



# Driver Hours of Service (HOS) Compliance Checklist

## Pre-Trip Inspection & Recordkeeping

Ensuring proper documentation and initial setup before a trip begins.

**Trip Start Date**

Enter date...

**Trip Start Time**

**Driver Vehicle Identification Number (VIN)**

**Vehicle Odometer Reading at Start of Trip**

Enter a number...

**Description of any Pre-Trip Vehicle Defects (if any)**

Write something...

### Pre-Trip Inspection Conducted?

- Yes
- No

### Last ELD Certification Date

Enter date...

### Notes regarding planned route and anticipated duty hours

Write something...

## Electronic Logging Device (ELD) Functionality & Maintenance

Verifying the ELD system is operational, accurate, and compliant with regulations.

### ELD Diagnostic Trouble Code (DTC) Count

Enter a number...

### ELD Self-Test Result

- Pass
- Fail

### Last ELD Software Update Date

Enter date...

### Notes from Last ELD Software Update

Write something...

### ELD Data Transfer Method

- Facilitated
- Telematics
- USB

### UCR Safety Measurement System (SMS) Score

Enter a number...

### Proof of ELD Certification

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## Driving & Rest Requirements

Ensuring adherence to mandated driving time limits and required rest breaks.

### Daily Driving Time (Hours)

Enter a number...

### 30-Minute Break Taken (Minutes)

Enter a number...

**30-Minute Break Taken (Yes/No)**

Yes

No

**Date of First Driving Duty Hour**

Enter date...

**Time of First Driving Duty Hour**

**Date of Last Driving Duty Hour**

Enter date...

**Time of Last Driving Duty Hour**

**Cumulative Driving Time (Hours) - For 7/8/30 Day Period**

Enter a number...

**Exempted from 30-Minute Break (Yes/No)**

Yes

No

## Notes Regarding Rest Breaks or Exemptions

Write something...

# Record of Duty Status (RODS) Accuracy

Focuses on correct and timely RODS entries.

## Driving Mode Selected Correctly?

- Driving
- Not Driving
- Off-Duty
- On-Duty, Not Driving
- Personal Conveyance

## Start Time of Last Duty Status Change

## Location (City, State) at Last Duty Status Change

Write something...

## Total Miles Driven (Since Last Status Change)

Enter a number...

**Notes/Comments Regarding Duty Status Change (e.g., reason for status change)**

Write something...

**Was the duty status change accurately recorded in the ELD?**

- Yes
- No
- N/A

**Date of Duty Status Change (if manually verified)**

Enter date...

**Driver Signature (Confirming Accuracy)**

## Supporting Documents & Record Retention

Maintaining required supporting documents and records as per regulations.

**Daily Logbook (if applicable - paper logs)**

 Upload File

**Date of Supporting Document**

Enter date...

### Description of Supporting Document

Write something...

### Mileage Recorded in Document

Enter a number...

### Document Type (e.g., Fuel Receipt, Toll Tag)

- Fuel Receipt
- Toll Tag Statement
- Maintenance Record
- Shipping Manifest
- Other

### Record Retention Expiration Date

Enter date...

### Notes/Comments related to the document

Write something...

### Document Location (Physical or Digital)

- Physical File - Location: [Specify]
- Digital Folder - Path: [Specify]

### Document ID/Reference Number (if applicable)

Enter a number...

## Driver Training & Awareness

Ensuring drivers receive proper training and are aware of HOS rules and company policies.

### Topics Covered in HOS Training (Check all that apply)

- Driving Time Limits (11/14/30-hour rules)
- Rest Break Requirements (30-minute break rule)
- ELD Usage and Certification
- Record of Duty Status (RODS) Procedures
- Supporting Documents (e.g., fuel receipts, toll tags)
- Incorrect/Improper RODS Correction Procedures
- Consequences of HOS Violations (Driver & Company)
- Company-Specific HOS Policies
- Emergency Exemption Procedures

### Driver's Last HOS Training Date

Enter date...

### Number of Hours of HOS Training Received (Typically 2-4 hours)

Enter a number...

## Summary of Key HOS Concepts Discussed in Training

Write something...

## Driver Certification of HOS Understanding

- Understands and Complies
- Needs Additional Training
- Unable to Demonstrate Understanding

## Copy of Driver's Training Record (Certificate or Completion Document)

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## Training Delivery Method

- In-Person
- Online (Webinar)
- Online (Self-Paced Module)

## Notes from Supervisor Regarding Driver's Performance and Understanding of HOS

Write something...

# Company Policies & Procedures

Reviewing and maintaining company policies aligned with HOS regulations.

## HOS Policy Statement

Write something...

## Maximum Consecutive Driving Days Allowed

Enter a number...

## Company Policy Regarding Driver's Duty Status Corrections

- Must be done immediately with supervisor approval
- Allowed within 24 hours with proper documentation
- Other (specify in LONG\_TEXT)

## Prohibited Activities During Duty Hours (according to company policy)

- Personal Phone Calls
- Streaming Services
- Social Media Usage
- Sleeping in the Truck (unless authorized)
- Other (specify in LONG\_TEXT)

## Last Policy Review Date

Enter date...

## Procedure for Reporting HOS Violations

Write something...

### Method for Driver Communication Regarding Policy Changes

- Email
- Company Intranet
- Team Meetings
- Posted Notices

### Copy of Current HOS Policy Document

 Upload File

## Audit & Reporting

Establishing procedures for periodic audits and generating necessary reports.

### Last Audit Date

Enter date...

### Number of ELD Logs Reviewed

Enter a number...

### Summary of Audit Findings

Write something...

### Areas of Non-Compliance Found (Select all that apply)

- RODS Errors
- Incorrect Duty Status
- Insufficient Rest Breaks
- ELD Malfunction
- Supporting Document Issues
- Training Deficiencies
- Other

### Corrective Actions Taken (Detailed description)

Write something...

### Date of Corrective Action Implementation

Enter date...

### Supporting Documentation for Audit (e.g., Audit reports, logs)

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### Audit Result

- Compliant
- Minor Non-Compliance
- Major Non-Compliance