

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 July 31, since the last period of 24 consecutive hours of off-duty time was taken 15 days previously.

July 2014						
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 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 one, restart 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 July 13, how many hours are left in the cycle?

July 2014						
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 July 13, 8 hours are left in the cycle.**

Cycle 2

RULES

Driving is prohibited after having accumulated:

- A) 120 hours of on-duty time during a period of 14 consecutive days.
- B) 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 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 one, restart 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 July 20, how many hours are left in the cycle?

July 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
6	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

1. Hours accumulated in the cycle (days 1 to 13): 97
2. Hours left in the cycle according to rule A: $120 - 97 = 23$
3. Hours accumulated since the last 24 consecutive hours of off-duty time (days 6 to 13): 64
4. Hours left in the cycle according to rule B: $70 - 64 = 6$
5. **On July 20, respecting both conditions, 6 hours are left in the cycle.**

WORK SHIFT

DEFINITION

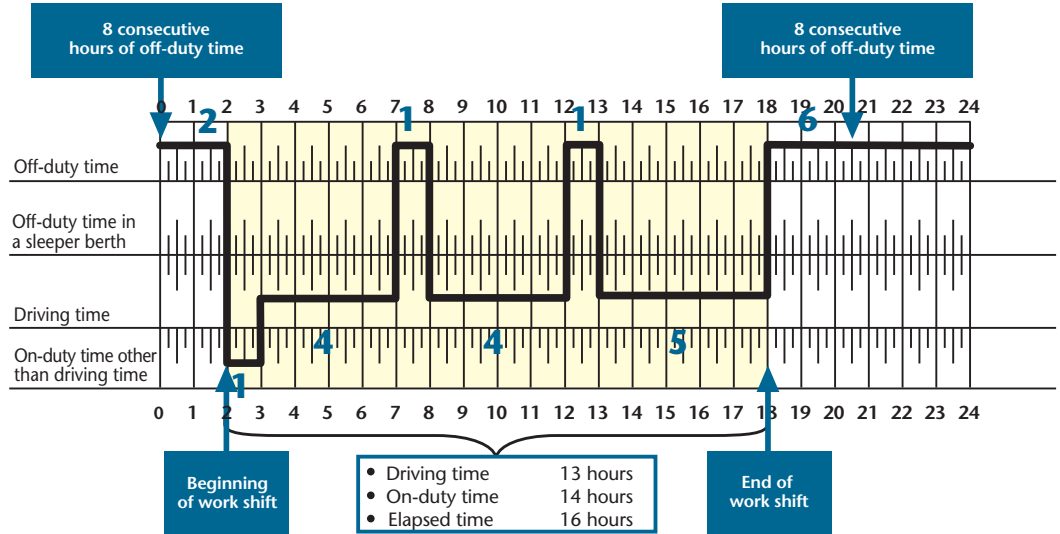
Time between two periods of at least **8 consecutive hours of off-duty time**.

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 hour designated by the operator.

RULES

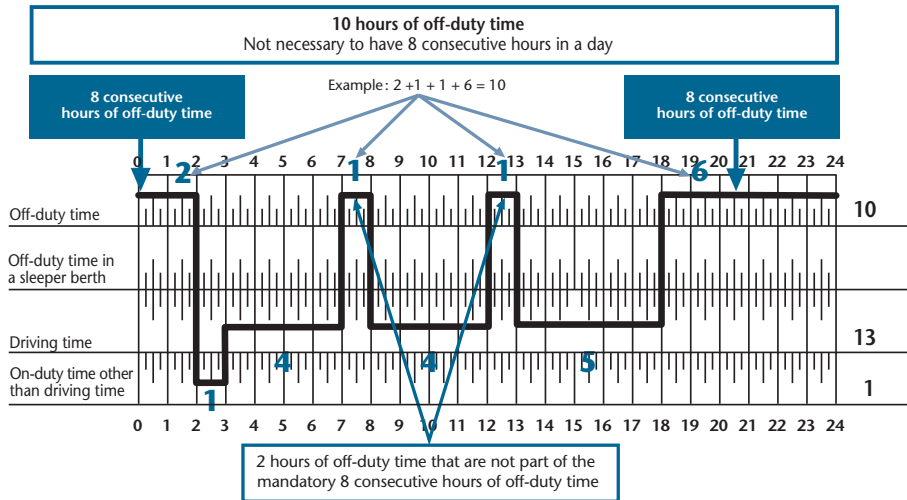
Take at least **10 hours of off-duty time** during a day:

- At least **2** of the off-duty hours, other than the mandatory 8 consecutive hours required before the start of a work shift, 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 hour at which a day starts stays the same throughout a given cycle. Although a day always begins at the same hour during a cycle, the hour at which a work shift starts can change.



WORK SHIFT AND DAY: COMBINING REQUIREMENTS

RULE

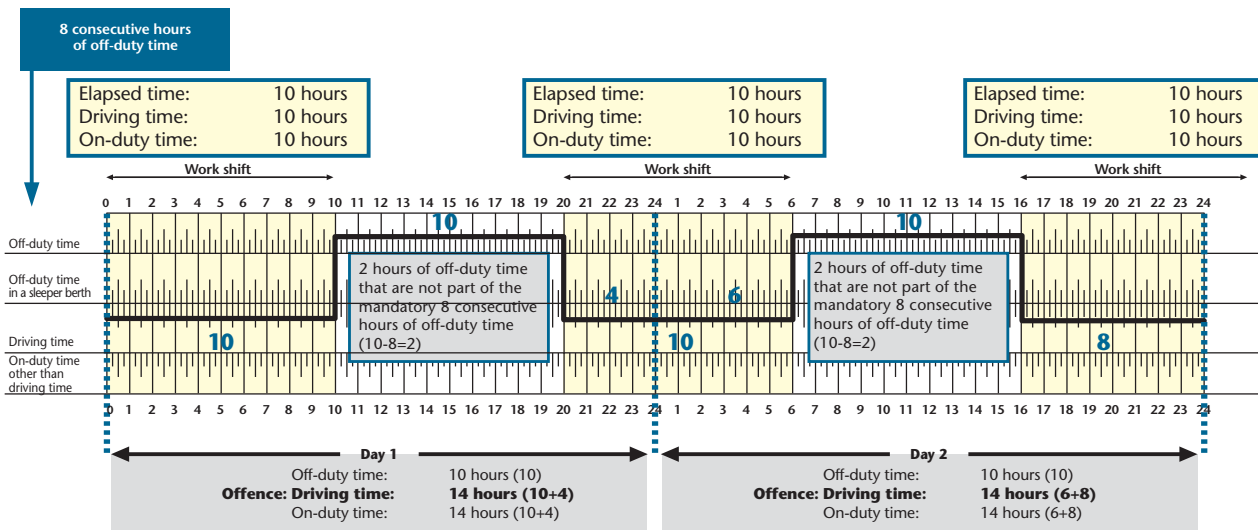
You are required to respect the rules for BOTH the work shift AND the day.

Important:

The work shift can be spread over two days.

EXAMPLE

In this example, the driver is not compliant: on both days, he has driven after accumulating 13 hours of driving in the same day.



DAILY LOG

RULE

You are required to fill out a daily log that accounts for your duty status every hour of the day.

EXAMPLE

To the right is a daily log in compliance with the regulation. The daily log you use must have all of the same information.

The colour code indicates the time of day that the various log entries are made:

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

Daily log

07 07 2014

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

Motor vehicle: registration plate number

Registration certificate unit number

XYZ Transport inc.

Operator

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

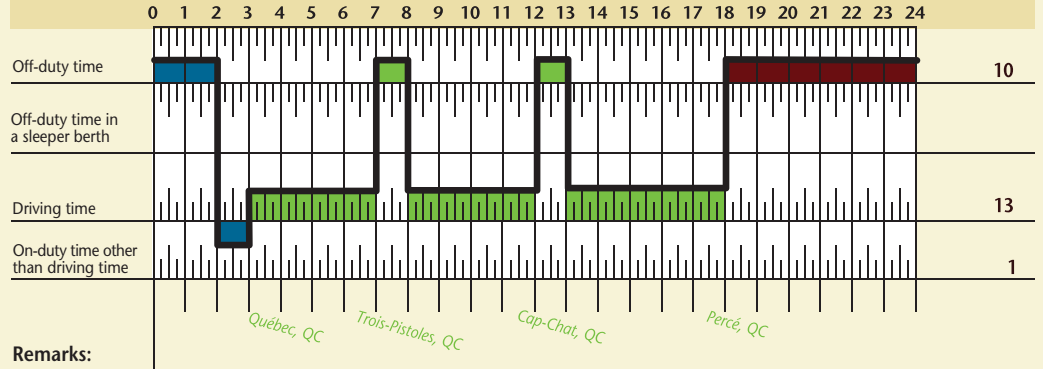
Operator's establishment address

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

Home terminal address

Duty status

Total hours



Remarks:

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 DAILY LOG

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

However, you do not have to keep a daily log 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 regular hours of driving and off-duty time; and
- 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 hour 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 allowable number of hours of driving or a deferral of 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 hour a day begins, unless it is midnight;
- the cycle being followed;
- the start and end hour of the work shift; and
- the total number of on-duty hours for each day.

Driver's name: John B. Goode Cycle followed: 1		Date: July 12, 2014		
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 Cycle followed: 1		Year: 2014 Month: July		
Day of the week	Date	Start of work shift	End of work shift	Total of 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 Web sites:

www.saaq.gouv.qc.ca/fatigue and www.pnagf.com