

DRIVER'S LOG AUDIT

METHOD: A in the box indicates a problem in this area. Please reference the Code of Federal Regulations 49 Part 395 for clarification.

Company Name:		Supervisor:	
Driver:		Auditor: Office Tenders, Inc.	Date: 6/4/2013
	AUDIT ITEM	DATE OF VIOLATION	VIOLATION DETAIL
<input type="checkbox"/>	Logs Missing		There must be a log sheet for each day. Exception: two or more consecutive off duty days may be on one sheet.
<input type="checkbox"/>	Miles Missing		The driver who prepares the log must insert the actual miles driven in that 24-hour period on the "Total Miles Driving Today" line.
<input type="checkbox"/>	Name of Carrier Missing/Error		Use the full company name and the full city name and state abbreviation.
<input type="checkbox"/>	Vehicle Numbers Missing		Show the unit numbers of all vehicles operated in the 24-hour period. If unit numbers are not available, the State and license number must be used.
<input type="checkbox"/>	Driver Name Missing		The driver must sign his legal signature.
<input type="checkbox"/>	Co-Driver Name Missing		The driver inserts at least the first initial and last name of his co-driver.
<input type="checkbox"/>	Hours Missing/Error		Record the total hours at the end of each line of the graph. They must total 24 hours.
<input type="checkbox"/>	Break Requirement		A driver may drive a Commercial Motor Vehicle only if it has been 8 hours or less since the last break of at least 30 minutes.
<input type="checkbox"/>	Eleven Hour Violation		After ten consecutive hours off duty, you may not drive more than eleven hours.
<input type="checkbox"/>	Fourteen Hours Violation		After ten consecutive hours off duty, you may not drive after fourteen hours.
<input type="checkbox"/>	Violation of 60/70 Hour Rule		A driver cannot drive after being on duty for 70 hours in any 8 consecutive days. (This rule is 60 hours/7 days for motor carriers operating less than 7 days per week.)
<input type="checkbox"/>	RECAP Section not completed		Each driver should complete the RECAP so that the driver will know if an assigned dispatch can be taken without violating the 60/70 hour regulations. <input type="checkbox"/> Required by Company policy.
<input type="checkbox"/>	34 Hour Reset		Must include 2 consecutive periods from 1:00 to 5:00 AM. At least 168 hours (7 days) must have passed since the start of the last reset period.
<input type="checkbox"/>	Missing Shipping Document		Show a shipping document number for each trip in the 24-hour period. If a numbering system is not used, the name of the shipper and the commodity being transported must be used. State if EMPTY.
<input type="checkbox"/>	Over Maximum Average MPH		Based on pre-selected averages. (<u>May</u> indicate falsification of hours.)
<input type="checkbox"/>	Changes in Duty Status Missing/Error		Use the full city name and state abbreviation for each duty status change. Multiple status changes in the same locale may be bracketed.
<input type="checkbox"/>	Mile Marker, Rest Stop or State Line are not adequate.		These are not adequate for indication of duty status change unless the highway and State abbreviation are also identified.
<input type="checkbox"/>	Pre-Trip and Post trip Inspections not noted		On Duty (Not Driving) Time should be indicated for Post-Trip inspections. Show amount of time if less than 15 minutes. A flag is adequate for pre-trip inspections.
<input type="checkbox"/>	Stop/Start Locations Not Same		The starting location on one log must be the same as the ending location on the previous log, unless the truck's location was changed by another driver.
<input type="checkbox"/>	Graph Incomplete		All time on the graph must be completed. Overlapping time is not allowed.
<input type="checkbox"/>	Entries Not Needed.		"Home Terminal Address"& "From" and "To" are not required entries.
<input type="checkbox"/>	Notes Not Needed		Notes such as "loading", "unloading", "fuel", and "Truck inspection" and not required unless by your company policy.
<input type="checkbox"/>	Log Verification		Date, time, and location do not agree with time-dated fuel receipts or other evidence such as toll receipts, pickup & delivery records, etc.

Notes:

This log audit has been reviewed and the discrepancies noted.	Driver Signature:	Date:
I have discussed this audit and any corrective actions necessary with the driver.	Supervisor Signature:	Date: