

Standard Operating Procedure (SOP): Daily Trip Log and Reporting Requirements

This SOP details the **daily trip log and reporting requirements**, including procedures for accurately recording trip details, driver information, vehicle condition, departure and arrival times, route taken, cargo details, and any incidents encountered. It ensures consistent documentation and timely reporting to support operational efficiency, compliance with regulatory standards, and effective communication within the transportation and logistics teams.

1. Purpose

To standardize the process of recording, maintaining, and reporting daily trip logs, ensuring thorough documentation and compliance with operational and regulatory protocols.

2. Scope

This SOP applies to all drivers and transport personnel responsible for operating company vehicles and managing daily trip activities.

3. Responsibilities

- **Drivers:** Accurately complete daily trip logs and submit reports in a timely manner.
- **Supervisors/Managers:** Review submitted logs, ensure compliance, and address discrepancies.
- **Logistics/Dispatch Team:** Retain, archive, and analyze trip logs for operational improvements.

4. Procedures

1. **Pre-Trip Inspection:**
 - Record vehicle condition (fuel, tires, lights, etc.).
 - Note any defects or maintenance needs before departure.
2. **Trip Log Entry:**
 - Complete all required fields at the start, during, and end of the trip.
 - Ensure accuracy in recording times, mileage, route, and cargo details.
3. **Incident Reporting:**
 - Log any accidents, delays, breakdowns, or unusual events immediately.
 - Notify supervisor and attach incident reports where necessary.
4. **Post-Trip Inspection:**
 - Record any issues noticed upon return.
 - Update vehicle condition and odometer readings.
5. **Submission:**
 - Submit the completed trip log to the designated supervisor/manager at the end of each shift.
 - Ensure timely reporting as per company policy (e.g., within 24 hours).

5. Daily Trip Log Template

Date	Vehicle Number	
Driver Name	Driver ID	
Departure Time	Arrival Time	
Odometer Start	Odometer End	
Route Taken		
Cargo Details (Type/Weight/Qty)		
Pre-Trip Vehicle Condition		
Post-Trip Vehicle Condition		

Incidents/Remarks			
Driver Signature		Supervisor Signature	

6. Reporting and Record Keeping

- All logs are to be archived electronically and/or physically for a minimum of **12 months** or as per regulatory requirements.
- Logs must be readily accessible for audits, reviews, and compliance checks.

7. Compliance

- Non-compliance with trip log procedures may result in disciplinary action.
- Regular training and refreshers will be provided to maintain adherence.

8. Revision History

Version	Date	Author	Changes
1.0	2024-06-20	Logistics Manager	Initial SOP release