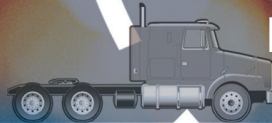


FACT SHEET

# DRIVING AND OFF-DUTY TIME For Heavy Vehicle Drivers



Québec 

# 14 PREVIOUS DAYS

## RULE

To drive, you are required to have taken **at least 24 consecutive hours of off-duty time during the 14 previous days.**

## EXAMPLE

In this example, the driver cannot drive on August 31, since the last period of 24 consecutive hours of off-duty time was taken 15 days previously.

August 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2 ✓	3 ✓	4 ✓	5 ✓
6 ✓	7 ✓	8 ✓	9 ✓	10 ✓	11 ✓	12 ✓
13 ✓	14 ✓	15 ✓	16	17 ✓	18 ✓	19 ✓
20 ✓	21 ✓	22 ✓	23 ✓	24 ✓	25 ✓	26 ✓
27 ✓	28 ✓	29 ✓	30 ✓	31  Today		

# CHOICE OF TWO CYCLES

## Cycle 1

### RULES

**Driving is prohibited** after having accumulated **70 hours of on-duty time** during a period of **7 consecutive days.**

**Unless the cycle is reset to zero:**

- The current day is always the 7th in the cycle.
- Before driving, you must therefore calculate the number of hours of on-duty time accumulated during the 6 previous days.

### Resetting and switching cycles

When following Cycle 1, you can end the current cycle, start a new one or switch to Cycle 2 **after taking at least 36 consecutive hours of off-duty time.** After the reset, a new cycle starts and the hours begin to accumulate again.

## EXAMPLE

On August 13, how many hours are left in the cycle?

August 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
6	7 Day 1 13 hours	8 Day 2 8 hours	9 Day 3 12 hours	10 Day 4 10 hours	11 Day 5 11 hours	12 Day 6 8 hours
13 Day 7 ? hours						

### Solution

1. Hours accumulated in the cycle (Days 1 to 6): 62
2. Hours left in the cycle (Day 7):  $70 - 62 = 8$
3. **On August 13, 8 hours are left in the cycle.**

# Cycle 2

## RULES

Driving is prohibited after having accumulated:

- 120 hours of on-duty time during a period of 14 consecutive days.
- 70 hours of on-duty time without taking at least 24 consecutive hours of off-duty time.

**Important:** You must respect BOTH conditions in order to drive.

**Unless the cycle is reset to zero:**

- The current day is always the 14th in the cycle.
- Before driving, you must therefore calculate the number of hours of on-duty time accumulated during the 13 previous days.

## Resetting and switching cycles

When following Cycle 2, you can end the current cycle, start a new one or switch to Cycle 1 **after taking at least 72 consecutive hours of off-duty time**. After the reset, a new cycle starts and the hours begin to accumulate again.

## EXAMPLE

On August 20, how many hours are left in the cycle?

August 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
6 X	7 Day 1 9 hours	8 Day 2 8 hours	9 Day 3 8 hours	10 Day 4 8 hours	11 Day 5 Rest	12 Day 6 8 hours
13 Day 7 8 hours	14 Day 8 8 hours	15 Day 9 8 hours	16 Day 10 8 hours	17 Day 11 8 hours	18 Day 12 8 hours	19 Day 13 8 hours
20 Day 14 ? hours						

## Solution

- Hours accumulated in the cycle (Days 1 to 13): 97
- Hours left in the cycle according to Rule A:  $120 - 97 = 23$
- Hours accumulated since the last 24 consecutive hours of off-duty time (Days 6 to 13): 64
- Hours left in the cycle according to Rule B:  $70 - 64 = 6$
- Taking into account both conditions, on August 20, 6 hours are left in the cycle.

# WORK SHIFT

## DEFINITION

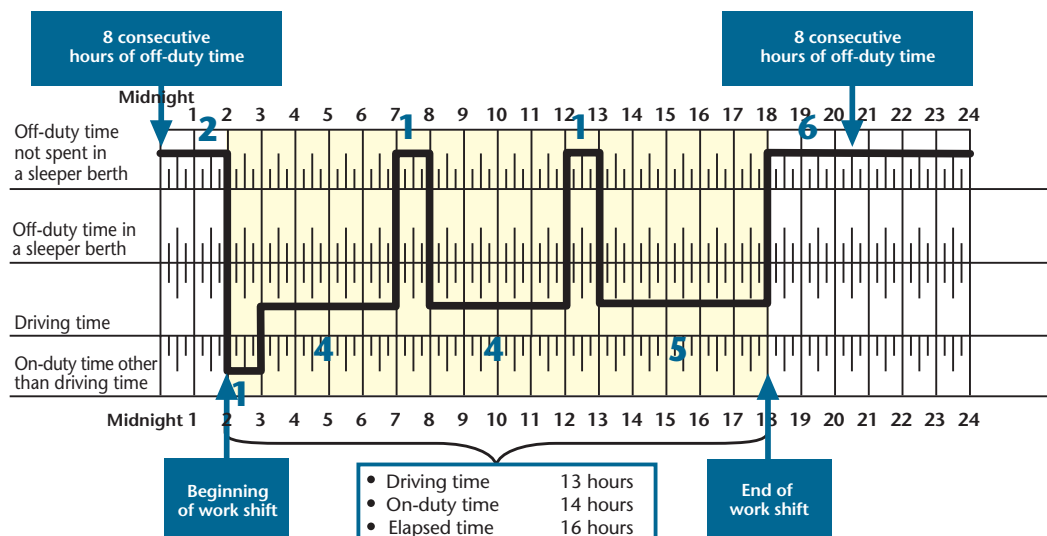
Time between two periods of at least 8 consecutive hours of off-duty time.

## RULES

Before starting a work shift, you must have taken at least 8 consecutive hours of off-duty time.

**Driving is prohibited if,** since the beginning of the shift:

- 13 hours of driving time have been accumulated;
- 14 hours of on-duty time have been accumulated;
- 16 hours have elapsed.



# DAY

## DEFINITION

A period of **24 hours** that begins at the time designated by the operator.

## RULES

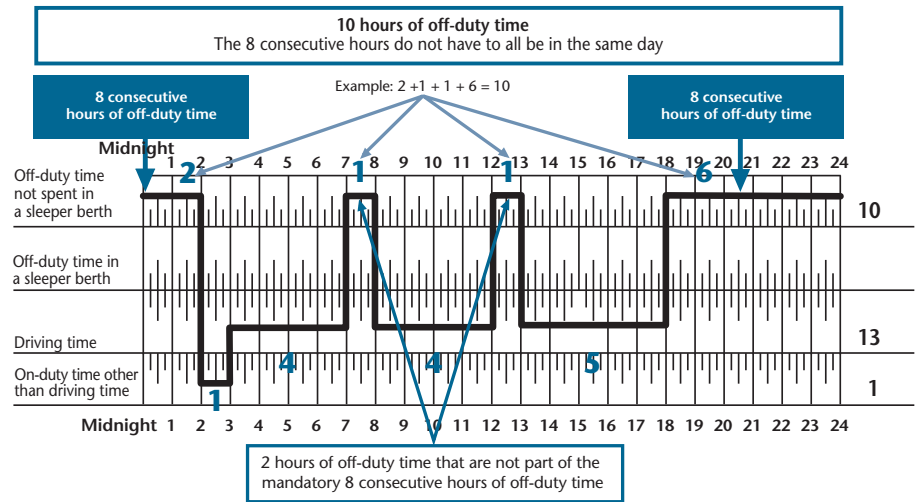
You must take **at least 10 hours of off-duty time** during a day:

- **At least 2 of the off-duty hours** must not be included in the mandatory 8 consecutive hours required before the start of a work shift. These 2 hours may be distributed throughout the day in **blocks of no less than 30 minutes each**.

**Driving is prohibited** after accumulating, during a day:

- **13 hours** of driving time;
- **14 hours** of on-duty time.

**Important:** The time at which a day starts stays the same throughout a given cycle. Although a day always begins at the same time during a cycle, the time at which a work shift starts can change.



## WORK SHIFT AND DAY: COMBINING REQUIREMENTS

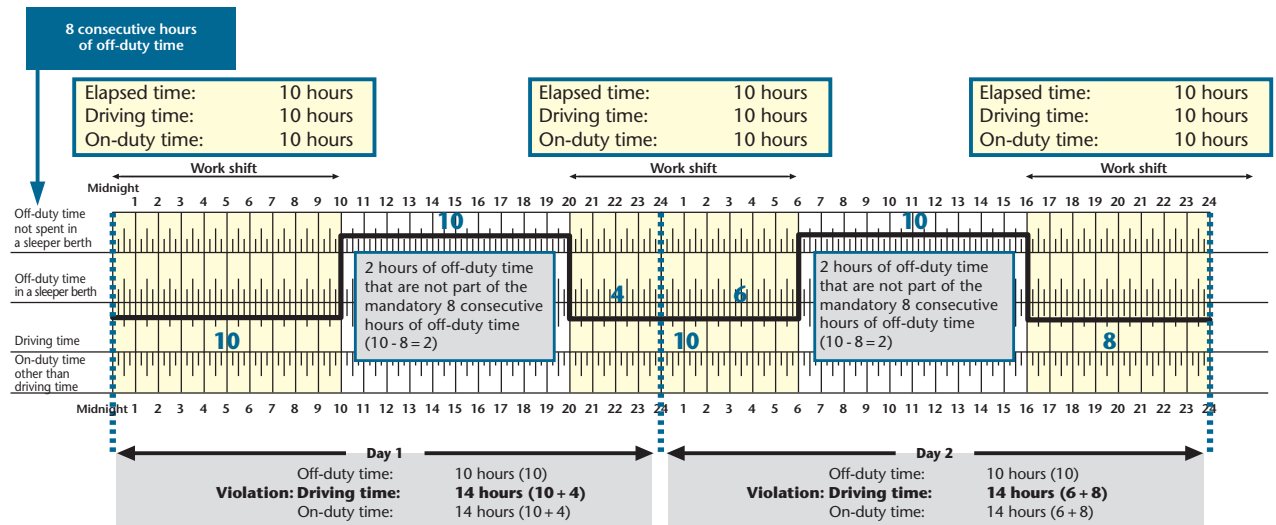
### RULE

You are required to respect the rules for **BOTH** the workshift **AND** the day.

**Important:**  
The work shift can be spread over two days.

### EXAMPLE

In this example, the driver is in violation of the rules: on both days, he has driven after accumulating 13 hours of driving in the same day.



# RECORD OF DUTY STATUS

## RULE

You are required to fill out a record of duty status to account for each duty status throughout the day.

## EXAMPLE

To the right is a record of duty status that complies with regulatory requirements. The record of duty status you use must have all of the same information.

The colour code indicates the time of day that the various entries must be made:

- At the beginning of the day
- During the day
- At the end of the day

Record of Duty Status

07 08 2023

Day Month Year

Start of the day  
(if different than  
midnight)

195 648

Odometer reading  
Start of day

196 413

Odometer reading  
End of day

765

Distance driven

- ✓ Cycle 1: 7 days
- Cycle 2: 14 days

L-12345

Truck/tractor: licence plate number

XYZ Transport inc.

Operator

1464 boul. de la Sécurité, Québec, G1K 8J6

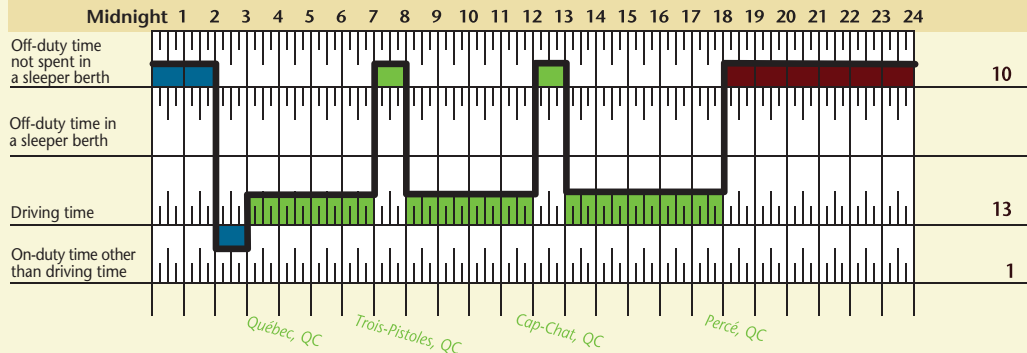
Operator's business address

1464 boul. de la Sécurité, Québec, G1K 8J6

Home terminal address

## Duty Status

Total hours



John B. Goode

Driver's name

John B. Goode

Driver's signature

Co-driver's name

# CIRCUMSTANCES UNDER WHICH YOU ARE NOT REQUIRED TO COMPLETE A RECORD OF DUTY STATUS

You must always respect the rules concerning hours of driving, on-duty time and off-duty time.

However, you do not have to keep a record of duty status if you meet all of the following conditions:

- You are driving within a 160-km radius of your home terminal.
- You return to your home terminal each day to take at least 8 hours of off-duty time.
- Your vehicle is not covered by a permit to depart from regulatory hours of driving and off-duty time.
- The operator who employs you keeps A) detailed registers or B) shortened registers:

A) **Detailed registers** must include the following information for each day:

- the date;
- the cycle being followed;
- the driver's duty status;
- the time at which each duty status begins and ends;
- the total number of hours for each duty status; and
- where applicable, the reasons for exceeding the authorized number of hours of driving or for deferring off-duty hours.

B) **To use shortened registers**, additional conditions must be met:

- The work shift must last 13 hours or less.
- The work shift must begin and end on the same day.
- The off-duty period before and after the work shift must last at least 11 consecutive hours.

The shortened registers must include the following information:

- the date and time a day begins, unless it is midnight;
- the cycle being followed;
- the start and end time of the work shift; and
- the total number of on-duty hours for each day.

Driver's name: John B. Goode		Date: August 12, 2023		
Cycle followed: 1				
Beginning (duty status)	End (duty status)	Off-duty time	Driving time	On-duty time (other than driving)
00:00	6:00	6 h		
6:00	7:00			1 h
7:00	11:00		4 h	
11:00	12:00	1 h		
12:00	15:00		3 h	
15:00	16:30			1.5 h
16:30	18:30		2 h	
18:30	24:00	5.5 h		
TOTAL		12.5 h	9 h	2.5 h
Remarks:				

Driver's name: John B. Goode		Year: 2023		
Cycle followed: 1		Month: August		
Day of the week	Date	Start of work shift	End of work shift	Total on-duty hours
Sunday	6	Off-duty	Off-duty	0 h
Monday	7	8:00	20:00	10 h
Tuesday	8	8:00	19:00	10 h
Wednesday	9	7:00	20:00	12 h
Thursday	10	8:00	21:00	11 h
Friday	11	8:00	21:00	11 h
Saturday	12	Off-duty	Off-duty	0 h
Remarks:				

**Important:** Rules alone cannot eliminate the risk of driver fatigue-related accidents.  
For more information on preventing fatigue and the North American Fatigue Management Program, go to the following websites:  
**[saaq.gouv.qc.ca/driverfatigue](https://saaq.gouv.qc.ca/driverfatigue) and [nafmp.org](https://nafmp.org)**

# MANDATORY USE OF AN ELECTRONIC LOGGING DEVICE

## RULE

If you are required to complete a record of duty status, you must do so using an electronic logging device (ELD).

However, the requirement to use an ELD does not apply in the following cases:

- The vehicle you drive was leased under a rental agreement of not longer than 30 days, and the agreement in question was not a renewal of a previous rental agreement for the same vehicle.
- The vehicle you drive was manufactured before the 2000 model year.
- The vehicle you drive is being delivered:
  - to the owner's home terminal following a transfer of ownership;
  - to the lessee;
  - to the lessor during or upon the expiry of the rental agreement;
  - to a branch of a vehicle rental company for an inventory adjustment.
- The vehicle you drive is being delivered in one of the above cases and is not loaded or hitched.
- The vehicle you drive is being delivered in one of the above cases and is transporting one or more other vehicles that are also being delivered using the saddle-mount method.
- The vehicle you drive is being driven within the first 5 days of its delivery following a transfer of ownership and is not hitched or loaded.
- The vehicle you drive is a new vehicle that is being delivered to a company to complete its manufacturing or make it comply with the use for which it is essentially intended, or that is being returned to the owner following such an operation.
- The vehicle you drive is only driven within a radius of 160 km from your home terminal and you return to your home terminal each day.
- In this case, the exemption from the obligation to use an ELD continues to apply if you are unable to return to your home terminal on the same day because of adverse driving conditions.

**Société de l'assurance  
automobile**

Québec 

Avec vous,  
au cœur de votre sécurité