

DAILY TRIP LOG

Driver daily record — one sheet per day

DATE	DRIVER NAME	DRIVER ID / CDL #
TRUCK / UNIT #	TRAILER #	CARRIER / COMPANY

TRIP DETAILS					
ORIGIN (CITY, STATE)			DESTINATION (CITY, STATE)		
START TIME	END TIME	TOTAL DRIVE HRS	ON-DUTY HRS	OFF-DUTY HRS	SLEEPER HRS
ODOMETER START	ODOMETER END	TOTAL MILES	LOADED / EMPTY		

HOS QUICK CHECK
11 hr max driving | 14 hr on-duty window | 30 min break required by 8 hrs driving | 60/70 hr in 7/8 days
10 consecutive hrs off duty resets the 11 & 14 | 34 hr restart resets the 60/70

STOPS & ROUTE LOG				
TIME	LOCATION (CITY, STATE)	ACTIVITY	ODOMETER	NOTES

LOAD / FREIGHT INFORMATION			
BOL / PRO #	SHIPPER	CONSIGNEE	
COMMODITY	WEIGHT (LBS)	PIECES / PALLETS	SEAL #

Driver Signature

Date

PRE-TRIP / POST-TRIP INSPECTION

DVIR — Driver Vehicle Inspection Report

DATE

DRIVER

TRUCK #

TRAILER #

MILEAGE

Inspection Type: ☐ Pre-Trip ☐ Post-Trip ☐ En-Route Mark each item: ✓ = OK X = Defect N/A = Not Applicable

TRACTOR / TRUCK INSPECTION

☐ Engine oil level

☐ Windshield washer fluid

☐ Air compressor

☐ Steering wheel play

☐ Mirrors & windshield

☐ Seat belts

☐ Spare fuses

☐ Brake lights

☐ License plate & light

☐ Hub oil seals

☐ Drive shaft

☐ Shock absorbers

☐ Fifth wheel & locking jaws

☐ Coolant level

☐ Belts & hoses

☐ Fuel level / cap

☐ Horn (city & air)

☐ Heater / defroster

☐ Fire extinguisher

☐ Headlights (high/low)

☐ Clearance / marker lights

☐ Tires (tread, pressure)

☐ Mud flaps

☐ Exhaust system

☐ Air lines & connections

☐ Kingpin / apron

☐ Power steering fluid

☐ Battery & cables

☐ Air filter

☐ Wipers & washers

☐ Gauges & warning lights

☐ Reflective triangles

☐ Turn signals & 4-way

☐ Tail lights & reflectors

☐ Wheels, rims & lug nuts

☐ Frame & cross members

☐ Suspension / springs

☐ Catwalk / steps

☐ Sliding 5th wheel locked

TRAILER INSPECTION

☐ Coupling & safety latch

☐ Doors, hinges & latch

☐ Tires (tread, pressure)

☐ Brakes & drums

☐ Lights — all functioning

☐ Load secured / strapped

☐ Landing gear

☐ Door seal

☐ Wheels & lug nuts

☐ Brake adjustment

☐ Reflectors & tape

☐ Tarps in good condition

☐ Frame & body

☐ Floor condition

☐ Hub oil seals

☐ Air lines & glad hands

☐ Mud flaps

☐ DOT placards (if HM)

BRAKE TEST (REQUIRED)

☐ Air leak rate test (≤ 3 psi single, 4 psi combo, in 1 min)

☐ Low-air warning device (activates by 60 psi)

☐ Spring brake pop-out (between 20–45 psi)

☐ Service brake test (no pulling, grabbing)

☐ Tractor protection valve / parking brake holds

DEFECTS NOTED / REMARKS

☐ Condition of vehicle is satisfactory ☐ Defects need correction before next trip

Driver Signature

Mechanic Signature (if repaired)

Date

FUEL & EXPENSE LOG

Track fuel by state for IFTA, plus tolls, scales & receipts

TruckerCalc
truckercalc.com

TRIP / LOAD #

FUEL PURCHASES — record every stop, one line per fill

[illegible]

OTHER EXPENSES — tolls, scales, repairs, lumber, parking, meals

DATE	TYPE	DESCRIPTION	LOCATION	AMOUNT
TOTAL EXPENSES				

QUICK TIPS

- Save every receipt — staple to the back of this sheet for IFTA & tax records.
- Record fuel BY STATE. IFTA is filed by jurisdiction — the state column is the one that saves you at quarter's end.
- MPG = miles since last fill ÷ gallons this fill. Keep DVIRs at least 3 months and logbooks at least 6 months.

File your quarter in minutes: run these totals through the free IFTA Calculator at truckercalc.com/ifta-calculator

EMERGENCY & QUICK REFERENCE

Fill this out once — keep this page in the cab

TruckerCalc
truckercalc.com

DRIVER EMERGENCY INFORMATION

DRIVER FULL NAME	DATE OF BIRTH	BLOOD TYPE
HOME ADDRESS		
EMERGENCY CONTACT 1 — NAME & RELATION	PHONE	
EMERGENCY CONTACT 2 — NAME & RELATION	PHONE	
ALLERGIES / MEDICAL CONDITIONS	MEDICATIONS	
HEALTH INSURANCE CARRIER	MEMBER / POLICY #	

COMPANY & DISPATCH

CARRIER / COMPANY	DOT #	MC #
DISPATCH PHONE (24 HR)	AFTER-HOURS / SAFETY LINE	
TRUCK INSURANCE CARRIER / POLICY #	ROADSIDE ASSISTANCE / TOWING PHONE	

IF YOU ARE IN AN ACCIDENT — DO THIS

1. Stop immediately. Turn on hazards. Set out reflective triangles (10 ft, 100 ft, 200 ft).
2. Check for injuries. Call 911 if anyone is hurt or vehicles cannot move.
3. Notify dispatch and your safety department BEFORE leaving the scene.
4. Do NOT admit fault. Do NOT discuss the accident except with police.
5. Get the other driver's name, license, plate, insurance, and phone. Note witnesses.
6. Photograph all vehicles, damage, plates, road conditions, skid marks, and signs.
7. Get the police report number and the officer's name and badge.
8. If hauling hazmat, follow the Emergency Response Guide and notify CHEMTREC.
9. Submit a written report to your carrier as soon as possible — same day if able.
10. Be prepared for post-accident drug & alcohol testing when required.

IMPORTANT NUMBERS

Emergency / Police / Fire / Medical:	911	CHEMTREC (Hazmat Spills, 24 hr):	1-800-424-9300
FMCSA Safety Hotline:	1-888-368-7238	Road Conditions (most states):	511
Poison Control:	1-800-222-1222		