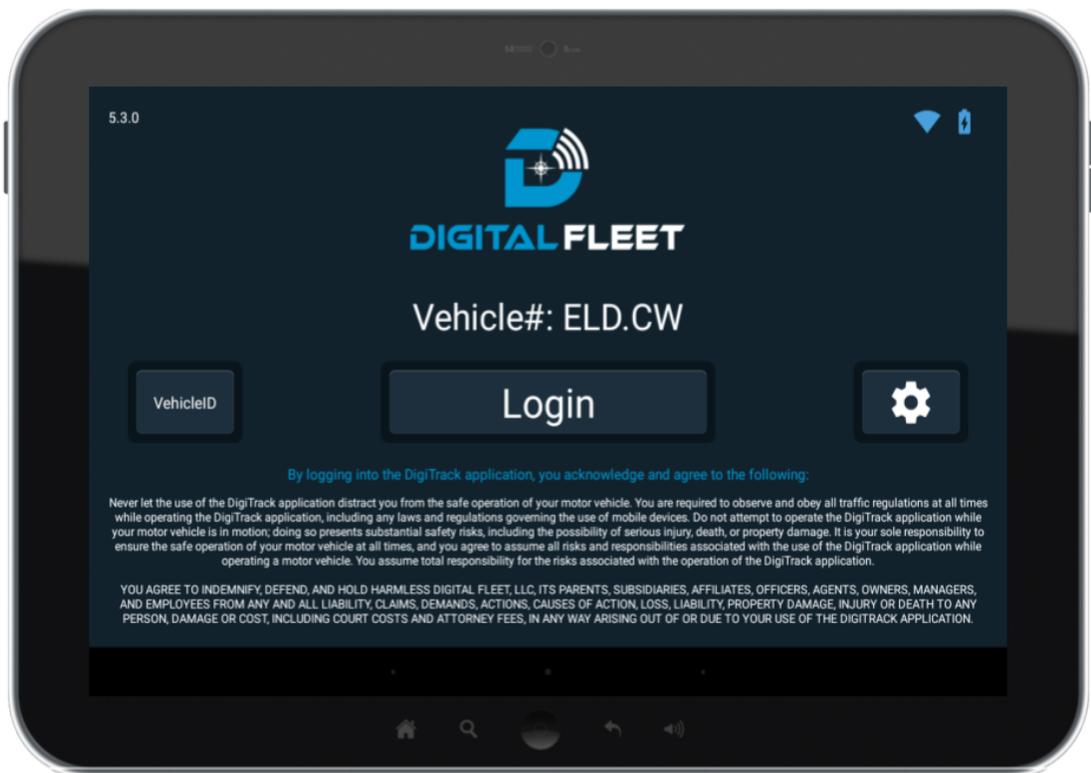


12/08/2017
Revision A

Driver App Electronic Logging Device Feature User Manual

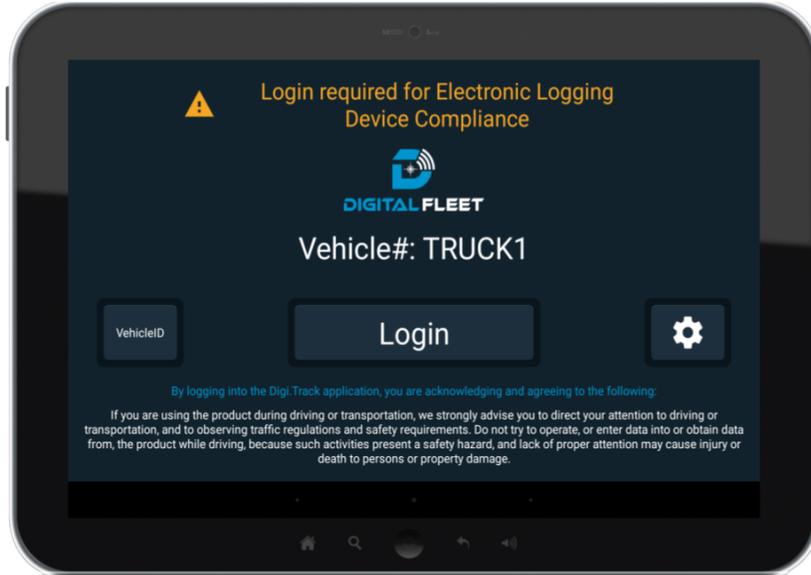


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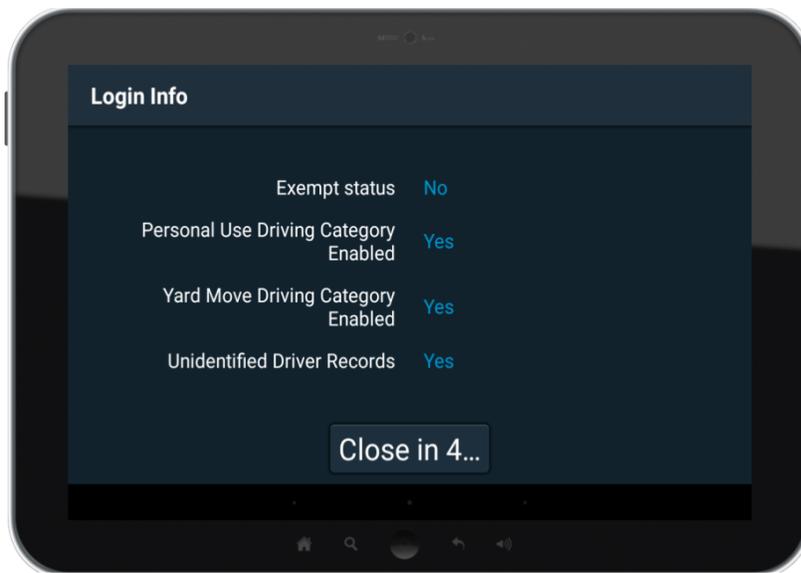
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Login Procedure

A “login required” message will be displayed if the vehicle begins to move and the driver has not logged into the application. The only way to remove the “login required” message is to log into the device.



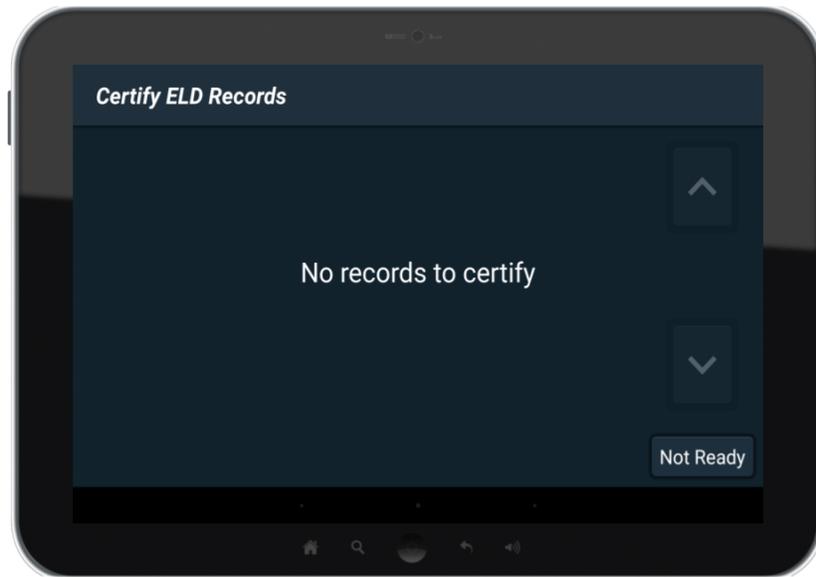
Upon successful login, the ELD will display the driver’s exemption status, authorized use statuses, and if any unidentified driving records are associated to the ELD. The screen can be manually closed or will automatically close in five seconds.



After display of the driver's login info, a prompt will occur displaying any uncertified 24-hour period records for the driver. While the uncertified records are being retrieved, a spinning circle will be present in the top right corner of the screen. The spinning circle will disappear after all uncertified records have been retrieved. The current 24-hour period records will not be shown at this time.

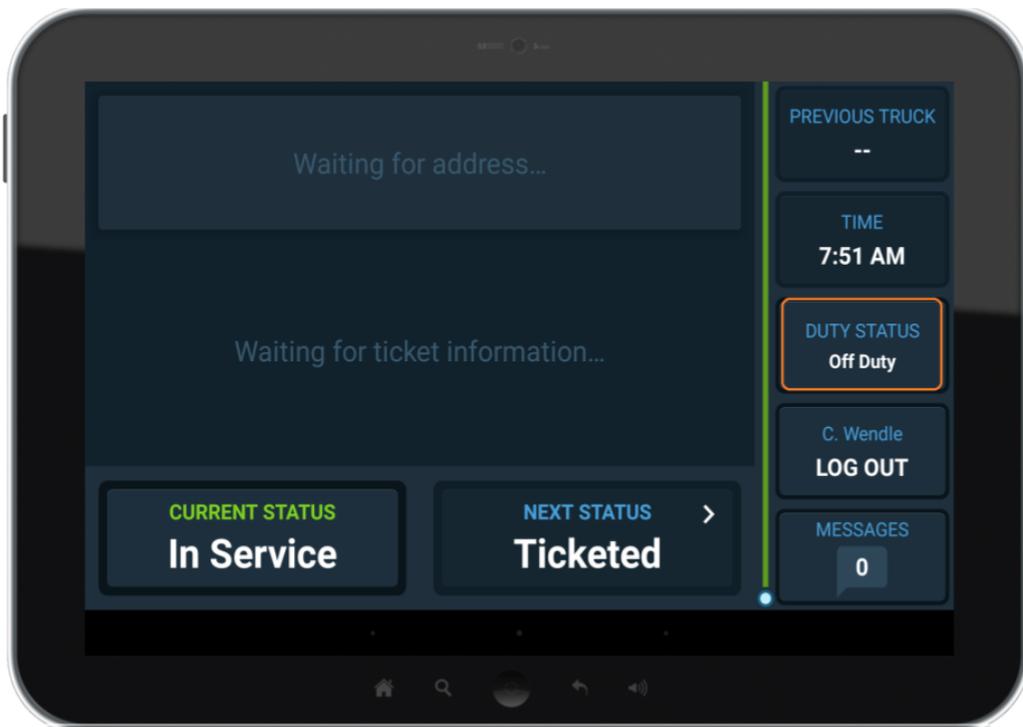


If there are no uncertified records for the driver, a “No records to certify” message will be shown and the screen will close automatically in five seconds.

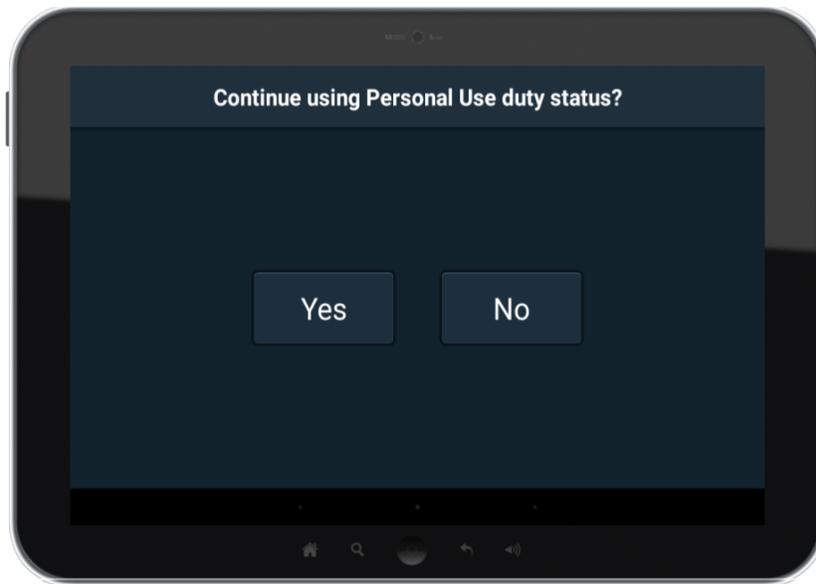


To certify the records, select the desired 24-hour period to view the records. Certification of the records is outlined in the **Certification of ELD Records** section. If the driver is not ready to certify any of the records, the driver can select the “Not Ready” button to close the prompt. Accessing the uncertified 24-hour records for certification at a later time is outlined in the **Reviewing Uncertified Driver Records** section.

Additionally, the driver’s last Duty Status (i.e. Off Duty) will be automatically updated on the app. To manually update the Duty Status select the “Duty Status” button and select the desired Duty Status. More details on manual Duty Status updates is available in the **Viewing and Manually Updating Driver Duty Statuses** section.



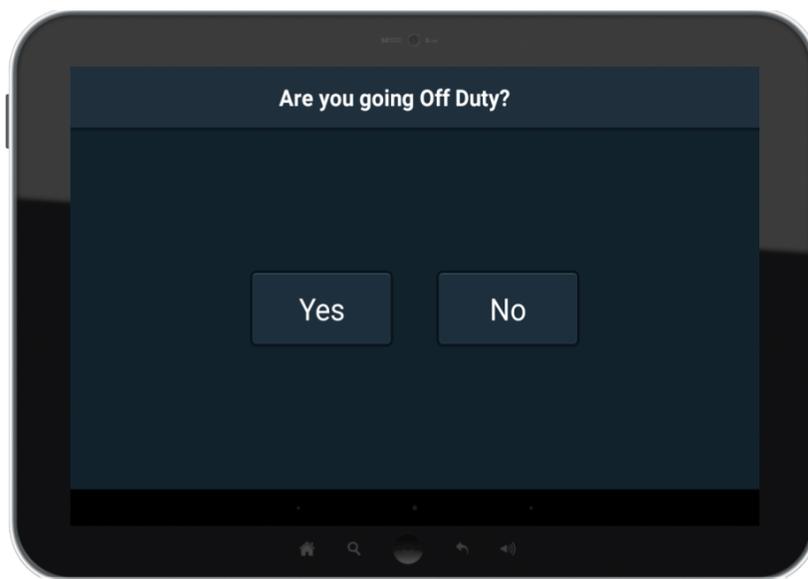
If the Personal Use designation was selected prior to logging off, a prompt will appear asking if Personal Use is still occurring. Selecting “Yes” will keep using the Personal Use designation for the driver. Selecting “No” will clear the Personal Use designation. If no response occurs and the vehicle begins to move, the Personal Use designation will be cleared. This prompt also occurs after a power cycle of the vehicle or tablet.



Logout Procedure

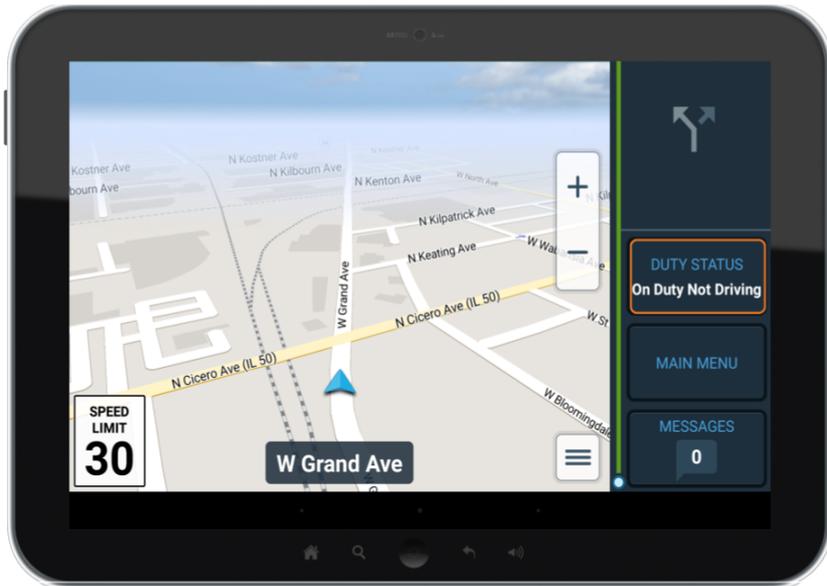
Similar to the login procedure, it's required to notify the driver of any Uncertified Driver Records at logout. The screens and interactions are the same as during the login procedure.

Additionally, if the driver has not indicated a Duty Status of Off Duty or Personal Use, a prompt will appear asking if the driver is going Off Duty. Selecting "Yes" will update the driver's Duty Status to Off Duty. Selecting "No" will keep the current Duty Status.

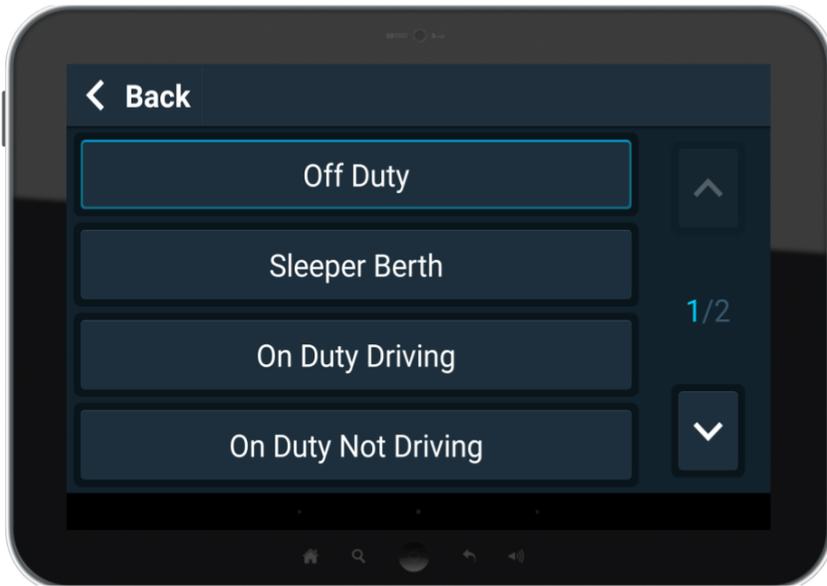


Viewing and Manually Updating Driver Duty Statuses

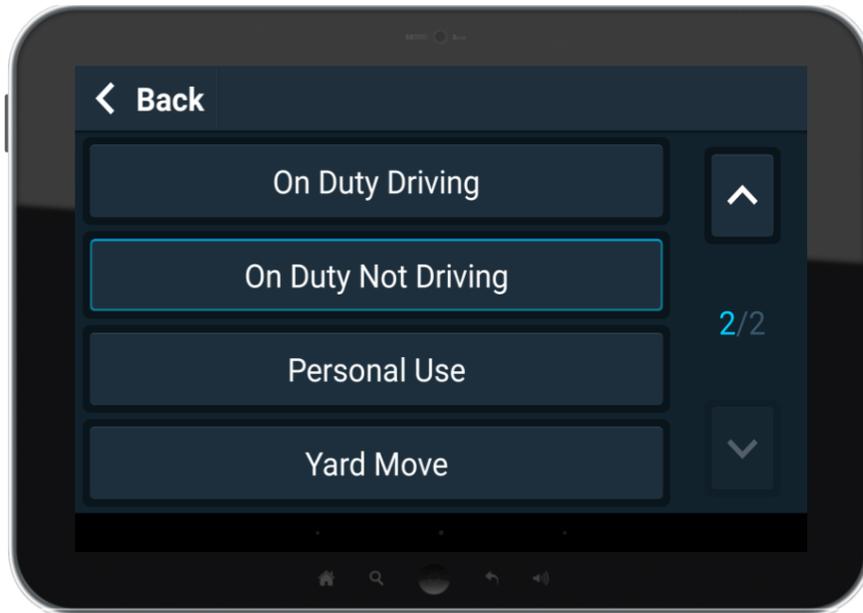
On the Main Screen, and the Map Screen, the “Duty Status” button shows current driver's Duty Status.



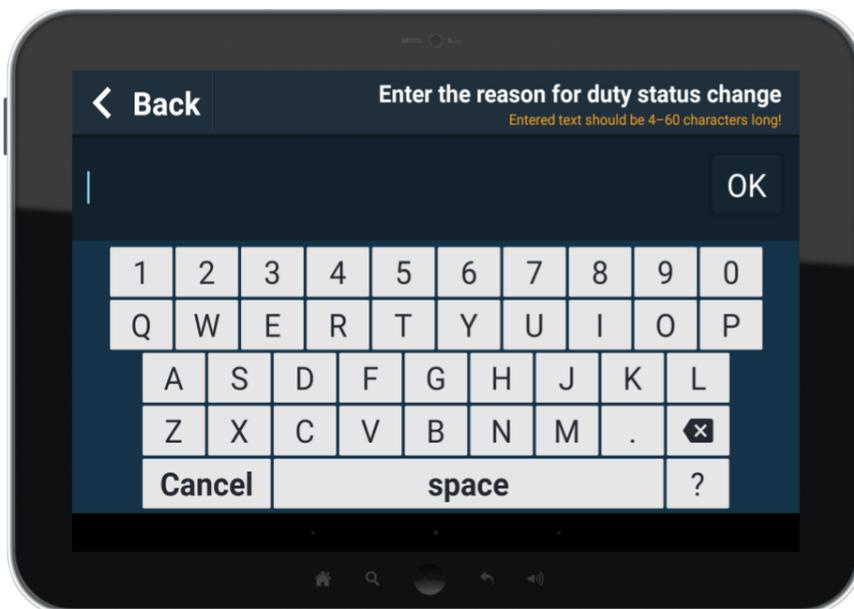
When the vehicle is stopped, selecting the “Duty Status” button allows for manual updating of the driver’s Duty Status. After login, the driver must manually select the driver’s current Duty Status (i.e. On Duty Not Driving) if it is different than the last selected Duty Status.



If available for the driver, selection of the “Personal Use” and/or “Yard Move” designations will also be available in the Duty Status list.



The selection of the Personal Use or Yard Move designations require a reason for the selection. When either are selected, an input screen will open. The driver must enter a reason between 4 and 60 characters. If the driver does not enter a reason, the designation will not be selected.



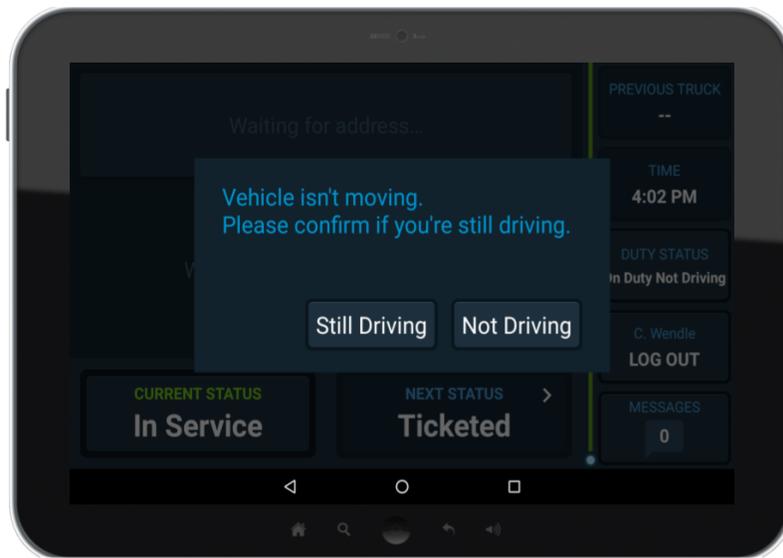
If the Personal Use or Yard Move designation was incorrectly selected, select the “Back” button in the top left corner of the screen or select the keyboard “Cancel” button.

If the driver is going Off Duty, it is important to manually update the Duty Status to Off Duty prior to logging off. If the driver does not properly switch the Duty Status to Off Duty, the driver’s hours will show as On Duty Not Driving after 5 minutes of the vehicle being stopped. This will result in incorrect driver hours that may impact the driver’s available drive time.

Automatic Driver Duty Status Updates

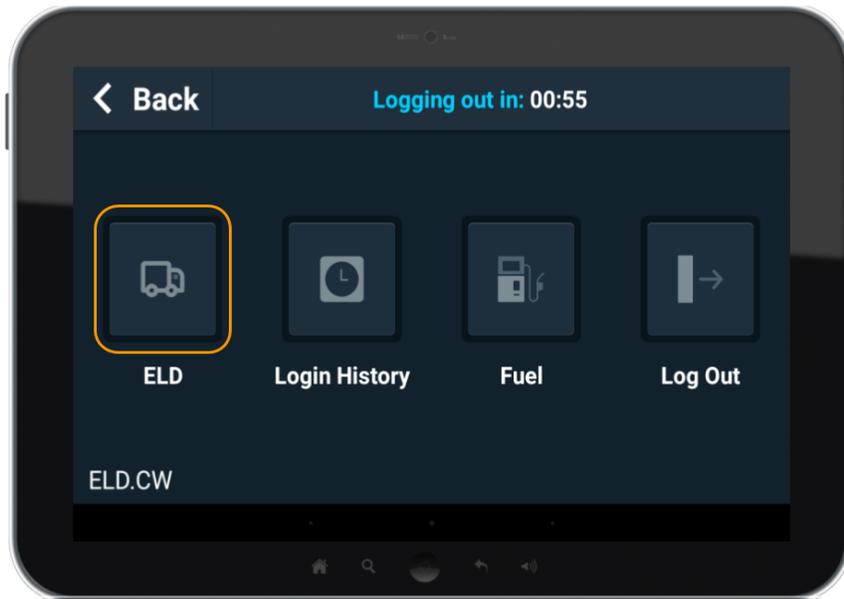
The following criteria are the only conditions that will trigger automatic updating of the driver’s Duty Status. All other updates of the driver’s Duty Status must be manually selected by the driver.

1. When logged into the driver app, the vehicle begins to move (vehicle speed > 5 mph), and the current Duty Status is not On Duty Driving.
 - a. This criteria will automatically change the driver’s Duty Status to On Duty Driving.
2. When logged into the driver app, the On Duty Driving Duty Status is selected, and the vehicle is stopped (vehicle speed = 0 mph for 3 consecutive seconds) for 5 consecutive minutes.
 - a. This criteria will trigger a prompt to ask the driver if “Still Driving” or “Not Driving”.
 - i. Selecting “Still Driving”, will keep the Duty Status as On Duty Driving and restart the 5 minute timer.
 1. If the vehicle remains stopped for an additional 5 consecutive minutes, the notification will reappear.
 - ii. Selecting “Not Driving”. will update the Duty Status to “On Duty Not Driving”.
 - b. If the driver does not respond to the prompt within one minute, the prompt will close and the driver’s Duty Status will automatically update to On Duty Not Driving.

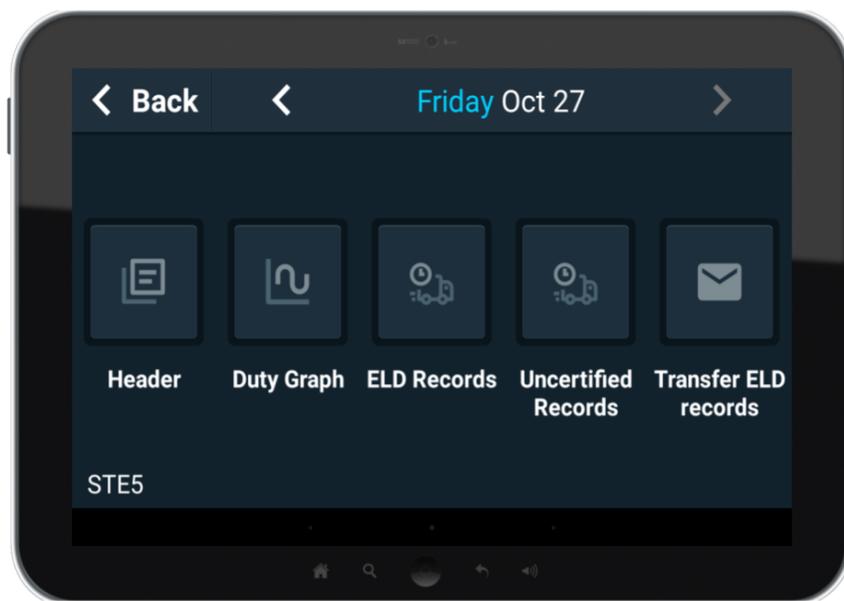


Displaying of ELD Records

Selecting the “Log Out” button will display an intermediate screen that allows for access to the driver’s ELD records. Select the “ELD” button to access the ELD Records.



Select the Header, Duty Graph, or ELD Records buttons to view, or display to an enforcement agent, the driver information for the current 24-hour period and the previous seven days.



Header

The header section displays a collection of driver, vehicle, motor carrier, and ELD provider information required to be displayed at the request of an enforcement agent during a roadside inspection. This information includes:

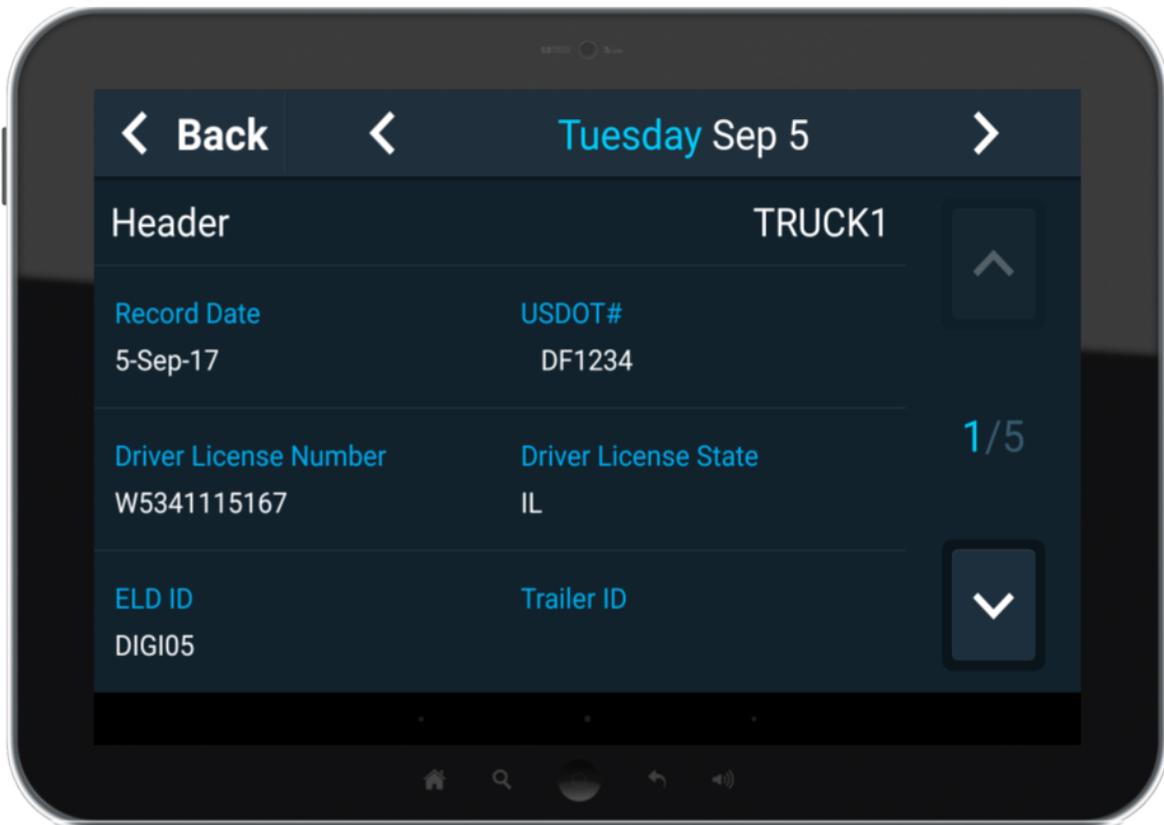
Driver Information: Driver Name, Driver ID, Driver License Number, Driver License State, Co-Driver, Co-Driver ID, Exempt Driver Status

Vehicle Information: Truck Tractor ID, Truck Tractor VIN, Trailer ID, Current Odometer, Current Engine Hours, Current Location

Motor Carrier Information: Carrier, US DOT #, Shipping ID, 24-Hour Period Starting Time

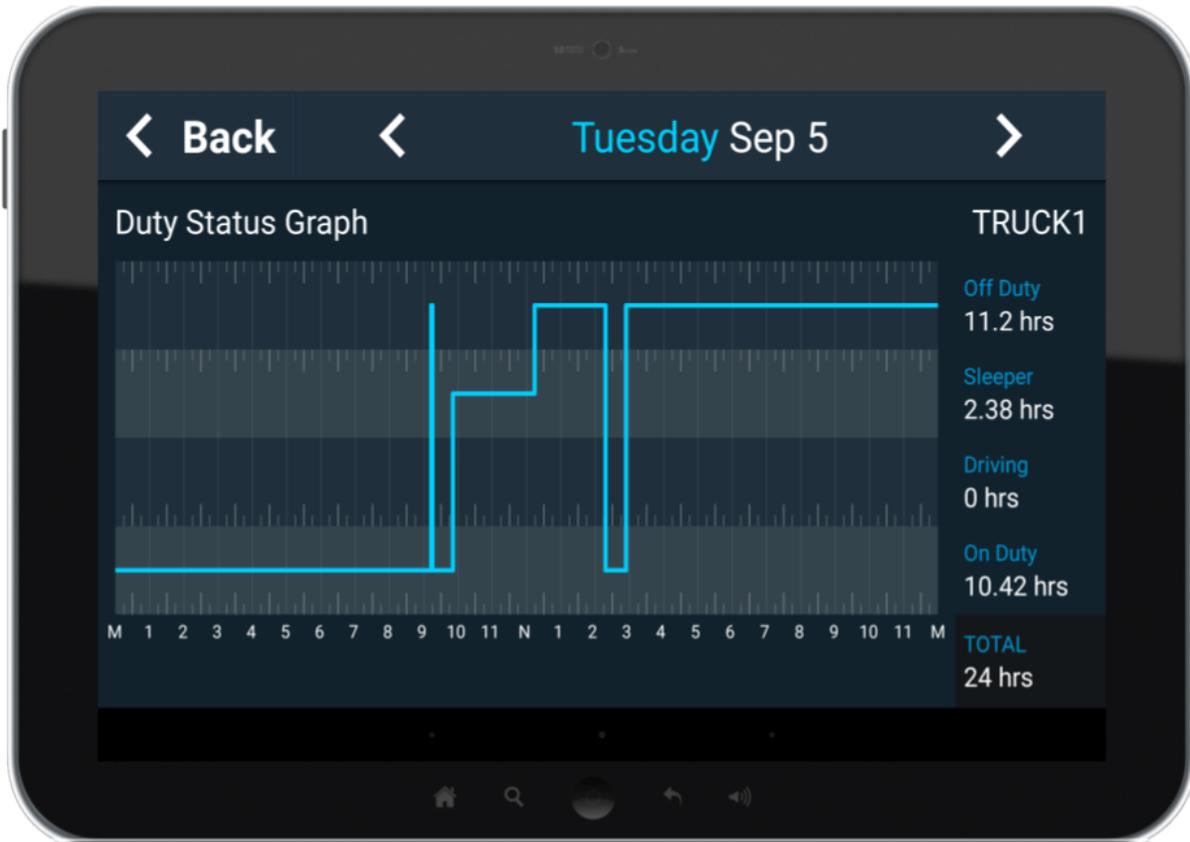
ELD Information: ELD ID, ELD Provider, Unidentified Driving Records, Malfunction Indicators, Data Diagnostic Status

Select the < and > buttons to scroll between days.



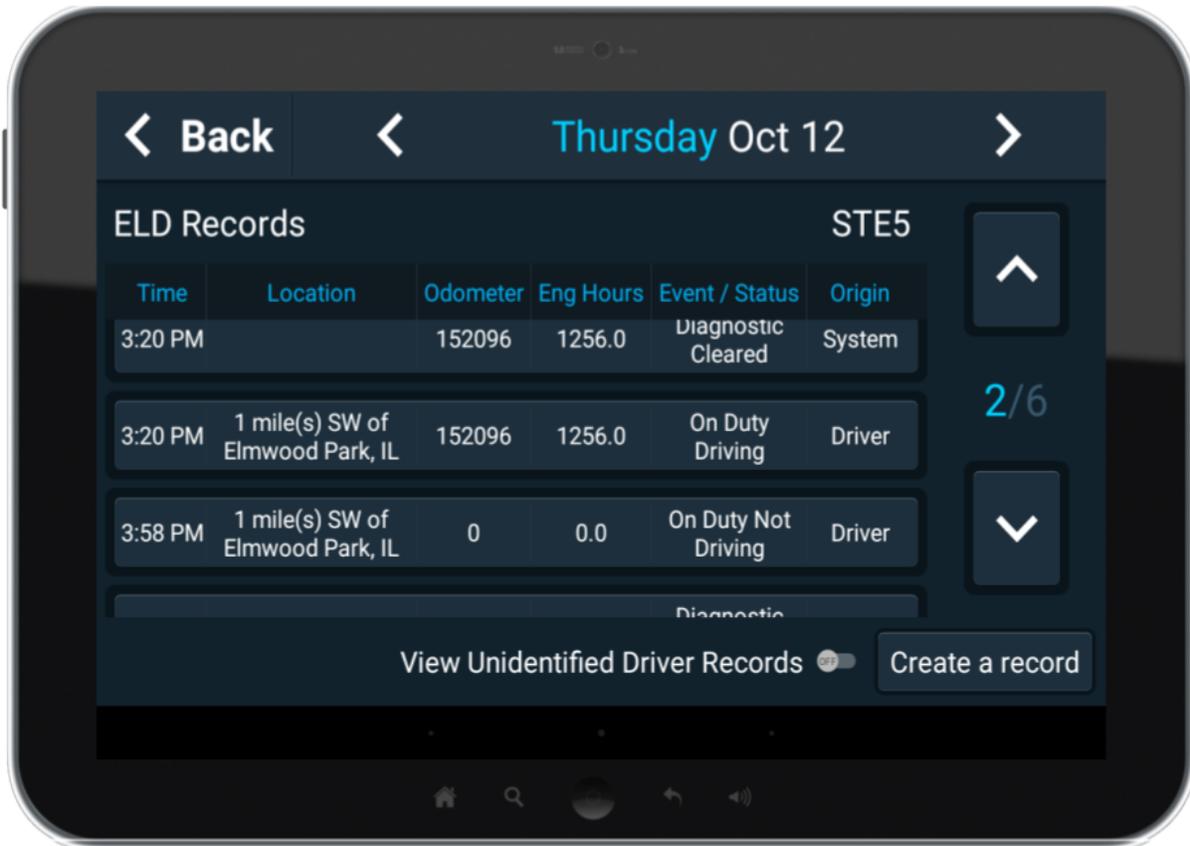
Duty Graph

The Duty Graph displays the required graphical display of each Duty Status change for the displayed 24-hour period with a running time total for each. All Personal Use and Yard Move designations are shown as a dashed line with a PC or YM abbreviation. Select the < and > buttons to scroll between days.



ELD Records

The ELD Records shows each recorded ELD event for the driver and provides a toggle to view all unidentified driver records for the vehicle. The **Unidentified Driver Records** section provides further details on viewing and claiming unidentified driver records. Select the < and > buttons to scroll between days.



Within the **ELD Records** screen, it is also possible to edit and create ELD records. For further details, proceed to the **Editing of ELD Records** and **Creating an ELD Record** sections.

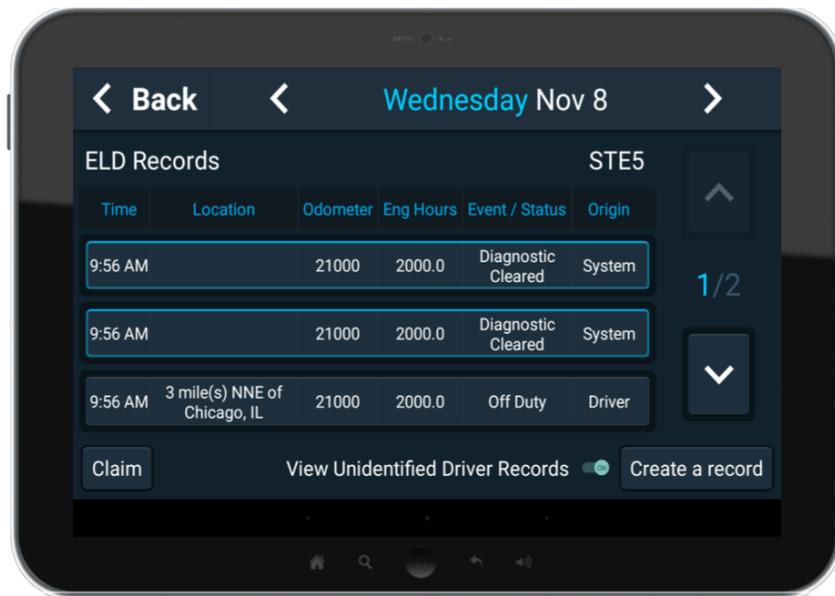
Unidentified Driver Records

Viewing Unidentified Driver Records

On the **ELD Records** screen, select the **View Unidentified Driver Records** toggle to view any Unidentified Driver Records for the selected day.

Claiming of Unidentified Driver Records

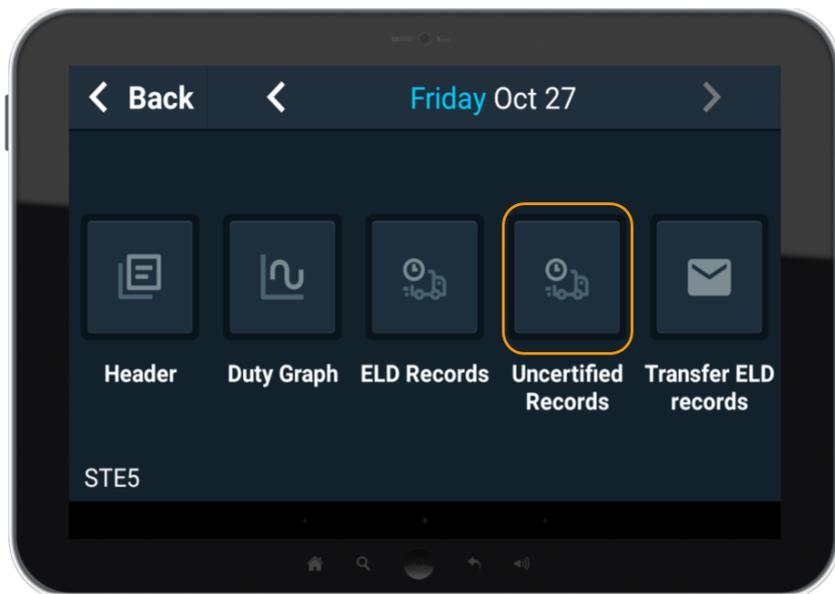
To claim one or more records, select the desired record or records. When a record is selected, a blue outline will appear around the record and the “Claim” button will become visible. Select the “Claim” button in the lower left corner of the screen to claim the record for yourself. When the claiming process is complete, the records will be removed from the Unidentified Driver Records and added to the driver records.



Reviewing Uncertified Driver Records

Selecting the “Log Out” button will display an intermediate screen that allows for access to the Driver’s Uncertified Records. Select the “ELD” button to access the Driver’s Uncertified Records.

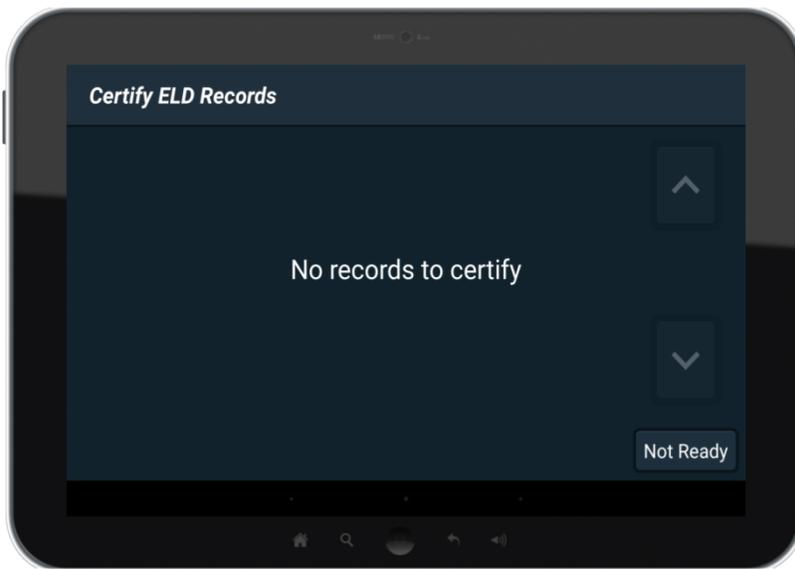
Select the “Uncertified Records” button to review and accept the driver’s uncertified 24 hour period records.



The **Uncertified Records** screen contains a list of each 24-hour period that contains uncertified records.



If there are no uncertified records for the driver, a “No records to certify” message will appear and the screen will close automatically in five seconds. The screen is further described in the **Login Procedure** section.



Certification of ELD Records

On login and logout, a prompt occurs to identify uncertified 24-hour period records. To view the 24-hour period record, select the appropriate 24-hour period. To exit the list of uncertified records, select the “Not Ready” button at the bottom of the screen.

When ready to certify the 24-hour period records, select the “Agree” button at the bottom of the record list. When “Agree” is selected, the driver is certifying all records for the entire 24-hour period are correct and agreeing to the following statement:

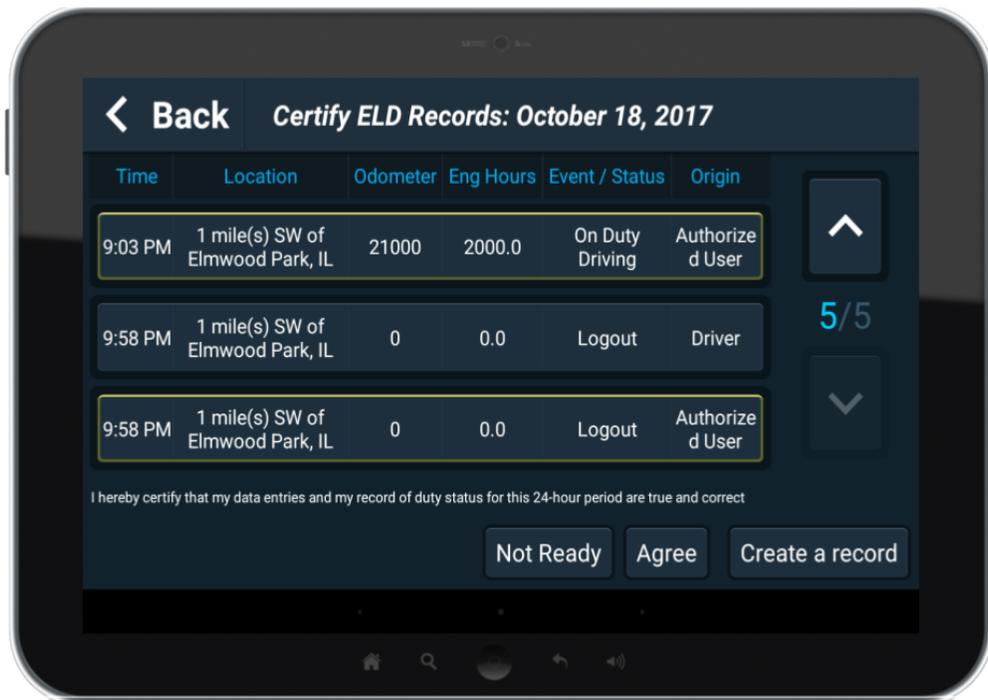
“I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct.”

If the 24-hour period is incorrect or the driver is not ready to certify the record, select the “Not Ready” button at the bottom of the record list to return to the list of uncertified 24-hour periods.



Records Edited by Authorized Non-Driver

Authorized driver support staff are allowed to edit specific ELD records for all drivers. Any record that has been edited in this way will be outlined in yellow on the 24-hour period record screen and show an Origin of Authorized User.



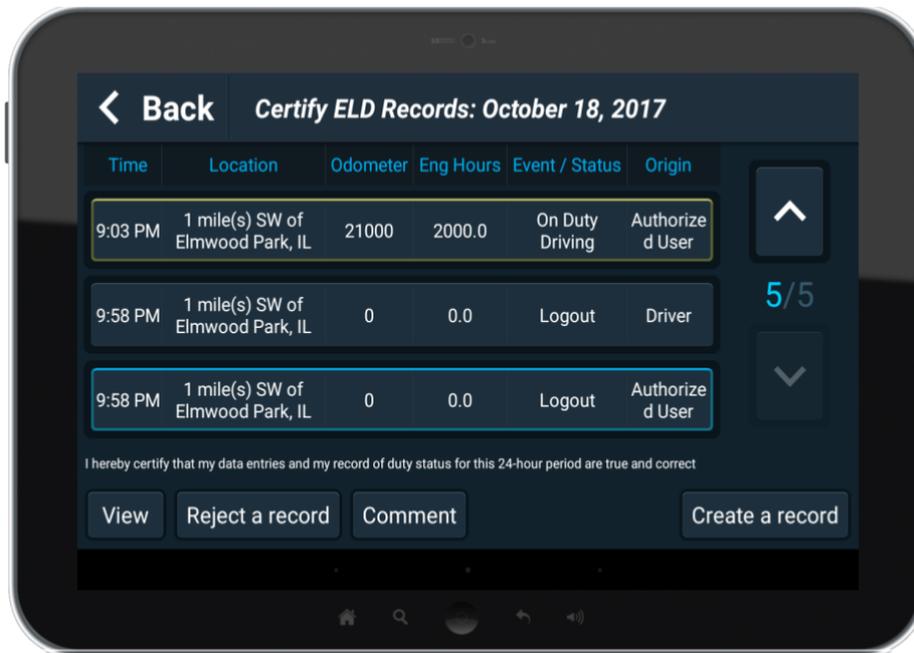
Selecting one of these records will give the driver the option to “Reject a record” or “Comment” on the edited record. Select the “Comment” button to add a description or comment to the record.

Accepting Non-Driver Edited Records

When these edits are made, the driver can accept the change by selecting the “Agree” button for the 24-hour period the record is associated with. This will mark the record as “Driver Certified”.

Rejecting Records

An authorized non-driver edit can be rejected by selecting the edited record and selecting the “Reject a record” button that is displayed. When a record is selected, the record will be outlined in blue.



To reject multiple non-driver edited records at once, select all records to reject and select the “Reject # records” button.

When a driver rejects the record, it is noted as rejected in the driver ELD Records and the authorized support staff may edit further if desired.

Definition of Event/Status

The displayed values in the Event/Status column correspond to the following:

Login/Logout: Time driver logged in or out of the application.

Power Up/Power Down High Precision: Time vehicle was powered on or powered off.

Off Duty/Sleeper Berth/On Duty Driving/On Duty Not Driving: Time driver’s duty status was changed.

Personal Use/Yard Move: Time driver selected a special drive time usage designation.

Normal Driving Usage: Time driver selected to end special drive time usage designation.

Int Location High Precision: Time a required periodic record was created. At a minimum a record is required every 60 minutes. If no records have been created in that timeframe, an intermittent log is created.

Data Diagnostic Logged/Malfunction Logged: Time a data diagnostic or malfunction event was detected.

Data Diagnostic Cleared/Malfunction Cleared: Time a data diagnostic or malfunction event was no longer present.

Certification #: Time the driver certified a 24-hour period records and accepted the records as true and accurate.

Definition of Origin

The displayed values in the Origin column corresponds to the following:

Driver: Driver initiated the creation of the record.

System: System automatically created the record.

Authorized User: An authorized support personnel created or edited the record.

Adding/Editing Shipping Document Number

When the motor carrier's dispatch system is integrated with the Digital Fleet platform, the Digital Fleet system allows for automatic population of the shipping document number by the motor carrier when a vehicle is assigned a ticket through the motor carrier dispatch system. When the shipping document number is automatically populated, the driver may edit the Truck Name, Trailer ID, and shipping document number for each ELD Record created through the normal editing process outlined in the **Editing an ELD Record** section.

If the motor carrier does not assign tickets for the vehicle through an integrated system. The Shipping Document Number can be added to the appropriate ELD records or a new ELD record can be created at the time the driver receives the Shipping Document Number. When a new record is created with a new Shipping Document Number, the Shipping Document Number entered will be used for all records going forward until a new record is manually created with a new Shipping Document Number. If the record is created for a past time, the shipping document number will only be associated with the newly created record and will not retroactively update already created records. Any impacted records will need to be manually edited to add the shipping document number. The process for creating an ELD record is outlined in the **Creating an ELD Record** section.

Creating an ELD Record

Within the **ELD Records**, or **Uncertified Records** screen, select the “Create a record” button.



This will open a window to input required information.

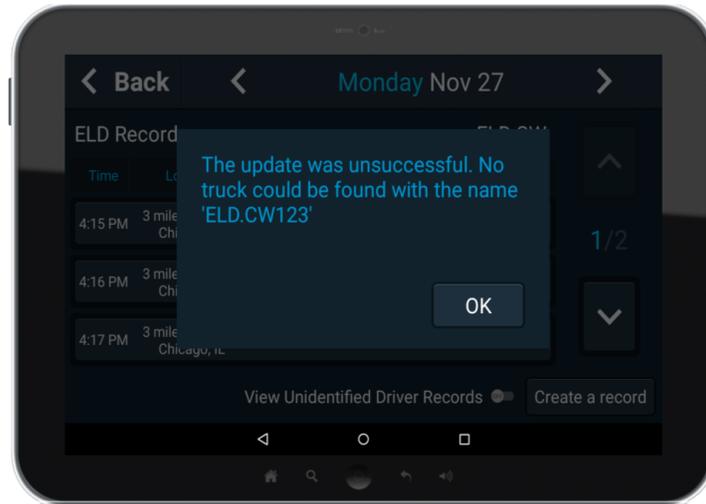


Duty Status: The drop down menu contains the selectable Duty Statuses. By default, Off Duty is selected.

Date: By default, the date uses the date associated to the **ELD Record** screen and can be changed by selecting the field.

Time: By default, the time is the current device time and can be changed by selecting the field.

Truck Name: Truck name should match the ELD Truck Name. If a valid truck name is not found in the system, the record will not be recorded.



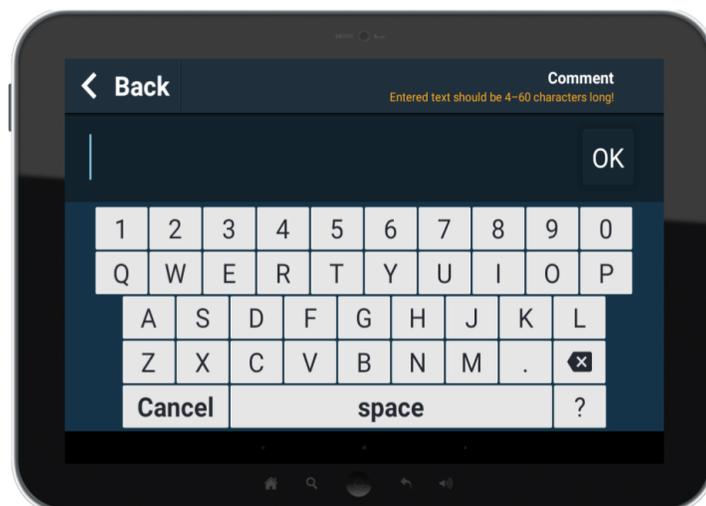
Trailer Number: Optional field for any associated trailer numbers.

Engine Hours: Accepts numbers to one decimal place between 0 and 1,000,000.

Mileage: Accepts whole numbers between 0 and 1,000,000.

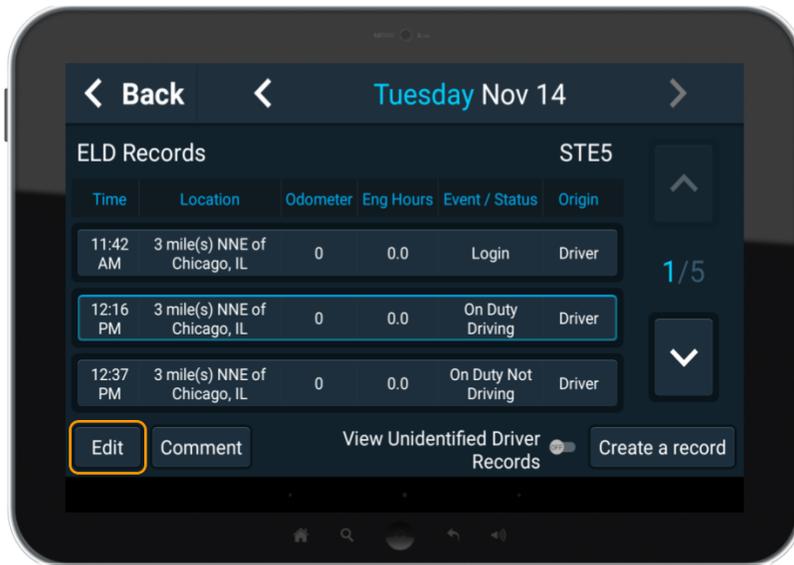
Location: The entered location should be the physical location of the vehicle at the date/time of the record.. (i.e. Chicago, IL)

After all fields are entered select the "Comment" button to provide a reason for the new record. The comment must be 4-60 characters in length. When complete, select the "OK" button to finish creating the ELD record.



Editing of ELD Records

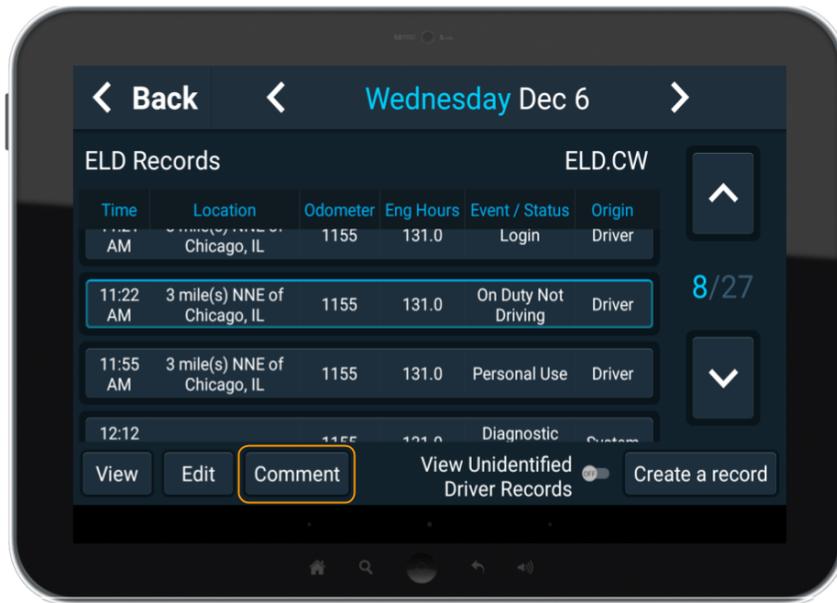
Within the **ELD Records** or **Uncertified Records** screen, selecting a record will display the “View”, “Edit”, and “Comment” buttons. The “Edit” button will only be displayed for records that can be edited. Selecting the “Edit” button will open a window similar to the create an ELD record window with editable fields.



Update the desired fields as needed. When complete, select the “Comment” button to provide a reason for editing the record. The comment must be 4-60 characters in length. After the comment is provided, select the “OK” button to finish editing the ELD record.

Adding a Comment to an ELD Record

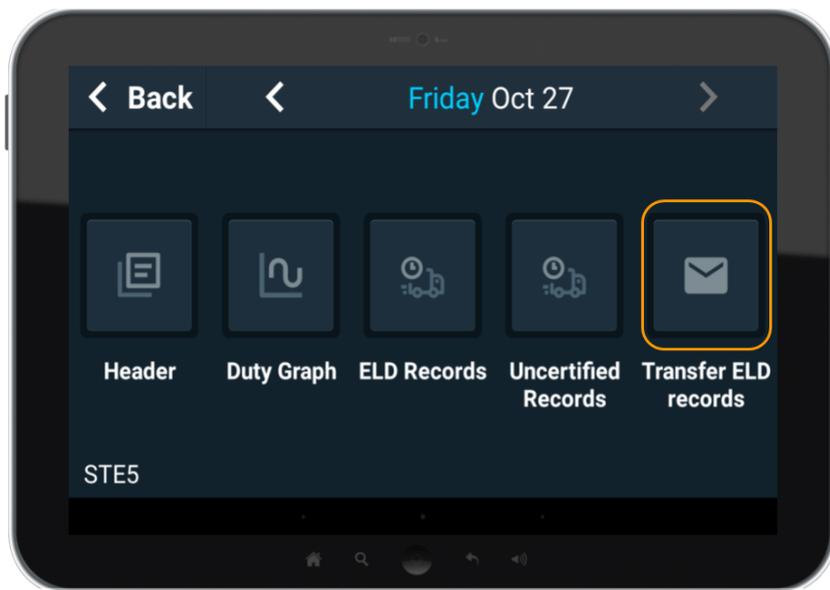
Within the **ELD Records** or **Uncertified Records** screen, selecting a record will display the “View”, “Edit” and “Comment” buttons. To add a comment to a record, select the desired record and “Comment” button that is displayed.



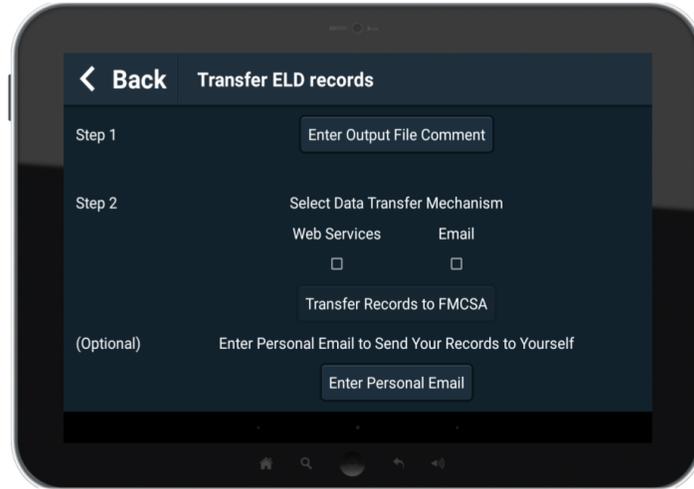
Enter the desired comment and select the “OK” button to save the comment to the ELD record. The comment has a 60 character length limitation.

Data Transfer of ELD Records

The driver’s ELD records can be transmitted to an enforcement agent, or to a personal email, through selection of the “Transfer ELD Records” button inside the ELD menu.

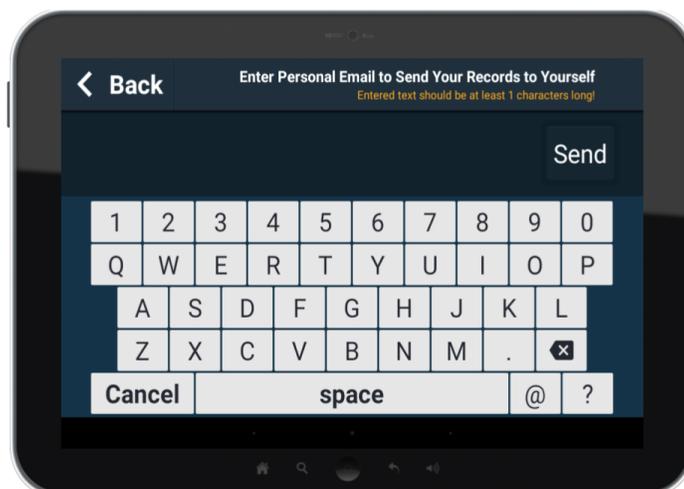


When the “Transfer ELD records” button is selected, the **Transfer ELD Records** screen will open and allow for the entry of an output file comment, selection of the transfer mechanism, initiation of the data transfer and ability to send the driver records to a personal email account.



When sending records to an enforcement agent, select the data transfer mechanism (Web Services or Email) specified by the agent and enter any required Output File comment as needed. When the data transfer mechanism checkbox is selected, the “Transfer Records to FMCSA” button will become available. After all required information has been entered, select the “Transfer Records to FMCSA” button to initiate the data transfer.

If sending the driver ELD records to a personal email, enter an “Output File Comment” if desired and select the optional “Enter Personal Email ” button. Enter the driver’s desired email address and select the “Send” button to compile the the driver’s records for transfer to the specified email.



Self Monitoring Functionality

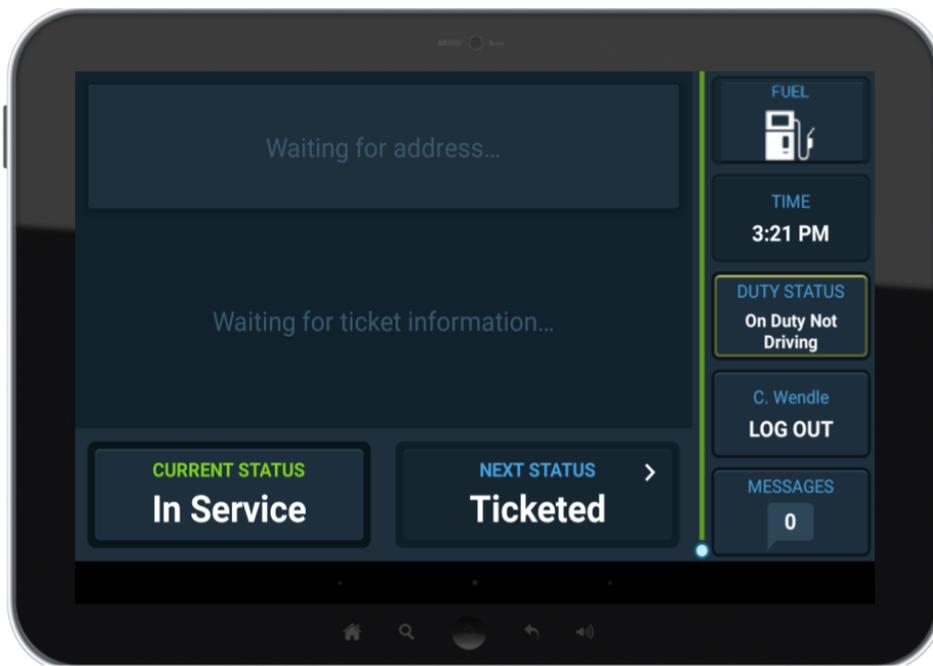
For compliance with FMCSA Section 49 CFR 395.8 Subpart B, the ELD must perform self monitoring of its data streams and provides notifications when a hardware issue or data inconsistency is identified. The notifications occur in two classes defined by the severity and required action of the event. The less severe class is a Data Diagnostic Event and does not always require driver action. The more severe class is a Malfunction Event that requires driver and motor carrier action.

When a Data Diagnostic or Malfunction Event is first identified, an ELD Record is created. A second ELD Record is created when the Data Diagnostic or Malfunction Event clears. Additionally, all ELD Records created while a Data Diagnostic or Malfunction Event is present will be appropriately marked.

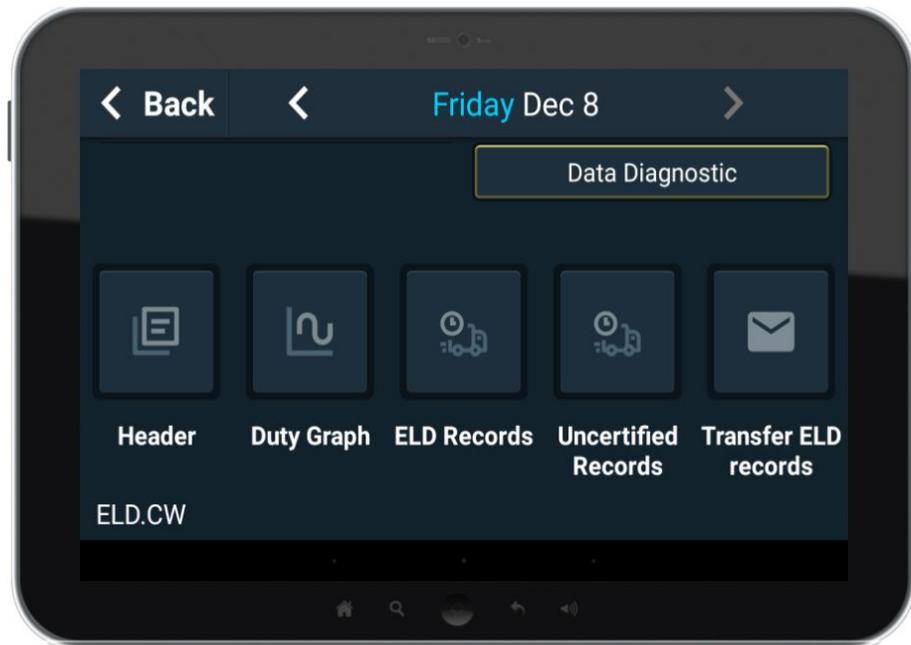
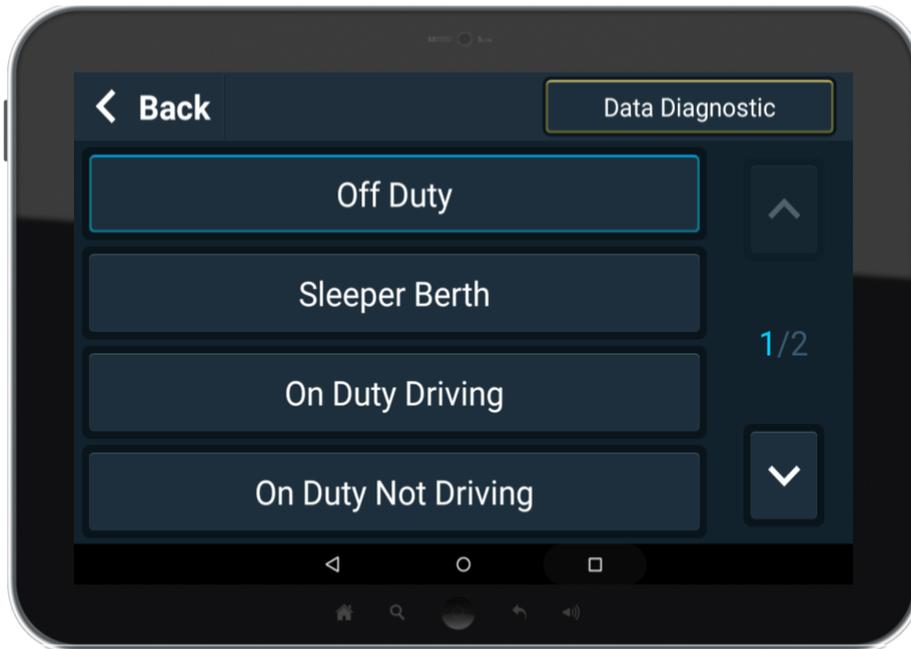
Data Diagnostic Event Driver Response

Data Diagnostic Events normally identify a preliminary issue with data collection or prolonged unidentified driving times.

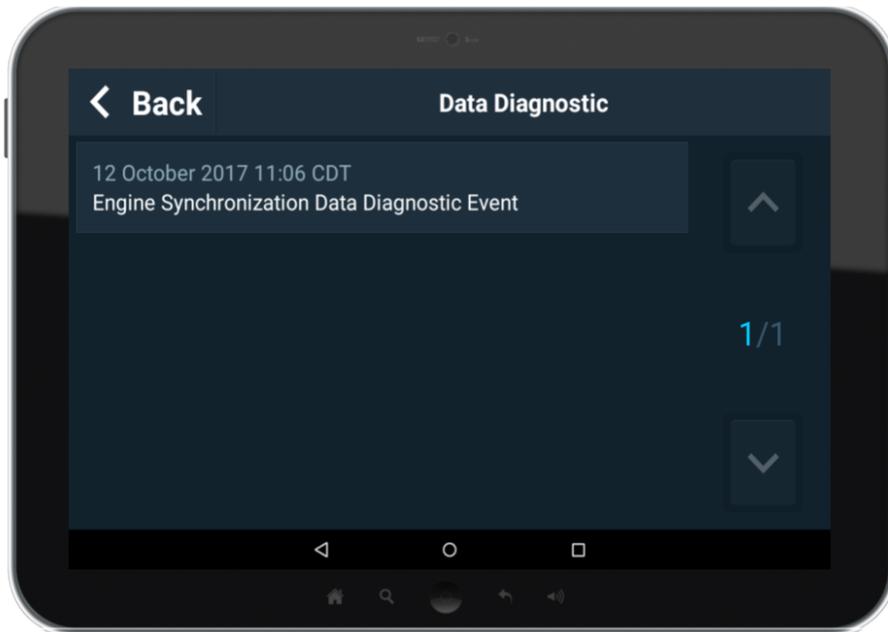
When a Data Diagnostic Event is identified, the “Duty Status” button on the Main Screen and Map Screen will be highlighted yellow.



The Data Diagnostic Event information can be accessed through the “Duty Status” button or from within the ELD menu. When in either screen, a yellow highlighted button labeled Data Diagnostic will be viewable at the top of the screen.



Selecting this button will open the **Data Diagnostic** screen for description of the current issue(s). When a Data Diagnostic Event condition stops occurring, the Data Diagnostic Event will be automatically cleared. If the condition persists, it may trigger a Malfunction Event.



Power Data Diagnostic Event

When the ELD has identified the power requirement has been temporarily violated. The Power Data Diagnostic icon will be displayed.

A Power Data Diagnostic Event identifies a temporary violation of the ELD power requirement. If the condition continues for a prolonged time (30 minutes over a 24 hour period), a Power Malfunction Event will be recorded.

No action is required if the Power Data Diagnostic Event is reported sporadically and clears within a few minutes.

If the Power Data Diagnostic Event recurs frequently (daily or multiple times in one day), notify the ELD support personnel of the consistent Power Data Diagnostic Events.

Engine Synchronization Data Diagnostic Event

When the ELD has identified the engine synchronization requirement has been temporarily violated. The Engine Synchronization Data Diagnostic icon will be displayed.

An Engine Synchronization Data Diagnostic Event identifies a temporary violation of the ELD engine synchronization requirement. If the condition continues for a prolonged time (30 minutes over a 24 hour period), an Engine Synchronization Malfunction Event will be recorded.

No action is required if the Engine Synchronization Data Diagnostic Event is reported sporadically and clears within a few minutes.

If the Engine Synchronization Data Diagnostic Event recurs frequently (daily or multiple times in one day), notify the ELD support personnel of the consistent Engine Synchronization Data Diagnostic Events.

Missing Required Data Elements Data Diagnostic Event

When the ELD has identified data elements (time of day, odometer, engine hours, etc.) are missing from one or more ELD records, the Missing Required Data Elements Data Diagnostic icon will be displayed.

A Missing Required Data Elements Data Diagnostic Event identifies a required value was not included when an ELD record was created. The Missing Required Data Elements Data Diagnostic Event will be automatically cleared once the issue limiting the proper recording of the data elements is resolved.

To keep the ELD Records as accurate as possible during a Missing Required Data Elements Data Diagnostic Event, the driver should perform the following:

1. Review and identify any ELD Records that contain empty data fields.
2. If applicable, and the information is known, manually edit the impacted ELD Records with the missing data.

Data Transfer Data Diagnostic Event

When the ELD has identified a failure in the data transfer mechanism, the Data Transfer Data Diagnostic icon will be displayed.

A Data Transfer Data Diagnostic Event will automatically trigger a higher frequency for testing the data transfer mechanism. Once the issue preventing transferring the data is resolved, the Data Transfer Data Diagnostic Event will be automatically cleared. If the issue persists, a Data Transfer Malfunction Event will be recorded.

Unidentified Driving Records Data Diagnostic Event

When the ELD has recorded unidentified driver records for the vehicle exceed 30 minutes of driving in a 24-hour period, the Unidentified Driver Records Data Diagnostic icon will be displayed.

Selecting the icon will open the **Unidentified Records** screen for viewing and claiming of the records. Once the Unidentified Driver Records have been claimed, the Unidentified Driving Records Data Diagnostic Event will be cleared.

The **Unidentified Driver Records** section has additional details on viewing and claiming these records.

Malfunction Event Driver Response

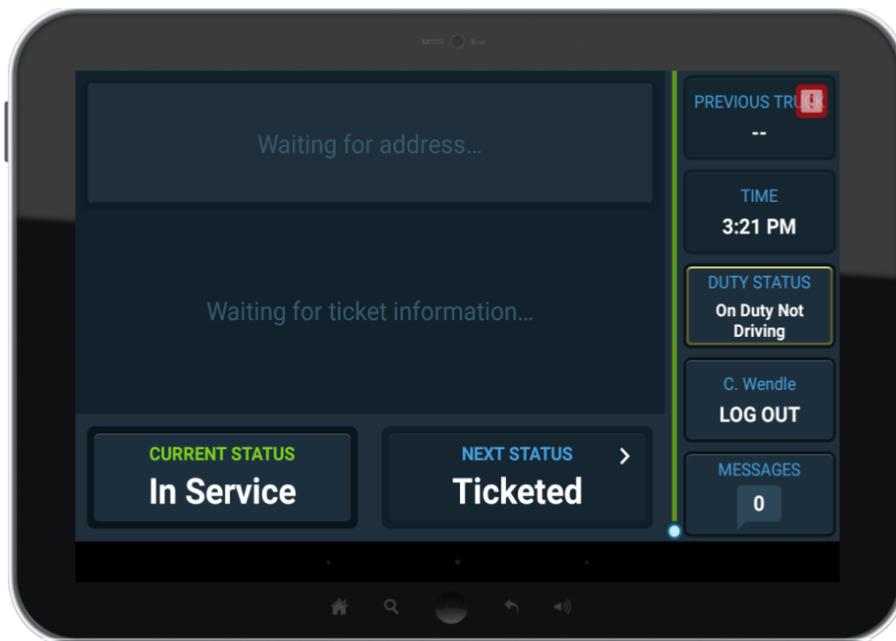
Malfunction Events are normally a prolonged Data Diagnostic Event identifying potential hardware or software issues.

For all Malfunction Events, the driver is required to perform the following actions:

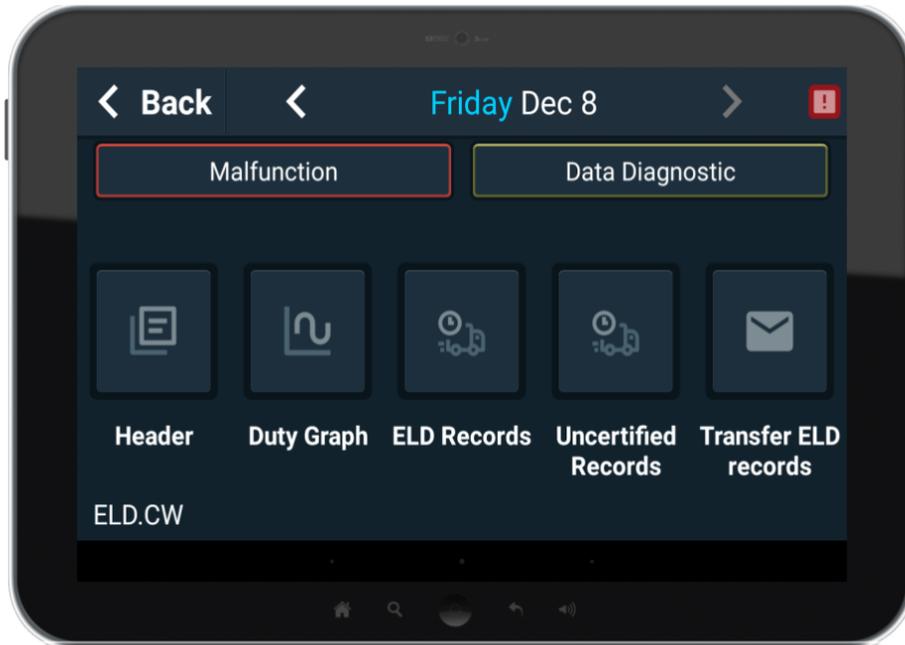
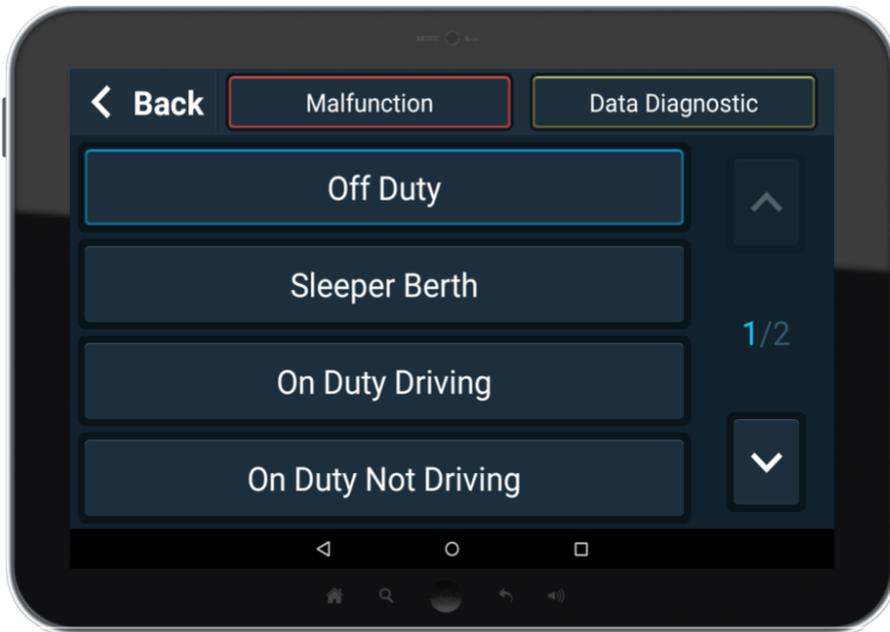
1. Provide a written notification of the malfunction event to a company ELD support personnel within 24 hours of the event occurring.
 - a. Once the ELD support personnel are notified, the motor carrier has eight days to repair, replace, or service the ELD unless the motor carrier applies for a repair extension.
2. During the the ELD downtime, the driver must keep paper logs of their hours of service.

It is also recommended to review all relevant ELD Records for accuracy and make edits as needed.

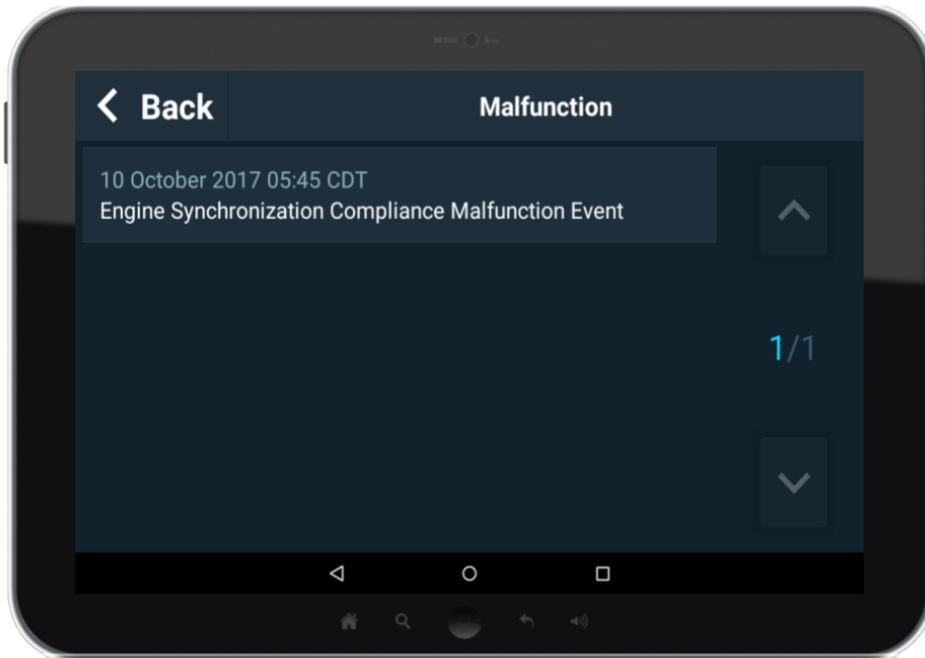
When a Malfunction Event is identified, a Malfunction Icon  will appear in the upper right corner of all screens.



The Malfunction Event information can be accessed through the "Duty Status" button or from within the ELD menu. When in either screen, a red highlighted button labeled Malfunction will be viewable at the top of the screen.



Selecting this button will open the **Malfunction Event** screen for description of the current issue. When a Malfunction Event condition stops occurring, the Malfunction Event will be automatically cleared.



Power Compliance Malfunction

When the Power Data Diagnostic Event has persisted for 30 minutes or more over a 24-hour period, a Power Compliance Malfunction Event will be logged.

When a Power Compliance Malfunction Event occurs, the driver will need to perform the following actions:

1. Provide written notification to their carrier within 24 hours of event.
2. Keep paper logs of the driver's hours of service records.
3. Review and correct their ELD Records as needed.

Once the issue has been corrected, the Power Compliance Malfunction will be automatically cleared.

Engine Synchronization Compliance Malfunction

When the Engine Synchronization Data Diagnostic Event has persisted for 30 minutes or more over a 24-hour period, an Engine Synchronization Compliance Malfunction Event will be logged.

When an Engine Synchronization Compliance Malfunction Event occurs, the driver will need to perform the following actions:

1. Provide written notification to their carrier within 24 hours of event.
2. Keep paper logs of the driver's hours of service records.

3. Review and correct their ELD Records as needed.

Once the issue has been corrected, the Engine Synchronization Compliance Malfunction will be automatically cleared.

Timing Compliance Malfunction

When the ELD has identified the device timing is greater than 10 minutes from Coordinated Universal Time (UTC), a Timing Compliance Malfunction Event will be logged.

When a Timing Compliance Malfunction Event occurs, the driver will need to perform the following actions:

1. Provide written notification to their carrier within 24 hours of event.
2. Keep paper logs of the driver's hours of service records.
3. Review and correct their ELD Records as needed.

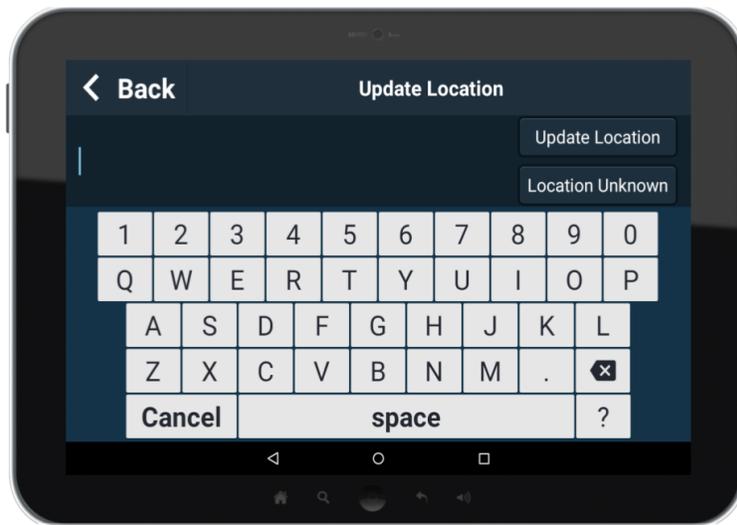
Once the issue has been corrected, the Timing Compliance Malfunction will be automatically cleared.

Position Compliance Malfunction

An ELD is required to remain position accurate to within +/- 0.5 miles and must provide a GPS position for every five miles traveled. When the ELD has identified the current position data does not meet these requirements, a Position Compliance Malfunction Event will be logged.

When a Position Compliance Malfunction Event occurs, the driver will need to perform the following actions:

1. Manual input location data when prompted by the ELD.



2. Provide written notification to their carrier within 24 hours of event.
3. Keep paper logs of the driver's hours of service records.

4. Review and correct their ELD Records as needed.

Once the issue has been corrected, the Position Compliance Malfuction will be automatically cleared.

Data Recording Compliance Malfuction

When the ELD has identified the device is unable to record or retain required events or retrieve recorded logs, a Data Recording Compliance Malfuction Event will be logged.

When a Data Recording Compliance Malfuction Event occurs, the driver will need to perform the following actions:

1. Recreate the driver's hours of service, including duty graph, for the current 24-hour period and the previous 7 days.
2. Provide written notification to their carrier within 24 hours of event.
3. Keep paper logs of the driver's hours of service records.
4. Review and correct their ELD Records as needed.

Once the issue has been corrected, the Data Recording Compliance Malfuction will be automatically cleared.

Data Transfer Compliance Malfuction

An ELD is required to test the data transfer function every seven days. If the ELD fails the test and required subsequent tests, a Data Transfer Compliance Malfuction Event will be logged. At this time, the Data Transfer Compliance Malfuction will be displayed.

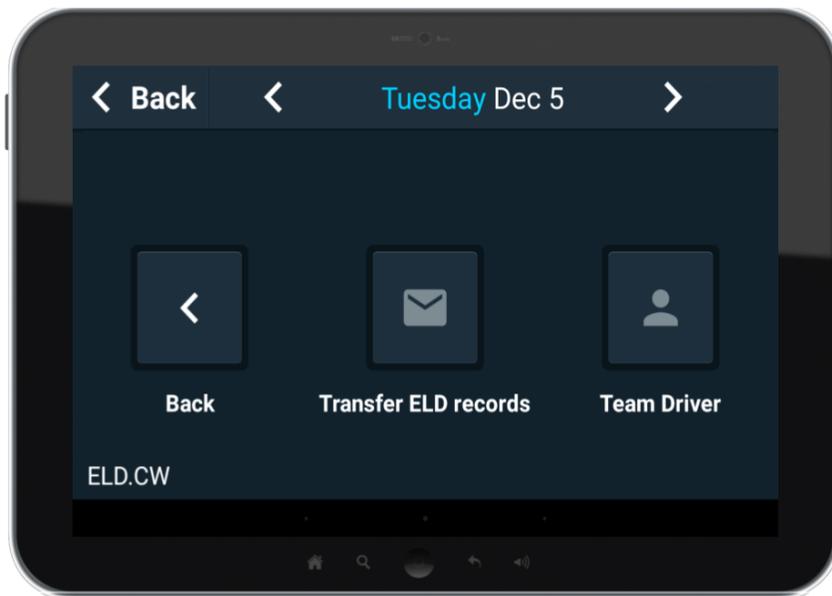
When a Data Transfer Compliance Malfuction Event occurs, the driver will need to perform the following actions:

1. Provide written notification to their carrier within 24 hours of event.
2. Review and correct their ELD Records as needed.

Once the issue has been corrected, the Data Transfer Compliance Malfuction will be automatically cleared.

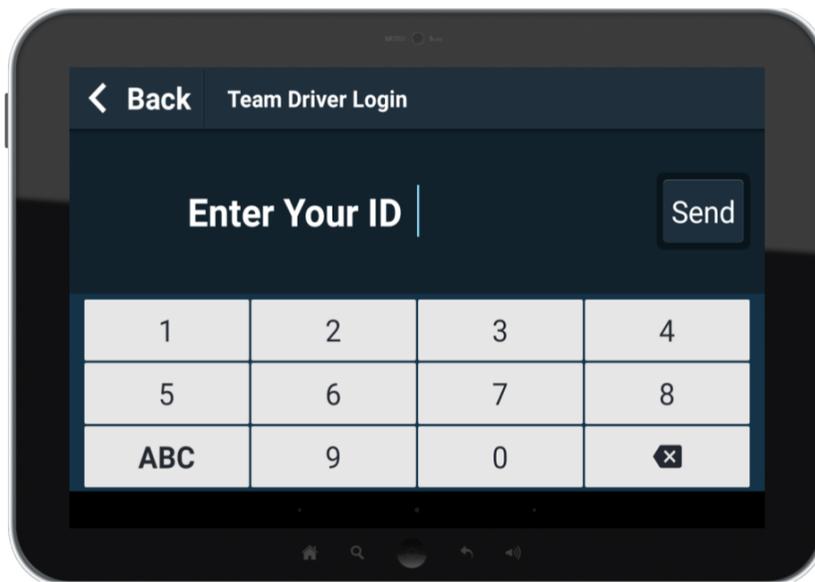
Team Driving

To accommodate team driving, a co-driver can log in through the "Team Driver" button in the ELD menu. Once the co-driver has logged in, the co-driver will be able to review their ELD records and transfer driving duties between the driver and co-driver.

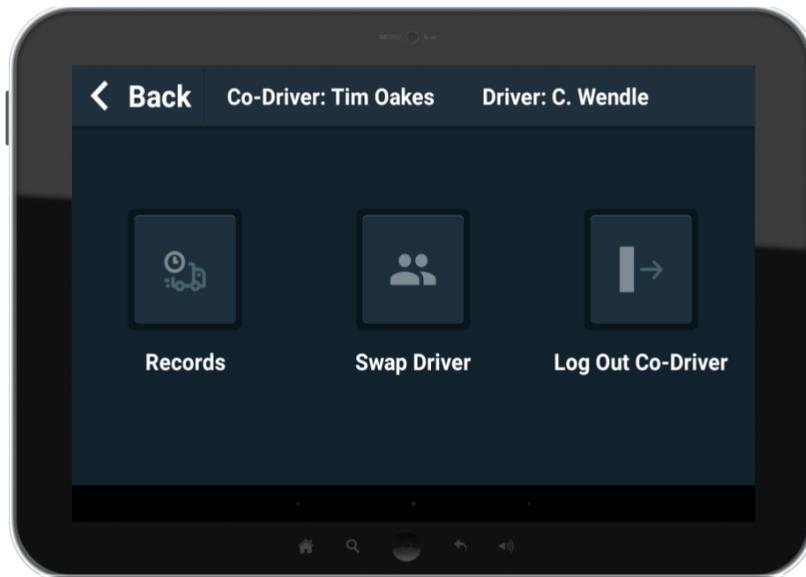


Co-driver Log In

If no co-driver is logged in, selecting the “Team Driver” button will ask for the co-driver pin to log in.



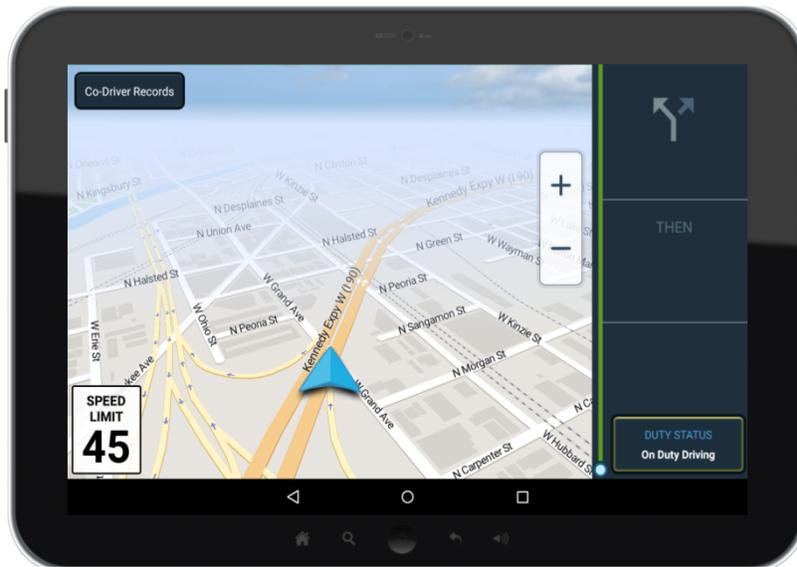
Upon successful login, the **Team Driver** screen will be available.



Viewing Co-driver Records

To view the co-driver records, select the “Records” button when in the **Team Driver** screen. From within the **Records** screen, the co-driver will be able to view, edit, and create records. More information on editing and creating ELD records is available in the

If the vehicle is moving and a co-driver is already logged, the Co-driver records can be accessed by selecting the “Co-driver Records” button on the Map screen.



Swap Driving Responsibilities

When the vehicle is stopped, the driving responsibilities can be swapped from the driver to the co-driver by selecting the “Swap Driver” button on the ***Team Driver*** screen.

Co-driver Log Out

The co-driver can log out by selecting the “Log Out Co-Driver” button on the ***Team Driver*** screen or will be automatically logged out when the driver logs out of the app.