

# RECORD OF DUTY STATUS



Driver's Signature \_\_\_\_\_

Driver's Name: \_\_\_\_\_

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
	Off-Duty																									
	Driving																									
	On-Duty-Not Driving																									
	Remarks																					Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>			

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## Instructions for Using This Form



### Eligibility:

This form is to be used by operators to meet their driver hours of service record-keeping obligations in lieu of drivers having to keep detailed daily logs, provided:

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 off-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

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	Off-Duty	[Step function line: High from 1-7, Low from 7-10, High from 10-16, Low from 16-17, High from 17-24]																							19.5	
	Driving	[Step function line: High from 7-8, Low from 8-9, High from 9-10, Low from 10-11, High from 11-12, Low from 12-13, High from 13-14, Low from 14-15, High from 15-16, Low from 16-17, High from 17-18, Low from 18-19, High from 19-20, Low from 20-21, High from 21-22, Low from 22-23, High from 23-24]																							2.75	
	On-Duty-Not Driving	[Step function line: High from 8-9, Low from 9-10, High from 10-11, Low from 11-12, High from 12-13, Low from 13-14, High from 14-15, Low from 15-16, High from 16-17, Low from 17-18, High from 18-19, Low from 19-20, High from 20-21, Low from 21-22, High from 22-23, Low from 23-24]																							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 forms *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 always consult the official regulations