verizon✓
connect

Hours of Service

ELD Driver User Guide
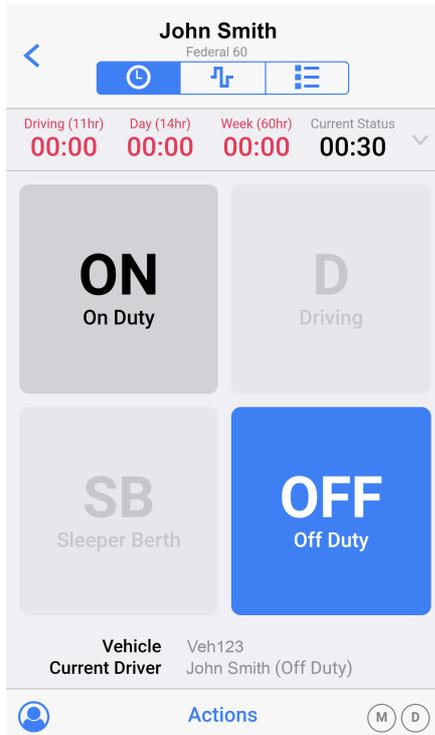
v3.3

Contents

Hours of Service

Hours of Service (HOS) for WorkPlan is an application for monitoring your federal Hours of Service status and checking that it complies with legal restrictions. The **Hours of Service** screen appears when you select **HOS** from the WorkPlan **Home** screen:

The following buttons are used to navigate between the **HOS** screens:

- The HOS Status screen lets you view and change your current HOS status, and shows time remaining before HOS limits are exceeded.

- The HOS Chart screen lets you view a graphical display of your HOS status over time.

- The Event List screen lets you view a list of all HOS events, such as change of status or any HOS limits that have been exceeded.

The HOS module can also be configured to display various Warnings to help you stay aware of your time remaining against HOS rules. To view the HOS module version installed on your device, open the WorkPlan **Setting** screen, then tap **About** and scroll to **Version** under the **HOS** section.

Using WorkPlan as an ELD

Hours of Service within WorkPlan can be used as an electronic logging device (ELD) to help with ELD compliance. To be compliant with the ELD regulations, you must follow the guidelines and steps described below in the correct order.

> Hours of Service is compliant with:
> - Regulations on automatic on-board recording devices defined in 49 CFR § 395.15 by the US Federal Motor Carrier Safety Administration (FMCSA)
> - Regulations on electronic recording devices defined in Section 83 of the Canadian Commercial Vehicle Drivers Hours of Service Regulations

Hardware Installation

When using WorkPlan as an ELD, a supported hardware unit must be installed in your vehicle. Follow the instructions in the corresponding hardware installation guide, unless the hardware has already been installed for you.

After the installation, your Verizon Connect representative will configure your account appropriately, so that your mobile device, running WorkPlan, will automatically connect to the vehicle unit when you turn the vehicle on and sign in to WorkPlan.

Important Notes

- Always leave the screen on your device on, so that you can see the hours of service status screen and any malfunctions or diagnostic events at all times.
- Follow the steps under Starting Your Vehicle and Signing In in the order specified, to ensure that all relevant ELD events are captured correctly.
- You must be signed in to WorkPlan to capture and report hours of service information.
- You must sign out of WorkPlan at the end of the day or shift. This prevents reporting errors and maintains privacy.
- Co-drivers must not use their own device. They must sign in to the same device as the main driver.
- If you are experiencing any malfunctions or diagnostic issues, you must follow the steps described under Troubleshooting Malfunctions and Diagnostic Issues.

Starting Your Vehicle and Signing In

Follow these steps before you start driving:

1. Get into your vehicle.

2. Turn on your mobile device.

3. Start WorkPlan and [sign in](#). (Do not yet select your vehicle from the list.)

4. Turn on the vehicle's engine.

5. Select your vehicle from the vehicles list in WorkPlan. (You might need to refresh the vehicles list if your vehicle is not displayed.)

6. Complete any forms you might need to fill out in WorkPlan.

7. If you have got a [co-driver](#), he or she must also sign in to WorkPlan.

8. Open Hours of Service from the WorkPlan home screen, so that you can see your HOS timers and diagnostics. Ensure that the screen remains on.

9. Start driving.

Stopping Your Vehicle and Signing Off

Follow these steps after you have stopped driving:

1. Stop your vehicle.

2. Turn off your vehicle's engine.

3. Change your HOS status to Off Duty.

4. [Sign out](#) of WorkPlan and complete any forms you might need to fill out.

5. If you have a [co-driver](#), he or she must also sign out of WorkPlan.

6. Close WorkPlan.

Installing WorkPlan

On Android Devices

To install WorkPlan onto your Android device:

1. Navigate to the Google Play store from your device and find WorkPlan.
2. Tap **Install**.
3. When the install is complete, open WorkPlan and sign in.

On iOS Devices

To install WorkPlan onto your iOS device:

1. Navigate to the Apple App store from your device and find WorkPlan.
2. Tap **Get**.
3. When the install is complete, open WorkPlan and sign in.

Logging in and Out

Signing In

To sign in to your account:

1. Enter your username (an email address, or a combination of account and username in the format "account:username") into the **Username** field.

2. Enter the password into the **Password** field.
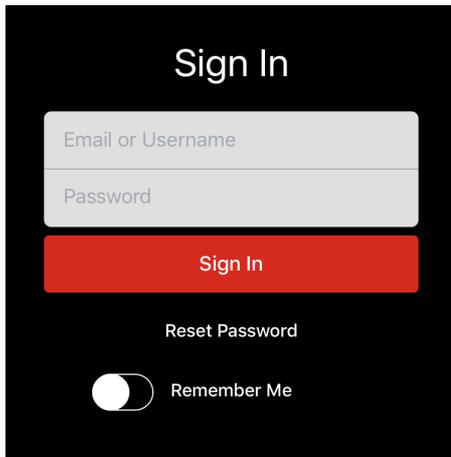
3. Select **Remember Me** if you want your username to be added automatically in the future. Do not select this check box if security is a concern. See also the automatic recovery section below to prevent accidental access by unauthorized users.

4. Read through the application's **Terms & Conditions** and the **Privacy Policy**. These are available using the links that appear at the bottom of the screen. By signing in, you agree to be bound to these terms and policy.

5. Tap **Sign In**.

6. If you are presented with a list of vehicles, select the vehicle you will be driving in this shift. If you don't have a vehicle assigned to you yet, select **No Vehicle** from the top of the list.
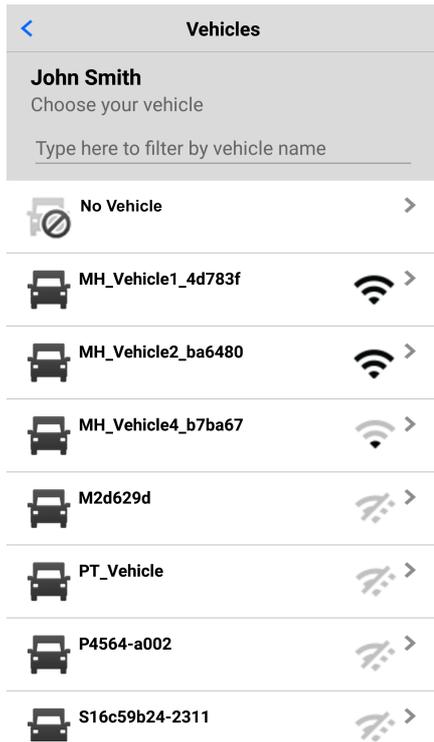
> By default, you need to identify your vehicle every time you sign in. Your manager can configure your account such that the vehicles list appears only once following the initial sign-in. On subsequent sign-ins, WorkPlan assumes that you are using the same vehicle.

7. If your account is configured to include an inspection report on start-up, you next see a pre-trip DVIR form . Fill out the form, sign it, and submit it.

8. If you have just selected a new vehicle, you next see the Shipment Information screen. This screen displays information about your shipment and vehicle.

9. Optionally, change any of the settings on the screen and then tap **Done**.

10. If you are eligible for any exemptions, your are presented with the **Overview** screen. On this screen you can enable or disable the exemptions that you are eligible for.

11. If your vehicle has recorded any HOS events that are not assigned to a driver, or if your supervisor has made any changes to your HOS logs, the **Review Events** screen is displayed. See Claiming Unidentified Events and Reviewing Carrier Edits for more information.
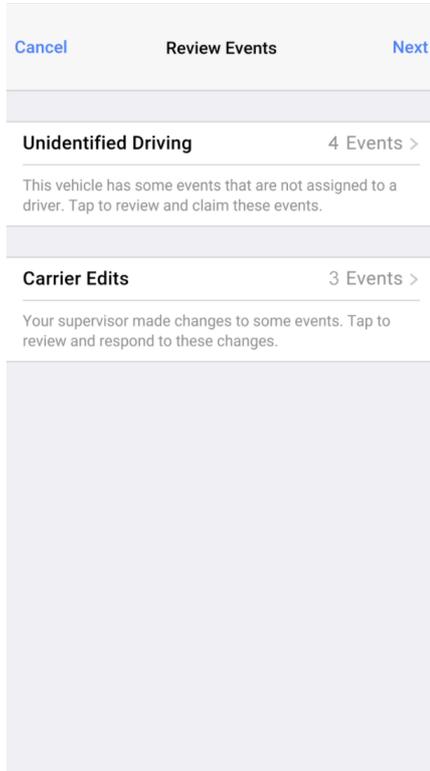
12. If you have any uncertified logs, the **Review Days** screen is shown. This screen lists any uncertified HOS logs. Tap the date for the log you want to certify.

	Finish
REVIEW DAYS	
Monday, July 17, 2017	›
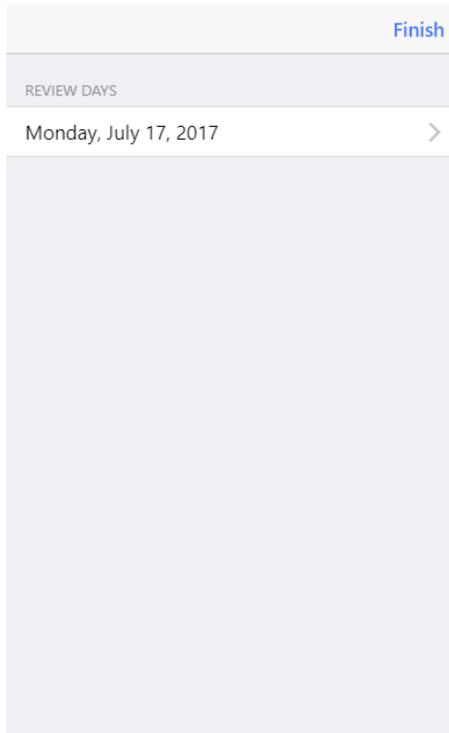
13. When you have completed all of the preceding steps, you see the **Home** screen.

Unable to Sign In

If you are unable to sign in, this could be caused by one of the following reasons:

- You might be using incorrect credentials. Check that you are using either an email address or the account and username in the format 'account:username'.
- You might have mistyped your credentials. Check your username and type your password in again. Ensure that you don't have 'Caps Lock' on and that there are no trailing spaces.
- You might have access restrictions applied to your account. An administrator can configure a user access window within the Verizon Connect platform, which limits the days and times that you are able to sign in to the WorkPlan app. If you sign in outside of the user access window you see a message stating 'We can't log you in because of your login restrictions.', along with information about whether you are scheduled to work that day, when your shift will start or when it has ended.

Signing Out

If you have co-driver functionality:

To sign out of WorkPlan if you are the active WorkPlan user:

1. Tap the **User** button in the lower right corner of the **Home** screen.

2. Tap **Log Out**.

To sign another co-driver out of WorkPlan see Signing Out a Co-Driver.

If you do not have co-driver functionality:

To sign out of WorkPlan, tap the **Log Out** button in the lower right corner of the **Home** screen.

Automatic Recovery

If WorkPlan stops unexpectedly for any reason - for example, if your mobile device closes the application while it is running in the background to free system resources - WorkPlan automatically resumes to the **Home** screen when subsequently reopened.

Under these circumstances (the application closing without the user first signing out) you are **not** prompted to re-enter your username or password, and the application restores itself to the last known user state: user account, chosen vehicle, Hours of Service status and other settings. For this reason, it is important that when you have finished using the application you sign out from the WorkPlan **Home** screen by tapping the **User** button in the lower right corner of the screen and selecting **Log Out** (or by tapping the **Log Out** button if you are not using the co-driver functionality).

Selecting Your Vehicle

Vehicle Assignment Options

One of the following vehicle assignment options is available, depending on the configuration of your account:

- **Automatic vehicle assignment**. If your account supports this functionality, you are automatically assigned to your vehicle. In this case the vehicle selection list is not shown.
- **Vehicle selection at login**. When this option is enabled in your account, a vehicle selection list displays after initial login so you can select a vehicle.
- **Vehicle selection from the Home screen**. When enabled in your account, you can tap the **Vehicle** button on the **Home** screen to select a new vehicle, unassign yourself from your current vehicle (if any), or switch to another vehicle.
- **Vehicle selection from within Verizon Connect® Status™**. If you are configured to use Status, the **Vehicles** screen is launched from within Status at times that have been pre-defined in the status flow template.

If your account is configured to select a vehicle from the **Home** screen, tap the **Vehicle** button to open the **Vehicles** screen:
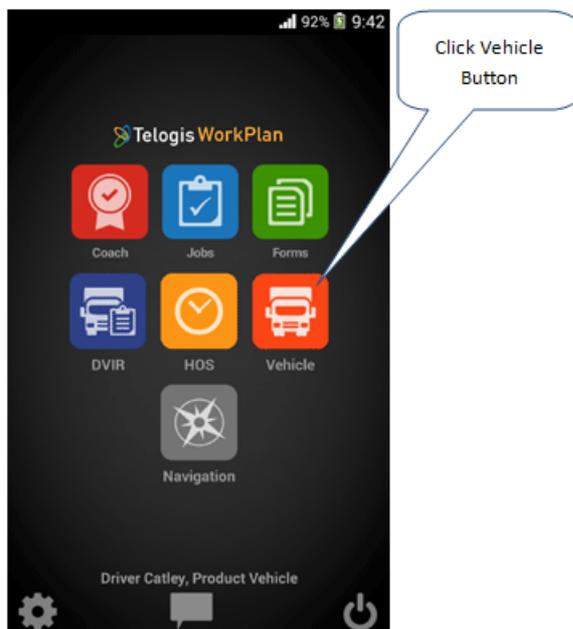
You can use the **Vehicles** screen to assign yourself to a vehicle, to unassign yourself from a vehicle or to switch your assignment to a different vehicle. You typically assign yourself to a vehicle if you are not currently assigned to one and unassign yourself from your current assigned vehicle if you have finished driving for the day and will now undertake non-driving administrative or training tasks.

Selecting a Vehicle

Unless your account has been configured with the automatic vehicle assignment option, the **Choose Your Vehicle** screen opens if you have no assigned vehicle:
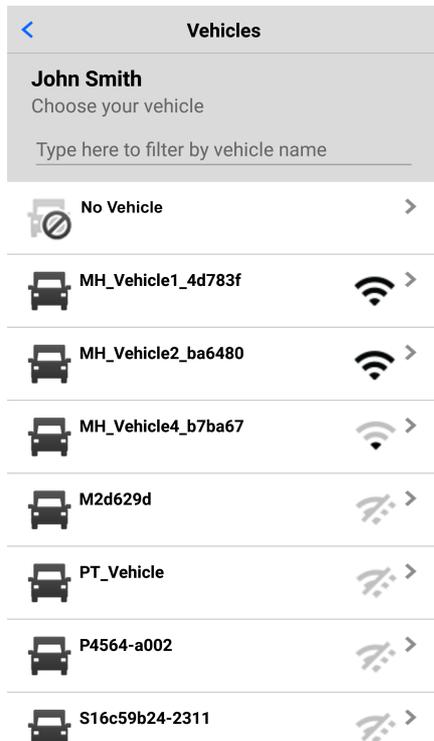
Vehicle List Order

The vehicle selection list displays a maximum of 50 vehicles, including the **No Vehicle** option. The list includes only those vehicles that you are eligible to drive The vehicles in the list are sorted in the following order:

- The **No Vehicle** option .
- Vehicles that you have a WiFi or Bluetooth connection to, in order of signal strength.
- Vehicles that are located within a 15 mile radius around you, in order of proximity.
- Other vehicles that you are eligible to drive, sorted alphabetically by name.
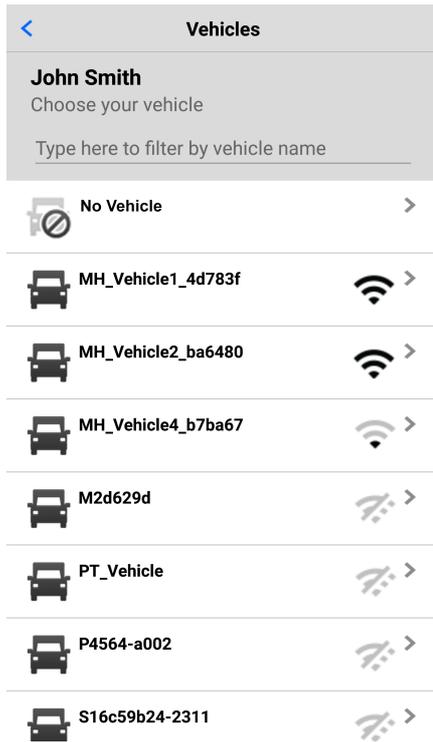
> If your device does not have a GPS signal, the vehicle list displayed is ordered alphabetically only and limited to the first 50 vehicles.

Signal indicators to the right of the vehicle name show whether there is a Bluetooth or WiFi connection to the vehicle, and how strong the signal is.

Strong Bluetooth or WiFi connection to the vehicle.

Weak Bluetooth or WiFi connection to the vehicle.

No Bluetooth or WiFi connection to the vehicle.

Tap the vehicle you want to assign yourself to. When you have assigned yourself to a new vehicle (or to **No Vehicle**), the **Home** screen is updated to show your new vehicle assignment.

Searching for a Vehicle

To search for a vehicle:

    1. Start typing the vehicle name into the text field with the label **Type here to filter by vehicle name**.
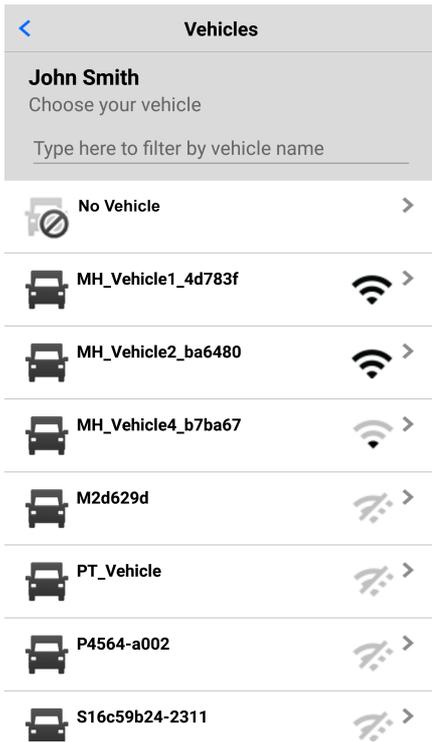
2. As you type, the vehicle list is filtered by name and gets shorter. The list is now ordered by name only. Signal strength or proximity are no longer considered in the list order.
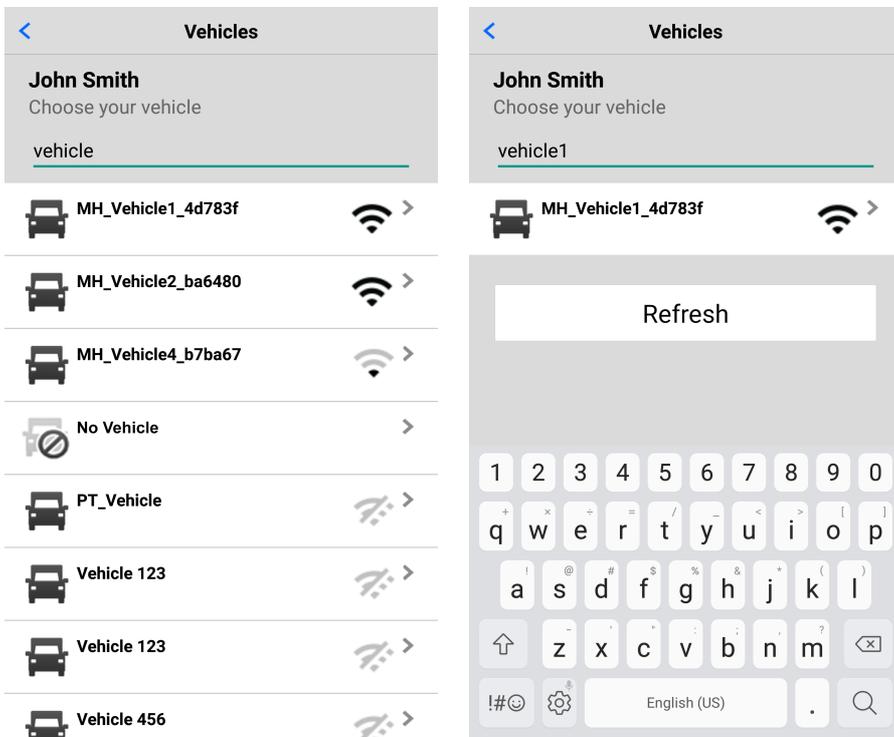
3. If your vehicle is not in the list, tap **Refresh**, in case the list has not been synchronized recently, or check the search term.

Switching or Leaving a Vehicle

If you have an assigned vehicle, the **Current Vehicle** screen displays the vehicle's name. From this screen you can then choose one of these menu options:

- **Leave Vehicle** removes your current vehicle assignment. Depending on your account configuration, you might be required to complete a post-DVIR (driver vehicle inspection report).

- **Switch Vehicle** changes your assignment to a different vehicle. Depending on your account configuration, you might be required to complete a post-DVIR before you can select your new vehicle from the **Choose a Vehicle** screen:
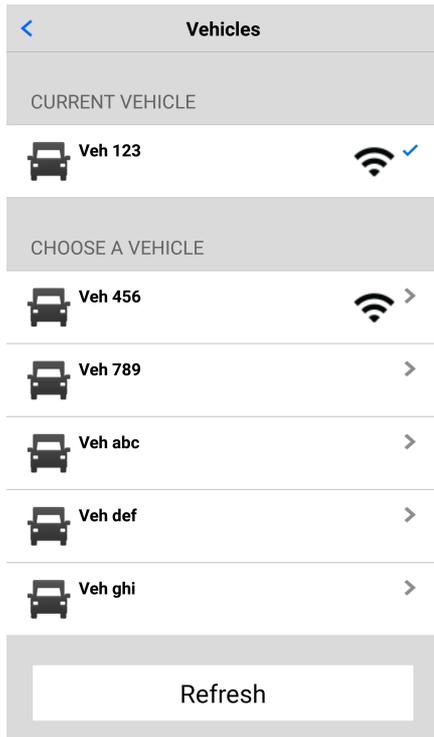
After you have assigned yourself to a new vehicle (or to **No Vehicle**), the **Home** screen updates to show your new vehicle assignment.

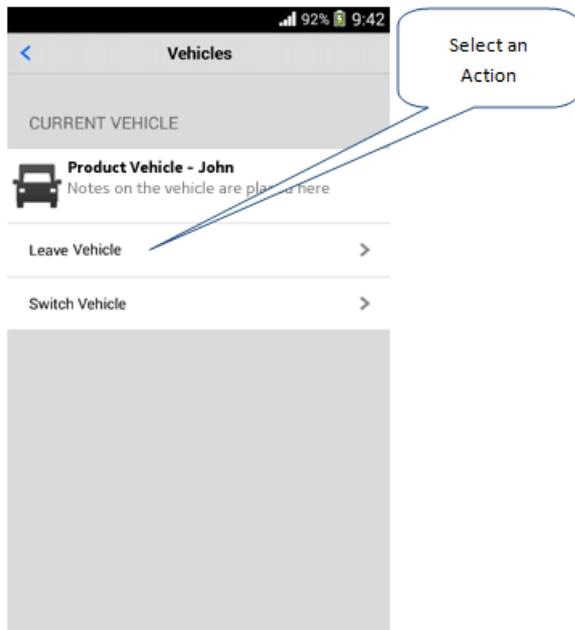# Working with a Co-Driver

> Support for the co-driver option must be enabled by your administrator, for your account and all your co-drivers' accounts.

A co-driver is a driver who takes turns driving the same vehicle with you. Only one driver can be assigned to a vehicle at a time. This is the current driver. If you are using Hours of Service, any HOS event data generated is assigned to the current driver. This includes HOS status information, mileage driven, and any violations, diagnostic events, or malfunctions.

All co-drivers must sign in before the vehicle starts moving and sign out after the engine has been turned off. For instructions on how to manage co-drivers see the following topics:

- Signing in a New Co-Driver
- Signing out a Co-Driver
- Switching Driver

Even if you are not currently driving, you can still access your WorkPlan account to view information on HOS or jobs, or to fill in forms or inspection reports. See Switching User for instruction on how to switch from one WorkPlan user to another, while someone else is the current driver.

If an HOS driving event has been allocated to the wrong co-driver, you can re-assign the driving event to the correct co-driver. For details see Reassigning Driving Events Between Co-Drivers.

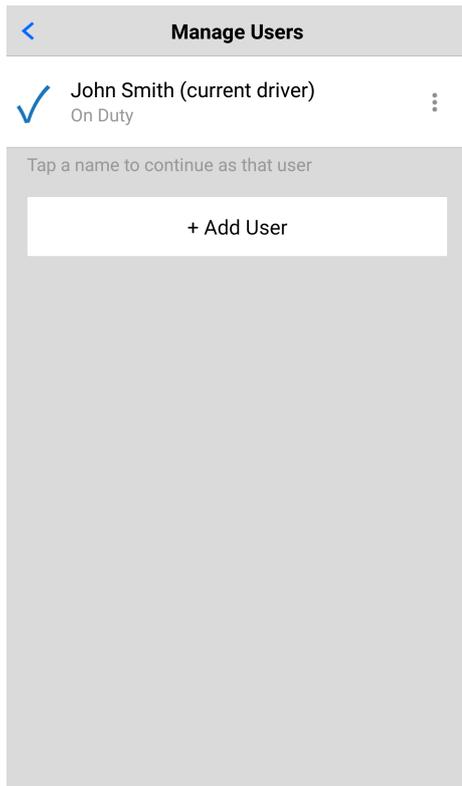> To be compliant with ELD regulations, all co-drivers must sign in to WorkPlan prior to the vehicle starting motion.

Signing in a New Co-Driver

To sign in a new co-driver:

1. From the WorkPlan **Home** screen, tap the **User** icon ![user icon] in the lower right corner of the screen.
2. Select **Manage Users**.
3. On the **Manage Users** screen tap **Add Driver**. You may add up to six co-drivers.

Manage Users

✓   John Smith (current driver)   ⋮
     On Duty

Tap a name to continue as that user

+ Add User

4. Enter the new co-driver's credentials, and tap **Sign In**.

Sign In

USERNAME AND PASSWORD

Username   Username or Email Address

Password   Password

Sign In
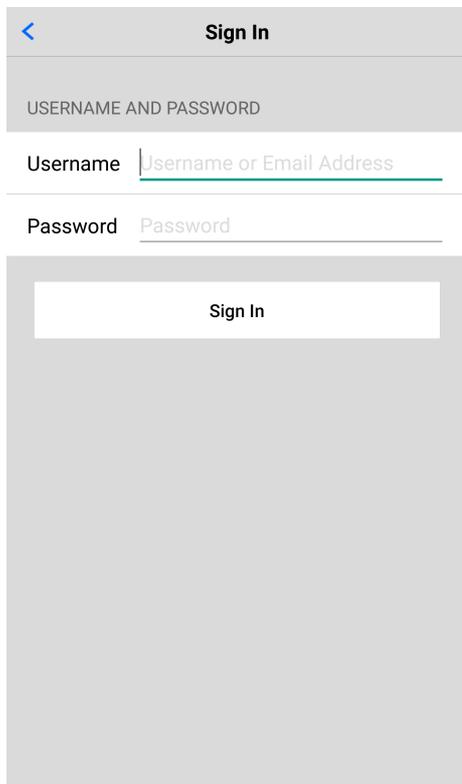
Switching Driver

To switch from one co-driver to another:

1. Ensure that the vehicle is stationary and the current driver is not in **Driving** status.

2. From the WorkPlan **Home** screen, tap the **User** icon in the lower right corner of the screen.

3. Select **Manage Users**.

4. The **Manage Users** screen lists all users that are currently signed in as co-drivers. The current driver is the user who is currently assigned to the vehicle. The user's current HOS status is shown underneath the name.
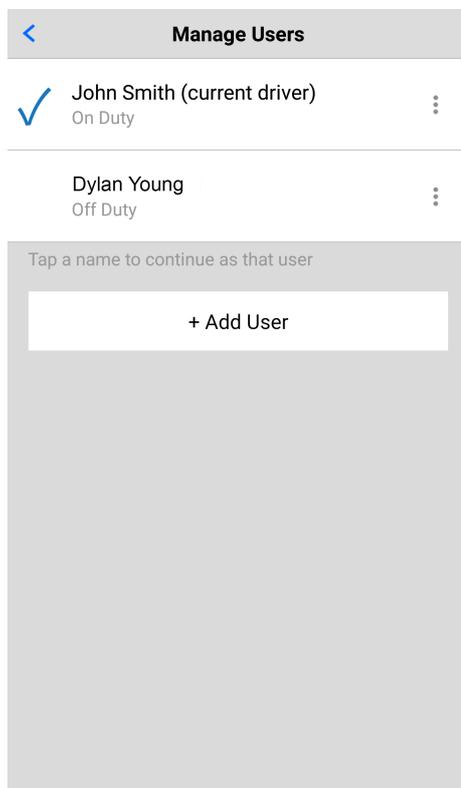
5. Tap the menu button ⋮ to the right of the new co-driver, and select **Set as Current Driver**.
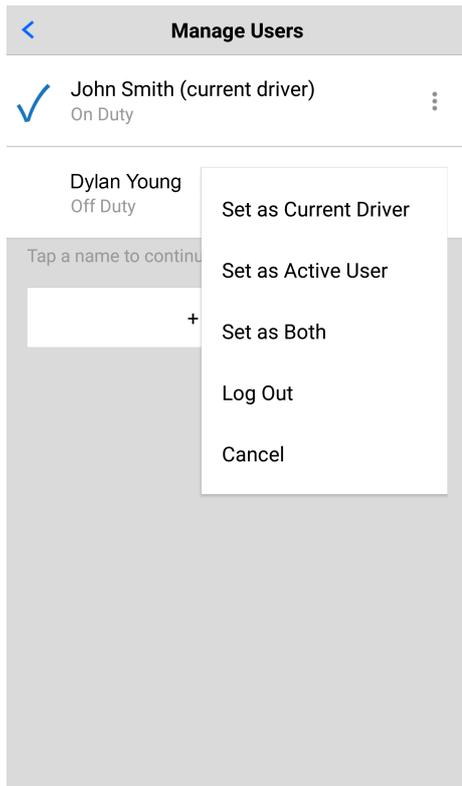
6. The current driver is switched to the co-driver. Depending on how the co-driver's account is configured, he or she might be prompted to input an event type and note, or shipment information.

> You can also access the **Manage Users** screen from the **HOS Status** screen, by tapping the co-driver icon   in the lower left corner of the screen.

Switching User

To switch the WorkPlan user without switching driver:

1. From the WorkPlan **Home** screen, tap the **User** icon   in the lower right corner of the screen.
2. Select **Manage Users**.
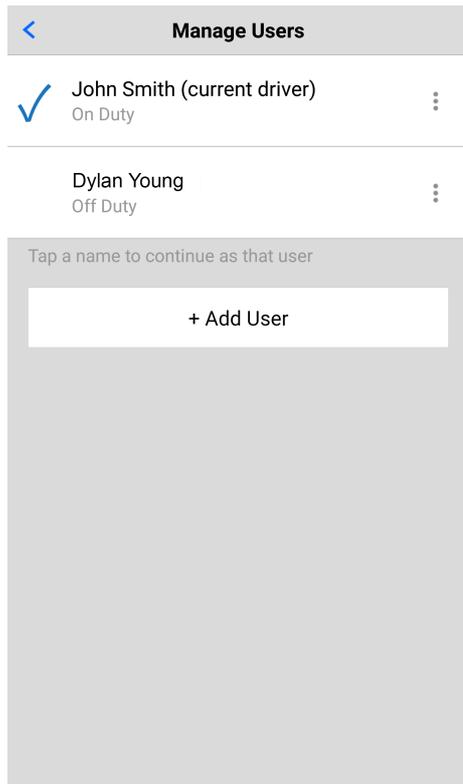
3. Tap the name of the user, or tap the menu button ⋮ to the right of the user's name and select **Set as Active User**.

4. As the active user, you see your own jobs, forms, and HOS data. HOS data that is generated while you are the active user and someone else is the current driver is recorded against the current driver.

> You can also access the **Manage Users** screen from the **HOS Status** screen, by tapping the co-driver icon 🔵 in the lower left corner of the screen.

Reassigning Driving Events Between Co-Drivers

If a driving event has been allocated to the wrong co-driver, you can re-assign the driving event to the correct co-driver. This situation could occur, for example, if the wrong co-driver was assigned to the vehicle at the time.

To reassign a driving event:

1. Go to the Event List screen.
2. Tap the driving event you want to reassign.

Driving	
‹ **Driving** Monday, August 14, 2017, 11:14:58	Edit
DETAILS	
Event Type	1
Event Code	3
Event Record Status	1
Event Record Origin	1
Event Time	11:14:58
Time Zone Offset from UTC	12
Event Date	081417
Accumulated Vehicle Miles	0 miles
Total Vehicle Miles	13 miles
Elapsed Engine Hours	0.5 hours
Total Engine Hours	20.9 hours

3. Scroll down to the bottom of the list and check that there was a co-driver associated with this event. This is the driver that you want to assign the event to.

Driving	
‹ **Driving** Monday, August 14, 2017, 11:14:58	Edit
Malfunction Indicator Status	0
Diagnostic Event Indicator Status	0
Sequence ID	5
Unit	LM Jme Vehicle 01
Shipment Document Number	D01 1050 0812
Trailer Numbers	T01, 1050, 0812
Checksum	53
Co-Driver Name	jmesub02
Co-Driver Username	jmesub02
COMMENTS	

4. Tap **Edit** in the upper right corner of the screen.

5. Tap **Assign Event to Co-Driver**.

Cancel Clear	Done

ADD NOTE

enter a note or leave blank

Assign Event to Co-Driver
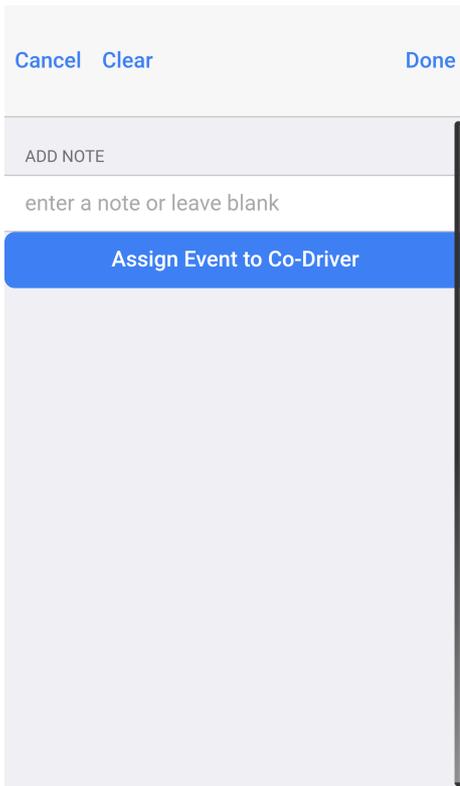
6. Check that the co-driver is correct. If there is more than one co-driver, select the appropriate username. Enter a mandatory comment and the co-driver's password.

Cancel   **Assign Event**

D **Driving**   11:14:58 >
1mi NW Christchurch Central
0 min

ASSIGN EVENT TO

jmesub02

ADD NOTE

enter a note

Use 4-60 characters only

By continuing, you confirm that this drive time re-assignment is required to correct your respective records of duty status.

Password   Password
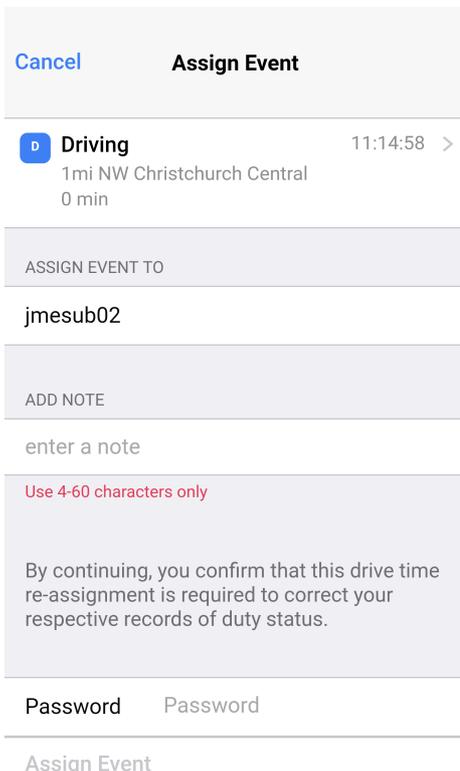
Assign Event

7. Tap **Assign Event** in the lower part of the screen.

Signing Out a Co-Driver

To sign out if you are the active WorkPlan user:

1. From the WorkPlan **Home** screen, tap the **User** icon ![icon] in the lower right corner of the screen.
2. Select **Log Out**.

To sign out another co-driver:

1. From the WorkPlan **Home** screen, tap the **User** icon ![icon] in the lower right corner of the screen.
2. Select **Manage Users**.
3. Tap the menu button ⋮ to the right of the co-driver and select **Log Out**.
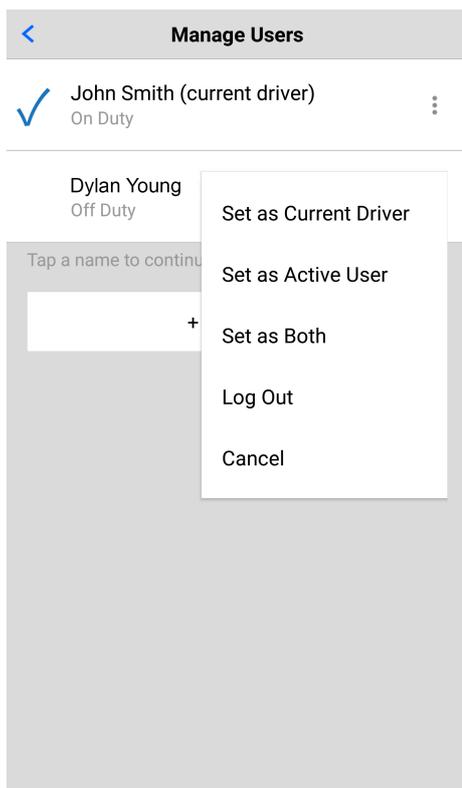
> You can also access the **Manage Users** screen from the **HOS Status** screen, by tapping the co-driver icon ![icon] in the lower left corner of the screen.

HOS Status Screen

The **HOS Status** screen displays your current status, lets you switch between status codes, and shows time remaining before HOS limits are exceeded. This screen appears when you first tap the **HOS** button from the Home screen, or when you tap the **HOS Status** screen button 🕐 in the title bar from the HOS Chart or Event List screens.
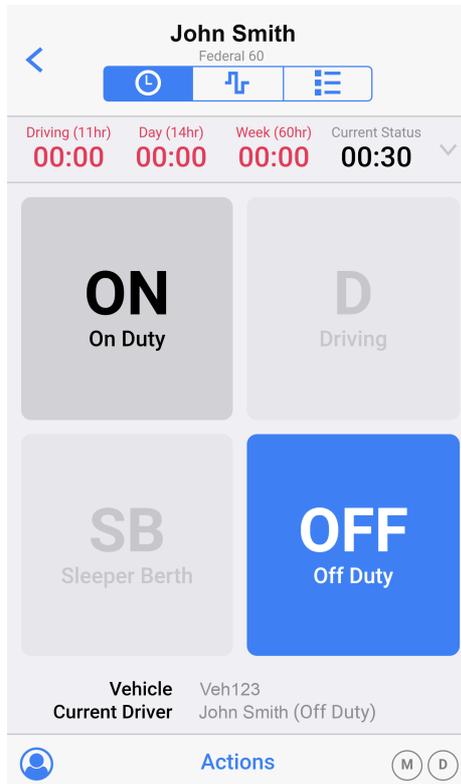
The **HOS Status** screen can contain the following elements (depending on how your account is configured):

- At the top of the screen, the currently active WorkPlan user is shown. If you are using the co-driver option, this user might not be the current driver.
- Underneath your user name your assigned HOS rule set is shown (for example Federal 60, Texas 70).
- The countdown timers indicate the time remaining before exceeding HOS limits for the day and the week. The indicators are shown in red when there has been a violation and no time is remaining.
- Use the ⌄ button to the right side of the countdown timers to view more detailed HOS status information.
- The main body of the screen lists the various HOS status codes. Your current status is highlighted in blue, and any status codes that you cannot select are shaded light gray. To change your current status, tap the button corresponding to your appropriate status.
- Underneath the status codes your currently assigned vehicles and the current driver name is shown. If you are using the co-driver option, this driver might not be the same as the currently active WorkPlan user.
- Use the co-driver button 👤 to open the **Manage Users** screen where you can change the current driver (Switching Driver) and change the current user (Switching User).

- Use the **Actions** button to perform one of the following actions:

    o Review and certify unsigned HOS logs (tap **Review**).
    o Go to the **Review Events** screen to claim unidentified events or review carrier edits (tap **Review**).
    o Go to the **Overview** screen to enable or disable the general exemption, 16-hour exemption, 100 air-mile exemption, or non-CDL short-haul exemption.
    o Enter Personal Conveyance mode
    o Enter Yard Move mode
    o Enter Inspector mode
    o Fill in your shipment information

    The settings that are available in the **Actions** menu depend on how your account is configured.

- The malfunctions (M) and diagnostics (D) indicators show whether there are any connectivity issues or diagnostic information. The icons are colored if there are any issues. Tap the icons to go to the **Indicators** screen, where you can get information on current malfunctions or diagnostic issues.

HOS Chart Screen

The **HOS Chart** screen lets you view a graphical display of your HOS status over time. You can display this screen by tapping the **HOS Chart Screen** button ⊓⌐ from the HOS Status or Event List screens.
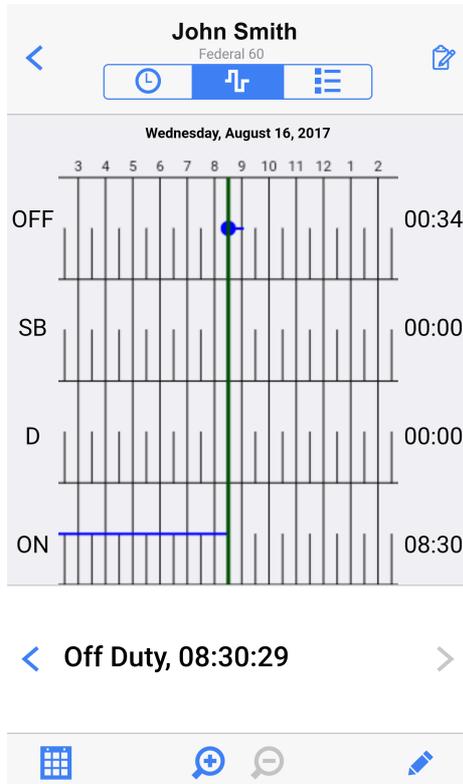
This screen displays your daily log as a chart, with a timeline running left to right covering the 24-hour log period, and a row for each possible HOS status. The blue line moves between the different HOS status codes to indicate your status at any given point during the log period. On the far right of each row is the accumulated time spent in that status in the log period. The date of the log currently being viewed is displayed above the chart. You can touch-scroll the chart left and right to view the full 24-hour period.

In the title bar, the **Certify** button lets you review and certify the HOS log represented by this chart. If the HOS log has already been certified, the label **Certified** is shown instead.

> ⓘ This screenshot shows the default status options. If your configuration includes oilfield options, an additional status code is shown: **W** (Waiting).

The green vertical line is a cursor that indicates the currently selected event or time. Just below the chart are two buttons, 〈 and 〉, which let you move to the previous or next event in your log.
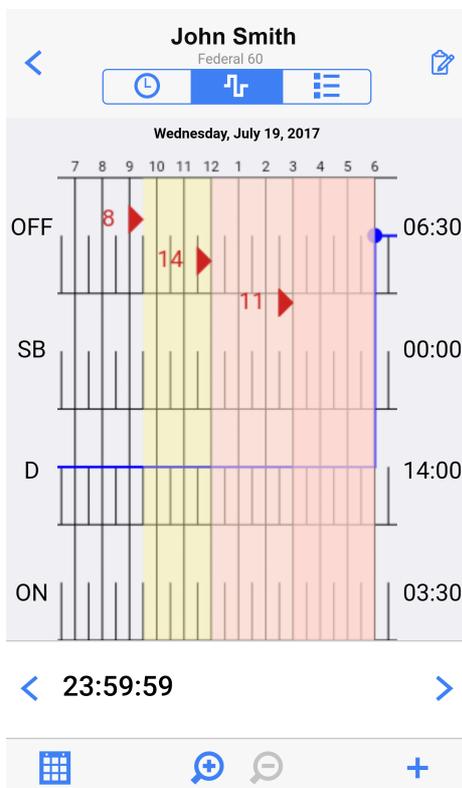
At the bottom of the screen are the following controls:

▦ Change the date shown in the chart by selecting a new date from a list of possible days.

✏️ Edit the selected event, changing the status, the time, or any notes. Shown only if an event is selected.

➕ Add a new event at the time where the cursor is positioned. Shown only if no event is selected.

🔍⊕ Zoom in to view a shorter time period.

🔍⊖ Zoom out to view a longer time period.

> ℹ️ The ➕ and ✏️ buttons are shown if your supervisor has configured your account with permissions to edit events.

If an HOS limit has been exceeded, red indicators on the chart show the time when the limit was exceeded, and the chart is shaded to indicate the duration of the exceedance.

John Smith
Federal 60

Wednesday, July 19, 2017

|		
OFF	8 ▶	06:30
	14 ▶	
	11 ▶	
SB		00:00
D		14:00
ON		03:30

< 23:59:59 >

If you enable or disable the 100 air-mile exemption, a red indicator with the label **100M ON** (when you enable the exemption) or **100M OFF** (when you disable the exemption) is shown on the chart.
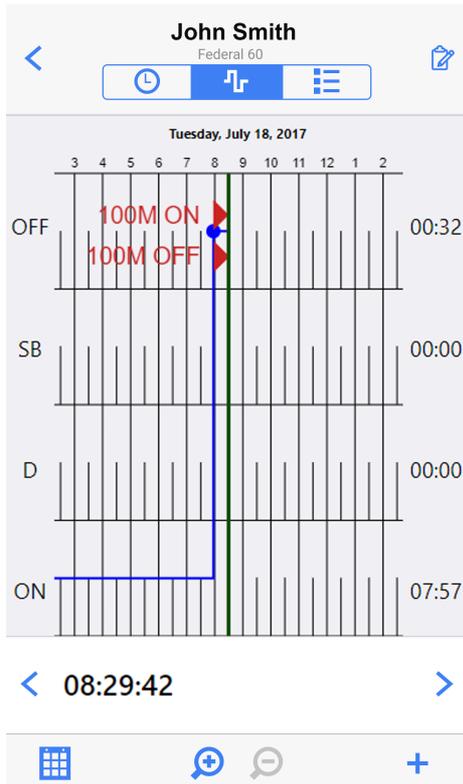
If you enable or disable the non-CDL short-haul exemption, a red indicator with the label **NON-CDL SH ON** (when you enable the exemption) or **NON-CDL SH OFF** (when you disable the exemption) is shown on the chart.
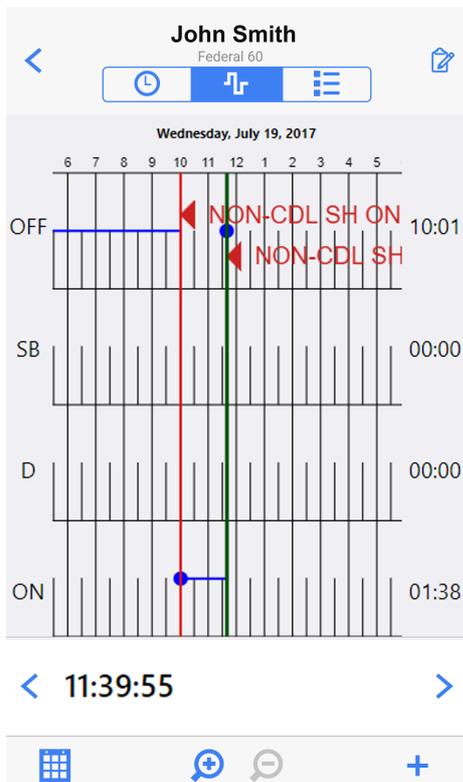
If you enable or disable the general exemption, a red indicator with the label **EXEMPT ON** (when you enable the exemption) or **EXEMPT OFF** (when you disable the exemption) is shown on the chart.
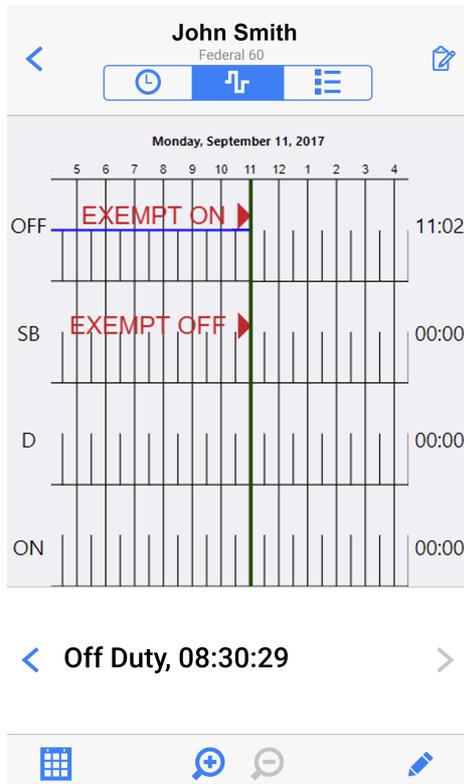

If you use the modes Personal Conveyance or Yard Move, a red indicator with the label **PC** (when you enter Personal Conveyance mode) or **YM** (when you enter Yard Move mode) is shown on the chart. The time spent in the respective mode is highlighted in light blue on the chart.
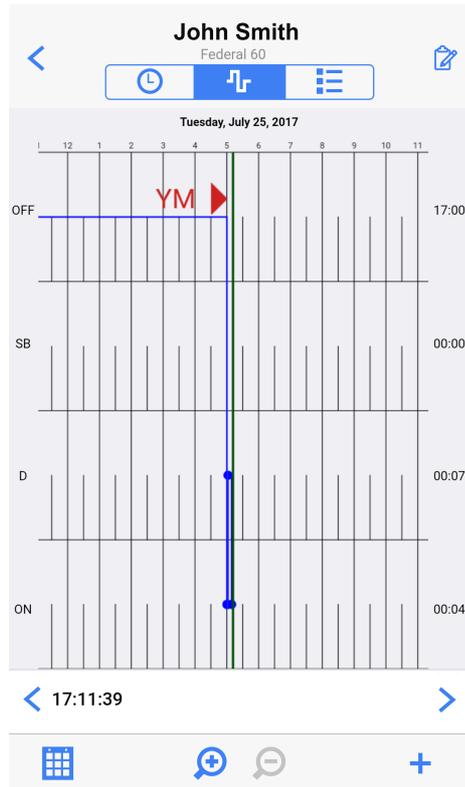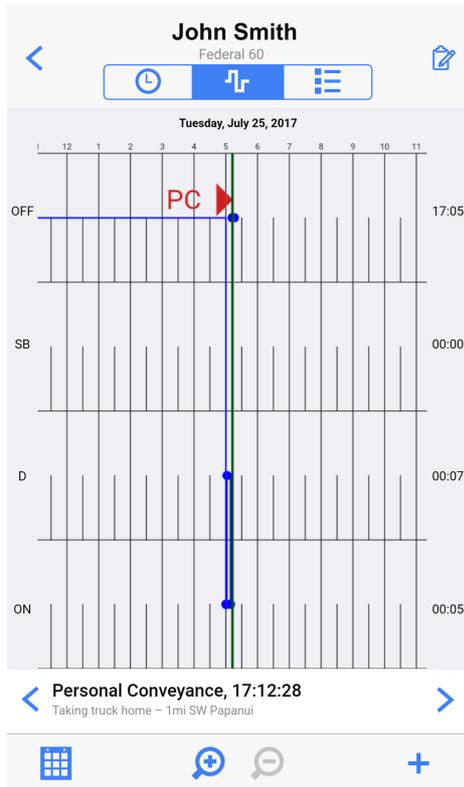
Event List Screen

The **Event List** screen displays a summary of your time over the last 8 days, displaying time spent in each HOS status for each day, and lets you drill down to view individual daily event logs. You can display this screen by tapping the **Event List Screen** button ☰ from the HOS Status or HOS Chart screens.
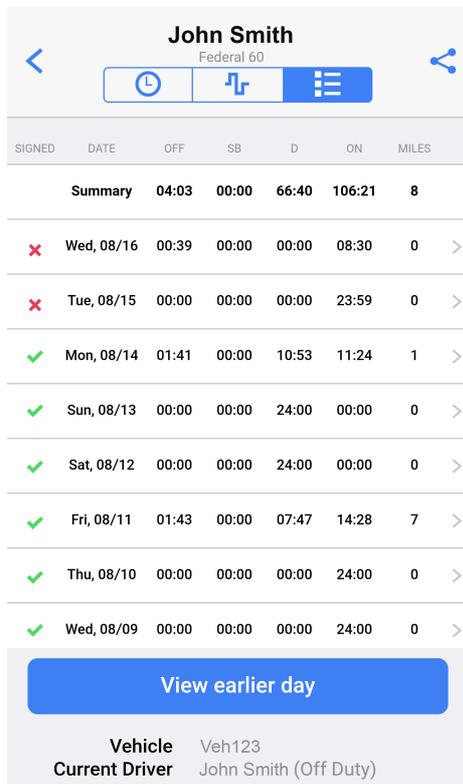
The top row of the table shows a summary of the time that you have spent in each HOS status over the past 8 days, It also displays the total number of miles driven over the same period.

The main body of the table contains one entry for each day in the 8-day period leading up to the current date. The columns contain the following information:

- A restart indicator 🔄(34) in the far left column for any off-duty periods that have been used as a weekly reset.
- A tick or a cross to indicate whether the HOS log for this day has been signed off.
- The date of the 24-hour log period.
- The time spent in each HOS status code during the specified period.
- The distances driven on each day.

In the upper part of the screen the name of the active WorkPlan user and the rule set (for example Federal 60, Texas 70) are listed. In the lower part of the screen the name of the current driver and the assigned vehicle are listed.

Tap **Share** ◁ in the upper right corner to send your HOS logs to a specified email address.

Tap the ❯ button to the right of each daily entry to view the daily log.

Tap **View earlier day** to view the HOS log for a day in the past.

Changing Your HOS Status

Changing Your HOS Status Automatically

Your HOS status is automatically changed from On Duty to Driving if your vehicle is moving. Your status is automatically changed from Driving to On Duty if your vehicle is stationary.

If your status is not changed automatically, check the malfunction and diagnostic indicators on the HOS Status screen and use the Troubleshooting Malfunctions and Diagnostic Issues section to find out how to solve the issues.

Changing Your HOS Status Manually

To change your HOS status manually, go to the HOS Status screen and tap the appropriate status button whenever your HOS status changes.

> Depending on your account configuration, you might receive a Warning when changing HOS status, to remind you of time remaining against current HOS rules.

Entering and Leaving the In Motion Mode

When vehicle movement is detected, you are automatically placed into the In Motion mode. The In Motion UI displays the following information:

- Current HOS status (Driving)
- HOS clocks showing the time spent in the current status and the time remaining before HOS limits for the day and the week are exceeded.
- Information about the driver, the vehicle, the rule set, and the exemption enabled (if applicable).
- The malfunctions (M) and diagnostics (D) indicators. These are colored if there are any issues.
- An **On Duty** button that allows you to manually switch your HOS status to on duty when you have finished driving. This button is disabled while your vehicle is moving.
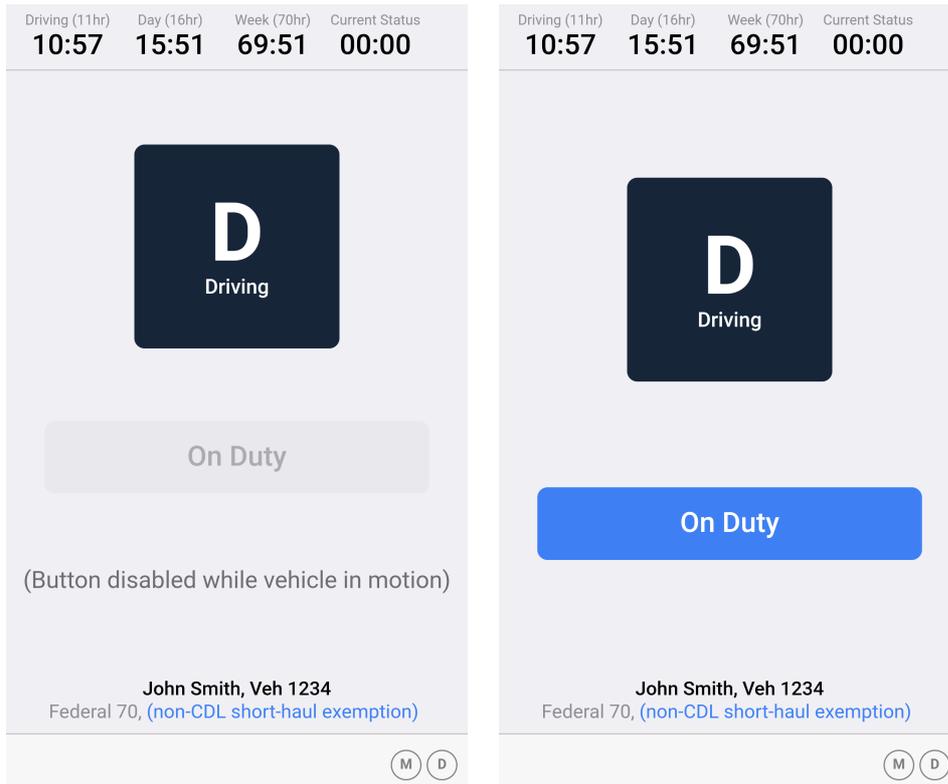
To exit the In Motion mode, either tap **On Duty** or wait for the mode to be exited automatically. The latter occurs when there is a valid connection to your vehicle ECM and no movement has been detected for more than 6 minutes. The process of automatically switching to the On Duty status begins with the display of a warning message if the vehicle has been stationary for 5 minutes. If you do not react to this warning within a minute, you are automatically switched to On Duty.
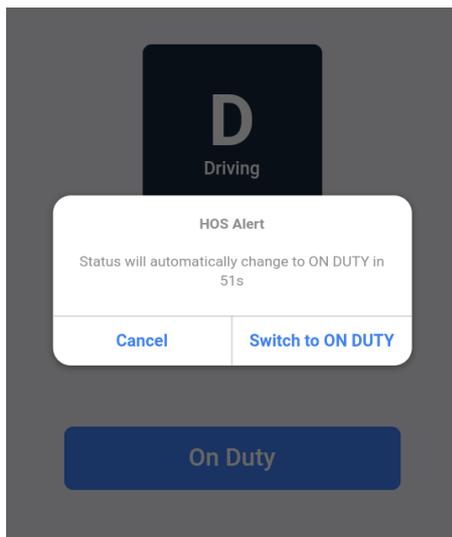
Adding Status Notes to an Event

If you have **Status Notes** enabled in your account, you are prompted to select an event type whenever you change your status.

Cancel	Done
EVENT TYPE	
No event type	✓
Fuel	
Meal	
BREAK	
DOT Break	
Unloading	
Loading	
Personal Conveyance	
Meeting	
Warehouse	
Office	
Pre-Inspection	

When you have set an event type, you can then add a freeform note to the status change.
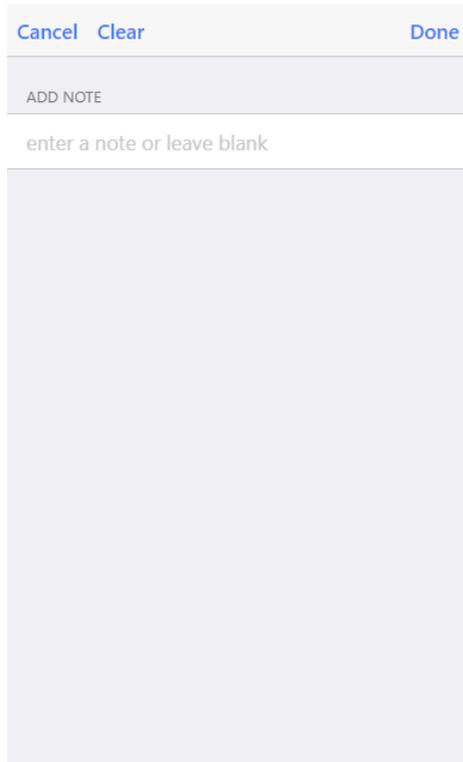
Cancel Clear	Done
ADD NOTE	
enter a note or leave blank	

Updating Your Event Location Manually

Normally your event location is updated automatically when you change your HOS status. However, if no valid GPS signal has been received from the vehicle unit, you are prompted to manually enter the address where the HOS change was made, for logging purposes.

If this is the case, you see a list of recent locations to choose from and the option to add a **Custom Location**.

Cancel	Done

RECENT LOCATIONS:

Address unknown

20 Enterprise, Aliso Viejo, California ✓
Work reporting location
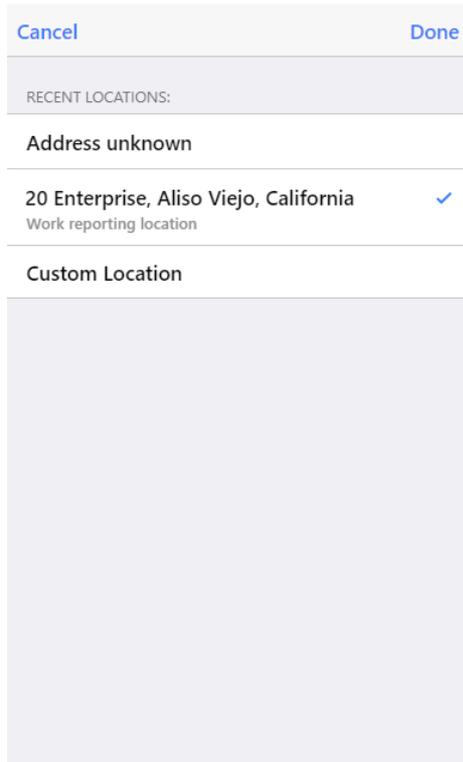
Custom Location

If your location is listed, tap the appropriate location and then tap **Done**.

If your location is not listed:

1. Tap **Custom Location**.
2. Enter as many of the address details as possible.
3. Tap **Search**.
4. If there are matching addresses found in the system, these are listed. Tap the closest matching suggestion or, if there are no suggestions or none of the suggestions match, tap the unverified address. The unverified address is exactly what you have entered and does not have any GPS coordinates associated with it.

Cancel		Done
CUSTOM LOCATION		
Street	20 Enterprise	⊗
City	Aliso Viejo	⊗
Region	Region	
Country	USA	

Search

20 Enterprise, Aliso Viejo, California

20 Enterprise, Aliso Viejo
*(Unverified address)*

5. Tap **Done**.

> If you select an unverified entry, there is a small risk that your start and end locations don't match and you are not eligible for a 100 air-mile radius, non-CDL short-haul, or 16-hour exemption. These exemptions require that you start and end your work shift in the same location.

Filling in Your Shipment Information

The **Shipment Information** screen is shown when you assign yourself to a new vehicle.
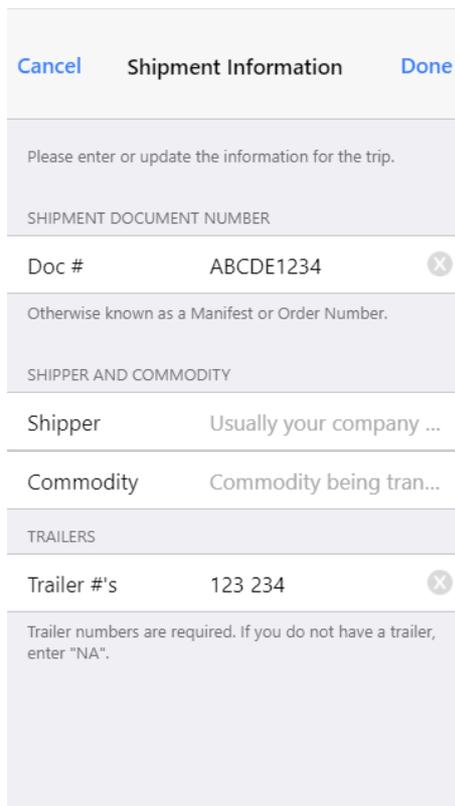
Cancel	Shipment Information	Done

Please enter or update the information for the trip.

SHIPMENT DOCUMENT NUMBER

| Doc # | ABCDE1234 | ⊗ |

Otherwise known as a Manifest or Order Number.

SHIPPER AND COMMODITY

| Shipper | Usually your company ... |
| Commodity | Commodity being tran... |

TRAILERS

| Trailer #'s | 123 234 | ⊗ |

Trailer numbers are required. If you do not have a trailer, enter "NA".

It contains the following fields:

- **Doc #** - The shipment document number, which can also be known as a manifest or order number. This is required if you do not specify **Shipper** and **Commodity**.
- **Shipper** - The name of the shipper, which is usually your company name. This is required if you do not specify a **Doc #**.
- **Commodity -** The commodity that you are transporting. This is required if you do not specify a **Doc #**.
- **Trailer #s -** The trailer numbers as a list separated by spaces. This is required. If you do not have a trailer, enter "NA".

You can edit these details at any time, by accessing the **Shipment Information** screen from the **Actions** menu on the HOS Status screen.

'Actions' Menu
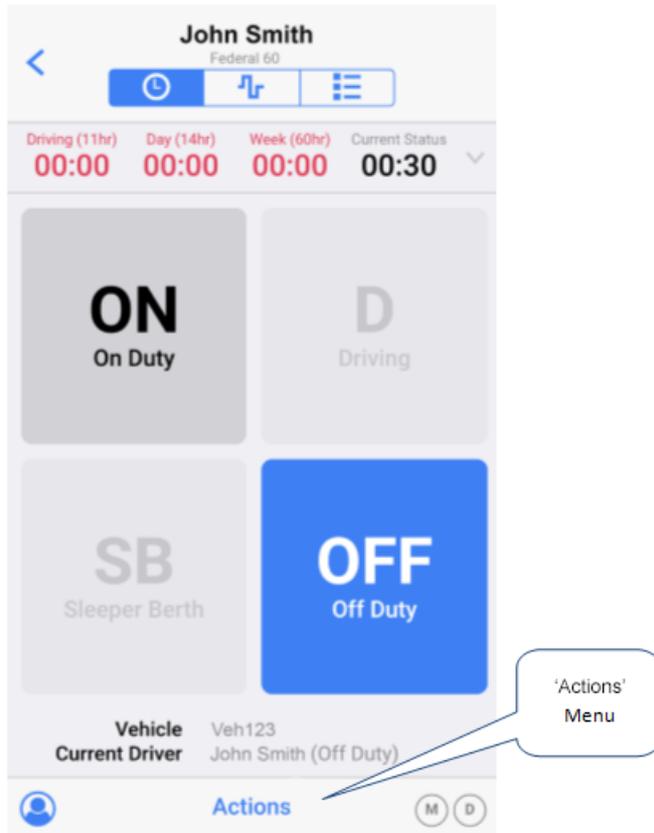
Using Oilfield Options

> Support for oilfield options must be enabled in your account.

If you are working on an oilfield you can mark your off-duty time as waiting at the well-site. To do this:

1. Go to the HOS Status screen.

2. Tap **Off Duty**.

3. On the **Comments** screen tap the switch next to **At well site (waiting)** so that the indicator turns blue.

4. The chart on the HOS Chart screen shows the period that you are waiting at the well site as W instead of Off Duty.

Enabling the 100 Air-Mile Exemption

> - Hours of Service supports the federal 100 air-mile exemption, not the drivers salesperson or ready mix concrete 100 air-mile exemptions.
> - Support for the ability to enable and disable the 100 air-mile exemption must be enabled in your account.

The 100 air-mile exemption in the federal HOS regulations provides that you are exempt from keeping a duty status record under certain conditions:

- You must operate within a 100 air-mile radius of your normal work reporting location.
- You must return to the work reporting location and be released from work within 12 consecutive hours.
- If you are a property-carrying driver, you must have at least 10 consecutive hours off duty separating each 12 hours on duty.
- If you are a passenger-carrying driver, you must have at least 8 consecutive hours off duty separating each 12 hours on duty.
- If you are a property-carrying driver, you must not exceed the maximum driving time following 10 consecutive hours off duty.
- If you are a passenger-carrying driver you must not exceed 10 hours maximum driving time following 8 consecutive hours off duty.
- Your employer must maintain and retain for a period of 6 months accurate and true time records showing your time spent on and off duty.

The 100 air-mile radius exemption is disabled by default and normal HOS rules are used. To enable the 100 air-mile radius exemption:

1. Go to the HOS Status screen.
2. Tap **Actions** at the bottom of the screen.
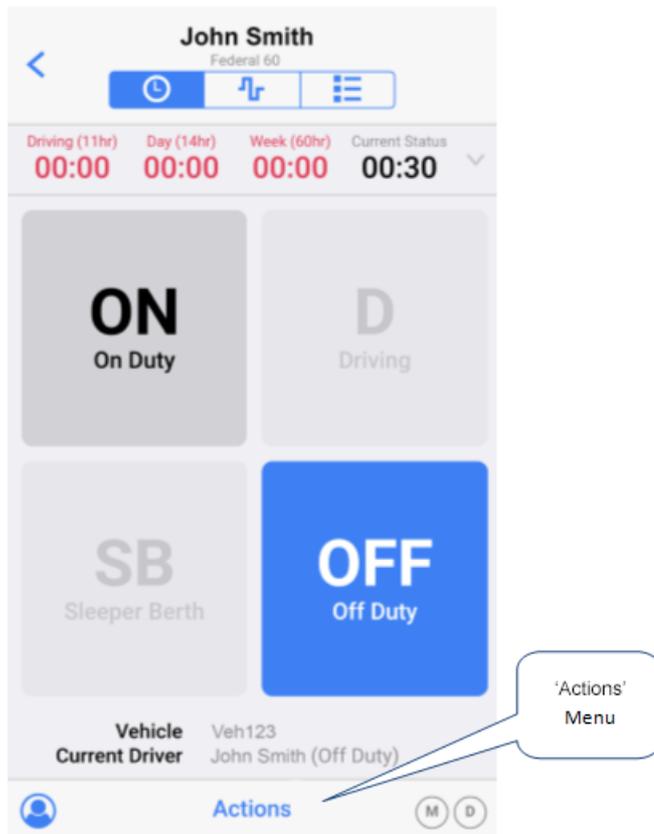
3. Tap **Overview**.

4. Tap the switch next to **100 Mile Exemption** so that the indicator turns blue.

5. Tap **Done**.

> If you are eligible for the 100 air-mile exemption, you can also enable the exemption from the **Overview** screen that appears when you sign in to WorkPlan.

When the 100 air-mile radius exemption is enabled, the WorkPlan app enforces the preceding 100 air-mile exemption rules and it does not show some of the normal HOS violations. If you drive outside the 100 air-mile radius or violate any of the 100 air-mile exemption rules, the exemption is disabled for the remainder of your work shift. Normal HOS rules are enforced. In this case a warning message displays, and the text next to the rule set in the upper part of the **HOS Status** screen displays in red with a warning symbol.

Violation of the 100 Air-Mile Exemption

> ℹ️ To be eligible for the 100 air-mile radius exemption you must start and end your work shift in the same location. This location can be your depot, your work reporting location, or any other location.
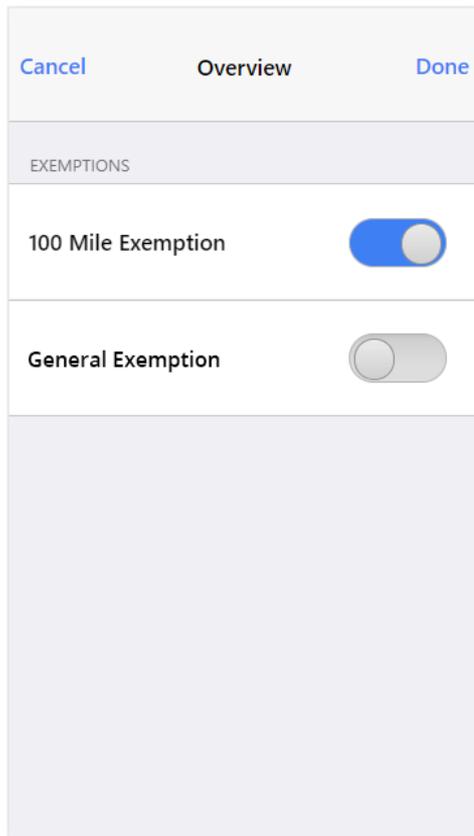
To disable the 100 air-mile radius exemption:

1. Go to the HOS Status screen.
2. Tap **Actions** at the bottom of the screen.
3. Tap **Overview**.
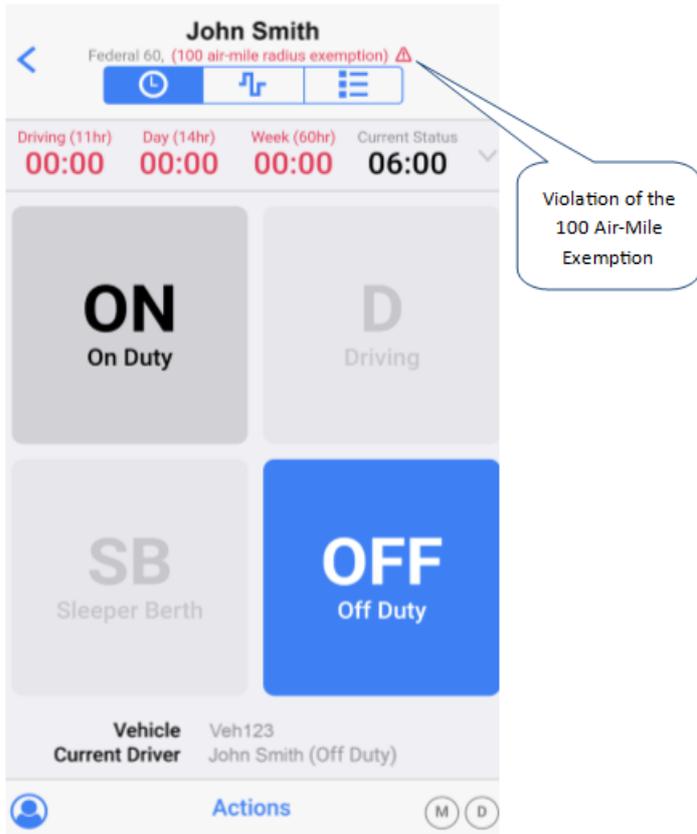4. Tap the switch next to **100 Mile Exemption** to turn the exemption off.

> ℹ️ You can also disable the 100 air-mile exemption when you sign out of WorkPlan.

Enabling the Non-CDL Short-Haul Exemption

> Support for the ability to enable and disable the non-CDL short-haul exemption must be enabled in your account.

The federal rules provide that you are eligible for the non-CDL short-haul exemption if you meet the following conditions:

- Use federal US rules.
- Drive a vehicle that does not require a commercial drivers license (CDL).
- Drive a vehicle that falls between the qualifying weight classes.
- Start and end each qualifying shift at your normal work reporting location.
- Stay within 150 air-miles of your normal work reporting location.

Under the non-CDL short haul exemption, the rules exempt you from the following requirements:

- Taking an 8 hour rest break within your on-duty period.
- Having to maintain driving logs. Instead, you must keep time records showing time in, time out, and total number of hours.

The following rules apply if you are using the non-CDL short-haul exemption:

- 10-hour off-duty rule
- 11-hour driving rule
- 60/70-hour cycle limit
- 34-hour cycle reset rule
- Instead of the 14-hour on-duty rule, you must not drive after the 14th hour after coming on duty on 5 days of any period of 7 consecutive days, or after the 16th hour after coming on duty on 2 days of any period of 7 consecutive days

If you use the non-CDL short-haul exemption, you are not eligible to use:

- The 100 air-mile radius exemption
- The 16-hour exemption
- The split sleeper-berth provision

The non-CDL short-haul exemption is disabled by default and normal HOS rules are enforced. If the administrator has given you permissions within the Verizon Connect platform, you can enable the exemption from within the WorkPlan app. To do this:

1. Go to the HOS Status screen.
2. Tap **Actions** in the lower part of the screen.
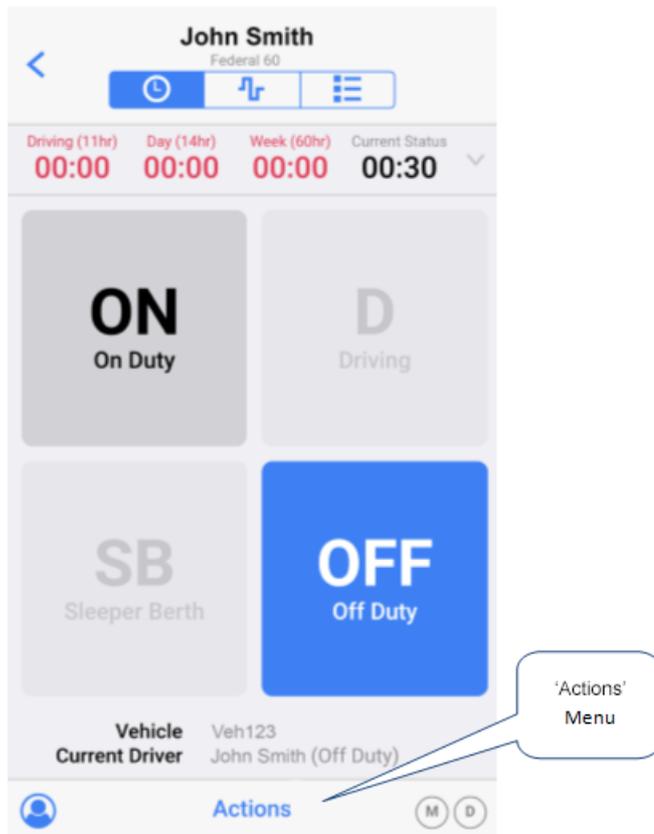
3. Tap **Overview**.

4. Tap the switch next to **Non-CDL Short-Haul Exemption** so that the indicator turns blue.
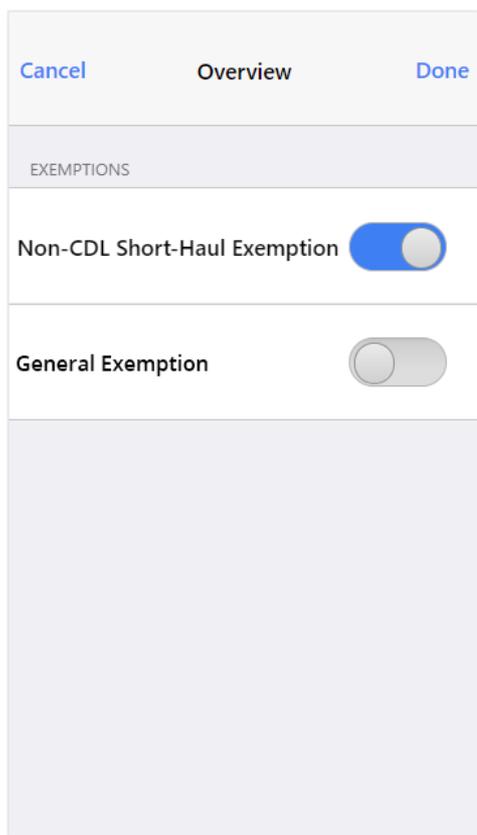
5. Tap **Done**.

> If you are eligible for the non-CDL short-haul exemption, you can also enable the exemption from the **Overview** screen that appears when you sign in to WorkPlan.

When the non-CDL short-haul exemption is enabled, the WorkPlan app enforces the preceding non-CDL short-haul exemption rules and it does not show some of the normal HOS violations. If you violate any of the exemption rules, the exemption is disabled for the remainder of your work shift. Normal HOS rules are enforced. In this case a warning message displays and the text next to the rule set in the upper part of the **HOS Status** screen displays in red with a warning symbol.

To disable the non-CDL short-haul exemption:

1. Go to the HOS Status screen.
2. Tap **Actions** in the lower part of the screen.
3. Tap **Overview**.
4. Tap the switch next to **Non-CDL Short-Haul Exemption** to turn the exemption off.

> You can also disable the non-CDL short-haul exemption when you sign out of WorkPlan.

Enabling the General Exemption Option

> **i** Support for the ability to enable and disable the general exemption must be enabled in your account.

If you are eligible for the general exemption you do not need to meet all ELD requirements. For example, you do not have to show the missing data element data diagnostic and engine synchronization data diagnostic events in the period in which you were exempt.

None of the normal HOS rules are affected by this exemption.

Your HOS log and the information screen in the Inspector mode show when you are exempt.

The general exemption is disabled by default and normal HOS rules are enforced. If the administrator has given you permissions within the Verizon Connect platform, you can enable the exemption from within the WorkPlan app. To do this:

1. Go to the HOS Status screen.
2. Tap **Actions** in the lower part of the screen.

3. Tap **Overview**.

Overview

4. Tap the switch next to **General Exemption** so that the indicator turns blue.

Cancel	Overview	Done

EXEMPTIONS

100 Mile Exemption
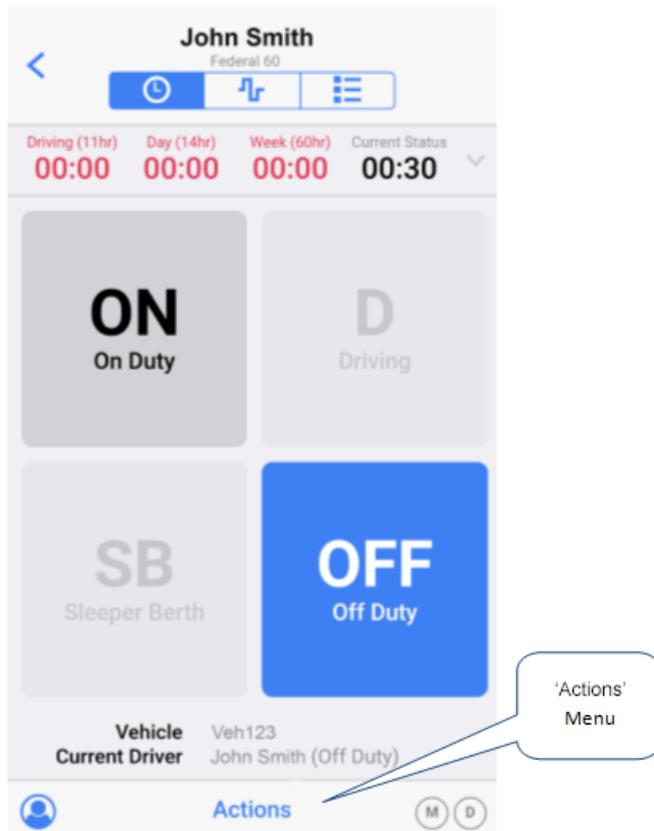
General Exemption

5. Tap **Done**.

> *i*　If you are eligible for the general exemption, you can also enable the exemption from the **Overview** screen that appears when you sign in to WorkPlan.

To disable the general exemption:

1. Go to the HOS Status screen.
2. Tap **Actions** in the lower part of the screen.
3. Tap **Overview**.
4. Tap the switch next to **General Exemption** to turn the exemption off.

You can also disable the general exemption when you sign out of WorkPlan.

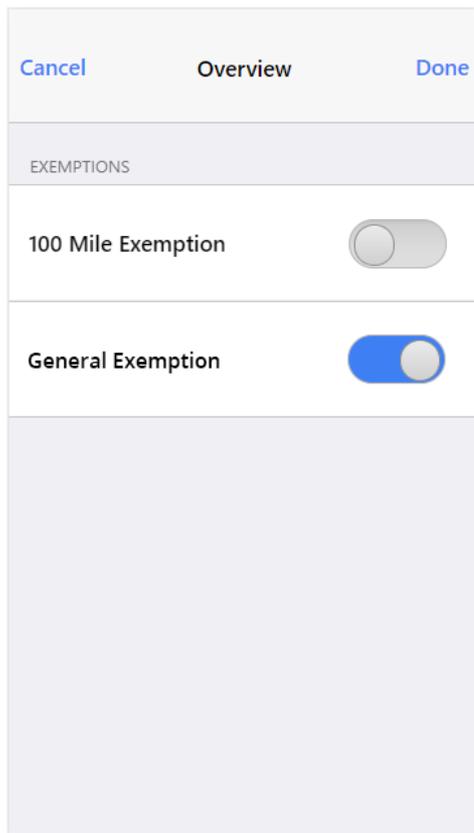# Enabling the 16-Hour Exemption

The 16-hour exemption allows you to be on duty for up to 16 consecutive hours, instead of the usual 14 hours. You are eligible for the 16-hour exemption if you meet the following requirements:

- Use federal US rules.
- Start from and return to the same location as for the previous 5 work shifts. You may have long rest breaks between these 5 work shifts.
- Take a continuous between-shifts rest break, and not a split between-shifts rest break, before and after the shift.
- Use the exemption only once within a weekly on-duty period (between two long rest breaks).

The 16-hour exemption is disabled by default and normal HOS rules are enforced. If you are eligible and you have not yet used the exemption within this weekly on-duty period, you can enable the exemption from within the WorkPlan app. To do this:

1. Go to the HOS Status screen.
2. Tap **Actions** in the lower part of the screen.

3. Tap **Overview**.

✳
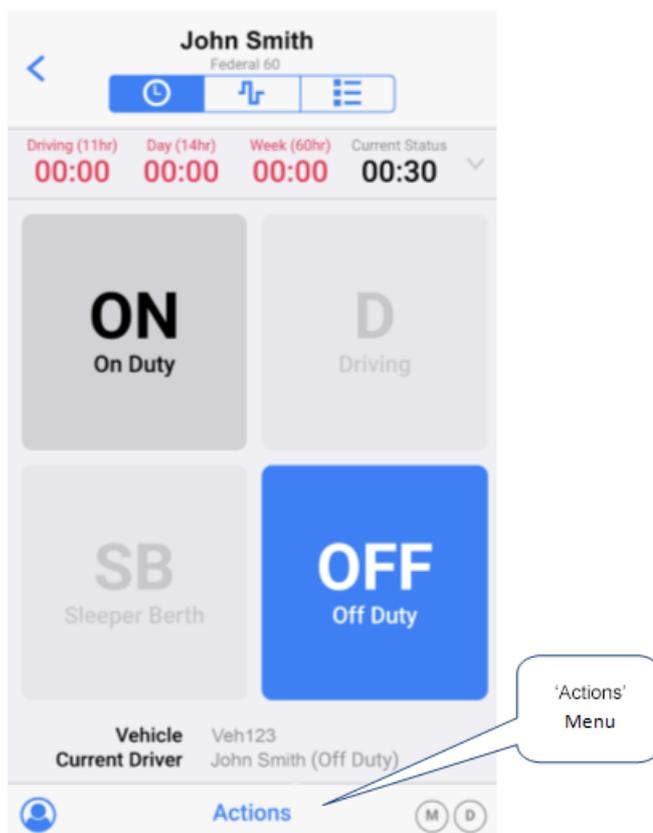
Overview

4. Tap the switch next to **16 Hours Exemption** so that the indicator turns blue.

Cancel	Overview	Done
EXEMPTIONS		
100 Mile Exemption		⚪
16 Hours Exemption		🔵

5. Tap **Done**.

> ℹ️ If you are eligible for the 16-hour exemption, you can also enable the exemption from the **Overview** screen that appears when you sign in to WorkPlan.

You can disable the 16-hour exemption for today, if you are eligible and the exemption is currently enabled. To disable the 16-hour exemption:
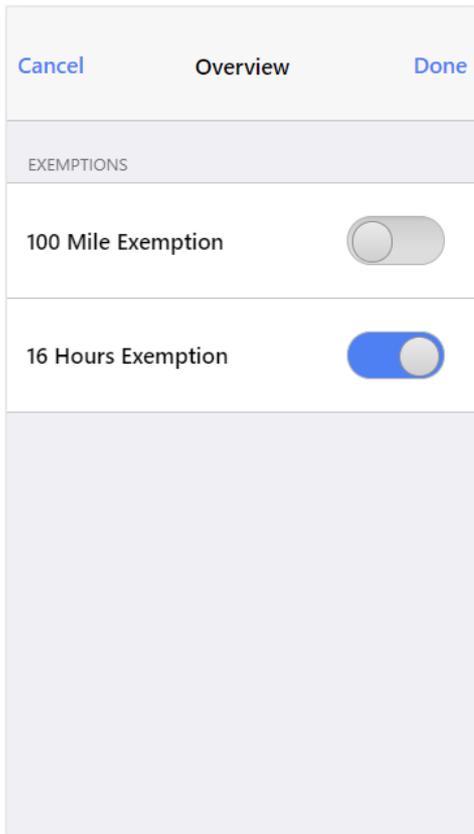
1. Go to the HOS Status screen.
2. Tap **Actions** in the lower part of the screen.
3. Tap **Overview**.
4. Tap the switch next to **16 Hours Exemption** to turn the exemption off.

Entering Personal Conveyance Mode

> **i** Support for the Personal Conveyance mode must be enabled in your account.

Personal Conveyance is a mode that allows you to use a vehicle for authorized personal use without the driving time counting towards your HOS limits. When the Personal Conveyance mode is turned on, your HOS status is recorded as Off Duty although your vehicle is moving. Your location is recorded with reduced accuracy and you are unable to sign out of WorkPlan while you are in the Personal Conveyance mode. When you commence your work shift, you must turn the Personal Conveyance mode off.

Entering Personal Conveyance Mode

To enter the Personal Conveyance mode:

1. Turn your vehicle off, if you have been driving as part of your work shift.
2. Perform any remaining work tasks, if applicable, making sure that your status is On Duty on the HOS Status screen.
3. When you are ready to enter the Personal Conveyance mode, change your HOS status to Off Duty on the HOS Status screen.
4. Tap **Actions** at the bottom of the screen.
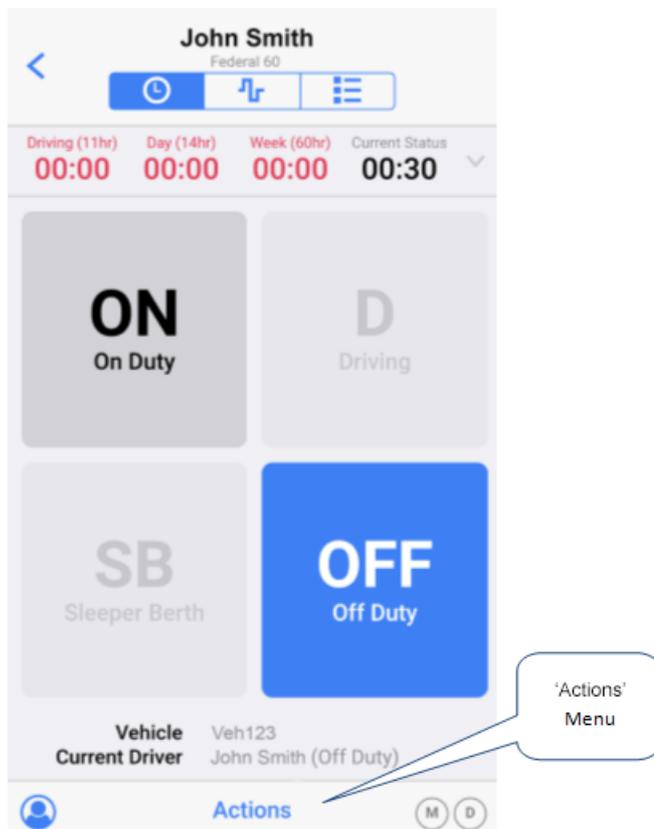
5. Tap **Personal Conveyance**.

**Personal
Conveyance**

6. Tap **Yes** to enter the Personal Conveyance mode.

7. While you are in the Personal Conveyance mode, you are unable to change your HOS status or sign out. Normal HOS functionality is disabled and your location is recorded with reduced accuracy.

Leaving Personal Conveyance Mode

To leave the Personal Conveyance mode and return to normal HOS functionality tap **End** on the screen that is displayed while you are in the Personal Conveyance mode.

Driving (11hr)	Day (16hr)	Week (70hr)	Current Status
10:57	15:51	69:51	00:00

PC
Personal Conveyance

End

John Smith, Veh 1234
Federal 70, (non-CDL short-haul exemption)

Ⓜ Ⓓ
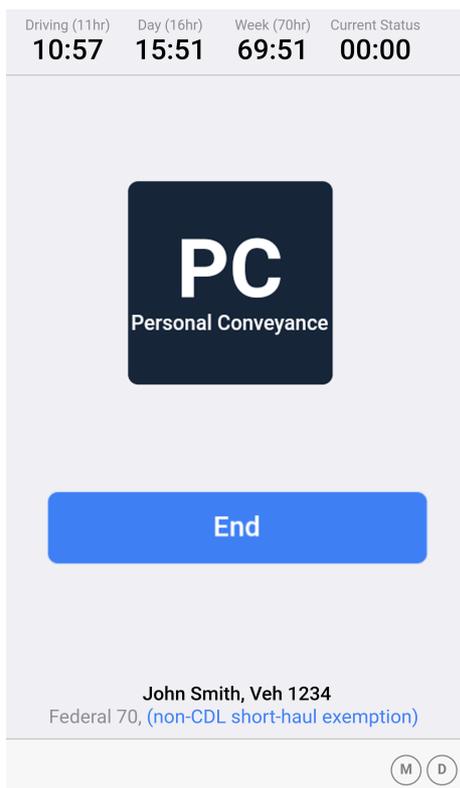
> When you change your HOS status you can select an event type of **Personal Conveyance**. Selecting this option does not enter you into the Personal Conveyance mode described on this page. To enter the Personal Conveyance mode, select **Personal Conveyance** from the **Actions** menu.

Entering Yard Move Mode

> ℹ️ Support for the Yard Move mode must be enabled in your account.

Yard Move is a mode that allows you to maneuver your vehicle around a yard, for example at a customer site or at your depot, without the driving time counting towards your HOS limits. When the Yard Move mode is turned on, your HOS status is recorded and displayed as On Duty (not driving), although your vehicle is moving. When you leave the yard, you must turn the Yard Move mode off.

Entering Yard Move Mode

To enter the Yard Move mode:

1. Go to the HOS Status screen. You must have a status of On Duty to use the Yard Move mode.
2. Tap **Actions** at the bottom of the screen.
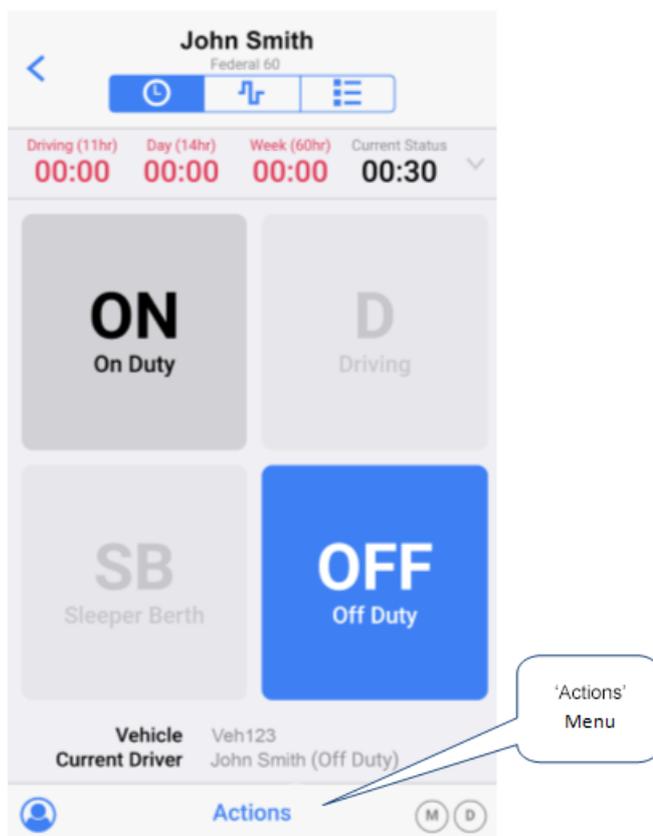
    3. Tap **Yard Move**.
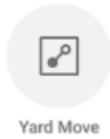
Yard Move

4. Tap **Yes** to enter the Yard Move mode.

5. While you are in the Yard Move mode, you are unable to change your HOS status. Normal HOS functionality is disabled.

Leaving Yard Move Mode

To leave the Yard Move mode and return to normal HOS functionality tap **End** on the screen that is displayed while you are in the Yard Move mode.
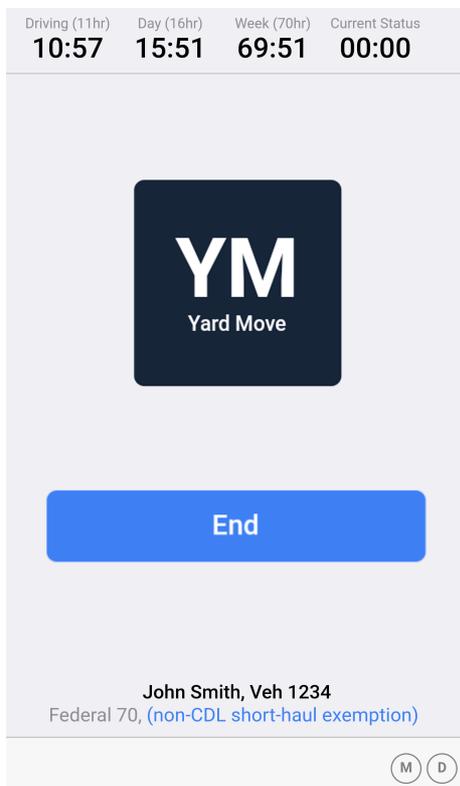
Viewing Detailed Status Information

Tap the ⌄ button in the upper right corner of the <u>HOS Status screen</u> to view further HOS compliance information. The following information is available:

- **Today -** Combined driving and on-duty time logged for today.
- **Last 7 Days -** Combined driving and on-duty time logged for the past 7 days, with today being the 7th day.
- **Available tomorrow -** Combined driving and on-duty time available tomorrow, before the weekly HOS limit is exceeded. If the limit has already been exceeded, the available time is negative.
- **Last 8 Days -** Combined driving and on-duty time logged for the past 8 days, with today being the 8th day.
- Version information
- Driver details

Tap the ⌃ button to return to the **HOS Status** screen.

Viewing Daily Logs

To view the HOS log data for an individual day, go to the Event List screen and tap the ⟩ button to the right of the daily entry. This brings up a daily event view:

‹	**Wednesday, January 17, 2018**	Certify
SUMMARY		
Off Duty		08:10
Sleeper Berth		00:00
Driving		00:00
On Duty		00:59
Kilometers		0
EVENTS		
OFF Off Duty (Initial Status) 8 hrs 10 min		00:00:00
L Login		08:09:03 ⟩
Used vehicles: Vehicle 01		+

The gray header bar at the top of the screen shows the date currently being viewed. It also shows a button labeled **Certify**, which you can use to review and certify the HOS log for the day. If the HOS log has already been certified, the label **Certified** is shown instead.

The arrow button in the upper left corner allows you to return to the **Event List** summary screen.

The first table shows a summary of the total time spent in each HOS status that day, and the total number of miles driven.

The second table shows a list of HOS status change events and entries for "Certification" and "Login". The columns contain the following information:

- The label for the HOS status that triggered this event.
- The event type and the address where this change occurred. For HOS rule exceedance event entries, the HOS rule limit exceeded is listed in place of the address.
- The time when the status change or rule exceedance event occurred.
- Tap the ⟩ button to view the details for this event. Events that can be edited have an **Edit** button in the upper right corner of the **Event Details** screen. Tap this to make changes to the event or to add a comment about the event.

< **Login**
Wednesday, January 17, 2018, 08:09:03   Edit

DETAILS

Event Type	Login or Logout (5)
Event Code	Login (1)
Event Record Status	Active (1)
Event Record Origin	Automatically Recorded (1)
Event Time	08:09:03
Time Zone Offset from UTC	13
Event Date	011718
Accumulated Vehicle Distance	
Total Vehicle Distance	
Elapsed Engine Hours	

< **Login**
Wednesday, January 17, 2018, 08:09:03   Edit

Total Engine Hours	
Distance Since Last Valid Coords	
Malfunction Indicator Status	No (0)
Diagnostic Event Indicator Status	No (0)
Sequence ID	49
Unit	
Shipment Document Number	
Trailer Numbers	
Carrier	My Company
Co-Driver Name	
Co-Driver Username	
Checksum	25

< **Login**
Wednesday, January 17, 2018, 08:09:03   Edit

Malfunction Indicator Status	No (0)
Diagnostic Event Indicator Status	No (0)
Sequence ID	49
Unit	
Shipment Document Number	
Trailer Numbers	
Carrier	My Company
Co-Driver Name	
Co-Driver Username	
Checksum	25

COMMENTS

The arrow button in the upper left corner allows you to return to the daily event screen.

In the lower part of the daily event screen, the **Add Event** button ➕ lets you enter events retrospectively. Support for adding events must be enabled in your account by your administrator.

Cancel	Done
ADD EVENT	
12:00 AM	
Aug 10 2017	
Off Duty	
Sleeper Berth	
Driving	
On Duty	✓
NOTES	
enter a note	
Use 4-60 characters only	

To add an event:

1. Select a time from the first drop-down box.

2. Select a date from the second drop-down box.

3. Select a status.

4. Enter a note that has between 4 and 60 characters. This field is required.

5. Tap **Done** in the upper right corner.

Sharing Your Logs

To share your HOS log data for the past 8 days, go to the Event List screen and tap **Share** ◁ in the upper right corner. This brings up the **Share Logs** screen:
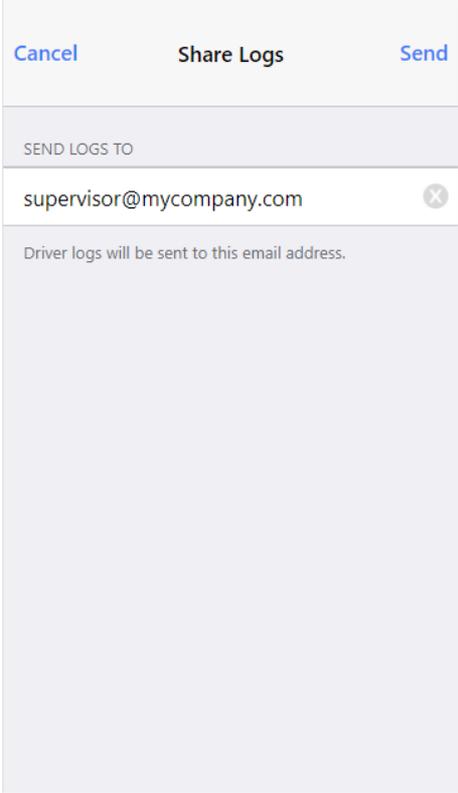
Enter a valid email address and tap **Send**, to send the logs to the specified email address.

> **i** Do not use this method to send your logs to the FMCSA safety inspector. Use the **Share** button in the Inspector mode instead.

Viewing Logs in the Past

To view the HOS log data for a day in the past:

1. Go to the Event List screen and tap **View earlier day** in the lower part of the screen.
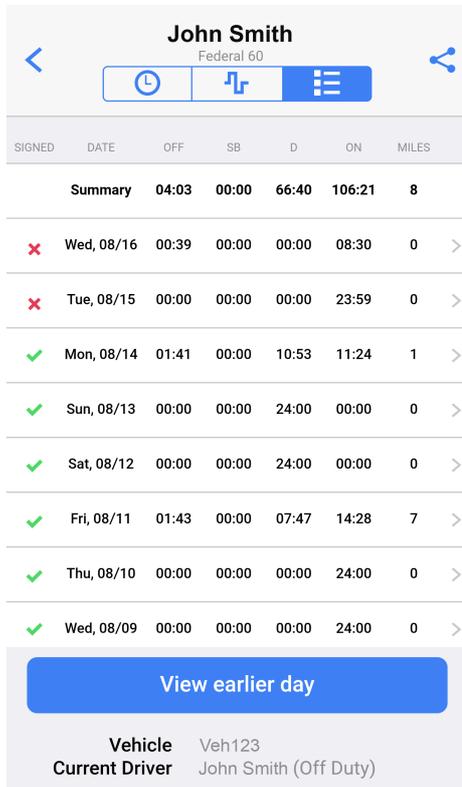
2. From the date picker select the day you want to view and tap **Done**.
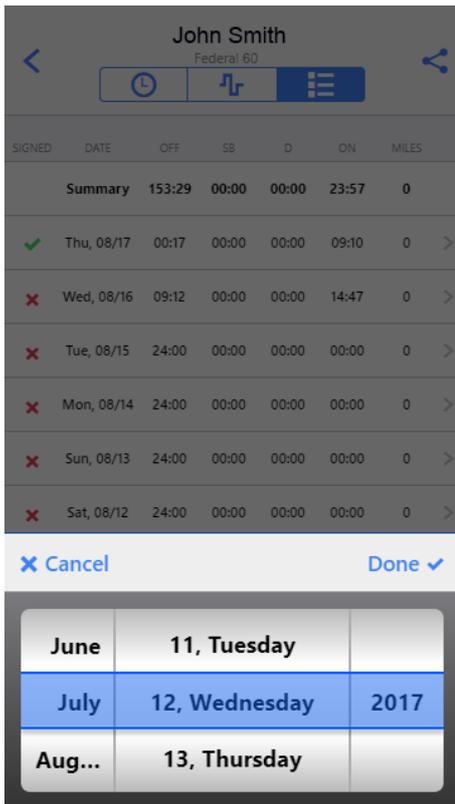
3. The HOS log for the selected day is shown.
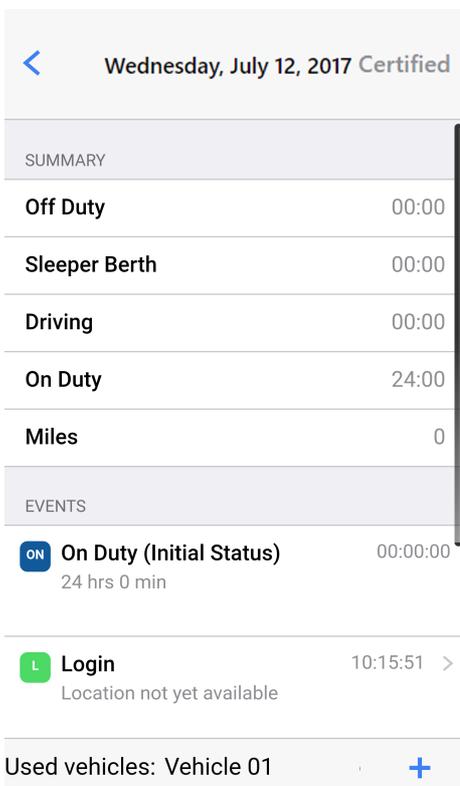
If the selected day is more than seven days ago, you cannot edit the log and there is no + icon in the

lower right corner.

To view additional information about an entry, tap the ⟩ button to the right of the entry.

Reviewing and Certifying Your HOS Logs

It is essential that you confirm and certify all your HOS logs.

You are asked to certify your HOS logs:

- When you sign in or out.
- By tapping the **Certify** button in the upper right corner of the HOS Chart screen. (If the link has been replaced by the label **Certified**, the HOS log has already been signed.)
- By going to the Event List screen, tapping on the 〉 button to the right of a daily entry, and then tapping the **Certify** button in the upper right corner. (If the link has been replaced by the label **Certified**, the HOS log has already been certified)
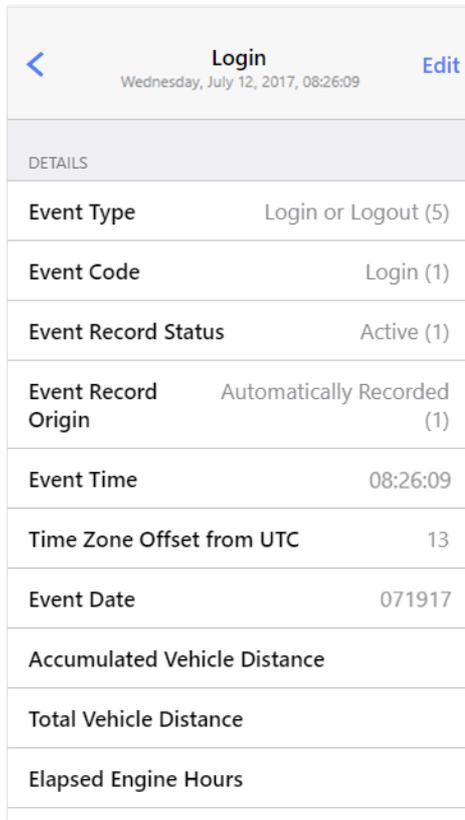- By going to the HOS Status screen, tapping the **Actions** button, and then tapping **Review**. The review might consist of two screens, if applicable. First you might see the **Review Events** screen, and second the **Review Days** screen.

The **Review Days** screen lists any uncertified HOS logs. The screen is available only if there are logs to review. Tap the date for the log you want to certify.

		Finish
REVIEW DAYS		
Monday, July 17, 2017		〉
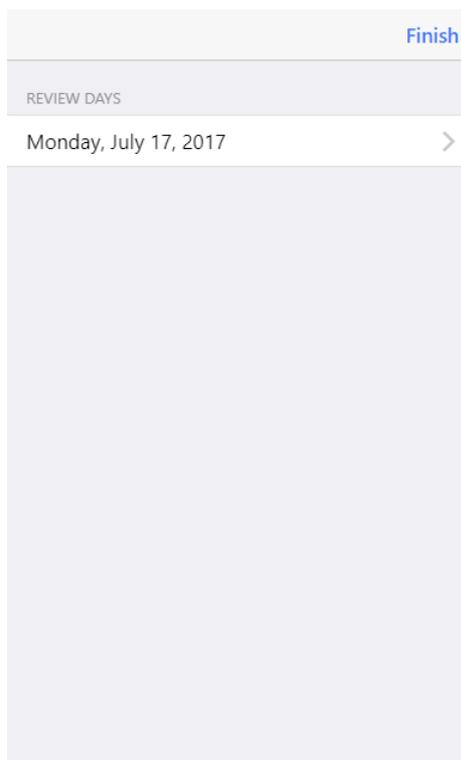
The **Confirm Logs** screen is shown for the selected day.

Cancel

Confirm logs for Monday, July 17, 2017

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

Agree

Not Ready

SUMMARY

Off Duty	17:45
Sleeper Berth	00:00
Driving	00:00
On Duty	06:14

EVENTS

The screen shows a summary containing the total time spent in each HOS status that day. Below these times there is a list of each HOS status change that occurred that day with a corresponding time.

- Tap **Agree** to certify your HOS logs immediately.
- Tap **Not Ready** to certify your logs later.

Claiming Unidentified Events

If your vehicle has recorded any HOS events that are not assigned to a driver, the **Unidentified Driving** screen is displayed (after signing in or out, or before certifying your HOS logs):

Cancel	Unidentified Driving	Done

Showing unidentified events for **Vehicle 123**.
Select and claim any events that belong to you.

Suggested Eve...	All Events

○ **E Engine Power Up**
    1mi NW Christchurch Central
    Friday, November 24, 2017 – 10:31:32

○ **D Driving**
    1mi NW Christchurch Central
    Friday, November 24, 2017 – 10:31:32

○ **ON On Duty**
    1mi NW Christchurch Central
    Friday, November 24, 2017 – 10:32:02

○ **E Engine Power Down**
    1mi NW Christchurch Central
    Friday, November 24, 2017 – 10:32:05

E Engine Power Up

Select All	Claim Selected

The **Suggested Events** tab shows events that have a high chance of being your events, because you do not yet have events recorded for the time periods covered by the listed events.

The **All Events** tab shows all events that are recorded for this vehicle and that do not have an assigned driver. This list also includes events for which the times overlap with the times for other events assigned to you.

Select the HOS events that belong to you and claim them. It is important that all driving time is accounted for and assigned to the driver responsible. Additional events, such as Engine Power Up and Engine Power Down, are also the responsibility of the driver and should be claimed.

Any unclaimed events remain in the list and are displayed to the next user of the ELD or can be proposed to another driver by your carrier.

You can access the **Unidentified Driving** screen at any time. To do this:

1. Go to the **HOS Status** screen.
2. Tap **Actions** in the lower part of the screen.
3. Tap **Review**.
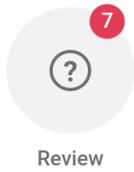
Review

The red indicator shows the number of events and daily logs that have not yet been reviewed.

4. Tap **Unidentified Driving**. This option is available only if there are unidentified driving events.
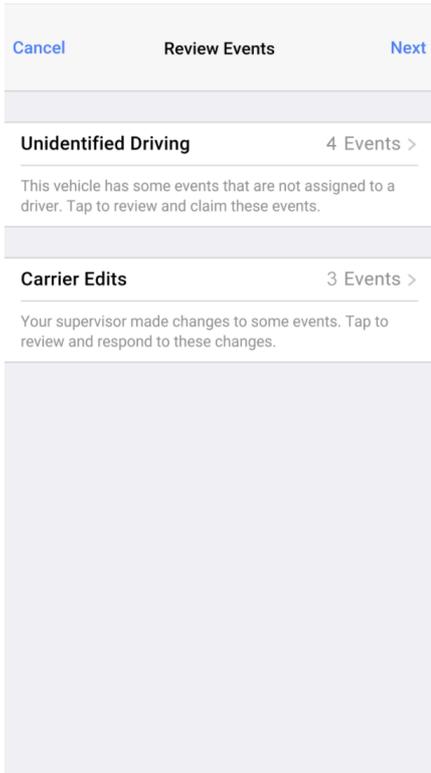
Reviewing Carrier Edits

If your supervisor, or another carrier staff member, has made changes to your hours of service log, you can review these changes on the **Carrier Edits** screen:

Cancel	Carrier Edits	Done

SB **Sleeper Berth**
Location not provided
Monday, January 08, 2018 – 00:06:00
Vehicle: Vehicle18
Event Added
[Adding an event]

SB **Sleeper Berth**
Location not provided
Monday, January 08, 2018 – 01:33:00
Vehicle: Vehicle18
Event Added
[Going to SB]

D **Driving**
Location not provided
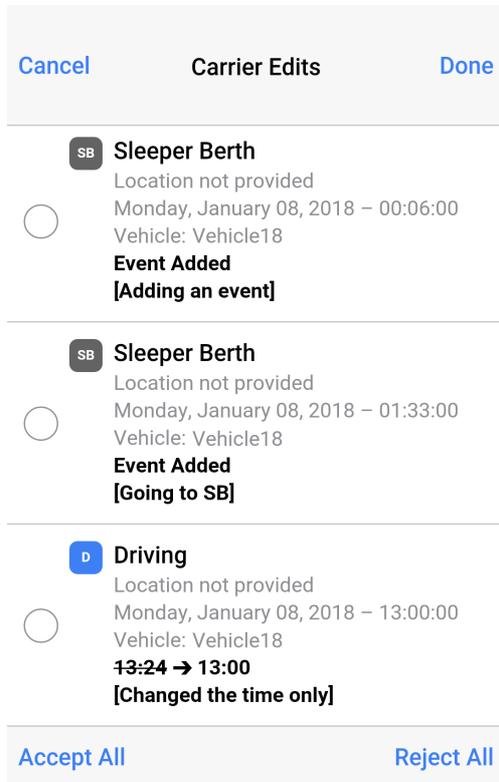Monday, January 08, 2018 – 13:00:00
Vehicle: Vehicle18
~~13:24~~ ➔ **13:00**
[Changed the time only]

Accept All	Reject All

The **Carrier Edits** screen shows each change with the following details:

- The status of the event that was changed. If the status was changed, the old status is displayed.
- The location where the event was recorded.
- The day, date, and time when the event was recorded. If the time was changed, the new time is displayed.
- The vehicle for which the event was recorded.
- The changes that were made displayed as the old value with a strike-through, an arrow, and the new value. For example: ~~Sleeper Berth~~ ➔ **Off Duty** If a new event was added, "Event Added" is displayed.
- The comment added by the editor, in the format "[Comment]".

You can access this screen from the **Review Events** screen, which is shown:

- Automatically, when you sign in or out, or when you certify your logs.
- When you tap **Actions** in the lower part of the **HOS Status** screen, and then tap **Review**.

7
(?)

Review

The red indicator shows the number of events and daily logs that have not yet been reviewed.

To accept or reject changes that carrier staff members have made to your hours of service logs:

1. Go to the **Review Events** screen (automatically or from the **Actions** menu on the **HOS Status** screen).
2. Tap **Carrier Edits**. This option is available only if there are carrier edits.

Cancel	Review Events	Next

Unidentified Driving   4 Events >

This vehicle has some events that are not assigned to a
driver. Tap to review and claim these events.

Carrier Edits   3 Events >

Your supervisor made changes to some events. Tap to
review and respond to these changes.
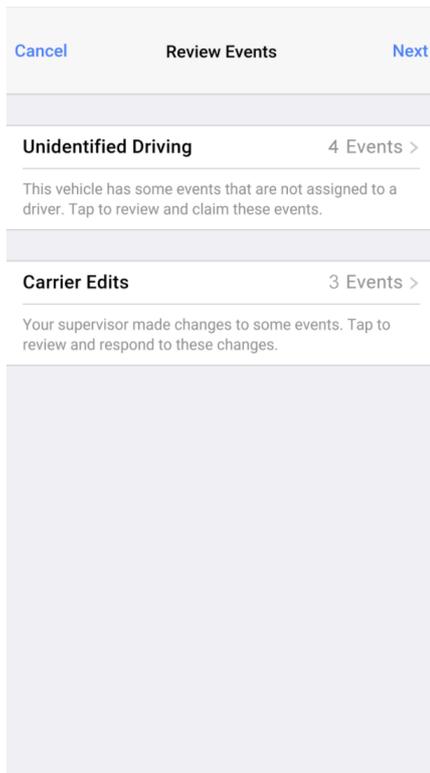
3. If you want to accept or reject all changes, tap **Accept All** or **Reject All**. If you want to accept or
   reject certain changes, select the check box next to the event, then tap **Accept Selected** or
   Reject Selected.

Cancel	Carrier Edits	Done

SB **Sleeper Berth**
Location not provided
Monday, January 08, 2018 – 00:06:00
Vehicle: Vehicle18
Event Added
[Adding an event]

SB **Sleeper Berth**
Location not provided
Monday, January 08, 2018 – 01:33:00
Vehicle: Vehicle18
Event Added
[Going to SB]

D **Driving**
Location not provided
Monday, January 08, 2018 – 13:00:00
Vehicle: Vehicle18
~~13:24~~ ➜ **13:00**
[Changed the time only]

Accept All	Reject All

Cancel	Carrier Edits	Done

SB **Sleeper Berth**
Location not provided
Monday, January 08, 2018 – 00:06:00
Vehicle: Vehicle18
Event Added
[Test: Adding an event]

SB **Sleeper Berth**
Location not provided
Monday, January 08, 2018 – 01:33:00
Vehicle: Vehicle18
Event Added
**[Going to SB]**

D **Driving**
Location not provided
Monday, January 08, 2018 – 13:00:00
Vehicle: Vehicle18
~~13:24~~ ➜ **13:00**
[Changed the time only]

Accept Selected	Reject Selected

Receiving Warnings

The HOS module can be configured to issue visual warnings, both in advance of HOS rule events and when an event occurs. These are some of the warnings that might be displayed:

- An **HOS Violations** notice is issued when your time spent in the current HOS status causes an HOS rule to be broken.
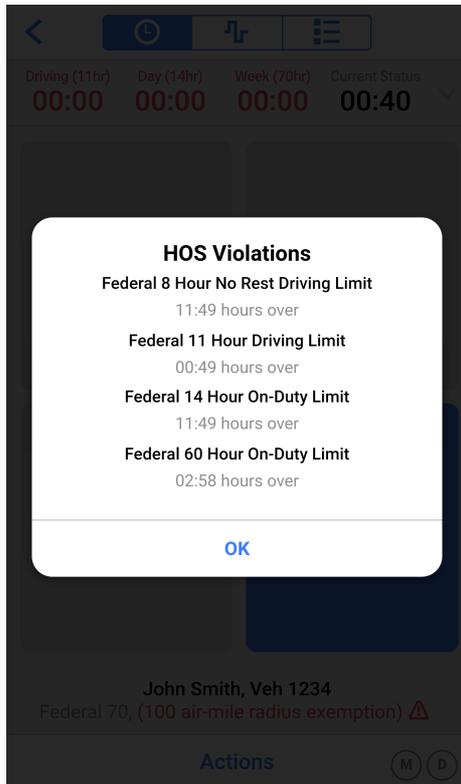
- An **HOS Violation Alert** is issued if you violate the 100 air-mile radius exemption. It provides the reason for violating the exemption and informs you that you have been switched back to your default HOS rules.
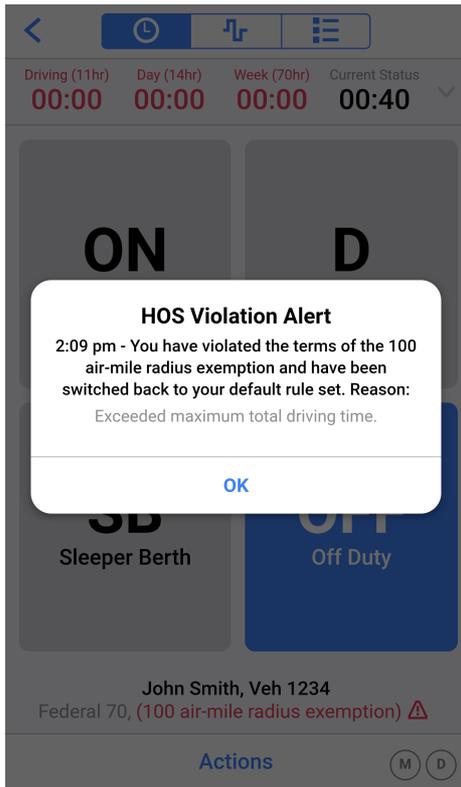
- An **HOS Violation Alert** is issued if you violate the non-CDL short-haul exemption. It provides the reason for violating the exemption and informs you that you have been switched back to your default HOS rules.
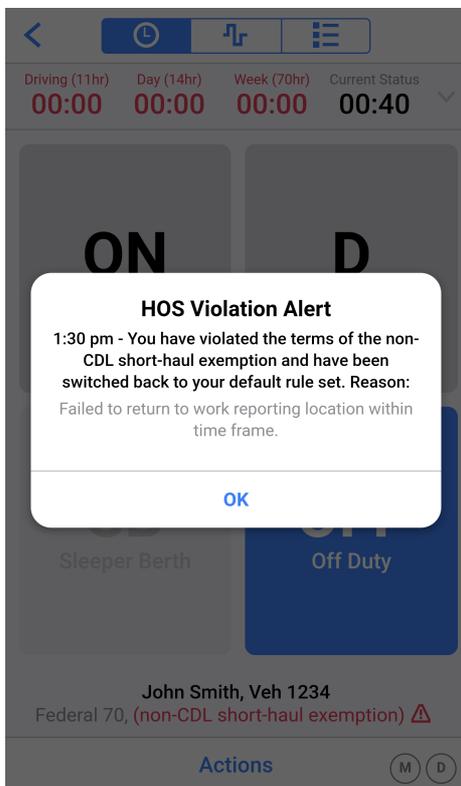
- An **Unsigned days** warning is issued if you have HOS logs that have not been certified. It provides the dates for the uncertified HOS logs. To review and certify your logs go to the **HOS Status** screen, tap **Actions** and then **Review**.
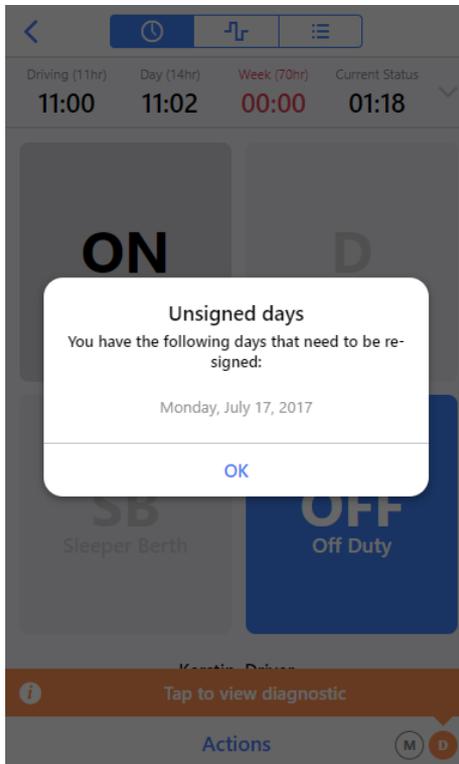
Using the Inspector Mode

The Inspector mode can be used by road side inspectors to view HOS logs and other details in a simplified, read-only interface.

Entering Inspector Mode

To enter the Inspector mode:

1. Go to the HOS Status screen.
2. Tap **Actions** at the bottom of the screen.
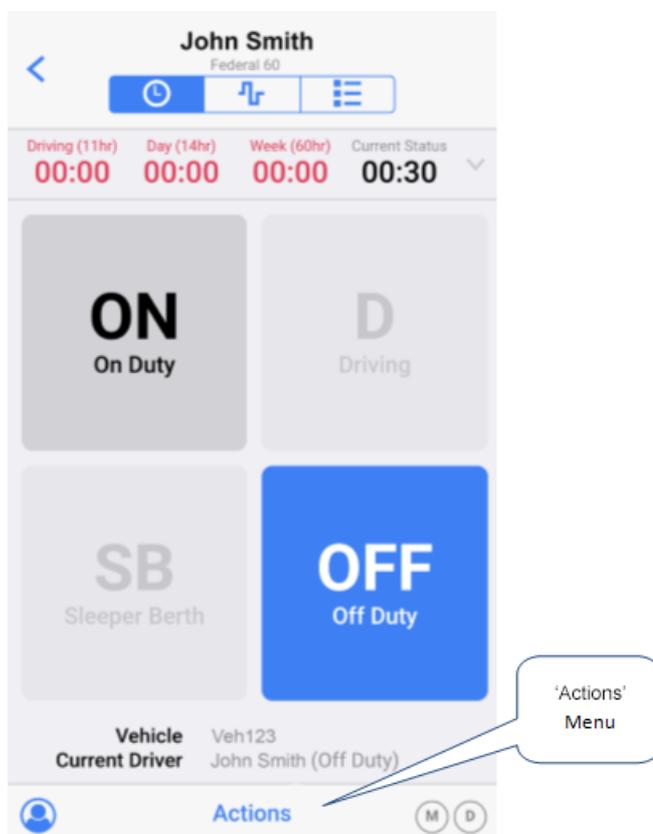
3. Tap **Inspector Mode**.

Inspector Mode

4. Tap **Continue** to enter the Inspector mode. Note that to leave the Inspector mode, you must enter the appropriate password for the account that you are signed into.
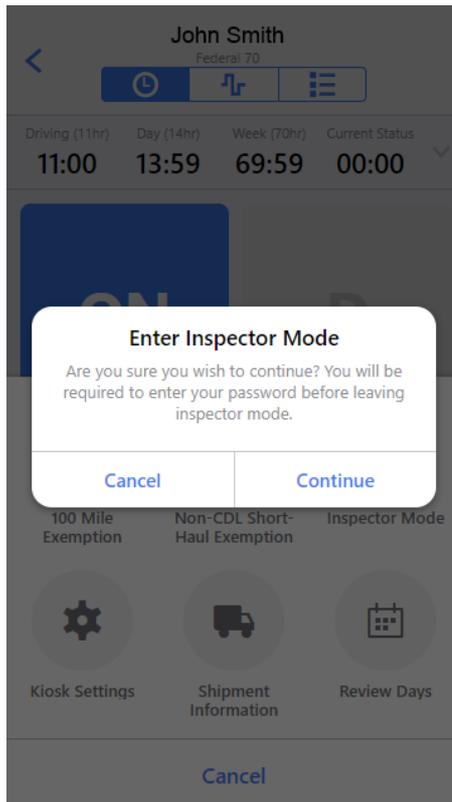
Leaving Inspector Mode

To leave the Inspector mode:

1. Tap the back button in the upper left corner until you see a password prompt.
2. Enter the password for the account that you are signed into and tap **Continue**.
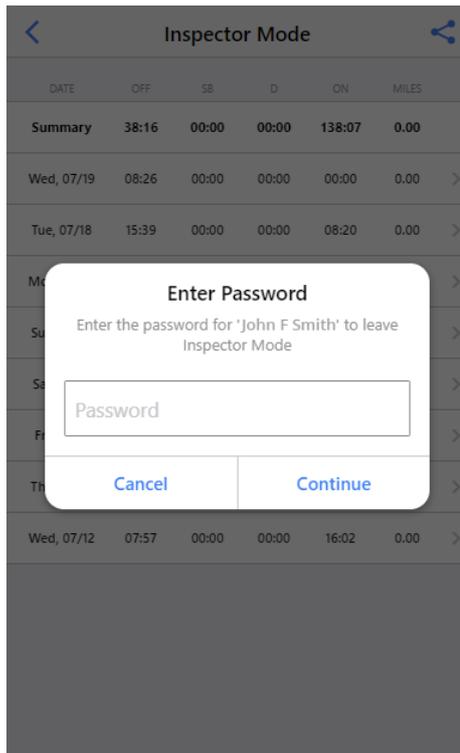
Sharing Daily Logs

You can share the HOS logs for the past 8 days with the FMCSA, either by email or by uploading them directly to a server. To do this:

1. Go to the summary list view in the Inspector mode UI.

2. Tap the share button ![share icon] in the upper right corner of the screen.

3. On the **Share Data** screen select the method for sharing the logs and, optionally, enter a note.
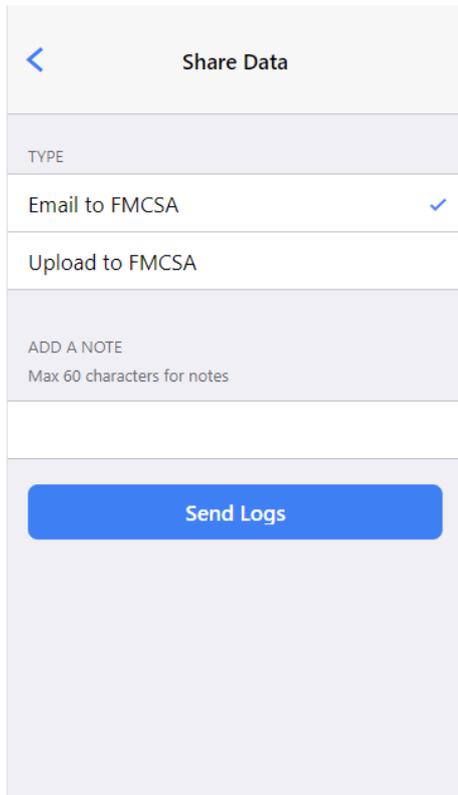
4. Tap **Send Logs**.

Viewing Daily Logs

The initial screen in Inspector Mode shows the daily HOS log entries for the past 8 days in a summary list.

DATE	OFF	SB	D	ON	MILES	
Summary	**151:44**	**00:00**	**00:00**	**24:03**	**0**	
Wed, 01/17	07:43	00:00	00:00	00:06	0	>
Tue, 01/16	24:00	00:00	00:00	00:00	0	>
Mon, 01/15	24:00	00:00	00:00	00:00	0	>
Sun, 01/14	24:00	00:00	00:00	00:00	0	>
Sat, 01/13	24:00	00:00	00:00	00:00	0	>
Fri, 01/12	14:49	00:00	00:00	09:10	0	>
Thu, 01/11	09:12	00:00	00:00	14:47	0	>
Wed, 01/10	24:00	00:00	00:00	00:00	0	>

To view the HOS details for a single day, tap the arrow button ❯ to the right of the entry. The following screens are available for the selected day:

- Event list for a selected day:
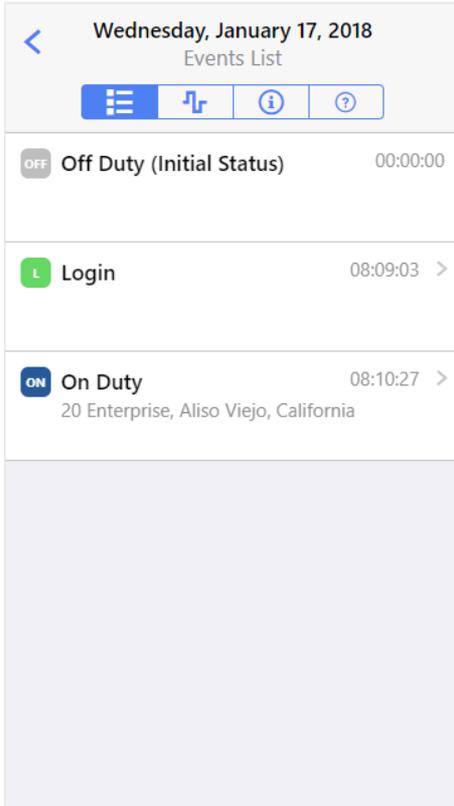
To view more details about an event, tap the arrow button > to the right of the entry.
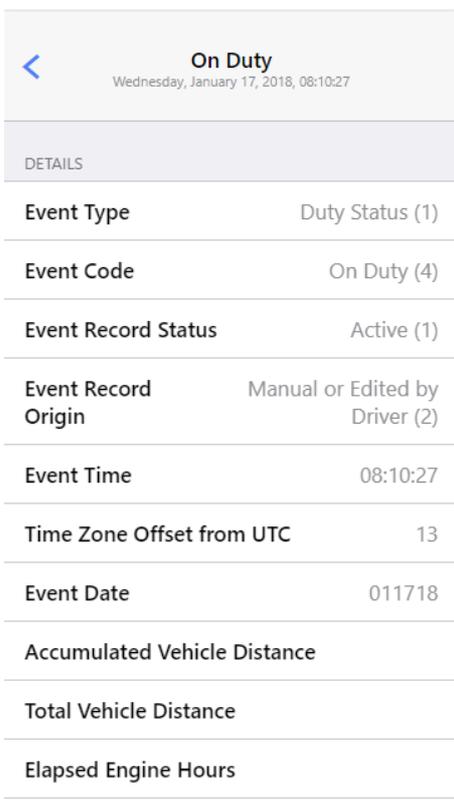
- Chart view for a selected day:
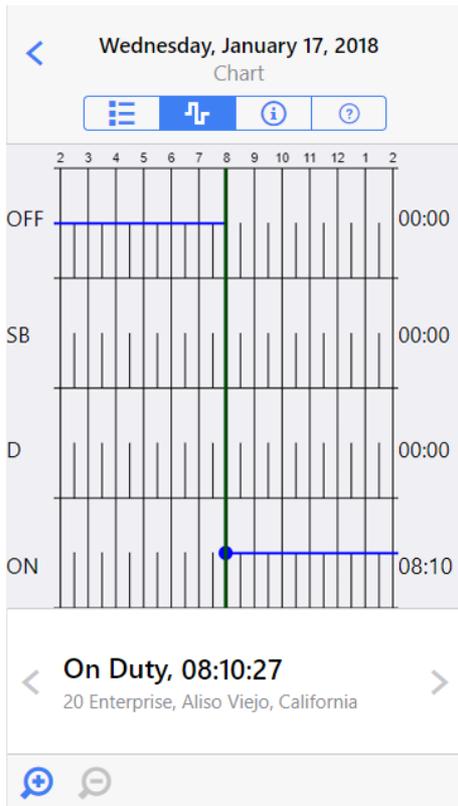
To move forward or backward through the HOS events, tap the right or left arrow buttons.

To view a shorter or longer time period on the chart, tap the zoom icons in the lower part of the screen.

- Information view for a selected day:

- Unidentified events list for a selected day:
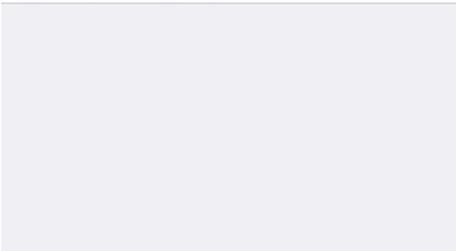
This list shows all events that have been recorded for the currently assigned vehicle, but are not assigned

to a driver. Events that have been claimed by a driver on the **Unidentified Driving** screen are shown in grey with a line through them. All remaining unclaimed events are displayed without a line through them. To view more details about an event, tap the arrow button ❯ to the right of the entry.

Troubleshooting Malfunctions and Diagnostic Issues

Viewing Malfunctions and Diagnostic Events

If you are experiencing any malfunctions or diagnostic issues, the indicators in the lower right corner of the **HOS Status** screen turns red or orange, respectively. The indicators remain colored until the malfunction or diagnostic has been resolved. A banner in the matching color displays in the lower part of the screen. The banner displays every time a new malfunction or diagnostic event occurs. It also displays after you sign in, if the malfunction or diagnostic event is still active. Tap the banner or the diagnostic indicators to open the **Indicators** screen. This screen lists information about all malfunctions and diagnostic events that are currently applicable.
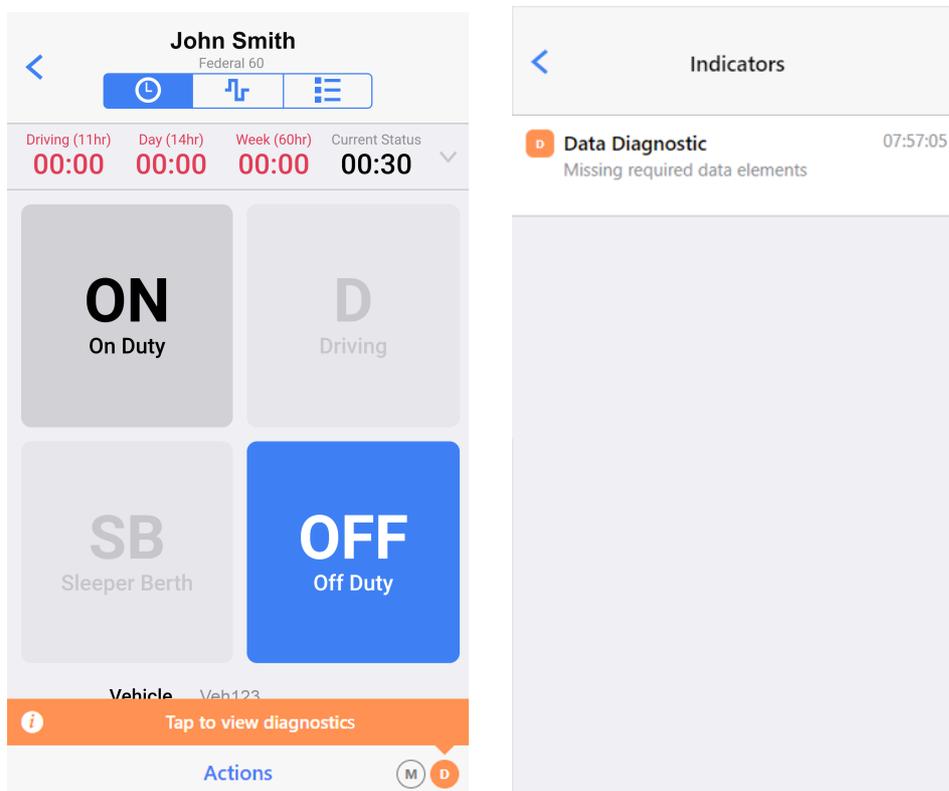
Identifying Malfunctions and Required Actions

The table below describes the possible malfunction codes:

Malfunction	Description
Power compliance malfunction	There has been a hardware power issue or possible tampering with the unit that is installed in your vehicle. The recorded engine on and off events do not match between the mobile device and the vehicle unit. Possibly the vehicle has been operated with

Malfunction	Description
	the hardware unit unplugged. This issue has lasted for 30 minutes or more over a 24-hour period.
Engine synchronization compliance malfunction	The mobile device has lost connectivity to the vehicle unit for 30 minutes or more during a 24-hour period. During this time the data on engine power status, vehicle motion status, miles driven, and engine hours could not be accessed.
Timing compliance malfunction	There was a discrepancy of more than 5 minutes between the hardware unit time and mobile device time, or between mobile device time and server time. Where server time represents an accurate external UTC source.
Positioning compliance malfunction	The vehicle has traveled 5 miles without valid GPS data being obtained, and a cumulative 60 minutes over a 24 hour period has elapsed from such times. Check your GPS aerial.
Data recording compliance malfunction	The mobile device is unable to properly record required data, because insufficient storage space is available on the device. The mobile device can no longer record new events and you might lose events that have not been uploaded yet.
Data transfer compliance malfunction	The automatic data transfer check that is done once within each 24-hour period has failed 3 times consecutively. This means that you might have issues if you try to transfer your data.

These are the required actions for all malfunctions:

1. Note the type of malfunction and provide written notice of the malfunction to your motor carrier within 24 hours.
2. Ensure that you have an accurate record of duty status (RODS) for the current 24-hour period and the previous 7 consecutive days. This can be either in form of records from the ELD or RODS on compliant graph-grid paper. If necessary, manually reconstruct the RODS for any missing period.
3. Continue to manually prepare compliant RODS on graph-grid paper until the ELD is serviced and back in compliance.

Identifying Diagnostic Events and Required Actions

The table below describes the possible diagnostic events:

Diagnostic event	Description
Power data diagnostic event	There has been a hardware issue with the unit that is installed in your vehicle. Possible causes are:

Diagnostic event	Description
	• The hardware unit has lost power during operation. • The hardware unit has become unplugged. • The hardware unit did not start up within 6 minutes of the engine being turned on. If this issue leads to an aggregated in-motion driving time understatement of 30 minutes or more over a 24-hour period across all drivers using this vehicle, including unidentified drivers, a power compliance malfunction will be raised.
Engine synchronization data diagnostic event	The hardware unit has lost connectivity to the vehicle's ECM for at least 5 seconds. During this time the data on engine power status, vehicle motion status, miles driven, and engine hours could no longer be accessed. If the connection is lost for 30 minutes or more during a 24-hour period, an engine synchronization compliance malfunction will be raised.
Missing required data elements data diagnostic event	Some data for an HOS event is missing. For example, if you have been prompted for a manual location and you have not provided it.
Data transfer data diagnostic event	The automatic data transfer check has failed and now the check will be performed once within each 24-hour period. If this check fails more than 3 consecutive times, a data transfer malfunction will be raised. This means that you might have issues if you try to transfer your data.
Unidentified driving records data diagnostic event	The vehicle has had 30 minutes or more of driving within a 24-hour period that is not assigned to a driver.

Troubleshooting WorkPlan

The following sections describe how to perform troubleshooting tasks, which might be required if you are experiencing issues using WorkPlan.

> ℹ️ The following instructions differ depending on the type of device you have. Some of the settings might have different names on your device or might be located in a different menu structure.

Clearing the App Data

Required if you are using WorkPlan and you are experiencing stability issues, because of low storage space.

> ℹ️ These instructions result in lost data. Follow these instructions only if you have been instructed to do so.

On Android Devices

1. Before you clear your app data, always try to resolve the issues you are having by powering your device off and back on again first.
2. From your home screen, enter your **Settings** menu.
3. Tap **Applications** (or **Apps** on some devices). There might be a list of apps here, or you might need to tap **Application Manager** and then **All**.
4. Select **WorkPlan**.
5. Tap **Clear Data** (this button might be under **Storage** on some devices).

On iOS Devices

1. Before you clear your app data, always try to resolve the issues you are having by powering your device off and back on again first.
2. From your home screen, enter your **Settings** menu.
3. Tap **General**, then **Storage & iCloud Usage**.
4. Under **Storage**, tap **Manage Storage**.
5. Select **WorkPlan**.
6. Tap **Delete App**.
7. Navigate to the App Store and re-install WorkPlan.

Disabling Battery Optimization Mode (Android Only)

Required if you are using WorkPlan on an Android device and you are experiencing stability issues, because

the battery optimization mode is closing down WorkPlan automatically.

1. From your home screen, enter your **Settings** menu.
2. Tap **Battery**.
3. Tap the **More** button (the three dots in the upper right corner).
4. Tap **Battery optimization**.
5. Tap **Not Optimized** and then select **All apps**.
6. Select **WorkPlan**.
7. Select **Don't optimize**. Or, if you have a **Battery Optimization** setting, turn it off.

Setting an Appropriate Notification Sound (Android Only)

Required if you are using WorkPlan and Hours of Service as an ELD on an Android device and you are experiencing the following issue: You are starting to drive without being signed in to WorkPlan and either there is no notification sound or the notification sound continuously plays without stopping.

1. From your home screen, enter your **Settings** menu.
2. Tap **Sound**.
3. Tap **Notification sound** (or **Default notification ringtone** on some devices) and select an appropriate sound. This sound will be used when you have not signed in to WorkPlan and the vehicle is starting to move.
4. Ensure that you are not in silent mode.

HOS Violations and Breaks

The following violations can be reported based on your hours-of-service report:

Driving Limit Violations

Within a work shift, a limit exists on the time you may spend driving, before a between-shifts rest break is necessary. Hours of Service uses the following driving limits:

- 11 hours for federal US rules
- 12 hours for California, Florida, and Texas rules
- 13 hours for Canada South rules

Federal Rest Break Violation

According to federal US rules, you may not drive for more than 8 consecutive hours without taking a rest break of at least 30 minutes. You can spend this break either off duty or in the sleeper berth, or waiting in an oilfield (if you are using oilfield options).

On-Duty Limit Violations

Within a work shift, you can be on duty (driving or performing on-duty tasks) for a limited amount of time. After this time limit, you may not drive before you have completed a between-shifts rest break. Hours of Service uses the following on-duty limits:

- 14 hours (including rest breaks) for federal US rules
- 14 hours (not including rest breaks) for Canada South rules
- 15 hours (not including rest breaks) for Texas rules
- 16 hours (including rest breaks) for California and Florida rules
- 16 hours (including rest breaks) for Canada South rules

This violation rule is about driving. Provided that you do not start driving after the time limit stated above, this violation is not recorded. For example (if using federal US rules), after 14 hours spent on duty or driving, you can perform non-driving tasks without violating this rule. If, however, after that, you start driving again before taking another 10 hour break, a violation is recorded against this rule.

Exceptions that Hours of Service applies to the on-duty limit rule are:

- The 16-hour on-duty limit rule, which allows a single violation of the on-duty limit rule (up to 16 hours on duty) within a weekly on-duty period. This exception is applicable to federal US rules only.
- The 100 air-mile exemption rule, which allows for different limits if you stay within a 100 air-mile radius

of a specific location and return to that location within 12 consecutive hours. This exception is applicable to federal US rules only.

- The non-CDL short-haul exemption rule, which allows for different limits if you drive a vehicle that doesn't require a commercial drivers license, stay within a 150 air-mile radius of a specific location and return to that location every day. This exception is applicable to federal US rules only.

Federal 16-Hour On-Duty Limit Violation

Once within a weekly on-duty period (between two long rest breaks), you can be on duty (driving or performing on-duty tasks) for up to 16 hours if you meet the following requirements:

- Use federal US rules.
- Start from and return to the same location as for the previous 5 work shifts. You may have long rest breaks between these 5 work shifts.
- Take a continuous between-shifts rest break, and not a split between-shifts rest break, before and after the shift.
- Use the exemption only once within a weekly on-duty period (between two long rest breaks).

See Enabling the 16-Hour Exemption for more information.

Weekly On-Duty Limit Violations

The weekly on-duty period and the required long rest breaks between the periods depend on the rule set that you use:

Federal US rules

According to federal US rules, you may not drive if you have spent either 60 hours within 7 consecutive days or 70 hours within 8 consecutive days on duty. To be allowed to drive again you must take a long rest break of 34 or more consecutive hours. Otherwise a violation is noted in Hours of Service.

> You can use either the 60 hour-7 day rule or the 70 hour-8 day rule, but not both. The rule to use depends on how many days per week your organization operates and which rule set your organization has selected.

California rules

According to California rules, you may not drive if you have spent 80 hours within 8 consecutive days on duty. To be allowed to drive again you must take a long rest break of 34 or more consecutive hours. Otherwise a

violation is noted in Hours of Service.

Texas rules

According to Texas rules, you may not drive if you have spent 70 hours within 7 consecutive days on duty. To be allowed to drive again you must take a long rest break of 34 or more consecutive hours. Otherwise a violation is noted in Hours of Service.

Florida rules

According to Florida rules, you may not drive if you have spent either 70 hours within 7 consecutive days or 80 hours within 8 consecutive days on duty. To be allowed to drive again a long rest break of 34 or more consecutive hours is required. Otherwise a violation is noted in Hours of Service.

> A driver can use either the 70 hour-7 day rule or the 80 hour-8 day rule, but not both. The rule to use depends on how many days per week your organization operates.

Canada South rules

According to Canada South rules, which apply to the area south of 60 degrees latitude, you may not drive if you have spent either 70 hours within 7 consecutive days or 120 hours within 14 consecutive days on duty. If using the 7 day period, you may drive again after you have taken a long rest break of 36 or more consecutive hours. If using the 14 day period, you may drive if you have a rest period of 24 or more consecutive hours after the first 70 hours of on-duty time and a long rest period of 72 or more consecutive hours after the remaining 50 hours of on-duty time. Otherwise a violation is noted in Hours of Service.

> You can use either the 70 hour-7 day rule or the 120 hour-14 day rule, but not both. The rule to use depends on how many days per week your organization operates.

100 Air-Mile Exemption Rule Violations

If you are using federal US rules, you might be able to use the 100 air-mile exemption. This rule exempts you from complying with the federal rest break rule, which requires you to take a rest break of 30 minutes or more if driving for more than 8 hours. To be eligible for the 100 air-mile exemption you must:

- Return to the same location where you started your shift, within 12 hours of the start of your shift.
- Not drive for more than 11 hours without having a rest break of 10 consecutive hours.
- Not go further than 100 air-miles (185200 meters) away from where you started your shift.

If you violate any of these, the 100 air-mile exemption is canceled and normal on-duty limits and break

requirements apply.

See Enabling the 100 Air-Mile Exemption for more information.

Non-CDL Short-Haul Exemption Rule Violations

If you are using federal US rules, you might be able to use the non-CDL short-haul exemption. This rule exempts you from complying with the federal rest break rule, which requires you to take a rest break of 30 minutes or more if driving for more than 8 hours. See Enabling the Non-CDL Short-Haul Exemption for more information about how to qualify, which rules apply and how to turn the exemption on or off.

If you violate the non-CDL short-haul exemption rule, the exemption is canceled and normal on-duty limits and break requirements apply.

Breaks

The following types of breaks are defined for the purposes of hours-of-service reporting:

30-minute rest break

According to federal US rules, you may not drive for more than 8 consecutive hours without taking a rest break of at least 30 minutes. You can spend this break either off duty or in the sleeper berth, or waiting in an oilfield (if you are using oilfield options).

Between-shifts rest break

Between work shifts you must take rest breaks of 8 (for Texas rules) or 10 (for other rule sets) consecutive hours. These breaks are required to restart your driving allowance for the next work shift. Between-shifts rest breaks can be spent:

- Entirely in the sleeper berth.
- Entirely off duty.
- Entirely in the 'Waiting' state (when using oilfield options).
- As a combination of off-duty time, waiting and sleeper-berth time with no interruptions.

Split between-shifts rest breaks

Between work shifts you can also take split rest breaks rather than continuous rest breaks. Split rest breaks allow you to restart your driving allowance if the following requirements are met:

- One rest break must consist of at least 8 consecutive hours spent in the sleeper berth.
- The second rest break must consist of at least 2 consecutive hours spent off duty, waiting, in a sleeper berth or as a continuous combination of two of these states.

- If using oilfield options, the split rest break is a combination of 2 different rest periods of at least 2 hours that when summed together make at least 10 hours. Requirements for the periods:
    - At least 1 of the rest periods must be at the oilfield.
    - A rest period at the oilfield can be off-duty, waiting or sleeper-berth time or a continuous combination of them.
    - A rest period outside the oilfield can only be sleeper berth time.

You can separate the two split rest breaks by driving time. The driving time between the two split rest breaks counts towards the work shift after the rest break.

Long rest breaks between weekly on-duty periods

Between weekly on-duty periods you must take long rest breaks to restart your driving allowance for the next weekly on-duty period.

The required length of the long rest break between weekly on-duty periods depends on the rule set you are using:

- If you are using any US rule sets, a long rest break of 34 consecutive hours is required.
- If you are using the Canada South 70 hour-7 day rule, a break of 36 consecutive hours is required.
- If you are using the Canada South 120 hour-14 day rule, a break of 24 consecutive hours is required after the first 70 hours of on-duty time and a break of 72 consecutive hours is required after the remaining 50 hours.

You must spend long rest breaks off duty.

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