December 18, 2020

ELD
ROADSIDE INSPECTION BOOK

MUST STAY IN TRUCK AT ALL TIMES AND BE PROVIDED TO LAW ENFORCEMENT WHEN REQUESTED.

Items included are:

1. Officer ELD Instruction Sheet
2. Instruction sheet on reporting ELD malfunctions & recordkeeping procedures during ELD malfunctions
3. ELD User's Manual

IGLOBAL LLC
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Overview of Common eLog Violations

Section	Violation Description Shown on Driver/Vehicle Examination Report Given to CMV Driver after Roadside Inspection	Violation Group Description	Violation Severity Weight[2]	Comment
In-Cab Requirements				
395.15G01	Driver failed to have instructions on-board CMV for installed automatic on-board recording device.	EOBR Related	1	Added in 3.0.4
395.15G02	Driver failed to have on-board a CMV a sufficient supply of blank records of duty status graph-grids.	EOBR Related	1	Added in 3.0.4
395.22H1[4]	Driver failing to maintain ELD user's manual	EOBR-Related	1	Added in 3.0.9
395.22H2[4]	Driver failing to maintain ELD instruction sheet	EOBR-Related	1	Added in 3.0.9
395.22H3[4]	Driver failed to maintain instruction sheet for ELD malfunction reporting requirements	EOBR-Related	1	Added in 3.0.9
Driver Requirements				
395.A-ELD[4]	ELD - No record of duty status (ELD Required)	Incomplete/Wrong Log	5	Added in 3.0.9
395.8(f)(1)	Driver's record of duty status not current	Incomplete/Wrong Log	5	
395.8(k)(2)	Driver failing to retain previous 7 days records of duty status	Incomplete/Wrong Log	5	
395.15A2	Driver failed to use automatic on-board recording device when required by the motor carrier.	Incomplete/Wrong Log	5	Added in 3.0.4
395.24C2II[4]	Driver failed to manually add the trailer number	Other Log/Form & Manner	1	Added in 3.0.9
395.24C2III[4]	Driver failed to manually add shipping document number	Other Log/Form & Manner	1	Added in 3.0.9
395.28[4]	Driver failed to select/deselect or annotate a special driving category or exempt status	Other Log/Form & Manner	1	Added in 3.0.9
395.30B1[4]	Driver failed to certify the accuracy of the information gathered by the ELD	Other Log/Form & Manner	1	Added in 3.0.9
395.30C[4]	Failing to follow the prompts from the ELD when editing/adding missing information	Other Log/Form & Manner	1	Added in 3.0.9
395.32B[4]	Driver failed to assume or decline unassigned driving time	Incomplete/Wrong Log	5	Added in 3.0.9
395.34A1[4]	Failing to note malfunction that requires use of paper log	Incomplete/Wrong Log	5	Added in 3.0.9

How to avoid violations

Keep this book in your truck at all times. Use the MDT as designed and make sure your e-Logs are current, accurate, and complete. Read the list above and be aware of the areas Law Enforcement will be looking and be prepared to navigate to the required screens in the examples on the next pages. Practice first so that Law Enforcement can complete their duties as quickly as possible. Most Safety Officials will not want to touch your MDT so be ready to navigate for them.

Material required being in every truck:

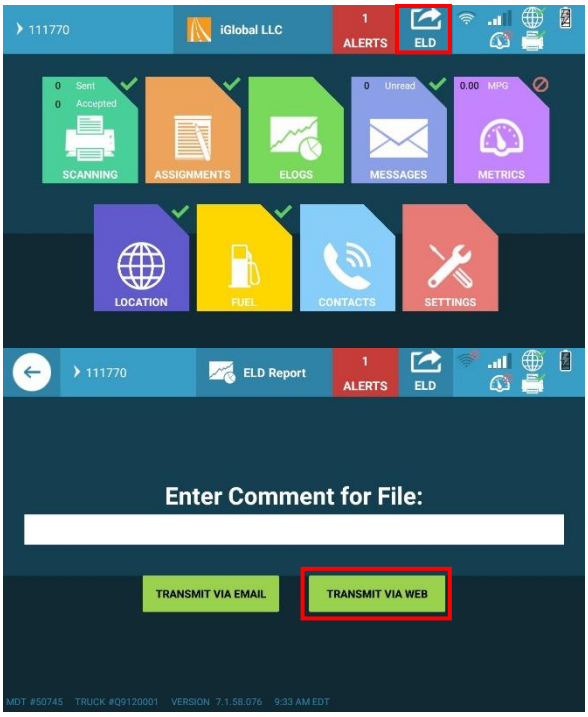
- Officer instruction sheet for transferring HOS records
- Malfunctions Instructions
- ELD Users Guide
- An 8-day supply of blank records of duty status graph grids

****If any of these materials are not in truck contact your Terminal Manager and do not leave for your trip without them.**

ELD Transmit

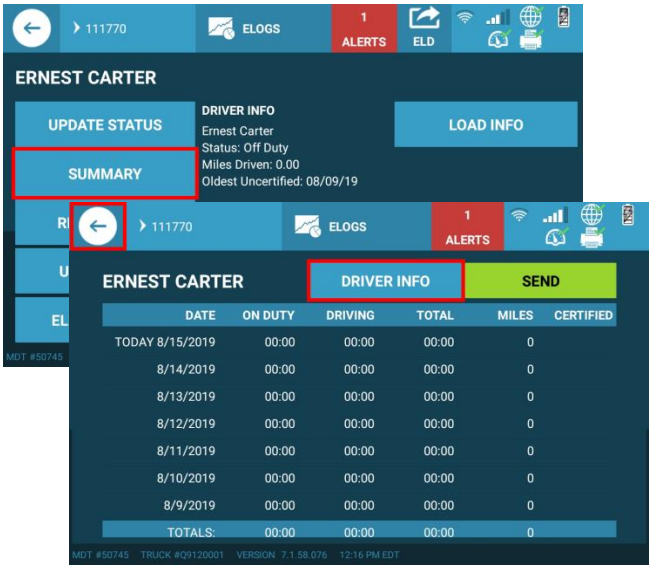
ELD with Arrow located at the very top of every eLog screen is used to send the last 8 days eLogs to roadside inspectors.

Once you tap the **ELD Transmit** button you will need to type in a code that the officer provides, when done touch the **TRANSMIT VIA WEB** button to send your logs to the FMCSA and the officer via the web.



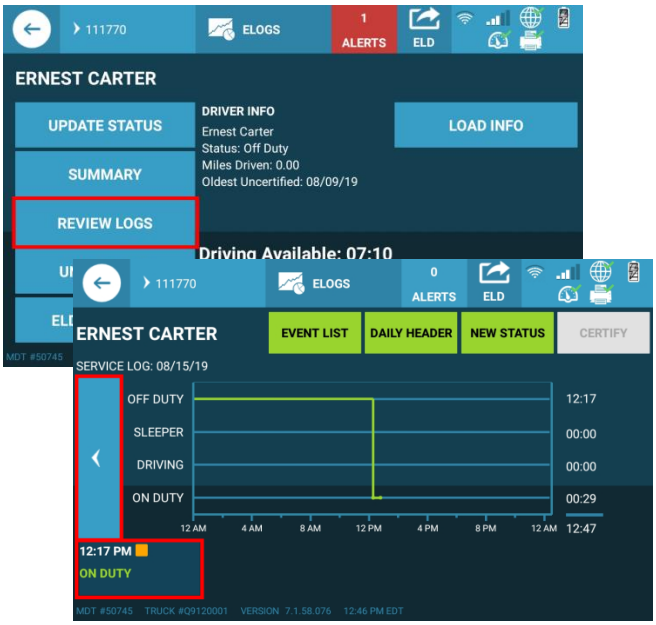
eLog Summary

Under the **SUMMARY** button you'll be able to view the eLog Summary information. The **DRIVER INFO** button will show Driver's License, Medical Card Expiration, and HOS set up information. The green **SEND** button is intended for Drivers to send e-Log records to themselves. Do **NOT** confuse this with the ELD Transmit button mentioned in 2a above. Top left **arrow back** to the eLogs screen.

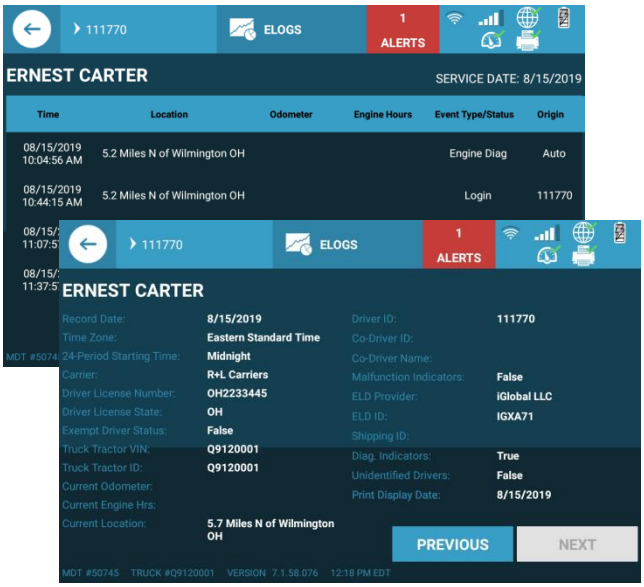


Review Logs

Under the **REVIEW LOGS** button, the log graph screen opens to the current date. The **left and right arrows** on either side of the graph allow the driver to scroll to each different day's logs. At the very bottom of the screen, you can press the status detail **button** to view details for the desired log entry.



The **EVENT LIST** and **DAILY HEADER** can also be viewed from the **REVIEW LOGS** Screen. These Safety Inspection screens provide data about the Carrier, the Driver, data from the engine control module and show the on-board recorders ability to properly create malfunctions.



Malfunctions - Instruction Sheet

Driver Responsibilities

- Be trained on the proper operation of the ELD.
- Complete Driver Vehicle Inspection Report (DVIR) for post and pre-trips, **see DVIR section.**
- Note any failure of the ELD; this can be done on the DVIR's under MDT malfunction.
- Reconstruct the driver's record of duty status for that day and the past 7 days.
- Prepare a handwritten record of all subsequent duty statuses until the ELD is operational.
- Add all KRONOS time (dock or other work time) to your eLogs as required. Add any paper logs worked within the last 7 days to your eLogs once known or your MDT is repaired.

Note: Your iGlobal LLC MDT's have software that allows accurate records of duty status even when ECM, GPS, or Cell signal is temporarily obstructed.

1. If cellular signal is temporarily obstructed or weak, your record of duty status will still be accurate. Once cell signal is obtained, the system will sync and complete its updates.
2. A manual entry screen will appear if Mileage and/or Location are temporarily unavailable.
3. If either example above happens for more than 60 minutes, check the wires, cables, antennas and be sure they are connected, and reboot your wireless ECM Module, then your MDT.

If you still have problems after a reboot, call the iGlobal LLC Help Desk at 1-877-822-8855 extension 1313.

If the Help Desk cannot solve the problem, you may be asked to have the MDT swapped out by the Maintenance Department. Your MDT retains 8 days of records of duty status in memory and transfers the files to your replacement MDT but only if you put yourself in OFF Duty status, then log out, then log into the replacement MDT. After a few minutes your entire last 8 days records of duty status will display on your replacement MDT. This may take a few minutes so please be patient. You must have cellular signal for this transfer to take place. You may add time to your record, manually if needed.

Motor Carrier Responsibilities

1. Ensure that a driver has a supply of blank records of duty status graph-grids sufficient to record the driver's duty status and other related information for the duration of the current trip.

2. Ensure that a driver(s) has a certificate from the ELD manufacturer certifying that the design of the ELD has been sufficiently tested to meet the requirements of 395.15 and under the conditions that it will be used.

3. Ensure that the ELD is tamperproof and does not permit altering of the information collected concerning the driver's hours of service.

4. Ensure that the ELD is maintained and recalibrated in accordance with the ELD manufacturer's specifications.

5. Ensure that drivers are adequately trained regarding the proper operation of the device.

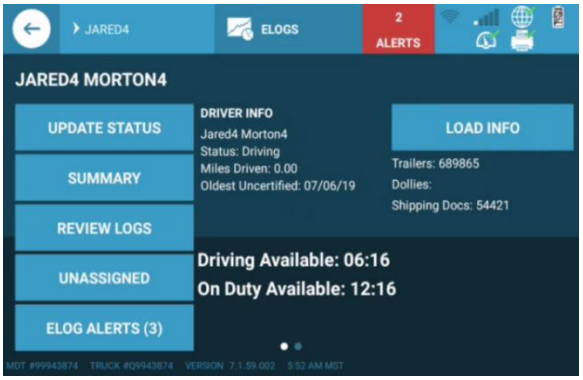
ELD Data Diagnostic and Malfunction Events

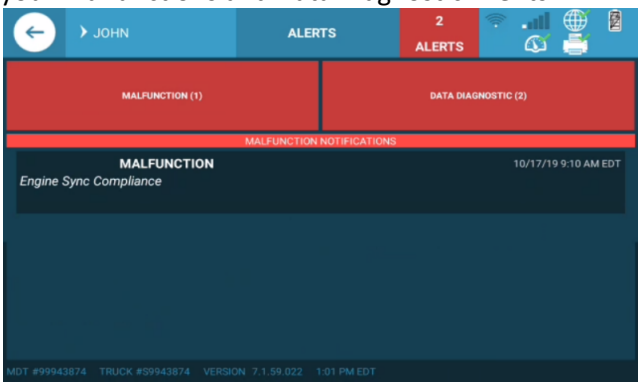
If an ELD malfunctions, a driver must:

1. Note the malfunction of the ELD and provide written notice of the malfunction to the motor carrier within **24 hours** of the Malfunction if the malfunction does not remove itself automatically.
2. Continue to use the MDT if the driver can retrieve their record of duty status from the ELD. If not (black screen for example) reconstruct the record of duty status (RODS) for the current 24-hour period and the previous 7 consecutive days, and record the records of duty status on graph-grid paper logs, or electronic logging software, that comply with 49 CFR 395.8, 3.
3. Continue to manually prepare RODS in accordance with 49 CFR 395.8 until the ELD is serviced and back in compliance. The recording of the driver's hours of service on a paper log, or electronic logging software, cannot continue for more than 8 days after the malfunction; a driver that continues to record his or her hours of service on a paper log, or electronic logging software, beyond 8 days risk being placed out of service.

To prevent malfunctions from happening press the ELD Alerts button at the beginning and end of each shift, read and fix the issue or call the help desk. The FMCSA says "FMCSA acknowledges that on occasion that a malfunction or disconnection anomalies will occur, but still requires the ELD to adhere to the standard of consistent connectivity expected of the ELD product. **"**If a driver is concerned about a malfunction, there are several ways, **including a simple re-boot**, to ensure that the ELD is ready to receive data."

Touch the eLog **ALERTS** button below, then review your Malfunctions and Data Diagnostic Events.





If you have any listed, see descriptions below and then the troubleshooting tips that follow:

Engine Sync Diagnostic: When an ELD event is created (log entry, certification, etc.) and can't acquire ECM values (speed, engine hours, RPM, VIN). This is cleared when an ELD event is created that has required values from ECM.
Engine Sync Compliance Malfunction: When ECM connectivity is lost for more than 30 minutes during a 24-hour period. Cleared in 24 hours, or when an ELD event is created that has all required ECM values.
Power Data Diagnostic: When ELD is not powered on and functional within one minute of engine power or remains powered for as long as the engine stays powered and cleared after 24 hours when conditions no longer apply.

Power Data Compliance Malfunction: If ELD is not powered on for an aggregated in-motion driving time of 30 minutes or more over a 24-hour period. Cleared: After 24 hours when conditions no longer apply.
Missing Required Data Element Diagnostic: If a log entry is created without a required element, such as location or odometer. Cleared when a log entry is created with no missing data.
Unidentified Driving Records Data Diagnostic: When more than 30 minutes of driving time for unidentified driver is recorded within a 24-hour period. Cleared when unidentified driving time for the previous 7 days and current 24-hr period falls below 15 minutes.
Data Transfer Diagnostic: When device has no network connectivity. Cleared when the device is reconnected. (Network connectivity is checked at startup, login, logout and every 24 hours in a normal state or every 12 hours in a malfunction state.)
Data Transfer Malfunction: When device has no heartbeat (no network) for 3 days after the diagnostic is logged. Cleared when a heartbeat is checked and device is reconnected.
Timing Compliance Malfunction: If the ELD time deviates from UTC time by 10 minutes.
Cleared: If within 10 minutes UTC time.
Position Compliance Malfunction: When ELD fails to get a valid position within 5 miles of the vehicle moving and 60 minutes has passed. Cleared: After 24 hours when conditions no longer apply.
Data Recording Compliance Malfunction: If an ELD can't record events (for example, file becomes unreadable or driver runs out of space). Cleared when device is able to record events again.

Troubleshooting Tips

Connections: top right corner display. If you see a red circle with a line through it, or if you are experiencing problems, see below:

Cellular signal is required to sync the MDT. Low signal can cause manual location entry, delay log-in authentication (LIMITED) or delay seeing new assignments, past e-logs, etc. If low cell signal, move your truck away from large objects or to an area with stronger signal.

ECM not connected or stops: The most common problem is having to manually enter mileage. Unplug the DiGi WVA ECM reader (black mushroom shaped device usually under the dash, wait 10 seconds, then plug it back in and reboot the tablet.

Tablet Power: Tablets should remain plugged in at all times. Check connection is secure and reboot. If tablet is very hot, point HVAC vents to back of tablet. Do not overheat the tablet. At end of your shift certify your logs, go off duty, log out and power off the tablet after it syncs.

GPS Location: Move away from large objects or into a better signal area and GPS location will auto populate. Accurately enter location when prompted by the MDT.

Tablet Wi-Fi: See ECM connection.

Scanner stops working: Unplug scanner power and tablet dock scanner USB, then plug in power and then scanner USB and then reboot the tablet. In this order only please.

Try these fixes above, if you are still having problems after a tablet re-boot, call the help desk at 1-877-822-8855 for further assistance when you are fully stopped off road.

iGlobal LLC Users Guide

Electronic records of duty status are now federally mandated in America. This users guide has been designed to help Drivers accomplish all of their daily interactions with the MDT and complete ELD instructions. All drivers must have only one driver account with a unique username and password and be logged in before wheels move for any reason. If log in is missed, the ELD will provide a visual and audible warning once movement starts. All movement is then assigned to the unidentified Driver and must be added to the driver's logs and is reported to the Service Center. Please ensure you log into the MDT every time you start your shift! Any missed unassigned miles are easily spotted in a DOT audit.

E-Log drivers must avoid using paper logs unless they are absolutely unable to use the MDT. Per FMCSA rules, ELD software permits the ability for the driver to make notes (annotations) on the electronic log so that any event that happens can be noted and the log can be certified including those notes. Only this method will be satisfactory for road side enforcement / safety officials.

Your iGlobal LLC Journey 8 MDT Tablet is equipped with the latest transportation software known as *Pathfinder*. With *Pathfinder* software, drivers can maintain eLogs, get assignments, scan documents, and more. Swipe your finger on the touchscreen left / right / up / down instead of touching arrows. Manually turn the tablet on before you start your truck and go off duty and log out at the end of your shift, leave the tablet on so it can finish the sync process. It will shut off automatically.

What drivers are required to use Electronic Driver Logs?

- Exempt: A driver who is currently not required to log records of duty status today.
- Non-Exempt: Any driver currently required to log records of duty status today.

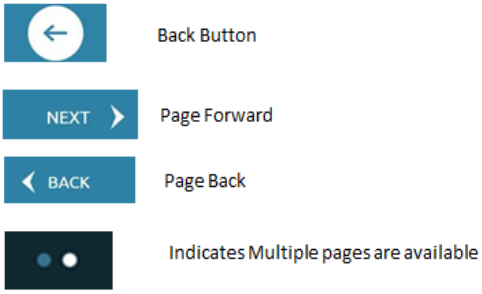
Key Points to Learn from this Training:

- Log into your MDT at the beginning of every trip, and never share your password!
- Put yourself in ON-DUTY Status. Automated DRIVING status happens at 5 MPH.
- You may add, subtract & edit time and events to your log, but you cannot subtract driving time.
- Manually enter equipment numbers and shipping documents before you move and then with each change. These are common violations.
- Use Yard Moves to legally drive in any yard (not public roadways). The system records this as on duty not driving. Manual Yard Moves disengage each time the ignition key is turned off.
    - **Manually change your duty status from YARD MOVE to ON DUTY when leaving the yard.**
- ON DUTY status engages automated driving status changes.
- Use the MDT clock, not your watch, to log a full 30-minute break when needed or required.
- Manually change your duty status to OFF-DUTY to end your day and when taking any break.
- Certify your logs daily and read alerts and notifications regularly when you stop off road.

Navigation Instructions:

Gently swipe left, right, up and down on your touchscreen. Screens are touch sensitive so use your finger only, no pens or sharp objects please!

Remember: The tablet is YOUR responsibility to ensure it does not get damaged.



Driver's Daily To-Do list:

e-Log Drivers

- Log in (page 11)
- Update Status and Pre-Trip (page 17)
- Submit DVIR (page 36-37)
- Update Status throughout the Day (page 17)
- Read and respond to both Alert types (page 12)
- Go off Duty and log off (pages 28)

Exempt Drivers

- Log-in (page 28)
- Submit DVIR for post & pre-trip (page 37)
- Read and respond to Alerts (page 12)
- Go off duty and Log Off (page 28)

Starting and shutting off the Tablet

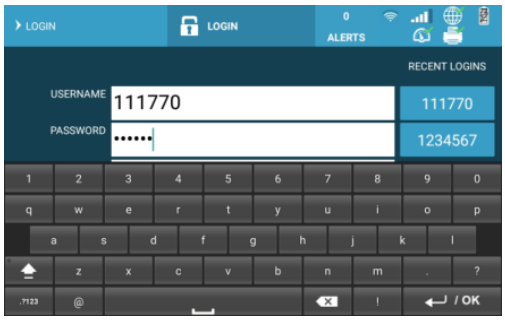
Locate the power button on the top left edge of the tablet. Press and hold the power button for 3 seconds. Release when you see the initial splash screen. In the event that a restart is required, a shutdown can be accomplished by pressing and holding the power button for 3 seconds. Release once screen goes dark and follow the on-screen instructions. Turn the tablet on before you start your truck and to complete your shift certify your logs, go off duty and log out of the MDT but leave it running so it can complete the sync process do updates and shut off automatically.

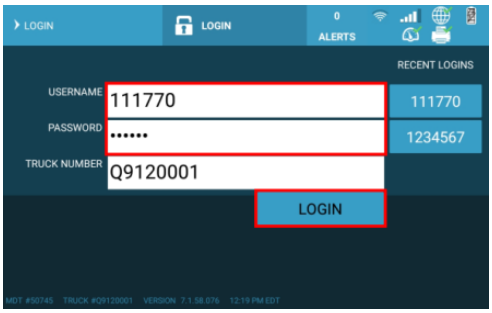
Logging in

- Every person leaving a yard driving a Commercial Motor Vehicle will have a unique login ID.
- This login name and password is for your use only.
- NEVER share your password even between team drivers.
- Each mile a CMV travels is accounted for. Always log in before you move the truck any distance!

Keyboard and Login Instructions

1. Touch anywhere within a white box and a keyboard will display.
2. After username and password is entered press LOGIN and the system will validate your credentials.
3. After you log in the first time, touch your Username under Recent Login and it will auto populate.





Navigating System Features

Home Screen

After log in, the first screen to appear is the main navigation page. From this screen, touch the feature (tile) you want to navigate to.

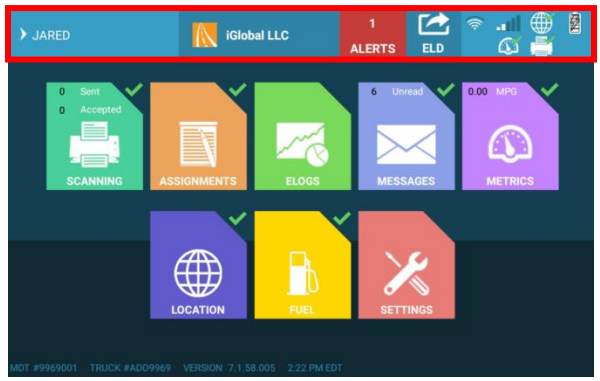
Top Navigation Bar

Touch your name in the top left box and an **X** will then appear next to your driver code, press the **X** to log out of the MDT.

ALERTS are task notifications that require your attention. Read alerts often when you are safely stopped off road.

ELD Transmit is a 1 touch send button to send Driver Logs to a roadside inspector. This runs your logs through FMCSA's calculator.

Connections are listed by feature.

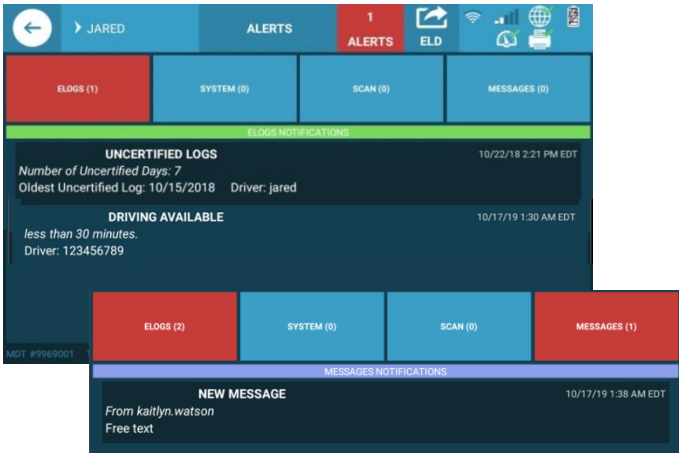


Alerts & Notifications

Read alerts often, each time the alerts box turns red, and you are stopped off road. Touch the alert to automatically be taken to the screen that requires your attention. Some alerts are informational; they may not change when touched.

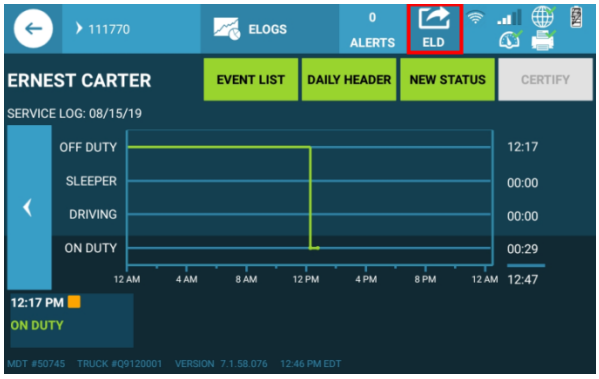
Common Alerts & Notifications:

- Certification Required
- Driving or on-duty time alerts
- Medical card, Driver's license expiring
- No cell or ECM signal
- Unread Messages

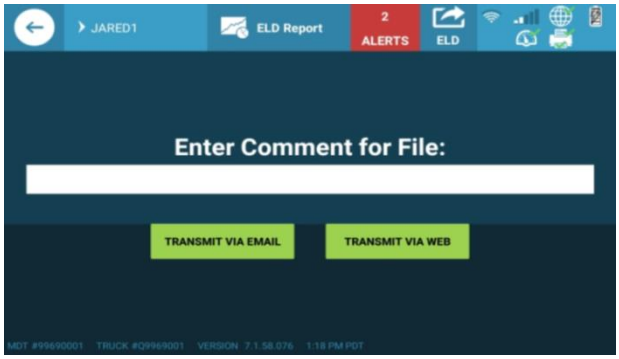


ELD Transmit Button - Sending eLogs to the FMCSA

During a Roadside Inspection Law Enforcement will ask the Driver to transmit their electronic eLogs. Every eLog screen has an ELD Transmit button located in the same place - right of the **ALERTS** button. The ELD Transmit button looks like a file with an arrow representing sending the file.



At roadside, Law Enforcement will give the driver a File Name (up to 60 Characters) that the driver enters below. Touch the white box and enter the code that the officer provides, when done touch the **TRANSMIT VIA WEB** button to send your logs to the FMCSA and the officer via the web. Only enter the code law enforcement gives you.



Infrequently, an officer may ask the driver to send their logs to an email address. Choose "Transmit via Email" to send an email of your logs to the FMCSA. Only use if explicitly requested by law enforcement.

Driver's copies of eLogs – send your last 8 days of eLogs to your email address by touching SEND from the **Summary page only**. FMCSA will not receive your eLogs by choosing this option. Never use the ELD Transmit button to send logs to yourself, this sends records to the FMCSA.

Note: If you do not have cellular connectivity when law enforcement asks you to transmit your eLogs to FMCSA, ask if they would like to see your MDT to view your records there. FMCSA permits this in the rare case that cell connectivity is not available.

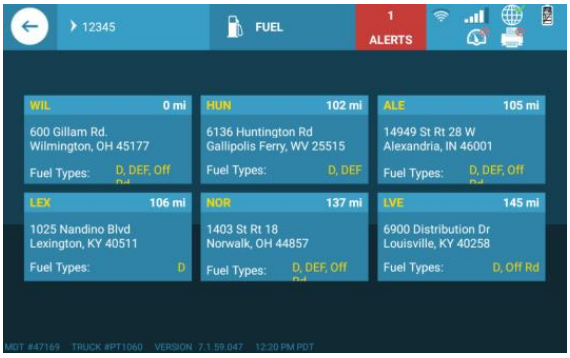
Note: See page 8 Troubleshooting tips for connectivity explanations.

Tiles & Settings

A tile is a feature of your MDT. Most tiles have a connectivity checkmark to know they're connected and working. You can learn more about the tiles by clicking on each one. The tiles change as new features are added and improved. Most are mentioned below and throughout this training book.

Fuel Tile

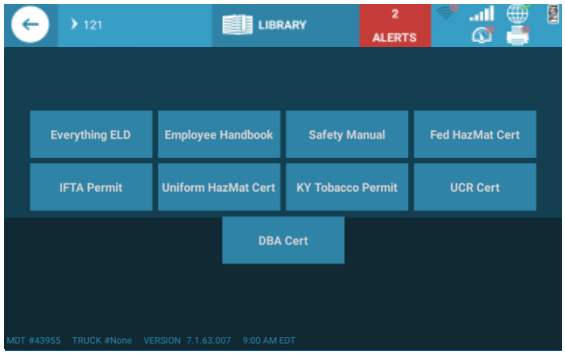
Displays nearby fuel depots



Library Tile

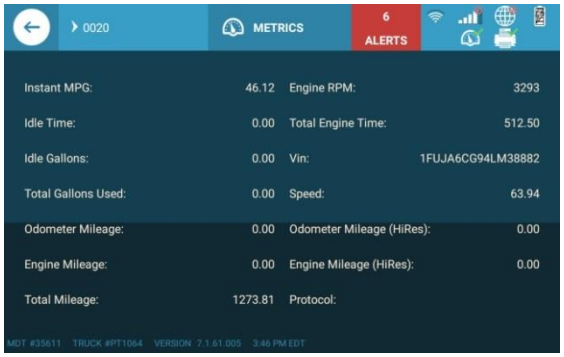
Displays the following manuals and permits:

- Everything ELD - MDT Manual
- R+L Safety Manual
- Federal/Uniform Hazmat Certifications
- IFTA, UCR, DBA Certifications
- R+L Employee Handbook



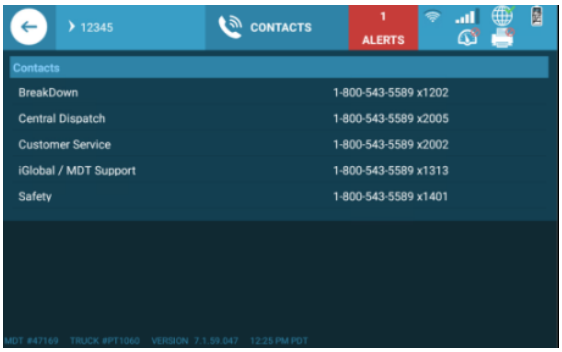
Metrics Tile

Displays current engine data



Contacts Tile

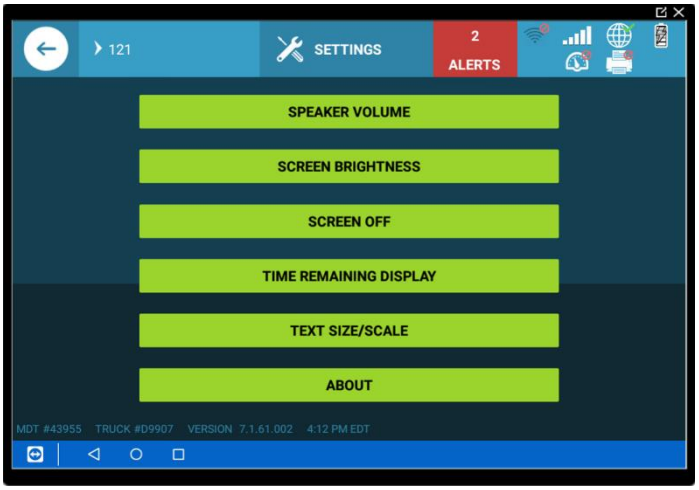
Displays quick reference to important contacts.



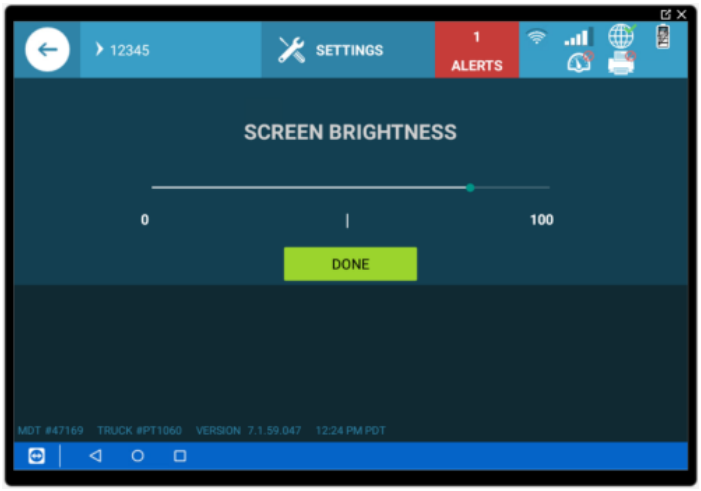
Settings: Nighttime Driving & Break Silence Mode

Settings Main Screen

Most notably the 'Screen Off' button, allows the Tablet display to turn off. This is especially helpful at night to avoid the bright screen from obstructing vision.



Note: The Screen Off button should be used instead of the Tablet Power button, to turn the **display** off.



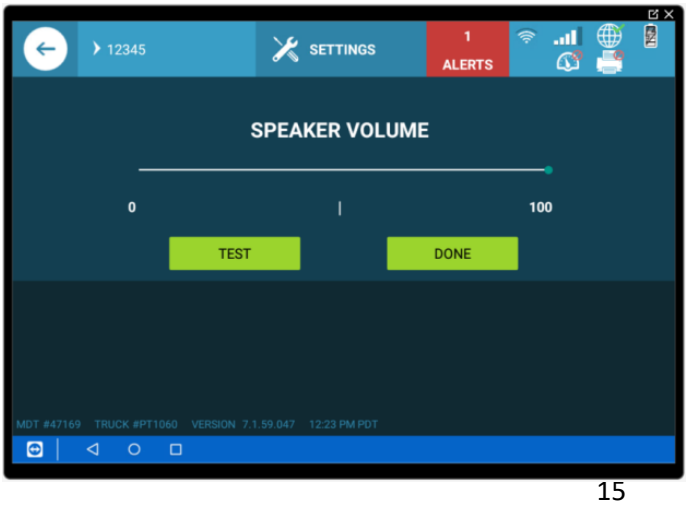
Screen Brightness

The brightness of the screen can be adjusted to suit the drivers' needs.

Speaker Volume

Adjust the volume or silence Tablet notifications.

Note: To ensure the co-driver gets Uninterrupted Rest, they have the ability to access Settings features even if the lock screen is enabled. They must be logged in as the co-driver to do so.



eLogs Tile

The eLogs Main screen will show the driver a quick synopsis of their current duty status, miles driven, oldest date of uncertified logs, remaining available driving, on duty not driving time, and load info.

eLog Page Functions

Update Status: Present time log changes (tasks you are about to do).

Summary: View last 8 days eLogs, see totals and send logs to yourself.

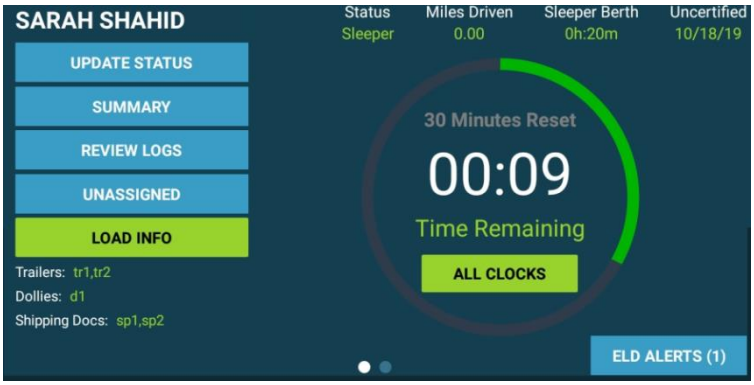
Review Logs: Historical changes & last 8 days recap. Change status, add and subtract time except driving time. Certify your logs here.

Unassigned: Displays all instances of unassigned driving time on the MDT and allows drivers the option to assume the driving time.

eLog Alerts: Data Diagnostic and Malfunction events are displayed here. They regularly clear themselves without input from the driver. When Data Diagnostics do not clear automatically, they become Malfunctions.

Load Info: Change or add trailer(s), Dollies, Shipping Documents here.

Clock information – Single Clock: When in Off Duty, Sleeper or Personal Conveyance the main e-logs page will display the time remaining towards the next break milestone which can be 30-minute break, 10 hours reset or 34 hours reset.



Note: When the driver is in On Duty, Yard Move or Driving status the main e-logs page will display time remaining towards the next limiting HOS rule that will result in a violation if exceeded while driving. Basically, these tell how much longer you can drive.

Tip: Touch the ALL Clocks button to see example below and touch the Single Clock button to go back to the single clock view above.

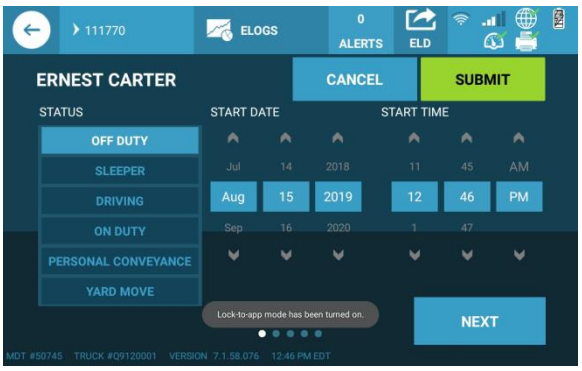
Multi clock: When the driver is in off duty, sleeper or Personal Conveyance then on the main e-logs page he will see the time remaining towards his next break milestone which can be 30 mins break, 10 hours reset or 34 hours reset.

When the driver is in On Duty, Yard Move or Driving status then on the main e-logs page he will see time remaining towards his next limiting HOS rule that will result in a violation if exceeded while driving. Basically, this will tell him how much longer he can drive.

Change the single clock view using the Settings tile.

Update Status Screen

This screen is accessed by pressing the Update Status button shown in graphic on previous page. On this screen the driver will have the ability to Change their Duty status and apply annotations or exceptions. The Start Date and Start Time will be automatically set to the current date and time of the Driver's home terminal.



For ALL tasks you are about to complete:

Touch the **Update Status** button.

STATUS

- Choose your duty status (touch it)
- Start Date/Time is automatically set
- Touch right arrow NEXT button

Status explained

Yard Moves: Allows a driver to legally drive in an authorized yard of public roadways. Yard move status is defined as On-Duty Not Driving.

Automated Yard Moves: Your MDT is equipped with Automated Yard moves. This feature automatically updates your duty status based on the trucks GPS Location. With this new change, you will no longer be required to reselect Yard Move duty status after powering off the engine. Once you change your duty status to Yard Move it will stay in yard move until you leave the Yard.

Manual Yard Moves: Manually select Yard Move while at a customer's yard, warehouse or other off-road yard. When in manual mode, three events can disengage yard move status:

- Engine power off and back on disengages Yard Moves
- MDT reboot and logging in or out disengages Yard Moves
- Missing ECM data disengages Yard Moves

When this happens, a popup will tell you to re-select Yard Move status. Pay attention to your current status, if you make a mistake **annotate what happened.** Drive time cannot be changed by anyone.

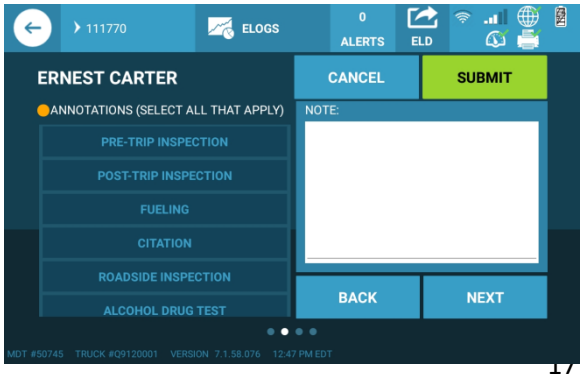
Personal Conveyance: Use this feature to drive on public roadways while in Off Duty Status **for personal use only**.

Tip: Yard Moves can be easily verified by law enforcement. NEVER use Yard Moves on public roadways.

Once you select your duty status, press the Next button for enter Annotations

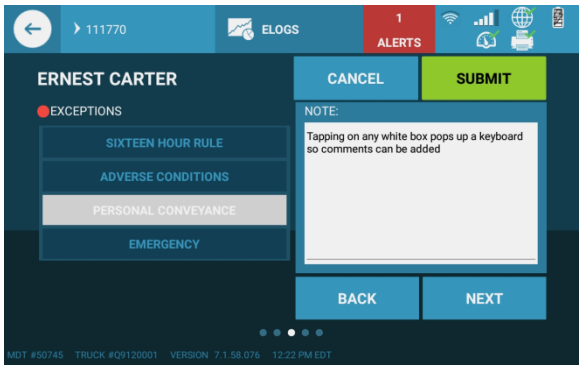
1. ANNOTATIONS

- Touch the Annotation you are about to do and or make any note by touching in the white box. Law enforcement sees notes.
- Touch right arrow NEXT button.



2. EXCEPTIONS

- Touch the Exception you are about to do use and or make any note by touching in the white box.
- Touch right arrow NEXT button.



Exceptions explained

Adverse conditions: A driver who encounters adverse driving conditions, and cannot, because of those conditions, safely complete the run within the maximum driving time permitted. If unexpected adverse driving conditions cause delays, you may drive up to 2 extra hours to complete what could have been driven in normal conditions. The maximum allowed is 2 additional driving hours. Adverse driving conditions mean things that you did not know about when you started your run, like unexpected snow, fog, or a shut-down of traffic due to an accident. Adverse driving conditions do not include situations that you should have known about, such as congested traffic during typical "rush hour" periods. Even though you may drive 2 extra hours under this exception, you must not drive after the 14th consecutive hour after coming on duty, and you must comply with the minimum 30-minute rest break provisions.

- Will extend by 2 Hours the 11 Hour Rule Driving Time Rule.
- Will extend by 2 Hours the 14 Hour Rule On Duty Time Rule.
- Can't exceed 60/7 or 70/8 limits.
- Applies only to conditions that could not have been known ahead of time

16 Hour Rule: This exception allows the extension of the 14-consecutive-hour driving window to 16 hours once every 7 consecutive days. In order to use this exception, you must do the following:

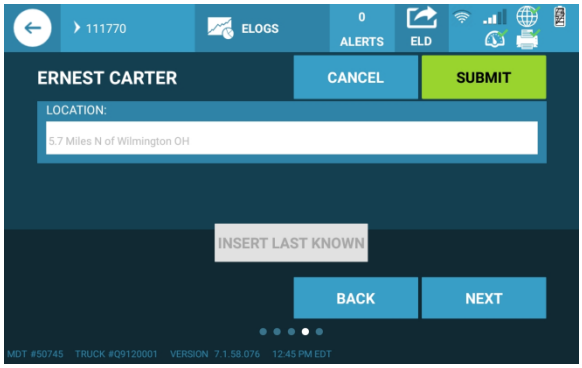
- You must return to your work reporting location that day, as well as for your last 5 duty tours. A duty tour is the period of time from when you come to work to when you leave work. It is your "workday," the time between your off-duty periods of at least 10 consecutive hours.
- You must be released from duty within 16 hours after coming on duty.
- You must only use this exception once every 7 consecutive days (unless you took 34 consecutive hours off to restart a 7/8-day period). You may not use this exception if you qualify for the "Non-CDL Short Haul Exception."

Emergency: In case of an emergency, a driver may complete his/her run without being in violation of the provisions of the regulations. Some key rules to note about the Emergency exception are:

- Emergency will stop reducing available time for every HOS Rule.
- Will not trigger any moving violations while driver is under this Exception.
- Can be applied to On Duty/Driving/YM status.

3. LOCATION

- Location is automatically populated from the GPS. If no GPS is available at the moment, the driver will be required to manually enter it accurately. This method is FMCSA required.

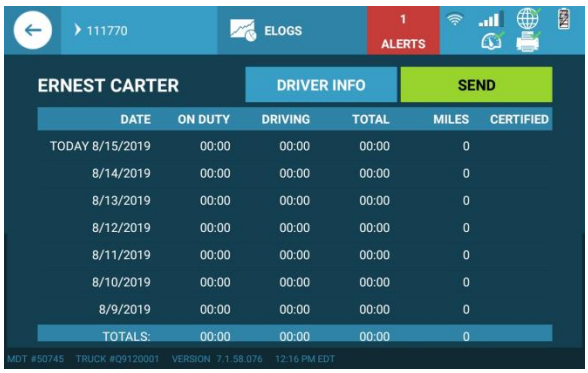


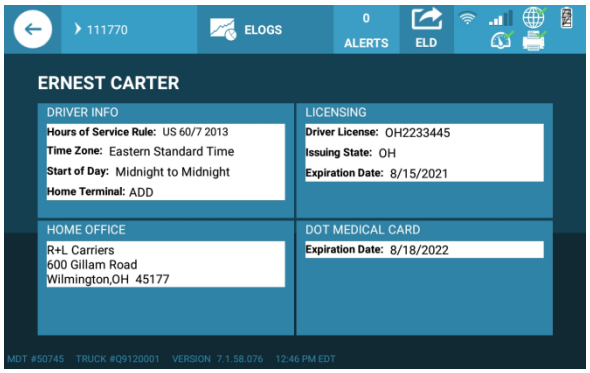
Notes:

- **SUBMIT** (Green button on all screens)
- **SUBMIT** starts the clock for the status and/or annotation chosen
- When those tasks are complete, update your duty status or annotate your next task as needed and continue throughout the day.

Summary/Road Side Inspection Screen(s)

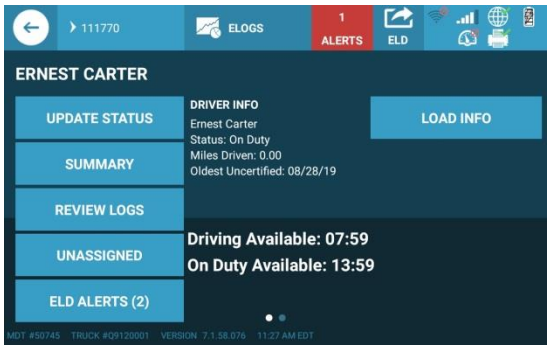
The summary screen (image #1) provides the driver with a table or grid view showing total numbers of On Duty Driving, and Miles for the past 7 to 8 days. The **SEND** button allows you to manually enter an email address to email your last 8 days to yourself, or any email address you choose. Pressing the **Driver Info** button (image #2) displays Road Side Inspection information for the Officer, an alert will be created when your driver license or medical card are about to expire.



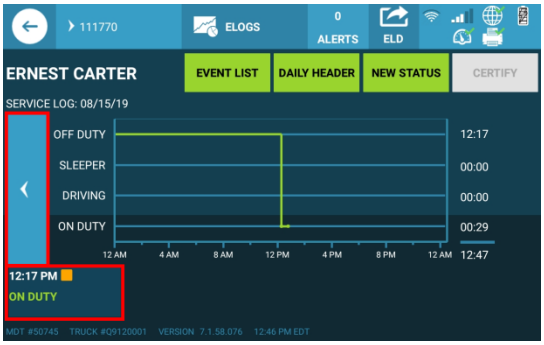


Review Logs Screen

Press Review Logs, the screen displays the driver's current log graph and the past 7-8 days log graphs. From this screen the driver is able to access features: Daily Header, Event List, New Status and Certify. You may edit a previous duty status or certify your previous day's logs or at the end of your current shift.



The Log Graph screen opens to the current date. The **left and right arrows** on either side of the graph allow the driver to scroll to each different day's logs. At the bottom of the screen, press the **applicable button** to view details for the desired log entry. To scroll to other entries, use the lower set of **left and right arrows.**



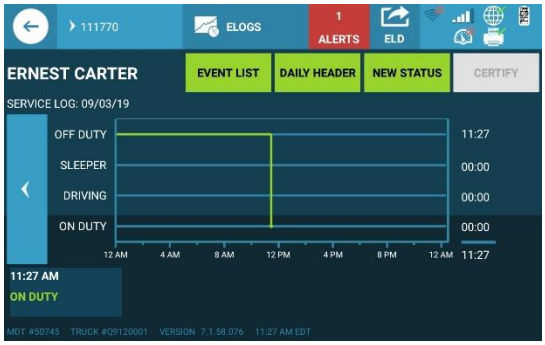
Certifying and recertifying logs

- Certify your Logs for the current 24-hour period, before you go off-duty. FMCSA required!
- Press the Certify button. The driver will have to Agree that they are certifying their logs or advise that they are not ready at this time
- If there are previous uncertified days, the driver will be prompted to certify their logs during the login/logout process (days off for example).
- If edits are performed on a certified log, the logs will need to be recertified for that day.
- Safety can no longer make edits until your log is certified. No one can edit driving time.
- If for some reason you needed to use paper logs, add that time to your electronic log ASAP. All RODS must be stored electronically in the ELD system. No exceptions! FMCSA instructs us to annotate any discrepancies on the log when it happens (as soon as you can safely accomplish it).
- Log out and back in to sync your e-logs. Do this after changes are made and before you certify.

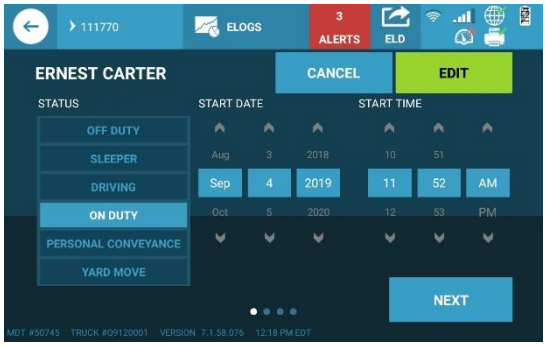
Note: Review your log often and make changes as necessary. Certify daily to avoid pop-up reminders and to be current when a road side inspector needs to view your logs. Certification is the same as signing a paper log. Use annotations if there is something on your log that you cannot correct. Then certify your log daily.

Editing Logs

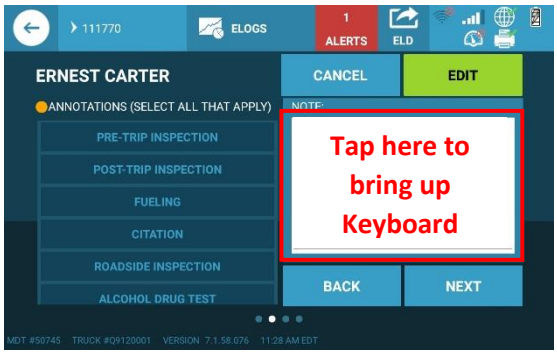
1. Press on the entry that needs to be edited, below your logs:



2. Date and time cannot be changed here, you will need to select the correct status, and then press **NEXT**:



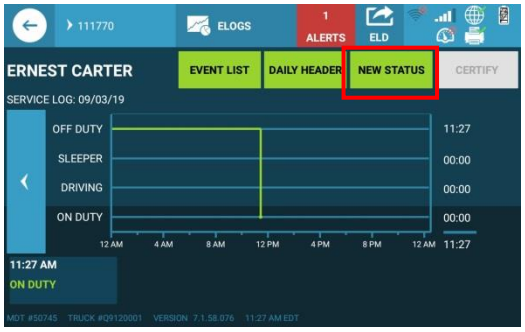
3. Here you will need to select an annotation or input something in the Note box. Keep in mind annotations need to be at least 4 characters.



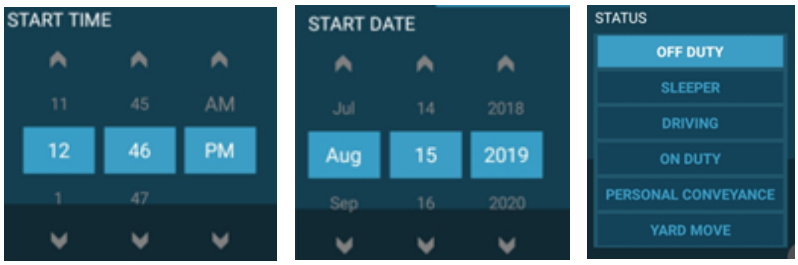
Creating Entry for Log

Use the **Review Logs** button to make any historical change(s) you need to your logs. Add missing dock/Kronos/other work time and unassigned truck movement for a complete and accurate eLog. Remember, automated Driving Status cannot be changed, even by the Safety Department.

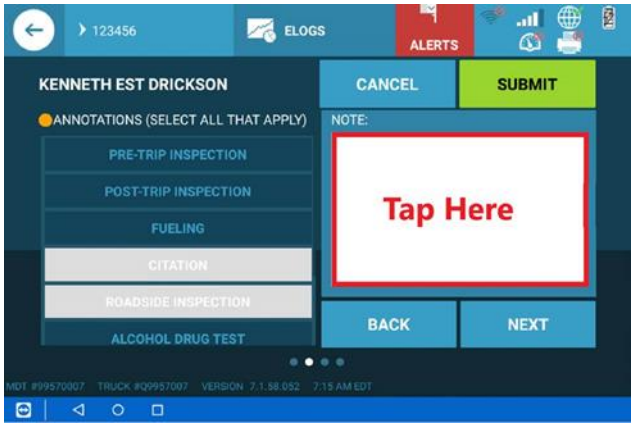
1. Press New Status



2. Select time, date and status and press NEXT



3. Select Annotation means add a note.



Tip: If after you have corrected your eLog there is something that you cannot correct yourself, **make a note** (annotation) slide #3 directly above and describe your problem in the white box (Tap Here). This makes a note on your electronic log. **Roadside inspectors will look for notes, not spoken words or verbal explanations during an inspection.**

Common reasons for e-log Edits

Forgot to go Off Duty at the end of your shift: Make a log edit for when you ended your shift. If the last entry from the shift before is On Duty Driving then annotate your log to reflect the accurate time you should have stopped driving and logged off, then certify your log.

Logged in too early from your 30-minute break: Edit the log entry duty status as long as it's not On Duty Driving.

MDT is putting the driver from Yard move to Driving status: Anytime the truck is turned off then back on or the MDT is turned off or reboots, the MDT is programmed to change the driver duty status from Yard move to On Duty Not Driving. This process is a FMCSA requirement for all ELD devices.

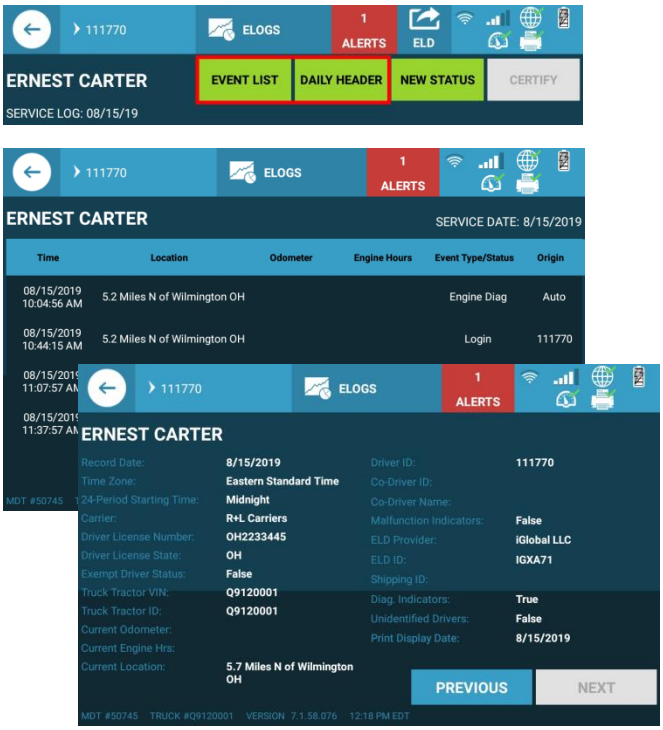
MDT is changing from On Duty Driving to On Duty Not Driving duty status when truck is moving: ECM Signal can be lost. Simply reset the Digi WVA (when stopped unplug it and plug it back in after 10 seconds) and update your e-logs to Driving status manually. Contact iGlobal if issue persists.

Available time is not updating after taking a 30-minute break and you're still on Off Duty status: Changing duty status to On Duty Not Driving will prompt the MDT to update the time available.

Event List and Daily header

The **EVENT LIST** and **DAILY HEADER** can also be viewed from the REVIEW LOGS Screen. These Safety Inspection screens provide data about the Carrier, the Driver, data from the engine control module and show the on-board recorders ability to properly create malfunctions.

NOTE: Data diagnostics and ELD Malfunction reporting is shown on page 6 and descriptions can be found in the Training Glossary of Terms.

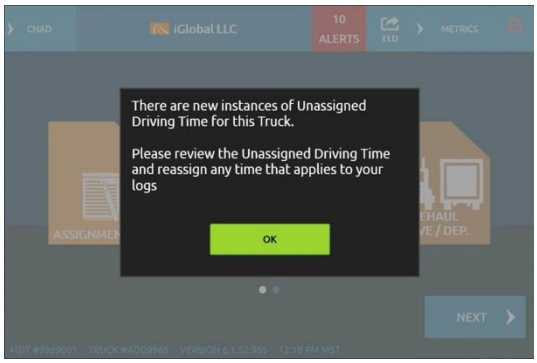


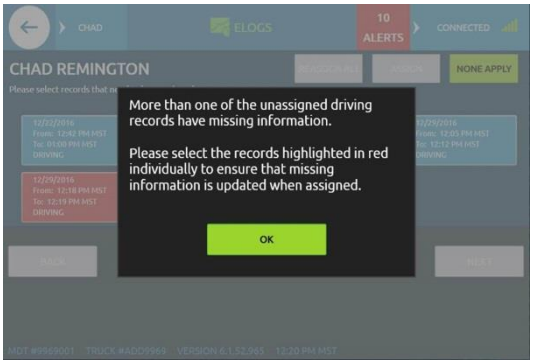
Viewing Unassigned/Skipped Driving Records on the ELD

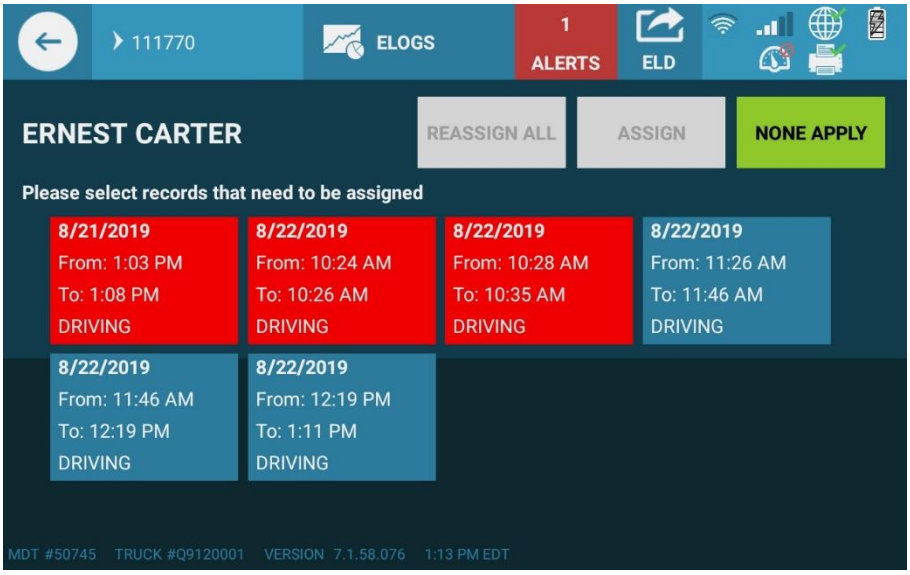
To view all instances of unassigned (that was logged under the unidentified driver profile on the ELD or MDT) and skipped driving time (miles that are not captured by the MDT, such as the MDT being turned off or the MDT failed), press the unassigned button on your eLogs Main Page. The ELD will automatically record driving time and apply the driving time to the unidentified driver profile when there is no user logged in and the CMV has reached speeds of 5 MPH.

Steps to Assign or acknowledge unassigned driving time on the ELD.

1. When there are instances of unassigned driving time on the ELD, the driver will be alerted with a popup during the login process.
2. To review the unassigned Driving time, press the Unassigned button.
3. If there are any records that are missing Location, these records will be **red** and a popup will be displayed advising of the records that are missing information.
4. After reviewing the records, the driver is able to select the records that apply and hit assign. Records that are selected will have a green check mark.
5. If any records are missing required elements such as Location or Odometer, then the Driver will be prompted to enter the missing information.
6. After review, if none of the records apply to the driver, pressing none apply will remove these records from the Drivers view. These records will remain on the MDT for other drivers to review.





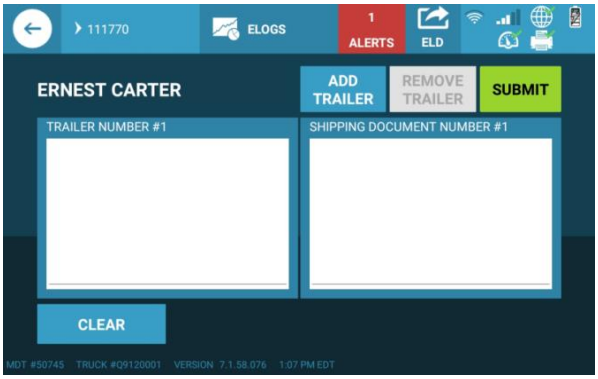


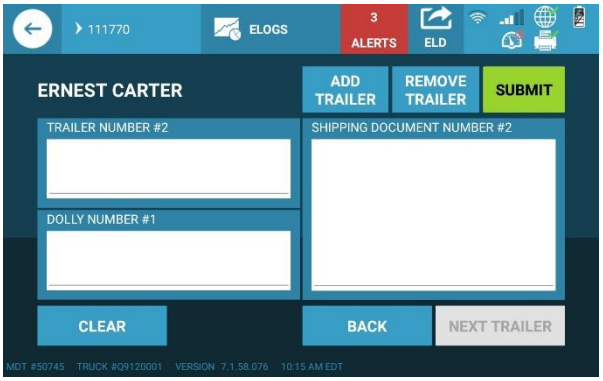
Load Info – Equipment & Movement Documents

The load Info button provides the driver with the ability to edit their current Trailer, Dollies or Shipping Document information. After pressing Load Info, the driver has the option of being able to add trailers by pressing the add trailer button. Drivers are also able to remove existing trailers from their set up. Please note that for Straight Trucks and bobtail configurations just enter trailer and shipping docs info in the trailer #1 and shipping docs #1 white boxes.

Edit Load Information and Shipping Documents

- Touch Load Info on the eLogs Main Screen
- Enter the correct trailer number(s) into the white box
- If adding additional trailers press Add trailer
- Enter the correct trailer number(s) into the white box and dolly information.
- Add or edit shipping documents by tapping white box (existing documents can all be cleared or may be individually modified or deleted)
- When you have finished entering in the Trailer/Dolly and shipping document information press Submit to save your changes.
- Once taken to the eLog Main Page, please review the load info for accuracy and make any changes, if necessary.
- Your MDT eLog setup is done. You are now ready to change duty status to Driving, and begin your trip.
- Bobtailing (no trailer) - No need to enter data, your truck number is already captured.
- Straight truck - Enter just the shipping documents or nothing if empty.

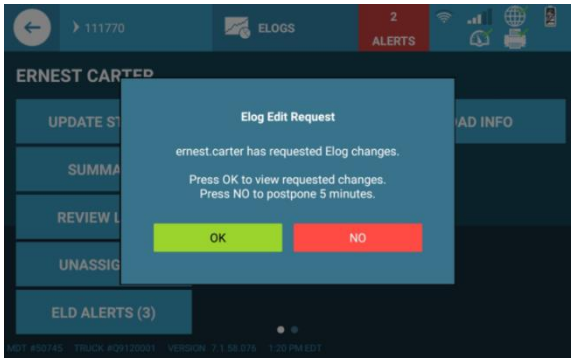




Edit Requests Postpone, Confirm, or Reject

When edits are requested to a driver's logs by the motor carrier or a co-driver, the driver will need to review these edits and either accept or reject the requested edit. When an edit request has been received by the ELD, a popup will appear alerting the driver that there are requested changes to their e-Logs. Pressing Ok

To the popup will take the driver to the Edit Request screen; pressing No will postpone the edit request for 5 minutes.

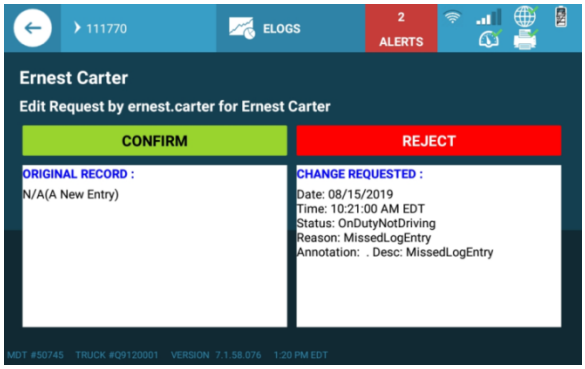


Confirming Edit Requests

Please note that once you confirm the requested changes, these changes will be applied to your log and you will need to recertify your record.

Rejecting Edit Requests

After reviewing the suggested changes to your record, you can press reject if you do not agree. Please note that your original record will be active. It is recommended to call your dispatcher or safety manager when rejecting an edit.



Vehicle in Motion, Start and Stop Rules

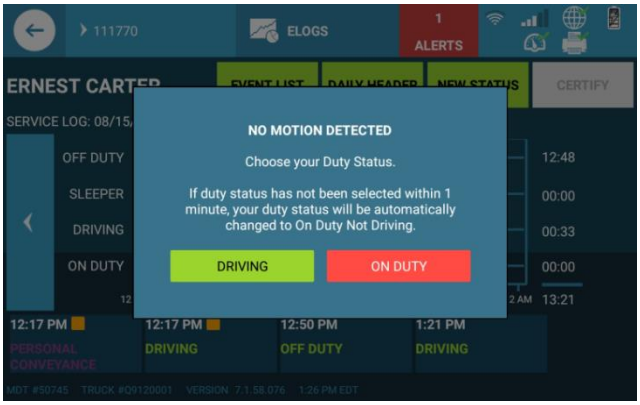
Automated Duty Status Changes – Status automatically changes to Driving once ECM speed exceeds 5MPH (unless current status is Yard Move or Personal Conveyance). After 5 minutes without motion, user is prompted to continue Driving or switch to On Duty. If the prompt is ignored for 1 minute, the driver's status automatically changes to On Duty.

Automated Duty Status Changes

When a commercial motor vehicle reaches **5 mph** the system will automatically move the status from ON-DUTY to **DRIVING** status.

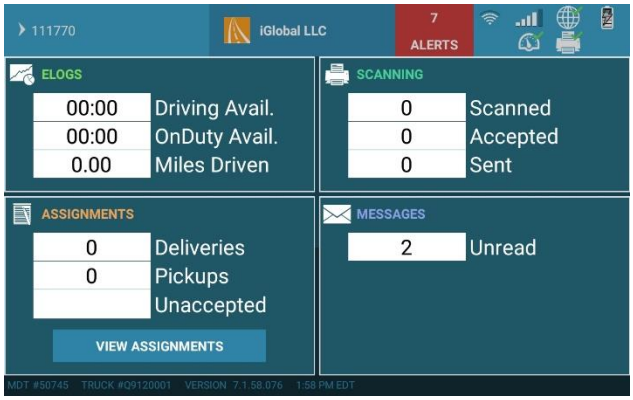
After **DRIVING** status is triggered by the system, any stop of at least 5 minutes will produce a popup asking the driver if they wish to continue driving.

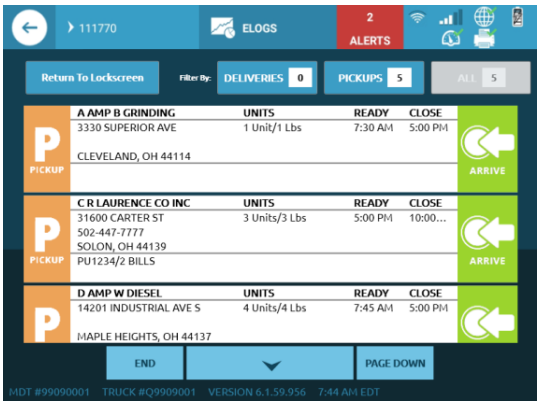
If there is no response after 1 minute, the system will automatically switch the duty status to ON-DUTY. To continue in DRIVING status, just touch the Green DRIVING button.



Lock Screen

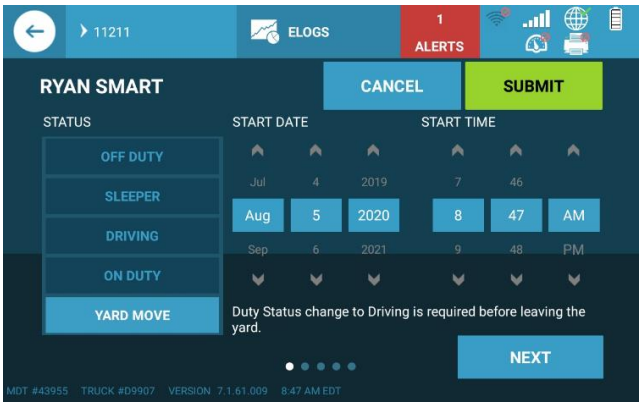
The FMCSA requires that while a truck is in motion there can be no interaction with electronic driver logs. Each time the wheels stop, full access will resume. Only stop the truck in a safe area off road to view and interact with MDT features. The lock screen is the same for City Drivers and eLog Drivers. The only difference is if the Driver does not have eLogs enabled, they will get the Assignments Page first. There will be a button called return to lock screen. For a driver that has eLogs available, they will see the Lock screen first, but will have the option to go to the locked assignments screen by pressing View Assignments below.





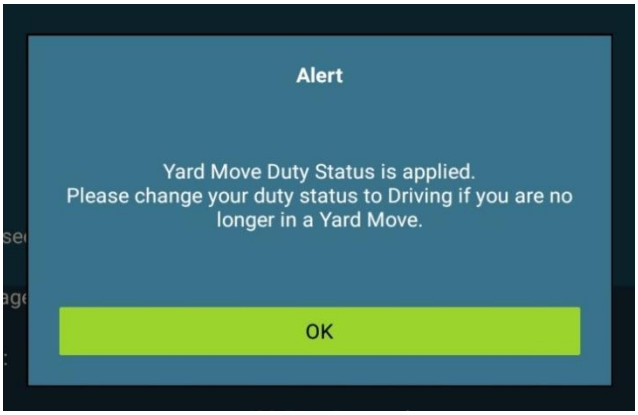
Automated Yard Moves

Your MDT is equipped with Automated Yard moves. This feature automatically updates your duty status based on the trucks GPS Location. With this new change, you will no longer be required to reselect Yard Move duty status after powering off the engine. Once you change your duty status to Yard Move it will stay in yard move until you leave the Yard.



- When a Commercial Motor Vehicle goes outside an R+L terminal yard, the system will automatically move the status from **Yard Move** to **DRIVING** status.
- <u>With Automated Yard Moves your Duty Status will stay in Yard Move after powering off and on the truck.</u>
- If driving into an R+L yard, the system will automatically move the status from **Driving** to **Yard Move** status when GPS detected that the truck entered the yard.

Note: When speed exceeds 30 mph while in Yard Move Duty Status, you will receive an Alert to remind you that if you are no longer in a Yard to change your Duty Status to Driving.

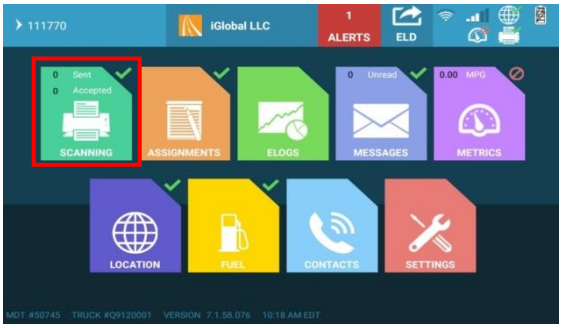


If location/GPS is not being recorded, you will be responsible to verify that you are in the **correct status when leaving and entering the yard.**

Tip: On the far right of the top navigation bar, you can verify the location connection.

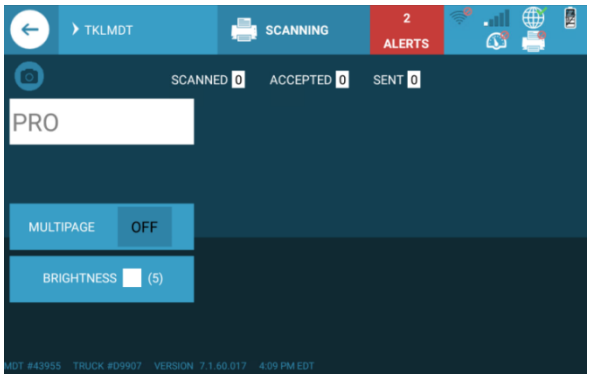
Scanning Tile

The Scan tile displays how many bills have been scanned and sent by the MDT, along with providing access to allow the driver to format their bills. Once enabled for your terminal, you will be able to scan paper work using the built-in camera on the tablet located under the scanner tile. You will be able to capture the picture manually or wait for the camera to detect the paper and capture the image on its' own.



Inside the Scan Screen

- Displays the number of scans that have been scanned, accepted, and sent by the MDT.
- Displays the Pro Number
- Once a page has been scanned or a picture has been taken, the image will show up in the blank area (this is when you will see the PRO number automatically populate).



To take a picture using the built-in camera:

1. Removing the tablet from the mount/dock

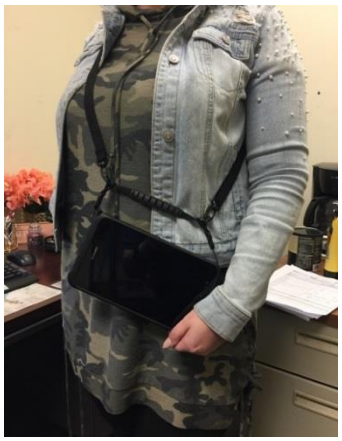
2. Lift the **BLUE TAB** at the top and remove the tablet

OR

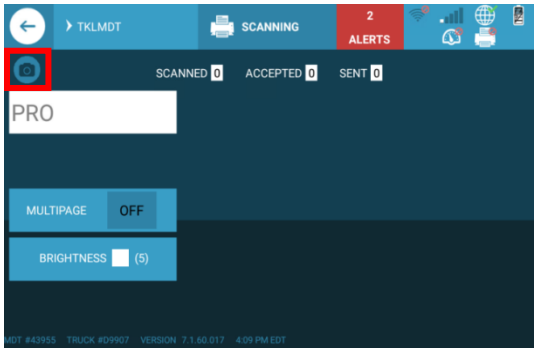
Lift the **KEY LOCK LEVER** up (located on the back side of the mount stamped RAM) and the long vertical handle will release

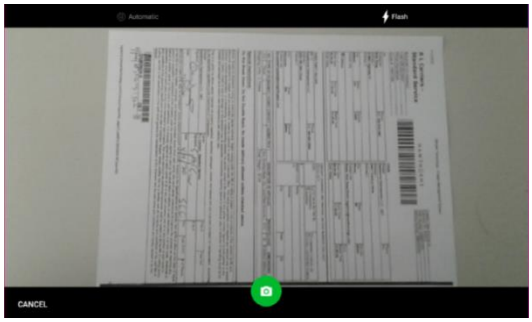
Your terminal will be getting **STRAPS** to put on the tablets and you will be able to take the tablet out of the mount/dock.
The shoulder strap is **ADJUSTABLE** via a webbing glide located near the end of the strap. The shoulder strap is also removable via spring clips and o-rings. This strap is to provide ease in **TRANSPORTATION** for the tablet and to reduce the risk of **DAMAGING** the device while out of the mount/dock.

See below how to properly hold and wear the device while out of the mount/dock.



3. Press the camera icon above the PRO box
4. Once the paper is recognized the picture will be taken and sent
    a. You might see the following in the center of your screen:
    Nothing detected - Try different lighting
    Bad angles - Lay the paper flat
    Too small - Increase the distance between the camera and the paper being taken
    Don't move - Keep the camera where it is so that the picture can be taken
    Bad aspect ratio - Make sure the paper is flat, keep the camera/tablet still and/or try different lighting
    b. You can manually take your own picture by pressing Automatic at the top of the screen and then you will need to press the green camera at the bottom center of the screen.



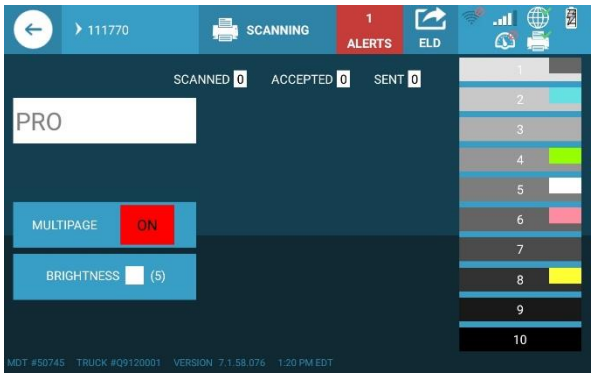


5. **PLACE THE TABLET BACK IN THE MOUNT/DOCK!** This is how the tablet is charged and the battery will run out quickly if not charging.

Note: Be sure that the PRO box is filled in after the picture is taken and before it sends, if not you will need to scan again and/or contact iGlobal Support to have brightness adjusted so that the PRO number can be read.

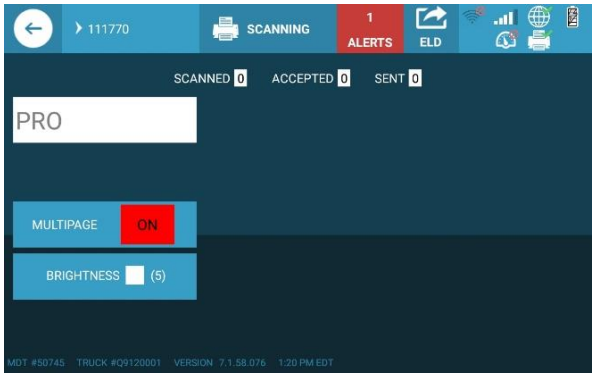
Brightness Setting

Brightness/Paper Color adjustment options allow brightness adjustment and provide suggested brightness levels for different paper colors.



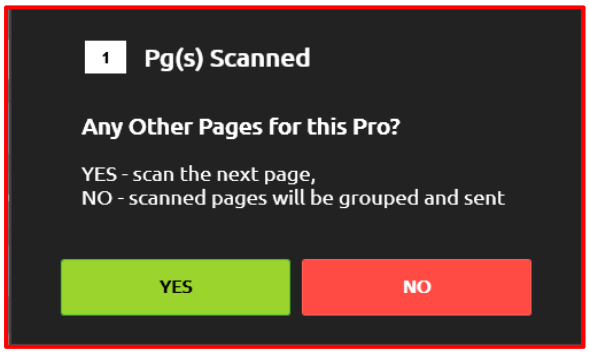
Multipage Scanning

Press to activate multipage scanning. The ON button will turn red to indicate that the multipage scanning has been enabled.



Scan Documents, using the barcoded sheet first, selecting **YES** between each sheet. Number of pages scanned will display on the prompt.

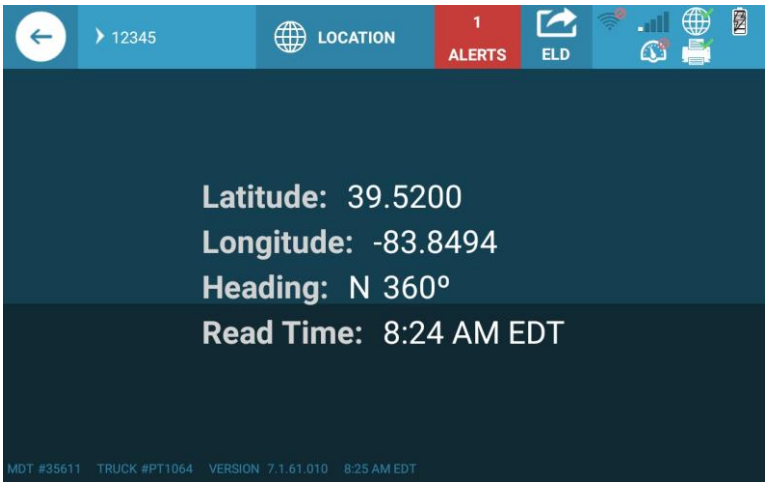
Select **NO** after scanning last sheet. The MDT will send the document regardless if the pro is present and automatically turns off multipage scanning.



Note: Be sure that the PRO box is filled in after the picture is taken and before it sends, if not you will need to scan again and/or contact iGlobal Support to have brightness adjusted so that the PRO number can be read.

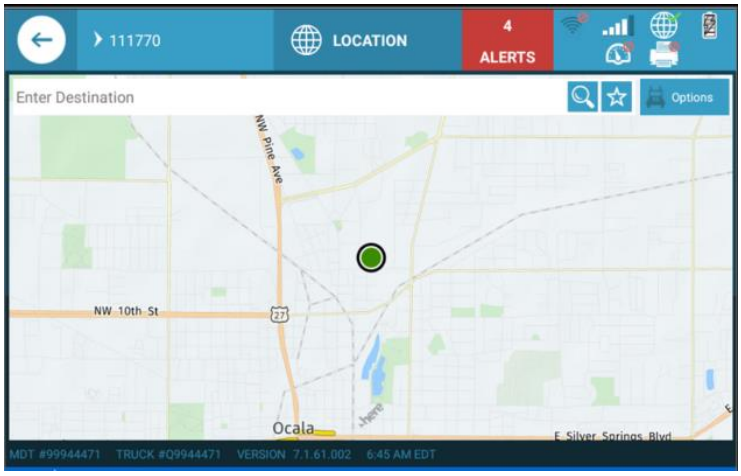
Location Tile

You will be able to view the Latitude, Longitude, the direction you are going and the last GPS data point on this screen.

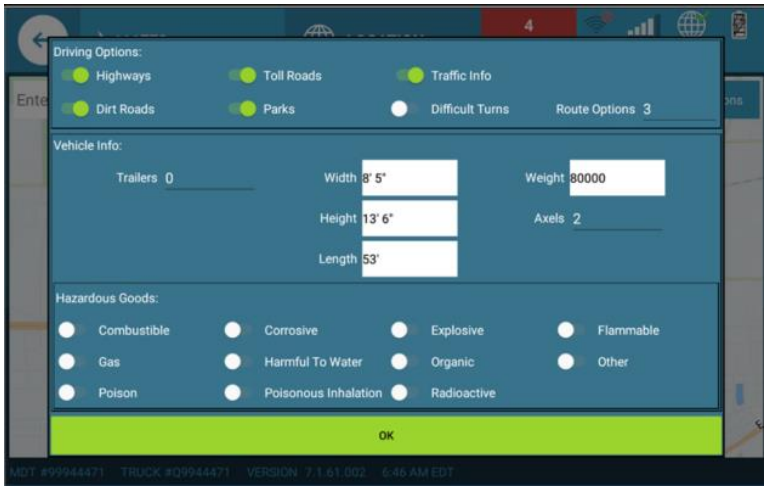


Once enabled for your terminal you will see a map with a green dot with your location and you will be able to use the Turn-By-Turn feature, this will give you directions to a destination. Below is how to use this feature.

When you click on the location tile you will see the Map Page displayed.



You can set your options by clicking on the options button. There are many things you can adjust according to your load requirements.



Driving Options:

Highways: Route determined by Highway use or not

Toll Roads: Will Allow you to select whether you use toll roads or not

Traffic Info: Will show Accidents, construction or other information that might impede your route

Dirt Roads: Will allow selections of dirt roads if it is the shortest route

Parks:

Difficult turns: This would avoid any routes that would present the driver with difficult turns for Truck and Trailer

Note: Difficult Turns is disabled by Default: Difficult Turns will be avoided unless enabled.

Route Options: the number of Route to be presented to the driver

Vehicle Info

Trailers: This will pull the most recent trailer/load information from the eLog and DVIR tiles.

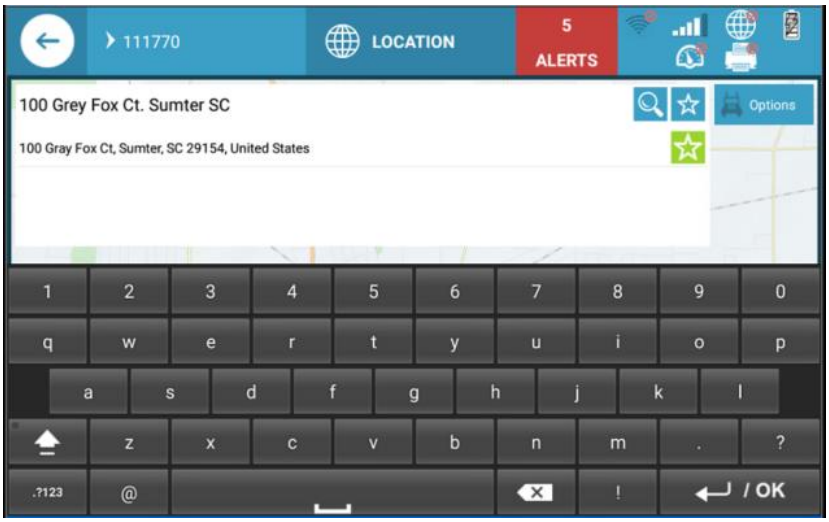
Width, Height, Length, weight and number of axels will be prefilled from database but can be edited here if needed

Hazardous Goods

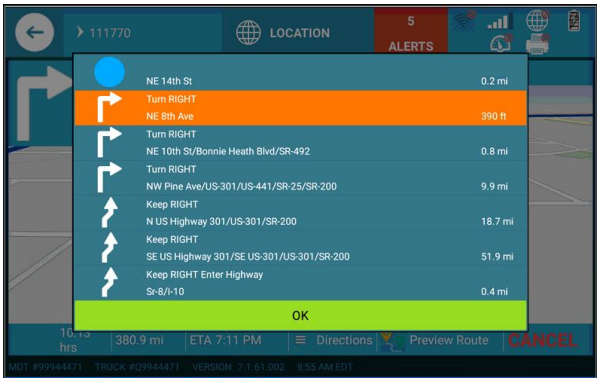
By selecting options here it will provide you the route that will allow you to travel safely with what Hazardous Materials you may be hauling. If you select anything hazardous a yellow Triangle will appear on the options button.

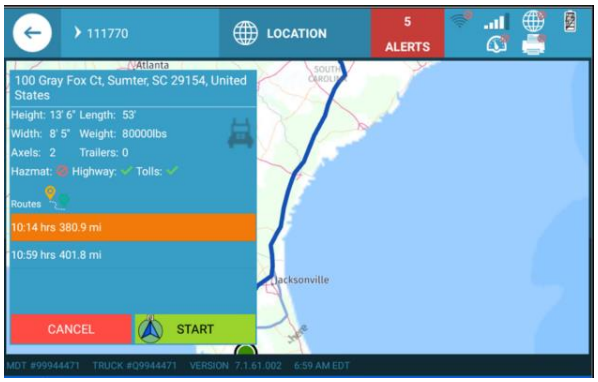
After selecting your options and clicking ok, you can click the Enter Destination box. Here you will add your destination.

Note: You can also enable favorite destinations by clicking on the star to the right of the destination box to save that address.



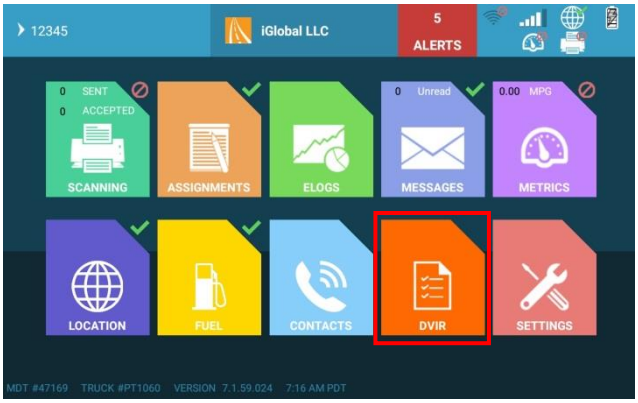
Click search icon, it will show you route results. You can select one by clicking on it. Then click start to begin navigation. You will see at the bottom of the map there are options to see the directions (written out) or you can preview route for a detail view of your route. If you need to start over you can select cancel.





DVIR Tile

A Driver Vehicle Inspection Report (DVIR) needs to be completed during post and pre-trips for each piece of equipment.

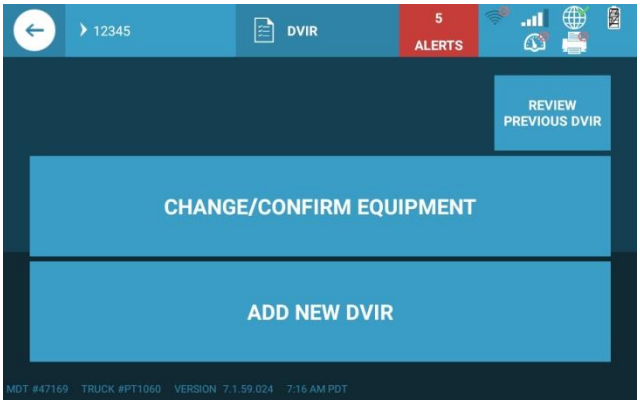


DVIR Main Screen

Preview Previous DVIR: View previous DVIRs made for the current truck.

Note: If a previous DVIR was submitted and was non-compliant, you will be forced to view that DVIR.

Change/Confirm Equipment: Change or confirm the truck configuration. (i.e. Trailers and Dollies)



Add New DVIR: Click to add a new DVIR for the given truck. This option will be grayed out until the configuration for the truck has been confirmed.

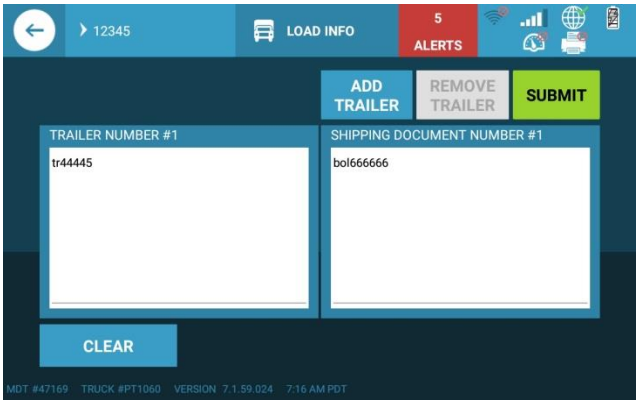
Change/Confirm Equipment

Clear: Touch to clear the information on the selected page.

Edit Equipment: Enter the equipment information.

Note: This can be completed from the Load Info screen in the eLogs Tile.

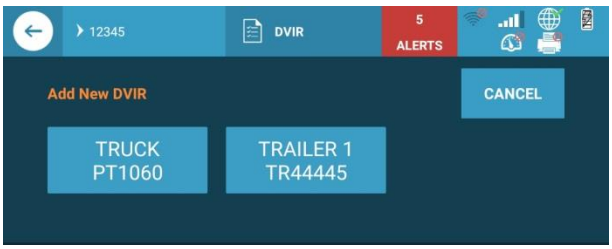
Change Configuration: Touch to change how many Trailers are hooked to the truck.



Add New DVIR

After Selecting Equipment you will be able to Add New DVIR, select which equipment to create a new DVIR.

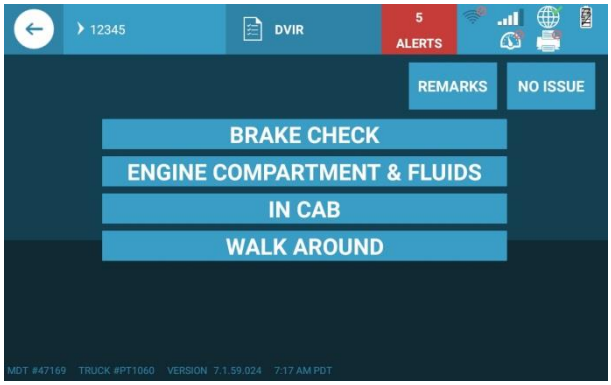
Note: Change/Confirm Equipment must have been completed.



Remarks: This button can be utilized at any time during the tile selection and should be used to describe an issue that is not listed.

No Issue: Tap if there are no issues with the selected equipment.

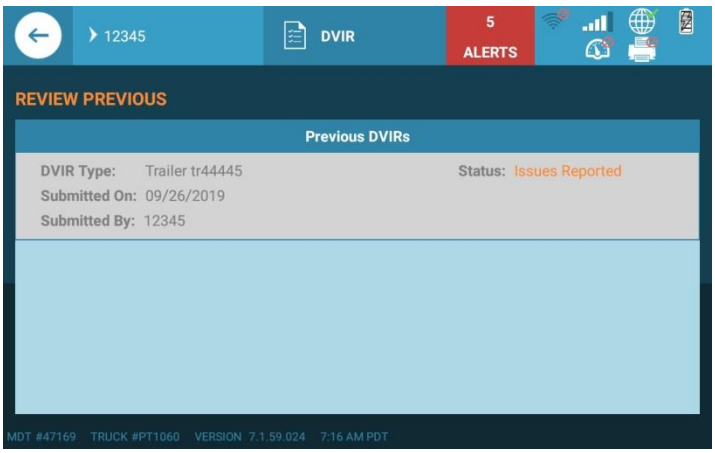
Issue Tiles: Select any one of these main categories to go into further detail.



Submitting DVIR

Pass Code: When finished selecting the issues, press **SUBMIT** to complete the DVIR. Enter Pass Code into this field to complete the DVIR.

Preview DVIR: Select to preview the Remarks and Issues selected.



Driver Trip Report (DTR)

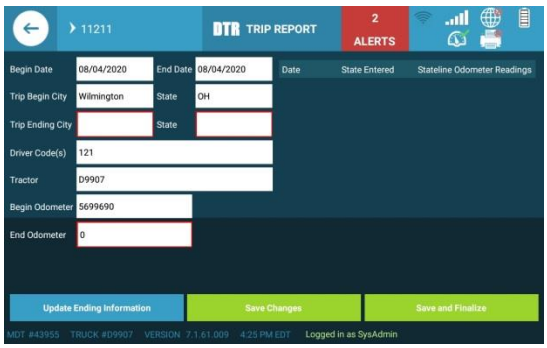
Before you start – Logging In

For this feature to work properly, the truck will need to be started/on before logging in so the odometer can be populated in the Begin Odometer field. Before logging in, verify that the ECM is connected at the top right corner of the screen.

Note: Keep in mind that the DTR will be completely discarded upon logout, so do not logout until DTR is complete.

DTR Main Screen – Touch DTR graphic on the MDT home screen

Driver Trip Report (DTR) needs to be completed and finalized for each trip even if you have not left the state. DTRs keep a record of the miles driven in each state for the duration of the trip. This information is based off of GPS location and the Truck's engine odometer.

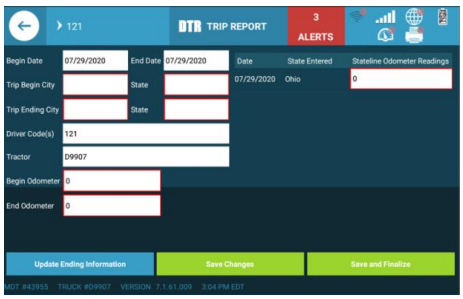


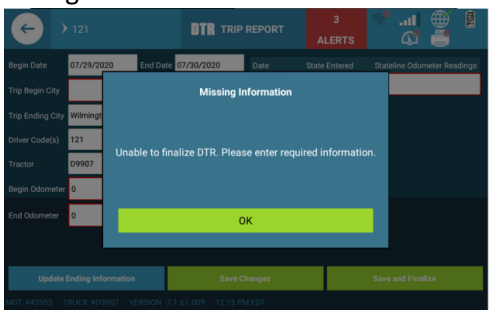
When you login at the start of your day, a new Driver Trip Report will be created. After your pre-trip inspection, review the DTR to ensure the Begin Date, Trip Begin City and Begin Odometer are populated. Manually input this data if it's not automatically populated.

Missing location and/or odometer

- The text box for any missing fields will be outlined red and the data will need to entered manually.
- Once changes have been made, press the Save Changes button at the bottom of the screen to save those changes.

Note: You will be unable to finalize the DTR with missing information.

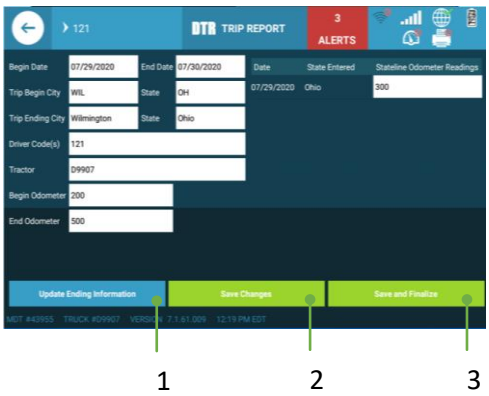




Finalizing DTR

At the end or your Trip, you will be able to Save and Finalize. Review the DTR to ensure that the End Date, Trip Ending City, End Odometer and Stateline Odometer Reading boxes are populated.

1. Update Ending Information: Update the Trip Ending City and State and End Odometer
2. Save Changes: Will save manually entered changes.
3. Save and Finalize: Will finalize the DTR and submit to Office.

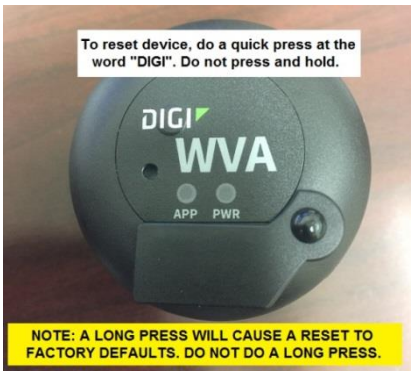


About Device

Journey 8R Gamber Johnson Mount:

Lift the blue tab at the top and remove the tablet. Align pogo pins and reverse the process to re-install. The Journey 8R's case is permanently attached with pogo pin connection with the mount.

The Truck ECM connection is made via a Wi-Fi Digi – WVA device. This unit plugs into the console ECM connector. It wirelessly communicates truck data to the Tablet.



The Digi WVA is pre-prepped for proper Wi-Fi settings in the MDT Shop before being sent out. It is specifically matched to the tablet they were shipped with. If either the Digi WVA or tablet has to be replaced, the MDT Shop will pair them again.

Troubleshooting Tips

eLog Issues

Sync Your Logs: Press the red **X** next to your name to log out, then immediately log in to force an eLog sync.

Yard Moves Re-set automatically if you cycle the engine, the MDT reboots or ECM signal is lost! A pop-up will remind you to re-engage Yard Moves. If you do not, the ELD will change duty status to Driving when motion is detected. To correct this, annotate your log. Do not call Safety. The same logic applies to any other EDIT type. Always annotate your log and keep using eLogs. This is the method the FMCSA approves.

Most Common Mistakes to Avoid:

- Missing Pre-Trip and Post-Trip Inspections
- Missing or inaccurate trailer numbers and shipping documents.
- Certify your eLogs every day to avoid reminders and be current for law enforcement.
- Go OFF DUTY for 1). Breaks and 2). To end your day. Don't forget to Log Off. This saves time and avoids corrections to your log the next day.
- Taking too short of a break, not the full 30 minutes using ELD time.
- Not switching between team drivers
- Not email eLogs to yourself often and keeping them for your records.

ECM/Metrics Issues

In the event there is a problem with the device, no communication for example, the device may require a simple reset. **Only reset the Digi WVA when the truck is stopped off road in a safe location!**

There are two ways to reset the Digi WVA device:

1. Unscrew locking collar and remove for 10 seconds, then re-install.
2. Press and quickly release on the spot marked "Digi". Note: Do not press and hold. This will cause a deep reset changing all settings to factory settings. This means the device will no longer communicate with its tablet and will require intervention by the MDT Shop. Do not press and hold.

TIP: To confirm successful communication between truck ECM and tablet, go to the Metrics Tile and confirm that the Odometer field reflects the truck's own Odometer reading. On some trucks, improper bus speed of the DIGI device can generate strange or incomplete readings. If this occurs, contact the help desk (877-822-8855) for assistance.

Scanning Issues

Start with resetting the scanner, by unplugging the power cable on the left side of the scanner (black box). Once the red light goes out on the scanner you may plug back in the power cable. Notice that the scanner makes a booting up chime, if this does not happen verify that the truck is turned on and if still no chime you will need to contact the help desk so they can contact the shop on further troubleshooting steps.

Once you hear the scanner booting up, take the tablet out of the mount, lift the blue tab at the top and remove the tablet or lift the key lock leaver up (located on the back side of the mount stamped RAM) and the long vertical handle will release, then restart the MDT. Once the tablet shows the white iGlobal screen go ahead and set the tablet back in the mount.

MDT isn't working or I still have questions?

1). Check all connections (ECM and power) then re-boot! This fixes 97% of connectivity issues.

2). Call your motor carrier for any eLog changes that you are unable to make.

3). Call iGlobal Support at 1-877-822-8855 extension 3 for hardware or software issues only.

Glossary of Terms

Annotation – A note made by the driver to explain any action or issue they have. These notes are viewed by Safety Officials roadside and are an important part of the driver log. Annotations, not a driver's word are what is looked at as fact.

Assume Miles – all truck movement must be accounted for; unidentified driver miles are displayed for each driver to accept theirs. Daily Service Center employees must review any not accepted and send requests to the driver who is accountable.

Alerts – are notifications of events happening that require the Drivers attention. Alert button turns red when pending alerts are available. Drivers should review alerts often when not in motion.

Alerts ELD – Notifications, Data diagnostic and Malfunction Alerts are found here.

Automated Duty Status change – When in on-duty status and 5 mph movement automated driving status engages. Stopping for 5 minutes a pop-up asks continue driving? If no answer in 60 seconds automated Driving disengages and the status is changed to on-duty.

CMV – Commercial Motor Vehicle

Data Diagnostic and Malfunction Events – e-log software self-diagnostic creation and reporting.

DVIR – Electronic Driver Vehicle Inspection Report

ECD – Enterprise City Dispatch is the city pick-up and delivery dispatch system.

ECM – Engine Control Module is the truck's computer that provides data to the ELD (ex: Fuel & Mileage)

EDIT – are e-Log changes a driver makes to their own log, changes proposed by the Carrier or team driver that must be accepted or rejected by the driver. No edits to automated drive time are allowed per FMCSA rules. See Annotation for how to make notes on your e-logs when needed.

ELD – Electronic Logging Device. An electronic data recorder required by the federal government to monitor engine and location data. Interfaces with engine Electronic Control Module (ECM) to capture engine power status, vehicle motion status, miles driven, engine hours. Records location information (GPS). Must display a graph grid of driver's daily duty status changes.

ELD mandate – Federal government requirements for ELDs. Only ELDs that meet the requirements can be registered. CMVs older than model year 2000 are exempt from ELD Mandate rules.

ELOGS – Electronic Record of Duty Status (RODS) or Driver Logs. Contains Hours of Service (HOS) information: driver's current status, hours driven, violations, etc.

Exceptions – Adverse driving conditions, Emergency Conditions and 16-hour rule

Exempt driver – Drivers who are not required to keep records of duty status (RODS) or use ELDs. Some exempt drivers can become non-exempt and return to exempt status based on Federal Government rules.

FMCSA – Federal Motor Carrier Safety Administration. Authors of the ELD mandate.

HELP Desk – Safety and iGlobal LLC, listen to options for correct extension: 877-822-8855

GPS – Global Positioning System- Transmits vehicle location data.

GEO FENCE – latitude and longitude data gathered GPS is used to automatically trigger reporting events used to aid freight transportation: location, departure & arrival times.

HOS – Hours of Service – Contains the current status of the drivers work day and rest periods, (ex: hours the driver has driven, violations, logs, etc.)

iGlobal Web Portal – A web-based application that interfaces with compatible Mobile Data Terminals (MDTs) to facilitate two-way messaging, monitoring of vehicle location, receipt/viewing of photos and scanned documents sent by the driver, and electronic driver logs.

Lock screen – ELOG screens are locked per FMCSA rules related to distracted driving.

No Driver Report – All unaccounted truck movement must be worked by the terminal and sent to the correct driver to accept or reject. This report is worked daily.

Non-exempt driver – a Driver who is required by law to use an ELD to record accurate RODS.

Notification – Message to let user know about important information taking place.

Metrics – Data captured by the ECM and displayed on the Metrics Tile or used for reporting.

MDT – Mobile Data Terminal. These devices are used in trucks. A self-contained digital communications device that communicates with Dispatch applications (ex. Our web portal). The Edge and Journey devices are MDTs that interact with our web portal.

The Edge (for example) is an MDT that features a scanner, ELD, and other mobile office functions.

Pathfinder – The name of our software that is installed on the MDTs. Pathfinder Web is the name of our web portal.

RODS – Record of duty status

Skipped Miles – Truck miles not accounted for in ELD but are recorded in reports to FMCSA.

SYNC – Logging out of the MDT and right back in will force the system to sync and update e-Logs with any changes you have just made. Do this right before certification if e-log changes we just made by the driver.

Team drivers – push logs from one driver to the other, must accept or reject.

Uncertified Report – Drivers who have not certified their logs in the required 24-hour period.

Unidentified driver – Any truck movement with no driver logged into the MDT.

Yard move – Truck movement within a yard (off public roadways) recorded as on-duty time instead of Driving time.