

# Daily Log Completion Exercise (Buses)

## Daily log completion instructions:

1. Using the sample daily log provided and the weekly Payroll Record information shown on the next page, fill in the appropriate portion of the Motor Vehicle Operator's Daily Log sheet. Enter the date, carrier's name, address of the principal place of business for the carrier and the driver's home terminal, the starting odometer reading, the vehicle number or licence plate and driver's name.
2. In the graph portion of the daily log sheet, start recording your time at midnight. Draw a straight line across the rows through the hour markers detailing what you were doing. For example, if you were "Off Duty" from midnight to 6:30 hours, draw a line from the box next to the words "Off Duty" to the line that depicts the 6:30 hour time increment on the sheet in the "Off Duty" row of the graph.
3. When you make a change from one duty status (off duty, sleeper berth, driving, on duty) to another, draw a line straight down from the time you made the change to the new duty status activity. For example, if you go "On Duty" at the company yard, draw a line down along the 6:30 hour mark from where you ended your "Off Duty" to the 6:30 hour mark in the "On Duty" row. You must indicate the municipality and province at each change in duty status in the Remarks section of the log. Only the name of the Province/State can be abbreviated.
4. Continue your line by marking through the quarter, half and hour increment lines until you reach the time when you begin to drive for the day. At that point draw your line up to the "Driving" row. For example if you start to drive at 7:45 hours, mark the time by drawing a line straight along the 7:45 hour mark to the "Driving" row.
5. Assume that you were operating within a 160 kilometer radius of your home terminal and this is the day in which you leave that radius. Use the information in the Weekly Payroll Record on the next page to record your on duty hours for each of the previous 7 days on the daily log.
6. Record the time spent driving by drawing a straight line from the starting time in the "Driving" row to the point where you finish driving and enter into another duty status type. For example, if you start to drive at 7:45 hours and drive for 6 hours, mark the time by drawing a line through the "Driving" row until you reach the 13:45 hr mark. Record the municipality and province.
7. Continue to record the changes in the graph as you work throughout your day. In this case you will conclude your day by going off duty now. Draw a line from the "Driving" row along the 13:45 hour time marker until you reach the "Off duty" row of the graph. Record your location. Then draw you line through the "Off duty" row until you reach the 24:00 hour mark.

8. Finish the daily log at the end of the day by adding the hours in each section starting with the off-duty portion of the day. The duty status totals at the right side of the log sheet should add up to 24 hours. Enter the total number of miles/kilometers that you drove at the top of the log sheet. Sign your name on the sheet attesting to the fact that the record you have completed for the day is accurate and true. A paper log book has multiple copies. Turn the company copy in to the appropriate supervisor and retain a copy for yourself. Ensure you get a minimum of 8 hours off duty before you begin another workshift.
  
9. Continue practicing on the “Blank” daily log page until you are comfortable using the daily log. When you are ready, proceed with the knowledge evaluation.

## Weekly Payroll Record

Company Name: 123 Bussing Ltd.

Company Address: 371 Defending Way, Red Deer, AB T4P 2J8

Driver Name: John Smith

Driver Signature: *John Smith*

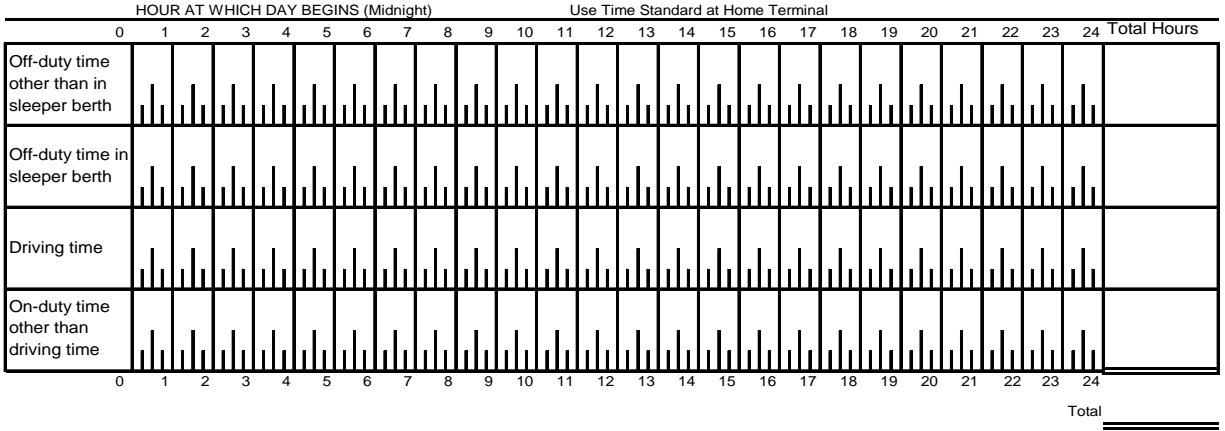
Vehicle: Unit 101

Year/Month/Day	Shift Start	Shift End	Total Hours
1st day worked	0		0
2 <sup>nd</sup> day worked	07:00	15:00	8
3 <sup>rd</sup> day worked	07:30	15:30	8
4 <sup>th</sup> day worked	08:00	16:00	8
5 <sup>th</sup> day worked	08:30	16:30	8
6 <sup>th</sup> day worked	09:00	17:00	8
7 <sup>th</sup> day worked	0		0

**MOTOR VEHICLE OPERATOR'S DAILY LOG**

Date: \_\_\_\_\_

Motor Carrier: _____		Odometer Finish
Principal Address: _____	Vehicle Plate or Unit #: _____	Odometer Start:
Home Terminal Address: _____		Total Distance Driven Today <span style="float:right">km/ml</span>



REMARKS \_\_\_\_\_

Other Motor Carrier (Name & Address) _____ _____ Name of Co-Driver _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2">PERSONAL USE OF COMMERCIAL VEHICLE</th> </tr> <tr> <td>Start Odometer</td> <td>End Odometer</td> </tr> </table>	PERSONAL USE OF COMMERCIAL VEHICLE		Start Odometer	End Odometer
PERSONAL USE OF COMMERCIAL VEHICLE					
Start Odometer	End Odometer				

PREVIOUS DAYS' TIME RECORDS														
Previous Day (first = 1)	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Hours On-Duty														
Total Hours Off-Duty														

Printed Name of Driver \_\_\_\_\_

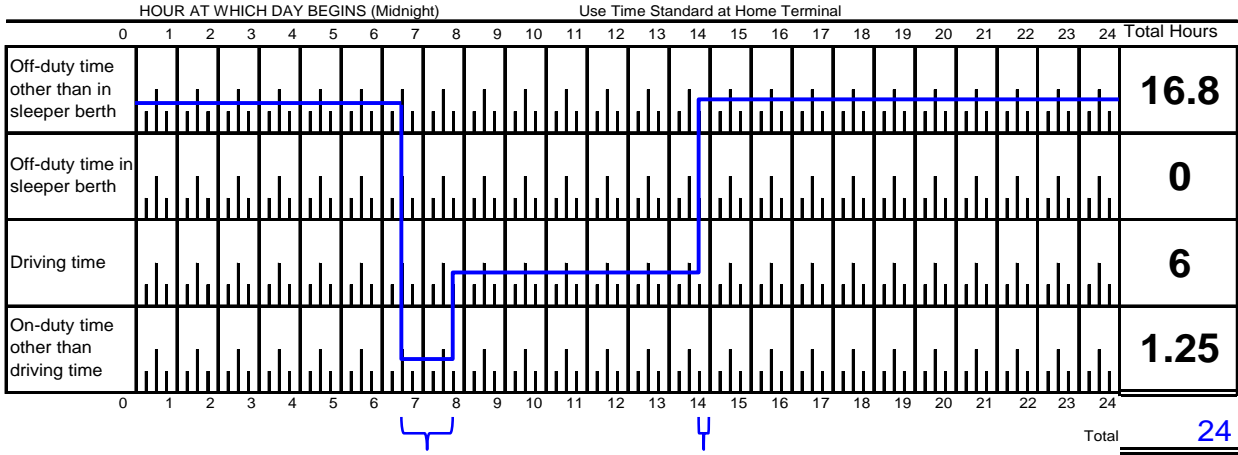
Signature of Driver (Certified True & Correct) \_\_\_\_\_

# Answer Key (Buses)

Date: **20 DEC 2010**

**MOTOR VEHICLE OPERATOR'S DAILY LOG**

Motor Carrier: <b>123 Bussing Ltd.</b>		Odometer Finish: <b>3000</b>
Principal Address: <b>371 Defending Way, Red Deer, AB T4P 2J8</b>	Vehicle Plate or Unit #: <b>101</b>	Odometer Start: <b>2600</b>
Home Terminal Address: <b>371 Defending Way, Red Deer, AB T4P 2J8</b>		Total Distance Driven Today <b>400 km</b>



REMARKS

Red Deer, AB

Edmonton, AB

Total **24**

Other Motor Carrier (Name & Address)

\_\_\_\_\_

Name of Co-Driver \_\_\_\_\_

PERSONAL USE OF COMMERCIAL VEHICLE

Start Odometer	End Odometer
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John Smith

Printed Name of Driver

*John Smith*

Signature of Driver (Certified True & Correct)

PREVIOUS DAYS' TIME RECORDS														
Previous Day (first = 1)	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Hours On-Duty	0	8	8	8	8	8	8	0						
Total Hours Off-Duty	24	16	16	16	16	16	24							