



# RECORD OF DUTY STATUS

Driver's Name(Print & Sign): \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Date	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals
Sunday	Off-Duty																									
	Driving																									
	On-Duty-Not Driving																									
	Remarks																					Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>			
Home Terminal Address: 1427 Northwest Blvd, Creston BC V0B 1G6																										
Monday	Off-Duty																									
	Driving																									
	On-Duty-Not Driving																									
	Remarks																					Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>			
Home Terminal Address: 1427 Northwest Blvd, Creston BC V0B 1G6																										
Tuesday	Off-Duty																									
	Driving																									
	On-Duty-Not Driving																									
	Remarks																					Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>			
Home Terminal Address: 1427 Northwest Blvd, Creston BC V0B 1G6																										
Wednesday	Off-Duty																									
	Driving																									
	On-Duty-Not Driving																									
	Remarks																					Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>			
Home Terminal Address: 1427 Northwest Blvd, Creston BC V0B 1G6																										
Thursday	Off-Duty																									
	Driving																									
	On-Duty-Not Driving																									
	Remarks																					Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>			
Home Terminal Address: 1427 Northwest Blvd, Creston BC V0B 1G6																										
Friday	Off-Duty																									
	Driving																									
	On-Duty-Not Driving																									
	Remarks																					Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>			
Home Terminal Address: 1427 Northwest Blvd, Creston BC V0B 1G6																										
Saturday	Off-Duty																									
	Driving																									
	On-Duty-Not Driving																									
	Remarks																					Cycle 1 <input type="checkbox"/>	Cycle 2 <input type="checkbox"/>			
Home Terminal Address: 1427 Northwest Blvd, Creston BC V0B 1G6																										

## Instructions for Using This Form



### Eligibility:

This form is to be used by operators to meet their driver hours of service

1. The driver stays within 160 km radius of his or her home terminal
2. The driver returns to his/her home terminal each day, to begin an 8 consecutive hour off-duty period
3. The operator maintains records for each day
4. The operator keeps these records for six months

### Filling out the form:

1. Every hour of the 24-hour day must be accounted for
2. Starting from the left side of the grid (midnight), draw a horizontal line within the appropriate duty status field to account for time spent in that duty status, in 15 minute increments
3. Draw a vertical line where a change of duty status occurs
4. Total the hours spent in each of the three duty status' at the right side of the form. These must add up to 24 hours
5. Use the remarks column to indicate when the driver utilizes the off-duty deferral provision (48-hour averaging) or extends the 13 hour driving limit and reduces the required daily off-duty time due to adverse driving conditions or in emergencies

### For example, here is how the form would record a driver who...

Is off duty from midnight to 7:00 am  
 Goes on-duty at 7:00 am and does a 15 minute pre-trip inspection  
 Drives for 45 minutes  
 Has ½ hour break between routes ("on duty-not driving" if not relieved of responsibility)  
 Drives for another 45 minutes  
 Stops for refueling for 15 minutes  
 Drives for another 15 minutes to get back to home terminal at 9:45 am and then goes of-duty until 3:00 pm  
 Returns to duty at 3:00 pm and drives for 30 minutes  
 Has ½ hour break between routes ("on duty-not driving" if not relieved of responsibility)  
 Drives for 30 minutes, arriving back at home terminal at 4:30 pm and spends 15 minutes cleaning the bus  
 Goes off-duty from 4:45 pm for the rest of the day

Date	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals
	Off-Duty																									19.5
	Driving																									2.75
	On-Duty-Not Driving																									1.75
	Remarks																						Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>	24	

### Disclaimer

This form was created by MCC as a tool to help bus operators meet their record-keeping obligations under the new Driver Hours of Service Regulations based on MCC's interpretation of the regulations at time of printing (October 2006). This form, in our view, captures all the data necessary for operators to comply with the intent of the regulation, and for enforcement agencies to ascertain compliance with the rules in the interest of road safety. This form has no official sanction or status and has not been endorsed by government. At time of printing we obtained an indication from government that the form *should* be adequate, however this is subject to change. MCC assumes no responsibility for any costs, losses or damages that may result from the use of this form. For all purposes of interpreting and applying the law; users should