



RAND
MCNALLY

Hours of Service Reference Card or ELD Instruction Sheet

What to do during a ROADSIDE INSPECTION or a FIXED SITE INSPECTION:

Tap **HOS > OPTIONS** Reference the OPTIONS tab when you are inspected and need to share your logs with enforcement.

When you are inspected, hand this Hours of Service Reference Card to the officer/inspector (an officer may refer to it by a different name, but this shows the officer how to use your device elogs). The officer/inspector may ask to view your logs directly on the in-cab device and/or receive your logs by email.

1. Tap **ENFORCEMENT VIEW** before showing your device to law enforcement.
You must certify all logs except for the current day's log to enter ROADSIDE AUDIT mode
2. Tap **YES** when prompted to "Require driver portal password to exit 'Enforcement View?'"
Enter your password
3. Tap **SEND LOGS TO ENFORCEMENT** to send logs to law enforcement.
You must be in ROADSIDE AUDIT mode to email your logs to enforcement.
 - a. Enter valid email address, then tap **SUBMIT**
 - b. Once the inspection is finished, tap **BACK**, then enter your **DRIVER PORTAL PASSWORD** again to exit **ENFORCEMENT VIEW**

To send logs to anyone else, use the Email HOS Logs button under Options.

***Legal Requirements:** The driver is responsible for verifying the accuracy of the logs. Drivers are not able to edit driving time on electronic logs. If a system error occurs, the driver is instructed to keep paper logs during this period.

Rand McNally certifies that the in-cab device is compliant with FMCSR 49CFR 395.15

Duty Status Totals

Tap **HOS > Today's Logs > List**

This tab shows duty status changes and other information required by FMCSA.

Tap up and down arrows to view data collected for each day within the current 8 day period.

View: Click this to see additional detail for the currently selected status/event

Tap: Time OR **Duration** to switch between the time of the event and the duration of the event.

Tap: Status/Remark OR **Status/Location** to switch between the event and the remark or the event with the location

Change Event List - Tap:

- **All** (All ELD Events)
- **More** (Duty status with history)
- **Classic** (Duty status only)

Add: Add a new duty status

Certify: Certify the log every day

Trip: Day's Trip Info

Tap **HOS > Today's Logs > Summary**

Information required by the FMCSA for the selected day. Tap the up and down arrows next to the date to scroll through each day in the current 8 day period.

Additional information captured by the summary includes:

**Display Date, 24-hour Start Time, Time Zone Offset, Carriers USDOT # and Name
Driver Name/Logon, License State & Number, Co-Driver Name/Logon,
ELD Registration ID/Provider, Current Tractor #/VIN, Odometer, Engine Hours, Location,
Shipping Document Number(s), Trailer(s), HOS Rule, Exempt Status,
Unidentified Driving Records, Malfunction Indicator, Data Diagnostic Status,
Total Miles, Work Miles, Personal Miles**



Never attend to the device or allow it to distract you while driving. Failure to pay full attention to the operation of your vehicle could result in death, serious injury or property damage.

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Current Duty Status & Timers

Tap **HOS**

This tab displays your current duty status and the time remaining before you are in danger of violation.

The tab title reflects the Service Cycle in use (US-8, US-7, Texas, etc.)

- Lists your driver name and current duty status.
- Displays your current driving availability. The time displayed is the lesser of the times remaining for the current duty day.
 - Green text = Greater than one hour available
 - Yellow text = 1 hour or less available
 - Red text = If you drive, you will be in violation.

Today's Log: All detail of the current day's log

More Timers: View additional HOS time details

Co-Driver: Enter Logon for access to co-driver logs

Driving Mode: Change driving mode:

- **Normal Mode:** Standard HOS Driving
- **Yard Move:** Must be 'On duty' to enter
- **Personal Use:** Must be 'Off duty' to enter

Tap On-Duty and enter applicable information about your trip, including remark, then tap submit.

Select Yes when asked if your first on-duty of the day is the beginning of your shift. This will move you to on-duty status and will start your 14 hour on-duty day.

Driving is automatically recorded if the wheels are turning.

- **The system will ask you if you are still driving 5 minutes after stopping.**
- **To avoid losing this drive time you should always enter a status of On duty as soon as you stop driving**

Current Duty Status & Timers (continued)

Tap **Driving Mode to change your driving mode to Yard Move or Personal Use**

Tap sleeper berth to enter sleeper berth mode

Tap off-duty for breaks or other required periods

You can select Remarks as you change statuses

You should always select 'On duty' immediately when you stop driving

Logs: 8-Day Duty Status Totals

Tap **HOS > **Logs****

The logs tab displays the duty status totals and total miles driven for each day in the current 8-day period.

A yellow * indicates that the log requires attention. The log may be missing information or contain an edit that needs to be reviewed.

The ✓ indicates that the log has been certified. **Your log should always be certified as soon as it is complete.**

Each record shows the date, total miles, and time spent in each mode: off duty, sleeper berth, driving and on duty.

Graph: Selected Day's Log Graph

Tap **HOS > **Today's Logs** > **Graph****

Tap the up and down arrows to scroll through the log of each day for the last 8 days.

Tap <Prev and Next> to move the green cursor on the graph. The corresponding duty stats, time and location will display above.

Tap view to make changes to a duty status or trip info entry.

Tap add to add another duty status to a previous day

Tap certify to certify the selected day's log as correct, starting with the oldest day in the current 8 day period. Once you certify a log, you cannot make any changes to that log. If the log is already certified tap View to view details of duty status or trip info entries.

Moving from One Truck to Another

Tap **HOS > **Options** > **Change Trucks****

The device will upload the logs, log the driver out, and bring the driver to the login screen.