

MANDATORY ENTRY-LEVEL TRAINING MANITOBA CLASS 1

Lesson 8

Instructor's Guide



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Overview

Purpose/Objectives

This lesson is intended to educate students on legislation that regulates commercial drivers' hours of work, how to record and maintain a daily log as well as route preparation and safety.

Upon completing this lesson, students should be able to:

- Record and maintain a log of their hours of driving
- Explain hours of service regulations
- Demonstrate an understanding of driver and owner responsibilities regarding hours of service
- Complete basic mathematical calculations required for commercial vehicle operation

How long should it take?

Classroom (hours)			In-Yard (hours)			In-Cab (hours)			Total Training Duration (hours)
Deliver	Apply	Assess	Deliver	Apply	Assess	Deliver	Apply	Assess	
3.0		0.5							3.5

Required materials

- Whiteboard or flipchart
- Markers
- Projector
- PPT presentation
- Printed and electronic quizzes
- Pens

Using this document

This document is intended to guide you through the session. It includes the following icons for reference:

- **Direction on what you need to do**
- 🔊 **Sample language for what you need to say**
- ❓ **Sample wording for what you need to ask**

📌 Extra information to consider



Lesson Outline

Time (Approx. mins)	Topic	Materials	Slides
5	Introduction		1-3
55	Trip Planning		4-19
10	Hours of Service		20-22
45	On and Off Duty		23-33
45	Log Books		34-41
20	Wrap Up		42-47
30	In-Class Quiz		48

Total time = 3.5 hrs

i Times are an approximation of what is expected in a 15-student class with active participation. Times also include in-yard demonstration, application, and assessments.


Student Materials

- Lesson 8: Exercise Book
- Textbook
- Lesson 8 Practical Job Aids
- Government of Manitoba Vehicle Weights and Dimensions Guide
- Manitoba Truck Weight Limit Map and Information Guide
- Manitoba Motor Carrier Division Record Keeping Sample



Introduction

Objectives: Introduce the section to the students.

 **Time:** 5 minutes

Slide: 1 **Type: Presentation**

- Welcome students and allow time to settle if this is a new day of classroom delivery.



Slide: 2 **Type: Presentation**

- ◀ After completing this lesson, you should be able to:
 - Record and maintain a log of your hours of driving
 - Explain hours of service regulations
 - Demonstrate an understanding of driver and owner responsibilities regarding hours of service
 - Explain the difference between on/off duty in a commercial driving capacity
 - Demonstrate understanding of related rules and regulations regarding hours on/off work and work cycles.
 - Complete basic math calculations required for commercial vehicle operation

Learning Objectives

After completing this lesson, you should be able to:

- Record and maintain a log of your hours of driving
- Explain hours of service regulations
- Demonstrate an understanding of driver and owner responsibilities regarding hours of service
- Explain the difference between on/off duty in a commercial driving capacity
- Demonstrate understanding of related rules and regulations regarding hours on/off work and work cycles.
- Complete basic math calculations required for commercial vehicle operation



Slide: 3 **Type: Discussion**

- ◀ After the last class, you were asked to complete the Lesson 7 - Exercise Book.
- ? Do you have any questions about those exercises?
- Review the answers for each exercise, using the **Lesson 8 - Exercise Book Answer Key**.

Pre-Class Assignment

You will have:

- Reviewed the textbook and answered the questions in the Exercise Book.
- Any questions about Lesson 7?





Trip Planning

Objectives: This section describes the requirements and best practices for trip planning.

Time: 55 minutes

Slide: 4 Type: Presentation

- After completing this section, you should be able to:
- Identify and describe the basic purpose, importance, and proper condition of the vehicle-related documents.
 - Identify special requirements relating to a vehicle, load, routing or commodity.
 - Identify sources of reliable information about weather and road conditions.
 - Determine allowable axle weights, basic vehicle dimension, and axle spacing requirements.
 - Complete calculations to identify compliance with vehicle requirements.
 - Explain the training required by law to perform duties properly and safely.

Trip Planning

After completing this section, you should be able to:

- Identify and describe the basic purpose, importance and proper condition of the vehicle related documents
- Identify special requirements relating to a vehicle, load, routing or commodity
- Identify sources of reliable information about weather and road conditions
- Determine allowable axle weights, basic vehicle dimension and axle spacing requirements
- Complete calculations to identify compliance with vehicle requirements
- Explain the training required by law to perform duties properly and safely

Slide: 5 Type: Presentation

- Roads are monitored and controlled by governments to ensure safety and minimize inconvenience to the travelling public. Planning your route ahead will allow you to reach your destination effectively and efficiently. It is important for you to have a plan before heading out, as well as an awareness of regulations and travel restrictions. Pre-trip preparation includes being aware of general weight and size laws of jurisdictions you will be travelling through, knowledge of permits required, road bans and road restrictions, or local bylaws regarding loading and unloading cargo.

Trip Planning

What are the pro's of trip planning?

- Work/life balance
- Effective and efficient travel
- Laws



Slide: 6

Type: Presentation

- ▶ Trip planning is more than a vehicle inspection; the vehicle inspection is about making sure the vehicle is safe, while trip planning is about having all the things you need to get your job done right.

There are three main tasks in trip planning:

- Packing for your personal needs – clothes, food, medicine, etc.
- Getting paperwork in order.
- Planning the itinerary – the route and the schedule.

Things to Consider



i Textbook Reference: Section 8 - Trip Planning.

Slide: 7

Type: Presentation

- ▶ There's a lot to do to prepare properly for a long haul. Don't forget to include everything you need as a person, as opposed to a professional driver, to get through the trip:

- Clothes – to match the weather, job tasks, safety requirements, and the length of the trip
- Food and drink - preferably a healthy mix to keep you properly fueled up
- Toiletries – to keep feeling fresh and presenting yourself as a professional driver
- Arrangements for sleeping – is your sleeper berth fully equipped for a good sleep? Or do you have other arrangements made?
- Cash and cards – to cover expected and unexpected expenses
- Personal identification – driver's licence, health card, passport, or other items you need
- Medications – if you're on medications, stay on schedule, and bring your prescriptions with you.
- Eyewear – If you wear prescription glasses, bring a spare set.
- Cell phone or other electronic devices – to stay connected
- Books or other entertainment – for rest periods

Personal Needs

What you might need:

- Clothes
- Food and drink
- Toiletries
- Arrangements for sleeping
- Cash and cards
- Personal identification
- Medications
- Eyewear
- Electronic devices (i.e. cell phone)
- Books or other entertainment – for rest periods



Each employer has their own policies about what is a company expense versus a personal expense. Be aware of your employer's policy and be prepared.



- You must ensure all required paperwork is in the truck. The documentation that is required to be in the vehicle or to be carried by the driver can vary by the type or intended use of the vehicle and may differ between employers. Document requirements may also vary by jurisdiction, so if travelling across provincial or national borders, you must be aware of documentation requirements.

Upon demand by police officer, police constable, or other authorized official, you must produce for inspection any and all of these documents.

You may be required to carry and produce the following documentation:

- Safety Fitness Certificate
- Registration/Insurance
- Hours of Service Record
- Permits (for exceeding maximum dimensions or weight)
- Driver's licence
- Passport
- Medical certification
- Log Book
- Periodic Mandatory Vehicle Inspection certificate
- Bills of lading
- Way bills
- Weigh slips
- Cargo packaging
- Delivery instructions

Paperwork and Documentation

Vehicle Documents	Driver Documents	Shipping/Cargo Documents
<ul style="list-style-type: none">• Safety Fitness Certificate• Registration/Insurance• Hours of Service record• Permits• Trip Inspection Report	<ul style="list-style-type: none">• Driver's licence• Passport• Medical certification• Log book• Periodic Mandatory Vehicle Inspection certificate	<ul style="list-style-type: none">• Bills of lading• Way bills• Weigh slips• Cargo packaging• Delivery instructions





Slide: 9

Type: Presentation

- ◀ There are two shipping documents that verify your loads, where and when it's going, and who it's for:
 - A bill of lading is the contract between the shipper and the carrier to ship goods to a customer.
 - A waybill may be used with the bill of lading (invoice). It lists the goods being delivered. It can be used as an invoice for the customer.

These documents specify:

- The shipper, the carrier(s) used by the shipper, and the customer receiving the goods
- All the goods being shipped
- Where the cargo was picked up and delivered, and the route used for shipping

Make every reasonable attempt to know what you're carrying and confirm that information on shipping documents matches the load. It is in your best interest to keep these documents organized and in the cab.

- ▶ Refer students to the chart on shipping documents for dangerous goods in Section 8, under Paperwork/Documentation - Driver Documents of the **Textbook**, and go through the different situations.
- ▶ Provide a sample of a BOL from Manitoba Trucking Association Shippers Guide: <https://trucking.mb.ca/files/MBShippers2016%20.pdf>

- ◀ When it comes to dangerous goods, there are strict rules on document storage.

Specialized information and instructions when shipping dangerous goods:

- A Transport of Dangerous Goods (TDG certificate) must be carried within your reach when you're in the cab
 - It must be on the driver's seat, or in a pocket on the driver's door when you're not in the cab
- Any other documents must be stored in the cab as well
- Dangerous goods have specific rules on shipping documents
 - Specialized information and instructions
 - The name and class of goods (following standardized classifications, which will be covered in an upcoming lesson)
 - Warnings and information about the particular hazards of the shipment (for example, a poisonous gas is toxic if inhaled)
 - The "24-hour number" to get technical information on dangerous goods
 - Document storage location
- Permits for Equivalent Level of Safety

Shipping documents must include: shipper, carrier, customer, goods being shipped and the route.

Shipping & Cargo Documents

Types of shipping/cargo documents:

- Bills of lading: contract between shipper and customer
- Waybills: used with the bills of lading (invoice)

Location of documentation during trip:

- A Transport of Dangerous Goods (TDG certificate) must be carried within your reach when you're in the cab
 - It must be on the driver's seat, or in a pocket on the driver's door when you're not in the cab
- Dangerous goods have specific rules on shipping documents
 - Specialized information and instructions
 - Warnings and hazards
 - 24-hour number for technical information
 - Document storage location

 Shipping documents must include the shipper, carrier, customer, goods being shipped and the route.

Textbook Reference: Section 8 - Paperwork/Documentation - Driver Documents.



Slide: 10

Type: Presentation

- There are many considerations for planning your route and schedule:

- Safety
- Hours of service regulations
- Fueling, rest time, and meals
- Delivery deadlines
- Speed and efficiency
- Vehicle weight or dimension restrictions
- Daily or seasonal road restrictions
- Weather, traffic, and other driving conditions

Your role in trip planning may vary according to carrier. Some carriers provide you with designated route information; others require you to do it.

You are required to record the height and width of your vehicle and load in the daily vehicle inspection report.

Route and Schedule

Planning your route and schedule includes:

- Safety
- Hours of service regulations
- Fuelling, rest time, and meals
- Delivery deadlines
- Speed and efficiency
- Vehicle weight or dimension restrictions
- Daily or seasonal road restrictions
- Weather, traffic, and other driving conditions



You are required to record the height and width of your vehicle and load in the daily vehicle inspection report.



Textbook Reference: Section 8 - Trip Planning – Route and Schedule.

- The size and weight of your vehicle are key factors for route planning. The Motor Carrier Division of Manitoba Infrastructure maintains current information on road restrictions, weight limits, bridge clearances and much more in the Truck Weight Limit Map and information Guide.
- Provide students this website: “Vehicle Weights and Dimension Limits in Manitoba” located on the Manitoba Infrastructure – Motor Carrier website
https://www.gov.mb.ca/mit/mcd/resources/pdf/mb_vehicle_weights_and_dimensions_guide.pdf



Hand out **Government of Manitoba Vehicle Weights and Dimensions Guide**

http://www.manitoba.ca/mit/mcd/resources/pdf/mb_vehicle_weights_and_dimensions_guide.pdf#:~:text=Vehicle%20Weights%20and%20Dimensions%20Limits%20in%20Manitoba%20iii,STEER%20TRUCK%20TRACTOR%20TRAILER%20COMBINATION.....%2033%20NON-RTAC%20A-TRAIN.....%2035



Slide: 11 Type: Presentation

- For calculating travel time, formulas are often used by truck drivers to determine the distance, average speed, and trip time:
 - Distance = Speed multiplied by time. Example: 80 km x 9 hours = 720 km
 - Average Speed = Distance divided by time. Example: 720 km / 9 hours = 80 km
 - Trip Time = Distance divided by average speed. Example: 720 km / 80 km = 9 hours

Calculating Travel Time

Distance = Speed X Time
i.e. 80 km x 9 hours = 720 km

Average Speed = Distance ÷ Time
i.e. 720 km ÷ 9 hours = 80 km

Trip Time = Distance ÷ average speed
i.e. 720 km ÷ 80 km = 9 hours



Slide: 12 Type: Presentation

- Trucks and their loads are wide, tall and long. And they have mirrors, clearance lights and other protrusions. You have to plan for places along the route where your truck may not fit:
 - Bridges, underpasses, and tunnels
 - Fire escapes and doors in alleyways
 - Tree limbs or low wires
 - Roofs, canopies, signs, and other overhead structures at service stations and stores

Vehicle Height, Width and Length

Plan for places where your truck may not fit:

- Bridges, underpasses, and tunnels
- Fire escapes and doors in alleyways
- Tree limbs or low wires
- Roofs, canopies, signs, and other overhead structures



Clearances for low or narrow spaces are not always posted.



Clearances for low or narrow spaces are not always posted and packed snow, debris, uneven roads, or road resurfacing may reduce clearance.

Don't forget about the clearance below you to avoid undercarriage damage, or even bottoming out. The risks are greatest when you have a heavy load that lowers the truck, or you're at a railway crossing, or travelling on soft, uneven road surfaces.

Textbook Reference: Section 8 - Trip Planning – Route and Schedule.

Slide: 13 Type: Presentation

- Vehicle size is limited by regulation, but permits can be issued for oversize vehicles, as long as they meet safety regulations. These vehicles require warning signage, specified by the permit:
 - The sign must be either 180 cm x 30 cm or 245 cm x 30 cm.
 - The letter font must be 20 cm high with a 3 cm stroke.
 - The words "WIDE LOAD", "LONG LOAD", "OVERSIZE LOAD", or the letter "D" can be used.
 - The "D" sign has a white letter on a red and white striped background. The others have black letters on a yellow background.

Over-Dimensional Loads

- Vehicle size is limited by regulation
- Permits can be issued for oversize vehicles
- Must meet safety regulations
- Require warning signage





Slide: 14

Type: Presentation

- Maximum weight standards are regulated to ensure public safety and to protect infrastructure. These standards are set according to your vehicle configuration, road classifications, and jurisdiction.

Highways rated for truck traffic have three weight classifications:

- o RTAC (Road Transportation Association of Canada)
- o Class A1
- o Class B1

RTAC highways allow the heaviest loads, followed by Class A1, then Class B1. Note that a highway's classification can change from one part of the highway to another. Vehicle weight is measured in two ways:

- o Tare weight is the vehicle's weight when empty
- o Gross vehicle weight (GVW) – Tare weight plus the weight of the cargo load, where the load weight is calculated by taking the GVW minus tare weight.

Trailers with sliding axles can change the way weight is distributed on the trailer. When sliding an axle, you must ensure that wheelbases and overhangs (distance from the back of the container to the rear axle group) comply with regulations.

Vehicle Weight

Highways rated for truck traffic have three weight classifications:

- RTAC (Road Transportation Association of Canada)
- Class A1
- Class B1

Vehicle weight is measured in two ways:

- Tare weight: Vehicle weight when empty
- Gross vehicle weight (GVW): Tare weight + cargo load weight



Slide: 15

Type: Presentation

- To protect driver safety and prevent road damage, road access may be restricted because of construction, maintenance, or the season (especially spring). Restrictions can apply to vehicle dimension, weight, or both, depending on the situation.

Spring Road Restrictions: Spring thaw can cause roads to soften, requiring temporary weight restrictions. They usually begin in early March, starting in warmer southwest Manitoba, and last anywhere from two to six weeks.

Manitoba Infrastructure issues restriction orders on its website every Tuesday and Friday by 12:30 p.m. during the ban. Orders come into effect at Thursday midnight for the Tuesday order and Sunday midnight for the Friday order. Restrictions may change with 48 hours' notice. For example, a return to cold weather can cause the ban to be lifted.

Winter Weight Allowances: Manitoba winters can sometimes be difficult to appreciate, but one benefit for you is the freezing temperatures strengthen roads enough to allow for increased maximum weights.

- o These allowances typically occur from November 16 to March 14. In southwest Manitoba, the season is usually shorter: December 1 to the end of February. Orders are issued using the same schedule as spring restrictions.

Municipal Weight Restrictions: Municipal roads are the responsibility of each municipality, who can set out their own weight limits. Weights can be restricted at any time by Minister's order.

Road Restrictions

- Purpose: To protect driver safety and prevent road damage
- Road access may be restricted because of construction, maintenance, or the season:
 - Spring road restrictions
 - Winter weight allowance
 - Municipal weight restrictions
 - Restrictions may change with 48 hours' notice
- Restrictions can apply to vehicle dimension, weight, or both



i Textbook Reference: Section 8 - Trip Planning – Route and Schedule.



Slide: 16

Type: Presentation

- ◀ Getting up to date information on driving conditions is critical to trip planning. The following resources will be useful for taking note of weather and road conditions in Manitoba.
- ▶ Load this website and show the links to the various resources.
<https://www.gov.mb.ca/mit/roadinfo/canadaroads.html>
- ? What other resources are you aware of that provide road and weather conditions?

Weather and Road Conditions

- Road conditions in Manitoba
 - Manitoba Road and Traveller Information
 - Call 511
 - Follow @MbGovRoads
- Weather conditions in Manitoba/Canada
 - Environment Canada website/app
 - Local news and radio



Slide: 17

Type: Presentation

- ◀ Ports of entry are locations where you must stop and prove that the carrier has authority to operate in the jurisdiction. Inspections and weighing may take place at a port of entry. You must follow directions and ensure that they are carrying all required documents.

Roadside safety inspections can be conducted at weigh stations, ports of entry, special safety inspection facilities, or a suitably safe area. You must produce your driver's licence, driver's logs, and cargo documents. Cargo may be inspected even if sealed. Inspectors will provide a new seal and you should document both the old and new seal numbers. You may be immediately put out of service for:

- Hours of service violation
- Failed vehicle safety requirement
- Leaking hazardous materials

Preparing for the Destination – The facilities at your destination may not be designed specifically for loading and unloading tractor-trailers. Know in advance what to expect and be prepared.

Other Trip Planning Considerations

- Ports of Entry
 - Stop and prove the carrier has authority to operate in the jurisdiction
 - Inspections and weighing may take place
- Roadside Safety Inspections – drivers may be put out of service for:
 - Hours of service violation
 - Failed vehicle safety requirement
 - Leaking hazardous materials
- Preparing for the Destination



① Additional information regarding PSV Service Points and Distance Calculations can be found in the Manitoba Trucking Association Shipper's Guide:
<https://trucking.mb.ca/files/MBShippers2016%20.pdf>



Slide: 18

Type: Presentation

- ◀ Several other tools are available to help you plan your route and schedule:
 - Dispatching Systems - You can use dispatch systems for transporting goods. Carriers may have their own policies and procedures for devices and working with dispatch personnel.
 - Maps/Global Positioning Systems (GPS) – You should know how to read traditional maps, and how to program and read GPS devices. If using GPS, be sure to follow Manitoba’s Distracted Driving Law (see Section 5 in the textbook).
 - Two-Way or Hand-Held Radios – As mentioned in Lesson 5, you can use two-way radios or hand-held radios, such as those commonly referred to as CB (Citizen’s Band) radios, when escorting oversized vehicles, to contact your employer, or when participating in search, rescue and emergency management situations.

Trip Planning Tools and Resources

There are several other tools available to help you plan your route and schedule:

- Dispatching system
- GPS
- CB (Citizen Band)



📄 Hand out **Manitoba Truck Weight Limit Map and Information Guide**
<https://www.gov.mb.ca/mit/mcd/mcpd/twlm.html>

Slide: 19

Type: Self-paced Activity

- ◀ You will have 15 minutes to complete Exercise 1 in the Lesson 8 - Exercise Book.
- ▶ If time permits, you should review the questions after the students have completed the exercise. Alternatively, you may provide a copy of the **Lesson 8 - Exercise Book Answer Key** at the end of the lesson for them to review on their own time.

Exercise 1: Trip Planning


- Complete Exercise 1
- Time: 15 minutes





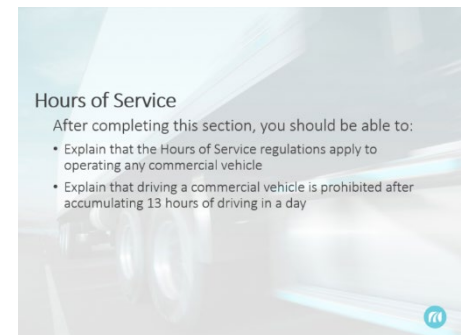
Hours of Service

Objectives: This section introduces the Manitoba regulations around Hours of Services.

 Time: 10 minutes

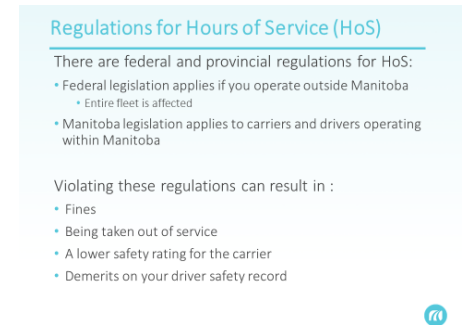
Slide: 20 Type: Presentation

- ▶ After completing this section, you should be able to:
 - Explain that the hours of service regulations apply to operating any commercial vehicle
 - Explain that driving a commercial vehicle is prohibited after accumulating 13 hours of driving in a day



Slide: 21 Type: Presentation

- ◀ There are federal and provincial regulations for hours of service:
 - Federal legislation (the Commercial Vehicle Drivers Hours of Service Regulation) applies if you operate extra-provincially (outside Manitoba) on a continuous and regular basis. This regulation applies to an operator's entire fleet if at least one vehicle operates extra-provincially.
 - Manitoba legislation (Drivers Hours of Service Regulation) applies to carriers and drivers operating typically within Manitoba.
 - Violating these regulations can result in fines, being taken out of service, a lower safety rating for the carrier (and possibly a facility audit), and demerits on your driver safety record.



 **Textbook Reference:** Section 8 - Hours of Service.



- Hours of service regulations apply to all regulated trucks with these exemptions:
- Two-axle or three-axle trucks used by the driver/owner for their farming, forestry, or fishing operations
 - Emergency vehicles
 - Trucks used for disaster relief
 - Commercial vehicles driven for personal use if all of the following apply:
 - The vehicle has been unloaded.
 - Any trailers have been unhitched.
 - The distance travelled does not exceed 75 km per day.
 - The driver logs odometer readings at the beginning and end of the personal use.

Regulation Exemptions

HoS regulations apply to all regulated trucks except:

- Two or three-axle trucks used by the driver/owner for their:
 - Farming operations
 - Forestry operations
 - Fishing operations
- Emergency vehicles / Disaster relief trucks
- Commercial vehicles driven for personal use:
 - The vehicle has been unloaded, and any trailers have been unhitched
 - The distance travelled does not exceed 75 km per day
 - Odometer reading is logged at the beginning and end of the use

For intra-provincial operators, Manitoba regulations do not apply to personal use vehicles, limited-use regulated vehicles under 6,800 kg, and farm trucks.





On and Off Duty

Objectives: This section introduces the students to the specific procedures and best practices for recording hours of service.

Time: 45 minutes

Slide: 23 Type: Presentation

- After completing this section, you should be able to:
- Explain that on-duty means when driving, in care and control of a vehicle, and performing other types of work.
 - Explain that in normal conditions drivers must take 10 hours off-duty each day, and have one 24-hour period off-duty within the previous 14 days.
 - Explain that driving a commercial vehicle is prohibited after being on-duty for 14 hours in a day.
 - Explain that a work shift begins when drivers return to on-duty after being off-duty for at least 8 consecutive hours.
 - Explain that a new cycle can start only after taking the required minimum number of hours off-duty ("reset").
 - Explain the difference between Cycle 1 and Cycle 2.

On and Off Duty

After completing this section, you should be able to:

- Explain that on-duty means when driving, in care and control of a vehicle, and performing other types of work
- Explain that in normal conditions drivers must take 10 hours off-duty each day, and have one 24-hour period off-duty within the previous 14 days
- Explain that driving a commercial vehicle is prohibited after being on-duty for 14 hours in a day
- Explain that a work shift begins when drivers return to on-duty after being off-duty for at least 8 consecutive hours
- Explain that a new cycle can start only after taking the required minimum number of hours off-duty ("reset")
- Explain the difference between Cycle 1 and Cycle 2

Slide: 24 Type: Presentation

- ◀ The regulations classify driver time as either on-duty or off-duty.

On-duty time is when you are working or are required by a carrier to be available for work. Off-duty time is any period other than on-duty time.

On and Off Duty

- On-Duty: When a driver is working or is required by a carrier to be available for work
 - Limited by days, shifts, and cycles
- Off-Duty: Any period other than on-duty time






Slide: 25

Type: Group Activity

- ▶ Have the class work in groups of 2 or 3.

Have them make a list of 5 tasks that would be considered On-Duty tasks.

 **Time: 5 minutes.**

- ▶ When time has elapsed, ask the groups to share one task on their list. Then add any from this list that were not covered by the groups:
 - Inspecting, servicing, repairing, conditioning, or starting your truck
 - Travelling as a co-driver (excluding time spent in the sleeper berth)
 - Loading, unloading, or inspecting a load
 - Waiting for servicing, loading, unloading, dispatching, or vehicle/load inspections
 - Delays en route caused by a collision or other unplanned occurrence or situation
 - Performing any work for any motor carrier
 - Resting in or occupying a commercial vehicle for any other purpose except:
 - Travelling as an off-duty passenger (as defined by regulation)
 - Sleeper berth time
 - Spending time in a stationary commercial vehicle while off-duty

Examples of On-Duty Work Tasks

- Time: 10 minutes
- Make a list of 5 non-driving tasks that you think would be considered "on-duty"



 **Total time: 10 minutes**

Slide: 26

Type: Presentation

- ▶ On-duty hours are limited by days, shifts, and cycles.

For the purpose of daily limits, a day is any consecutive 24-hour period determined by the carrier.

In a day, you:

- Can drive 13 hours maximum
- Can be on-duty 14 hours maximum
- Must take 10 hours off-duty time, which must include 8 consecutive hours. The other 2 hours must be taken in periods of at least 30 minutes.

Daily, Shift, and Cycle Limits

Daily Limits (consecutive 24 hour period):

- Can drive 13 hours maximum
- Can be on-duty 14 hours maximum
- Must take 10 hours off-duty time
 - Eight consecutive hours
 - Two hours must be taken in periods of at least 30 minutes





Slide: 27


Type: Presentation

- ▶ You can defer up to 2 hours of off-duty time to the following day, if:
 - The deferred time is not part of the 8 consecutive hours of off-duty time on Day 1.
 - The deferred time is added to the 8 consecutive hours of off-duty time on Day 2.
 - Total off-duty time in the two days is 20 hours minimum.
 - Total driving time in the two days is 26 hours maximum.

Daily, Shift, and Cycle Limits

You can defer up to two hours of off-duty time to the following day, if:

- The deferred time is not part of the eight consecutive hours of off-duty time on Day 1
- The deferred time is added to the eight consecutive hours of off-duty time on Day 2
- Total off-duty time in the two days is 20 hours minimum
- Total driving time in the two days is 26 hours maximum

 You must not drive after 13 hours of driving in a work shift.



Textbook Reference: Section 8 - Hours of Service – Daily Limits.

Slide: 28

Type: Presentation

- ▶ If you operate a vehicle equipped with a sleeper berth, you have the option of splitting your daily off-duty time into two periods of qualifying sleeper berth time (time spent resting in the sleeper berth).

For a single driver:

- Each of the two periods must be at least 2 hours.
- The total of the two periods must be at least 10 hours.

For driver teams:

- Each of the two periods must be at least 4 hours.
- The total of the two periods must be at least 8 hours.
- To switch back to a regular shift, the driver must take 8 consecutive hours off-duty.

For both single drivers and driver teams:

- Drivers must follow daily limits rules (see above).
- The total time in the periods immediately before and after each split off-duty period:
 - Cannot exceed 13 hours driving time
 - Cannot include driving time after the 14th hour of on-duty time
 - Cannot exceed 16 hours
- None of the daily off-duty time can be deferred to the next day.

Daily, Shift, and Cycle Limits

Splitting Off-Duty Time:



• For both single and team drivers:

- Must follow daily limits rules (see above)
- Total time immediately before and after each split off-duty period cannot exceed 16 hours
- None of the daily off-duty time can be deferred to the next day.





Slide: 29

Type: Presentation

- ▶ A shift is a period of time when you are on the job. A shift can last up to 16 hours. There must be 8 hours of off-duty time between shifts.

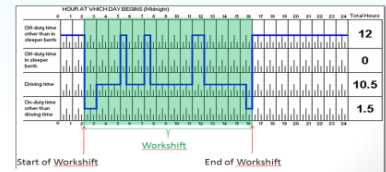
In a shift, you:

- Can drive 13 hours maximum
- Can be on-duty 14 hours maximum
- Cannot drive after 16 hours from the start of a shift

Shift Limits

Work Shift Definition

- The time after your 8 consecutive hours off when you are on the job



Slide: 30

Type: Presentation

- ▶ A cycle is a series of shifts and off-duty time. There are two lengths of cycles: Cycle 1 is 7 consecutive days; Cycle 2 is 14 consecutive days.

In Cycle 1 (7 days), you:

- Can have on-duty time of 70 hours maximum

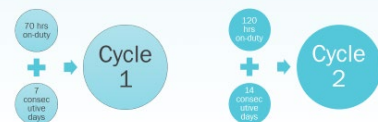
In Cycle 2 (14 days), you:

- Can have on-duty time of 120 hours maximum
- Must take a minimum of 24 consecutive hours of off-duty time before the 70th hour of on-duty time

Cycle Limits

Cycle Definition

- A series of shifts and off-duty time



Must take minimum of 24 hours consecutive off-duty time before 70th hour of on-duty time

Slide: 31

Type: Presentation

- ▶ Calendar displays blank intentionally.

- ▶ You can switch cycles if you reset your accumulated hours to zero:

- A Cycle 1 driver can reset by taking 36 consecutive hours off-duty.
- A Cycle 2 driver can reset by taking 72 consecutive hours off-duty.

You cannot move from one cycle to the other without resetting your accumulated hours.

You must take at least 24 consecutive hours off-duty every 14 days, whether you are in Cycle 1 or 2.

You cannot drive unless you have taken at least 24 consecutive hours off in the preceding 14 days.

- ? You are on-duty for 14 days, but do not reach the Cycle 1 or Cycle 2 limit. In this case, how many off-duty hours are taken before driving again?

- ▶ Wait for students to respond. Click to reveal the answer.

Mandatory 24 Hours Off Duty

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 hrs Off-Duty	On-Duty	On-Duty	On-Duty	On-Duty	On-Duty	On-Duty
On-Duty	On-Duty	On-Duty	On-Duty	On-Duty	On-Duty	On-Duty
24 hrs Off-Duty	On-Duty	On-Duty	On-Duty	On-Duty	On-Duty	On-Duty

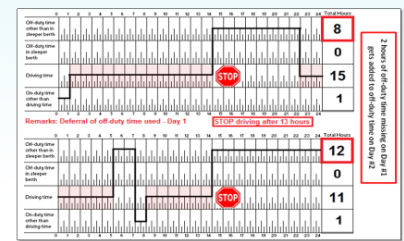


Slide: 32

Type: Presentation

- ▶ Walk through the deferral scenario using this log as an example.

Off Duty Time Deferrals



Slide: 33

Type: Presentation

- ▶ Hours of service can be extended in the following situations:
 - Emergencies - You may require more driving time to provide safety to occupants and other drivers in an emergency. You must stop at the first safe place.
 - Adverse Driving Conditions - You can extend driving time and reduce off-duty time because of bad weather or road conditions if:
 - Driving, on-duty, and elapsed time in the cycle are not extended more than 2 hours.
 - You still take the required 8 consecutive hours of off-duty time.
 - The trip could have been completed under normal driving conditions.
 - The conditions were unknown by you or the carrier before you began driving.
 - Winter Road Permits – These permits allow you to extend the 13 hours driving and 14 hours on-duty limits when driving on winter roads, for up to 5 hours after leaving the winter road system to reach the home terminal or a safe place to rest. You must take at least 8 consecutive hours of off-duty time before exceeding these limits.
- ▶ What constitutes overtime can vary due to the overtime policies of different companies. Some companies base overtime on mileage, while others base it on hours of service. Confirm what constitutes as overtime with your operator.

HoS Limit Exemptions and Overtime

HoS can be extended in the following situations:

- Emergencies
- Adverse Driving Conditions
 - Not extended more than 2 hours
- Winter Road Permits

Overtime requirements vary due to your employer's policy on:

- Mileage
- Hours of Service



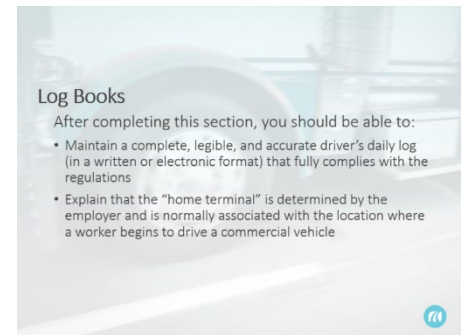
Log Books

Objectives: In this section, students will learn how to complete the daily log according to Manitoba regulations.

Time: 45 minutes

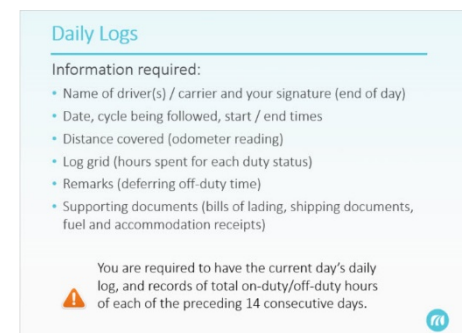
Slide: 34 Type: Presentation

- ◀ After completing this section, you should be able to:
 - Maintain a complete, legible, and accurate driver's daily log (in a written or electronic format) that fully complies with the regulations
 - Explain that the "home terminal" is determined by the employer and is normally associated with the location where a worker begins to drive a commercial vehicle



Slide: 35 Type: Presentation

- ◀ You are required by regulation to record your on/off-duty time in a daily log. Information required in daily logs include:
 - Basic information identifying you, your truck and your carrier, your signature (at the end of the day)
 - The date, the cycle, driving start and end times,
 - Distance covered (odometer readings) for the day
 - A log grid indicating hours spent for each duty status:
 - Off-duty time (not sleeper berth time)
 - Sleeper berth time
 - Driving time
 - On-duty time (non-driving)
 - A Remarks section, where you record:
 - Explanations for off-duty deferrals (indication if the deferral is for Day 1 or Day 2)
 - Limit exemptions (for emergencies, adverse driving conditions, or winter road permits)
 - Geographical location of each change of duty status
 - Supporting Documents:
 - Bills of lading
 - Shipping documents
 - Fuel and accommodations receipts for expenses incurred en route.



You are required by regulation to have in your possession the current day's daily log, and records of total on-duty and off-duty hours of each of the preceding 14 consecutive days. Within 20 days of completing the daily log, you must forward the original copy, along with supporting documents, to the home terminal of the carrier. Daily logs must be retained by the carrier for six months after the day they were recorded.

Textbook Reference: Section 8 - Completing Daily Logs.



Slide: 36

Type: Presentation

- ▶ You are also required to fill out a log grid (Schedule 2 of the federal Hours of Service Regulations).

The grid must be completed as follows:

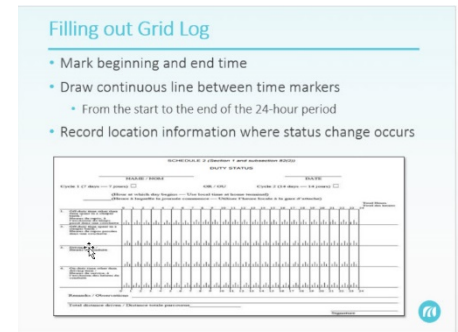
- For each duty status:
 - Mark the beginning time and the end time, and
 - Draw a continuous line between the time markers (from the start to the end of the 24-hour period)
- Record the name of the municipality or give the location on a highway or in a legal sub-division and the name of the province or state where a change in duty status occurs.

If you are engaged in making deliveries in a municipality that result in a number of periods of driving time being interrupted by a number of short periods of other on-duty time, the periods of driving time may be combined and the periods of other on-duty time may be combined.

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

The log page for off-duty time must not include any information for a day other than “off-duty time other than time spent in a sleeper berth”.

You must sign the log book to indicate the accuracy of the information recorded.



i Textbook Reference: Section 8 - Completing Daily Logs – Sample Log Grid Entry.

Slide: 37

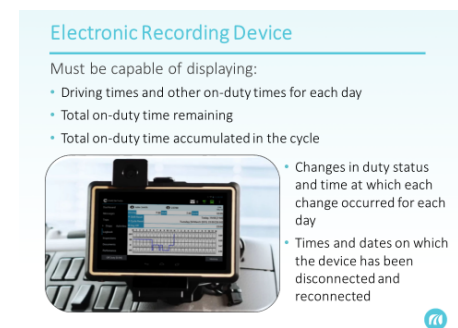
Type: Presentation

- ▶ You can use an electronic onboard recording device instead of manually filling out a log book. The device must provide all information required by regulation.

Blank paper logs must be kept in the vehicle in case the electronic device malfunctions.

An onboard recording device must be capable of displaying:

- Driving times and other on-duty times for each day the device is used
- Total on-duty time remaining and the total on-duty time accumulated in the driver's cycle
- Changes in duty status and the time each change occurred for each day the device is used
- Times and dates when the device was disconnected and reconnected





Slide: 40

Type: Presentation

- ◀ It is against the law to tamper with a daily log. Tampering includes:
 - Keeping more than one daily log for any day
 - Recording inaccurate information in a daily log, whether handwritten or electronically
 - Falsifying, mutilating or defacing a driver's daily log or supporting documents
 - Altering or tampering with original daily logs by a safety officer or any other individual

You can be issued an out-of-service declaration for tampering. By regulation, carriers are responsible for ensuring their drivers do not falsify their logs.

You must sign a completed daily log to confirm that the information recorded is accurate. If a log contains false information, a peace officer can charge you with a violation, even if you have not signed the daily log.

Tampering with Daily Logs

It is against the law to tamper with a daily log.

Tampering includes:

- Keeping more than one daily log for any day
- Recording inaccurate information in a daily log, whether handwritten or electronically
- Falsifying, mutilating or defacing a driver's daily log or supporting documents
- Altering or tampering with original daily logs by a safety officer or any other individual



Logs must be signed at end of each day to confirm information recorded is accurate.



Textbook Reference: Section 8 - Completing Daily Logs – Tampering with Daily Logs.

Slide: 41

Type: Self-paced Activity

- ◀ You will have 45 minutes to complete Exercise 2.
- ▶ If time permits, you should review the questions after the students have completed the exercise. Alternatively, you may provide a copy of the **Lesson 8 - Exercise Book Answer Key** at the end of the lesson for them to review on their own time.


Exercise 2: Log Books and Documents to Complete

- Complete Exercise 2: Log Books and Documents to Complete
- Time: 45 minutes





Wrap Up

 Time: 20 minutes

Slide: 42

Type: Discussion

- ? What is an acceptable form of log book?
- Wait for students to respond, then click to reveal.

Review

What is an acceptable form of log book?



Answer: Paper or electronic.



Slide: 43

Type: Discussion

- ? What are the 4 categories that are recorded in a log book?
- Wait for students to respond, then click to reveal.

Review

What are the 4 categories that are recorded in a log book?



Answer: On-duty, off-duty, sleeper berth, on-duty not driving.



Slide: 44

Type: Discussion

- ? What are the cycles and how many hours are in each?
- Wait for students to respond, then click to reveal.

Review

What are the cycles and how many hours are in each?



Answer:

Cycle 1: 70 hours of on-duty in 7 days.

Cycle 2: 120 hours on-duty in 14 days.





Slide: 45

Type: Discussion

? When can a driver defer hours of off-duty time to the following day?

► Wait for students to respond, then click to reveal.

Review

When can a driver defer hours of the off-duty time to the following day?



Answer: If they are not splitting time off-duty or inclement weather.



Slide: 46

Type: Discussion

? What is the maximum number of hours that can be deferred?

► Wait for students to respond, then click to reveal.

Review

What is the maximum number of hours that can be deferred?



Answer: 2 hours



Slide: 47

Type: Presentation

◀ You should now be able to:

- Record and maintain a log of hours of driving
- Explain hours of service regulations
- Demonstrate an understanding of driver and owner responsibilities regarding hours of service
- Complete basic mathematical calculations required for commercial vehicle operation

? Are there any questions about hours of service and capturing your hours in the daily logs?

► Wait for students to respond, then answer questions.

Summary


You should now be able to :

- Record and maintain a log of hours of driving
- Explain hours of service regulations
- Demonstrate an understanding of driver and owner responsibilities regarding hours of service
- Complete basic mathematical calculations required for commercial vehicle operation





Knowledge Check

 Time: 30 minutes

Slide: 48

Type: Lesson Quiz

- Provide students with a printed copy of the Lesson 8 Quiz. Time provided for this quiz is 30 minutes. Remind students of the scoring and weight of the quiz. Explain what is required for a passing grade.

When complete, fill out the assessment tracker for each student and the classroom assessment tracker.

Quiz

Lesson 8 Quiz

- Time: 30 minutes to complete

