AXLE DRIVER MANUAL

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Important: Per FMCSA Rules, this guide must be kept in the vehicle at all times.

support@axle.us | 877-426-7341

AXLE

Installing and logging into your electronic logbook application

Download Axle's Electronic Logbook Application onto an Android, iPhone, or Tablet.

- Android-based devices: download the application from the Google Play Store by typing "Axle" in the search bar.
- iOS-based devices: download the application from the App Store by typing "Axle" in the search bar.
- The correct application can be located by selecting and downloading the application with the following logo:

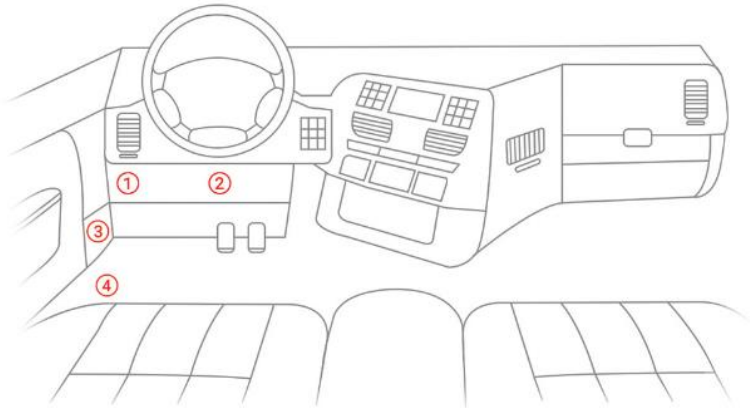
AXLE

Installing the Axle ELD

Install the Axle ELD:

Plug the Axle “Bottle Cap” ELD into the diagnostic port of your truck. This can be found in one of four places:

a. Underneath the left side of the dash
b. Underneath the steering wheel
c. Near the driver’s left kick panel
d. Below the driver’s seat



*Trucks with 16 or 6-pin ports will need to plug one side of the adapter into the port, and the other side into the Axle ELD.
If you did not purchase an adapter, it can be done so here:
https://axle-eld.myshopify.com/

Ensure the device is plugged all the way into the port. When plugged in, twist the plastic over the device to the right until it locks in and you see a LIGHT appear on the device.

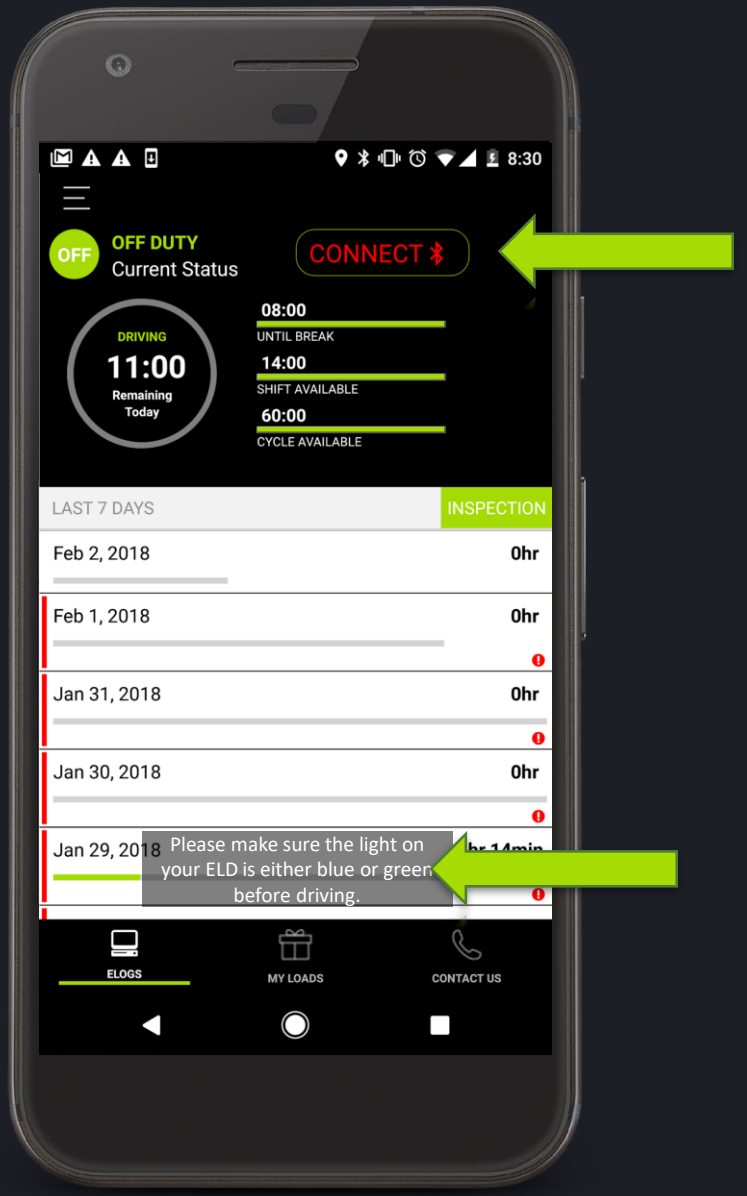
The device should change from RED to FLASHING WHITE to FLASHING BLUE to FLASHING GREEN.

If the light is red or white light on the ELD and it will not change after a few minutes with the engine on, there is a malfunction and you will be unable to properly use the system. Any malfunctions should be reported within 24 hours to support@axle.us.

Connect your mobile device or tablet to the Axle ELD

1. Ensure Bluetooth is turned ON (but does not need to be paired to anything on the phone)
2. Click the red CONNECT button on the Main Electronic Log Page one time.
   - It will say “Scanning for ELDs” at the bottom of the page.
   - Wait up to 30 seconds and a notification will pop up and say “Found Iosix device”.
   - The RED “CONNECT” button will change to GREEN and say “CONNECTED”, which indicates a successful connection.

NOTE: If a message pops up on your screen that says “Please make sure the light on your ELD is either blue or green before driving” make sure to double check the color of the light on your ELD device.



Record Hours of Service

1. When your vehicle is moving at 5 MPH or greater, a window will pop up on your phone with the words “In Motion” on the top left hand corner. This indicates your duty status has automatically changed from your current status (off duty, on duty, or sleeper berth) to DRIVING. When you are “In Motion”, you will not be allowed to interact with the application.
2. At 0 MPH, “In Motion” will change to “Stationary”, allowing you to interact with the application. When “Stationary”, you can change your duty status by tapping “Driving UNLOCK” and selecting one of the alternate duty statuses listed.
3. If the vehicle remains “Stationary” for 5 minutes, a pop-up window will appear asking if you would like to change your duty status.
   - If you click “Change Status”, ensure the status, location and note are correct and press “Save”
   - If you do not respond to the notification, your duty status will automatically change to ON DUTY.

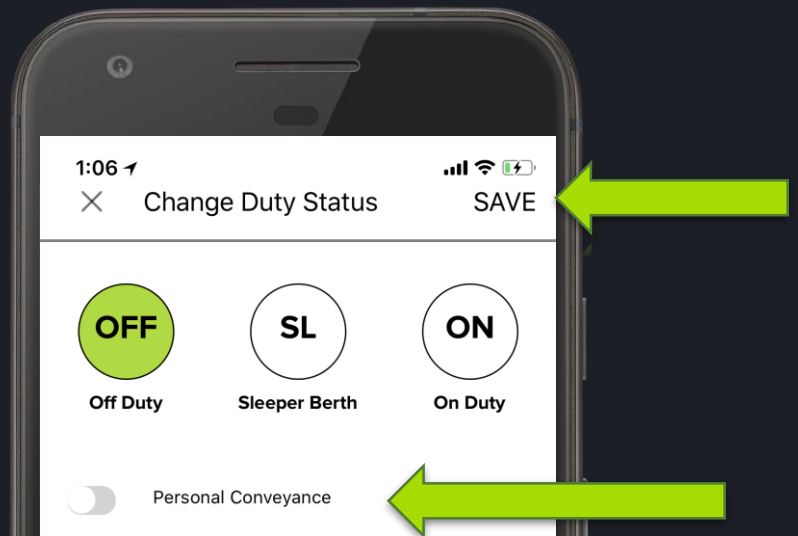
Manually Change Duty Status

From the main page, press the green circle on the upper left-hand side of the screen to manually change your duty status to one of the following statuses:

- Off Duty
- Off Duty - Personal Conveyance (select if driving the vehicle off duty for personal use)
- Sleeper Berth
- On Duty
- On Duty - Yard Move (select if driving the vehicle on duty around the yard)

Steps to change status:

1. Select which status you would like to change to
2. The location will automatically populate based on your current location. If it does not populate, ensure your “Location Services” are turned on for Axle under your phone or tablet’s Settings.
3. Provide notes if applicable
4. Press “Save” in the upper right-hand corner to change the status
5. You will know the duty status successfully changed because it will be represented above “Current Status” on the main page

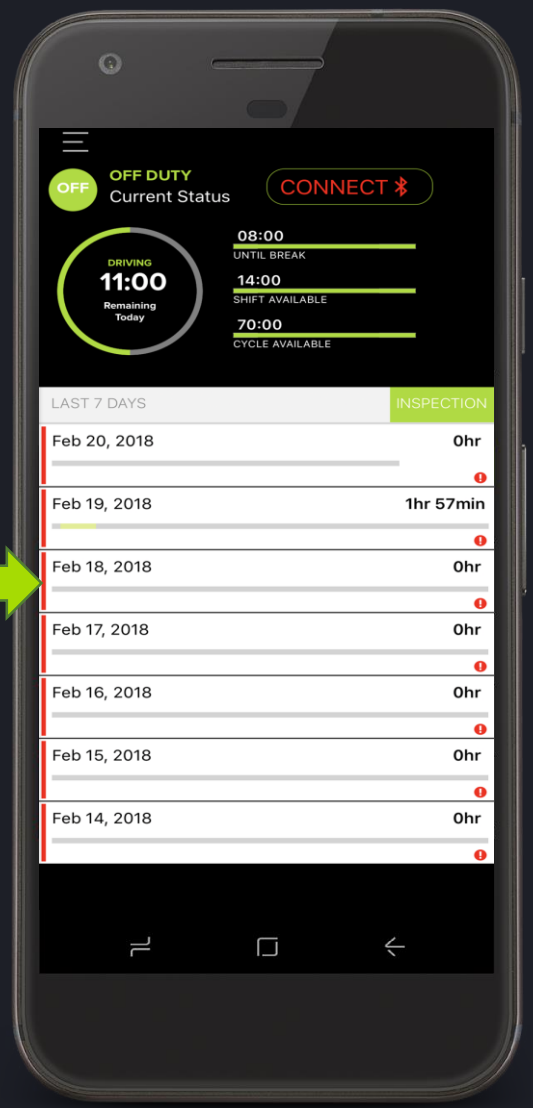


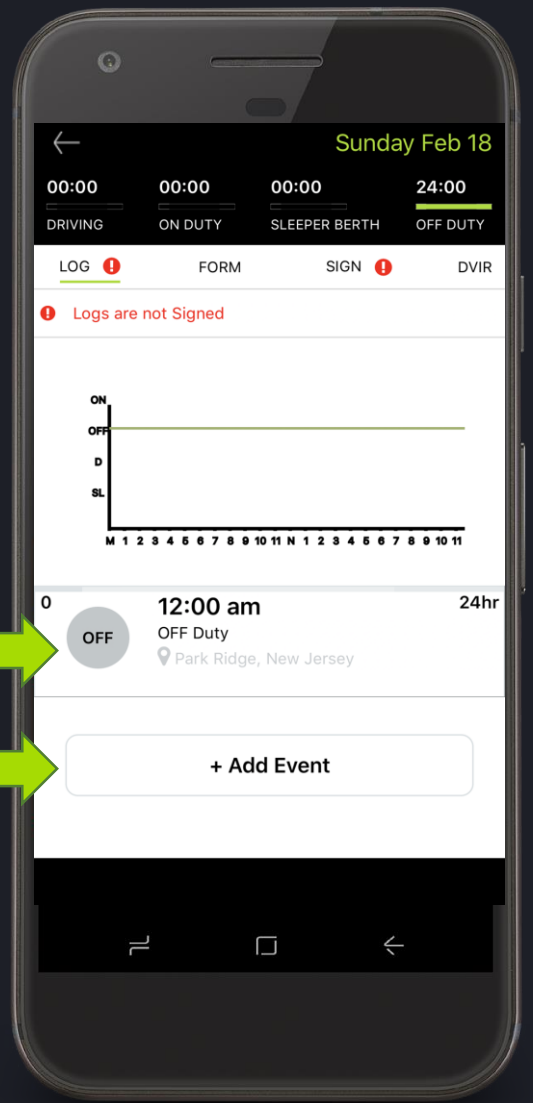
View and Edit a Specific Day's Log

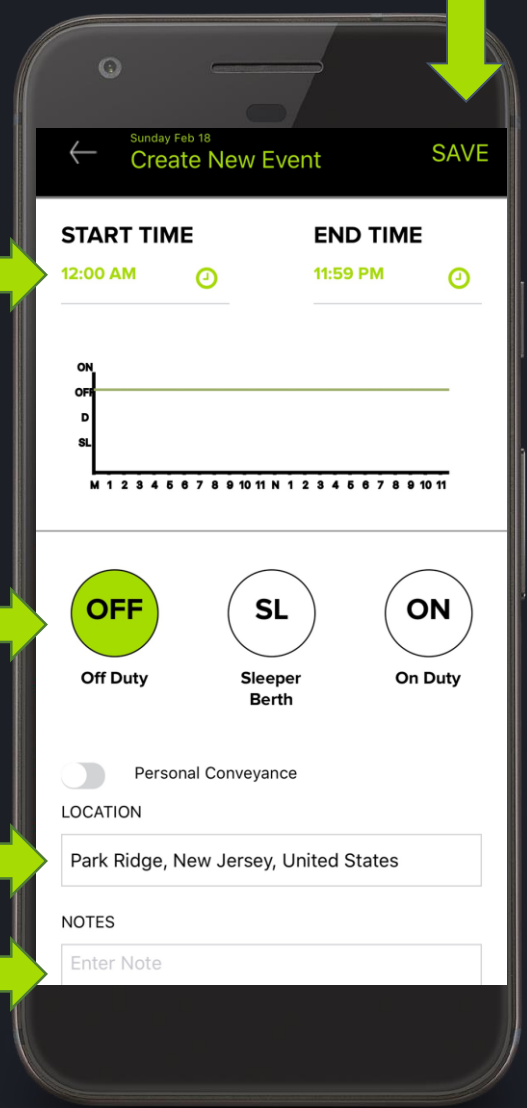
On the main page, click on the specific day you want to view.

Edit Log - can be edited 2 ways:

1. Edit an entire event that is already listed underneath the graph
   a. Click on an event
   b. The start and end time will automatically populate
   c. Confirm location is filled out
   d. Select status (can not change drive time)
   e. Press Save
2. Press "Add Event" to insert a new event.
   a. Select a start and end time
   b. Select location of that event during specified time
   c. Select status (can not override drive time)
   d. Insert a note
   e. Press Save





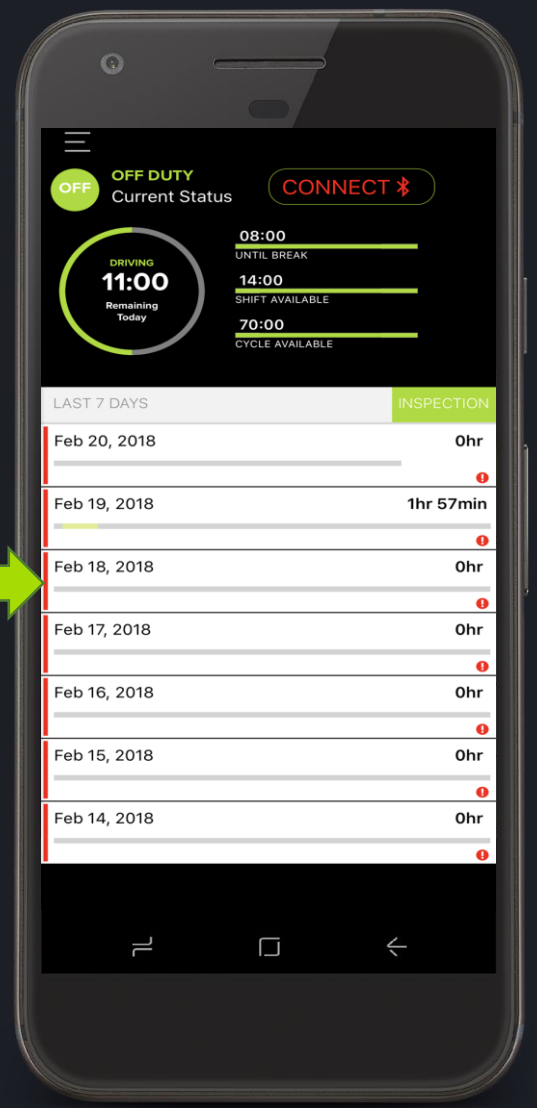


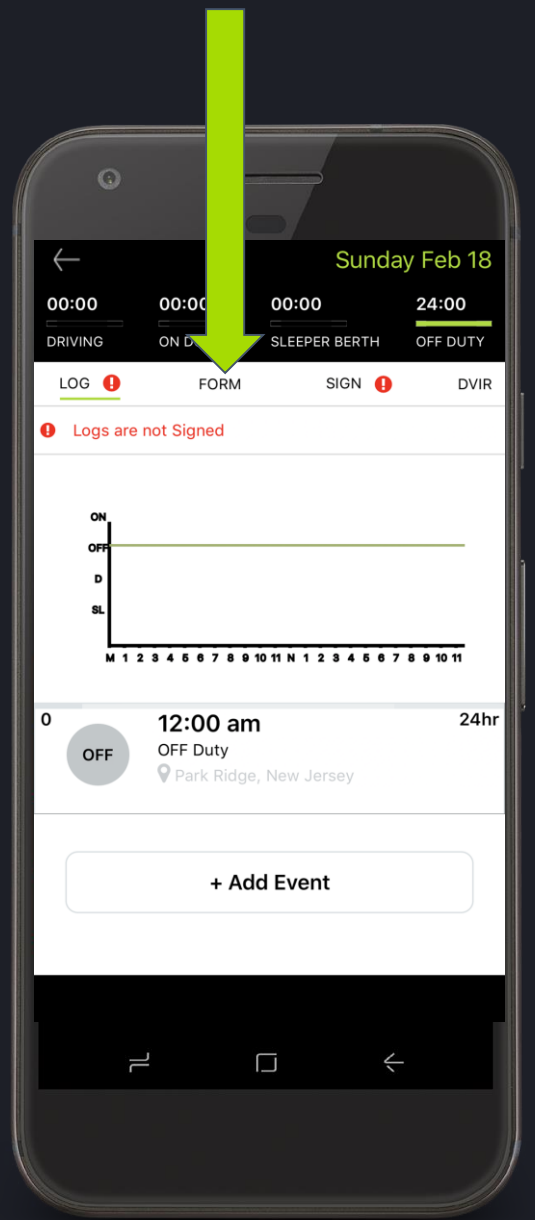
Fill out Daily Form

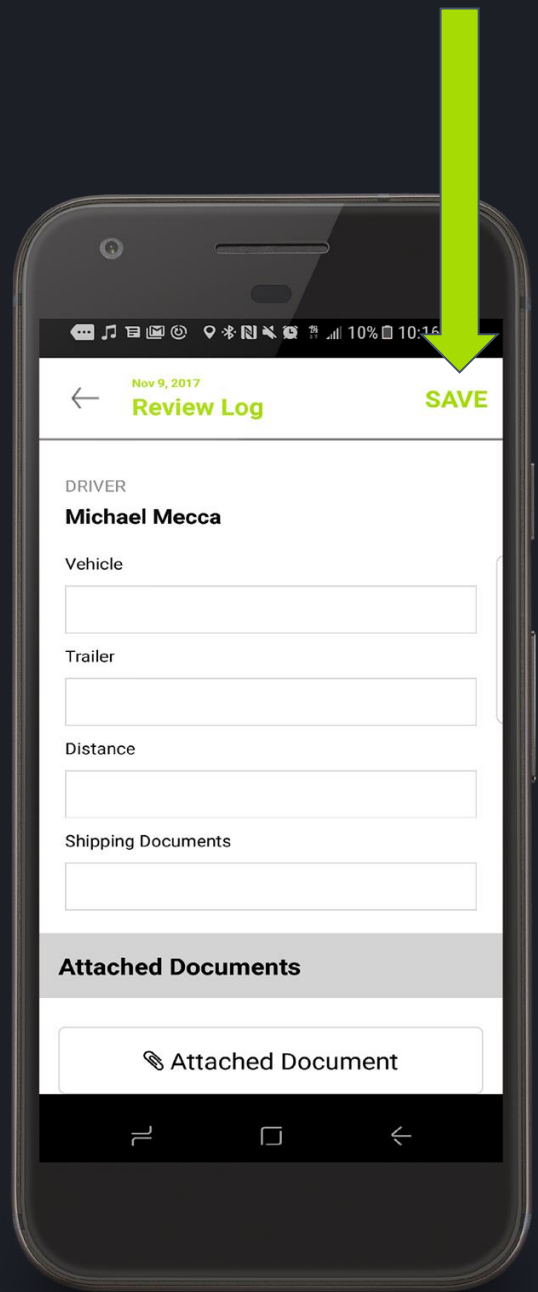
After each day, you must submit the day's form which includes:

- Vehicle #
- Trailer #
- Distance
- Shipping Documents (ex. BOL #)

*You need to select "Save" after completing the form. If it is not saved, you will see an error on the log.



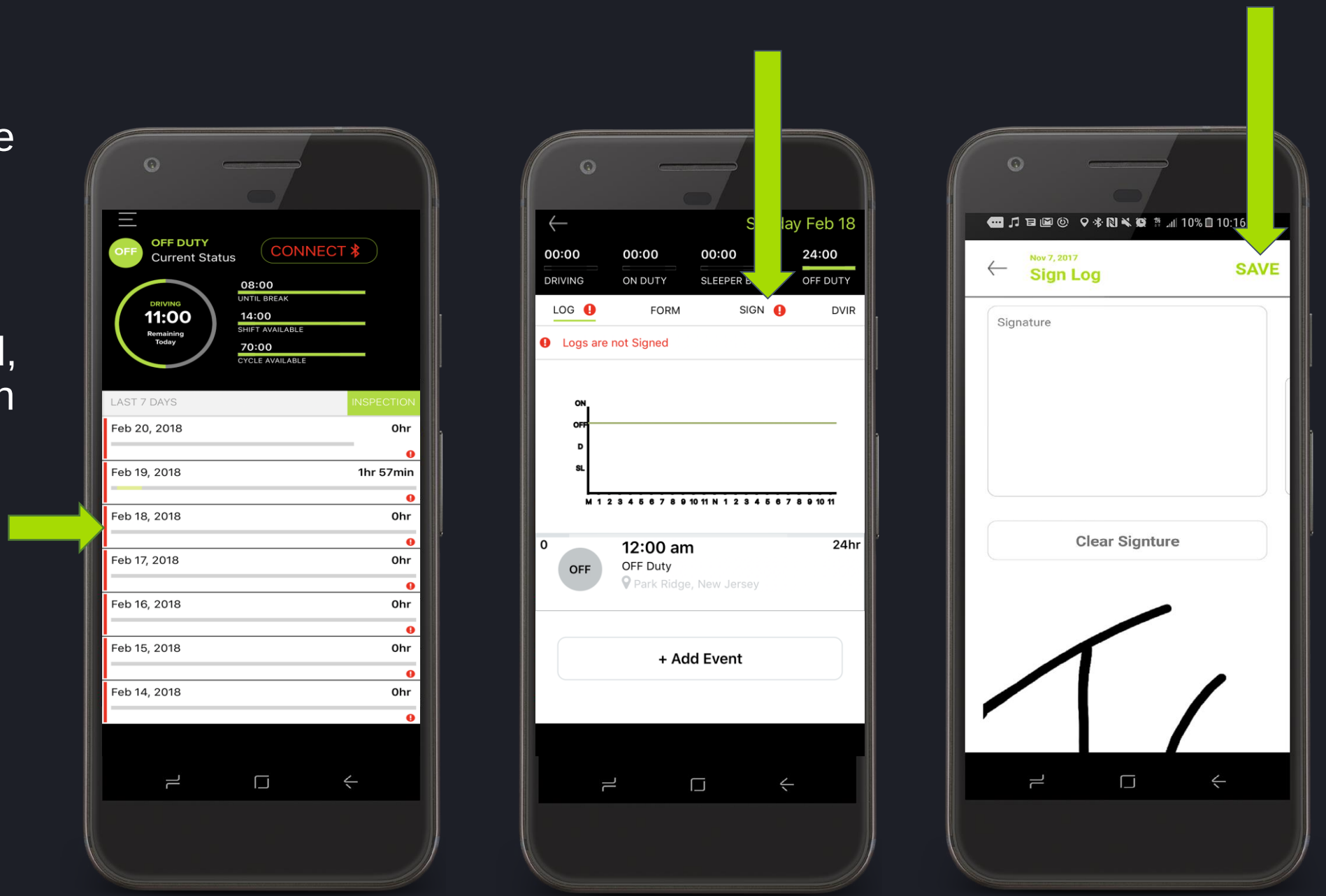




Sign Daily Log

After each day, you are required to sign each log and press “Save”

*If the log is not signed, you will see an error on the log for that day.

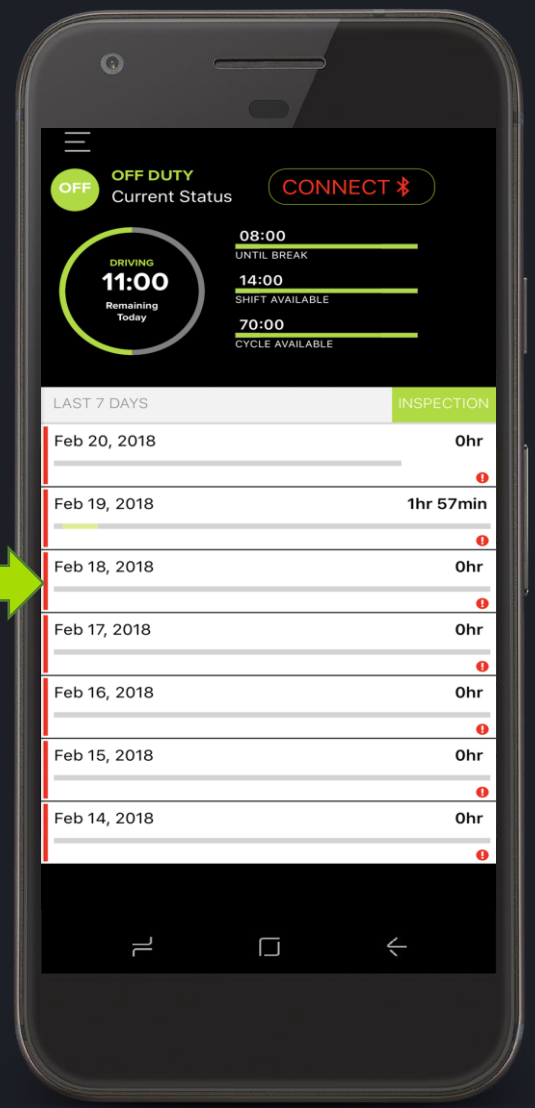


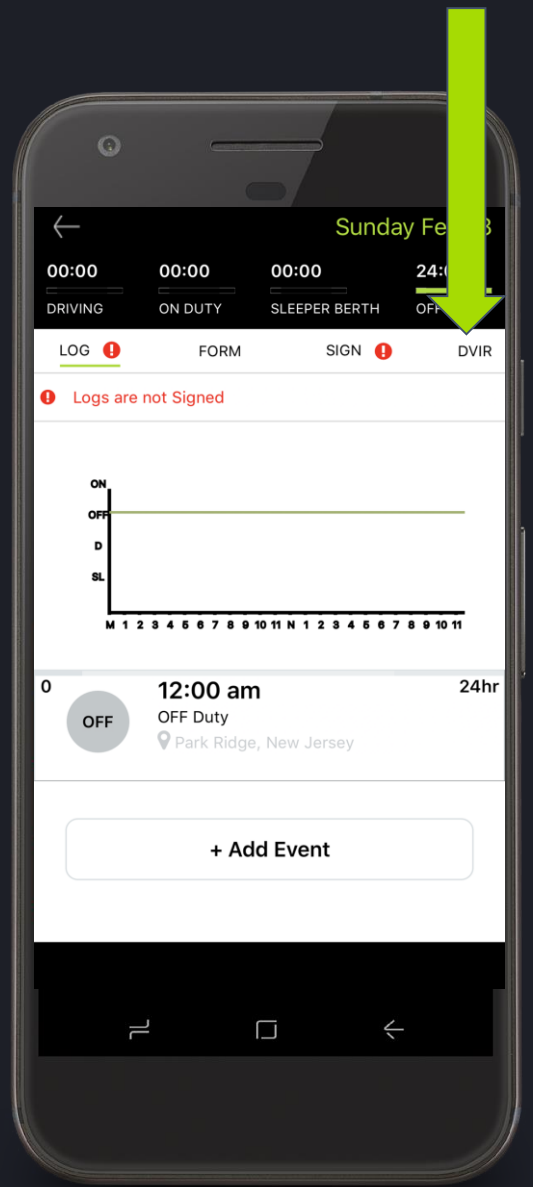
Pre-Trip DVIR (Vehicle Inspection Reports)

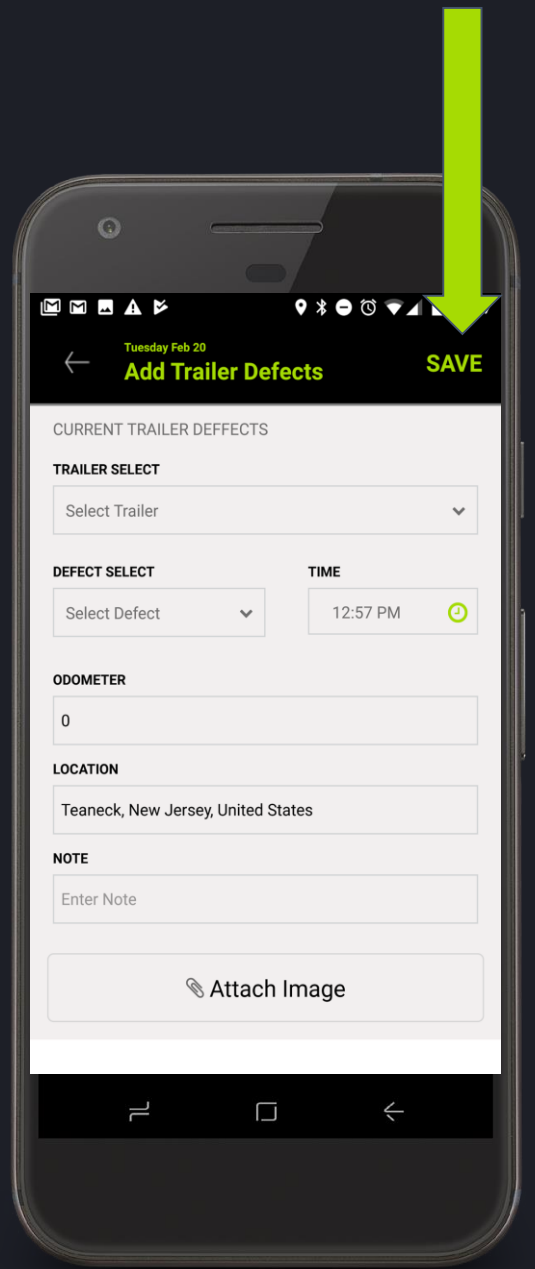
During your pre-trip inspection, you can click on the DVIR button to mark down any defects that need to be repaired on either your truck or trailer.

Steps:

1. Fill out the required information to add a defect to your equipment.
2. Press “Save” to confirm the defect.
3. The Fleet Manager of your company will receive a notification of the defect. Once it is resolved, you will be prompted with a notification asking you to sign off on the correction. This completes the lifecycle of the defect.

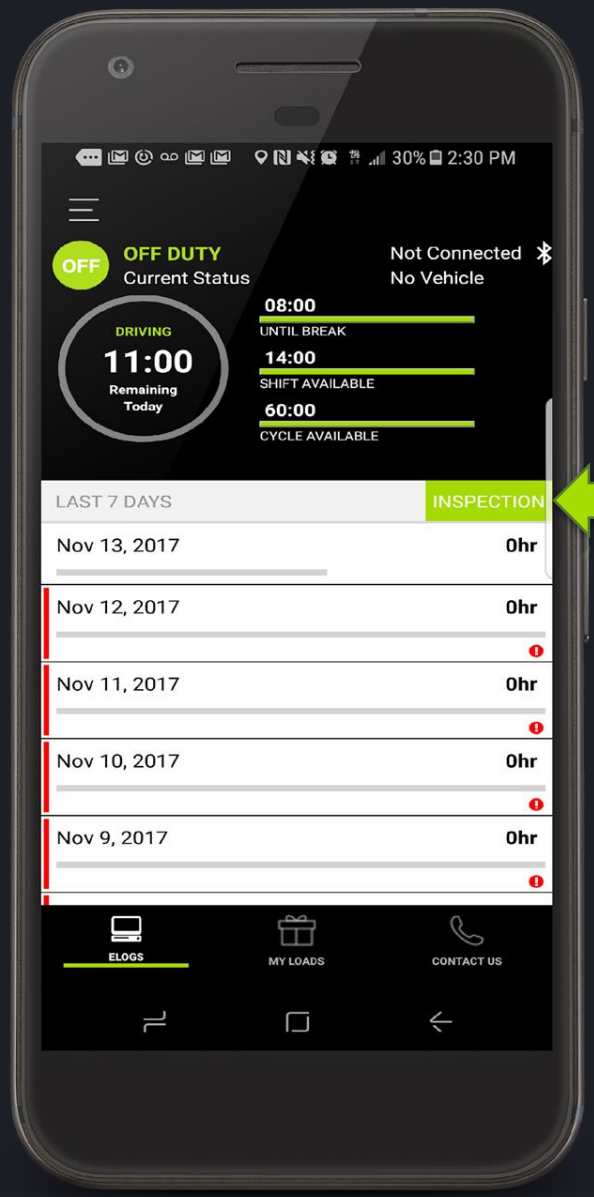
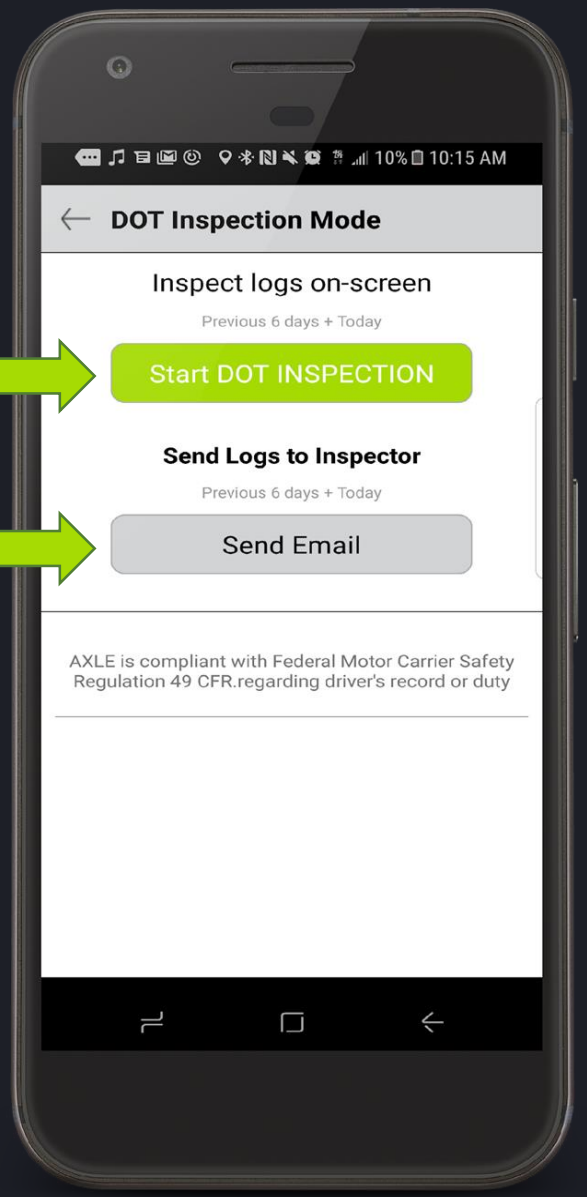






DOT Inspection

On the main page, you can press the “Inspection” button in the event you have to present your electronic logs to a DOT officer.

The Axle application gives you two ways to present your logs to the officer:

1. “Start DOT Inspection” will pull up an electronic copy of your daily log and allow the officer to scroll through the previous 7 days logs by clicking on the arrow at the bottom of the screen.
2. “Send Email” allows you to electronically send 7 days worth of logs with all FMCSA requirements directly to the DOT officer.