



Log Compliance Information

The following information is being provided to assure you understand that the Hours of Service and Log Compliance rules are required for all interstate drivers according to the Department of Transportation regulation (395.3) and Allied Van Lines, Inc. (AVL)

It is a requirement that all drivers requesting qualification with Allied Van Lines know this information and agree to abide by them for as long as they are qualified with AVL. If you do not understand these rules and regulations, please discuss this with the Representative of the agent for whom you are considering driving.

Finally, after you have reviewed this information, you will need to sign the "Qualification Receipts Form" located in the qualification packet. The Agent Representative from the agent out of which you work must also sign this form. By signing this form, you are representing to North American, promulgated by the DOT, including the Hours of Service rules and the Log Compliance rules, that you understand your responsibility in following the rules and regulation and that you agree to abide by these rules and regulations for as long as you are qualified with Allied Van Lines.

The logs provided by AVL cover a one-day period. Drivers are to submit their logs along with the corresponding Miles and Fuel documents and fuel purchase receipts once a week. These documents should be sent to Safety Administration using the pre-addressed envelopes found in the log book. Failure to comply with this requirement will result in suspension of the driver until all required logs are received.

Hours of Service - Every agent and driver must comply with Part 395 of the Federal Motor Carrier Safety Regulations concerning hours of service.

11 Hour Rule – A driver may not drive more than 11 hours without taking 10 consecutive hours off-duty. If the driver has had several short periods of off-duty time, these will not restore the driver's driving time even though they may add up to 10 hours. The off-duty requirement is 10 hours in one continuous period. Once the driver has accumulated the 11 hours of driving, regardless of what time of day it is, the driver must take 10 consecutive hours of off-duty time. The 10 consecutive hours of off-duty can be accumulated in any combination of line 1 and line 2 as long as the time is not interrupted by line 3 and/or 4 activities.

**** Effective 7/1/13 – A driver cannot drive past the 8th hour of coming on duty unless they have taken a 30 minute or more off duty / sleeper berth break. Line 1 or 2 of the log book.**

14 Hour Rule – A driver may not drive following the 14th hour after coming on- duty. The driver may continue to perform non-driving duties after the 14th hour, but the driver must have at least 10 consecutive hours off duty before the driver may drive again. The 10 consecutive hours off-duty can be accumulated in any combination of line 1 and line 2 as long as the time is not interrupted by line 3 and/or 4 activities. Also note, meal breaks and other off-duty time do not extend the 14 hours. The 14 hours are consecutive from the time the driver starts any on-duty or driving time. **** Effective 7/1/13 – A driver cannot drive past the 8th hour of consecutive hours on duty unless they have taken a 30 minute or more off duty / sleeper berth break. Line 1 or 2 of the log book.**

70-Hour Rule – A driver must immediately stop driving whenever the driver accumulates 70 hours on-duty in 8 consecutive days. Before driving again, the driver must be off-duty until the total on-duty hours drop below 70. The driver may then resume driving, but only until the driver's on-duty time again reaches 70 hours. The 70 hour limitation applies to the immediately preceding 8 consecutive days. Therefore, the number of driving hours the driver has available may change from day to day. The driver can determine available hours by totaling on-duty hours, line 3 and line 4 activities, for the past 7 days and subtracting them from 70. The difference will be the available on-duty hours for the next day. A driver may "restart" an 8 consecutive-day/70 hour period after taking **34** or more consecutive hours off-duty. **The 34 hour restart provision to clear the 70 hour clock must include at least 2 hours off duty / sleeper-berth periods from 1:00 am to 5:00 am. This 34 hour restart provision can only be used once per week, or 168 hours, measured from the beginning of the previous restart. (Once every 168 hours in 7 days). The 34 hour restart is optional.**

Sleeper Berth Provision

Drivers using the sleeper berth provision must take at least 8 consecutive hours in the sleeper

berth, plus a separate 2 consecutive hours either in the sleeper berth, off duty, or any combination of the two.

The above comprises only the basic rules for hours of service. Additional restrictions and exceptions are stated in the Federal Motor Carrier Safety Regulations Handbook (Section 395) and must be adhered to. Failure to comply with these rules will result in the assessment of violation points and possible disqualification of the driver.

Additional Information for Logging

1. All drivers are required to perform a pre-trip inspection of all vehicles each day prior to your driving time. All time spent performing the daily pre-trip inspection must be logged on line 4 of your time graphs as “*on-duty not driving.*” In the case of a team operation, only one member of the team will be required to log the pre-trip inspection.
2. **Federal/State Scale/Roadside Inspection** – Must be forwarded to the Safety Administration department as soon as possible. Any noted defect must be repaired immediately and proof of correction must be forwarded with the inspection form. The states requires this form to be returned to them by Safety within 15 days from the inspection date. All time at a State Scale Inspection must be logged as line 3 or 4 on your time graph. If you are instructed by the inspector to stay behind the wheel during the inspection, this would be considered line 3 (driving time).
3. **Accidents** – While at the scene of a traffic accident in which you are involved, it should be logged as “*line 4, on-duty not driving.*” Write the word “*accident*” in the **Remarks Section** and show the full name of the nearest city and state.

HOW TO LOG DAILY OPERATIONS

ALLIED		DRIVER'S DAILY LOG (One Calendar Day - 24 Hours)		CARRIER: Allied Van Lines, Inc. NAME & ADDRESS: 5001 U.S. HIGHWAY 30 WEST FT. WAYNE, IN 46818	
Month: 02	Day: 01	Year: 13	Total Miles / Kilometers Driven Today: 12 3 1 5	I certify these entries are true and correct. I agree to drive in a safe and professional manner.	
Tractor / Co. Truck 5 Digit AVL #			Driver's 5 Digit Code	Driver's name (Please print): John Doe	
Tractor Number (if none, leave blank): 1 1 1 2 3			Co-Driver's Code (if none, leave blank): 3 0 1 2 3 4	Driver's signature in ink: <i>John Doe</i>	
Plate (Co-Driver's Name (if none, leave blank))					

		USE TIME STANDARD AT AGENCY																									
		MID-NIGHT												NOON												TOTAL HOURS	
		1	2	3	4	5	6	7	8	9	10	11	1	2	3	4	5	6	7	8	9	10	11				
1: Off Duty																										14	
2: Sleeper																										0	
3: Driving																										9	
4: On Duty (not driving)																										1	
REMARKS:																										24	
		Must Total 24 Hours																									

Reg. Number / Load Identification: 1 2 3 4 5 6	Agent Code: 0 0 1 2 0 0 1	Agent Name: Excellent M & S	Home Terminal - Agent City, State: Anywhere, State
--	---------------------------	-----------------------------	--

DAILY VEHICLE CONDITION REPORT											
THIS IS AN END OF THE DAY INSPECTION (FMCSR 396.11). IF ANY COMPONENTS ARE FOUND TO BE DEFECTIVE, PLACE AN (X) IN THE APPROPRIATE BOX. IF NO DEFECTS ARE FOUND, PLACE AN (X) IN THE BOX MARKED "NO DEFECTS".											
<input type="checkbox"/> 1. Air Hoses and Connectors	<input type="checkbox"/> 4. Tires	<input type="checkbox"/> 7. Triangles and Fuses	<input type="checkbox"/> 10. Parking Brakes	<input type="checkbox"/> 13. Speedometer							
<input type="checkbox"/> 2. Coupling Devices	<input type="checkbox"/> 5. Glass and Mirrors	<input type="checkbox"/> 8. Horn (Air and/or Electric)	<input type="checkbox"/> 11. Steering Mechanism	<input type="checkbox"/> 14. Lights and Reflectors							
<input type="checkbox"/> 3. Wheels and Rims	<input type="checkbox"/> 6. Fire Extinguisher	<input type="checkbox"/> 9. Windshield Wipers	<input type="checkbox"/> 12. Service Brakes	<input checked="" type="checkbox"/> 15. NO DEFECTS							
										DRIVER'S SIGNATURE: <i>John Doe</i>	

1. Print your full name legibly.
2. Sign your full name. This must be your legal signature.
3. Record your 5-digit Safety Registration Number here. Be sure to enter your correct number so that you will receive credit for your log.
4. If you regularly report to an agent or to a AVL location other than Fort Wayne, print that city and state here. If you regularly report to the Fort Wayne office, print FORT WAYNE, IN on this line.
5. On these lines you must show the date of the log and the power unit number you are operating. If you have a trailer on this date, record the trailer number also. All vehicles must be identified on the log by their 6-digit unit number.
6. If you are the lead driver in a double operation, print the name of the other driver and their Reg. No. here. If you are the co-driver, print the name of the lead driver and their Reg. No. here.
7. Complete the graph by drawing a straight line through the entire time period that you remained in the same duty status. Use a ruler if possible. Be sure to show your duty status correctly according to what you were doing.
 - 1) **Off Duty** – All time, except that spent in a sleeper berth, when the driver is not working, is not required to be in readiness to work, or is not under any responsibility for performing work.
 - 2) **Sleeper Berth** – All time spent resting in a sleeper berth.
 - 3) **Driving** – All time spent at the driving controls of a commercial motor vehicle in operation.
 - 4) **On Duty (Not Driving)** – All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

Following are some examples of when "On Duty Not Driving" applies: Riding in the passenger seat, loading or unloading, inspecting your vehicle or being inspected, fueling or having repairs done, while at the scene of an accident. There are many other times when "On Duty Not Driving" is the correct status. Call the Safety Department 800.765.3784 whenever you have any

questions. Always use home terminal time when completing your log. Begin each day at midnight and end at midnight. All 24-hours of each day must be logged. When your duty status changes, draw a vertical line to the new duty status as shown in the example.

8. Each time you change your duty status, draw a line down from the time of change and print the city and state where the change occurred (Pre-Trip Inspection – PTI). Do not show what you were doing, but rather the location where the change took place. Be sure to print legibly.
9. At the end of the day, add up your hours for each duty status line and record the totals in these spaces.
10. Add the totals above and enter the grand total here. The grand total must equal 24-hours.
11. The “REMARKS” area can be used for other comments you may wish to record as long as these comments do not interfere with your city/state locations.
12. Record only your miles here. Do not include miles driven by another driver. Each driver must complete his or her own log showing only his or her miles driven.
13. If you had a shipment any time during the day, record the contract number of that shipment here. If you are empty, record “empty.”
14. The Vehicle Condition area must be completed and signed at the end of each working day. Refer to the legend printed in the inside edge of the log document. Be sure to record the 6-digit power unit and trailer numbers on the lines labeled PWR and TRLR.
15. Your log must always be kept current to your last change of duty status. If you are inspected and your log is not current, you will be found in violation.
16. Upon completion of each day’s log, be sure to record all line 3 and line 4 time on the front cover of this book as HOURS ON-DUTY TODAY.

PROTECT “YOUR” CSA SCORE

HOW TO BE SUCCESSFUL UNDER CSA

Under the Department of Transportation’s Compliance, Safety, Accountability (CSA) initiative, roadside inspection data is used to score and track driver safety performance. Your CSA score is a critical part of your safety record and violations remain on your record for 36 months. They will also follow you if you want to change carriers. Like your CDL, you must protect your CSA record by always operating in a safe and legal manner. Following is a check sheet of important reminders that will help you be successful under CSA:

DRIVE SAFELY

- ___ **WEAR YOUR SEAT BELT** – Failing to wear a seat belt is unsafe and a serious CSA violation.
- ___ **DO NOT SPEED** – Law enforcement does not have a built in tolerance that allows driving above the posted speed limit. Always drive at or below the speed limit.
- ___ **NO CELL PHONE** - Never use a cell phone when operating a commercial motor vehicle.

- _____ **NO ALCOHOL OR DRUGS** - Never use alcohol before going on duty - **even a trace of alcohol in your system or the possession of alcohol (even an empty container in your truck or trailer) is prohibited and will result in immediate disqualification from the fleet.** Never allow anyone to bring alcohol or drugs into your unit. You will be held responsible.

LOGGING

- _____ **STAY CURRENT** - Keep your log current to the last change of duty status. **IF YOU ARE CURRENTLY DRIVING AND HAVE NOT UPDATED YOUR LOG TO INDICATE YOU ARE ON LINE THREE (DRIVING) YOUR LOG BOOK IS NOT CONSIDERED CURRENT.**
- _____ **LOG BOOK** - Always carry a log for the current day and for the 7 days prior. If you do not have 8 days worth of logs in your possession you will be placed out-of-service by law enforcement and possibly fined.
- _____ **FALSE LOGS** – Always log what you do. Anything with a time, date or location can be verified against your log entries.
- _____ **HOURS-OF-SERVICE** – Always work within the Federal Hours of Service Regulations (11, 14 & 70 hour rules)

KEEP THE FOLLOWING PAPERWORK CURRENT AND WITH YOU AT ALL TIMES

- _____ **LICENSE** - Must be current and valid for type of vehicle being operated
- _____ **MEDICAL CARD** - Must be current and have proper signatures (driver and doctor)
- _____ **INSURANCE** - Card must be current and for the state of the vehicle's registration
- _____ **REGISTRATION** - Must be current and be sure it is legal for the equipment being used
- _____ **TRACTOR INSPECTION** - Keep a current **DOT** inspection in your tractor permit book at all times.
- _____ **TRAILER INSPECTION** - Keep a current **DOT** Inspection in the permit holder on the front of your trailer at all times.
- _____ **RIDER AND HELPER AUTHORITY** - You must have a Van Line approved Rider Authority for anyone riding on your unit (laborers must also have a criminal background check through the van lines to be certified). **NO HITCH HIKERS UNDER ANY CIRCUMSTANCES.**
- _____ **CERTIFIED LEASE AGREEMENT**- All units must have a properly signed certified lease agreement (NORTH AMERICAN AGENT'S TRUCKING AGREEMENT) from North American at all times

_____ **CONTRACTS-** All **INDEPENDENT CONTRACTORS** must also have their ‘**Statement of Lease**’ from their **ICOA CONTRACT** with them at all times (**if you purchase another truck be sure to have the agreement updated with the legal info for the new truck**).

EQUIPMENT

_____ **PRE-TRIP / POST-TRIP INSPECTION** - Do a proper pre-trip inspection every day and repair all defective equipment before starting a trip.

_____ **LIGHTS** - Make sure all lights are working.

_____ **TIRES** - Tires must have adequate tread (4/32” or greater for steer tires and 2/32” or greater for drive tires at the lowest tread point). No cuts, exposed fabric or air leaks and no flat spots that are under minimum tread depth.

_____ **EMERGENCY EQUIPMENT** - Maintain emergency equipment including a fully charged and securely mounted fire extinguisher and three emergency triangles.

_____ **CONSPICUITY TAPE** - Reflective tape is on each unit in the proper location

_____ **WINDSHIELD** - Clean, no damage, wipers operating with wiper fluid in reservoir

_____ **FLUID LEAKS** - No noticeable oil or fluid leaks anywhere on the unit

_____ **BRAKES** - Push-rod travel adjusted, adequate brake pads, no audible air leaks and no chaffing/kinking of hoses

MOST IMPORTANTLY-ALWAYS-ALWAYS-ALWAYS DRIVE LEGALLY AND SAFELY!

- ✓ Do not speed and always obey the traffic laws – In addition to potentially being unsafe, traffic violations are the most common reason drivers are stopped for roadside inspection
- ✓ Obey the logging rules and comply with all hours-of-service regulations
- ✓ Drive defensively to avoid being involved in an accident
- ✓ Never back your truck up without someone to act as a spotter (always know how much room you need)

Hours Limitations For All Drivers D.O.T. Regulation 395.3

There are three (3) basic rules which apply to how you record your time among the four (4) duty classifications. These are the Eleven (11) Hour Driving Rule, the Fourteen (14) Hour On Duty Rule, and the Seventy (70) Hour Maximum On Duty Rule. Each of these rules are explained below.

11 Hour Rule - A CMV driver may drive **11** hours after taking **10 consecutive** hours off-duty/sleeper berth.

14 Hour Rule - A CMV driver may not drive beyond the **14th hour** after coming on-duty, regardless of their duty status, following **10 consecutive** hours off-duty/sleeper berth.

**** Sleeper berth exception:**

- 1) CMV drivers using the sleeper berth provision **must** take at least **8 consecutive hours in the sleeper berth, PLUS** a separate period of **2 or more consecutive hours** either in the sleeper berth, off duty, or any combination of the two.
- 2) Driving time in the period immediately before & after each rest period when added together does not exceed 11 hours; and
- 3) When using the sleeper berth provision, the break period of less than 8 consecutive hours in the sleeper berth **will be** counted in the 14-hour calculation.

***Note-Effective 7/1/13:**

A driver cannot drive unless they have taken a 30 minute off-duty or sleeper berth break within the first 8 hours of coming on duty.

70 Hour Rule - A commercial motor vehicle driver may not drive after 70 hours on duty (driving & on-duty not driving) in 8 consecutive days.

****** A driver may restart an 8 consecutive day period after taking **34** or more **consecutive** hours off-duty.

***Note-Effective 7/1/13:**

The 34 hour restart provision to clear the 70-hour clock must include at least 2 off-duty/sleeper berth periods from 1:00 a.m. to 5:00 a.m. The 34 hour restart provision can only be used once a week (once every 168 hours in 7 days).

ADDITIONAL LOGGING INFORMATION

1. **Pre-Trip Inspections (392.7,8)(396.13)** - All drivers are required to perform a pre-trip inspection of all vehicles each day prior to driving. All time spent performing the daily pre-trip inspection must be logged on line 4 of the time graph as "On Duty Not Driving".
2. **Federal/State Inspections** - All Federal/State Driver and/or Vehicle Inspections must be forwarded to the carrier's Safety Department as soon as possible. Any noted defect must be repaired immediately and proof of correction forwarded with the inspection form. The states require the carrier to return this document to them within 15 days of the inspection date. All time spent at an inspection must be logged on line 3 or line 4.
3. **Accidents** - All time spent at the scene of a traffic accident must be logged on line 4, On Duty Not Driving. Write the word "Accident" in the Remarks Section and show the full name of the nearest city and state.
4. **Drug and Alcohol Testing** - All time commuting (line 3) and giving samples (line 4) must be logged.

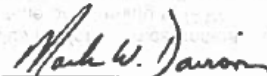
DOUBLE OPERATION

1. Each driver must have his/her own log book.
2. Each driver must indicate his/her own driver number on each log sheet. Lead drivers must indicate the name and driver number of the co-driver. The co-driver must indicate the name of the lead driver and driver number in the appropriate area marked "name of co-driver."
3. Each driver must indicate the mileage he/she alone has driven on the line marked "total mileage, driven today."
4. **ONLY THE LEAD DRIVER** should fill out the "Miles and Fuel by State" document. The lead driver must record the total miles and total fuel purchased for both drivers on his "Miles and Fuel by State" document.
5. If the co-driver is riding in the passenger seat, he/she must log it as "on duty not driving, Line 4."
6. Remember all time in line 3 and line 4 counts, if you work, load or unload, and then drive - you still cannot drive more than 11 hours and be on duty a total of more than 14 hours or all driving must be done within the first 14 hours of the total on duty time.
7. Both lead driver and co-driver logs must be mailed together with the Miles and Fuel by State Document.
8. All drivers are required to perform a pre-trip inspection of all vehicles each day prior to your driving time. All time spent performing the daily pre-trip inspection must be logged on line 4 of your time graph as "on duty not driving." In the case of a team operation, only one member of the team will be required to log the Pre-trip inspection on Line 4 for each day logged.

OFF-DUTY TIME FOR MEALS AND ROUTINE STOPS

In compliance with DOT Regulations 395.2, you are hereby notified that you are relieved from any and all duty when making meal or routine stops while enroute to a destination. The duration of your relief shall not be less than 30 minutes nor more than one hour and 30 minutes. The meal or routine stop may be logged as "off-duty" time.

This notice satisfies the requirement that you must be "relieved" from work in order to log yourself off-duty for meals and routine stops. You should show this statement to any state or federal law enforcement official or inspection officer who may question your off-duty status.



Mark Davison
Director, Safety Administration

HOW TO LOG DAILY OPERATIONS



DRIVER'S DAILY LOG (One Calendar Day - 24 Hours)

CARRIER: Allied Van Lines, Inc.
NAME & ADDRESS: 5001 U.S. HIGHWAY 30 WEST
FT. WAYNE, IN 46818

Month: 02	Day: 01	Year: 13	Total Miles / Kilometers Driven Today: 12 3 1 5	I certify these entries are true and correct. I agree to drive in a safe and professional manner.
Tractor / Or Truck 5 Digit Unit #			Driver's 5 Digit Code	Driver's name (Please print) John Doe
Tractor Number (2 rows, leave blank)			Co-Driver's Code (2 rows, leave blank)	Driver's signature in full John Doe
1 1 1 2 3			6	Print Co-Driver's Name (2 rows, leave blank)

USE TIME STANDARD AT AGENCY													
MOON												TOTAL HOURS	
1: Off Duty	[Graph showing 14 hours off duty]												14
2: Sleeper	[Graph showing 0 hours sleeper]												0
3: Driving	[Graph showing 9 hours driving]												9
4: On Duty Not Driving	[Graph showing 1 hour on duty not driving]												1
REMARKS:												TOTAL 24	
Northeast, PA PTI Olmstead, OH Toledo, OH Troy, MI												Mac Total 24 hours	

Reg. Number / Load Identification: 1 2 3 4 5 6	Agent Code: 0 0 1 2 0 0 1	Agent Name: Excellent M & S	Home Terminal - Agent City, State: Anywhere, State
--	---------------------------	-----------------------------	--

DAILY VEHICLE CONDITION REPORT

THIS IS AN END OF THE DAY INSPECTION (FMCSR 206.11). IF ANY COMPONENTS ARE FOUND TO BE DEFECTIVE, PLACE AN (X) IN THE APPROPRIATE BOX. IF NO DEFECTS ARE FOUND, PLACE AN (X) IN THE BOX MARKED "NO DEFECTS".

<input type="checkbox"/> 1. Air Hoses and Connectors	<input type="checkbox"/> 4. Tires	<input type="checkbox"/> 7. Triangles and Fuses	<input type="checkbox"/> 10. Parking Brake	<input type="checkbox"/> 13. Speedometer
<input type="checkbox"/> 2. Coupling Devices	<input type="checkbox"/> 5. Glass and Mirrors	<input type="checkbox"/> 8. Horn (Air and/or Electric)	<input type="checkbox"/> 11. Steering Mechanism	<input type="checkbox"/> 14. Lights and Reflectors
<input type="checkbox"/> 3. Wheels and Rims	<input type="checkbox"/> 6. Fire Extinguisher	<input type="checkbox"/> 9. Windshield Wipers	<input type="checkbox"/> 12. Service Brakes	<input checked="" type="checkbox"/> 15. NO DEFECTS

DRIVER'S SIGNATURE: John Doe

- Print your full name legibly.
- Sign your full name. This must be your legal signature.
- Record your 5-digit Safety/Driver Code here. Be sure to enter your correct number so that you will receive credit for your log.
- If you regularly report to an agent or to an Allied location other than Fort Wayne, print that city and state here. If you regularly report to the Fort Wayne office, print FORT WAYNE, IN on this line.
- On these lines you must show the date of the log and the tractor number you are operating. If you have a trailer on this date, record the trailer number also. All vehicles must be identified on the log by their 5-digit unit number.
- If you are the lead driver in a double operation, print the name of the other driver and their Safety/Driver Code here. If you are the co-driver, print the name of the lead driver and their Safety/Driver code here.
- Complete the graph by drawing a straight line through the entire time period that you remained in the same duty status. Use a ruler if possible. Be sure to show your duty status correctly according to what you were doing.
 - Off Duty - All time, except that spent in a sleeper berth, when the driver is not working, is not required to be in readiness to work, or is not under any responsibility for performing work.
 - Sleeper Berth - All time spent resting in a sleeper berth.
 - Driving - All time spent at the driving controls of a commercial motor vehicle in operation.
 - On Duty (Not Driving) - All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.

Following are some examples of when "On Duty Not Driving" applies: Riding in the passenger seat, loading or unloading, inspecting your vehicle or being inspected, fueling or having repairs done, while at the scene of an accident.

There are many other times when "On Duty Not Driving" is the correct status. Call the Safety Department (800-841-4281, #4) whenever you have a question. Always use home terminal time when completing your log. Begin each day at midnight and end at midnight. All 24 hours of each day must be logged. When your duty status changes, draw a vertical line to the new duty status as shown in the example.
- Each time you change your duty status, draw a line down from the time of change and print the city and state where the change occurred. Do not show what you were doing, but rather the location where the change took place. Be sure to print legibly.
- At the end of the day, add up your hours for each duty status line and record the totals in these spaces.
- Add the totals above and enter the grand total here. The grand total must equal 24 hours.
- The "REMARKS" area can be used for other comments you may wish to record as long as these comments do not interfere with your city/state locations.
- Record only your miles here. Do not include miles driven by another driver. Each driver must complete his or her own log showing only his or her miles driven.
- If you had a shipment any time during the day, record the Reg./Load Identification number of that shipment here. If you are empty, record "empty".
- The Vehicle Condition area must be completed and signed at the end of each working day. All listed defects must be repaired before you continue driving.
- Your log must always be kept current to your last change of duty status. If you are inspected and your log is not current, you will be found in violation.
- Upon completion of each day's log, be sure to record all line 3 and line 4 time on the front cover of this book as HOURS ON-DUTY TODAY.

INSTRUCTIONS FOR FILLING OUT MILES AND FUEL BY STATE FORM

DOUBLE OPERATION • TEAM OPERATION • LEAD DRIVER & CO-DRIVER

Only the lead driver is responsible for filling out the Miles & Fuel by State document for the power unit.

MILES AND FUEL BY STATE - NORTH AMERICAN VAN LINES, INC.

①	Month Day Year 08-01-01	Print Lead Driver's Name John Doe	②	Lead Driver's Code 01234	③
④	Tractor (or Truck) 6-Digit NAVL # 234567	PLACE AN "X" IF RENTAL UNIT <input type="checkbox"/>	Agent Name Excellent M & S	Agent Code 0034000	⑦
ODOMETER READINGS REQUIRED BY "IFTA"					
⑧	BEGINNING CITY Northeast	⑨	STATE/PROVINCE PA	ROUTES TRAVELED I 90	⑩
⑬	BEGINNING ODOMETER 99808	⑭	ENDING ODOMETER 100121	ROUTES TRAVELED I 90, I 280, I 75	⑮
⑮	BEGINNING CITY Troy	⑯	STATE/PROVINCE MI	ROUTES TRAVELED I 75	⑰
				MILES/KILOMETERS 47	⑱
				GALLONS LITERS FUEL PURCHASED 201	⑲
				GALLONS LITERS FUEL PURCHASED 67105	⑳
				GALLONS LITERS FUEL PURCHASED 50	㉑
				GALLONS LITERS FUEL PURCHASED 315	㉒
FUEL OR TOLL RECEIPTS WILL NOT BE ACCEPTED IF THE DATES HAVE BEEN CHANGED					

1. Month, Day, Year.
2. Print Lead Driver's name (no co-drivers).
3. Lead Driver's code. (Include all 5 digits).
4. Tractor/Straight Truck 6-digit NAVL number.
5. Place "X" if a rental unit (see below).**
6. Print agent name.
7. Agent code. (Include lead zeros if applicable).
8. Enter beginning city for today.
9. List States/Provinces traveled, in order driven. (Use two letter abbreviations as shown below.)
10. List routes traveled, in order driven.

ACCEPTABLE FUEL RECEIPT PER IFTA (INTERNATIONAL FUEL TAX AGREEMENT)

- Date of Purchase.
- Sellers Name and Address (Must be Pre-Printed).
- Number of gallons/liters purchased.
- Fuel Type.
- 6 digit NAVL Vehicle Number.
- Purchaser's name is always: North American Van Lines, Inc.
- Price per gallon or liter.
- Total sale amount.

11. Enter miles/kilometers driven in each state/province. (If distance recorded is kilometers, circle kilometers.)
12. List each fuel purchase separately. For multiple purchases in one state, use the next line. (If fuel recorded is liters, circle liters.)
13. Enter beginning odometer reading. (IFTA Law)
14. Enter ending odometer reading. (IFTA Law)
15. Enter ending city for today.
16. Enter total of all miles/kilometers driven today.
17. Mail fuel and toll receipts with original copy.
18. **Mail original copy, with fuel and toll receipts, along with log to Safety Administration in the envelopes provided.**

PROCEDURES FOR RENTED VEHICLES

- Rental vehicles initiated outside of Driver/Vehicle Services.**
- Call Fleet Registration 1-800-348-2182 to have vehicle number issued.
 - Call Operations Department to inform of new vehicle number.
 - If the miles and fuel are reported to the rental company, only complete sections 1-7 and 16 of the NAVL Miles & Fuel by State Form.

STATE ABBREVIATIONS											
ALABAMA	AL	ILLINOIS	IL	MISSISSIPPI	MS	OHIO	OH	VIRGINIA	VA	NOVA SCOTIA	NS
ARIZONA	AZ	INDIANA	IN	MISSOURI	MO	OKLAHOMA	OK	WASHINGTON	WA	ONTARIO	ON
ARKANSAS	AR	IOWA	IA	MONTANA	MT	OREGON	OR	WEST VIRGINIA	WV	PRINCE EDWARD ISLAND	PE
CALIFORNIA	CA	KANSAS	KS	NEBRASKA	NE	PENNSYLVANIA	PA	WISCONSIN	WI	QUEBEC	PQ
COLORADO	CO	KENTUCKY	KY	NEVADA	NV	RHODE ISLAND	RI	WYOMING	WY	SASKATCHEWAN	SK
CONNECTICUT	CT	LOUISIANA	LA	NEW HAMPSHIRE	NH	SOUTH CAROLINA	SC	HAWAII	HI	YUKON TERRITORY	YT
DELAWARE	DE	MAINE	ME	NEW JERSEY	NJ	SOUTH DAKOTA	SD	ALASKA	AK	NEWFOUNDLAND	NF
DIST. OF COL.	DC	MARYLAND	MD	NEW MEXICO	NM	TENNESSEE	TN	ALBERTA	AB	NWEST TERRITORY	NT
FLORIDA	FL	MASSACHUSETTS	MA	NEW YORK	NY	TEXAS	TX	BRITISH COLUMBIA	BC	MEXICO	MX
GEORGIA	GA	MICHIGAN	MI	NORTH CAROLINA	NC	UTAH	UT	MANITOBA	MB		
IDAHO	ID	MINNESOTA	MN	NORTH DAKOTA	ND	VERMONT	VT	NEW BRUNSWICK	NB		

Detailed listing of log paperwork violations assessed the previous ninety (90) days.
 Following is a list of the violations and their point values:

<u>Paperwork Violations</u>	<u>Points</u>
Driver signature omitted	0
Driver registration number incorrect	0
Driver registration number omitted	0
Driver registration number illegible	0
Home terminal location omitted	0
Vehicle number incorrect	0
Vehicle number omitted	0
Log date incorrect	0
Log date omitted	0
Timegraph incomplete	2
No location for duty status	0
Failure to log line 4	1
No line 4 for accident	5
No line 3 or 4 for inspection	5
Total hours omitted	0
Total hours incorrect	0
70 hour violation: .25 - 2	1
70 hour violation: 2.25 - 5	1
70 hour violation: 5.25 - 10	2
70 hour violation: 10.25 - 15	4
70 hour violation: 15.25 - 20	8
70 hour violation: over 20	12
11 hour violation: insufficient break	1
11 hour violation: .25 - 1	1
11 hour violation: 1.25 - 2	2
11 hour violation: 2.25 - 3	4
11 hour violation: 3.25 - 5	8
11 hour violation: over 5	12
14 hour violation: insufficient break	1
14 hour violation: .25 - 1	1
14 hour violation: 1.25 - 2	2
14 hour violation: 2.25 - 3	4
14 hour violation: 3.25 - 5	8
14 hour violation: over 5	12
No 30 minute break	5
Miles driven incorrect (over 80 mph)	2
Log exceeds maximum speed	2*
Load identification omitted	0
DIRdefects/no730	0
ODIR/730 incomplete	0
DIR omitted/driving	1

DIR completed/off duty	1
Miles driven omitted	1
Incorrect duty status	5

*** This violation is based on a calculation of the distance traveled and the amount of time logged to travel that distance. Remember, your speed should never exceed posted speed limits and should always be adjusted for current driving conditions.**