



**Human Performance Attachment –Hours of Service
Excerpts from Arizona Milk Transport Safety Conduct
Policy**

Phoenix, AZ

HWY21MH008

(5 pages)



Arizona Milk Transport, Inc.

Safety/Conduct Policy

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Sleeper Berth - Time spent resting in the sleeper berth. If not resting in a DOT qualified sleeper berth, you cannot record that time as sleeper berth time.

Driving - Time spent at the driving controls of a motor vehicle in operation.

On Duty, Not Driving - Time spent performing work-related duties and tasks other than driving, e.g., loading and unloading, attending a vehicle being loaded or unloaded, filling out paperwork, inspecting your vehicle, reporting accidents, receiving citations, waiting at a roadside for a mechanic, or any other responsibility which would be considered work.

100 AIR MILE RADIUS EXCEPTION (LOG BOOK EXCEPTION)

Drivers who can meet all of the below conditions can switch to the time sheet “record of duty” for any given day. There must be a start time, end time, and total hours for each day recorded. The original 7 day time sheet must be turned in with any individual applicable log sheets at the end of each pay period. Note: a log page must be completed and turned in for every day for which any of these conditions are not met.

1. The driver operates within a 100 air-mile radius of the normal work reporting location;
2. The driver returns to his work reporting location and is released from work within 12 consecutive hours;
3. At least 10 consecutive hours off duty separate each 12 hours on duty;
4. The driver does not exceed 11 hours maximum driving time following 8 consecutive hours off duty.

LOG ENTRY ERRORS

Never erase or white out a log entry. If you make a mistake, neatly cross off the error and enter the correct information above the crossed out line. Any erasure might be interpreted by the DOT as a falsification of your record of duty status which is a chargeable violation.

11-14-60 HOURS OF SERVICE REGULATIONS (Part 395)

The DOT has established three basic rules designed to control driver fatigue.

11-Hour Driving Rule

After having at least ten consecutive hours off duty, a driver cannot drive more than 11 hours.

14-Hour On Duty Rule

A driver cannot continue to drive after being on duty for 14 consecutive hours after coming on-duty following ten consecutive hours off duty. The driver may continue to work after 14 hours on duty, provided he does not drive again until taking ten consecutive hours off duty.

60-Hour Maximum On Duty Rule

A driver cannot drive after accumulating 60 hours on duty, (combination of driving and on duty, not driving time) in any seven consecutive-day period. The driver may continue to work, but cannot drive again until having hours available within the 60-hour rule. The driver may reset his/her accumulated hours to zero following 34 consecutive hours off duty.

Remember, the hours of service rules are used to prevent serious accidents caused by driver fatigue. Please realize that a fatigued driver threatens:

1. The driver's own life and livelihood.
2. The safety of the motoring public.
3. The safe arrival of the vehicle being transported.

SLEEPER BERTH RULE

The 11-hour and 14-hour rules require that a driver get ten consecutive hours of rest before driving again. However, drivers using sleeper berth equipment can accumulate the required ten consecutive hours resting in a sleeper berth in two separate periods totaling at least ten hours.

Time resting in the sleeper berth must be recorded in no more than two periods totaling ten hours. Regulations also require that a minimum of eight hours must be spent in one of the sleeper berth periods. A combination of off duty time and sleeper berth may be utilized to complete a split break after the 8 hours in the sleeper berth.

ADVERSE DRIVING CONDITIONS

If adverse driving conditions cause a delay after you begin your trip, you may drive up to two hours over the 11-hour limit to locate a safe place to park and protect yourself and your vehicle. That "safe place" must be within a 11-hour drive from your starting point for the day under normal conditions. This exception does not allow you to drive after the 14th consecutive hours after the 10 hour break. Adverse driving conditions include snow, sleet, fog, or other hazardous weather conditions.

LOG VIOLATIONS

Driver's daily logs are a necessary tool in monitoring fatigue and help Arizona Milk Transport and its drivers maintain a safe and legal operation on public roadways.

Log compliance is legally required by federal and state agencies, and is monitored by Arizona Milk Transport. Driver logs will be audited at the end of every pay period. Drivers should keep a copy of each log or time sheet for at least 1 year and in some cases seven years, such as for IRS.

After auditing, the Supervisor will file the logs/time sheets and notify each driver of log violations if any. Supervisors and drivers will sign the violation report and return it to the Arizona Milk Transport office within two weeks.

Drivers who do not maintain compliance with federal and state regulations, as well as Arizona Milk Transport's company policies, will be subject to disciplinary action.

DEFENSIVE DRIVING

YOU AND THE PUBLIC

Good public opinion doesn't just happen, it has to be earned.

- It is up to the professional driver to positively affect public opinion
- Drive professionally at all times. Skill and knowledge are the means to maintaining a professional image when you lend them your good judgment.

PHYSICAL AND MENTAL CONDITION

It is important to keep your attitude and outlook positive especially when behind the wheel. As a professional, a driver must manage his/her personal physical and mental condition, no one else can do it for you.

- If a driver feels too sick or too tired to drive, he/she is to call in to his/her Supervisor to make other arrangements.
- If a driver is believed to be suffering from a medical condition that could affect his or her driving, Arizona Milk Transport reserves the right to have the person examined.
- A fatigued driver is a threat to himself/herself and to the public. Arizona Milk Transport will enforce DOT hours of service limitations for all drivers. No driver may drive for more than 11 hours or drive after the 14th consecutive hour after taking 10 consecutive hours off, preferably resting. In addition, no driver shall drive after the total on duty hours for the last seven days (including the present day) equals or exceeds 60 hours.
- Once every 7 consecutive days, a driver can continue to drive up to the 16th consecutive hours after coming on-duty following ten consecutive hours off duty provided he has returned to his/her reporting location at the end of at least the last 5 duty tours. He/she must stay within the 11 hour maximum driving limit.
- Fatigue can also occur within the above limitations if the driver does not manage his/her personal rest periods sufficiently to achieve readiness. Each driver will devote the necessary off duty time to be ready for the assigned driving.
- Diet has also been proven to contribute to alertness. A balanced diet needs to be managed by the driver.

PERSONAL APPEARANCE

Keep as neat and clean as your work will permit.

- Drivers are expected to present a positive image to our clients and the public.
- Personal cleanliness is important