Note: The Saucon Prox-M ELD is designed to function with a specific type of existing vehicle wiring, and may not be compatible with all applications. Please contact the Saucon Sales department for further details.

ELECTRONIC DRIVER LOGS

Prox-M Driver Log App

PROVIDED BY SAUCON TECHNOLOGIES

September 2019
Version 3.0

SAUCON
™

SAUCON

The Prox-M Driver Log App functions in both *linked* and *unlinked* modes.

- *Linked Mode*: Used when driver is operating a CMV and connects a mobile device to the Prox-M unit installed on that CMV
- *Unlinked Mode:* Used by a driver to manage his/her log when *not* connected to or operating a CMV

Linked	App Feature	Unlinked
✔	**Driver must connect to a vehicle**	
✔	**Uses engine data from the vehicle to capture required ELD components**	
✔	**Records a driver sign on and prompts driver to set his/her duty status**	
✔	**Prompts driver to review and claim/reject Unassigned Driving events**	
	Used to record time spent in Relay or Cushioning	✔
✔	**Prompts driver to approve edits proposed by an administrator to his/her logbook**	✔
✔	**Allows driver to set current duty status, as well as edit and sign logbooks for today and past days**	✔
8 (FMCSA) or 14 (Canada)	**Number of days of logbooks that driver can access**	**30**

When using the app for the first time, the driver must enter credentials to register his/her device.

- Enter the Driver ID, DOT #, and password (use the word 'password' the first time you log in).
- During first time sign in, you will be prompted to change your password. Enter your old password (the word 'password' for first time users), set and confirm your new password and hint, and tap "Set Password and Hint" to continue.
- This will register your device, and allow you to connect it to a CMV equipped with a Prox-M unit.
- You will only need to enter credentials in the app the first time you access it. After logging in and registering your device, you will not need to log in again unless you tap the 'Unregister' button (this should only be done when reassigning mobile devices to another driver).
- *Note:* If you receive an "Invalid Login" message, please check with your administrator to ensure you are set up properly for Electronic Logs

My Driver Log

Driver ID — Driver ID
DOT — DOT
Password — Password

Log In   Password Hint

Change default password and hint

Old Password — Current password
New Password — New password
Confirm New Passwo... — Re-enter new password
Password Hint — Please enter a hint

Set Password and Hint

A Typical Day using Electronic Logs on a CMV:
(Note: the steps below are a guideline. Always follow your company policies when tracking HOS electronically)

1. Open the Driver Log App and link to a vehicle.
2. Set your duty status to OD when prompted.
3. Tap "Add Comments" and select "Pre-Trip" *before* starting your pre-trip inspection.
4. Complete your pre-trip inspection.
5. Drive the bus (duty status changes to Driving automatically at engine speed of 5 mph or greater).
6. At a stop, tap the OD button OR wait for the Auto-On Duty (6 minutes of no motion).
7. If you walked away from the bus during the stop, open the app and confirm you are still linked to the bus.
8. Drive the bus.
9. At your mid-day break, if a post-trip is required, open the app, tap "Add Comments, and select "Post-Trip." Complete your post-trip. Set your status to "OD" or "Off Duty" as appropriate.
10. Unlink from the bus.
11. Repeat steps 1-9 for your afternoon trip.
12. At the end of your day, tap "Off Duty, then "Sign Logs" to place a signature on your logbook, then unlink from the bus.

4

SAUCON TDS
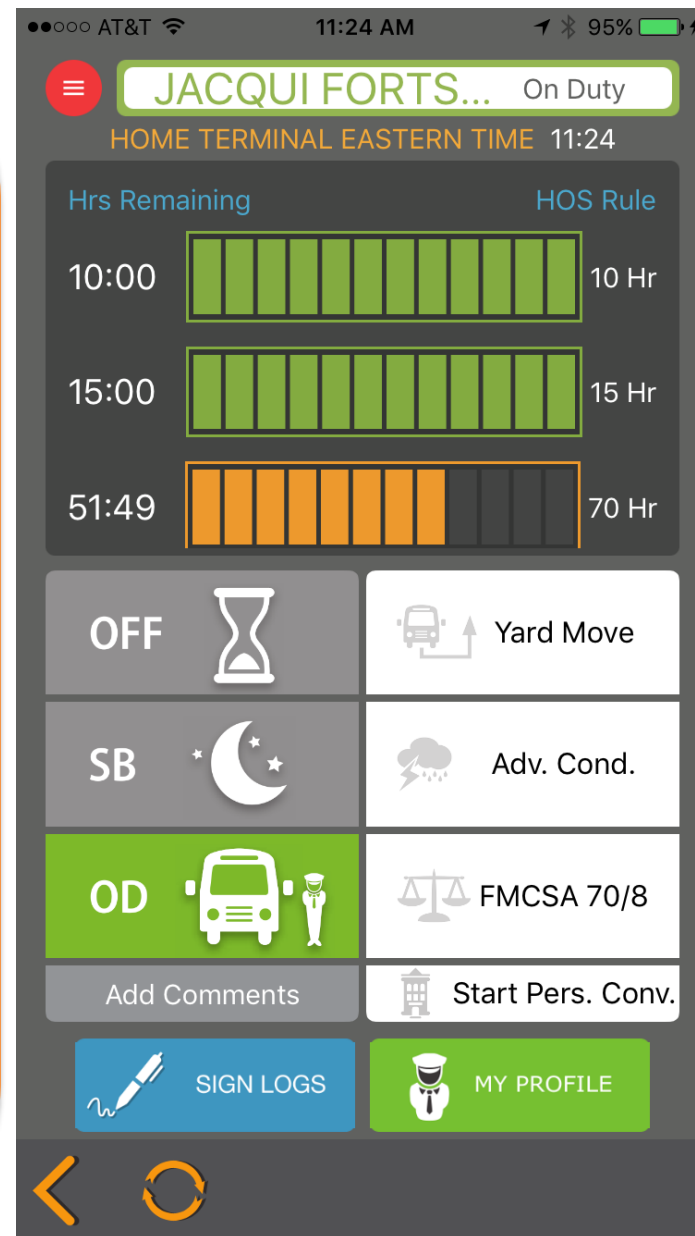
Importance of tapping the button *before* performing the action - example
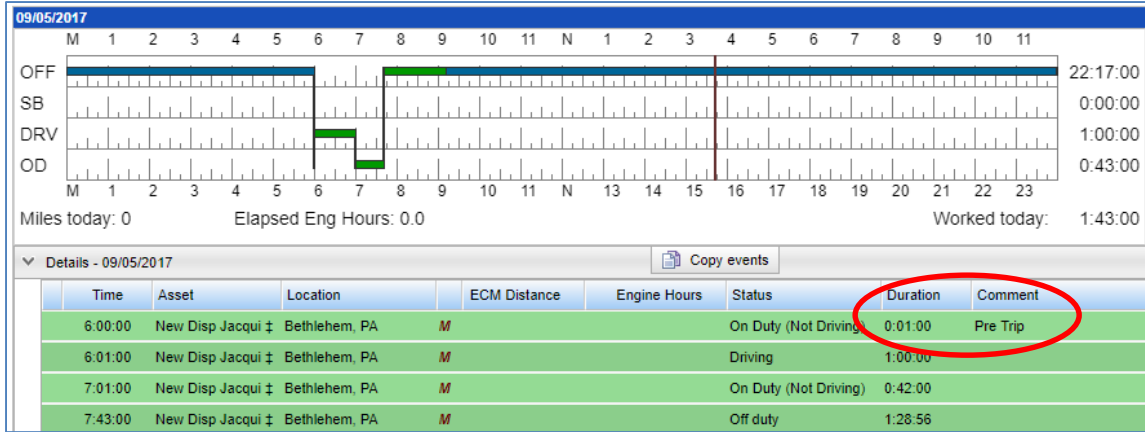
Performing Pre-Trip *first*, then tapping the button, then driving – log will show that you spent 1 minute on your Pre-Trip.
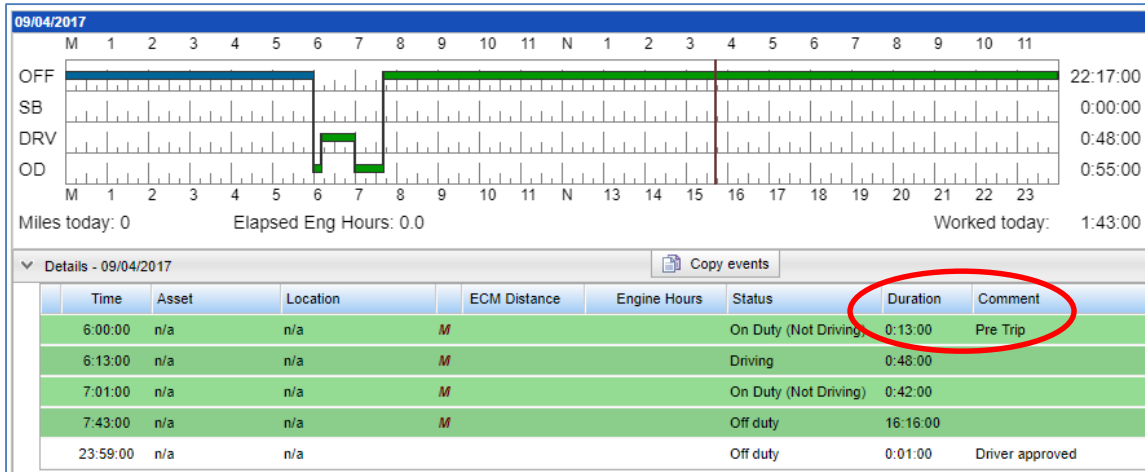
Tapping the button *first*, then performing the Pre-Trip, then driving – log will show that you spent 13 minutes on your Pre-Trip.

5

When you MUST interact with your phone for e-logging (note: regulations require the phone to be mounted in fixed position visible to driver):

- When you are linking to a bus and going on duty to start your day/trip
- *Before* performing a pre- or post-trip inspection
- When you have walked away from the bus (ex – at a terminal stop) – you MUST verify your phone is still linked to the vehicle before continuing your trip. <u>No connection = no logs.</u>
- When you have turned off the bus and need to start it again (once security is enabled)
- During a roadside inspection (to transfer or display logs to DOT)
- When cushioning
- When your day is finished (signing your log, going Off Duty, etc)
- <u>*Before*</u> you turn your phone off for the night
- When you need to view your logs, make corrections to your log, review and approve administrator edits to your logs

Automatic Duty Status changes:
- **To *Driving* when ECM speed = 5 mph or greater**
- **From *Driving* to *On Duty Not Driving* 6 minutes after the vehicle has stopped**
- **All other duty status changes happen from you pushing a button, or responding to a prompt.**
- **<u>There is NEVER an automatic duty status change to set your status to *Off Duty*.</u>**

Make sure your phone is CHARGED!!

If you are operating a CMV, you **must** connect your mobile device to the Prox-M unit installed on the vehicle.

- Press the "Tap to Link" button. **①**
- A list of available vehicles within connection range will appear. Select the vehicle from the list. **②**
    (*Note:* If the CMV you are operating does not appear in the list, you may not be in connection range, another driver may be connected, or the Prox-M unit may not have power).
- Enter your driver ID and trip code when prompted, then tap Login. **③**
- Select a duty status when prompted. *Note:* If you ignore this prompt, within 1 minute, a "Sign On" event will be recorded on your log, in your previous duty status. **④**
- Once you are connected, a "Green key" icon will appear, along with the vehicle to which you have connected. **⑤**
- Tap the Driver Log app to open it.
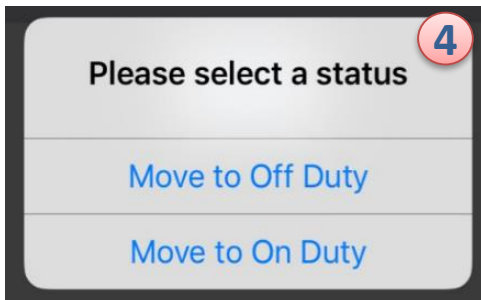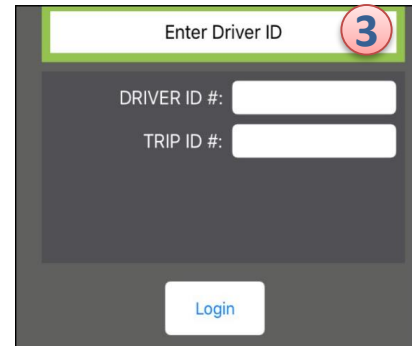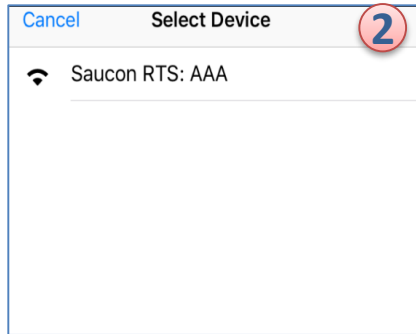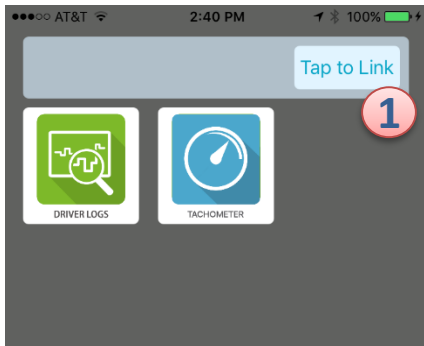
If you are NOT operating a CMV (this includes relay/cushioning), you **should not** connect your mobile device to the Prox-M unit installed on the vehicle. Instead, you should use the app in 'unlinked mode:'

- Tap the Driver Log app to open it. **1**

SAUCON TDS
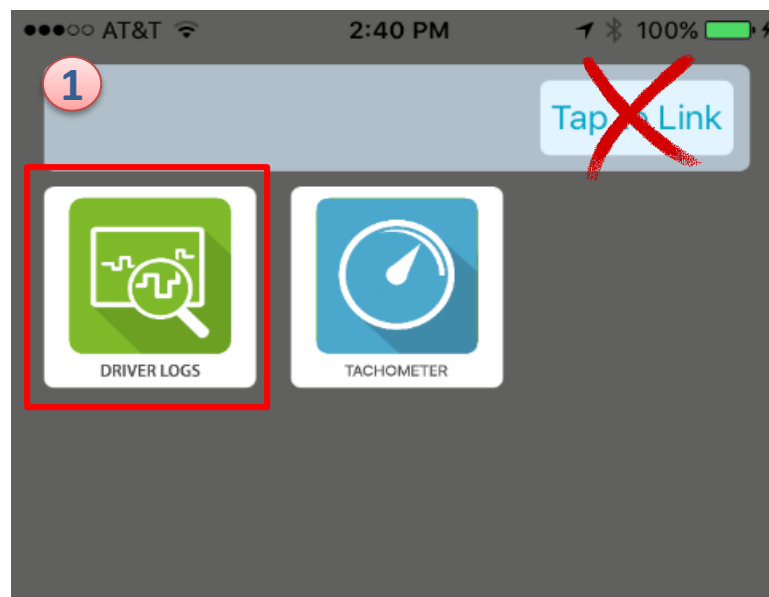
Menu button – used to manage 'past' logs (explained on following pages)

Shows the Time Zone and current time in the driver's Home Terminal (set up by Administrator in Saucon Portal)

Shows the driver's name and current duty status

Shows the driver's remaining time for each HOS rule. Colors change as the driver uses hours.

Back and Refresh buttons:
- **Back returns driver to the previous screen**
- **Refresh allows the driver to 'pull' new data to their log instead of waiting for the intermittent 'push' from the Saucon server**

NOTES:
- **The "Progress" screen is used to add duty status your log 'now.'**
- **When you tap a button, that event will be added to your log at the time you tapped the button.**
- **To add an event in the past, use the red "menu" button (see related slides).**

JACQUI FORTS... On Duty

HOME TERMINAL EASTERN TIME 11:24

Hrs Remaining   HOS Rule

10:00   10 Hr

15:00   15 Hr

51:49   70 Hr

OFF   Yard M...

SB   ...Cond.

FMCSA 70/8

Add Comments   Start Pers. Conv.

SIGN LOGS   MY PROFILE

See next slide

9

REMINDER!
Tapping a button on this screen performs the function 'now.' Use the red menu button to view, add, or manage events that happened prior to 'now.'

Tap these buttons to change duty status 'now.' Driving status is set automatically when engine speed reaches 5 mph.

- Tap "Add Comments" to add a comment to your log 'now.'
- Select from the listed comments, or choose "Other" to write your own.
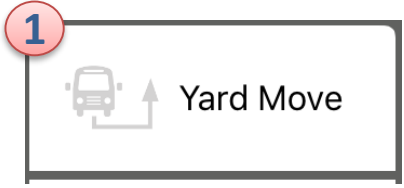- Selecting a comment while in Driving status will change your status to ODND.
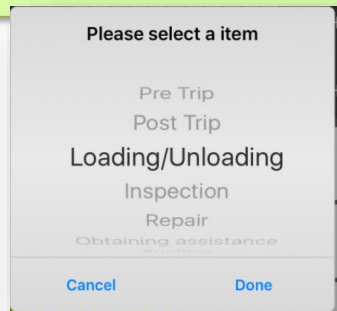
Tap these buttons to:
- Begin a Yard Move*
- Indicate you are experiencing an Adverse road or weather condition that may affect your HOS*
- Change the regulation you are currently following*
- Start/End Personal Conveyance*

Tap "Sign Logs" to place a signature on your logbook.*

Tap "My Profile" to view your settings (set up by your Administrator in the Saucon Portal).*

*Indicates additional information is contained on following slides

On Duty

N TIME 11:24

HOS Rule

10:00		10 Hr
15:00		15 Hr
51:49		70 Hr

OFF

SB

OD

Add Comments

Yard Move

Adv. Cond.

FMCSA 70/8

Start Pers. Conv.

SIGN LOGS

MY PROFILE

Please select a item

Pre Trip
Post Trip
Loading/Unloading
Inspection
Repair
Obtaining assistance

Cancel   Done

10

Yard Move **(1)**

- Tapping "Yard Move" allows you to indicate a special driving condition of moving a vehicle within a yard, and keeps you in ODND status while the vehicle is in motion. **(1)**
- After 1 mile of motion while in Yard Move, you will be prompted to continue yard move, or change status to driving. **(2)**
- Once you have stopped the vehicle and pressed the "Change to Driving Status" button, your Yard Move will be ended and a Driving event started.
- Yard Move can also be ended by tapping another duty status button or a comment button.

(1) Adv. Cond.

- Adverse Conditions allows you to indicate on your log that you are experiencing a road or weather event that may affect your HOS.
- Tapping this button adds an Adverse Conditions event to your log, at the time you pressed the button, and places a yellow bullet on your log as a reference point for your administrator. **(1)**
- Should you go into violation as a result of the Adverse Condition, your administrator will be able to research the event and note whether the event qualifies under the Adverse Condition regulation.

1 FMCSA 70/8

2 Please select an item

FMCSA Passenger 70 HOS
CAN South Cycle 1
CAN South Cycle 2
CAN North Cycle 1
CAN North Cycle 2
Alaska (7 Days)

Cancel   Done

FMCSA 70/8
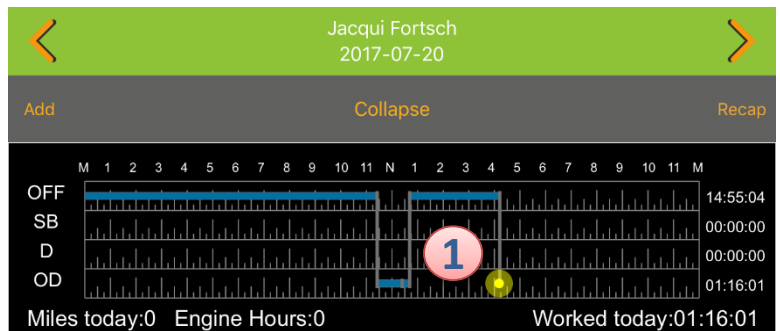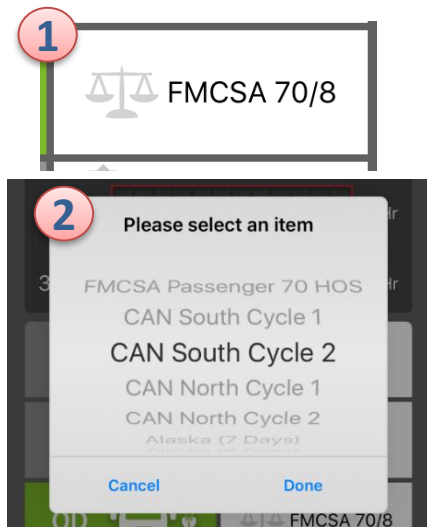
- The regulation button will display the regulation you are currently following. **1**
- To change to a different regulation, tap on the button, and select from the list of available regulations (these are set up by your administrator in the Saucon Portal). **2**
- The app will download your logs again, if necessary, to be in compliance with the regulation selected.

1 Start Pers. Conv.

- When enabled, Personal Conveyance (authorized personal use of the vehicle) can be used in accordance with your company guidelines.
- To start Personal Conveyance, tap the "Start Pers. Conv." button (you must be Off Duty to Start Personal Conveyance). **1**
- Select the proper log annotation to indicate travel to hotel or restaurant. **2**
- Once started, the button will display "End Conveyance." **3**
- While in Personal Conveyance, you will remain Off Duty while the vehicle is in motion.
- To end Personal Conveyance, tap the "End Conveyance" button, or change your status to another duty status.

1 You must be Off Duty to switch to Personal Conveyance

Change status to Off...to Personal Conveyance

Cancel

2 Please select one of the following options

Travel to Hotel

Travel to Restaurant

Cancel

OFF ⏳	🚐 Yard Move
SB 🌙	🌧 Adv. Cond.
OD 🚌	⚖ FMCSA 70/8
Add Comments	🏛 End Conveyance **3**
✏ SIGN LOGS	👤 MY PROFILE
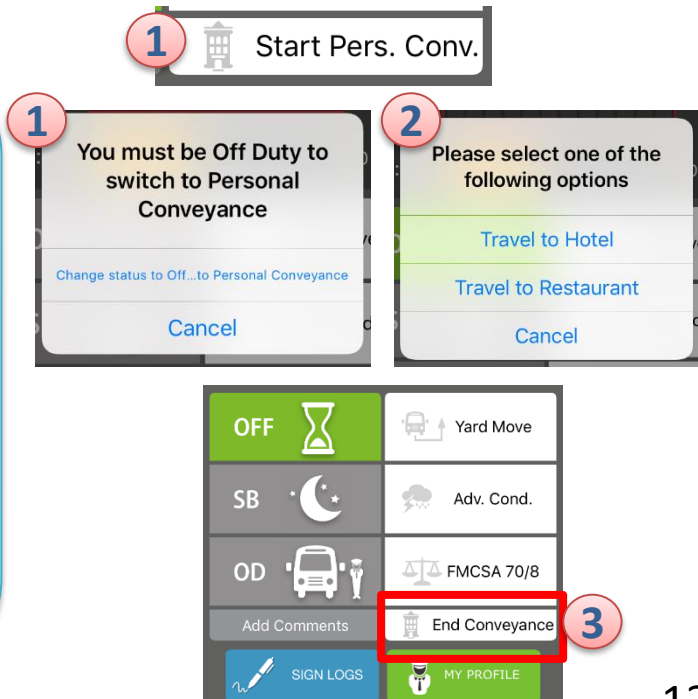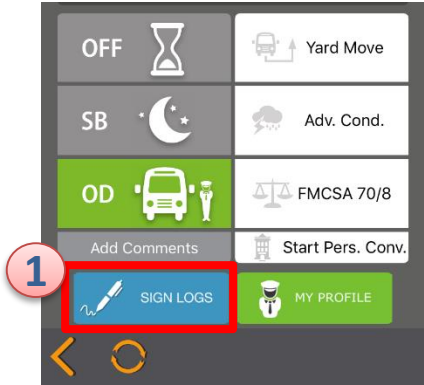
- To access the Sign Logs screen, tap the "Sign Logs" button. **1**
- When linked to a vehicle, the Sign Logs screen will display (8) days of unsigned logs. When not linked to a vehicle, the screen will display up to 30 days of unsigned logs.
- Review the totals for hours and miles shown, and tap to place an "x" next to the logs you wish to sign. **2**
- Tap "Sign Selected." **3**
- Review the days selected, and select "Agree" or "Not Now." "Agree" will place a signature ("Driver Approved") comment on your log. "Not Now" will cancel the signature process, and return you to the Progress Screen. **4**

13
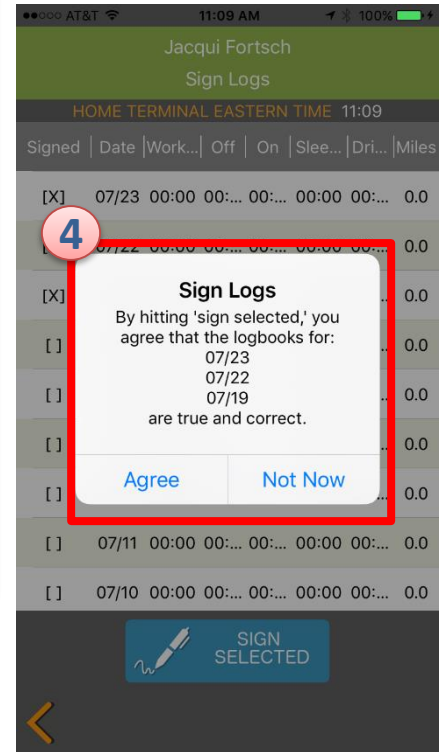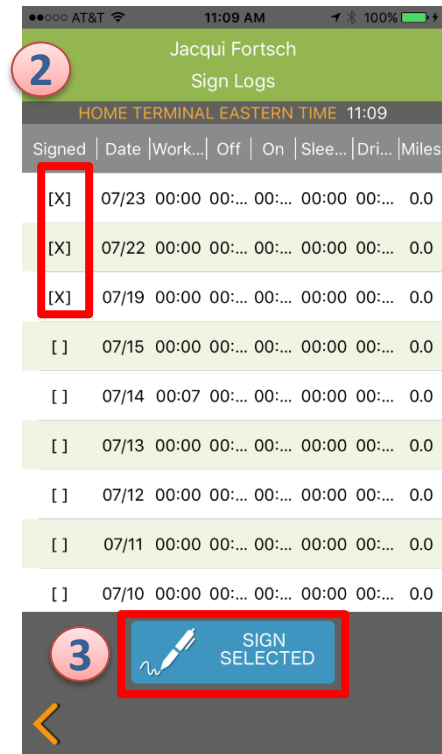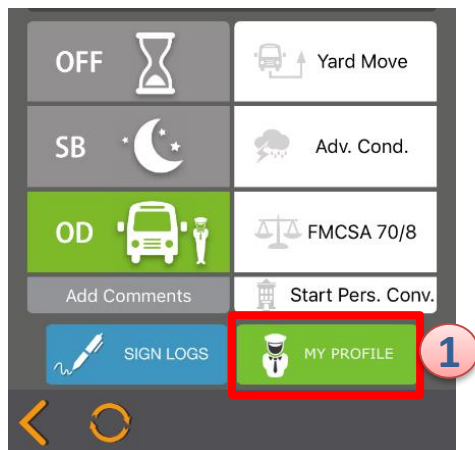
- Tap the "My Profile" button to view the settings allowed by your Administrator. **1**
- These settings are enabled/disabled by the Administrator in the Saucon Portal, and cannot be changed within the App.
- A green checkmark next to a settings indicates that setting is enabled for the driver; a black line indicates that setting is not enabled. **2**
- Hitting the help icon will allow you to see more information regarding the setting. **3**

14
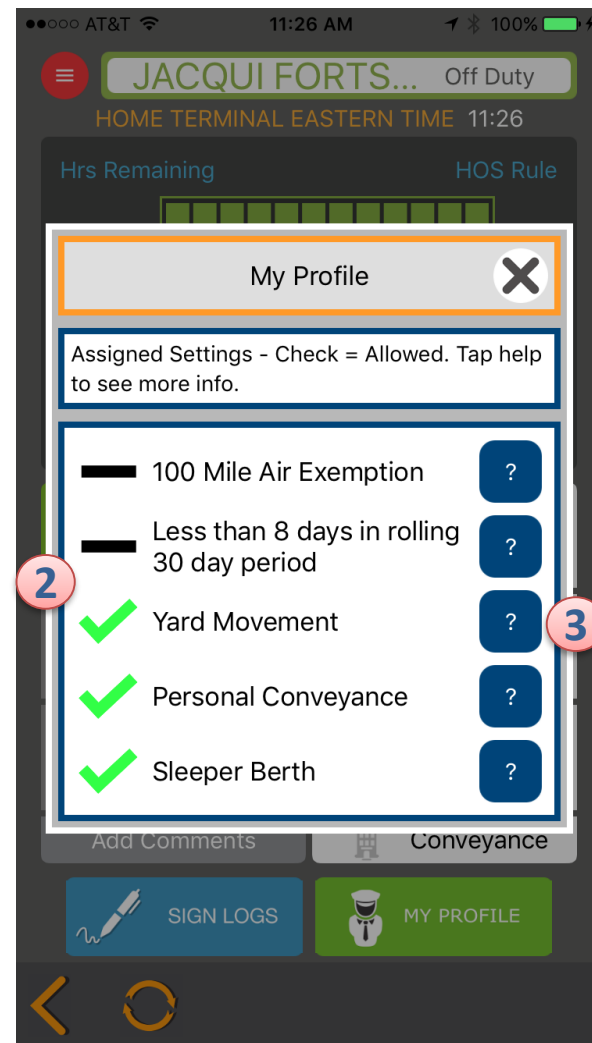
The App will prompt the driver, at various times, to set duty status or review important information.

- Prompts at Log In:
    - To select Duty status (Linked mode only) **1**
    - To review and claim/reject Unassigned Driving events (Linked mode only) **2**
    - To review and approve/reject proposed edits made by an administrator (both in Linked mode and Unlinked mode) **3**
- Other prompts:
    - When in driving status, 5 minutes after no motion (no response to prompt one minute later changes status to ODND automatically) **4**
    - When driving more than 1 mile in Yard Move Status **5**
    - When disconnecting or signing today's log while in Driving or ODND status **6**
    - When connecting or disconnecting with unsigned logs in the last 8 days

1 Please select a status — Move to Off Duty / Move to On Duty

2 Unassigned Movements — There are Unassigned Movement events recorded on this device. Please review and claim any unassigned movements that belong to you before proceeding. — OK

3 Approve Admin Changes — There are proposed changes to your log that require your review — Go to Approval Screen / Not Now

4 Motion Stop Status — You've been stopped for five minutes in driving, would you like to change your status? — On Duty Not Driving / Off Duty / Remain Driving

5 Yard Move — You have driven 1 mile in Yard Move. — Continue Yard Move / Change to Driving Status

6 Disconnecting — You are disconnecting from the device while in On Duty Status. Do you want to... — Remain On Duty and Disconnect / Select different status / Cancel

If there are Unassigned Driving events on the vehicle to which the driver is linking, the driver will be prompted to review them, and either claim any that belong to him, or reject any that do not.

- When presented with the Unassigned Driving events, the driver should review the date, time, location(s), duration and miles associated with the event. **1**
- The driver would place an "X" next to any events that belong to him/her by tapping on the event(s). The driver would then tap "Claim Selected" to add those driving events to his/her log.
- If none of the events shown belong to the driver, the driver can select "None are Mine" to reject all events displayed. **2**
- Depending on the selection made by the driver, the driver will be prompted to confirm the choice before proceeding with either adding time to their log, or rejecting all Unassigned Driving Events. **3**
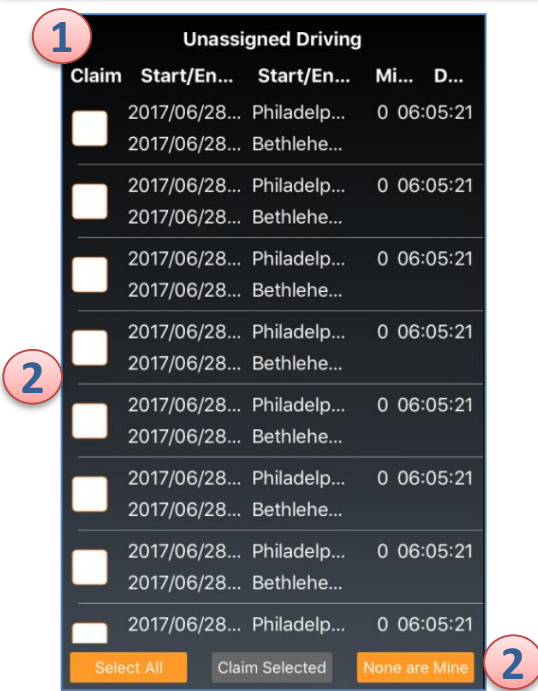
Message after claiming driving events
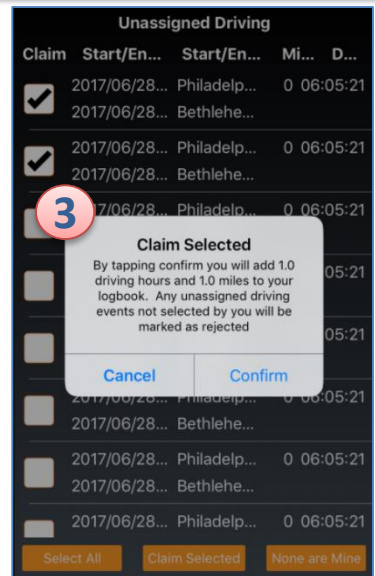
Message after tapping "None are Mine"

Examples of on board documents – see your administrator if you do not have these on your vehicle.

Every vehicle/driver must carry the following documents on board AT ALL TIMES so they can be shown to an officer (if requested) during roadside inspection:

1. A user's manual for the driver describing how to operate the ELD
2. An instruction sheet for the driver describing the data transfer mechanisms supported by the ELD and step-by-step instructions for the driver to produce and transfer the driver's hours-of-service records to an authorized safety official
3. An instruction sheet for the driver describing ELD malfunction reporting requirements and recordkeeping procedures during ELD malfunctions
4. A supply of blank driver's records of duty status graph-grids sufficient to record the driver's duty status and other related information for a minimum of 8 days.

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INSPECTION MODE

To transfer/display the required information to an authorized official during a roadside inspection, tap the red menu in the upper left corner, and select "Inspection Mode." This will open a screen that allows the driver to either transfer or present the required information to the officer. **1**

Primary method - Data Transfer:

- The primary method of Roadside Inspection is via data transfer. The Saucon Prox-M app will transfer the required data file using "Telematics" methods, either via "Web Services" or "Email." The roadside officer will specify which of the two methods to use to transfer the data.
- Tap the "Transfer" button. **2**
- When prompted select either "Email" or "Web Services" (specified by the officer) as the method of transfer. **3**
- Enter an output file comment (if given by the officer). Tap "Send." **4**

INSPECTION MODE

Secondary method - Display:
- In the event that the transfer fails (ex – both the CMV and officer's vehicle are out of cellular communication range), the display method can be used as a back-up.
- Tap the red menu, and select "Inspection Mode." Hand your phone, in Inspection Mode, to the officer. **1**
- The screen will display the required ELD data, in the format specified by the ELD regulation, to the officer. **2**
- The officer can 'swipe' the screen up to view the data required to be shown in the display method. **3**
- If Unassigned Driving exists, it is displayed under the oldest day's graph. Click expand to show the officer Unassigned Driving events, from the last 8 days, for the vehicle being inspected. **4**

19
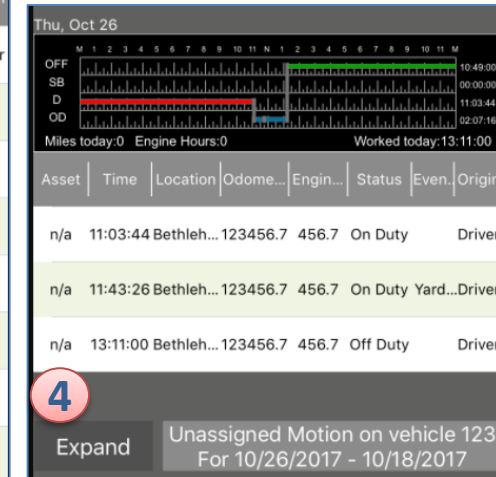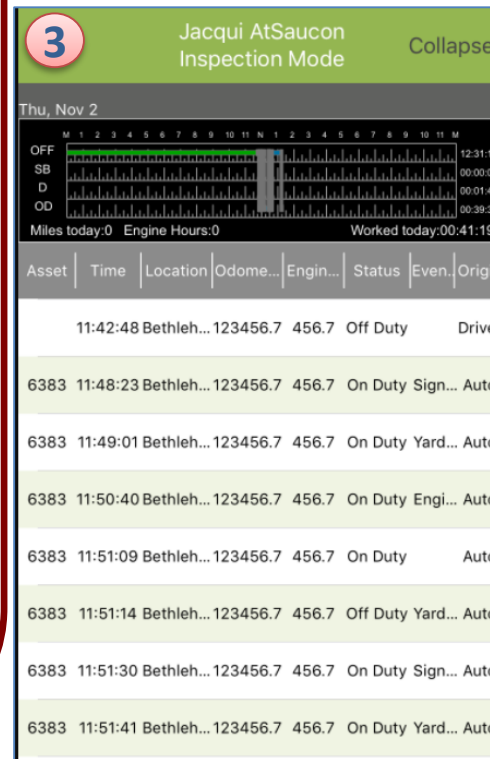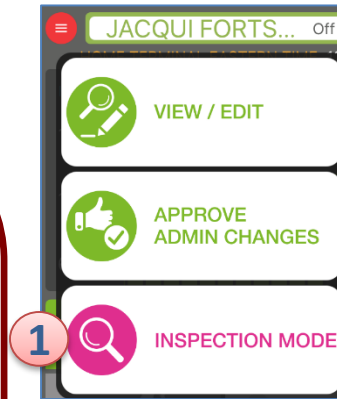
ELDs are required to track the following items to ensure the ELD is functioning properly:
- Power Compliance
- ECM Compliance
- Timing Compliance
- Positioning (GPS) Compliance
- Data Recording Compliance

When one of these items is not functioning within the required specifications, a Diagnostic event is recorded. If the issue persists within certain parameters, the diagnostic event may be raised to a malfunction event.

The driver is notified by a visual indicator that either a Diagnostic or Malfunction event has occurred.

1 A green indicator means that there are no active diagnostic or malfunction events.

2 A yellow indicator means that there are active diagnostic events, but they have not been raised to the malfunction level yet.

3 A red indicator means that a malfunction has occurred, and the driver should revert to paper logs, and report the malfunction, in writing, to the motor carrier within 24 hours.

4 A red and yellow indicator means that both malfunction and diagnostic events are present. Same instructions as in #3 apply.

20
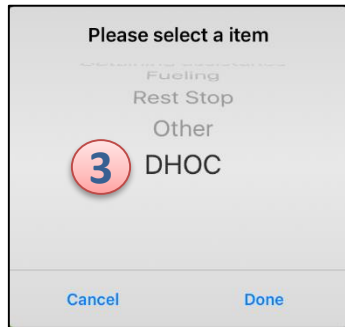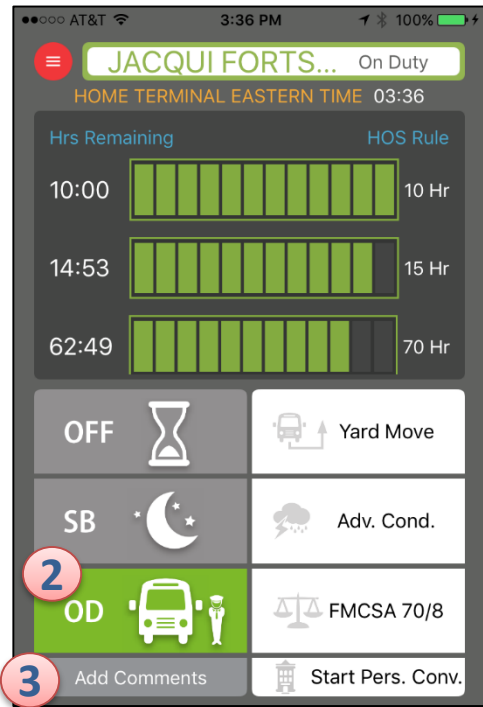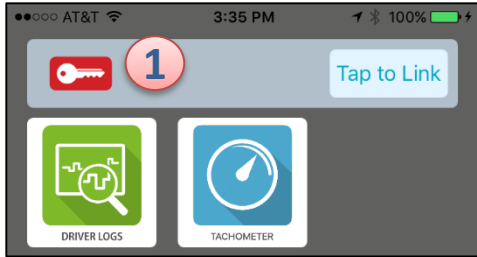
To use the App to record relay/cushioning time:

- Ensure that you are NOT linked to a vehicle (connection key should be red). Disconnect if necessary by tapping the "x." ①
- Open the App. Tap the OD button. ②
- Tap "Add Comments," and select the "DHOC" comment. ③
- Enter your starting and ending locations for cushioning. Tap "Save" when done. ④
- Upon arrival, tap OD or Off to end cushioning and set your status properly. ⑤
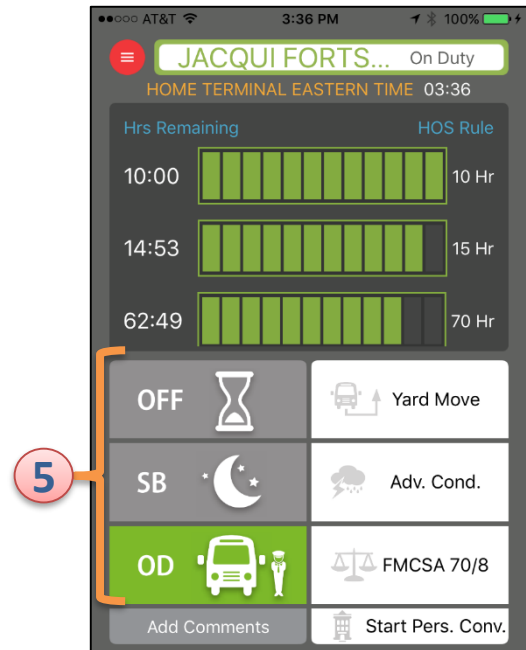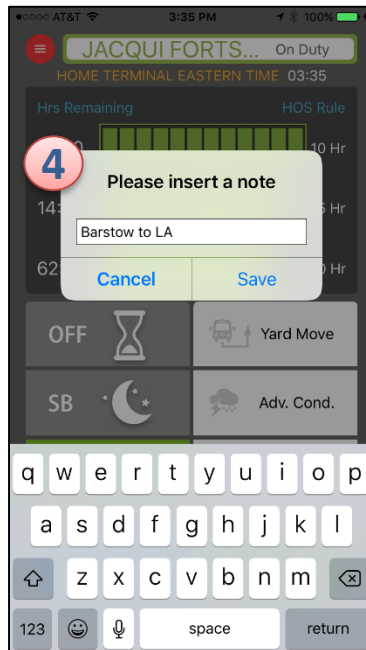
The red menu button gives the driver the following choices:

Note: To view/edit logs older than 30 days, use the My Driver Log website
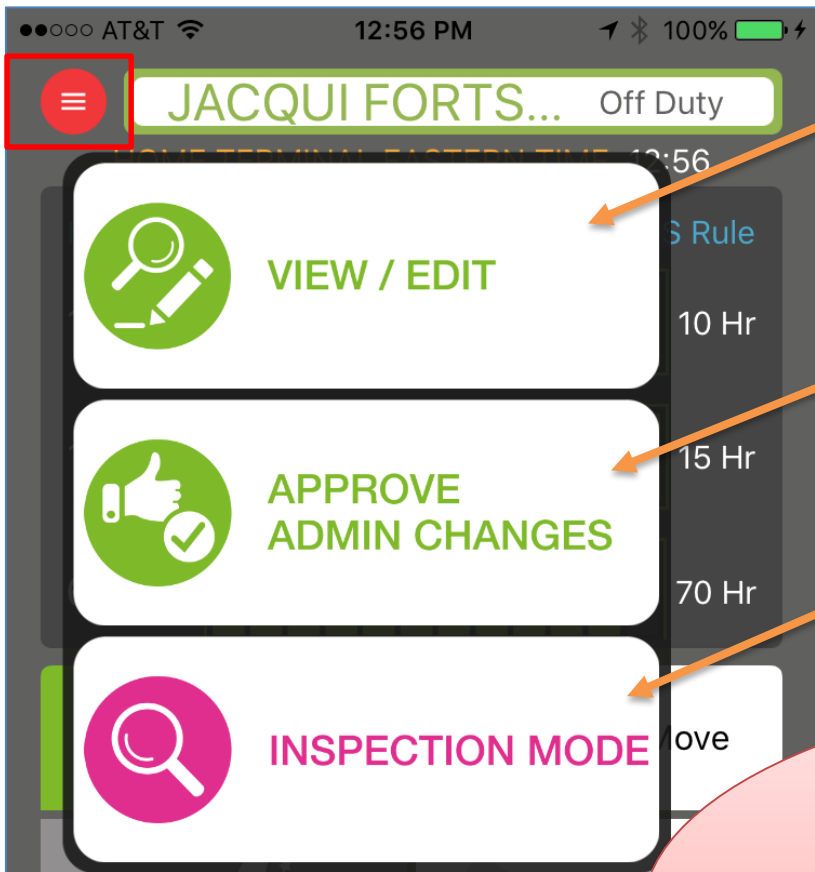
Allows the driver to view or edit <u>up to</u> 30 days worth of logbooks

Allows the driver to approve or reject up to 30 days worth of changes an administrator is proposing to his/her logbook

Allows the driver to view up to 30 days worth of logs in inspection mode

Note!
In 'linked' mode, these three screens will show the driver <u>only 8 (FMCSA) or 14 (Canada)</u> days worth of information.

In 'unlinked' mode, the screens will show the driver 30 days.

VIEW / EDIT

The View/Edit button allows the driver to edit *past* logbooks by adding events with the appropriate duty status. Examples:

- *Forgot to sign off?* Add an Off Duty event on the day/ time you ended your day.
- *Forgot to record your pre- or post-trip on your log?* Add an On Duty event with the comment "pre-trip" or "post-trip" to your log, for the time you performed the inspection.
- *Forgot to set yourself to ODND before starting time in relief car/cushioning?* Add an On Duty event when you started cushioning, and an Off Duty event when you ended cushioning.
- *Need to record time spent working for another company?* Add events to your log, in the appropriate statuses, to record this time so that it is included it in your HOS calculations.

1

1
Driver name and logbook date appear at the top. Use the previous and next arrows to find the day to edit.

2
Tap "Add" to add a Duty status event

3
Tap "Collapse" or "Expand" to collapse/expand the duty status details beneath the graph

4
Tap "Recap" to view 8 or 14 days ('linked' mode), or 30 days ('unlinked' mode) of recap summary

Jacqui Fortsch
2017-06-30

2 Add   **3** Collapse   **4** Recap

	M 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 7 8 9 10 11 M	
OFF		13:33:15
SB		00:00:00
D		00:00:00
OD		00:00:02

Miles today:0   Worked today:00:00:02

Asset	Time	Locati...	Durati...	Status	Comm...	Trip
AAA	13:33...	Bethle...	00:00...	On D...		123
AAA	13:33...	Bethle...	00:00...	Driving		123
AAA	13:33...	Bethle...	10:26...	On D...	Engine...	123

- Tapping "Add" opens the "Add Duty Detail" screen.
- Fields marked with "*" are required.
- Tap "Save" after filling in all fields.

1. **Event time: Tap to enter the time the event started.**
2. **Asset: Select the vehicle from the list, or type your own entry.**
3. **Status: Select the duty status for the event.**
4. **Location: Type in the location, or use the location services button to use your phone's current location.**
5. **Comment: Select a comment from the pre-defined list.**
6. **Additional Comments: Type in any additional comments to note on this event.**
7. **Regulation set: Select the appropriate regulation set.**
8. **Company: Change the company by typing in the field.**
9. **Company Address: Change the company address by typing in the field.**
10. **Co-Driver: Enter the co-driver if applicable.**
11. **Trip ID: Enter the trip ID.**
12. **Reason Modified: Select the reason modified from the list.**
13. **Notes: Enter notes explaining the reason for the edit.**

Add duty
06/30/2017

HOME TERMINAL EASTERN TIME 03:47

EVENT TIME: *	3:47 PM
ASSET:	
STATUS: *	Please select
LOCATION: *	
COMMENT:	Please select
ADDITIONAL COMMENTS:	
REGULATION SET: *	FMCSA Passenger 70 HOS
COMPANY: *	Saucon Bethlehem
COMPANY ADDRESS: *	2455 Baglyos Circle Bethlehem, PA
CO-DRIVER:	
TRIP ID:	
REASON MODIFIED: *	Please select
NOTES: *	

Save   Cancel

Note!
If there are pending admin edits to your logbooks, you will not be able to add an event until these are approved or rejected.

Approve Admin Changes
There are proposed changes to your log that require your review before duty detail can be added.
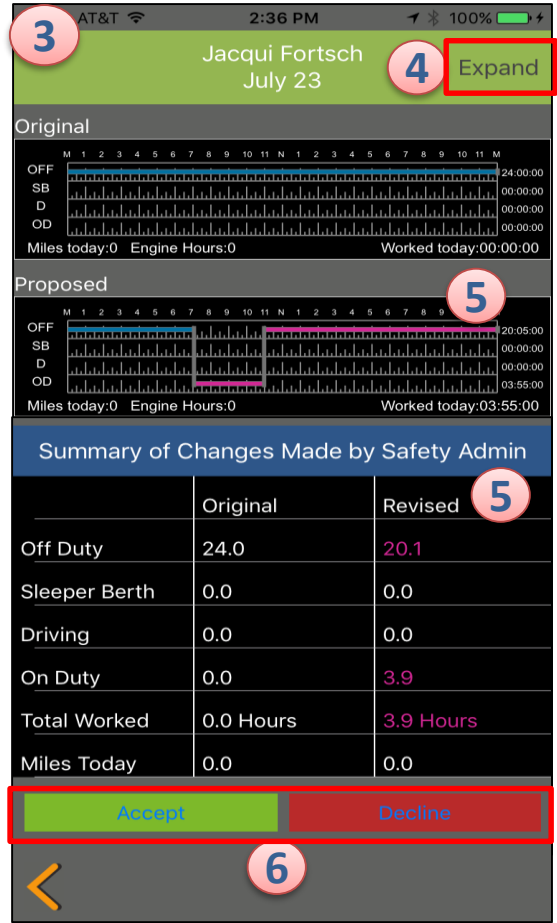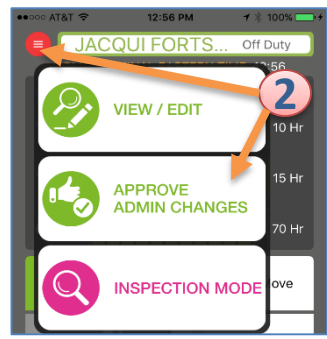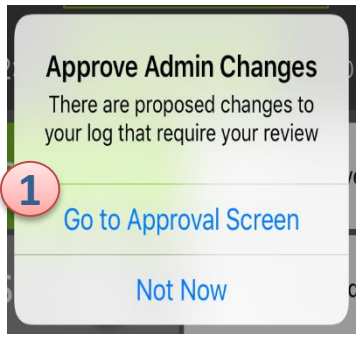
Goto Approval Screen

Not Now

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APPROVE ADMIN CHANGES

When an administrator proposes edits to a driver's log, the driver must approve or reject them. *Note: Administrator edits do NOT become part of the driver's log unless and until he/she has approved them.*

- Driver is prompted at log in/when opening App to review Administrator proposed changes. **1**
- If driver selects "Not Now," the driver can access proposed changes made by an administrator by tapping the red 'Menu' button and selecting "Approve Admin Changes." **2**

Approve Admin Changes
There are proposed changes to your log that require your review

1 Go to Approval Screen

Not Now

2

VIEW / EDIT

APPROVE ADMIN CHANGES

INSPECTION MODE

3 The driver will be presented with an original and proposed graph/details. If there are multiple days to review, the App will walk the driver through each day's proposed changes, beginning with the oldest day.

4 The details of the log events are 'hidden' until the driver taps "Expand" to show them.

3 AT&T 2:36 PM 100%

Jacqui Fortsch
July 23 **4** Expand

Original

OFF SB D OD
Miles today:0 Engine Hours:0 Worked today:00:00:00

Proposed **5**

OFF SB D OD
Miles today:0 Engine Hours:0 Worked today:03:55:00

Summary of Changes Made by Safety Admin

	Original	Revised
Off Duty	24.0	20.1
Sleeper Berth	0.0	0.0
Driving	0.0	0.0
On Duty	0.0	3.9
Total Worked	0.0 Hours	3.9 Hours
Miles Today	0.0	0.0

5

Accept Decline

6

5 **Proposed changes are shown in pink. A summary of how the changes would affect hours worked is shown at the bottom.**

6 **The driver can tap "Accept" to make the changes part of his/her logbook, or "Reject" them to keep the original log intact.**

7 **The driver must accept or reject proposed administrator changes before being allowed to add a duty detail to his/her own log.**

ELECTRONIC DRIVER LOGS

Prox-M Driver Log App

PROVIDED BY SAUCON TECHNOLOGIES
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Email: support@saucontech.com

September 2019

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