

MONTHLY SUMMARY SHEET					MONTH: <u>Oct. 2003</u>				
<p>If you operate on the period of 70 hours in 8 days, use the summary sheet on the left; if you operate on the period of 60 hours in 7 days, use the summary sheet on the right.</p> <p>The figures 1 to 31 represent calendar days, and entries should be made for each day - even when driver does not work. If no work is performed, enter zero (0) in first column and compute other columns as explained below.</p>									
DAY OF MO.	HOURS WORKED TODAY (TOTAL OF LINES 3 & 4 ON GRAPH)	70 HR/8 DAY DRIVERS ONLY			DAY OF MO.	HOURS WORKED TODAY (TOTAL OF LINES 3 & 4 ON GRAPH)	60 HR/7 DAY DRIVERS ONLY		
		A	B	C			A	B	C
LAST 7 DAYS OF PRECEDING MONTH	0	TOTAL HOURS ON-DUTY LAST 7 DAYS	TOTAL HOURS AVAILABLE TOMORROW (70 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST 8 DAYS	LAST 6 DAYS OF PRECEDING MONTH	0	TOTAL HOURS ON-DUTY LAST 6 DAYS	TOTAL HOURS AVAILABLE TOMORROW (60 HOURS MINUS COL. A)	TOTAL HOURS ON-DUTY LAST 7 DAYS
	0								
	0								
	0								
	0								
	0								
	0	0	70						
1	0	0	70	0					
2	11	11	59	11					
3	11	22	48	22					
4	6.5	28.5	41.5	28.5					
5	10.5	39	31	39					
6	0	39	31	39					
7	0	39	31	39					
8	11	50	20	50					
9	7	46	24	57					
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70 HOURS - 8 DAYS

Enter the number of working hours (on duty & driving) for each of the last seven days of the preceding month in the first seven spaces under the column headed "Hours Worked Today". Enter in the first space under Column A the Total of the number of hours worked during the last 7 days. Subtract the figure entered in Column A from 70 hours and enter this figure - 70 hours available for tomorrow - in Column B.

At the end of each day, complete the first three columns adjacent to the days of month in the same manner as explained above. Total the number of hours worked during the last 8 days and enter in Column C. If any number in Column C exceeds 70, no driving should have been done. Any driving that was done is a violation and should be noted for easy identification.

60 HOURS - 7 DAYS

Follow the same instructions provided for completing the summary sheet for 8 days - 70 hours, except substitute last six days for last seven days and 60 hours for 70 hours.