

STUDIO COPY

READ CAREFULLY. LOGBOOK POLICIES ARE STRICTLY ENFORCED

In compliance with state (Section 34500 (j) CVC, 1212.5 title 13 CCR) and federal laws (Title 49, part 395.8 CFR), it is the policy of Sony Pictures Studios Transportation Department that all drivers employed by and in possession of a commercial driver's license are required to keep an accurate record of all off duty and on duty hours worked on company payroll. This record, the Hours of Service duty status report or Driver's Daily log, is an official legal document.

Read and retain this document as deficiencies and/or falsification of logs are violations of state and federal laws and will result in disciplinary action up to and including termination of employment.

Attached to the **Employee's Copy** are examples of completed:

Available Hours Form
Driver's Daily Log (on-duty day)
Driver's Daily Log (off-duty day)
Driver's Vehicle Inspection Report
Monthly Summary Sheet

Available Hours Form

Each driver must complete an Available Hours Form upon being hired or re-hired by Sony Pictures Studios (SPS), or one of its affiliated payroll companies, if he or she has not worked for SPS within the previous seven days. Available Hours Forms can be obtained from the SPS Transportation Dispatcher. If the driver has worked for SPS within the previous seven days, the driver must submit Driver's Daily Logs for those previous seven consecutive days (395.8(j)(2)CFR).

Driver's Daily Log (on-duty day)

Keep an accurate daily record of all hours worked on company payroll. Account separately for hours spent performing driving and non-driving duties. Break periods and meals are to be considered off-duty.

If a driver stops operating regulated equipment to operate non-regulated equipment he or she should record that time as on-duty not driving.

Logs must be complete and accurate. They are to be filled out in a driver's own handwriting and are to be kept current within the last change of duty status. Times should be rounded from tenths to the nearest quarter hour and should appear as decimals of .25, .50, .75 or in fractions of $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$.

Each log is for one 24-hour period only. They run from midnight to midnight. If a shift runs through midnight, into the next day, the driver must continue the next day onto a new log and complete *another Driver Vehicle Inspection Report on the back of the log*.

Do not turn in a log until the entire 24-hour period is accounted for.

The Driver's Daily Log must correspond to his/her time card.

Driver Daily Logs submitted for regulated equipment must be complete, accurate and legible. They must contain the driver's actual start and stop times as presented on their time cards. All declared "off duty time" must be clearly indicated. Be sure to either include the vehicle number or license plate with state.

The recap day number on your log sheet corresponds to the day of the month.

At the end of a driver's shift, the original copy of the driver's log are to be turned in to the Captain or representative. If, and only if, this is not possible, turn in your log to the SPS dispatch office. If the driver is working away from the lot, the log sheet is to be turned in the following day. It is the responsibility of the set captain to get the logs to the department as directed by SPS Transportation. The *duplicate* copy of the log is to remain in the driver's log book.

Be advised that CHP terminal inspections may include reviewing your logs, **time cards**, and trip tickets for discrepancies.

Driver's daily Log (Off-duty day)

Logs must be submitted showing off duty status, including weekends and holidays (unless off duty status exceeds **seven** days), then you must complete an Available Hours Form (395.8(j)(2)CFR).

Driver's daily log (off-duty not driving) (California Only)

En route stops for meals, rest, and down time at the job site may be logged as "Off Duty" on your driver's log when all of the following conditions exist.

1. Upon delivery at the job site, with permission from your Captain, you are not required to tend the vehicle.
2. The stop is for a period of 15 minutes or more.
3. Your vehicle is legally and safely parked.
4. Your cargo is secured and protected.
5. You do not perform any work.

Drivers Vehicle Inspection Report

Drivers must accurately complete the Daily Vehicle Inspection Report (printed on the back side of the Driver's Daily Log) at the completion of each day's work on each vehicle operated (Title 49, part 396.11 CFR).

Monthly Summary Sheets

The monthly summary sheet is located on the inside front cover of the Driver's Daily Log. Use this tool to keep track of your available hours. **If you exceed 70 on duty hours in eight days, you must place yourself out of service.**

It is your responsibility to monitor your hours and notify your supervisor if it appears you are going to exceed any of these maximums.

Any driver who works on duty in excess of these maximums, falsifies documents, or submits inaccurate, incomplete, or illegible log sheets will be subject to discipline up to and including termination of employment.

“REGULATED EQUIPMENT”

For our purposes regulated equipment is defined as (but not limited to) equipment that

- Has a gross vehicle weight rating (GVWR) or gross combination weight rating (GCWR), or gross vehicle weight or gross combination weight of 10,001 pounds or more, whichever is greater.
- is designed to transport 16 or more people including the driver, and is not used to transport passengers for compensation.

RECAP (“CHP MOTION PICTURE EXEMPTION”)

1. Complete a driver's log **every day** while working for SPS!
2. Complete the Driver's Vehicle Inspection Report on the backside of log **every day** while working for SPS!
3. In and Out times on payroll time card must match log sheet.
4. All regulated drivers are required to take **eight** hours off between shifts.
5. All regulated drivers cannot drive in excess of **twelve** hours on any given day.
6. All regulated drivers **cannot** drive after have been on duty for **fifteen** hours on any given day (may be non-consecutive).
7. All regulated drivers **cannot** drive after have been on duty in excess of **70** hours in any given **8** day period.
8. You **cannot** exceed the 100 air-mile radius of your reporting location!
9. Sony Pictures Studios operates under the 70 Hour / 8 Day provision.
10. There is **NO** 34 hour restart!

All drivers are required to turn in, their driver daily logs, and their DVIR on a daily basis.

THE ABOVE GUIDELINES ARE ONLY VALID WITHIN 100 AIR-MILE RADIUS OF YOUR WORK REPORTING LOCATION (“CHP MOTION PICTURE EXEMPTION”). IF YOU ARE GOING TO EXCEED THE 100 AIR-MILE RADIUS, YOU MUST USE THE FOLLOWING HOURS OF SERVICE REGULATIONS (“CALIFORNIA INTRASTATE ONLY”):

1. Drivers must take at least **10 consecutive hours** off-duty before leaving the 100 mile radius.
2. Off-duty time: **10 consecutive hours between calls.**
3. On-duty time: **16 consecutive hours maximum after coming on duty.**
4. Driving time: **12 cumulative hours maximum.**

5. **Weekly limits: 80 hours / 8 days.**
 6. **34-hour restart: If the driver has not exceeded the 80 hour / 8 day rule, the 80 hour clock may restart after 34 consecutive hours off duty.**
 7. **Drivers must take 10 consecutive hours off-duty before switching to the “CHP Motion Picture Exemption” HOS rule.**
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FOR INTERSTATE OPERATION, REFER TO SONY’S INTERSTATE LOG POLICY

IMPORTANT

NOTE

Any driver assigned non-regulated equipment who operates regulated equipment during the course of their tour of duty and does not disclose this will be subject to disciplinary action up to and including termination of employment.

Any driver who removes a DVIR book from a vehicle or otherwise compromises the booklet is subject to the same actions mentioned above.

Drivers are responsible to notify their supervisors or this department if they are in danger of running out of available hours. Ample time must be given for this notification.

Driver Acknowledgement

I have read and understand the above information (S.P.S. Logbook Policies)

Print Name: _____

Signature: _____

Date: _____

Revised 11/11/2007