

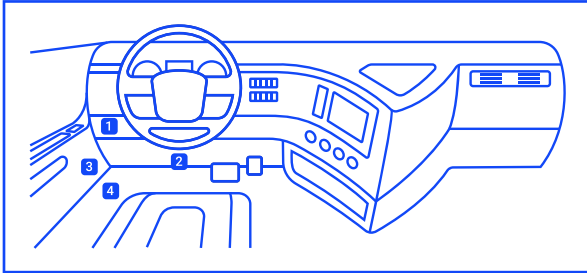


# Instruction Manual for Drivers

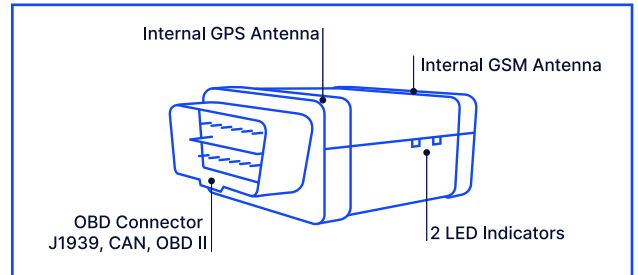


## INSTALL THE OPTIMA ELD DEVICE IN YOUR VEHICLE

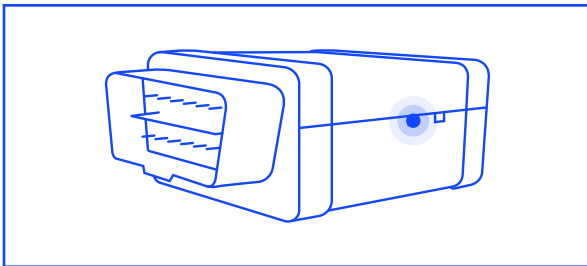
- 1 With engine off, locate the diagnostic port inside the vehicle. It is located in one of the four places:



- 2 Attach the device to the diagnostic port of the vehicle



- 3 Once the device is installed, ensure the device is working properly as evidenced by a green LED light blinking. The green light starts blinking after a GPS & Cellular connection is initiated.



- 4 Mount your device away from electrical components (they may cause interference).

## INSTALL THE ROUTEMATE ELD APP

- 1 For android phones and tablets download the ROUTEMATE ELD App from Google Play Store. For iPhones and iPads download the ROUTEMATE ELD App from the App Store.
- 2 Open the ROUTEMATE ELD App.

## LOGIN TO THE ROUTEMATE ELD APP AND SELECT A VEHICLE

Read the login details from your email. If you don't have login details yet, or you've forgotten them, contact your Carrier administrator.

- 1 Enter your login details and tap **LOGIN**, you will be prompted to the Terms and Conditions page.
- 2 Read the Terms and Conditions and tap **AGREE**

# Welcome

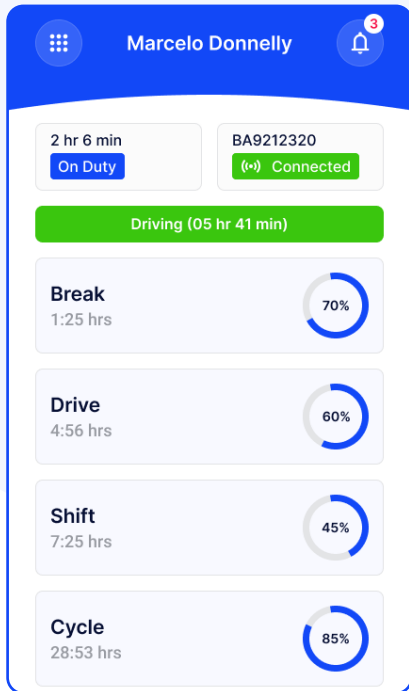
Forgot your password?

Login now

- 3 Select your vehicle from the list, or search for one.
- 4 Tap **ACCEPT**, you will be prompted to the Settings page where you can review and edit settings details.
- 5 Tap **SAVE**.

## Dashboard View

After successfully login & vehicle selection, the Dashboard page is open. Use **Tap to Connect** bar to connect to your vehicle.

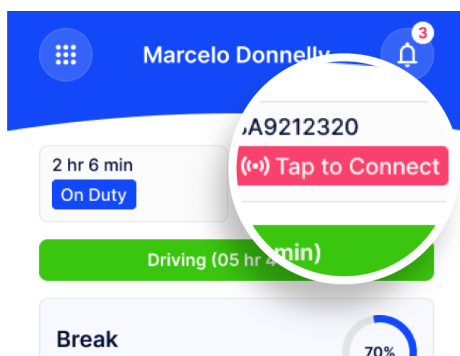


## INSTALL THE OPTIMA ELD DEVICE IN YOUR VEHICLE

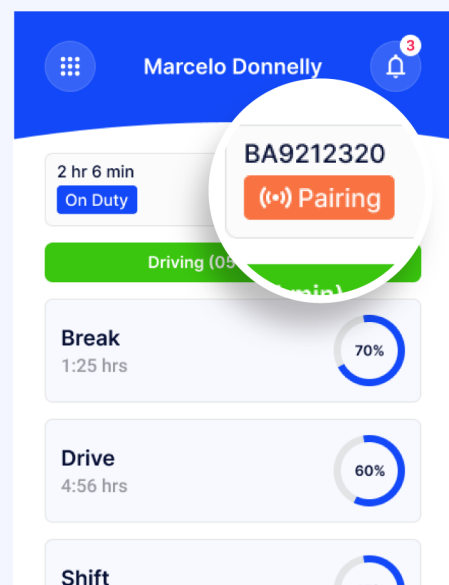
### Enable Bluetooth


Please ensure that Bluetooth is enabled on your device before you connect to the ROUTEMATE ELD device.

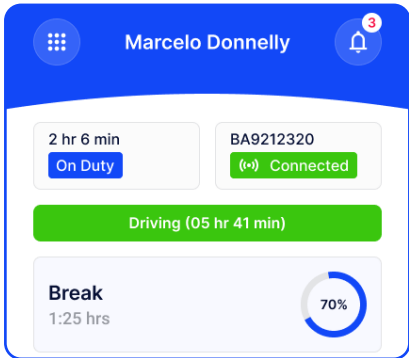
In the main Dashboard view there is Tap to Connect bar - just below the vehicle number



- 1 Use **Tap to Connect** bar to connect to your vehicle. The device will attempt to connect to selected vehicle ELD via Bluetooth. ELD bar will change from red to orange: **Pairing**



- An icon () will appear in connection bar upon successful connection.

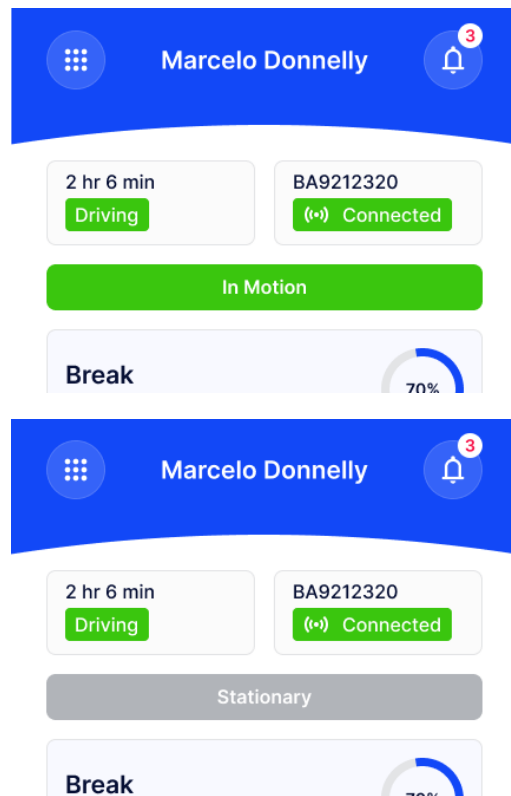


## Ready to Drive

Once you've completed all of the pre-trip tasks in this section, you're ready to drive. When your vehicle is moving at 5 MPH or greater, your duty status will automatically switch to Driving, in accordance with the ELD mandate.

## RECORD HOURS OF SERVICE

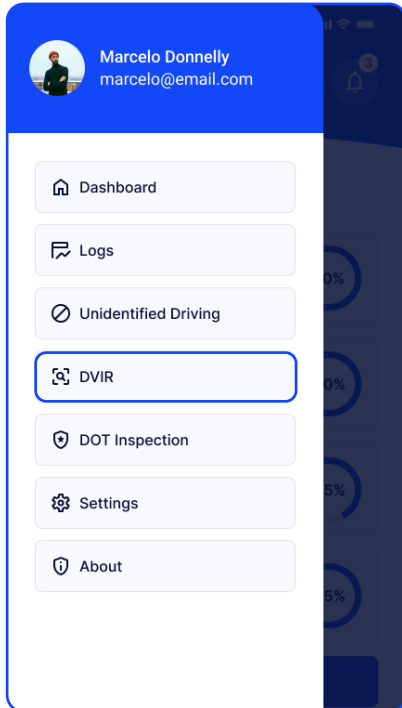
- When your vehicle reaches 5 MPH or greater, ROUTEMATE ELD is indicating that vehicle is In Motion and your duty status will automatically change to Driving.
- When the vehicle stops (0 MPH) it's considered Stationary.
- You can change your duty status by tapping the Driving and selecting some other duty status.
- If your vehicle remains Stationary for five minutes you will be prompted with a question if you would like to change your duty status. If you ignore this question your duty status will be changed to On Duty.



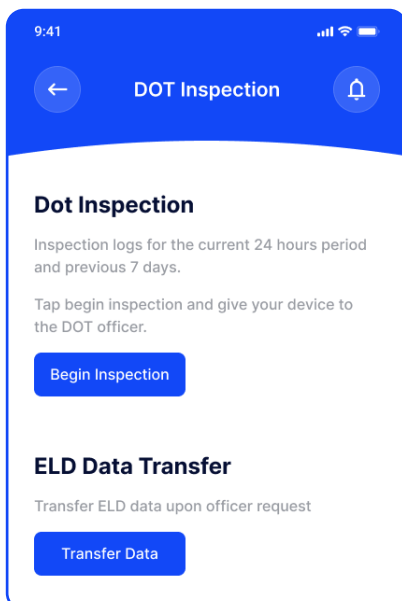


## INSPECT LOGS

In the side menu view is DOT Inspection bar.



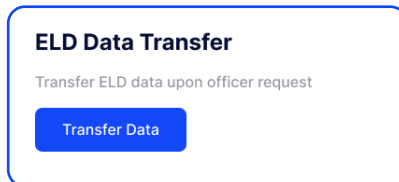
- 1 To let an officer inspect your logs tap **Begin Inspection**. Logs for current and last seven days will appear on the screen.



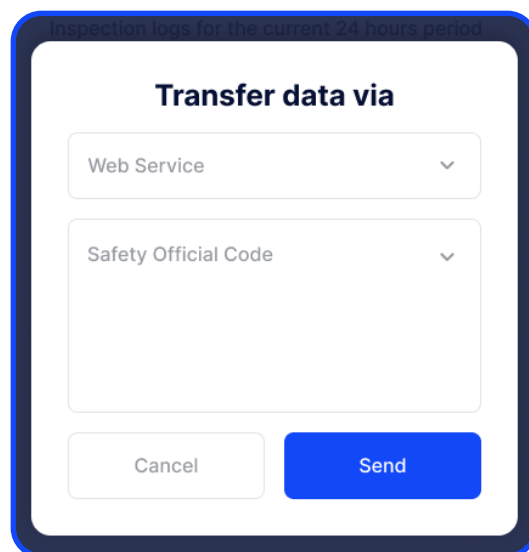
## Data Transfer

If the officer asks for the output file tap Transfer Data.

- 1 Tap the **Transfer Data** to send the file via web service or email.



- 2 Select **Web Service** or **Email transfer method**.
- 3 A DOT officer will provide the **Output File Comment**, enter it in the text box.
- 4 Tap **Send**.



- 5 You will receive a confirmation if the file was submitted successfully. If it was unsuccessful, you will receive the following message: "ELD File Sending Failed. Use a different Transfer Data method or try again."

## CARRIER RESPONSIBILITIES REGARDING MALFUNCTIONS

The carrier must:

Provide drivers with an instruction sheet describing the various ELD malfunction events and record-keeping procedures (this document)

Provide drivers with a supply of 8 days' worth of blank paper driver records

Repair, replace or service

The motor carrier must correct the malfunction of the ELD within 8 days of discovery of the condition

OR

a driver's notification to the motor carrier, whichever occurs first

The carrier must:

## MALFUNCTION EVENTS

Note the ELD malfunction and provide the carrier with written notice within 24 hours.

Reconstruct driving events for the current 24 hour period and previous 7 consecutive days using paper logs.

Continue to manually prepare driving logs until ELD is serviced and brought back into compliance.

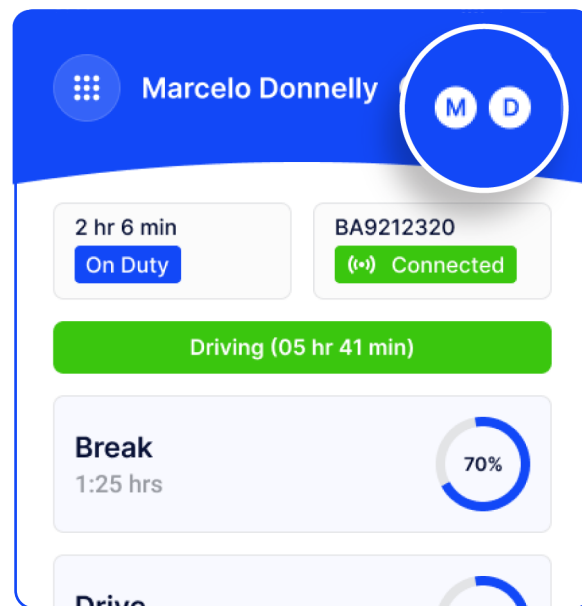
During inspections which take place when a malfunction has occurred: provide safety official with manually kept driver logs.

## DATA DIAGNOSTIC EVENTS

The driver must follow the motor carriers and ELD provider's recommendations in resolving the data inconsistency.

Diagnostic and Malfunction events show up in the application's header (top right) as a capital D and capital M. The **D** stands for diagnostic events and the M for malfunction events.

Tap **D** (diagnostic data) or **M** (malfunction) to view error details.



## MALFUNCTION

⚠ ELD has detected a malfunction related to Power compliance. Report to your manager immediately and stop using the Routemate ELD. Switch to paper logs until the issue with the ELD has been resolved.

Mon, Aug 25, 10:15 AM

⚠ ELD has detected a malfunction related to Engine Synchronization compliance. Report to your manager immediately and stop using the Routemate ELD. Switch to paper logs until the issue with the ELD has been resolved.

Mon, Aug 25, 10:15 AM

⚠ ELD has detected a malfunction related to Timing compliance. Report to your manager immediately and stop using the Routemate ELD. Switch to paper logs until the issue with the ELD has been resolved.

Mon, Aug 25, 10:15 AM

- ⓘ ELD has reported Position compliance malfunction. Contact your manager immediately. Please stop using the Routemate and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM

- ⓘ ELD has reported Data Recording compliance malfunction. Contact your manager immediately. Please stop using the Routemate and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM

- ⓘ ELD has reported Data Transfer compliance malfunction. Contact your manager immediately. Please stop using the Routemate and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM

## CARRIER RESPONSIBILITIES REGARDING MALFUNCTIONS

- ⓘ ELD has identified the Power data diagnostic event.

Mon, Aug 25, 10:15 AM

- ⓘ ELD has identified the Missing required data diagnostic event.

Mon, Aug 25, 10:15 AM

- ⓘ ELD has identified the Data transfer data diagnostic event.

Mon, Aug 25, 10:15 AM

- ⓘ ELD has identified the Unidentified data diagnostic event.

Mon, Aug 25, 10:15 AM

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