

[illegible]

Introduction

- KLLM requires every driver to record his/her duty status for each 24-hour period as required by Federal Motor Carrier Safety Regulations; Part 395 Hours of Service.
- During this orientation you will be instructed on Hours of Service as well as KLLM Log Policies.

Agenda

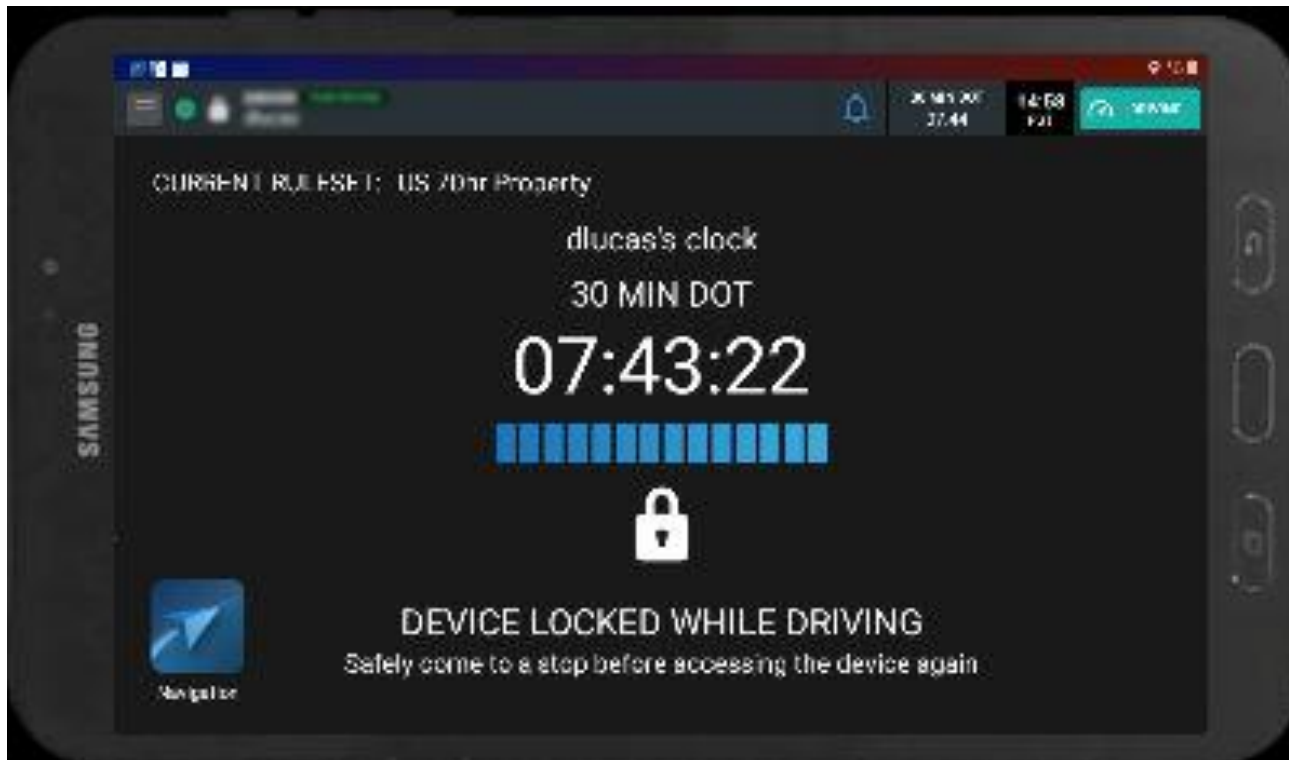
- Driving Rules
- On-Duty Rules
- Off-Duty Rules
- Driver's Record of Duty Status
- FMCSA Part 395 HOS
- KLLM Progressive Enforcement of FMCSA Part 395 HOS

Driving Rules

- 8 Hour Rule – No driver shall **drive** after driving for 8 hours without taking a 30 minute break.
 - Driver may remain on duty (not driving) for their breaks.
- 11 Hour Rule – No driver shall **drive** more than 11 hours total following at least 10 consecutive hours off duty.
- 14 Hour Rule – No driver shall **drive** after having been On-Duty 14 hours following 10 consecutive hours off duty.
- 70 Hour Rule – No driver shall **drive** after having been On-Duty 70 hours in any 8 consecutive day period.

Rest Break Changes

- The 30 minute break must be done prior to 8 cumulative hours of driving and may be completed in an duty status other than drive.
- 30 minute rest break can be a combination of any duty status other than drive.



Line 4 Log Entries

- Time waiting to be dispatched;
- Time inspecting equipment or conditioning a motor vehicle; (yard move status not allowed here)

Minimum 15 minutes for Pre-trip Inspection

- ✓ Done at the start of your 1st driving period each day
- ✓ As of 09/11/1992 a copy of the authorization is in the back of your Permit Book
- ✓ If a team truck EACH driver must log a 15 min PTI

On Duty for Truck Fuel and D.E.F.

- ✓ ELD's record **REAL** time for fueling
When this period has a drive time before and after fueling it may be less than 15 minutes.
- ✓ Reefer fuel doesn't need to be logged when purchased without any Tractor fuel or DEF.

Pre-trip & fueling may be combined for a total of 15 minutes (If done at the start of your 1st driving period)

Line 4 Log Entries Continued

- All time loading and unloading, or assisting with the loading and unloading, or remaining in readiness to operate a motor vehicle;

Off duty line cannot be used on a shipper or receiver's property.

ELD's offer a special condition duty status at a customer – YARD MOVE

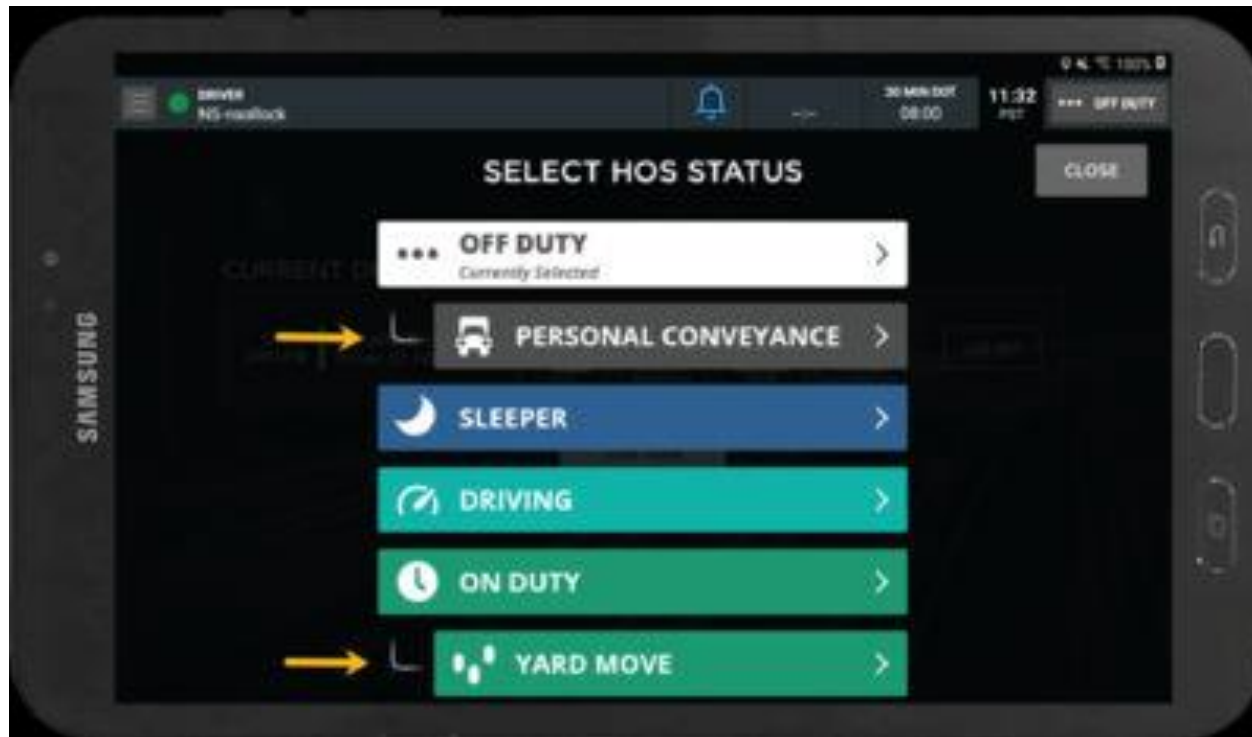
- ✓ Select – ON DUTY – YARD MOVE – REMARK
- ✓ Yard move initiates at 5 MPH instead of the Drive Line
- ✓ Yard move deactivates manually, at 20 MPH or by B.O.T. or E.O.T.

Unload/reload at the same facility

- ✓ You will use your Yard Move as necessary at the customer

Line 4 Log Entries Continued

- ✓ Minimum 15 minutes for drop & hook
- ✓ Yard Move may be used in place of 15 minute on-duty period
- ✓ This includes the inspection of the new trailer.
- ✓ Yard move for multiple live load/unload you must notate the stop sequence in the remarks.



What must be done if you are “FORCED” to drive to a Safe Haven from a customer?

- When you are forced to leave the property of a shipper / receiver you may utilize Personal Conveyance to drive to the nearest Safe Haven.
- If the nearest Safe Haven has no available parking FMCSA recommends that the driver annotates on the HOS if he/she cannot park at the nearest location and must proceed to another location.
- Moving a CMV at the request of a Federal, State or Local Law Enforcement Official to relocate the CMV during the 10-hour break period. However, the CMV must be moved no farther than the nearest reasonable and safe area to complete the rest period.

What must be done if you are "FORCED" to drive to a Safe Haven in violation because of circumstances or events you have NO control of?

Personal Conveyance CANNOT be used for this.

- An example is if the highway is shut down due to an accident etc. or any other circumstance that was beyond your control.
- You must annotate the log with the event / circumstance that will cause them to violate HOS to reach the Safe Haven. PRIOR to the violation occurring.
- This should include an accurate location:
 - Hwy, mile marker, exit # etc..
- Poor or lack of trip planning is not excusable by a note. The note MUST be factual. You should have known when and where they were going to finish their day. Any attempt to park prior to the end of HOS, should be annotated on your log.

On-Duty Continued

- All time spent performing driver requirements at the scene of an accident and in preparing reports relating to an accident; (involvement with any Law Enforcement Officer)
- D.O.T. Inspection (actual time on officers report)
- ALL DRUG / ALCOHOL TESTING (all travel and wait time)
 - To include ALL random and post accident tests
- All time spent repairing or attending to your disabled motor vehicle on the side of the road.
 - Off Duty cannot be used here

All other time is considered
break time on either:

Off-Duty (Line 1)

or

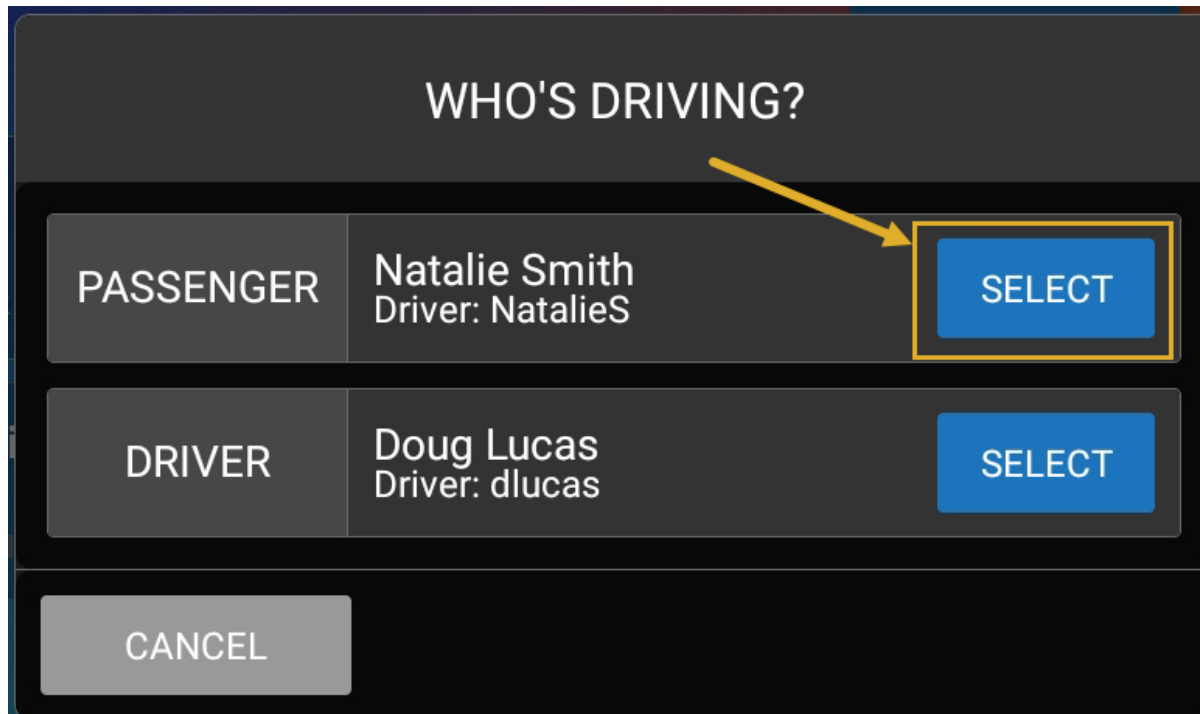
Sleeper Berth (Line 2)

Off-Duty Time Single Driver

1. 10 Consecutive Hours **Off-Duty**
2. 10 Consecutive Hours in the **Sleeper Berth**
3. 10 consecutive hours combination of **Sleeper Berth** and **Off-Duty** times.
 - This can be used on calculating your 30 minute break or your 34hr restart.

Off-Duty Time Team Drivers

- This will allow a co-driver to take a combination of at least 7 consecutive hours of **Sleeper Berth** time and up to 3 hours riding in the passenger seat as **Off Duty** before or after the **Sleeper Berth** time to total 10 consecutive hours.
- While the co-driver is still **Off Duty**, the **Change Status** screen will remind the driver that the **sleeper berth** is required.



WHO'S DRIVING?

PASSENGER	Natalie Smith Driver: NatalieS	SELECT
DRIVER	Doug Lucas Driver: dlucas	SELECT

CANCEL

Split / Sleeper Berth Provision

- Before considering the **split sleeper** Provision the only benefit to using the **split sleeper** is arriving at a location 2 hours earlier than you would have, had you just taken a 10 hour break.
- Commercial motor vehicle drivers using the **split sleeper** berth provision must take at least 7 consecutive hours in the **sleeper berth**, plus 3 consecutive hours either in the sleeper berth, off-duty, or any combination of the two.

The driving time in the period immediately before and after each rest period, when added together, does not exceed 11 hours; and

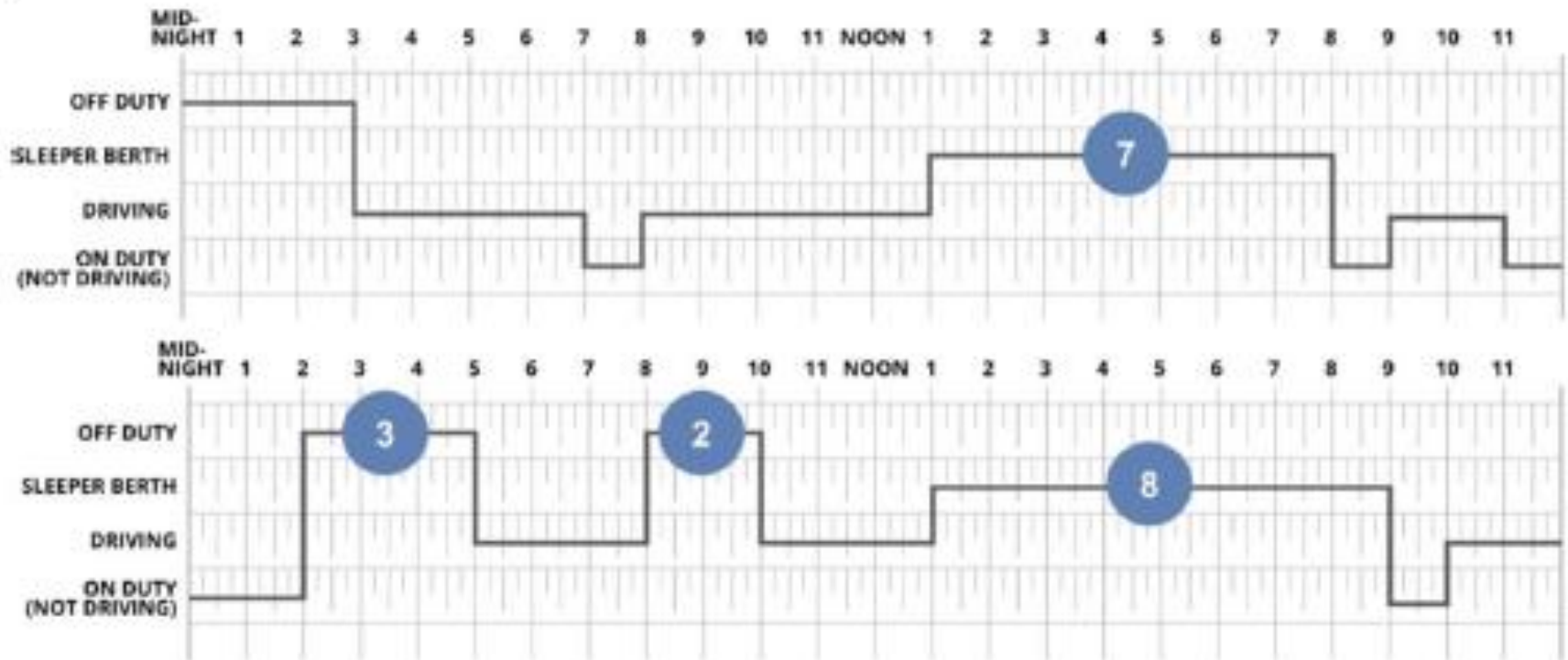
All time on any line before and after each rest period, when added together, may not include any driving after the 14th hour

Drivers may choose to go **off duty** / **sleeper** for 2 or more hours when delayed, so they can pause the 14 hour clock – as long as they will **PAIR** a 7 hour sleeper later in the day.

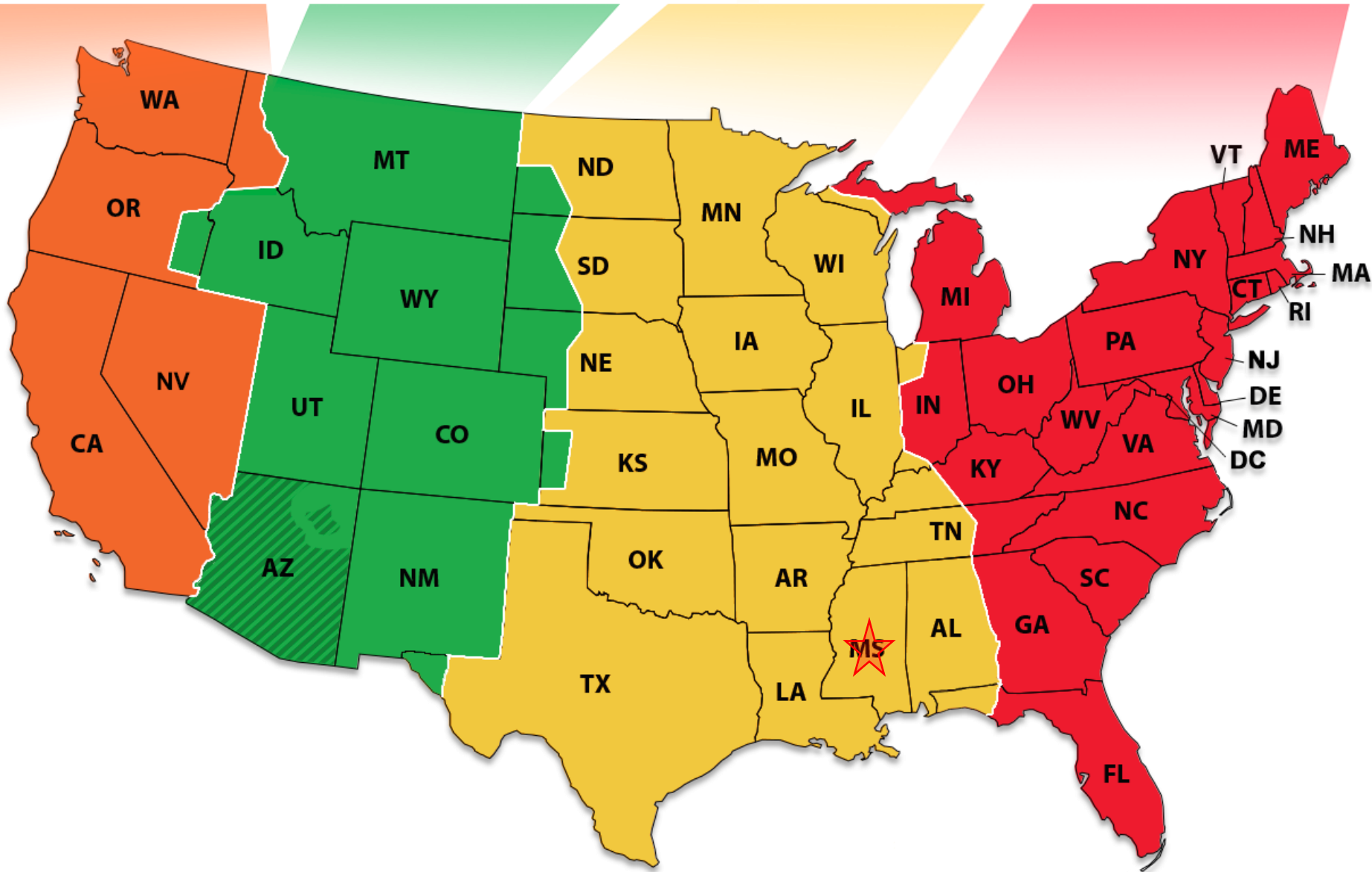
Split / Sleeper Berth Pairing

A driver using the sleeper berth provision takes the following breaks: 7 hours sleeper berth, 3 hours off-duty, 2 hours off-duty and 8 hours sleeper berth. If the driver wants to pair the 7 and 3 would the driver also be able to pair the 2 and 8?

Figure 1



Log Central Standard Time



Driver's Record of Duty Status

- Use medium point, black or blue ink pen
- Make entries neat and legible
- Both log days must be completed on the 2-day log sheets
- Driver's signature required immediately after all required entries have been made for the 1st-24 hour period on the 2-day log sheet
- Do not turn in "voided" or "blank" logs

How to enter NEAT, ACCURATE AND COMPLETE log entries!!

- Numeric Entries

- Must be neat legible
- All blank boxes must be at the beginning of the numeric sequence
- If a box has no numeric value leave the box empty.

Driver's Record of Duty Status

For multiple off-duty days – date the log the first day you are off-duty for 24 hours and also enter the end date.

A log is required for everyday to include off-duty days

DRIVER'S LOG
NOTE: All entries must be neatly printed in blocks. The log will be scanned.

Driver First Name: John Driver Last Name: Driver
Driver ID: 60493 Driver's signature in full: John Driver
I certify these entries are true and correct.

1 2 7 2 0 1 6 (Month) (Day) (Year)
2 2 2 0 1 6 (Month) (Day) (Year)
If multiple off-duty days, enter end date here: (Truck Number) (Trailer Number 1) (Trailer Number 2)

1: OFF DUTY
2: SLEEPER BERTH
3: DRIVING
4: ON DUTY (not driving)

Remarks

(Total Miles Driving Today) 2400
Manifest Number of 232016 (Co-Driver ID) 56114 (Name of Co-Driver) 97617 114379 (Trailer Number 1) (Trailer Number 2)

1: OFF DUTY
2: SLEEPER BERTH
3: DRIVING
4: ON DUTY (not driving)

Remarks

(Total Miles Driving Today) 485
Manifest Number or Shipper Name and Commodity F29134, E99816, F00143, F128944

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS, I SUBMIT THE FOLLOWING.

DATE: 2/3/16 TRACTOR No.: 56114
TRAILER No. (S): 114379
I detect no defect or deficiency in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.
I detect the following defects or deficiencies in this motor vehicle that would be likely to affect the safety of its operation or result in its mechanical breakdown:
INDICATE WHETHER DEFECTS ARE ON TRACTOR OR TRAILER - DESCRIBE DEFECT IN DETAIL.
left front marker light out on trailer.

DRIVER'S SIGNATURE: John Driver
MECHANIC'S SIGNATURE: John Driver
DATE: 2/3/16

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS, I SUBMIT THE FOLLOWING.

DATE: 2/3/16 TRACTOR No.: 56114
TRAILER No. (S): 114379
I detect no defect or deficiency in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.
I detect the following defects or deficiencies in this motor vehicle that would be likely to affect the safety of its operation or result in its mechanical breakdown:
INDICATE WHETHER DEFECTS ARE ON TRACTOR OR TRAILER - DESCRIBE DEFECT IN DETAIL.
left front marker light out on trailer.

DRIVER'S SIGNATURE: John Driver
MECHANIC'S SIGNATURE: John Driver
DATE: 2/3/16

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Driver's Record of Duty Status



DRIVER'S LOG

NOTE: All entries must be neatly printed in blocks. The log will be scanned.



Hours Worked
Last 7 Days

John

(Driver First Name)

Driver

(Driver Last Name)

KLLM Transport Services, Inc.
135 Riverview Dr. - Jackson, MS 39218

60493

(Driver ID)

John Driver

(Driver's signature in full)

I certify these entries are true and correct.

1 27 2016

(Month) (Day) (Year)

(Co-Driver ID)

(Name of Co-Driver)

2 2 2016

(Month) (Day) (Year)

If multiple off-duty days,
enter end date here:

(Truck Number)

(Trailer Number 1)

(Trailer Number 2)

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

1: OFF DUTY

2: SLEEPER
BERTH

3: DRIVING

4: ON DUTY
(NOT DRIVING)

Remarks

(Total Miles
Driving Today)

MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
Yesterday

(7 Day Total)
20 Hours Less
Total Hours
Equals Hours
Available
Today

Hours Worked
Today

If Hours
Worked Today
Exceeds Hours
Available
You are in
Violation.

24.00

24.00

1/4 = 0.25

1/2 = 0.50

3/4 = 0.75

of Duty Status

LEAVE ANY
EMPTY BLOCKS
AT THE
BEGINNING OF
AN AREA

PRINT
NAME
LEGIBLE
FROM LEFT
TO RIGHT

PAYROLL
NUMBER IS
YOUR LOG ID

DRIVER'S LOG

Entries must be neatly printed in blocks. The log will be scanned.

KLLM Transport Services Inc.
135 Riverview Dr. - Jackson, Mississippi 39218

Driver First Name: John Driver Last Name: Driver

Driver ID: 60493 Driver's signature in full: John Driver

I certify these entries are true and correct.

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

Remarks

(Total Miles Driving Today)

MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY

Hours Worked Last 7 Days

Hours Worked Today

8 Hours Worked Today Exceeds Hours Available You are in Violation.

1/4 = 0.25
1/2 = 0.50
3/4 = 0.75

Record of Duty Status

RECAPPING IS
REQUIRED BY
KLLM
COMPANY
POLICY

OR SHIPPER NAME AND COMMODITY

(Co-Driver ID)

(Name of Co-Driver)

(Trailer Number 1)

(Trailer Number 2)

1 2 3 4 5 6 7 8 9 10 11

432 (Total Miles Driving Today)

714402 MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY

Fullerton
PTI

Jackson
Drop

8.5
6
11
10.5
10.5
10.5
6
6.3
(7 Day Total)
24.00
1/4 = 0.25
1/2 = 0.50
3/4 = 0.75
7
7.25
Available Hours
Hours Worked Today

4 thing you should know at any given time:

1. How many hours are left on the 70?
2. What time is your 30 minute break need to be done?
3. What time does the 14 hour clock expire?
4. What is my ETA to my next destination?

Driver's Record of Duty Status

1ST TRAILER #

DATE

TRUCK #

2ND TRAILER #

FOR 3 OR MORE
TRAILERS NOTE
IN REMARKS

Barcode

KLLM Transport Services, Inc.
Dr. - Jackson, MS 39218

(Driver First Name) **60493**
(Driver ID)

(Driver's signature in full)
Driver
I certify these entries are true and correct.

(Name of Co-Driver)

(Year) **16**
If multiple off-duty days, enter end

(Trailer Number 1) **24**
(Trailer Number 2)

1 2 3 4 5 6 7 8 9 10 11

Hours Worked Today
2400
1/4 = 0.25
1/2 = 0.50
3/4 = 0.75

Manifest Number or Shipper Name and Commodity
232016
(Month) (Day) (Year)

(Co-Driver ID)

(Truck Number) **56114**
(Trailer Number 1) **97617**
(Trailer Number 2) **114379**

1: OFF DUTY
2: SLEEPER BERTH
3: DRIVING
4: ON DUTY (not driving)

Remarks
Jackson, MS
Hwy 1, Route 10
Dolly TX
Hwy 1, Route 10

(Total Miles Driving Today) **485**
Manifest Number or Shipper Name and Commodity
F29134, F99816, F00143, F122

AS REQUIRED BY THE DOT
FEDERAL MOTOR CARRIER SAFETY ACT

1. I detect no defect or deficiency in this motor vehicle, its operation or result in its mechanical breakdown.
2. I detect the following defects or deficiencies in this motor vehicle, its operation or result in its mechanical breakdown:
INDICATE WHETHER DEFECTS ARE ON TRACTOR OR TRAILER - DESCRIBE DEFECT IN DETAIL

DRIVER'S SIGNATURE: **John Driver**
MECHANIC'S SIGNATURE: **John Driver**
DRIVER'S REVIEWING REPAIRS: **John Driver**
DATE: **2/3/16**

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XXXXLL - 0346001

Record of Duty Status

ENTER YOUR TOTAL MILES DRIVING TODAY HERE

2 3 20 16 (Month) (Day) (Year)

(Co-Driver) (Name of Co-Driver)

114379 (Trailer Number 2)

1 2 3 4 5 6 7 8 9 10 11

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

Remarks

485 (Total Miles Driven Today)

F29134;01258741 – E25632;854785 – F25852;658963

MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY

2400
1/4 = 0.25
1/2 = 0.50
3/4 = 0.75
70
11.75

Hours Worked Today

- If no driving time is shown for that day, leave mileage boxes BLANK

Record of Duty Status

The image shows a sample of a truck driver's logbook. A large blue callout bubble with the text "ENTER YOUR TRIP # OR #'S HERE" is overlaid on the left side of the logbook. The logbook itself contains various fields for recording trip information, including dates, driver and co-driver IDs, truck and trailer numbers, and a detailed log of driving and on-duty hours. The logbook also includes a section for "Remarks" and a summary of the trip, including total miles, manifest number, and a list of stops.

2 3 2016
(Month) (Day) (Year)

(Co-Driver ID)

(Name of Co-Driver)

56114
(Truck Number)

97617
(Trailer Number 1)

114379
(Trailer Number 2)

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

3: DRIVING

4: ON DUTY (NOT DRIVING)

Remarks

485
(Total Miles Driven Today)

MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY

2400
1/4 = 0.25
1/2 = 0.50
3/4 = 0.75

70
Available Hours

11.75
Hours Worked Today

This will be your KLLM order / trip # and B.O.L.

QUIZ

Driving Today)

MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY

4

7

2006

(Month)

(Day)

(Year)

(Co-Driver ID)

(Name of Co-Driver)

20

If multiple off-duty days, enter end date here:

1

0

9

8

6

8

7

6

4

3

8

6

9

0

4

(Month)

(Day)

(Year)

(Truck Number)

(Trailer Number 1)

(Trailer Number 2)

1

2

3

4

5

6

7

8

9

10

11

NOON

1

2

3

4

5

6

7

8

9

10

11

1: OFF DUTY

2: SLEEPER BERTH

3: DRIVING

4: ON DUTY (NOT DRIVING)

9

2

5

7

5

6

7

5

5

10.5

10.5

6

6.3

Yesterday

(7 Day Total)

2400

1/4 = 0.25

1/2 = 0.50

3/4 = 0.75

7

Available Hours

7.25

Hours Worked Today

4

3

2

N12354; 256314

MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY

(Total Miles Driving Today)

THE ANSWER IS NO.
THE RULES STATE THAT ONCE
YOU REACH 70 HOURS YOU
CAN NOT DRIVE ANYMORE.
THE DRIVER HAD STOPPED
DRIVING AFTER REACHING
THE 70 AND THEREFORE WAS
NOT IN VIOLATION.

Record of Duty Status

WHEN YOU RESET
YOUR 70 HOURS (34
CONSECUTIVE HOURS
OFF-DUTY)
COMPLETE THE RECAP
AS SHOWN & SHOW IN
REMARKS “RESET 70”

OFF-DUTY

COMPLETE THE RECAP
AS SHOWN & SHOW IN
REMARKS "RESET 70"

2 3 20 16
(Month) (Day) (Year)

20
(Month) (Day) (Year)

If multiple off-duty days, enter end date here;

1 2 3 4 5 6 7 8 9 10 11

1: OFF DUTY

2: SLEEPER BERTH

3: DRIVING

4: ON DUTY (NOT DRIVING)

Remarks

485
(Total Miles Driven Today)

2400
1/4 = 0.25
1/2 = 0.50
3/4 = 0.75

70
Available Hours

11.75
Hours Worked Today

Manifest Number or Shipper Name and Commodity

KEEP YOUR DUTY
STATUS CURRENT
TO THE LAST DUTY
STATUS CHANGE. TO
INCLUDE NEAREST
CITY OR TOWN &
STATE.

F29134;01258741 – E25632;854785 – F25852;658963

Driver's Record of Duty Status

AS REQUIRED BY THE D.O.T.
FEDERAL MOTOR CARRIER SAFETY REGULATIONS,
I SUBMIT THE FOLLOWING:

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T.
FEDERAL MOTOR CARRIER SAFETY REGULATIONS,
I SUBMIT THE FOLLOWING:

DATE: _____ TRACTOR NO.: _____

TRAILER NO.(S): _____

- ☐ I detect no defect or deficiency in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.
- ☐ I detect the following defects or deficiencies in this motor vehicle that would be likely to affect the safety of its operation or result in its mechanical breakdown.

INDICATE WHETHER DEFECTS ARE ON TRACTOR OR TRAILER - DESCRIBE DEFECT IN DETAIL

DRIVER'S SIGNATURE: _____

- ☐ ABOVE DEFECTS CORRECTED
- ☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____

DRIVER'S REVIEWING REPAIRS: _____

DATE: _____

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DATE: 2/3/16 TRACTOR NO.: 56174

TRAILER NO.(S): 114379

- ☐ I detect no defect or deficiency in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.
- ☒ I detect the following defects or deficiencies in this motor vehicle that would be likely to affect the safety of its operation or result in its mechanical breakdown.

INDICATE WHETHER DEFECTS ARE ON TRACTOR OR TRAILER - DESCRIBE DEFECT IN DETAIL

left + front + marker light + out on
trailer.

DRIVER'S SIGNATURE: John Driver

- ☒ ABOVE DEFECTS CORRECTED
- ☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: _____

DRIVER'S REVIEWING REPAIRS: John Driver

DATE: 2/3/16

XXKLLL - 0348001

Record of Duty Status

YOUR
COMPLETED
2 DAY LOG

DRIVER'S LOG

NOTE: All entries must be neatly printed in blocks. The log will be scanned.

Driver First Name: John Driver Last Name: Driver

KLLM Transport Services, Inc.
135 Riverview Dr. - Jackson, MS 39218

Driver ID: 60493 Driver's Signature: John Driver

I certify these entries are true and correct.

1 2 7 2 0 1 6 (Month) (Day) (Year) (Co-Driver ID) (Name of Co-Driver)

2 2 2 0 1 6 (Month) (Day) (Year) (Truck Number) (Trailer Number 1) (Trailer Number 2)

If multiple off-duty days, enter end date here:

1: OFF DUTY 2: SLEEPER BERTH 3: DRIVING 4: ON DUTY (not driving)

Remarks

Hours Worked Today: 24.00

70 Hours Less Total Hours Available Today: 24.00

1/4 = 0.25 1/2 = 0.50 3/4 = 0.75

Hours Worked Today: 24.00

70 Hours Less Total Hours Available Today: 24.00

1/4 = 0.25 1/2 = 0.50 3/4 = 0.75

Hours Worked Today: 70

70 Hours Less Total Hours Available Today: 11.75

1/4 = 0.25 1/2 = 0.50 3/4 = 0.75

MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY

2 3 2 0 1 6 (Month) (Day) (Year) (Co-Driver ID) (Name of Co-Driver)

5 6 1 1 4 (Truck Number) (Trailer Number 1) (Trailer Number 2)

1: OFF DUTY 2: SLEEPER BERTH 3: DRIVING 4: ON DUTY (not driving)

Remarks

Hours Worked Today: 24.00

70 Hours Less Total Hours Available Today: 24.00

1/4 = 0.25 1/2 = 0.50 3/4 = 0.75

Hours Worked Today: 70

70 Hours Less Total Hours Available Today: 11.75

1/4 = 0.25 1/2 = 0.50 3/4 = 0.75

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T. FEDERAL MOTOR CARRIER SAFETY REGULATIONS, I SUBMIT THE FOLLOWING:

DATE: 2/3/16 TRACTOR No.: 56114

TRAILER No. (S): 114379

1 defect no defect or deficiency in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.

1 defect the following defects or deficiencies in this motor vehicle that would be likely to affect the safety of its operation or result in its mechanical breakdown.

INDICATE WHETHER DEFECTS ARE ON TRACTOR OR TRAILER - DESCRIBE DEFECT IN DETAIL

left front marker light out on trailer.

DRIVER'S SIGNATURE: John Driver

MECHANIC'S SIGNATURE:

DRIVER'S REVIEWING REPAIRS:

DATE: 2/3/16

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XXXXLL - 0346001



It is the drivers responsibility to make sure 8 blank graphs are in your position.

A cover of the KLLM log book must be kept at all times.

In the event that you are running low on blank logs, make copies to hold you over until you can get to a terminal.

Your vehicle is to be properly parked in a parking lot or street where truck parking is allowed, with the parking brakes applied to prevent any movement of the vehicle while parked. (FMCSR Part 392.20-Stopped Vehicles)

After the above requirements have been followed, you are released from the responsibility of the care and custody of the vehicle, its accessories and any cargo it may be carrying. The relief from duty is limited to not less than thirty (30) minutes. For the duration of the stop, you are at liberty to pursue activities of your own choosing and to leave the premises on which the vehicle is situated. (Regulatory Guidance for the FMCSR of November 17, 1993)

This release from responsibility, unless required to be in attendance in accordance with 395.2(a), does not relieve you of the duties imposed on a driver of a vehicle transporting hazardous materials as specified in 397.2 of the Federal Motor Carrier Safety Regulations.

I have read and fully understand the foregoing instructions and will not construe them beyond their intent. I understand that I am to comply with all Federal Motor Carrier Safety Regulations, particularly with those in parts 391, 396, and 397 which have direct applications to my qualification and duties.

I have been given a copy of these instructions to carry on my person while driving a vehicle for and I understand that it will apply only while I am employed by

is kept on file ly. By both NITRACS.

The driver is responsible for obtaining his/her own logs to keep on record for tax purposes.

KLLM, INC.

MO. YR.

PRINTED NAME:
DRIVER PRINTED NAME

Driver's Record of Duty Status

- 100% of driver's logs will be audited by date, time & location for the following On Duty required entries:

Post / Pre-trip (Required at start of first driving period after any break of 10 hours or more. Must meet a minimum time of 15 minutes.)

Fuel

DOT Inspections

Accidents & Damage Claims

Random & Post Accident Alcohol and Drug Testing

H.O.S. Alerts

- The elog works with the ECM and GPS to notify Safety of H.O.S. violations.
- If no violation is found or driver has properly noted why he/she was forced into violation. The driver will NOT be contacted.
- If a violation is found the driver will be instructed to shut down and contact safety immediately.
- At this time the driver will be counseled: to include, instruction on what break to take to make him/her legal to drive again, 1 safety point issued at a minimum.
- For serious and willful disregard of rules and regulations the driver will be subject to further disciplinary action up to and including DISQUALIFICATION.

LOG VIOLATIONS

- Hours of Service
- Falsification

The #1 reason for receiving these violations is poor trip planning on the drivers part.

The 2nd reason is not reading/listening to what the unit is telling you and continue to drive.

The 3rd reason is not being able to edit your OWN logs.

Hours of Service

- 8 Hour Rule
- 11 Hour Rule
- 14 Hour Rule
- 70 Hour Rule

2 or more violations in a 30 day period will result in the driver being moved up 1 level in our Enforcement of FMCSA Part 395 HOS.

Falsification

- Pre-Trips
- Fuel Stops

Failure to log 5 or more within a 30 day period at the correct time & date will result in driver being moved up 1 level in our Enforcement of FMCSA Part 395 HOS.

Falsification

- Dot Inspections
- Accidents
- Alcohol & Drug Testing

Failure to log 1 or more within a 30 day period at the correct time & date will result in driver being moved up 1 level in our Enforcement of FMCSA Part 395 HOS.

ELD Form & Manner

Form & Manner can only occur when you enter the wrong info or it is missing:

Load ID #

BOL #

Trailer #

ELD Daily Certification Requirement

- Keep your logs Certified to within 24 hours of current date and time.
- This will prevent the device from restricting your ability to start work or edit the ELD.

HOS Violations Continued

- For serious and willful disregard for rules, regulations, and FMCSA part 395 HOS, the driver may be required to sign a Letter Of Commitment (company driver) or a Notice of Contract Violation (I/C).
- Or the driver may be Disqualified immediately.

Progressive Enforcement of FMCSA Part 395 HOS

LEVEL 1

Progressive Enforcement of FMCSA Part 395 HOS

- Written warning to the driver via Platform Science.
- If you understand the violations and don't require any counseling just send a macro 62 to accept the violation.
- If you DO NOT understand what caused these violations, please contact the Log Dept. for help.
- No points added to Safety Point System.
 - DO NOT CALL THE SAFETY DEPT. WHILE YOU ARE DRIVING!!

LEVEL 2

Progressive Enforcement of FMCSA Part 395 HOS

- Driver notified via Platform Science to contact the Log Audit Department.
- Driver counseled by phone.
- No points added to Safety Point System

LEVEL 3

Progressive Enforcement of FMCSA Part 395 HOS

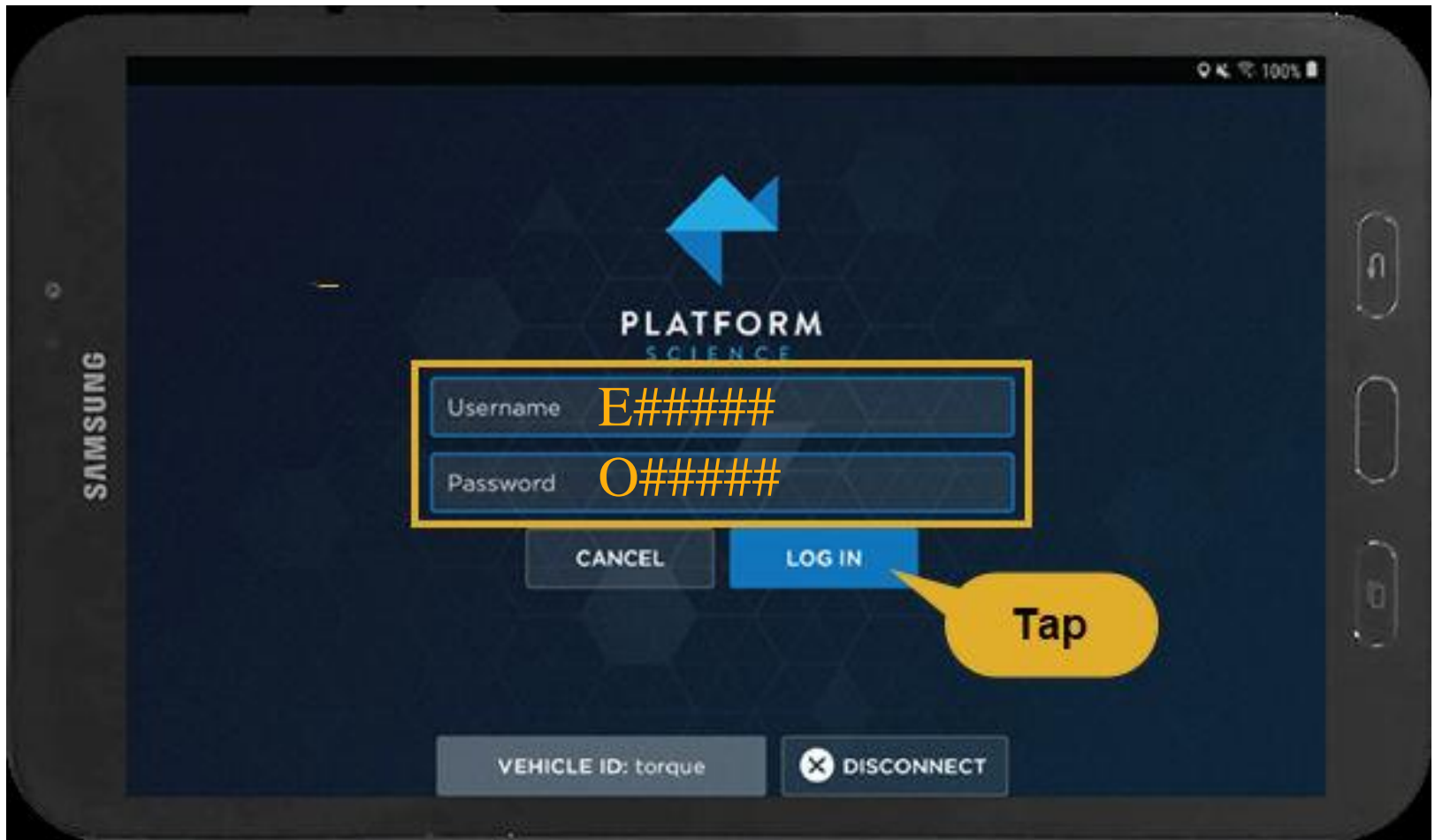
- Driver notified via Platform Science to contact Log Audit Department for counseling.
- Re-Training
- 1 point added to Safety Point System
 - The Safety Point System will be discussed later in Orientation.

LEVEL 4

Progressive Enforcement of FMCSA Part 395 HOS

- Driver routed to Jackson, MS ,
Cartersville, GA , or Lancaster, TX
Terminal for full safety review.
- Re-Training
- 1 point added to Safety Point System
- Overall safety review is done.
- A letter of commitment or NCV will be
signed.

Violations Beyond Level 4
Will result in further disciplinary
action up to and including driver
disqualification



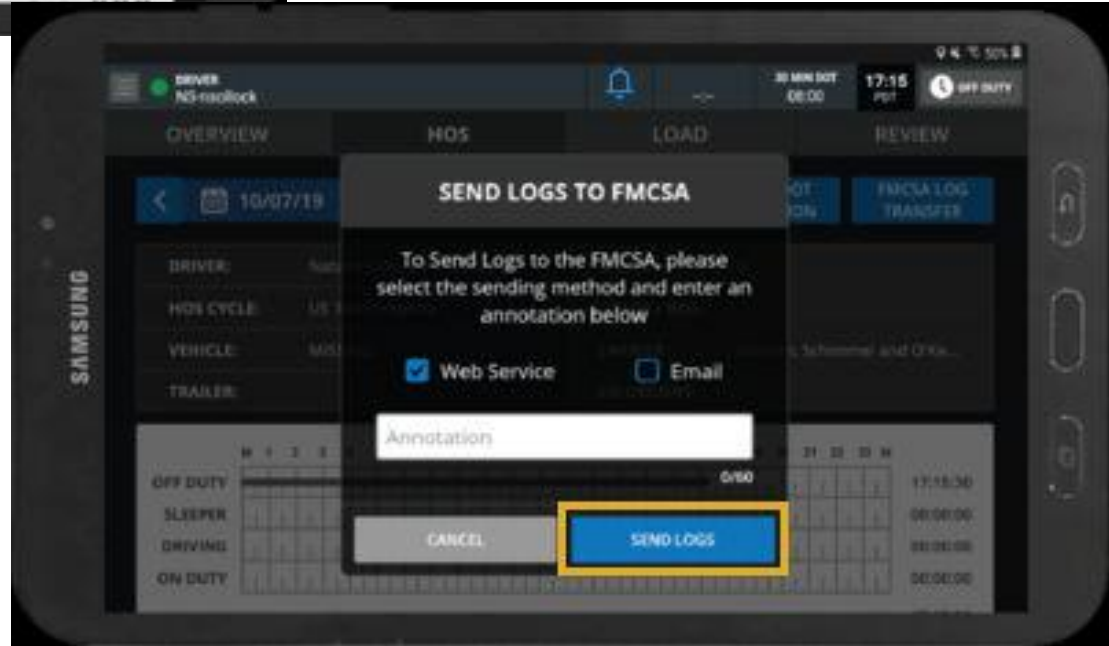
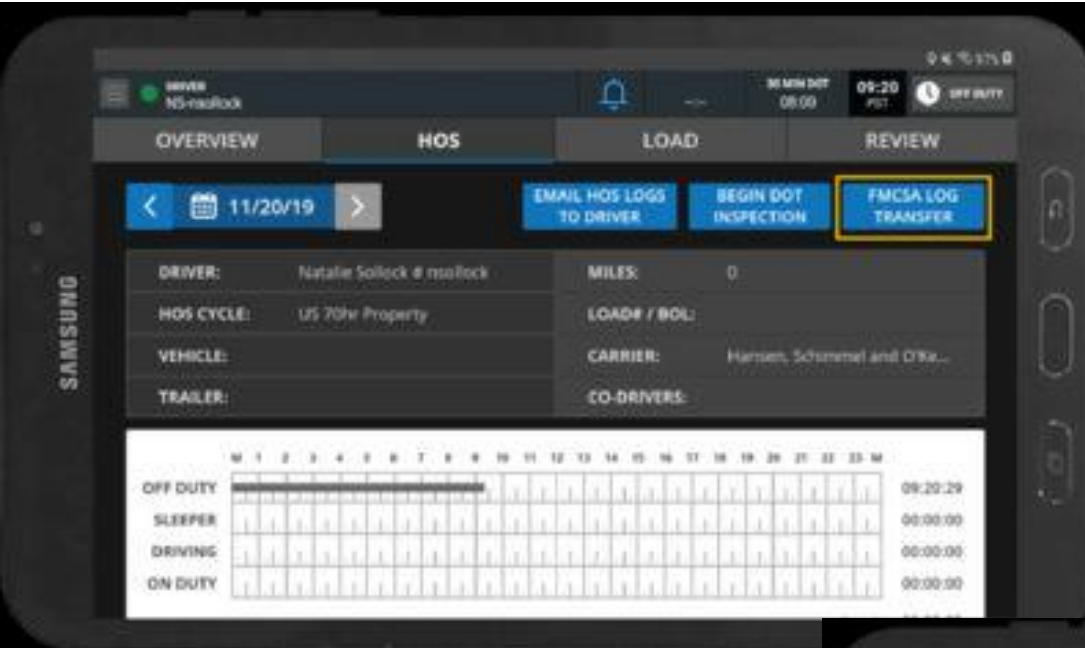
Immediate action after logging in

After you log in, you may be prompted to review or resolve:

- Unassigned Driving (shop movement with vehicle, etc.)
- Missing load information for prior days (shop moved vehicle)
- Log Certification (must be current within 24hrs)

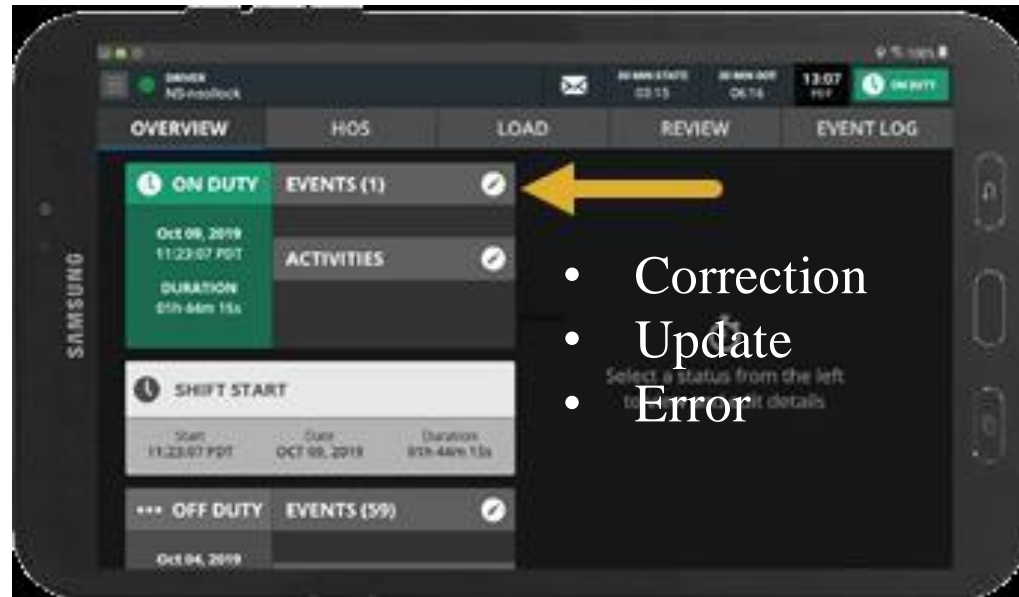
It is imperative to read and understand the prompts and the potential impact to your logs.

ERODS continued



Log Edits

- After the edit is complete, you are prompted to add an edit reason. The edit reason is required is reflected on your logs.
- You are then prompted to certify the log updates.
- All changes on a log are displayed in accordance with the regulations. This includes the original duty status along with annotations and the new status.



Create a New Load

This must be done prior to leaving the shipper.

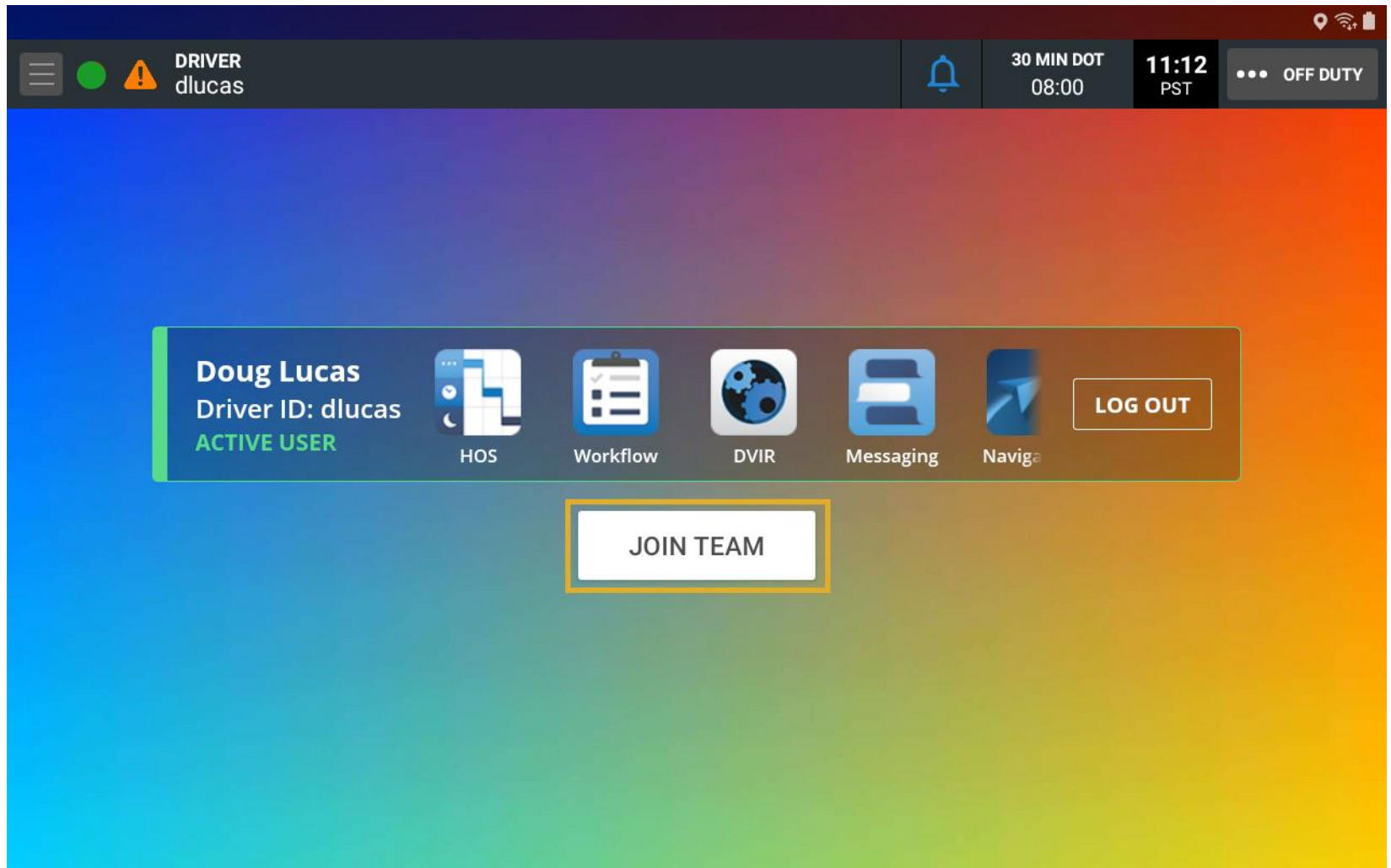
1. From the Load tab, tap **New Load**.
2. Enter **Load ID** (Trip / Pro Number) and **Trailer** information as required by the regulations.
3. Enter a B/L (bill of lading), if available.

Delivery Date

The screenshot shows a tablet displaying the 'NEW LOAD' form. The form has a dark background with white text. At the top, there are tabs for 'OVERVIEW', 'HQS', 'LOADS', and 'REVIEW'. The 'LOADS' tab is selected. Below the tabs, there is a 'NEW LOAD' section. It contains two date pickers for 'START' and 'END', both set to '11/07/19'. Below these are three input fields: 'Load ID', 'B/L', and 'Trailer'. To the right of the 'Load ID' field is a small blue button labeled 'EMPTY'. A red arrow points from the text 'Delivery Date' to the 'END' date picker. A yellow arrow points from the number '2' to the 'Load ID' field. A yellow box surrounds the 'CREATE' button at the bottom right, with the number '3' next to it. A yellow speech bubble with the word 'EMPTY' points to the 'EMPTY' button.

User Manual

For the user manual, go to the Media Manager Tray in the Home Screen App Tray



User Manual cont.

1. A driver must always have a **user manual** describing how to use the ELD on hand. If the user manual is electronic, the driver must know how to readily access it.
2. Drivers can utilize an **in-cab instruction sheet** describing the data-transfer mechanisms supported by the ELD and step-by-step instructions to produce and transfer their Hours of Service (HOS) records to an officer (eRODS).
3. Drivers can use an in-cab instruction sheet for ELD malfunction reporting and recordkeeping requirements during an ELD malfunction; this sheet may be combined with the eRODS transfer instruction sheet.
4. A supply of **blank Records of Duty Status** graph-grids are sufficient for recording drivers' required HOS data for a **minimum of 8 days**.
5. Drivers must only operate with an ELD that is capable of producing and **transferring an eRODS** file.

Diagnostic Event

The orange triangle is a notification alert for a data diagnostic event (DDE).

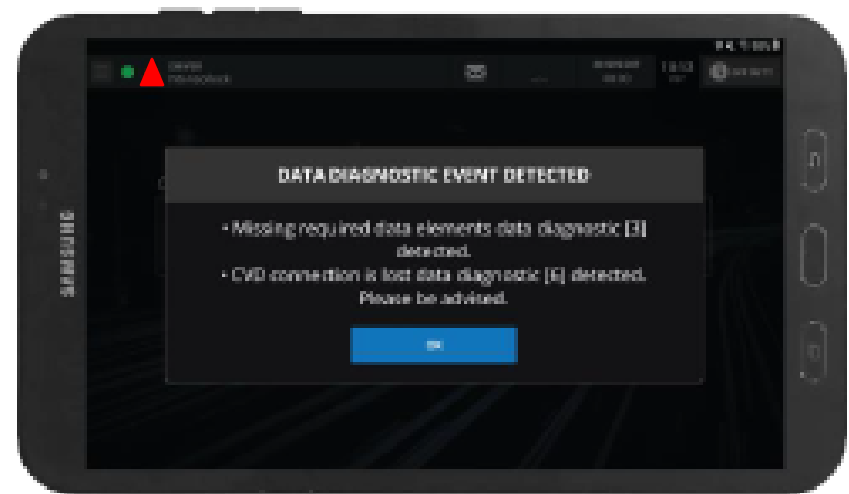
The red triangle is a notification alert for a malfunction event (ME).

⚠ = Data Diagnostic Event (DDE)

⚠ - Malfunction Event (ME)

When a Data Diagnostic Event (DDE) or a Malfunction Event (ME) occurs, the tablet detects the event and displays a pop-up message explaining the event.

Tap OK to dismiss the pop-up message.



Driver Resources

Helpful Documents and Videos

Welcome to the KLLM Driver Resources page. Here you can find helpful videos and other information.

Helpful Links

- TCA Scholarship Opportunity
- Driver Vacation Pay Amendment
- Driver Earned Time Off Amendment
- Roadside Inspection Training Video
- DACH – Driver's Letter

- Personal Conveyance: Frequently Asked Questions
- Company Driver Pet Policy
- ELD Mandate Driver Training Videos
- EAOBRD Driver Cheat Sheet
- ELD Violations
- Personal Conveyance Policy
- NEW KLLM Drive Mobile App
- 2018 Tax Withholding Changes for KLLM Company Drivers



- Driver Resources
- 1 – IVG Overview
- 2 – How to Login a Driver
- 3 – Send and Receive Messages
- 4 – IVG Settings
- Driver Pay
- KLLM Infit-i
- MCP 50
- OnGuard Driver Training
- Open Enrollment

> Expand panel to show video

Driver Support

<https://www.platformscience.com/customer-support>

Platform Science 888-253-0999
Offers 24 / 7 / 365 Driver Support

Log Dept. 800-925-1000 ext. 8022
Hours 08:00 – 17:00 Central Time
7 Days a Week

Driver Guidelines

- Never assume the Platform Science is incorrect.
 - Call Log Dept. or Platform Science 1st to verify there is an error with the device.
- Night Dispatch CAN NOT authorize you to drive with out confirmation from one of the two.
- Case # will also have a recording of your phone call to verify Platform Science told you to go to paper log.
- You must have a copy of the previous 7 days logs, (either digital or paper) before you can start using paper logs.

Personal Conveyance

KLLM Transports Services, LLC authorized uses of a CMV while off-duty for personal conveyance:

1. Time spent traveling from a driver's en route lodging (such as a motel or truck stop) to restaurants and entertainment facilities.
2. Commuting between the driver's terminal and his or her residence, between trailer-drop lots and the driver's residence, and between work sites and his or her residence. In these scenarios, the commuting distance combined with the release from work and start to work times must allow the driver enough time to obtain the required restorative rest as to ensure the drive is not fatigued.
3. Time spent traveling to a nearby, reasonable, safe location to obtain required rest after loading or unloading, regardless of whether the driver exhausted his or her HOS. The time spent driving under personal conveyance must allow the driver adequate time to obtain the required rest in accordance with minimum off-duty periods under 49 CFR 395.3(a)(1) (property-carrying vehicles) before returning to on-duty driving, and the resting location must be the first such location reasonably available. FMCSA recommends that the driver annotate on the HOS if he/she cannot park at the nearest location and must proceed to another location.
4. Moving a CMV at the request of a Federal, State or local law enforcement official to relocate the CMV during the 10-hour break period. However, the CMV must be moved no farther than the nearest reasonable and safe area to complete the rest period.

- Misuse or abuse of Personal Conveyance will result in disciplinary action up to and including immediate DISQUALIFICATION!!!
 - 1st Offense results in immediate lose of PC for a minimum of 3 weeks. During this time if the driver has a legitimate need for PC it must be approved by Log Audit or Night Supervisor.
 - PC will NOT be reinstated until the driver can verbally explain the PROPER use of PC.
 - 2nd offense will cause the permanent removal of PC.

Driver “Log Out Policies and Procedures”

- Drivers are **ONLY** allowed to log out when they turn their truck into an authorized service location. Or parking at a KLLM terminal for time off.
- All drive time to and from a service location must be logged as On Duty Driving.



Last 7 Days

(Driver First Name)

(Driver Last Name)

60493
(Driver ID)

(Driver's signature in full)
I certify these entries are true and correct

Yesterday

(7 Day Total)

70 Hours Less
Total Hours
Equals Hours
Available
Today

Hours Worked

If Hours
Worked Today
Exceeds Hour
Available
You are in
Violation.

2400

$$\frac{1}{4} = 0.25$$
$$1/2 = 0.5$$
$$\frac{3}{4} = 0.75$$

(Total Miles
Driving Today)

MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

(7 Day Total)

— 50 —

Available Hours

117

Hours Worked

Remarks

482
(Total Miles Driving Today)

F29134: 01258741 – E25632:854785 – F25852:658963

MANIFEST NUMBER OR SHIPPER NAME AND COMMODITY

AS REQUIRED BY THE D.O.T.
FEDERAL MOTOR CARRIER SAFETY REGULATIONS
I SUBMIT THE FOLLOWING:

DRIVER'S VEHICLE INSPECTION REPORT

AS REQUIRED BY THE D.O.T.
FEDERAL MOTOR CARRIER SAFETY REGULATIONS.
I SUBMIT THE FOLLOWING:

DATE: _____ TRACTOR NO.: _____
TRAILER NO.(S): _____
☐ I detected no defect or deficiency in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.
☐ I detected the following defects or deficiencies in this motor vehicle that would be likely to affect the safety of its operation or result in its mechanical breakdown:
INDICATE WHETHER DEFECTS ARE ON TRACTOR OR TRAILER - DESCRIBE DEFECT IN DETAIL

DRIVER'S SIGNATURE: _____
☐ ABOVE DEFECTS CORRECTED
☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE
 MECHANIC'S SIGNATURE: _____
 DRIVER'S REVIEWING REPAIRS: _____
 DATE: _____

4009071

DATE: 2/3/16 TRACTOR NO.: 56114
TRAILER NO(S): 114379
☐ I detect no defect or deficiency in this motor vehicle as would be likely to affect the safety of its operation or result in its mechanical breakdown.
☒ I detect the following defects or deficiencies in this motor vehicle that would be likely to affect the safety of its operation or result in its mechanical breakdown.
INDICATE WHETHER DEFECTS ARE ON TRACTOR OR TRAILER - DESCRIBE DEFECT IN DETAIL

DRIVER'S SIGNATURE: John Dineen
☒ ABOVE DEFECTS CORRECTED
☐ ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE
 MECHANIC'S SIGNATURE: _____
 DRIVER'S REVIEWING REPAIRS: John Dineen
 DATE: 2/3/16

DATE: 2/3/16