ATS

FLEET MANAGEMENT SOLUTIONS, LLC.

e-Track Certified

Driver

Operating Manual

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e-Track Certified ™

Operating Instructions Driver Guide

Table of Contents

System Overview 4

Login 5

- Certifying Logs 6
- Unidentified Driver Records 8
- Requested Edits 9
- ECM Link Settings 10

Dashboard 11

- Current Duty Status 11
- Information Grid 12
- Screen Layout 14
- Dropdown Menu 15
  - Dashboard 15
  - ELD Information 16
  - Duty Log Changes 16
  - Requested Edits 19
  - Unidentified Driving 20
  - Data Feed 21
  - HOS Data 22
  - ECM Link Settings 23
  - Send Alert 24
  - Change Password 25
  - Properties 26
  - Log Out 27

e-Track Certified ™

Operating Instructions Driver Guide

Table of Contents

View Logs 28

- Current / Last 8 Days 29
- HOS Recap Detail / Summary 29
- Comments 31
- Email Logs 32
- 24-Hour Duty Status 33

Change Duty Status 34

- Off Duty 35
- Sleeper Berth 36
- On Duty Not Driving 36
- Rest Break 36
- Waiting On Well 37
- Vehicle Allowance 37
  - Personal Conveyance 38
  - Yard Move 38
- Designated Driver 39

Create A Trip 40

- Trip Type 42
- Truck / Unit 43
  - Failed Inspection Review 44
- Team Driving 46
- Additional Trip Information 47
- Edit Trip 48

Driver Vehicle Inspections Reports 49

- Pre Trip Vehicle Inspection 50
- Interim Inspection 52
- Post Trip Vehicle Inspection 54

e-Track Certified ™

Operating Instructions Driver Guide

System Overview

e-Track Certified ™ is a State of the Art, ELD Compliant, Electronic Hours of Service Application that meets all of the new Federal Regulatory Mandates that have been defined under the FMCSA Guidelines.

e-Track Certified ™ has been designed for Android Devices and is compatible with both Smart Phones as well as Tablet devices. We recommend using a Tablet Device with at least a 7" Screen.

The applications are freely available from the Google Play Store, however a valid subscription is required for use.

Important:

Android OS Version 4.4.2 or greater is required for e-Track Certified ™.

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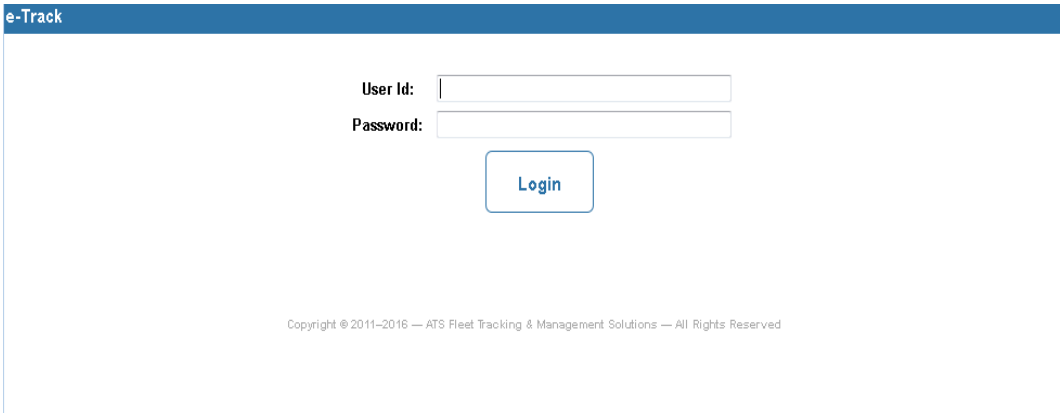
Operating Instructions Driver Guide

Login

Once eTrack Certified ™ has been installed on your mobile device, you can log into the system by entering your User Name and Password as provided by your company Administrator.



Once the user has successfully logged into the system, if there are any Driver Daily Logs to certify or Unidentified Driver Records that need to be claimed, a message will be shown displaying buttons to access those features prior to being brought to the Main Screen of the Driver Application.

Each of those features will be described in detail in the next sections of this manual.

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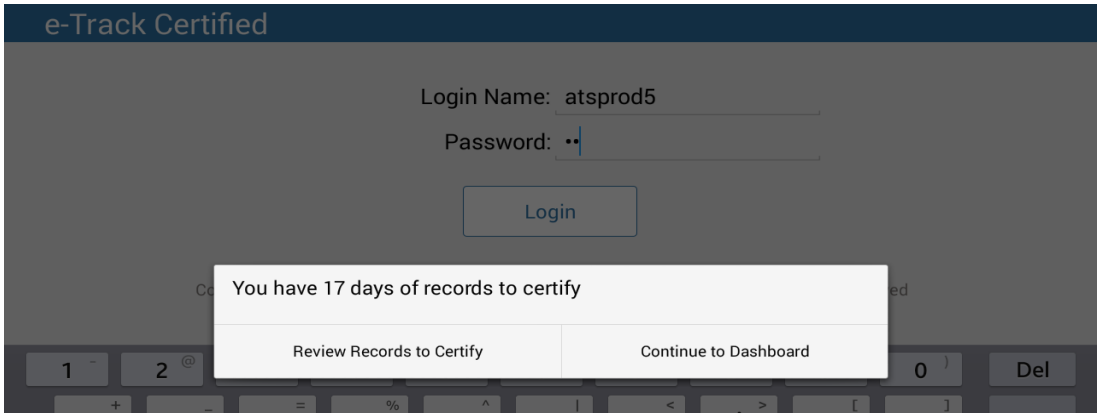
Operating Instructions Driver Guide

Login

Certifying Logs:

Driver Daily Logs must be certified by the driver each day. This certification process will allow the driver to sign off on the Daily Logs stating that they are correct and complete.

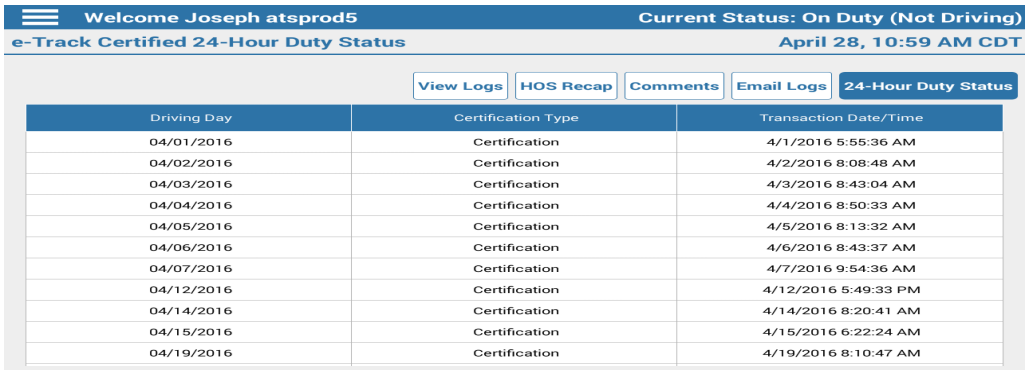
When a Driver logs into the eTrackCertified ™ Application, if any Driver Daily Logs need to be certified, the Driver is shown the following screen.



The driver has the option to Continue to Dashboard or to Review the Records to Certify.

Review Records to Certify

If the driver chooses to Review the DDL Records to Certify, a list of records that need to be certified will be shown.



Driving Day	Certification Type	Transaction Date/Time
04/01/2016	Certification	4/1/2016 5:55:36 AM
04/02/2016	Certification	4/2/2016 8:08:48 AM
04/03/2016	Certification	4/3/2016 8:43:04 AM
04/04/2016	Certification	4/4/2016 8:50:33 AM
04/05/2016	Certification	4/5/2016 8:13:32 AM
04/06/2016	Certification	4/6/2016 8:43:37 AM
04/07/2016	Certification	4/7/2016 9:54:36 AM
04/12/2016	Certification	4/12/2016 5:49:33 PM
04/14/2016	Certification	4/14/2016 8:20:41 AM
04/15/2016	Certification	4/15/2016 6:22:24 AM
04/19/2016	Certification	4/19/2016 8:10:47 AM

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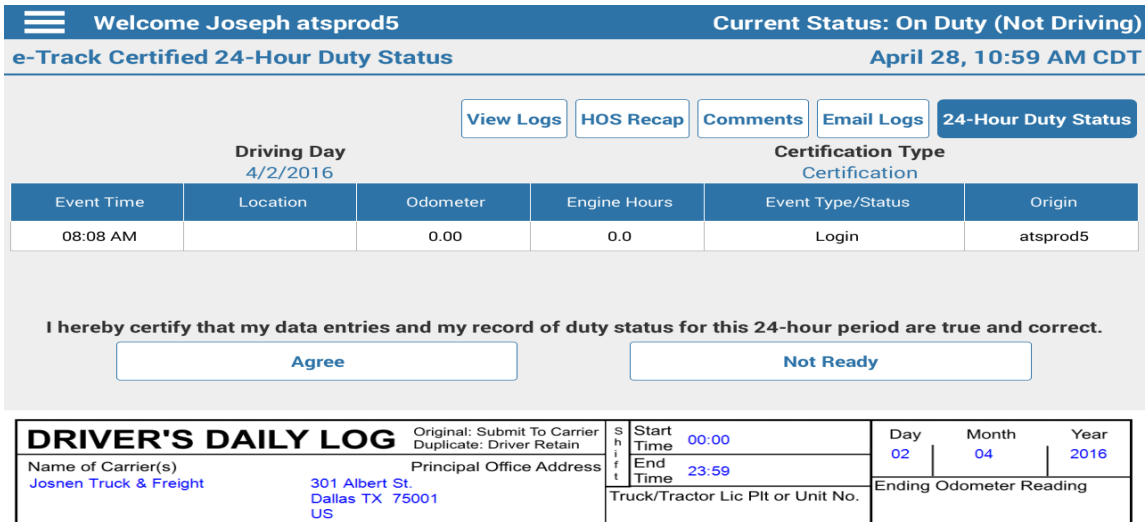
Operating Instructions Driver Guide

Login

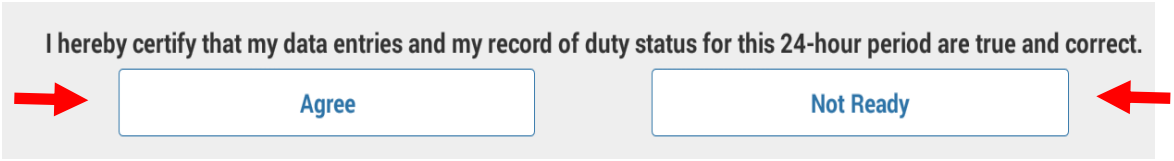
Certifying Logs (continued):

The driver can review each of the logs in the list by clicking on each item. The selected DDL and Duty Status Change List is then displayed.



The driver can view all of the logged events in the grid at the top of the display, as well as the DDL. The driver can scroll down to view the entire DDL on the screen.

When finished viewing, if the driver agrees with the log, the driver will click the Agree Button. If the driver does not agree or the log is not ready for certification, the driver can click the Not Ready Button as shown below.



The driver needs to repeat this process for all DDL's in the list until all items are certified.

IMPORTANT:

Any changes that need to be made to the logs can be completed by the Driver. A detailed instruction set on Duty Log Changes is explained later in this manual.

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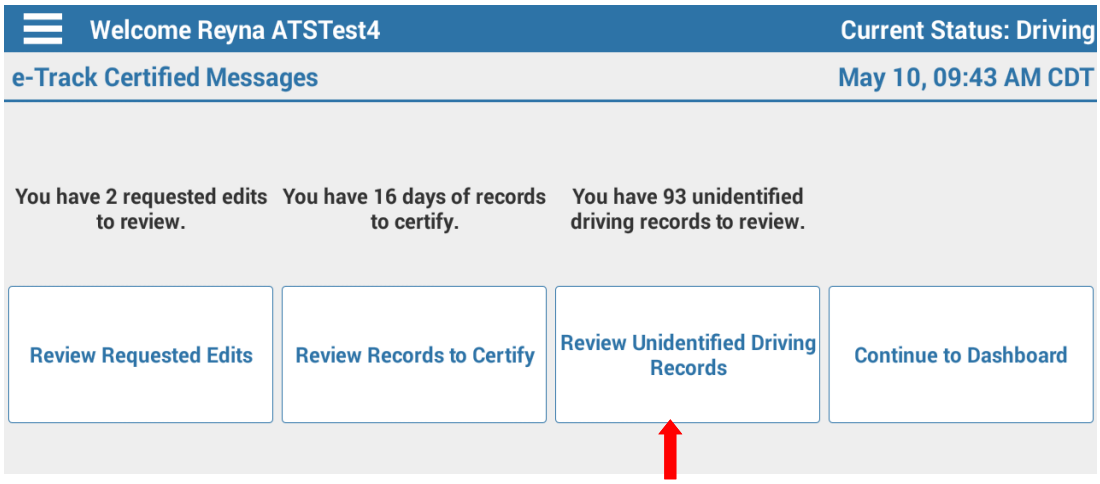
Operating Instructions Driver Guide

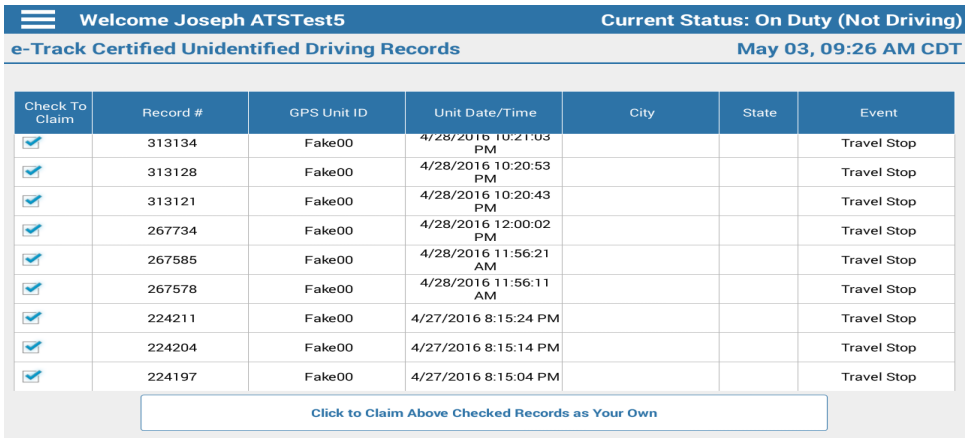
Login

Unidentified Driver Records:

When drivers are logging into the system, if there are any Unidentified Driver Records that need to be claimed, the driver will be shown the following display:



Clicking on the Review Unidentified Driving Records Button will bring up the following display.



Check To Claim	Record #	GPS Unit ID	Unit Date/Time	City	State	Event
✓	313134	Fake00	4/28/2016 10:21:03 PM			Travel Stop
✓	313128	Fake00	4/28/2016 10:20:53 PM			Travel Stop
✓	313121	Fake00	4/28/2016 10:20:43 PM			Travel Stop
✓	267734	Fake00	4/28/2016 12:00:02 PM			Travel Stop
✓	267585	Fake00	4/28/2016 11:56:21 AM			Travel Stop
✓	267578	Fake00	4/28/2016 11:56:11 AM			Travel Stop
✓	224211	Fake00	4/27/2016 8:15:24 PM			Travel Stop
✓	224204	Fake00	4/27/2016 8:15:14 PM			Travel Stop
✓	224197	Fake00	4/27/2016 8:15:04 PM			Travel Stop

The driver should view all items in the list and uncheck any that are NOT being claimed. Once the selections have been made, the Click to Claim Above Checked Records as Your Own Button should be clicked.

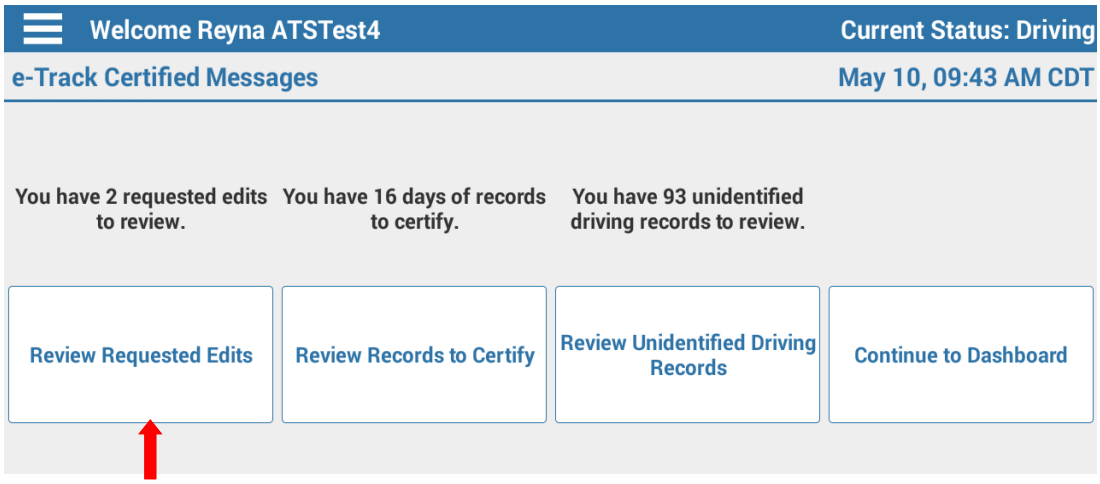
e-Track Certified ™

Operating Instructions Driver Guide

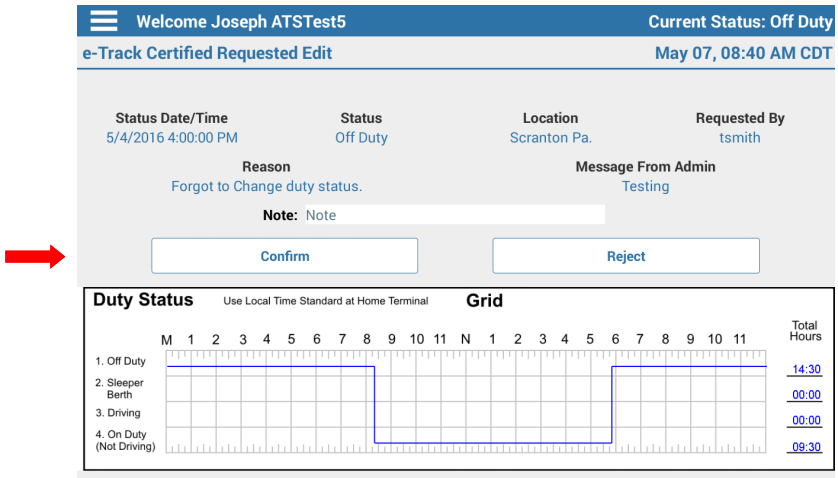
Login

Requested Edits:

When drivers are logging into the system, if there are any DDL Records that have been changed by Internal (Admin) Users of the system, the Driver will be required to review and either Confirm or Reject the proposed edits.



Clicking on the Review Requested Edits Button will bring up the following display.



The driver should view all items in the list Confirm or Reject the requested edits as necessary. Once a record is confirmed, they become part of the Drivers Daily Log.

e-Track Certified ™

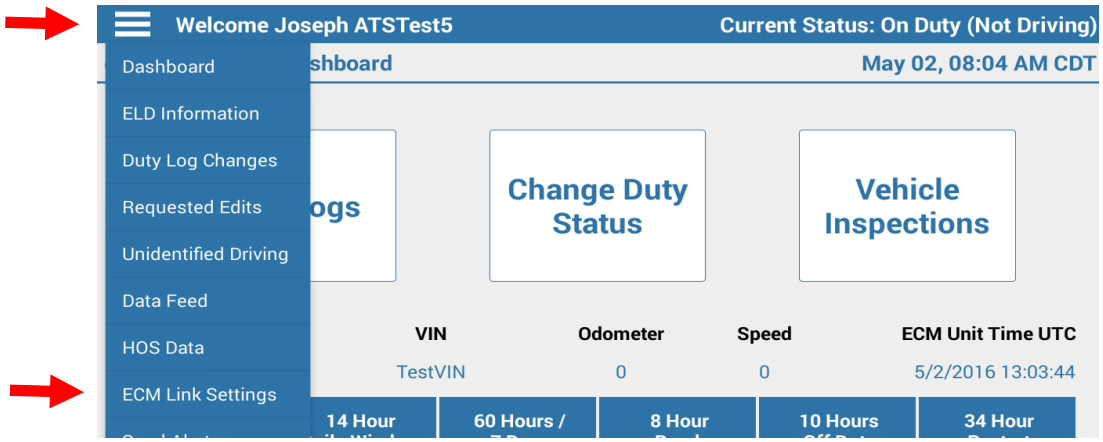
Operating Instructions Driver Guide

Login

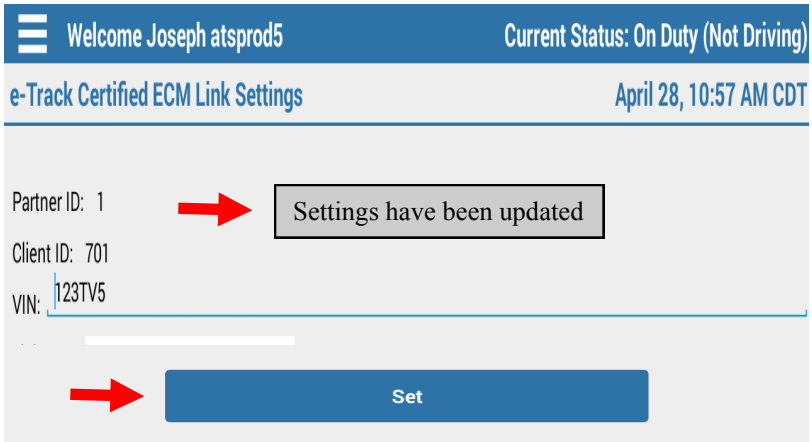
ECM Link Settings:

The first time a driver logs into the system after the eTrackECMLink and eTrackCertified Applications are installed, the driver must go into the ECM Link Settings and ensure all information is correct.

From the Drop Down Menu at the top of the screen, select ECM Link Settings:



The driver needs to make sure the Partner ID, Client ID and Vin Number Display correctly. In addition, the Link Type should display WVA.



When all information has been verified, click the Set Button. If a message is displayed stating "Settings Were NOT Updated" let support know immediately otherwise click OK to be returned to the Main Menu.

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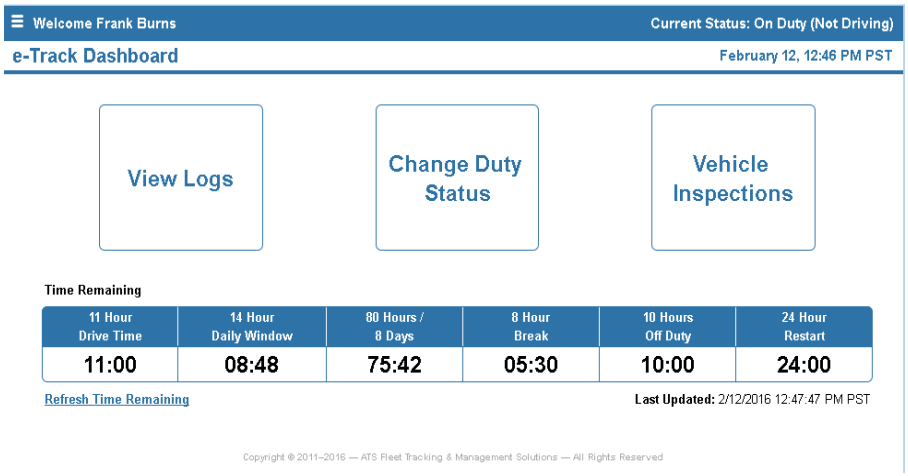
Operating Instructions Driver Guide

Dashboard

The Dashboard is the Main System Screen of the Driver Application. (see below). Each section will be explained in detail in the following sections of this manual.



Dashboard > Current Duty Status

It is very important that the Driver always know what Duty Status they are being reported in by the system. For this reason, the Current Duty Status is always visible on the screen of the Driver Application. (see below)

IMPORTANT:

It is very important that a Driver checks their Duty Status when they first log into the system at the beginning of their day or shift and before they log out for the day to make sure they are in the OFF DUTY STATUS.

If at the beginning or end of the day the driver is in another duty status, that would signify a possible system error that could affect their logs and cause Hours of Service Compliance Errors which could also result in fines, penalties or both.

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Operating Instructions Driver Guide

Dashboard

Dashboard > Information Grid

A driver must monitor many time windows as they go through their day to ensure they remain DOT Compliant with regard to the Hours of Service Rule Sets. The e-Track Mobile™ Application provides an Information Grid that is visible on most of the Driver screens that will show the driver how they stand as they go through their day.

Time Remaining

11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break	10 Hours Off Duty	24 Hour Restart
11:00	08:48	75:42	05:30	10:00	24:00

Refresh Time Remaining **Last Updated:** 2/12/2016 12:47:47 PM PST

If the driver gets within an hour of any of their Daily / Weekly windows expiring, the specific cell will turn **YELLOW**.

Ex. One (1) hour prior to the Drivers 11 Hour Driving Window expiring:

Time Remaining

11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break	10 Hours Off Duty	24 Hour Restart
01:00	08:48	75:42	05:30	10:00	24:00

Refresh Time Remaining **Last Updated:** 2/12/2016 12:47:47 PM PST

If the driver exceeds any of their allotted time slots, the specific cell will turn **RED**.

Ex. 8 Hour Break has been exceeded.

Time Remaining

11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break	10 Hours Off Duty	24 Hour Restart
11:00	08:48	75:42	-02:23	10:00	24:00

Refresh Time Remaining **Last Updated:** 2/12/2016 12:47:47 PM PST

Dashboard

Dashboard > Information Grid (continued)

IMPORTANT

The Grid is automatically refreshed every 6 minutes. The driver can also click the Refresh Time Remaining link at the bottom of the Grid to manually refresh the grid.

Time Remaining

11 Hour Drive Time	14 Hour Daily Window	80 Hours / 8 Days	8 Hour Break
11:00	08:48	75:42	05:30

Refresh Time Remaining

Dashboard > Screen Layout

The Dashboard (Main System Screen) of the Driver Application is made up of several sections. The following is an explanation of each section of the Dashboard. Each section will be explained in detail in the following sections of the Driver Manual.

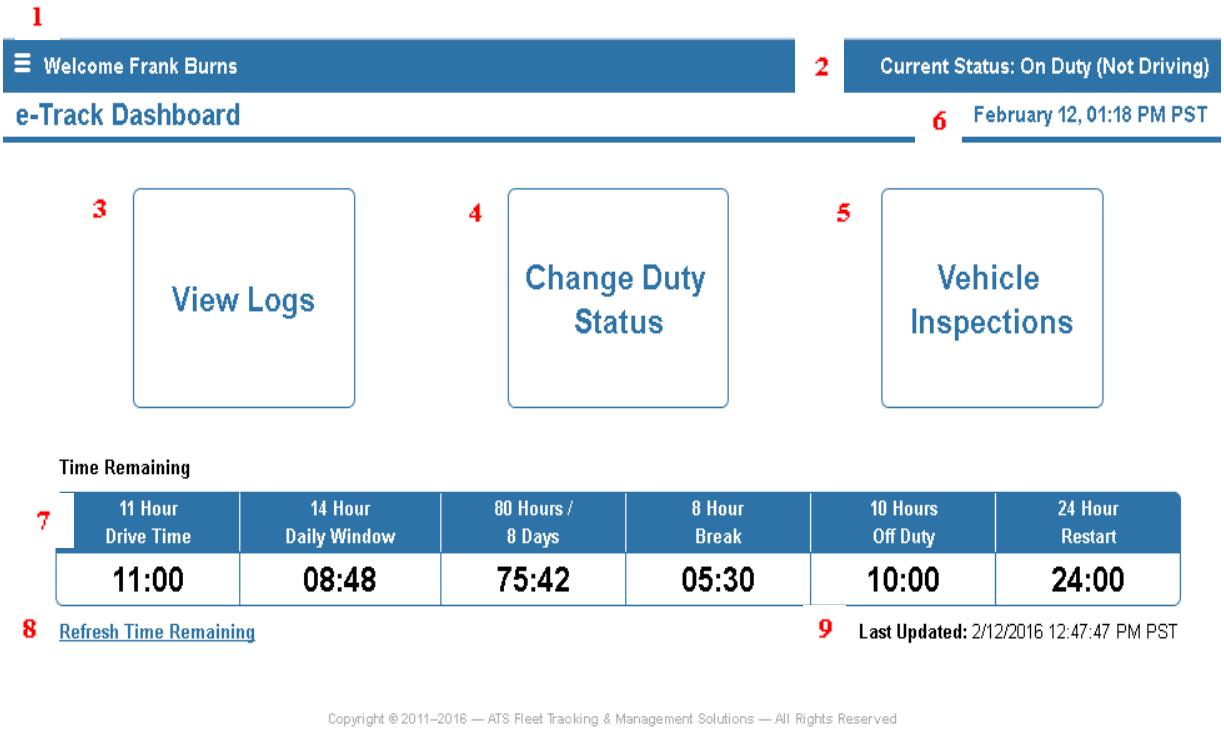
e-Track Certified ™

Operating Instructions Driver Guide

Dashboard

Dashboard > Screen Layout

The Dashboard (Main System Screen) of the Driver Application is made up of several sections. The following is an explanation of each section of the Dashboard. Each section will be explained in detail in the following sections of the Driver Manual.



1. Dropdown Menu
2. Current Duty Status
3. View Logs Menu Button
4. Change Duty Status Button
5. Vehicle Inspection Button
6. Driver Home Terminal Date & Time
7. Information Grid
8. Refresh Information Grid Link
9. Date & Time the Information Grid was last updated.

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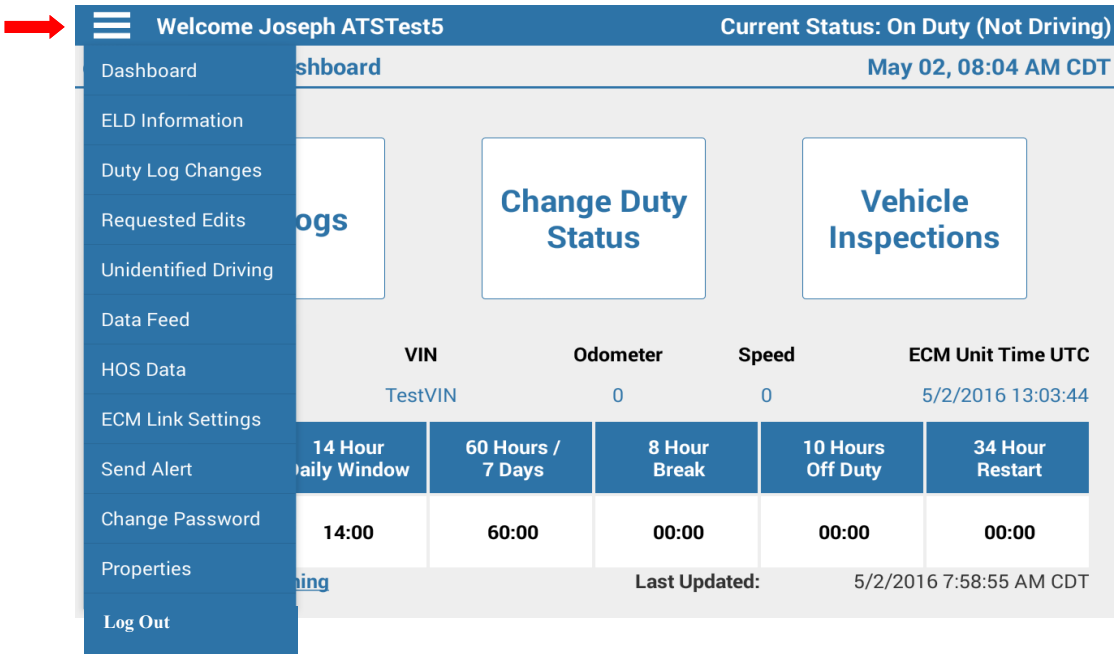
Operating Instructions Driver Guide

Dashboard

Dashboard > Dropdown Menu

The Dropdown Menu at the top of the screen helps the driver with Navigation, as well as exposes some additional functionality not available from the on screen links and menu buttons.



The Dropdown Menu is available at all times from the Top Left Hand Side of the Driver Application.

All of the selections from the drop down menu are explained in detail in the following sections of this manual.

Dashboard:

Using the Dashboard Menu Item, you can return to the Main Screen at any time.

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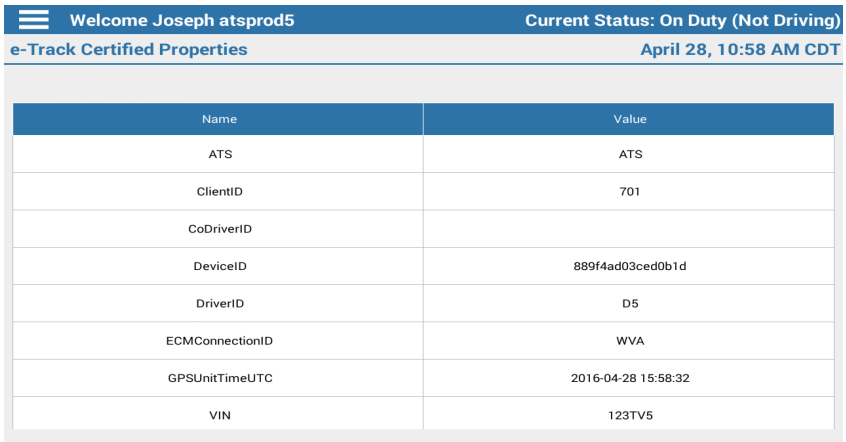
Operating Instructions Driver Guide

Dashboard

Dashboard > Dropdown Menu (continued)

ELD Properties:

The ELD Properties Menu lets you view all of the settings being reported by the ELD System. This is primarily used in troubleshooting the system to ensure all of the ELD Settings are reporting correctly.

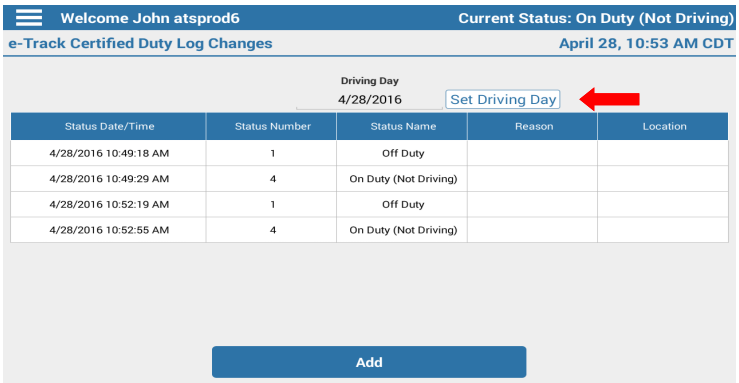


Name	Value
ATS	ATS
ClientID	701
CoDriverID	
DeviceID	889f4ad03ced0b1d
DriverID	D5
ECMConnectionID	WVA
GPSUnitTimeUTC	2016-04-28 15:58:32
VIN	123TV5

Duty Log Changes:

The Duty Log Changes feature allows a driver to make changes to their own Driver Daily Logs. When selected, the following screen is displayed.

First, set the driving day you wish to work with by clicking the date and then the "Set Driving Day" Button.



Status Date/Time	Status Number	Status Name	Reason	Location
4/28/2016 10:49:18 AM	1	Off Duty		
4/28/2016 10:49:29 AM	4	On Duty (Not Driving)		
4/28/2016 10:52:19 AM	1	Off Duty		
4/28/2016 10:52:55 AM	4	On Duty (Not Driving)		

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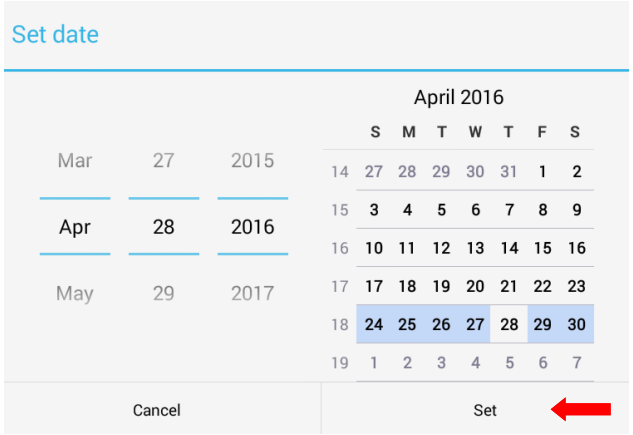
Operating Instructions Driver Guide

Dashboard

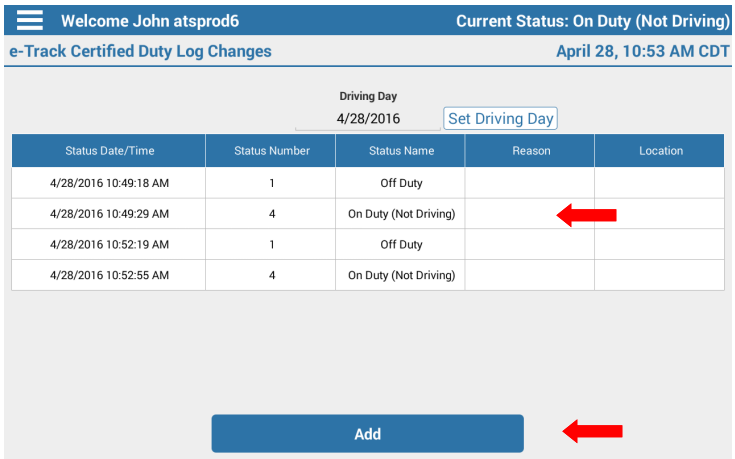
Dashboard > Dropdown Menu (continued)

Duty Log Changes (continued):

Select the desired date from the Date Picker.



Once the date has been selected, all of the existing Duty Status Changes for that date are displayed in a grid. Either select a line item from the Grid to work with or click the Add Button to add a new Duty Status Change.



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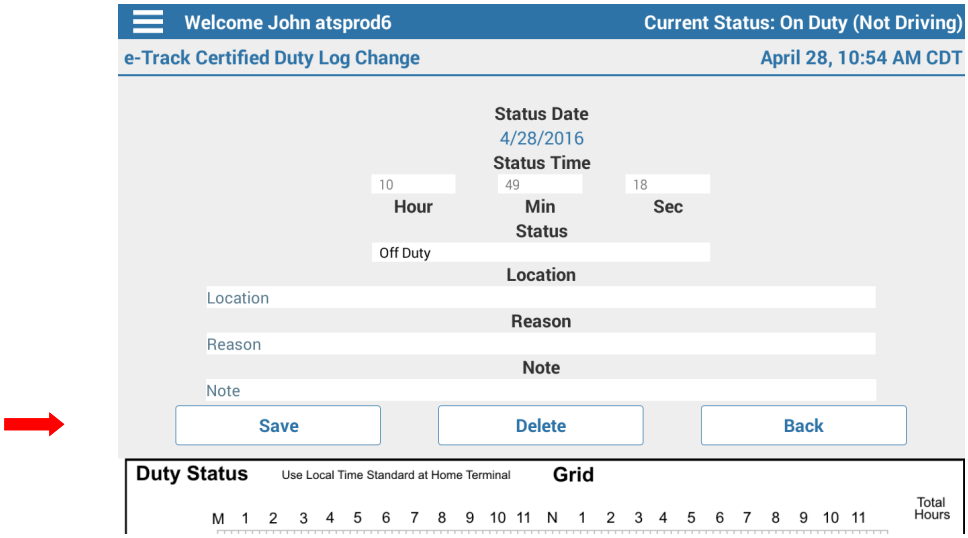
Operating Instructions Driver Guide

Dashboard

Dashboard > Dropdown Menu (continued)

Duty Log Changes (continued):

Make the required changes or add new information as required when the following Duty Changes Screen is displayed.



Make sure to click the Save Button when finished. You can also use the Delete Button if you wish to Delete an existing Duty Status Change from the list.

Continue making changes to the current daily log that is displayed until the log is correct.

Repeat for all dates that require changes.

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Operating Instructions Driver Guide

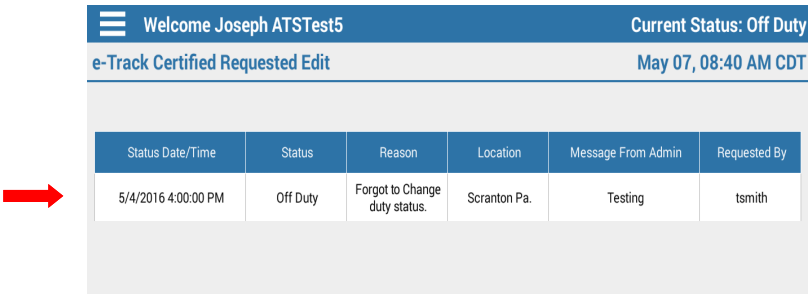
Dashboard

Dashboard > Dropdown Menu (continued)

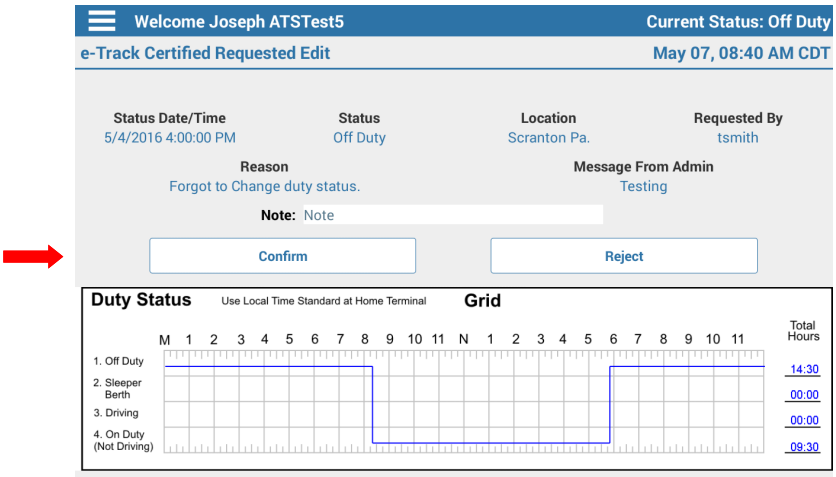
Requested Edits:

Administrative Users have the ability to make changes to a drivers daily logs. If an Administrative User makes a change to the Drivers Daily Logs, the Driver will be alerted that they have "Requested Edits" that must be reviewed and certified.

If the Requested Edits Menu Item is selected, a list of any DDL edits that were made by internal (admin) users is displayed:



You can click on any edits that are displayed in the list to review and certify the edits.



The driver can choose to Confirm or Reject any edits that Administrative users have made to the driver logs.

e-Track Certified ™

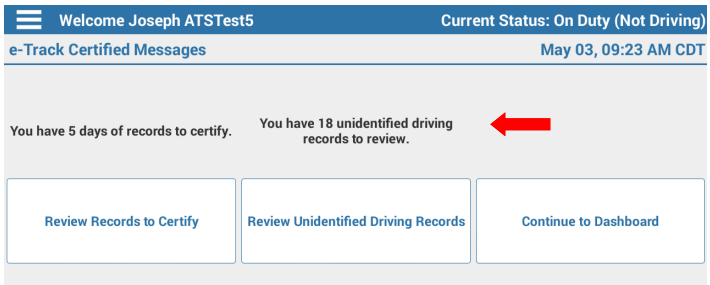
Operating Instructions Driver Guide

Dashboard

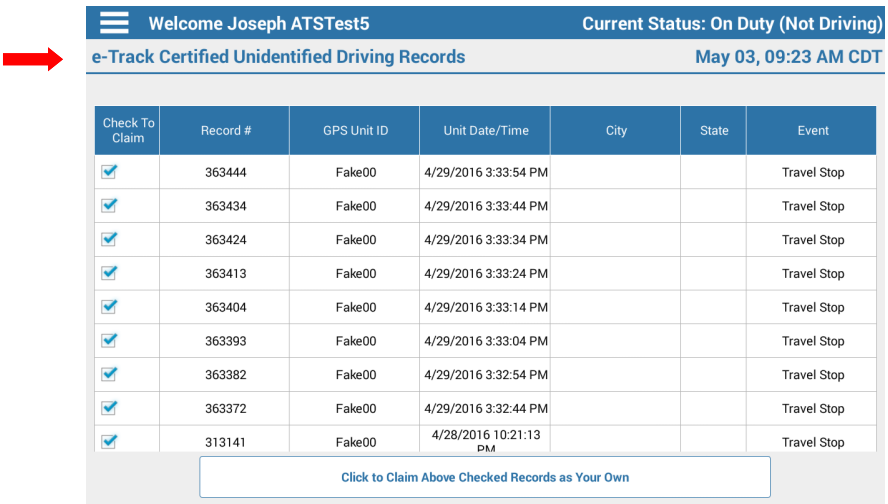
Dashboard > Dropdown Menu (continued)

Unidentified Driving:

All vehicle movement must be recorded and assigned to a driver as per the regulations. If a vehicle moves but a driver is not logged in, the drive time will be assigned to an Unidentified Driver account. This drive time must be claimed by a registered driver. If a driver logs into an ELD which has Unidentified drive time, the following is displayed:



When a driver selects to review the Unidentified Driving Records, the following is displayed:



Check To Claim	Record #	GPS Unit ID	Unit Date/Time	City	State	Event
☑	363444	Fake00	4/29/2016 3:33:54 PM			Travel Stop
☑	363434	Fake00	4/29/2016 3:33:44 PM			Travel Stop
☑	363424	Fake00	4/29/2016 3:33:34 PM			Travel Stop
☑	363413	Fake00	4/29/2016 3:33:24 PM			Travel Stop
☑	363404	Fake00	4/29/2016 3:33:14 PM			Travel Stop
☑	363393	Fake00	4/29/2016 3:33:04 PM			Travel Stop
☑	363382	Fake00	4/29/2016 3:32:54 PM			Travel Stop
☑	363372	Fake00	4/29/2016 3:32:44 PM			Travel Stop
☑	313141	Fake00	4/28/2016 10:21:13 PM			Travel Stop

The driver can claim the records by clicking the button at the bottom of the display list or uncheck whichever records are not being claimed.

Once claimed, the system will automatically rebuild the driver logs for that date and time.

e-Track Certified ™

Operating Instructions Driver Guide

Dashboard

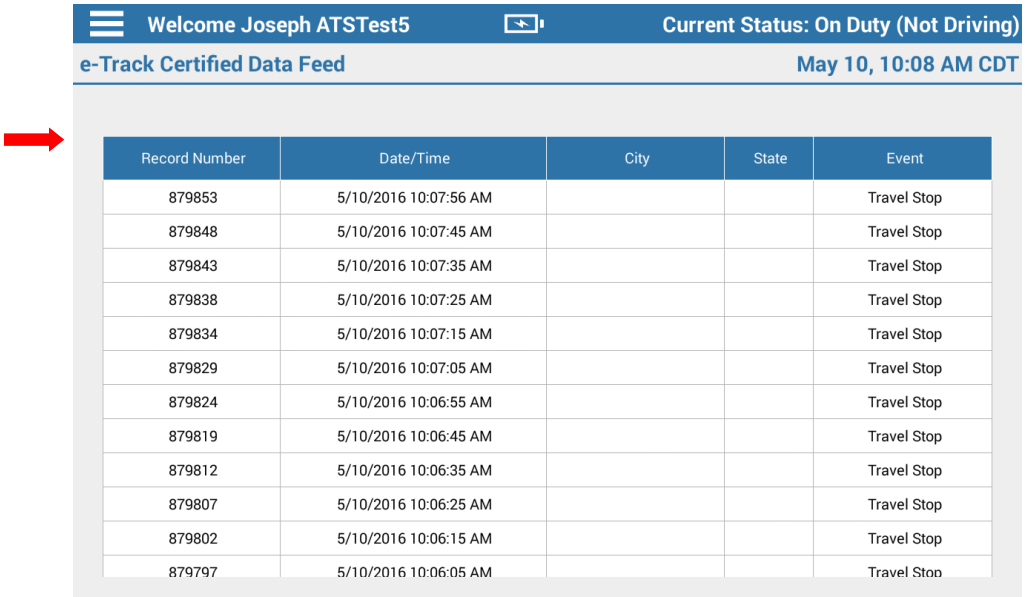
Dashboard > Dropdown Menu (continued)

Data Feed:

DOT Officers can request to see the Data Feed along with a drivers DDL's when at a weigh station or anytime the vehicle is stopped.

The data feed consists of the data that is captured by the Mobile Device directly off of the ECM or Engine Computer.

This feed serves as proof that the system is integrally connected as per the regulations. DOT Officers can request copies of both the DDL's as well as the feed from the driver if necessary.



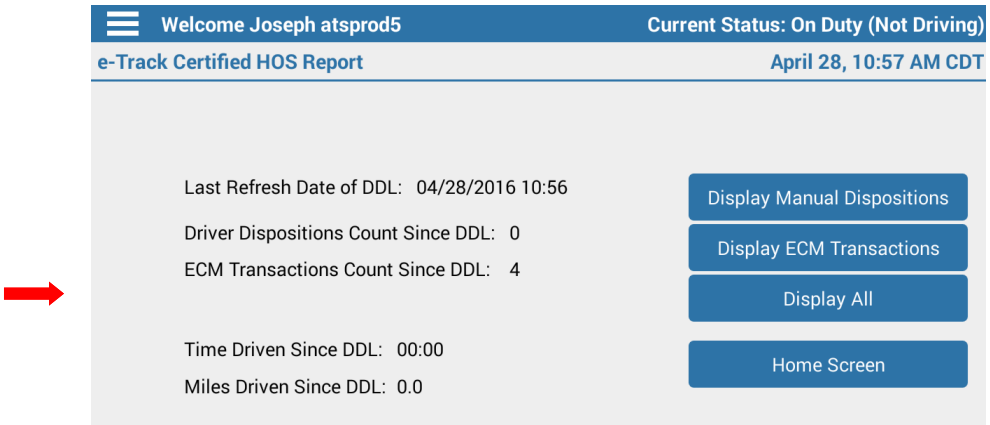
Record Number	Date/Time	City	State	Event
879853	5/10/2016 10:07:56 AM			Travel Stop
879848	5/10/2016 10:07:45 AM			Travel Stop
879843	5/10/2016 10:07:35 AM			Travel Stop
879838	5/10/2016 10:07:25 AM			Travel Stop
879834	5/10/2016 10:07:15 AM			Travel Stop
879829	5/10/2016 10:07:05 AM			Travel Stop
879824	5/10/2016 10:06:55 AM			Travel Stop
879819	5/10/2016 10:06:45 AM			Travel Stop
879812	5/10/2016 10:06:35 AM			Travel Stop
879807	5/10/2016 10:06:25 AM			Travel Stop
879802	5/10/2016 10:06:15 AM			Travel Stop
879797	5/10/2016 10:06:05 AM			Travel Stop

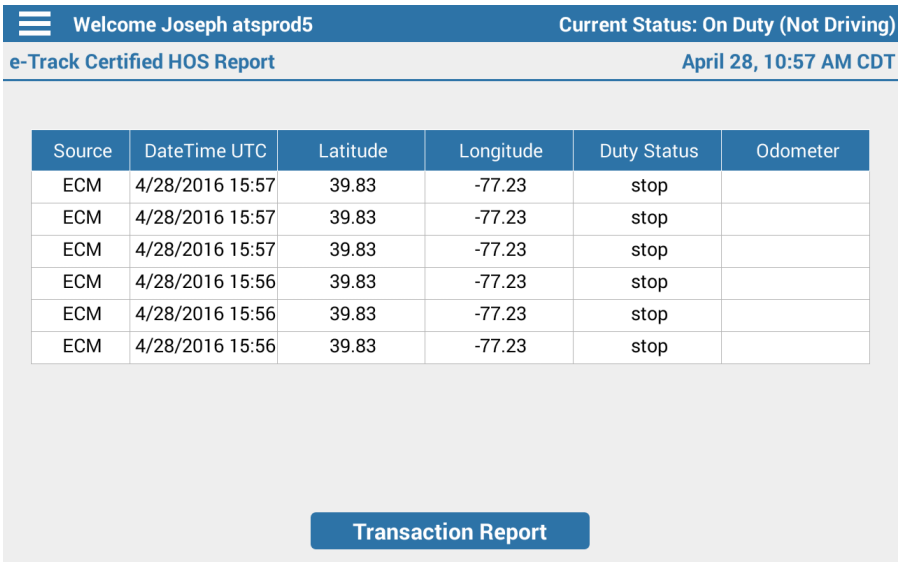
Dashboard > Dropdown Menu (continued)

HOS Data:

The HOS Data displays the following report which lists a lot of information relevant to the creation of the Driver Daily Logs.

Information displayed lists data captured from the ECM, manual duty status changes and ECM Transactions that are used in the creation of the DDL's.





Source	DateTime UTC	Latitude	Longitude	Duty Status	Odometer
ECM	4/28/2016 15:57	39.83	-77.23	stop	
ECM	4/28/2016 15:57	39.83	-77.23	stop	
ECM	4/28/2016 15:57	39.83	-77.23	stop	
ECM	4/28/2016 15:56	39.83	-77.23	stop	
ECM	4/28/2016 15:56	39.83	-77.23	stop	
ECM	4/28/2016 15:56	39.83	-77.23	stop	

e-Track Certified ™

Operating Instructions Driver Guide

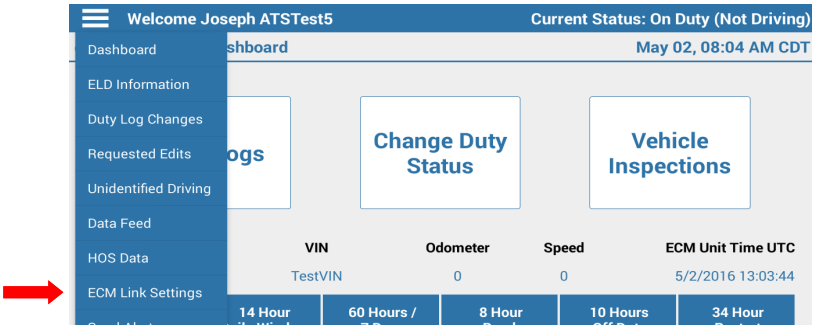
Dashboard

Dashboard > Dropdown Menu (continued)

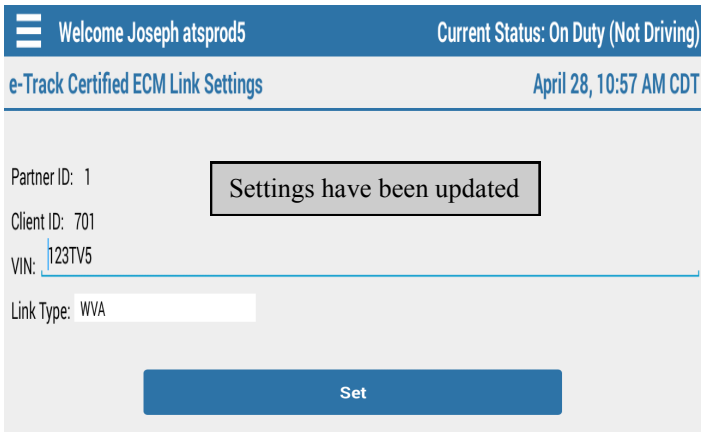
ECM Link Settings:

The first time a driver logs into the system after the eTrackECMLink and eTrackCertified Applications are installed, the driver must go into the ECM Link Settings and ensure all information is correct.

From the Drop Down Menu at the top of the screen, select ECM Link Settings:



The driver needs to make sure the Partner ID, Client ID and Vin Number Display correctly. In addition, the Link Type should display WVA.



When all information has been verified, click the Set Button. If a message is displayed stating "Settings Were NOT Updated" let support know immediately otherwise click OK to be returned to the Main Menu.

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Operating Instructions Driver Guide

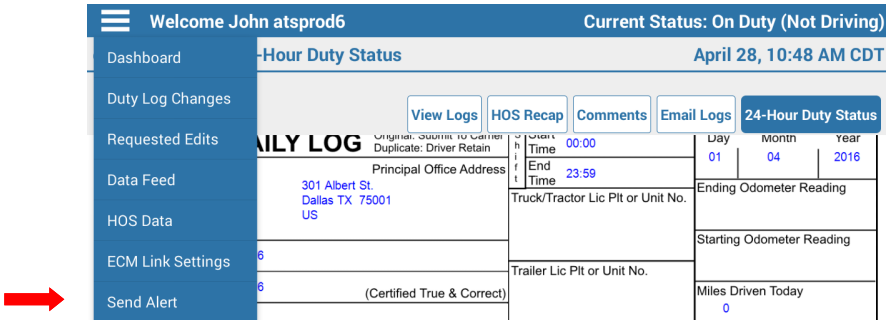
Dashboard

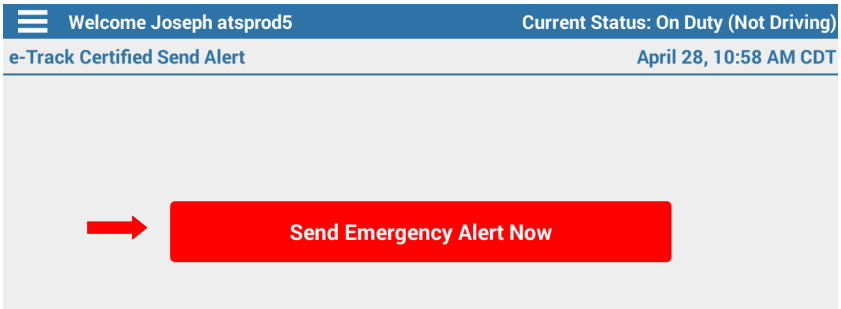
Dashboard > Dropdown Menu (continued)

Send Alert:

If a driver has an accident or any other issue while on the road and needs to notify the administrative users quickly, the Send Alert feature can be used.

From the dropdown menu, the driver can select "Send Alert" to use the feature.





When selected, a notification will be sent back to the Administrative Users who are designated to receive these types of alerts that state:

> Driver (driver name) has issues an emergency alert. Driver is in vehicle # XXX on Trip # XXX.

This feature lets a driver take care of whatever they need to on the road but still affords them the ability to notify the motor carrier quickly.

e-Track Certified ™

Operating Instructions Driver Guide

Dashboard

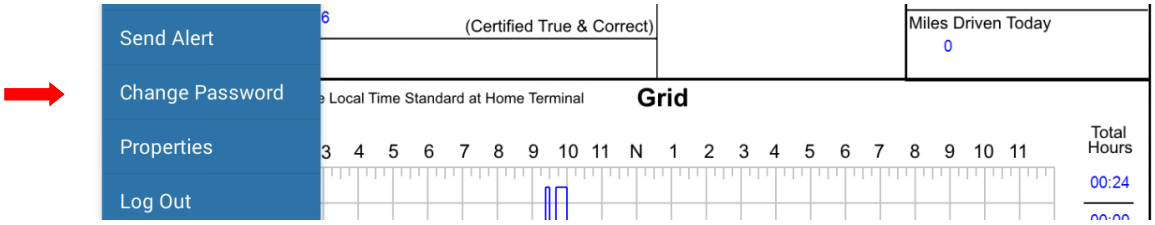
Dashboard > Dropdown Menu (continued)

Change Password:

The Driver has the ability to Change their Password as necessary.

The Change Password Feature should be used on a regular basis to ensure system security. Motor Carriers should have a Password Change Policy in place to ensure Drivers change their passwords as required.

Available from the Drop Down Menu, the Change Password Screen will be displayed when selected.



When selected, the Driver must enter their original Password and type their desired new Password twice as a confirmation. Press the Change Button to complete the process.

e-Track Certified ™

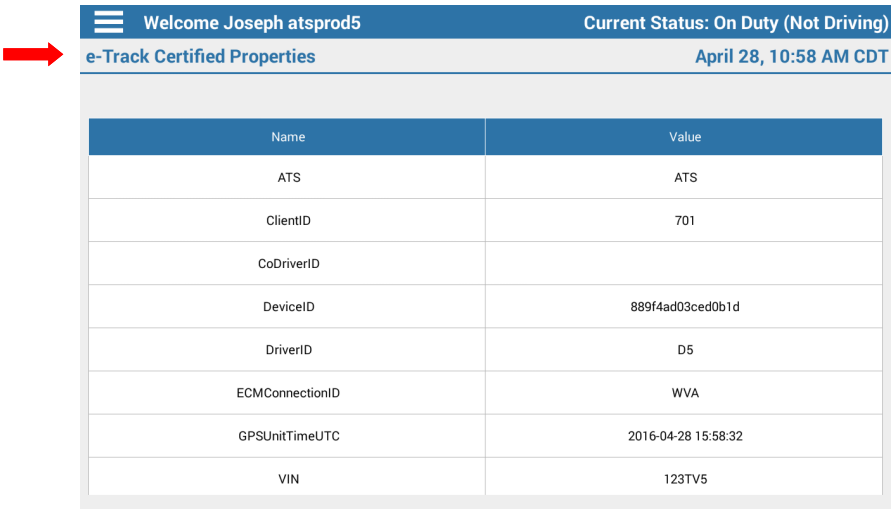
Operating Instructions Driver Guide

Dashboard

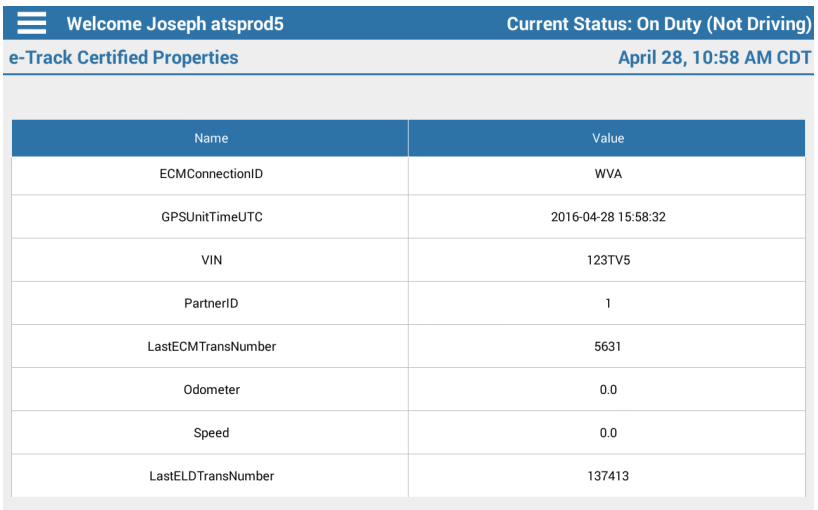
Dashboard > Dropdown Menu (continued)

Properties:

This screen displays all of the relevant information for the certified ELD system in the vehicle.



Name	Value
ATS	ATS
ClientID	701
CoDriverID	
DeviceID	889f4ad03ced0b1d
DriverID	D5
ECMConnectionID	WVA
GPSUnitTimeUTC	2016-04-28 15:58:32
VIN	123TV5



Name	Value
ECMConnectionID	WVA
GPSUnitTimeUTC	2016-04-28 15:58:32
VIN	123TV5
PartnerID	1
LastECMTransNumber	5631
Odometer	0.0
Speed	0.0
LastELDTransNumber	137413

e-Track Certified ™

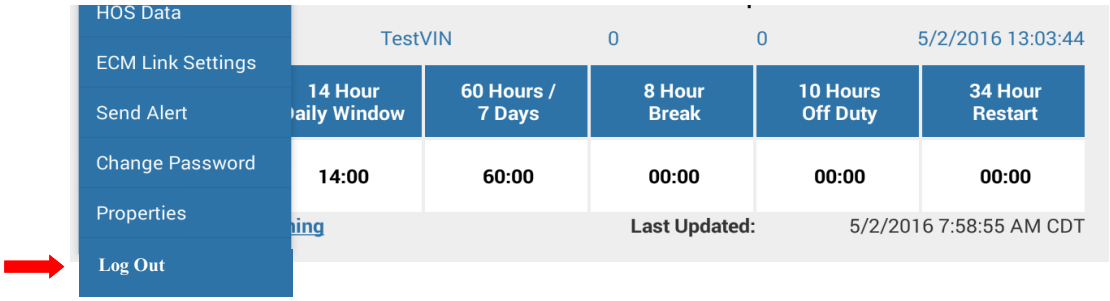
Operating Instructions Driver Guide

Dashboard

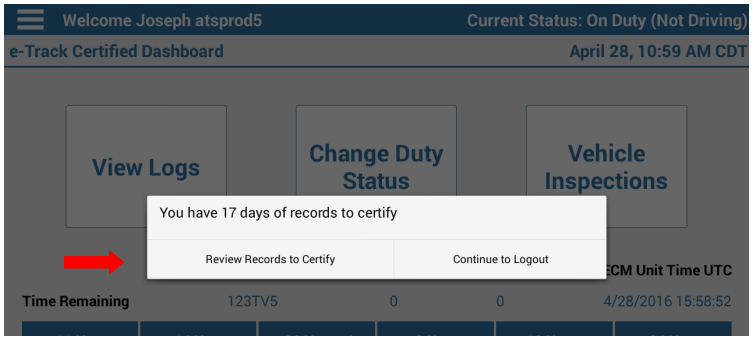
Dashboard > Dropdown Menu (continued)

Log Out:

To log out of the eTrack Certified Application, simply select the "Log Out" menu item from the Dropdown Menu.



When logging out of the system, if there are any Driver Daily Logs to be certified, a message is displayed. The driver can choose to certify the DDL's at that time or continue logging out of the system as shown below.

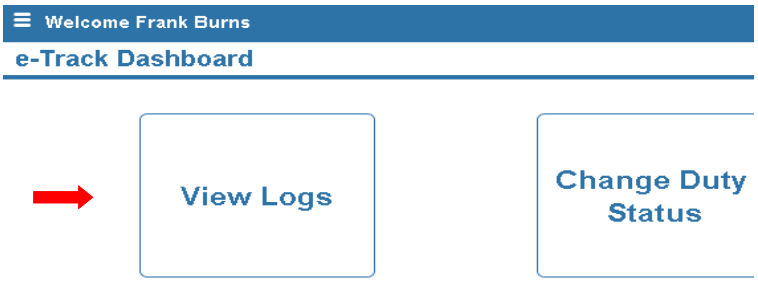


e-Track Certified ™

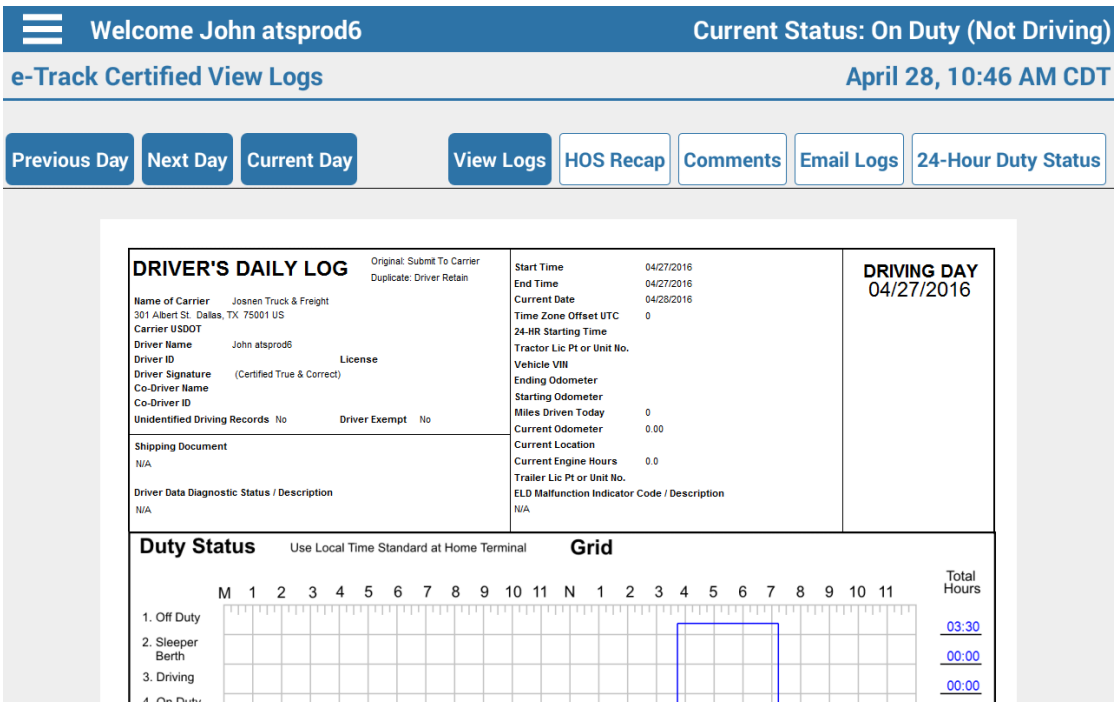
Operating Instructions Driver Guide

View Logs

The Driver has the ability to view and display their current as well as the last 7 days of logs as required by DOT Regulations. To access this functionality, simply click on the View Logs Button available on the Main Screen (Dashboard) of the Driver Application.



Once the Log Screen has been displayed on the Screen, there is a lot of additional functionality that is available - each of which will be explained below.



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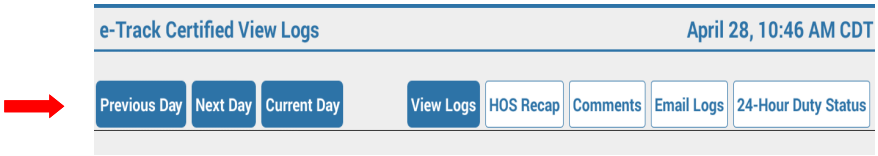
Operating Instructions Driver Guide

View Logs

View Logs > Current / Last 8 Days

As required by DOT Regulations, the Driver must be able to view and display their Current Daily Log as well as the Last 8 consecutive days of logs. You can view the current daily log as well as the previous 8 days of logs using the Current Day, Previous and Next Day buttons at the top of the log as shown below.

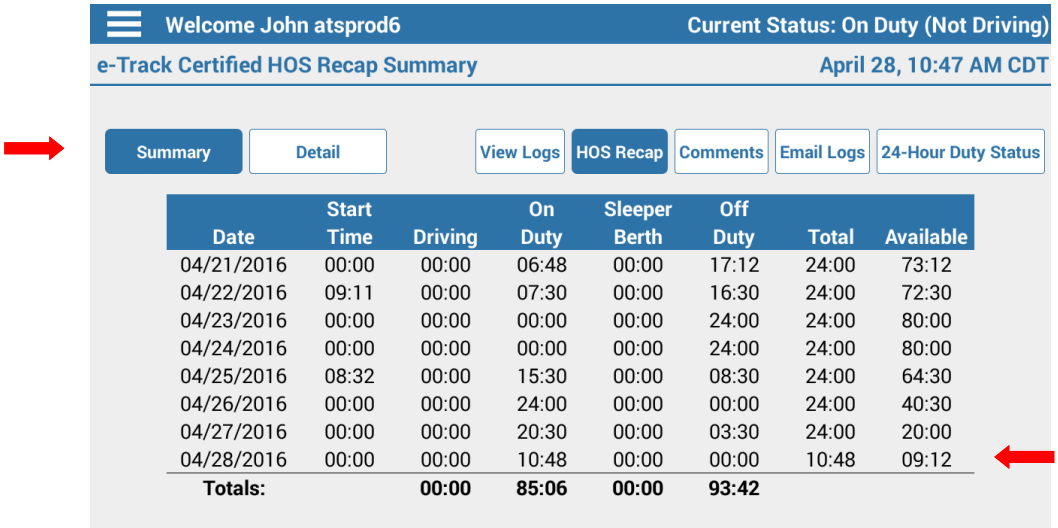


View Logs > HOS Recap Detail / Summary

The HOS Recap is a listing of the total time spent in each of the Duty Status lines on the Driver Daily Log (DDL) as well as the amount of time remaining in the Drivers Weekly Work Window.

There are two (2) views available using the HOS Recap. These are the HOS Recap Summary and HOS Recap Detail.

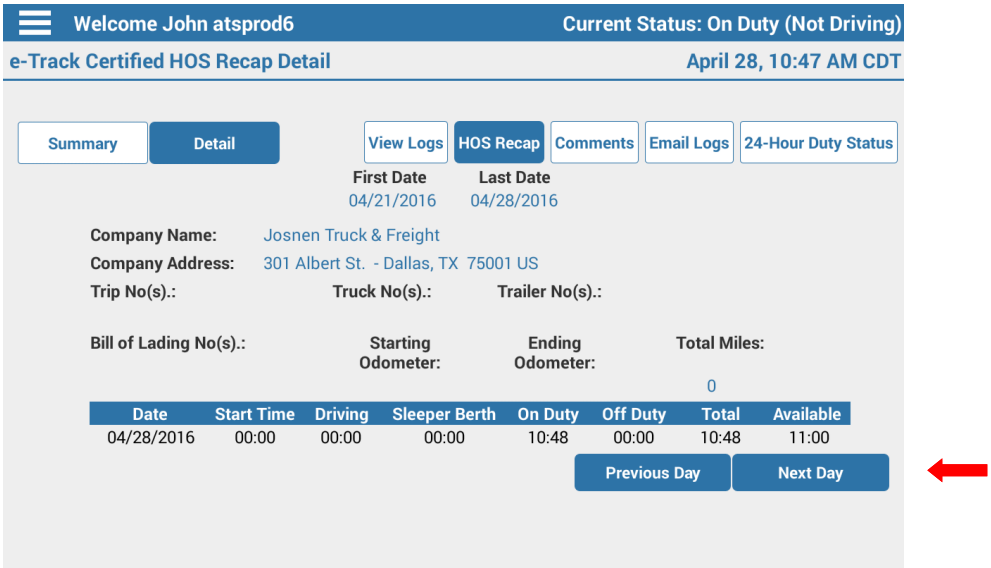
The HOS Recap Summary is a view of the totals for the current as well as the last 7 days of DDL Data. The amount of time left in the Drivers Weekly Work Window is also displayed.



Date	Start Time	Driving	On Duty	Sleeper Berth	Off Duty	Total	Available
04/21/2016	00:00	00:00	06:48	00:00	17:12	24:00	73:12
04/22/2016	09:11	00:00	07:30	00:00	16:30	24:00	72:30
04/23/2016	00:00	00:00	00:00	00:00	24:00	24:00	80:00
04/24/2016	00:00	00:00	00:00	00:00	24:00	24:00	80:00
04/25/2016	08:32	00:00	15:30	00:00	08:30	24:00	64:30
04/26/2016	00:00	00:00	24:00	00:00	00:00	24:00	40:30
04/27/2016	00:00	00:00	20:30	00:00	03:30	24:00	20:00
04/28/2016	00:00	00:00	10:48	00:00	00:00	10:48	09:12
Totals:		**00:00**	**85:06**	**00:00**	**93:42**		

View Logs > HOS Recap Detail / Summary (continued)

The HOS Recap Detail is a view of the data from each of the Drivers Daily Logs. Relevant trip detail is also listed along with the cumulative time in all duty status lines from the DDL.



To see the Detail for each DDL in the Driver Set, simply use the Previous and Next Day Buttons as listed above.

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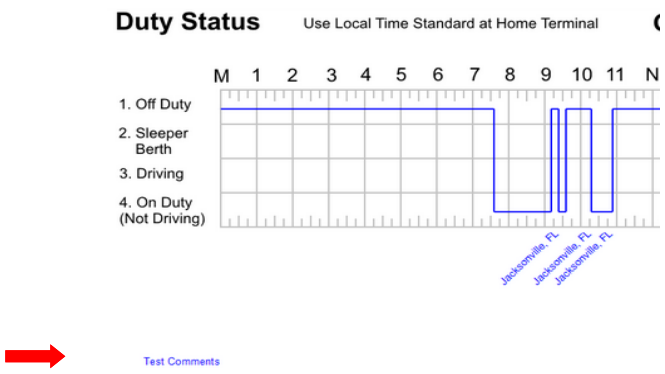
Operating Instructions Driver Guide

View Logs

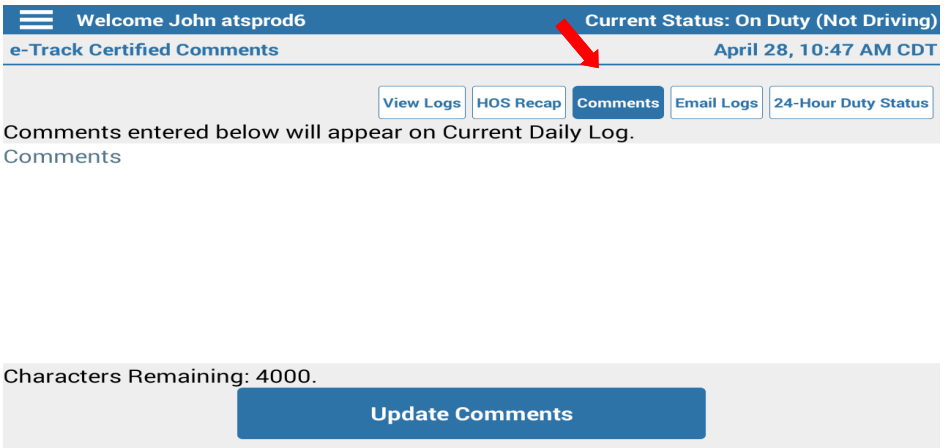
View Logs > Comments

The section at the bottom of the DDL under the Grid is a Comments Section that the Driver can interact with.



A Driver can place any comments that may be required or necessary by using the Comments Feature. The Comments section of the DDL is a large field that the Driver can append as they go through their entire day. This section is reset each day so the driver can only interact with the Current Daily Log.

Use the Comment Tab above the Log to access the feature.



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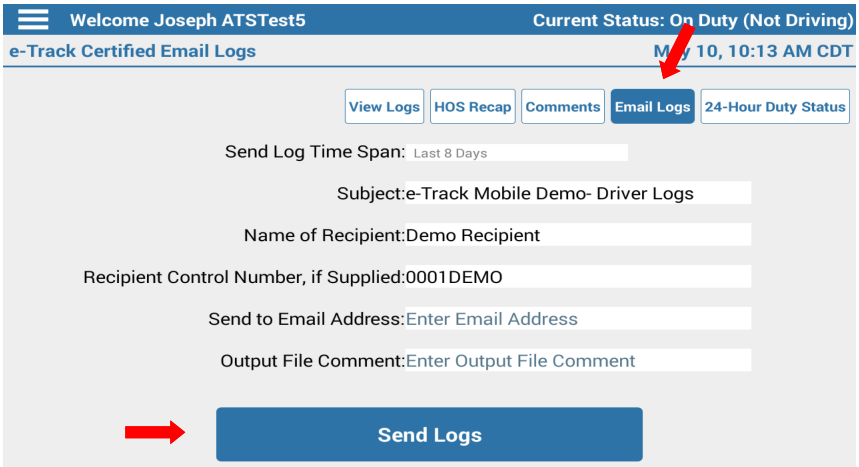
Operating Instructions Driver Guide

View Logs

View Logs > Email Logs

The Driver has the ability to Email their logs to a requesting DOT Officer directly from the Driver Application.

To access this feature, click the Email Logs Tab from the View Logs Page on the Driver Application.



The Driver needs to select the Set of logs that were requested. The options are the Current Daily Log or the Last 8 Days of Daily Logs (Current Plus Last 7 Days).

Enter the Email Address of the requesting officer and press the Send Logs Button. (see above)

NOTE:

The Subject, Name of Recipient and Control Number Fields are Optional but can be filled in if necessary.

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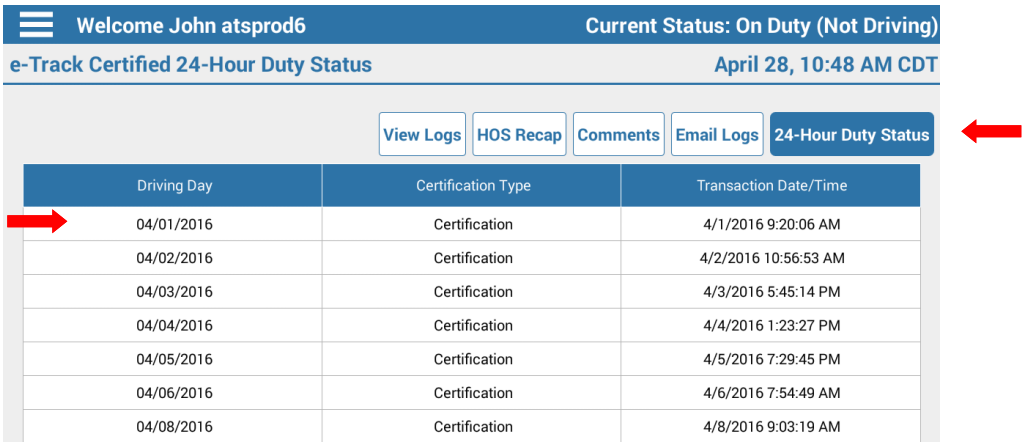
Operating Instructions Driver Guide

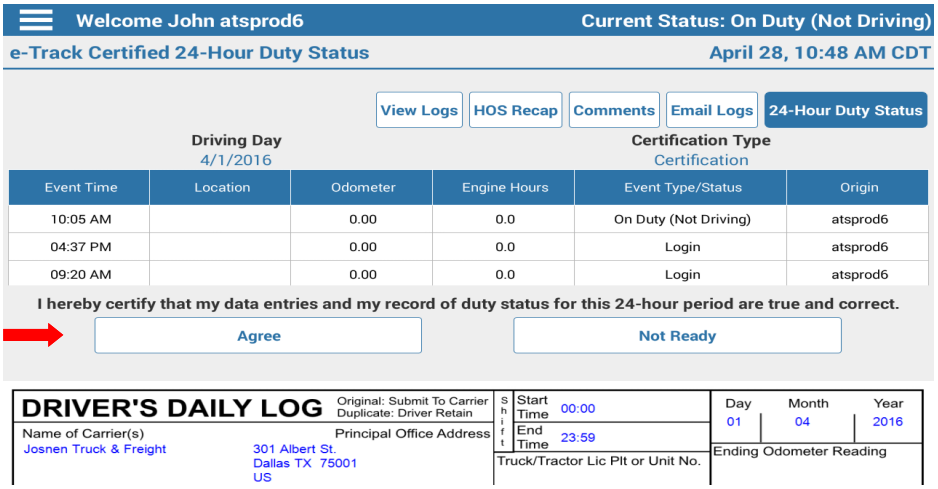
View Logs

View Logs > 24-Hour Duty Status

The Driver is responsible for Certifying every DDL that is created for them by the system. To view the list of DDL's that must be certified, the driver should click on the 24-Hour Duty Status button at the top of the logs as shown below.



The driver then needs to click on each entry in the DDL list and either choose to accept the DDL as certified by clicking the Agree Button or click the Not Ready button and make the necessary corrections to the log before certifying.



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Operating Instructions Driver Guide

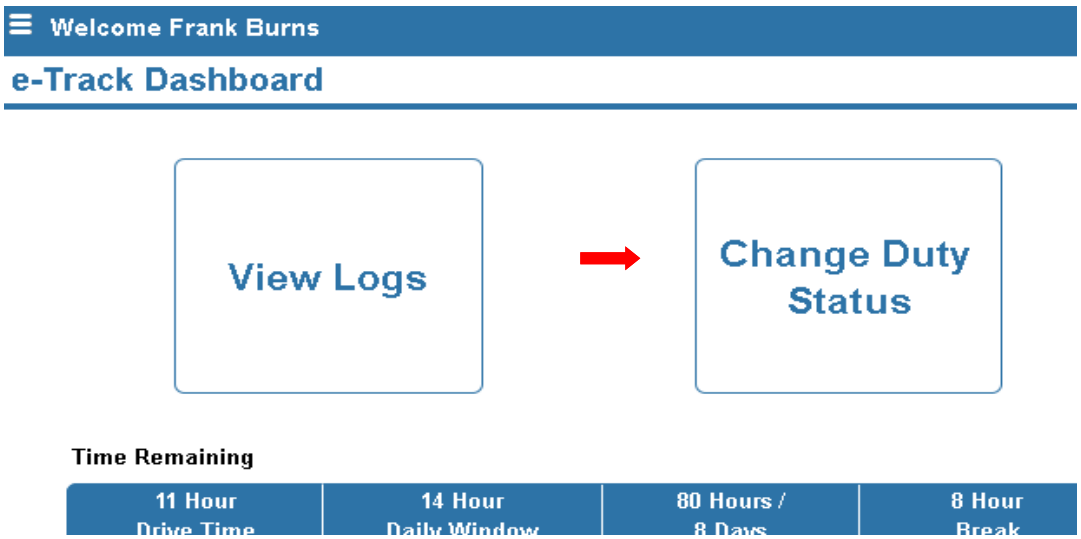
Change Duty Status

The e-Track Certified ™ Driver Application contains a lot of Automation including the ability to automatically set a Drivers Duty Status based upon vehicle movement.

There are times as a Driver goes through their day that they may need to manually change their Duty Status.

For this reason, the Change Duty Status Screen allows the Driver to manually set their Duty Status.

To access this Feature, click the Change Duty Status Button from the Dashboard or Main Screen of the Driver Application.



There are a number of valid selections that the Driver has access to, some of which change based on what is happening in the system. The operations of the Motor Carrier also has a bearing on what options are available on the Change Duty Status Screen.

For example, Drivers in the Oil Well & Drilling Industry would have an extra button labeled “Waiting on Well” which is an industry specific Duty Status.

Each of the different buttons available in the Change Duty Status Screen will be explained in the next section of this manual.

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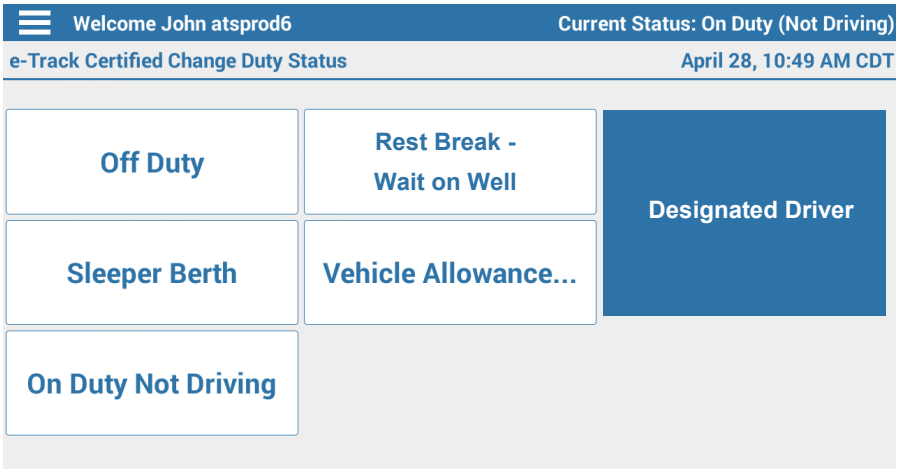
Operating Instructions Driver Guide

Change Duty Status

There are many options available on the Duty Status Screen. Some of which are only available at certain times. Each of the Duty Status Options will be discussed in the following few sections of this manual.

NOTE:

Changes to the Duty Status Screen will only be allowed to be made when the vehicle is NOT in motion. When driving, the screen will be locked down as per DOT Regulations.



Change Duty Status > Off Duty

The Off Duty Disposition should be used by a Driver that has to go Off Duty at any point during the day. As mentioned before, the system will put a Driver into Driving Duty Status when their vehicle is moving and On Duty Not Driving when their vehicle has stopped.

When a Driver has to take an Off Duty Break during the say, such as a Long Haul Driver that has to take a 30 minute Off Duty Break within their first 8 hours of Driving, they can use the Off Duty Status Button.

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Operating Instructions Driver Guide

Change Duty Status

Change Duty Status > Sleeper Berth

A Driver that is using their Sleeper Berth should select this Duty Status when they are Off Duty.

When the Driver clicks the button to end their trip at the end of their day, they will be placed into Off Duty Status. A Driver would also place themselves into an Off Duty Status if they needed to take a break during the day.

Select Sleeper Berth in either of the above situations when necessary. Sleeper Berth Duty Status will also be represented on the Grid of the Driver Daily Log.

Change Duty Status > On Duty Not Driving

When the Driver creates a Trip and performs a Pre-Trip Vehicle Inspection or during the day when the Vehicle the Driver is riding in stops, the Driver is placed into the On Duty Not Driving Duty Status after clicking the button to Sign Off on the inspection.

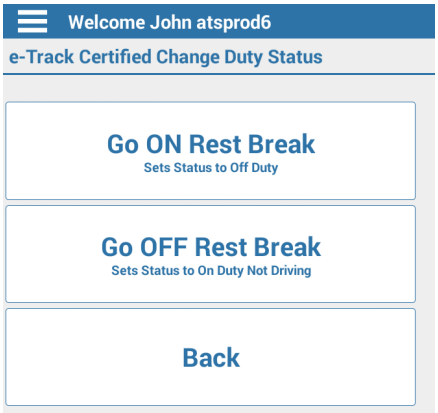
There may be other times when a Driver needs to manually set their Duty Status to On Duty Not Driving such as at the end of the day after the Driver has closed their trip but needs to continue performing Non-Driving work duties.

The Driver can also set their Duty Status to On Duty Not Driving manually after an Off Duty break if the Driver will be performing non driving duties for any length of time.

Change Duty Status > Rest Break

The Rest Break Duty Status is the same as using the Off Duty Status except a notation is made on the log in the Comments Section of when the Rest Break started and ended.

Select the Start and End of the Rest Break when using this feature.



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Operating Instructions Driver Guide

Change Duty Status

Change Duty Status > Waiting on Well

Drivers who work in the Oil Well & Drilling industry are allows to set their status to Off Duty by using a Waiting On Well Duty Status.

This Duty Status works like an Off Duty Status except like the Rest Break Duty Status, this Duty Status makes a notation on the Driver Daily Log.

The Driver must select the start and end of their Waiting on Well Duty Status similar to the Rest Break Status Change.

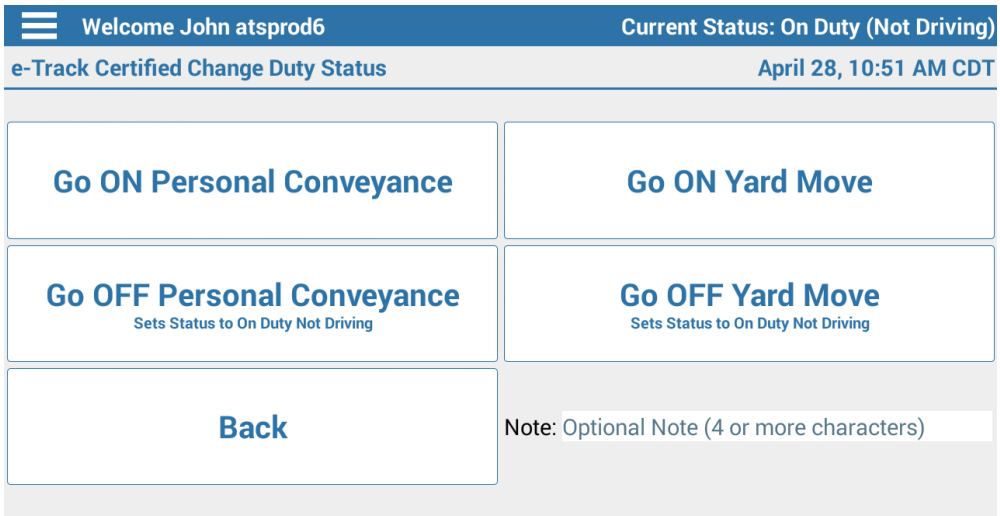
Change Duty Status > Vehicle Allowance

There are two (2) new Duty Status Changes that are allowed under the new regulations. The first is Personal Conveyance.

Personal Conveyance is a vehicle allowance that is meant to be used when a driver is given authority by the Motor Carrier to use the vehicle for personal use. Since all vehicle movement is required to be assigned to a driver, even personal use of a company vehicle must be assigned to a driver.

Yard Move is another new vehicle allowance that is required to be recorded by a driver when moving the vehicle around the terminal.

Selecting the Vehicle Allowance button on the Duty Status Change screen displays the new duty status change features.



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Operating Instructions Driver Guide

Change Duty Status

Change Duty Status > Personal Conveyance

A Driver who is NOT on company time and is not in the process of hauling freight or involved in any commercial activities and is allowed to use the Company Vehicle for personal use may set their status to Personal Conveyance.

Drivers must be very careful using this Duty Status as not all DOT Enforcement Officials agree with the terms of this Duty Status.

Change Duty Status > Yard Move

The Yard Move Duty Status should be used when moving vehicles around at a terminal, or on company grounds without affecting a Drivers Driving Duty Status Time. The Yard Move Duty Status is the same as On Duty Not Driving.

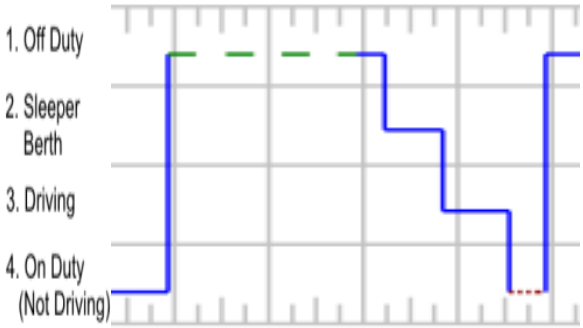
IMPORTANT:

On the logs both the Personal Conveyance and Yard Move Duty Status Changes are notated on the Driver Daily Logs under the comments section.

Personal Conveyance is shown on the DDL Grid as a dashed line and is listed as Off Duty.

Yard Moves is shown on the DDL Grid as a dotted line and is shown as On Duty Not Driving.

This enables each to be easily identified on the logs and differentiated from the other duty status lines on the grid.



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Operating Instructions Driver Guide

Change Duty Status

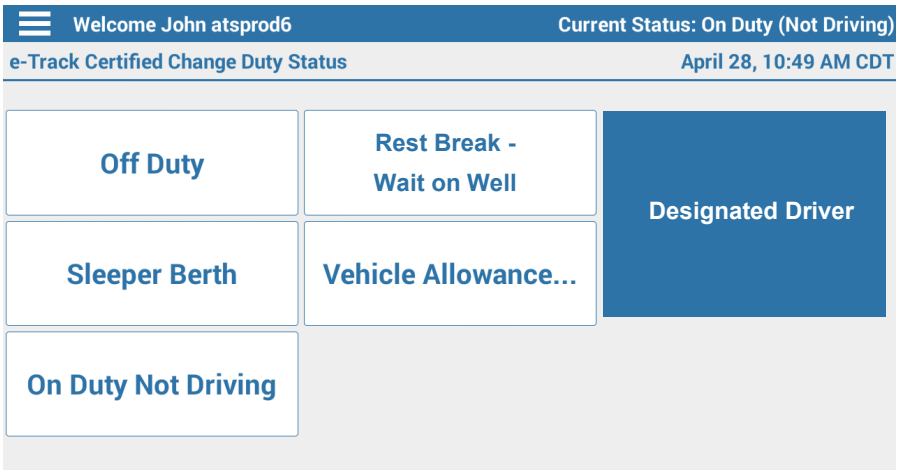
Change Duty Status > Designated Driver

In a Team Driving Situation such as a Long Haul Trip, two (2) drivers will be designated on a single trip.

To transfer Driving Responsibilities, Drivers will use the Designated Driver Feature of the Change Duty Status Screen.

The Designated Driver Button is only visible to the secondary driver - or the driver who is not currently driving.

Using the Designated Driver Feature does NOT place a Driver into the Driving Duty Status. It merely tells the system which driver to credit with Driving on their Driver Daily Logs when the vehicle begins moving again.



NOTE:

The Vehicle MUST NOT be moving to allow the drivers to switch the driving responsibilities.

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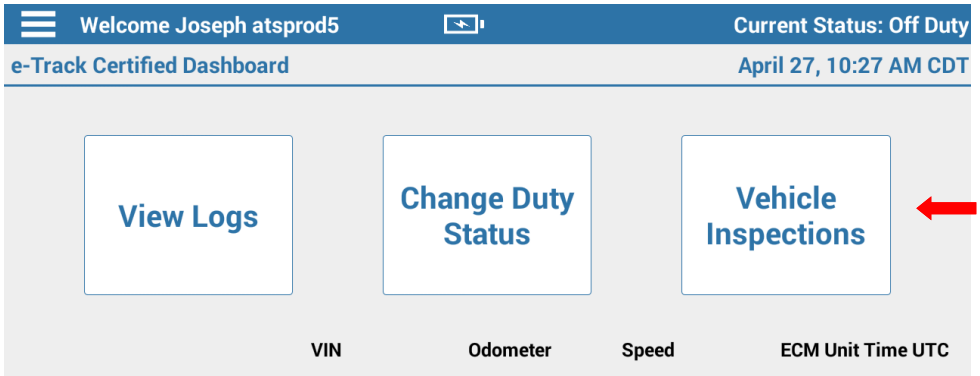
Operating Instructions Driver Guide

Create A Trip

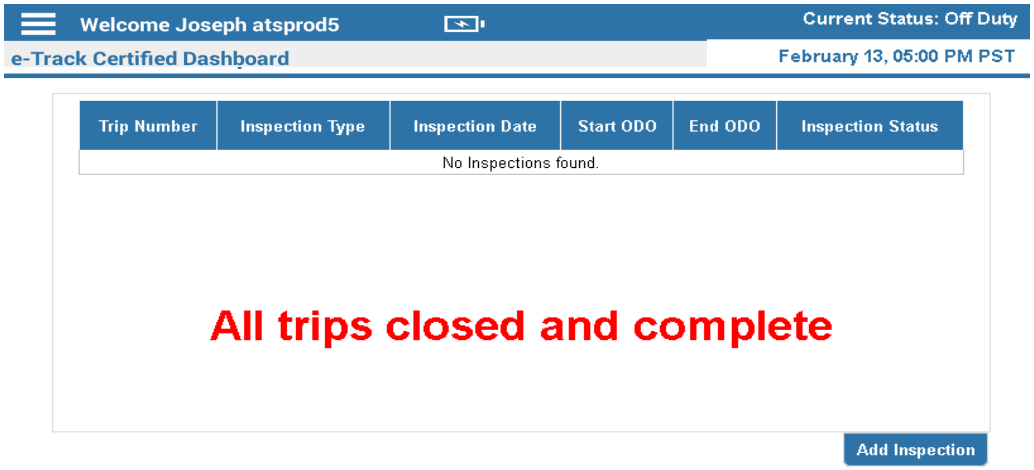
The e-Track Certified ™ Application is Trip Centric. This means that a Driver and Vehicle must be placed on a Trip in order for the system to correctly track the Driver and Vehicle and create the Driver Daily Logs.

There are two (2) ways for trips to be entered into the system. Administrators or Internal Users can create trips for the Fleet Drivers. Drivers can also be given the ability to create trips for themselves. This is the more common scenario and will be discussed in this manual.

Creating a trip using the Driver Application is very easy and takes just a few seconds. To begin, click the Vehicle Inspections Button from the Dashboard / Main Menu of the Drivers Application.



When the Driver clicks the Vehicle Inspections Button, the Inspection Grid is shown which indicates a Trip needs to be created.



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Operating Instructions Driver Guide

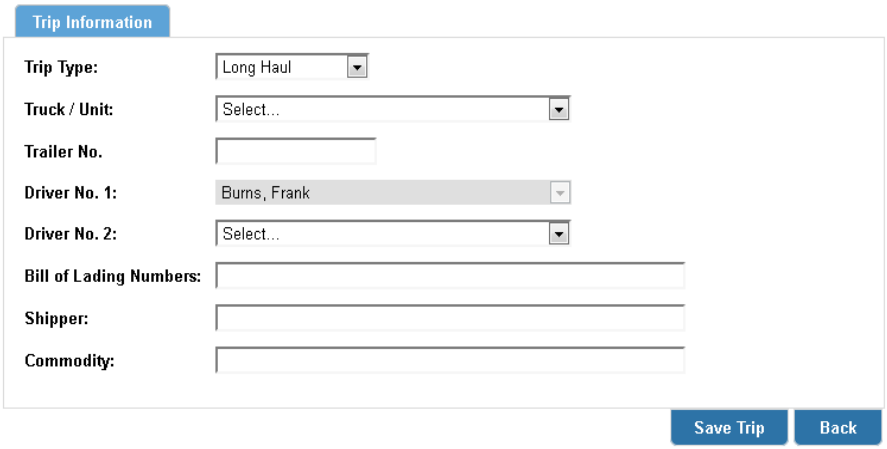
Create A Trip

A trip must be created at the beginning of the Drivers day before a Pre-Trip Inspection can be performed.

To begin the process, the Driver must click the Add Inspection Tab at the bottom of the screen.

Once the Add Trip Screen has been displayed, there are only a few fields that must be filled in to complete the trip creating process.

Each of the required fields (as well as the Optional fields) will be described in detail in the following sections of this manual.



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Operating Instructions Driver Guide

Create A Trip

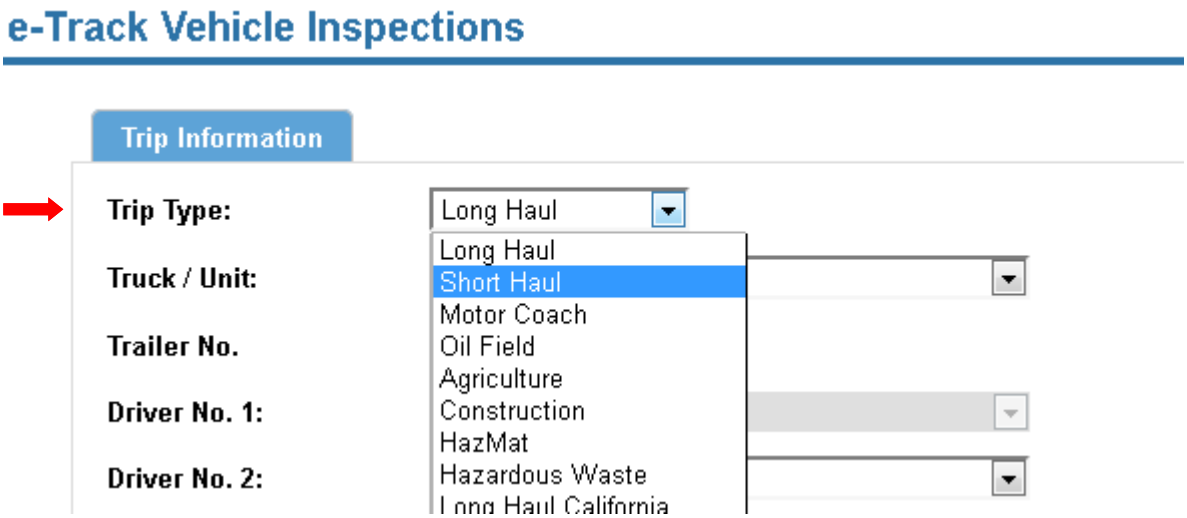
Create A Trip > Trip Type

The first field that is required when creating a trip is the Trip Type field. The Trip Type is a Default that Administrative Users can set in the system which carries across at the time of trip creation.

The Trip Type is the Industry Sector that the Motor Carrier operates under and also tells the system what DOT Rule Set the Driver will follow for the trip that is being created.

When creating a trip, the driver can simply accept the default trip type that is carried across that the Administrative users have defaulted in the system or if necessary can override this value if necessary.

For example, if a Motor Carrier is primarily a Long Haul Company, but the Driver runs an occasional Short Haul trip, the driver can simply select Short Haul from the drop down list and override the default. This would also snap in place the selected DOT Rule Set for this new trip.



The only other piece of information that is required at the time of trip creation of the Vehicle the Driver will be using.

This will be explained in the next section of the manual.

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Operating Instructions Driver Guide

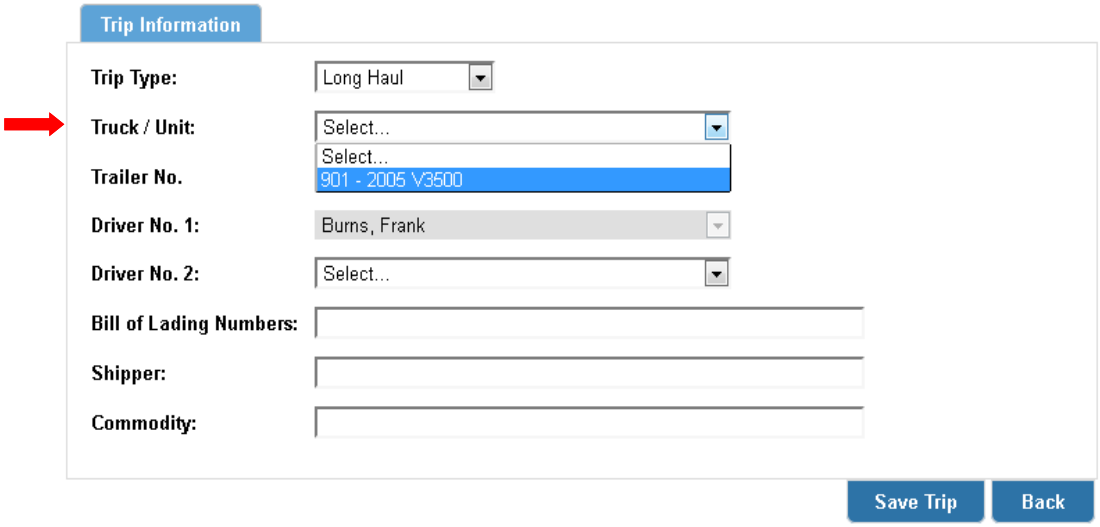
Create A Trip

Create A Trip > Truck / Unit

The Vehicle a Driver will be using for the trip is also something that can be defaulted in the system.

Administrative Users of the system can default up to two (2) drivers to any vehicle. This is useful if the Motor Carrier has drivers that drive the same vehicle often.

If the Driver has been defaulted to a vehicle, this vehicle is automatically selected at the time of trip creation. If not, the Driver must select the Vehicle they will use on the trip from the Truck / Unit List.



The Trip Type and Truck / Unit fields are all that is required to be filled out on the Trip Information Screen to successfully create a trip.

Of course, other information can also be entered if required. Each of the additional information fields will be Explained in the next section of this manual.

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Operating Instructions Driver Guide

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Failed Inspection Review

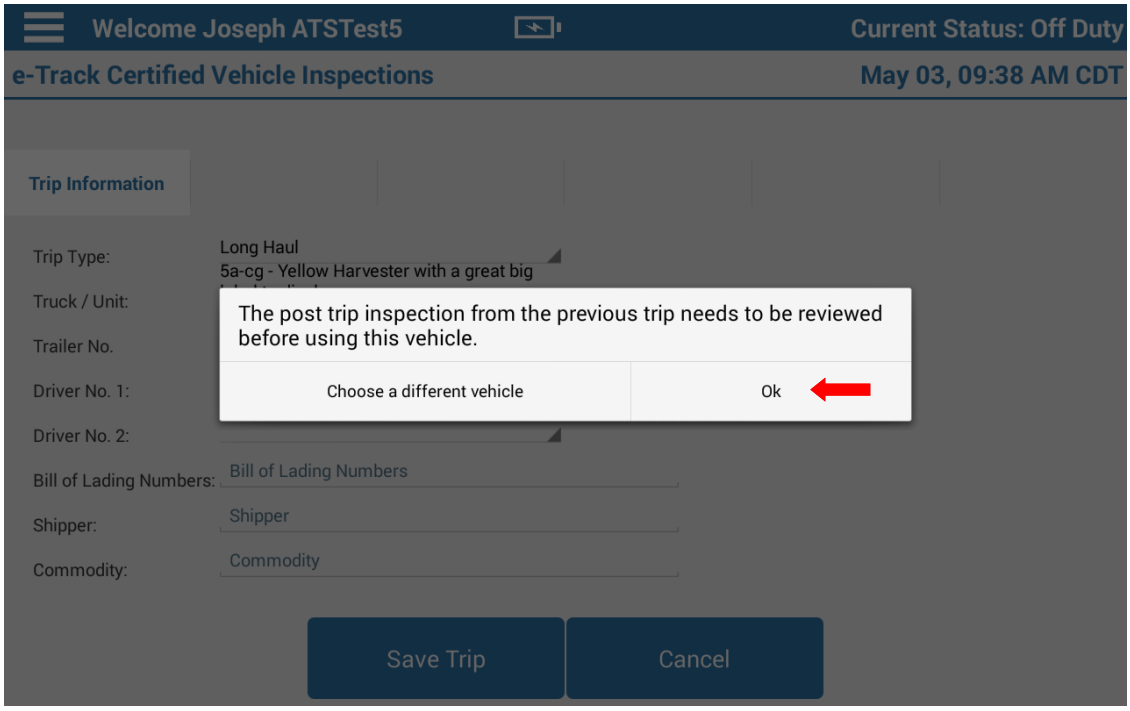
As mentioned previously, the first thing a Driver must do prior to performing a DVIR is to create a trip.

If the Vehicle that is being selected had failed the last Post Trip Vehicle Inspection, there are a few steps that must be accomplished prior to the next Vehicle Inspection being completed.

A certified Mechanic must first sign off on the vehicle stating that the repair has been made or the vehicle can continue to be driven as is.

Once the Mechanic has signed off on the failed inspection, the driver must also perform a review of the failed element and sign off or perform a Review of the failed element.

To accomplish this, the Driver creating the trip must click the Review Button when prompted to do so as shown below.



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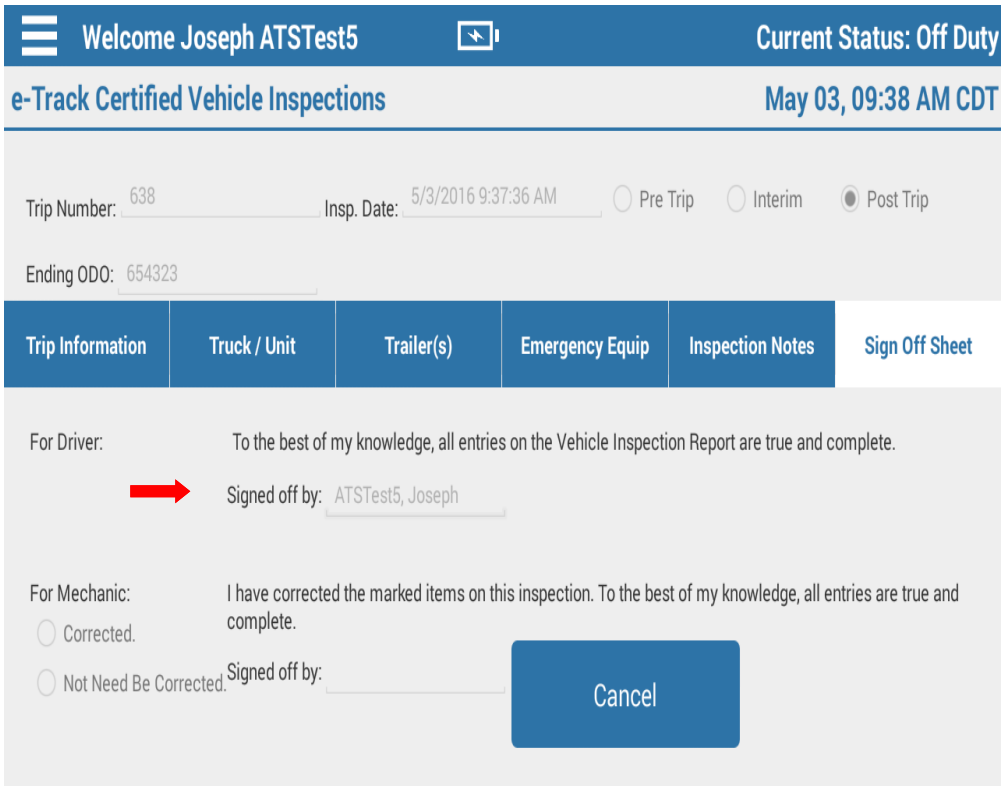
Operating Instructions Driver Guide

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Failed Inspection Review (continued)

Once the mechanic has either signed off on the repair or has certified that the vehicle can be safely driven without the repair made at this time, the driver must then provide a review signature for the failed element that was identified during the previous Post Trip Vehicle Inspection as shown below.



Once the review signature has been supplied by the driver, the trip can then be created.

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Operating Instructions Driver Guide

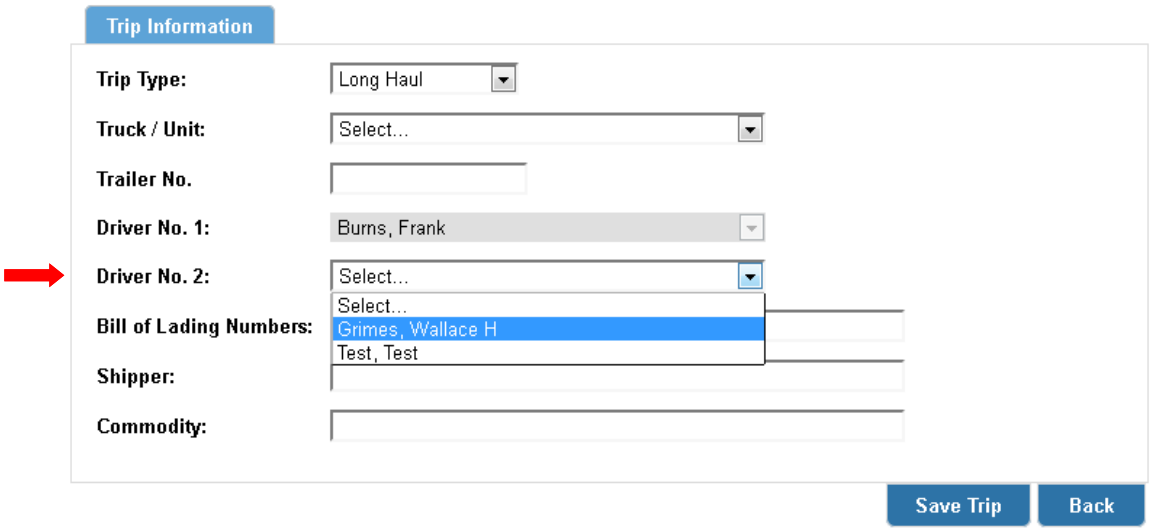
Create A Trip

Create A Trip > Team Driving

If there will be more than a single driver on the trip being created, the 2nd driver can be selected from the drop down list as indicated below.

The team driving situation is most prominent in the Long Haul industry sector.

When two (2) drivers are put on a trip, each driver must use the Designated Driver Button on the Change Duty Status Screen when necessary to switch between driving responsibilities. The Designated Driver Button is explained in detail in a previous section of this manual under Changing Duty Status.



The next section of this manual explains additional information that may be entered on the Trip Information Screen at the time of trip creation.

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Operating Instructions Driver Guide

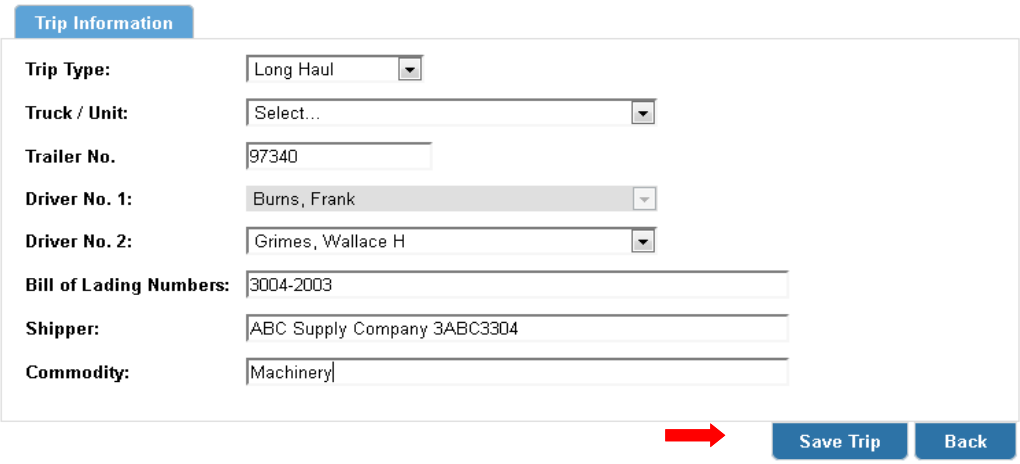
Create A Trip

Create A Trip > Additional Trip Information

There are several other information fields that can be filled in if necessary during the Trip Creation process.

The following fields are all optional and not necessary for trip creation.

Each of those fields will be explained in detail below.



Trailer No.: If the Motor Carrier has Trailers in their fleet, the driver can select the Trailer Number from the Drop down list when creating the trip.

BOL No.: The Bill of Lading Numbers can be entered by the Driver if known at the time of trip creation.

Shipper: Shipper and Shipper Numbers can be entered by the Driver if known at the time of trip creation.

Commodity: Commodity can be entered at the time of Trip Creation.

When all necessary trip information has been entered by the Driver, the trip can be saved by clicking the Save Trip button as indicated above.

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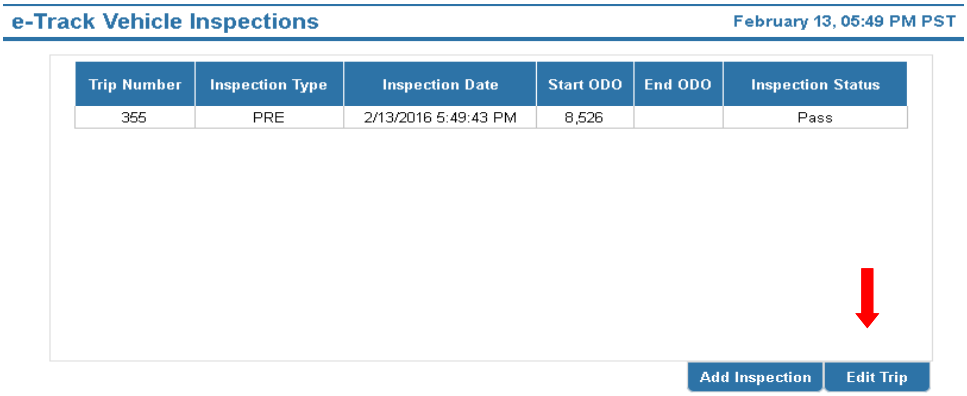
Operating Instructions Driver Guide

Create A Trip

Create A Trip > Edit Trip

Trip information can be added to by the Driver at any time by using the Edit Trip feature.

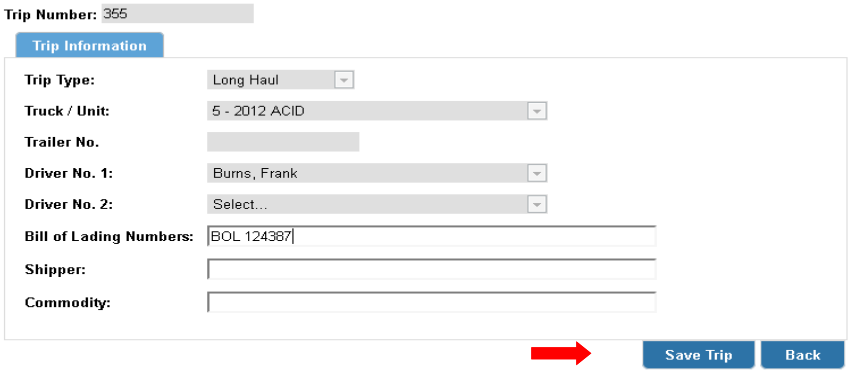
To access the Edit Trip feature, simply click the Edit Trip Button on the Vehicle Inspection Listing Screen.



You can make the necessary adjustments to the trip data and save the trip when finished.

Note:

Only fields that are NOT grayed out can be changed.



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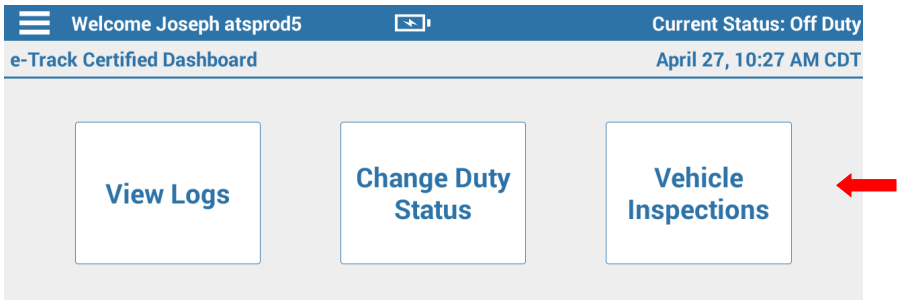
Operating Instructions Driver Guide

Driver Vehicle Inspection Reports (DVIR)

A Driver is required to perform one (1) Pre-Trip Vehicle Inspection and one (1) Post-Trip Vehicle Inspection per day on each vehicle they drive.

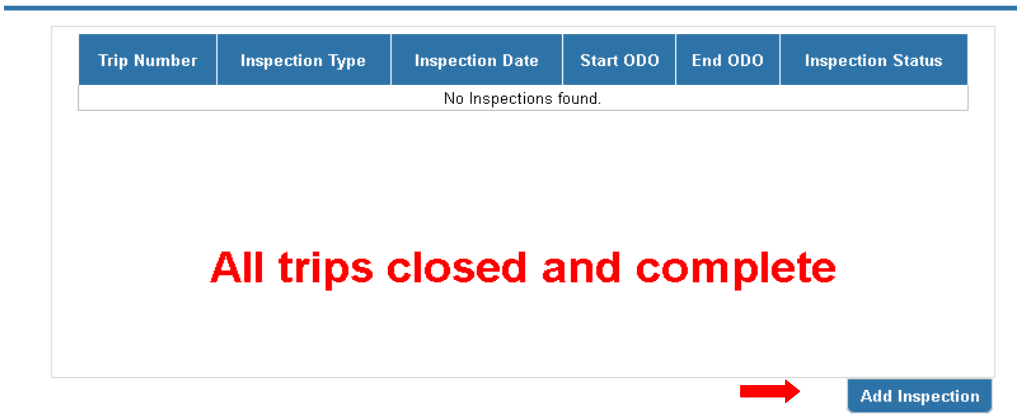
To accomplish this, simply click the Vehicle Inspection Button from the Dashboard (Main Screen) of the Driver Application.



When the Vehicle Inspection Grid is displayed, as long as there is an active Trip, Vehicle Inspections can be added by clicking on the Add Inspection Button.

Note:

If a valid trip has not been created as indicated by the message on the Vehicle Inspection List Screen, you must create a Trip prior to adding a Vehicle Inspection.



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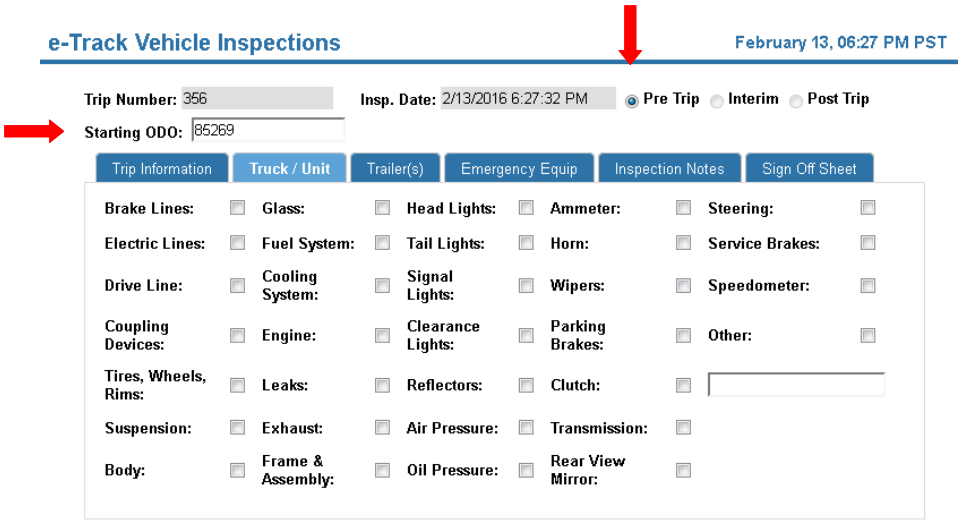
Operating Instructions Driver Guide

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Pre-Trip Vehicle Inspection

Once the Trip has been created by the Driver, the Driver is then brought to the Vehicle Inspection Screen with the Pre-Trip Vehicle Inspection automatically selected.



To perform the Pre-Trip Vehicle Inspection, simply enter the Starting Vehicle Odometer (if the Odometer is being read from the ECM or Engine Computer this process will be automated and the driver will not be required to enter the Odometer reading).

Next the Driver must go through all tabs at the top of the screen as they walk around the vehicle checking all elements on the Truck / Unit, Trailer, and Emergency Equipment as indicated at the top of the Inspection Screen.

The Driver must check off any boxes that represent anything broken on the Vehicle, Trailer or Emergency Equipment.

If any of the boxes are checked, an alert will be sent back to the Motor Carrier signifying a Failed Inspection in which a Mechanic will need to get involved and sign off if necessary on the failure.

When finished with the Pre-Trip Inspection, the Driver simply needs to sign off on the Inspection and proceed with their day.

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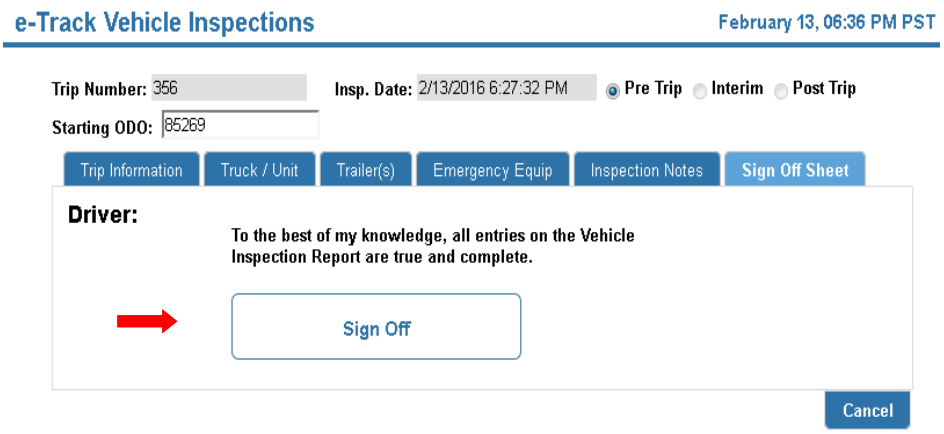
Operating Instructions Driver Guide

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Pre-Trip Vehicle Inspection (continued)

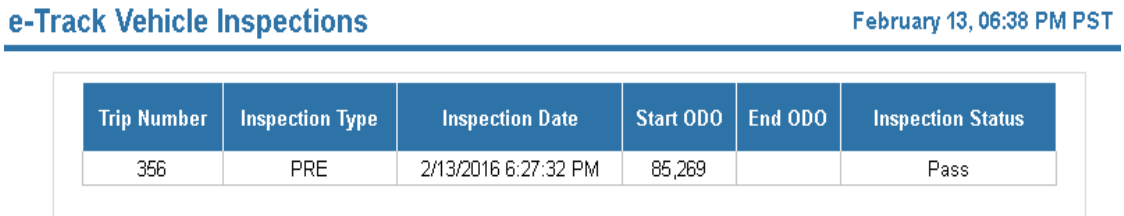
If any of the boxes are checked, an alert will be sent back to the Motor Carrier signifying a Failed Inspection in which a Mechanic will need to get involved and sign off if necessary on the failure.

When finished with the Pre-Trip Inspection, the Driver simply needs to sign off on the Inspection and proceed with their day.



Once the Pre-Trip Vehicle Inspection has been complete, the Driver is then brought back to the Vehicle Inspection List where the Pre-Trip Inspection can then be seen.

The Driver can then proceed with their daily activities.



Trip Number	Inspection Type	Inspection Date	Start ODO	End ODO	Inspection Status
356	PRE	2/13/2016 6:27:32 PM	85,269		Pass

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Operating Instructions Driver Guide

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Interim Inspection

As mentioned in previous sections of this Manual, a Driver is responsible for performing one (1) Pre-Trip Vehicle Inspection and one (1) Post Trip Vehicle Inspection per day for each vehicle they drive.

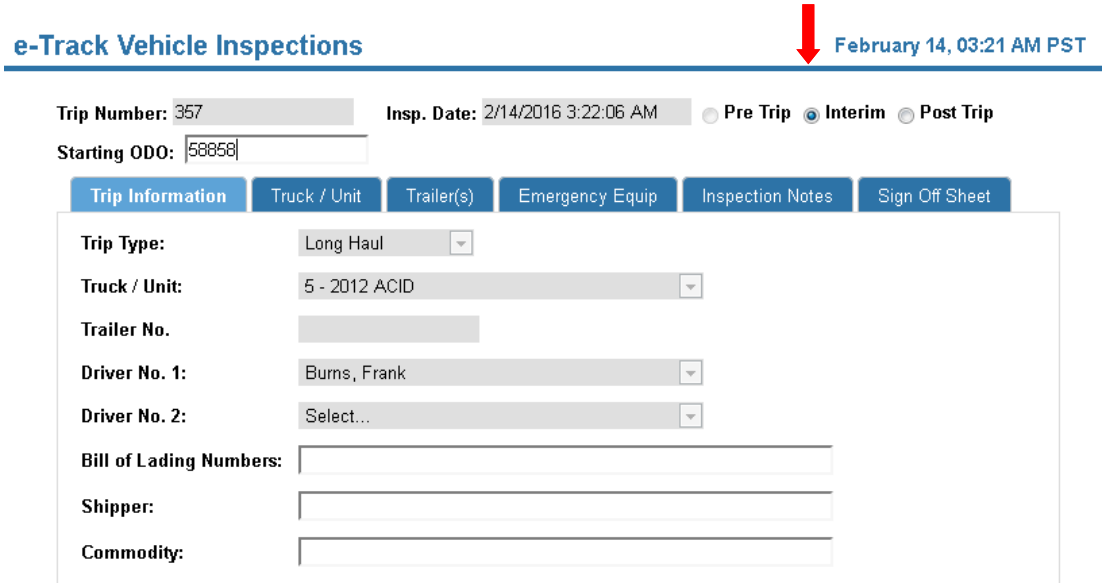
The Pre-Trip is used to start the Drivers day while the Post Trip Vehicle Inspection is used to end a Drivers Day.

The Post Trip Vehicle Inspection also closes the Drivers Trip.

Interim Vehicle Inspections are used during the day for any extra inspections that are necessary for the Driver to perform as they go through their day.

Interim Vehicle Inspections can be used to check a repair completed for broken elements on the vehicle that were found during the Pre-Trip Vehicle Inspection. Interim Vehicle Inspections can also be used if the Driver must pickup and drop multiple trailers during the day.

An unlimited number of Interim Vehicle Inspections can be performed throughout the Drivers day.



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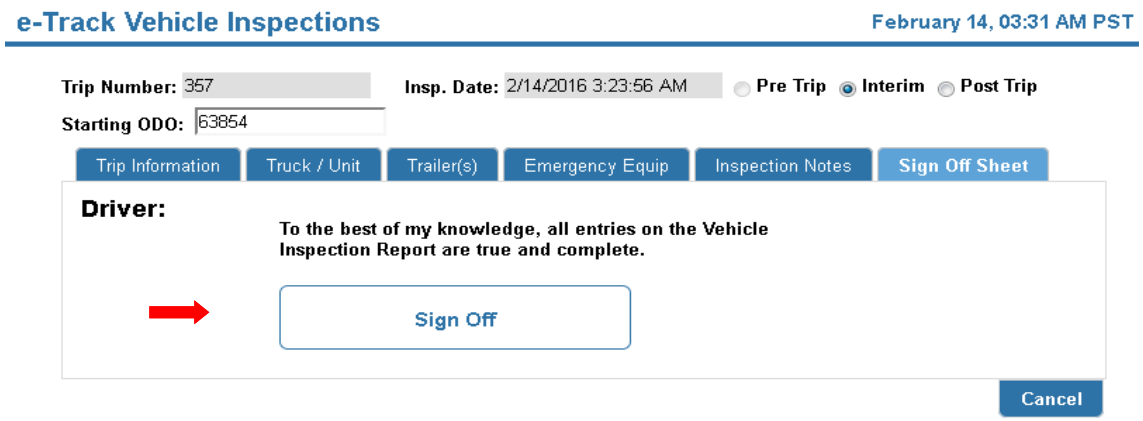
Operating Instructions Driver Guide

Driver Vehicle Inspection Reports (DVIR)

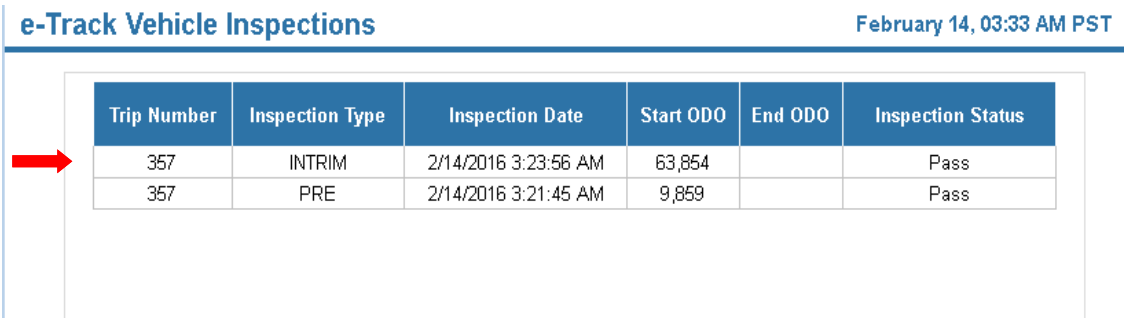
Driver Vehicle Inspection Report > Interim Inspection (continued)

As with either the Pre or Post Trip Vehicle Inspection, the Driver must go through each tab on the DVIR checking any boxes that represent anything that is broken on the Vehicle, Trailer or Emergency Equipment.

When finished, the Driver simply needs to Sign Off on the Interim Inspection as they would with any other inspection.



Once signed off on, the Driver will then see the Interim Vehicle Inspection listed on the Vehicle Inspection Listing Screen.



Trip Number	Inspection Type	Inspection Date	Start ODO	End ODO	Inspection Status
357	INTRIM	2/14/2016 3:23:56 AM	63,854		Pass
357	PRE	2/14/2016 3:21:45 AM	9,859		Pass

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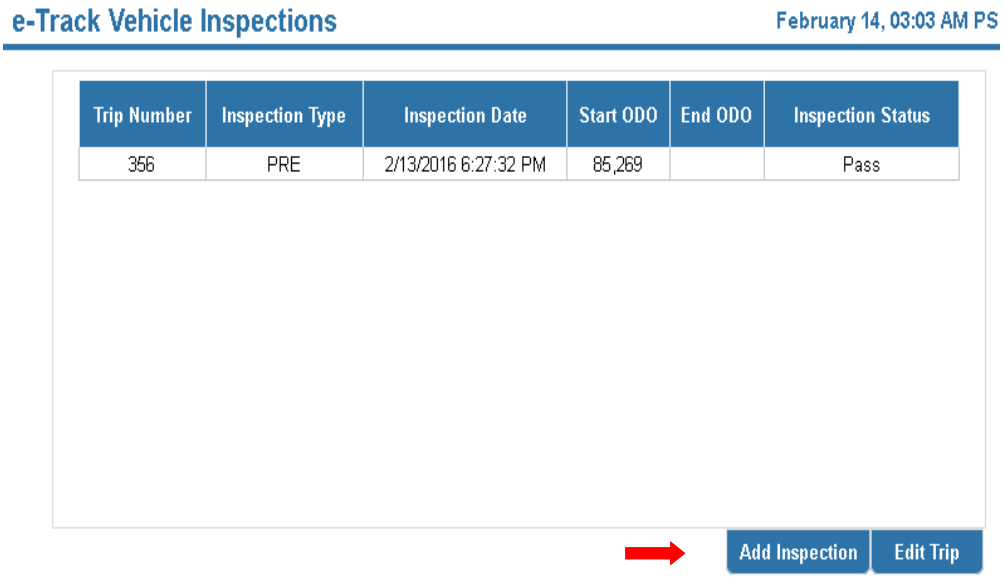
Operating Instructions Driver Guide

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Post-Trip Vehicle Inspection

At the end of the day, a Driver must once again perform a Vehicle Inspection.

The Post Trip Vehicle Inspection is the last duty a Driver has before ending their day. To begin a Post Trip Vehicle Inspection, click the Add Inspection Button from the Vehicle Inspection List Screen. (see below)



The DVIR Screen will then be displayed on the screen.

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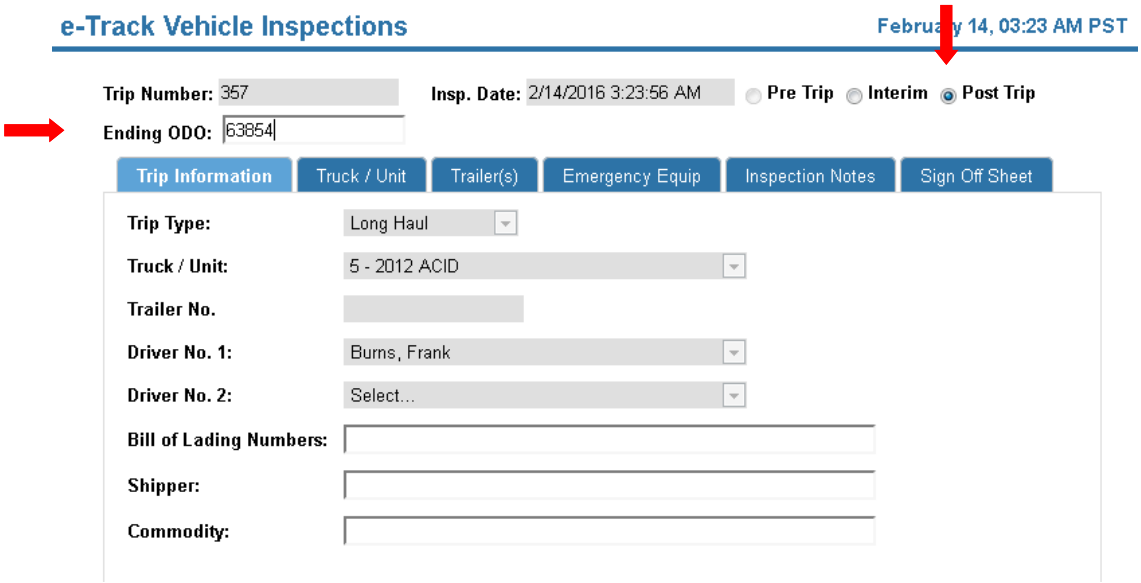
Operating Instructions Driver Guide

Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Post-Trip Vehicle Inspection (continued)

Once the DVIR Screen has been displayed, just as with the Pre-Trip Vehicle Inspection, the Driver needs to enter the Ending Vehicle Odometer Reading (unless the Odometer is pulled from the ECM or Vehicle Computer in which case the Odometer will be automatically populated for the Driver).



The Driver must now go through each of the tabs as they walk around the Vehicle checking for anything that is broken on the Vehicle, Trailer or Emergency Equipment, checking the boxes where appropriate. This will also signify a failed Vehicle Inspection which will send an alert back to the Motor Carrier.

When the Driver has finished the Post Trip Vehicle Inspection, the Driver needs to Sign Off on the Inspection.

The Sign Off Screen will be explained in the next section of this manual.

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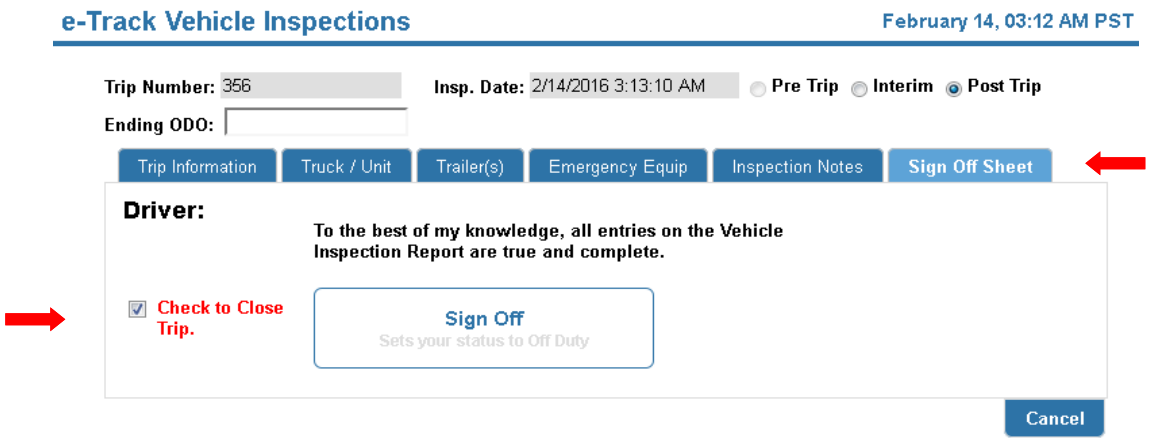
Operating Instructions Driver Guide

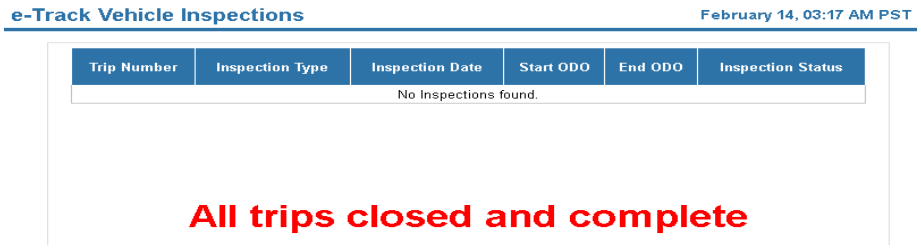
Driver Vehicle Inspection Reports (DVIR)

Driver Vehicle Inspection Report > Post-Trip Vehicle Inspection (continued)

Once the Driver has finished with the Vehicle Inspection, the Driver then needs to Sign Off on the Inspection to complete the process.



Clicking the Sign Off button on the Post Trip Vehicle Inspection will Close the existing open trip and set the driver to the Off Duty Status ending their day. The Driver can now log out of the system.



NOTE:

For Long Haul Trips (Multi Day Trips) when signing off on a Vehicle Inspection there will be another box or option the Driver must check at the very last Post Trip Vehicle Inspection of the trip.

However, if there are more days left on the trip for the Driver to drive, this box should be left blank.