



**Motor Carrier Attachment 11:
Walmart Log Verification Procedures**

**Cranbury, NJ; 06/07/2014
HWY14MH012**

(4 pages)

LOG VERIFICATION PROCEDURES

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■ PURPOSE

To verify the Driver's Record of Duty Status for accuracy to ensure compliance with Federal regulations.

■ RESOURCES

WMW-1105 Log Violation Form

Master Log Audit Worksheet

■ PROCEDURES

Compliance with DOT regulations regarding HOS (Hours of Service) is important to the success of the Private Fleet. The Driver's Record of Duty Status must be verified for accuracy to ensure compliance with Federal Regulations. This policy outlines the procedure for audit of electronic record of duty status.

QUALCOMM HOURS OF SERVICE REPORTS

The following Qualcomm Hours of Service (QHOS) reports should be reviewed daily. Reports are found in QHOS Administration.

- HOS: This report identifies violations associated with the 11, 14, & 70 hour rule.
 - Potential violations should be researched using the Driver Log report, VDS location reports, and trip status screen.
- Edited Data: This report is used for verifying data that has been edited and who completed the edit.
 - Revealed information should be researched to make sure the appropriate duty status was used for the work being performed. Each edit should have an Edited Data request signed by the Driver. Exception is the clock in feature done by the Driver.
- Off-Duty Driving: This report reveals Drivers using the off-duty driving feature for personal conveyance.
 - Information shown on this report should be reviewed for authenticity. Drivers using this feature must **not** be laden for dispatch. They must be bobtailing, and only using it for personal conveyance for en route lodging and meals. They should return to the location where they went off-duty, before starting their day.
- Unassigned Driving: This report reveals equipment movement without someone logged into the system.

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- Information shown on this report needs to be researched and assigned to “no Driver” or a specific Driver. Drivers must be logged into QHOS at all times while they are operating equipment.
- Unconfirmed Logs: This report reveals driver’s logs that have not been confirmed within a listed numbers of days.
 - Drivers are instructed to confirm their logs once every 24 hour period. Drivers with unconfirmed logs outside of guidelines must be addressed through PTL. The report must be run with no more than two (2) days as the denominator.
- Assigned No Driver: This report identifies the unassigned driving segments that were assigned to “No Driver”.
 - Items listed need to be researched to verify correct assignment was used. This is to confirm the unassigned driving was completed correctly.
- Events report: Reveals drivers utilizing the clock in/clock out feature.
 - The information revealed should be researched and verified for its proper use. This feature should only be used for meeting and training events.
- Drivers Without A Group: This report lists all Drivers assigned to a specific group.
- Sensor Failure: This report lists sensor failures associated with the identified equipment.
 - Information revealed should be researched to identify equipment that may have an issue with the Global Positioning Satellite (GPS), Electronic Control Module (ECM), and/or speed sensor.

Additional Documents to review:

- Drivers Detail Screen, QHOS: This screen reveals each duty status change, its duration, location, and the selected status. The system indicates HOS violations through color coding. Yellow and Red.
- Vehicle Screen, QHOS: This screen shows vehicles assigned to a specific depot.
 - Using the “Last Position Time” and “Last Message Time” columns, the user can identify potential communication issues with the unit. This helps to eliminate the need for recreating extensive amounts of data due to lost communications with the satellite.
 - Use this screen for assigning unassigned driving segments to the correct Driver.
- Fuel Report: This report shows when the fueling process was performed. Drivers are required to be on-duty at any location when the Driver has to perform the fueling function.
 - Verify proper on-duty functions are being used.
 - During any on-road fuel purchases.
 - At any unattended Distribution Center (DC) Fuel Island.

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- **Moving Violations Log:** Anytime a Driver receives a moving violation, they are required to be on-duty for the duration of the stop.
- **DOT Inspections Log:** Anytime a Driver is required to undergo a DOT inspection, they are required to be on-duty for the duration of the stop.
- **Drug & Alcohol Testing Log:** Anytime a driver has been selected for a Drug or Alcohol test, they are required to log the time as on-duty. This includes the time of notification, completing the test, and transit time.
 - The test has a notification time and test time. Compare against the log for on-duty status.
- **Accident Register:** All time spent at an accident or incident scene is required to be logged as on-duty time until relieved of duty by Wal-Mart or enforcement.
- **Electronic Trip Sheets:** The VDS system with its trip sheet data and location reports should be used to confirm the correct duty status for the function being performed.
- **Road Observation Log:** Verify observed times against duty status. Check times against driver contacts at store, clubs, and vendors for correct duty status based on the functions being performed.
- **Driver Vehicle Inspection Report (DVIR):** Verify the Drivers are completing one for each day worked. The DVIR should be turned in upon arrival to their home domicile.

LOG VERIFICATION DISCREPENCIES

Each Driver's Record of Duty Status should be reviewed for accuracy each day using the QHOS reports and other documents listed above.

Any discrepancies found during this process should be referred to the Safety Manager for further review with the driver. Falsification should be reviewed with the RSM before administering any performance coaching.

All printed and electronic material related to a drivers record of duty status will be recycled after six (6) months unless related to a pending litigation.

Use the [Master Log Audit Worksheet](#) to record performed log verifications. Maintain the worksheet for six (6) months.

VIOLATIONS (11, 14, & 70 hour)

Use the [WMW-1105 Log Violation Form](#) to notify a Driver of any violations. Violations/exceptions are written for those areas listed on the violations form as follows:

1. Hours of Service violations (11 hour, 14 hour, 70 hour violation).
2. Missing vehicle inspections.
3. Speeding.
4. Delayed conformation of logs over two (2) days.
5. Miscellaneous or other.