

5. Logging

name and address. The rules don't say what kind or color of writing instrument you have to use, but a black or blue pen is usually preferred (your company may have a policy on what to use).

- The grid must show **all 24 hours** of your day — don't leave any time off.

Step-By-Step Log Completion

This is the order in which your logs should be completed. Some of this information may be pre-printed on the logs.

At the start of the day:

- Today's date
- Company name(s)
- Main office address(es)
- Vehicle number(s)
- Name of your co-driver(s), if any
- Shipping document number(s) or the name of the shipper and commodity, if any
- Your duty status so far, at least up to the point where you went "on duty"

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DRIVER'S DUTY STATUS RECORD																									
8 / 4 / 12																									
(MONTH) (DAY) (YEAR)																									
(TOTAL MILES DRIVING TODAY)												456 / 23A													
John Doe Transport												(TRUCK/TRACTOR AND TRAILER NUMBERS)													
(NAME OF CARRIER OR CARRIERS)												(DRIVER'S SIGNATURE IN FULL)													
123 Main St., Neenah, WI												Jane Doe													
(MAIN OFFICE ADDRESS)												(NAME OF CO-DRIVER)													
	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1: OFF DUTY	[Solid black bar from 12:00 AM to 7:00 AM]																								
2: SLEEPER BERTH	[Vertical tick marks]																								
3: DRIVING	[Vertical tick marks]																								
4: ON DUTY (NOT DRIVING)	[Vertical tick marks]																								
REMARKS SHIPPING DOCUMENTS: 14697 B/L or Manifest No. Shipper & Commodity												[Blank space for remarks]													
Neenah, WI																									

During the day:

