



FLEET DIRECTOR TABLET Hours of Service + DVIR

User Guide

Important

Per FMCSA 395.15(g)(1),
this guide must be
kept in the vehicle
at all times.





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INTRODUCTION

This user guide summarizes the actions needed to operate the Hours of Service (HOS) application in the Fleet Director Tablet. According to the Federal Motor Carrier Safety Administration (FMCSA) regulation part 395.15(g), each commercial motor vehicle must have an on-board information packet containing the following items:

- (1) An instruction sheet describing in detail how data may be stored and retrieved from an automatic on-board recording system (AOBRD)
- (2) A supply of blank Driver records of duty status graph grids sufficient to record the Driver's duty status and other related information for the duration of the current trip.

Teletrac, Inc. certifies that its Hours of Service solution satisfies all requirements of the Department Of Transportation (DOT), Federal Motor Carrier Safety Administration, 49 CFR Part 395.15, Driver's Record Of Duty Status; AOBRDs; Final Rule and Notice of Termination of Exceptions dated Friday, 30, September 1988, when maintained in proper working order and when operated as instructed in the manual for this system.

SCOPE

Teletrac's HOS application provides Drivers with a means of tracking their HOS time during all four statuses: **DRIVING (D)**, **ON-DUTY (ON)**, **OFF-DUTY (OFF)**, and **SLEEPER BERTH (SB)** hours. This system also incorporates an Automated Duty Status (ADS) system to help Drivers keep accurate duty records. This application complies with the following Hours of Service Driver rules:

- FMCSA Passenger Carrying HOS Driver regulations
- FMCSA Property Carrying HOS Driver regulations (non-fuel tanker)
- California State Property Carrying HOS Driver regulations (non-fuel tanker)
- Texas State HOS Property Carrying HOS Driver regulations
- Texas State HOS Oil Operations HOS Driver regulations
- Alaska Property Carrying HOS Driver regulations

REQUIREMENTS

The following components are required for Messaging and HOS operation:

- The Prism unit ("black box") programmed for HOS operation
- A Prism antenna
- A Tablet programmed for HOS operations
- A Failure Indicator Lamp (FIL) installed and visible to the Driver at the controls
***OPTIONAL:** A vehicle with a properly working 1708 or 1939 JBUS connection. Without the JBUS option, all necessary HOS Driver times and miles will still be calculated but no odometer or vehicle performance metrics reports will be possible.*



Introduction to the Fleet Director Tablet

Note: The following information applies when the HOS application is configured to the vehicle.

Tablet Modes – The Tablet is connected to the Prism unit which is installed in the vehicle. This allows access to the vehicle’s diagnostics which helps determine when (and if) the vehicle is moving or stationary at a given time. The unit has an enhanced safety feature that commands the Tablet to lock or unlock for use depending on vehicle movement.

Tablet Locked Mode – The Tablet will automatically lock when the vehicle moves faster than 5 MPH; the Driver will only be able to access the navigation and settings functions. This does not prevent the Tablet from accepting messages sent from dispatch. It does, however, prevent the Driver from receiving message communication until the vehicle comes to a complete stop.

Tablet Unlocked Mode – Thirty (30) seconds after the vehicle becomes stationary, the Tablet “unlocks” and the main screen appears with the current date, time and Driver status. If a Driver touches any function, the Tablet will immediately respond.

HOS SOLUTION

As described in FMCSA regulation 395.8(a)(2), it is the responsibility of every Driver who operates a commercial motor vehicle to accurately record their daily duty status. The manual and automatic recording of Driver activity by the HOS application in the Tablet meets the requirements of §395.15 FMCSA HOS regulations.

Failure to perform the following steps in this user guide could result in inaccurate HOS Driver activity capture and recording. Teletrac’s HOS solution also includes a FIL, as mandated by FMCSA HOS regulations. When lit, the Fault Indicator Light is bright blue in color and mounted on the vehicle’s console, easily visible to the Driver when seated at the vehicle controls. This light alerts the Driver when HOS paper logs are necessary.








DRIVER LOGIN

The following gives Drivers step-by-step instructions on how to log in to the HOS application on the Tablet. It is important that each Driver **Login ID** and Personal Identification Number (**PIN**) is set up in Fleet Director prior to the Driver attempting to log in. It is also important that each Driver keeps their **PIN** confidential to avoid unauthorized access to personal HOS records.

- › To get started, touch the **HOS** icon on the screen or touch in the **HOS Side Panel** located on the right side of the screen.

Driver Login	
Step 1	<p>Make sure the vehicle's ignition is on for at least a minute before attempting to log in; otherwise, the Driver may see the following message:</p> <p style="text-align: center;">POOR COVERAGE AREA PLEASE VERIFY LOGS</p> <p>The FIL will illuminate for two seconds shortly after the ignition is on. This is a self-test for the FIL system.</p>



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Driver Login	
Step 2	<p>Within 60 seconds after turning on the vehicle's ignition, the following message may appear if no other drivers are currently logged in:</p> <p style="text-align: center;">LOGIN TO OPERATE VEHICLE</p>
Step 3	<p>Touch Driver Login .</p>
Step 4	<p>Enter the Driver login information into the appropriate fields using the following method:</p> <ul style="list-style-type: none"> • Touch the bracketed field [] for the keypad to appear. • Enter your Driver ID and PIN then touch  located in the lower right corner of the screen. Proceed to the remaining fields and enter the appropriate information. • Touch  to go to the next field. • Touch  to go back to a previous field.
Step 5	<p>Touch  to submit the login request.</p>
Step 6	<p>The unit will check the system for any updated or changed Driver records. This can take up to two minutes depending on unit and/or system conditions. During the system check, you will see a message:</p> <p style="text-align: center;">DRIVER LOGIN ACCEPTED</p> <p>The following message will appear on the screen as updates to the logs continue to download:</p> <p style="text-align: center;">PLEASE WAIT</p> <p>Note: Log errors can be corrected by your supervisor.</p>





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Driver Login	
	<p>If the vehicle's Driver Information cannot be verified by the system, the Tablet will show the following message:</p> <p style="text-align: center;">POOR COVERAGE AREA PLEASE VERIFY LOGS</p> <p>This message may also appear if the unit is still waking up from sleep mode during login. Please refer to the Law Enforcement section for steps on how to verify Driver HOS logs.</p> <p>Note: A Driver will be unable to log in if the unit is out of coverage and the Driver is logging in to the vehicle for the first time.</p> <p>Logging In from an Insufficient Rest/Off-Duty Period*</p> <p>If a driver needs a rest/off-duty period to reset the daily or cycle (7- or 8-day) duty times, they will see one of the following prompts:</p> <p style="text-align: center;">DRIVER XXXX IS XX MINS FROM DAILY RESET STAY OFF DUTY?</p> <p style="text-align: center;">DRIVER XXXX IS XX MINS FROM FULL CYCLE RESET STAY OFF DUTY?</p> <p>These prompts are displayed if login is within 60 minutes of the time qualifying a reset period, but less than the full rest required.</p> <p>Example 1: If Driver XXXX needs 10 hours to reset their Daily Duty hours and attempts to log in after 9 hours and 42 minutes of Off Duty rest, they will receive the first warning shown in the example above.</p> <p>Example 2: If Driver XXXX needs 34 hours to reset their 7- or 8-day cycle time and attempts to log in after 33 hours and 20 minutes, they will receive the second warning shown in the example above.</p> <p>Note: Answering Yes to either prompt allows the driver to log in but remain in Off-Duty status.</p>
Step 7	





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Driver Login	
Step 8	<p>When the following prompt appears:</p> <p style="text-align: center;">MAKE STATUS EDITS BEFORE LOGIN?</p> <ul style="list-style-type: none"> • Touch NO to continue logging in at the current time with an ON-DUTY (ON) status. • Touch YES to change your status to any of the following: SLEEPER BERTH, OFF-DUTY, DRIVING or adjust your ON-DUTY status time prior to your login. • Select the appropriate status in the New Status line. Your new selection will be highlighted. • Change the Date/Time by touching the hour, minute and second fields. The keyboard appears. Enter the desired number for each. Touch  to accept your changes. Repeat for each entry. • When your edits are completed, touch  to exit the screen. <p>A prompt will show your changes, including the status date and time:</p> <p style="text-align: center;">DRIVER XXXX CHANGED TO On-Duty (ND) ON XX/XX/XX AT XX:XX</p> <p>Touch "OK."</p>

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Driver Login	
Step 9	<p>The next prompt will show the following:</p> <p style="text-align: center;">DO YOU WISH TO SIGN AND SUBMIT LOGS?</p> <ul style="list-style-type: none"> • Touch YES. This takes the Driver to the HOS GRID screen with the earliest unsigned day displayed. <p>Or</p> <ul style="list-style-type: none"> • Touch NO. This takes the Driver to the Driver List screen. • Touch Sign Log  in the GRID screen to display the Signature screen. Use the NOTE field to add a comment to the day(s) log you are signing. The PIN field is required in order to complete the signature. The Driver will use the same PIN used to log in to the HOS application. • Touch a selected field to display the keyboard. Then enter the appropriate information. • Touch  to complete your signing of the displayed log for that day. The next unsigned day(s) log GRID will automatically show for signing. • Touch  to exit the Signature screen. The same signature sequence is shown when a Driver logs out of HOS, giving the Driver a last opportunity (at that moment) to sign any unsigned logs. <p>Note: The GRID screen will show the following at the top left side:</p> <ul style="list-style-type: none"> › SIGNED when the signature is complete for the day displayed. › EDITED when a supervisor edit was performed and downloaded to the unit and Tablet requiring the driver to sign the log again. › BLANK when the displayed day is unsigned.
Step 10	<p>To verify the Driver's status details, including HOS activity, touch View Logs  from the Driver List screen.</p>









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Driver Login	
Step 11	<p>When the Driver is ready to drive, they can manually enter the DRIVING status from the Driver List screen:</p> <ul style="list-style-type: none"> • Touch Change Status  and then Driving . <p>A confirmation status change screen will appear asking if you want to change the status.</p> <ul style="list-style-type: none"> • Touch  to proceed or  to cancel. The Prism unit will also automatically change the Driver's status from ON-DUTY to DRIVING when the vehicle starts to move and from DRIVING back to ON-DUTY when the vehicle is stationary. <p>Note: See <i>Automated Features</i> for more information.</p> <ul style="list-style-type: none"> › Unauthorized Driver If the Driver attempts to drive without first logging in, they will receive unauthorized driver prompts. (See the <i>Unauthorized Driver</i> section for more information.) › Driver Does Not Exist in System If a Driver attempts to log in to the Tablet prior to their supervisor entering them into the system, the Driver will receive a Driver Does Not Exist message. › Multiple Driver Login The last driver to log in to the Tablet is the active driver and will automatically be changed to DRIVING status once the vehicle starts moving if in On-Duty status. An active Driver (in order of priority by status) is DRIVING, ON-DUTY, SLEEPER BERTH and OFF-DUTY. A newly logged in Driver in On-Duty status will take priority over existing Drivers in On-Duty status. (See the <i>Multiple Drivers Login</i> section for more information.) › Maximum Driver Login There can only be five Drivers logged in to the Tablet at any one time. Driver Login becomes unavailable after the fifth login.

DRIVER STATUS CHANGE

The following are steps on how a Driver can manually change their status.




Note: The Driver cannot change statuses while the vehicle is in motion.

Changing Driver Status	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch Change Status  .
Step 3	<p>Touch the appropriate status from the icons located along the bottom of the Tablet's screen:</p> <ul style="list-style-type: none">  On Duty  Off Duty  Sleeper Berth  Driving  Adverse Driving <p>Note: The Adverse Driving button is not an HOS status, but it can extend drive time by two (2) hours if a Driver qualifies (FMCSA Regulation 395.1(b)).</p>
Step 4	<p>Upon changing the Driver's status, a confirmation Status Change screen appears with the following: Change Status to _____?</p> <p>Touch  to confirm the status change</p> <p>Or</p> <p>Touch  to cancel the status change.</p>

UPDATING DRIVER INFORMATION

The Driver Information screen automatically populates with data added into Fleet Director by the supervisor and cannot be edited by the Driver. This information includes:





- Driver ID
- Name
- Address
- City
- State
- License Number
- License Expiration
- Last Physical Exam Date

Updating Driver Information	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	On the Log Summary screen, touch Driver Info  .
Step 4	Touch  twice to return to the Drivers List screen.

UPDATING VEHICLE INFORMATION

The Vehicle ID, Carrier and Main Address fields are automatically populated by the system and cannot be edited by the Driver. The Manifest, Trailer, Commodity, and Shipper fields are populated when a driver logs into the tablet or when updated manually. This information includes:










- Vehicle ID (Vehicle Name)
- Carrier (Carrier Name)
- Main Address (Address of the Carrier)
- Trailer ID 1 & 2
- Manifest Number
- Shipper Name
- Commodity

Updating Vehicle Information	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch Vehicle Info  .
Step 3	Select each field that needs an update by touching the appropriate field.
Step 4	Enter the manifest, trailer #'s, shipper, and commodity information by using the keyboard.
Step 5	Touch  to update the information when done Or Touch  to cancel the entry and go back to the Vehicle Info screen.
Step 6	Touch  to submit.










ADDING NOTES TO EVENTS IN THE HOS LOG DATA AND LOG GRID

Once an HOS event is recorded on the Tablet, it cannot be deleted or changed by the Driver. However, Drivers can add notes to events at any time before the log is electronically signed.

Log Data





Adding a Note for an Event in Log Data	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	Touch Log Data  .
Step 4	Touch to highlight a logged event to add notes. Use the  or  to move to additional screens.
Step 5	Touch Status Detail  .
Step 6	From the Status Detail screen, touch  . Use the keyboard to enter the text for that event.
Step 7	Touch  to save the note. Or Touch  to cancel the entry and go back to the Status Detail screen.
Step 8	Touch  three times to go back to the Driver List screen.

Log Grid







Adding a Note for an Event in the Log Grid	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	Touch Log Grid  .
Step 4	Use  or  to highlight the event to add notes. Note: <i>The selected event will be highlighted on the graph.</i>
Step 5	Touch Status Detail  .
Step 6	From the Status Detail screen, touch  . Use the keyboard to enter text for that event.
Step 7	Touch  to save the note. Or Touch  to cancel your entry and return to the Status Detail screen.
Step 8	Touch  twice to return to the Driver List screen.

ELECTRONICALLY SIGNING HOS LOGS

The Driver is required by FMCSA HOS regulations to verify that all Driver event entries are accurate prior to submission to their employer. Submission certifies that all entries made by the Driver are true and correct. The Driver can only sign the current and seven (7) previous day(s) HOS logs.








Electronically Signing an HOS Log	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	Verify that your HOS information is correct.
Step 4	Touch Log Grid  .
Step 5	Verify that your HOS GRID is correct.
Step 6	Touch Sign Log  . The Signature screen will appear.
Step 7	Move to each of the fields that need an update by touching the appropriate field.
Step 8	<p>When at the PIN field, enter your PIN number and touch  .</p> <ul style="list-style-type: none"> › The following message will show if you are not in Off-Duty status prior to signing: Please change status to Off-Duty before signing log › Drivers can only sign their logs from the GRID screen. › The NOTE field is optional for the Driver to use if they want to include a comment on the log they are signing.

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Electronically Signing an HOS Log	
Step 9	Touch  to submit your daily HOS Driver log electronically to your supervisor.
Step 10	<p>If the Driver makes an input error and it is necessary to edit the HOS log, only the Driver's supervisor can make a change. Once the change is made, the Driver can manually download the updated log:</p> <ul style="list-style-type: none"> • From the Driver List screen, touch the Driver ID. • Touch View Logs  . • Touch Log Grid  . • Touch and hold  or  to select the desired day. • Touch Reload Log  . <p>A prompt will appear: REQUEST HOS LOGS FOR XX-XX-XX "XX" is for the month, day and year for the date selected. Touch YES to continue or CANCEL to cancel.</p> <p>The following prompts will be displayed as logs download from the system. The Tablet is locked:</p> <p style="text-align: center;">REQUEST LOGS FROM SYSTEM – STANDBY</p> <p>If you touch any item on the screen, the screen will turn gray and a PLEASE WAIT prompt will show in the center of the screen until the logs have downloaded.</p> <p>The GRID screen will show the following at the top left side:</p> <ul style="list-style-type: none"> › SIGNED when the signature is complete for the day displayed. › EDITED when a supervisor edit was performed and downloaded to the unit and Tablet requiring driver to sign the log again. › BLANK when the displayed day is unsigned.

DRIVER LOGOUT

The following are steps on how to log out of the HOS application. When a Driver leaves their vehicle, they must log out using this process to secure their logs.

Driver Logout	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch Driver Logout  .
Step 3	<p>Wait for the following prompt:</p> <p style="text-align: center;">DO YOU WISH TO SIGN AND SUBMIT LOGS?</p> <ul style="list-style-type: none"> • Touch YES  to sign your logs. This takes the Driver to the Log Grid screen where the earliest unsigned day is displayed. The GRID screen will advance to the next unsigned day after the displayed day is signed. • Touch Sign Log  to display the Signature screen. <ul style="list-style-type: none"> › The Driver Signature Screen contains a NOTE and PIN field that are filled by the Driver. The NOTE field is an optional field for the Driver to use if they want to include a comment on the log they are signing. A PIN field entry is required to complete the signature. Enter the same PIN used to log in to the Tablet. › Maneuver to each of the fields that need an update by touching the appropriate field. • Touch  to submit. The GRID screen will show "SIGNED" at the top left when the signature is complete for the day displayed. • Touch NO  to go back to the Driver Logout screen. • Touch  to logout. • Touch  to cancel out of the Signature screen.
Step 4	<p>When the Driver logs out, the Driver List screen will show Driver as Out under the Status column.</p> <ul style="list-style-type: none"> › Out indicates driver is logged out in Off-Duty status. › If a Driver simply changes their status to OFF-DUTY, the HOS logs are not secured.

HOS APPLICATION – AUTOMATED FEATURES

The **Automated Duty Status** helps the Driver avoid having to constantly switch between the **Driving** and **On-Duty** statuses during their shift. This also applies to a Long Haul Driver who may drive for hours and pull over for food or fuel but forgets to change from **Driving** to **On-Duty** status.

The HOS application assumes the following:

- › A single Driver logged in unless a second Driver logs in.
- › If two or more Drivers log in to the system, the Driver with the most recent activity becomes the active driver until that Driver changes to **Off-Duty** or logs out.
- › The HOS application will not automatically change the Driver's status to **Sleeper Berth** or **Off-Duty**. This must be done manually by the Driver.
- › The application will never log out a Driver unless the Driver logs in to more than one vehicle at the same time.

AUTOMATED DUTY STATUS CHANGES

Automatic Duty Status Changes occur based on vehicle movement. It is important to note that automation only occurs between **Driving** and **On-Duty** statuses. This automation will never log out a Driver or change their status to **Sleeper Berth** or **Off-Duty** status.

Once a Driver is logged in, but they do not change their status, the following automation will occur:

- › If the vehicle is moving for 60 seconds and maintains a speed of greater than 5 MPH, the Driver's status is automatically changed to **Driving** and the following message appears:

CHANGED DRIVER XXXX to DRIVING

XXXX is where the Driver ID is displayed.

- › If the vehicle is stationary for more than five minutes, regardless of the ignition state, the Tablet will show the following:

CHANGED DRIVER XXXX to ON-DUTY

- › If the Driver does not respond to the prompt, the Driver is kept in **On-Duty** status. All time after the vehicle has stopped moving is counted as **On-Duty** time.
- › If the Driver touches **OK**, the Driver remains in **On-Duty**. All time after the vehicle has stopped moving is counted as **On-Duty** time. The following example message is given after touching **OK**.

DRIVER 1234 CHANGED TO On-Duty (ND) ON 05/01/12 AT 16:20

- › If the Driver touches **CANCEL**, the Driver remains in **Driving** status and all time is counted as **Driving**.

AUTOMATED STATUS CHANGE BUTTONS

Upon an automated status change, the following buttons are available:

- › **EDIT** to change the status or time of the automated status change.
- › **OK** to accept the automated status change.
- › **CANCEL** to cancel the automatic status change. No time is accrued for the automatic status when it is canceled by the Driver.

MULTIPLE DRIVERS LOGIN

When multiple Drivers log in to the HOS application, they must follow the same steps as a single Driver. With more than one Driver logged in, the application operates as follows:

- › If one Driver is in **Driving** status and the vehicle begins to move, the application allocates the Drive time to the Driver in **Driving** status.
- › If all Drivers are in the same status and the vehicle begins to move, the Driver who last changed their status will be changed to Driving status.

The system will use the following status hierarchy to determine the Driver status:

Driver A Status	Driver B Status	Change to Driving Status
DRIVING	ON-DUTY, OFF-DUTY or SLEEPER BERTH	Driver A status will be unchanged
ON-DUTY	ON-DUTY	Last Driver to change Status
SLEEPER BERTH	SLEEPER BERTH	Last Driver to change Status
OFF-DUTY	OFF-DUTY	Last Driver to change Status
ON-DUTY	SLEEPER BERTH	Driver A will be changed to DRIVING
ON-DUTY	OFF-DUTY	Driver A will be changed to DRIVING
SLEEPER BERTH	OFF-DUTY	Driver A will be changed to DRIVING

Note: Drivers who logged out are placed and remain in **Off-Duty** status until they log back in to the HOS application in the Tablet.




HOS EDITS

The following section provides step-by-step instructions on how a Driver can manually edit their status.




- › Driver Edits – Made in the vehicle by using the Tablet to modify the current status only.
- › Supervisor Edits – Made in the HOS Tab in Fleet Director.

DRIVER EDITS

The following steps are used to make a status edit using the Tablet:







Driver Edits	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	Touch Log Data  .
Step 3	Touch Status Edits  .
Step 5	<p>EDIT DRIVER HOS STATUS</p> <p>Driver ID: 12345</p> <p>Last Status: Off Duration: 00:40</p> <p>Time: 12:08:49 Date: 04/05/12</p> <p>New Status: Driving On Duty Off Duty Sleeper Berth</p> <p>Time: <input type="text" value="13"/> <input type="text" value="40"/> <input type="text" value="00"/> Date: <input type="text" value="04"/> <input type="text" value="05"/> <input type="text" value="12"/></p> <p><i>Note: A Driver can only edit a status up to (but not before) the date/time displayed for that Last Status. The Driver cannot edit a status to a later date/time than the current time.</i></p>

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Driver Edits	
Step 6	Change the date/time by touching the hour, minute and second fields. Once a box is touched, the keypad appears. Use the keypad to enter the appropriate number and touch  . Repeat for each changed entry.
Step 7	Touch  to view edited logs.
Step 8	<p>The prompt will show the following:</p> <p style="text-align: center;">DRIVER 1234 CHANGED TO [edited status] ON MM/DD/YY AT HH:MM</p> <p><i>Note: This prompt reflects the Driver's changed status, date and time.</i></p>
Step 9	Touch  .
<p>Remember:</p> <ul style="list-style-type: none"> › The Driver cannot change their status to an earlier date/time than the Last Status time stamp. › The Driver cannot change their status to a later date/time than the current time. › The following message will display if either action is attempted by the Driver: <p style="text-align: center;">WRONG DATE TIME</p>	

DOWNLOADING DRIVER LOGS


Once supervisor edits are completed via the HOS solution in Fleet Director (not via the Tablet), the edits automatically download to the Tablet when the Driver logs in or by completing the following:

Downloading Driver Logs	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	Touch Log Data  .
Step 4	Touch Reload Log  .
Step 5	A confirmation request will show on the screen: REQUEST ALL 8 DAYS HOS LOGS? Touch YES to download all your logs or CANCEL to stop the download.
Step 6	To download one day(s) logs: Touch Log Grid  and use the  or  to select a specific day.
Step 7	Touch Reload Log  .
Step 8	A confirmation request will appear on the screen: REQUEST HOS LOGS for MM-DD-YY? Touch YES to download the log or CANCEL to stop the download.

MAINTENANCE DRIVER LOGIN

This feature is designed so that maintenance or other yard personnel do not create a period of Drive time that may be incorrectly assigned if the vehicle is moved.


Anyone moving the vehicle for maintenance must log in to the Tablet with a Maintenance Login ID in order to disable the HOS application.

Maintenance Driver Login	
Step 1	From the Driver List screen, touch Driver Login  .
Step 2	Enter the Maintenance Login ID . A Maintenance Login ID must be eight (8) digits and begin with 999 . The PIN may be up to seven (7) digits in length. Example of a Maintenance Login ID and PIN : • ID: 99912345 • PIN: 1234567
Step 3	Once a Maintenance Login ID is entered, the following message will show: HOS SYSTEM IS DISABLED BY MECHANIC ENABLE HOS SYSTEM?
Step 4	The message will remain on the Tablet's display until it is cleared by touching YES . This re-enables the HOS application.

OPERATING A VEHICLE DURING PERSONAL CONVEYANCE

This feature is designed for when Drivers may need to use company vehicles for personal business while they are off duty. HOS tracking can be suspended while the Driver is logged in to the vehicle during this time.

Note: Drivers **must** have an existing (and active) **Login ID** for the HOS application for Personal Conveyance.

Operating a Vehicle Using a Personal Conveyance Driver ID	
Step 1	<p>From the Driver List screen, touch Driver Login .</p> <p>Personal Conveyance login uses the following rules:</p> <ul style="list-style-type: none"> › The Driver must have an existing (and active) Login ID for the HOS application for Personal Conveyance or the following message will show at login: <p style="text-align: center;">97001234 is not a valid ID for Driver's Personal Use.</p> › A Conveyance Login ID must be eight (8) digits in length and begin with the number 97. › The Conveyance Login ID and PIN must match the Driver's existing Login ID using zeroes (0) to meet the Login ID's eight (8) digit requirement. Example: <p style="margin-left: 20px;">Original = ID: 1234 and PIN: 1234</p> <p style="margin-left: 20px;">Personal Conveyance = ID: 97001234 and PIN: 1234</p> › The Driver can only be in Off-Duty status or logged out of the Tablet during Personal Conveyance. If not, the following messages will show at login: DRIVER LOGIN DENIED and Driver XXXX is still Logged in as Non-OFF- DUTY Status.
Step 2	<p>Once a Personal Conveyance ID is entered, the following message will show:</p> <p style="text-align: center;">HOS SYSTEM IS DISABLED BY XXXX's Personal Use ENABLE HOS SYSTEM?</p>
Step 3	<p>The message will remain on the Tablet's display until it is cleared by touching YES. This re-enables the HOS application.</p>

UNAUTHORIZED DRIVERS

This HOS application feature is designed to help companies identify and track unauthorized vehicle use.

If no Drivers are logged in to the Tablet and there is more than 30 seconds of vehicle motion greater than 5 MPH, the following message will appear on the Tablet:

STOP VEHICLE AND LOG IN DRIVER

Once the Driver stops the vehicle, a message that shows the Drive time and distance will appear. Example:

**VEHICLE DRIVEN FOR 0 hrs 10 min &
2.6mi WHERE YOU DRIVING ON 5/29/12 AT 11:37**

The Driver has the following options:

- › Touch **YES**. The **Driver Log** In screen will appear. The Driver should then log in as described in the previous sections. All unauthorized drive time and mileage will be associated with the now logged in Driver and Driver is changed to Driving status.
- › Touch **NO**, or do not respond. Unauthorized vehicle activity is sent to the system. If the vehicle is still in motion 15 minutes after the initial warning, the following message will show on the Tablet and be sent to the system:

UNAUTHORIZED VEHICLE USE DISPATCH HAS BEEN NOTIFIED

PROPERTY-CARRYING DRIVER 16-HOUR EXEMPTION "BIG DAY" 395.1(o)

This feature supports property-carrying driver 16-hour exemptions, also known as "Big Day."

According to DOT and FMCSA regulations, part 395.1, section (o) Property-carrying driver, "A property-carrying driver is exempt from the requirements of §395.3(a) (2) if:

- (o) (1) The driver has returned to the driver's normal work reporting location and the carrier released the driver from duty at that location for the previous five duty tours the driver has worked;
- (o) (2) The driver has returned to the normal work reporting location and the carrier releases the driver from duty within 16 hours after coming on duty following 10 consecutive hours off duty; and
- (o) (3) The driver has not taken this exemption within the previous 6 consecutive days, except when the driver has begun a new 7- or 8-consecutive day period with the beginning of any off-duty period of 34 or more consecutive hours as allowed by §395.3(c)."

When the unit displays Hours of Service **On-Duty** shift warnings and the driver is eligible for the property-carrying driver exemption, the Tablet shows a message similar to the following:

ON DUTY HR. VIOLATION IN 30 MINS! BIG DAY AVAILABLE

This message is shown prior to a "BIG DAY" trigger and displays if the driver qualifies for a 16-hour exemption.

When the property-carrying driver exemption is triggered, the Tablet shows the following message:



BIG DAY EXCEPTION TRIGGERED

The 16-hour exception is triggered automatically if the driver is eligible. No option keys are displayed and no Driver action is necessary.






LAW ENFORCEMENT ACCESS TO HOS AND DRIVER INFORMATION

DRIVER INFORMATION





The following section provides step-by-step instructions to Law Enforcement officers on how to view HOS records/logs, including Driver information, in the Tablet:

Access to Driver Information	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	Touch Driver Info  . The Driver Info screen will show the following information: <ul style="list-style-type: none"> › The Driver ID › Name, Address › City, State › License › Number › License Expiration › Last Physical Exam Date




DRIVER'S HOS GRID

Access to the Driver's HOS GRID	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	Touch Log Grid  . The Driver's HOS GRID will show for the current day.
Step 4	<ul style="list-style-type: none"> • Touch  and hold to view the Driver's previous day(s) HOS GRID. • Continue to touch  and hold to view all available days. • Touch  and hold to advance forward to the Driver's current HOS GRID. <p>Note: Using the two arrow icons allows officers to view current and historical Driver activity for the last eight (8) days. Short touches will advance event by event for the day being viewed.</p>

HOS LOG DATA

Access to HOS Log Data	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	Touch Log Data  . The dates and locations of all the Driver's status changes appear. The most current status change is highlighted.
Step 4	Touch to select one log at a time. Use  and  to advance one screen at a time.

HOS LOG DATA STATUS DETAIL

Access to HOS Log Data Status Detail	
Step 1	From the Driver List screen, touch the Driver ID .
Step 2	Touch View Logs  .
Step 3	Touch Log Data  . The times/dates and locations of all the Driver's status changes appear, with most current change highlighted.
Step 4	<p>Touch the selected status. This highlights the entry.</p> <p>Touch Status Detail  to display the detailed information for the selected status entry. This information includes:</p> <ul style="list-style-type: none"> › Driver ID › Co-Driver ID › Status › Start Time › Duration time in status › Location status change occurred › Vehicle ID / Name › Manifest / Commodity › Trailer 1 number › Trailer 2 number › Edit information › Supervisor making edits › Original status time before edit › Original status before edit

HOS REGULATIONS SUMMARY

For the most current Hours-Of-Service FMCSA Regulations, refer to www.fmcsa.dot.gov/regulations.

ELECTRONIC DRIVER VEHICLE INSPECTION REPORTS

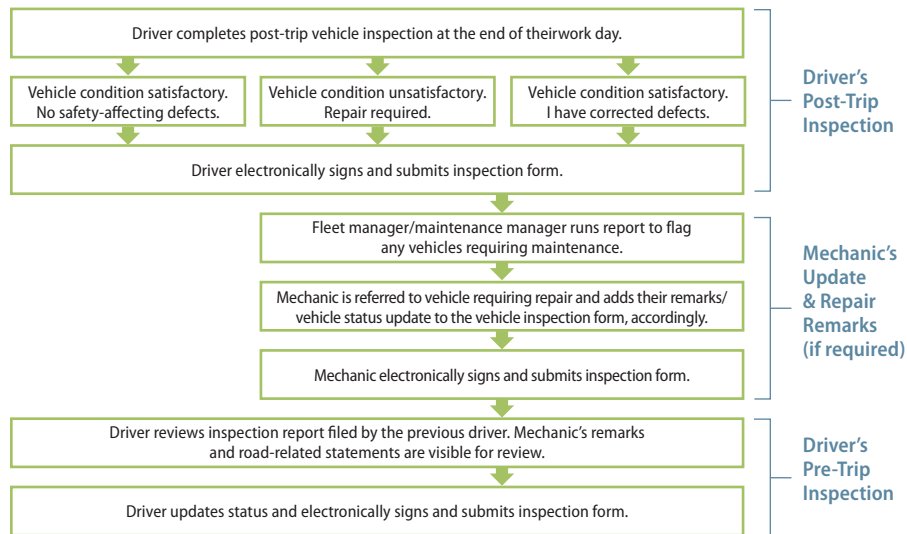
INTRODUCTION

As described in FMCSA regulation 396.11 and 396.13, Driver Vehicle Inspection Reports (DVIR) are federally mandated logs that detail vehicle operation and safety issues noted during vehicle inspections. Each fleet driver must complete and submit these reports on a daily basis.






DVIR WORKFLOW – LIFECYCLE OF A DVIR REPORT

The Tablet's DVIR application is used to submit post-trip inspections, including a mechanic's updates and pre-trip inspections. The workflow below describes the lifecycle of the inspection report:












LAUNCHING THE DVIR APPLICATION AND LOGGING IN

Drivers or mechanics who want to view, create or update a Driver Vehicle Inspection Report must first log in to the application. All DVIR submissions must be traceable and electronically signed by the driver or mechanic in order to maintain a "chain of custody" for the vehicle.

Launching DVIR and Logging In	
Step 1	From the Apps Menu screen, touch DVIR  . The Login screen appears.
Step 2	Enter the Driver or Mechanic Login ID and password, and select the appropriate icon: For Driver , touch  . For Mechanic , touch  .






POST-TRIP INSPECTION

At the end of a driver's day or equipment change, a post-trip inspection of the vehicle must be completed. Post-trip inspections are mandatory for all driven vehicles within a fleet.

Post-Trip Inspection	
Step 1	Touch Apps  .
Step 2	Touch DVIR  .
Step 3	Touch the User Name and Password fields to enter login information.
Step 4	Touch Driver Login  .
Step 5	After the login information is accepted, touch Create New Report  . A list will show on the screen.
Step 6	Scroll down the list to check off any vehicle defects by touching  and  .
Step 7	Touch the Trailer tab name field to rename to a specific Trailer ID .
Step 8	Check defects (if applicable).
Step 9	Touch Remarks  and add comments (as needed).
Step 10	Press Submit  .
Step 11	If the vehicle does not have defects, touch the radial button that displays the following: Vehicle condition satisfactory. No safety-affecting defects.
Step 12	If the vehicle does have defects, touch the radial that displays: Vehicle condition unsatisfactory. Repair required.
Step 13	To sign and submit the report, touch I certify the above is true and correct  .
Step 14	The inspection report is sent and listed in the Inspection Report List .







MECHANIC UPDATE

In response to a driver's post-trip inspection, the mechanic is required to update the DVIR when maintenance is carried out on the vehicle. The mechanic can access the last submitted post-trip inspection from the Tablet, add remarks and update the status of the vehicle.

Mechanic's Inspection	
Step 1	Touch Apps  .
Step 2	Touch DVIR  .
Step 3	Touch the User Name and Password fields to enter login information.
Step 4	Touch Mechanic Login  .
Step 5	After the login information is accepted, select the most recent report from the Inspection Report List to view if a repair is required.
Step 6	If selecting the most recent report, view the Post-Trip Remarks and Defective Items to confirm defects.
Step 7	After correcting all defects, touch Add Mechanic's Remarks  to include any corrections to the vehicle.
Step 8	Touch Save  .
Step 9	On the DVIR Confirmation page, touch Vehicle condition satisfactory. I have corrected defects . To sign and submit the report, touch I certify the above is true and correct  .
Step 10	The Inspection Report List will show the updated status of the report.

PRE-TRIP INSPECTION

Drivers are required to review the last submitted Driver Vehicle Inspection Report before driving the vehicle. This ensures that the vehicle is in satisfactory condition.

Pre-Trip Inspection	
Step 1	Touch Apps  .
Step 2	Press DVIR  .
Step 3	Touch the User Name and Password fields to enter login information.
Step 4	Touch Driver Login  .
Step 5	After the login information is accepted, select the most recent report from the Inspection Report List if defects are noted.
Step 6	View the POST TRIP REMARKS, DEFECTIVE ITEMS and the MECHANIC REMARKS to verify defect correction.
Step 7	If the vehicle is considered in a safe operating condition and the mechanic has certified (in the Mechanic Inspection) that all post-trip defects have been repaired, touch Add Pre-Trip Remarks  and add your remarks. Touch Continue  if there are no remarks.
Step 8	Touch the radial button that shows the following: Vehicle condition satisfactory. No safety-affecting defects.
Step 9	To sign and submit the report, touch I certify the above is true and correct  .

TROUBLESHOOTING

HOS


Issue: The Tablet is not responding.

Solution: Check to verify that the Tablet is fully docked in the bracket. After the Tablet is back online, send an inbound message to verify that the Prism unit and Tablet are communicating.

Issue: The Tablet states that the Driver does not exist in the database.

Solution: The Driver needs to call their dispatcher or supervisor to create or update a Driver Login ID within Fleet Director.

Issue: The Tablet keeps beeping.

Solution: Check to see if there is a message waiting to be viewed by touching the envelope icon . Review "View a Message" section.

Issue: The Fault Indicator Light is flashing.

Solution: This may occur due to poor cell coverage. Make sure the vehicle is parked in an open area with good coverage. Also, verify all Driver logs for accuracy in case this may be the cause. Complete and keep paper logs in case the FIL does not turn off.

Issue: My supervisor made an edit to one or all of my HOS logs, but I do not see it on my grid.

Solution: When an supervisor edit is made to any of the Driver's HOS logs, the Driver must either download the new log or log out and log back in to the HOS application to receive the newly-updated logs. Review the Electronically Signing HOS Logs section.

Issue: I can't electronically sign the current day's log.

Solution: If you are in On-Duty, Drive or Sleeper Berth status and are attempting to sign and submit the current day's log, you will have to change your HOS status to Off-Duty prior to signing.



Help Desk
1.800.ITS.HELP