Understanding Your Device

There is a wide variety of ELDs on the market, which enables you to select the device that best meets your business needs. No matter which you choose, everyone on your staff needs to be knowledgeable about how to operate the device(s) to record, certify, and share hours-of-service data.

The checklist below is designed to guide you in ensuring that you and your staff are well-versed in the various functions of the ELD(s) you have selected, purchased, and installed. For complete details on the motor carrier and driver roles, see 49 CFR 395 Subpart B.

Making sure all staff are comfortable using the ELD(s) you have selected will help make your roadside inspection or investigation go as smoothly as possible.

	Drivers must be able to…	Administrative staff must be able to…
Recording data	☐ Log in/log out of personal driver account ☐ Select/change duty status category ☐ Enter location description ☐ Manually input information ☐ Make annotations ☐ Edit and correct inaccurate records ☐ Identify and report ELD malfunctions to the carrier	☐ Log in as Support Personnel ☐ Create, deactivate, and update driver accounts ☐ Enter all driver information accurately ☐ Configure exempt driver accounts, if applicable ☐ Assign unidentified driving time
Certifying record of duty status	☐ Confirm/reject proposed edits from Support Personnel account ☐ Certify RODS	☐ Request edits to non-driving time for driver to confirm/reject ☐ Make annotations
Transferring ELD output file	☐ Transfer RODS electronically at roadside ☐ Enter the comment supplied by the safety official ☐ Confirm successful submission of ELD data by the device	☐ Transfer RODS electronically, for the time period requested by the safety official as part of an investigation or safety audit ☐ Enter the comment supplied by the safety official ☐ Confirm successful submission of ELD data by the device or ELD system