



# Auditing Driver Logs for Errors or Falsification

**Ensure driver conformance and keep evidence for insurance claims.**

Motor carriers can help ensure compliance with federal regulations by establishing and maintaining a record retention policy and conducting periodic audits of driver logs. Demonstrating carrier commitment to safety and compliance can also be effective in limiting liability and damages in legal proceedings.

## Driver log requirements

Federal Motor Carrier Safety Administration requires the use, retention and formatting of the driver's record-of-duty status in a driver's log. Every driver must record on-duty or off-duty status for each 24-hour period by manually recording duty status in duplicate on a specified grid or by using an automatic on-board recording device. Either method is acceptable.

Drivers must submit the original log to the employing carrier within 13 days after completion. The carrier must obtain a signed statement giving the total time on duty during the preceding 7 days and the time at which the driver was last relieved of duty.

## Record retention

Establish a formal, written record retention policy for all forms, reports and logs to help ensure compliance with FMCSA regulations.

Employers are required to maintain driver logs and all supporting documents for a period of 6 months from the date of receipt. Since the driver has 13 days from date of completion to submit the original log to the employer it is recommended that motor carriers retain these records a minimum of 6 months and 13 days to allow for drivers' submission time.

If there are no notices of incidents, lawsuits or claims, logs can be destroyed at the end of the mandatory 6-month period. Procedures for the destruction of records should be defined in your company record retention policy. Document and retain a list of destroyed records.

Upon receiving notice of accidents, lawsuits or claims, issue a moratorium on any document and driver log destruction. All records related to the incident should be immediately located and preserved.

## Auditing driver logs

Auditing driver logs can help ensure driver conformance to hours-of-service rules and serve as evidence in your defense of a claim. Follow these audit procedures.

- Verify that you have all drivers' logs and that none are missing.
- Review logs for legibility and completeness.
- Check for pre-trip and post-trip inspections.
- Verify that all load and unload times are documented.
- Verify that all fuel stops are recorded.
- Verify that hours are totaled correctly.
- Verify that there is a bill of lading or other load identification document.
- Make sure DVIRs (Driver's Vehicle Inspection Reports) are completed, if required.

**Contact TEC Insurance today to learn more about risk management and reduction.**

**503-285-7667**

**Toll-free: 1-800-525-6333**

**[www.tecinsurance.net](http://www.tecinsurance.net)**



**TEC Insurance**

Commercial Agency

a TEC Equipment company

Your Best Business Partner

[www.tecinsurance.net](http://www.tecinsurance.net)

[www.tectrucks.com](http://www.tectrucks.com)

## Check logs for hours-of-service violations

Audit logs for speeding by dividing the miles driven by the time driving, resulting in an average miles per hour.

## Auditing logs for falsification

- Check toll tickets. Occasionally, a toll booth will have the wrong date or time on the ticket. It is the driver's responsibility to note this on the toll ticket. A driver log should not be more than 30 minutes off from the toll ticket.
- Check KAT scale tickets for date and time.
- Check speeding tickets, roadside inspection reports and any other official paperwork that the driver has received.
- Check mileage between stops against Rand McNally or P.C. Miller miles. The driver log can show more miles than the mileage references but never fewer.
- Check bills of lading for dates of delivery. A driver cannot be delivering freight and be off duty.
- Check driver logs to make sure they are signed.

TEC Insurance wants to help you protect the assets that contribute to your success. Be diligent in auditing and retaining driver logs. Your attention to safety will minimize loss and help reduce insurance costs.

See our web site at [www.tecinsurance.net](http://www.tecinsurance.net) for more information.

This document contains general information on reducing risk. Always consult proper authorities and your legal counsel as appropriate.

©2010, TEC Insurance and TEC Equipment, Inc. All rights reserved.