

## Filling out a Daily Log – Graph Grid

## Instructions

Log book data must be completed on a graph grid so that each piece of required information is recorded accurately. The grid is filled out in a way that ensures all of your hours are accounted for in each of the four duty statuses.

Instruction for Filling in a Log Grid:

For each duty status:

- 1. Mark the beginning time and the end time.
- 2. Draw a continuous line between the time markers.

Record the full name of the municipality (no abbreviations) or give the location on a highway or in a legal sub-division and the name of the province or state where a change in duty status occurs.

Enter on the right of the grid the total number of hours of each period of duty status, which total must equal 24 hours.

At the start of your time in-yard or in-cab, you must record:

- date
- start time of your day using the local time at the training facility (if other than midnight)
- the name/address of the your training facility
- your name (name of co-driver)
- the cycle you are following
- the vehicle's unit or licence plate number
- the odometer reading of the vehicle

During the day, you must record:

• in **Remarks**, you must indicate the name of location where each change of duty occurred

At the end of the day, you must record:

- the total distance driven that day
- the total hours for each duty status that day
- the odometer reading of the vehicle
- and sign the log.

