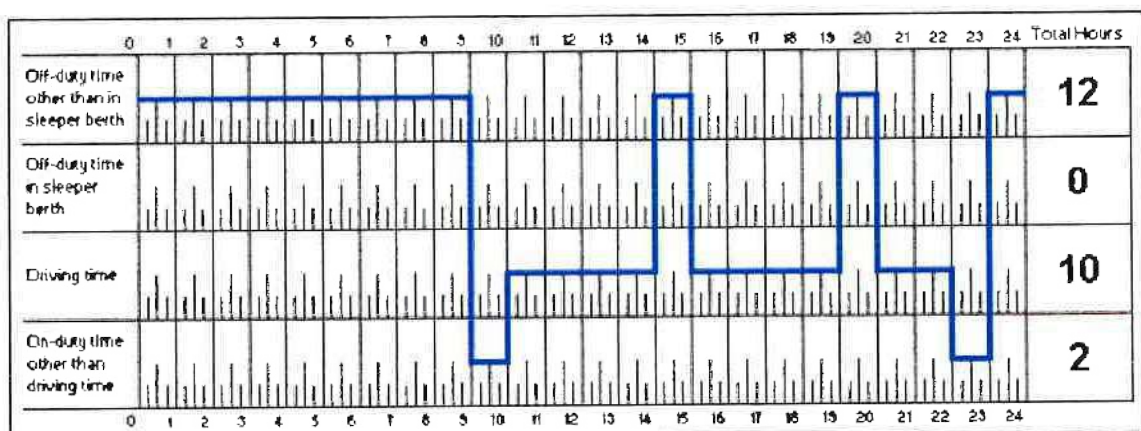


Service Rig Driver Training, Module 3: Hours of Service

For example, if a driver performs the following activities in a day:

Time	Activity	Duty Status
8 hours	Sleep	Off-duty time other than time spent in a sleeper berth
1 hour	Eat breakfast and drive to motor carrier	Off-duty time other than time spent in a sleeper berth
1 hour	Pre trip inspection and supervise loading of vehicle	On-duty, other than driving time
4 hours	Drive	Driving time
1 hour	Eat lunch	Off-duty time other than time spent in a sleeper berth
4 hours	Drive	Driving time
1 hours	Eat supper	Off-duty time other than time spent in a sleeper berth
2 hours	Drive	Driving time
1 hour	Conduct post-trip inspection and complete paperwork	On duty, other than driving time
1 hour	Relax and sleep	Off-duty time other than time spent in a sleeper berth

Their activities would be recorded on the daily grid as follows:



DAILY LOGS – ADDITIONAL REQUIREMENTS

In addition to marking the start and end time of daily activities and calculating the total number of hours for each duty status, a driver's daily log must also contain the following information:

i. At the start of a day, a driver must record:

- Date and start time of their day (if other than midnight – using the local time at their home terminal);
- Name and address of their home terminal;
- Name of the driver (and co-driver if applicable);
- The cycle being followed (**Note:** *if a driver is driving under the provisions of an Oil Well Service Vehicle Cycle Exemption Permit, they should indicate that as the cycle being followed as opposed to cycle 1 or 2*);
- The unit or licence plate number of the vehicle;
- The odometer reading of the vehicle being operated;
- In the “Remarks” section, indicate whether the deferral exemption was used, and whether the driver is on Day 1 or Day 2 if it was used;

ii. During the day, a driver must record in the “Remarks” section:

- The name of the location where each change of duty status occurred (e.g. the municipality, location on a highway or in a legal sub-division (including the name of the province or state where the change in duty status occurred)).

Note: *when recording the location where a change in duty status occurs, drivers must write out the full name of that location. Only province or state names may be abbreviated;*


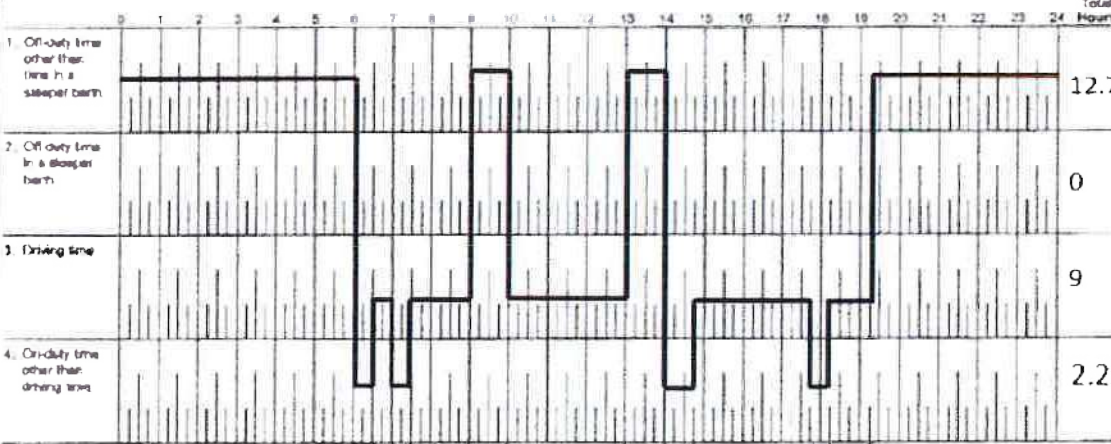
- Whether they used any exemptions that allowed them to exceed the maximum driving limitations (emergency or adverse conditions);

iii. At the end of the day, a driver must record:

- Driver's signature (and co-driver if applicable);
- The total distance driven that day;

Service Rig Driver Training, Module 3: Hours of Service

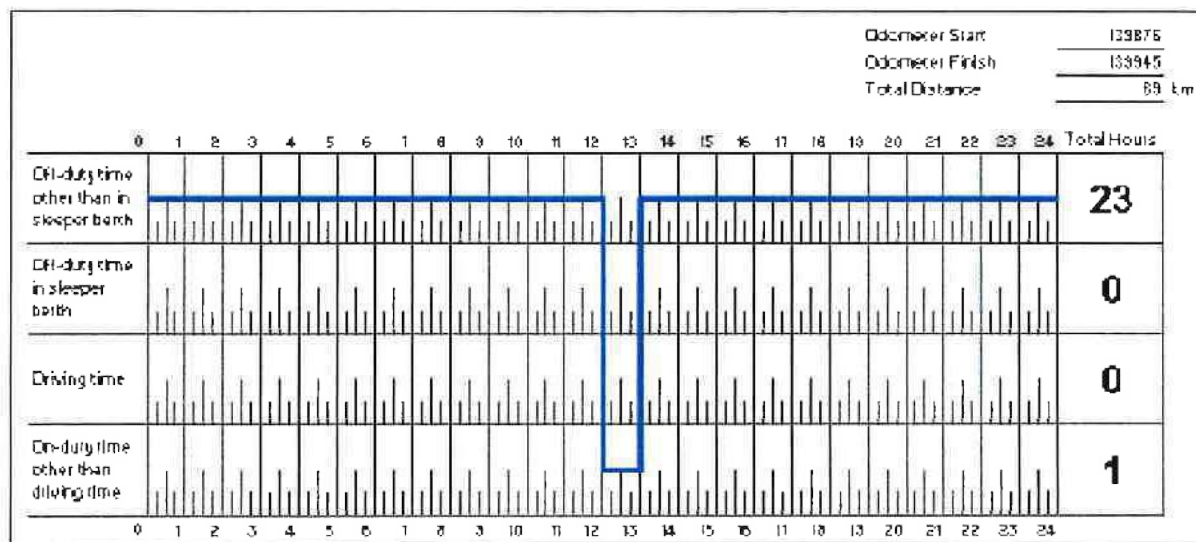
- The total hours for each duty status that day;
- The odometer reading of the vehicle being operated.

		Duty Status Log	
Home Base: <u>Red Deer, AB</u>		Date: <u>June 12, 2016</u>	
Duty Cycle: (Check One) <input type="checkbox"/> 7 days <input type="checkbox"/> 14 days <input checked="" type="checkbox"/> Oiled Exemption Permit (24 days)		Pre Trip #: <u>763206</u>	
Vehicle Unit #: <u>177</u>		Odometer End: <u>124,087</u>	
Trailer Unit #: <u>T-23</u>		Odometer Start: <u>124,016</u>	
Driver Name: <u>Arnold McRigger</u>		Total Distance: <u>71</u>	
		Vehicle License Plate #: <u>CAODC-1</u>	
		Trailer License Plate #: <u>BRZ-654</u>	
		Driver Signature: <u>Arnold McRigger</u>	
GRID Use local time standard at home terminal			
DUTY STATUS		Total Hours	
1. Off-duty time other than in a sleeper berth			12.75
2. Off-duty time in a sleeper berth			0
3. Driving time			9
4. On-duty time other than driving time			2.25
REMARKS:		Total Hours <u>24</u>	
Trip Inspection, Camrose, AB Camrose, AB Load Check, Hay Lakes, AB Whitecourt, AB Grande Prairie, AB Load Check, Grande Prairie, AB Load Check, Demmit, AB Dawson Creek, BC			

Example of a completed daily log

RECORDING TIME SPENT DRIVING A COMMERCIAL VEHICLE FOR PERSONAL USE

When a driver is using a commercial vehicle for personal use/reasons they must record all travel time as off-duty time. However, if the driver uses the vehicle to perform business for their company during this time, it must be recorded as on-duty time. *For example, if a driver fuels the commercial vehicle while using it for personal use, they must record fuelling time as on-duty time - whether or not a company pays for the on-duty time is irrelevant.*



(The use of a commercial vehicle for personnel use/reasons will be discussed in further detail in the Exemptions and Applicable Permits section).

RECORDING TRAVEL TIME

The **home terminal** is the carrier's principal place of business and is the location where the driver ordinarily reports for work. It also includes a temporary designated by the carrier.

The **principal place of business** is the place or places designated by the carrier where daily logs, supporting documents and other relevant records required by the HOS Regulations are kept.

When a driver is driving to the home terminal, the travel time can either be on-duty or off-duty:

- If the driver is returning to the home terminal at the end of a work shift, the travel time is on-duty driving time; whereas
- If the driver is driving to the home terminal to report for work, the travel time may be off-duty.

Service Rig Driver Training, Module 3: Hours of Service

RECORDING MULTIPLE DAYS OFF-DUTY

Drivers who have been off-duty for several days (i.e. weekends) may record their daily log information for multiple consecutive off-days on a single logbook page providing:

- The log page is fully completed with all required information;
- The information on the log is readable and accurate;
- The days referenced as off-duty are consecutive dates;
- The log page does not include information for a day that shows any duty status other than "off-duty time other than time spent in a sleeper berth".

The following is an example of how a driver would fill out a log for multiple off-duty days:

MOTOR VEHICLE OPERATOR'S DAILY LOG		Date <u>Jan. 5 - 6, 2008</u>	
Motor Carrier: <u>ABC Transportation Inc.</u>		Odometer Finish	
Principal Place of Business: <u>1 Bay St Calgary, AB T2K 9K3</u>		Odometer Start	
Home Terminal Address: <u>1 Bay St Calgary, AB T2K 9K3</u>		Cycle 1 (7 days) <input checked="" type="checkbox"/>	Cycle 2 (14 days)
		Total Distance Driven Today <u>0</u> km	
HOUR AT WHICH DAY BEGINS (Midnight)		Use Time Standard at Home Terminal	
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24		Total Hours	
Off-duty time other than in sleeper berth			<u>24</u>
Off-duty time in sleeper berth			<u>0</u>
Driving time			<u>0</u>
On-duty time other than driving time			<u>0</u>
		Total	<u>24</u>
REMARKS			
DAILY DEFERRAL USED: Day 1 Day 2			
Other Motor Carrier (Name & Address)		PERSONAL USE OF COMMERCIAL VEHICLE	
		Start Odometer	End Odometer
Name of Co-Driver			
PREVIOUS DAYS' TIME RECORDS		Printed Name of Driver	
Previous Day (first = 1)	1 2 3 4 5 6 7 8 9 10 11 12 13 14	<u>Bill Driver</u>	
Total Hours On-Duty		<u>Bill Driver</u>	
Total Hours Off-Duty		Signature of Driver (Certified True & Correct)	

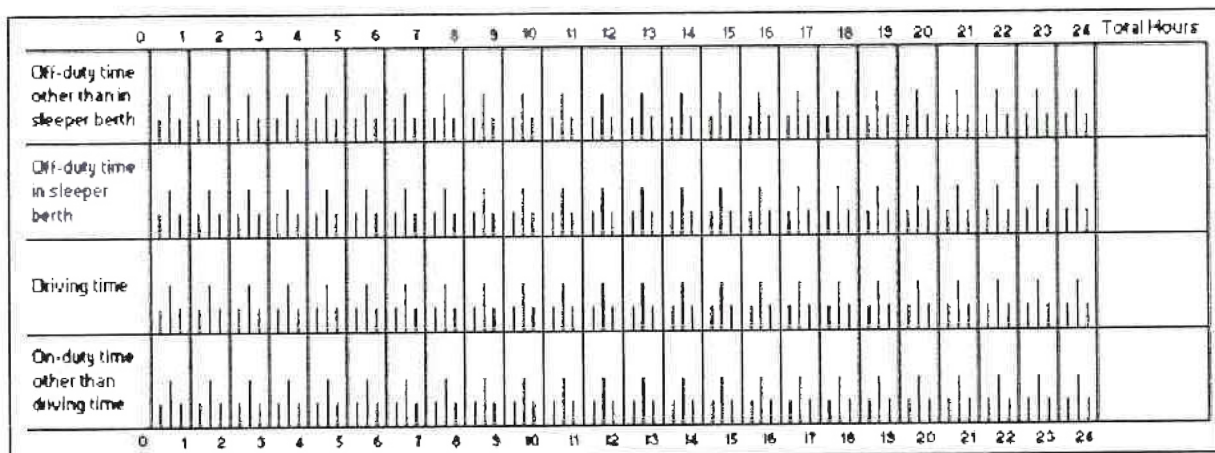
Service Rig Driver Training, Module 3: Hours of Service

B. EXERCISE – COMPLETE THE GRAPH GRID

Using the following information, complete the grid graph as follows:

- Mark the beginning and end time of each activity/duty status by drawing a continuous line between the time markers;
- Calculate the total number of hours for each activity/duty status;
- Include the name and province of the municipality where a change in duty status occurred as Remarks:

Time	Activity
06:00–06:30	Trip inspection
06:30-07:00	Drive: Camrose, AB to Hay Lakes, AB
07:00-07:30	Cargo securement inspection: Hay Lakes, AB
07:30-09:00	Drive: Whitecourt, AB
09:00-10:00	Rest stop: Whitecourt, AB
10:00-13:00	Drive: Whitecourt, AB Grande Prairie, AB
13:00-14:00	Lunch break: Grande Prairie, AB
14:00-14:45	Refuel and cargo securement inspection
14:45-17:45	Drive: Grande Prairie, AB to Dawson Creek, BC
17:45-18:15	Cargo securement inspection
18:15-19:15	Drive: to Dawson Creek, BC - off duty



POSSESSION OF DAILY LOGS AND SUPPORTING DOCUMENTS

A driver is required to submit each completed log to the company within 20 days of being produced. The company must, within 30 days of receiving the original copy of a daily log, retain that copy of the log at their principal place of business. All original logbook records must be kept by the company for at least 6 months from the date the information was recorded.

When requested by a peace officer, a driver must produce their logs and supporting documentation without delay.

Supporting documentation means a document or information recorded or stored by any means required by a director or inspector to assess compliance with these Regulations.

Supporting documentation may include things such as:

- Trip inspection reports;
- Bills of lading, freight bills, weight scale tickets;
- A copy of the Oil Well Service Vehicle Cycle Exemption Permit (if applicable);
- Other shipping documents;
- Gate records, fuel and toll receipts;
- Lodging receipts;
- Other expenses (all relevant expense receipts should be kept, regardless of whether the driver or company paid for such things as meals and lodging);
- Other documents directly related to your company's operations that are retained by the company in connection with the operation of its transportation business.

TAMPERING WITH DAILY LOGS

It is against the law for a driver to tamper with a daily log, and it is the responsibility of the company to ensure their drivers do not falsify daily logs.

Tampering includes any of the following activities:

- Driver keeps more than one daily log for any day;
- Driver records inaccurate information in a daily log, whether it is handwritten or produced using an ELD;
- Anyone falsifies, mutilates or defaces a daily log or supporting document;
- A Safety Officer or any other individual alters or tampers with original daily logs.

To confirm that the information recorded in the daily log is accurate, it must be signed by the driver at the end of each day.

Note: *if a log contains false information, peace officers can still charge or issue an out-of-service declaration to a driver even if they have not signed the daily log.*

ON-BOARD RECORDING/ELECTRONIC LOGGING DEVICES (ELD)

An **electronic recording device (ELD)** is an electric, electronic or telematic device that is installed in a commercial vehicle and is capable of accurately recording each period of duty status, in whole or in part.

Providing all of the information required by the HOS Regulations is entered, a driver is permitted to use an ELD instead of filling out a logbook. An onboard recording device must also be capable of displaying:

- The driving times and other on-duty times for each day when the device is used;
- The total on-duty time remaining and the total on-duty time accumulated in the cycle being followed by the driver;
- The changes in duty status and the time at which each change occurred for each day on which the device is used;
- The times and dates on which the device has been disconnected and reconnected.

At the request of a peace officer, a driver must be able to immediately provide the required information for the previous 14 days by producing it on the screen of the ELD, in hand written form, on a printout or any combination of these - this means that drivers must have blank daily log forms in the vehicle they are operating.

Note: *any printed copy of the daily log that is generated from the information stored in the ELD must be signed on each page by the driver to confirm its accuracy.*

Service Rig Driver Training, Module 3: Hours of Service

DRIVING LIMITATIONS

In order to reduce fatigue-related vehicle collisions, drivers need the opportunity to obtain additional rest. To ensure this happens, the HOS Regulations stipulate three limitations that apply to a driver's time that must be complied with at all times:

1. DAILY LIMITS

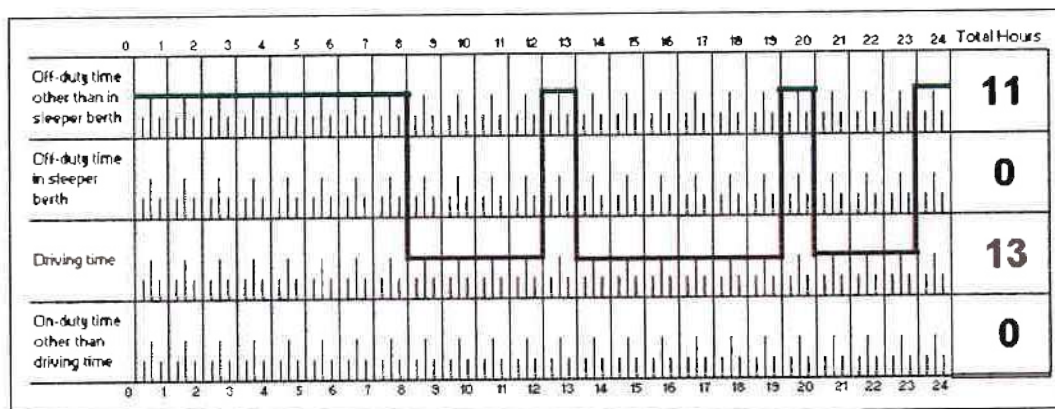
Two daily limits determine when a driver must stop driving in a day:

A **day** is a 24-hour period that begins at the hour designated by a carrier for the duration of the driver's cycle. Once a start time has been determined, it cannot be changed until the driver has reset the cycle.

For example, if driver's day starts at 2:00 am, they must record that as their start time on their daily log. Regardless of the daily start time, a driver records each 24-hour period (day) on one page of a logbook.

i. DAILY DRIVING TIME LIMIT

A driver cannot drive more than 13 hours in a day and a company (or client and/or client representative that company is working for) shall not ask, allow or require a driver to drive a commercial vehicle after that driver has already driven 13 hours in a day. The driver may continue to work after the 13th hour but they can no longer drive.



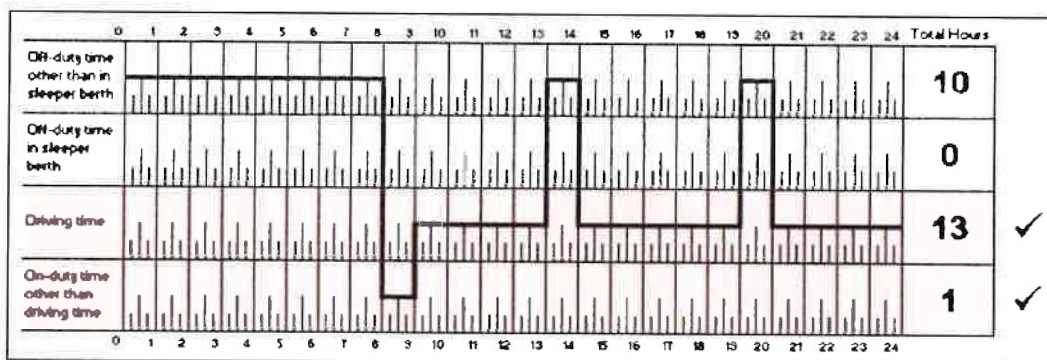
In the sample log above, the driver must stop driving at 23:00 because this day's driving time = 13 hours.

ii. DAILY ON-DUTY TIME LIMIT

A driver cannot drive after 14 hours of on-duty time in a day and a company (or client and/or client representative that company is working for) shall not ask, allow or require a driver to drive a commercial vehicle if that driver has accumulated 14 hours of on-duty time in a day.

This means that as soon as the total amount of 'driving time' plus the 'on-duty time other than driving' equals 14 hours, a driver must stop driving:

- These 14 hours may consist of both "driving time" and "on-duty time";
- The driver may continue to work after the 14th on-duty hour, but cannot drive.



In the sample log above, the driver is in compliance with the 14 hour rule because there is no driving after 14 hours of on-duty time.

10-HOURS OFF-DUTY IN A DAY

Any person who is authorized by the company to be a driver is considered to be a driver every day. This means they must have at least 10 hours of off-duty time every 24 hour day, whether they drive or not:

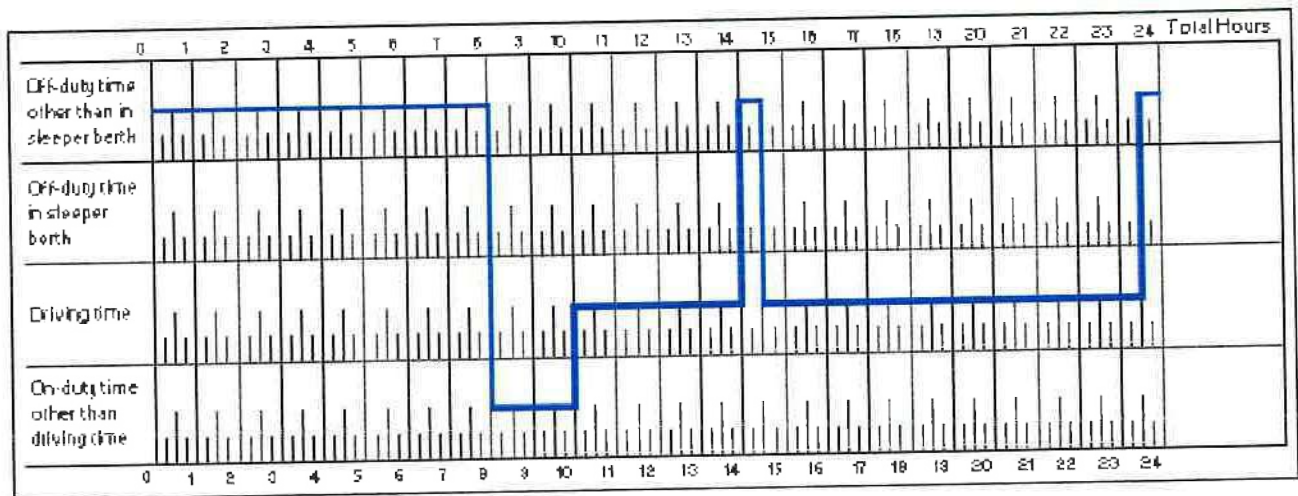
- If the driver wants to stay eligible to drive, they must include at least 2 hours of off-duty time that doesn't form part of the 8 consecutive hours of core off-duty time (although the 8 hours and 2 hours can be consecutive).

These 2 hours must be taken in blocks greater than or equal to 30 minutes in order for it to count towards the required 10 hours off-duty time.

C. EXERCISE - IDENTIFY DAILY LIMIT VIOLATIONS

Review the following daily log and identify what the daily limit violations are.

Note: (start time of 24-hour period specified by the company):



2. WORK SHIFT LIMITS

A driver cannot drive after 16 hours of elapsed time on a work shift. This means that as soon as the work shift is less than or equal to 16 hours, a driver must stop driving.

A **work shift** is the period of time that a driver is “on the job”. The work shift begins when a driver performs any activity for a carrier and ends when they stop for an extended core rest period, or core off-duty time.

Note: *a work shift can span more than one “day” however; all daily limits still apply each day.*

During a **core rest period**, or core off-duty time, drivers must have the opportunity to obtain adequate sleep. During this time, a driver must have off-duty time that is greater than or equal to 8 consecutive hours. Once a driver has 8 or more consecutive hours of off-duty time, a new work shift may begin.

Note: *the Regulations do not allow for “double dipping.” None of the 8 consecutive hours of off-duty time (core rest period) can count towards the 2-hour daily off-duty requirement. However, the 2 hours off-duty time (or a portion of the 2 hours) can occur immediately before or after the core rest period.*

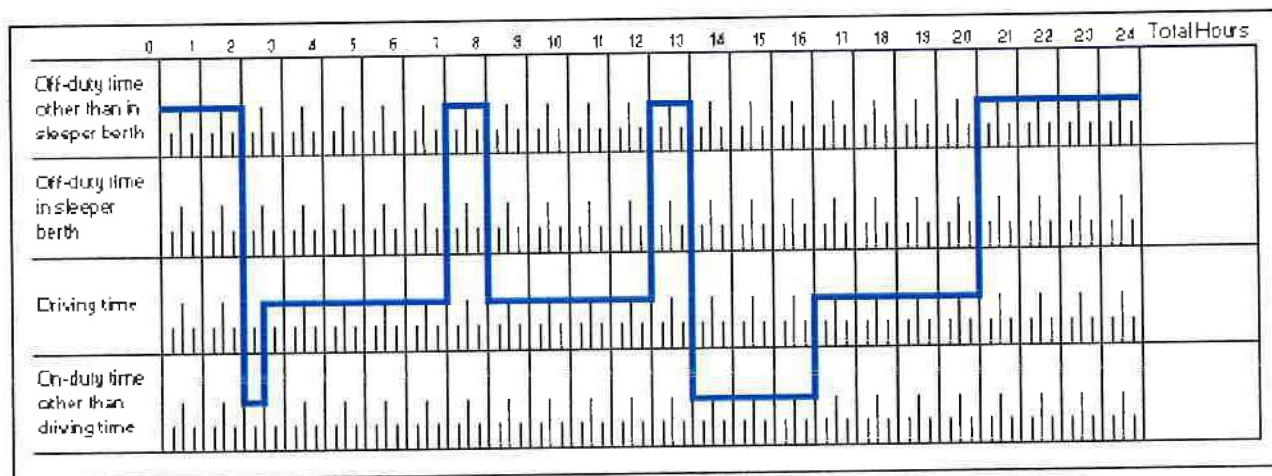
It is important to understand that work shift limits are not the same as daily limits – a driver must comply with both the work shift limits and daily limits. In a work shift there are three rules that apply:

1. No driving after 13 hours driving (unless the driver takes at least 8 consecutive hours of off-duty time before driving again);
2. No driving after 14 hours of accumulated on-duty time (unless the driver takes at least 8 consecutive hours of off-duty time before driving again);
3. No driving after 16 hours of time has elapsed between the conclusion of the most recent period of 8 or more consecutive hours of off-duty time and the beginning of the next period of 8 or more consecutive hours of off-duty time.

D. EXERCISE - IDENTIFY WORK SHIFT VIOLATIONS

Review the following daily log and identify what the work limit violations are.

Note: off-duty time from 0:00 – 2:00 and 20:00 – 24:00 are part of the core rest periods (i.e., 8 consecutive hours off-duty time):



3. CYCLE LIMITS

Cycle limits help to prevent the fatigue that builds over time. In addition to daily and work shift limits, drivers need to work within cycle limits of cumulative on-duty hours.

Drivers must operate under one of two **cycles**:

1. Cycle 1 – limit of 70 hours on-duty time over a period of 7 consecutive days;
2. Cycle 2 – limit of 120 hours of on-duty time over a period of 14 consecutive days.

Each cycle limits the number of on-duty hours in either a 7 or 14 day period (on-duty time includes both driving time and on-duty time, other than driving time). If a driver reaches the cycle limit they are operating under they must stop driving but may continue to perform other on-duty work as long as they do not exceed the daily and work shift limits.

It is the company's responsibility to decide whether the driver will follow the rules for Cycle 1 or Cycle 2, and it is the driver's responsibility to declare the cycle choice on their daily log.

When a driver reaches a cycle limit, they must stop driving and can start a new cycle providing they take an extended period of off-duty time that acts as a cycle reset.

CYCLE 1

If a driver is operating under Cycle 1, they must not drive after accumulating 70 hours of on-duty time during any period of 7 consecutive days.

In the following example, the driver reaches the Cycle 1 limit during the 6th day (Friday). This means that the driver is not eligible to drive on Saturday because they still have 70 on-duty hours in 7 days. However, on the next day (Sunday) the driver is eligible for 12 on-duty hours again.

Service Rig Driver Training, Module 3: Hours of Service

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Off-Duty	Off-Duty
✓ 12 hours on-duty	✓ 12 hours on-duty	✓ 12 hours on-duty	✓ 12 hours on-duty	✓ 12 hours on-duty	✓ 10 hours on-duty 	
✓ 12 hours on-duty						

It is important to understand that this Cycle is a “sliding window” of any 7 consecutive days. Therefore, the driver must always check that the total on-duty time for the previous 6 days, plus the on-duty time for the current day, is less than or equal to 70 hours. *In the following example, there are four different 7-day periods:*

- *Period 1 (Tuesday–Monday) 67 total on-duty hours;*
- *Period 2 (Wednesday–Tuesday) 64 total on-duty hours;*
- *Period 3 (Thursday–Wednesday) 69 total on-duty hours;*
- *Period 4 (Friday–Thursday) 70 total on-duty hours:*

Service Rig Driver Training, Module 3: Hours of Service

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Off-Duty	Off-Duty	✓ 13 hours on-duty	✓ 8 hours on-duty	✓ 12 hours on-duty	✓ 10 hours on-duty	✓ 11 hours on-duty
✓ 3 hours on-duty	✓ 10 hours on-duty	✓ 10 hours on-duty	✓ 13 hours on-duty	✓ 13 hours on-duty	 24 hours off-duty	 12 hours off-duty Start a new cycle – resume driving

The driver reaches the Cycle 1 limit at the end of the 10th day (2nd Thursday) and decides to take 36 consecutive hours of off-duty time to reset the cycle. During the cycle reset, the accumulated on-duty hours are set back to zero hours. After the reset period, the driver starts a new cycle and resumes driving. The following table illustrates the sliding window for this example:

Day #	Total On-Duty for Day	Total On-Duty for 7 Days
1	13	
2	8	
3	12	
4	10	
5	11	
6	3	
7	10	67
8	10	64
9	13	69
10	13	70

















Service Rig Driver Training, Module 3: Hours of Service

CYCLE 2

If a driver is operating under Cycle 2, they must not drive after 120 hours of on-duty time in any period of 14 consecutive days. At no point during this Cycle can the driver exceed 70 hours of on-duty time without taking at least 24 consecutive hours of off-duty time. This off-duty time can be a combination of off-duty time and time spent in a sleeper berth as long as the time is continuous.

In the following example, the driver reaches 70 hours of on-duty time at the end of the 5th day (Thursday) and must take 24 consecutive hours of off-duty time before they resume driving:

- The driver may then continue providing they do not drive after accumulating more than 120 hours in any 14-day period;
- The driver stops driving after 8 hours on-duty on the second Tuesday;
- The driver is not eligible to drive again until the 3rd Sunday because they have 120 on-duty hours in 14 days.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Off-Duty	Off-Duty	Off-Duty
 14 hours on-duty	 14 hours on-duty	 14 hours on-duty	 14 hours on-duty	 14 hours on-duty	 24 hours off-duty	 14 hours on-duty
 14 hours on-duty	 14 hours on-duty	 8 hours on-duty 				
 14 hours on-duty						

Service Rig Driver Training, Module 3: Hours of Service

Once again, it is important to understand that this Cycle is a “sliding window” of any 14 consecutive days. Therefore, the driver must always check that the total on-duty time for the previous 13 days plus the on-duty time for the current day is less than or equal to 120 hours.

In the following example, the driver reaches 70 hours of on-duty time at the end of the 7th (Saturday) and 16th day (3rd Monday) and must take 24 consecutive hours of off-duty time before they resume driving. The example also highlights 7 different 14-day periods:

- Period 1 (Sunday–2nd Saturday) 119 total on-duty hours;
- Period 2 (Monday–3rd Sunday) 116 total on-duty hours;
- Period 3 (Tuesday–3rd Monday) 119 total on-duty hours;
- Period 4 (Wednesday–3rd Tuesday) 107 total on-duty hours;
- Period 5 (Thursday–3rd Wednesday) 111 total on-duty hours;
- Period 6 (Friday–3rd Thursday) 114 total on-duty hours;
- Period 7 (Saturday–3rd Friday) 120 total on-duty hours.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Off-Duty	Off-Duty	Off-Duty
 13 hours on-duty	 8 hours on-duty	 12 hours on-duty	 10 hours on-duty	 11 hours on-duty	 6 hours on-duty	 10 hours on-duty
 24 hours off-duty	 10 hours on-duty	 9 hours on-duty	 8 hours off-duty	 9 hours on-duty	 5 hours on-duty	 8 hours on-duty
 10 hours on-duty	 11 hours on-duty	 24 hours off-duty	 14 hours on-duty	 14 hours on-duty	 12 hours on-duty	 24 hours off-duty
 24 hours off-duty	 24 hours off-duty	Start a new cycle – resume driving				

Service Rig Driver Training, Module 3: Hours of Service

The driver reaches the Cycle 2 limit at the end of the 20th day (3rd Friday) and decides to take 72 consecutive hours of off-duty time to reset the Cycle. During the cycle reset, the accumulated on-duty hours are set back to zero hours. After the reset period, the driver starts a new Cycle and resumes driving. The following table illustrates the sliding window for this example:

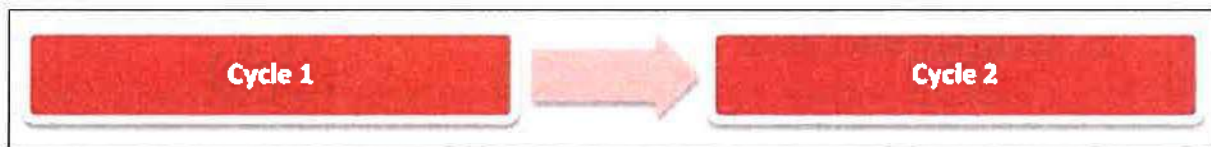
Day #	Total On-Duty for Day	Total On-Duty for 7 Days
1	13	
2	8	
3	12	
4	10	
5	11	
6	6	
7	10	
8	0	
9	10	
10	9	
11	8	
12	9	
13	5	
14	8	119
15	10	116
16	11	119
17	0	107
18	14	111
19	14	114
20	12	120

CYCLE RESET

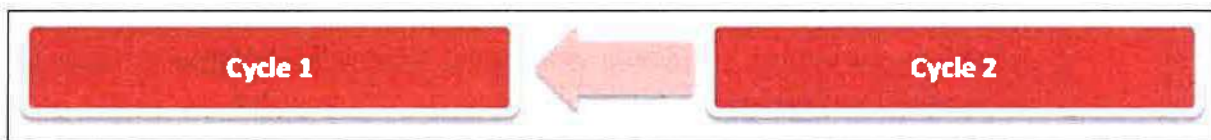
At any time a driver can end the current cycle and start a new one providing they take an extended period of off-duty time that acts as a cycle reset. During the cycle reset, the accumulated on-duty hours are set back to zero hours.

CYCLE SWITCHING

Occasionally companies and drivers may find that they benefit from using a different cycle. If a driver wants to switch cycles, they must take the following number of hour's off-duty:



Driver must take at least 36 consecutive hours off.



Driver must take at least 72 consecutive hours off.

MANDATORY 24 HOURS OFF-DUTY

Some drivers don't accumulate enough on-duty hours in a 7 or 14 day period to reach a cycle limit. *For example a driver who works less than 10 hours per day will not reach either a Cycle 1 or Cycle 2 limit; however, they still need a period of off-duty time.*

If a driver does not reach a Cycle 1 or 2 limit they must:

- Not drive after 14 consecutive days (regardless of the number of accumulated on-duty hours in the cycle);
- After 14 consecutive day's on-duty, take at least 24 consecutive hours of off-duty time before they resume driving.

This does not mean that the driver must work for 14 days before taking at least 24 consecutive hour's off-duty. As long as they have one 24-hour off-duty period in the preceding 14 days, the driver is complying with the HOS Regulations.

EXEMPTIONS AND APPLICABLE PERMITS

Within the HOS Regulations there are situations that may exempt a driver from the driving time and on-duty/off-duty limitations specified. Some of these exemptions are automatic, meaning they're specifically written into the HOS Regulations, and some require a permit in order for the exemption to apply.

EXEMPTIONS

There are four situations where the driving time, on-duty/off-duty time and cycle limitations do not apply:

1. EMERGENCIES

An **emergency** is a sudden, urgent or unexpected or impending situation that requires immediate action. In an emergency, the safety or security of people is at risk or likely to be in jeopardy.

The term "in an emergency" does not include situations such as driver's desire to get home, customer demands, loading/unloading delays, market declines or a shortage of drivers.

In an emergency, drivers may require more driving time to reach a location that provides:

- Safety for the occupants of the commercial vehicle and for other users of the road;
- Security for the commercial vehicle and its load.

In these situations, the HOS Regulations allow drivers to do the following:

- Extend driving hours of service in response to the emergency;
- Drive to the first available safe location;
- Remove persons and the load from the emergency situation.

If the driver extends driving, on-duty or elapsed time because of an emergency, they must record it in the "Remarks" section of the daily log.

2. ADVERSE DRIVING CONDITIONS

Adverse driving conditions include snow, sleet, fog or other adverse weather conditions that were not known (or could not reasonably have been known) to a driver or company dispatching a driver immediately before the driver began driving from their last place of rest. This includes a highway covered in snow or ice and unusual road conditions, but does not include delays at border crossings.

For example, during the winter a driver may check the weather forecast before starting to drive and find that the forecast is for moderate amounts of snow between the last place of rest and the destination. In this situation, the driver cannot claim adverse driving conditions when it starts to snow. However, if the driver encounters unexpected blizzard conditions where the roads are icy and all drivers must drive with caution, the driver can claim adverse driving conditions.

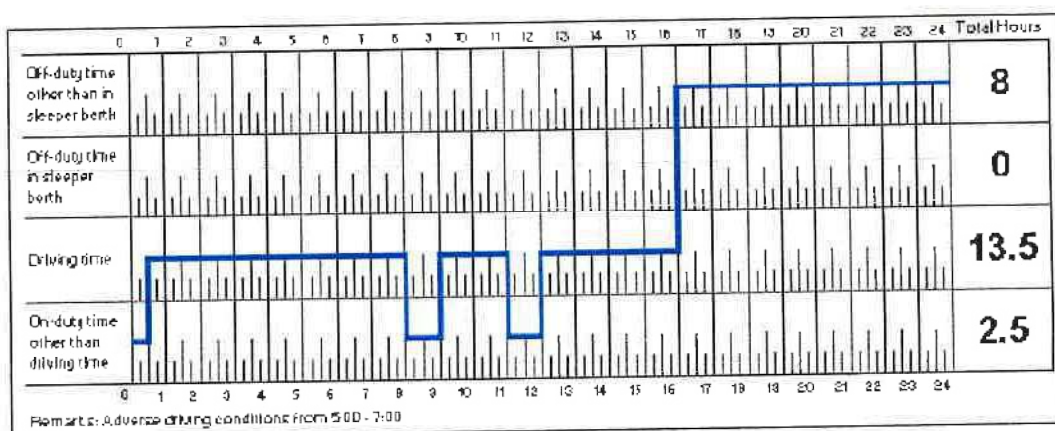
SOUTH OF LATITUDE 60°N

If a driver encounters adverse driving conditions during a trip south of latitude 60°N (that the driver can usually complete under normal conditions), they can make the following adjustments:

- Increase the driving and on-duty time in the cycle by up to 2 hours; or
- Decrease daily off-duty time by up to 2 hours (*i.e. if the driver drives for 15 hours (13 hour limit + 2 hour extension), the driver takes 8 hours off-duty (10 hours – 2 hours).* The driver must take the required 8 consecutive hours of core rest off-duty time.

For example: a driver has 8 consecutive hours of core off-duty time before starting the day. The driver waits for two hours at the scene of a traffic accident. The accident happens before the driver reaches the destination but was not present when the driver left from his/her last rest location. It takes the driver approximately two hours to travel 10 kilometers because of the ongoing investigation, evacuation of the injured, as well as clean up at the scene.

Service Rig Driver Training, Module 3: Hours of Service



The situation is an "adverse driving condition" because the driver was not aware of, and could not have predicted the event prior to the start of the trip. The driver can increase the driving and on-duty time in the cycle by up to 2 hours and decrease daily off-duty time by up to 2 hours. The driver must stop driving after 16 hours of elapsed time in the work shift.

NORTH OF LATITUDE 60°N – ON-DUTY AND WORK SHIFT LIMITS

When a driver crosses latitude 60°N, the following changes to on-duty and work shift limits occur:

- The driving time limit increases by 2 hours (meaning a driver must stop driving after 15 hours);
- The on-duty time increases by 4 hours (meaning a driver must stop driving after 18 hours on-duty); and
- The work shift limit increases by 4 hours (meaning a driver must stop driving after 20 hours in a work shift).

The driver is eligible to apply these new limits as soon as they cross the latitude 60°N and are not required to record this change in limits on the daily log.

NORTH OF LATITUDE 60°N – OFF-DUTY AND WORK SHIFT LIMITS

When a driver crosses latitude 60°N, the daily off-duty time decreases by 2 hours (meaning a driver needs to take 8 hours off-duty).



This off-duty time is considered a core rest period, therefore, at the end of every work shift, the driver must start a core rest period before the driver can drive again. Once the driver has taken the core rest period, they can start a new work shift.

3. DRIVER TRAVELLING AS A PASSENGER

Time spent traveling as a passenger at the direction of the employer is to be logged as on-duty not driving time, unless the following exact conditions are met:

- Upon completion of the trip, the passenger immediately takes 8 consecutive hours off-duty; and
- Immediately after taking at least 8 consecutive hours of off-duty, the driver changes to driving status. **Note:** *it must be driving status – not “on-duty, not driving”.*

4. USING A COMMERCIAL VEHICLE FOR PERSONAL USE

A driver can record the time spent driving a commercial vehicle for personal use as off-duty time if it meets all of the following criteria:

- The vehicle is unloaded.

Specifically, a driver cannot use a truck with cargo on it for personal use unless all of the cargo is unloaded (e.g. *pipe, bags, etc.*). However, a driver can use a truck with fixed mounted equipment (e.g. *welding truck, drill rig, etc.*) and loose items such as dunnage or “operational” items like chains;

- Any trailers are unhitched;
- The distance traveled does not exceed 75 kilometers in a day. Distance is measured by actual distance, not radius distance;
- The driver records the odometer reading in the logbook at the beginning and end of the personal use; and
- Driver is not the subject of an out-of-service declaration.

Other daily limits do not apply while the driver is driving the vehicle for personal use.

OIL WELL SERVICE VEHICLE CYCLE EXEMPTION PERMIT

Drivers of oil well service vehicles operate within a challenging environment that may require them to work for longer periods than cycle limits allow. In these situations, a company can apply for a special permit intended specifically for oil well service vehicles.

An **oil well service vehicle** is a commercial vehicle that is:

- Specially constructed, altered or equipped to accommodate a specific service requirement associated with the oil or natural gas industry; and
- Used exclusively in the oil and natural gas industry for transporting equipment or materials to and from oil and natural gas facilities, or for servicing and repairing oil or natural gas facilities.

While operating under this permit:

- Regular cycle limits and requirements do not apply;
- The driver must:
 - Take at least 3 periods of off-duty time, each at least 24 hours long, in any period of 24 days. This time can be taken consecutively or separated with on-duty time;
 - Take at least 72 consecutive hours of off-duty time once no longer driving under the provisions of the permit and before beginning driving under regular cycle limits. This off-duty time acts as a cycle reset;
- Waiting time and standby time at a wellsite can be recorded as off-duty time (and included as part of elapsed time) if:
 - The driver performs no work during that time (the driver does not have to leave the rig to record the time as waiting/standby time);
 - The driver records the time as off-duty time on the daily grid and as waiting or standby time in the "Remarks" section;
 - The time is not included in the minimum 8 consecutive hours of core off-duty time. Standby time can be included in the daily 10 hour off-duty time requirement but not in the 8 consecutive hours. The 8 consecutive hours do not have to be part of the 10 hours but they can be;
- None of the daily off-duty time can be deferred to the next day;



Service Rig Driver Training, Module 3: Hours of Service

- Use of the radius exemption is prohibited (i.e., the driver must fill out a daily log for each day);

The **radius exemption** exempts drivers from having to fill out a daily log providing the driver:

- Is operating a commercial vehicle within a radius of 160 kilometers of the home terminal;
 - Returns to the home terminal each day to start a minimum of 8 consecutive hours of off-duty time (this includes drivers who work split shifts);
 - Is not operating under the Oil Well Service Vehicle Cycle Exemption Permit.
- All other Regulation requirements apply (standby time counts toward 16-hour elapsed time limit);
 - The driver must record all activities in the daily logs and produce them when requested by a peace officer;
 - A driver can work under the special terms and conditions of an oil well service vehicle permit as long as the permit is valid and the driver meets all permit criteria. However, as soon as the special permit expires or is no longer applicable, all regular cycle limits and requirements apply.

Service Rig Driver Training, Module 3: Hours of Service

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Off-Duty	Off-Duty	Off-Duty
✓ 14 hours on-duty	✓ 14 hours on-duty	✓ 14 hours on-duty	✓ 14 hours on-duty	✓ 14 hours on-duty	✓ 14 hours on-duty	✓ 14 hours on-duty
 24 hours off-duty	✓ 14 hours on-duty	✓ 14 hours on-duty	✓ 14 hours off-duty	✓ 14 hours on-duty	✓ 14 hours on-duty	✓ 14 hours on-duty
✓ 14 hours on-duty	✓ 14 hours on-duty	 24 hours off-duty	✓ 14 hours on-duty	✓ 14 hours on-duty	✓ 14 hours on-duty	 24 hours off-duty
✓ 14 hours on-duty	✓ 14 hours on-duty	✓ 14 hours on-duty	 24 hours off-duty	 24 hours off-duty	 24 hours off-duty	Start a new cycle – resume driving

In this example, a driver is operating under the Oil Well Service Vehicle Cycle Exemption Permit, working within all daily and work shift limits and requirements. However, instead of the regular cycle limits and requirements, the driver takes 3 periods (of 24 hours) of off-duty time in 24 days.

At the end of the 24 days, the driver is no longer working under the provisions of the Permit and is required to take 72 consecutive hours of off-duty time to reset the cycle (i.e., stop use of the permit). The driver then begins driving under the regular cycle limits and requirements, and records a typical day in their logbook.

COMPLIANCE VERIFICATION AND ENFORCEMENT

Under the HOS Regulations there are two types' inspectors:

1. Peace officers as defined in Section 2 of the Criminal Code; and
2. Any other person designated by a Director.

To ensure carriers and drivers are operating in compliance with the HOS Regulations, these inspectors have the authority to enter a commercial vehicle and/or a carrier's home terminal or principal place of business and conduct an inspection on daily logs, supporting documents and other relevant records. If an inspector finds that either is not operating in compliance, they can proceed with enforcement action.

DISCIPLINARY ACTION

Violating the rules set out in the HOS Regulations (maximum allowable driving times and minimum required off-duty times) puts the company at risk of disciplinary action that could result in closer monitoring or losing their hours of service privileges.

If an inspector determines that a driver is in violation, they have the discretion to choose the appropriate level of enforcement action, including:

- Issue a verbal warning to the driver explaining the violation(s);
- Issue a written warning (Commercial Vehicle Inspection Report) to the driver outlining the violation(s). This report can also serve as an out-of-service declaration;
- Issue a mandatory notice to appear in court.

As a driver, any issued violation will show up on your commercial driver's abstract (CDA) and put you at risk of being subject to an out-of-service declaration.

OUT-OF-SERVICE DECLARATION

An **out-of-service declaration** is a declaration issued by a director or inspector in accordance with Section 91 of the HOS Regulations.

Out-of-service declarations are issued to remove fatigued drivers from the highway. When a driver has not had the required off-duty time or has exceeded the maximum driving times they are a safety risk and the inspector has the authority and responsibility to remove that driver from the highway before a collision occurs.

An inspector can issue an out-of-service declaration to a driver for any of the following HOS Regulation violations:

1. Driver's faculties are impaired to the point where it is unsafe for the driver to drive, or driving would risk the safety or health of the public;
2. The driver:
 - Fails to comply with driving time or off-duty time requirements;
 - Is unable or refuses to produce their daily logbook.

The driver must produce the current day and the previous 14 day log pages to an inspector and a driver operating under the oil well service permit must be able to produce copies of the required 3 periods of 24 consecutive hours of off-duty time in any period of 24 days;

- Mutilates or defaces a daily log or a supporting document in such a way that the director or inspector cannot determine whether the driver has followed the driving time and off-duty requirements;
3. There is evidence the driver completed more than one daily log, entered inaccurate information in the daily log or falsified information in the daily log.

If a driver is subject to an out- of-service declaration, both the driver and their company, will receive written notification (i.e. Level 1-5 CVSA roadside inspection and Traffic Violation Report's) that outlines why the declaration was issued and the period during which it applies.

If a driver is subject to an out-of-service declaration, they cannot operate a commercial vehicle for a specific period of time.

MONITORING COMPLIANCE TO HOURS OF SERVICE REGULATIONS

Carriers are liable for the actions of their employees, even if they insist they did not require or allow the violation to occur. Neither the intent to commit or actual knowledge that a violation is occurring is necessary elements when it comes to liability. For example, if a carrier fails to have a management system in place that effectively prevents violations from happening, they are considered to be allowing the violations to occur.

One of the most effective ways to monitor driver compliance is to have written policies in their Safety program that:

- Use supporting documents that the driver does not create or can modify to verify logs;
- Check new drivers on a more frequent basis until the carrier is satisfied that they understand the rules;
- Check drivers with previously identified problems on a more frequently basis until the carrier believes they now are following the rules;
- Conduct monthly, random inspections of drivers at least monthly;
- Document when non-compliance has occurred and when notice of non-compliance was issued;
- Address all identified deficiencies with each individual driver, taking and documenting appropriate actions (e.g. re-training or discipline) in the driver's file.

REFERENCES

¹ National Transportation Safety Board (NTSB). (1990). *Safety Study: Fatigue, Alcohol, Other Drugs, and Medical Factors in Fatal-to-the-Driver Heavy Truck Crashes* (Report No. NTSB/SS-90/02). Washington, DC: National Transportation Safety Board.

² Knippling, R. R., & Wang, J. S. (1994). *Crashes and Fatalities Related to Driver Drowsiness/Fatigue*. Research Note. Washington, DC: National Highway Traffic Safety Administration, USDOT.

³ Federal Motor Carrier Safety Administration. (2006). *Report to Congress on the Large Truck Crash Causation Study* (Report No. MC-R/MC-RRA). Washington, DC: Federal Motor Carrier Safety Administration.

⁴ North American Fatigue Management Program Steering Committee. (2015). *Guidelines and Materials to Enable Motor Carriers to Implement a Fatigue Management Program*. Implementation Manual.

⁵ National Sleep Foundation. 2016. Sleep Drive and Your Body Clock. [ONLINE] Available at: <https://sleepfoundation.org/sleep-topics/sleep-drive-and-your-body-clock>. [Accessed 20 April 2016].

Government of Alberta and Vehicle Safety and Carrier Services Branch of Alberta Transportation (2008) Alberta Reference guide for hours of service training development. Available at: <http://www.transportation.alberta.ca/675.htm> (Accessed: 26 April 2016).

DOCUMENT REVISION TRACKING

Any amendments to this training manual will result in a re-issue of this training manual in its entirety. The Revision Record Sheet included below records historical changes to the manual as well as the current date of issue.

Edition #	Release Date	Edition Note
1	May 2011	Original
2	June 2016	Revised and rewritten