

Standard Operating Procedure (SOP)

Driver Check-in, Check-out, and Daily Log Reporting Process

This SOP describes the **driver check-in, check-out, and daily log reporting process**, detailing standardized procedures for drivers to report their status upon arrival and departure, document daily activities, vehicle inspections, and any incidents encountered during their shift. The objective is to ensure accurate, timely record-keeping, enhance communication between drivers and management, and maintain compliance with safety and operational protocols.

1. Purpose

Establish standardized procedures for driver check-in, check-out, daily vehicle inspections, log reporting, and incident documentation to ensure operational efficiency and regulatory compliance.

2. Scope

This procedure applies to all company drivers and fleet coordinators involved in daily transportation operations.

3. Responsibilities

- **Drivers:** Accurately complete all required check-in, check-out, vehicle inspection, and log reporting tasks.
- **Fleet Coordinators / Supervisors:** Verify logs, address non-compliance or incidents, and maintain records.

4. Procedure

1. **Driver Check-in Process**
 - a. Arrive at designated site or terminal at scheduled start time.
 - b. Sign in using the approved system (e.g., digital app, paper sign-in sheet).
 - c. Submit driver's license and required documents for verification, if applicable.
2. **Pre-Trip Vehicle Inspection**
 - a. Conduct thorough walk-around of the vehicle, checking tires, lights, brakes, fluid levels, etc.
 - b. Document findings via inspection checklist.
 - c. Report any issues immediately to fleet coordinator and await further instructions.
3. **Daily Log Reporting**
 - a. Maintain a daily log of activities, including:
 - Start time
 - Routes, stops, and mileage
 - Cargo details (if applicable)
 - Breaks or rest periods
 - End time
 - b. Log any incidents (accidents, near misses, delays, equipment malfunctions) as per the reporting protocol.
 - c. Submit completed daily log at end of shift via company system or to supervisor.
4. **Driver Check-out Process**
 - a. Conduct post-trip vehicle inspection, noting any new issues in the checklist.
 - b. Return vehicle keys and company equipment as required.
 - c. Sign out using the approved system.
 - d. Notify supervisor of any important information regarding the day's activities or concerns.
5. **Record Keeping**
 - a. Fleet coordinators review all logs and inspection reports for completeness and accuracy.
 - b. File all records according to company policy and legal requirements.

5. Documentation & Forms

- Driver Check-in/Check-out Sheet (or digital equivalent)
- Vehicle Inspection Checklist (Pre- and Post-Trip)
- Daily Driver Log Template
- Incident Report Form

6. Compliance & Safety

- Adherence to DOT, OSHA, and company safety protocols is mandatory.
- Failure to complete required logs and inspections may result in disciplinary action per company policy.

7. Revision History

Version	Date	Description	Author
1.0	2024-06-06	Initial SOP issued	[Your Name/Department]