Instruction Manual for Drivers

Quick Guide for Operators

• Download the logbook app to your smartphone or tablet.

• Start the app by tapping its icon.

• Log into the system:

- Enter your username
- Enter your password
- Tap Sign In

• Select the vehicle you will be driving from the provided list.

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• In order to sync the app to the ELD device enter the MAC address located an the device and tap Connect.

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• Select your Duty Status. You may add notes to a status event if necessary.

• Your status will be switched to Driving automatically whenever the truck moves at 5 or more miles per hour.

Remaining
00:00
OFF DUTY
⌄

Remaining
13:59
ON DUTY
⌄

Remaining
07:59
DRIVING
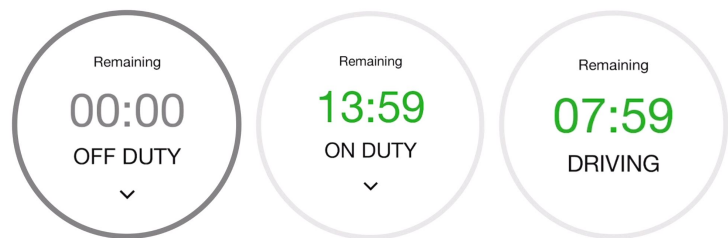
• After driving, tap on the status circle, select your new status and press Update. Change your status as many times as necessary.

• At the end of your shift, tap the status circle, select Off-Duty and press Update.

• Go to Certify Logs and sign your Certify Records of Duty Status for the day.

• Go to the main menu and tap on Logout.

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Duty Status Options

Duty status options are:

Off Duty	○
Sleeper	○
Driving	○
On Duty	○

• Driving. Driving time is automatically recorded and cannot be edited. The ELD will switch to Driving when the vehicle moves at five miles per hour or more.

• On Duty. You can select this status to indicate the beginning of a shift or when performing tasks other than driving.

• Off Duty. Select this status for any type of break, except sleeper berth time.

• Sleeper. Use this status when resting in the sleeper-berth compartment of the unit.

The following duty status options can be configured by fleet managers through the online portal:

• Personal Use. If personal use is selected, the status will be set to Off Duty automatically.
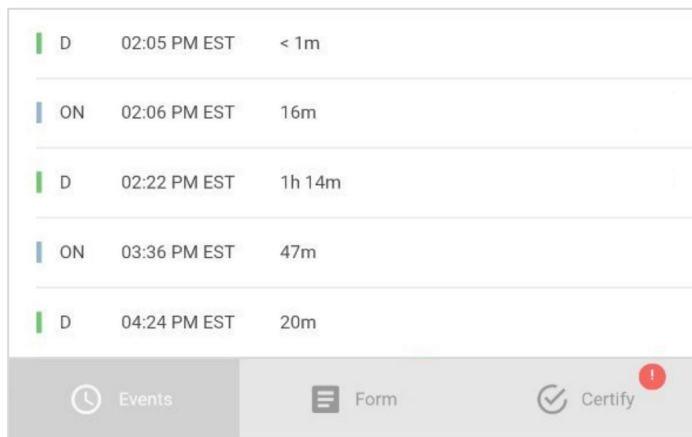
PERSONAL USE
⌄

• Yard Move. If Yard Move is selected, the status will be set to On Duty.

Logbook

Log edits are allowed to correct mistakes or clarify information. While driving time cannot be edited, you may edit your logs for the past 14 days as long as you annotate a valid reason.

Fleet managers may suggest edits but you must confirm it and recertify the edited logbook.

D	02:05 PM EST	< 1m	
ON	02:06 PM EST	16m	
D	02:22 PM EST	1h 14m	
ON	03:36 PM EST	47m	
D	04:24 PM EST	20m	
Events		Form	Certify

Go to the events sections and tap on a specific status to view locations and notes. To edit a past duty status, tap the Pencil. To add a past duty status, tap +.

Certify Records

As a driver, you are required to certify the data on your RODS after you are done working. This is the legal equivalent of signing the document.

At the end of your shift, tap Certify and sign your log.

If you have uncertified logs, you will see a pop-up screen when you sign into the app reminding you to sign your logs.


Clear signature

You can tap Certify Records or delay certification.

Roadside Inspection

Select the DOT Inspection Mode to deliver RODS and other data to a safety inspector or law enforcement officer.

Tap Start Inspection to display your logs on the mobile device. The officer can scroll down to view logs information or tap on the (<) and (>) icons to check logs from other dates.
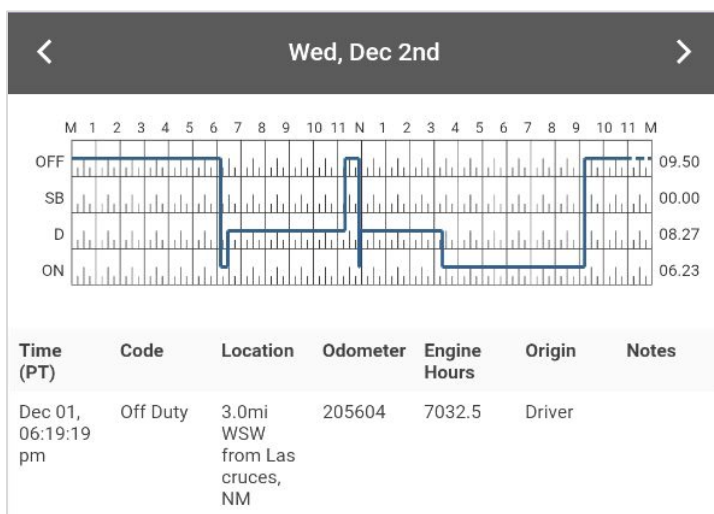
If the officer requires you to transfer the data to the eRODS repository, you can do it through email or web services. Fleet managers can also transfer a driver's RODS through the online portal.