ELECTRONIC LOGGING DEVICE OPERATION MANUAL

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DRIVER COMPLIANCE CHECKLIST

Use this reference checklist to quickly verify driving within FMCSA compliance.

1. **ELD Instruction Manual**
   Ensure you have easy access to this manual at all times.

2. **Connect to Truck**
   Within the Xpress Technologies App, always select the truck you are driving. If not, all driving will be classified as Unassigned Driving.

   ![Connect to Truck](image)
   See Page 5 for detailed instructions

3. **Create DVIR**
   Perform your required pre- and post-trip vehicle & equipment inspections and create your Driver Vehicle Inspection Report (DVIR).

   ![Create DVIR](image)
   See Page 8 for detailed instructions

4. **Certify Logs**
   Certify previous logs as timely as possible as it is required by law. We recommend certifying your logs from the previous day daily.

   ![Certify Logs](image)
   See Page 12 for detailed instructions

5. ** Mounted Tablet/Phone**
   A portable ELD must be mounted in a fixed position during commercial motor vehicle (CMV) operation and visible to the driver from a normal seated driving position.

   ![Mounted Tablet/Phone](image)
PROVIDING RECORDS FOR DOT INSPECTION

In the event a Department of Transportation (DOT) Officer requests to view your logs or DVIR, or requests transfer of Logs to the DOT, please follow these simple instructions:

1. Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.

2. Tap the **i** icon in the upper menu section to access the **DOT Inspection** screen.

3. To display the logs for the previous 8 days tap **Display Printout**

   To transmit driving logs to the DOT via web service or email address, tap **Send Logs** under the corresponding header.

   To display your most recent DVIR tap **Display DVIR**.
UNDERSTANDING THE HOS SCREEN

The HOS (Hours of Service) screen is the central way of interacting with the on-board Xpress Technologies Electronic Logging Device and is the primary location for tracking Hours of Service.

Tap the HOS button on the Xpress Technologies App menu bar to access the Clocks screen.

The HOS screen is made up of the following sections:

A. Clocks Screen
B. Logs Screen
C. DVIR
D. Fuel Purchase Tracking
E. DOT Inspection Mode
F. Current Driver Information
G. Date & Time
H. Duty Status (Current status is highlighted)
I. Truck Connection Status
J. Log Exception Alerts
K. Cycle Hour Clocks
L. Clock Reset and Rollover Hours Information

Robert Dennis

Aug 18, 12:24 PM MST

On Duty | Driving | Sleeper Berth | Off Duty

01

Robert Dennis

No Co-Driver

Connected

39 events need your review
396 minutes

8:00
Break

11:00
Driving

14:00
Duty

70:00
Cycle

10 hrs Reset: Today 11:40 AM
34 hrs Reset: Today 11:40 AM
Rollover Hours Gained Tomorrow: 0:00
Split Sleeper Berth After 7 hrs: N/A

Search | Loads | HOS | Account
CONNECTING THE XPRESS TECHNOLOGIES APP TO YOUR TRUCK TO TRACK HOS

Before truck operation, a mobile app connection must be established between the driver and the truck to be operated. Open the Xpress Technologies App on your mobile device and ensure your device’s Bluetooth functionality is turned on.

1. Tap the HOS button on the Xpress Technologies App menu bar to access the Clocks screen.

2. From the Clocks screen, tap Select Truck to access the Truck Selection list.

3. Tap your truck from the list shown and confirm your selection to return to the Clocks screen.

4. Connection is complete when the Bluetooth icon stops blinking and your truck’s status shows as Idle.
SWITCHING BETWEEN TRUCKS WITHIN THE XPRESS TECHNOLOGIES APP

Before truck operation, a mobile app connection must be established between the driver and the truck to be operated. Switching between trucks is similar to connecting to a truck (see page 5).

1. Tap the HOS button on the Xpress Technologies App menu bar to access the Clocks screen.

2. From the Clocks screen, tap the 3 dots next to your currently connected truck to display the Truck Options menu.

   Tap Disconnect to disconnect from your current truck.

CONTINUED ON NEXT PAGE
From the Clocks screen, tap Select Truck to access the Truck Selection screen.

Tap your new truck from the list shown and confirm your selection to return to the Clocks screen.

Verify that the Bluetooth icon stops blinking and your truck’s status shows as Idle.
After connecting the Xpress Technologies App to your truck (see page 5) follow the steps below to quickly create a pre- and post-trip DVIR for both your truck and trailer. You must be connected to a truck to create a DVIR.

1. Tap the HOS button on the Xpress Technologies App menu bar to access the Clocks screen.

2. Tap the icon in the upper menu section to access the DVIR screen.

3. Tap the Add DVIR button to add a new inspection report.

4. Select whether this is a Pre-Trip or Post-Trip inspection.

5. Tap the Add Trailer button to create a DVIR for a trailer and select your trailer from the list.
Select the defect(s) applicable to your truck or trailer and enter any relevant notes. You may also search for defects using the search bar.

Tap Save when you’ve completed selecting the equipment defect(s).

Should you encounter any defect(s) on your truck or trailer during inspection, tap the Manage Defects button for the corresponding piece of equipment.
DVIR (CONTINUED)

After completing your inspection and entering any defect(s), tap the **Continue** button.

To certify your DVIR indicate whether the equipment is **safe to operate** by tapping the corresponding checks and tap the **Certify Inspection** button.

Certify your DVIR with your signature and tap the **Complete Inspection** button.
RECORDING YOUR DUTY STATUS

After connecting to your truck (see page 5) follow these simple instructions to change your Duty Status within the Xpress Technologies App:

1. Tap the HOS button on the Xpress Technologies App menu bar to access the Clocks screen.

2. The Clocks screen displays current duty status and allows you to change your status.

   Ensure you are connected to the truck and tap your new status to access the Set Duty Status screen.

3. Verify your new status is selected, enter any associated details (i.e. Personal Conveyance, Yard Moves, etc.) or notes and tap Save to log your new status.
VIEWING & CERTIFYING LOGS

The Xpress Technologies App will retain Records of Duty Status (RODS) logs for the previous 8 days of driver activity. FMCSA requires the timely certification of these logs. Follow these simple steps to view and certify driver logs.

1. Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.

2. Tap **Logs** in the upper menu section to access the **Logs** screen.

The **Logs** screen shows the previous 8 days of logs. A red dot underneath the date indicates days with **uncertified** logs. Tapping any date will display that day’s log.
To review detailed **Log Entries**, scroll to the bottom of the **Logs** screen.

Once you have reviewed the log summary, details and load information displayed for an uncertified log, tap the **Certify Log** button and **Agree** to the certification statement.
EDITING LOGS

The Xpress Technologies App allows log edits within FMCSA guidelines and allowances. To edit a log, follow these simple steps:

1. Tap the HOS button on the Xpress Technologies App menu bar to access the Clocks screen.

2. Tap Logs in the upper menu section to access the Logs screen. Select the date for which logs you intend to edit.

3. Scroll to the Log Entries section and tap the log entry you wish to edit. This will display more details about that specific log entry.

CONTINUED ON NEXT PAGE
EDITING LOGS (CONTINUED)

4. Review the details of the Duty Status Log then tap **Edit** at the bottom of the Log Entry to enable editing.

5. Make desired changes to the Duty Status and enter any relevant notes. When changes are complete, tap **Save**.
When prompted for your Edit Reason, provide an accurate description for the edit and tap **Save** to complete editing your duty status.
IDENTIFYING DEVICE MALFUNCTION AND WHAT ACTIONS TO TAKE

A properly functioning and connected Xpress Technologies ELD will always have a Red LED Light on and will intermittently flash a Yellow LED Light every 3 seconds.

If the ELD displays or flashes any other color pattern for more than 2 minutes, the device is malfunctioning.

What To Do in the Event of an ELD Malfunction

If you are a DRIVER:
› Immediately contact Xpress Technologies Support at XTsupport@usxpress.com or (480) 646-3545.
› Notify your fleet administrator as soon as possible.
› Maintain a paper log until the ELD is either repaired or replaced.
› If you are stopped for a roadside inspection while your device is malfunctioning, follow the instructions on page 3 of this guide to display your logs within the Xpress Technologies App and provide your paper logs as supplemental material to a DOT officer.

If you are a FLEET ADMINISTRATOR or OWNER:
› Immediately contact Xpress Technologies Support at XTsupport@usxpress.com or (480) 646-3545.
› Any ELD malfunction must be corrected within 8 days of discovery.
› Should a carrier require any extension of this deadline, they must notify the FMCSA Division Administrator for the State of the motor carrier’s principal place of business within 5 days of malfunction discovery.