This guide will provide instructions for meeting the hours of service regulations for all commercial motor vehicle drivers. It will outline any exemptions that may apply as well as explain the driving hour restrictions and supporting documentation required.

**Short Haul CMV Drivers (100 air mile radius)**

**Restrictions:**
- Operate within 100 air miles of normal work location
- Returns to work location and is released within 12 hours
- Has at least 10 consecutive hours off duty separating each 12 hours on duty

**Documentation (retained for 6 months):**
- Time driver reports for duty, total hours on duty, time driver is released
- Total time on duty preceding 7 days including last time off period
  - Hourly staff: Kronos serves as documentation
  - Salary staff: complete 100 Air Mile HOS Record (HS23F_007)

**Non-CDL Property-carrying CMV Drivers (150 air mile radius)**

**Restrictions:**
- Vehicle does not require a CDL and only transports property
- Operate within 150 air miles of normal work location
- Returns to work location at the end each work shift
- Has at least 10 consecutive hours off duty separating each 14 hours on duty
- Does NOT drive after the 14 hour
  - 14 hour days only allowed 5 out of 7 consecutive days

**Documentation (retained for 6 months):**
- Time driver reports for duty, total hours on duty, time driver is released
- Total time on duty preceding 7 days including last time off period
  - Hourly staff: Kronos serves as documentation
  - Salary staff: complete 100 Air Mile HOS Record (HS23F_007)

**CMV Drivers (daily log)**

**Restrictions:**
- Property-carrying CMV driving time (Passenger CMV 10 hrs. out of 15 hr. day)
  - Has at least 10 consecutive hours off before shift
  - Can only drive 11 hours during a 14 hour day (can’t drive after the 14th hr.)
  - Must take a 30 min off duty break every 8 hours of driving
  - Cannot drive after being on duty 70 hours in 8 consecutive days

**Documentation (retained for 6 months by EH&S):**
- Must complete Drivers Daily Log (HS23F_008) and submit copy to CMV Program Manager at EHS, 395 Pine Tree Rd., Suite 210 or Contact Bill Leonard wl68@cornell.edu / 255-5616 for pick-up
- Total time on duty preceding 7 days including last time off period
  - Hourly staff: Kronos serves as documentation
  - Salary staff: complete 100 Air Mile HOS Record (HS23F_007) or HOS for Intermittent Drivers (HS23F_006)