

Hours of Service & Qualcomm – Special Rules To Benefit Drivers

HOS Guide For New Drivers & EXISTING DRIVERS

(HOS Orientation Guide QC-PC-YM R2 2019 06-11)

- **Never Log Off Except in 2 situations**
 - **Situation 1:** when arrive at Repair shop, log off your QC; when you get the truck back, Log back in
 - The Safety & Compliance dept will re-assign repair shop driving time to the repair shop
 - Driving to or from Repair shop is “ON DUTY DRIVING” (per DOT)
 - **Situation 2:** when Summit Express Safety dept, dispatch, or IT dept ask you to log off and then log back in when trouble shooting QC problems
 - Logging off your QC and driving while logged off is a DOT Violation
- **14 Hour On Duty clock:** The 14 hour clocks starts when you go “On Duty”
 - This clock never stops during the day until 14 hours are completed
 - The 14 hour time includes all 30 minute break times and other Off Duty unless you complete 10 hour break
 - It resets to 14 hours only after you complete 10 consecutive hours of off duty
- **11 Hour Clock – Should only be used in 3 situations**
 - 1-Entering Public roads or highways
 - 2-Driving on Public roads or highways
 - 3-Existing Public roads or highways
 - ALL OTHER DRIVING SHOULD BE YARD MOVE OR Personal Conveyance-see RULES BELOW
- **Yard Move – Does NOT Reduce the 11 Hour Clock** This is “On Duty” Status and NOT “On Duty Drive Time”
 - *This is available until FMSCA re-defines Yard Duty*
 - **BENEFIT:** Does NOT reduce your 11 hour clock
 - MPH: **Do NOT Exceed 19 MPH;** there is no mile limitation
 - WHERE CAN YOU USE THIS?
 - Shipper OR Receiver
 - Truck Stop OR Truck Stop Fuel island OR Summit Express yards
 - HOW TO:
 - Pull into location: put in park and change duty status
- **Personal Conveyance (“PC”) – “Off Duty”** Driving that does not break your 30 min/ 10 hour/ or 34 hour break time
 - **BENEFIT:** saves your break time clock (does not stop the break time clock)
 - Cannot drive towards your target location (driving towards target is a DOT violation)
 - Limited to 60 minutes per day 12:00:01AM to 11:59:59pm (23:59:59)
 - You must return to the place you start the Personal Conveyance to be in compliance (one exception)
 - Exception: If you are bobtailing home, you do not need to return to location you started PC
 - WHEN & WHERE CAN YOU USE THIS? When you are Off Duty & almost any where
 - Truck Stop is acceptable BUT NOT AT THE FUEL ISLAND (fueling is “On Duty” Status – See Yard Move)
 - HOW TO:
 - Pull into location: put in park and change duty status
- **30 Minute Break Time is Allowed at SHIPPER or RECIEVER in DOCK with conditions:**
 - **REQUIREMENT:** This is allowed ONLY IF you are not working or supervising the load or unload
 - **BENEFIT:** Change status to “Off duty” remarks “Break”; *sit in passenger seat*
- **DOT CLOCK on QC – its listed at top of the QC**
 - The DOT clock shows the amount of time you have left before you MUST take a break.
 - The DOT Clock is based on which ever of the following requirements come first:
 - 8 Hour maximum “On Duty” time followed by 30 min break
 - 11 hour maximum daily driving time followed by 10 hour break
 - 14 Hour daily “On Duty” clock followed by at least a 10 hour break
 - 70 Hour & 8 day “On Duty” clock followed by a 34 hour break to reset the 70 hour clock
- **QUALCOMM Remarks:**
 - Remarks Duty Status Change: Enter into Qualcomm remarks for all duty status changes
 - Especially: Events outside of Driver’s control
 - **Pre Trip & Post Trip Required Every Day**