

# 6

## Hours of Service Requirements



This chapter provides information on the rules and regulations governing how many hours drivers may work, when drivers must have rest periods and the records drivers must keep about their hours of work and rest.

### What You'll Learn

After studying this chapter you will be able to:

- define and provide examples of off-duty and on-duty time
- define and provide examples of on-duty driving and on-duty-not-driving time
- explain how long you can drive before you must take a break
- list the minimum requirements for filling in a logbook
- describe the hours of service requirements in other jurisdictions

### National Safety Code

The National Safety Code (NSC) sets out minimum safety standards for commercial vehicles, drivers and carriers operating in Canada. Carriers are responsible for ensuring their drivers and vehicles meet these standards.

You will need to understand NSC regulations to perform your job safely. These regulations will help you protect your life and the lives of others, as well as your livelihood. NSC applies to you if you drive a motor vehicle that is used to transport people or freight for any business purpose.

The following vehicles are included in the National Safety Code program:

- commercial vehicles licensed with a gross vehicle weight more than 5,000 kilograms
- vehicles operating under the *Passenger Transportation Act* including taxis, buses and limousines
- commercial vehicles that have a seating capacity of 10 or more passengers plus the driver

#### Fast Fact

For more information about the National Safety Code as it is applied in British Columbia, refer to Division 37 of the *Motor Vehicle Act Regulations* or check the Commercial Vehicle Safety Enforcement website at [www.th.gov.bc.ca/cvse](http://www.th.gov.bc.ca/cvse)

## Hours of Service

Hours of service regulations are designed to limit the time you can spend driving. Statistics show that a fatigued driver is more likely to be in a crash.

Hours of service regulations have been in effect since the 1980s. These rules have since been revised to reduce the risk of fatigue-related commercial vehicle crashes by providing drivers with more opportunity to obtain additional rest.

The new rules are designed to reduce the risk of fatigue-related commercial vehicle crashes by providing drivers with more opportunity to obtain additional rest.

## On-duty time

On-duty time is the period when you begin work or when a carrier requires you to be ready to start work. On-duty time ends when you stop work.

You are on-duty whenever you drive or when you are:

- inspecting, servicing, repairing, conditioning or starting a commercial vehicle
- travelling as one of two drivers when you are not resting in the sleeper berth
- participating in the loading or unloading of a commercial vehicle
- inspecting or checking the load
- waiting for the vehicle or load to be checked at a customs office, weigh scale or by a peace officer
- waiting along the route because of a crash or other unanticipated event
- travelling as a passenger to a destination where you will start driving – this qualifies as on-duty time when two conditions apply:
  1. the carrier requests you make the trip; and
  2. you did not have 8 consecutive hours of off-duty time immediately before you began your driving time
- performing any other work as a carrier or while employed by a carrier
- waiting for a commercial vehicle to be serviced, loaded or unloaded, when a carrier, who employs or otherwise engages you, asks you to do so

### Fast Fact

On-duty time does not include time spent on a ferry, unless you are working (i.e., when a bus driver is selling tickets).

## Definition

**Off-duty time** is any time you are not on duty.

## Off-duty time

It is important that you get enough rest every day. Off-duty regulations protect you and everyone else who shares the road with you.

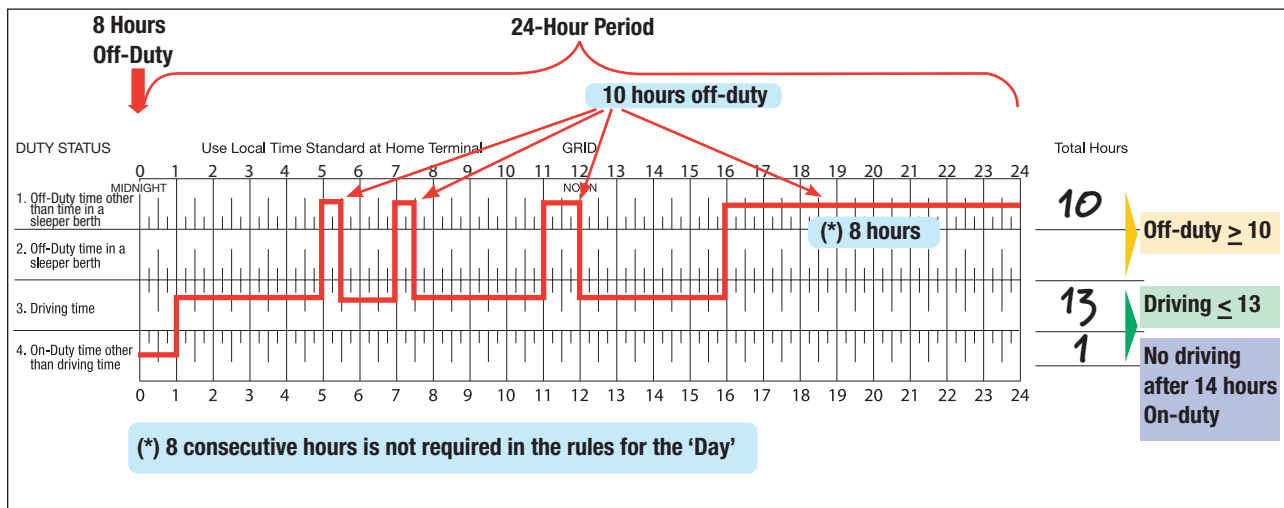
- Off-duty time includes any time you spend in a sleeper berth in a commercial vehicle.
- All drivers must take a minimum of 10 hours off-duty every day.
- Off-duty time other than the mandatory 8 consecutive hours may be distributed throughout the day in blocks of no less than 30 minutes.
- The total amount of off-duty time that you take in a day must include at least 2 hours of off-duty time that does not form part of a period of 8 consecutive hours of off-duty time.
- All drivers must take 24 hours off-duty every 14 days.

## Day

A 'day' is a 24-hour period that begins at the hour designated by the carrier. Each 'day' is independent and there are certain on-duty, off-duty and driving limits for each day.

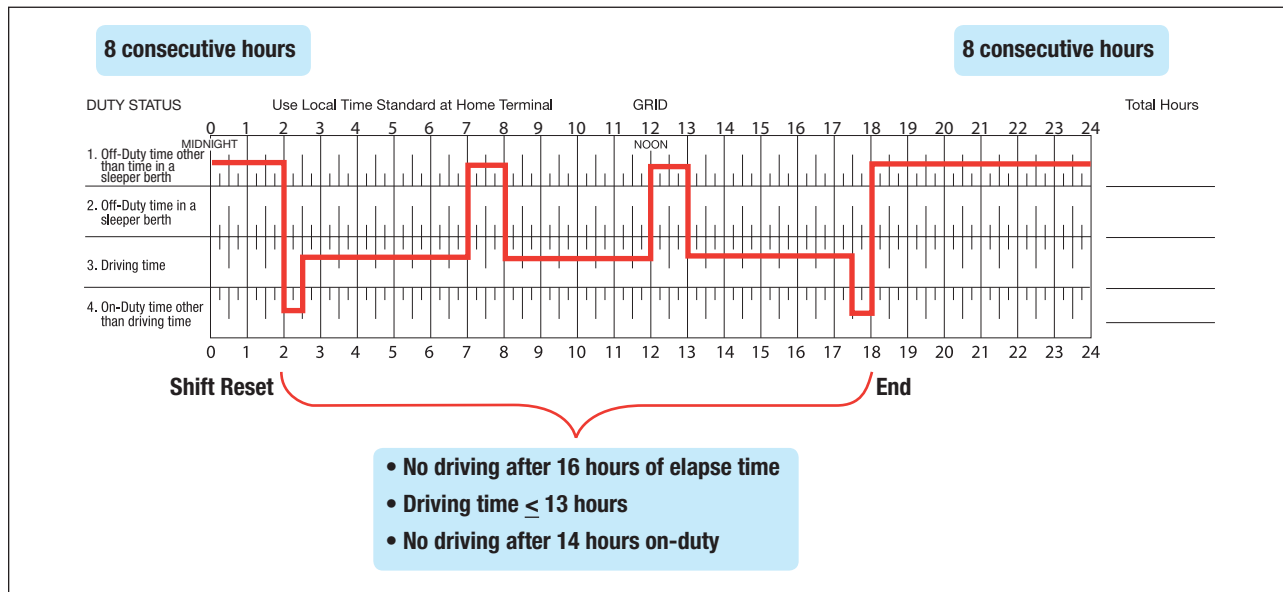
- A minimum of 10 hours of off-duty time must be taken every day.
- You are allowed to drive a maximum of 13 hours in a day.
- You are not allowed to drive after 14 hours on-duty in a day.

## Daily Limits — a simple 3-point check for compliance



### Work shift

A work shift is the elapsed time between 2 off-duty periods of at least 8 consecutive hours. You are not permitted to drive after 16 hours of elapsed time until you take at least 8 consecutive hours of off-duty time. Every off-duty period consisting of 8 consecutive hours or more resets the work shift.



**Fast Fact**  
 You can put in 14 hours of on-duty time without doing any driving at all.

**Fast Fact**  
 You can reset a cycle at any time by taking:

- 36 consecutive hours off-duty to reset cycle 1
- 72 consecutive hours off-duty to reset cycle 2

### Daily hours (cycles)

You must keep track of your time using one of two cycles. Each cycle has a maximum number of on-duty hours. You may choose one of two cycles:

**Cycle 1** – Drivers working on this cycle must not drive after completing 70 on-duty hours in 7 days.

**Cycle 2** – Drivers working on this cycle must not drive after completing 120 hours in 14 days, and must take at least 24 consecutive hours off-duty prior to accumulating 70 hours of on-duty time.

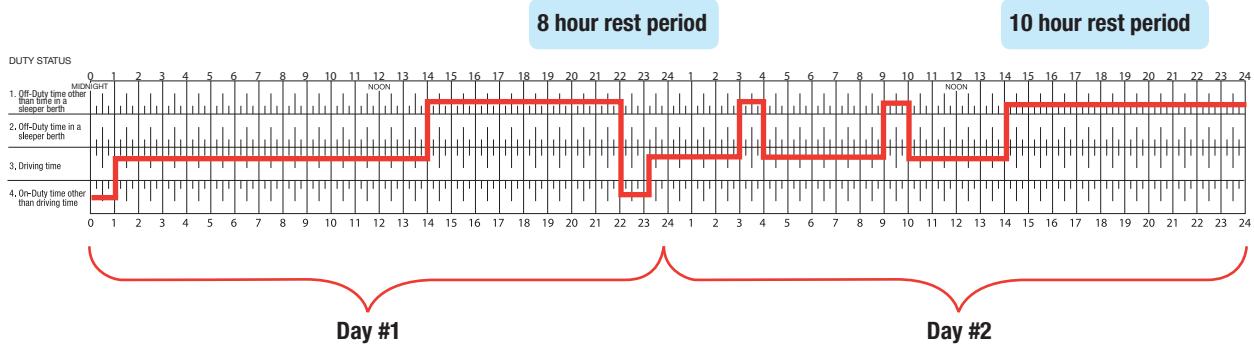
The start time remains the same throughout each cycle. You must “reset” a cycle to change the start time.

### Deferring off-duty time

You may reduce your off-duty requirement of 10 hours by up to 2 hours providing:

- the 2 hours are not part of your 8 consecutive off-duty hours;
- the 2 hours are added to the 8 consecutive off-duty hours taken off the next day; and
- you clearly indicate ‘Day 1’ and ‘Day 2’ on your logbook.

## Driver has 'deferred' 2 hours from Day #1 to Day #2



**Notes:**

- 1 The 2 hours 'deferred' from Day #1 are added to the 8-hour rest period on the following day (Day #2 — 1400–1600)
- 2 On Day #2 — Must still have the 2 'Off-Duty' Hours that are not part of any mandatory 8-hour off-duty block (0300–0400) and (0900–1000).

### Reset provision

You can reset a cycle at any time by taking:

- 36 consecutive hours off to reset Cycle 1
- 72 consecutive hours off to reset Cycle 2

#### Fast Fact

A sleeper berth does not include the back seat of a bus or a reclining seat.

### Sleeper berth

The same hours of service regulations for driving and on-duty time apply to drivers using sleeper berths.

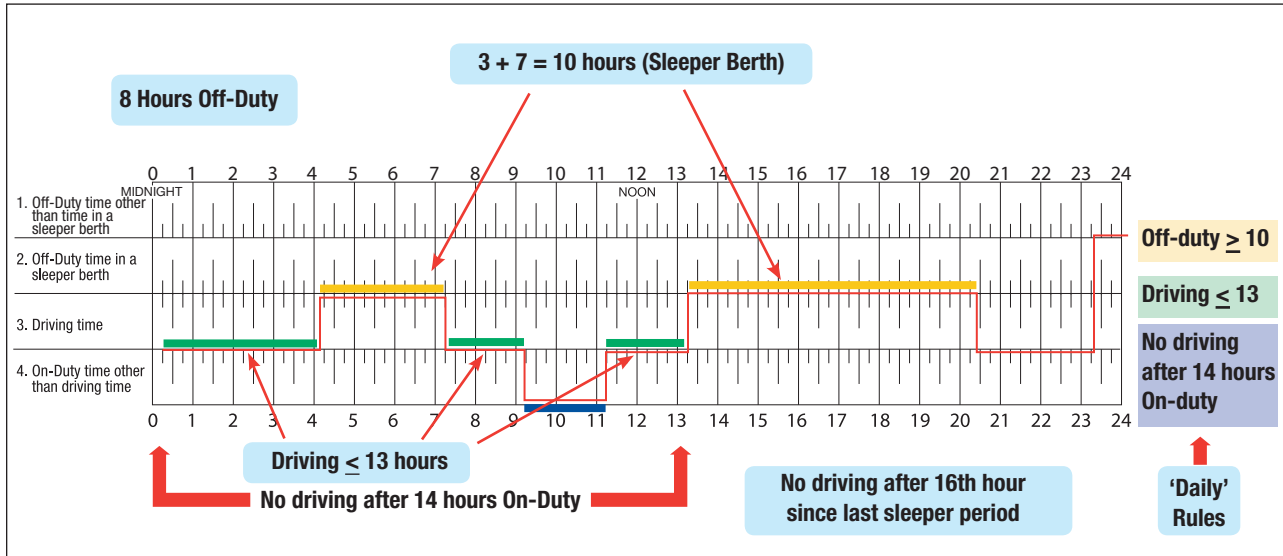
Sleeper berth hours of service regulations for off-duty time are as follows:

**Single drivers** using a sleeper berth may split up their required off-duty time into 2 periods if:

- neither period is less than 2 hours; and
- the total off-duty time is at least 10 hours.

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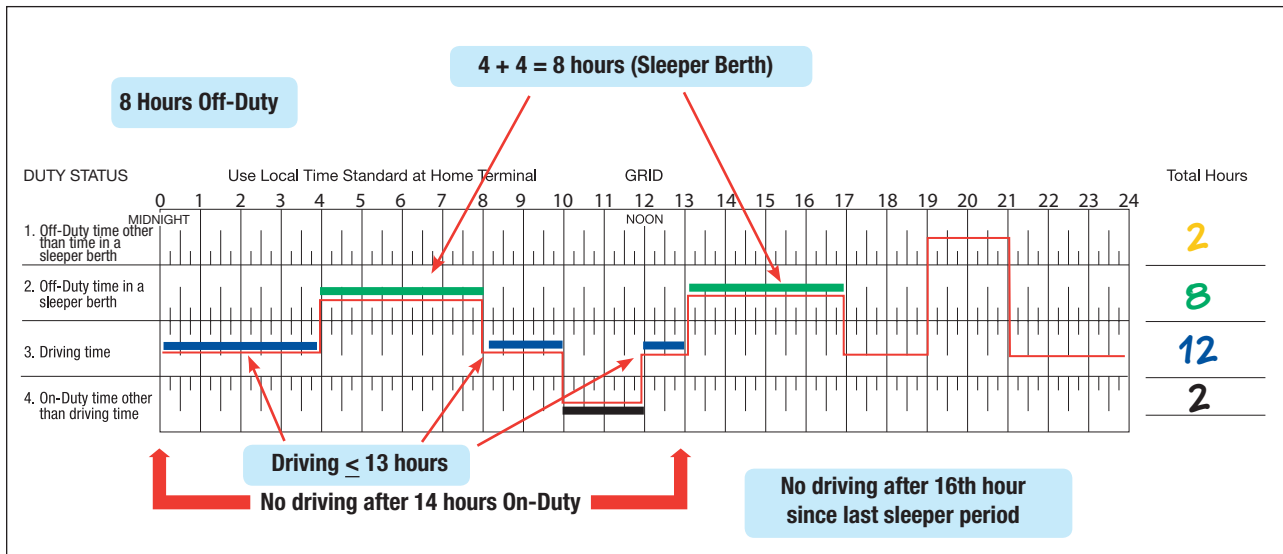
A logbook for a single driver using a sleeper berth is shown below.



**Team drivers** using a sleeper berth can split their required off-duty time up into 2 periods if:

- neither period is less than 4 hours;
- the 2 periods total at least 8 hours; and
- the total off-duty time is at least 10 hours.

A logbook for a team driver using a sleeper berth is shown below.



### Personal use exemption

Driving a commercial vehicle for personal use is not considered to be on-duty time provided that:

- the vehicle is unloaded;
- the vehicle not towing a trailer;
- the vehicle is driven a maximum of 75 kilometres a day for personal use;
- the odometer readings are recorded; and
- you are not subject to an Out of Service declaration.

### Logbooks

Logbooks are used to record your hours of on-duty, driving and off-duty time. Logbooks must contain the following information:

- date
- start time if different from midnight
- name of driver in printed letters
- driver's signature
- name of the co-driver (if applicable)
- odometer reading at the beginning of the day
- odometer reading at the end of the day
- total distance driven by the driver during the day
- commercial vehicle licence plate number or vehicle unit number
- the cycle the driver is following
- name of every carrier the driver worked with, or for, during the day
- address of the home terminal and the principal place of business of each carrier the driver worked with, or for, during the day
- total number of hours spent in each duty status (on-duty time, off-duty time, driving time and off-duty sleeper berth time) – these totals must equal 24 hours
- total amount of time spent in one location doing on-duty work other than driving (this must be shown as a continuous line on the log)
- continuous line made by drawing through each time noted on the log page (the times noted must include every time the driver's duty status changed)
- name of the municipality or location on a highway, including the name of the jurisdiction, where each change in duty status took place
- declaration in the Remarks section of deferral of off-duty time, indicating Day 1 or Day 2
- odometer reading at the beginning and end of personal use

#### Fast Fact

A peace officer can order you out of service if you drive after reaching the maximum number of on-duty hours permitted for the cycle you are operating under. Only you are out of service, not the vehicle.

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You must keep in your possession:

- a daily log that is updated to your last change in duty status
- copies of your daily log for your cycle – that is, the previous 7 or 14 day cycle you are using
- any supporting documents you have been issued during your trip

You must submit your logbook and all supporting documents to your carrier within 20 days.

Peace officers, including police, commercial transport inspectors and motor vehicle inspectors may ask to see your logbook. You must present your logbook and any supporting documents when asked. The documents may include

- bills of lading
- shipping documents
- fuel receipts and accommodation receipts for expenses incurred along the route

## Sample logbook

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Home Terminal Address <b>1000 SHIPPING ST. VANCOUVER, B.C.</b>		Odometer Finish <b>152029.5</b>																																																																																																																																																																
Principal Place of Business Address (if different from above)		Odometer Start <b>151575.0</b>																																																																																																																																																																
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### Drivers operating within 160 kilometres of home terminal

You are not required to keep logbooks if:

- you operate a commercial vehicle within a radius of 160 kilometres of the home terminal;
- you return to the home terminal each day to begin a minimum of 8 consecutive hours of off-duty time;
- you are not driving under a permit issued under these regulations; and
- you maintain accurate and legible records, for each day that include:
  - each duty status;
  - state driving and on-duty time separately;
  - indicate the cycle you are using;
  - note if any off-duty time is deferred and indicate if it is 'Day 1' or 'Day 2';
  - record the odometer readings if you use the vehicle for personal use; and
  - keep the records for a minimum of 6 months.

### Other Jurisdictions

Although the rules in most jurisdictions are similar, there are exceptions. Before entering another jurisdiction, be sure you know that jurisdiction's requirements.

### Driving north of the 60th parallel

If you operate commercial vehicles in the Yukon or Northwest Territories or Nunavut:

- you may drive a maximum of 15 hours
- you may not drive after 18 hours of on-duty
- must take at least 8 consecutive hours of off-duty after driving for 15 hours or 18 hours of on-duty time
- drivers may choose one of two cycles:
  - Cycle 1 – 80 hours of on-duty time in 7 days
  - Cycle 2 – 120 hours of on-duty time in 14 days, and you must take 24 consecutive hours of off-duty prior to accumulating 80 hours of on-duty time

**Fast Fact**

As a B.C. driver, you may not operate a commercial vehicle in the U.S. if you have a history of epilepsy, if you have diabetes controlled by insulin or if you do not meet the U.S. hearing standards.

**Driving into the United States**

Canadian drivers must obey all U.S. regulations while operating in the United States.

- you may drive for 11 hours after 10 hours of off-duty time
- you may not drive beyond the 14<sup>th</sup> hour after coming on-duty, following 10 hours off-duty
- you may work a maximum of:
  - 60 hours of on-duty time in 7 days, *or*
  - 70 hours of on-duty time in 8 days, *or*
  - The on-duty cycle may be restarted after at least 34 consecutive hours off-duty

While the hours-of-service regulations are different in Canada and the United States, the requirements for keeping a logbook are similar. You are responsible for learning and complying with the laws of each jurisdiction you travel through.



**RoadSense Tip**

More information on driving into the U.S. may be found at [www.fmcsa.dot.gov/index.htm](http://www.fmcsa.dot.gov/index.htm)

*Be aware that other jurisdictions have different requirements for the maintenance of logbooks and the number of hours you may work each day.*





### Review Questions

1. Why are hours of service regulations in place?
2. Are you permitted to record pulling off the road and taking a nap in a reclining seat of a commercial vehicle as sleeper berth time?
3. What is the maximum amount of driving hours permitted in a day?
4. How many consecutive hours of off-duty time must be taken every day?
5. What is the maximum amount of on-duty time in cycle 1?
6. What is the maximum of on-duty time in cycle 2?
7. When you are operating in Cycle 2, when must you take 24 consecutive hours of off-duty time?
8. How many consecutive hours of off-duty time must be taken to reset the cycle in Cycle 1?
9. How many consecutive hours of off-duty time must be taken to reset the cycle in Cycle 2?
10. How often does a driver have to take 24 consecutive hours of off-duty time, regardless of cycle?
11. When must you submit your logbooks to the carrier?
12. What are the consequences if you exceed your maximum on-duty hours and an enforcement officer stops you?

