
Driver Log Book and Hours of Service Compliance Audit Form

1.0 Form Objective & Scope

This form is designed to audit a commercial driver's daily log book and Hours of Service (HOS) records to ensure compliance with Transport Canada's Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313). It verifies that the driver has accurately recorded all duty status changes, has not exceeded maximum driving and on-duty limits, and has taken required off-duty periods. This audit satisfies the carrier's obligation to monitor driver compliance and maintain accurate records for enforcement inspections.

2.0 Administrative Details

Date of Audit: _____
Driver Name / ID: _____
Vehicle / Trailer Unit Number: _____
Auditor Name / ID: _____
Audit Period (Start Date – End Date): _____

3.0 Audit / Evaluation Matrix

- ☐ Pass ☐ Fail - Log book is current to the last duty status change (no missing entries).
- ☐ 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 10 consecutive hours of off-duty time in the previous 24-hour period.
- ☐ Pass ☐ Fail - Driver has not exceeded 70 hours of on-duty time in 7 consecutive days (or 120 hours in 14 days, if applicable).
- ☐ Pass ☐ Fail - All duty status changes (driving, on-duty not driving, off-duty, sleeper berth) are clearly recorded with times and locations.
- ☐ Pass ☐ Fail - Graph grid lines are completed with continuous line showing duty status changes.
- ☐ Pass ☐ Fail - Vehicle(s) operated are identified on each log page (unit number and/or plate).
- ☐ Pass ☐ Fail - Total hours for each duty status are correctly calculated and match the graph.
- ☐ Pass ☐ Fail - Driver has signed and dated each log page.
- ☐ Pass ☐ Fail - Supporting documents (fuel receipts, toll slips, etc.) are attached and consistent with log entries.
- ☐ Pass ☐ Fail - No falsification or alteration of records is evident (e.g., erasures, white-out, inconsistent times).

4.0 Discrepancy & Action Plan

Identified Violation / Defect (include date and log page reference): _____

Required Corrective Action (e.g., re-train driver, amend log, issue warning):

Responsible Party for Follow-Up: _____

Follow-Up Completion Date: _____

5.0 Sign-off & Authorization

Driver / Operator Signature: _____ Date: _____

Compliance Officer Signature: _____ Date: _____

Date of Sign-Off: _____ Date: _____

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