

Daily Log Checklist

Check the daily logs your drivers give you. Every page needs:

- correct date
- start time if different than midnight
- name of driver in printed letters
- driver's signature
- name of the co-driver (if applicable)
- odometer reading at the beginning of the day
- odometer reading at the end of the day
- total distance driven by the driver during the day
- commercial vehicle licence plate number or vehicle unit number
- cycle driver is following
- name of every carrier the driver worked with, or for, during the day
- home terminal address/principal place of business of each carrier worked with/for during the day
- total number of hours spent in each duty status
- duty status totals must equal 24 hours
- duty status shown as continuous line made by drawing through each time noted on the log page & time noted every time the driver's duty status changed with vertical line
- name of the municipality or location on a highway, including the name of the jurisdiction, where each change in duty status took place
- 'Deferral - Day 1' or 'Deferral - Day 2' in the Remarks section when off-duty time is deferred
- odometer reading at the beginning and end of each period of personal use
- the previous 14 days off-duty and on-duty time in the Remarks section if the driver was not required to keep a daily log immediately before the current day
- waiting or standby in the Remarks section if the driver is operating under oil well service vehicle hours
- operating under logging truck hours in the Remarks section if the driver is operating under logging truck hours
- CHECK the supporting documents to verify that the daily logs are accurate.