

**Spectrum Strategies LLC. DOT:  
4254878**

**MEMO: Paper Log or ELD Log Violation Policy**

Paper Logs or Electronic Logs (including off-duty logs) must be completed daily and verified after every trip. The logs are checked daily for violations and form / manner.

**Hours of Service log consists of time spent in 4 basic statuses:**

1. **Off Duty** – The driver is not working.
2. **Sleeper Berth** – The driver is resting in the truck's sleeper area.
3. **Driving** – The driver is actually driving the vehicle.
4. **On Duty** – The driver is doing work other than driving, such as fueling, inspection, unloading freight, etc.

**8-hour, 30-minute break rule:**

When the driver comes off a break and changes to On Duty or Driving, an 8-hour clock starts ticking. Before the 8 hours is up, the driver must take at least a 30-minute rest break in Off Duty or Sleeper status. After the 30-minute break, the driver has at most another 8 hours to work before he is required to take another 30-minute break.

**Any Violations of Paper Log or ELD Log Violation Policy:**

**1. Falsification of Logs (UNIDENTIFIED DRIVING)**

**2. Driving over hours**

**3. Failure to submit logs(in timely manner)**

**4. Log Violation(s)resulting in an Out of Service Order**

**5. Disabling, deactivating, jamming, or blocking your ELD machine in your truck**

**First Offense – WARNING**

**Second Offense – \$150.00 FINE**

**Third Offense – \$250.00 and Possible Termination**

If you are having a problem with your ELD, please notify us immediately.

**Evidenced by my signature below, I understand and agree to the above statements.**

**EMPLOYEE SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_