LAW ENFORCEMENT

When you (the Driver) are at the weigh station or in contact with law enforcement, please have them follow the instructions below for reviewing your HOS log status.

VERIFY DRIVER ID

(NOTE: Driver must be logged in for officers to verify HOS information.)

1. From the **Driver List**, touch the appropriate **Driver ID**.
2. To view carrier information, touch **Vehicle Info** .
   Touch to go back to the Driver List screen.
3. To view Driver Information, touch **View Logs** , then touch **Driver Info** .
4. Touch to go back to the Driver List.

ACCESS THE DRIVER'S LOG GRID TO VIEW CURRENT AND PREVIOUS DAY(S)

1. From the **Driver List**, touch the appropriate **Driver ID**.
2. Touch **View Logs** .
3. Touch **Log Grid** . The driver's grid will appear for the current day.
4. Touch and hold and to view the previous and next day's events.
5. To view status details, touch **Status Detail** on any highlighted status. This shows the current status details.

ACCESS THE DRIVER'S LOG DATA TO VIEW CURRENT AND PREVIOUS DAY(S) INFORMATION AND LOCATION

1. From the Driver List, touch the appropriate **Driver ID**.
2. Touch **View Logs** .
3. Touch **Log Data** times and locations of the driver's status changes will appear.
4. Touch and to highlight the status information you want to view.
5. Once the appropriate status is found and highlighted, touch **Status Detail** to display the detailed information on the status change.
6. Touch twice to return to the **Driver List**.

(NOTE: If the blue FIL on the vehicle's center console is lit, the AOBRD is not working properly. The driver must follow FMCSA rule 395.15(f) and recreate the current and past seven (7) days of HOS duty status logs on paper. The past seven days may include faxed copies of electronic logs; however, any paper copies of electronic logs must be physically signed and certified by the driver in order to be legally correct.)

The FIL is located in the center of the sticker below— on the vehicle's console.

Manual Trip Record & HOS Log Entries required when lit
Cuando apuntando... Reporte detalles del viaje y horas de servicio (HOS) cuando esté...

DUTY STATUS CHANGES

MANUALLY CHANGE CURRENT STATUS

(NOTE: You must be logged in to change status.)

1. From the **Driver List** screen, touch your **Driver ID**.
2. Touch **Change Status** .
3. Touch appropriate status button for a new status:

   On Duty

   Off Duty

   Sleeper Berth

   Driving

   Adverse Driving

   (NOTE: The Adverse Drive Condition is not an HOS status. It will extend Drive time by two hours.)

4. Upon changing the Driver's status, a confirmation window appears. Touch to confirm or touch to cancel.

EXTEND YOUR DRIVING TIME (ADVERSE DRIVING CONDITIONS)

1. From the **Driver List** screen, touch your **Driver ID**.
2. Touch **Change Status**.
3. Touch **Adverse Driving**.
4. Touch the appropriate Adverse Status button:

   Weather

   Traffic

   Road

   Other

5. Touch to submit.

AUTOMATED CHANGES FOR DRIVING AND ON-DUTY STATUSES ONLY

(NOTE: The system does not automatically change the driver's status into SLEEPER BERTH or OFF DUTY. This must be changed manually by the driver.)

If the vehicle maintains a speed of 5 MPH or greater, within 60 seconds the **ON-DUTY** driver's status will change to **DRIVING** and the following message will appear:

CHANGED Driver (Driver X) to DRIVING

If the vehicle is stationary for more than 5 minutes, the table will prompt:

CHANGING Driver (Driver X) to ON-DUTY (ND)

You have one minute to "agree" or "disagree."

"Agree" by touching OK . You may ignore the message and the system will automatically change you (in one minute) to **ON DUTY** status:

CHANGED Driver (Driver X) ON-DUTY (ND)

"Disagree" by touching CANCEL (if you are stopped in traffic but are still driving). Status remains in **DRIVING**.

DRIVER VIOLATION ALERTS

The system will warn you of pending DRIVING and ON-DUTY violations 60, 30, 15, and 5 minutes prior to the actual violation. Once the violation occurs, a notification message will display. All violation alerts are transmitted to your supervisor.

*(NOTE: These violations only appear and are transmitted when you are in **Drive** status.)*

CREATE, CHANGE, AND EDIT TRAILER#, MANIFEST#, SHIPPER#, AND COMMODITY#

1. From the **Driver List**, touch **Vehicle Info** .
2. Touch inside Trailer 1 ID:, Trailer 2 ID: or Manifest/Com: fields. The keyboard will appear.
3. Use the keypad to enter the information.
   Touch to submit the information.
4. To edit, change, or delete a previous entry, repeat step 2. When you are at the keyboard, touch to delete the information.

MECHANIC

MECHANIC / DRIVER

(NOTE: When a vehicle is in for maintenance/repair and needs to be moved by a mechanic, the HOS system can be temporally disabled. The mechanic must log in using a special ID and PIN received from the shop manager).

MECHANIC LOGIN

1. From the Driver List, touch **Driver Login** .
2. Enter your tech ID and touch .
3. Enter your PIN and touch . Once your login ID has been entered, the following will display when the vehicle is in motion:
   HOS SYSTEM IS DISABLED BY MECHANIC ENABLE HOS SYSTEM?
   The message will continue to display until you complete step 4.
4. Once you have finished your maintenance, touch YES .

(NOTE: Drivers should never use this feature. Drivers must log in anytime they are inside the vehicle.)

UNAUTHORIZED DRIVER

If a driver does not log in, and the vehicle maintains a speed of 5 MPH or greater, the following message will appear within 60 seconds:

STOP VEHICLE AND LOG IN DRIVER

Followed by a message similar to this example:

Vehicle driving for 0 hrs 10 mins & 3.1 miles at 11:00? Were you driving on 5/14/2014 at 11:00?

Once the driver touches YES , the Driver Login screen will appear. *(Refer to the Driver Log In section.)*

If the driver touches NO or no response is given, the unaccounted time will be reported to the supervisor. A message is also sent to the supervisor stating the following:

UNAUTHORIZED VEHICLE USE DISPATCH HAS BEEN NOTIFIED.

Quick Reference

FLEET DIRECTOR TABLET

Hours of Service & Electronic Driver Vehicle Inspection Reports

Call 1-800-ITS-HELP (1-800-487-4357) if you have questions about the product.

IMPORTANT: Per FMCSA rule 395.15(g)(1), this Quick Reference must be kept in the vehicle at all times.

DRIVER LOG IN & OUT

LOG IN
(WITH ALL DRIVERS LOGGED OUT)

1. Turn on the vehicle's ignition at least a minute before attempting your login. The Fault Indicator Lamp (FIL) will illuminate for two seconds shortly after the ignition is started. This is a self-test for the FIL system.

2. Wait for the following screen to appear:
   LOGIN TO OPERATE VEHICLE

3. Touch **Driver Login** [icon]. Then go to step 2 below.

LOG IN
(WITH ONE OR MORE DRIVERS ALREADY LOGGED IN)

1. Touch **Driver Login** [icon].

2. Enter your driver ID (ID from your supervisor).

3. Touch [icon] (moves cursor to next field).

4. Enter your PIN (or Personal ID Number).

5. Touch [icon]. (This sends login information.)

Logging in from an Insufficient Rest/Off-Duty Period
If a rest/off-duty period is needed to reset the daily or cycle (7 or 8-day) duty times, you will see the following prompts:

Driver XXXX IS 18 MINs FROM DAILY RESET STAY OFF-DUTY?

This shows when a driver is within 60 minutes from the time qualifying a reset period, but less than the full amount required. For example: a driver needing a 10-hour break tried logging in after 9 hours and 42 minutes off-duty would receive the DAILY RESET STAY OFF-DUTY warning.

or

Driver XXXX IS 40 MINs FROM CYCLE RESET STAY OFF-DUTY?

If the driver needed 34 hours to reset their drive cycle time and attempted to log in after 33 hours and 20 minutes, they would receive the CYCLE RESET STAY OFF-DUTY warning.

Selecting "YES" for either prompt allows the driver to remain **OFF DUTY**.

or

6. Wait for the prompt **MAKE STATUS EDITS BEFORE LOGIN?**
   This could take a minute.

7. Touch [NO] if there are no log changes needed or

   Touch [YES] only if your last LOG entry was incorrect or if you are going directly into **SLEEPER BERTH** from **OFF-DUTY** status.
   (NOTE: If you do not answer within one minute, the system will automatically place you in ON DUTY (ND) status).

   The message **Driver CHANGED TO On-Duty (ND)** will show.

   (NOTE: You will be automatically placed ON DUTY (ND).)

8. If you have unsigned logs, the system prompts you to review and submit each day(s) unsigned logs by touching [YES]. Touch [NO] to continue the log in process without electronically signing previous logs.

LOG OUT OF THE SYSTEM

1. From the Driver List screen, touch your **Driver ID**.

2. Touch [icon].

3. You will be asked if you want to sign your logs. *(See step 8 above).*

4. From the Driver Logout screen, touch [icon].

ELECTRONIC DRIVER VEHICLE INSPECTION REPORTS

LAUNCHING THE DVIR APP & LOGGING IN

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

1. From the **Apps Menu** screen, touch the **DVIR** launch button: [icon]. The **Login** screen appears.

2. Enter the Driver or Mechanic Login ID and password and select the appropriate icon:

   [icon] **For Driver.**

   [icon] **For Mechanic.**

POST-TRIP INSPECTION

At the end of every driver's day or equipment change, a post-trip inspection for the vehicle must be completed. A post-trip inspection is required for each vehicle driven on any given day.

1. Log into the DVIR app and touch **Create New Report** [icon] to create a new post-trip inspection report.

2. Inspect the vehicle and trailer(s). Check any box where the equipment has a defect:

   Use the [icon] and [icon] buttons to scroll through the checklist pages. (See images below.)

   Use the trailer tabs to access the trailer checklists.

   Add the trailer name by typing in the trailer tab label.

3. Add remarks (if required) by touching [icon].

4. Touch Submit [icon] to move to the DVIR Confirmation screen.

5. Select the appropriate status and touch [icon] to submit the post-trip inspection.

[images of inspection checklists]

A detailed view of the electronic inspection checklist.

MECHANIC'S UPDATE

The mechanic is required to update the Driver Vehicle Inspection Report when maintenance/repair is carried out on the vehicle, in response to a driver's post-trip inspection. The mechanic can access the last submitted post-trip inspection from the Tablet, add remarks and update the status of the vehicle.

1. Log into the DVIR app and select the latest DVIR report from the list.

2. Review the driver's post-trip status and remarks and make repairs as necessary.

3. Add the mechanic's remarks by touching [icon].

4. After typing the remarks, touch Submit [icon] to move to the DVIR Confirmation screen.

5. Select the appropriate status and touch [icon] to confirm the vehicle's status.

PRE-TRIP INSPECTION

Drivers are required to review the last submitted Driver Vehicle Inspection Report before driving the vehicle, and confirm that the vehicle is in a satisfactory condition.

1. Log into the DVIR app and select the latest DVIR report from the list.

2. Review the driver's and mechanic's remarks.

3. Add further pre-trip inspection remarks (if required) by touching [icon].

4. Touch Submit [icon] to move to the DVIR Confirmation screen.

5. Select the appropriate status and touch [icon] to confirm the vehicle's status.

DRIVER'S HOS GRID

REVIEW YOUR HOS GRID

1. From the **Driver List**, touch your **Driver ID**.

2. Touch **View Logs** [icon].

3. Touch **Log Grid** [icon].

4. Touch [icon] and [icon] to scroll back and forth through the events.

5. Touch **Status Detail** [icon] to display the status details of that specific grid entry.

6. Touch [icon] to return to the grid screen.

ADD A NOTE TO YOUR HOS GRID ENTRY

1. From the Grid screen, touch **Status Detail** [icon].

2. Touch [icon].

3. Use the keypad to enter a note to the log entry.

4. Touch [icon] to save the note.

5. Touch [icon] to return to the **Driver List**.

ELECTRONICALLY SIGN YOUR HOS LOGS

If you are attempting to log in or out before all your past logs are electronically signed, the system will ask if you wish to sign your logs. If you answer "YES," the oldest unsigned grid will appear and ask you to review and confirm that each log is true and correct. If you are at the grid screen, follow steps 5 through 8 to complete the electronic signature process.

1. From the **Driver List**, touch your **Driver ID**.

2. Touch **View Logs** [icon].

3. Touch **Log Grid** [icon].

4. Select the specific day's grid you want to sign by touching [icon] or [icon].

5. Confirm the log is true and correct.

6. Touch **Sign Log** [icon] and enter a **Note** (if necessary).

7. Touch in the **PIN** field. The keyboard will display. Enter your PIN and touch [icon].

8. You will be brought back to the Signature screen.
   Touch [icon] to sign your log electronically.

(NOTE: Once you sign your log, the word "SIGNED" will appear at the top of each day's grid.)

HOURS OF SERVICE INSTRUCTIONS

GENERAL NOTES

This document must be kept in the vehicle at all times, per FMCSA rule 395.15(g)(1):

- Provides navigation and edit instructions to drivers on how to use Teletrac's electronic HOS system.
- Provides instructions to law enforcement officers on how to navigate, retrieve, and review each driver's HOS log in this HOS system.
- Provides instructions to maintenance personnel on how to access vehicle information for when maintenance/repairs are necessary.

HOW TO VIEW AND SEND MESSAGES

To view waiting messages:
1. Touch [icon].

To send a canned message:
1. Touch [icon].

2. At the Messaging Inbox screen, touch [icon].

3. Touch [icon] or [icon] to find the message you want to send.

4. Touch the message to highlight.

5. Touch [icon] to select a message and move you to the confirmation screen.

6. Touch [icon] to send the message.

To send a form message:
1. Touch [icon].

2. At the Messaging Inbox screen, touch [icon].

3. Touch [icon] or [icon] to find the message you want to send.

4. Touch the message to highlight.

5. Touch [icon] to retrieve the message. The form message will appear with brackets around the area in which you can populate data.

6. Touch inside the bracket to bring up the keyboard to enter in your information.

7. Touch [icon] to commit the data to the field. This will bring you back to the Edit Message screen.

8. Touch [icon] to send the message.

(NOTE: To send a unique message, use the message FREE TEXT under the form messages.)