

**1. At the beginning of your week:**

**LOG BOOK HOW TO (STEP BY STEP)** There is an interactive online tool to demonstrate this as well. Go to <https://ssrsb.ca/transportation-forms-a-documents/>. It requires you to have MS Excel and allow content/macros

For Drivers operating within 160km of home terminal. Please continue to use the other book for trips outside of the 160km range, however the recording principles are the same

- a) **PRINT** First and Last name in section titled "Driver's Name".
- b) Record the date of the last day of the week (Day-Month-Year) in the section titled "Week Ending"
- c) Record the date for each individual day in the boxes along the left side of the form (Day-Month)

Driver's Name: Wendell Weir PRINT First & Last Name      Week Ending: 12-May-2018 Record date (Day-Month-Year) of the last day of the week

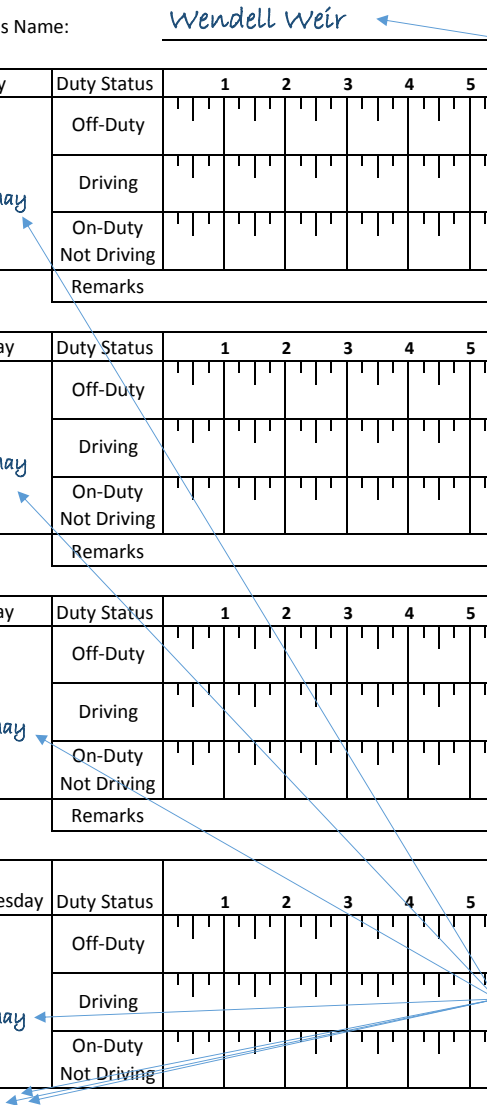
Sunday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Totals			
Date: <i>6-May</i>	Off-Duty																						
	Driving																						
	On-Duty Not Driving																						
Remarks																					Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>	

Monday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals	
Date: <i>7-May</i>	Off-Duty																										
	Driving																										
	On-Duty Not Driving																										
Remarks																									Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>	

Tuesday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals	
Date: <i>8-May</i>	Off-Duty																										
	Driving																										
	On-Duty Not Driving																										
Remarks																									Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>	

Wednesday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals	
Date: <i>9-May</i>	Off-Duty																										
	Driving																										
	On-Duty Not Driving																										
Remarks																									Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>	

Record the date (Day-Month) for each individual day in the boxes. Including the rest of the week not shown in this picture



## 2. Recording each days activities:

a) Typically, for Bus Drivers Sunday is a day off. If it is a day-off and for any other day-off (after it has occurred) Record the information as follows

AFTER THE DAY IS COMPLETE (i.e. Anytime after mid-night of the day but before your status changes the following day. Record total hours for each Duty-Status and the total hours for the day.

e.g.

Sunday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals
6-May	Off-Duty	[Blue line across all 24 hours]																								24
	Driving	[Blank]																								0
	On-Duty Not Driving	[Blank]																								0
	Remarks																								Cycle 1 <input checked="" type="checkbox"/> Cycle 2 <input type="checkbox"/>	24

NOTE: The line you draw is centred in the Duty-Status so there is no confusion as to which Duty-Status the hours fall in.

Sunday	Duty Status	1	2	3	4	5
6-May	Off-Duty	[Blue line from 1 to 5]				
	Driving	[Blank]				
	On-Duty Not Driving	[Blank]				

In this example the line is incorrectly marked. It cannot be determined if the hours recorded are "Off-Duty" or "Driving"

Record the total hours spent in each Duty Status, i.e. Off-Duty, Driving, and On-Duty-Not-Driving. If zero hours were spent in a Duty Status record it as 0. Do not leave it blank.

Add the hours from the 3 Duty Statuses and record in the last box on the bottom. It should add up to 24. If not an error was made.

## 3. Recording Hours on days of work:

a) Record time that has already past. Do not record anytime into the future. Record time for the past when your Duty-Status changes, e.g. from Off-Duty to On-Duty-Not-Driving and any other combination of changes. **THE RED LINES ARE FOR DISPLAY PURPOSES ONLY TO DEMONSTRATE WHICH INFORMATION YOU ARE ADDING AT EACH STEP**

e.g. In this example you are about to start your pre-trip at 06:00. Just before you start your log book should look like the one below, leaving it there you proceed with completing your pre-trip

Monday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals	
7-May	Off-Duty	[Red line from 1 to 6]																									
	Driving	[Blank]																									
	On-Duty Not Driving	[Blank]																									
	Remarks																								Cycle 1 <input checked="" type="checkbox"/> Cycle 2 <input type="checkbox"/>		

b) Assuming the pre-trip took close to 30 mins, once you are about to drive you would update your log book to look like the one below if you were to start driving at 06:30.

Monday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals	
7-May	Off-Duty	[Blue line from 1 to 6]																									
	Driving	[Blank]																									
	On-Duty Not Driving	[Blank]						[Red line from 6:30 to 7:00]																			
	Remarks																								Cycle 1 <input checked="" type="checkbox"/> Cycle 2 <input type="checkbox"/>		

c) Once you finished driving and parked the bus you would update your log by recording the time spent driving and indicating that in this case your Duty-Status has changed to Off-Duty  
 In this example below you finished driving at approx. 09:15

Monday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals	
Date:  7-May	Off-Duty	[Blue line]																									
	Driving							[Red line]																			
	On-Duty Not Driving																										
	Remarks																							Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>		

d) Once you get ready to start driving again that is when you would update your log book to look like below. Updating it to this point just before you started to drive to the school at approx. 13:30.

Monday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals	
Date:  7-May	Off-Duty	[Blue line]																									
	Driving																										
	On-Duty Not Driving																										
	Remarks																							Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>		

e) If you waited 7 mins or less at the school before driving out with the students & once you completed your PM trip, parked the bus for the evening you would update the log book as below:  
 This assumes you parked the bus when you were done at 16:30. You would leave the rest of the sheet blank until the following day, or if your Duty Status changed from "Off-Duty" again

Monday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals	
Date:  7-May	Off-Duty	[Blue line]																									
	Driving																										
	On-Duty Not Driving																										
	Remarks																							Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>		

f) After midnight of 7-May & typically once you start to get ready to work again the next day you will complete the previous days log as below:

Monday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals	
Date:  7-May	Off-Duty	[Blue line]																									
	Driving																										
	On-Duty Not Driving																										
	Remarks																							Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>		

Again ensuring that you record the hours spent in each of the three Duty Statuses (even if zero) and added the three numbers up to confirm they equal 24 and recorded this information

17.75  
 5.75  
 0.5  
 24

NOTE: On many runs we service multiple schools in the AM and/or PM. If there are breaks in which you are waiting for periods of time greater than 7 mins this must be recorded as "On-Duty-Not-Driving"

For example, a typical Multi-School morning run may look like this once completed

Monday	Duty Status	1	2	3	4	5	6	7	8	9		
Date:	Off-Duty	[Solid line]					After Driving 1st Run		[Solid line]			
7-May	Driving	[Dotted line]					Pre-trip		[Dotted line]			
	On-Duty Not Driving	[Dotted line]					[Dotted line]		[Dotted line]			
	Remarks											

Annotations: "After completing 2nd Run" points to the end of the second driving period; "After waiting to start 2nd Run" points to the gap between the first and second driving periods.

**4. Once the week is completed.** Sign the document in the section "Driver's Signature" and submit the white copy to the bus garage as soon as possible.

(No later than 20-days after the first date recorded on the sheet) The first date recorded is always the Sunday.

Friday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals
Date:	Off-Duty	[Solid line]					[Dotted line]		[Solid line]				[Dotted line]				[Solid line]				17.75					
11-May	Driving	[Dotted line]					[Dotted line]		[Dotted line]				[Dotted line]				[Dotted line]				5.75					
	On-Duty Not Driving	[Dotted line]					[Dotted line]		[Dotted line]				[Dotted line]				[Dotted line]				0.5					
	Remarks																					Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>	24		

Saturday	Duty Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Totals
Date:	Off-Duty	[Solid line]																								24
12-May	Driving	[Dotted line]																								0
	On-Duty Not Driving	[Dotted line]																								0
	Remarks																					Cycle 1 <input checked="" type="checkbox"/>	Cycle 2 <input type="checkbox"/>	24		

Once all the days have been completed and recorded double check the entire sheet (all-days) to ensure they are correct and accurate then sign the document. This is your certification to the accuracy of the information.

Driver's Signature: Wendell L Weir

THE WHITE COPY MUST BE RECEIVED BY THE BUS GARAGE NO LATER THAN 20-DAYS FROM THE FIRST DATE INDICATED (i.e. Sunday's Date). IN THESE EXAMPLES SUNDAY IS 6-MAY-2018. THIS MEANS IT MUST BE AT THE BUS GARAGE NO LATER THAN 26-MAY-2018

**5. Documents to keep:**

- a) You must keep with you the previous 14 days worth of logs. The yellow copy will suffice. If you start a new book keep the old book as it will have the previous 14-days of logs. Turn in the old book once you have 14-days of logs in your new book.

**6. Additional Information:**

At present our log books still show South Shore Regional School Board. The name has changed to South Shore Regional Centre for Education. Please reflect this by striking out the old logo and writing in our correct name at the top of each page in your log book. Also, do not forget to record the correct name (South Shore Regional Centre for Education) in your pre-trip books going forward.