

**LOGBOOKS, FORM & MANNER and HOURS OF SERVICE**

Logbook/Record of Duty Status (RODS) violations normally occur because:

- the driver did not know how to fill out the RODS (*education*)
- the driver knew how to fill it out but made an error (*verification*), or
- The driver did not want to fill the log out properly (*motivation*)

By identifying the root cause for each logbook violation, a motor carrier can control the Hours of Service BASIC by implementing one or more of the following corrective measures;

- 1) Specifically address “Hours of Service” and “Drivers Daily Log” in the company Safety Policy.
- 2) Classify Log Falsification as a “Serious” violation.
- 3) Test new-hires to verify their ability to properly complete a logbook; never assume they automatically know how, solely on the basis that they hold a CDL.
- 4) Be sure that all personnel, including dispatch, operations and HR, understand logging issues sufficiently to be able to assist drivers in minimizing errors.
- 5) Facilitate regular daily driver check-calls to report available hours. Have an in-house system to track 60/70 hour on-duty time; verify against driver’s re-cap.
- 6) Ensure trips can be made within the speed limit before dispatching
- 7) Audit logs within 14 days; check for accuracy; consider using scannable logs or auditing service.
- 8) Install Electronic Onboard Recording (EOBR), GPS or other technology to track driver/vehicle status; location, direction, available hours, troubles, etc.
- 9) Produce log violation report (detail and re-cap) by-driver; have driver correct all violations; keep copies in personnel file.
- 10) Produce log violation monthly summary report for management; hold fleet managers responsible for team performance.
- 11) Use “quiz log” exercises during regular safety meetings to ensure understanding.
- 12) Conduct remedial training for violators as needed; conduct refresher training for everyone at least annually.

***Did you know? The top two (2) Driver Violations are for***

***1) Log Violation (General Form and Manner)***

***2) Driver Record of Duty Status Not Current***