Daily HOS & ELD Review Checklist

Daily review

Carrier / review date

Reviewer / drivers or group reviewed

Before assigning work

- ☐ Check available driving, duty-window, and cycle hours using accurate records, including work for other employers.
- ☐ For first-time or intermittent drivers, obtain the required actual prior-duty information. Never invent a log history.
- ☐ Confirm the route and schedule fit the driver's applicable rules and any documented exception.

Records and exceptions

- ☐ Investigate unidentified driving; assign it only to the correct driver or document why it remains unassigned.
- ☐ Review missing certifications, missing shipment / unit details, unusual location data, and conflicting entries.
- ☐ Check personal-conveyance and yard-move use against actual activity and applicable guidance.
- ☐ Investigate violations without changing accurate records to hide them. Annotate permitted corrections and obtain required driver confirmation / recertification.

Equipment and follow-through

- ☐ Check malfunction / diagnostic alerts and start the required response when recording accuracy is affected.
- ☐ Compare selected logs with dispatch and supporting records; document discrepancies and their resolution.
- ☐ Assign recurring issues for coaching or process correction and verify completion.

Follow-up log

Driver / event / action	Assigned to	Due / closed

Daily review frequency is an MSM management recommendation. Actual duty status and ELD edit restrictions control; a dispatcher's schedule never authorizes a false entry.

49 CFR 395.8 49 CFR 395.30 49 CFR 395.32 49 CFR 395.34

Working resource. Confirm applicability and current requirements for your operation.