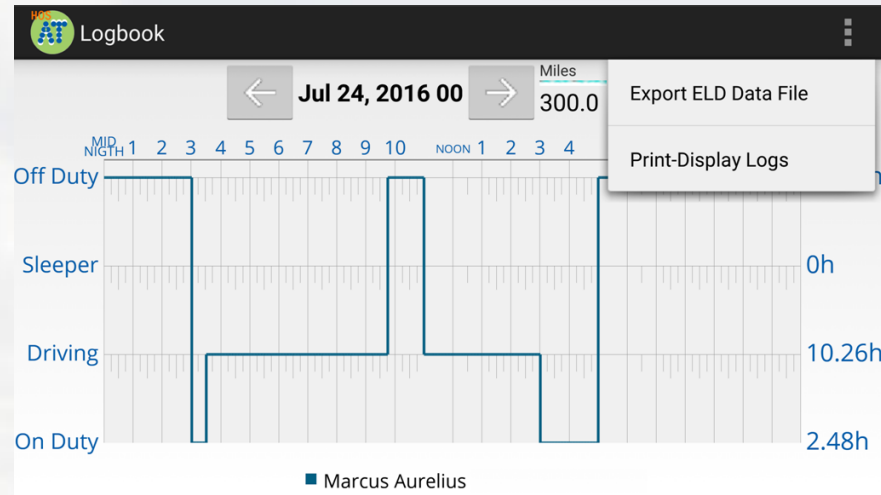


## Hours of Service (HOS) Mobile APP© Driver's Guide Booklet



### Contents

	page
- Introduction and compliance .....	2
- Self-certification .....	3
- Account types (driver, support personnel, non-authenticated) .....	3
<b>LOGGING ON</b>	
- Driver login and Support Personnel .....	4
- Bluetooth device discovery and pairing. ELD diagnostic .....	4
<b>DRIVER'S ACTIVITIES - BEFORE CHANGING DRIVER STATUS</b>	
- Vehicle profile .....	5
- Driver's profile. Team drivers .....	5
- Creating shipments .....	7
- Assumption of unidentified records .....	7
- Malfunction/Diagnostic indicators .....	8
<b>WORKING WITH THE APP AND CREATING DRIVER LOGS</b>	
- Personal use, yard moves, and exemptions .....	8
- Changing driver's status and Principal screen .....	8
- Remaining times .....	9
- Violations (proactive notifications and occurrence) .....	9
- Reviewing, editing, and certifying driver's logs .....	10
- Creating annotations .....	11
- Logs chart .....	11
- LogBook and Exporting Driver's Logs (Print/Display and ... ..)	11
Data file transfer)	

## INTRODUCTION AND COMPLIANCE

The latest HOS Mobile APP, released in the first half of 2015, is compliant with US Federal FMCSA title 49 part 395 AOB RD 395.15, 395.16 and the latest modifications to the rule including the current suspension of the two 1am to 5am OFF duty periods for the 34 hours restart.

There is Certification menu option that indicates that the mobile APP, mobile device used were self-certified according to federal requirement.

The driver's log file exported by the mobile APP is generated according to the latest ELD data element dictionary released by FMCSA.

Regulations the mobile APP is compliant with:

- 60-hour/7 days or 70-hour/8 days Rules
- 34 hour week restart with latest suspension of two periods 1-5am
- 11 hours driving for the day
- 14 hours on duty for the day
- Sleeper Berth provision
- Passenger Seat provision
- Personal Conveyance provision
- 30 minutes break provision
- Location recording for vehicle's engine turned on and off, and location recording every 60 minutes, if the vehicle is moving
- Mobile device permits duty status changes only when the vehicle is at rest
- The mobile device warns the driver, visually and/or audibly of any malfunction
- When the vehicle is stationary for 5 minutes or more, the mobile device will default to on-duty not driving and the driver must enter the proper status
- The mobile device (ELD) performs self-test, as well as a self-test at any point upon request of an authorized safety assurance official

The HOS Mobile APP is not compliant for (exclusions):

- Passenger-carrying vehicles
- Oilfields operation
- States of Hawaii and Alaska

## SELF-CERTIFICATION

As a substitution to an exterior faceplate, a “Certification” menu item will display the self-certification image as evidence that the mobile device has been tested and certified as meeting the performance requirements.



## ACCOUNT TYPES

**Driver:** Unique, per-driver account used by drivers under 49 CFR Parts 385, 386, 390, and 395 regulations (hereon HOS). This account records duty status changes (RODS) and allows the export of driver’s records for display, print, and agent output file generation.

**Support:** A support account is used by the carrier and ELD manufacturer to setup, configure, update, and troubleshoot the ELD. No duty status changes are recorded with this account and no access to a driver’s record of duty status changes is permitted under the support account.

**Non-authenticated:** All operations of a commercial motor vehicle (CMV) are recorded under this account (a.k.a Unidentified Driver) if no driver has logged into the ELD. Non-authenticated records (vehicle movement and on-duty time) are stored on the ELD as well as the carrier and should be assumed by a driver account.

## DRIVER LOGIN

Each driver using the system will have a unique login ID. This login name and password is for the specific driver’s use only and must not be shared with any other person (driver or not). The login name belongs to the driver and is linked to the driver’s personal information (e.g. driver’s license, etcetera). If the driver changes carriers and is now driving for a different carrier, the login name will remain the same and it is the driver’s obligation to ask the home base carrier to update carrier name and DOT number in the system.

The driver is restricted to be logged on to only one mobile device at any time. In order for the driver to log in on a different mobile device, the driver must change to off duty status and logout from the previous device.

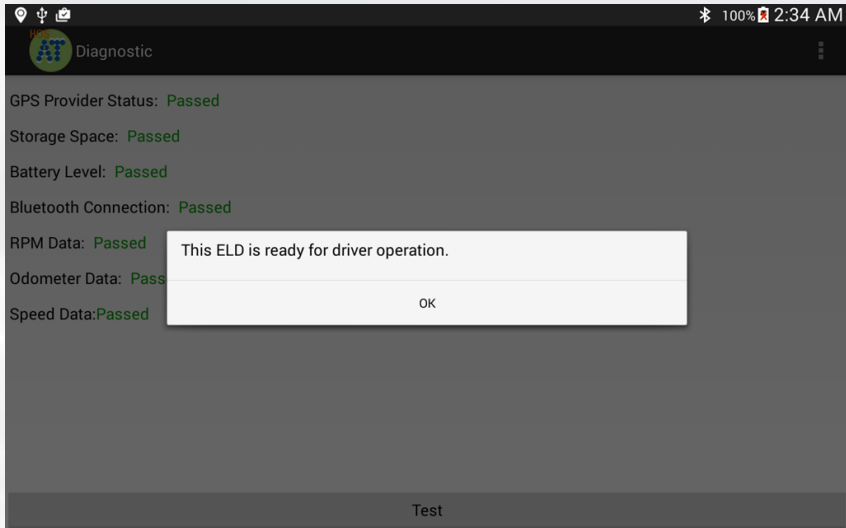
**Driver’s login unlock.** In an event that the driver is still logged in a device, but the device ceased to function or gets lost, the driver must call the home base carrier and ask for his login name to be unlocked. The unlock process will change the driver’s status to off duty at the time the driver solicited the login unlock and will deregister the old mobile device from the system in order to let the driver log on a different mobile device.

## SUPPORT PERSONNEL

### Bluetooth discovery and pairing. ELD Diagnostic

When an ELD is installed, support personnel must do the initial configuration and diagnostic of the ELD. After running a diagnostic, the support personnel will pair the ELD with the ECM Bluetooth reader and will make sure the ELD is ready for driver operation. In order for the ELD to be compliant several parameters must be acquired from the vehicle’s Engine Control Module (ECM) and other internal systems have to be verified.

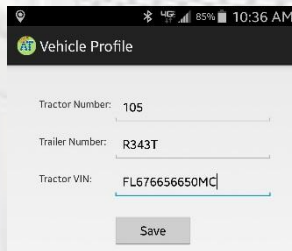
After logging in, the support personnel must pair the mobile device to a Bluetooth device providing engine data. Please tap on “Scan Devices” (after pairing the Bluetooth device), select the appropriate Bluetooth device and tap on “Continue”. At this point, the mobile APP will begin collecting the necessary engine data. Support personnel can only release the ELD for driver use after all ELD diagnostics have been successfully performed:



This process can also be initiated, at any time, by a driver in case the driver switches trucks or a Diagnostic/Malfunction indicator turns red (go to the Menu and select Diagnostic).

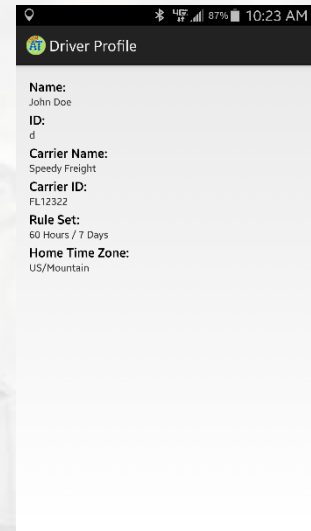
## VEHICLE PROFILE

Before driver's logs can be exported and shared with an authorized agent, the driver must update the correct vehicle's information. Please enter the correct tractor number, trailer number, and tractor VIN number. Select the "Vehicle Profile" option from the menu.



## DRIVER PROFILE AND TEAM DRIVERS

We recommend to verify the driver's profile. Please make sure the information is correct: carrier name, your rule set (60-hour or 70-hour), and the home base time zone.



Select the Rule Set drop-down to change rule set from 60h to 70h and vice versa.

**Team drivers:** Up to two drivers are allowed to log on the same mobile device. Records and logs are generated for each independent driver showing the other driver as the co-driver. To log on a second driver just tap on the name of the currently logged driver on the APP's Principal screen.



### CREATING SHIPMENTS

The driver should create a shipment on the mobile APP. Please select the option "Shipment" from the menu. Make sure you enter the correct shipment's pick-up and delivery time, as well as the shipper name, shipment number, and the commodity you are transporting. The information provided here must match the driver's supporting documents.

### ASSUMPTION OF UNIDENTIFIED RECORDS

The ELD is designed to record all vehicle movements and stop time during movements on an un-authenticated account. During the login process, accept the unidentified records that belong to you by tapping on the checkboxes and then selecting "Accept selected records".

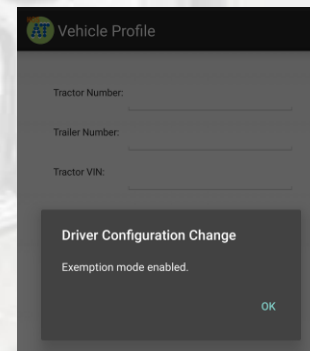


### MALFUNCTION/DIAGNOSTIC INDICATORS

If the M (malfunction) or D (Diagnostic) indicators, located on the top right corner of the ELD turn red please contact your support personnel. This is an indication of an ELD failure and requires immediate attention. To identify the specific ELD malfunction run the Diagnostic option on the main Menu.

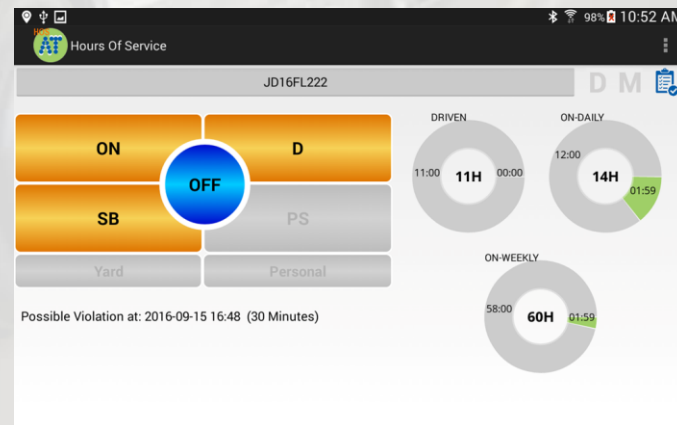
### PERSONAL USE, YARD MOVES AND EXEMPTIONS

There are 3 ELD operational modes that have been added to help drivers in specific scenarios. These 3 modes are activated only by the carrier and will be shown during the login and logout process.



### CHANGING DRIVER STATUS AND PRINCIPAL SCREEN

The Principal screen is where duty status changes are made. There are five different options for the driver to pick from. Besides the normal duty status, the mobile APP includes support for Personal Conveyance and Yard Moves.



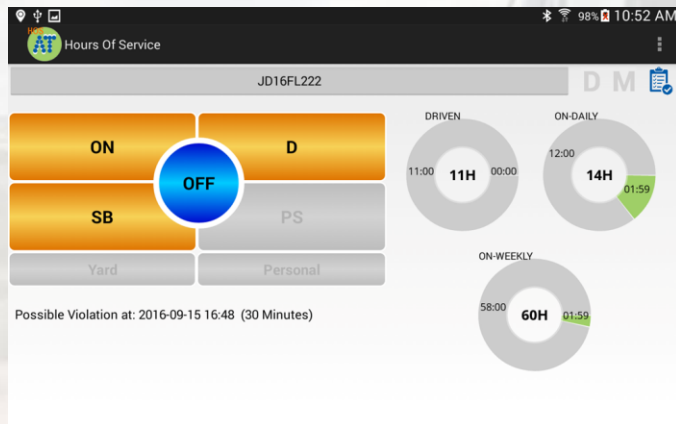
The mobile APP also keeps track of possible violations under the “Remaining” session.

Please tap on any of the following duty status:

- ON -- on duty status
- D -- driving status
- SB -- sleeper berth
- PS -- passenger seat
- Personal -- for personal conveyance (use)
- OFF – off duty status

### REMAINING TIMES

The mobile APP automatically calculates the different times at which a violation will take place

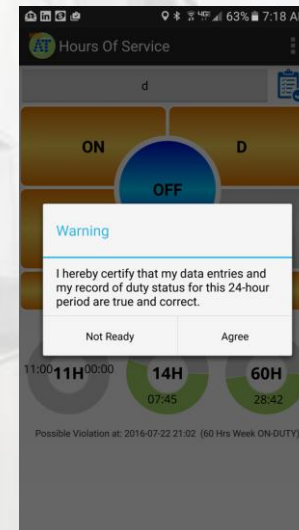


### VIOLATIONS (PROACTIVE NOTIFICATIONS AND OCCURANCE)

The mobile APP automatically calculates the different times at which a violation will take place. For every possible violation a visual notification is generated so that the driver becomes aware of the upcoming violation and takes preventive action. This notification is generated 30 minutes before incurring in a specific violation. The driver is also notified right after a violation took place. We recommend to frequently check the “Remaining” session on the Principal screen to remain aware of remaining driving time.

### REVIEWING, EDITING AND CERTIFYING DRIVER LOGS

Every duty status change must be certified before exporting the driver’s logs. Select the “Certify Logs” option from the menu to list all unverified logs. Select each day and tap on the “Certify” button. At the end of each 24-hour period, the ELD will automatically prompt the driver to certify logs for the last 24 hours period. During driver login and logout, the driver will be prompted to certify the logs.



To edit your logs or accept/reject carrier proposed changes go to the “Logs” option in the menu. Tap and hold the log you want to edit. Tap on the log edit button, make and confirm changes. You must enter the reason for the change.

Logs	
<b>Duty Status</b>	SB
Start Time	2016-07-28 19:31
End Time	
Duration	
Location	Miami, FL
Certified?	No
<b>Duty Status</b>	OFF
Start Time	2016-07-28 09:31
End Time	2016-07-28 19:31
Duration	10h 0m
Location	Miami, FL
Certified?	No

## CREATING ANNOTATIONS

The driver can create annotations in order to note changes to previous status.

**To create an annotation:** tap on the “Logs” option in the menu. You will see a list with all the different status changes. Tap on the annotation icon for the log you want to add an annotation to. Enter a text explaining the annotation.

**To view existing annotations:** Tap on the “Annotations” option in the Principal’s screen menu.

## LOGBOOK AND EXPORTING DRIVER LOGS

You can generate a chart with your logs at any time. Tap on the “Logbook” option from the menu. Use the right/left buttons to select a different day.

If an authorized federal agent request to see the driver’s logs, select the option “Export ELD Data File” from the Logbook menu. The Driver Logs file is automatically created in the directory “HOSFolder” inside the mobile device internal storage. Please use the appropriate USB cable to connect the mobile device to the federal agent’s computer/laptop or to USB memory stick (A-type). You can also email the “ELD Data File” to an email given to you by the authorized agent. Use your email mobile app of preference taking into consideration that the data file is in HOSFolder. The data file is the only CSV file located in the HOSFolder.

You can also display or print the Logbook by selecting “Print-Display Logs” option. In this case, you can print the PDF file saved on the HOSFolder.

