

OMNITRACS ONE ELD DRIVER GUIDE

for use with

OMNITRACS DRIVE

and the

SMART RECORDER 4(SR4)

Android Operating System

Compatible with Android 7.0 or greater mobile devices ELD ID

80-JE038-1 Rev. C

October 2023

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Omnitracs One ELD Driver Guide for use with Omnitracs Drive and SR4

MAY CONTAIN U.S. AND INTERNATIONAL	. EXPORT CONTROLLED INFORMATION

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Overview

Omnitracs Drive will run on certified Android-based devices, including phones and tablets, and is compatible with Android 7.0 or greater mobile devices.

Omnitracs Drive uses the Bluetooth capability of a mobile device to connect to an Omnitracs Smart Recorder (SR4) and obtain engine data automatically from the truck's computer.

Data is transferred from the SR4 via Bluetooth to the driver's smartphone, tablet, computer, or rugged device running Omnitracs Drive. The data is then transferred via hotspot from the SR4 to the Omnitracs One Host website for data collection and analysis.

The result is an easy-to-use dashboard of compliance and fleet optimization data and scorecards.

Drivers can use Omnitracs Drive to view and update Hours of Service (HOS) logs, record Driver Vehicle Inspection results, begin and end routes and stops, and perform a variety of other tasks.

The information automatically collected from the SR4, in addition to any information provided by the driver, is sent to the Omnitracs One Host website using the SR4's hotspot which offers a secure carrier network.

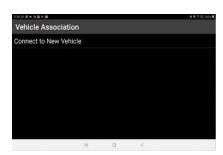
Log In and Associate Omnitracs Drive to a Vehicle

To associate Omnitracs Drive to a vehicle (using a WIFI-only or non-cellular mobile device), select the Omnitracs Drive icon from your available applications. The Omnitracs Drive login screen appears.

NOTE: The mobile device being used must be within Bluetooth range of the SR4 for discovery.

- 1. Select the Omnitracs Drive icon from your available applications. The Omnitracs Drive login screen appears.
- Enter your Driver ID and password, then select Sign In. NOTE: Both the Driver ID and Password fields are case sensitive.
- Read the message about the correct operation of the vehicle. To confirm your understanding regarding the safe operation of the vehicle. Select OK
- 4. To associate Omnitracs Drive to a vehicle using a cellular enabled mobile device, select 'Compliance' from the Omnitracs Drive fly- out menu. Select 'Connect to New Vehicle' and choose the correct vehicle to be associated with Omnitracs Drive.

If the desired vehicle does not appear, select Rescan.











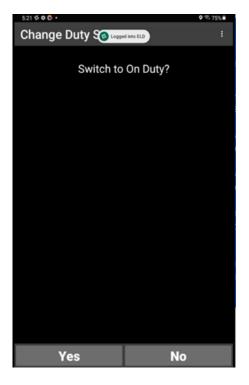




After you have associated the Omnitracs Drive to the desired vehicle, you will be prompted to confirm if you want to switch your duty status to On-Duty.

If you select No, you will be logged into the Omnitracs Drive in an Off-Duty duty status.

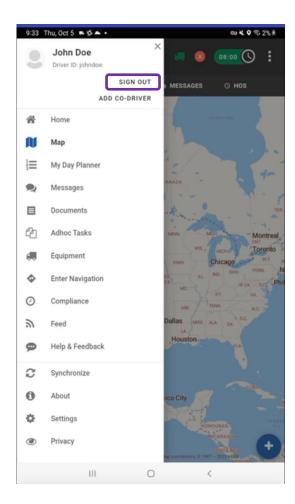
You will be directed to the Omnitracs Drive Dashboard.



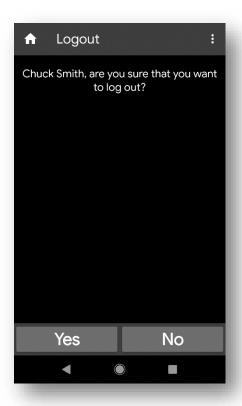
Log Out of Omnitracs Drive

When you log out of Omnitracs Drive, Omnitracs One automatically records inspection and logout information and makes it available through the Omnitracs One Host web user account.

To log out, select the menu button in the upper left corner of the Omnitracs Drive Dashboard, then select Sign Out from the fly-out menu.



⇒ SCLERA | Omnitracs One

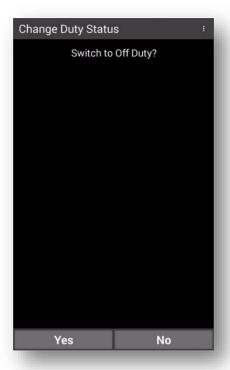


Similarly, to log out from the Compliance application, clicking on Logout brings up the Logout screen, asking you to confirm that you want to log out. Select Yes.

However, signing out of the Drive automatically signs you off in the Compliance application also.

If you are still On Duty, you are prompted to go Off Duty.

Note: It is recommended that you always go Off Duty when you log out. If you select No, you will remain On Duty even though you are no longer logged into the ELD.

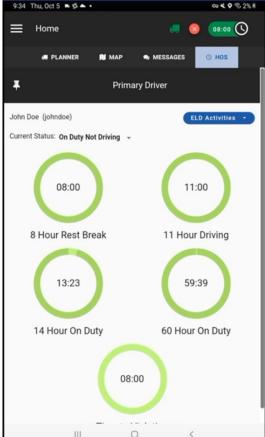


Omnitracs Drive Dashboard

The Omnitracs Drive Hours of Service (HOS) screen provides real-time driver information such as HOS Time to Violation Clocks, current duty status with ability to change and driver log options.

To access Omnitracs Drive HOS screen, tap the time clock indicator in the title bar.





Hours of Service (HOS) Functions

The HOS function of Omnitracs One monitors On Duty not Driving, Off Duty, Sleeper Berth, and Drive time.

Change Duty Status

You can adjust your duty status on the Omnitracs Drive HOS screen by selecting the current duty status displayed. The HOS function features automatic duty status change when the vehicle is in motion. When Omnitracs Drive is associated with a vehicle and an authenticated driver is logged in, the current duty status will automatically switch to Drive (unless the driver has selected, if made available, Yard Move or Personal Conveyance) when the vehicle's motion reaches a configurable speed not to exceed 5mph.

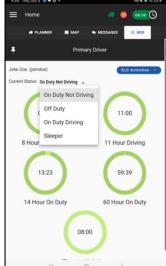
The Omnitracs Drive HOS screen displays your current duty status and time to violation clocks,

as well as any potential violations currently applied to the driver status.

Once you are logged in, you can adjust your duty status manually:

- 1. Select the current duty status to display the duty status options available.
- Select one of the following to change the current HOS status:
 - Off Duty
 - Sleeper Sleeper Berth (available only if vehicle is configured for sleeper berth)
 - On Duty Not Driving On Duty

Depending on your company's configuration settings, you may see options for Personal Conveyance or Yard Move when you change your duty status to On Duty (Yard Move) or Off Duty (Personal Conveyance). When configured these options are available only when the vehicle is powered on.



Change Duty Status – Personal Conveyance (Configurable by Motor Carrier)

The Personal Conveyance special duty status category can be declared to allow off-duty drivers to operate a commercial motor vehicle (CMV) when they are off-duty. A driver may record time operating a CMV for personal conveyance as off-duty only when the driver is relieved from work and all responsibility from performing work for the motor carrier. Omnitracs Drive must be configured to allow Personal Conveyance for this option to be available.

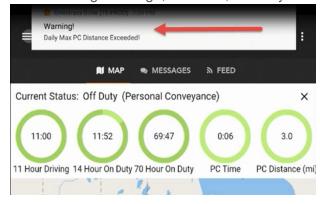
To declare Personal Conveyance, the vehicle must be powered, you must be Off Duty, and must be associated to a vehicle.

- In Omnitracs Drive HOS screen, select the current duty status.
- 2. Select Off Duty from the status options listed. A dialogue box will pop-up.
- Select the Personal Conveyance option and enter a mandatory comment (4–60 characters) to explain your use of PC and select CONTINUE. You return to the Omnitracs Drive HOS screen, which indicates that your duty status has been updated.



Note: If you exceed the daily maximum Personal Conveyance distance configurable by the motor carrier, the Omnitracs Drive screen issues a warning message; however, the duty

status will remain Personal Conveyance until the driver manually transitions to another duty status. Additionally, Personal Conveyance will continue throughout a complete engine power-cycle. After the engine is repowered, a message will prompt the driver for decision to continue the Personal Conveyance duty status. If there is no response from the driver and



vehicle motion is detected, the Personal Conveyance status will be terminated, and the Drive duty status will be automatically selected.



Change Duty Status - Yard Move (Configurable by Motor Carrier)

On-duty drivers can declare a Yard Move special duty status category when they need to move trucks and trailers in a non-road space, such as the yard of a manufacturing facility, warehouse, or distribution center. Omnitracs Drive must be configured to enable Yard Move for this option to be available.

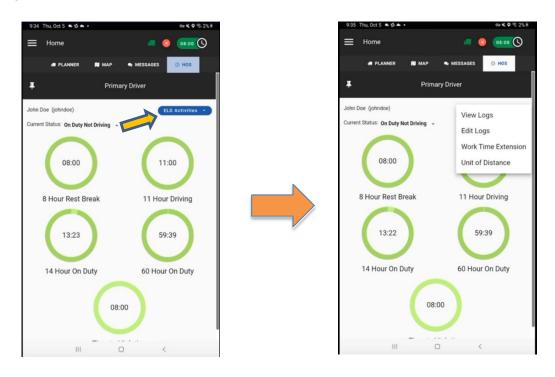
In order to declare Yard Move, the vehicle must be powered, and the driver must be **On Duty** and associated to a vehicle.

- In Omnitracs Drive HOS screen, select the current duty status.
- Select On Duty Not Driving from the status options listed.A dialogue box will pop-up.
- Select Yard Move option and enter a mandatory comment (4–60 characters) to explain your use of YM and select CONTINUE. You return to Omnitracs Drive HOS screen, which indicates that your duty status has been updated.

Driver HOS Log Overview

Viewing Your Driver Logs

You can use the **ELD Activities** menu of Omnitracs Drive HOS screen to access Driver Logs, Edit Log and Work Time Extension.



When you select View Logs, you will be redirected to the Driver's Daily Log screen within the compliance application. It is important to know how to display this screen when law

enforcement personnel request access to the HOS log or in the event of a roadside inspection.

The HOS Log screen has four different tabs: Log, Header, Certify, and Unidentified.

All four tabs display the U.S. compliance required eight days' worth of logs—the current day plus the previous seven days. Use the right and left arrow buttons to move backward and forward through the viewable days.

Below is a high-level overview of each tab. We will discuss log certification and unidentified driver profiles in more detail later in this guide.



The HOS Log tab displays the log graph and all log events for the given day.

This tab includes an Inspection Mode option. Switch Inspection Mode to On to display detailed information about ELD-only events.

IMPORTANT: You must present the Inspection Mode screen to law enforcement personnel.

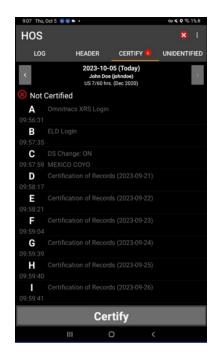
The Header tab displays detailed information about the driver, carrier, vehicle, trailer, and other data related to log events.







The Certify tab enables drivers to certify their HOS logs, which is required by the ELD Mandate, at least once per 24-hour period. The tab displays all log events for a given day. Select the Certify button to certify your log for that day.

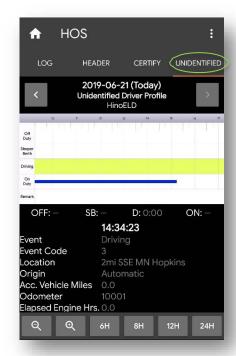


When you certify your log events, you are also certifying the Log Header information for the corresponding day. You must verify the Log Header information is correct before certifying the days log.

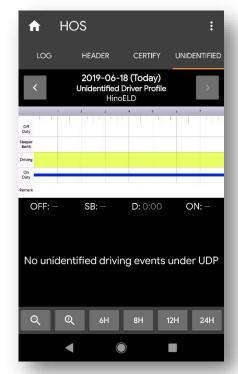
If you need to certify logs for more than one day, select the right or left arrow buttons on either side of the header to move to the next or previous day's log. When you have certified all logs, the red indicator next to the Certify tab label disappears.

The **Unidentified** tab displays details about any unassigned vehicle driving activity that was recorded on the associated vehicle in the past 7 days or the current day. This tab is more clearly identified as the Unidentified Driver Profile. This tab is intended for use by law enforcement officers when they review driver logs during an inspection.

The activities (if any) displayed in the Unidentified Driver Profile are related to the vehicle the Omnitracs Drive is associated with. Activities with an "Inactive" Record Status have been accepted by an authenticated driver that may not be you. Those with an "Active" Record Status remain unassigned.



A blank Unidentified tab means there are no unidentified vehicle movements assigned to the Unidentified Driver Profile for that day.





Editing Your Driver Log

Drivers using Omnitracs Drive can add and edit On-Duty, Sleeper Berth, and Off-Duty time. They are also required to review, accept, or reject edits suggested by the motor carrier upon logging into Omnitracs Drive.

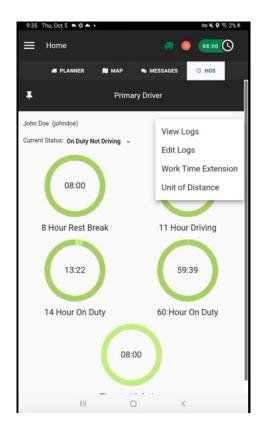
You cannot edit:

- Other drivers' logs
- Intermediate logs
- Driver ELD login/logout activity
- Engine power-up or shut-down activities
- ELD malfunction or data diagnostic events
- Inactive events

In addition, with limited exception for correcting errors with a co-driver, you are not able to reduce, reassign, reclassify, or delete any time recorded as a Drive duty status.

To edit your log:

 Select the menu from the ELD Activities menu of Omnitracs Drive and select the Edit Log option.



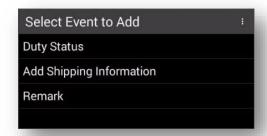
2. The Log Editor screen appears.

Editable events are indicated by a pencil icon.

Note: If an error is made when originally entering Shipping Information at log in, you can use the Log Editor to correct the error.



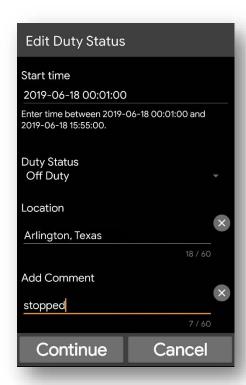
3. To add an event, select the +Event button in the upper right corner of the screen. The Select Event to Add screen appears.



- a. Select Duty Status, Add Shipping Information, or Remark. The screen that appears will depend on which event you selected.
- b. Complete all required fields. When you have finished, select Continue to return to the Log Editor screen. The event you added is shown in green in the graph and in the events list.
- c. Select Save to save the added event. NOTE: The Violation Changes screen appears to alert you to any potential HOS violations that have occurred as a result of the change you made.
- d. Select Continue to return to the Log Editor screen. A new event has been added to the graph and the events list.

Note: If you add a Remark or Shipping Information, you are prompted to add a trailer after you select Continue. If you are adding a remark, you can select Skip to bypass this step; if you are adding shipping information, you must add and save trailer information.

4. To edit an event, select the pencil icon next to the event you need to edit. The Edit Duty Status screen opens for that event.



- a. Edit the fields as needed. When you are finished, select Continue. You return to the Log Editor screen. The edits you made appear in green in the log.
- b. Select Save to save your edits to the log.

Note: After you add or edit events, you will need to re-certify your logs. Select the Certify tab, review the logs, and select Certify.

Drive events cannot be reduced, reclassified, reassigned, or deleted.

Reviewing Motor Carrier Edits

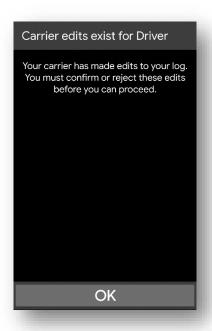
If the motor carrier suggests edits to your log from the Omnitracs One Host website (for example, Unassigned Vehicle Activity or carrier initiated ELD exemptions), you must confirm or reject each edit.

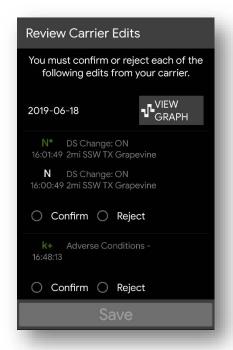
Drivers are notified of suggested motor carrier edits once they have logged into Omnitracs Drive, associated to a vehicle, and changed their status to On Duty. If edits arrive while the vehicle is in motion, the driver will be notified as soon as the vehicle is stationary.

If there are team drivers, the co-driver will be notified of any carrier edits immediately, even if the vehicle is in motion. The driver will be notified once the vehicle is stationary.

To confirm motor carrier edits:

1. Log into Omnitracs Drive, associate with a vehicle and change your status to On Duty. If motor carrier edits are present, you will receive a message telling you that the motor carrier has suggested edits to your log and that you must confirm or reject the edits before you can continue.





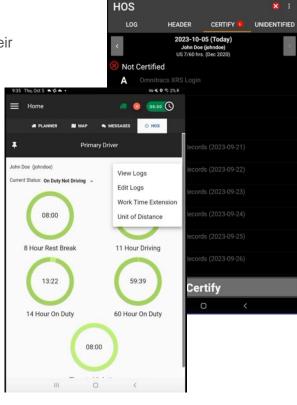
- 2. Select OK. The Review Carrier Edits screen appears, showing the edits suggested by the motor carrier.
- 3. Review each edit and select Confirm or Reject. If you reject a suggested edit, you will be required to include a comment that explains the reason for rejecting the edit.
- 4. When you have confirmed or rejected all suggested edits, select Save. The changes are incorporated into your log, and you return to Omnitracs One Drive.

Certifying Logs

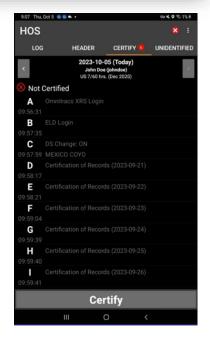
As part of the ELD Mandate, drivers are required to certify their HOS logs at least once per 24-hour period.

- To certify your log, from the ELD Activities menu of Omnitracs Drive HOS screen to access select the View Logs option.
- 2. The HOS Log screen appears.
- 3. Select the Certify tab.

If there are events waiting to be certified by the driver, the Certify tab on the HOS Log screen displays a red notification badge showing the number of uncertified days.



- 4. Select the Certify tab. The screen displays log events for the selected date. If the events for the day are not yet certified, a Not Certified notice, indicated by a red "X," appears at the top of the list.
- HOS : UNIDENTIFIED
- Select the Certify button. The HOS Log screen appears, asking you to certify that the log entries are true and correct for the designated 24-hour period.
- Select Agree to certify your log. The Not Certified notification is replaced by a Certified notification, indicated by a white "check mark." If you are not ready to certify the log, select the Not Ready button.





- 7. Select the left and right arrow buttons at the top of the screen to see logs for other days. If any of them need to be certified, repeat steps 2–3. Once you have certified all uncertified logs, the red notification next to the tab label disappears.
- Once a log is certified, a Certification of Records event is added to the log. After you certify your logs, new events or edits that occur within a 24-hour period must be re-certified.

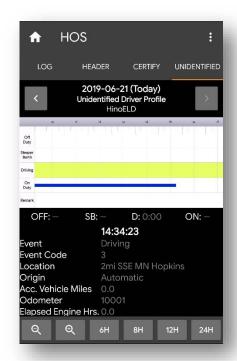


Unassigned Vehicle Activity

If you associate to a vehicle equipped with an SR4 within eight days of unassigned vehicle activity being created with that same vehicle, Omnitracs Drive must display unassigned driving segments that have been stored on the SR4 within those eight days. You can view these activities when you open your HOS Log screen and view the Unidentified tab.

Unassigned vehicle activity (UVA) not previously reviewed by an authenticated driver is presented to the next authenticated driver on Omnitracs Drive when associated with the vehicle.

If you reject the UVA, it is sent back to the motor carrier, where it can be assigned to another driver. When an Omnitracs One Host user assigns UVA to a driver, it is sent to the assigned driver as a suggested edit to their log, which they will then have to confirm or reject.



When you receive notification of UVA:

- 1. Select OK to review activity on the notification window. The Review Unassigned Driving Events screen appears, displaying all UVA created using the vehicle since the last authenticated driver was associated with the vehicle.
- 2. Select Confirm or Reject for each UVA event. Select the View Graph button if you want to see how the UVA would fit into your existing log.
- 3. When you are finished, select Save to add any confirmed UVA event(s) to your log. You are returned to the HOS Log screen and can see that the drive time formally associated with the confirmed UVA has now been added to your log.

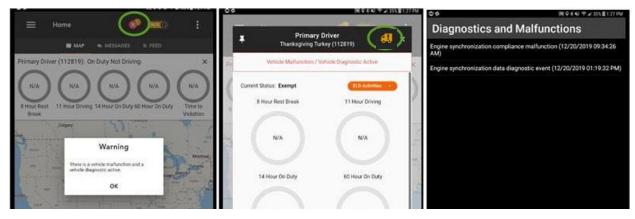
All UVAs created using the associated vehicle during the previous 8 days will be displayed on the Unidentified tab. Activities with an "Inactive" Record Status have been accepted by an authenticated driver (may not be you). Those with an "Active" Record Status remain unassigned. Having the information on a separate tab makes it easier for law enforcement officials to view UVA when they are inspecting logs.

Diagnostic and Malfunction Alerts

The SR4 records and stores relevant diagnostic and malfunction events and alerts the driver when a diagnostic or malfunction event occurs. The SR4 detects and records diagnostic and malfunction events for a minimum of eight days.

Omnitracs Drive includes features that enable you to monitor diagnostics and malfunctions. The SR4 also immediately sends a notification to the motor carrier, viewable on the Omnitracs One website, that a malfunction has occurred.

When an ELD malfunction is detected or an ELD diagnostic fails, Omnitracs Drive displays a red "X" (for malfunction) or orange "exclamation point" (for diagnostic) indicator on various dashboards of Omnitracs Drive.



Depending on the nature of the diagnostic or malfunction event, the **HOS Status** values may change as well. You can select the indicator to open the **Diagnostics and Malfunction** screen, which lists any diagnostic or malfunction events that have been detected since login.

Paper Log Mode

Paper Log Mode (PLM) is triggered by any ELD Compliance Malfunction that is logged while the Omnitracs Drive is associated to a vehicle. When PLM is triggered, Omnitracs Drive immediately enters Paper Log Mode.

When Paper Log Mode starts, you receive a message saying, "There is an active ELD malfunction. You must keep paper logs until the malfunction clears."

Warning

Paper Log Mode

There is an active ELD malfunction. You must keep paper logs until the malfunction clears.

OK

Select OK. When you return to the Omnitracs Drive Dashboard, the values in the HOS Panel all read "NA."

Note: While in Paper Log Mode, you must be able to produce records of duty status for the current day plus the seven previous days. This may require you to recreate each of the 8 days using paper logs.

When the malfunction that triggered the PLM has cleared, you are taken out of Paper Log Mode. You receive a message saying, "ELD malfunction has cleared. You may resume use of the ELD as your Record of Duty Status." Select OK to return to the Omnitracs Drive Dashboard.

Drivers need to continue using Omnitracs Drive to record hours of service even if a malfunction is active, per the FMCSA, as long as the malfunction does not interfere with the accurate recording of the driver's HOS data. To support this requirement, the following malfunctions will no longer cause Omnitracs Drive to switch to Paper Log Mode and drivers will not be prompted to keep paper records:

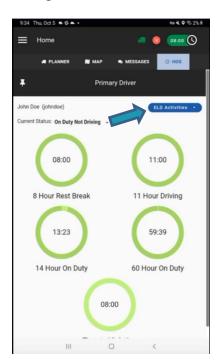
- Power Compliance Malfunction
- Position Compliance Malfunction
- Data Transfer Malfunction

For Engine Sync malfunctions, Omnitracs Drive will not enter Paper Log Mode, but drivers will receive a message advising them to review all duty status records and either continue to use the ELD if the records are accurate or reconstruct the records if they are not accurate. The behavior of other malfunctions has not changed.

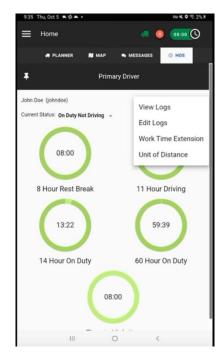
Sending ERODS when Requested by Law Enforcement

As part of the ELD Mandate, drivers must be able to present safety officials with a copy of their records of duty status for the current day and the past seven days upon request. Omnitracs Drive's ERODS File Transfer functionality allows drivers to do so using either web services or email. In order to transfer an ERODS file, the driver must be On Duty and within Bluetooth range of an associated vehicle to use this option.

You can use the **ELD Activities** menu of Omnitracs Drive HOS screen to access driver logs and select View Logs.



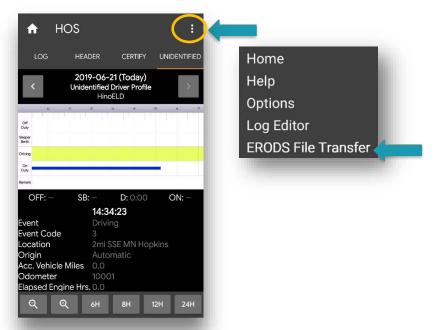




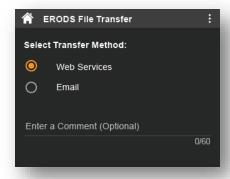
When you select View Logs, you will be redirected to the Driver's Daily Log screen within the compliance application. Select the 3-stacked dot menu in the upper right corner of the HOS Log screen. The HOS Options menu appears.

Perform the following to send an ERODS file to law enforcement:

1. From the menu, select "ERODS File Transfer."



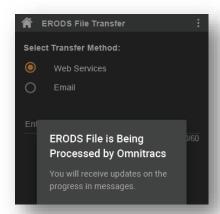
2. From the ERODS File Transfer screen, select the Web Services or Email field as the appropriate transfer method as specified by the enforcement officer.



3. When provided by the enforcement officer, enter the comment in the Enter a Comment (Optional) field.



4. Select Send. A message stating the ERODS file is being processed appears.



- 5. When the ERODS file transfer is complete, you will receive a notification that the file was either sent successfully or that the transfer failed.
- 6. If the transfer fails, attempt a second time.
- 7. If the transfer fails both attempts, request that the enforcement officer view the records of duty status on the display and present them in "inspector mode" as explained on page 13 of this guide.

Note: All ERODS transfers are sent to the Federal Motor Carrier Safety Administration (FMCSA). You should never use the ERODS transfer process unless instructed to do so by a safety officer. This should not be used as a mechanism to send ERODS to your motor carrier or yourself.

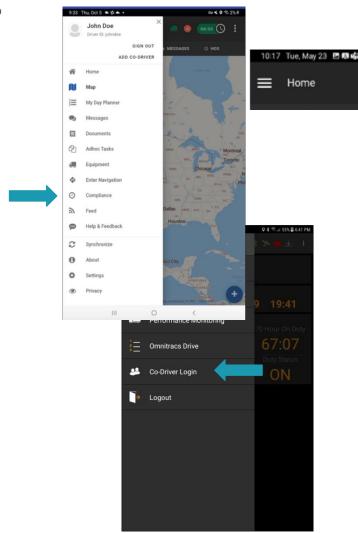


Logging a Co-Driver In or Out Using Omnitracs Drive

To add a co-driver, navigate to the Compliance application, and tap the hamburger menu in the top left corner to access the Co-Driver Login:

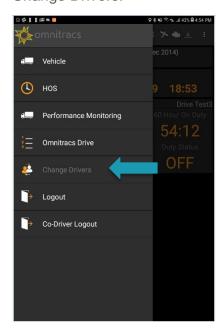
Follow the prompts to enter the co-driver Login ID and Password.

- 1. Select the Hamburger menu from the top-left corner.
- 2. Select Compliance.
- 3. Select Co-Driver Login.

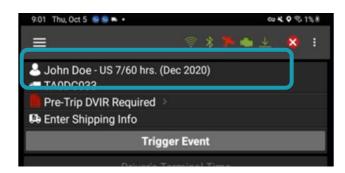




If the co-driver needs to become the primary driver, first ensure both drivers are on duty, and then tap the three-line menu in the top left corner in the Compliance application, and select Change Drivers:



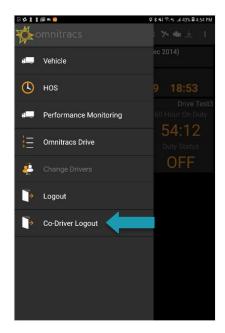
When either driver completes their shift, first ensure the first driver who logged into Omnitracs Drive is the primary driver. The Primary Driver's name is always the first name at the top of the screen, and the co-driver is second, as shown in the box:





Use the Change Drivers option described above to make the original driver is Primary again.

Once this is complete, you may now log out the co-driver by accessing the three-line menu in the top left corner and selecting Co-Driver Logout. Follow the prompts to log the co-driver out.



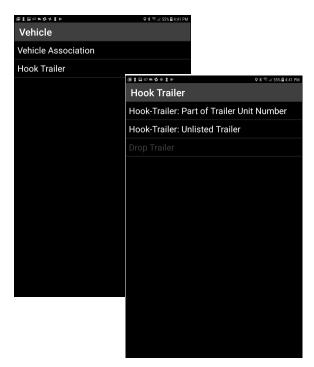
You may then log out the primary driver by returning to Omnitracs Drive selecting Logout.

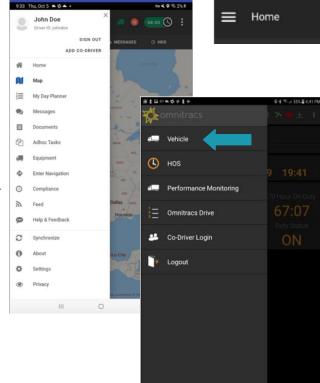
Adding a Trailer Using

Omnitracs Drive

If the trailer is not provided as part of the driver's workflow information, it will need to be entered manually so that it appears in the ELD log header. To enter trailer numbers, select Compliance from Omnitracs Drive fly-out menu.

- 1. Select the Hamburger menu from the top-left corner and select Vehicle.
- 2. Select Hook Trailer.
- 3. Select a trailer or enter an unlisted trailer



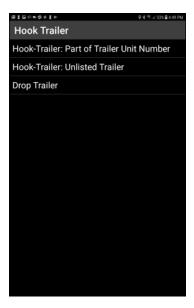


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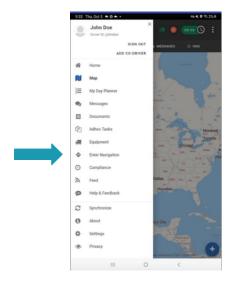
Follow the prompts to enter the trailer. You will be returned to the Compliance dashboard.

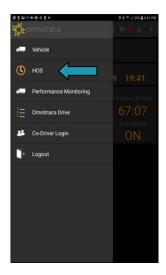
When you are done with the trailer, you must also drop it in the Compliance application. To do this, follow the previous Hook Trailer steps, but this time select Drop Trailer.



Entering Shipping/Manifest Information Using Omnitracs Drive

The ELD Mandate requires a Shipping ID to be entered for each trip. If a manifest, shipping, commodity, or route ID is not provided as part of the driver's workflow information, then a shipping ID must be manually entered so that it appears in the ELD log header. To enter shipping/manifest information, select Compliance from Omnitracs Drive fly-out menu and then select the Hamburger menu from the top left corner and select HOS.



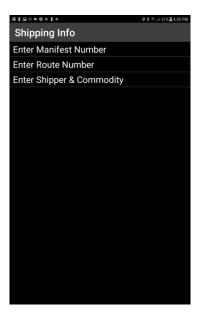


In the HOS Log screen, select the kebab menu (in the top right-hand corner of the screen, and select Options and then select Enter Shipping Info.





Select the type of shipping information you would like to enter (you may enter information for anyone, two or three of the options):



Follow the prompt to enter your Shipping ID, and then return to the Omnitracs Drive application.

Omnitracs Drive with SR4 ELD Driver Cab Card

The driver cab card (80-JE185-1) **must** be kept in the vehicle and must be presented to law enforcement upon request.



View ELD Driver Log

Select the 3-line menu icon in the upper left corner of the screen, then select Compliance.



2. From the new screen, select the 3-line menu, then select the HOS to view the HOS Log screen.



3. Select the **Inspection Mode** switch on the **HOS Log** screen to view detailed information about ELD events.



4. Select the HEADER tab to view a daily summary. Use the HEADER to view driver, carrier, distance, and other information. If there is any Unidentified Vehicle Activity associated with the vehicle, it can be viewed by se



ERODS Transfer

 From the HOS Log screen, select the 3-dot menu in the upper right corner of the screen.

Select ERODS File Transfer

2. The ERODS File Transfer screen appears. The roadside inspector will give the driver the correct choice for this field to route the RODS file to the inspector.

3. The driver will select the transfer method provided by the roadside inspector. The roadside inspector may provide the driver a specific set of characters that must be entered into the comment field to assist the inspector with locating the file that was transferred to the FMCSA.

Select Send

4. The message ERODS File is Being Processed by Omnitracs appears, followed by the File sent successfully



If the transfer fails, the HOS Log screen display is considered a compliant secondary record.

More help information and step- by-step instructions can be found on the application by tapping on the hamburger menu in the upper left corner of the screen, then tapping Help & Feedback







