even if off duty for multiple days).

Driver's Daily Log Log Name PARAMOUNTSHOW Driver ID (Last 5 of SS) 55555

Month 07 / Day 14 / Year 17 Total Miles Today

Tractor Number or License Plate Number Driver's Printed Name Driver's Name

Trailer Number or License Plate Number Driver's Signature Driver's Signature

Co-Driver's Printed Name

Place an "X" next to the Carrier(s)

CBS Paramount
 Disney Sony
 Fox Warner Bros.
 NBCUniversal

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Vertical lines indicating off-duty status]																							24	00	
2. Sleeper	[Vertical lines indicating sleeper status]																									
3. Driving	[Vertical lines indicating driving status]																									
4. On Duty (not driving)	[Vertical lines indicating on-duty status]																									
Total Hours																								24		

Remarks

15/12/8 CA Motion Picture
 15/10/8 Federal Motion Picture
 16/12/10 California Intrastate
 14/11/10 Federal Interstate
 15/10/8 Passenger 16+
 Non-Commercial Equipment

Shipper: Same as Carrier(s) Off-Duty Logs Only Part 395.1
 Commodity: Motion picture equipment/passengers Last Off-Duty Date Month 07 / Day 16 / Year 17
 Adverse conditions encountered at _____ AM / PM
 Condition: _____

Multiple Vehicles

When using multiple vehicles in one day, pre- and post-trip inspections are required for each vehicle.

- a** "PTI" is written in the remarks section to confirm that pre- and post-trip inspections have been done.
- b** The second tractor number is recorded in the remarks section.

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Graph showing off-duty periods: 0-4, 11-13, 18-19, 22-23]																							10	00	
2. Sleeper	[Graph showing sleeper periods: 0-4, 11-13, 18-19, 22-23]																									
3. Driving	[Graph showing driving periods: 4-5, 6-7, 8-9, 10-11, 13-14, 16-17, 19-20, 21-22]																							7	50	
4. On Duty (not driving)	[Graph showing on-duty (not driving) periods: 4-5, 6-7, 8-9, 10-11, 13-14, 16-17, 19-20, 21-22]																							6	50	
Total Hours																								24		
Remarks	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">CA</p> <p style="text-align: center;">Los Angeles</p> <p style="text-align: center;">Burbank</p> <p style="text-align: center;">Burbank</p> <p style="text-align: center;">Los Angeles</p> <p style="text-align: center;">PTI #0437</p> <p style="text-align: center;">Los Angeles</p> <p style="text-align: center;">Santa Monica</p> <p style="text-align: center;">Santa Monica</p> <p style="text-align: center;">Los Angeles</p> <p style="text-align: center;">Los Angeles</p> <p style="text-align: center;">Los Angeles</p> <p style="text-align: center;">PTI</p> </div> <div style="width: 50%; font-size: small;"> <input checked="" type="checkbox"/> 15/12/8 CA Motion Picture <input type="checkbox"/> 15/10/8 Federal Motion Picture <input type="checkbox"/> 16/12/10 California Intrastate <input type="checkbox"/> 14/11/10 Federal Interstate <input type="checkbox"/> 15/10/8 Passenger 16+ <input type="checkbox"/> Non-Commercial Equipment </div> </div>																									
Shipper: <u>Same as Carrier(s)</u>	Off-Duty Logs Only: Last Off-Duty Date			<input type="checkbox"/> Part 395.1																						
Commodity: <u>Motion picture equipment/passengers</u>	Month	Day	Year	Adverse conditions encountered at _____ AM / PM																						
	<input type="text"/>	<input type="text"/>	<input type="text"/>	Condition: _____																						



Multiple Carriers with “Paid To” Line

When a driver works for more than one motor carrier in a given 24 hours, information for both productions must be logged. This situation may also require using the “Paid to” notation, which specifies the hour to which a driver is paid in accordance with a minimum call.

- a** Both production log names are recorded, with a space in-between.
- b** An “X” is marked for each employing company.
- c** The “PTI” notation confirms that pre- and post-trip inspections have been done for each vehicle.
- d** “Paid to” text and times are recorded.
- e** “End shift” specifies when the first shift ended.
- f** “Start shift” specifies when the second shift started.

A copy of the log must be turned in to both productions.

Driver's Daily Log Log Name **DISNEYSHOW NBCUNISHOW** Driver ID (Last 5 of SS) **55555**

Month **07** Day **14** Year **17** Total Miles Today **90** Driver's Printed Name **Driver's Name** Place an "X" next to the Carrier(s)

Tractor Number or License Plate Number **762** Driver's Signature **Driver's Signature** Disney Paramount

Trailer Number or License Plate Number Fox Sony NBCUniversal Warner Bros.

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Graph showing off-duty periods from 5:00-9:00, 11:00-12:00, and 17:00-18:00]																							15	00	
2. Sleeper	[Graph showing sleeper periods from 5:00-6:00, 7:00-8:00, and 16:00-17:00]																									
3. Driving	[Graph showing driving periods from 6:00-7:00, 8:00-9:00, 12:00-13:00, 14:00-15:00, and 15:00-16:00]																							4	50	
4. On Duty (not driving)	[Graph showing on-duty periods from 5:00-6:00, 7:00-8:00, 9:00-11:00, 11:00-12:00, 13:00-14:00, 15:00-16:00, and 16:00-17:00]																							4	50	

Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Total Hours
[Remarks section with vertical lines for CA, PTI, and locations]																							24	

Remarks: CA, PTI, Los Angeles, Burbank, Burbank, Los Angeles, PTI, Culver City, Santa Monica, Santa Monica, Culver City, PTI

End Shift (e) Start Shift (f) Disney Paid to 1pm NBCUni Paid to 8pm (d)

- 15/12/8 CA Motion Picture
- 15/10/8 Federal Motion Picture
- 16/12/10 California Intrastate
- 14/11/10 Federal Interstate
- 15/10/8 Passenger 16+
- Non-Commercial Equipment

Shipper: **Same as Carrier(s)** Off-Duty Logs Only: Last Off-Duty Date Part 395.1

Commodity: **Motion picture equipment/passengers** Adverse conditions encountered at _____ AM / PM

Condition: _____



8 Hours Off Duty Mid-Shift

When a driver is off duty for 8 hours or more in the middle of a work shift, pre- and post-trip inspections are required for both on-duty periods, even if the same vehicle is used.

- a** The "PTI" notations confirm that pre- and post-trip inspections have been done.

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Bar chart showing 14 hours of Off Duty from 4:00 AM to 10:00 PM]																							14	50	
2. Sleeper	[Bar chart showing 0 hours of Sleeper time]																									
3. Driving	[Bar chart showing 5 hours of Driving time: 4:00-5:00 AM, 6:00-7:00 AM, 17:00-18:00, 19:00-20:00, 21:00-22:00]																							5	00	
4. On Duty (not driving)	[Bar chart showing 4 hours of On Duty (not driving) time: 4:00-5:00 AM, 5:00-6:00 AM, 7:00-8:00 AM, 8:00-9:00 AM]																							4	50	
																							Total Hours		24	
Remarks	<div style="display: flex; justify-content: space-around;"> a PTI CA Burbank CA Burbank CA Burbank CA Burbank a PTI a PTI CA Culver City CA Culver City CA Culver City CA Culver City CA Culver City a PTI a PTI </div>																									
Shipper: <u>Same as Carrier(s)</u> Off-Duty Logs Only: Last Off-Duty Date <input type="checkbox"/> Part 395.1 Commodity: <u>Motion picture equipment/passengers</u> Month / Day / Year Adverse conditions encountered at ____ AM / PM Condition: _____																										
<input checked="" type="checkbox"/> 15/12/8 CA Motion Picture <input type="checkbox"/> 15/10/8 Federal Motion Picture <input type="checkbox"/> 16/12/10 California Intrastate <input type="checkbox"/> 14/11/10 Federal Interstate <input type="checkbox"/> 15/10/8 Passenger 16+ <input type="checkbox"/> Non-Commercial Equipment																										



This scenario is a good example of a DOT shift and a paid shift of differing lengths. The paid shift is 18 hours, from 4:00am to 10:00pm. However, there are two DOT shifts: the first from 4:00am to 8:30am and the second from 5:00pm to 10:00pm. Because the driver has 8 consecutive hours off mid-shift, the DOT shift resets. The total on-duty time for the day is 9.5 hours.

Two Work Shifts in One DOT Shift

When a driver does not have at least 8 hours off duty between shifts (working under a motion picture exemption), the DOT shift is not restarted—it continues into the second day. The 15-hour on-duty limit is calculated by using all on-duty time for both days, up until such time as the driver receives 8 consecutive hours off duty.

- a** The driver has only 7 hours off in-between shifts, so the DOT shift continues into the second day.
- b** At the 13.5 hour mark, the driver hits 15 hours on duty. The driver can no longer drive, but can continue to work under the duty status, *On Duty (not driving)*.

Day 1						Day 2																																																																																																																							
19	20	21	22	23	Hrs.	Min.	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19																																																																																																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>CA Motion Picture <input checked="" type="checkbox"/></p> <p>Federal Motion Picture <input type="checkbox"/></p> <p>California Intrastate <input type="checkbox"/></p> <p>Federal Interstate <input type="checkbox"/></p> <p>Passenger 16+ <input type="checkbox"/></p> <p>Non-Commercial Equipment <input type="checkbox"/></p> </div> <div style="width: 55%;"> <p>15/12/8 CA Motion Picture</p> <p>15/10/8 Federal Motion Picture</p> <p>16/12/10 California Intrastate</p> <p>14/11/10 Federal Interstate</p> <p>15/10/8 Passenger 16+</p> <p>Non-Commercial Equipment</p> </div> </div>						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1. Off Duty</td> <td colspan="23">[Graph showing off-duty periods]</td> </tr> <tr> <td>2. Sleeper</td> <td colspan="23">[Graph showing sleeper periods]</td> </tr> <tr> <td>3. Driving</td> <td colspan="23">[Graph showing driving periods]</td> </tr> <tr> <td>4. On Duty (not driving)</td> <td colspan="23">[Graph showing on-duty periods]</td> </tr> </table>																								1. Off Duty	[Graph showing off-duty periods]																							2. Sleeper	[Graph showing sleeper periods]																							3. Driving	[Graph showing driving periods]																							4. On Duty (not driving)	[Graph showing on-duty periods]																						
						1. Off Duty	[Graph showing off-duty periods]																																																																																																																						
2. Sleeper	[Graph showing sleeper periods]																																																																																																																												
3. Driving	[Graph showing driving periods]																																																																																																																												
4. On Duty (not driving)	[Graph showing on-duty periods]																																																																																																																												
<p>Total Hours: 24</p>						<p>Remarks:</p> <p>CA, PTI, Los Angeles, Long Beach, Manhattan Beach</p>																																																																																																																							
<p>Shipped at _____ AM / PM</p>						<p>Shipper: <u>Same as Carrier(s)</u></p> <p>Commodity: <u>Motion picture equipment/passengers</u></p> <p>Off-Duty Logs Only: Last Off-Duty Date</p> <p>Month: [] / Day: [] / Year: []</p> <p>Part 395.1 <input type="checkbox"/></p> <p>Adverse conditions encountered: _____</p> <p>Condition: _____</p>																																																																																																																							



Federal Interstate with Adverse Conditions

When operating under the federal interstate rule set and there are adverse driving conditions, the driver may extend the driving and on-duty limits by no more than two additional hours, increasing the driving limit from 11 to 13 hours and the on-duty limit from 14 to 16 hours.

- a** The *Adverse Conditions* (Part 395.1) rule box is checked, and the time and reason are noted.
- b** Driving hours = 12 (exceeding the regular driving limit by 1 hour).
- c** On-duty hours = 16 (exceeding the regular on-duty limit by 2 hours).

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Bar chart showing off-duty periods from 5:00-10:00, 11:00-12:00, and 22:00-23:00]																							8	00	
2. Sleeper	[Bar chart showing sleeper periods from 11:00-12:00 and 22:00-23:00]																									
3. Driving	[Bar chart showing driving periods from 5:00-10:00, 10:00-14:00, 14:00-16:00, and 16:00-22:00]																							12	00	
4. On Duty (not driving)	[Bar chart showing on-duty periods from 5:00-11:00, 12:00-14:00, 16:00-22:00, and 22:00-23:00]																							4	00	
Total Hours																								24		
Remarks	<div style="display: flex; justify-content: space-around; font-size: small;"> CA Culver City CA Bishop CA Bishop NV Carson City NV Carson City NV Black Rock City </div>																							<input type="checkbox"/> 15/12/8 CA Motion Picture <input type="checkbox"/> 15/10/8 Federal Motion Picture <input type="checkbox"/> 16/12/10 California Intrastate <input checked="" type="checkbox"/> 14/11/10 Federal Interstate <input type="checkbox"/> 15/10/8 Passenger 16+ <input type="checkbox"/> Non-Commercial Equipment		
Shipper: <u>Same as Carrier(s)</u>	Off-Duty Logs Only: Last Off-Duty Date		<input checked="" type="checkbox"/> Part 395.1 Adverse conditions encountered at <u>2:00</u> AM/PM Condition: <u>Sand Storm</u>																							
Commodity: <u>Motion picture equipment/passengers</u>	Month	Day	Year																							

Non-Commercial Driving

A complete driver's daily log is required even when a driver spends the day driving non-commercial motor vehicles.

- a** Total miles = 0.
- b** The *Driving* duty status is not used—all activity is recorded under *Off Duty* and *On Duty (not driving)*.
- c** There are no remarks.
- d** The *Non-Commercial Equipment* box is checked.

Driver's Daily Log Log Name PARAMOUNTSHOW Driver ID (Last 5 of SS) 55555

Month 07 / Day 14 / Year 17 Total Miles Today 0 Driver's Printed Name Driver's Name Place an "X" next to the Carrier(s)

Tractor Number or License Plate Number 762 Driver's Signature Driver's Signature CBS Paramount

Trailer Number or License Plate Number Disney Sony

Fox Warner Bros.

NBCUniversal

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Bar chart showing Off Duty periods]																							14	00	
2. Sleeper	[Bar chart showing Sleeper periods]																									
3. Driving	[Bar chart showing Driving periods]																									
4. On Duty (not driving)	[Bar chart showing On Duty (not driving) periods]																							10	00	
Total Hours																								24		

Remarks **c**

Shipper: Same as Carrier(s) Off-Duty Logs Only: Last Off-Duty Date Month Day Year Part 395.1

Commodity: Motion picture equipment/passengers Adverse conditions encountered at AM / PM Condition:

15/12/8 CA Motion Picture
 15/10/8 Federal Motion Picture
 16/12/10 California Intrastate
 14/11/10 Federal Interstate
 15/10/8 Passenger 16+
 Non-Commercial Equipment



Loops

A loop signifies that the city and state, written in the remarks section of the log, are the same from one duty status change to the next.

- a** A loop connects two duty status changes of 30 minutes or less.
- b** The location line can be at either end of the loop.

Loops are used by some, but not all, employing companies.

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty	[Bar chart showing off-duty periods]																							14	00	
2. Sleeper	[Bar chart showing sleeper periods]																									
3. Driving	[Bar chart showing driving periods]																							2	50	
4. On Duty (not driving)	[Bar chart showing on-duty periods]																							7	50	
Total Hours																								24		
Remarks																										
<div style="display: flex; justify-content: space-between;"> <div style="width: 80%;"> <p>PTI</p> <p>Burbank</p> <p>a Culver City</p> <p>Culver City</p> <p>b Culver City</p> <p>Culver City</p> <p>Culver City</p> <p>Culver City</p> <p>Culver City</p> <p>Burbank</p> <p>PTI</p> </div> <div style="width: 15%;"> <input checked="" type="checkbox"/> 15/12/8 CA Motion Picture <input type="checkbox"/> 15/10/8 Federal Motion Picture <input type="checkbox"/> 16/12/10 California Intrastate <input type="checkbox"/> 14/11/10 Federal Interstate <input type="checkbox"/> 15/10/8 Passenger 16+ <input type="checkbox"/> Non-Commercial Equipment </div> </div>																										
Shipper: <u>Same as Carrier(s)</u>		Off-Duty Logs Only: Last Off-Duty Date										<input type="checkbox"/> Part 395.1														
Commodity: <u>Motion picture equipment/passengers</u>		Month	Day	Year	Adverse conditions encountered at _____ AM / PM										Condition: _____											



Scene 6

Form and Manner Violations

Form and manner violations are unintentional, avoidable log inaccuracies. Though considered minor infractions, form and manner violations are a common cause of driver citations.

Form and manner violations include:

- Submitting a log with missing, incorrect, or incomplete required log information
- Abbreviating the city, town, or village name
- Not including remarks for the time of travel and method of transportation (shuttle/air) when traveling as a passenger



Notes

A large, empty rectangular box with a thin gray border, intended for taking notes.



Scene 7

Statement of On-Duty Hours

The Statement of On-Duty Hours form, also called the 7-Day Recap form, is used to record details about a driver's on-duty activity for the preceding 7 days.

When beginning a stint with a motor carrier, an employing company may request a Statement of On-Duty Hours form. The information validates that the driver has had enough time off between shifts and the driver still has enough on-duty time available to fulfill the needs of the employing company.

Keep in mind that any work performed, whether production driving or another job, must be included on the Statement of On-Duty Hours form as on-duty time.



The Statement of On-Duty Hours form (Figure 7.1) can vary in layout and content.

A driver is most likely to see the following form sections:

- 1 Day, date, and ending time of the last shift worked
- 2 Previous 7 days on-duty hours
- 3 Available hours calculation—uses *Total Hours* sum from section 2 to determine available hours for the upcoming shift

Note: The log's Daily Recap column uses this same calculation.

- 4 Previous 24 hours shift information—only required if a driver has worked within the previous 24 hours
- 5 Current day's production assignment—this may or may not be required by the employing company

Statement of On-Duty Hours (7-Day Recap)

1 Enter when last relieved from duty.

Day of Week	Month	Day	Time Out	AM / PM
		/		

2 Fill in the table for every day of the immediately preceding 7 days.

Tips for entering On-Duty Hours:

- For minutes, round to the nearest quarter hour (.00, .25, .50, .75)
- On-duty time is the sum of driving time and on-duty (not driving) time
- If a daily log was not required, enter total hours worked
- If off duty, enter "0"

Date (Previous 7 Days)			On-Duty Hours	
Day of Week	Month	Day	Hrs.	Min.
Yesterday	Yesterday	/	Yesterday	
2 days ago	2 days ago	/	2 days ago	
3 days ago	3 days ago	/	3 days ago	
4 days ago	4 days ago	/	4 days ago	
5 days ago	5 days ago	/	5 days ago	
6 days ago	6 days ago	/	6 days ago	
7 days ago	7 days ago	/	7 days ago	
			Total Hours	

3 Calculate available hours using one of the following.

Total Hours	Available Hours Today
If using 70-Hour/8-Day Rule, 70 Minus Total Hours*	
70 -	=

If using 80-Hour/8-Day Rule, 80 Minus Total Hours*	
80 -	=

*If 34-hour restart requirement is met, calculate using total hours since restart instead of total hours

4 If on duty within the previous 24 hours of today's start time, complete this section.

Previous 24 Hours Work Details	
Time	AM / PM
IN	
OUT	
_____ Studio Production Co. or Outside Employer	
_____ Show Name (if applicable)	
_____ Coordinator / Captain or Supervisor	

5 Enter the work assignment for today.

Production Title

Figure 7.1. Statement of On-Duty Hours (7-Day Recap) form.



Not On Duty Previous 24 Hours

In the example on the following page, the driver has just been off for the weekend and is starting work for a different motor carrier than the previous week. As required, a Statement of On-Duty Hours form is filled in upon arrival at work Monday morning.

- 1 The day, date, and time last relieved from duty are filled in.
- 2 The on-duty hours for the previous 7 days are filled in.
- 3 Using the 80-hour/8-day rule, the total on-duty hours is subtracted from 80 to get a total of 25 available hours “today.”
- 4 Because the driver had the weekend off, step 4 can be skipped.
- 5 The driver notes the production title.

It can also be inferred that the driver is operating under the motion picture exemption because a 34-hour restart has not been utilized. If it had, the available hours would be 80 because $80 - 0$ (total hours since restart) = 80.

Statement of On-Duty Hours (7-Day Recap)

1 Enter when last relieved from duty.

Day of Week	Month	Day	Time Out	AM / PM
Fri	7	14	8:00	PM

2 Fill in the table for every day of the immediately preceding 7 days.

Tips for entering On-Duty Hours:

- For minutes, round to the nearest quarter hour (.00, .25, .50, .75)
- On-duty time is the sum of driving time and on-duty (not driving) time
- If a daily log was not required, enter total hours worked
- If off duty, enter "0"

Date (Previous 7 Days)			On-Duty Hours	
Day of Week	Month	Day	Hrs.	Min.
1 Sun	Yesterday	16	0	00
2 Sat	2 days ago	15	0	00
3 Fri	3 days ago	14	12	00
4 Thur	4 days ago	13	11	50
5 Wed	5 days ago	12	9	00
6 Tues	6 days ago	11	10	50
7 Mon	7 days ago	10	12	00
			Total Hours	
			55	00

3 Calculate available hours using one of the following.

Total Hours	Available Hours Today
If using 70-Hour/8-Day Rule, 70 Minus Total Hours*	
70 -	=

If using 80-Hour/8-Day Rule, 80 Minus Total Hours*	
80 - 55	= 25 00

*If 34-hour restart requirement is met, calculate using total hours since restart instead of total hours

4 If on duty within the previous 24 hours of today's start time, complete this section.

Previous 24 Hours Work Details	
Time	AM / PM
IN	
OUT	
_____ Studio Production Co. or Outside Employer	
_____ Show Name (if applicable)	
_____ Coordinator / Captain or Supervisor	

5 Enter the work assignment for today.

Production Title
Show X



On Duty Previous 24 Hours

In the example on the following page, the driver starts a new assignment mid-week, after having worked for another employer the day before. As required, a Statement of On-Duty Hours form is filled in upon arrival at work Wednesday morning.

- 1 The day, date, and time last relieved from duty are filled in.
- 2 The on-duty hours for the previous 7 days are filled in.
- 3 Using the 80-hour/8-day rule, the total on-duty hours is subtracted from 80 to get a total of 18 available hours “today.”
- 4 The hours and assignment details from the previous day are filled in.
- 5 The driver notes the production title.

Statement of On-Duty Hours (7-Day Recap)

1 Enter when last relieved from duty.

Day of Week	Month	Day	Time Out	AM / PM
Tues	7	/	11	11:30 PM

2 Fill in the table for every day of the immediately preceding 7 days.

Tips for entering On-Duty Hours:

- For minutes, round to the nearest quarter hour (.00, .25, .50, .75)
- On-duty time is the sum of driving time and on-duty (not driving) time
- If a daily log was not required, enter total hours worked
- If off duty, enter "0"

Date (Previous 7 Days)			On-Duty Hours	
Day of Week	Month	Day	Hrs.	Min.
Tues	7	/	11	14 00
Mon	7	/	10	12 00
Sun	7	/	9	0 00
Sat	7	/	8	0 00
Fri	7	/	7	12 00
Thur	7	/	6	14 00
Wed	7	/	5	10 00
Total Hours			62	00

3 Calculate available hours using one of the following.

Total Hours	Available Hours Today
If using 70-Hour/8-Day Rule, 70 Minus Total Hours*	
70 -	=

If using 80-Hour/8-Day Rule, 80 Minus Total Hours*	
80 -	62 00 = 18 00

*If 34-hour restart requirement is met, calculate using total hours since restart instead of total hours

4 If on duty within the previous 24 hours of today's start time, complete this section.

Previous 24 Hours Work Details	
Time	AM / PM
6:00	AM
11:30	PM
Company X	
Studio Production Co. or Outside Employer	
Show X	
Show Name (if applicable)	
John Smith	
Coordinator / Captain or Supervisor	

5 Enter the work assignment for today.

Production Title
Show Y



On Duty Previous 24 Hours and 34-Hour Restart

The following example is the same as the previous one, except the driver is operating under the California intrastate rule set rather than the California motion picture exemption. Now the 34-hour restart can be used.

- 1 The day, date, and time last relieved from duty are filled in.
- 2 The on-duty hours for the previous 7 days are filled in.
- 3 Using the 80-hour/8-day rule and the 34-hour restart rule, the total on-duty hours since restart (26) is subtracted from 80 to get a total of 54 available hours “today.”
- 4 The hours and assignment details from the previous day are filled in.
- 5 The driver notes the production title.

Statement of On-Duty Hours (7-Day Recap)

1 Enter when last relieved from duty.

Day of Week	Month	Day	Time Out	AM / PM
Tues	7	18	11:30	PM

2 Fill in the table for every day of the immediately preceding 7 days.

Tips for entering On-Duty Hours:

- For minutes, round to the nearest quarter hour (.00, .25, .50, .75)
- On-duty time is the sum of driving time and on-duty (not driving) time
- If a daily log was not required, enter total hours worked
- If off duty, enter "0"

Date (Previous 7 Days)			On-Duty Hours	
Day of Week	Month	Day	Hrs.	Min.
Tues	7	18	14	00
Mon	7	17	12	00
Sun	7	16	0	00
Sat	7	15	0	00
Fri	7	14	12	00
Thur	7	13	14	00
Wed	7	12	10	00
Total Hours			62	00

3 Calculate available hours using one of the following.

Total Hours	Available Hours Today
If using 70-Hour/8-Day Rule, 70 Minus Total Hours*	
70 -	=

If using 80-Hour/8-Day Rule, 80 Minus Total Hours*	
80 - 26	= 54 00

*If 34-hour restart requirement is met, calculate using total hours since restart instead of total hours

4 If on duty within the previous 24 hours of today's start time, complete this section.

Previous 24 Hours Work Details	
Time	AM / PM
6:00	AM
11:30	PM
Company X	
Studio Production Co. or Outside Employer	
Show X	
Show Name (if applicable)	
John Smith	
Coordinator / Captain or Supervisor	

5 Enter the work assignment for today.

Production Title
Show Y



Notes

A large, empty rectangular box with a thin gray border, intended for handwritten notes.



Appendix A

Vehicle Inspection Procedure

Have all defects corrected before departure.

1. Approaching vehicle note general condition. Look for leakage of water, fuel, or lubricants under vehicle.
2. Under the hood, check water and crankcase levels. Check fan and compressor belts for cracks and excessive slack and wear. Note general condition of engine space.
3. Start engine and set at fast idle for warm-up. Check for abnormal engine noise. Check gauges for normal readings (pilot lights, if equipped). "LOW AIR" warning should operate if air pressure is below 60 pounds. Anti-lock warning light should light briefly and then go out (vehicles with 121 air brakes and operable anti-lock).
4. Check emergency equipment, horn(s), windshield wipers. Turn on all lights including 4-way flasher switch for turn signals. Check steering wheel action.
5. Leave cab to check headlights and turn signals. Switch headlights on and check both beams, then turn off headlights only. Leave all other lights on.
6. Check front clearance and identification lights.
7. Check left and right front wheels, tires, lugs or studs. Check for leaks around hubs.
8. Check right side of cab, door, mirrors, etc. and check lights and reflectors along right side as inspection progresses.
9. Check right rear tractor tires, wheels, lugs or studs. Note any thrown lubricant.
10. Check trailer light and brake lines for secure connections. Be sure manual petcocks are open. Be sure lines are properly secured to prevent entangling or chafing.
11. Check hook-up: fifth-wheel, jaws, release lever on tractor-trailer; pintle hook, tow bar, safety chains, converter gear on full-trailer unit.
12. Check right trailer tires, wheels, lugs or studs. Check for thrown lubricant.

13. Check rear of body, mud flaps, rear lights (clearance and identification, stop, tail, turn signals), rear reflectors, rear end protection.
14. Check left trailer tires, wheels, lugs or studs. Check lights and reflectors on left side as inspection progresses.
15. Check left rear tractor tires, wheels, lugs or studs. Check for thrown lubricant.
16. Re-enter cab. Re-check all gauges. Air pressure should be at maximum.
17. Check parking brake.
18. Check brakes and stoplights. With fully charged system, check air brakes as follows:
 - a. Older tractors (pre-121 brakes):
 - i. Put trailer air supply valve in "Normal". Use treadle valve to apply and release brakes.
 - ii. Release treadle valve and put trailer air supply valve in "Emergency". Trailer brakes should come on and stay on. Return trailer air supply valve to "Normal" and fan down brakes. Re-check for activation of "Low Air" warning at 60 psi. Between 45 and 20 psi, the trailer brakes should come on.
 - b. New tractors (equipped with 121 brakes): WARNING – Because many of the following checks must be performed with parking brake(s) released, driver must remain in vehicle ready to re-apply parking brake(s) if necessary.
 - i. Release all parking brakes.
 - ii. Push trailer air supply valve to "Supply". Use treadle valve to apply and release brakes.
 - iii. Release treadle valve. Place tractor park valve in "Park". Tractor brakes, only, should apply.
 - iv. Apply tractor-trailer park valve. Trailer brakes should apply.
 - v. Release all parking brakes and turn off engine. Use treadle valve to fan down brakes. At 60 psi on primary reservoir, "Low Air" warning should operate and pressure in secondary reservoir should start to drop. Between 45 and 20 psi in secondary reservoir, all brakes should apply.

- c. All tractors:
 - i. Recharge system to check for leaks.
 - ii. Apply service brakes and hold for 1 minute with engine idling. After initial pressure drop of 5-10 psi, pressure drop should not exceed 4 psi.
 - iii. If audible leaks or rapid pressure drop are noted, have leakage corrected before departure.
- 19. Turn off 4-way flasher and actuate left and right turn signals. Proper operation of turn signals can be ascertained by checking front ones.
- 20. Make a test stop before leaving yard. Drain air tanks daily. Check tires twice daily or every 100 miles.
- 21. Use the DVIR form to report vehicle condition at end of run.



Sample: Driver's Vehicle Inspection Report

Check defects only. Explain under Remarks. Completion of this report required by FMCSR 49 CFR 396.11 and 396.13.

Tractor Number or License Plate Number <input type="text"/>	Vehicle Make <input type="text"/>	Total Miles <input type="text"/>	Location <input type="text"/>
Dolly Number <input type="text"/>	Trailer Number or License Plate Number <input type="text"/>	Total Hours <input type="text"/>	Time <input type="text"/>

Code numbers for maintenance department use only.

Power Unit			<input type="checkbox"/> NO DEFECTS
General Condition <input type="checkbox"/> 02 Cab/Doors/Windows <input type="checkbox"/> 02 Body/Doors <input type="checkbox"/> Oil Leak _____ <input type="checkbox"/> Grease Leak _____ <input type="checkbox"/> 42 Coolant Leak <input type="checkbox"/> 44 Fuel Leak <input type="checkbox"/> Air Brake Adjustment _____ <input type="checkbox"/> Drive Line _____ <input type="checkbox"/> Other _____ _____ (Identify)	In-Cab <input type="checkbox"/> 03 Gauges/Warning Indicators <input type="checkbox"/> Brake Air Pressure or Vacuum Gauge <input type="checkbox"/> Brake Failure Warning Light <input type="checkbox"/> Low Pressure Warning Signal <input type="checkbox"/> 02 Windshield Wipers/Washers <input type="checkbox"/> 54 Horn(s) <input type="checkbox"/> 01 Heater/Defroster <input type="checkbox"/> 02 Mirrors <input type="checkbox"/> 15 Steering <input type="checkbox"/> 23 Clutch <input type="checkbox"/> 13 Service Brakes <input type="checkbox"/> 13 Parking Brake <input type="checkbox"/> 13 Emergency Brakes <input type="checkbox"/> 53 Reflective Triangles <input type="checkbox"/> 53 Fire Extinguisher <input type="checkbox"/> Other Safety Equipment <input type="checkbox"/> 34 Spare Fuses <input type="checkbox"/> 02 Seat Belts <input type="checkbox"/> 99 Spill Kit _____ <input type="checkbox"/> Registration/Permits	Exterior <input type="checkbox"/> 34 Lights <input type="checkbox"/> 34 Reflectors <input type="checkbox"/> 16 Suspension <input type="checkbox"/> 17 Tires <input type="checkbox"/> 18 Wheels/Rims/Lugs <input type="checkbox"/> 32 Battery <input type="checkbox"/> 43 Exhaust <input type="checkbox"/> 13 Brakes <input type="checkbox"/> 13 Air Lines <input type="checkbox"/> 34 Light Line <input type="checkbox"/> 49 Fifth-Wheel <input type="checkbox"/> 49 Other Coupling <input type="checkbox"/> 71 Tie-Downs <input type="checkbox"/> 14 Rear End Protection <input type="checkbox"/> Load Covering <input type="checkbox"/> Load Security/Tie-Downs <input type="checkbox"/> 55 Power Liftgate <input type="checkbox"/> Other _____ _____ (Identify)	
Engine Compartment <input type="checkbox"/> 45 Oil Level <input type="checkbox"/> 42 Coolant Level <input type="checkbox"/> Belts _____ <input type="checkbox"/> Air Compressor _____ <input type="checkbox"/> Air Line Connections _____ <input type="checkbox"/> Other _____ _____ (Identify)			

Towed Unit(s)				<input type="checkbox"/> NO DEFECTS
<input type="checkbox"/> 71 Body/Doors <input type="checkbox"/> 71 Tie-Downs <input type="checkbox"/> 34 Lights <input type="checkbox"/> 34 Reflectors	<input type="checkbox"/> 16 Suspension <input type="checkbox"/> 17 Tires <input type="checkbox"/> 18 Wheels/Rims/Lugs <input type="checkbox"/> 13 Brakes	<input type="checkbox"/> 77 Landing Gear <input type="checkbox"/> 59 Kingpin/Upper Plate <input type="checkbox"/> 59 Fifth Wheel (Dolly) <input type="checkbox"/> 59 Other Coupling Devices	<input type="checkbox"/> 79 Rear-End Protection <input type="checkbox"/> 55 Power Liftgate <input type="checkbox"/> Other _____ _____ (Identify)	

Remarks _____

Reporting Driver Signature _____ Date _____ Employee Number _____	Maintenance Action <input type="checkbox"/> Repairs Made <input type="checkbox"/> No Repairs Needed M.O. # _____ Certified By _____ Location _____
Reviewing Driver Signature _____ Date _____ Employee Number _____	

Maintenance Department Remarks _____



Appendix B

References and Resources

California Code of Regulations (CCR Title 13)

General Driving Requirements, Motor Carrier Safety, CCR Title 13, §1212-1213.

Code of Federal Regulations (CFR Title 49)

Hours of Service of Drivers, CFR Title 49, Part 395.

Additional Resources

FMCSA, Guidance Q&A: <https://www.fmcsa.dot.gov/regulations/title49/part/395>



Notes

A large, empty rectangular box with a thin gray border, intended for handwritten notes.

Glossary

air mile (nautical mile). A measure of distance between two locations when traveling by air or water. An air mile is equal to 6,076 ft. A statute mile is equal to 5,280 ft. Thus, 100 air miles is equal to 115.08 statute miles.

commercial motor vehicle (CMV). As it pertains to HOS, any self-propelled or towed motor vehicle used on a public roadway in interstate/intrastate commerce to transport passengers or property when the vehicle:

- (1) Has a gross vehicle weight rating or gross combination weight rating, or gross vehicle weight or gross combination weight, of 4,536 kg. (10,001 lb.) or more, whichever is greater; or
- (2) Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
- (3) Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
- (4) Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 USC 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C. (49 CFR §390.5)

consecutive hours. In reference to HOS, a duty shift that is uninterrupted, regardless of the off-duty time taken within the shift window. When operating under an on-duty limit that is consecutive, the shift is NOT extended by taking a break.

cumulative hours. In reference to HOS, a duty shift that does NOT need to be a continuous window. Driving and on-duty (not driving) time are added together to get the on-duty total. When operating under an on-duty limit that is cumulative, the shift IS extended by taking a break.

Department of Transportation (DOT) shift. Comprised of the hours that count toward a driver's maximum on-duty hours. A DOT shift continues until the driver has taken the required consecutive hours off duty (based on the rule set), thereby resetting the DOT shift. Can also be called DOT hours or HOS hours.

electronic logging device (ELD). A device or technology that automatically records a driver's driving time and facilitates the accurate recording of the driver's hours of service. It is connected to the power unit's engine and the driver uses an installed app on a smartphone, tablet, or some other dash-mounted device to access a record keeping and reporting interface.

gross vehicle weight (GVW). See gross vehicle weight rating (GVWR).

gross vehicle weight rating (GVWR). The loaded weight of a single motor vehicle, as specified by the manufacturer. Loaded weight is the weight of the vehicle plus fluids, fuel, accessories, the driver, passengers, and cargo but does not include trailers or cargo on trailers. The GVWR is commonly found on a metal plate on the inside of the driver's door. (49 CFR §390.5)

gross combination weight (GCW). See gross combination weight rating (GCWR).

gross combination weight rating (GCWR). The sum of the GVWRs (or GVWs) of the motor vehicle and the trailer and cargo in the trailer. (49 CFR §390.5)


MFD. BY MOTOR CO.

DATE: 09/13	GVWR: 4536 KG (10000 LB)	
FRONT GAWR: 2540 KG (5600 LB)	REAR GAWR: 3175 KG (7000 LB)	
WITH LT275/65R20E 126/123R	TIRES	WITH LT275/65R20E 126/123R TIRES
20X8.0J	RIMS	20X8.0J RIMS
AT 450 kPa/65 PSI	COLD	AT 550 kPa/80 PSI COLD

THIS VEHICLE CONFORMS TO ALL APPLICABLE FEDERAL MOTOR VEHICLE SAFETY STANDARDS IN EFFECT ON THE DATE OF MANUFACTURE SHOWN ABOVE.

VIN: 1AT7K3RW3FJA08007
TYPE: TRUCK

F0263
T0556



EXT PNT:

WB	INT	TR	TP/PS	R	AXLE	TR	SPR	
172	7B			X	3J	W	DOLL	
							UTC	3U4Z-1430976-BC

interstate commerce. Trade, traffic, or transportation in the United States:

- (1) Between a place in a state and a place outside of such state (including a place outside of the United States);
- (2) Between two places in a state through another state or a place outside of the United States; or
- (3) Between two places in a state as part of trade, traffic, or transportation originating or terminating outside the state or the United States. (49 CFR §390.5)

intrastate commerce. Any trade, traffic, or transportation in any state which is not described in the term “interstate commerce.” (49 CFR §390.5)

minimum call. The minimum number of hours for which a driver shall be paid.

non-commercial motor vehicle. A motor vehicle or combination of motor vehicles not defined by the term “commercial motor vehicle”, or a vanpool vehicle (as defined below), or when used for purposes other than traveling to and from a work location and transporting not more than 10 persons including the driver. (49 CFR §383.5 and CVC §34509)

normal work-reporting location. The location where a driver reports to and is released from work. (49 CFR §395.1(p))

paid shift. Includes all the hours for which a driver is being paid, which may be greater than the number of hours worked. It might be called work hours or a work shift.

sleeper berth. A designated area for sleeping or resting within a vehicle. This area can only be used for sleeping or resting. It cannot be part of the cargo space. A sleeper berth must conform to standards of size, shape, access, location, exits, equipment, ventilation, occupant restraint, and ability to communicate with the driver. The back of a truck, the cargo space of a van, or a reclined seat do not qualify as sleeper berths. (49 CFR §393.76)

statute mile (road mile). The distance between two locations when traveling over land. An air mile is equal to 6,076 ft. A statute mile is equal to 5,280 ft. Thus, 100 air miles is equal to 115.08 statute miles.

vanpool vehicle. Any motor vehicle, other than a motor truck or truck tractor, designed for carrying more than 10 but not more than 15 persons including the driver, which is maintained and used primarily for the not-for-hire, work-related transportation of adults for the purposes of ridesharing. (CVC §668)