ELD Instructional Manual

Labatt
FOOD SERVICE

ELECTRONIC LOGGING DEVICE

VERSION 4.0 OR HIGHER

DECEMBER 16, 2019

ELD Identifier

Labat1

Labatt
FOOD SERVICE

ELD UNIT DESCRIPTIONS & COMPANY INFORMATION:

Labatt Food Service,
4500 Industry Park Dr. San Antonio, TX 78218
(210) 661-4216
Fax: (210) 572-3161

Device Name – Labatt OBC
ELD Model Number – "OBC", Panasonic FZ-G1 Unit, Software 4.0 or Higher
ELD Identifier – Labat1
Effective Date – December 16th, 2019

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ELD Boot Up/Log-in:

After completing your pre-trip inspection enter your tractor.

Once inside, turn the ignition key on

Turning the ignition key on will also automatically turn the ELD unit on. You should be able to see the ELD booting up. This process may take a couple minutes. If the ELD is off and does not automatically turn on. Check to see that the power cable is plugged into the bottom left side of the ELD and then press the power button on the face of the ELD on the bottom right to power it on

The ELD is ready to use when it's on the login screen.

This is the log-in screen you should see once the ELD powers on. ALWAYS log in before moving the tractor.

If you don't log-in and drive the tractor, you will get a warning on the screen to stop and log in.

Every time you do this, your driving is recorded as unidentified driving and your supervisor may assign it to you later. Always avoid this by logging in every time.

To Log-In, type in your employee ID and click "Log-On"

The first screen is a safety agreement that you are required to accept when operating a Labatt ELD.

Edit Request/Unidentified Driving Events:

You will see this screen after accepting the safety agreement. This screen shows all the unclaimed unidentified driving that happened in the tractor you are driving in the last 7 days.

You can determine whether it was you that created these driving events by the time stamp on the event. If you were driving that tractor at that time stamp then click accept next to them. It will disappear once you do.

Leave the ones that aren't yours and click continue without accepting.

If there are no unidentified driving events on the tractor, you will not see this screen.

If an HOS auditor has made a request to edit your logs or if a supervisor has assigned an unidentified driving event to you, you will see those requests in this page.

The red line on the graph grid is how your log currently looks. The orange lines show how the proposed edits will change your log. If you accept the edit requests, the orange line will turn to red and be saved as your log. To accept an edit request click accept next to it.

If you believe a request was made in error, Click Reject.

When you do accept or reject a request, the request will disappear off the screen.

If there are any requests left after you've accepted and rejected the requests you want to you can click "Continue Without Accepting" to skip them for now. You can accept or reject these the next time you log in.

You may see multiple edit request screens if you have edit requests for multiple days. If you don't have any edit requests you will not see this page.

Uncertified Logs, Pre-Trip & Logging in a Co-Driver:

After the Edit Requests and Unidentified Driving Screens, you will be taken to the oldest log of yours that has not been certified. The date of the log you're being asked to certify is at the bottom center of the page.

A log may be uncertified if you've never certified it or a change was made after you certified it in the past. To certify it, click certify and continue. A pop-up asking you if you are sure you want to certify will appear. Click agree in the pop-up

If you don't want to certify, click Continue without certifying.

After you certify or skip your oldest uncertified log, you will see your next oldest uncertified log and so on until you have either skipped or certified all of your uncertified logs. If you skip them, you will see them again next time you log in. If you have no uncertified logs you will not see these screens.

The Next Screen is the Pre-Trip screen. The odometer reading should already be filled in but if not, manually enter it by clicking on the odometer text box.

And then use the number pad on the right to enter in the odometer reading.

Also manually enter the temperatures of each zone in the trailer using the number pad as well.

Once you've passed all the initial screens, you'll see your route screen. To log in a co-driver, click on the menu.

From here, click "Log Off/Log In" at the top right.

In this page, click "Log in" next to the "add driver" column.

Now the co-driver can enter in their employee id and click log-on.

You should now see the co-driver next to the co-driver section.

You will also see the co-driver's name in the menu.

If you and the co-driver switch and they are now the one driving the tractor, click switch roles at the top.

This is incredibly important because if you do not, both you and the co-driver will have incorrect logs. Once you click switch roles, you will see your name under co-driver, and the other driver will be in the driver field.

Changing Duty Status:

There are 4 Main Duty Statuses you can be in. Driving, On-Duty Not Driving, Sleeper Berth and Off-Duty.

There are three ways to be switched to driving mode. The first is if you are logged into the ELD and simply begin driving, the ELD will automatically switch your status to driving. The second is if you are in the route screen and click “Driving” at the bottom.

The third way is if you go to the menu and select driving there.

Whenever you are in driving status, the screen will be switched to the navigation map.

There are also 3 ways to go to On-Duty Not Driving Mode. The first way is if you click “On-Duty Not Driving” in the map when you arrive at a stop.

The ELD will ask you if you have arrived.

Click arrive and the ELD will take you to the “Stop Details” page and put you “On-Duty Not Driving”

The second way is if you click On-Duty Not Driving in the Menu. You should use this method when you are stopped but not at a customer’s location.

The third way is if you are in driving mode and you stop the tractor and haven’t driven in 5 minutes, the ELD will ask you if you are still driving. If you aren’t, click on-duty not driving. If you ignore it, it will automatically put you on-duty not driving after 1 more minute.

To go off-duty through the ELD, you will first need to be on-duty not driving for 5 minutes before you can click it from the menu. This button can be used to take a required 30 minute break if needed.

If you are going to sleep in the tractor for a 2-day route, go to the menu and click sleeper berth.

Viewing and Making Edits to your Logs:

In the menu you can access your last 7 day’s logs. The “View Graph” screen will show you the header and graph grid version of your log.

You can navigate through the date using the arrows by the date at the bottom.

You can even certify a log here by clicking the certify button.

If the certify button is grayed out and says “certified” instead of certify, it has already been certified.

To go back to the menu click “Back to Menu” at the top right.

To edit one of your last 7 days’ logs, click “View Events”

This screen shows your graph grid at the top and the event log at the bottom. The event log is simply all of the events on your log and the graph grid are those events in a graph format. You can scroll up and down on the event log to see all the events of that day by swiping up or down in the event log area. You can use the arrows to navigate through the last 7 days.

To edit, click edit by one of your events.

The event will highlight in yellow and the details of that event can be edited at the top.

To edit a detail, click the textbox you wish to edit then click A2 to use the keyboard to make a change.

The duty status is a drop down menu.

After any edit, you will need to write an annotation before you can save it. Briefly explain the reason for your edit here. Use the A2 button to use the keyboard.

Once done, click save.

For events that you can only annotate, they will say annotate instead of edit. Click on it.

A pop-up will appear for an annotation. Use the A2 button to use the ELD keyboard, type your annotation and then click accept.

Once done, click Accept

You can also add a missing event with the Add event button at the bottom left.

Enter in each detail of the event you wish to add at the top.

The menu also has some other features you may need on your route. If you need to change your trailer number or route number if you swapped trailers with someone for instance, you can click Edit Vehicle number and Route number.

Sending Logs to FMCSA or Enforcement Officer:

If a police officer asks you to send them your last 7 days' logs. First navigate to the menu. Then click Send logs to police.

The officer will tell you if he wants the logs through the web service or email. Click the one he asks for.

The officer will also tell you a routing number that you will type in the comment section. Click the comment section then use A2 to type in the routing number with the keyboard.

After you type the routing number. Click Send, the ELD will tell you if it was successful.

Post Trip:

When you finish your route and arrive back at the depot, the ELD will actually prompt you to stop the tractor and switch to "yard moves" if you begin driving without doing so.

Yard Moves is a special status under "On-Duty Not Driving" that allows you to be in on-duty not driving mode even while you are driving the tractor but only while at a Labatt depot. To do this, first switch your duty status to "On-duty Not Driving" and then select "Yard Moves"

When you click "yard moves" there will be an annotation pop-up with the word "yard" prefilled. Then click accept in the pop-up.

While you are in any Labatt property you want to stay in the Yard Moves Status so that the driving you do inside the yard, such as driving to the Fuel Island and wash bay, isn't counted toward your driving time. You can only use "yard Moves" while on a Labatt yard. If you leave a Labatt yard on "Yard Moves" you will automatically be switched to driving.

After you have finished all your post trip duties such as fueling up and washing the trailer, you will park the tractor on the yard. Before leaving the tractor, click “Finish Route” on the menu screen. This button normally says “Log Off/Log in” but will say Finish route when you’re back at the Labatt depot after completing a route.

You will be then taken to the “Post -Trip” Screen.

If the Ending Miles aren’t automatically entered, enter them yourself using the keypad to the route and then click “finish route”.

Once you click finish route, wait for the ELD to upload all your HOS data. There is a loading bar that shows this. This may take a few minutes

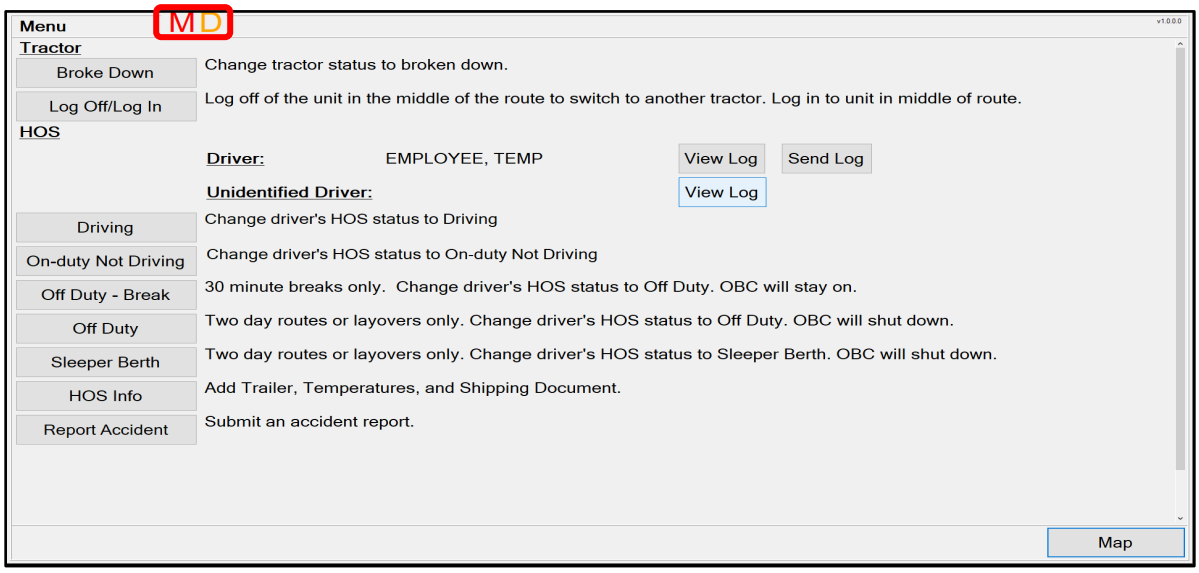
Once it’s done, it will say you have successfully logged off.

You can now turn the tractor's ignition switch off and make sure NOT to unplug or turn off the ELD.

Malfunction Reporting Instruction Sheet

The following instructions are in accordance with the guidelines set forth in 395.34:

- If the ELD is malfunctioning, there will be a red “M” at the top left on any screen you’re on. In your graph-grid paper logs, you will need to reconstruct the current 24-hour period’s logs and the last 7 days’ logs unless you can still retrieve those logs from the ELD. You will need to record the remainder of the day’s logs on graph-grid paper logs until the ELD is back in compliance. When the ELD has a malfunction, report it in your DVIR form. This also applies if the ELD freezes or will not turn on.
- If the ELD has an orange “D” it means there is a data diagnostic event. You do not need to switch to paper logs in this case or report it in your DVIR. This happens if:
    - There are any unidentified driver events that no one has accepted. (“D” will disappear when someone claims those events.)
    - If the ELD is unable to pull odometer readings from the tractor. (“D” will disappear if it regains ability to reads odometer.)
    - If the ELD was unable to get location for a previous event. (To remove the “D”, you will have to manually enter the location through the Event Log on the event that the location was missing.
    - Note the malfunction of the ELD and provide written notice of the malfunctions to the motor carrier within 24 hours;



If an ELD malfunctions, a motor carrier must:

1. Correct, repair, replace, or service the malfunctioning ELD within eight days of discovering the condition or a driver’s notification to the motor carrier, whichever occurs first, and
2. Require the driver to maintain paper record of duty status (RODS) until the ELD is back in service.

Transferring ELD Output File to Enforcement Instruction Sheet

- How to display and/or transfer HOS logs if requested by an enforcement officer
- From the map press the menu button located in the bottom right corner
- This will take you to the route information screen, press the 'MENU" button in the bottom left corner of the screen to view the Main Menu
- If you are instructed by the enforcement officer to SHOW them the logs follow these steps
    - To show by the Graph, press the "VIEW GRAPH" button in the HOS logs box
    - Use the arrow buttons at the bottom of the screen to scroll through the last 7 days
    - To show logs by the Event List, press the "VIEW EVENTS" button in the HOS logs box
    - Use the arrow buttons at the bottom of the screen to scroll through the last 7 days
- If you are instructed by the enforcement officer to SEND them the logs, press the "SEND LOGS TO POLICE" button in the HOS Logs box
    - A box will appear giving you 2 ways to transfer the log. Advise the officer that you can transfer the logs via Web Service and Email
    - To transfer by Web Service, the officer will provide you with an identification number
    - Be sure the radio button for "Web Service" is selected and input the given number in the Comment box
    - Press send
    - You will receive a confirmation of successful or unsuccessful right underneath the CANCEL button
    - The same process can be followed for transfers by Email.
    - The officer will provide you with an email address, which you will input into the Comment box
    - Be sure the radio button for "Email" is selected and press "SEND".

DRIVER'S DAILY LOG

(24 HOURS)

_____ / _____ / _____
(Month) (Day) (Year)

Original - File at home terminal
Duplicate - Driver retains in his/her possession for eight days

Total Miles Driving Today | Total Mileage Today

Name of Carrier or Carriers

Main Office Address

Home Terminal Address

I certify these entries are true and correct:

Truck/Tractor and Trailer Numbers or License Plate(s) / State (show each unit)

Driver's Full Signature | Co-Driver's Name

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1. OFF DUTY																									
2. SLEEPER BERTH																									
3. DRIVING																									
4. ON DUTY (NOT DRIVING)																									
REMARKS	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	

SHIPPING DOCUMENTS:

B/L or Manifest No.
or
Shipper & Commodity

Enter name of place you reported and where released from work and when and where each change of duty occurred.

From: _____ To: _____

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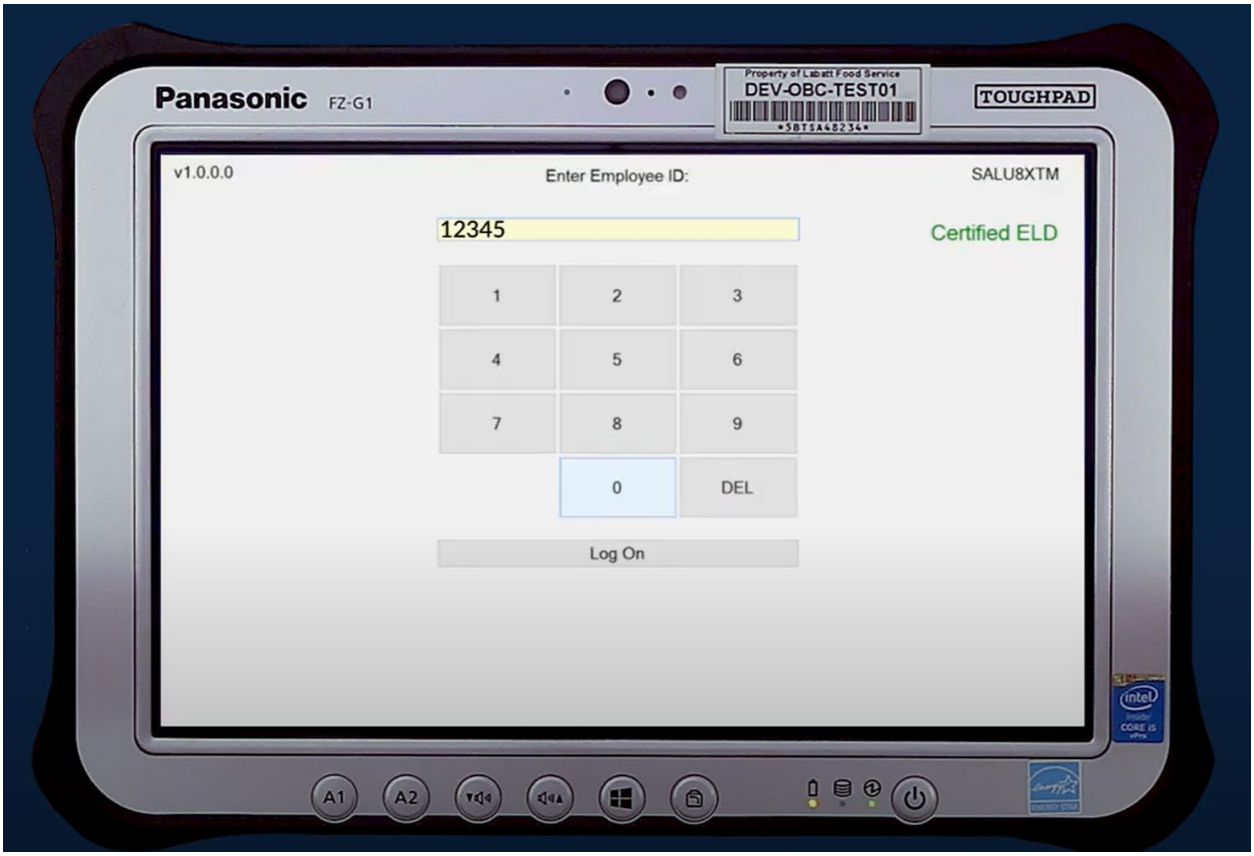
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Log On
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A2

EXHIBIT A