CALGARY SAFETY CONSULTANTS

Driver Fatigue Self-Assessment and Trip Planning Checklist

For workers who drive for work

How to use this checklist

Complete Parts A to D before any long, unusual or higher-risk drive: a drive after a night shift or long shift, a drive at the end or start of a rotation, travel between midnight and 6 a.m., or any trip your company's trip planning rule covers. Keep the form in the vehicle, use Part E if you start to feel tired on the road, and finish Part G when you arrive. Fill it in on screen or print it.

- **Be honest.** This form exists to keep you alive, not to catch you out. Reporting fatigue in good faith should never lead to discipline.
- **One rule overrides everything:** if you feel too tired to drive safely, don't drive. Stop, or don't start, and call your supervisor.
- **Commercial drivers:** hours of service limits still apply (see Part F). Being legal on paper doesn't mean you're rested enough to drive.
- **Supervisors:** review Parts B to D with the driver before departure and sign Part G when the trip is done.

Key terms

Term	What it means
Driver fatigue	Tiredness or sleepiness that reduces your ability to drive safely. It slows reactions, weakens judgement and can lead to micro-sleeps.
Micro-sleep	A few seconds of sleep without realizing it. NHTSA warns seriously sleep-deprived drivers can have micro-sleeps of 4 to 5 seconds.
Sleep debt	The sleep you've missed adding up over several short nights. You can carry it even if you feel fine.
Circadian low	The body's natural low points: sleepiness peaks between midnight and 6 a.m. and again in the mid to late afternoon.
Check-in	An agreed call or message at set times so someone knows you're safe, with a plan for what happens if you miss one.
Hours of service	Transportation rules that limit driving and on-duty time and set minimum rest for drivers of commercial vehicles (Part F).

Part A: Driver and trip details

Driver name | **Date** | **Vehicle / unit** | **Plate**

Supervisor | **Supervisor phone** | **Department / crew**

Starting point | **Destination**

Planned departure | **Planned arrival** | **Distance (km)** | **Driving time (h)**

Who is in the vehicle

- ☐ Driving alone
- ☐ Two or more drivers
- ☐ Passengers only
- ☐ Commercial vehicle (hours of service apply)

Part B: Pre-drive self-assessment

Answer these before you leave. Adults need seven or more hours of sleep a night, according to the American Academy of Sleep Medicine and the Sleep Research Society, and research has found that after 17 to 19 hours awake, performance on some tests matched a blood alcohol concentration of 0.05 per cent.

Hours slept in the last 24 h | **Hours slept in the last 48 h** | **Hours worked today before driving** | **Hours awake at planned arrival**

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so adapt this form to your workplace and confirm the requirements that apply to you.

Tick every statement that applies to this drive.

- [ ] I slept fewer than 7 hours last night.
- [ ] I will have been awake 17 hours or more by the time I arrive.
- [ ] I am driving after a night shift, or after a shift that started before 6 a.m.
- [ ] I am driving after a long shift, overtime or a call-out.
- [ ] I have had several short nights this week, or this is the last day of a long run of shifts or a rotation.
- [ ] Some or all of the drive is between midnight and 6 a.m., or in the afternoon low.
- [ ] I am taking medication, or have a health condition, that can cause drowsiness.
- [ ] The route is long, rural, dark or monotonous, and I'll be driving alone.
- [ ] I feel sleepy, heavy-eyed or unusually irritable right now.

Stop triggers. If you ticked the last statement, or you ticked three or more of the others, don't start the drive until you have talked to your supervisor and agreed on the controls in Part C, or on a safe alternative such as rest, another driver, a ride or a room. These triggers are a company tool, not a legal standard; your employer can set stricter ones.

My decision

- [ ] Fit to drive as planned
- [ ] Fit to drive with added controls (Part C)
- [ ] Not fit to drive: supervisor contacted

Part C: Controls for this drive

Tick each control you'll use. The strongest controls remove or shorten the drive; the others reduce the risk.

- [ ] Trip removed or replaced (video call, crew bus, local contractor, shared vehicle with a rested driver).
- [ ] Departure moved until after a full sleep, or an overnight stay booked.
- [ ] Second rested driver, with planned changeovers.
- [ ] Drive timed to avoid midnight to 6 a.m. and the afternoon low where possible.
- [ ] Breaks planned about every two hours, with stops chosen before leaving (Part D).
- [ ] Check-in times agreed with my supervisor or a contact (Part D).
- [ ] Plan for a drowsy spell: pull over somewhere safe and lit; one to two cups of coffee and a 20-minute nap, knowing the benefit is short-lived.
- [ ] Route chosen for services, rest areas and cell coverage.

Other controls or notes

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Part D: Trip plan

Leg	From	To	Depart	Arrive	Planned break or rest stop	Check-in time
1						
2						
3						
4						
5						
6						
7						

Check-in contact

Contact phone

Overnight stay (location)

If a check-in is missed, the contact will:

Known hazards on the route (weather, wildlife, roads, construction)

Part E: Warning signs on the road and what to do

These signs come from the Road Safety at Work driver fatigue tool kit. Noticing even one means fatigue is already affecting you.

Warning sign	What to do
Drifting in the lane or onto the shoulder, trouble holding a steady lane position	Slow down, signal and pull off at the next safe place. Don't push on to the next town.
Speed creeping up and down without meaning to	Treat it as fatigue, not inattention. Take a break now.
Head nodding or micro-sleeps	Stop as soon as it's safe. Turning up the radio or opening a window doesn't fix it.
Can't remember the last few minutes or kilometres	Stop and rest. Call your check-in contact or supervisor.
Frequent yawning, sore or blurry eyes, slower reactions	Take your planned break early. If it doesn't help, don't continue: rest, nap or arrange a ride.

If you have to stop: pull completely off the road in a safe, lit place, lock the doors, tell your check-in contact and rest. Only sleep fixes fatigue. Don't restart until you feel alert, and call your supervisor if you can't finish the trip safely.

Part F: Hours of service quick reference (commercial drivers)

Federal rules apply to carriers that cross provincial, territorial or national borders. Provincial rules apply to carriers that operate only within one province. Transport Canada reported that 11 of 13 jurisdictions had adopted rules mirroring the federal ones by the end of 2018, with Alberta and Saskatchewan the exceptions. Summary only: check the full regulation for exemptions, deferrals and record-keeping.

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Jurisdiction	Who it covers	Driving and on-duty limits	Rest	Electronic logging
Federal, south of 60°N (carriers that cross borders)	Trucks registered over 4,500 kg; buses designed for more than 10 people, including the driver	13 h driving and 14 h on duty in a day; no driving once 16 h have passed since the last 8 h off; 70 h in 7 days or 120 h in 14 days	10 h off in a day; 24 consecutive h off in every 14 days	Certified ELD required (in force June 12, 2021; fully enforced since January 1, 2023), with exceptions
Federal, north of 60°N	Same vehicles	8 consecutive h off after 15 h driving or 18 h on duty; no driving after 20 h elapsed	8 consecutive h off; cycles of 80 h in 7 days or 120 h in 14 days	Same as above
Alberta (within Alberta only)	Trucks registered 11,794 kg or more; buses for 11 or more people, including the driver	No driving after 13 h driving in a work shift or after 15 consecutive h on duty; no 7-day or 14-day cycle	8 consecutive h off before the next shift (reducible to 4 h once every 7 days)	Not required; onboard recording device may replace the log
Saskatchewan (within Saskatchewan only)	Truck and trailer combinations with towing unit over 5,000 kg; vehicles seating more than 10	No driving more than 13 h after 8 consecutive h off, or after 15 h on duty; no 7-day or 14-day cycle	8 consecutive h off before going on duty (4 h once in 7 days in limited cases)	Not required; paper logs or another approved method
British Columbia (within B.C. only)	Commercial vehicles under Motor Vehicle Act Regulations Division 37	8 consecutive h off after 13 h driving or 14 h on duty; no driving after 16 h elapsed between off-duty periods (s. 37.25)	Broadly mirrors the federal rules; see Division 37 for daily off-duty and cycle rules	Required since August 1, 2023 for drivers who keep a daily log, unless exempt
Ontario (within Ontario only)	Commercial motor vehicles over 4,500 kg; buses	13 h driving in a day; no driving after 14 h on duty or once 16 h have passed since 8 h off	10 h off in a day	Required for drivers who keep a daily log

Sources: Commercial Vehicle Drivers Hours of Service Regulations (SOR/2005-313); Alberta Module 8 (AR 317/2002); Saskatchewan H-3.1 Reg 12; B.C. NSC Bulletin 01-2023; Ontario MTO Truck Handbook. Federal rule: no one may require or allow a driver to drive, and no driver may drive, if driving would be likely to jeopardize safety.

Hours of service rule set that applies to me | **Cycle (if federal)** | **Hours available today**

Part G: Post-trip record and sign-off

Actual departure | **Actual arrival** | **Breaks taken (number)** | **Total driving time (h)**

During the drive I experienced

- ☐ No fatigue signs
- ☐ Micro-sleep or nodding
- ☐ Yawning or heavy eyes
- ☐ Stopped to rest
- ☐ Drifting or speed changes
- ☐ Trip not completed

Near miss or incident during the trip?

☐ Yes ☐ No

Comments, near misses or suggestions for future trips

Driver signature | **Date** | **Supervisor signature**

Supervisor review before departure

- ☐ I reviewed Part B with the driver, and the decision is honest and recorded.
- ☐ Controls in Part C are agreed, and any cost (room, ride, second driver) is approved.
- ☐ The trip plan in Part D is realistic, with breaks and check-in times we both know.
- ☐ The driver knows they can stop at any time without penalty, and how to reach me.

Supervisor name	Date and time reviewed	Approval or reference no.

Part H: My sleep and shift log (optional)

Sleep debt builds over several short nights. Use this log for the week before a long trip or during a rotation, and bring it to your supervisor if the numbers worry you. It's for your own awareness; you decide what to share.

Day	Date	Shift start	Shift end	Commute (h)	Hours slept	Notes (call-out, overtime, broken sleep)
Day 1						
Day 2						
Day 3						
Day 4						
Day 5						
Day 6						
Day 7						

Total hours slept this week	Nights under 7 hours	Action I'll take

Fatigue facts worth knowing

Fact	Source
After 17 to 19 hours awake, performance on some tests matched a blood alcohol concentration of 0.05 per cent; with longer sleep loss it matched 0.1 per cent.	Williamson and Feyer, Occupational and Environmental Medicine, 2000
Adults should get seven or more hours of sleep a night; six or fewer isn't enough to sustain health and safety.	American Academy of Sleep Medicine and Sleep Research Society, 2015
After a night shift, 6 of 16 test drives had near-crashes and 7 were stopped early for safety. After a night's sleep, there were none.	Lee et al., PNAS, 2016
Almost one-fifth of Canadian drivers said they had fallen asleep or nodded off at the wheel in the past year.	Traffic Injury Research Foundation, Road Safety Monitor 2011
Fatigue is cited internationally as a factor in 15 to 20 per cent of road crashes.	Transport Canada
Sleepiness peaks between midnight and 6 a.m. and in the late afternoon; micro-sleeps can last 4 to 5 seconds.	NHTSA (US)
Motor vehicle incidents are the leading cause of traumatic work-related death in B.C.	Road Safety at Work, using WorkSafeBC data

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Common mistakes to avoid

- Thinking a legal logbook means you're rested enough.
- Leaving a long drive until the end of a long shift or the last day of a rotation.
- Relying on coffee, cold air or loud music instead of stopping.
- Not telling anyone the route or check-in times.
- Pushing on to reach home or the next town when the warning signs have started.
- Keeping quiet about being tired because of schedule pressure.

Free guide. Read How to Manage Driver Fatigue at calgarysafetyconsultants.ca/safety-guides/hazard-management/driver-fatigue/. Questions? Call Calgary Safety Consultants at 1-888-231-0358.

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