# DRIVER'S DAILY LOG

(24 HOURS)

_____ / _____ / _____
(Month) (Day) (Year)

Original - File at home terminal
Duplicate - Driver retains in his/her possession for eight days

Total Miles Driving Today

Total Mileage Today

Name of Carrier or Carriers

Main Office Address

Home Terminal Address

I certify these entries are true and correct:

Truck/Tractor and Trailer Numbers or License Plate(s) / State (show each unit)

Driver's Full Signature

Co-Driver's Name

MID-NIGHT 1 2 3 4 5 6 7 8 9 10 11 NOON 1 2 3 4 5 6 7 8 9 10 11 — TOTAL HOURS

1. OFF DUTY
2. SLEEPER BERTH
3. DRIVING
4. ON DUTY (NOT DRIVING)

MID-NIGHT 1 2 3 4 5 6 7 8 9 10 11 NOON 1 2 3 4 5 6 7 8 9 10 11

REMARKS

SHIPPING DOCUMENTS:

B/L or Manifest No.
or
Shipper & Commodity

Enter name of place you reported and where released from work and when and where each change of duty occurred.

From: _____ To: _____

USE TIME STANDARD AT HOME TERMINAL

9055

MADE WITH PRIDE IN THE U.S.A.

Copyright 2020 J. J. Keller & Associates, Inc. • Neenah, WI • JJKeller.com • (800) 327-6868 • Printed in the USA

**RECAP**
Complete at end of workday.

On-duty hours today. (Total lines 3 & 4)

**70 Hour/ 8 Day Drivers**

A. Total hours on duty last 7 days, including today.

B. Total hours available tomorrow. 70 hr. minus A.*

C. Total hours on duty last 8 days, including today.

**60 Hour/ 7 Day Drivers**

A. Total hours on duty last 6 days, including today.

B. Total hours available tomorrow. 60 hr. minus A.*

C. Total hours on duty last 7 days, including today.

*If you took 34 consecutive hours off duty, you have 60/70 hours available again.

SAMPLE

# IFTA/IRP TRIP REPORT

Company Name _____ Address _____

Tractor/ Truck No. _____ Trailer(s) No. _____ Origin _____ Destination _____

| DATE | STATE OR PROVINCE | HIGHWAYS USED | ODOMETER READING BEGINNING / STATE EXIT | TOTAL MILEAGE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | ENDING | |
| | | | TOTAL MILES | |

STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS TO THIS PORTION

IFTA/IRP trip report - retain for 4 years

## DRIVER'S VEHICLE INSPECTION REPORT

DRIVER USE X IF NOT SATISFACTORY
MECHANIC USE ✔ WHEN CORRECTED AND YOUR INITIALS

| | T / T D | T / T M | TR. #1 D | TR. #1 M | TR. #2 D | TR. #2 M |
|---|---|---|---|---|---|---|
| Engine | | | | | | |
| Transmission | | | | | | |
| Clutch | | | | | | |
| Steering Mechanism | | | | | | |
| Horn | | | | | | |
| Windshield Wipers / Washers | | | | | | |
| Rear Vision Mirrors | | | | | | |
| Lighting Devices and Reflectors | | | | | | |
| Parking Brake | | | | | | |
| Service Brakes | | | | | | |
| Air Lines / Light Lines | | | | | | |
| Coupling Devices | | | | | | |
| Tires | | | | | | |
| Wheels and Rims | | | | | | |
| Emergency Equipment | | | | | | |
| Other | | | | | | |

Next Lubrication Due at _____ Mileage

I MADE INSPECTION AS REQUIRED ON LISTED ITEMS.

DRIVER:

☐ LISTED DEFECTS CORRECTED
☐ LISTED DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE

DRIVER'S SIGNATURE

DATE:

Copyright 2020 J. J. Keller & Associates, Inc. • Neenah, WI • JJKeller.com • (800) 327-6868 • Printed in the USA