SAUCON™

Electronic Driver Logs

Manual for Drivers
Saucon Android Driver App

Oct 2022, v. 1.0

REAL TIME MONITORING

SCHEDULING AND DISPATCH

HOURS OF SERVICE MANAGEMENT

FLEET MANAGEMENT

A+

VIDEO
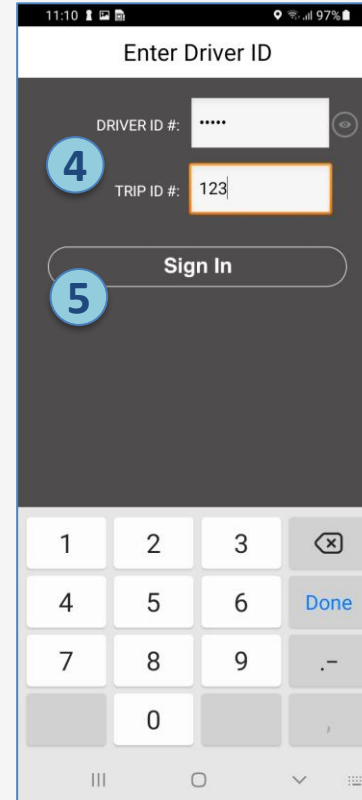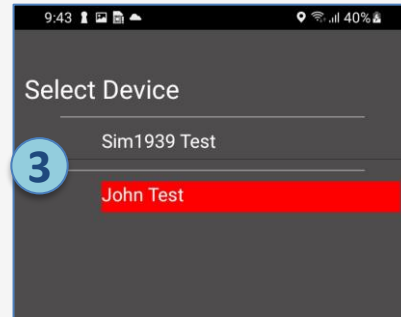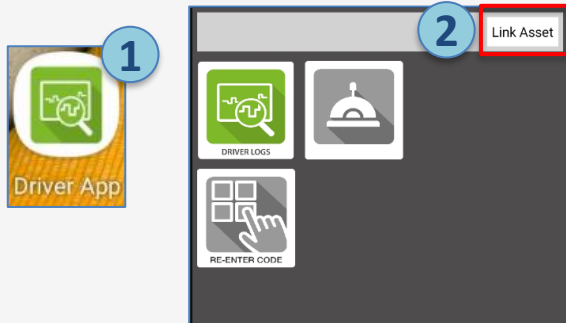
EMPLOYEE MANAGEMENT

REPORTS

COMPLIANCE

MY DASHBOARD

SAUCON

1. Open the Driver App.
2. On the main dashboard screen, tap 'Link Asset.'
3. Vehicles within Bluetooth range will appear on the screen. Vehicles highlighted in red are within weak Bluetooth range, and indicate that you should move closer to the vehicle/Prox-M for better connection. Select the vehicle you wish to connect to by tapping on it.
4. When prompted, enter your Driver ID and Trip ID.
5. Tap 'Sign In.'
6. You will be prompted to select your duty status at sign on. If you ignore this prompt, you will be signed in, in your current duty status, within 1 minute.
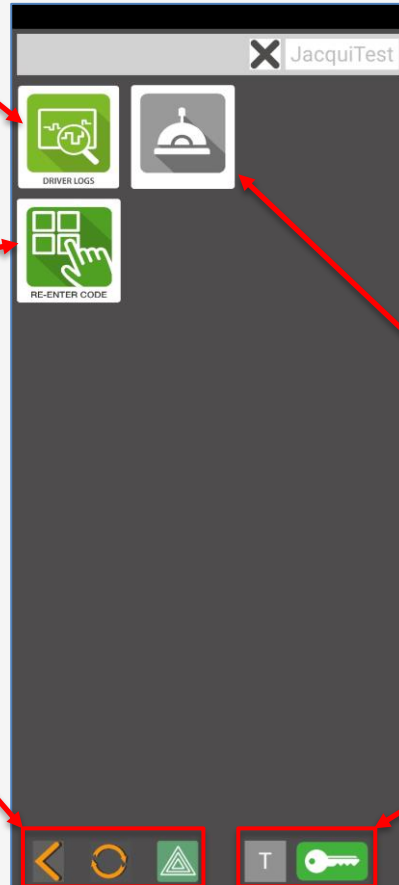
Enter Driver ID

DRIVER ID #:

TRIP ID #: 123

Sign In

You have signed on - please select your status

On Duty   Off Duty

Link Asset

Driver App

Select Device

Sim1939 Test

John Test

SAUCON

Tap the Driver Log App to open.

When connected to a vehicle, the vehicle name will show here. Tapping the "X" will disconnect you from the vehicle.

Re-enter code button shows:
- **Grey** – when not connected.
- **Red** - when connected but secure start is engaged (driver cannot start the bus without entering ID)
- **Green** – when connected and secure start is not engaged (driver can start the bus without entering ID, or has already entered his/her ID to override)

Secure Idle button shows:
- **Grey** – when not connected, or when connected with engine not running.
- **Red** - when connected but secure idle is engaged (driver has no throttle)
- **Green** – when connected and secure idle is not engaged (driver has throttle)

- Back button brings you to the previous screen.
- Refresh button allows you to refresh the app with new data.
- Diagnostic/Malfunction Indicator will change color as diagnostic and malfunction status changes.
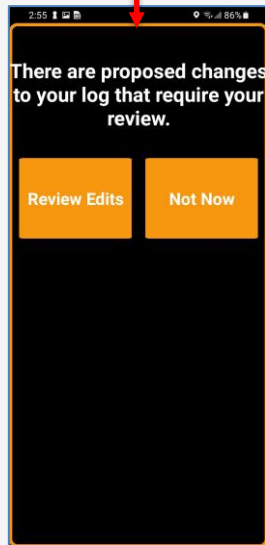
Throttle and Key icons shows status of secure idle and connection/secure start, even when within the Driver Log App.

JacquiTest

DRIVER LOGS

RE-ENTER CODE

3

In addition to the prompt to select a duty status, the driver will receive other prompts at sign on.
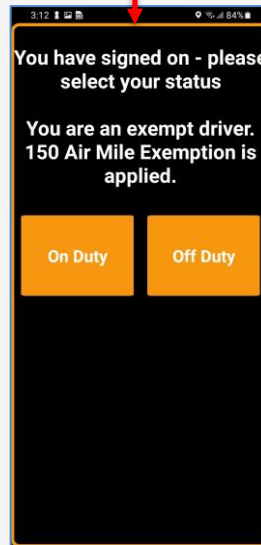
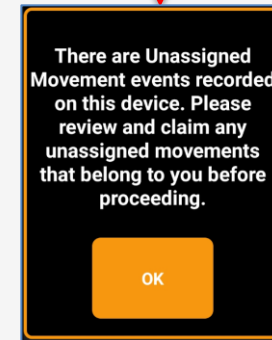Prompt to sign any uncertified logs.
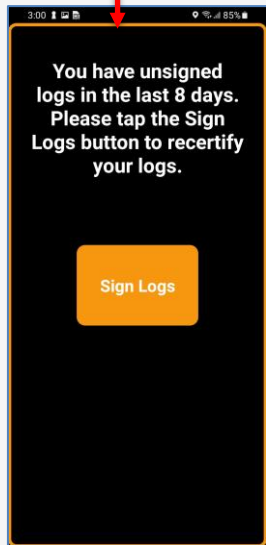
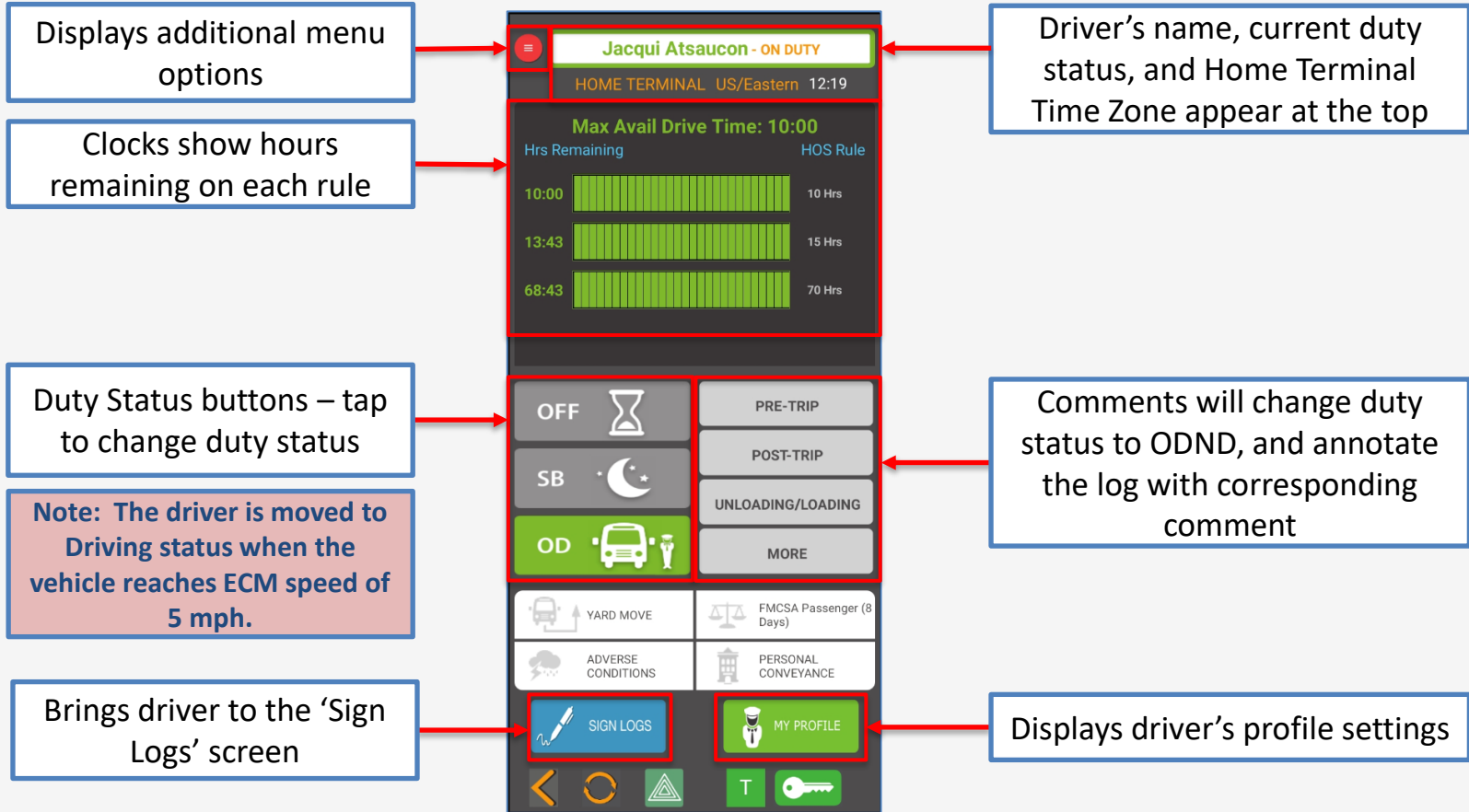Prompt to review edits suggested by administrator.

Prompt for exempt drivers

Prompt to review any Unassigned Driving events on the vehicle. Driver is unable to ignore this prompt and must review Unassigned Driving.

3:00

You have unsigned logs in the last 8 days. Please tap the Sign Logs button to recertify your logs.

Sign Logs

2:55

There are proposed changes to your log that require your review.

Review Edits   Not Now

3:12

You have signed on - please select your status

You are an exempt driver. 150 Air Mile Exemption is applied.

On Duty   Off Duty

There are Unassigned Movement events recorded on this device. Please review and claim any unassigned movements that belong to you before proceeding.

OK

4

SAUCON™

Displays additional menu options

Clocks show hours remaining on each rule

Driver's name, current duty status, and Home Terminal Time Zone appear at the top

Jacqui Atsaucon - ON DUTY

HOME TERMINAL US/Eastern 12:19

Max Avail Drive Time: 10:00

Hrs Remaining   HOS Rule

10:00   10 Hrs

13:43   15 Hrs

68:43   70 Hrs

Duty Status buttons – tap to change duty status

Note: The driver is moved to Driving status when the vehicle reaches ECM speed of 5 mph.

OFF

SB

OD

PRE-TRIP

POST-TRIP

UNLOADING/LOADING

MORE

Comments will change duty status to ODND, and annotate the log with corresponding comment

YARD MOVE

FMCSA Passenger (8 Days)

ADVERSE CONDITIONS

PERSONAL CONVEYANCE

Brings driver to the 'Sign Logs' screen

SIGN LOGS

MY PROFILE

Displays driver's profile settings

T

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The Saucon system changes the driver's status automatically ONLY in the following situations:

Situation:	Automatically Changes status to:
Driver is signed on, and vehicle reaches ECM speed of 5 mph	**Driving**
Driver is in driving status, and; • Vehicle stops, and remains stopped, and; • Driver is prompted to change status after 5 minutes of no motion, and; • Driver ignores the prompt	**On Duty not Driving**
(For Canadian ELD rules only – not allowed in US regulation) • Driver indicates (starts) a Yard Move, while under Canadian regulations, and; • Vehicle reaches ECM speed of 32 kph	**Driving**
(For Canadian ELD rules only – not allowed in US regulation) • Driver indicates (starts) Personal Conveyance, while under Canadian regulations, and; • Driver exceeds a distance of 75 km in Personal Conveyance	**Driving**

All other duty status changes must be performed by the driver. *Note: **The system will NEVER put the driver Off Duty automatically!***

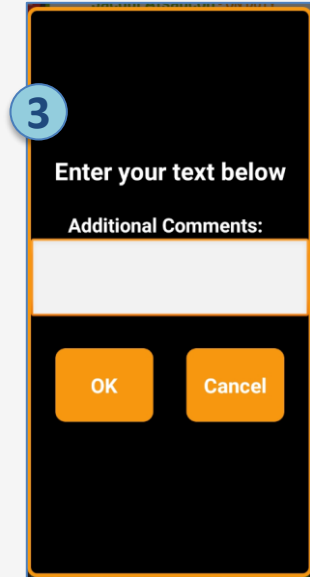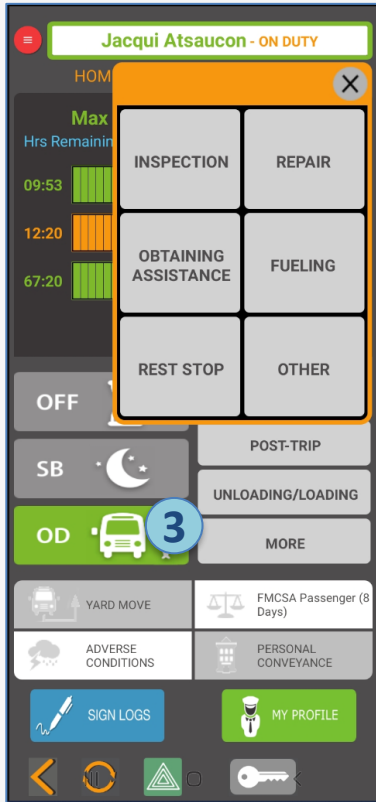Example of prompt after 5 minutes of no motion

You have been in driving status for 5 minutes without any vehicle motion. Please choose from the following options.

Remain in Driving | Change to On Duty | Change to Off Duty

If you do not select an option in the next 53 seconds, your status will be changed to On Duty automatically.

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SAUCON™
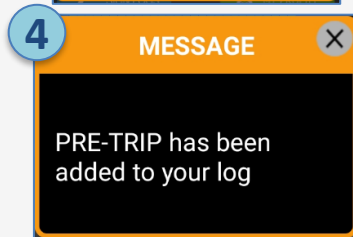
1. Comments give the driver a quick way to add commonly used annotations to his/her log.
2. You must be in On Duty status to enter a comment.
3. Select from one of the pre-set comments (tap 'More' to see additional selections); or select "Other" to enter your own.
4. A confirmation will be shown that the comment was added to your log.
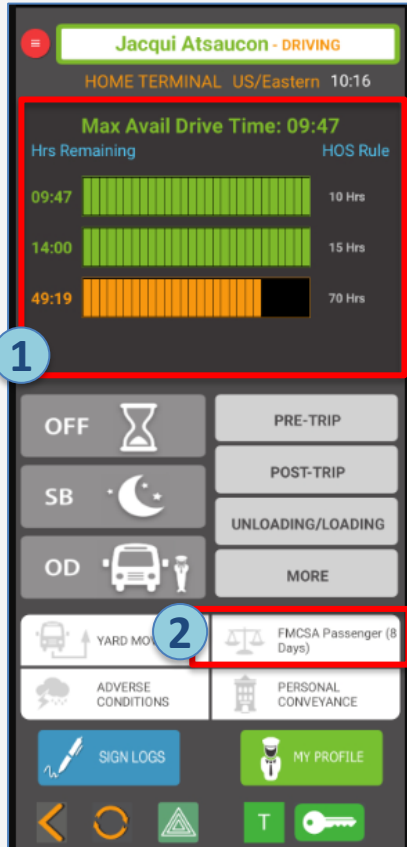
1. The HOS Clocks/Bars display how much time the driver has used/still has available.
2. There will be one bar for each rule under the regulation set currently being followed by the driver. The driver's current regulation set is shown in the white button just under the comments.
3. Depending on the current regulation set, the driver may be able to swipe up in the clocks section to see additional rules.

The bars will change color from green to yellow to red as the driver uses hours in each rule.

There is no special formula as to when the colors change, they just change to give the driver a visual representation of how many hours are remaining.
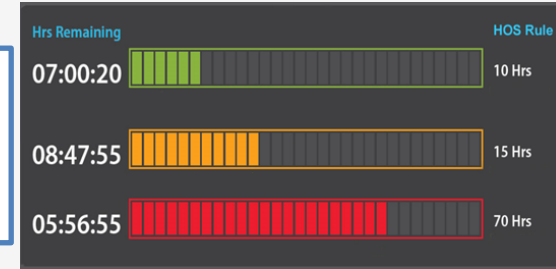
Green = Remaining time is acceptable.

Orange = Warns the Driver that their Remaining hours are getting low.

Red = Shows the Driver that they are in danger of violating their HOS clock(s).

8

The driver will be able to indicate periods of Yard Move when:
- The driver is enabled for Yard Move in his/her profile (in the Admin Portal), and;
- The driver is connected to Prox-M, and;
- The driver is in ODND status.

1. Tap the 'Yard Move' button to start a Yard move. The driver will be prompted to confirm, and the text will turn orange and show 'End Yard Move,' while Yard Move is active.
2. During periods of Yard Moves, the driver will remain ODND while the vehicle is moving.
3. If the vehicle reaches an ECM speed of 20 mph, the driver will be prompted to change status to driving.
4. *Note: US regulations do not allow Saucon to automatically change the driver's status upon reaching the 20 mph speed threshold. The driver's status will change to driving when he/she taps the 'Change to Driving Status' button.*
5. If the driver changes status by tapping a button or selecting a comment, the system will also end the Yard Move with that selection. The driver will be prompted to enter additional comments associated with ending the Yard Move.
6. Events are added to the driver's log indicating the start and end of a Yard Move, as well as when the vehicle reached the 20 mph speed threshold.

10:49:40	Sim1939 Test	Bethlehem To...	228	5	On Duty (Not D...	0:01:38	Yard Move Start	
10:51:18	Sim1939 Test	Bethlehem To...	228.6	5	On Duty (Not D...	0:01:29	Driver prompted to end Yar...	Vehicle exceeded 20 mph
10:52:47	Sim1939 Test	Bethlehem To...	229.2	5.1	Driving	0:00:00	Driving	
10:52:47	Sim1939 Test	Bethlehem To...	229.2	5.1	Driving	0:02:05	Yard Move End	
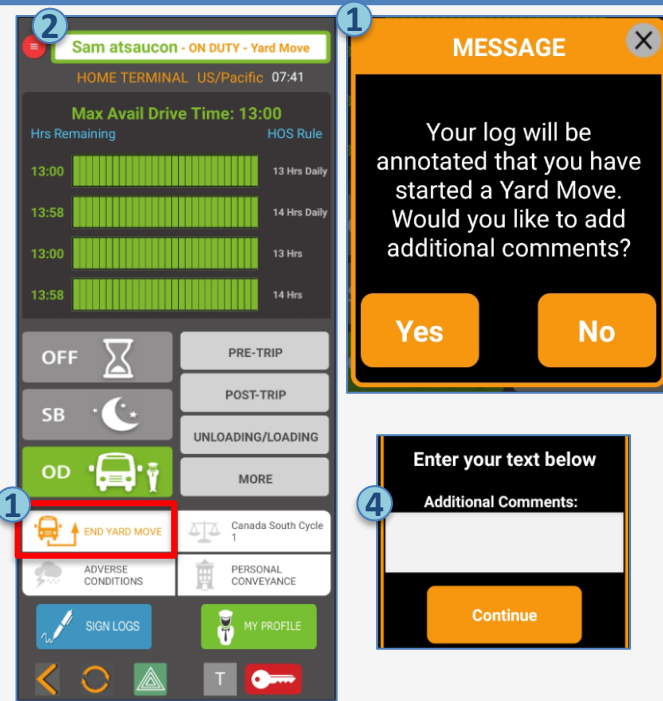
The driver will be able to indicate periods of Yard Move when:
- The driver is enabled for Yard Move in his/her profile (in the Admin Portal), and;
- The driver is connected to Prox-M, and;
- The driver is in ODND status.

1. Tap the 'Yard Move' button to start a Yard move. The driver will be prompted to confirm, and the text will turn orange and show 'End Yard Move,' while Yard Move is active.
2. During periods of Yard Moves, the driver will remain ODND while the vehicle is moving.
3. If the vehicle reaches an ECM speed of 32 kph, the driver will be automatically changed to driving status, as required by Canadian regulations. There will be no driver prompt regarding this, the switch will happen automatically.
4. If the driver changes status by tapping a button or selecting a comment, the system will also end the Yard Move with that selection. The driver will be prompted to enter additional comments associated with ending the Yard Move.
5. Events are added to the driver's log indicating the start and end of a Yard Move, as well as when the vehicle reached the 32 kph speed threshold.

| 15:08:53 | TIAB OBD II | Bethlehem To... | | 309.8 | 4.8 | On Duty (Not D... | 0:01:04 | Yard Move Start | ggvg |
| 15:09:57 | TIAB OBD II | Bethlehem To... | | 310.0 | 4.8 | Driving | 0:03:09 | Yard Move End | Vehicle exceeded 32 kmh |
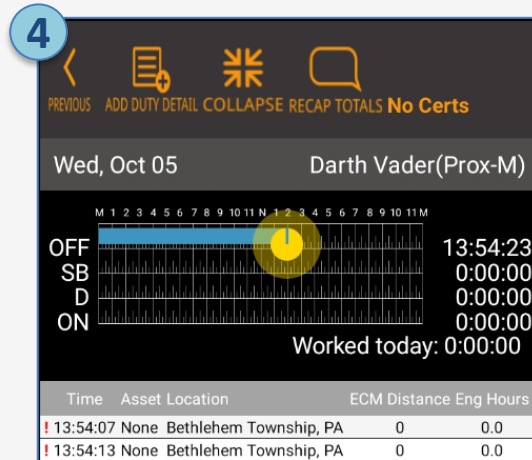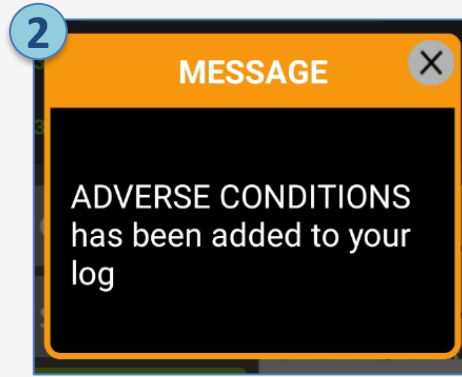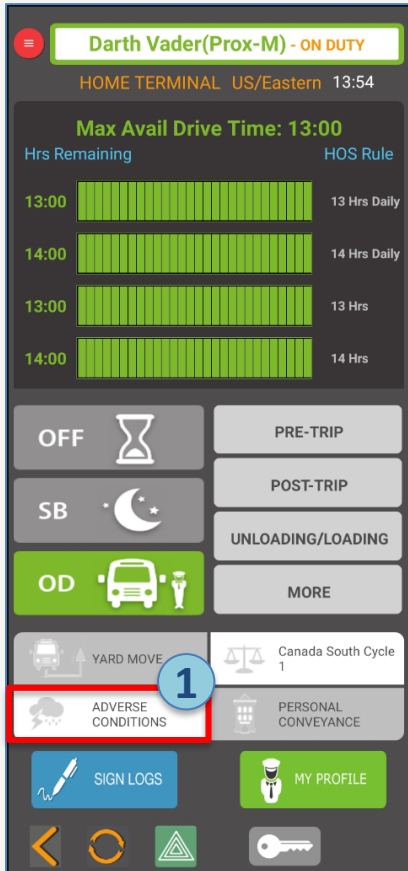
The Adverse Conditions button allows the driver to add an annotation to his/her log, to indicate that the driver experienced an unforeseen condition that could affect his/her HOS.

1. Tap the Adverse Conditions button.
2. The driver will receive a confirmation that Adverse Conditions has been added to his/her log.
3. The system does NOT give the driver an extra 2 hours.
4. Instead, a yellow bullet is placed on the drivers' log, to indicate the time the driver experienced the Adverse Condition.
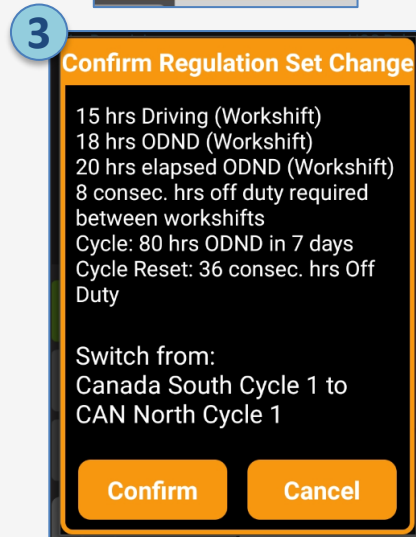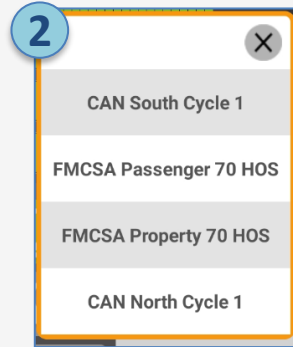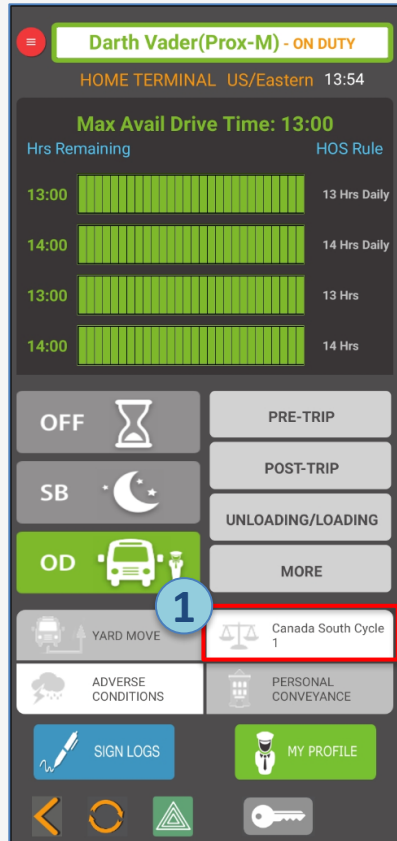
The regulation set under which the driver is currently operating is shown on the white regulation button.

To change the regulation set:
1. Tap on the regulation button.
2. Select the new regulation set from the list. Note: this list shown is configured by the administrator in the Portal. Please contact your administrator if the regulation set you need is not shown.
3. When prompted, confirm the change in regulation set.
4. Once you confirm, your logs will be redownloaded, and the HOS limits for the new regulation set will be in effect.
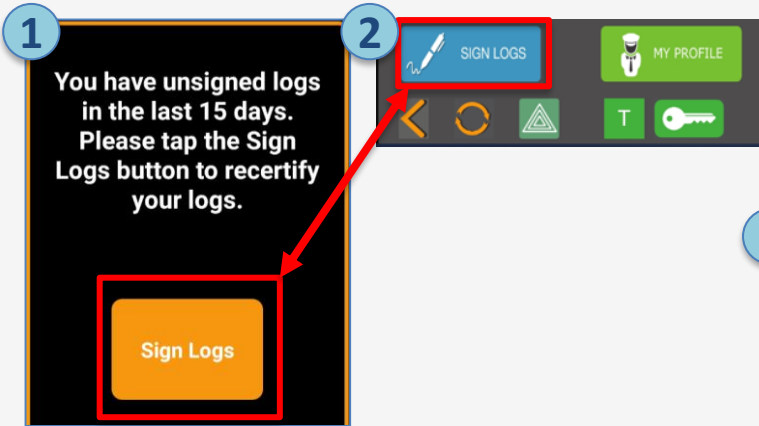
The driver will be able to indicate periods of Personal Conveyance when:

- He/she is enabled for Personal Conveyance (Driver Profile in the Admin Portal), and;
- The driver is off duty, and using the vehicle for authorized personal use, in accordance with FMCSA and company guidelines.

1. Tap Start Personal Conveyance. If you are not currently Off Duty, you will be prompted to change status to Off Duty first.
2. You will be prompted to select an annotation (Travel to Hotel; Travel to Restaurant; Other).
3. The button will show 'End Personal Conveyance' in orange text once the period of Personal Conveyance has started. Your log will be annotated with a 'Personal Conveyance Start' comment.
4. US regulations do not put specific limitations on time or distance spent in Personal Conveyance.
5. Once the ignition is cycled, you will be prompted to confirm continuance of Personal Conveyance. Personal Conveyance will be ended if you confirm 'End Personal Conveyance' at the prompt, if you select a different duty status, or if the vehicle moves without making a selection.

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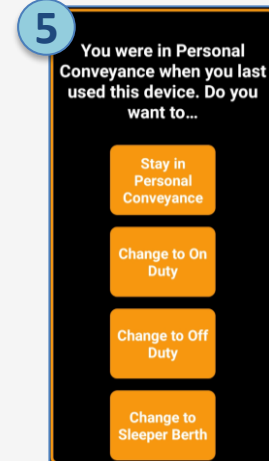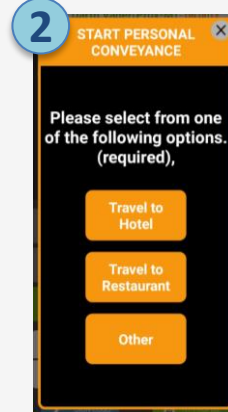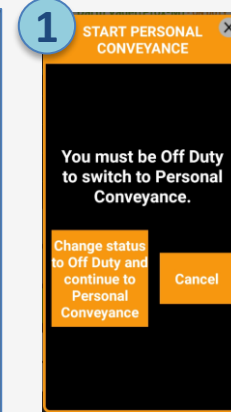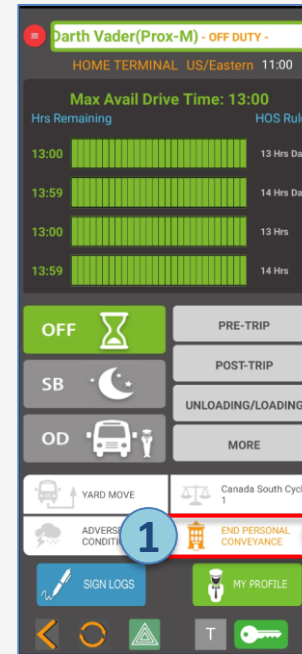
The driver will be able to indicate periods of Personal Conveyance when:

- He/she is enabled for Personal Conveyance (Driver Profile in the Admin Portal), and;
- The driver is off duty, and using the vehicle for authorized personal use, in accordance with Canadian Regulations and company guidelines.

1. Tap Personal Conveyance. If you are not currently Off Duty, you will be prompted to change status to Off Duty first.
2. You will be prompted to select an annotation (Travel to Hotel; Travel to Restaurant; Other).
3. When the text on the button has turned orange, the period of Personal Conveyance has started, and your log will be annotated with a 'Personal Conveyance Start' comment.
4. Canadian Regulations limit the use of Personal Conveyance to a distance of 75 km. Once you have driven 75 km in Personal Conveyance, you will automatically be switched to Driving status.
5. Once the ignition is cycled, you will be prompted to confirm continuance of Personal Conveyance. Personal Conveyance will be ended if you confirm 'End Personal Conveyance' at the prompt, if you select a different duty status, or if the vehicle moves without making a selection.

14

1 You have unsigned logs in the last 15 days. Please tap the Sign Logs button to recertify your logs.

2 SIGN LOGS   MY PROFILE

T

Sign Logs

Darth Vader(Prox-M)

3 SIGN LOGS

HOME TERMINAL   US/Eastern   15:42

2

Select All	Date	Worked	Off	SB	D	On	Miles
☐	10/10	00:01	15:41	00:00	00:00	00:01	0
☑	10/09	00:00	24:00	00:00	00:00	00:00	0
☑	10/08	00:00	24:00	00:00	00:00	00:00	0
☑	10/07	01:25	22:35	00:00	00:15	01:10	5
☑	10/06	00:00	24:00	00:00	00:00	00:00	0
☑	10/05	04:05	19:55	00:00	00:00	04:05	0
☑	10/04	00:00	24:00	00:00	00:00	00:00	0
☑	10/03	00:00	24:00	00:00	00:00	00:00	0
☑	10/02	00:00	24:00	00:00	00:00	00:00	0
☑	10/01	00:00					
☑	09/30	00:00					
☑	09/29	00:00					
☑	09/28	00:00					
☑	09/27	00:00					
☑	09/26	00:00					

SUBMIT SIGNED LOGS

"I hereby certify that my data entries and my record of duty status for the 24-hour period(s)/day(s) (Oct 10 2022) are true and correct."

Because your selection includes today's log, you will be signed out automatically after tapping "I agree."

4   I AGREE   NOT READY

You can get to the Sign Logs screen by:
1. Tapping "Sign Logs" when prompted to certify unsigned logs (prompted at both sign on and sign off, if there are uncertified logs in the last 8 or 14 days), OR;
2. Tapping the "Sign Logs" button from the Progress Screen
3. The Sign Logs screen will open, and will show (8) or (15) days when connected to Prox-M, and (30) days when not connected.
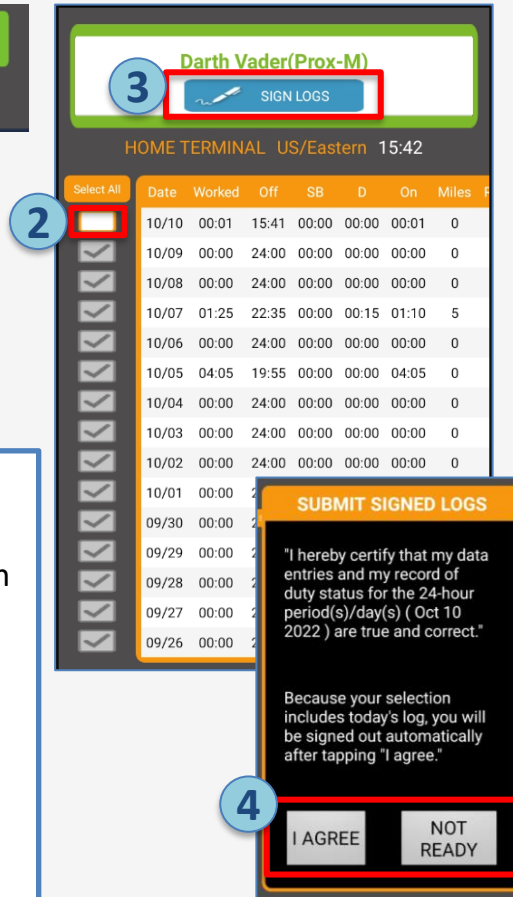
On the Sign Logs screen:
1. If the log is already checked, it already has all the certifications required.
2. If the checkbox next to the log is blank, that means the log must either be certified or recertified.
3. Select the logs to sign by checking the box (you can multi-select), then tap 'Sign Selected'.
4. You will be prompted to confirm and agree to signing the selected logs. Select "I Agree" to continue with signing, or "Not Ready" to return to the previous screen.
5. If you are signing logs as part of the Sign Off process, you may be prompted after signing to change your status, if you are still in an OD or Driving status.

15

SAUCON
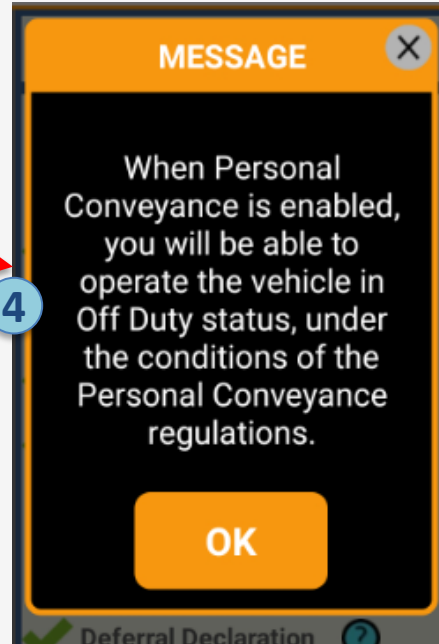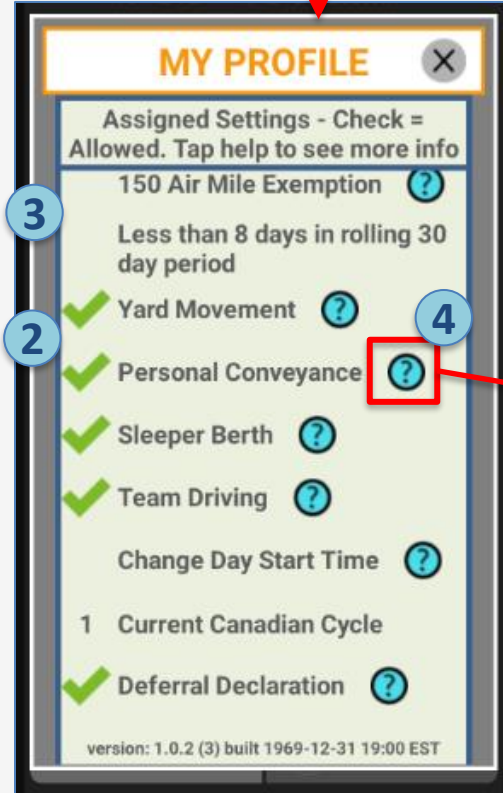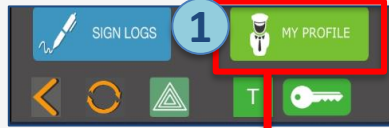
My Profile displays the driver's current profile settings:

1. Tap My Profile to open the window.
2. If the item has a green check next to it, that means it is ENABLED for the driver.
3. If the item does not have a green check, that means it is DISABLED. If an item is disabled, the corresponding button will be greyed out or hidden.
4. Tap the "?" icon to see more information about the individual setting.
5. This screen is a read-only screen. To request a change in any of the settings, please contact your administrator.

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From the Progress Screen, tap the 'red menu' button in the upper left corner, then select 'View/Edit'.
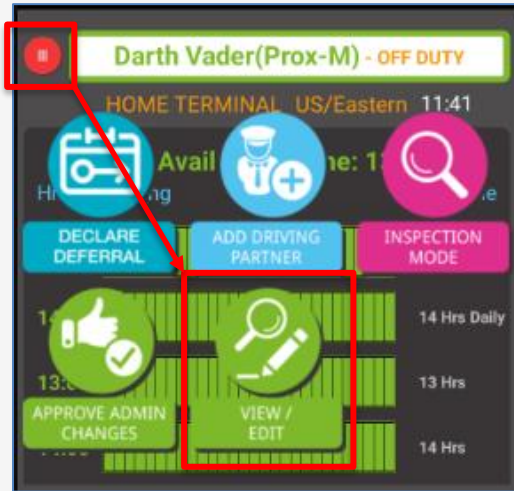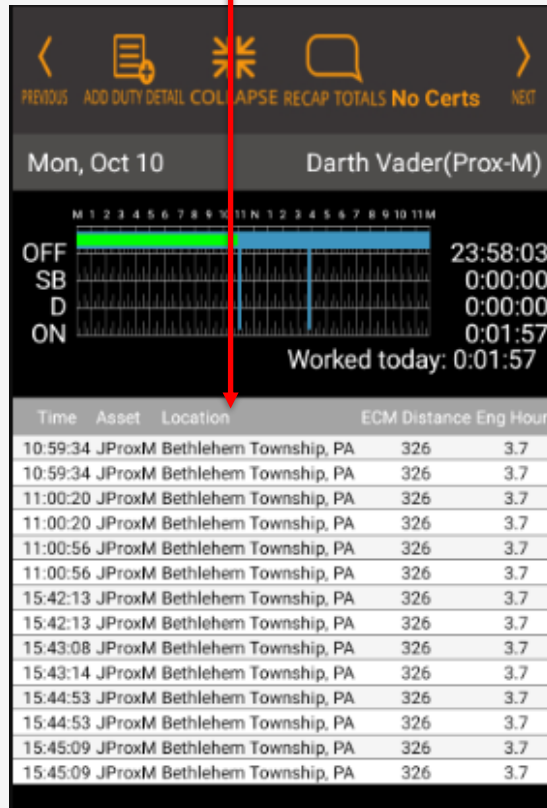
1. You will be able to view/edit either (8) or (15) days worth of logs. Tap 'Previous' or 'Next' to move through the days.
2. Tap 'Add Duty Detail' to add an event to that day's log (see next slide for more info).
3. Tap 'Collapse/Expand' to hide or show the detailed events under the graph.
4. Tap 'Recap Totals' to view the recap totals for the last (8) or (14) days.
5. Tap 'Certs' to view certifications for that day. If the log has not been signed, this will say 'No Certs'.

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Saucon Android Driver App – Add Duty Detail
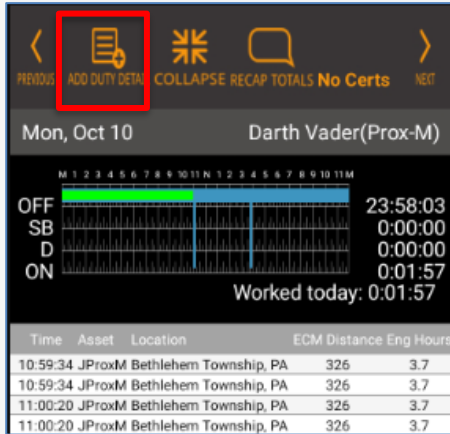
Drivers can add events to their logs by tapping 'Add Duty Detail' on the View/Edit screen:

1. Select the status of the event by tapping one of the status buttons.
2. Fields with a '*' are required, and can be completed by either selecting from the drop-down, or filling them in.
3. Click 'Save' when complete, and then confirm save when prompted.
4. Note : Driver's cannot make any additions to their log that would reduce recorded drive time.
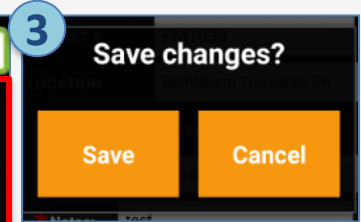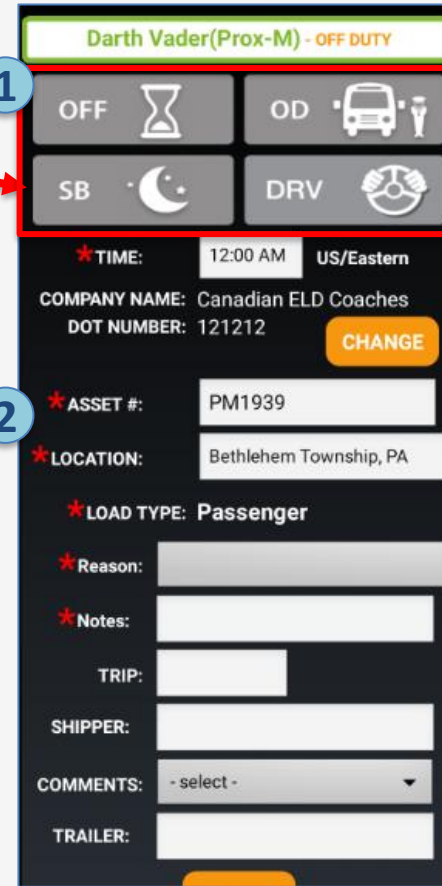
Note: If there are unresolved proposed edits to your log, you will not be able to edit your log until you either accept or reject the administrator's edits.

Saucon Android Driver App – Colors on Logs & Recap Totals
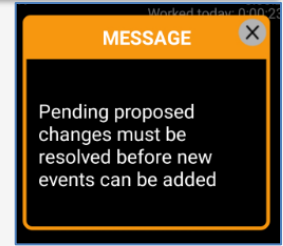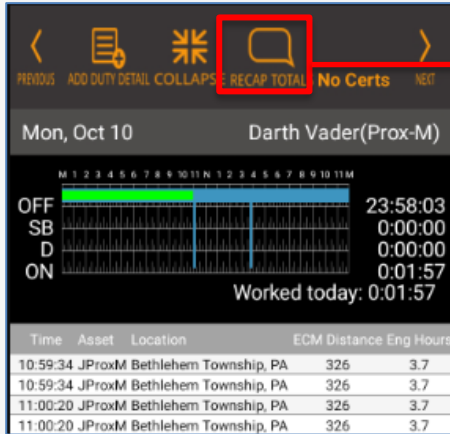
The Recap screen shows the driver's totals for the last 8 (for US regulations) or 14 (for Canadian regulations) days.

The colors on a log represent the following about a log/event:
1. Blue = original entry
2. Pink = edit proposed by administrator (not approved by driver yet)
3. Green = edit made by driver OR by administrator AND approved by driver
4. Yellow dot = Adverse Conditions added to the log by the driver or administrator
5. Red = Driving time recorded while the driver was in violation.
6. Orange = Period of Yard Move or Personal Conveyance

Michael Scott - ON DUTY

Date	Worked	Off	SB	D	On	KM
10/19	00:00	10:04	00:00	00:00	00:00	0
10/18	02:23	21:37	00:00	00:44	01:38	48
10/17	00:17	23:43	00:00	00:10	00:06	7
10/16	00:00	24:00	00:00	00:00	00:00	0
10/15	00:00	24:00	00:00	00:00	00:00	0
10/14	07:29	16:31	00:00	00:00	07:29	0
10/13	06:30	17:30	00:00	00:00	06:30	0
10/12	09:17	14:43	00:00	08:47	00:30	0
10/11	03:46	20:14	00:00	01:04	02:42	53
10/10	00:00	24:00	00:00	00:00	00:00	0
10/09	00:00	24:00	00:00	00:00	00:00	0
10/08	00:00	24:00	00:00	00:00	00:00	0
10/07	00:00	24:00	00:00	00:00	00:00	0
10/06	00:00	24:00	00:00	00:00	00:00	0
10/05	00:00	24:00	00:00	00:00	00:00	0
Last 14	29:43	292:22	00:00	10:47	18:56	108

19

Certifications are visible on the View/Edit screen, and the Inspection Mode screen:
1. Above the graph, if the log is NOT certified, it will show 'No Certs.'
2. If the log IS certified, it will show 'Certs.'
3. You can tap on the word 'Certs' to view any certifications or recertifications for that daily log.

SAUCON
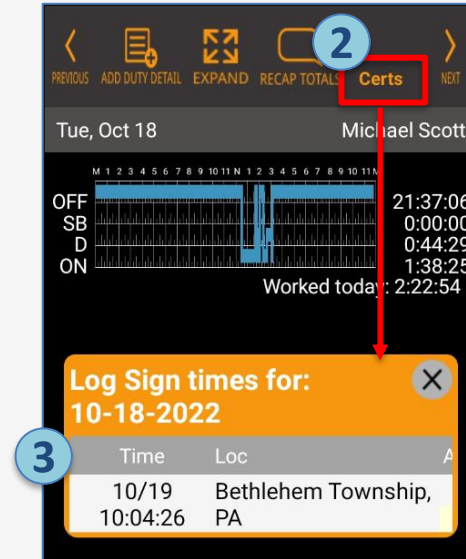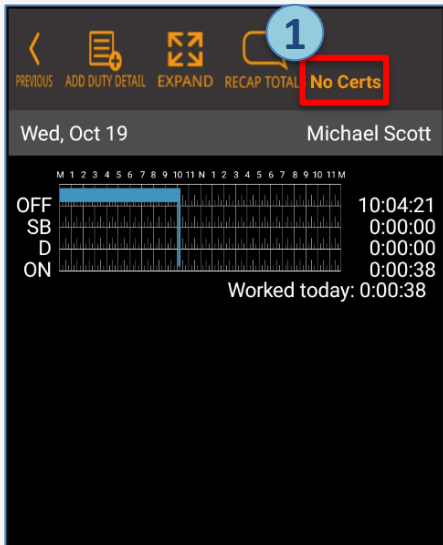
Administrators can propose edits to a driver's log and a driver can approve or reject them by:

1. Tapping 'Review Edits' when prompted at sign on, OR;
2. Tapping 'Approve Admin Edits' under the red menu button.
3. You will be presented with the original version of your log, and a version containing the admin's suggested edits. Changed events and totals will appear in pink.
4. Tap 'Expand Details' to view the event details.
5. Select 'I Accept All Changes' to approve the edits. The edits will become part of your log, and you will be prompted to confirm so the log can also be recertified.
6. Select 'I Decline All Changes' to reject the suggested edits, and keep the log in its original form.

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If the vehicle moves when no one is signed in, Unassigned Driving will be started.

1. When the driver connects to Prox-M, a prompt will appear noting that Unassigned Driving had been started.
2. The driver will be prompted to review and either claim or reject any unassigned driving that exists on the vehicle.
3. The driver will be presented with a screen showing all open Unassigned Driving events.
4. If **ALL** events shown belong to the driver, tap 'Select All,' then 'Claim Selected.'
5. If **SOME** events shown belong to the driver, select them by placing a checkmark next to the events to claim, then tap 'Claim Selected.'
6. If **NONE** of the events shown belong to the driver, tap 'None are Mine.'

There are Unassigned Movement events recorded on this device. Please review and claim any unassigned movements that belong to you before proceeding.

OK

Unassigned Movements

Claim	Time	Asset	Location
✔	09/26/22 11:35:19	Sim1939 Test	Unknown
	09/26/22 11:42:31	Sim1939 Test	Bethlehe

Select All — Claim Selected — None are Mine

Unassigned Movements

Claim	Time	Asset	Location
	09/26/22 11:35:19	Sim1939 Test	Unknown
	09/26/22 11:42:31	Sim1939 Test	Bethlehe

Select All — Claim Selected — None are Mine

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SAUCON

1 MESSAGE ✕

By tapping Confirm you will add 2 events to your logbook. Any unassigned events not selected by you will be marked as rejected.

Confirm   **Cancel**

2 MESSAGE ✕

By tapping Confirm you are rejecting all 1 Unassigned Driving Events listed in the previous screen. None of this driving time will be added to your log book.

Confirm   **Cancel**

1. If the driver has selected any Unassigned Driving to claim, a confirmation box will appear asking the driver to confirm that the selected events will be added to his/her log. Tap 'Confirm' to add the events to the log, or 'Cancel' to return to the previous screen.
2. If the driver selected 'None are Mine', a confirmation box will appear asking the driver to confirm that none of the driving events belong to him/her, and should not be added to his/her log. Tap 'Confirm' to continue, and 'Cancel' to return to the previous screen.
3. Once a driver has claimed Unassigned Driving events and added them to his/her log, they can only be removed by the Administrator in the Portal.

SAUCON™

1. Notifications will be generated when the driver is 30 minutes from exceeding HOS limits for all Canadian regulations (required) and for US regulations (when configured).
2. The system also provides a notification if the driver is over HOS limits.
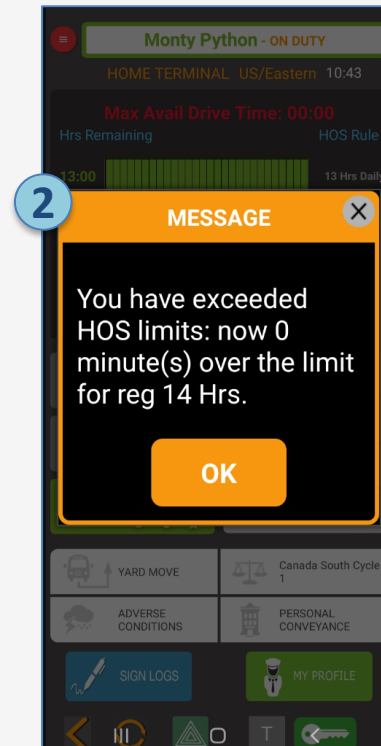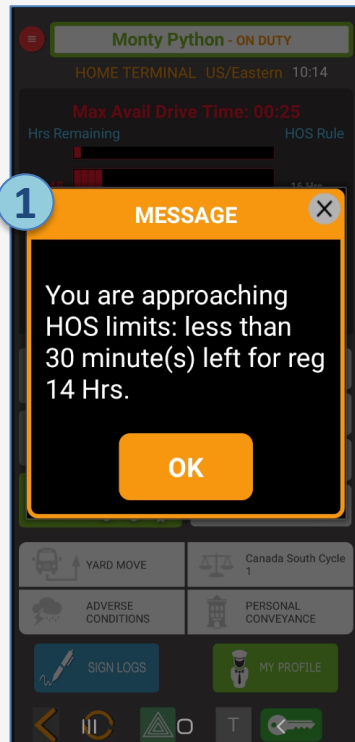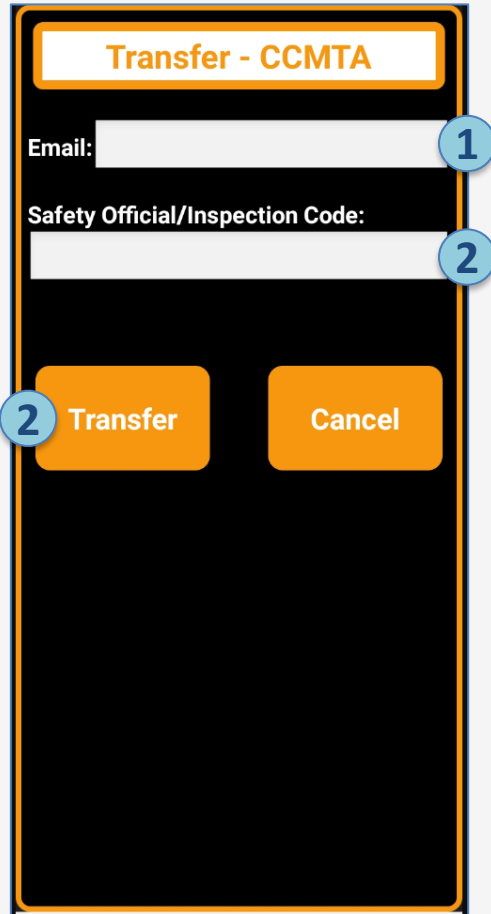
1. To transfer a data file to an officer for a Roadside Inspection, tap the red menu button on the Progress Screen, then select 'Inspection Mode.'
2. If you are currently operating under FMCSA rules, the screen will open in FMCSA View.
3. If you are currently operating under Canadian rules, the screen will open in CCMTA View.
4. You can toggle between the two views by tapping the button; however, to transfer the correct file, you must be on the view that corresponds to the authority performing the inspection.
5. To initiate the file transfer, tap the 'Transfer' button.

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Transfer - FMCSA

Method:

1. ● **Web Service**
   ○ **Email**

Safety Official/Inspection Code:

2. [   ]

2. **Transfer**   **Cancel**

Status:
   Transmitted
Submission ID:
   1584c03a-842a-4ec6-
   8e78-18d44fa90773
Interface Status:
   Information

3. **OK**

---
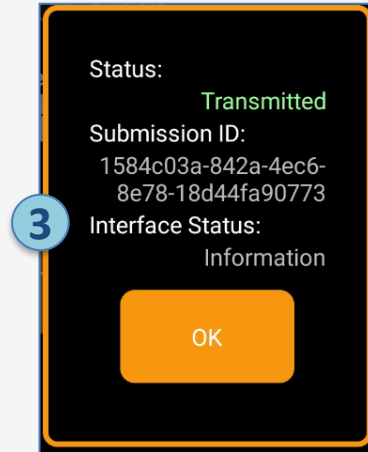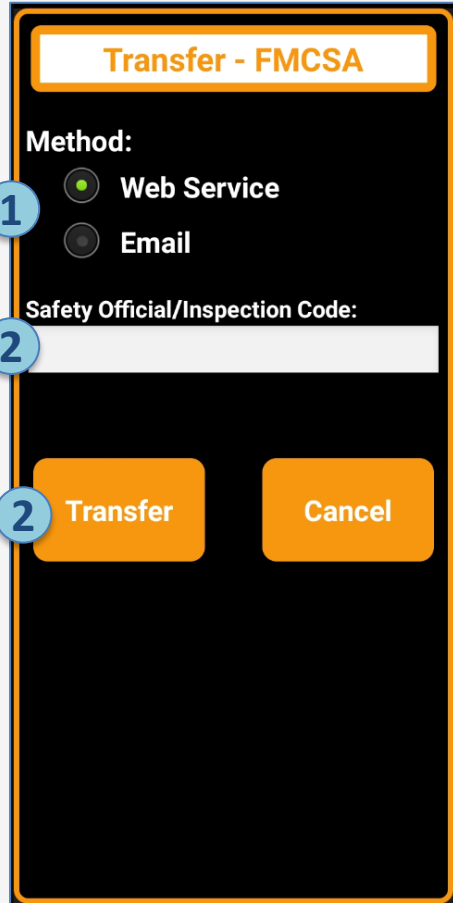
1. After tapping 'Transfer' from FMCSA view, select the method of transfer (Email or Web Services) specified by the officer, by tapping the corresponding radio button.
2. Enter the officer's DOT badge number. This is what FMCSA uses to route the file to the correct officer in the eRODS system. Tap 'Transfer' when complete.
3. You will receive confirmation that the request to transfer your file was submitted.
4. If the request cannot be completed, you will receive a message noting that. In these cases, the display method (showing the logs, in Inspection Mode, on the phone to the officer) should be used. The screen is formatted to meet FMCSA ELD specifications and requirements.
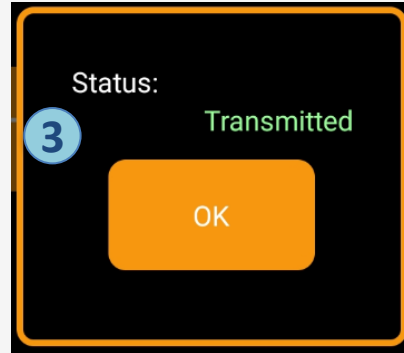
Transfer - CCMTA

Email: ①

Safety Official/Inspection Code:

②

Transfer ② **Cancel**

Status:
Transmitted ③

OK

1. After tapping 'Transfer' from CCMTA view, enter the email address specified by the officer. Email is currently the only method of transfer for Canadian ELDs.
2. Enter the officer's badge number or comment as specified by the officer. Tap 'Transfer' when complete.
3. You will receive confirmation that the request to transfer your file was submitted.
4. If the request cannot be completed, you will receive a message noting that. In these cases, the display method (showing the logs, in Inspection Mode, on the phone to the officer) should be used. The screen is formatted to meet Canadian ELD specifications and requirements.

1. If you do not receive confirmation of a successful file transfer, or the officer has not received the file, the Display method can be used as a back-up.
2. Keeping the phone in Inspection Mode, hand the phone out the window to the officer.
3. The FMCSA and CCMTA views are formatted as required by regulation.
4. For FMCSA view, the officer would swipe up to view all days and sections, tapping 'Expand' to see the detailed view of a section/day.
5. For CCMTA, the officer would tap the 'View' button on each day/section, which will open a screen showing details. The officer would hit the back button at the bottom of the screen to begin viewing a different day/section.

Drivers must have and be able to produce on demand the following documents during a roadside inspection (in addition to a blank paper logbook). They can be downloaded/printed by the Safety Administrator in the Portal, or viewed in the Saucon Driver Portal.

Driver Instruction ELD Sheet

Driver Diagnostic & Malfunction Instruction Sheet

Driver Data Transfer & Inspection Mode Instruction Sheet

Status OK

Malfunction

- Malfunctions should be handled according to the malfunction protocol defined by the motor carrier. Saucon Technologies strongly suggests the motor carrier define and distribute a procedure detailing how and when drivers should report malfunctions, and how support/maintenance staff should resolve reported issues.

- The malfunctions described in this manual relate to specific ELD-related malfunctions. Other obvious malfunctions (ex – phone or Prox-M unit not responding despite attempts to resolve by motor carrier or Saucon support) may occur, and should also be handled under the malfunction protocol.
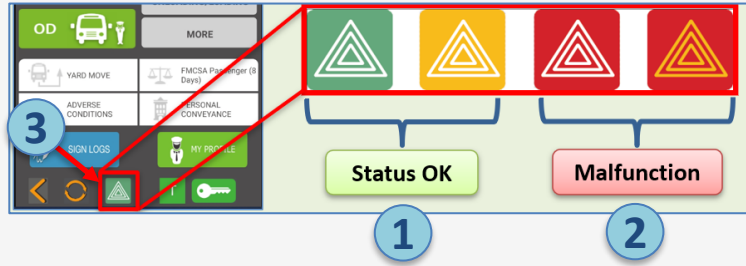
1. When the indicator is green or yellow, the ELD is considered in an 'OK' status.
2. If the indicator moves from yellow to red, it is considered in a malfunction status.
3. Tap on the indicator to view the specific, active ELD malfunctions and diagnostics. Malfunctions will appear in red, while diagnostics will appear in yellow.
4. **Red malfunctions should be reported according to your company's malfunction policy. Your company is given (8) days by regulation to fix the issue.**
5. **Reminder:** the indicator only covers ELD specific malfunctions. It will not change color to indicate hardware malfunctions unrelated to ELD, so please report hardware malfunctions independent of indicator status.

VEHICLE HEALTH ELD Compliance

Power Compliance	Malfunction
ECM Compliance	Normal
Timing Compliance	Normal
Positioning Compliance	Normal
Data Recording Compliance	Normal
Data Transfer Compliance	Normal
Other	Normal
Unidentified Driving Records	Normal

SAUCON

Website: https://dlog.saucontds.com

Desktop

Mobile

- The Saucon Driver Portal provides the driver with access to his/her logs outside of the vehicle.
- The website can be used on a desktop or mobile device.
- For optimal usability, Saucon recommends adding the website to your mobile device's home screen as an 'app,' following the instructions in this manual: Saucon Driver Portal - Adding as App to Phone Home Screen
- To log in, enter your driver ID, your company's DOT number, and your password.
- If you have forgotten your password, you can click/tap 'Password Hint'.
- If you are logging in for the first time, use the word 'password' for the Password. You will be prompted to change it and set a password hint after logging in.

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SAUCON
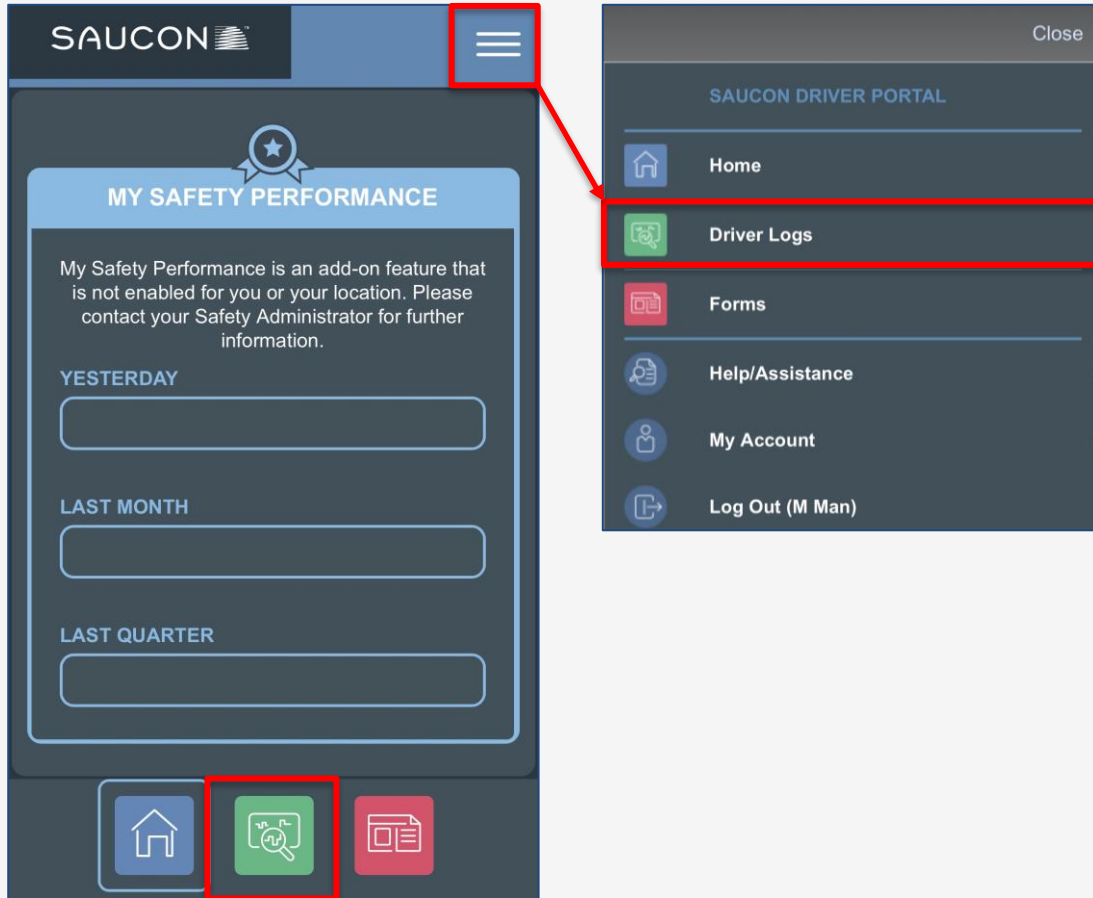
1. To navigate to the Driver Log module, tap the Driver Log icon on the bottom bar of the screen.
2. Alternatively, you can tap on the burger menu in top right corner, and select 'Driver Logs' from the menu.
3. Other menu options available to the driver are also located either on the bottom bar, or under the burger menu. This includes:
   - Help/assistance (for Training and documentation)
   - My Account (to change password)
   - Log out

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SAUCON

HOS Clocks with Remaining hours for each rule

Driver name, last duty status and time in last duty status

Click to view recap of hours

Click to view/edit logs

Click to review administrator proposed edits

Fortsch, Jacqui - Off duty - 0:00:13

HOME TERMINAL
US/Pacific
12:55

RECAP TOTALS

Hrs Remaining	Max Avail Drive Time: 7:14:30	HOS Rule
11:00:00		11 Hour
07:14:30		14 Hour
08:00:00		8 Hour Break
69:57:49		70 Hour

VIEW / EDIT

APPROVE ADMIN EDITS

INSPECTION MODE

Click to view in Inspection Mode or transfer a file

70 Hour - Available Tomorrow: 69:57:49

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SIGN LOGS

Hours Available Tomorrow

Click to sign logs

Use 'Previous/Next' to navigate through up to 6 months of logs.

Log date

Click "Add Duty Detail," or tap on the graph, to add an event to your log.

HOS totals for the day

Log events details for the day

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SAUCON
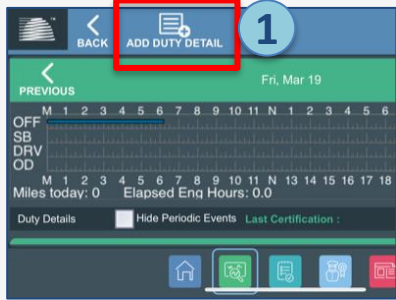
1. Tap "Add Duty Detail" (or tap on the graph) to add an event to your log. The event will be added to the logbook date you are currently on.
2. When prompted, enter the Event Time (24 hour format) and select the duty status for the event, then click or tap 'Save.'
3. Enter the event details – fields marked with an "*" are required. Enter a 'Reason' and "Notes" regarding the edit, and click or tap 'Save.'
4. NOTE: You will not be able to Add Duty Detail or edit an existing event if there are unresolved administrator edits on your log. You must either approve or reject the administrator edits first.

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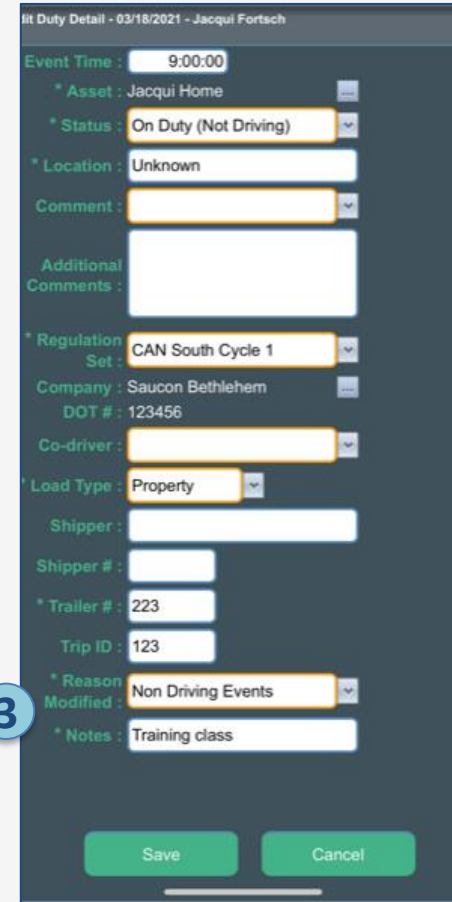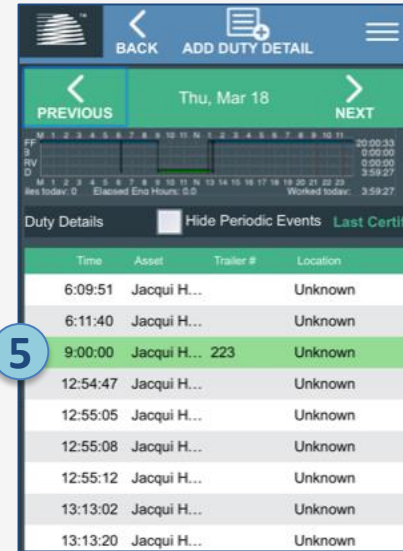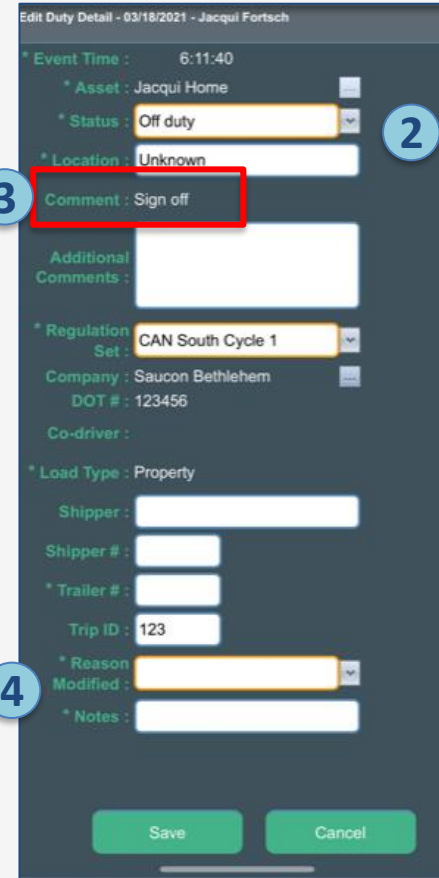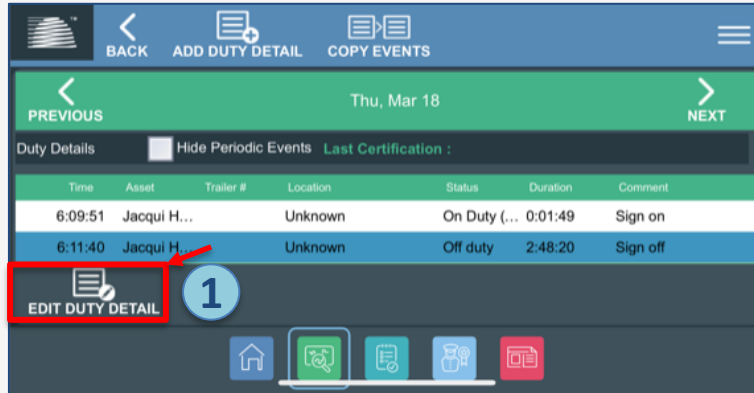
1. To edit an existing event, tap on it in the event details section. An icon for 'Edit Duty Detail' will appear at the bottom. Tap the icon.
2. Fill in the required information to edit the event by editing the fields.
3. If a field is not editable, it is because by regulation, you are not allowed to edit that field.
4. Fields marked with a "*" are required. Enter a 'Reason' and 'Notes', then click or tap 'Save.'
5. Once events are added or edited by the driver, they appear in green on the graph and in the event details.
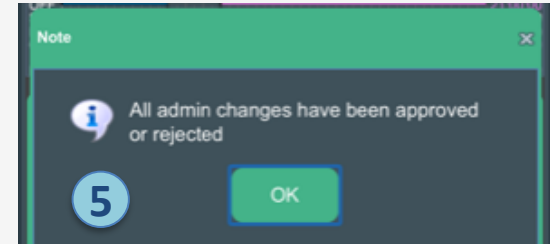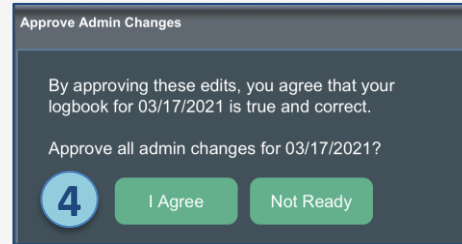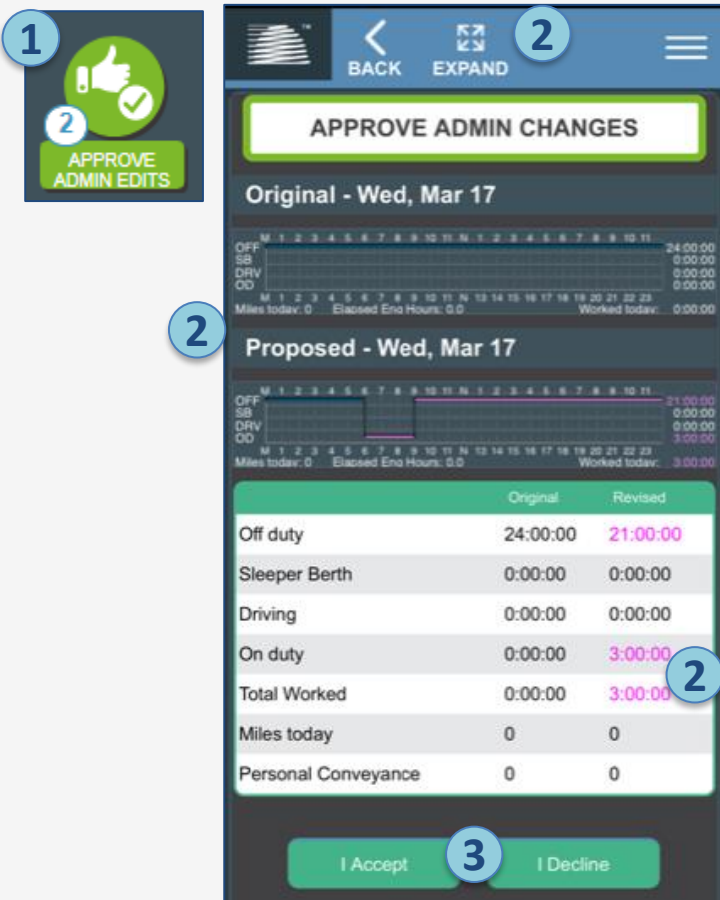
1. When an administrator suggests an edit to your log, a badge will appear on the 'Approve Admin Edits' icon. Tap or click on the icon to review the edits.
2. The screen will show a version of the original log, and the log with the proposed edits, as well as a summary table showing how HOS would be affected. Changes will be shown in pink. Tap 'Expand' to see the event details for the logs.
3. Tap or click 'I Accept' if you approve the changes – the changes will then become a part of your log. Tap 'I Decline' if you do not approve the changes – the log will remain in its original version.
4. If you select 'I Accept,' you will be prompted to recertify the log. Tap or click 'I Agree' to continue, or 'Not Ready' to return to the previous screen.
5. If you tapped 'I Agree,' a confirmation box will appear to confirm the changes were added to your log.

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Tap or click the 'Recap Totals' icon to view your recap for the last (7) or (14) days.

BACK

RECAP TOTALS - Fortsch, Jacqui - Off duty

70 Hour - Available Tomorrow: 62:42:19

Date	Worked	Off	Drv	OD	Miles
03/19	0:00	13:14	0:00	0:00	0
03/18	3:59	20:00	0:00	3:59	0
03/17	3:00	21:00	0:00	3:00	0
03/16	0:00	24:00	0:00	0:00	0
03/15	0:18	23:41	0:00	0:18	0
03/13	0:00	47:00	0:00	0:00	0
03/13	0:00	47:00	0:00	0:00	0
03/12	5:26	18:33	0:00	5:26	0

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1. Tap or click the 'Inspection Mode' icon to access the Inspection Mode screen.
2. This screen includes a header and details section. It is formatted as required for the ELD Display method (the back-up to Data Transfer during roadside inspections).
3. Tap the 'Transfer' button, then select Email or Web Services and enter the officer's badge number. Tap or click 'Transfer.'
4. Your phone can also be handed out the window to the officer for him/her to view the logs on your mobile device.

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1. Tap or click the 'Sign Logs' icon to access the sign logs screen.
2. The screen is split into two sections – the last (8) days, and logs older than (8) days. It will include logs that are unsigned, or that require recertification.
3. Tap or click 'Select All' to select all logs, or place a checkmark on individual days, then tap or click 'Sign Selected.'
4. You will be asked to confirm which log(s) will be signed, and agree that they are true and correct. Tap or click 'I Agree' to continue, or 'Not Ready' to return to the previous screen.
5. If you selected 'I Agree,' a confirmation box will appear confirming that the selected logs have been signed.

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If for some reason, the incorrect total for "Miles Today" was recorded on your log, you can edit it by using the 'Miles Override' field, found in the Asset table under the detailed event section.

1. All vehicles driven that day will be listed in the asset table. Click in the 'Miles Override' field, and enter the NEW total miles driven.
2. For Canadian ELD, you can also adjust the start and end odometer values for Personal Conveyance.
3. When edits are complete, click 'Save,' and enter a Reason and Notes for the edit.
4. NOTE: Edits made to miles or PC Start/End odometer values are NOT included in the Data Transfer file. These edits are available for display purposes only in the Saucon administrator and driver portals.

The "Copy Events" feature allows either the driver or administrator to copy events from one logbook to another.
- Only *manually created events* can be copied. Events recorded by the in-vehicle device cannot.
- Events pending approval (pink) cannot be copied.
- Events cannot be copied into the future.
- You cannot copy events to a logbook date that already has events on it.
- The "Copy Events" button sits on the top bar next to the 'Add Duty Detail' button. It will not show on days with 'non-copiable' events.

1. Click "Copy Events" **on the logbook date you want to copy FROM** to bring up a box with a calendar.
2. The shaded blue day represents 'today.'
3. Logbook days that you can copy TO are shown with bolded dates. As you hover over other days (shown in lighter font), you may see notes advising reasons why events cannot be copied to other days.
4. Select **the logbook date to copy TO** (it will show a green check once selected), then enter a 'Reason' and 'Notes,' and click 'Copy Events' at the bottom.
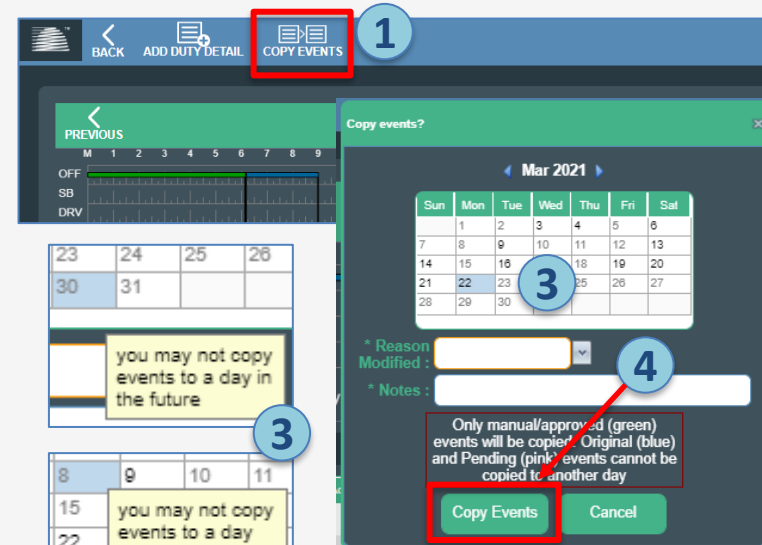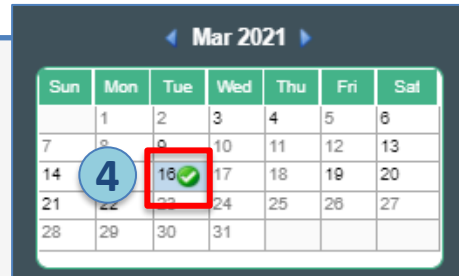
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SAUCON DRIVER PORTAL

🏠 Home

📋 Driver Logs

Jump To Date...

View Summary ①

View Audit Trail

Export as PDF

1. When in the Driver Log module, a choice for 'View Summary' will show under the main burger menu in the upper right corner.
2. Select it to view a summary of the last (30) days. You can change the date range if you want to see summary data for other days.

Start Date : 02/22/2021
End Date : 03/22/2021

②

Date	Worked today	Last 7	Last 8	Last 14	WrkShift 10 Hour Used	WrkShift 10 Hour Available	WrkShift 15 Hour Used	WrkShift 15 Hour Available	70 Hour Used	70 Hour Available	Tomorrow	WrkShift 11 Hour Used	WrkShift 11 Hour Available	WrkShift 14 Hour Used	WrkShift 14 Hour Available	Used
						FMCSA Passenger 70 HOS								FMCSA Property 70 HOS		
03/22/2021	0:00:00	6:59:27	7:17:40	0:00:00	0:00:00	10:00:00	0:00:00	15:00:00	7:17:40	62:42:19	63:00:33					
03/21/2021	0:00:00	7:17:40	7:17:40	0:00:00	0:00:00	10:00:00	0:00:00	15:00:00	7:17:40	62:42:19	62:42:19					
03/20/2021	0:00:00	7:17:40	7:17:40	18:46:55	0:00:00	10:00:00	0:00:00	15:00:00	7:17:40	62:42:19	62:42:19					
03/19/2021	0:00:00	7:17:40	12:43:58	18:46:55	0:00:00	10:00:00	0:00:00	15:00:00	12:43:58	57:16:01	62:42:19					
03/18/2021	3:59:27	12:43:58	12:44:07	18:46:55	0:00:00	10:00:00	0:00:00	15:00:00	12:44:07	57:15:52	57:16:01	0:00:00	11:00:00	0:00:00	14:00:00	6:59:27	6
03/17/2021	3:00:00	8:44:40	14:47:28	14:47:28	0:00:00	10:00:00	0:00:00	15:00:00	14:47:28	55:12:31	61:15:19					
03/16/2021	0:00:00	11:47:28	11:47:28	11:47:28												
03/15/2021	0:18:13	11:47:28	11:47:28	11:47:28												
03/14/2021	0:00:00	11:29:16	11:29:16	11:29:16												
03/13/2021	0:00:00	11:29:16	11:29:16	11:29:16												
03/12/2021	5:26:18	11:29:16	22:08:16	11:29:16	0:00:00	10:00:00	0:00:00	15:00:00	22:08:16	47:51:43	58:30:43	0:00:00	11:00:00	0:00:00	14:00:00	11:29:16	5
03/11/2021	0:00:10	16:41:58	40:41:58	6:02:58	0:00:00	10:00:00	0:00:00	15:00:00	40:41:58	29:18:01	53:18:01	0:00:00	11:00:00	0:00:00	14:00:00	6:02:58	6
03/10/2021	6:02:48	40:41:48	64:41:48	6:02:48	0:00:00	10:00:00	0:00:00	15:00:00	64:41:48	5:18:12	29:18:12	0:00:00	11:00:00	0:00:00	14:00:00	6:02:48	6

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1. When in the Driver Log module, there will be a selection for 'Export as PDF' under the main burger menu in the upper right corner.
2. The dates will default to 'today plus the last 7,' but can be changed if you want to export more days. Once you have set the filters as you want them, click or tap 'Export as PDF.'
3. NOTE: the PDF export is not formatted as required for ELD, and should NOT be used in place of the data transfer file.

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1. While in the Driver Log module, you will have an option under the main burger menu in the upper right corner for 'Send to. . .' . This allows you to email a pdf copy of your logs.
2. Enter the email address where you want to send the PDF copy, and tap or click 'Email Log.'
3. NOTE: the PDF export is not formatted as required for ELD, and should NOT be used in place of the data transfer file.
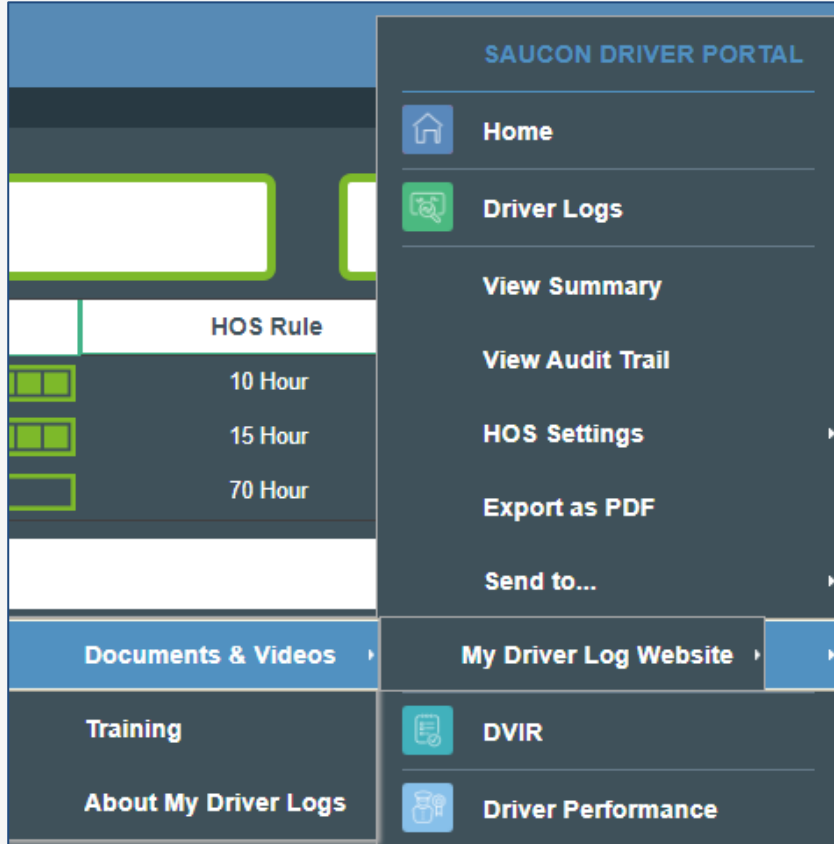
Training manuals and other documentation are available under the main burger menu in the upper right corner.

Documentation specific to Driver Logs will show while you are in the Driver Log module.