

Company Name: _____

Field Operations & Fleet Compliance Logs

Date: _____

Log ID: _____

Version: 1.0

Commercial Driver Hours of Service (HOS) Internal Audit Checklist

1.0 Form Objective & Scope

This internal audit checklist is designed to verify commercial driver compliance with Transport Canada's Hours of Service (HOS) regulations under the Motor Vehicle Transport Act (MVTA) and the Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313). The audit ensures that drivers accurately record all duty status changes, adhere to maximum driving and on-duty limits, and maintain proper logbooks or ELD records. This form satisfies internal safety audit requirements and supports proactive identification of HOS violations before they result in roadside fines or safety rating downgrades.

2.0 Administrative Details

Date of Audit: _____

Auditor Name / ID: _____

Driver Name / ID: _____

Vehicle / Tractor Unit Number: _____

Trailer Number(s): _____

Audit Period (Start Date - End Date): _____

3.0 Audit / Evaluation Matrix

- ☐ Pass ☐ Fail - Driver has not exceeded 13 hours of driving time in a day.
- ☐ Pass ☐ Fail - Driver has not exceeded 14 hours of on-duty time in a day.
- ☐ Pass ☐ Fail - Driver has taken at least 8 consecutive hours of off-duty time before the next on-duty period.
- ☐ Pass ☐ Fail - Driver has not exceeded 70 hours of on-duty time in 7 consecutive days (or 120 hours in 14 days if using cycle 2).
- ☐ Pass ☐ Fail - Logbook or ELD record is current to the last duty status change (within 15 minutes).
- ☐ Pass ☐ Fail - All duty status changes (driving, on-duty not driving, off-duty, sleeper berth) are recorded with accurate times and locations.
- ☐ Pass ☐ Fail - Graph grid or electronic log entries match supporting documents (fuel receipts, tolls, bills of lading).
- ☐ Pass ☐ Fail - Driver has declared and recorded any off-duty time of 2+ consecutive hours in sleeper berth (if applicable).
- ☐ Pass ☐ Fail - No falsification or alteration of records detected (e.g., erasures, back-dating, missing entries).
- ☐ Pass ☐ Fail - Driver has completed and signed daily log pages or ELD certification for each day in the audit period.

4.0 Discrepancy & Action Plan

Identified HOS Violation / Discrepancy: _____

Date of Violation: _____

Supporting Evidence (e.g., log page, ELD report, receipt): _____

Required Corrective Action: _____

Responsible Party for Follow-Up: _____

Target Completion Date: _____

5.0 Sign-off & Authorization

Driver / Operator Signature: _____ Date: _____

Compliance Officer / Auditor Signature: _____ Date: _____

Fleet Safety Manager Signature (if applicable): _____ Date: _____

Regulatory Disclaimer: This document is a generic field log. The end-user assumes all liability for validating all protocols against local site requirements.