
Commercial Driver Logbook And Hours Of Service (HOS) Audit Procedure

1.0 Objective & Scope

The objective of this procedure is to ensure that all commercial driver logbooks and hours of service (HOS) records are complete, accurate, and compliant with Transport Canada regulations. This audit verifies that drivers are adhering to daily driving limits, mandatory rest periods, and proper record-keeping practices. The Fleet Safety Manager or designated auditor is responsible for conducting these audits on a scheduled or random basis.

This procedure applies to all company-operated commercial vehicles requiring a driver logbook under Transport Canada regulations, including straight trucks, tractor-trailers, and any vehicle with a gross vehicle weight rating (GVWR) exceeding 4,500 kg used for commercial purposes. It covers both paper logbooks and electronic logging devices (ELDs) where applicable.

2.0 Required Equipment & Tools

- Current driver logbook (paper or ELD printout) for the audit period (typically the previous 14 days)
- Transport Canada Hours of Service Regulations reference document (SOR/2005-313)
- Audit checklist form (digital or paper) with fields for driver name, date, vehicle unit, and compliance items
- Mobile tablet or laptop with SiteQueue application for digital record-keeping and photo capture
- Pen and highlighter for marking discrepancies on paper logbooks
- Company policy manual outlining internal HOS rules and escalation procedures
- Calculator or time-tracking tool to verify total driving hours and off-duty periods

3.0 Site Safety & Hazard Assessment

- Conduct the audit in a safe, well-lit area away from moving vehicles and heavy equipment. If auditing at a roadside location, park the vehicle in a designated inspection bay or pull-off area with hazard lights activated.
- Wear high-visibility safety vest and steel-toed boots when approaching or working near commercial vehicles. Ensure the vehicle engine is off and parking brake is engaged before entering the cab to retrieve logbooks.
- Be aware of driver fatigue or stress during the audit. If a driver appears overly tired or agitated, pause the audit and notify the fleet supervisor immediately. Do not proceed if safety is compromised.
- Maintain a respectful and professional demeanor. Audits are compliance checks, not confrontations. If a driver becomes defensive, calmly explain the regulatory requirement and offer to review the findings together.

4.0 Step-by-Step Execution Procedure

1. Verify the driver's identity and confirm the vehicle unit number. Cross-reference the logbook header with the driver's license and the vehicle registration to ensure consistency.
2. Check that the logbook covers the required audit period (minimum 14 days). Ensure each daily log is dated and includes the driver's name, co-driver (if applicable), and vehicle unit number on every page.

3. Review the daily duty status grid for each day. Confirm that the driver has recorded all changes in duty status (driving, on-duty not driving, off-duty, sleeper berth) with accurate start and end times. Look for missing entries or overlapping statuses.
4. Calculate the total driving time for each day. Under Transport Canada regulations, a driver may not drive after accumulating 13 hours of driving in a day. Verify that no daily driving limit is exceeded. Use the calculator or time-tracking tool to sum driving periods.
5. Verify off-duty and sleeper berth compliance. Drivers must take at least 8 consecutive hours of off-duty time in every 24-hour period, or a split sleeper berth equivalent (e.g., 2 hours off-duty plus 6 hours in sleeper berth). Check that the logbook reflects adequate rest periods.
6. Inspect the cycle compliance. For drivers operating under the standard cycle (maximum 70 hours on-duty in 7 days) or the reduced cycle (maximum 120 hours on-duty in 14 days), verify that the cumulative on-duty hours do not exceed the cycle limit. Reset days must be clearly marked and documented.
7. Review the remarks section for any required annotations, such as adverse driving conditions, personal use of the vehicle, or off-duty time spent in the sleeper berth. Ensure that any exceptions are properly noted and justified.
8. Check for supporting documents. The driver must retain fuel receipts, toll receipts, and any other records that corroborate the logbook entries. Spot-check a few dates to see if the supporting documents align with the recorded locations and times.
9. If using an ELD, verify that the device is functioning correctly and that the driver has not tampered with the system. Check for unassigned driving time or missing data. Request a data transfer or printout if the ELD is not displaying the required information.
10. Document all findings on the audit checklist. For each discrepancy, note the date, nature of the violation, and any corrective action taken (e.g., driver re-training, logbook correction). If the driver corrects an error on the spot, ensure the correction is initialed and dated.

5.0 Verification, Sign-off & Reporting

1. After completing the audit, review the checklist with the driver. Explain any violations found and discuss corrective measures. Allow the driver to ask questions and provide additional context if needed.
2. Obtain the driver's signature on the audit checklist to acknowledge the findings. If the driver refuses to sign, note this on the form and escalate to the Fleet Safety Manager within 24 hours.
3. Upload the completed audit checklist and any supporting photos (e.g., logbook pages, ELD screenshots) into SiteQueue. Ensure all records are time-stamped and linked to the driver's profile and vehicle unit.
4. Generate a summary report for the audit period, including total number of audits conducted, violation rates, and common issues. Submit this report to the Fleet Safety Manager on a weekly basis for trend analysis.
5. If a serious violation is identified (e.g., falsification of logbook, repeated HOS exceedances), immediately remove the driver from service and initiate a formal investigation. Document all steps taken and notify Transport Canada if required by regulation.
6. Close the audit ticket in SiteQueue once all documentation is uploaded and the driver has been notified of the results. Retain all records for a minimum of six months as per company policy and regulatory requirements.

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