

HOS Quick Reference Guide and ELD Instruction Sheet

DriverTech LLC certifies that the TruckPC in-cab device is compliant with:

FMCSR 49 CFR §395.15
FMCSR 49 CFR §395.22



<http://docs.DriverTech.com>

Tap HOS > OPTIONS Reference the OPTIONS tab when you are inspected and need to share your logs with enforcement.

When you are inspected, hand this Hours of Service Reference Card (*an officer can call it multiple names, but this shows the officer how to use your TruckPC eLogs*) to the officer/inspector. The inspector may ask to view your logs directly on the in-cab device and/or receive your logs by email.

1. Tap **ENFORCEMENT VIEW** before showing your device to law enforcement. **You must certify all logs except for the current day's log to enter ROADSIDE AUDIT mode**
2. Tap **YES** when prompted to "Require driver portal password to exit 'Enforcement View?'" Enter your password
3. Tap **SEND LOGS TO ENFORCEMENT** to send logs to law enforcement. **You must be in ROADSIDE AUDIT mode to email your logs to enforcement. To send logs to anyone else, use the Email HOS Logs button under Options.**
 - a. **AOBRD Mode:** Enter the email address you want to send the logs to and tap **SUBMIT** to send the logs.
 - b. **ELD Mode:** Enter the unique identifier provided to you by the officer and tap **SUBMIT** to send the logs.
 - c. Once the inspection is finished, tap **BACK**, then enter your **DRIVER PORTAL PASSWORD** to exit **ENFORCEMENT VIEW**

***Law Enforcement: The driver is responsible for verifying the accuracy of the logs. Drivers are not able to edit driving time on electronic logs. If a system error occurs, the driver is instructed to keep paper logs during this period.**

Duty Status Totals

Tap **HOS > Today's Logs > List**

This tab shows duty status changes and other information required by FMCSA.

Tap up and down arrows to view data collected for each day within the current 8 day period.

View: Click this to see additional detail for the currently selected status/event

Tap: **Time OR Duration** to switch between the time of the event and the duration of the event.

Tap: **Status/Remark OR Status/Location** to switch between the event and the remark or the event with the location

Change Event List - Tap:

- **All** (All ELD Events)
- **More** (Duty status with history)
- **Classic** (Duty status only)

Add: Add a new duty status

Certify: Certify the log every day

Trip: Day's Trip Info

Tap **HOS > Today's Logs > Summary**

Information required by the FMCSA for the selected day. Tap the up and down arrows next to the date to scroll through each day in the current 8 day period.

Display Date, 24-hour Start Time, Time Zone Offset, Carriers USDOT # and Name

Driver Name/Logon, License State & Number, Co-Driver Name/Logon, ELD Registration ID /Provider, Current Tractor #/VIN, Odometer, Engine Hours, Location, Shipping Document Number(s), Trailer(s), HOS Rule, Exempt Status, Unidentified Driving Records, Malfunction Indicator, Data Diagnostic Status, Total Miles, Work Miles, Personal Miles

Current duty Status & Timers

Tap **HOS**

This tab displays your current duty status and the time remaining before you are in danger of violation. The tab title reflects the Service Cycle in use (US-8, US-7, Texas, etc.)

-Lists your driver name and current duty status.

-Displays your current driving availability. The time displayed is the lesser of the times remaining for the current duty day.

- Green text = Greater than one hour available
- Yellow text = 1 hour or less available
- Red text = If you drive, you will be in violation.

Today's Log: All detail of the current day's log

More Timers: View additional HOS time details

CoDriver: Enter Logon for access to co-driver logs

Driving Mode: Change driving mode:

- **Normal Mode:** Standard HOS Driving
- **Yard Move:** Must be 'On duty' to enter
- **Personal Use:** Must be 'Off duty' to enter

-Tap On-Duty and enter applicable information about your trip, including remark then tap submit.

-Select Yes when asked if your first on-duty of the day is the beginning of your shift. This will move you to on-duty status and will start your 14 hour on-duty day.

-Driving is automatically recorded if the wheels are turning.

- The system will ask you if you are still driving 5 minutes after stopping.
- You have 1 minute to respond
- No response will result in an On duty status being marked beginning when the wheels stopped turning. (6 minutes previous)

-Tap Driving Mode to change your driving mode to Yard Move or Personal Use

-Tap sleeper berth to enter sleeper berth mode

-Tap off-duty for breaks or other required periods

You can select Remarks as you change statuses

Logs: 8-Day Duty Status Totals

Tap **HOS > Logs**

The logs tab displays the duty status totals and total miles driven for each day in the current 8-day period.

A yellow * indicates that the log requires attention. The log may be missing information or contain an edit that needs to be reviewed.

The check mark indicates that the log has been certified. **Your log should always be certified as soon as it is complete.**

Each record shows the date, total miles, and time spent in each mode: off duty, sleeper berth, driving and on duty.

Graph: Selected Day's Log Graph

Tap **HOS > Today's Logs > Graph**

Tap the up and down arrows to scroll through the log of each day for the last 8 days.

-Tap <Prev and Next> to move the green cursor on the graph. The corresponding duty stats, time and location will display above.

Tap edit to make changes to a duty status or trip info entry.

Tap add to add another duty status to a previous day

Tap certify to certify the selected day's log as correct, starting with the oldest day in the current 8 day period. Once you certify a log, you cannot make any changes to that log. If the logs already certified tap View to view details of duty status or trip info entries.

Moving from One Truck to Another

Tap **HOS > Options > Change Trucks**

Diagnostic and Malfunction Events

When a malfunction occurs the following icon will be displayed:  on the Portal and the ELD.

The Driver should perform the following:

1. Notify the motor carrier within 24 hours
2. Driver must reconstruct the RODS for the current 24 hour period on graph-grid paper logs
 - a. If previous 7 days are NOT accessible on the ELD the Driver must also reconstruct the RODS for the previous 7 days on graph-grid paper logs *
3. Recording hours of service on a paper log cannot continue for longer than 8 days after the malfunction.
 - a. The ELD must be serviced, repaired, or replaced within 8 days of the malfunction occurring
4. Once the malfunction is resolved the RODS can be reconstructed digitally using the Portal or the ELD

* Even with the previous 7 days available on the ELD, the driver needs to manually create RODS until the ELD is serviced, or the malfunction is cleared and back in compliance.

The ELD is required to monitor and record diagnostic, malfunction, and inconsistencies such as:

- **Data Transfer Compliance Diagnostic Event** cannot transfer recorded logs to back-end system
- **Data Transfer Compliance Malfunction** cannot transfer recorded logs to back-end system
- **Engine Synchronization Data Diagnostic Events** occur when the ELD loses connectivity to any required data source and cannot update the value of the parameters within 5 seconds. These include; engine power, vehicle motion, odometer, and engine hours.
- **Engine Synchronization Compliance Malfunctions** occur when the ELD loses connectivity to any required data source and cannot update the value of the parameters for more than 30 minutes or more over a 24 hour period across all driver profiles, including the unidentified driver profile. Parameters include; engine power, vehicle motion, odometer, and engine hours.
- **Position Compliance Malfunction** occurs when the ELD fails to acquire a valid GPS position within 5 miles of motion and 60 minutes have passed.
- **Power Compliance Diagnostic Events** occur when the ELD is not powered within one minute of the vehicle's engine started or if the ELD does not remain powered up while the engine is running.
- **Power Compliance Malfunctions** occur when the ELD is not powered for a cumulative driving time of 30 minutes or more over a 24 hour period across all driver profiles, including the unidentified driving profile.
- **Timing Compliance Malfunction** occurs when the ELD is not able to synchronize with UTC time and cannot go beyond a difference of 10 minutes at any time.
- **Unidentified Driving Events** occurs when more than 30 minutes of driving time has accumulated over a 24 hour period while no driver profile is logged into the ELD
- **Missing Data Diagnostic Events** occurs when required data is missing at the time of a status entry