

Steps to filling out a Daily Log Book

1. Write the **Month, Day and Year**, as well as your **Shift Start Time**, in the appropriate section.
2. Write in your **Starting Odometer** before you begin driving, and write in your **Ending Odometer** when your drive is finished.
3. Write the **Truck License Plate number** and the **entire 7 digit Unit number** on the appropriate line. If you have a **trailer**, mark in the plate and the unit number for the trailer as well.
4. When you finish driving, write down the **Total Km Driven!**
5. Write down your **Starting Odometer** before you begin driving, and write down your **Ending Odometer** when your drive is finished.
6. Write your **Carrier** name and the **Main/Principal Office address** on the appropriate line(s).
7. The **Time Grid** is where you demonstrate the total number of hours you have spent **Off-Duty**, in a **Sleeper Berth**, **Driving**, and **On-Duty (not driving)**. In this section, you will **draw a line on the grid** to show the number of hours you have spent doing each.
8. Write **Total Hours** for Off-Duty, Sleeper Berth, Driving, and On-Duty (not driving) in the column beside the Time Grid.
9. In the last section, fill in other comments about your shift. For example, you may mark here that you've done your **pre-trip inspection**, or that you've taken a **lunch break**.