



Instruction Manual for Drivers

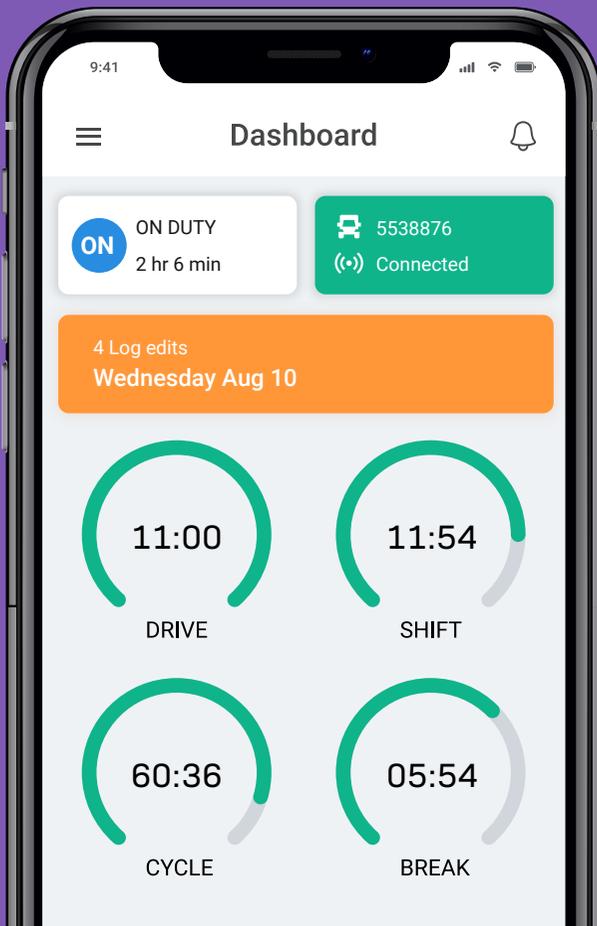


Table of Contents

Installation & Connection

Install the SHELD device in your vehicle	3
Install the SHELD App	4
Login to the SHELD App and select a vehicle	4-5
Complete Pre-Trip DVIR	6-8
Populate Log Form Data	9-10
Connect your mobile device to the SHELD device	11-12
Record Hours of Service	13

DOT Inspection

Inspect Logs	14
Data Transfer	15

Malfunction Responsibilities

Carrier Responsibilities Regarding Malfunctions	16
Record Keeping Responsibilities by the driver	16

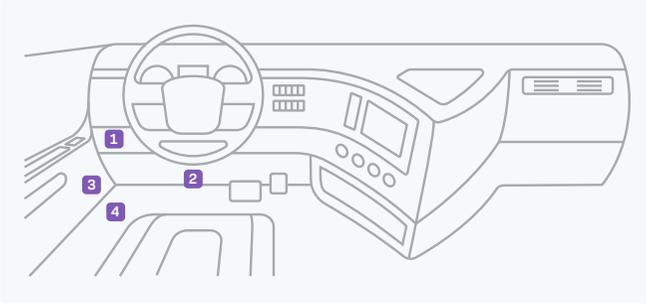
ELD Malfunctions

ELD Malfunctions	17-19
----------------------------------	-------

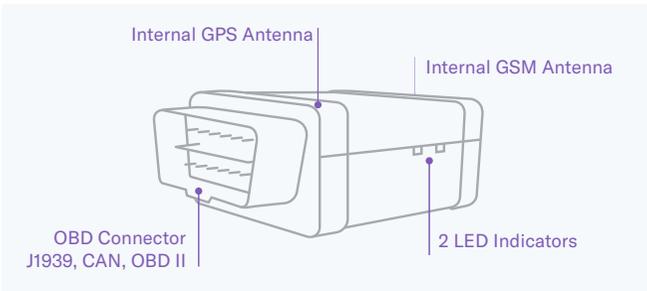
Installation & Connection

Install the SHELD device in your vehicle

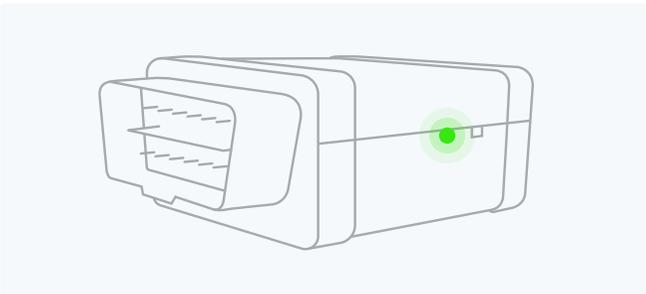
1. With engine off, locate the diagnostic port inside the vehicle. It is located in one of the four places:



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.

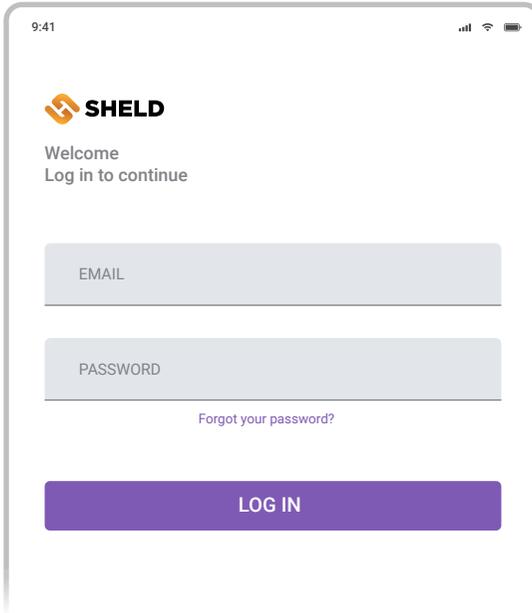


4. Mount your device away from electrical components (they may cause interference).

Installation & Connection

Install the SHELD App

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



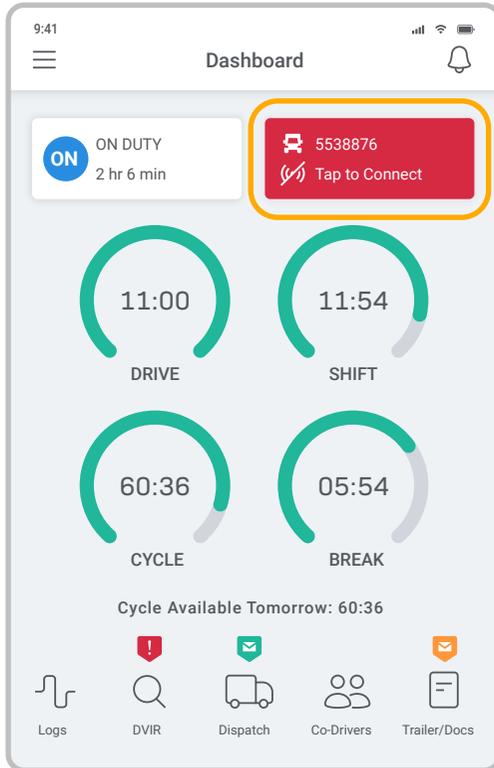
Login to the SHELD App and select a vehicle

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 **LOG IN**, you will be prompted with Terms and Conditions.
2. Read the Terms and Conditions and tap **AGREE**.
3. Select your vehicle from the list, or search for one.
4. Tap **ACCEPT**, you will be prompted with a Settings page where you can review and edit settings details.
5. Tap **SAVE**.

! Dashboard View

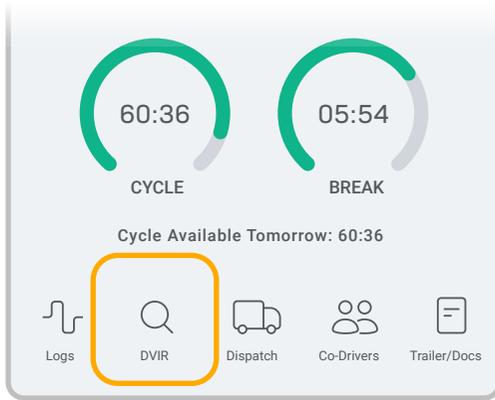
After successfully login & vehicle selection, the Dashboard page is open. Use **Tap to Connect** bar to connect to your vehicle.



Installation & Connection

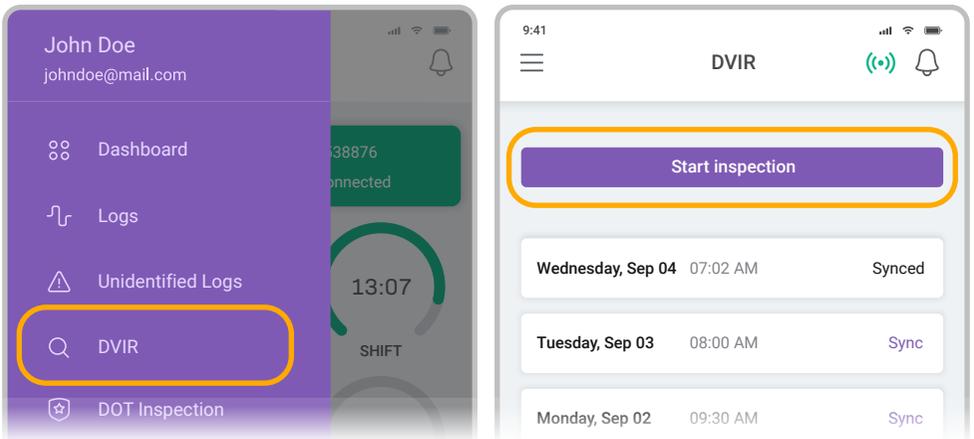
Complete Pre-Trip DVIR

Start a new pre-trip inspection report by tapping the **DVIR** button.



You can also Start Inspection from the left side menu by tapping the DVIR option.

1. From DVIR view, enter the odometer value and tap **Start Inspection**, if you are in **Off Duty** or **Sleeper Berth** status you will be placed to **On Duty** status. Pre-trip is selected by default.



2. Tap **Add/Remove** under Vehicle Defects and review each item from the list against your vehicle.

The screenshot shows a mobile application interface for a DVIR form. At the top, there are two tabs: 'Pre-Tip' (selected) and 'Post-Tip'. Below the tabs, the form contains several sections: 'Vehicle Vin' with the value 'WS3KN3U33A334456', 'Odometer', 'Location' with the value 'San Francisco', and 'Vehicle ID' with the value '8000000'. The 'Vehicle Defects' section at the bottom shows 'No Defects Found' and a purple 'Add/Remove' button, which is highlighted with a yellow rounded rectangle.

3. If you identify a defect, select the appropriate defect in the list and enter a comment and photo. Tap **Save**.

The screenshot shows the 'Front' section of the DVIR form. It features a list of five items, each with an unchecked checkbox: 'Headlights', 'Flashers', 'Fog Lights', 'Marker Lights', and 'Engine Compartment'. At the bottom of the form, a purple 'Save' button is highlighted with a yellow rounded rectangle. The top of the screen shows the time '9:41', the title 'DVIR', and icons for a menu, a call button, and a notification bell.

- If Trailer is applicable, repeat step 2 and 3 under Trailer Defects.
- Tap **Sign and Save the Report**.

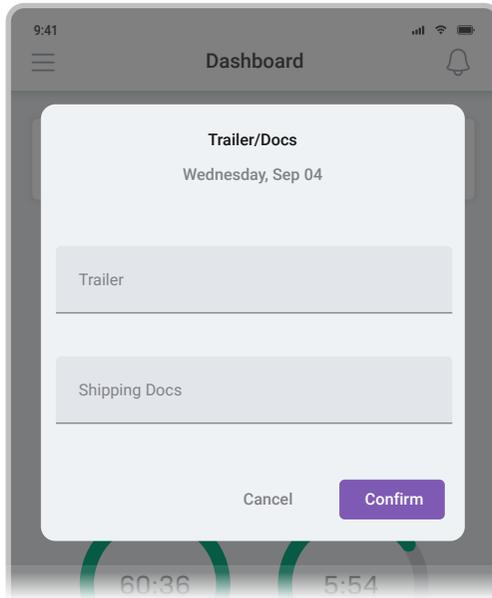
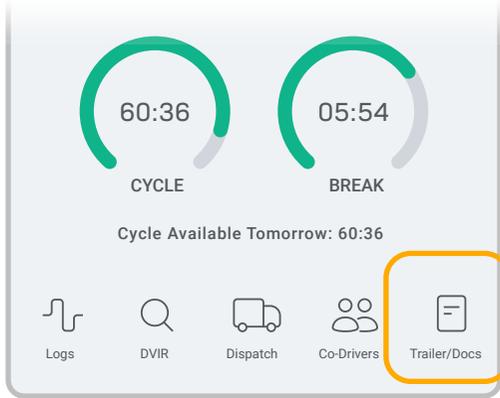
The image shows a mobile application form for reporting defects. It is organized into several sections:

- Location:** A light gray box containing the text "San Francisco".
- Vehicle ID:** A light gray box containing the text "8000000".
- Vehicle Defects:** A light gray box containing the text "No Defects Found" and a purple button labeled "Add/Remove" on the right side.
- Trailer ID:** A light gray box containing the text "1000000".
- Trailer Defects:** A light gray box containing the text "No Defects Found" and a purple button labeled "Add/Remove" on the right side.
- Sign and Save the Report:** A large purple button at the bottom of the form, highlighted with a yellow border.

Installation & Connection

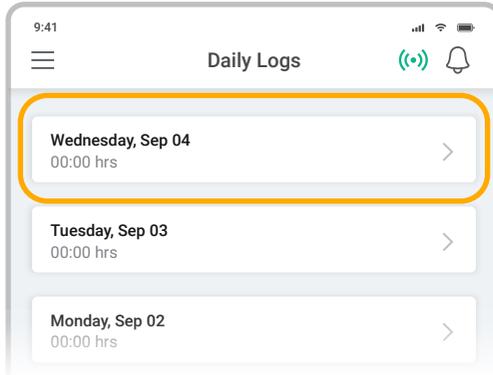
Populate Log Form Data

Select **Trailer/Docs** button from your Dashboard to add the Trailer/Shipping Docs number.

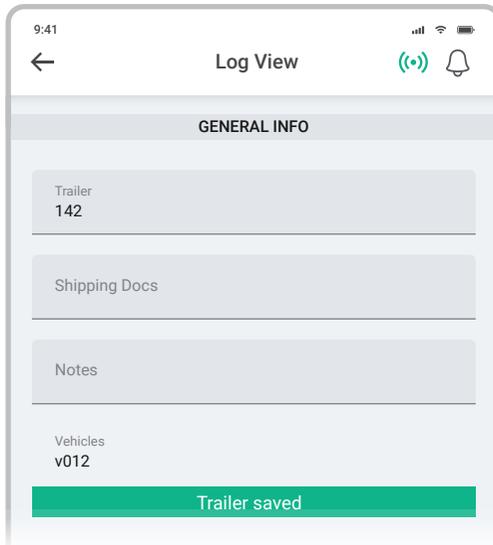


Trailers & Shipping Docs are also available through the Logs folder.

1. From your Dashboard view, tap the ☰ icon.
2. Select **Logs**.
3. Tap the daily log at the top of the list.



4. Scroll down (to the bottom of the screen) and tap the **Trailer** or **Shipping Docs** field.
5. Enter your trailer or shipping doc numbers. You will see "Trailer saved" OR "Shipping Docs saved" confirmation message.



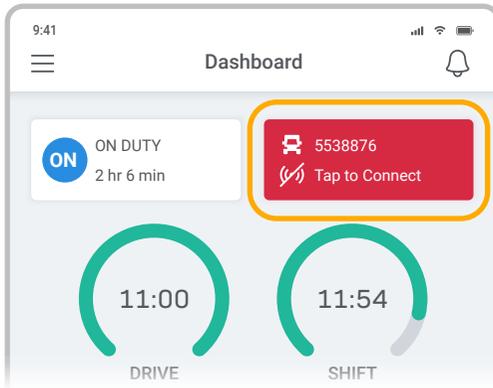
Installation & Connection

Connect your mobile device to the SHELD device

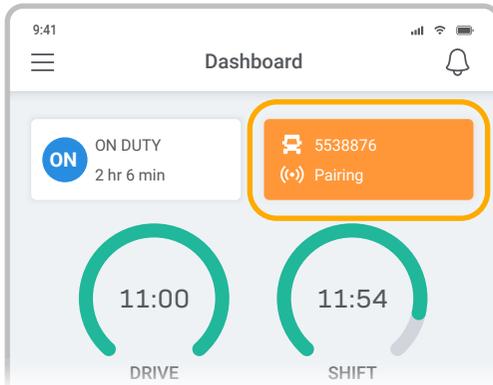
! Enable Bluetooth

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

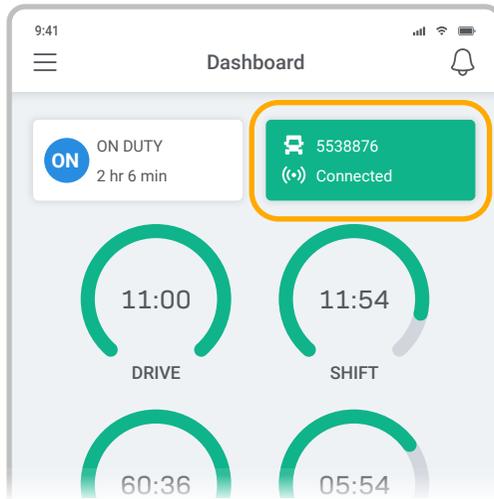
In the main Dashboard view there is **Tap to Connect** bar - just below the vehicle number



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**.



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



✓ Ready to Drive

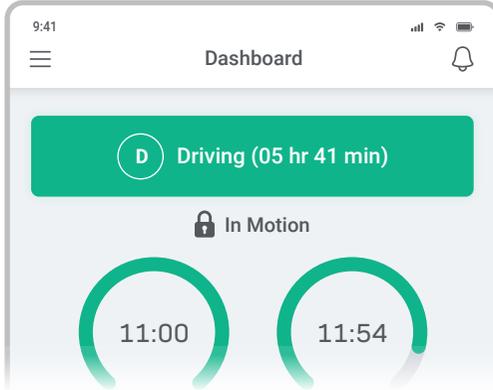
Once you've completed all of the pre-trip tasks in this section, you're ready to drive.

When your vehicle is moving at 5 MPH or greater, your duty status will automatically switch to **Driving**, in accordance with the ELD mandate.

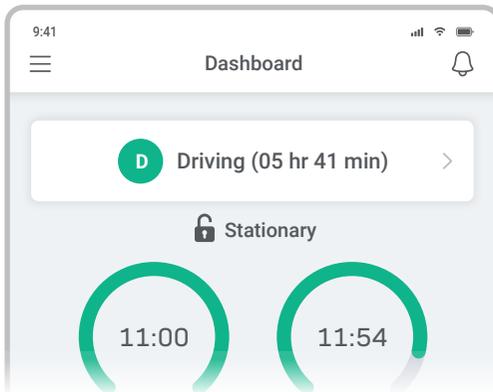
Installation & Connection

Record Hours of Service

1. When your vehicle reaches 5 MPH or greater, SHELDT is indicating that vehicle is **In Motion** and your duty status will automatically change to **Driving**.



2. When the vehicle stops (0 MPH) it's considered **Stationary**.

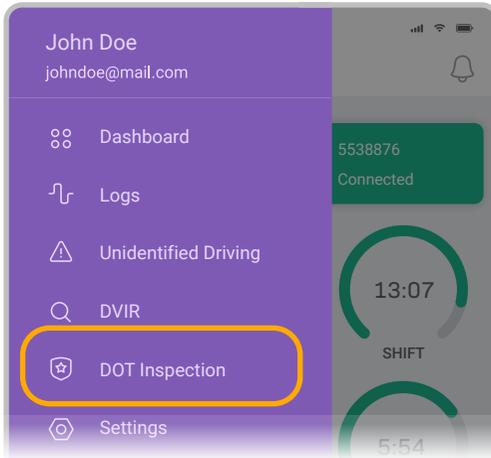


3. You can change your duty status by tapping the **Driving** and selecting some other duty status.
4. If your vehicle remains **Stationary** for five minutes you will be prompted with a question if you would like to change your duty status. If you ignore this question your duty status will be changed to **On Duty**.

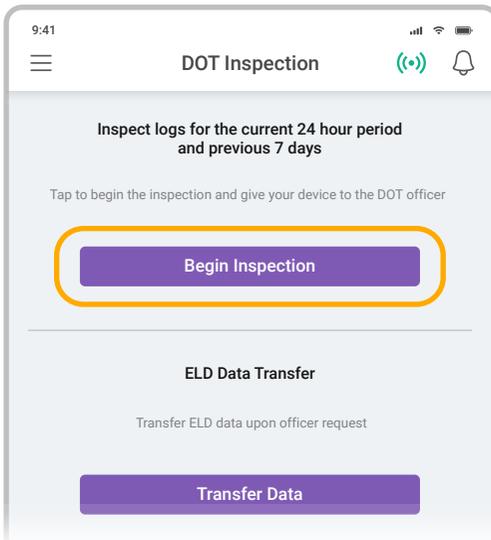
DOT Inspection

Inspect Logs

To begin the DOT inspection tap the menu icon on the top left and select the **DOT Inspection**



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



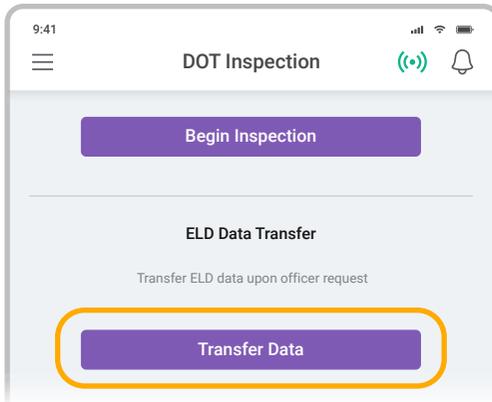
2. Hand the officer your mobile device.

DOT Inspection

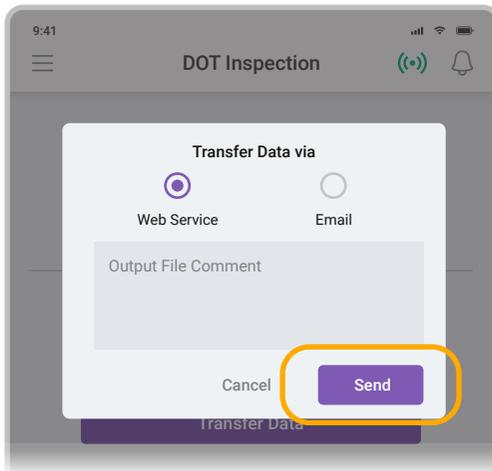
Data Transfer

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."

Malfunction Responsibilities

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

Record Keeping Responsibilities by the driver

The driver 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.

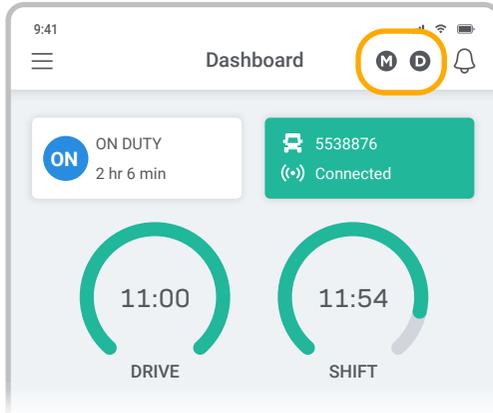
Data Diagnostic Events

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

ELD Malfunctions

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 reported Power compliance malfunction. Contact your manager immediately. Please stop using the SHELD and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM

- ! ELD has reported Engine Synchronization compliance malfunction. Contact your manager immediately. Please stop using the SHELD and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM

! ELD has reported Timing compliance malfunction.
Contact your manager immediately. Please stop using the SHELD and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM

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

Mon, Aug 25, 10:15 AM

Data Diagnostic

! ELD has identified the Power data diagnostic event.

Mon, Aug 25, 10:15 AM

! ELD has identified the Engine synchronization 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

Powered by  **SHELD**