

MONTHLY SUMMARY SHEET

MONTH: _____

If you operate on the period of 70 hours in 8 days, use the summary sheet on the left; if you operate on the period of 60 hours in 7 days, use the summary sheet on the right.

The figures 1 to 31 represent calendar days, and entries should be made for each day - even when driver does not work. If no work is performed, enter zero (0) in first column and compute other columns as explained below.

Company Name _____

Driver _____

Month _____

Year _____

Terminal _____

70 HR/8 DAY DRIVERS ONLY				60 HR/7 DAY DRIVERS ONLY					
Day of mo.	Hours Worked Today (Total of lines 3 & 4 on graph)	A	B	C	Day of mo.	Hours Worked Today (Total of lines 3 & 4 on graph)	A	B	C
Last 7 days of preceding month		Total hours on-duty last 7 days - OR - Total hours on-duty since restart	Hours available tomorrow. 70 hours minus col. A	Total hours on-duty last 8 days - OR - Total hours on-duty since restart	Last 6 days of preceding month		Total hours on-duty last 6 days - OR - Total hours on-duty since restart	Hours available tomorrow. 60 hours minus col. A	Total hours on-duty last 7 days - OR - Total hours on-duty since restart
1					1				
2					2				
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30					30				
31					31				

Enter the number of working hours (on duty & driving) for each of the last seven days of the preceding month in the first seven spaces under the column headed "Hours Worked Today". Enter in the first space under Column A the Total of the number of hours worked during the last 7 days. Subtract the figure entered in Column A from 70 hours and enter this figure - hours available for tomorrow - in Column B.

At the end of each day, complete the first three columns adjacent to

70 HOURS - 8 DAYS
the days of month in the same manner as explained above. Total the number of hours worked during the last 8 days and enter in Column C. If any number in Column C exceeds 70, no driving should have been done. Any driving that was done is a violation and should be circled for easy identification.

34-hour restart: If you meet the 34-hour restart requirements in §395.3, you have 70 hours available again. You would then begin your totaling on the day of the restart and not go back the full 7 or 8 days.

60 HOURS - 7 DAYS
Follow the same instructions provided for completing the summary sheet for 8 days - 70 hours, except substitute last six days for last seven days and 60 hours for 70 hours.

34-hour restart: If you meet the 34-hour restart requirements in §395.3, you have 60 hours available again. You would then begin your totaling on the day of the restart and not go back the full 6 or 7 days.