

FREE CHECKLIST | DAILY LOG AUDIT

Daily Logbook Audit Checklist for Small Fleets

Your ELD shows the data. It does not manage the driver. This is the short review that catches problems before they become patterns on your CSA score. Run it every day. It takes less time than the cleanup does.

1. Missing logs

- Every driver who worked has a log for the day

2. Uncertified logs

- Drivers certified the previous day's logs
- Uncertified logs flagged and chased

3. Form and manner issues

- Required fields complete
- Logs signed
- No obvious duty-status errors

4. Unassigned driving

- Unassigned segments reviewed the same day
- Each one assigned to a driver or explained

5. HOS violations

- Drive time within limits
- On-duty window respected
- Required breaks taken
- Weekly limits checked

6. Yard move and personal conveyance review

- Usage looks legitimate
- Not being used to hide driving time

7. Supporting documents

- Fuel, tolls, and dispatch records line up with the logs

8. Driver coaching notes

- Issues logged

- The driver is told the same day, not at the end of the month

9. Repeat violation tracking

- Patterns flagged by driver
- Patterns flagged by route or dispatch

10. Escalation steps

- Written corrective action for repeat issues
- Dispatch pulled in when scheduling is the real cause

Need daily log auditing support? Book a Free Compliance Review at fleetregulators.com/contact.html

Disclaimer: This checklist is general educational guidance and does not guarantee HOS compliance or audit outcomes.