

ELD Logbook Driver Quick Reference Guide

Table of Contents

Start of your shift	3
Check for in-cab resources	3
Log in and select a vehicle	3
Add and manage co-drivers	4
Change your HOS status to On Duty	5
Complete a pre-trip vehicle inspection	5
Add trailer and shipping references	5
Start driving	7
During your shift	8
Check your HOS timers	8
Receive alerts	8
Stop driving	9
Take a break	9
Use Roadside Inspection mode	9
End of your shift	11
Complete a post-trip vehicle inspection	11
Review your logs	11
Edit your logs	11
Certify your logs	12
Go off duty and log out	12
Contact Logbook support	14

Start of your shift

Check for in-cab resources

Make sure that you carry the following resources in your vehicle:

- This quick reference guide
- [The ELD Logbook DOT Roadside Inspector Guide](#)
- [The ELD Logbook Diagnostics Quick Reference Guide](#)
- A supply of blank driver duty status graph-grids

Log in and select a vehicle

First time user:

[Install](#) the Logbook app from the [Google Play Store](#) for Android devices or the [iOS App Store](#) for Apple devices.

Regular user:

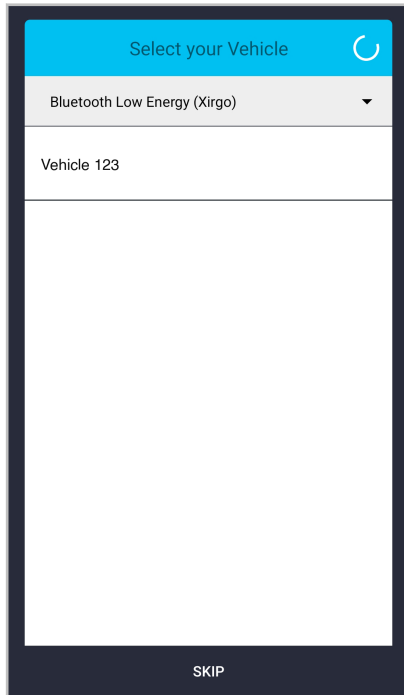
1. Open the Logbook app.



2. [Log in](#) using your username and password. Contact your administrator if you do not know these.

The image shows the login screen of the Reveal ELD Logbook app. At the top left, there is a logo for 'verizon connect' with a red checkmark above the 'v', and to its right is the 'Reveal ELD Logbook' logo. Below the logos, there are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right, indicating a toggle for visibility. At the bottom of the screen, there is a black rectangular button with the word 'LOGIN' in white capital letters.

3. Select a vehicle from the list.

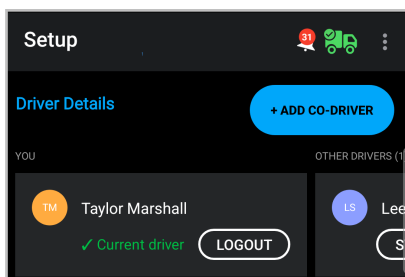


If your vehicle is not in the list, make sure that:

- You are close to your vehicle.
- Your vehicle's ignition is on.
- Bluetooth is enabled.

Add and manage co-drivers

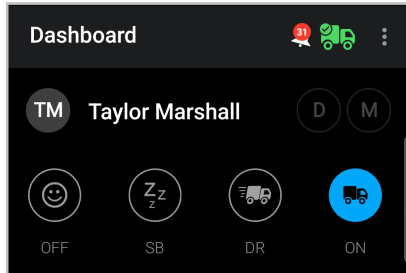
- A maximum of four drivers can be logged in to Logbook at a time.
- All co-drivers must log in to Logbook before the vehicle starts moving and log out after the engine has been turned off.
- All co-drivers must use the same mobile device.
- You can add co-drivers on the **Setup** screen.



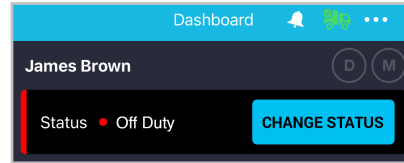
- See [Manage co-drivers](#) for information on logging in, switching, and logging out.

Change your HOS status to On Duty

1. On an Android device: On the **Dashboard** screen, tap **ON**, and then select a sub status if required.
On an iOS device: On the **Dashboard** screen, tap **CHANGE STATUS**. Under **On Duty**, select a sub status or "No Sub Status".



Android



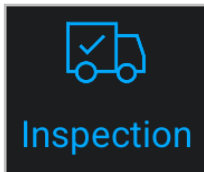
iOS

2. Confirm that the location is set automatically. Alternatively, enter the location manually.
3. Enter a comment if required.
4. Tap **CONFIRM** (on Android) or **CONFIRM STATUS CHANGE** (on iOS).

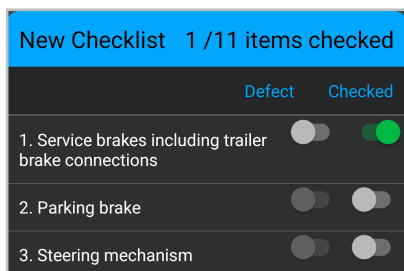
Complete a pre-trip vehicle inspection

If you are required to do a pre-trip vehicle inspection:

1. Ensure that you are connected to your vehicle and in the On Duty status.
2. Tap **Inspection**.



3. Review any existing inspections for this vehicle.
4. To create a new inspection, tap **ADD NEW**.
5. Review each item on the list against your vehicle, and then tap the toggle under **Checked** for each item. If you find an issue, tap the toggle under **Defect**. Tap **CONTINUE** when you have completed your review.



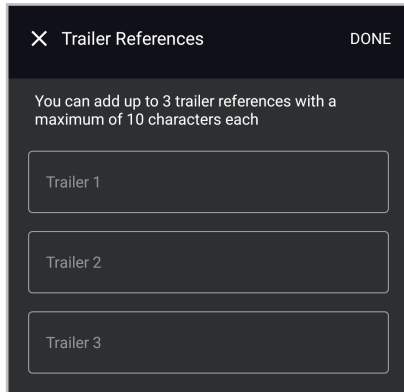
6. Add a mandatory comment for each defect and for the inspection in general, and then tap **FINISH**.

Add trailer and shipping references

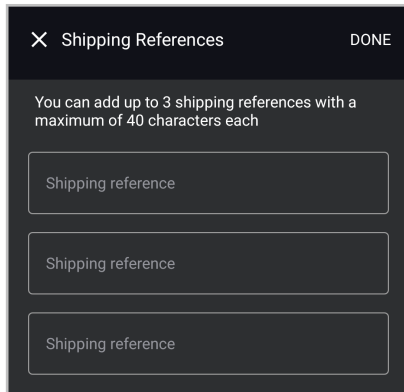
1. In the navigation bar, tap **Setup**.



2. Under **Trailer References**, tap the arrow icon, enter one or more trailer references, and then tap **DONE**. You can delete or edit existing trailers by tapping the arrow icon, and then deleting or changing the existing references.

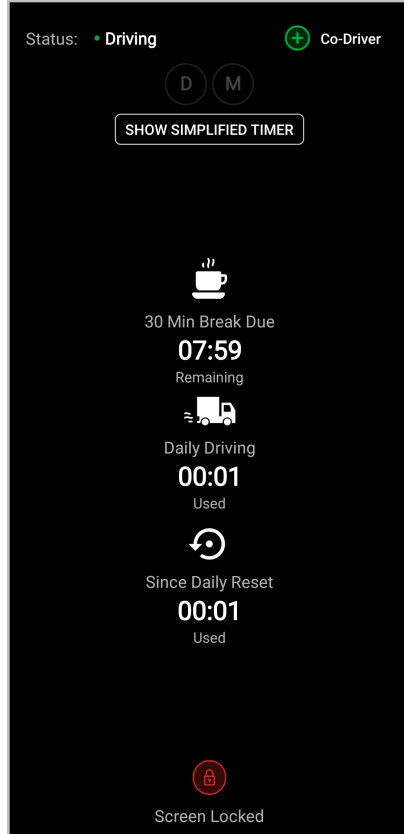


Under **Shipping Reference**, tap the arrow icon, enter one or more shipping references, and then tap **DONE**. You can delete or edit existing shipping references by tapping the arrow icon, and then deleting or changing the existing references.



Start driving

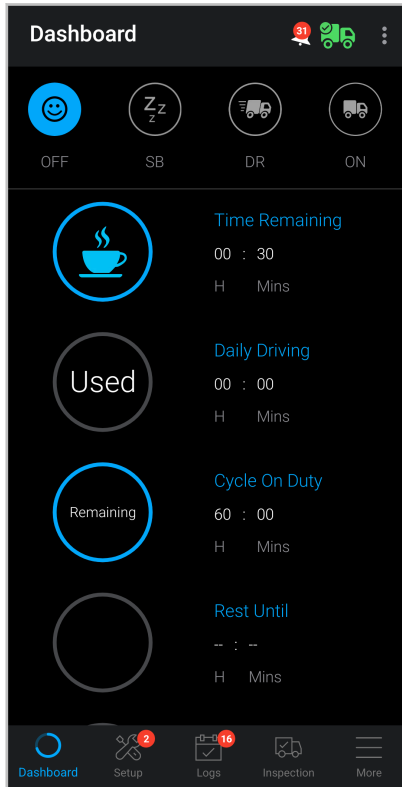
When you have completed all required tasks, and you are ready, start driving. Your HOS status automatically changes to Driving and your screen is locked. You can switch between a simplified timer and detailed timers:



During your shift

Check your HOS timers

On the **Dashboard** screen you can see the HOS status that you are currently in, you can change your HOS status and sub status, and you can view your HOS timers.



Your status can be one of the following:

- **OFF:** Off duty
- **SB:** Sleeper berth
- **DR:** On duty - driving
- **ON:** On duty - not driving

You HOS timers show the following:

- **30-Minute Break Due timer:** When your next break is
- **Time Remaining timer:** How much of your break is remaining
- **Rest Until timer:** How much longer you must rest to reset your daily or cycle timer
- **Daily Driving timer:** How much longer you can drive today
- **Cycle On Duty timer:** How much longer you can be on duty or driving within your cycle
- **Since Daily Reset timer:** How much longer you can be on duty today

Receive alerts

You might receive an alert in a banner in the lower part of the **Dashboard** screen.

Alerts are shown in the following situations:

- You approach or exceed the permitted driving time.
- You experience a diagnostic event or malfunction.
- The vehicle you are driving has recorded unidentified miles.
- Your administrator assigned unidentified miles to you.
- Your administrator made changes to your HOS logs that you need to accept or reject.

To view the alert:

- If this is a diagnostic event or malfunction, tap the **D** or **M** icon in the upper right corner of the screen.



- If this is any other type of alert, tap the **Alerts**  icon in the upper right corner of the screen.

Stop driving

1. When the speed of your vehicle goes to 0 mph for more than 5 seconds, the app begins a countdown of 5 minutes. You can change your status to On Duty at any time during the countdown.
2. After 5 minutes of idling, you will be asked whether you are still driving or want to go On Duty. You have 60 seconds to decide.
3. If you move the vehicle, your status automatically changes to Driving.
4. If you do not move the vehicle, on the 6th minute, your status automatically changes to On Duty, and the app backdates your status to the time the vehicle stopped moving.

Take a break


When your vehicle has stopped moving for 5 minutes, your status automatically changes to On Duty (not driving).

When it is time for a break, you can change your status to Off Duty (once the vehicle stops moving). If you are going to use your vehicle's sleeper berth, you can set your duty status to the Sleeper Berth sub status.

Use Roadside Inspection mode

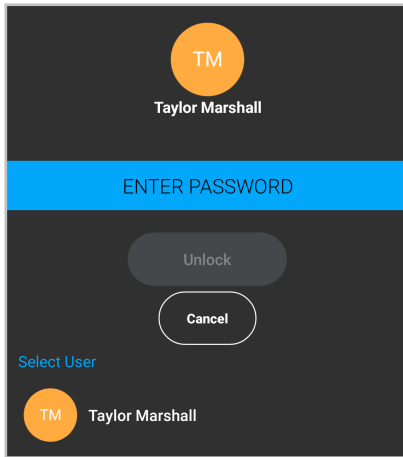
You must enable Roadside Inspection mode before giving the device to the inspector.

To enable Roadside Inspection mode:

1. From the navigation bar in the lower part of the screen, tap **Logs**.
2. Tap the **Roadside Inspection Mode**  icon. The icon changes to blue. On some devices, such as iPads, tap the toggle button next to **Inspector Mode**.

To disable Roadside Inspection mode:

1. On the **Status Log** screen, tap the **Roadside Inspection Mode**  icon. On some devices, such as iPads, tap the toggle button next to **Inspector Mode**.
2. Enter your password and tap **Unlock**.



See the [ELD Logbook DOT Roadside Inspector Guide](#) for more details on how to use the Roadside Inspection mode.

End of your shift

Complete a post-trip vehicle inspection

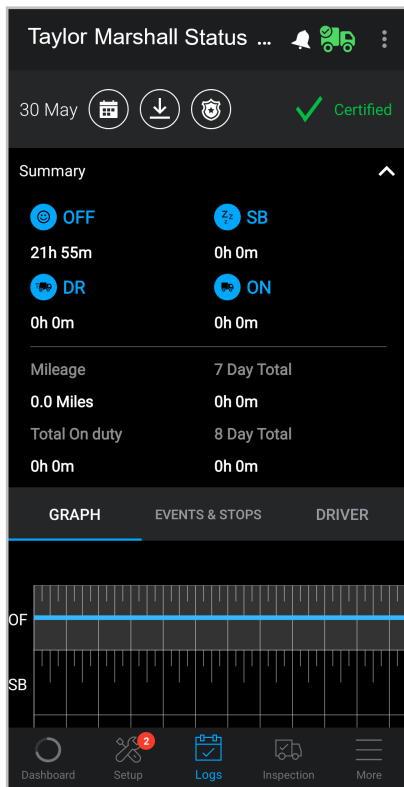
See [Complete a pre-trip vehicle inspection \[5\]](#).

Review your logs

1. In the navigation bar, tap **Logs**.



2. From the date picker, select the date you want to review.
3. Select the tab with information you want to review: **GRAPH**, **EVENTS & STOPS**, or **DRIVER**.



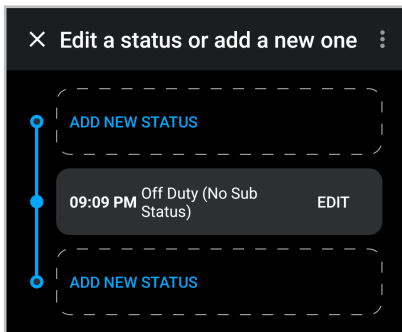
Edit your logs

As per FMCSA guidelines, you cannot edit start or end times for the Driving status. You can edit other logs, as long as their times do not overlap with an existing Driving status.

1. In the navigation bar, tap **Logs**.



2. Select the **EVENTS & STOPS** tab.
3. Review the logs, and then tap **ADD/EDIT**.
4. Tap **EDIT** to change an existing event, or tap **ADD NEW STATUS** to add a new status in the appropriate place in the log.



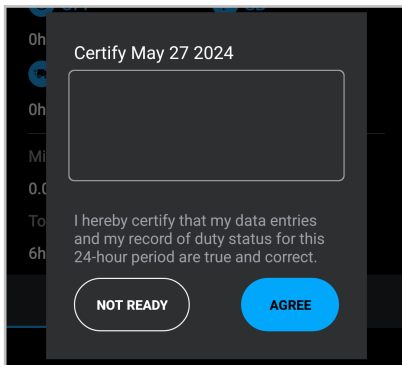
5. Change the details as required. Start time and end time cannot be edited for existing events.
6. Enter a comment.
7. Tap **SAVE**.

Certify your logs

1. In the navigation bar, tap **Logs**.



2. From the date picker, select the date you want to certify.
3. Tap **CERTIFY**. Read the certification statement and add any comments if required, and then tap **AGREE**.

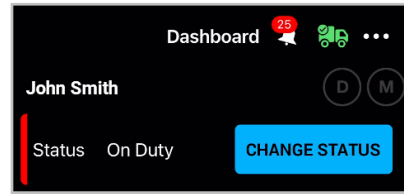
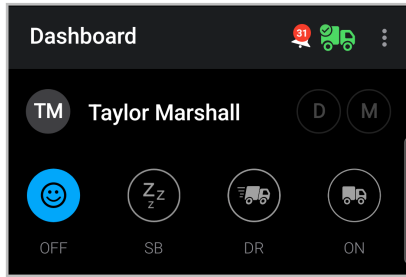


Go off duty and log out

When you have completed your shift, it is important that you set your status to Off Duty before logging out. If you log out while On Duty, the app continues tracking your hours.

To go off duty:

1. On an Android device: On the **Dashboard** screen, tap **OFF** (off duty), and then select a sub status if required.
On an iOS device: On the **Dashboard** screen, tap **CHANGE STATUS**. Under **Off Duty**, select a sub status if required.



iOS

Android

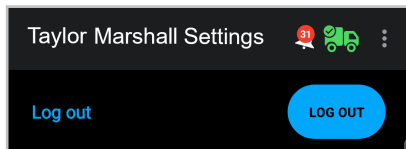
2. Confirm that the location is set automatically. Alternatively, enter the location manually.
3. Enter a comment if required.
4. Tap **CONFIRM** (on Android) or **CONFIRM STATUS CHANGE** (on iOS).

To log out:

1. In the navigation bar, tap **More**.



2. Tap **LOG OUT**.



Contact Logbook support

If you have problems with the Logbook mobile app that you haven't been able to correct using this guide, you can contact support for help.

To contact the driver line, call 844-617-1100.