

Basic Hours of Service and Compliance Audit

This course is either 2 or 3 days in duration depending on the general knowledge and how familiar candidates are with the regulation on both Provincial and Federal Hours of Service Regulations.

This course will address both the Provincial and Federal Hours of Service requirements for commercial vehicles drivers.

Through discussion and exercises, each candidate will learn the basic rules and requirements necessary to accurately fill out a daily log book.

Subjects include:

- Definitions
- Interpretations
- Maximum hours of work
- Off duty requirements
- Carrying and producing supporting documents
- Hour's resets
- Filling out of logs



Once the candidate has grasped and fully understands the minimum requirements of maintaining a daily log, the focus of the course shifts to the requirements of performing an audit.

This portion of the course will focus on the documentation requirements in order to perform accurate comprehensive monthly log book audit.

Candidates will work with actual logs in order to enhance their learning experience.

They will also learn how to use various hour recording forms that will facilitate their job.

Candidates will also learn the basics regarding deficiency reporting to drivers and how to assist them in correcting their shortcomings and becoming compliant in relations to the Hours of Service Regulations.

Your candidate will receive:

A copy of the applicable Provincial Hours of Service Regulations

A copy of the Federal Hours of Service Regulations

Log Book Work Sheets and Templates