Driver Manual

Contents

Driver Login

Driver Login (Part 1)

The driver is presented with a list of accounts when the tablet is turned on or activated. The driver must select their name from the list provided to complete login and change their duty status.

Notes

The company administration department is responsible for adding, editing and deleting all driver information. Once the driver has been added into the driver management system, their name will appear as shown on the left. Motor carriers are required to manage their ELD accounts, including creating, deactivating, and updating accounts and ensuring that individuals have ELD accounts with appropriate rights. Each driver must have a unique ELD drivername. Each driver account must include the driver's name, license number, and licensing state.

Log In

Hello,
Edgar Hayrapetyan

Enter your pin

1 2 3 _

I FORGOT IT
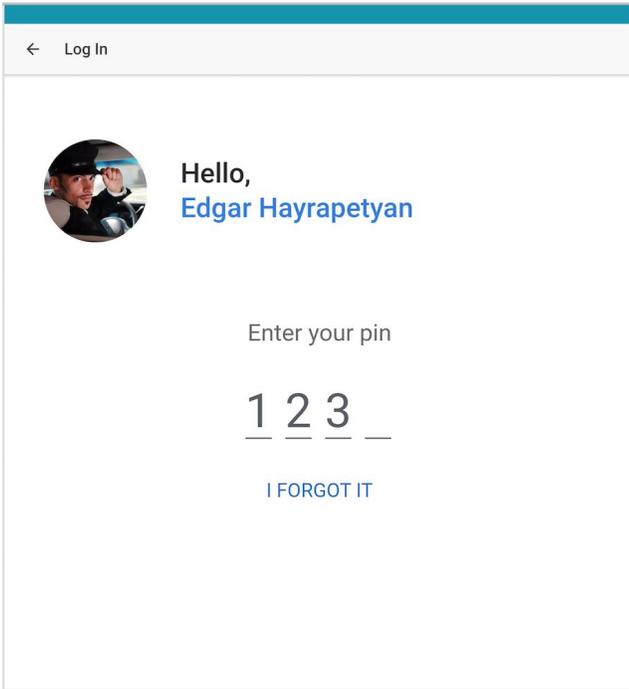
Driver Login (Part 2)

After selecting their name from the list, the driver will need to enter their 4 digit unique pin to log in. After login, the CLD creates a connection between the onboard GPS device and ELD application. There can only be one unique driver connection at a time.

Notes

The drivers pin should be confidential and should not be shared with any other employee.

Pin Generation

If the driver has not yet set a pin, they will be sent an SMS text message to their cell phone on on record. This message will contain a special code to validate their account. They will then be redirected to page where he should enter this verification code. After verifying their phone number, the driver will be given opportunity for setting their pin.

Choose Truck & Trailer

Truck & Trailer Selection

Before proceeding to the dashboard page, the driver is asked to choose truck and trailer. These steps can be skipped, but the driver must select a truck & trailer before the beginning of each shift (overwise they are not allowed to change duty status).

Notes

The driver MUST log out after each shift to make the truck & trailer available for the next driver.

information about their activity for that day.

As per the ELD mandate, the device will automatically change status between On Duty and Driving as well as Driving and On Duty. The driver will be presented with notifications to confirm the duty type status change.

Company personal must log all Yard Moves using the YM button shown on the dashboard. (See below for a definition of each button)

Dashboard   ELD Logs   Data Transfer   OK   Alerts

FRIDAY JAN 19, 9:42 AM

	09:31				00:00
OFF	OFF DUTY	P	SB	SLEEPER BERTH	

	00:08			00:02:30	
D	DRIVING		ON	ON DUTY	YM

ORDER #232511, EAST END MARKETING   ALL 1 ORDER

Manifest #:	Dispatched:	Fuel:
CI 0047056	Central Islip	Reg 6500 Prem 801 ULSDsl 1700 ✎

From: Northville Industries Holtsville
To: #415 Valero 415 Flanders Rd, Flanders, NY

TERMINAL ARRIVAL	LIFT	TERMINAL DEPARTURE	STATION ARRIVAL	STATION DEPARTURE
07:36 AM	07:49 AM	09:29 AM	09:30 AM	

ⓘ Driver Dashboard

The driver dashboard is where the employee will see

Off Duty – The driver is not working.

Sleeper Berth – The driver is resting in the truck's sleeper area. (Long distance)

Driving – The driver is actually driving the vehicle.

On Duty Not Driving – The driver is doing work other than driving, such as fueling, inspection, unloading freight, etc.

YM (Yard Moves) – Used for mechanics and drivers who move a truck around the motor carriers property.

On Duty status change, timer for each duty status is activated and the Hours of service rule is applied to those.

11-hour driving rule – A driver may *drive* up to 11 hours total before he is required to take a 10-hour break. The 11-hour clock only ticks while the truck is actually being driven.

14-hour on duty shift rule – As soon as a driver changes his status to On Duty or Driving to start his day, a 14-hour clock starts ticking. This clock DOES NOT STOP ticking, even if the driver switches to Off Duty or Sleeper Berth. Once the 14 hours is up, the driver must take a 10-hour break before driving any more.

70-hour in 8 days rule (or 60 in 7) – Total time spent Driving *and* On Duty cannot exceed 70 hours in any 8-day period. So add up the time spent Driving and On Duty today, plus the prior 7 days. That total cannot be over 70 hours. A driver may "gain back" time at midnight when the oldest day in his 8-day

window falls out of the time range. To completely reset the 70-hour clock requires a 34-hour restart (see below). There is also a variation of this rule that works the same way, but limits work time to *60* hours in *7* days. Fleets can decide which of these two variations they want to use.

8-hour, 30-minute break rule – When the driver comes off a break and changes to On Duty or Driving, an 8-hour clock starts ticking. Before the 8 hours is up, the driver must take at least a 30-minute rest break in Off Duty or Sleeper status. After the 30-minute break, the driver has at most other 8 hours to work before he is required to take another 30-minute break.

10-hour break – If time on the 11-hour or 14-hour clock has expired, the driver must take at least 10 consecutive hours in Off Duty and/or Sleeper Berth status to reset those clocks.

34-hour restart – If a driver is running low on time on his 70-hour in 8 days clock (or 60-hour in 7 days), he can complete a 34-hour restart to reset the 70-hour clock. A restart must be 34 consecutive hours of Off Duty and/or Sleeper Berth time. (Note: there *used to be* some additional rules placed on the 34-hour restart. These old rules dictated that it could only be used once every 7 days and that it had to include two mornings from 1am-5am. These rules were suspended in 2014 and are no longer in effect)

The ELD automatically records the date, time, geographic location (accurate to a one-mile radius), engine hours, vehicle miles, driver or driver ID, vehicle ID, and motor carrier ID. The data is recorded at power-up and shutdown, at every change in duty status, at least every hour while the vehicle is moving, whenever a driver logs in or out, and when an ELD detects or clears a malfunction or diagnostic event.
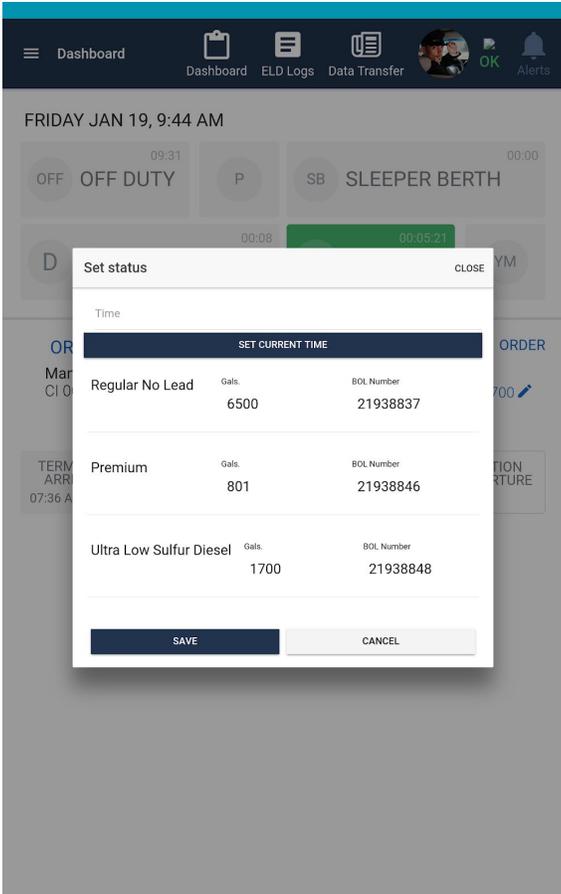
Order Section

Once clocked in, the timer and orders section for that driver becomes activated. The driver can see their clock-in time located in menu available located in left upper corner of the app. In the orders section of the menu the driver can see all of the information about the orders assigned to them. The driver should log all information of each order and information can be changed later if needed.
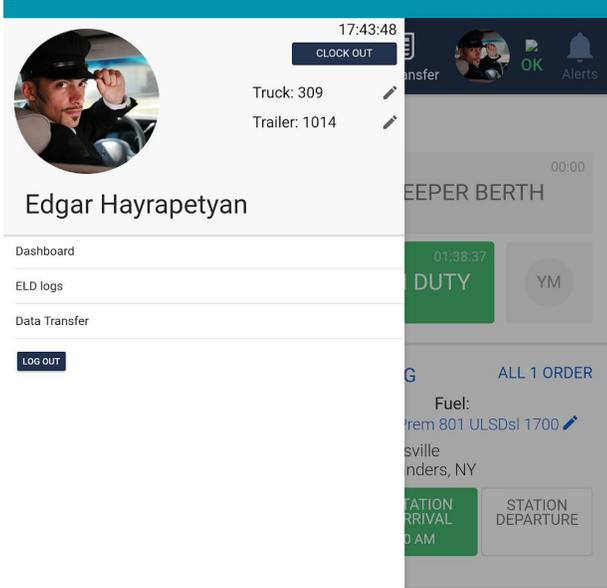
App Menu

The menu is used for navigating through the application. Drivers can change their truck or trailer, check when they clock in/out, access their logs, access the dashboard, and transfer data using the menu.

Log Page

This page lets you see the daily driver logs for the last 8 days. The log chart will be shown for the current day by default but the driver has the ability to change the day. If the log is not certified a notification about that is shown. The driver can certify records for that day by going to daily log page by clicking on VIEW button. Before logging out the driver is forced to certify the records for the day if they have not been certified yet (otherwise it is certified automatically). If someone operates an ELD-equipped vehicle without logging in, the ELD data that gets collected has to be stored in an "unidentified driver" account. When a driver logs in to that ELD, the driver will be prompted to review any unassigned driving time and must indicate whether that time belongs to that driver. Motor carriers have to make sure that "unidentified driving" records are reviewed and must assign the time to the correct driver or add notes to explain why the time is unassigned.

If there are unidentified records the driver will be able to see the "unidentified records" tab next to their logs. The driver can assign unidentified logs to themselves by going to daily log page for that unidentified logs.
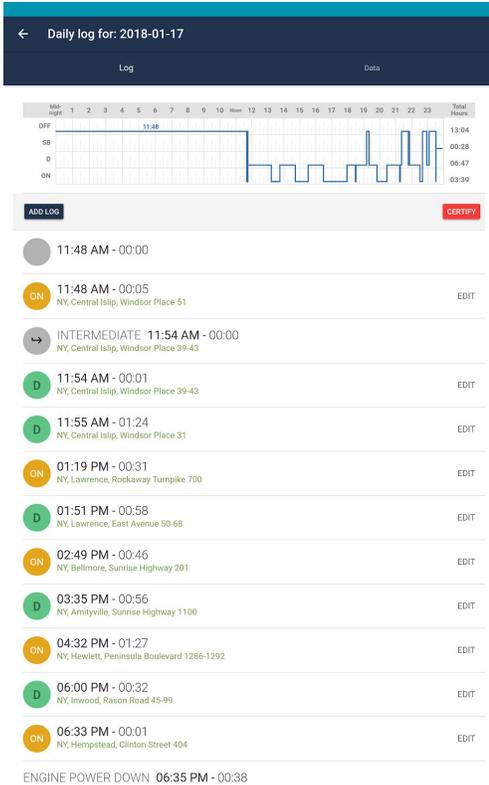
Daily Log

The daily log page contains records for specific date and displays a chart for that day logs.

Record include the following:

- **Records Automatically Logged by ELD**
- **Driver Edits**
- **Driver Change Duty Status**
- **Driver Entries**
- **Driver's Assumption of Unidentified Driver Logs (from APP)**
- **Assign Unidentified Driver Logs (from OTIS)**
- **Motor Carrier Edit Suggestions**
- **Driver's Actions Over Motor Carrier Edit Suggestions**
- **Malfunction and Data Diagnostic Events**

An ELD must monitor and be compliant with the ELD mandates technical requirements and detect malfunctions and data inconsistencies related to power, data synchronization, missing data, timing, positioning, data recording, data transfer, and unidentified driver records requirements. The ELD output will identify these data diagnostic and malfunction events and their status as either "detected" or "cleared." Typically, a driver can follow the ELD provider's and the motor carrier's recommendations to resolve the data inconsistencies that generate an ELD data diagnostic event, while a motor carrier must correct a malfunction

"Power data diagnostic events" occur when an ELD is not powered and fully functional within one minute of the vehicle's engine receiving power and does not remain powered for as long as the vehicle's engine stays powered.

"Power data diagnostic events" occur when an ELD is not powered and fully functional within one minute of the vehicle's engine receiving power and does not remain powered for as long as the vehicle's engine stays powered.

"Power compliance malfunctions" occur when an ELD is not powered for an aggregated in-motion driving time of 30 minutes or more over a 24-hour period across all driver profiles.

Certifying Records
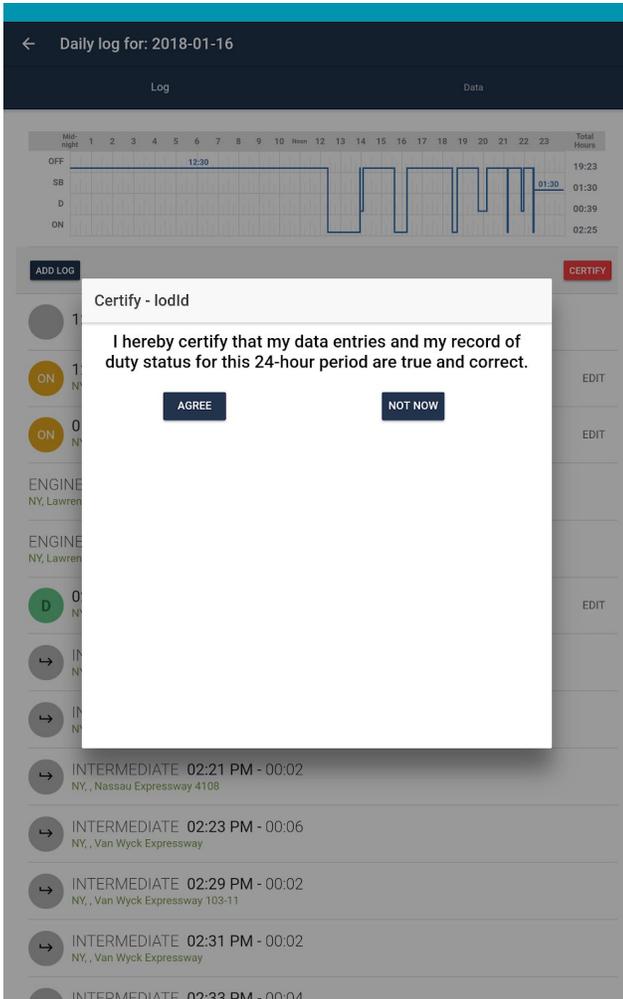
Drivers can review their ELD records, edit and correct inaccuracies, enter any missing information, and certify that the information is accurate for that day. Drivers must also submit their ELD records to the motor carrier within 8 days. If any edits are needed after an ELD record has been submitted, the driver has to make the edits through the ELD and then re-certify the record. Changes or additions to a record have to be explained. After reviewing a driver's submitted logs (but not before they have been submitted), the motor carrier can request edits to ensure accuracy.

 The driver must confirm or reject any proposed changes, make the appropriate edits, and re-certify the record. No one may alter or erase the original information collected about driver's hours of service

Data tab

Daily log for: 2018-01-22

Log	Data

Date 2018-01-22	24-hour Starting Time 2018-01-22
USDOT # 802837	Carrier Consolidated Bulk Carriers Corp.
Driver Name Edgar Hayrapetyan	Driver ID 224
Driver License State NY	Driver License Number 363539007
Co-Drive -	Current Odometer -
ELD ID -	ELD Provider -
Truck Tractor ID 497	Truck Tractor VIN -
Shipping ID -	Unidentified Driving Records 0
Exempt Driver Status -	ELD Malfunction Indicators -
Driver's Data Diagnostic Status -	Date Tue Jan 23 2018 06:22:52 GMT+0300 (MSK)

DETAIL LOG

During an inspection, drivers must be able to display or print their logs for inspection.

For that driver must go to the data tab of the daily log page. Upon request, drivers must also transfer their ELD records electronically to the enforcement official for on-the-spot auditing, including logs for today and the prior seven days. There are two ways for doing this: either with email or via web service.

For Data transfer driver must go to menu/dashboard and go to data transfer page.

Comment

Email logs for the current 24-hours period and the previous 7 consecutive days

Email your logs to the DOT Officer if they request a paper copy of your logs.

SEND EMAIL

Send logs for the current 24-hours period and the previous 7 consecutive days via Web Service

Send your logs to the DOT Officer if they request a paper copy of your logs.

SEND VIA WEB SERVICE

Data Transfer

Clicking on the Data Transfer button from the Menu or from header in dashboard page, will display the list of supported data transfer options. The ELD provides a standardized single-step compilation for the driver's ELD records and initiation of the data transfer to authorized safety officials when requested during a roadside inspection.

The safety official can fill in a routing code to reference in the email in "Comment" field.

By clicking "Send Email" electronic data transfer file will be generated on the server and then sent as an attachment to an official email. This email address is pre programmed in the ELD by the vendor.

By clicking "Send Via Web Service" file will be generated on the server and file transfer will be initiated to FMCSA server.

Example of Full Day ELD Record:

Record Date	USDOT #	Driver License Number	Driver License State	ELD ID	Trailer ID
20-Nov-14	123456789	D000368210361	IL	987654	Unit #
Time Zone	Driver Name	Co-Driver Name	ELD Manufacturer	Shipping ID	Data Diagnostic Indicators
CST	Smith, Richard		Acme ELDs	BL1234567890	No
24 Period Starting Time	Driver ID	Co-Driver ID	Truck Tractor ID	Unidentified Driver Records	ELD Malfunction Indicators
Midnight	1234567		Unit #	No	No
Carrier	Start End Odometer	Miles Today	Truck Tractor VIN	Exempt Driver Status	Start End Engine Hours
Acme Trucking	39564 - 39984	420	1M2P267Y5AM022445	No	758.2-765.7
Current Location		File Comment		Print/Display Date	
6 mi. NE North Auburn, CA				20-Nov-14	
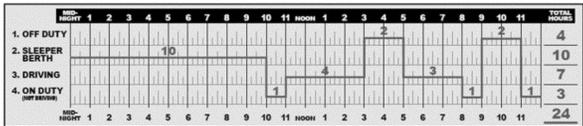
ELD Authentication Value Validation

Description   : An alphanumeric value that is unique to an ELD and verifies the authenticity of the given ELD.

Purpose   : Provides ability to cross-check the authenticity of an ELD used in the recording of a driver's records during inspections.

Source   : ELD provider-assigned value; includes a certificate component and a hashed component; necessary information related to authentication keys and hash procedures disclosed by the registered ELD provider during the online ELD certification process for independent verification by FMCSA systems.

Used in   : ELD outputs.

Data Type   : Calculated from the authentication key and calculation procedure privately distributed by the ELD provider to FMCSA during the ELD registration process.

Data Range   : Alphanumeric combination.

Data Length   : 16-32 characters.

Data Format   : <CCCC………CCCC>.

Disposition   : Mandatory.

Example   : [D3A4506EC8FF566B506EC8FF566BDFBB].

Procedure to validate:
1. Concatenate the driver license number, ELD identifier and ELD registration ID together. If there is no driver license number (for "non-driver" account), use the empty string for the driver license number.
2. Hash the value from Step 1 using sha-256
3. Take the first 32 characters bytes from the string from Step 2. This is the authentication value.

Malfunction & Diagnostic

At Each instance when an ELD malfunction or data diagnostic event is detected or cleared by the ELD, the ELD records the event. The recorded malfunctions and data diagnostic events are inconsistencies found while monitoring the app/ELD against FMCSA compliance requirements. These instances are indicated in the application header with 2 icon indicators (Diagnostic and Malfunction). If an Diagnostic or Malfunction Event occurred appropriate indicator will become red and Record will be created and saved in ELD. To know more info about the event occured, click on the red indicator and it will show popup with the event message. If event has been cleared by the ELD indicator it will then go back to a normal state.

Here is the list of messages and codes for Diagnostic and Malfunction Events:

Table 4

Standard Coding for Required Compliance Malfunction and Data Diagnostic Event Detection

Malfunction Events

Malfunction/ Diagnostic Code	Malfunction Description
P	"Power compliance" malfunction
E	"Engine synchronization compliance" malfunction
T	"Timing compliance" malfunction
L	"Positioning compliance" malfunction
R	"Data recording compliance" malfunction
S	"Data transfer compliance" malfunction
O	"Other" ELD detected malfunction

Diagnostic Events

Malfunction/ Diagnostic Code	Data Diagnostic Event
1	"Power data diagnostic" event
2	"Engine synchronization data diagnostic" event
3	"Missing required data elements data diagnostic" event
4	"Data transfer data diagnostic" event
5	"Unidentified driving records data diagnostic" event
6	"Other" ELD identified diagnostic event
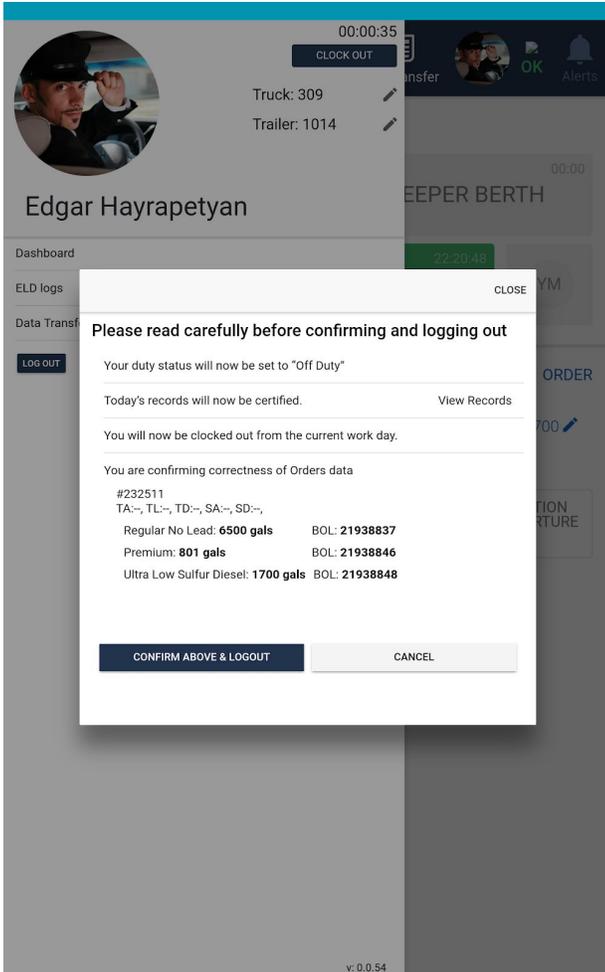
Before Logout

- Driver's duty status is set to off duty
- Driver's daily records must be certified. (Only the driver can view and certify them or they will be certified automatically)
- Orders must be confirmed for correctness of data
- Driver is clocked out