

# Drivers Daily Log Checklist

## Transport & Logistics

### AUDIT VERIFICATION

Driver's name

Driver's signature

SIGNATURE

### DOCUMENTS AND SIGN

Please mention the shipper name

Please mention the type of goods

textarea

Overall comments

textarea

### DRIVING DETAILS

Please mention total hours of sleeper berth

Please mention the start time

TIME

-

Please mention the end time

TIME

-

Please mention the place where duty is changed

Please mention total driving hours

#### ON DUTY DETAILS

Please mention the start time

TIME

-

Please mention the end time

TIME

-

Please mention the place where duty is changed

Please mention total hours of On duty (excluding driving)

Please mention the place where you are released from work

## PLACE AND OFF DUTY DETAILS

Please mention the place of reporting

Please mention the start time

-

TIME

Please mention the end time

-

TIME

Please mention the place where duty is changed

Please mention total hours of Off duty

Please mention the start time

-

TIME

Please mention the end time

-

TIME

Please mention the place where duty is changed

## TRUCK DETAILS

Please mention the truck no.

Please Upload the truck license image

UPLOAD

Please mention the total distance in kms (today)

Please upload relevant image for total mileage

UPLOAD

Please upload Receipts of fuel, toll tax etc

UPLOAD