



DeliveryTrak® Driver Logs User Guide

Contents

DeliveryTrak® Driver Logs – What’s New?	4
Introduction	6
Purpose	6
Overview.....	6
<i>The Process</i>	6
Starting the Day	12
Engaging the GPS.....	12
Starting the Driver Log.....	13
<i>Driver Log Tab</i>	14
<i>Driver Log Graph</i>	15
Driver Status Options – Logging Activity.....	15
Ending the Day	20
Other Driver Activities.....	21
Entering GPS Location Information	21
Unidentified Driver Activities.....	21
Exempt Driving Activities.....	24
Using a Co-Driver	24
Details Tab	25
Shipping Information	26
Driver Log Events	27
Adding and Editing Comments.....	28
Fuel Purchase Tab.....	30
Delivery	31
Sign Out for Loading.....	31
Reporting Driver Log Data	32
Generating the Report.....	32
<i>Transferring data using a USB 2.0 device</i>	32
<i>Transferring data using Bluetooth®</i>	33
Trouble-Shooting the Driver Logs ELD	35
Using the Warning buttons.....	35
Frequently Asked Questions (FAQ)	36
What if there is an error in the Driver Logs?	36
How do I sign on the truck PC?	36
What about checking the Driver Status?.....	37
What about unassigned driving time?.....	38
What About Daylight Savings Time - Invalid or Ambiguous Times?	38

DeliveryTrak® Driver Logs – What's New?

The new version of the DeliveryTrak® Driver Logs is a web-based application running within the Internet Explorer browser. The program is still launched through the DeliveryTrak® program.

- Updating the truck PC will start automatically after double-clicking the DeliveryTrak® icon. The update will take several minutes to complete; press **Continue** to proceed to the login screen.
- On an on-going basis, the driver should log onto the DeliveryTrak® system and wait a minimum of **2 minutes** before starting the truck engine.
- A new feature of the DeliveryTrak® Driver Logs software is the use of an **Unidentified Driver account**. If driving records for the truck were created when no one was logged in, the records are kept in an Unidentified Driver profile. The new driver will be prompted to accept those records as theirs from a previous shift. Once the records are accepted, the prompt no longer appears. If the records are not accepted, the system will prompt each driver that logs onto the truck PC.

Another feature is the automation of switching to and from *Driving* status. It is not necessary to push the screen buttons:

- There are two ways to change to Driving status:
 1. Push the *Driving* option. Until the truck begins moving, four (4) other options are still available: *On Duty (Not Driving)*, *Break (Off Duty)*, *Sleeper Berth*, and *End Shift (Off Duty)*.

When truck movement begins, all options become unavailable to be changed manually by the driver.

2. Begin driving the truck without changing the status. After exceeding five miles per hour, the status changes to *Driving* and all other option buttons will be unavailable.

- Automated Non-Driving Status:

1. Stop the truck. After three seconds, other options become available. Push an option button to change to a non-driving status.

After five minutes of inactivity, a prompt displays to change the status. Make the appropriate choice, or after one more minute of inactivity, the status automatically changes to *On Duty (Not Driving)*.



Note: The new Driver Log program requires an update of the driver's information before starting their first shift. If the home office cannot do the update before the driver logs into the truck PC, the driver will be required to enter their license number, their name as it appears on their license, and the issuing state (pictured below.) **The information must match exactly what is on the license.**

Introduction

Purpose

This user guide provides information about the DeliveryTrak® in-cab truck PC uses of the Driver Logs feature. The new version of the Driver Logs is now a web-based application running within the Internet Explorer browser.

Overview

The Driver Log feature records hours of service (HOS) into a log that is required by the Federal Motor Carrier Safety Administration (FMCSA) on the truck and at the home office. Both drivers and dispatchers should understand the process for using the Driver Logs screen. Accurate logs rely on drivers correctly recording events with appropriate support from the home office.

This document is intended for use as a reference document by drivers. It includes information specific to the truck PC so that drivers can troubleshoot problems and take appropriate action.

The Process

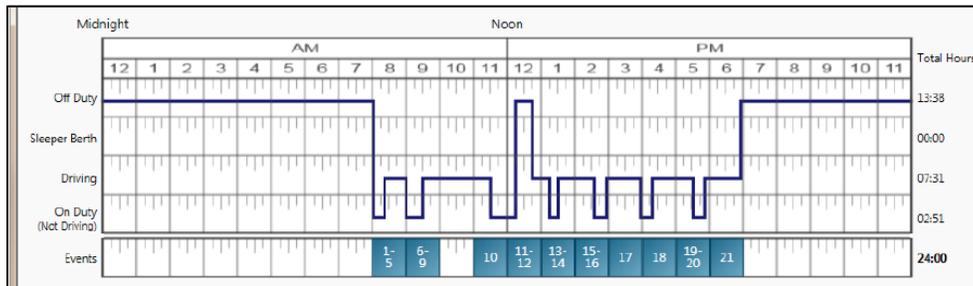
Each driver is governed by the FMCSA regarding how many hours can be driven in a certain period before a mandatory period of rest. Drivers can be on a 60/7 cycle, which means they can drive 60 hours in a 7-day period—or a 60/7 cycle. A 70/8 cycle means 70 hours driving can occur in any 8-day period. (Refer to FMCSA regulations for details on required breaks and maximum driving times.)

Typically, a driver's day begins with receiving the load assignment and route information. During the day the driver tracks time spent driving/working and not working. Importantly, the rest periods between driving times must also be documented. These records must be kept on hand for a minimum of eight days to provide driver information to safety officials upon request.

In the past, these driving times have been manually recorded on a paper graph along with odometer readings to be used as a crosscheck with driving time.

Logs show the graph of time spent:

Off Duty **Driving**
Sleeper Berth **On Duty (Not driving)**



An example of a driver log graph

Using an Electronic Logging Device (ELD)

ELDs make it easier, simpler, and quicker to keep driver logs. An ELD:

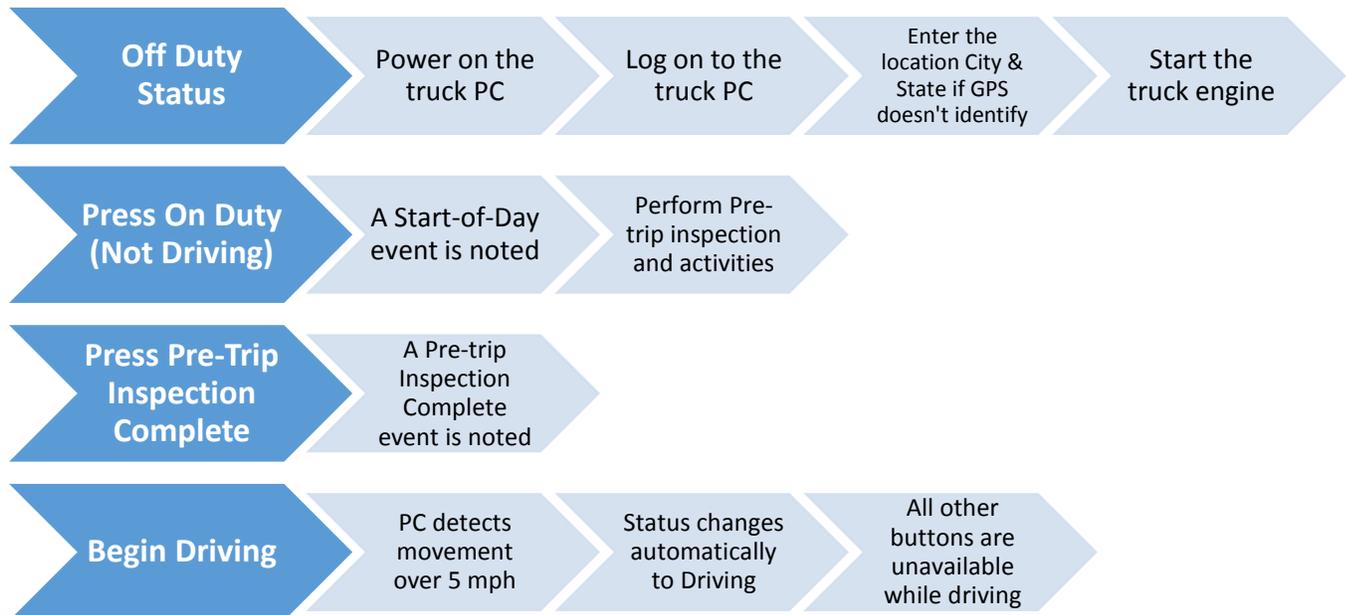
- Limits mistakes and reduces errors.
- Provides information to drivers and motor carriers so that drivers can better manage fatigue and schedule issues.
- Correctly records location and accurate information to track duty status easily.
- Is a good management tool and back-office asset to improve productivity and enhance compliance.
- Requires less paperwork, and driver logs are orderly, clear, and accurate.

DeliveryTrak® synchronizes with the vehicle engine and automatically records and saves driver logs to the truck computer, which sends that information to the home office over the cellular network. The truck can be out of a cellular service area and still function, but the driver must still be logged on to record activity.

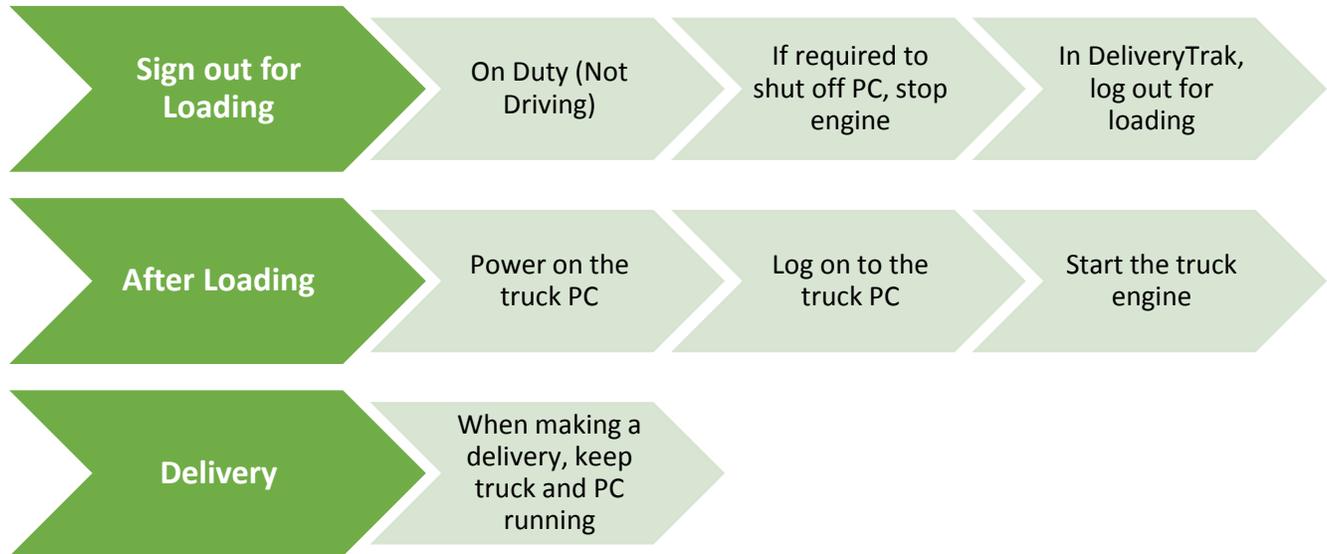
A driver uses the different status settings to automate recording and tracking of their activities to meet regulations. These status changes are logged as events in the software and cannot be changed on the truck PC. However, exceptions or notations can be made using the Comments feature.

The company can print and review these logs from DeliveryTrak® at the home office. When required by a safety official, a log report can be displayed on the ELD or can be transmitted electronically by the driver.

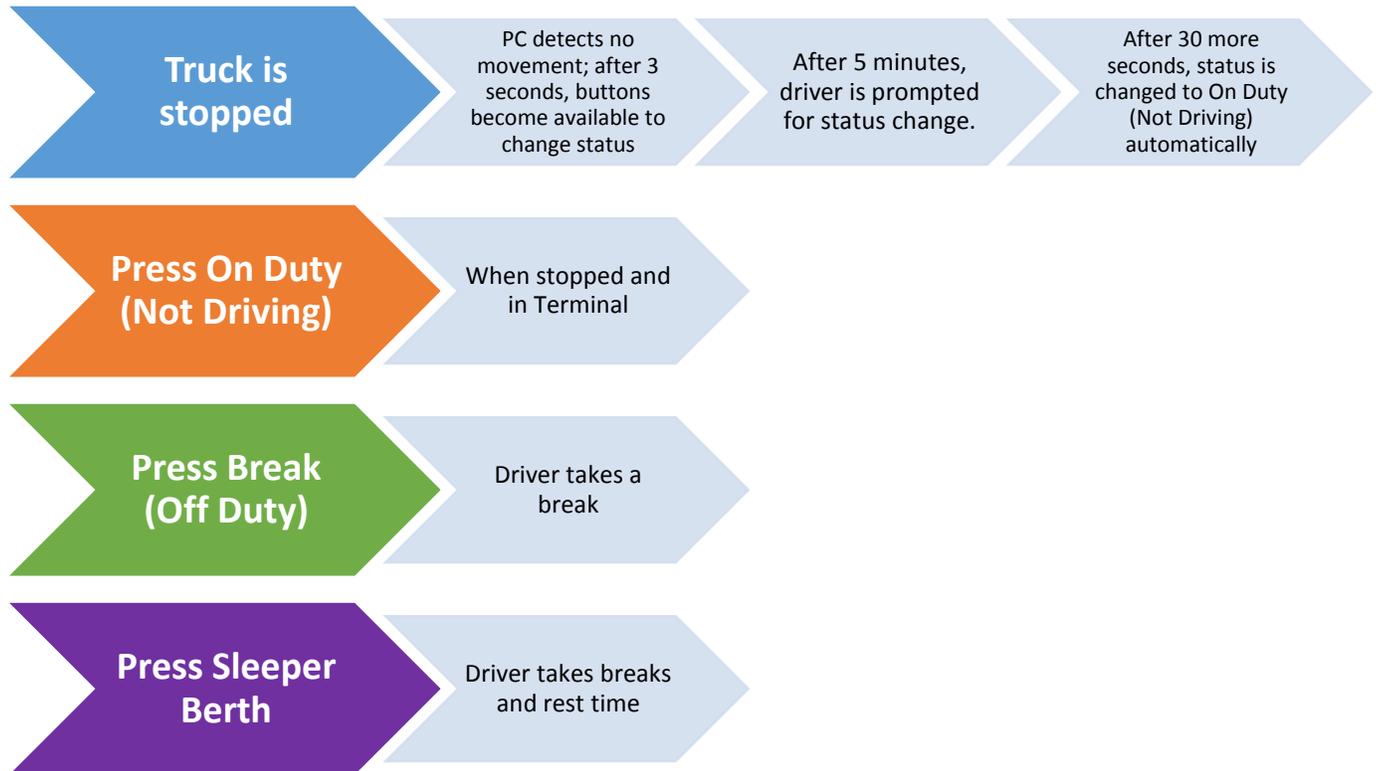
A typical sequence of events for the beginning of a shift follows:



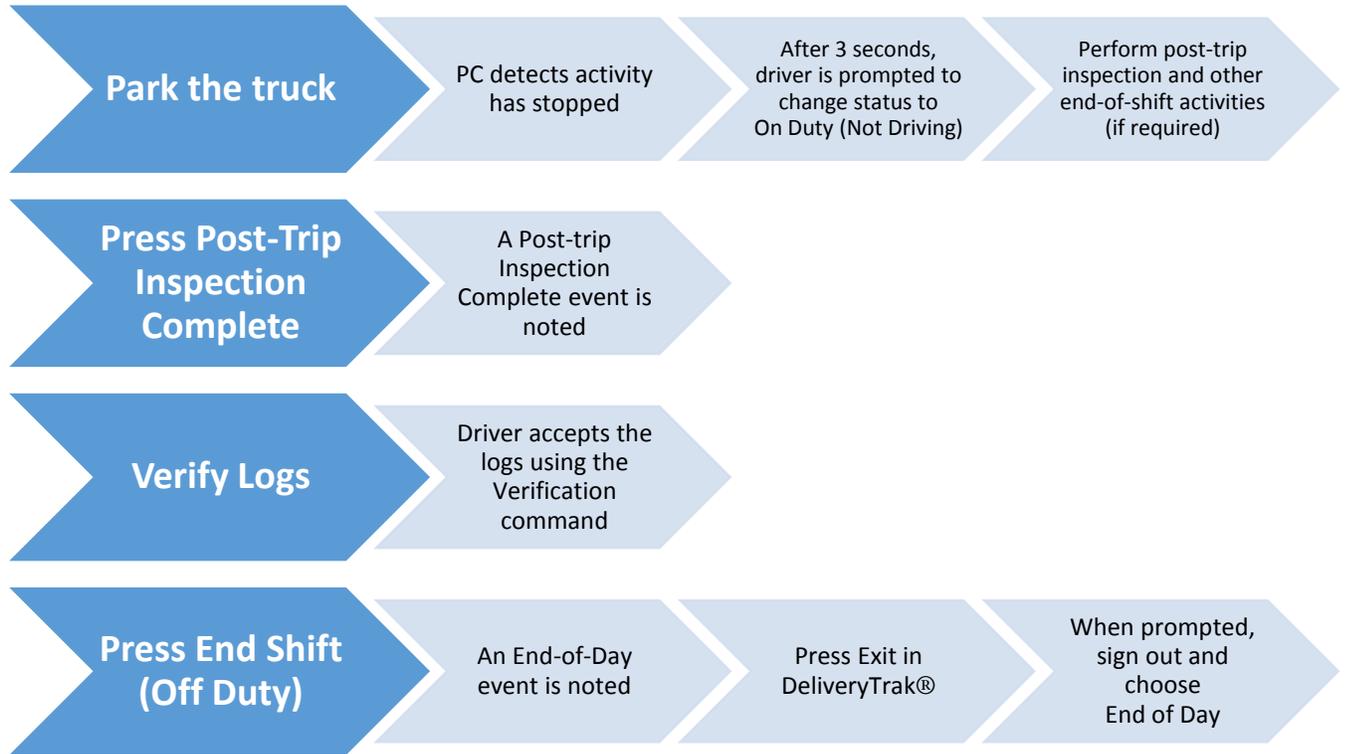
Typical events that occur during a shift are managed as follows:



Additional events that occur during a shift are managed as follows:



A typical sequence of events for ending a shift follows:



Starting the Day

When starting the day, the driver logs on to the truck PC, then starts the engine.

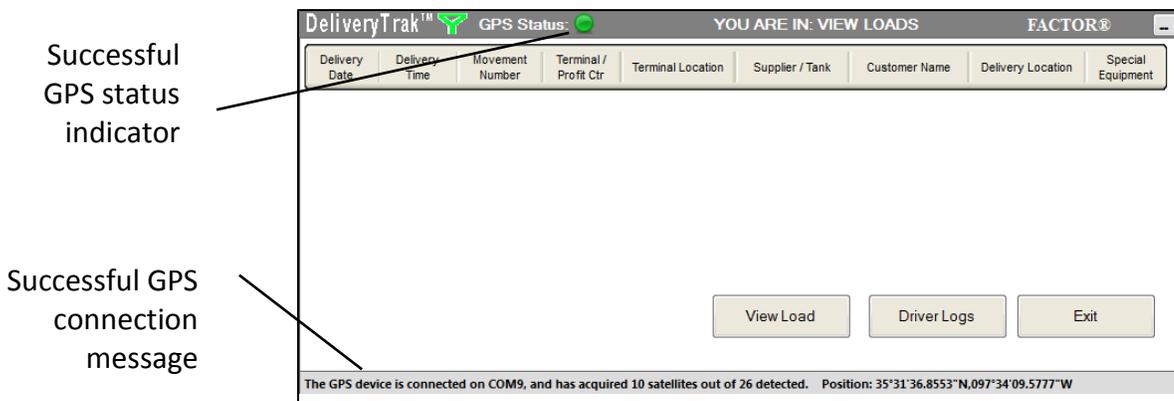


If another driver is already logged in, the system identifies the driver by user name and prompts to log out that previous driver.

If any driving records for the truck were created when no one was logged in, the records are kept in an Unidentified Driver profile. The new driver will be prompted to accept those records as theirs from a previous shift. Once the records are accepted, the prompt no longer appears. If the records are not accepted, the system will prompt each driver that logs onto the truck PC. See the [Unidentified Driver Activities](#) section for more detail.

Engaging the GPS

Immediately after logging into DeliveryTrak®, the driver enters truck, trailer and delivery information on the Truck Validation screen, and the system begins searching for available GPS satellites. When the optimal number of satellites have been found, the GPS indicator turns green and the number of satellites identified is displayed on the Status bar across the bottom of the window.



When the connection signal is low, the status, the GPS indicator turns yellow, and if there is no connection at all, the indicator is red.

If the GPS cannot track the location, the indicator appears red and a prompt may appear. Enter the current nearest city and state and press **OK**.

If a driver does not log on, as soon as the vehicle is in motion, the program will:

- Prompt the driver to log in.
- Record accumulated driving and on-duty, non-driving time, under an unidentified driver profile.
- Not allow entry of any information other than a response to the login prompt.

Starting the Driver Log

Any DeliveryTrak® screen contains the Driver Log option. Press it to open the Asset Tracking and Logging screen in the web browser window.



There are three sections on this view:

- The Driver Log screen, which is the initial view
- The Details tab
- The Fuel Purchase tab

Driver Log Tab

The driver information displays at the top of the screen such as ID, the log date, and total driving time/duty hours.

Current Driver	
Log-In ID	rick
Log Date	12/08/2017
Total Driving Time	01:11 (elapsed)
Total Duty Hours	01:30 (elapsed)

Check Driver Status



Note: If the browser window is closed accidentally, press the Driver Log option in any DeliveryTrak® window to resume the Driver Log activity. The program continues monitoring activity even if the browser is closed.

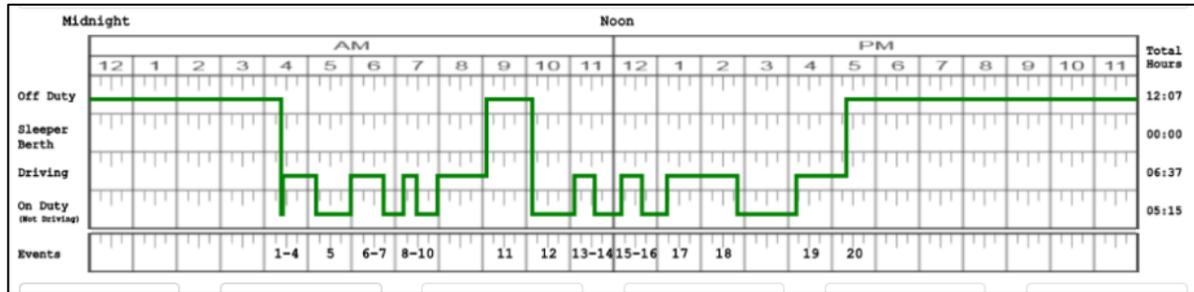
- Checking the Driver Status.** At the right side of the heading is the *Driver Status* button. Choose this button to open the Driver Status window, which displays the beginning and end of the shift, time-off duty, and total duty hours. This snapshot of the driver's status presents a quick check of the driver's duty hours so that the driver can comply with regulations regarding required breaks and time off duty.

Start of Day:	05:25 AM 11/17/2017
End of Shift:	08:04 AM 11/18/2017
Last 10 Hours Off Duty:	18:04 PM 11/17/2017
Current Shift - Total Driving Time:	00 (elapsed)
Remaining Driving Time:	11:00 (remaining)
Remaining Duty Time:	13:52 (remaining)
Total Miles Driven Today:	0
Current Shift - Total Duty Hours:	08 (elapsed)
Total Duty Hours Since Last Weekly Reset:	55:09 (elapsed)
Remaining Off-Duty Time to Start Next Shift:	09:52 (remaining)
Remaining Off-Duty Time for Split Sleeper Berth:	01:52 (remaining)

- The information in the Driver Status and Time window is calculated from the events in the driver logs. Press **OK** to close the window.

Driver Log Graph

The middle section of the Driver Log tab displays the graph showing the driver's activities during the shift. This display uses the same format as traditional paper logs.



The numbers shown in the **Events** row at the bottom of the graph match numbers listed for events on the *Details* tab.

Driver Status Options – Logging Activity

The status options, visible along the bottom of the Driver Log screen, are used to show and record the current driver's activity.

The driver uses these buttons to indicate changes in activity, which are then reflected in the driver log graph. The status is also entered as a notation in the driver log events.

After logging in and beginning a shift, the logs display the driver status as *off duty* until a different status is indicated. At this point, the only status options available are *Driving*, *On Duty (Not Driving)* and *Prev. Day*. Also, the GPS locates the truck and logs the current position.

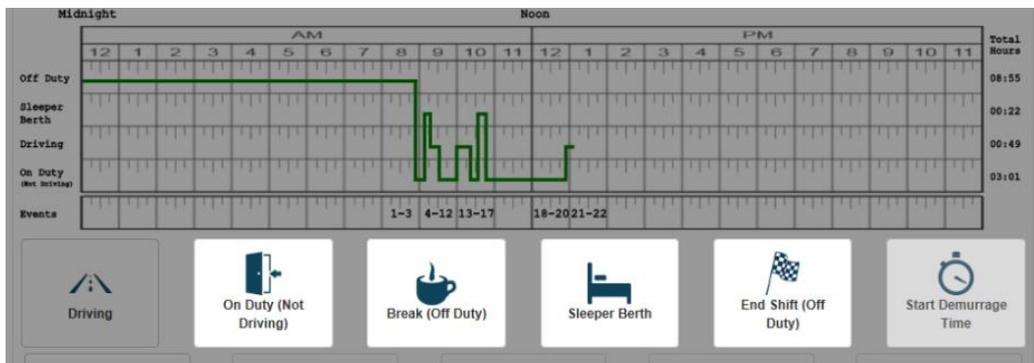
To begin the day, the driver should select *On Duty (Not Driving)* before beginning pre-trip activities; a Start of Day note is made in the logs.

The other status options are described in more detail on the next pages.

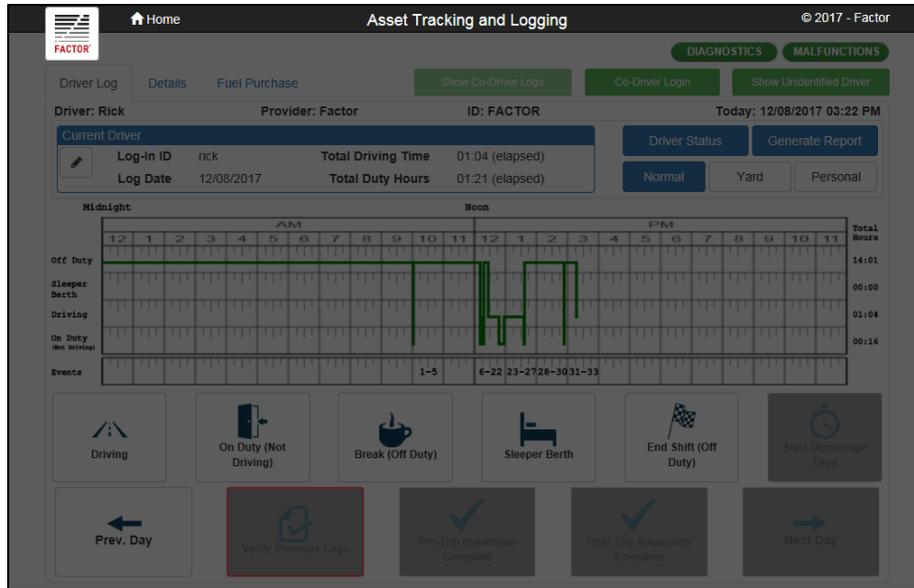
The screenshot displays the 'Asset Tracking and Logging' interface for a driver named Rick. The interface includes a top navigation bar with 'Home' and 'FACTOR' logos, and a header section with 'DIAGNOSTICS' and 'MALFUNCTIONS' buttons. Below the header, there are tabs for 'Driver Log', 'Details', and 'Fuel Purchase'. The main section shows driver information: 'Driver: Rick', 'Provider: Factor', 'ID: FACTOR', and 'Today: 12/08/2017 03:31 PM'. A 'Current Driver' section displays 'Log-In ID: rick', 'Log Date: 12/08/2017', 'Total Driving Time: 01:11 (elapsed)', and 'Total Duty Hours: 01:30 (elapsed)'. Below this is a 'Driver log graph' showing activity from Midnight to PM. The graph has columns for 'Off Duty', 'Sleeper Berth', 'Driving', and 'On Duty (Not Driving)'. A red box highlights the 'Driver status buttons' at the bottom, which include: 'Driving', 'On Duty (Not Driving)', 'Break (Off Duty)', 'Sleeper Berth', 'End Shift (Off Duty)', 'Start Demurrage Time', 'Prev. Day', 'Verify Previous Logs', 'Pre-Trip Inspection Complete', 'Post-Trip Inspection Complete', and 'Next Day'.

The status options and their uses are:

- **Driving.** This option changes the activity to *Driving* status and the Driver Log begins to record the driving time; it can be started two different ways:
 1. The driver pushes the *Driving* option. Until the truck begins moving, four (4) other options are still available for a manual status change (pictured below.) When truck movement begins, all options are unavailable to be changed manually by the driver.



2. If the driver begins driving the truck without changing the status, the program will sense the movement. After exceeding five miles per hour, the status will automatically change to *Driving* and all other option buttons will be unavailable.



When the truck stops, after three seconds other options become available for the driver the change to a non-driving status. If there is no change within five minutes, a prompt displays for the driver to change the status. If the driver does not respond to the prompt within one minute, the status automatically changes to *On Duty (Not Driving)*.

Truck Stopped

Rick is in a Driving status, but the vehicle has not been moving for 5 minutes.
Rick needs to select the current driving status.

If no selection has been made within 58 seconds, the status will be changed to Not Driving

Remain in Driving status
Switch to Not Driving status

- ***On Duty (Not Driving)***. After logging on for the first time that day, the driver selects this button to indicate the beginning of a shift. A Start of Day note is made in the logs.

Use this status to indicate pre- and post-trip inspections, time spent at a terminal or other facility (unless the driver is off duty), fueling, washing, servicing the truck, and other time the driver is working, but not driving, and is not on break nor in the sleeper berth.



Tip. When experiencing start and stop activity when in line at a terminal, the truck movement may go above and below 5 miles per hour, causing the ELD to prompt the driver to change status. The driver needs to switch to *On Duty (Not Driving)* when stopping for more than a few minutes; if they ignore the pop-ups and allow the truck movement to govern the status, they will lose several minutes of driving time every time that occurs.

- **Break (Off Duty).** Moves the driver status to off duty for any type of break except time in the sleeper berth. To begin recording on-duty activities again, the driver must select a different status.
- **Sleeper Berth.** This option changes the driver status to *Sleeper Berth* for off-duty time during longer shifts. According to FMCSA Regulations, drivers on long shifts must have specific break and rest times. (See FMCSA Regulations for details about off-duty requirements.)
- **Verify Previous Logs.** Pressing this option allows the driver to confirm all pending logs, excluding the current day. When ending activities for the day or shift, the logs to be verified will include the current day. If non-certified unidentified driver logs exist, the **Verify Previous Logs** button displays with a red outline.

If log entries need to be annotated, drivers may enter comments on the Details tab. The status must be *On Duty (Not Driving)* before verifying logs.

- **End Shift (Off Duty).** This option ends the shift. Choose this status before logging off the truck PC at the end of the day.
- **Start Demurrage Time/Stop Demurrage Time.** When this option is labeled *Start Demurrage Time*, pressing it starts demurrage time logging. The status must be *On Duty (Not Driving)* before selecting this option.

When demurrage times ends, press the *Stop Demurrage Time* option.

After pressing the *Stop Demurrage Time* option, the status **DOES NOT** change until the appropriate activity (such as *Driving*, for example) is selected when demurrage time ends.

- **Prev. Day/Next Day.** These options allow the driver to view the previous or next days' log entries.

The date of the log currently displayed appears in the *Log Date* field. If the date is grayed out (unavailable), the system is displaying the current day.

Current Driver		
	Log-In ID	davidl
	Log Date	12/07/2017



Note: When viewing logs for another day, the Log Date in the header shows the date of the previous/next day being viewed. Other header information continues to show the current day's information. Drivers may view up to seven (7) days of previous/next information. If the button is "grayed out," the maximum number of previous/ next days has been reached.

- **Pre-Trip Inspection Complete.** Choosing this option creates a start-of-day event and a pre-trip inspection complete event.

Enabling this option does not change the driver's status; select the appropriate status (most likely *On Duty (Not Driving)*) before beginning pre-trip activities.

- **Post-Trip Inspection Complete.** Choosing this status indicates that the driver has completed a post-trip inspection of the vehicle. Drivers may enter comments on the Details tab, as needed.

Ending the Day

At the end of the day or shift, drivers should perform the following steps:

- ❖ Change the status to *On Duty (Not Driving)*.
- ❖ Perform the post-trip inspection activities and then choose the *Post-Trip Inspection Complete* status.
- ❖ Choose the *Verify Previous Logs* status to confirm all pending logs up to the current day. Older logs that have gone unverified display with a red outline.

If any log entries need to be annotated, enter comments or events on the Details tab. The status must be *On Duty (Not Driving)* before using this option.

- ❖ Choose the *End Shift (Off Duty)* status.

A verification window opens, prompting the confirmation of all pending logs, up to and including the current day.

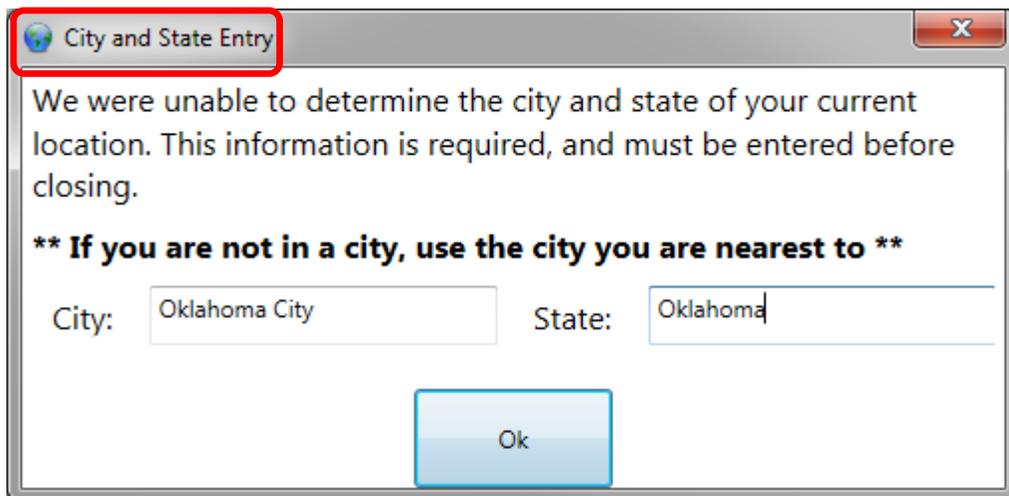
- ❖ From the DeliveryTrak® screen, exit the program and select *Logout End of Day*. The Driver Log window will close automatically as part of this logout process.

Other Driver Activities

Entering GPS Location Information

If a driver chooses an option and the GPS cannot determine the current location, the system prompts the driver to enter the city and state information. This information records along with the time of the event or status change.

The pictured prompt can display at the beginning of the shift just after the driver logs in if the GPS has not had time to start up and find the location. Wait 30 seconds or so to start the GPS before pressing the first status option to avoid needing to type in the location.



City and State Entry

We were unable to determine the city and state of your current location. This information is required, and must be entered before closing.

**** If you are not in a city, use the city you are nearest to ****

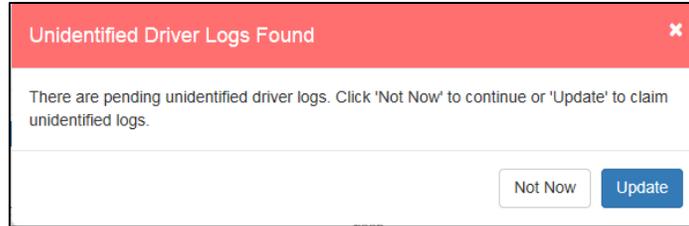
City: State:

Ok

Unidentified Driver Activities

When activity occurs and no driver has logged into the truck PC, all activity is recorded and stored temporarily in an Unidentified Driver account.

When a driver logs into the truck PC, they are prompted to accept any activity in the Unidentified Driver account as theirs.



After reviewing the log data, press **Update** to accept the entries into the current driver log, click **Not Now** to reject them. The activity will remain in the Unidentified Driver account and will prompt the driver to accept or reject the activity the next time they log onto the truck PC.

After pressing **Update**, the non-certified log data opens. Check the boxes next to items to be accepted and then press **OK** to accept the entries.

Unidentified Driver Logs								
<input type="checkbox"/>	#	Time	Location	Event	Odometer	Engine Hour	Driver Com	User
<input type="checkbox"/>	759742000 026714	12/08/2017 4:36 PM (UTC -06:00)		Driving	0	0		System
<input type="checkbox"/>	759742000 026721	12/08/2017 4:36 PM (UTC -06:00)		Engine Power-Up (Reduced Precision)	0	0	Engine has been powered off.	System
<input type="checkbox"/>	759742000 030185	12/08/2017 4:46 PM (UTC -06:00)		Engine Shutdown (Reduced Precision)	279	0	Engine has been powered off.	System
<input type="checkbox"/>	759742000 030227	12/08/2017 4:46 PM (UTC -06:00)		On Duty (Not Driving)	0	0		System

Accepting an event will require re-certification of all certified events for that day.

Cancel OK

If non-certified unidentified driver logs exist, the main Driver Log screen shows the **Verify Previous Logs** button with a red outline along with the warning Unidentified Driver Events button in red at the top.

- ❖ To display unidentified driver log information on the graph, press the **Show Unidentified Driver** button.
- ❖ To return to the previous display, press the **Show Active Driver** button.

The screenshot displays the Driver Log interface for Driver Earl. At the top, a red warning banner reads "UNIDENTIFIED DRIVER EVENTS". Below this, there are buttons for "Show Co-Driver Logs", "Co-Driver Login", and "Show Unidentified Driver". The main section shows driver details: Earl, Provider: Factor, ID: FACTOR, and Today: 12/08/2017 04:49 PM. A table lists "Current Driver" information: Log-In ID (es), Log Date (12/08/2017), Total Driving Time (00:06 elapsed), and Total Duty Hours (01:31 elapsed). Below the table is a timeline graph showing "Off Duty", "Sleeper Berth", "Driving", and "On Duty (Not Driving)" from Midnight to 11 PM. At the bottom, a navigation bar contains buttons for "Prev. Day", "Verify Previous Logs" (highlighted with a red outline), "Pre-Trip Inspection Complete", "Post-Trip Inspection Complete", and "Next Day".

Red warning

Show/Hide Unidentified Driver logs

Red outline indicates unverified logs exist

Exempt Driving Activities

The Home office can set up a driver to be *Exempt* from reporting, depending upon their driving function. The ELD still records the activity automatically, however. (See the FMCSA regulations for the definition of exempt.)

At times, normal drivers may engage in exempt activities such as Yard moves and Personal use. Click the *Yard* or *Personal* button to indicate that the truck is being used for this type of driving.



To use Yard mode:

- Change to *On Duty (Not Driving)* status, then switch to *Yard* mode by clicking the **Yard** button.
- When in *Yard* mode, the driving status will not change based on the truck movement.
- The driver will remain in *Yard* mode until they change back to *Normal* or log off of the truck PC.

Using a Co-Driver



In the event of team drivers, the ELD displays the data for both drivers who are logged into the system.

When a second driver is sharing the responsibilities of the shift, the logs can be set to track the co-driver activity.

The truck must be stopped to switch drivers. Choose the *Co-Driver Login* button to login the new driver and begin logging activity under that account.

The driver who is not operating the vehicle may make entries over their own records when the vehicle is in motion.

Details Tab

The Details tab shows information about vehicles and trailers driven each day, each delivery, driver status changes, and driver comments.

The top (header) section shows the driver, vehicle and company information. The header section remains visible even when scrolling down to view other information.

The Shipping section displays details about loadings, products, and pick-up and delivery times.

The Driver Log Events section displays the details of driver status changes, miscellaneous entries, and comments by the driver.

Driver Log **Details** Fuel Purchase

Driver: David Today: 11/21/2017 01:29 PM

Vehicle	22 / 32	Carrier	W.R. Hess Company
Cycle	60 / 7	Address 1	3030 NW Expressway
Timezone	(UTC-06:00) Central Time (US & Canada)	Address 2	Ste 1500
DOT #		City, State, Zip	Oklahoma City, Oklahoma 73112

← Previous Day 11-20-2017 Next Day →

Shipping Information

Movement	Order	Lading	Time	Product
No rows to display.				

Driver Log Events

#	Time	Location	Event	Odometer	Engine Hours	Driver Comment	User
1	04:25 AM	Morning Sun, AR	Start of Day	0	0	The driver, "David Lang", is starting a new shift at 4:25 AM on 11/20/2017.	System
2	04:25 AM	Morning Sun, AR	On Duty (Not Driving)	0	0		David Lang

The header displays the driver's name, the driver cycle (70/8 or 60/7), the driver's time zone, a list of all the vehicles and associated trailers the driver has used during the day, the current log date, and the carrier name, address, and DOT # information.

Previous Day and *Next Day* options appear on either side of the current log date. Use these options to navigate through the previous seven days of events.



Note: Drivers may view up to eight (8) days of events using this button. If the *Previous Day* button is “grayed out,” the maximum number of previous days has been reached. If the *Next Day* button is gray, the current day’s log is displayed.

Shipping Information

The Shipping section displays details related to lading and delivery of products. The following columns are included:

Type	Description
Movement	The movement number assigned by FACTOR®.
Order	The order number assigned by FACTOR®.
Lading	The lading number assigned by the terminal as entered by the driver during the delivery process.
Lading Time	The lading time (in the driver’s time zone) assigned by the terminal and entered by the driver during the delivery process.
Product	The product code and description from the FACTOR® system.

Driver Log Events

The Driver Log Events section shows details related to driver status changes, miscellaneous entries, and comments by the driver:

Type	Description
#	The sequence number of the event. This number matches the one shown on the Duty Status Changes graph.
Time	This column shows the time that the event began in the driver's time zone.
Location	The place where the event occurred, including the city or town and state abbreviation. If the event occurred outside a town, this column displays another location, the name of the nearest town along with one of the following: the highway number and nearest mile marker, the highway number and name of the service plaza, or the highway numbers of the nearest intersection.
Event	<p>The name of the event, based on driver or system selection. Possible events include the following:</p> <ul style="list-style-type: none"> • On Duty (Not Driving) • Driving • End Shift (Off Duty) • Break (Off Duty) • Sleeper Berth • Start Demurrage Time • Stop Demurrage Time • Prev/Next Day • Previous Logs Verified by Driver • Pre/Post-Trip Inspection Complete

Type	Description
Odometer	The vehicle odometer reading at the beginning of the event. This is recorded from the truck's ECU. If the ECU is not working, the reading is calculated by the GPS reading.
Odometer Source	The source of the odometer reading: ECU, Manual, GPS, or Processor.
Comments	Any comments associated with the event. The system automatically enters comments for "Signing in for start of day" and "Signing out for end of day."
User	The user name of the person who entered the comment appears unless the comment was entered automatically by the DeliveryTrak® GPS system. In that case, the user is System.

Adding and Editing Comments

While most events are automatically created by the ELD, drivers can add or edit events in the form of comments to ensure the accuracy of their electronic logs. Original events recorded by the Driver Logs application are not changed or altered when editing comments.

To add a comment:

- ❖ Navigate to the date the event occurred by using the *Previous Day* or *Next Day* buttons or by selecting the date using the *Calendar* control.
- ❖ Press the *Add* button (plus sign).



- ❖ In the *New Event* window, fill in the fields with the event information. The event type will be a *Driver Comment*.

If the driver has used two or more vehicles on the selected date, the driver will be able to select the correct vehicle for the event.

- ❖ Press **OK** to save the changes.



Note: Comments must have four or more characters.

To edit a comment:

- ❖ Navigate to the date the event occurred by using the *Previous Day* or *Next Day* buttons or by selecting the date using the *Calendar* control.
- ❖ Press the *Edit* button (pencil sign).

If the event is system-generated, the *Edit* button will be unavailable.

- ❖ In the *Edit Event* window, change the information.
- ❖ Press **OK** to save the changes.

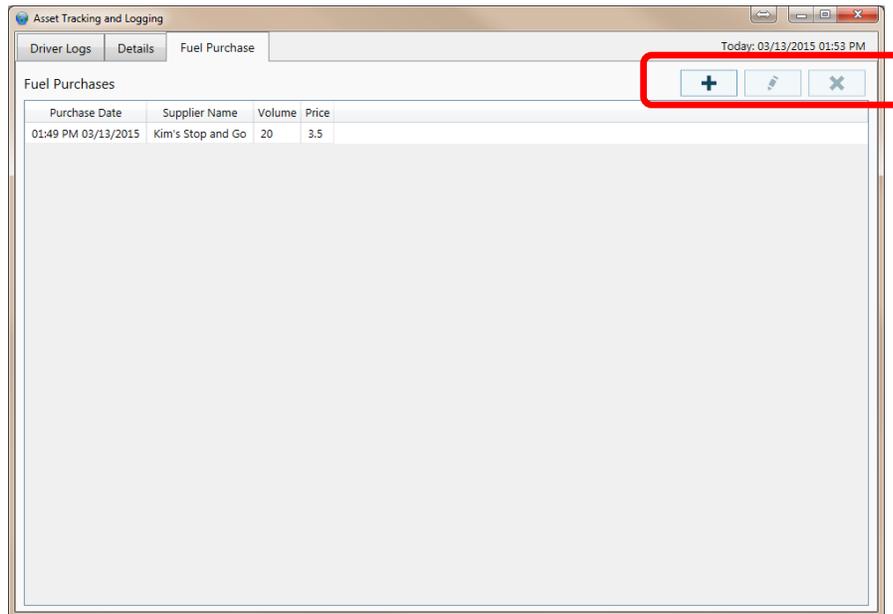


Best Practice. To log the information about when drivers start a load, enter a “Starting load” comment.

Fuel Purchase Tab

The Fuel Purchase tab allows drivers to enter fuel purchases made while on the road. It tracks where the purchase occurred, how much was purchased, and the fuel price. This information is captured by DeliveryTrak® and is used in the International Fuel Tax Association (IFTA) reporting.

Purchases can be added, edited, and deleted by the driver using the *Add*, *Edit*, and *Delete* buttons at the top right of the screen.



Delivery

Start the delivery while at the delivery location. It does not matter whether the driver presses the *Start Delivery* button before or after delivery, but it is recommended to do so when at the site and ready to start delivering the product. The system records the delivery time when the *Start Delivery* button is pressed.

The *Start Delivery* button does not change the duty status for the purposes of driver logs. To include the delivery time information on the log, add a comment when beginning the delivery.



Note: It is critical to start delivery at the delivery location. The system tracks mileage from load point to delivery point. Unless the activity is recorded when it happens, the mileage cannot be calculated correctly.

Sign Out for Loading

If the terminal requires electronic devices to be shut down, select the appropriate duty status and then sign out of the truck PC. To do this, follow these steps:



Note: Using *Sign Out for Loading* does not change the duty status. The appropriate status must be selected before signing out.

- Choose the appropriate status, for example, *On Duty (Not Driving)*.
- On the *Loads* screen, click the *Exit* button. The *Sign Out* dialog box opens.
- Choose *Sign Out for Loading* from the *Sign Out Type* drop-down box.

Reporting Driver Log Data

According to the ELD rule technical specifications, an ELD must support one of two options for electronic data transfer.

FACTOR® uses a *local* transfer. The report must electronically transfer data to an authorized safety official on demand through a USB 2.0 device or Bluetooth® transmission.

To ensure that law enforcement is always able to receive the hours of service (HOS) data during a roadside inspection, a driver must be able to provide either the display or a printout when an official requests a physical display of the information.

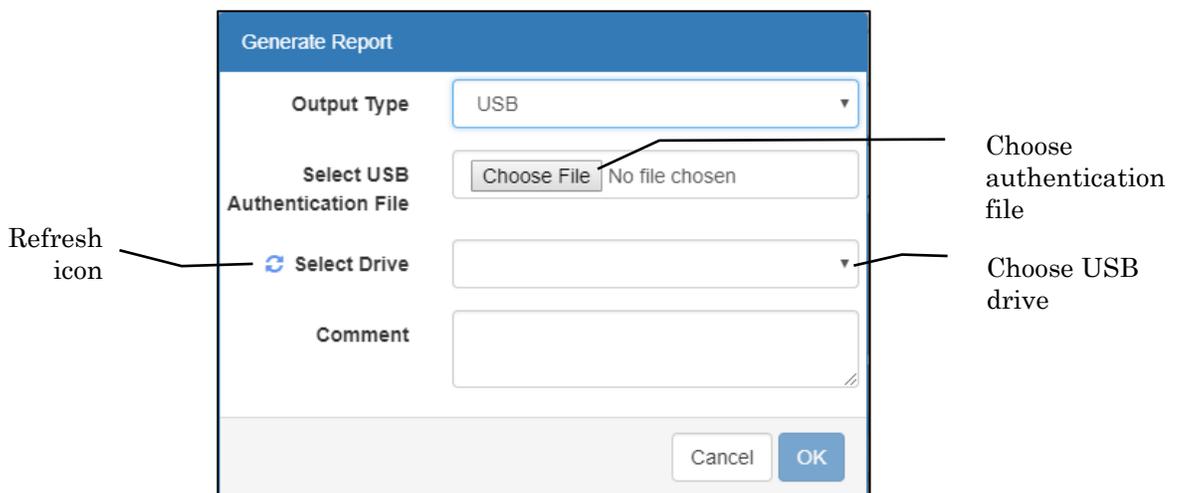
Generating the Report

Transferring data using a USB 2.0 device

If a driver is using a local ELD with USB 2.0 capabilities, the report can be transferred using a USB device.

To transfer the data to a USB 2.0 device:

- ❖ From the Driver Logs tab, press the **Generate Report** button.
- ❖ Press **Yes** to confirm generating the report. The **Generate Report** window opens.



- ❖ The safety official will provide a secure USB device. Insert the USB device into the port on the truck PC.
- ❖ Select *USB* from the **Output Type** drop-down list in the **Generate Report** window.
- ❖ To authenticate the USB drive, press the **Choose File** button and select the authentication file on the safety official's USB device; press **Open**.
- ❖ Choose the *USB* drive from the **Select Drive** list.

If the drive does not appear in the list of available devices, press the **Refresh** icon and look again.

- ❖ Enter a comment if desired.
- ❖ Press **OK**.
- ❖ Eject the USB device and return it to the safety official.

Transferring data using Bluetooth®

If the driver is using a local ELD with Bluetooth® capabilities and the safety official wants to receive the data in this manner, use Bluetooth® to transmit the report.

To transfer using Bluetooth®:

- ❖ From the Driver Logs tab, press the **Generate Report** button.
- ❖ Press **Yes** to confirm generating the report. The **Generate Report** window opens.
- ❖ Select *Bluetooth®* from the **Output Type** drop-down list in the **Generate Report** window.
- ❖ Ensure the officer has Bluetooth® tethering enabled on their device.
- ❖ If the officer's device does not display in the list of available devices, press the **Refresh** icon. Then select the officer's Bluetooth® device.
- ❖ Press **OK** if the displayed PIN matches the officer's PIN.

- ❖ Enter a comment if needed.
- ❖ Press **OK**.
- ❖ Disconnect from the Bluetooth® device.

Trouble-Shooting the Driver Logs ELD

Using the Warning buttons

When there is a Diagnostic or Malfunction issue, the buttons representing those features change color to red rather than green.



There will be an update in the very near future on the function of these buttons.

Frequently Asked Questions (FAQ)

What if there is an error in the Driver Logs?

Drivers are required by law to keep complete and accurate logs. If a driver's logs contain an error, the driver should make a note as soon as possible using the comments feature (see [Adding and Editing Comments](#)). The driver should record as much information as possible about the error (for example, the date, time, and place that a status change should have occurred). The driver should create an accurate paper log for the 24-hour period containing the error. Refer to the company's HOS log rules and guidelines to ensure that the driver has logs onboard in compliance with the law.

How do I sign on the truck PC?

After launching the DeliveryTrak® program on the truck, the DeliveryTrak® truck PC Driver Login screen opens.

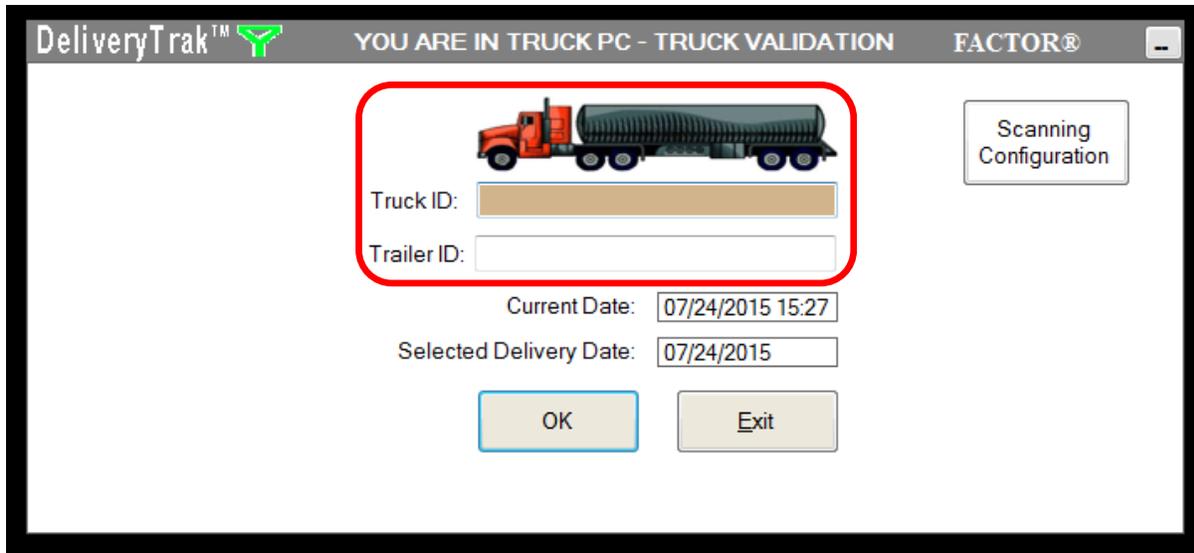
Enter login credentials, the delivery date, and, if necessary, chooses the correct database. The credentials are supplied by the home office; a driver will be asked to change their password the first time they log in.

The database field is used for DeliveryTrak® users who serve multiple companies. If there is only one company database being used, that database is automatically selected.

The screenshot shows a login window with the following fields and controls:

- User ID:
- Password:
- Scheduled Delivery Date:
- Database:
- Buttons: OK, Exit

After clicking **OK**, the system verifies the user credentials and prompts the driver to specify the truck and trailer combination on the truck PC Truck Validation screen. The driver enters a truck ID and a trailer ID along with the delivery date.



DeliveryTrak™  YOU ARE IN TRUCK PC - TRUCK VALIDATION FACTOR®

Truck ID:

Trailer ID:

Current Date:

Selected Delivery Date:

Click the **OK** button on the truck **PC Truck Validation** screen and the Asset Tracking and Logging (driver logs) screen opens.

What about checking the Driver Status?

Each driver is governed by FMCSA regarding how many hours can be driven in a certain period before a mandatory period of rest. Drivers can be on a 60/7 cycle; meaning they can drive 60 hours in a 7-day period or a 70/8 cycle; meaning 70 hours driving in any 8-day period. Refer to FMCSA regulations for details on required breaks and maximum driving times.

At the right side of the heading (on the Driver Log screen) is the *Driver Status* option. Choose this button to open the **Driver Status and Time** screen, which displays the beginning and end of the shift, time-off duty, and total duty hours. This snapshot of the driver's status presents a quick check of the driver's duty hours so that the driver can comply with regulations regarding required breaks and time off duty.

The information in the **Driver Status and Time** window calculates from the events in the driver logs. Press **OK** to close the window.

Driver Status and Time	
Start of Day:	05:25 AM 11/17/2017
End of Shift:	08:04 AM 11/18/2017
Last 10 Hours Off Duty:	18:04 PM 11/17/2017
Current Shift - Total Driving Time:	00 (elapsed)
Remaining Driving Time:	11:00 (remaining)
Remaining Duty Time:	13:52 (remaining)
Total Miles Driven Today:	0
Current Shift - Total Duty Hours:	08 (elapsed)
Total Duty Hours Since Last Weekly Reset:	55:09 (elapsed)
Remaining Off-Duty Time to Start Next Shift:	09:52 (remaining)
Remaining Off-Duty Time for Split Sleeper Berth:	01:52 (remaining)

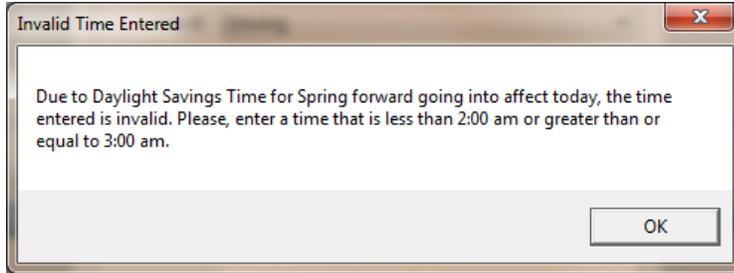
What about unassigned driving time?

If any driving records for the truck were created when no one was logged in, the records are kept in an Unidentified Driver profile. The new driver will be prompted to accept those records as theirs from a previous shift.

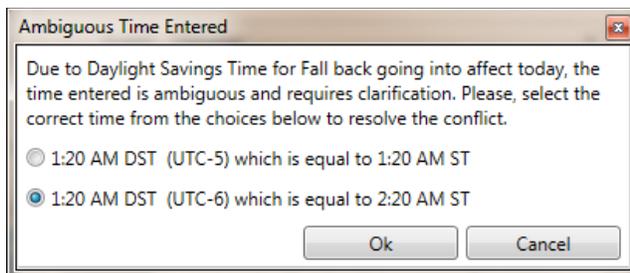
Once the records are accepted, the prompt no longer appears. If the records are not accepted, the system will prompt each driver that logs onto the truck PC. See the [Unidentified Driver Activities](#) section of this document for more information.

What About Daylight Savings Time - Invalid or Ambiguous Times?

For time zones where Daylight Savings Time (DST) is observed, there are two transition dates that occur for any given year. In the spring where clocks are set forward one hour, the DST transition date does not include 2 a.m., making the day 23-hours long. If a driver adds or edits an event on this day and tries to enter a time that falls within the 2 a.m. hour, the Driver Logs application will notify the driver that they have entered an invalid time. The driver then must select a time that is less than 2:00 am or greater than or equal to 3:00 am for the change in time to be accepted.



In the fall where clocks are set back one hour, the DST transition date has two 1 a.m. periods making the day 25-hours long. If the driver adds or edits an event on this day and tries to enter a time that has an hour of 1 a.m., the Driver Logs application will notify the driver that they have entered an ambiguous time, and they must select the appropriate time from the list of choices to resolve the conflict.



Additional Help

Customers requiring additional assistance can call FACTOR® Customer Service Support (CSS) at 1-877-854-7888.