

**SAFETY DEPARTMENT (D17)
INTEROFFICE MEMORANDUM**

TO: Terminal Managers, D17
FROM: Lyn Player,
District Safety Manager

DATE: October 18, 2000

SUBJECT: Hours of Service

Please ensure the following procedures are followed and logged accordingly.

OFF DUTY - All time, except that spent in a sleeper berth, when the driver is not working, is not required to be in readiness to work, or is not under any responsibility for performing work.

ON DUTY - Not Driving - All time spent by a driver in performing work other than driving, such as loading, unloading, supervising, assisting, attending vehicle being loaded or unloaded, handling freight bills, preparing reports, remaining in readiness to perform work, remaining in charge of disabled vehicles, all time inspecting equipment as required by paragraphs 392.7 and 392.8 unless the driver has been relieved from duty.

RELIEVED FROM DUTY - If the driver has been relieved from duty, the duration of the relief from duty must have been made known to the driver prior to the driver's departure in written instructions from the employer. There are no record retention requirements for these instructions on board a vehicle or at a motor carrier's principal place of business.

During the stop, and for the duration of the stop, the driver must be at liberty to pursue activities of his/her own choosing and to leave the premises where the vehicle is situated.

Cc: Ralph Santarelli, D17
Bob Pathenroth, Teamster Local 63