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.
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?

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

Day 7

<table>
<thead>
<tr>
<th>13</th>
</tr>
</thead>
</table>

Day 7

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?

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td></td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
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<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Day 1</td>
<td>Day 2</td>
<td>Day 3</td>
<td>Day 4</td>
<td>Day 5 Rest</td>
<td>Day 6 8 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 hours</td>
<td>8 hours</td>
<td>8 hours</td>
<td>8 hours</td>
<td>8 hours</td>
<td>8 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Day 7</td>
<td>Day 8</td>
<td>Day 9</td>
<td>Day 10</td>
<td>Day 11</td>
<td>Day 12 8 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 hours</td>
<td>8 hours</td>
<td>8 hours</td>
<td>8 hours</td>
<td>8 hours</td>
<td>Day 13 8 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Day 14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Day 14 7 hours</td>
<td></td>
</tr>
</tbody>
</table>

July 2014

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.

<table>
<thead>
<tr>
<th>Off-duty time</th>
<th>Off-duty time in a sleeper berth</th>
<th>Driving time</th>
<th>On-duty time other than driving time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>7</td>
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<td>1</td>
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<td>8</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

10 hours of off-duty time
Not necessary to have 8 consecutive hours in a day

8 consecutive hours of off-duty time

Example: 2 + 1 + 1 + 6 = 10

2 hours of off-duty time that are not part of the mandatory 8 consecutive hours of off-duty time
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:

- **Blue**: At the beginning of the day
- **Green**: During the day
- **Red**: At the end of the day

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### Duty Status

<table>
<thead>
<tr>
<th>Time</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>13</td>
<td>13</td>
</tr>
<tr>
<td>24</td>
<td>1</td>
</tr>
</tbody>
</table>

**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.

**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](http://www.saaq.gouv.qc.ca/fatigue) and [www.pnagf.com](http://www.pnagf.com)