

NOTE: Reading this PDF course book is not a substitute for completing the Self-Paced Online training portion of this course. This PDF course book is a resource that accompanies the online training.



HOS

HOURS OF SERVICE

Presented by **Contract Services**

English:

If you do not comprehend English, and you require Safety Pass training in a language other than English, please send notification in writing to 2710 Winona Avenue, Burbank, CA 91504. Please provide your name, along with contact information, and specify the language you comprehend. Thank you.

Spanish:

Si usted no comprende inglés y requiere la capacitación Safety Pass en un idioma diferente al inglés, por favor envíe una notificación por escrito a 2710 Winona Avenue, Burbank, CA 91504. Por favor provea su nombre, junto con la información de contacto, y especifique el idioma que usted comprende. Gracias.

Korean:

영어를 이해하지 못하시고 영어가 아닌 다른 언어로 **Safety Pass** 훈련을 받으셔야 한다면, 서면 통지를 **2710 Winona Avenue, Burbank, CA 91504** 로 보내주시기 바랍니다. 귀하의 성함과 연락처를 기재하시고 이해하실 수 있는 언어를 명시해주십시오. 감사합니다.

Armenian:

Եթե դուք անգլերեն չեք հասկանում և ձեզ հարկավոր է **Safety Pass**-ի մարզում անգլերենից տարբեր լեզվով, խնդրում ենք գրավոր ծանուցագիր ուղարկել հետևյալ հասցեով՝ **2710 Winona Avenue, Burbank, CA 91504**: Խնդրում ենք ներկայացնել ձեր անունը, ինչպես նաև կապի տեղեկությունը, հասկապես նշելով ձեր հասկացած լեզուն: Շնորհակալություն:

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Contract Services Administration Training Trust Fund
2710 Winona Avenue
Burbank, CA 91504

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Safety Pass Training Program

The Entertainment Industry is committed to maintaining a safe and healthful working environment. To that end, all major studios have a safety representative on staff. In addition, all employers have a safety program in force. This Safety Pass Program has been designed to further promote safety and health and to prevent injuries, illnesses, and accidents on all productions, both on-lot and off-lot.

Studios and production companies may have more restrictive safety requirements than those mandated by local, state, or federal laws or regulations. They also may assign different duties or responsibilities to employees. Therefore, in addition to this Safety Pass training course, employees should refer to the safety manual and materials provided by their employers.

Employees must adhere to all safety rules and regulations. Failure of any employee to follow safety rules and regulations can lead to disciplinary action, up to and including discharge. However, no employee shall be discharged or otherwise disciplined for refusing to perform work that the individual reasonably believes is unsafe.

No safety training can comprehensively cover all possible unsafe work practices. Each production and its employees, therefore, should fully promote each employee's personal obligation to work safely in order to prevent accidents involving, and injuries to, the employee and to his/her fellow employees.

The Safety Pass Program derives from Federal and California Occupational Safety and Health Administration (OSHA) safety regulations. However, the material included in this workbook and its accompanying presentation should be used only as a general guideline. It is not intended as a legal interpretation of any federal, state, or local safety standard.

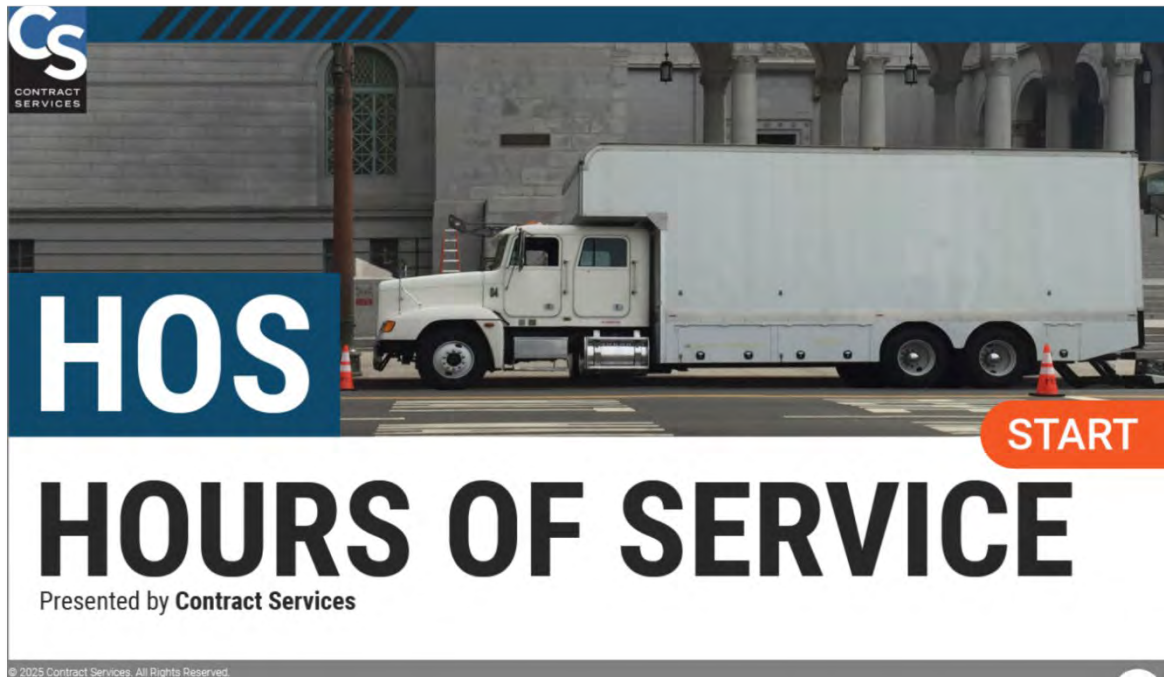
During the course of your employment, you may be acting as a supervisor or manager. In California, individuals with management authority and actual authority for the safety of a business practice could be convicted of a crime if they have actual knowledge of a serious concealed danger and fail to warn the affected employees and report the hazard. If a hazard exists, immediately notify the employer or studio safety department of the hazard and insure that potentially affected employees are informed of the danger and that steps are taken immediately to mitigate it.

Although the information contained in this training program has been compiled from sources believed to be reliable, the Alliance of Motion Picture and Television Producers, Contract Services Administration Trust Fund, Contract Services Administration Training Trust Fund, and the instructor make no guarantee nor warranty as to, and assume no responsibility for, the accuracy, sufficiency, or completeness of such information.

The Entertainment Industry is committed to maintaining a safe and healthful working environment.

HOS – *Hours of Service*

Slide 1 – Welcome



Hello, and welcome to *Hours of Service* skills training. This 90-minute course is presented by Contract Services. At the end of the presentation, there is a test. You must score at least 70 percent on the test to pass the course.

Select START to begin.

Slide 2 – Navigation and Resources



At any time during the presentation, you can use the buttons on the side of the player window to view the Table of Contents, open the course book PDF, link to course references and resources, get technical support or help from an instructor about course content, and control the player. When you're ready to continue, select the NEXT arrow.

Slide 3 – INTRODUCTION



Introduction.

Slide 4 – What are Hours of Service Regulations?



Introduction

What are Hours of Service Regulations?

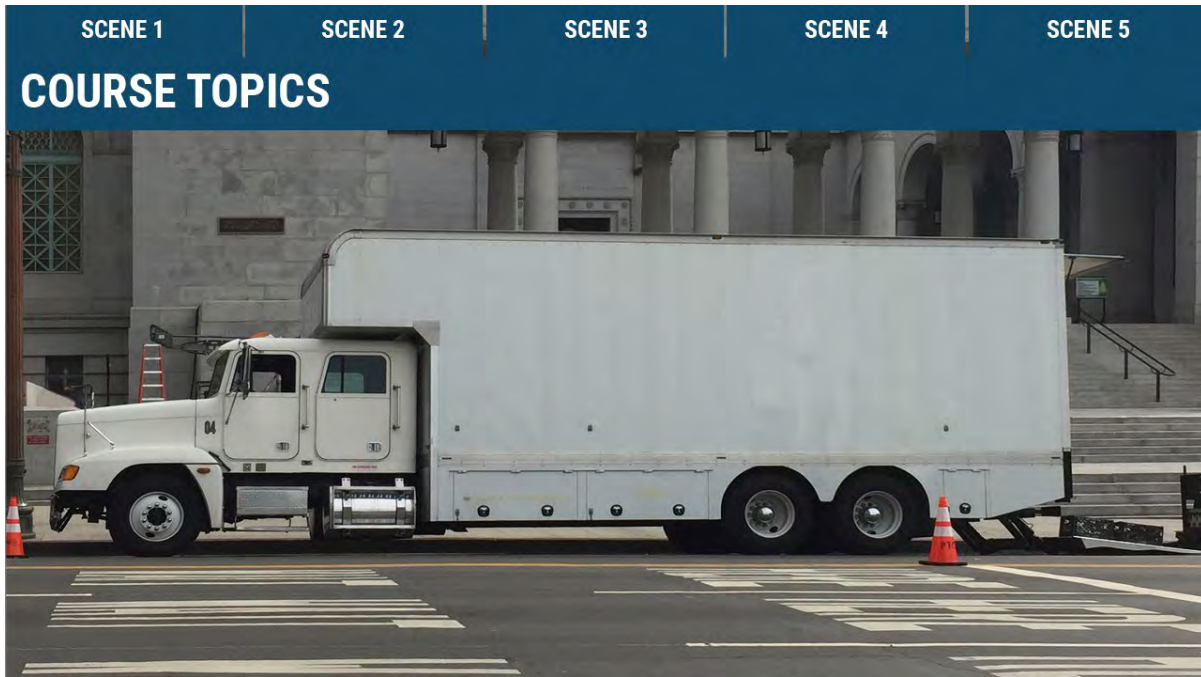
- Govern when and how often CMV operators may drive
- Dictate how to track and record on- and off-duty hours

CMV. A vehicle or vehicle combination with a GVWR of 10,001 lb. or more, or a 16+ passenger vehicle.

Hours of Service (or HOS) regulations govern when and how often commercial motor vehicle (CMV) operators may drive, and dictate how to track and record on- and off-duty hours. A CMV is defined as a vehicle or vehicle combination with a gross vehicle weight rating of 10,001 pounds or more, or a 16+ passenger vehicle. See the full definition of CMV in the glossary, available with the course resources.

The goal of HOS regulations is to keep fatigued drivers off the road.

Slide 5 – Course Topics



This course reviews federal and California HOS rules and regulations common across productions, and presents examples of how to properly fill in logs and forms.

It is organized into five scenes: The Driver's Daily Log, Federal and State Hour Limits, On-Duty and Off-Duty Time, Log Scenarios, and The Statement of On-Duty Hours Form.

Slide 6 – Policies Across Productions



Policies Across Productions

- Know the policies of your employing producer.
- Direct questions to your DOT compliance administrator or transportation management.

Introduction

Each production has its own policies concerning CMV drivers, and you are responsible for being familiar with the policies of your employing producer.

If you are unsure about a policy, check with your production's Department of Transportation (or DOT) compliance administrator. If there is no DOT administrator, ask the production's transportation management.

HOS – Hours of Service

Slide 7 – Electronic Logging Device Exemption

Introduction

Electronic Logging Device Exemption

- An ELD exemption has been secured for CMV drivers providing transportation to or from a theatrical or television motion picture production site.
- Drivers must carry a copy of the FMCSA notice or an equivalent signed exemption document.
- The exemption document must be presented to law enforcement officials upon request.



[illegible]

An exemption has been secured from the electronic logging device (ELD) mandate for all CMV drivers providing transportation to or from a theatrical or television motion picture production site. Motion picture and television production drivers will continue to use a paper daily log, also known as a record of duty status, or RODS, to record and track on- and off-duty hours.

Drivers must carry a copy of the Federal Motor Carrier Safety Administration (FMCSA) notice—Docket No. FMCSA-2017-0298—or an equivalent signed FMCSA exemption document while operating under the terms of this exemption. The exemption document must be presented to law enforcement officials upon request.

HOS – Hours of Service

Slide 8 – Returning Drivers 1

Introduction

Returning Drivers

An employment gap of 30 days or more may require:

- ✓ Driver's license
- ✓ Medical Examiner's Certificate (MEC)
- ✓ Motor vehicle record (MVR)
- ✓ Negative pre-employment drug test (PED)
- ✓ Request for Drug and Alcohol Testing Information form
- ✓ Statement of On-Duty Hours/7-Day Recap form

If you have an employment gap of 30 days or more with any employing company or affiliated company, you need to be ready to provide your driver's license, your Medical Examiner's Certificate, your motor vehicle record, a negative pre-employment drug test, a Request for Drug and Alcohol Testing Information form, and a Statement of On-Duty Hours form (also called a 7-Day Recap form).


Slide 9 – Returning Drivers 2

Introduction

Returning Drivers

An employment gap of one or more days requires either:

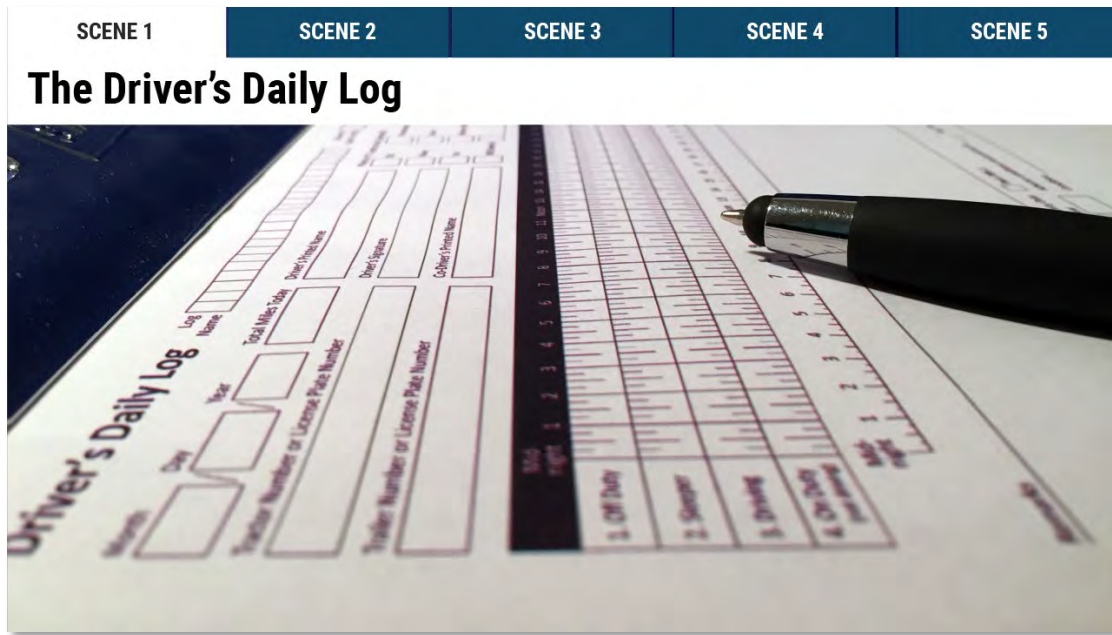
- ✓ 7-Day Recap form
- ✓ Copy of daily logs



When you have an employment gap of even one day, in order to account for that gap, you must provide a 7-Day Recap form or a copy of your daily logs. We'll talk more about the 7-Day Recap form later in the course.

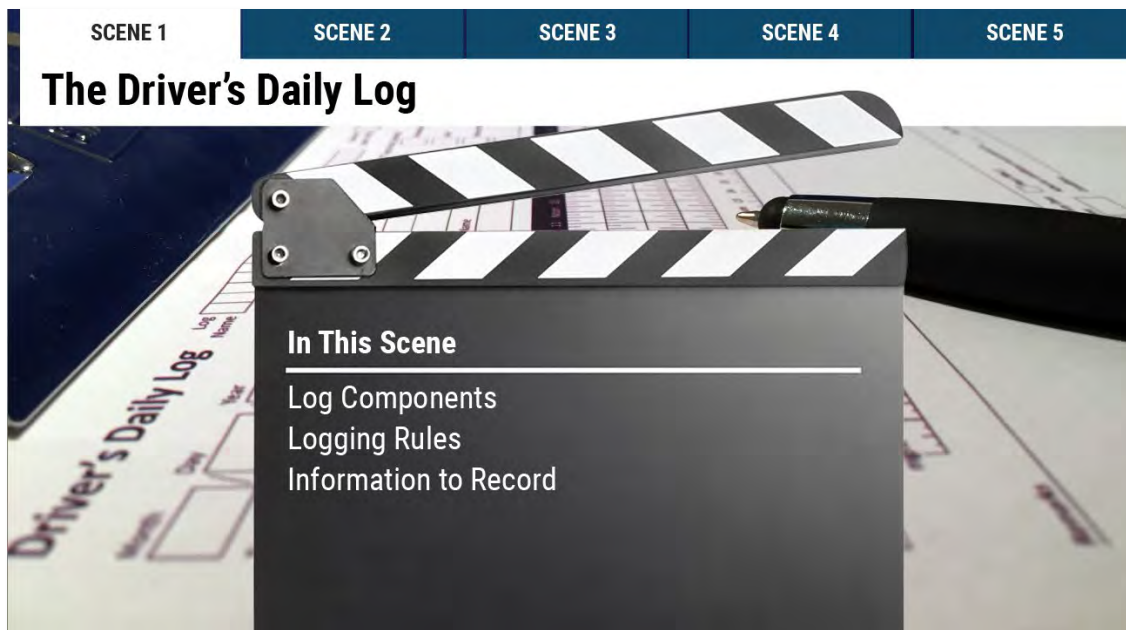
HOS – Hours of Service

Slide 10 – SCENE 1, THE DRIVER'S DAILY LOG



Scene One, The Driver's Daily Log.

Slide 11 – In This Scene



Drivers are required to keep a daily log to record and track hours of service, and to comply with logging rules and regulations. This scene reviews the basic components and layout of a paper log, the rules for tasks like submitting and retaining logs, and what information needs to be recorded on a log.

HOS – Hours of Service

Slide 12 – Log Components 1

Scene 1 The Driver's Daily Log

Log Components

Driver's Daily Log

Log Name: _____ Driver ID (Last 5 of SS): _____

Month: _____ Day: _____ Year: _____ Total Miles Today: _____ Driver's Printed Name: _____ Place an "X" next to the Carrier(s):
☐ CBS ☐ Paramount
☐ Disney ☐ Sony
☐ Fox ☐ Warner Bros.
☐ NBCUniversal

Tractor Number or License Plate Number: _____ Driver's Signature: _____
Trailer Number or License Plate Number: _____ Co-Driver's Printed Name: _____

Midnight 1 2 3 4 5 6 7 8 9 10 11 Noon 12 13 14 15 16 17 18 19 20 21 22 23 hrs. Min.

1. Off Duty
2. Sleeper
3. Driving
4. On Duty (not driving)

Midnight 1 2 3 4 5 6 7 8 9 10 11 Noon 12 13 14 15 16 17 18 19 20 21 22 23 hrs. Min.

Remarks: _____

Shipper: _____ Off-Duty Logs Only: Last Off Duty Date: _____ Part 395.1
Commodity: _____ Month: _____ Day: _____ Year: _____ Adverse conditions encountered at: _____ AM / PM
Condition: _____

15/12/8 CA Motor Picture
15/10/8 Federal Motor Picture
16/12/10 California Interstate
14/11/10 Federal Interstate
15/10/8 Interstate 15+
Non-Commercial Equipment

Daily Recap

On-duty hours (Add lines 3 and 4): _____
Total Hours: _____
Available Hours on Day 8:
70-Hour/8-Day Drivers: 30 minutes
7-Day Total: _____
80-Hour/8-Day Drivers: 30 minutes
7-Day Total: _____
70-Hour/8-Day Drivers: 30 minutes
7-Day Total: _____
70-Hour/8-Day Drivers: 30 minutes
7-Day Total: _____

The paper log can vary in layout but will be comprised of the same parts.

Trip information includes things like date, driver, motor carrier, vehicle, shipper, and adverse conditions remarks.

The graph grid consists of the four duty status categories used to track time spent off duty, in a sleeper berth, driving, and on duty but not driving.

Use the remarks section to record duty status details such as the location where a duty status change occurs, pre- and post-trip inspection notations, and shuttle times.

Each rule set identifies the set of regulations under which you are operating.

And the Daily Recap is where you track your daily, on-duty hours used to calculate available hours for the upcoming day.

HOS – Hours of Service

Slide 13 – Log Components

Scene 1 The Driver's Daily Log

Log Components

Driver's Daily Log Log Name: NBCUNISHOW Driver ID (Last 5 of SS): 55555

Month: 07 Day: 14 Year: 24 Total Miles Today: 540 Driver's Printed Name: Driver's Name Place an "X" next to the Carrier(s):
☐ CBS ☐ Paramount
☐ Disney ☐ Sony
☐ Fox ☐ Warner Bros.
☒ NBCUniversal

Tractor Number or License Plate Number: 762 Driver's Signature: Driver's Signature
Trailer Number or License Plate Number: 2435 Co-Driver's Printed Name: _____

1. Off Duty: 1:00
2. Sleeper: 0:00
3. Driving: 1:00
4. On Duty (not sleeping): 3:00
Total Hours: 24

Remarks: PTI Los Angeles Los Angeles Kettleman City Kettleman City Sacramento Sacramento Sacramento Redding Redding PTI

Shipper: Same as Carrier(s) Off Duty Logs Only: Last Off Duty Date: _____ Part 395.1
Commodity: motion picture equipment/passengers Adverse conditions encountered at: _____ AM / PM
Conditions: _____

15/12/18 CA Motor Vehicle
15/10/18 Federal Motor Vehicle
☒ 16/12/10 California Interstate
16/11/10 Federal Interstate
15/10/18 Passenger 25+

Daily Recap
On-duty hours (AM Box 1 and 4): 13
Off-duty hours: 9.5
Total: 22.5
7-Day Total: 56
Available hours on Day 8: 46.5

Here you can see the log filled in. You have trip information, a completed graph grid, required remarks, a rule set selected, and the Daily Recap filled in.

We will not go into more detail about the Daily Recap in this course. However, you'll have an opportunity to practice the calculation for determining your available hours later in the course when we talk about the 7-Day Recap. The Daily Recap and the 7-Day Recap use the same method to determine available hours.

Slide 14 – Log Submission 1

Scene 1 The Driver's Daily Log

Log Submission

- ⊗ Submit logs daily.
- ⊗ Fill in logs for both commercial and non-commercial equipment.
- ⊗ Turn in complete and legible logs in your own handwriting.
- ⊗ Round time to the nearest quarter-hour and write as a decimal:
 - ⊗ 15 minutes = .25
 - ⊗ 30 minutes = .50
 - ⊗ 45 minutes = .75

Depending on individual carrier policy, drivers may be required to follow these log submission rules.

Submit your logs daily. Fill in logs for both commercial and non-commercial equipment. Turn in complete and legible logs in your own handwriting. Round time to the nearest quarter-hour using decimals, so 15 minutes is .25, 30 minutes is .50 and 45 minutes is .75.

HOS – Hours of Service

Slide 15 – Log Submission 2

Scene 1 The Driver's Daily Log

Log Submission

- Keep accurate records of your in-and-out times on your log.
- Ensure they match the times on your timecard and/or the Captain's Report.

Mid-night 1 2 3 4 5 6 7 8 9 10 11 Noon 13 14 15 16 17 18 19 20 21 22 23

Remarks

Use "Paid from" and "Paid to" remarks, if allowed.

Paid from 4pm

PTI

Burbank

Culver City

Culver City

Culver City

Culver City

Culver City

Culver City

Burbank

PTI

Paid to 10pm

You should be keeping accurate records of your in-and-out times on your log, which should match the times on your timecard and/or the Captain's Report. This can be achieved through the use of "Paid from" and "Paid to" remarks. (Not all employers allow "Paid from" and "Paid to" remarks, so be sure to check with your employer first.)

A "Paid from" remark is used to denote the starting time recorded on a timecard and specifies FROM which hour pay is expected.

A "Paid to" remark is used when working less than the minimum call and specifies TO which hour pay is expected.

HOS – Hours of Service

Slide 16 – Information to Record 1

[illegible]

When filling in a log, be sure to include the date, the total miles driven for the day, and the truck or tractor and trailer number. Remember, the tractor is the actual vehicle.

Enter the log name used to identify a movie or show, your driver ID (which is the last 5 digits of your Social Security number), and the name of the carrier or carriers. A carrier may be the studio, production company, transportation company, or production.

You must sign the log, which also acts as a certification that all information is true and correct. Provide the name of your co-driver if you have one.

The log must have a completed graph grid.

This would be time spent in each duty status, and the total hours for the day, which is the sum of the time spent in each duty status. Total hours must always equal 24.

HOS – Hours of Service

Slide 17 – Information to Record 2

Information to Record

Enter the full name of the city, town, or village, along with the state abbreviation for each change of duty status.

[illegible]

If your location is any place other than a city, town, or village, use the mile marker and the name of the closest city.

Also, abbreviations may only be used to indicate direction. For example, West Hollywood can be W. Hollywood, but Los Angeles cannot be L.A.

HOS – *Hours of Service*

Slide 18 – Information to Record 3

Information to Record

Write "PTI" on the log to confirm that pre- and post-trip inspections are complete.

HOS – Hours of Service

Slide 19 – Vehicle Inspection

Vehicle Inspection

Done at the beginning and end of a stint with a vehicle or vehicle combination.

Follow the vehicle inspection procedure.

Fill in the DVIR form.

Scene 1 The Driver's Daily Log

Sample: Driver's Vehicle Inspection Report

Check defects only. Explain under Remarks. Completion of this report required by FMCSA 49 CFR 396.11 and 396.13.

Tractor Number or License Plate Number	Vehicle Make	Total Miles	Location
Daily Number	Trailer Number or License Plate Number	Total Hours	Time

Code numbers for maintenance department use only.

Power Unit		
General Condition	In-Cab	Exterior
<input type="checkbox"/> 01 Cabs/Doors/Windows	<input type="checkbox"/> 03 Gauges/Warning Indicators	<input type="checkbox"/> 34 Lights
<input type="checkbox"/> 02 Body/Doors	<input type="checkbox"/> Brake Air Pressure or Vacuum Gauge	<input type="checkbox"/> 34 Reflectors
<input type="checkbox"/> Oil Leak	<input type="checkbox"/> Brake Failure Warning Light	<input type="checkbox"/> 35 Suspension
<input type="checkbox"/> Coolant Leak	<input type="checkbox"/> Low Pressure Warning Signal	<input type="checkbox"/> 37 Tires
<input type="checkbox"/> 42 Coolant Leaks	<input type="checkbox"/> 02 Windshield Wipers/Washers	<input type="checkbox"/> 38 Wheels/Rims/Lugs
<input type="checkbox"/> 44 Fuel Leak	<input type="checkbox"/> 34 Horn(s)	<input type="checkbox"/> 32 Battery
<input type="checkbox"/> Air Brake Adjustment	<input type="checkbox"/> 01 Heater/Driver's Heater	<input type="checkbox"/> 43 Exhaust
<input type="checkbox"/> Drive Line	<input type="checkbox"/> 02 Mirrors	<input type="checkbox"/> 13 Brakes
<input type="checkbox"/> Other	<input type="checkbox"/> 15 Steering	<input type="checkbox"/> 13 Air Lines
(Identify)	<input type="checkbox"/> 23 Clutch	<input type="checkbox"/> 34 Light Line
Engine Compartment	<input type="checkbox"/> 13 Service Brakes	<input type="checkbox"/> 45 In-Wheel
<input type="checkbox"/> 45 Oil Level	<input type="checkbox"/> 13 Parking Brake	<input type="checkbox"/> 48 Other Coupling
<input type="checkbox"/> 48 Coolant Level	<input type="checkbox"/> 13 Emergency Brakes	<input type="checkbox"/> 71 Tie-Downs
<input type="checkbox"/> Belt	<input type="checkbox"/> 53 Reflective Triangles	<input type="checkbox"/> 14 Rear End Protection
<input type="checkbox"/> Air Compressor	<input type="checkbox"/> 53 Fire Extinguisher	<input type="checkbox"/> Load Covering
<input type="checkbox"/> Air Line Connections	<input type="checkbox"/> Other Safety Equipment	<input type="checkbox"/> Load Security/Tie-Downs
<input type="checkbox"/> Other	<input type="checkbox"/> 24 Spare Parts	<input type="checkbox"/> 55 Power Liftgate
(Identify)	<input type="checkbox"/> 02 Seat Belts	<input type="checkbox"/> Other
	<input type="checkbox"/> 55 Split Kit	(Identify)
	<input type="checkbox"/> Registration/Permits	

Towed Unit(s)		
<input type="checkbox"/> 71 Body/Doors	<input type="checkbox"/> 16 Suspension	<input type="checkbox"/> 77 Landing Gear
<input type="checkbox"/> 71 Tie-Downs	<input type="checkbox"/> 17 Tires	<input type="checkbox"/> 58 Kingpin/Upper Plate
<input type="checkbox"/> 34 Lights	<input type="checkbox"/> 38 Wheels/Rims/Lugs	<input type="checkbox"/> 59 Pin Wires (Dolly)
<input type="checkbox"/> 34 Reflectors	<input type="checkbox"/> 13 Brakes	<input type="checkbox"/> 59 Other Coupling Devices
		<input type="checkbox"/> 79 Rear-End Protection
		<input type="checkbox"/> 55 Power Liftgate
		<input type="checkbox"/> Other
		(Identify)

Remarks

Reporting Driver: _____ Date: _____ Maintenance Action: _____ DUP: _____
Signature: _____ Employee Number: _____
☐ Repairs Made ☐ No Repairs Needed
M.O. # _____
Reviewed By: _____ Certified By: _____
Signature: _____ Employee Number: _____ Location: _____

Maintenance Department Remarks: _____

Vehicle inspections must be done at the beginning and end of a stint with a vehicle or vehicle combination.

The vehicle inspection procedure must be followed and the Driver Vehicle Inspection Report form (or DVIR) must be filled in. The full procedure is available with the course resources.

HOS – Hours of Service

Slide 20 – Information to Record 4

Scene 1 The Driver's Daily Log

Information to Record

Driver's Daily Log Log Name WBSHOW Driver ID (Last 5 of SS) 55555

Month 07 Day 14 Year 24 Total Miles Today 80 Driver's Printed Name Driver's Name Place an "X" next to the Carrier(s)
☐ CBS ☐ Plymout

Tractor Number or License Plate Number 762 Driver's Signature Driver's Signature ☐ Disney ☐ Sony
Trailer Number or License Plate Number ☐ Etc ☒ Warner Bros. ☐ MECUniversal

Mid- night	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	hrs.	mins.
1. Off Duty																									1	4
2. Sleeper																										
3. Driving																									2	30
4. On Duty (see above)																									7	30
Total Hours																								24		

Remarks: Shuttle at 5pm, Paid from 4am, PTT, Burbank, Culver City, Culver City, Culver City, Culver City, Culver City, End Shift, Refuel Culver City, Paid to 10pm, PTT, Burbank, PTT, Paid to 10pm

Shipper: Same as Carrier(s) Off-Duty Logs Only: Last Off-Duty Date Month 07 Day 14 Year 24 ☐ Part 395.1 Adverse conditions encountered at AM / PM Condition:

Commodity: Aluminum picture equipment/passenger ☐ 15/12/10 CA Motor Vehicle ☐ 15/10/10 Federal Motor Vehicle ☐ 16/12/10 California Motor Vehicle ☐ 14/11/10 Federal Motor Vehicle ☐ 15/10/10 Passenger Lin ☐ Non-Commercial Equipment

Some remarks are only necessary under certain circumstances. When applicable, enter "Paid from" and "Paid to" notations, additional tractor and trailer numbers, "End shift" and "start shift" notations, time and method when traveling as a passenger, any change in the normal work-reporting location, and the location of each refueling stop.

Check with your employer to confirm how these items should be recorded.

HOS – Hours of Service

Slide 21 – Information to Record 5

Information to Record

Scene 1 The Driver's Daily Log

Driver's Daily Log

Log Name: WB SHOW

Month: 07 Day: 14 Year: 24 Total Miles Today: 80

Tractor Number or Carrier Plate Number: 762

Driver's Printed Name: Driver's Name

Driver's Signature: Driver's Signature

Place an "X" next to the Carrier(s):

☐ CBS ☐ Paramount
☐ Disney ☐ Sony
☒ Fox ☐ Warner Bros.
☐ NBCUniversal

Not shown: Main office address
(May be on bottom half or backside of the log sheet.)

Remarks: Shuttle at 2pm

Paid from 4pm

New work - reporting location: Culver City

End Shift: Culver City

Refuel: Culver City

Tractor #451

Paid to 10pm

Shipper: Same as Carrier(s)

Commodity: Motion Picture equipment/passengers

Off Duty Log Only: Last Off Duty Month: 07

Part 395.1 Adverse conditions encountered at AM / PM

Condition:

Non-Commercial Equipment: ☐


Make sure the correct rule set box is checked. Include the shipping document number or name of shipper and then the commodity. Enter adverse conditions remarks if applicable.

And lastly, though not shown on this log, you must enter the main office address of the employing company. Space to enter this information may be on the bottom half or backside of the log sheet.

Slide 22 – Form and Manner Violations

Scene 1 The Driver's Daily Log

Form and Manner Violations



Form and manner violations are unintentional, avoidable log inaccuracies. Though considered minor infractions, these violations are a regular cause of driver citations.

Common errors include:

- ⊗ Submitting a log with missing, incorrect, or incomplete required log information
- ⊗ Abbreviating the city, town, or village name
- ⊗ Not including time of travel and method of transportation when traveling as a passenger


Form and manner violations are unintentional, avoidable log inaccuracies. Though considered minor infractions, these violations are a regular cause of driver citations.

Common errors include submitting a log with missing, incorrect, or incomplete required log information, abbreviating, instead of writing out, the city, town, or village name, and not including remarks for the time of travel and method of transportation (shuttle or air) when traveling as a passenger.

Slide 23 – Log Falsification

Scene 1 The Driver's Daily Log

Log Falsification



Strictly prohibited and may result in disciplinary action.

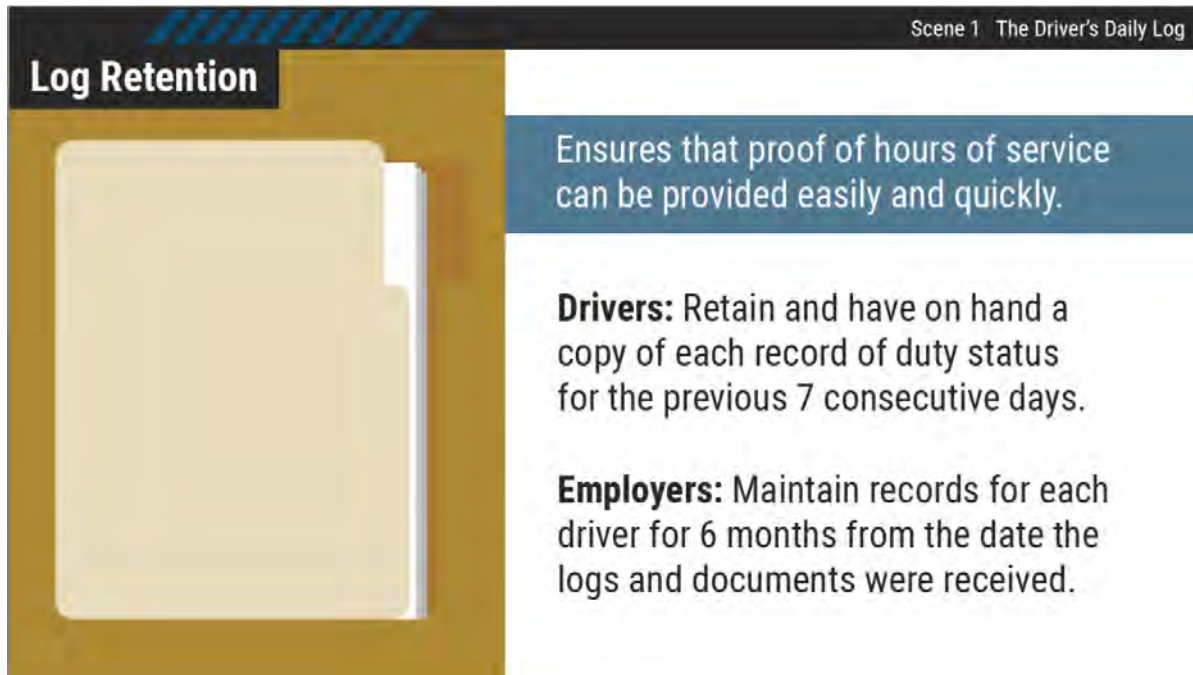
Only a driver may create, correct, or in any way alter their own logs.

Not recording in real time is considered a false report.

Falsification of daily logs is strictly prohibited and may result in disciplinary action by the driver's employing company.

No driver or motor carrier may make a false report in connection with a duty status. The driver is the only person allowed to create, correct, or in any way alter their own logs. Not recording hours of service as they occur in real time is also considered a false report.

Slide 24 – Log Retention

The slide features a dark blue header with the text "Scene 1 The Driver's Daily Log" in white. Below the header, the title "Log Retention" is displayed in white on a dark blue background. To the left of the text is a graphic of a yellow folder with a white document inside. The main content area has a light blue background and contains the following text: "Ensures that proof of hours of service can be provided easily and quickly." followed by two bullet points: "Drivers: Retain and have on hand a copy of each record of duty status for the previous 7 consecutive days." and "Employers: Maintain records for each driver for 6 months from the date the logs and documents were received."

Scene 1 The Driver's Daily Log

Log Retention

Ensures that proof of hours of service can be provided easily and quickly.

Drivers: Retain and have on hand a copy of each record of duty status for the previous 7 consecutive days.

Employers: Maintain records for each driver for 6 months from the date the logs and documents were received.

Retaining logs ensures that when a law enforcement agency or officer asks you or an employing company for proof of hours of service, that information can be provided easily and quickly.

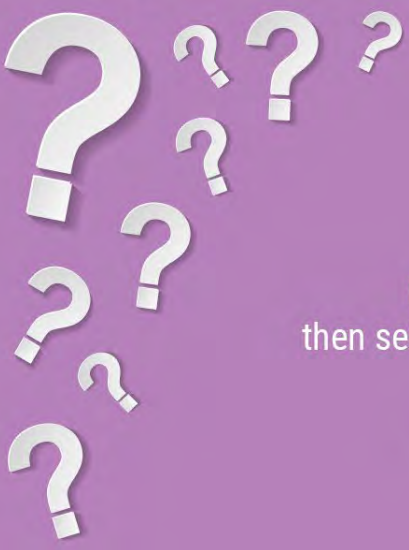
You must retain and have on hand a copy of each record of duty status for the previous 7 consecutive days, which must be available for inspection while on duty.

Each employing company must maintain records of duty status and all supporting documents for each driver it employs for a period of 6 months from the date such logs and documents were received.

Slide 25 – Knowledge Check Instructions

Scene 1 The Driver's Daily Log

Knowledge Check Instructions



Let's Review!

Read each question at your own pace,
then select your answer and click the Submit button.

If you answer incorrectly, try again.

Okay. We've reached our first set of knowledge checks. Read each question at your own pace, then select your answer and click the *Submit* button. If you answer incorrectly, try again.

Slide 26 – Knowledge Check 1

Scene 1 The Driver's Daily Log

Knowledge Check 1

Which part of the log is used to track time spent in each duty status?

- ☐ A. Trip information
- ☐ B. Graph grid
- ☐ C. Remarks section
- ☐ D. Rule sets

Submit

Slide 27 – Knowledge Check 2

Scene 1 The Driver's Daily Log

Knowledge Check 2

What is this part of the log called?

☐ 15/12/8
CA Motion Picture

☐ 15/10/8
Federal Motion Picture

☐ 16/12/10
California Intrastate

☐ 14/11/10
Federal Interstate

☐ 15/10/8
Passenger 16+

- ☐ A. Trip information
- ☐ B. Graph grid
- ☐ C. Remarks section
- ☐ D. Rule sets

Submit

Slide 28 – Knowledge Check 3

Scene 1 The Driver's Daily Log

Knowledge Check 3

Which of the following should be written on the log to confirm that pre- and post-trip inspections are complete?

- ☐ A. End shift
- ☐ B. Inspection done
- ☐ C. Paid to
- ☐ D. PTI

Submit

Slide 29 – Knowledge Check 4

Scene 1 The Driver's Daily Log

Knowledge Check 4

How should 9 hours and 15 minutes be written on a log?

- ☐ A. 9.15
- ☐ B. 9.25
- ☐ C. 9.35
- ☐ D. 9.45

Submit

Slide 30 – Scene 2, FEDERAL AND STATE HOUR LIMITS



Scene Two, Federal and State Hour Limits.

Slide 31 – In This Scene




In this scene, we'll look at the time minimums and maximums for CMV operation. We'll review the rules and regulations for federal, California, and passenger-carrying driving, motion picture driving exemptions, adverse driving conditions, and how to properly use rule sets.

Slide 32 – Hour Limits

Scene 2 Federal and State Hour Limits

Hour Limits

The seal of the Department of Transportation, United States of America, is a circular emblem. It features a blue outer ring with the text "DEPARTMENT OF TRANSPORTATION" at the top and "UNITED STATES OF AMERICA" at the bottom. The center of the seal is white with a blue stylized graphic that resembles a three-lobed propeller or a stylized letter 'D'.

hour limits. The maximum number of hours a driver is allowed to be on duty and drive before having to go off duty for a minimum number of hours.

Hour limits are the maximum number of hours a driver is allowed to be on duty and drive before having to go off duty for a minimum number of hours.

HOS – Hours of Service

Slide 33 – Rule Sets

Scene 2 Federal and State Hour Limits

Rule Sets

rule sets. Groupings of hour limits based on location and route of operation and what is being transported.

Daily limit

- ☎ On-duty limit
- ☎ Driving limit
- ☎ Off-duty minimum

} **DOT shift (DOT hours/HOS hours)**

The DOT shift continues until the required number of consecutive off-duty hours are taken.

Rule sets are specific groupings of hour limits based on location and route of operation and what is being transported.

Each rule set has a daily limit made up of the three numbers that establish a DOT shift: the on-duty limit is the maximum number of hours a driver is allowed to be on duty; the driving limit is the maximum number of hours a driver is allowed to drive; and the off-duty minimum is the minimum number of consecutive hours a driver must be off duty to reset the DOT shift.

The DOT shift continues until the required number of consecutive off-duty hours are taken. A DOT shift can also be called DOT hours or HOS hours.

Scene 2 Federal and State Hour Limits

Rule Sets

rule sets. Groupings of hour limits based on location and route of operation and what is being transported.

Daily limit	Hours-Per-8-Days Limit
☎ On-duty limit	Maximum number of on-duty hours allowed over a span of 8 consecutive days.
☎ Driving limit	
☎ Off-duty minimum	

The DOT shift continues until the required number of consecutive off-duty hours are taken.

Each rule set also has an hours-per-8-days limit, which is the maximum number of on-duty hours a driver is allowed over a span of 8 consecutive days.

Slide 34 – Rule Sets Summary

Scene 2 Federal and State Hour Limits		
Rule Sets Summary		
Standard	Daily Limit	Hours-Per-8-Days Limit
Federal interstate	14/11/10	70 hours
California intrastate	16/12/10	80 hours
Federal motion picture exemption	15/10/8	70 hours
California motion picture exemption	15/12/8	80 hours
Passenger-carrying	15/10/8	70 hours or 80 hours

Here you can see the rule sets that are listed on a daily log: federal interstate, California intrastate, federal motion picture exemption, California motion picture exemption, and passenger-carrying.

Before we look at each rule set in detail, let's take a moment to review some terms that are key to understanding rule set regulations.

Slide 35 – Terms to Know

Scene 2 Federal and State Hour Limits

Terms to Know

air mile. A measure of distance between two locations when traveling by air or water. 100 air miles = 115.08 road miles.

normal work reporting location. The location where a driver reports to and is released from work.

consecutive hours. A type of duty shift that is uninterrupted, regardless of the off-duty time taken within the shift window. The shift is not extended by taking a break.

cumulative hours. A type of duty shift that does not need to be a continuous window. Driving and on-duty (not driving) time are added together to get the on-duty total. The shift is extended by taking a break.

An air mile is a measure of distance between two locations when traveling by air or water. One hundred air miles is equal to 115.08 road miles.

A driver's normal work-reporting location is the location where a driver reports to and is released from work.


Consecutive hours is a type of duty shift that is uninterrupted, regardless of the off-duty time taken within the shift window. When operating under a duty limit that is consecutive, the shift is *NOT* extended by taking a break.

And cumulative hours is a type of duty shift that does NOT need to be a continuous window. Driving and on-duty (not driving) time are added together to get the on-duty total. When operating under a duty limit that is cumulative, the shift *IS* extended by taking a break.

Slide 36 – Federal Interstate Rule Set 1

Scene 2 Federal and State Hour Limits

Federal Interstate Rule Set



Use when operating in interstate commerce and driving more than 100 air miles away from the normal work-reporting location.

14/11/10 Daily Limit:

- ✓ 14 consecutive on-duty hours
- ✓ 11 driving hours
- ✓ 10 consecutive off-duty hours


When you are operating in interstate commerce *AND* driving more than 100 air miles away from the normal work-reporting location, you must follow federal hour and day limits.

Under the 14/11/10 daily limit, a driver has 14 consecutive hours in which to drive a maximum of 11 hours. After the 14th on-duty hour or the 11th driving hour, the driver may perform on-duty tasks, but may not drive until being off duty for at least 10 consecutive hours.

Slide 37 – Federal Interstate Rule Set 2

Scene 2 Federal and State Hour Limits

Federal Interstate Rule Set

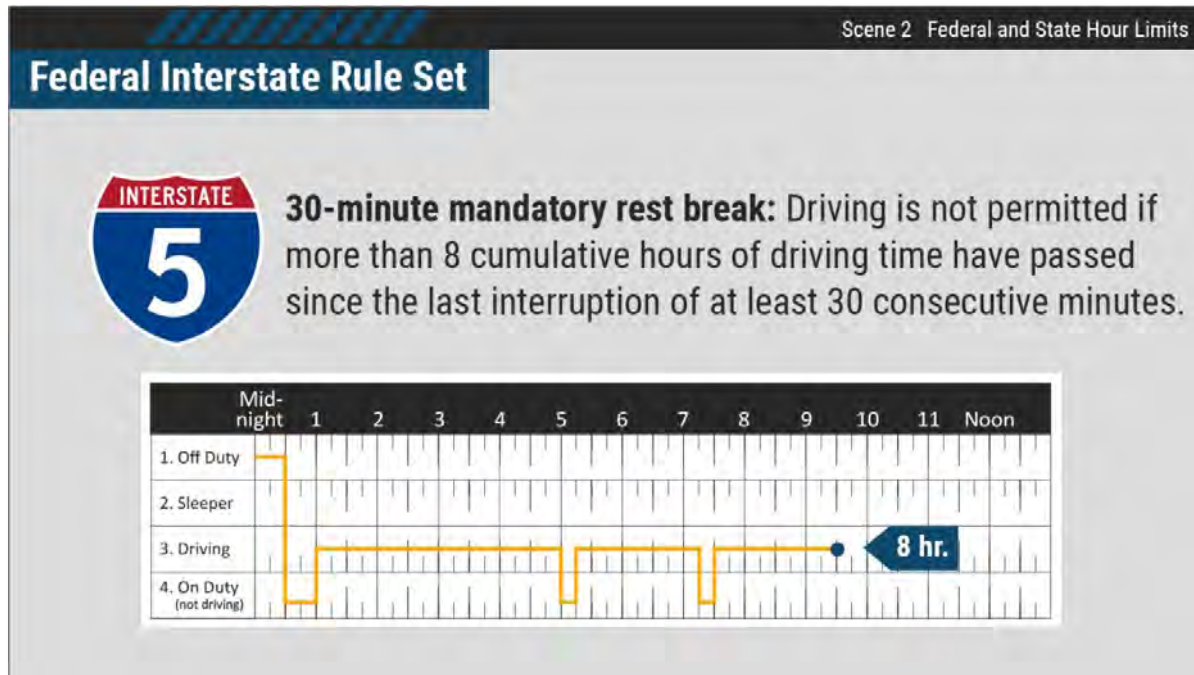


70-Hour/8-Day Limit:

- ✓ A driver must not be on duty for more than 70 hours during any 8-consecutive-day period.
- ✓ Days are rolling—the oldest day's hours drop off at the end of each day.

Under the 70-hour/8-day on-duty limit, a driver must not be on duty for more than 70 hours during any 8-consecutive-day period. These 8 consecutive days are rolling—the oldest day's hours drop off at the end of each day.

Slide 38 – Federal Interstate Rule Set 3



When working under the federal interstate rule set, driving is not permitted if more than 8 cumulative hours of driving time have passed since the end of the driver's last non-driving interruption of at least 30 consecutive minutes.

The driver should add up driving time before and after short stops that are less than 30 minutes to calculate the 8 driving hours. Short, non-consecutive stops CANNOT be combined to reach 30 minutes of non-driving time.

When required, the 30-minute break may be satisfied by taking on-duty (not driving) time, off-duty time, or sleeper berth time, or a combination of these duty statuses.

Slide 39 – California Intrastate Rule Set 1

Scene 2 Federal and State Hour Limits

California Intrastate Rule Set



Use when operating in intrastate commerce and driving more than 100 air miles away from the normal work-reporting location.


16/12/10 Daily Limit:

- ✓ 16 consecutive on-duty hours
- ✓ 12 driving hours
- ✓ 10 consecutive off-duty hours

When you are operating in intrastate commerce in California *AND* driving more than 100 air miles away from the normal work-reporting location, you must follow California hour and day maximums.

Under the 16/12/10 daily limit, a driver has 16 consecutive hours in which to drive a maximum of 12 hours. After the 16th on-duty hour or the 12th driving hour, the driver can perform on-duty tasks but cannot drive until being off duty for at least 10 consecutive hours.

Slide 40 – California Intrastate Rule Set 2



A green shield-shaped sign with a white border. The word "CALIFORNIA" is written in white at the top, and the number "1" is in the center. The sign is mounted on a wooden post.

Scene 2 Federal and State Hour Limits

California Intrastate Rule Set

80-Hour/8-Day Limit:


- ✓ A driver must not be on duty for more than 80 hours during any 8-consecutive-day period.
- ✓ Days are rolling—the oldest day's hours drop off at the end of each day.

Under the 80-hour/8-day on-duty limit, a driver must not be on duty for more than 80 hours during any 8-consecutive-day period. Like the federal interstate rule, these 8 consecutive days are rolling—the oldest day's hours drop off at the end of each day.

Slide 41 – 34-Hour Restart

Scene 2 Federal and State Hour Limits

34-Hour Restart



Lets drivers reset their on-duty hours back to zero by taking 34 consecutive hours off duty.


Use with:	Do not use with:
Federal interstate rule set	Passenger-carrying rule set
California intrastate rule set	Motion picture exemption

The 34-hour restart rule lets drivers reset their on-duty hours back to zero by taking 34 consecutive hours off duty. A 34-hour restart may only be used with the federal interstate or California intrastate rule set. It may not be used with the passenger-carrying rule set or a motion picture exemption, which we will talk about next.

Slide 42 – Passenger-Carrying Rule Set 1

Scene 2 Federal and State Hour Limits

Passenger-Carrying Rule Set



Use when operating passenger-carrying commercial vehicles designed to transport 16+ passengers, including the driver.

15/10/8 Daily Limit:

- ✓ 15 cumulative on-duty hours
- ✓ 10 driving hours
- ✓ 8 consecutive off-duty hours


When you are operating a passenger-carrying commercial vehicle designed to transport 16 or more passengers, including the driver, you must use the 15/10/8 daily limit, regardless of whether you are operating in interstate or intrastate commerce, or using a motion picture exemption.

Here, a driver has 15 **cumulative** hours in which to drive 10 hours. After the 15th on-duty hour or the 10th driving hour, the driver can perform on-duty tasks but cannot drive until being off duty for at least 8 consecutive hours.

Slide 43 – Passenger-Carrying Rule Set 2

Scene 2 Federal and State Hour Limits

Passenger-Carrying Rule Set




Hours-Per-8-Days Limit:

- ✓ Interstate: Use 70-hour/8-day limit
- ✓ Intrastate: Use 80-hour/8-day limit

The hours-per-8-days limit rule for the passenger-carrying rule set is slightly different than for other rule sets.

If operating in interstate commerce, the driver must adhere to the 70-hour/8-day on-duty limit. A driver operating in intrastate commerce in California must follow the 80-hour/8-day on-duty limit.

Slide 44 – Motion Picture Exemptions



Scene 2 Federal and State Hour Limits

Motion Picture Exemptions

Offer adjusted hour limits to accommodate the special circumstances of the movie and television industry.

To qualify, CMV drivers must:

- ✓ Provide transportation to or from a production site
- ✓ Be operating within a 100 air-mile radius of the normal work-reporting location


Motion picture exemptions offer adjusted hour limits to better accommodate the special circumstances of the movie and television industry such as long periods of downtime.

In order to qualify for this exemption, you must provide transportation to or from a theatrical or television motion picture production site, and be operating within a 100 air-mile radius of the normal work-reporting location.

Slide 45 – Federal Motion Picture Exemption

Scene 2 Federal and State Hour Limits

Federal Motion Picture Exemption



Use when operating in interstate commerce and within 100 air miles of the normal work-reporting location.

15/10/8 Daily Limit:

- ✓ 15 cumulative on-duty hours
- ✓ 10 driving hours
- ✓ 8 consecutive off-duty hours

Hours-Per-8-Days Limit:

- ✓ 70 hours


The federal motion picture exemption states that a CMV driver operating in interstate commerce *AND* within 100 air miles of the normal work-reporting location must follow the 15/10/8 daily limit.

Under this daily limit, a driver has 15 cumulative hours in which to drive 10 hours. After the 15th on-duty hour or the 10th driving hour, the driver may perform on-duty tasks but may not drive until being off duty for at least 8 consecutive hours. The driver remains subject to the federal interstate 70-hour/8-day maximum.

Slide 46 – California Motion Picture Exemption

Scene 2 Federal and State Hour Limits

California Motion Picture Exemption

A green shield-shaped sign with a white border. Inside the shield, the word "CALIFORNIA" is written in white at the top. Below it is a white clapperboard icon. The sign is mounted on a yellow pole.

Use when operating in intrastate commerce and within 100 air miles of the normal work-reporting location.

15/12/8 Daily Limit:

- ✓ 15 cumulative on-duty hours
- ✓ 12 driving hours
- ✓ 8 consecutive off-duty hours

Hours-Per-8-Days Limit:

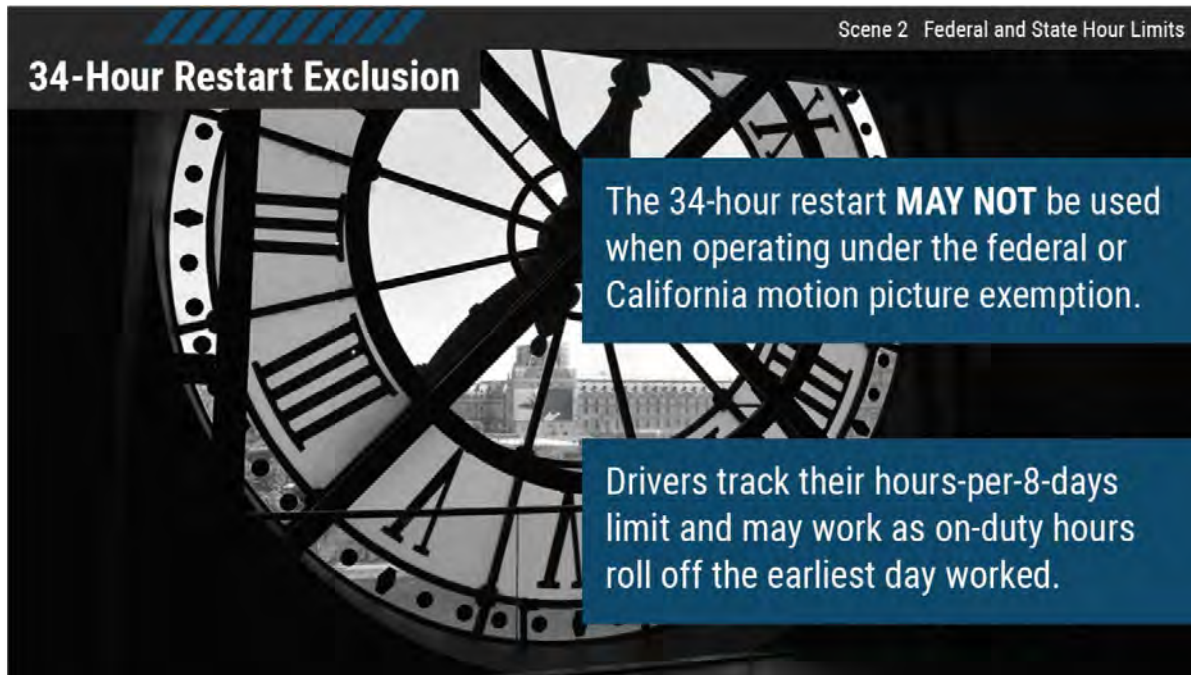
- ✓ 80 hours

The California motion picture exemption states that a CMV driver operating in intrastate commerce in California *AND* within 100 air miles of the normal work-reporting location must follow the 15/12/8 daily limit.

A driver has 15 cumulative hours in which to drive 12 hours. After the 15th on-duty hour or the 12th driving hour, the driver may perform on-duty tasks, but may not drive until being off duty for at least 8 consecutive hours.

The driver remains subject to the California intrastate 80-hour/8-day maximum.

Slide 47 – 34-Hour Restart Exclusion



Scene 2 Federal and State Hour Limits

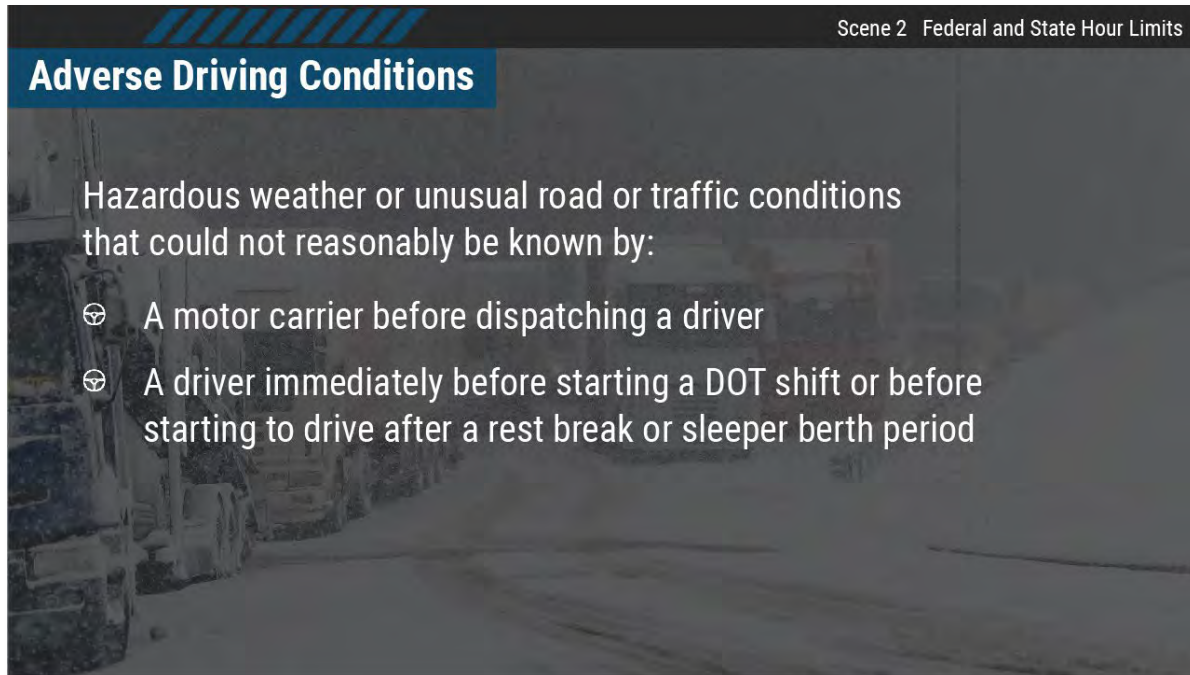
34-Hour Restart Exclusion

The 34-hour restart **MAY NOT** be used when operating under the federal or California motion picture exemption.

Drivers track their hours-per-8-days limit and may work as on-duty hours roll off the earliest day worked.

The 34-hour restart MAY NOT be used when operating under the federal or California motion picture exemption. Drivers track their hours-per-8-days limit and may work as on-duty hours roll off the earliest day worked.

Slide 48 – Adverse Driving Conditions 1

The slide features a dark background with a blue header bar at the top. The header bar contains the text "Scene 2 Federal and State Hour Limits" on the right and "Adverse Driving Conditions" on the left. The main content area is a dark, grainy image of a snowy road with a line of trucks parked on the left. Overlaid on this image is the text "Hazardous weather or unusual road or traffic conditions that could not reasonably be known by:" followed by a bulleted list of two items, each preceded by a circular icon containing a plus sign.

Scene 2 Federal and State Hour Limits

Adverse Driving Conditions

Hazardous weather or unusual road or traffic conditions that could not reasonably be known by:

- ⊕ A motor carrier before dispatching a driver
- ⊕ A driver immediately before starting a DOT shift or before starting to drive after a rest break or sleeper berth period

Adverse driving conditions refer to hazardous weather such as snow, ice, sleet, or fog or unusual road or traffic conditions that could not reasonably be known by a motor carrier before dispatching a driver, or by the driver immediately before starting a DOT shift or before starting to drive after a rest break or sleeper berth period.

Slide 49 – Adverse Driving Conditions 2

Scene 2 Federal and State Hour Limits

Adverse Driving Conditions

When adverse driving conditions exist, a driver is allotted extra time to complete the trip or reach a safe place.

Federal rule sets: Driving limit and on-duty limit may be extended by no more than 2 additional hours.

Federal interstate:	Federal passenger-carrying:
☞ Driving limit: 11 to 13	☞ Driving limit: 10 to 12
☞ On-duty limit: 14 to 16	☞ On-duty limit: 15 to 17

When adverse driving conditions exist, a driver is allotted some extra time to complete the trip or reach a safe place. The amount of time depends on the rule set under which the driver is operating.

For federal rule sets, the driving limit and on-duty limit may be extended by no more than two additional hours. That means that under the federal interstate rule set, 11 driving hours can increase to 13 and 14 on-duty hours can increase to 16. Under the federal passenger-carrying rule set, 10 driving hours can increase to 12 and 15 on-duty hours can increase to 17.

Scene 2 Federal and State Hour Limits

Adverse Driving Conditions

When adverse driving conditions exist, a driver is allotted extra time to complete the trip or reach a safe place.

California rule sets: Driving limit may be extended by no more than 2 additional hours only if the on-duty limit is not exceeded.

California intrastate:	California passenger-carrying:
☞ Driving limit: 12 to 14	☞ Driving limit: 10 to 12
☞ Within the 16-hour window	☞ Within the 15-hour window

For California rule sets, the driving limit may be extended by no more than two additional hours *only if* the on-duty limit for that rule set is not exceeded. So, under the California intrastate rule set, 12 driving hours can increase to 14 driving hours if the driver stays within the 16-hour on-duty limit.

Likewise, under the California passenger-carrying rule set, 10 driving hours can increase to 12 driving hours *if* the driver stays within the 15-hour on-duty limit.

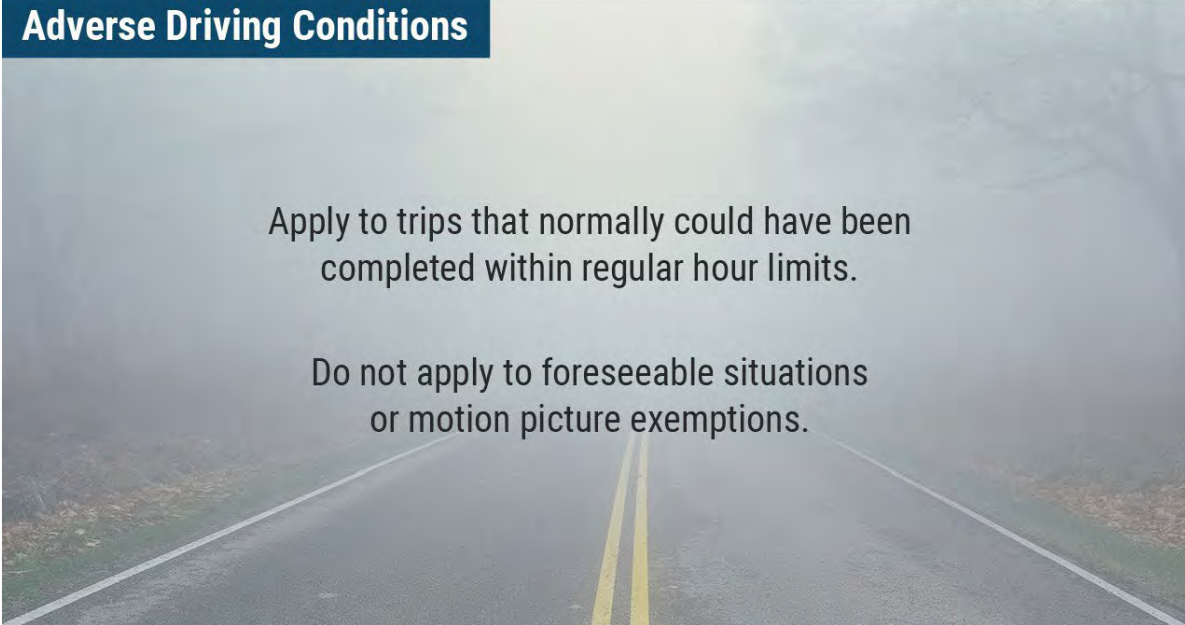
Slide 50 – Adverse Driving Conditions 3

Scene 2 Federal and State Hour Limits

Adverse Driving Conditions


Apply to trips that normally could have been completed within regular hour limits.

Do not apply to foreseeable situations or motion picture exemptions.



These rules apply only to trips that normally could have been completed within the regular driving and on-duty limits. They do not apply to foreseeable situations like rush-hour traffic, or motion picture exemptions.

Slide 51 – Determining Which Rule Set to Use 1



Scene 2 Federal and State Hour Limits

Determining Which Rule Set To Use

The starting point and destination of the load determine which rule set to use.

Start	Destination	Rule Set
California	Another state or country	Interstate
California	California	Intrastate

The starting point and destination of the load determine which rule set a property-carrying driver must use.

If the starting point and destination of the load are California and another state or country, an interstate rule set is used. If the starting point and destination of the load are both in California, and you don't go through another state, an intrastate rule set is used.

Slide 52 – Determining Which Rule Set to Use 2

Scene 2 Federal and State Hour Limits

Determining Which Rule Set To Use



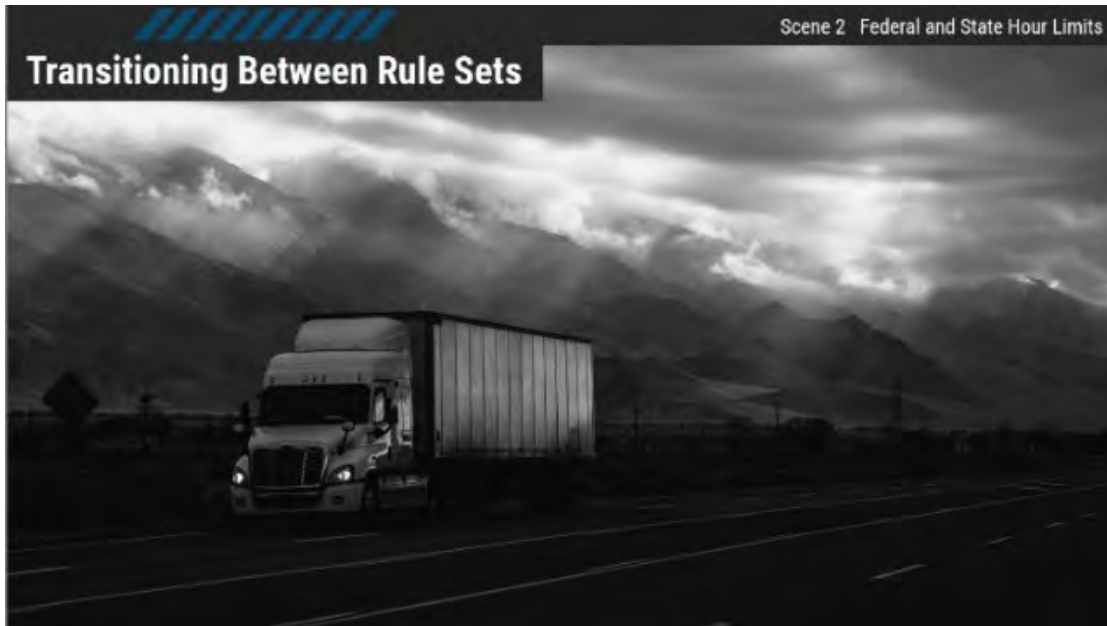
The same rule set must be used for the entire duration of the assignment, including preparation, loading, and unloading.

Start	Destination	Circumstance	Rule Set
California	Arizona	3 prep days	Fed. interstate
Florida	California	Long Beach pick-up	Fed. interstate

Also, the same rule set must be used for the entire duration of the assignment, including preparation, loading, and unloading. For example, if a load going from California to Arizona takes three days to prepare, those three days are logged as federal interstate.

If a load starts in Florida and goes to California, and you pick up the load from the port in Long Beach, you would operate under the federal interstate rule because the load travels interstate and more than 100 air miles.

Slide 53 – Transitioning Between Rule Sets 1



Drivers often move between interstate, intrastate, and motion picture exemption operation.

Transitioning Between Rule Sets

Scene 2 Federal and State Hour Limits

A driver who begins a trip in interstate commerce must follow a federal rule set for 8 days after the interstate trip.

Federal rule sets:


⊕ Federal interstate	14/11/10	70-hour/8-day
⊕ Federal MPE	15/10/8	70-hour/8-day

Example:

Going from	Into	Follow
Federal interstate	Cal. MPE (15/12/8)	Federal MPE

Any driver who does a trip in interstate commerce must follow a federal rule set for 8 days after the interstate trip. This can be the federal interstate rule or the federal motion picture exemption rule. For example, if you're going from federal interstate operation to California motion picture exemption operation with a 15/12/8 daily limit, follow the federal motion picture exemption rule for 8 days after the interstate trip ends.

Slide 54 – Transitioning Between Rule Sets 2

Scene 2 Federal and State Hour Limits

Transitioning Between Rule Sets

Bookend 10s: A driver must take 10 consecutive hours off duty when transitioning into or out of the federal interstate or California intrastate rule set and another rule set.

Example:

Going from	Into	10 off-duty hrs.
Cal. intrastate (16/12/10)	Cal. MPE (15/12/8)	Before Cal. MPE

Additionally, the driver must have 10 consecutive hours off duty when transitioning into or out of either the federal interstate or California intrastate rule set and another rule set.

For example, if you are moving from California intrastate operation to California motion picture exemption operation, you must take 10 consecutive off-duty hours before beginning work under the California motion picture exemption, even though the California motion picture exemption requires only 8 consecutive off-duty hours. This is commonly referred to as “Bookend 10s.”

This brings us to the end of this scene. Let’s see if you can correctly answer a couple of knowledge check questions.

Slide 55 – Knowledge Check 5

Scene 2 Federal and State Hour Limits

Knowledge Check 5

Match each daily limit to the corresponding rule set.
Select the correct letter from the dropdown box.

<u>Daily Limits</u>	<u>Rule Set</u>
<input type="text"/> 14/11/10	A. Federal motion picture exemption
<input type="text"/> 15/10/8	B. California intrastate
<input type="text"/> 15/12/8	C. Federal interstate
<input type="text"/> 16/12/10	D. California motion picture exemption

Submit

Slide 56 – Knowledge Check 6

Scene 2 Federal and State Hour Limits

Knowledge Check 6

Can the 34-hour restart be used with motion picture exemptions?

☐ A. Yes

☐ B. No

Submit

Slide 57 – Knowledge Check 7

Scene 2 Federal and State Hour Limits

Knowledge Check 7

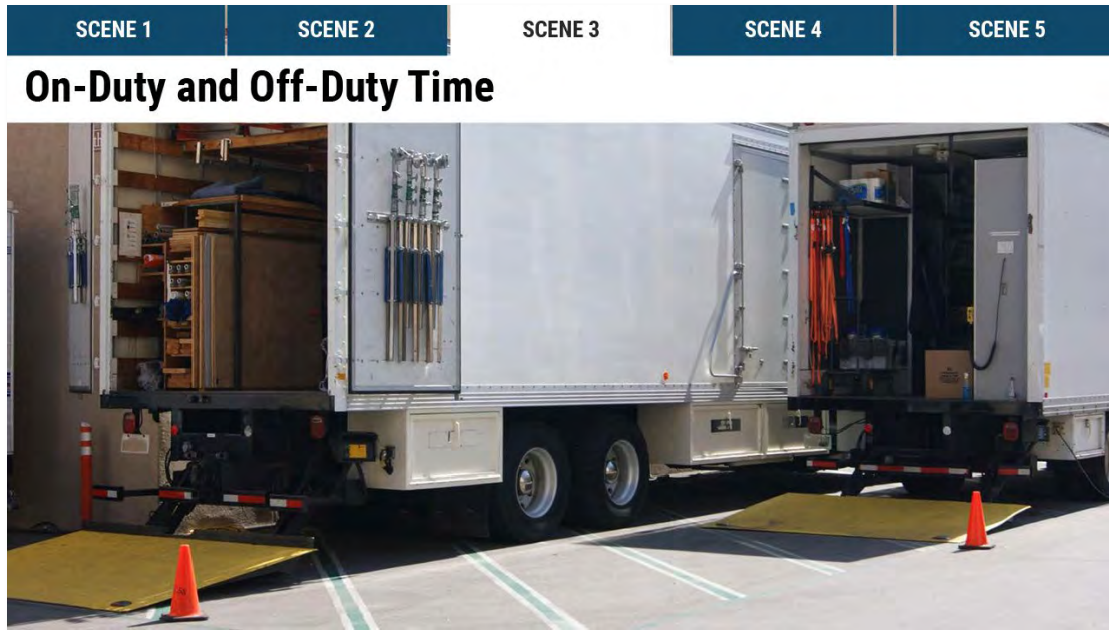
Are motion picture exemption on-duty hours cumulative or consecutive?

☐ A. Cumulative

☐ B. Consecutive

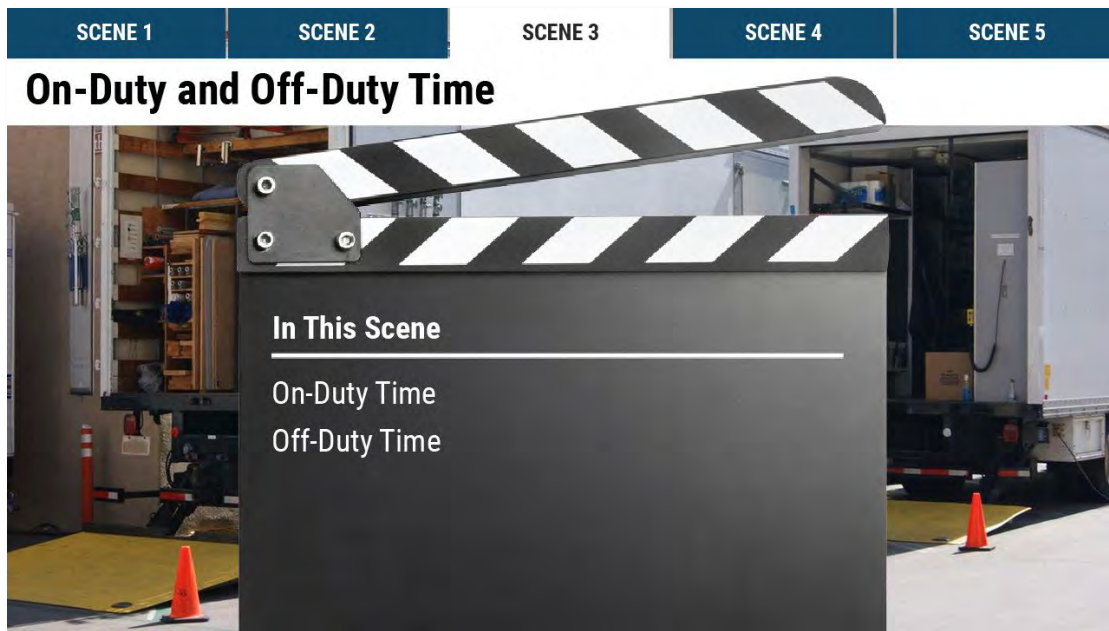
Submit

Slide 58 – SCENE 3, ON-DUTY AND OFF-DUTY TIME



Scene Three, On-Duty and Off-Duty Time.

Slide 59 – In This Scene



Because federal and California regulations dictate hour limits for driving and non-driving activities, it is important to have a clear understanding of what types of activities constitute on-duty and off-duty time. This scene reviews common on-duty and off-duty activities and how they are recorded on a log.

Slide 60 – On-Duty Time

Scene 3 On-Duty and Off-Duty Time

On-Duty Time

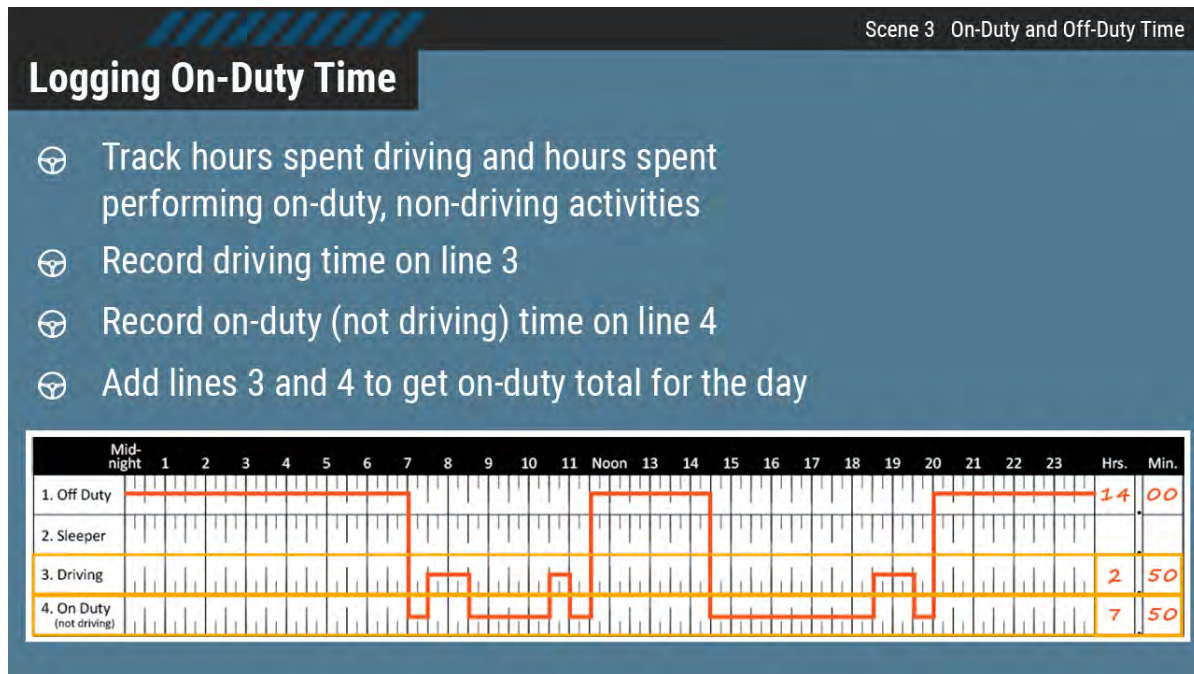


$$\text{On-duty time} = \text{Driving time} + \text{On-duty (not driving) time}$$

On-duty time is comprised of driving time and on-duty (not driving) time. On-duty time starts when a driver begins to work or is required to be in readiness to work and continues until the time the driver is relieved from work and all responsibility for performing work.

HOS – Hours of Service

Slide 61 – Logging On-Duty Time



When logging on-duty time, drivers must account separately for hours spent driving and hours spent performing on-duty, non-driving activities.

Record driving time on line 3 of the graph grid. Record on-duty (not driving) time on line 4. Add lines 3 and 4 together to get your on-duty total for that day.

HOS – Hours of Service

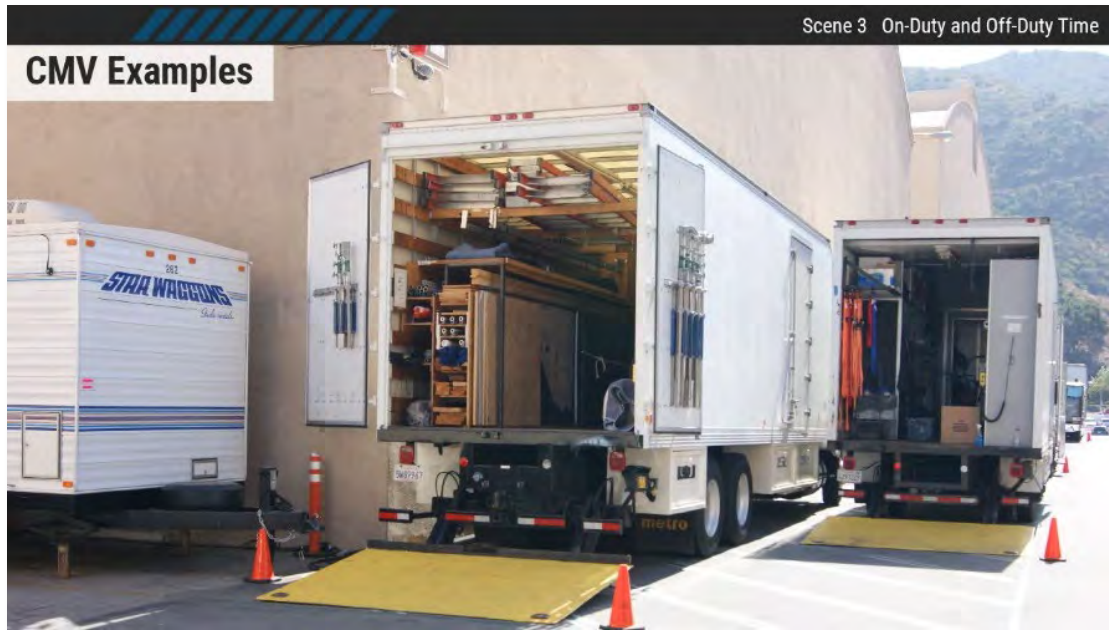
Slide 62 – Driving Time



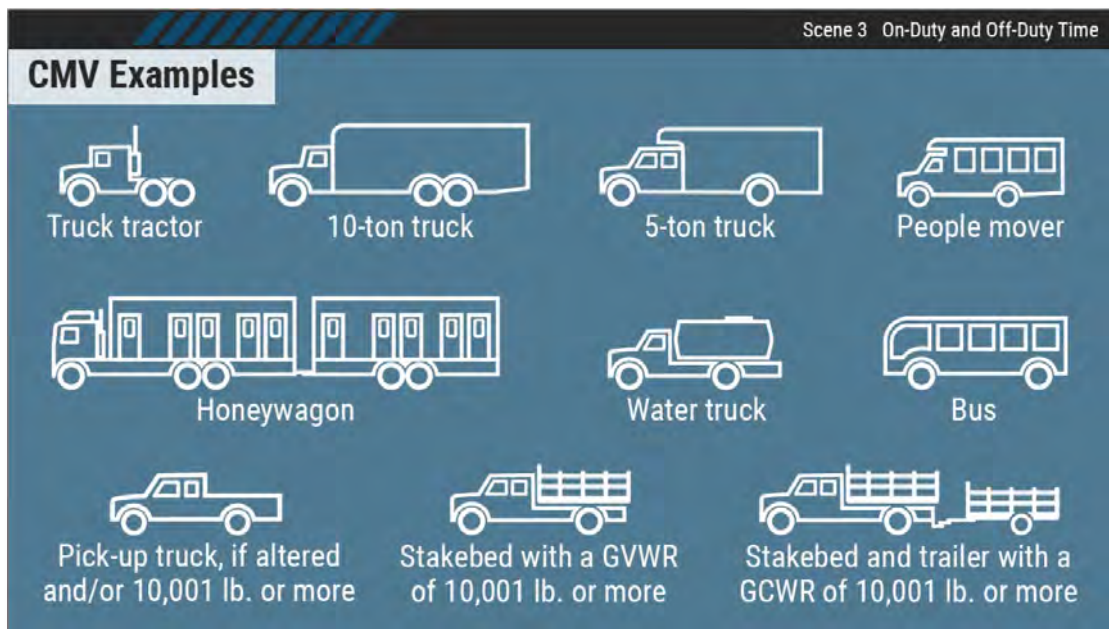
Driving time is all time spent at the driving controls of a CMV in operation, including driving to and from a drug/alcohol testing site.

HOS – Hours of Service

Slide 63 – CMV Examples



So, what types of vehicles are CMVs? Here are some examples of CMVs that you might drive while working on a motion picture or television show:




A truck tractor, a 10-ton truck, a 5-ton truck, a people mover, a honeywagon, a water truck, a bus, a pick-up truck (if altered and/or 10,001 pounds or more), a stakebed with a gross vehicle weight rating of 10,001 pounds or more, and lastly, a stakebed and trailer with a gross combined weight rating of 10,001 pounds or more.

Keep in mind that a truck tractor is the vehicle itself, also referred to as the power unit.

Slide 64 – On-Duty (Not Driving) Activities 1

Scene 3 On-Duty and Off-Duty Time

On-Duty (Not Driving) Activities



- ✓ Taking a 30-minute rest break
- ✓ Operating a non-CMV
- ✓ Operating a CMV on private property
- ✓ Operating a forklift or similar equipment
- ✓ Attending to a motor vehicle


Now let's look at activities that can be considered on duty but not driving.

Taking a mandatory rest break of at least 30 consecutive minutes when operating under the federal interstate rule set. Operating a non-CMV or operating a CMV on private property. Operating a forklift or similar equipment. Attending to a motor vehicle, including repairs, inspections, fueling, and washing.

Slide 65 – On-Duty (Not Driving) Activities 2

Scene 3 On-Duty and Off-Duty Time

On-Duty (Not Driving) Activities



- ✓ Loading and unloading
- ✓ Supervising or handling paperwork
- ✓ Providing drug/alcohol testing samples, including shuttle time
- ✓ Doing other work for an employing company
- ✓ Doing paid work for another employer

Loading and unloading a vehicle. Time spent supervising or handling paperwork. Providing drug and alcohol testing samples, including being shuttled to and from a test site. Doing any other work for an employing company such as giving or receiving training or driving a company car. Or doing paid work for another employer.

Slide 66 – DOT Shift, Paid Shift, and Minimum Call

Scene 3 On-Duty and Off-Duty Time

DOT Shift, Paid Shift, and Minimum Call

DOT shift. All on-duty hours. Continues until the driver has taken the required consecutive hours off duty.

paid shift. The hours for which a driver is being paid. (Also called work hours or work shift.)

minimum call. The minimum number of hours for which a driver is paid, regardless of whether they are let off early.

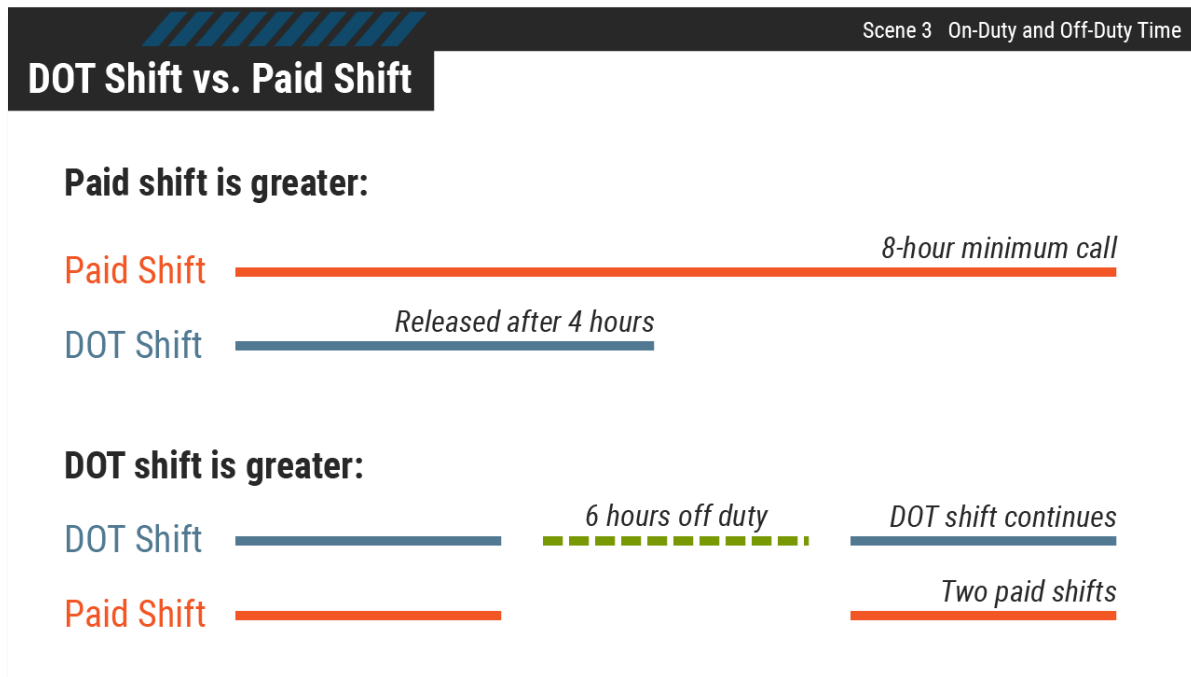
All on-duty hours are part of your DOT shift and are not necessarily reflective of paid hours.

A DOT shift continues until you have taken the required consecutive hours off duty based on the rule set, thereby resetting the DOT shift.

A paid shift includes the hours for which you are being paid. A paid shift might be called work hours or a work shift.

A paid shift should not be confused with a minimum call. A minimum call is the minimum number of hours for which you'll be paid, regardless of whether you are let off duty early.

Slide 67 – DOT Shift vs. Paid Shift



If a driver is guaranteed a paid shift of 8 hours but is released from work after 4 hours and then has the required consecutive hours off duty to reset the DOT shift, the driver's paid shift will be greater than the DOT shift.

If a driver does not have enough time off in-between shifts, the DOT shift continues into the next day, making the DOT shift greater than the paid shifts.

HOS – Hours of Service

Slide 68 – Logging Non-Commercial Driving

Scene 3 On-Duty and Off-Duty Time

Logging Non-Commercial Driving

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty																									14	00
2. Sleeper																										
3. Driving																										
4. On Duty (not driving)																									10	00

Mid- 6 17 18 19 20 21 22 23

Total Hours **24**

Check the Non-Commercial Equipment box when non-commercial driving is done solely for an entire 24-hour period.

Hours spent driving non-commercial count toward the hours-per-8-days limit.

395.1
Conditions encountered at _____ AM / PM

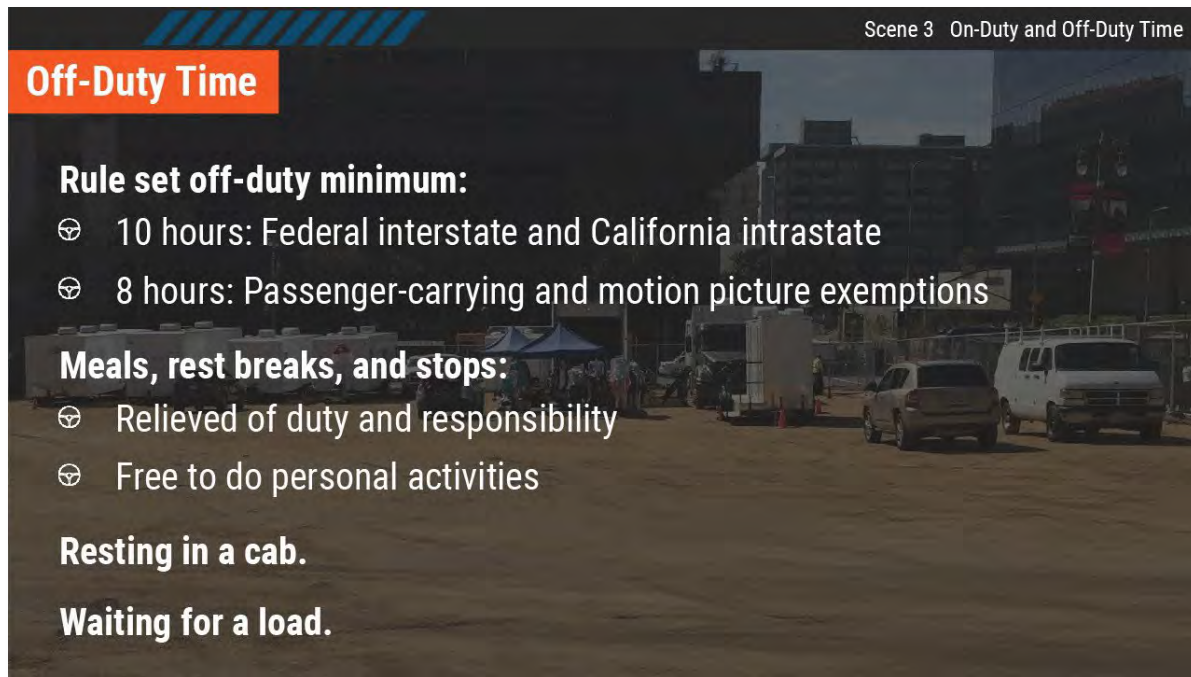
☒ Non-Commercial Equipment

☐ 15/12/8 CA Motion Picture
☐ 15/10/8 Federal Motion Picture
☐ 16/12/10 California Intrastate
☐ 14/11/10 Federal Interstate
☐ 15/10/8 Passenger 1st
☒ Non-Commercial Equipment

Driving a non-CMV is tracked as On Duty (not driving).

Check the Non-Commercial Equipment check box when non-commercial driving is done solely for an entire 24-hour period. Remember, hours spent driving non-commercial are on-duty hours and count toward the hours-per-8-days limit.

Slide 69 – Off-Duty Time 1



Scene 3 On-Duty and Off-Duty Time

Off-Duty Time

Rule set off-duty minimum:

- ⊕ 10 hours: Federal interstate and California intrastate
- ⊕ 8 hours: Passenger-carrying and motion picture exemptions

Meals, rest breaks, and stops:

- ⊕ Relieved of duty and responsibility
- ⊕ Free to do personal activities

Resting in a cab.

Waiting for a load.

Now, let's review what can be logged as off-duty time.

First is the minimum number of off-duty hours that must be taken to reset the DOT shift: 10 hours for the federal interstate and California intrastate rule sets and 8 hours for the passenger-carrying rule set and motion picture exemptions.

Meals, mandatory 30-minute rest breaks, and other routine stops may be recorded as off-duty time if you are relieved of all duty and responsibility for the care and custody of the vehicle, its accessories, and any cargo or passengers it may be carrying, and during and for the duration of the stop, you are free to pursue activities of your own choosing.

Off-duty time can also be resting in a cab or waiting for a load.

HOS – Hours of Service

Slide 70 – Off-Duty Time 2

Scene 3 On-Duty and Off-Duty Time

Off-Duty Time

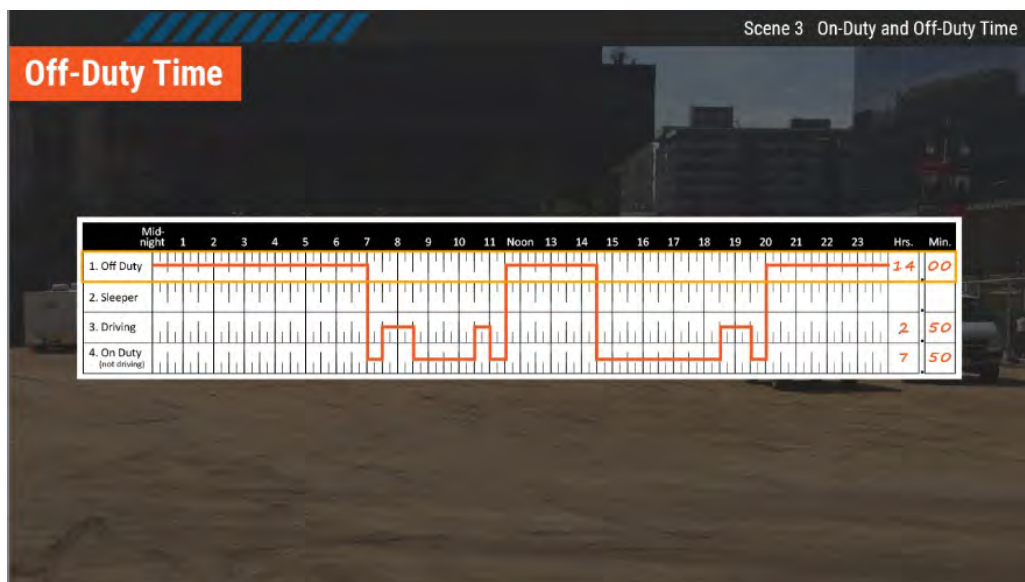
Travel time when, upon arrival at the destination, you have the minimum required off-duty hours.

Riding in the passenger seat of a moving CMV before or after sleeper berth time:

- Federal interstate: ✓ Up to 3 hours in passenger seat
✓ At least 7 hours in sleeper berth
- California intrastate: ✓ Up to 2 hours in passenger seat
✓ At least 8 hours in sleeper berth

Or, it can be travel time to a work location when, upon arrival at the destination, you have the minimum amount of required off-duty hours, as defined by the rule set under which you are operating.

And, off-duty time can be riding in a passenger seat of a moving CMV immediately before or after sleeper berth time. The hour requirements are different for federal interstate and California intrastate. For federal interstate, off-duty time can be up to 3 hours in the passenger seat when there is at least 7 consecutive hours in a sleeper berth. And for California intrastate, off-duty time can only be up to 2 hours in the passenger seat when there is at least 8 consecutive hours in a sleeper berth. We'll go into more detail about sleeper berths and travel time in the upcoming slides.



Off-duty time is recorded on the first line of the graph grid.

HOS – Hours of Service

Slide 71 – Sleeper Berth Time


Scene 3 On-Duty and Off-Duty Time

Sleeper Berth Time

Sleeper berths that are regulation-compliant may be used to fulfill off-duty time requirements.

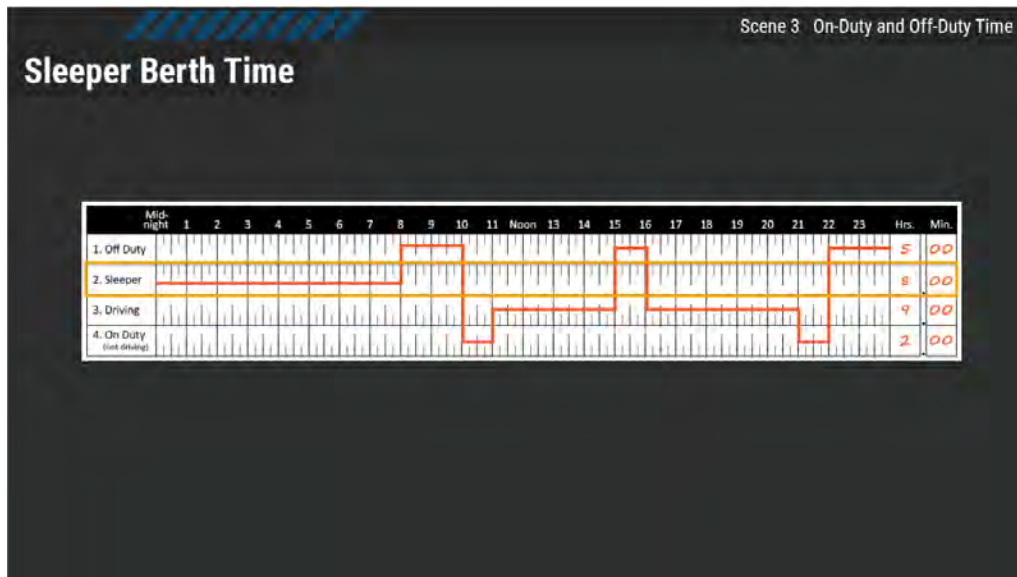
Use the *Sleeper* duty status when:

- ⊕ CMV is equipped with a sleeper berth
- ⊕ Minimum amount of rest time is taken



Sleeper berths that are regulation-compliant may be used to fulfill off-duty time requirements.

Use the Sleeper duty status when the CMV is equipped with a sleeper berth, as defined by Federal Motor Carrier Safety Regulations, and when the minimum amount of rest time is taken, which will differ depending on if you are driving a property-carrying vehicle or a passenger-carrying vehicle.



Sleeper berth time is recorded on the second line of the graph grid.

Slide 72 – Sleeper Berth Time, Property-Carrying Drivers

Scene 3 On-Duty and Off-Duty Time

Sleeper Berth Time | Property-Carrying Drivers

Federal interstate 14/11/10
California intrastate 16/12/10

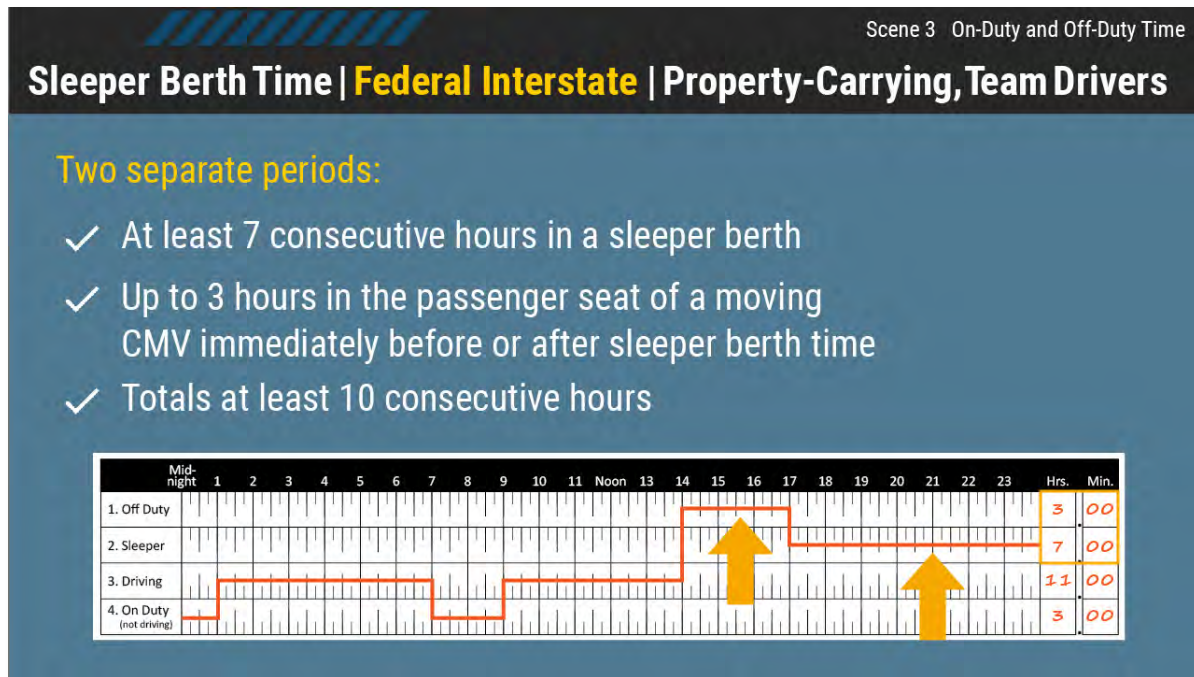
Get the required 10 hours off-duty:

- ✓ At least 10 consecutive hours in a sleeper berth
- ✓ At least 10 consecutive hours in a sleeper berth and off-duty
- ✓ Split sleeper (non-consecutive periods):
 - ✓ Sleeper berth and off-duty time
 - ✓ Two periods of sleeper berth time

Under the federal interstate and California intrastate rule sets, a property-carrying driver may use a sleeper berth to get the required 10 hours of off-duty time by spending at least 10 consecutive hours in a sleeper berth, or a combination of 10 consecutive hours in a sleeper berth and off duty, or by using the split sleeper provision. Split sleeper allows a driver to take non-consecutive periods of sleeper berth AND off-duty time or two periods of sleeper berth time.

HOS – Hours of Service

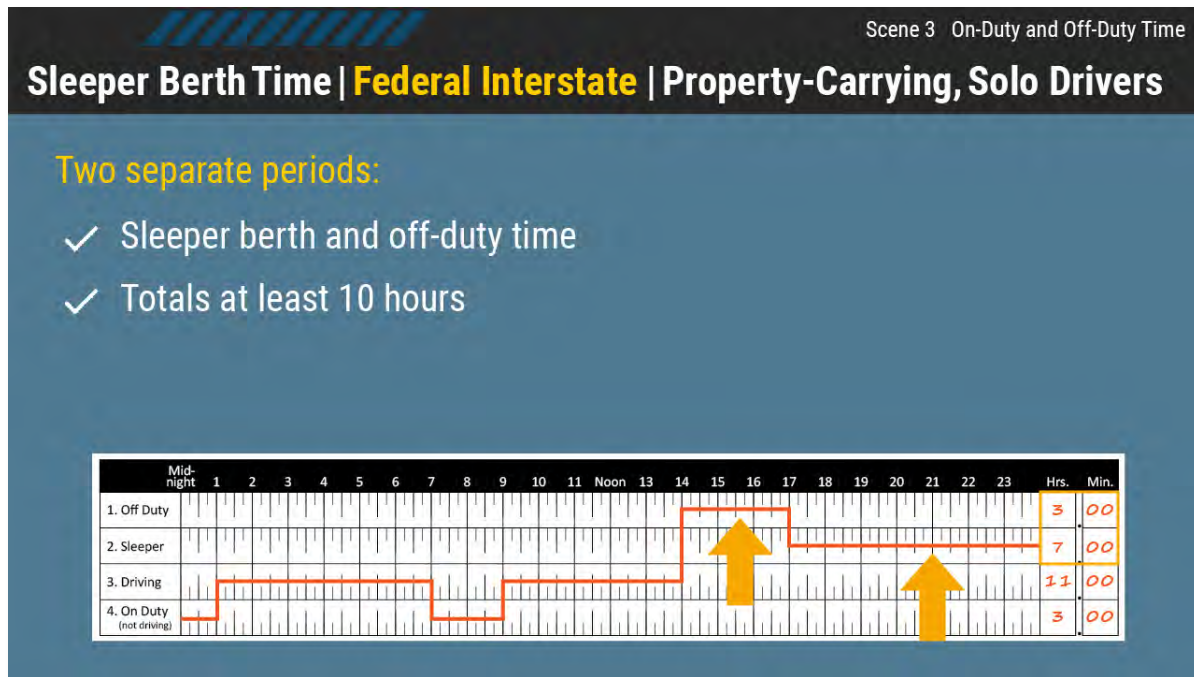
Slide 73 – Sleeper Berth Time, Property-Carrying Fed Team



When operating under the federal interstate rule set and driving with a co-driver, a driver can get the required 10 hours off duty by spending at least 7 consecutive hours in a sleeper berth and up to 3 hours in the passenger seat of a moving CMV immediately before or after sleeper berth time, totaling at least 10 consecutive hours.

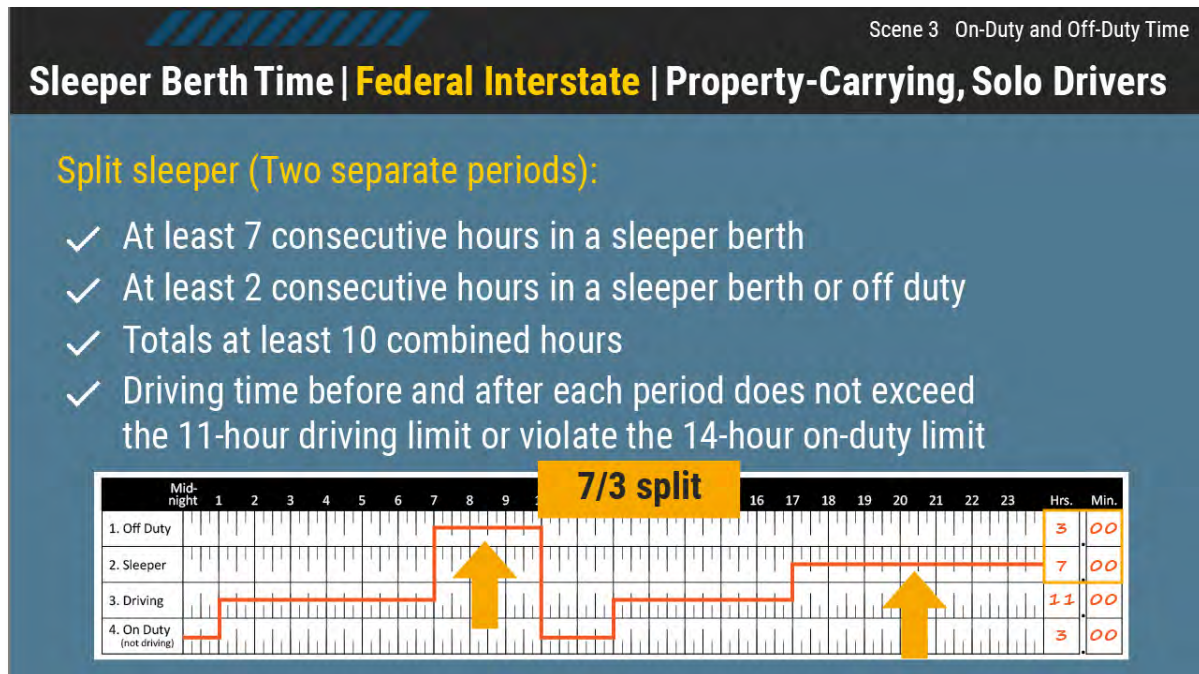
HOS – Hours of Service

Slide 74 – Sleeper Berth Time, Property-Carrying Fed Consecutive Periods



When operating under the federal interstate rule set and driving solo, a driver may use a combination of two consecutive periods in a sleeper berth and off duty, totaling at least 10 hours.

Slide 75 – Sleeper Berth Time, Property-Carrying Fed Split Sleeper 1

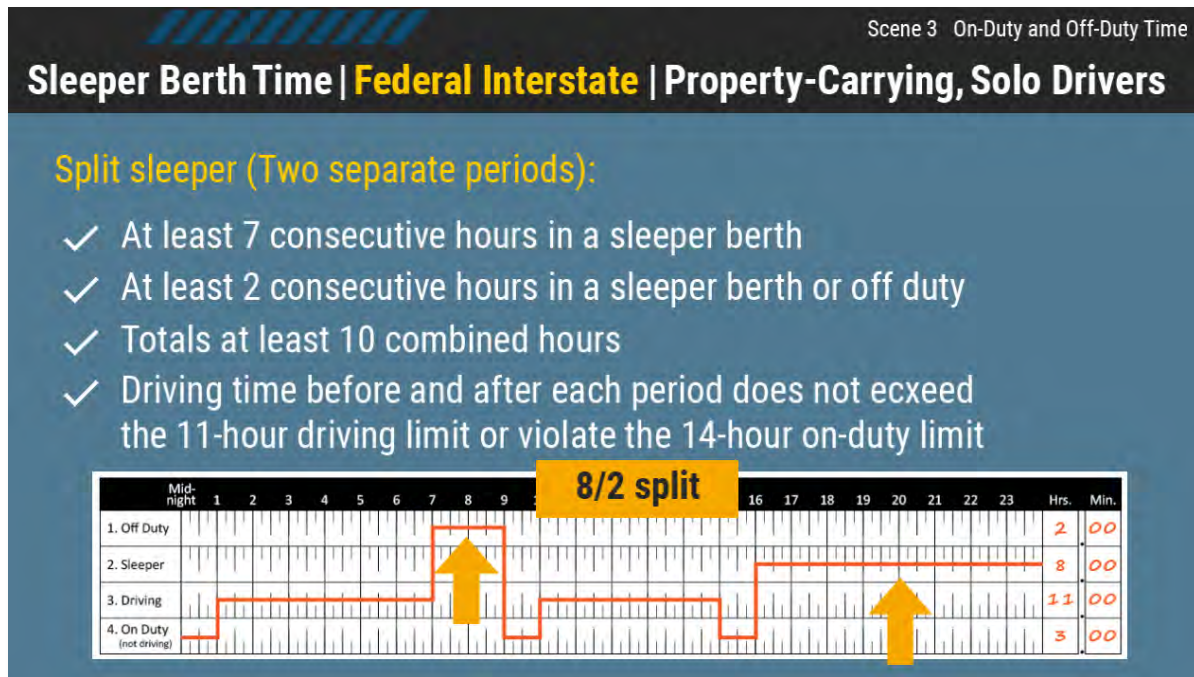


Under the federal interstate rule set, split sleeper allows a driver to take two separate, non-consecutive periods, in any order, as long as one period is **at least 7** consecutive hours in a sleeper berth and the other is **at least 2** consecutive hours in a sleeper berth or off duty, **totaling** at least **10** combined hours. And, the driving time before and after each period, when added together, does not exceed the 11-hour driving limit or violate the 14-hour on-duty limit.

Here, a driver uses a 7/3 split, taking 3 hours off duty at 7:00 a.m., then 7 hours in the sleeper berth at 5:00 p.m., totaling 10 hours.

HOS – Hours of Service

Slide 76 – Sleeper Berth Time, Property-Carrying Fed Split Sleeper 2

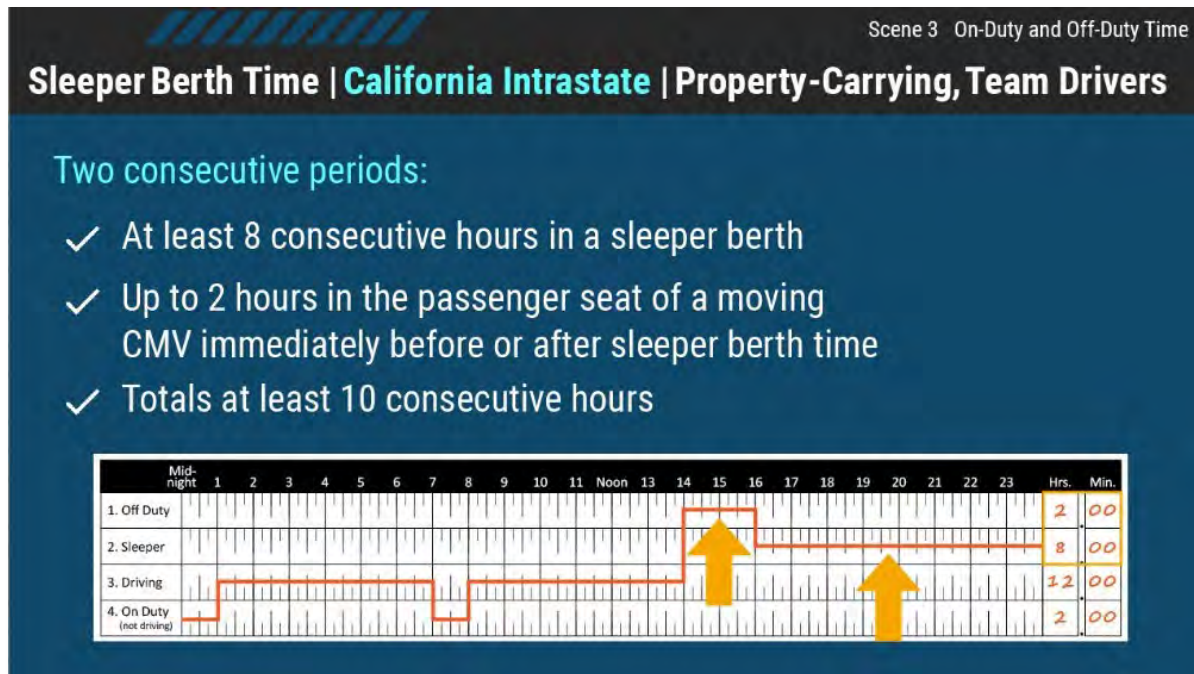


And here, a driver uses an 8/2 split, taking 2 hours off duty at 7:00 a.m., then 8 hours in the sleeper berth at 4:00 p.m., totaling 10 hours.

Remember, your **total hours** must be at least 10 combined hours, with **at least 7** consecutive hours in a sleeper berth and **at least 2** consecutive hours in a sleeper berth or off duty.

HOS – Hours of Service

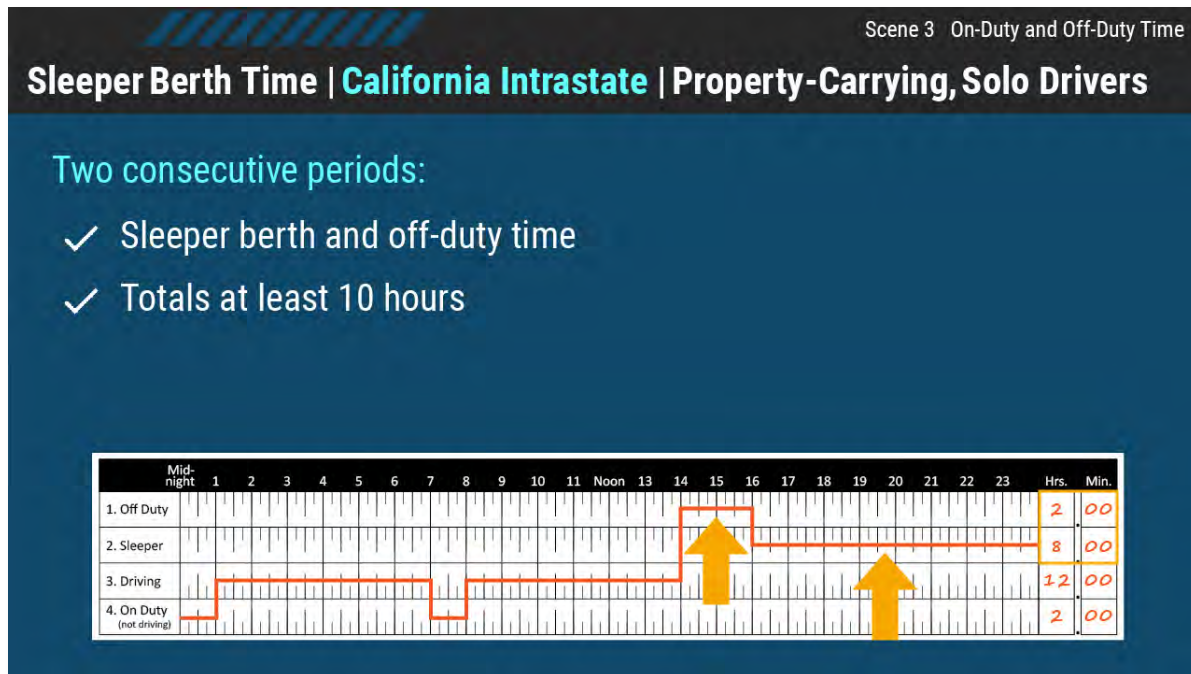
Slide 77 – Sleeper Berth Time, Property-Carrying Cal Team



California intrastate rules are slightly different than federal interstate. When driving with a co-driver, a driver may spend at least 8 consecutive hours (not 7) in a sleeper berth and up to 2 hours (not 3) in the passenger seat of a moving CMV immediately before or after sleeper berth time, totaling at least 10 consecutive hours.

HOS – Hours of Service

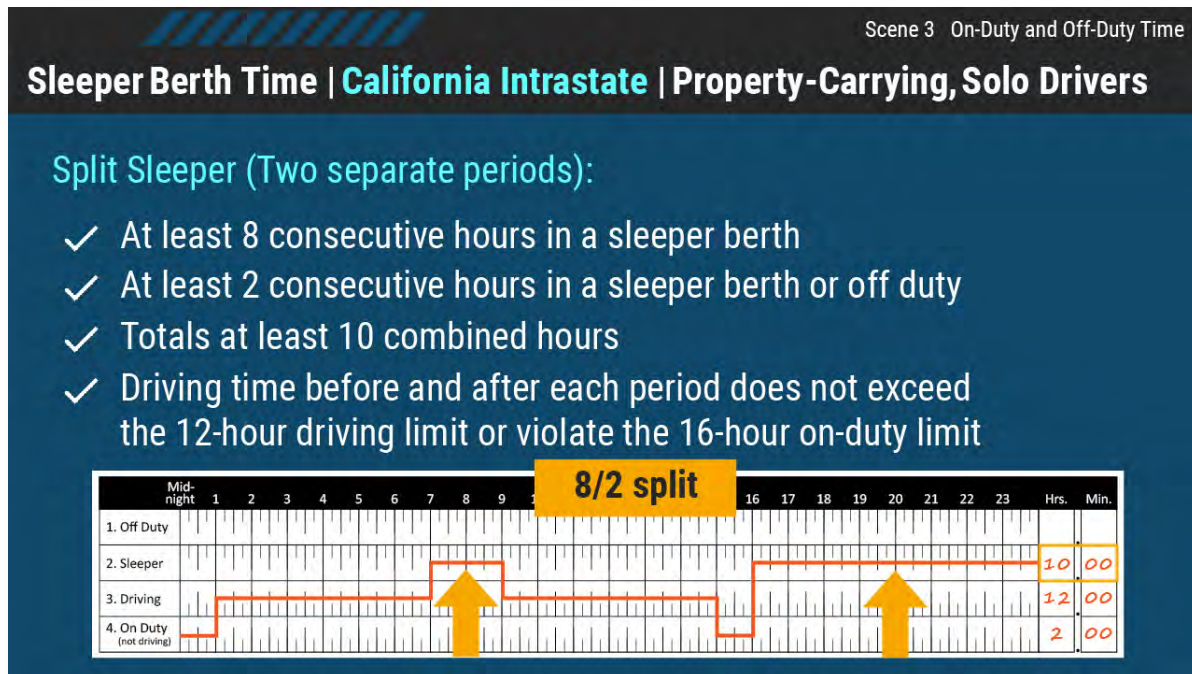
Slide 78 – Sleeper Berth Time, Property-Carrying Cal Consecutive Periods



When driving solo, a driver may use a combination of two consecutive periods in a sleeper berth and off duty, totaling at least 10 hours.

HOS – Hours of Service

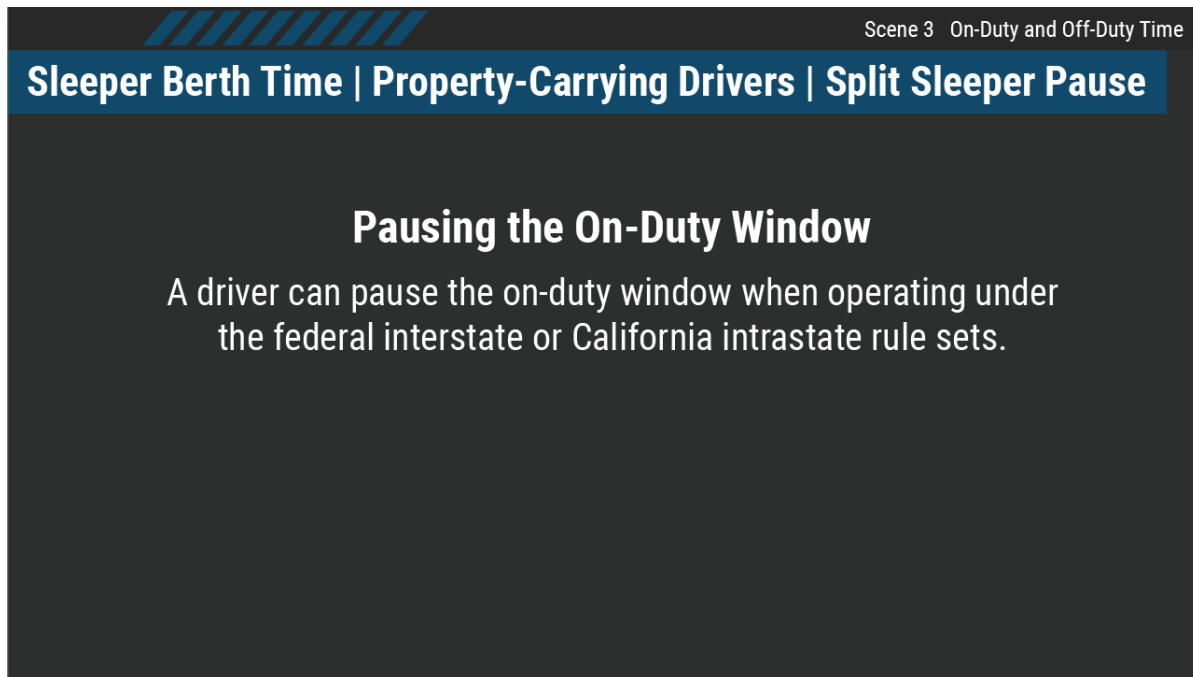
Slide 79 – Sleeper Berth Time, Property-Carrying Cal Split Sleeper



The California intrastate split sleeper rule allows a driver to take two separate, non-consecutive periods, in any order, to get the required 10 hours off duty as long as one period is at least 8 consecutive hours in a sleeper berth and the other is at least 2 consecutive hours in a sleeper berth or off duty, totaling at least 10 combined hours. And, the time before and after each period, when added together, does not exceed the 12-hour driving limit or violate the 16-hour on-duty limit.

Under the California intrastate rule set, a 7/3 split is not permitted.

Slide 80 – Sleeper Berth Time, Pause On-Duty Window

The slide features a dark background with a blue header bar at the top. The header bar contains the text "Sleeper Berth Time | Property-Carrying Drivers | Split Sleeper Pause" in white. Above this bar, on the right, is the text "Scene 3 On-Duty and Off-Duty Time". The main content of the slide is centered and reads "Pausing the On-Duty Window" in a large, bold, white font, followed by a paragraph in a smaller white font: "A driver can pause the on-duty window when operating under the federal interstate or California intrastate rule sets."

Scene 3 On-Duty and Off-Duty Time

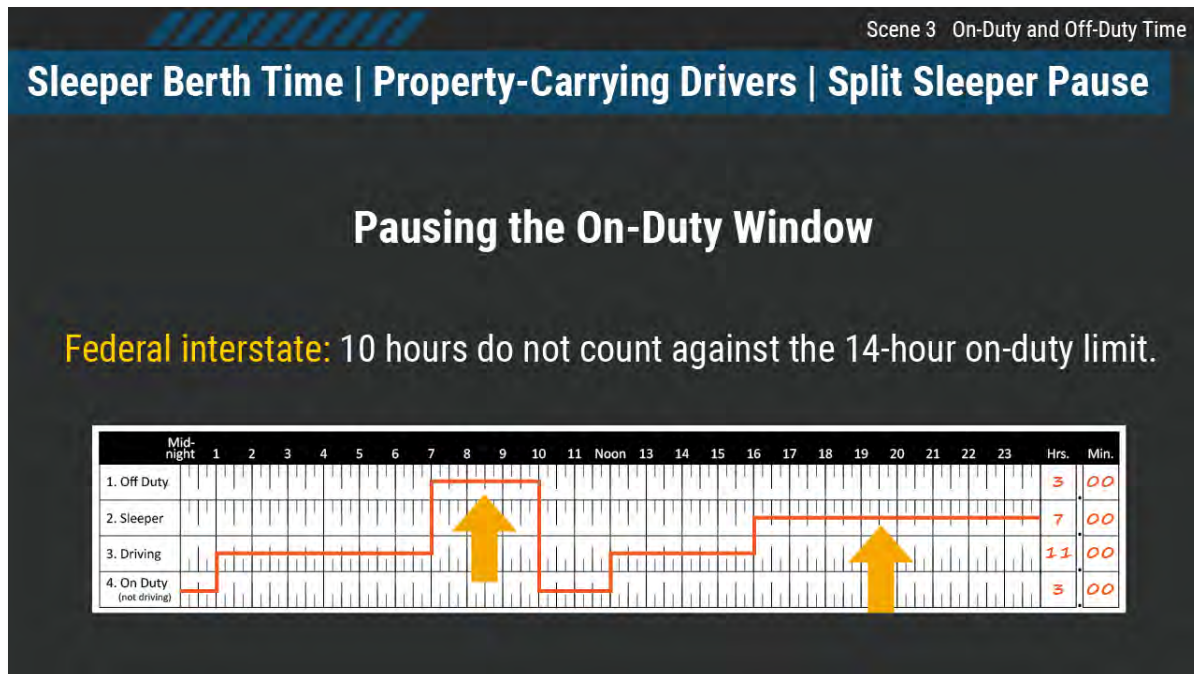
Sleeper Berth Time | Property-Carrying Drivers | Split Sleeper Pause

Pausing the On-Duty Window

A driver can pause the on-duty window when operating under the federal interstate or California intrastate rule sets.

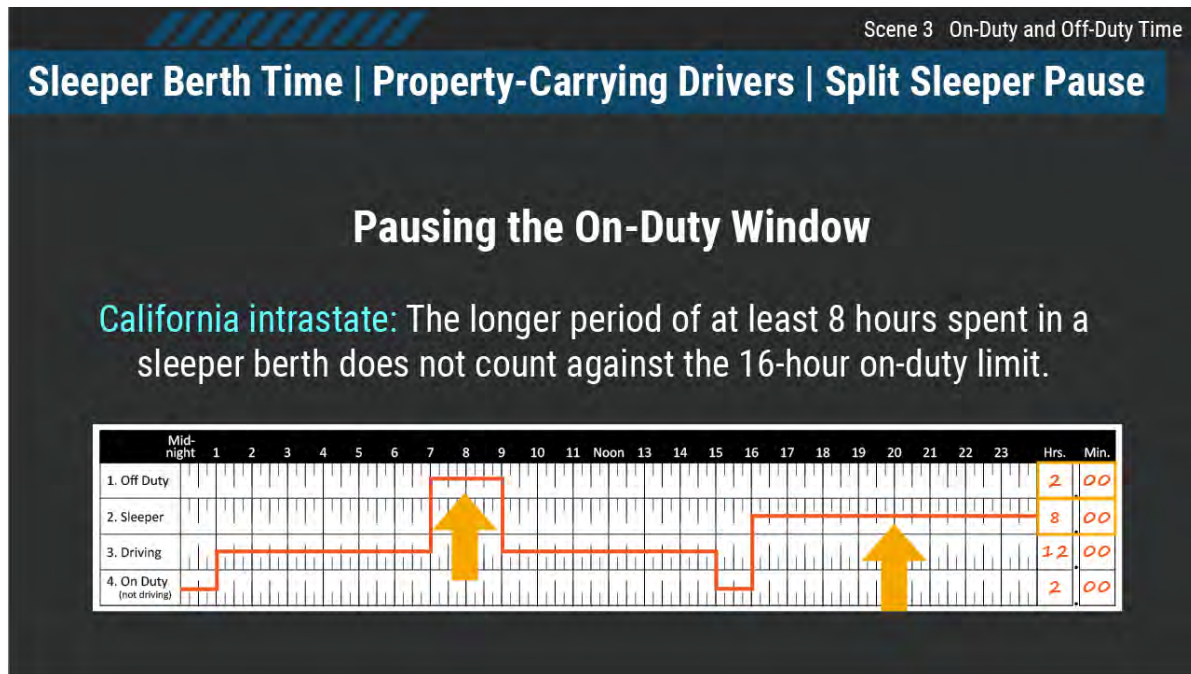
A driver can pause the on-duty window for different amounts of time when operating under the federal interstate or California intrastate rule sets. This allows more time to drive and be on duty.

Slide 81 – Sleeper Berth Time, Pause On-Duty Window Fed



Under the federal interstate rule set, the on-duty window can be paused for the minimum 10 hours of split sleeper berth time. When paired, neither qualifying period of sleeper berth nor off-duty time counts against the 14-hour on-duty limit.


Slide 82 – Sleeper Berth Time, Pause On-Duty Window Cal



The California intrastate rule set only allows the longer period of at least 8 hours spent in a sleeper berth to be excluded from the 16-hour on-duty limit. If a separate period of at least 2 hours is taken off duty, those hours must be counted as part of the 16-hour on-duty limit.

No other off-duty periods pause the on-duty window.

Slide 83 – Sleeper Berth Time, Passenger-Carrying Intro

Scene 3 On-Duty and Off-Duty Time

Sleeper Berth Time | Passenger-Carrying Drivers

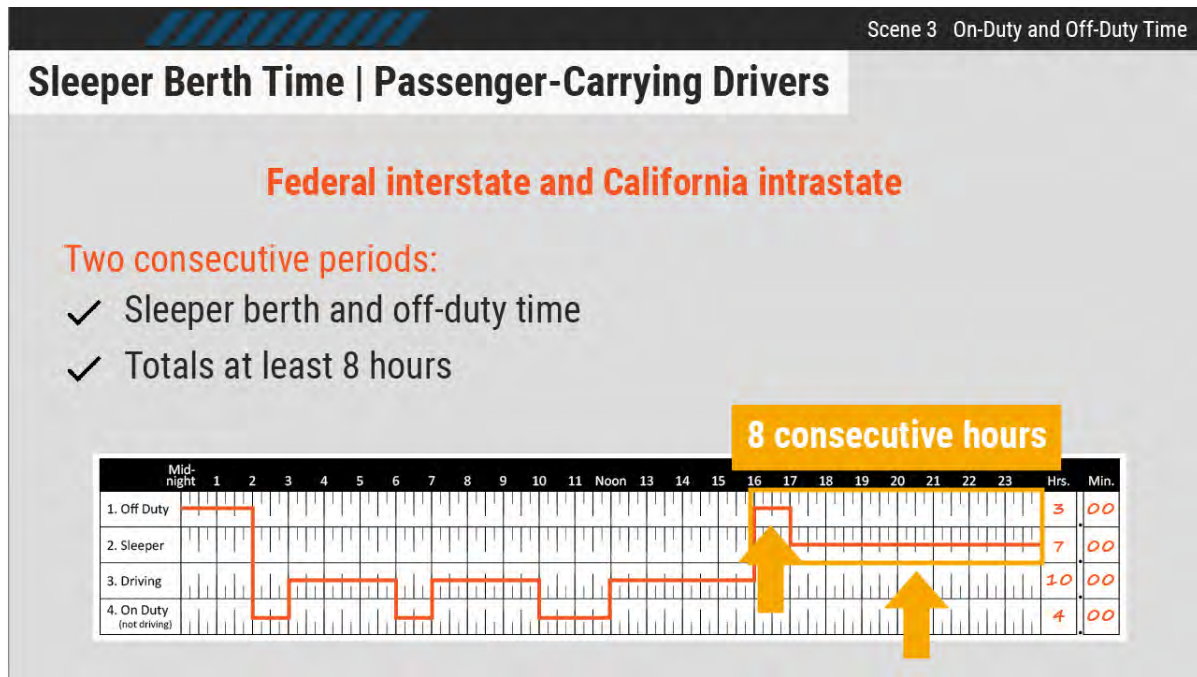
**Federal interstate and California intrastate
15/10/8**

Get the required 8 hours off duty:

- ✓ At least 8 consecutive hours in a sleeper berth
- ✓ At least 8 consecutive hours in a sleeper berth and off duty
- ✓ Split sleeper: Two non-consecutive periods of sleeper berth time

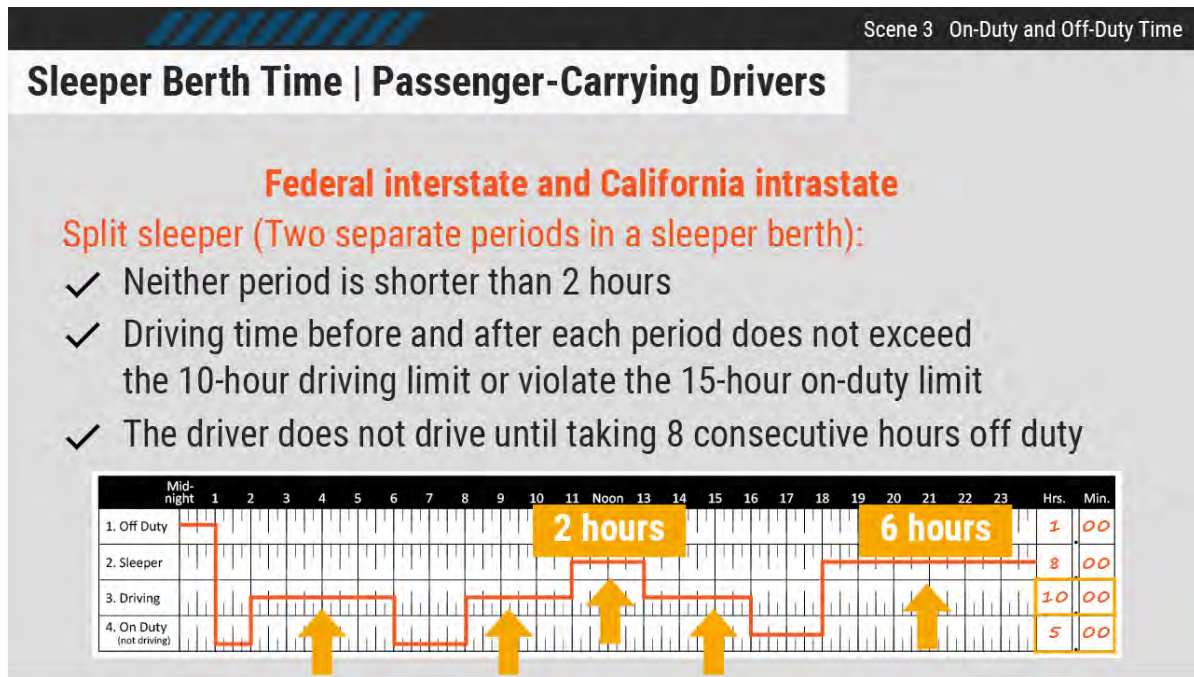
Under the passenger-carrying rule sets for federal interstate and California intrastate, a driver may use a sleeper berth to get the required 8 hours of off-duty time by spending at least 8 consecutive hours in a sleeper berth, or a combination of 8 consecutive hours in a sleeper berth and off duty, or by using the split sleeper provision using two periods of sleeper berth time. Let's look at a couple ways a passenger-carrying driver may fulfill this requirement.

Slide 84 – Sleeper Berth Time, Passenger-Carrying Consecutive Periods



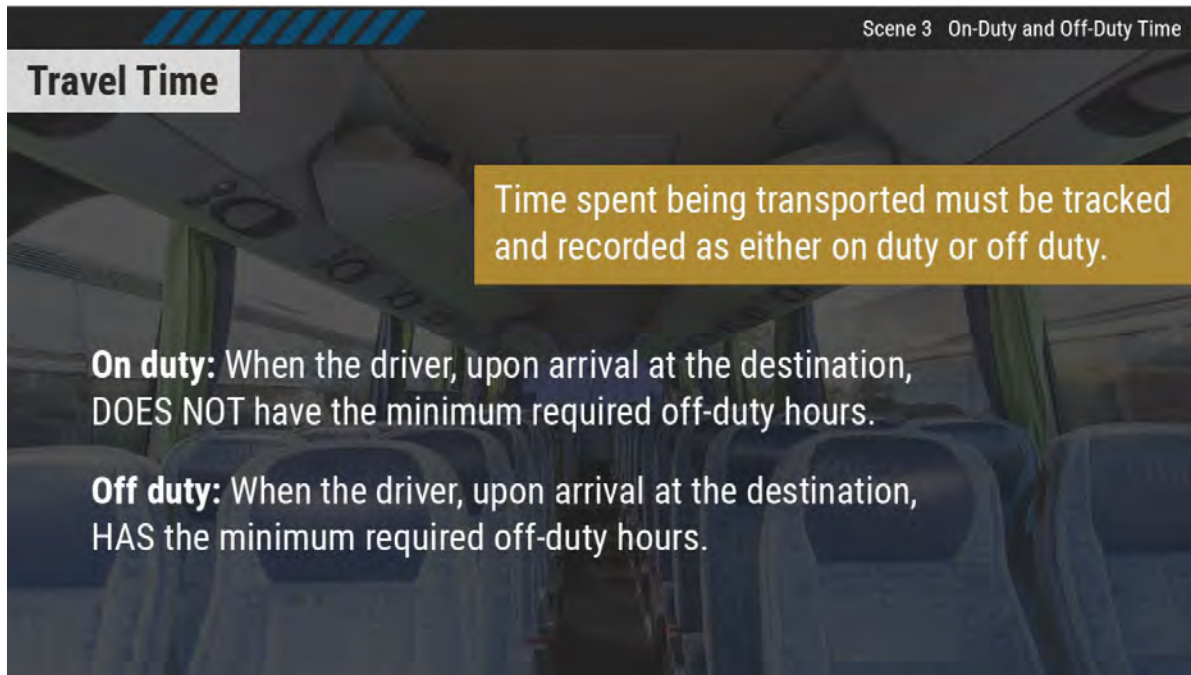
By taking two consecutive periods of sleeper berth and off-duty time, totaling at least 8 hours.

Slide 85 – Sleeper Berth Time, Passenger-Carrying Split Sleeper



Or, by taking two separate periods of time in the sleeper berth, providing neither period is shorter than 2 hours; the driving time immediately before and after each period does not exceed the 10-hour driving limit or the 15-hour on-duty limit, and the driver doesn't drive again until taking 8 consecutive hours off duty.

Slide 86 – Travel Time

The slide features a background image of the interior of a vehicle, showing rows of blue seats and overhead storage compartments. In the top right corner, the text "Scene 3 On-Duty and Off-Duty Time" is displayed. A white box in the top left corner contains the title "Travel Time". A yellow text box in the upper right area states: "Time spent being transported must be tracked and recorded as either on duty or off duty." Below this, two definitions are provided: "On duty: When the driver, upon arrival at the destination, DOES NOT have the minimum required off-duty hours." and "Off duty: When the driver, upon arrival at the destination, HAS the minimum required off-duty hours."

Scene 3 On-Duty and Off-Duty Time

Travel Time

Time spent being transported must be tracked and recorded as either on duty or off duty.

On duty: When the driver, upon arrival at the destination, DOES NOT have the minimum required off-duty hours.

Off duty: When the driver, upon arrival at the destination, HAS the minimum required off-duty hours.

When you travel as a passenger to a work location, the time spent being transported must be tracked and recorded as either on duty or off duty.

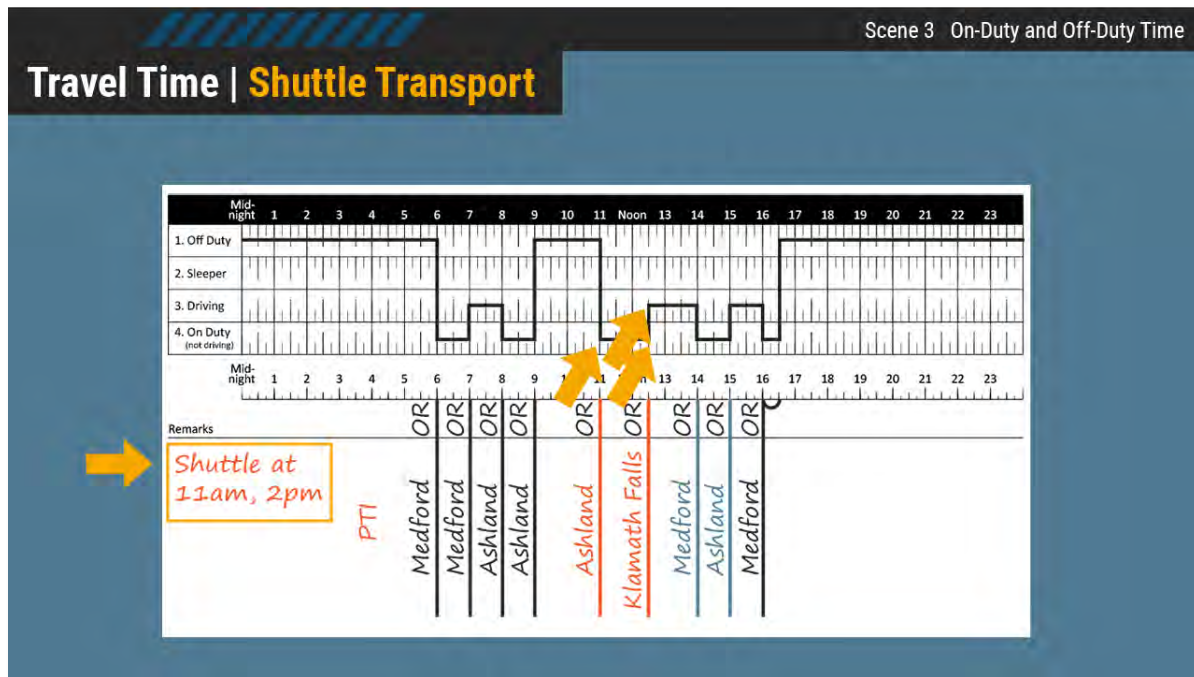
Travel time is on duty when the driver, upon arrival at the destination, DOES NOT have the minimum required off-duty hours—either 8 or 10 as defined by the rule set.

Travel time is off duty when the driver, upon arrival at the destination, HAS the minimum required off-duty hours—either 8 or 10 as defined by the rule set.

Let's look at a couple of examples.

HOS – Hours of Service

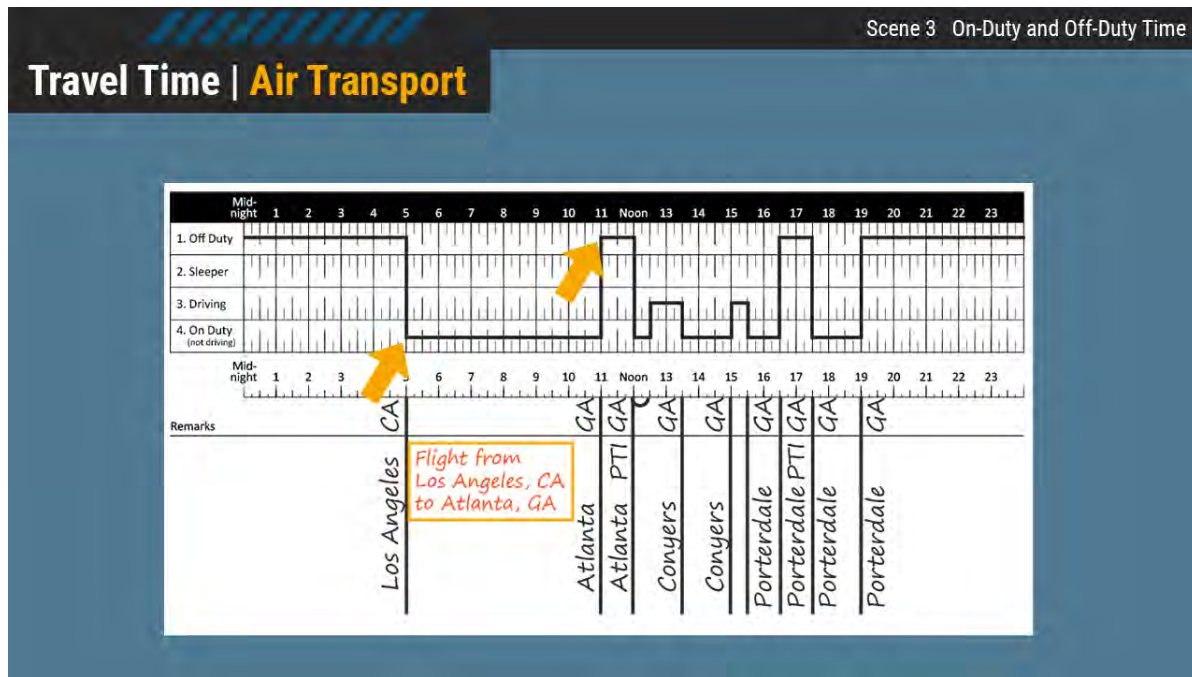
Slide 87 – Travel Time, Shuttle Transport



When transported by shuttle, the word “Shuttle” and the shuttle times are written horizontally in the remarks section to explain why the locations are different at the beginning and end of an On Duty (not driving) duty status. In this example, shuttle time is on duty because work resumes upon arrival at the destination.

HOS – Hours of Service

Slide 88 – Travel Time, Air Transport



In this example, all air travel time is recorded as On Duty (not driving) because the driver does not have 10 hours off duty upon arrival at the destination. The starting point and destination are written in the remarks section to denote air travel.

To finish up this scene, try a couple of review questions.

Slide 89 – Knowledge Check 8

Scene 3 On-Duty and Off-Duty Time

Knowledge Check 8

Select the two duty statuses that make up all on-duty time.

- ☐ A. Off Duty
- ☐ B. Sleeper
- ☐ C. Driving
- ☐ D. On Duty (not driving)

Submit

Slide 99 – Knowledge Check 9

Scene 3 On-Duty and Off-Duty Time

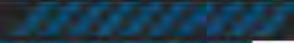
Knowledge Check 9

Select all activities that are On Duty (not driving).

- ☐ A. Operating a forklift
- ☐ B. Refueling a CMV
- ☐ C. Driving to work
- ☐ D. Doing a CMV inspection
- ☐ E. Unloading a CMV

Submit

Slide 91 – Knowledge Check 10

Scene 3 On-Duty and Off-Duty Time

Knowledge Check 10

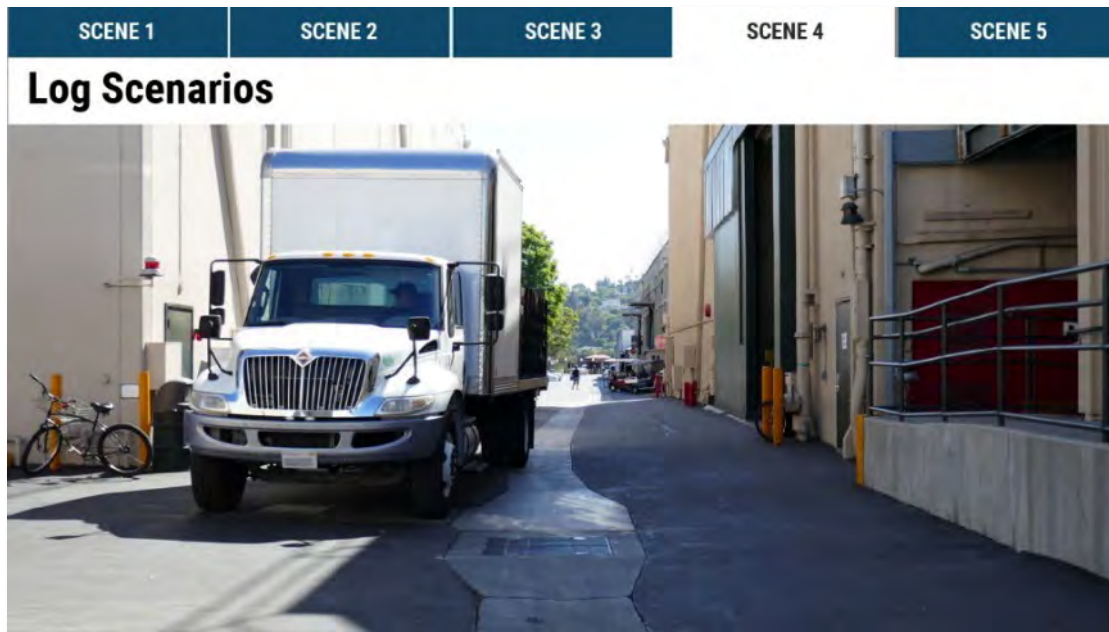
Is a driver's 4-hour flight to a filming location on duty or off duty if they take 10 hours off duty when they arrive?

- ☐ A. On Duty
- ☐ B. Off Duty

Submit

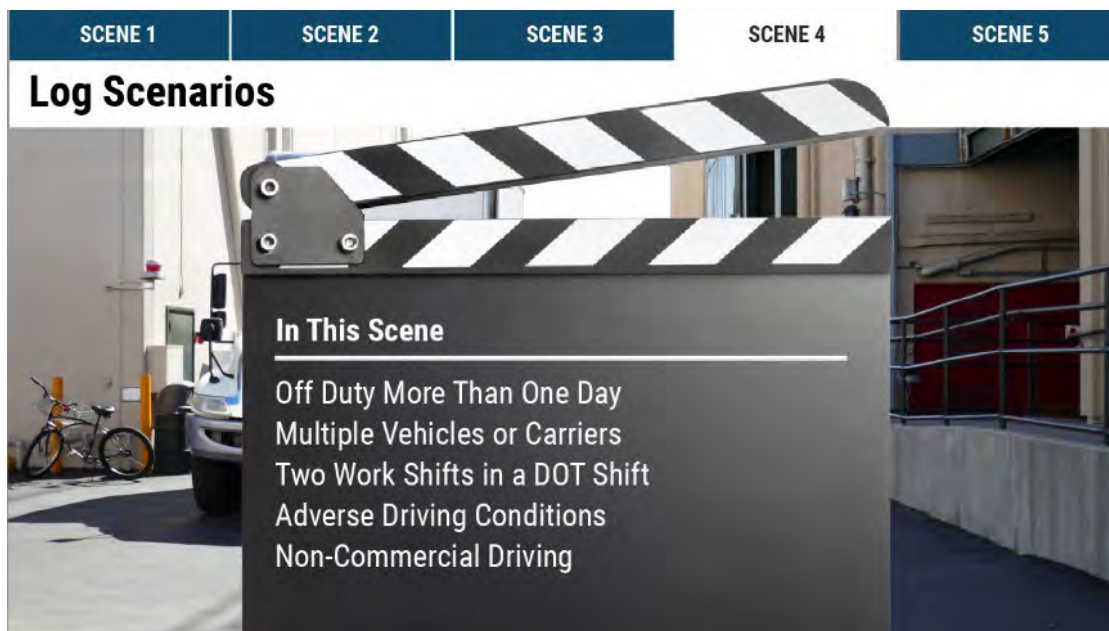
HOS – Hours of Service

Slide 92 – SCENE 4, LOG SCENARIOS



Scene Four, Log Scenarios.

Slide 93 – In This Scene



In order to better understand what a driver's day might actually look like recorded on a log, this scene provides examples of different driving scenarios such as being off duty for more than one day, using multiple vehicles or working for multiple carriers in a single day, having two work shifts in one DOT shift, using the adverse driving conditions extension, and driving non-commercial vehicles. Each example highlights multiple log elements to look out for when filling in a daily log.

HOS – Hours of Service

Slide 94 – Off Duty More Than One Day

Scene 4 Log Scenarios

Off Duty More Than One Day

Driver's Daily Log Log Name: PARAMOUNT SHOW Driver ID (Last 5 of SS): 55555

Month: 07 Day: 14 Year: 24 Total Miles Today: _____

Driver's Printed Name: _____ Place an "X" next to the Carrier(s):
CBS ☐ Paramount ☒
Disney ☐ Sony ☐
Fox ☐ Warner Bros. ☐
NBCUniversal ☐

Tractor Number or License Plate Number: _____ Driver's Signature: _____
Trailer Number or License Plate Number: _____ Co-Driver's Printed Name: _____

	Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.	
1. Off Duty																									24	00	
2. Sleeper																											
3. Driving																											
4. On Duty (not driving)																											
																								Total Hours		24	

Use one log when off duty for two or more consecutive 24-hour periods.

Shipper: Same as Carrier(s) Off-Duty Logs Only: Last Off-Duty Date Month: 07 Day: 16 Year: 24 ☐ Part 395.1

Commodity: Motion picture equipment/passengers Adverse conditions encountered at _____ AM / PM Condition: _____

☐ 15/12/8 CA Motion Picture
☐ 15/10/8 Federal Motion Picture
☐ 16/12/10 California Interstate
☐ 14/11/10 Federal Interstate
☐ 15/10/8 Passenger 1st+
☐ Non-Commercial Equipment

Our first scenario is when a driver has more than one day off duty.

Drivers may use one log when off duty for two or more consecutive 24-hour periods.

Notice that the date of the first day off is recorded, the date of the last day off is recorded, all hours are recorded on the Off Duty status line, the total for that line is 24 even when off duty for multiple days, and the total hours is, again, 24, even if off duty for multiple days.

HOS – Hours of Service

Slide 95 – Multiple Vehicles

Scene 4 Log Scenarios

Multiple Vehicles

Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Total Hours
Remarks																								24
				CA		CA	CA			CA	CA		CA		CA	CA	CA	CA	CA	CA	CA			
				Los Angeles		Burbank	Burbank			Los Angeles	Los Angeles		Santa Monica		Santa Monica	Los Angeles	Los Angeles	Los Angeles	Los Angeles	Los Angeles	Los Angeles			
				PTI						PTI	PTI #0437													

When using multiple vehicles in one day, pre- and post-trip inspections are required for each vehicle.

When using multiple vehicles in one day, pre- and post-trip inspections are required for each vehicle.

“PTI” is written in the remarks section at the beginning and end of a stint with a vehicle or vehicle combination to confirm that pre- and post-trip inspections have been done.

The tractor number for the second vehicle is recorded in the remarks section.

HOS – Hours of Service

Slide 96 – Multiple Carriers with “Paid To” Line

Scene 4 Log Scenarios

Multiple Carriers with “Paid To” Line

When working for more than one motor carrier in a 24-hour period, information for both productions must be logged.

Turn in copies of the log to both productions.

Driver's Daily Log

Log Name: DISNEYSHOW NBCUNI SHOW Driver ID: 55555

Month: 07 Day: 14 Year: 24 Total Miles Today: 90 Driver's Printed Name: Driver's Name

Place an "X" next to the Carrier(s):

☒ Disney ☐ Paramount ☐ Sony ☐ Fox ☐ Warner Bros. ☒ NBCUniversal

Remarks:

PTI Los Angeles, CA
Burbank, CA
Burbank, CA
Los Angeles, CA
PTI
PTI #278
Culver City, CA
Santa Monica, CA
Santa Monica, CA
Culver City, CA
PTI

End Shift Start Shift

Disney Paid to 3pm NBCUni Paid to 8pm

Shipper: Same as Carrier(s) Off-Duty Logs Only: Last Duty Date: Month Day

Commodity: Motion picture equipment/passengers

Adverse conditions encountered at: AM / PM

Condition:

Total Hours: 24

When a driver works for more than one motor carrier in a given 24 hours, information for both productions must be logged.

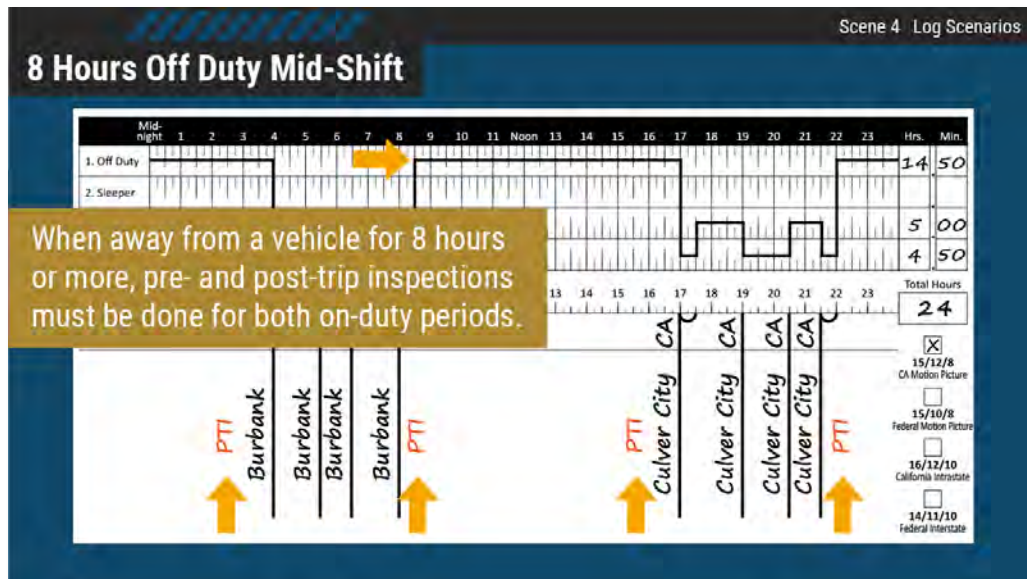
This situation may also require using the “Paid to” notation, which specifies the hour to which a driver is paid in accordance with a minimum call.

In this example, both production log names are recorded with a space in between, an “X” is marked for each employing company, the “PTI” notation confirms that pre- and post-trip inspections have been done for each vehicle, and “Paid to” text and times are recorded. “End shift” specifies when the first shift ended and “Start shift” specifies when the second shift started.

When the 24-hour period is complete, a copy of the log must be turned in to both productions.

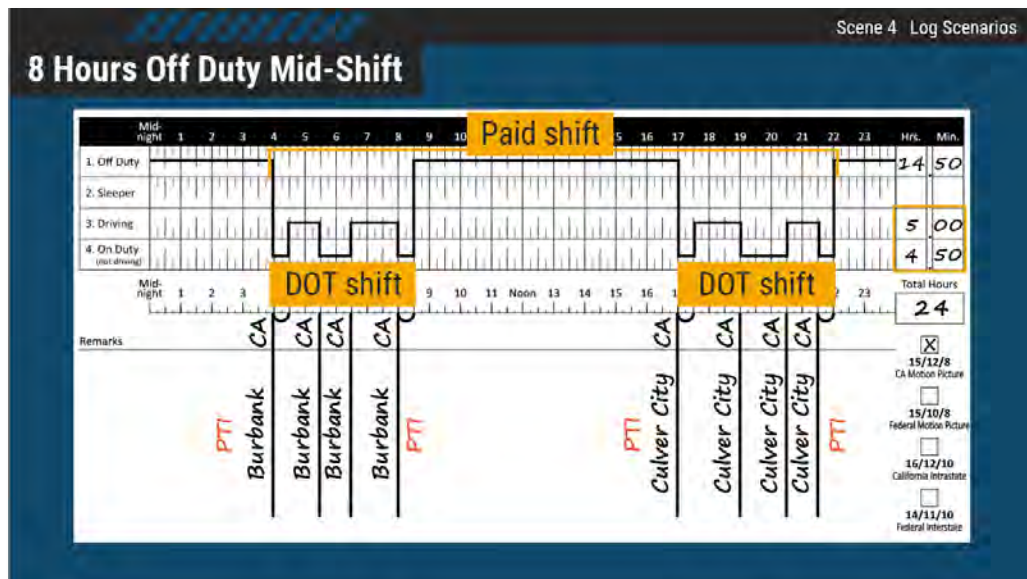
HOS – Hours of Service

Slide 97 – 8 Hours Off Duty Mid-Shift



Our next example is for when a driver is off duty for 8 hours or more in the middle of a work shift.

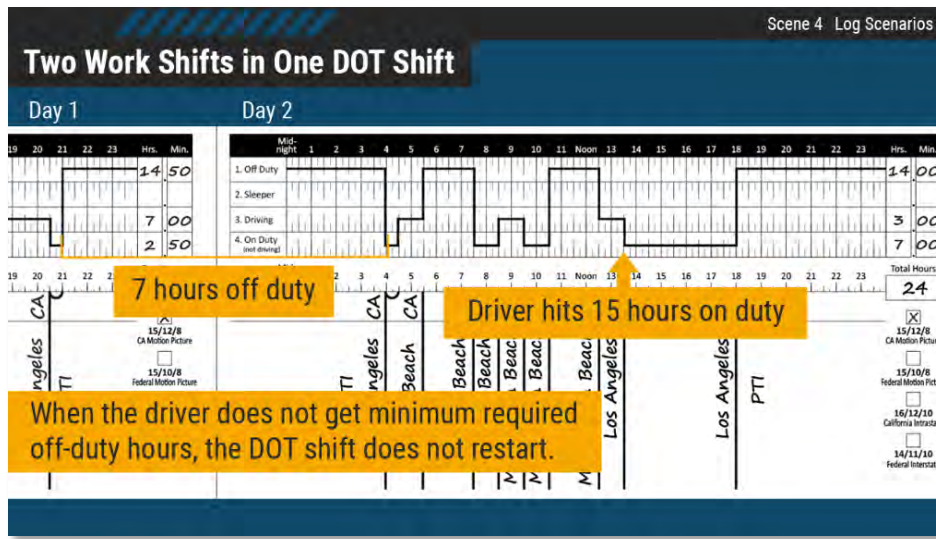
When you're away from a vehicle for 8 hours or more, pre- and post-trip inspections are required for both on-duty periods, even if the same vehicle is used. The "PTI" notations confirm that pre- and post-trip inspections have been done.



This scenario is a good example of a DOT shift and a paid shift of differing lengths. The paid shift is 18 hours, from 4:00am to 10:00pm. However, there are two DOT shifts: the first from 4:00am to 8:30am and the second from 5:00pm to 10:00pm. Because the driver has 8 consecutive hours off mid-shift, the DOT shift resets. The total on-duty time for the day is 9.5 hours.

HOS – Hours of Service

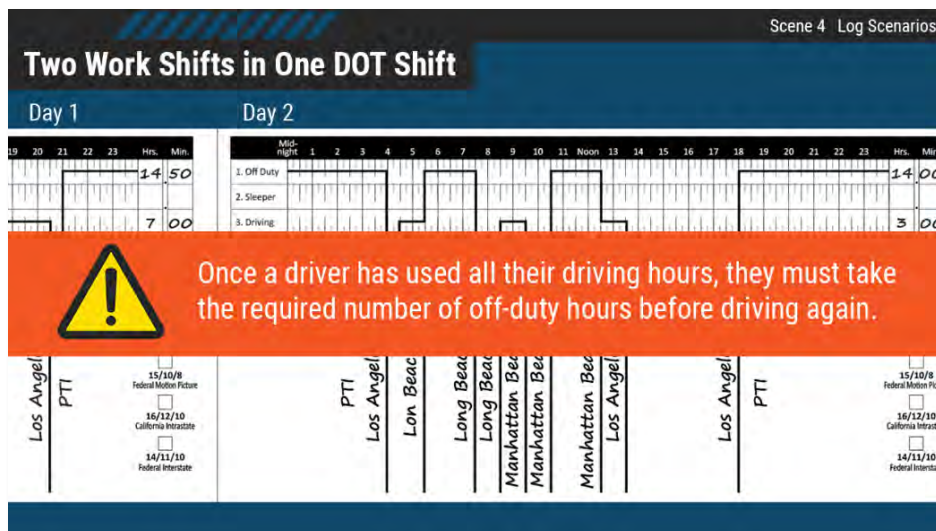
Slide 98 – Two Work Shifts in One DOT Shift



When a driver does not get the minimum required off-duty hours, the DOT shift does not restart. It continues into the second day. In this example, the driver is operating under the California motion picture exemption, with a 15/12/8 daily limit.

The 15-hour on-duty limit is calculated by using all on-duty time for both days, up until such time as the driver receives 8 consecutive hours off duty. Here, the driver only has 7 hours off in-between shifts, so the DOT shift continues.

At 1:30 pm on Day 2, the driver hits 15 hours on duty. The driver can no longer drive, but can continue to work under the duty status, On Duty (not driving).



Remember, once a driver has used all their driving hours, they must take the required number of off-duty hours before driving again. They may be on duty, but will be in violation if they drive.

HOS – *Hours of Service*

Slide 99 – Federal Interstate with Adverse Conditions

Federal Interstate with Adverse Conditions

Scene 4 Log Scenarios

The driver may extend the driving and on-duty limits of the 14/11/10 duty limit by no more than two additional hours.

Shipper: Same as Carrier(s)

Commodity: Motion picture equipment/passengers

Off-Duty Logs Only: Last Of
Month Day Year

Adverse conditions encountered at: 2:00 AM ☒ Part 395.1

Condition: Sand Storm

15/12/8 CA Motor Picture
15/10/8 Federal Motor Picture
15/12/10 California Interstate
☒ 15/11/10 Federal Interstate
15/10/6 Passenger 15+
Non-Commercial Equipment

When operating under the federal interstate rule set and there are adverse driving conditions, the driver may extend the driving and on-duty limits of the 14/11/10 duty limit by no more than two additional hours, increasing the driving limit from 11 to 13 hours and the on-duty limit from 14 to 16 hours.

On the log, the Adverse Conditions rule box is checked and the time and reason for the delay is noted.

Here, the adverse driving conditions rule has allowed the driver to drive 12 hours, exceeding the regular driving limit by one hour, and be on duty for a total of 16 hours, exceeding the regular on-duty limit by two hours.

HOS – Hours of Service

Slide 100 – Non-Commercial Driving

Scene 4 Log Scenarios

Non-Commercial Driving

A log is required when spending the day driving non-commercial motor vehicles.

Month	Day	Year	Total Miles Today	Driver's Printed Name
07	14	24	0	Driver's
Tractor Number or License Plate Number				Driver's Signature
762				Driver's
Trailer Number or License Plate Number				Co-Driver's Printed Name
				NBCUniversal

Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Hrs.	Min.
1. Off Duty																								14	00
2. Sleeper																									
3. Driving																									
4. On Duty (not driving)																								10	00
Mid-night	1	2	3	4	5	6	7	8	9	10	11	Noon	13	14	15	16	17	18	19	20	21	22	23	Total Hours	
																									24

Remarks

Shipper: Same as Carrier(s) Off-Duty Logs Only: Last Off-Duty Date ☐ Part 395.1
Commodity: Motion picture equipment/passengers Month Day Year Adverse conditions encountered at AM / PM
Condition:

☐ 15/12/8 A Motion Picture
☐ 15/10/8 Federal Motion Picture
☐ 16/12/10 California Interstate
☐ 14/11/10 Federal Interstate
☐ 15/10/8 Passenger Ship
☒ Non-Commercial Equipment

A completed driver's daily log is required even when a driver spends the day driving non-commercial motor vehicles. Total miles is zero, the *Driving* duty status is not used because all activity is recorded under Off Duty and On Duty (not driving), there are no remarks, and the *Non-Commercial Equipment* box is checked.

Slide 102 – Knowledge Check 11

Scene 4 Log Scenarios

Knowledge Check 11

How many "PTI" notations should be on a log if a driver operates two different vehicles during a shift?

- ☐ A. 1
- ☐ B. 2
- ☐ C. 3
- ☐ D. 4

Submit

Slide 103 – Knowledge Check 12

Scene 4 Log Scenarios


Knowledge Check 12

Where on the log is the vehicle number recorded for a second vehicle operated during the same 24-hour period?

- ☐ A. In the graph grid
- ☐ B. In the remarks section
- ☐ C. In the tractor number field above the graph grid
- ☐ D. In the trailer number field above the graph grid

Submit

Slide 104 – Knowledge Check 13

Scene 4 Log Scenarios

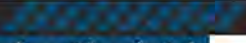
Knowledge Check 13

Two work shifts in one DOT shift is caused by which of the following scenarios?

- ☐ A. Being delayed by adverse conditions
- ☐ B. Being off duty for more than one day
- ☐ C. Driving a non-commercial motor vehicle for an entire 24-hour period
- ☐ D. Not having enough consecutive off-duty hours between work shifts

Submit

Slide 105 – Knowledge Check 14

Scene 4 Log Scenarios

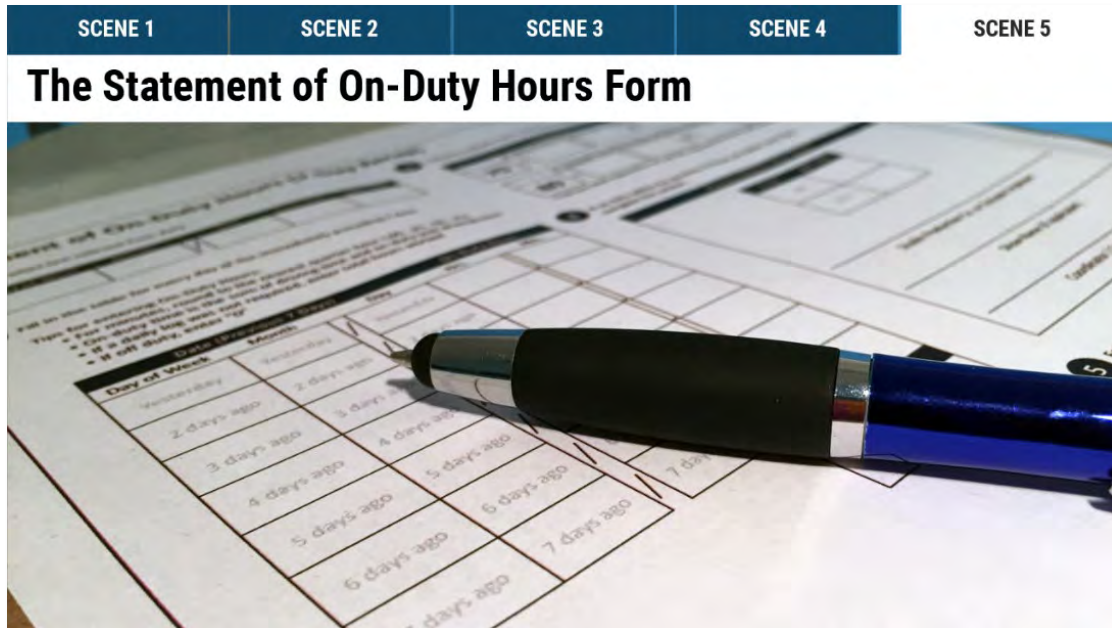
Knowledge Check 14

Can a driver use the adverse driving conditions rule if stuck in regular rush hour traffic?

- ☐ A. Yes
- ☐ B. No

Submit

Slide 106 – SCENE 5, THE STATEMENT OF ON-DUTY HOURS FORM



Scene Five, The Statement of On-Duty Hours Form.

Slide 107 – In This Scene




In this scene, we'll review the Statement of On-Duty Hours form, also called the 7-Day Recap form, used to record details about a driver's on-duty activity for the preceding 7 days. We'll look at form components and go through a few example scenarios.

Slide 108 – Overview

Scene 5 Statement of On-Duty Hours Form

Overview



When beginning a stint with a motor carrier, the employer may request a 7-Day Recap form to validate that the driver:

- ✓ Has had enough time off between shifts
- ✓ Has enough time available to fulfill the needs of the employer

Any work performed, whether production driving or another job, must be included on the form as on-duty time.

When beginning a stint with a motor carrier, the employer may request that a driver fill in a 7-Day Recap form. This information validates that the driver has had enough time off between shifts and has enough time available to fulfill the needs of the employer.

Any work performed, whether production driving or another job, must be included on the form as on-duty time.

HOS – Hours of Service

Slide 109 – Form Components

Scene 5 Statement of On-Duty Hours Form

Form Components

Statement of On-Duty Hours (7-Day Recap)

1 Enter when last relieved from duty.

Day of Week	Month	Day	Time Out	AM / PM

2 Fill in the table for every day of the immediately preceding 7 days.

Tip for entering On-Duty Hours:

- For minutes, round to the nearest quarter hour (00, 25, 30, 75)
- On-duty time is the sum of driving time and on-duty time driving time
- If a duty log was not required, enter total hours worked
- If off-duty, enter "0"

Date (Preceding 7 Days)			On-Duty Hours	
Day of Week	Month	Day	Pre	Post
1				
2				
3				
4				
5				
6				
7				
Total Hours				

3 Calculate available hours using one of the following.

Total Hours	Available Hours Today
70	If using 70-Hour/8-Day Rule, 70 Minus Total Hours*
80	If using 80-Hour/9-Day Rule, 80 Minus Total Hours*

*If 34-hour rest requirement is met, calculate using total hours over rest period instead of total hours

4 If an duty within the previous 24 hours of today's start time, complete this section.

Previous 24 Hours Work Details

Time	AM / PM

Studio Production Co. or Outside Employer

Show Name (If applicable)

Coordinator / Captain or Supervisor

5 Enter the work assignment for today.

Production Title

The 7-Day Recap form can vary in layout and content. However, you are most likely to see a form similar to this one.

Scene 5 Statement of On-Duty Hours Form

Form Components

Statement of On-Duty Hours (7-Day Recap)

1 Enter when last relieved from duty.

Day of Week	Month	Day	Time Out	AM / PM

2 Fill in the table for every day of the immediately preceding 7 days.

Tip for entering On-Duty Hours:

- For minutes, round to the nearest quarter hour (00, 25, 30, 75)
- On-duty time is the sum of driving time and on-duty time driving time
- If a duty log was not required, enter total hours worked
- If off-duty, enter "0"

Date (Preceding 7 Days)			On-Duty Hours	
Day of Week	Month	Day	Pre	Post
1				
2				
3				
4				
5				
6				
7				
Total Hours				

3 Calculate available hours using one of the following.

Total Hours	Available Hours Today
70	If using 70-Hour/8-Day Rule, 70 Minus Total Hours*
80	If using 80-Hour/9-Day Rule, 80 Minus Total Hours*

*If 34-hour rest requirement is met, calculate using total hours over rest period instead of total hours

4 If an duty within the previous 24 hours of today's start time, complete this section.

Previous 24 Hours Work Details

Time	AM / PM

Studio Production Co. or Outside Employer

Show Name (If applicable)

Coordinator / Captain or Supervisor

5 Enter the work assignment for today.

Production Title

Enter day, date, and ending time of last shift worked.

In the first section, enter the day, date, and ending time of the last shift you worked.

HOS – Hours of Service

Scene 5 Statement of On-Duty Hours Form

Form Components

2 Fill in the table for every day of the immediately preceding 7 days.

Tips for entering On-Duty Hours:

- For minutes, round to the nearest quarter hour (.00, .25, .50, .75)
- On-duty time is the sum of driving time and on-duty (not driving) time
- If a daily log was not required, enter total hours worked
- If off duty, enter "0"

Enter total on-duty hours for each of the previous 7 days.

Date (Previous 7 Days)			On-Duty Hours	
Day of Week	Month	Day	Hrs.	Min.
Yesterday				
2 days ago				
3 days ago				
4 days ago				
5 days ago				
6 days ago				
7 days ago				
			Total Hours	

In the second section, enter your total on-duty hours for each of the previous 7 days.

Scene 5 Statement of On-Duty Hours Form

Form Components

3 Calculate available hours using one of the following.

Use if the previous 7 days were in interstate operation.

Use if the previous 7 days were in intrastate operation.

Enter total hours.

Total Hours		Available Hours Today	
If using 70-Hour/8-Day Rule, 70 Minus Total Hours*			
70			
If using 80-Hour/8-Day Rule, 80 Minus Total Hours*			
80			

*If 34-hour restart requirement is met, calculate using total hours since restart instead of total hours

This calculation is also used for the Daily Recap.

In the third section, calculate your available hours. Use the calculation starting with 70 if your previous 7 days were in interstate operation. Use the calculation starting with 80 if your previous 7 days were in intrastate operation.

Enter the *Total Hours* sum from section 2 into the *Total Hours* box in section 3 in either the 70-hour calculation line or the 80-hour calculation line. Again, use only one calculation line in section 3.

Please note that this is the calculation mentioned earlier in the course that is also used for the Daily Recap. We'll practice this calculation shortly, after looking at a few examples.

HOS – Hours of Service

Scene 5 Statement of On-Duty Hours Form

Form Components

Statement of On-Duty Hours (7-Day Recap)

1 Enter when you arrived on duty.

2 Fill in the time for every day of the immediately preceding 7 days.

3 Calculate available hours using one of the following:

4 If on duty within the previous 24 hours of today's start time, complete this section.

Enter information for the previous 24 hours, if applicable.

Previous 24 Hours Work Details

Time	AM / PM

Studio Production Co. or Outside Employer

Show Name (if applicable)

Coordinator / Captain or Supervisor

The fourth section, shift information for the previous 24 hours, is only required if you worked within the previous 24 hours.

Scene 5 Statement of On-Duty Hours Form

Form Components

Statement of On-Duty Hours (7-Day Recap)

1 Enter when you arrived on duty.

2 Fill in the time for every day of the immediately preceding 7 days.

3 Calculate available hours using one of the following:

4 If on duty within the previous 24 hours of today's start time, complete this section.

5 Enter the work assignment for today.

Enter current day's assignment.

Production Title

And lastly is the current day's production assignment, which may or may not be required by the employing company.

Okay, let's look at a few examples.

HOS – Hours of Service

Slide 110 – Not On Duty Previous 24 Hours

Scene 5 Statement of On-Duty Hours Form

Not On Duty Previous 24 Hours

Statement of On-Duty Hours (7-Day Recap)

1 Enter when last relieved from duty.

Day of Week	Month	Day	Time Out	AM / PM
Fri	7	14	8:00	PM

2 Fill in the table for every day of the immediately preceding 7 days.

Tips for entering On-Duty Hours:
• For minutes, round to the nearest quarter hour (00, 25, 50, 75)
• On-duty time is the sum of driving time and on-duty (not driving) time
• If a duty log was not required, enter total hours worked
• If off duty, enter "00"

Date (Previous 7 Days)	On-Duty Hours			
Day of Week	Month	Day	hrs	min
Sun	7	16	0	00
Sat	7	15	0	00
Fri	7	14	12	00
Thur	7	13	11	50
Wed	7	12	9	00
Tues	7	11	10	50
Mon	7	10	12	00
Total Hours			55	00

3 Calculate available hours using one of the following.

Total Hours	Available Hours Today
70	
If using 70-Hour/8-Day Rule, 70 Minus Total Hours*	
80	55 00 = 25 00
If using 80-Hour/8-Day Rule, 80 Minus Total Hours*	
*If 34-hour restart requirement is met, calculate using total hours since restart instead of total hours	

4 If an duty with previous 24 hours of today's start time, complete the table.

Previous 24 Hours Work Details	
Time	AM / PM
On	
Off	

Studio Production Co. or Outside Employer:
Show Name (if applicable)
Coordinator / Captain or Supervisor

5 Enter the work assignment for today.

Production Title
Show X

34-hour restart cannot be used.

In this first example, the driver has been off for the weekend and is starting a stint with a different motor carrier than the previous week.

The day, date, and time last relieved from duty are filled in.

The on-duty hours for the previous 7 days are filled in.

The driver had been operating under the California motion picture exemption, so they calculate their available hours using the 80-hour/8-day rule. The total on-duty hours (55) is subtracted from 80 to get a total of 25 available hours—plenty for the current day. Because the driver is operating under a motion picture exemption, the 34-hour restart cannot be used. If the 34-hour restart had been used, the time off over the weekend would have reset the driver's hours and the available hours would be 80.

Because the driver had the weekend off, step 4 can be skipped.

And finally, the driver notes the production title.

HOS – Hours of Service

Slide 111 – On Duty Previous 24 Hours

Scene 5 Statement of On-Duty Hours Form

On Duty Previous 24 Hours

Statement of On-Duty Hours (7-Day Recap)

1 Enter when last relieved from duty.

Day of Week	Month	Day	Time Out	AM / PM
Tues	7	11	11:30	PM

2 Fill in the table for every day of the immediately preceding 7 days.

Tip for entering On-Duty Hours:
• For minutes, round to the nearest quarter hour (00, 15, 30, 45)
• On-duty time is the sum of driving time and on-duty (not driving) time
• If a duty log was not required, enter total hours worked
• If off duty, enter "00"

Date (Previous 7 Days)	On-Duty Hours			
Day of Week	Month	Day	Hrs.	Min.
Tues	7	11	14	00
Mon	7	10	12	00
Sun	7	9	0	00
Sat	7	8	0	00
Fri	7	7	12	00
Thur	7	6	14	00
Wed	7	5	10	00
Total Hours			62	00

3 Calculate available hours using one of the following.

Total Hours	Available Hours Today
70	
80	62 00 = 18 00

4 If on duty complete the previous 24 hours of today's start time.

Time	AM / PM
6:00	AM
11:30	PM

Company X
Studio Production Co. or Outside Employer
Show X
Show Name (if applicable)
John Smith
Coordinator / Captain or Supervisor

5 Enter the work assignment for today.

Production Title:
Show Y

Here, the driver starts a new assignment mid-week, after having worked for another production the day before.

The day, date, and time last relieved from duty are filled in.

The on-duty hours for the previous 7 days are filled in.

The driver was operating under the California motion picture exemption, so they calculate their available hours using the 80-hour/8-day rule. The total on-duty hours (62) is subtracted from 80 to get a total of 18 available hours for that day.

The hours and assignment details from the previous day are filled in.

And the driver notes the production title.

HOS – Hours of Service

Slide 112 – On Duty Previous 24 Hours with 34-Hour Restart

Scene 5 Statement of On-Duty Hours Form

On Duty Previous 24 Hours and 34-Hour Restart

Statement of On-Duty Hours (7-Day Recap)

1 Enter when last relieved from duty.

Day of Week	Month	Day	Time Out	AM / PM
Tues	7	11	11:30	PM

2 Fill in the table for every day of the immediately preceding 7 days.

Tips for entering On-Duty Hours:

- For minutes, round to the nearest quarter hour (00, 15, 30, 45).
- On-duty time is the sum of driving time and on-duty (not driving) time.
- If a daily log was not required, enter total hours worked.
- If off duty, enter "00".

Date (Previous 7 Days)	On-Duty Hours			
Day of Week	Month	Day	Hrs.	Min.
Tues	7	11	14	00
Mon	7	10	12	00
Sun	7	9	0	00
Sat	7	8	0	00
Fri	7	7	12	00
Thur	7	6	14	00
Wed	7	5	10	00
Total Hours			62	00

3 Calculate available hours using one of the following.

Total Hours	Available Hours Today
70	
If using 70-Hour/8-Day Rule, 70 Minus Total Hours*	
80	26 00 = 54 00
If using 80-Hour/8-Day Rule, 80 Minus Total Hours*	

*If 34-hour restart requirement is met, calculate using total hours since restart instead of total hours.

4 Within the previous 24 hours of today's start time, complete this section.

Previous 24 Hours Work Details

Time	AM / PM
6:00	AM
11:30	PM

Company X
Studio Production Co. or Outside Employer
Show X
Show Name (if applicable)
John Smith
Coordinator / Captain or Supervisor

5 Enter the work assignment for today.

Production Title
Show Y

This last example is the same as the previous one, except the driver is operating under the California intrastate rule set rather than the California motion picture exemption. Now the 34-hour restart can be used.

Using the 80-hour/8-day rule and the 34-hour restart rule, the total on-duty hours since restart, equaling 26, is subtracted from 80 to get a total of 54 available hours.

We're at our last couple of knowledge checks. Let's see how you do.

HOS – Hours of Service

Slide 113 – Knowledge Check 15

Scene 5 Statement of On-Duty Hours Form

Knowledge Check 15

If a driver is operating under the California intrastate rule set, which hours-per-8-days limit must be used?

☐ A. 70-hour/8-day

☐ B. 80-hour/8-day

Submit

Slide 114 – Knowledge Check 16

Scene 5 Statement of On-Duty Hours Form

Knowledge Check 16

If a driver is operating under the California intrastate rule set, what number should be subtracted from 80 to get the total hours available for the current day?

☐ A. 0

☐ B. 26

☐ C. 62

☐ D. 80

Date (Previous 7 Days)			On-Duty Hours		
Day of Week	Month	Day	hrs	Min	
Tues	7	11	14	00	
Mon	7	10	12	00	
Sun	7	9	0	00	
Sat	7	8	0	00	
Fri	7	7	12	00	
Thur	7	6	14	00	
Wed	7	5	10	00	
			Total Hours		
			62	00	

Submit

HOS – Hours of Service

Slide 115 – Knowledge Check 17

Scene 5 Statement of On-Duty Hours Form

Knowledge Check 17

If a driver is operating under the California intrastate rule set, what number should be subtracted from 80 to get the total hours available for the current day?

☐ A. 0

☐ B. 12

☐ C. 55

☐ D. 80

Date (Previous 7 Days)			On-Duty Hours		
Day of Week	Month	Day	Hrs.	Min.	
Sun	7	16	0	00	
Sat	7	15	0	00	
Fri	7	14	12	00	
Thur	7	13	11	50	
Wed	7	12	9	00	
Tues	7	11	10	50	
Mon	7	10	12	00	
Total Hours			55	00	

Submit

Slide 116 – Knowledge Check 18

Scene 5 Statement of On-Duty Hours Form

Knowledge Check 18

If a driver is operating under the California motion picture exemption, what number should be subtracted from 80 to get the total hours available for the current day?

☐ A. 0

☐ B. 12

☐ C. 55

☐ D. 80

Date (Previous 7 Days)			On-Duty Hours		
Day of Week	Month	Day	Hrs.	Min.	
Sun	7	16	0	00	
Sat	7	15	0	00	
Fri	7	14	12	00	
Thur	7	13	11	50	
Wed	7	12	9	00	
Tues	7	11	10	50	
Mon	7	10	12	00	
Total Hours			55	00	

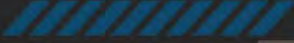
Submit

Slide 117 – In Closing




We've reached the end of the presentation. Before you are directed to the test, let's review some important points from the course.

Slide 118 – Important Takeaways

In Closing

Important Takeaways

- ✓ You are responsible for understanding HOS rules and regulations.
- ✓ Avoid citations by filling in logs completely and accurately.
- ✓ Make sure you know under which rule set you should be operating.
- ✓ Talk to your DOT compliance administrator or transportation manager if you have questions.



You are responsible for understanding HOS rules and regulations. Avoid citations by filling in logs completely and accurately. Make sure you know under which rule set you should be operating. And talk to your DOT compliance administrator or transportation manager if you have any questions.



Industry Safety Resources

Safety Bulletins

Safety bulletins are researched, written, and distributed by the Industry Wide Labor-Management Safety Committee for use by the motion picture and television industry. The Industry Wide Labor-Management Safety Committee is composed of guild, union, and management representatives active in industry safety and health programs.

These safety bulletins are guidelines recommended by the safety committee. They are not binding laws or regulations. State, federal, and/or local regulations, where applicable, override these guidelines. Modifications in these guidelines should be made, as circumstances warrant, to ensure the safety of the cast and crew.

The committee and these safety bulletins are representative of the commitment of both labor and management to safe practices in the motion picture and television industry. The members of the committee and all those who contributed to its work have devoted a great deal of time and effort to these guidelines because of the importance of safety to our industry.

Current safety bulletins are available on the CSATF website:

<https://www.csatf.org/production-affairs-safety/safety-bulletins/>

24-Hour Industry Safety Hotline

The 24-hour industry safety hotline number directs callers to an automated system that will assist them in reaching the desired Studio Safety Hotline.

888-7-SAFELY

A list of the Studio Safety Hotlines can also be found on the CSATF website:

<https://www.csatf.org/production-affairs-safety/studio-safety-hotlines/>

**Safety is
everyone's
responsibility.**