

Appendix A - VARIOUS LOG VIOLATIONS

SITUATIONS ALWAYS INDICATING A FALSE LOG:

Logging other than the **true and correct time** of an activity.

Failure of the driver to log a fuel stop.

Fueling while showing “off-duty” on the log.

Fueling in the middle of a sleeper-berth period.

Logging “local time” in another time zone for a fuel stop when the event occurred at home-time.

A solo driver showing the start of a “sleeper berth” or “Off-duty” in one city/location and showing the end of the sleeper berth or off-duty in another city/location.

Driver’s total mileage shows having traveled a great distance in a short time (Generally Over 500 miles in a day for a solo driver).

Driver does not show where a duty status starts or ends.

SITUATIONS A COMPANY/ORGANIZATION MUST AVOID:

A driver turns in false logs over a period of months.

A driver fails to *complete* logs.

A driver fails to turn logs in or within *13 days* as required by regulations.

Logs are *not checked* for accuracy.

Supporting documentation is lacking for logs.

A management system is lacking to *systematically review logs* or prevent future violations.

No documentation of log audits showing disciplinary follow-ups, warnings or counseling.

Appendix B - SAMPLE WARNING LETTERS

For Major Violations

First Letter

RE: Hours of Service Violation - FIRST OFFENSE-VERBAL WARNING

A recent audit has shown that your logs are not in compliance as required under Part 395 of the Federal Motor Carrier Safety Regulations and Company Policies. You must attend log book training. Please make sure that the entries you make on your daily log are true and correct. It is important that the dates and times on freight bills, fuel receipts, and scale tickets match your daily log entries.

Daily logs must be submitted with each trip envelope. The trip envelope must also include supporting documents as freight bills, receipts, etc.

Please review the attached violations. (List any errors or falsifications here.)

Second Letter

RE: Hours of Service Violation - SECOND OFFENSE-WRITTEN WARNING

This letter is your written warning for your 2nd OFFENSE as required by Company Log Rules and Regulations. Please be advised you will remain on log audit and should you have a 3rd offense within six (6) months of your 1st Offense, you will be suspended for a period of five (5) days.

Please review the attached violations. (List any errors or falsifications here.)

Third and Final Letter

Before Termination of Employment

You have had a third violation of the 10-11/14-15/60-70 hour rule. As required by Company policies and procedures, logging rules and regulations, you must be suspended for 5 calendar days. Please plan your route home for the required 5 calendar days. Note: If you violate the hours of service regulations again within six (6) months from the date of your first verbal warning your employment may be terminated.

Please review the attached violations. (List any errors or falsifications here.)