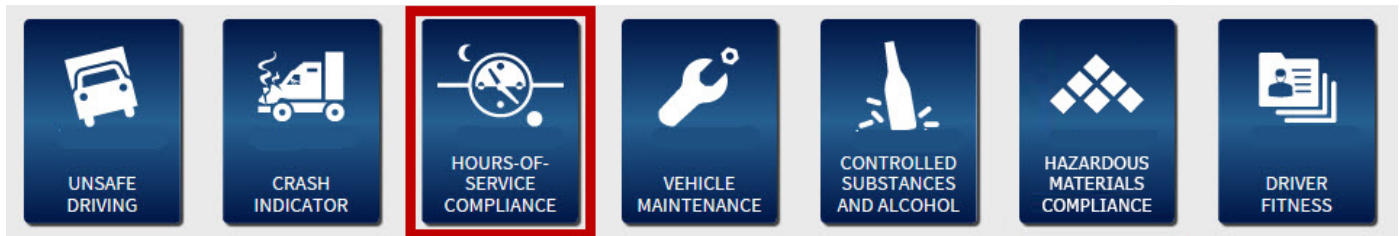




# Safety Measurement System — Hours-of-Service Basic.



The Federal Motor Carrier Safety Administration’s (FMCSA) Safety Measurement System (SMS) contains seven Behavior Analysis and Safety Improvement Categories (BASICS). The Hours-of-Service BASIC is defined as **“Operating commercial motor vehicles by drivers who are ill, fatigued, or in non-compliance with hours of service regulations.”** It covers violations of regulations found primarily in Parts 392 and 395 of the Federal Motor Carrier Safety Regulations (FMCSR).

The SMS assesses the Hours-of-Service BASIC using relevant violations recorded during roadside inspections to calculate a measure for individual

motor carriers. Violations are severity and time weighted. These measures are used to generate percentile ranks that reflect each carrier’s driver safety posture relative to carriers with similar numbers of relevant inspections.

Hours-of-Service percentiles above 65% (60% for hazmat and 50% for passenger carriers) generate an alert and may prompt interventions by the FMCSA. Organizations can keep their percentiles low by ensuring controls are in place to reduce relevant violations, particularly those with a high severity weight. The following are summarized examples of the violations.

Group	Examples of violations	Severity weight <sup>1</sup>
Jumping OOS/Driving fatigued	<ul style="list-style-type: none"> <li>Driving while declared out-of-service (OOS) or operating a commercial motor vehicle (CMV) while ill/fatigued.</li> </ul>	10
Hours	<ul style="list-style-type: none"> <li>Violation of 11, 14, 16, 60/70 rules or 34 hour restart (property).</li> <li>Violation of driving beyond 8-hour limit since the end of the last off-duty or sleeper period of at least 30 minutes.</li> <li>False report of drivers, record of duty status.</li> </ul>	7
Incomplete/Wrong log	<ul style="list-style-type: none"> <li>No driver record of duty status.</li> <li>Record of duty status not current.</li> <li>Driver failing to retain previous 7 days’ logs.</li> </ul>	5
Other log/Form and manner	<ul style="list-style-type: none"> <li>Log violation (general/form and manner).</li> </ul>	2
EOBR related	<ul style="list-style-type: none"> <li>Electronic onboard recording (EOBR) device information not met, improper form and manner, device failure, information does not display or information not available.</li> </ul>	1-5

<sup>1</sup>A severity weight is assigned to each violation ranging from 1 to 10 (10 being most severe). Out-of-service violations are given an additional 2 point weight. A time weight of 3 (0-6 mo.), 2 (6-12 mo.) or 1 (12-24 mo.) is also assessed based on how long ago the violation occurred. The severity weight is multiplied by its time weight. The FMCSA may periodically adjust the violations used and severity weights.

## Best practices for keeping your Hours-of-Service (HOS) BASIC low.

	Do not exist	Need improvement	Are adequate
<b>Written fatigue and HOS policy:</b>			
1. Policy exists and has been reviewed by management within the last year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Management assesses operations and regulations to ensure applicable HOS requirements are being met. For example, electronic logging devices, radius exemptions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Policy is reviewed by each driver, dispatcher and driver manager during new hire orientation and at least annually thereafter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driver hiring standards:</b>			
1. Driver Information Resource records <sup>2</sup> (DIRs) are pulled on prospective drivers to identify past HOS violations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Driver hiring standards and driver policies stipulate acceptable number of violations on DIRs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fatigue and HOS training:</b>			
1. Occurs during orientation and at least annually thereafter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Covers how to recognize fatigue and what to do if fatigued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Covers HOS regulations (392 & 395). EDL device training if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Test given to ensure driver understands HOS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Highlights violation trends of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Retraining required for drivers who receive violations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Drivers are educated about the impact violations have on their careers, and drivers have been encouraged to obtain a DIR* on themselves and have been instructed on how to obtain a DIR.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Dispatchers/Driver managers:</b>			
1. Receive fatigue and HOS training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ask drivers daily what their HOS status is, and ensure loads provided or assignments given do not result in HOS violations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ask drivers if their log is current during each communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Management reviews over-hour violations of drivers under a dispatcher's control to determine if dispatchers are pushing drivers to run over hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Dispatcher's performance and incentives are partially based on over-hour violations of drivers under their control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Management:</b>			
1. Periodic review of routes/hauls to ensure drivers can make them safely within HOS limits. Ensure pick-up and delivery windows are adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Identify shippers/customers with regular dock loading/unloading delays, and work with customer to reduce driver wait time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Audits:**

	Do not exist	Need improvement	Are adequate
1. 100% of logs or timecards are audited (if not, system in place to audit all or a higher percentage of logs/time cards for new and problem drivers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Auditors verify log/time card with fuel, service and toll receipts, violations, GPS tracking data, etc. Trained to look for log/time card falsification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Auditors review to ensure proper log/time card form and manner used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Organizations operating under air-mile radius exemptions periodically review trips to ensure they are within radius specified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. For vehicles with ELDs, periodic checks of trucks for back-up paper logs, instruction manual, and data transfer instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Driver accountability:**

1. Formal corrective action program in place to address drivers who receive violations or obtain an unacceptable number of violations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Formal incentive program in place to reward drivers for violation-free inspections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**<sup>2</sup>Driver Information Resource Record (DIR)**

Through the FMCSA's Pre-Employment Screening Program, prospective employers can obtain Driver Information Resource records (DIRs) on drivers with the driver's consent, and drivers can obtain their own DIR (\$10). A DIR contains five years of crash data and three years of roadside inspection data on a driver.

A driver's past violation history may be a good indication of how likely he or she will be to have violations in the future. Organizations should establish guidelines for the acceptability of drivers with poor DIR histories. As with any hiring procedure, use of DIRs should be reviewed by legal counsel.

Drivers with poor DIRs may have difficulty finding jobs. Organizations are encouraged to educate drivers

about DIRs. Drivers who are aware of the impact violations have on their driving careers may do a better job of staying in compliance with FMCSRs, which is beneficial to your organization.

For more information on DIRs, visit FMCSA's Pre-Employment Screening Program at: [psp.fmcsa.dot.gov](http://psp.fmcsa.dot.gov).

**Additional resources**

The FMCSA website listed below has a variety of resources for managers and drivers, including:

- Logbook Examples
- Interstate Truck Drivers Guide to Hours of Service

[fmcsa.dot.gov/regulations/hours-of-service](http://fmcsa.dot.gov/regulations/hours-of-service)



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