ACKNOWLEDGMENT

REGULATIONS AND REQUIREMENTS
FOR COMPLETION OF DAILY LOGS

I hereby acknowledge that I have received a copy of the **Coastal Transport Co., Inc. Regulations and Requirements for Completions of Daily Logs for CTCO Drivers.**

I have hereby read, and do understand, and will agree to comply with CTCO and FMCSR Regulations, as set forth.

_____   _____
Printed Name of Employee   Employee Number

_____   _____
Signature of Employee   Date

Page 1
Please return signed Acknowledgement Form with the Hiring Packet.

Pages 2, 3 and 4 – Driver Copies

COASTAL TRANSPORT CO., INC.

REGULATIONS/REQUIREMENTS FOR COMPLETION OF DAILY LOGS

1. All entries must be legible and in the drivers' own handwriting.
2. Use a ruler or a straightedge for drawing lines.
3. All entries must be in ink.
4. Cross out all mistakes and errors and initial all corrections. Using whiteout is not acceptable.
5. You are not to run pattern logs or falsify your logs.
6. Driving time between points on logs is not to be shown as being covered faster than speed limits or conditions allow.
7. You must log your home terminal time zone.
8. Logs must be dated correctly.
9. Logs must show tractor and trailer numbers.
10. Logs must show total miles driving today.
11. Logs must be signed in full (first, middle initial and last name).
12. Logs must show complete company name, city and state where main office is located.
13. For team operation, both drivers' names must be on the log. Co-driver's name can be printed.
14. Team logs are to match to all locations, driving time, sleeper time, etc.
15. Logs must show shipping document number for each load (Coastal manifest number). For multiple loads enter this number in the remarks section at the location you load, when you load.
16. All changes of duty status must show city and state. (State can be abbreviated)
17. A vehicle inspection report (DVIR) must be logged before every trip, any time you change equipment and at the completion of each day's work. For each <u>PRE-TRIP</u> vehicle inspection, the DVIR must be flagged by driver in remarks section (versus logging 1/4 hour). However, if the inspection takes longer than 7 minutes it should be logged accordingly. A minimum of 1/4 hour must be logged on line 4 and noted in remarks section for each <u>POST-TRIP</u> DVIR.
18. Logs must show tire checks per USDOT Regulations before each trip and each time the vehicle is parked.
19. Loading and unloading times must be logged on duty (line 4) as defined in 395.2.
20. Loading and unloading times and dates on manifest and shipping papers must match same time and dates on logs.
21. Logs must be kept current to the last change of duty status.
22. Time spent when involved in an accident is logged on line 4 and noted in remarks section.
23. All USDOT and state PSC inspections are to be logged on line 4 and noted in remarks section.
24. All hours of service violations are to be noted in the remarks section.
25. Each line of log should be checked for correct addition and total of all lines equal 24 hours.
26. Off duty two or more consecutive days in the same month can be shown on one log.
27. Check for 11 hour violations, 14 hour violations and seventy hour, 8 day violations. (Intra-State Texas only, 12 hour violations, 15 hour violations and seventy hour, 7 day violations.)
28. Recap 70 hour/8 day summary sheet must be maintained daily on inside cover of log book <u>and</u> recap column on the log page at the right side.
29. You must have copies of previous seven day's logs whenever you are on duty.
30. Before being dispatched, driver(s) will hand in log(s) for previous day(s) worked.

Authority= Federal Motor Carriers Safety Regulations, Part 395 - Drivers Hours of Service

The USDOT requires a document number on Driver Daily Logs for identification purposes. (Part 395.5(d)(11)) Coastal uses a manifest number on driver daily logs to comply with this regulation. The above example shows how to record the manifest number on your daily log sheet. For one load or multiple loads, record the manifest number when you are loading the load.

Following the above example, please list all manifest numbers on the activity lines or to the extreme right side or extreme left side of the remarks section.

If using scanable logs, you must keep all information within the white information boxes, with the exception of the remarks and activity section. This is for activity notations, and manifest information that complies with USDOT Regulations.

LOG RECAP – 70 HOURS/8 DAY SUMMARY

Column A – Represents the calendar days (1 to 31) of each month on the Log Recap Sheet.

Column B – Records the total hours worked each day. Entries must be made each day even if a driver does not work. (Top of Column 2 represents last 7 days of preceding month.)

Column C – Records the on-duty hours of a driver for the last eight days, including current day, any number over 70 is a violation.

Column D – Records the on-duty hours of a driver for the last seven days, subtract this number from 70 and it gives a driver the number of hours available for the next day.

Column E – Records the number of hours a driver has available for the next day. (The number obtained from subtraction in Column D above.)

		70 HOURS IN 8 DAYS			70 HOURS IN 7 DAYS		
	4.5	TOTAL ON DUTY HOURS LAST 8 DAYS	TOTAL ON DUTY HOURS LAST 7 DAYS	HOURS FOR ON DUTY TIME NEXT DAY	TOTAL ON DUTY HOURS LAST 8 DAYS	TOTAL ON DUTY HOURS LAST 7 DAYS	HOURS FOR ON DUTY TIME NEXT DAY
	10.25						
	8.0						
	10.5						
	0						
	4.0						
	11.0		48.25				
1	11.5	59.75	55.25	14.75			
2	10.00	65.25	55.00	15.00			
3	9.75	64.75	56.75	13.25			
4	8.25	65.00	54.50	15.50			
5							

In the above example, on the 4th day of the month, the driver worked 8.25 hours and recorded the same in Column B. The driver then totaled the past 8 days and recorded the same in Column C, 65 Hours. The driver is in compliance with the 70 Hours/8 Day Rule. The driver then totaled the past 7 days (54.5 Hours) and recorded the same in Column D.

The driver then subtracted the 54.5 Hours (Column D) from the number 70 (70 Hours/8 Day Rule) and recorded the same in Column E, 15.5 Hours. The driver has 15.5 Hours available for the next work day.

This process must be completed every day. If a driver does not work, a zero (0) must be recorded to maintain the consecutive eight (8) day period. Consecutive days off in one month may be recorded on one (1) log sheet by listing the dates.