Table of Contents

Installation & Set-up

Our technical support, and/or your mechanic, has already installed the ELD device that reads the data from your engine computer. The ELD may be installed in a visible location using the standard diagnostic port connection, or it may be behind a panel, hidden from view. Additionally, the GPS and cellular antenna are also already connected. You need only be concerned with properly logging into the tablet, and connecting it with the ELD device in the vehicle. The software should already be installed on your tablet.

Getting Started – Login & Connect

Your supervisor, and/or our 24-hour help desk, will provide you with your specific login information, along with any real-time assistance needed, to ensure that you can successfully login. Your company will have a specific [System URL] to be entered on the login screen. DC Driver will remember this value, so you need only enter it once.

Upon successfully logging in, you will need to connect to the ELD, and change your status to 'On Duty – Not Driving'. You can leave your DC Driver session open, even in 'Off Duty' status, so the application can receive dispatches as they become available.

Once you are 'On Duty – Not Driving', you can 'Connect to Truck ELD', by selecting the appropriate truck from the list, and tapping 'Connect'. If you do not see the appropriate vehicle in the list, contact your fleet manager immediately to resolve this issue. The tablet will connect to the ELD via Bluetooth wireless communication automatically, but only if you have selected the correct truck. This ensures that you are in fact in the truck you have indicated.

Once you are connected, the tablet will indicate the connection status on the screen. Now that you are connected, your driving time, and many other events, will automatically be recorded to your log. In the event that the connection is lost for any reason, the records will be written to an 'Unidentified Driver Log' for the truck, and you can claim them as part of your log, before certifying and signing your log as complete.

Menu	DC Driver	◇Sync

Login

Please enter your user name and password.

System Url	company	.dispatchcrude.com
User Name	Your Username	
Password	Your Password	

Login

Menu	DC Driver	💬	◇Sync

⊠ Not Connected

Select Your Truck

Connected: Not Connected

11406 ⌄

Connect	Disconnect

Select Truck ⌄

11405 ⌄

11406 ⌄

11573B ⌄

Important: Per FMCSA rules, this guide must remain in the vehicle at all times.
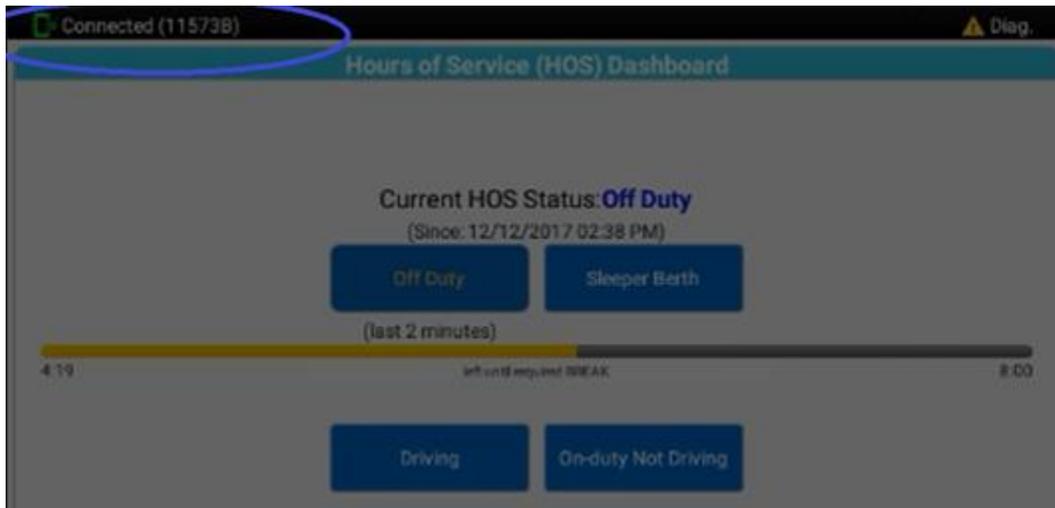
Routine Functionality

This section highlights the most commonly used functionality, that you will use on a daily basis.

DVIRs, JSAs, and other checklists, are documented in a separate user guide, as they are different modules of the software, and not considered part of HOS (Hours of Service), nor are they directly related to ELD functionality.

Record Hours of Service

Once you have connected your mobile device to the ELD, your driving time will be automatically recorded. When your vehicle is moving at 5 MPH or greater, the system will consider the vehicle [IN MOTION], and automatically set your status to 'On Duty – Driving'. Once the vehicle is stationary, you can change your status to 'On Duty – Not Driving', or any other stationary status. If the vehicle remains stationary for 5 consecutive minutes, and the status is still 'On Duty – Driving', the screen will prompt you to change your status or continue in the 'On Duty – Driving' status. If you do not respond, the system will automatically change your status to 'On Duty – Not Driving'.
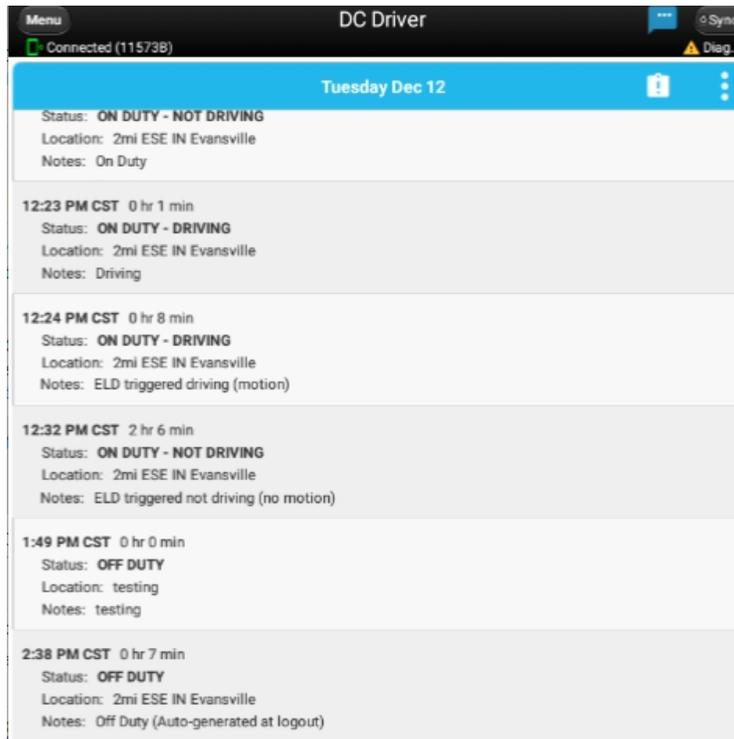
Change your Current Duty Status

On the HOS Dashboard, you can always see your current status, a summary of your hours, and change your status as needed. You may also annotate your status change entry as needed.
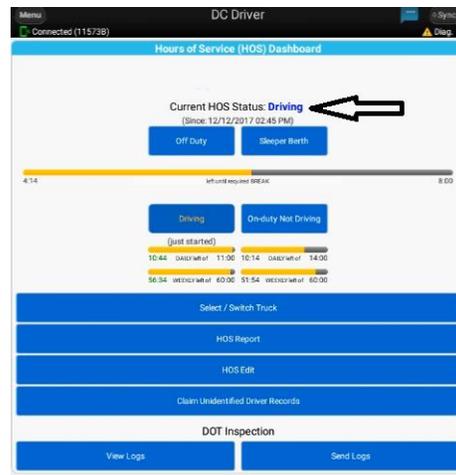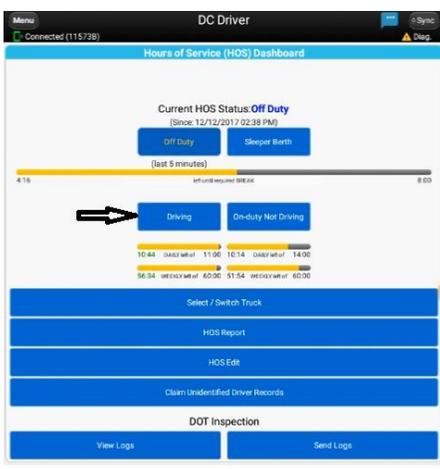
Editing Your Logs

If you need to edit records you manually created, you can do so using the following steps.

1) Tap "HOS Edit" from the HOS Dashboard

2) Select the *log* you wish to edit, from the list displayed

3) Select the *record* you wish to edit, from the list displayed. Make the necessary changes and tap 'Save'.

Sign your Logs

Remember to sign your logs at the end of each day, certifying them as complete. An electronic signature will be captured. If any changes occur to the specific log after the signature, the signature is automatically deleted, and the log must be signed and certified again. Upon returning from one or more days off, you will be prompted to sign any logs remaining unsigned, including blank logs for days off. You will not be able to move forward until completing this requirement.

Find Errors in your Logs

In this example, you can see where violations are indicated.

1) Tap "HOS Report" from the HOS dashboard

2) The full presentation of the log will appear as a PDF file. Zoom in as needed, focusing on the red lines in the graph as well as the bottom left summary of violations, or errors implying violations.

3) Using the instructions previously provided, edit and make corrections as needed, re-certify by signing the updated version, then come back to this process to review the updated log. Any resolved errors should now be reflected in the updated presentation of the log.

4)

Accept or Reject your Fleet Managers Log Edits

Log edits made by your fleet manager will be listed for you to accept into your log, or reject if you do not agree with them. You should review these proposed changes, and respond by either accepting them or rejecting them. When you accept them, the log that they apply to will need to be signed, regardless if it had been signed previously. This is because the log is changed when you accept these changes.

The system will alerts you to these suggested edits, with a symbol as shown here, to the right of the HOS Edit:

Tap 'HOS Edit' and the system will take you to your log list, again, using the same symbol to indicate which logs have suggested edits.

Tap the log with the symbol, and scroll through the entries, once again, watching for the symbol on individual entries

Accept or reject the change on the screen as shown here:

Roadside Review – Let a DOT Officer Inspect your Logs

The system provides an easy way for officers to inspect your logs. From the HOS Dashboard, simply tap 'View Logs' in the DOT Inspection section.
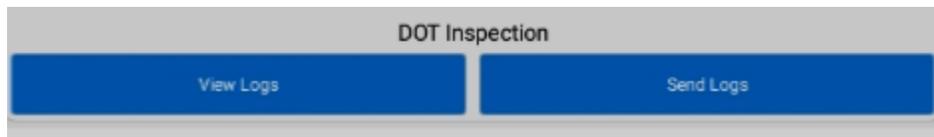
A multiple-page PDF file will be generated, showing all logs retained up to and including the current log.
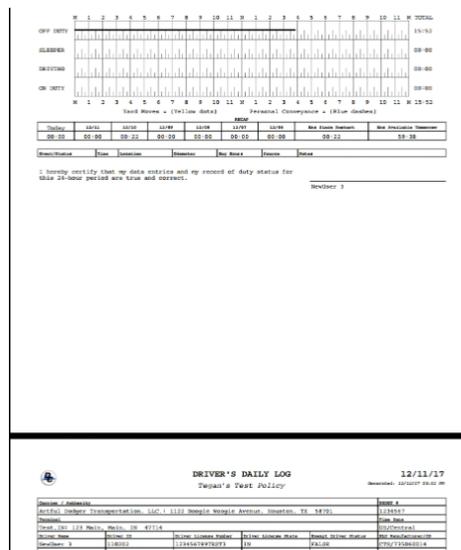

You can either hand the tablet to the officer, or transfer this PDF file to the officer's mobile device via Bluetooth.

Important: Per FMCSA rules, this guide must remain in the vehicle at all times.

Submit your Logs to DOT/FMCSA via Web Service or Email

The FMCSA requires that the system be able to submit your raw log data to their servers. The system does this in either of two compliant methods. One is via web service, and the other is via email. Both of these methods require cellular signal, by nature of the technology. Neither is a limitation of the system itself.

In the DOT Inspection section of the HOS Dashboard, tap 'Send Logs'.
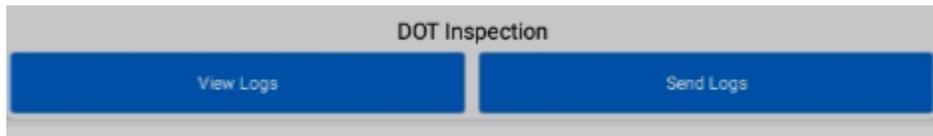
Select a method based on the DOT officers preference.

When 'Web Services' is selected, the 'Return Email' field will not be visible.

Data files will be sent to the FMCSA/DOT as predetermined by the mandate.

Technical support is available at (812) 303-HELP

(812) 303-4357

As well as support@dccloud.net

Important: Per FMCSA rules, this guide must remain in the vehicle at all times.