

# Driver Portal

The Driver Portal provides access to features Drivers need to complete their circle of service when an ELD is not accessible.

The Driver Portal is accessed using the same URL as the Web Portal but the application provides a limited set of functionality when a Driver logs on - in contrast to when a Manager logs on.

The following is a list of functions available to Drivers via the Portal:

- **Hos Totals**

The Driver will be provided detail for their Totals only

- **Hos Log Overview**

The Driver will be provided detail for their Logs only

Additionally, an [Edit & Certify Logs] button will be provided to the Driver designed to streamline and ease log maintenance for Drivers using the portal

- **Hos Log Editing**

If "Allow Short Haul" is enabled on their assigned Driver Group then "clock-in" and "clock-out" buttons will be available.

The following describe the business rules and restrictions applied by the application when a Driver is 'editing' HOS Logs via the Driver Portal:

Summary: Drivers are prohibited from changing log detail and may only add new information to any HOS Log

- Drivers may only append new status to a log
- Drivers shall not change or remove any existing log status
- Drivers are may append new Status or Carrier to a log if the log has not been certified
  - The dateTime of a new status or carrier entry must be one minute newer than the most current existing status
  - The dateTime of a new status or carrier must not be greater than the current dateTime
- Drivers may create new logs for days which no log currently exists
- Drivers may 'Certify' a Log from a previous day
- Drivers may 'Certify' a Log from the current day IFF the most current status is "off duty"
- Drivers shall not change any new log data (status, carriers, etc) entered onto a log until the Driver selects [submit] which locks down the changes
  - If a mistake is discovered after the Driver submits the data the Driver must contact their Manager for assistance in making corrections

- **Fuel Purchases**

The Driver will be able to view any records which either they entered or which they were recorded as the Driver

- **Manual Mileage**

The Driver will be able to view any records which either they entered or which they were recorded as the Driver

- **Driver Mail**

Unlike the Mail display when a Manager is logged on, the Mail display when a Driver is using the Portal will be from the Perspective of the ELD (not Dispatch).