✅ ChecklistGuro

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

⬆ Upload File

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)

⬆ Upload File

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)

⬆ Upload File

Audit Result

☐ Compliant

☐ Minor Non-Compliance

☐ Major Non-Compliance