



Teletrac Drive

An App Suite For Android™

Hours of Service & Driver Vehicle Inspection Reports User Guide



Important:

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



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About the Guide

This HOS and DVIR user guide shows drivers how to operate the Hours of Service (HOS) and Driver Vehicle Inspection Reports (DVIR) Applications on Teletrac Android™-based tablets.

According to the Federal Motor Carrier Safety Administration (FMCSA) regulation part 395.15(g)(1)(2), drivers who use automatic on-board recording devices (AOBRD) must keep an information packet in their commercial motor vehicle at all times. The packet should include the following items:

- An instruction sheet describing in detail how data may be stored and retrieved from an AOBRD;
- A supply of blank driver records of duty status graph grids sufficient to record a driver's duty status and other related information for the duration of the current trip.

Teletrac, Inc. certifies that its Hours of Service App 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.

Introduction to Teletrac Drive



Teletrac Drive is a comprehensive application suite for Android that offers users a variety of advanced in-vehicle apps, including federally-compliant Hours-of-Service electronic driver logs (E-Logs) and Driver Vehicle Inspection Reports (DVIR). Teletrac Android-based tablets are fully equipped with the built-in Drive suite and Bluetooth capable, allowing drivers to stay guided and connected via a wireless, easy-to-use platform.

Safety Information

For safety information, including guidelines on how to operate a portable in-vehicle device, see the *Teletrac Drive Navigation and Messaging User Guide*.

Requirements

The following components are required for HOS:

- The Prism unit (“black box”) programmed for HOS
- A Prism antenna
- Access to the HOS App
- A Fault Indicator Light (FIL) installed and visible to a driver at the controls

OPTIONAL ITEMS:

A vehicle with a properly working 1708 or 1939 J-Bus connection. Without the J-Bus option, all necessary HOS driver times and miles are still calculated but no odometer or vehicle performance metrics reports are possible.

Bluetooth Connection

For instructions on how to connect your tablet to the unit via Bluetooth, see the *Teletrac Drive Navigation and Messaging User Guide*.

Device Lock/Unlock Feature

Note: *This feature applies when HOS is configured to the vehicle.*

Teletrac tablets easily pair with the Prism unit. This connection allows access to the vehicle’s diagnostics which helps determine when (and if) the vehicle is moving or stationary at a given time. The Prism unit’s safety lock/unlock feature uses diagnostics to prevent drivers from using their devices while driving:

Locked Mode – The tablet automatically locks when the vehicle moves faster than 5 MPH; the driver can access only the navigation and settings functions. This does not prevent the device from receiving incoming messages. Drivers, however, cannot retrieve messages or use messaging functions until the vehicle comes to a complete stop.

Unlocked Mode – Thirty (30) seconds after the vehicle is stationary, the device automatically unlocks. Drivers can then access all tablet and app functions. The main screen opens and immediately displays time and driver status.

HOS

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 App via a portable tablet meets the requirements of §395.15 FMCSA HOS regulations.

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

Fault Indicator Light

If the blue FIL on the vehicle’s console is lit, the automatic on-board recording device 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.



HOS App

The HOS App allows drivers to electronically track their hours of service time during all four HOS statuses: **DRIVING (D)**, **ON DUTY (ON)**, **OFF DUTY (OFF)**, and **SLEEPER BERTH (SB)**. The app incorporates an Automated Duty Status (ADS) system to help drivers keep accurate duty records.

The HOS App 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





Driver Login

Easily log in to the HOS Application from your in-vehicle device.

Note: *Each Driver Login ID and Personal Identification Number (PIN) must be set in Fleet Director prior to driver login. Each driver should keep their PIN confidential to avoid unauthorized access to personal HOS records.*

Login

To log in, first turn on the vehicle's ignition at least a minute before your attempt; the Fault Indicator Light illuminates for a few seconds.

1. Touch **Apps** . The "Apps" menu opens.
2. Touch **HOS** . The HOS App opens to "Driver List."
3. Touch **Driver Login** .
4. Touch the "Driver ID" field. Use the keyboard to enter information.
5. Touch "Next" on the keypad or touch the "PIN" field.
6. Enter your PIN.
7. Touch the message box to close the keyboard.
8. Touch  to submit your information and log in.

At this point, the unit checks the system for any updated or changed driver records. During this check, the following message appears:

DRIVER LOGIN ACCEPTED

The app continues to download log information and verify the login ID entered. This may take a few seconds.

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Note: When the vehicle's driver Information cannot be verified due to coverage area issues, the following message appears:

POOR COVERAGE AREA PLEASE VERIFY LOGS

Drivers may not be able to log in if the unit is out of coverage and if logging in for the first time.

Logging In from an Insufficient Rest/Off-Duty Period

When a driver needs a rest/off-duty period to reset the daily or cycle (7- or 8-day) duty times, they see the following message:

DRIVER XXXX IS 18 MINS FROM DAILY RESET STAY OFF-DUTY?

This message appears when a driver is within 60 minutes from the time qualifying a reset period, but less than the full amount required. For example: If a driver must take a 10-hour break and tries to log in after 9 hours and 42 minutes, they will receive the DAILY RESET STAY OFF DUTY warning.

or

DRIVER XXXX IS 40 MINS FROM CYCLE RESET STAY OFF-DUTY?

If a driver must take a 34-hour "Off-Duty" period to reset their drive cycle time and attempts to log in after 33 hours and 20 minutes, they will receive the CYCLE RESET STAY OFF-DUTY warning.

To remain "Off Duty," touch "YES" for either message.

or

Touch "NO" and wait for the following message:

MAKE STATUS EDITS BEFORE LOGIN?

(This could take a minute.)

Touch "NO" if no log changes are needed.

(Continued from previous page)


or


10. Touch "YES" to edit your current log entry, or if you are going directly into "Sleeper Berth" from "Off Duty" status.*

Note: If no response is given within one minute, the system automatically places you in "On Duty (ND)" status and the following message appears: **Driver CHANGED TO On Duty (ND)**.

*To edit your current log entry after selecting "YES":

1. From the "Status Edit" screen, touch a "New Status" field to change your current status to one of the following:
 - Driving
 - On Duty
 - Off Duty
 - Sleeper Berth
2. Touch the "Time" fields (hours, minutes, and seconds) to set a new time.

Note: Use the keypad to enter information.
3. Touch the "Date" fields (month, day, and year) to set a new date.
4. Touch "Done" on the keypad or touch the message box to close the keypad.
5. Touch  to confirm change(s) and submit edits. A confirmation message similar to the following appears:

DRIVER XXXX CHANGED TO ON-DUTY (ND) ON XX/XX/XX AT XX:XX
6. Touch  three times to return to the "Driver List."

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If you have unsigned logs, the system asks you to review and submit each day's unsigned logs:


DO YOU WISH TO SIGN AND SUBMIT LOGS?

At this point, drivers can select one of the following options:

Touch "YES" to review and submit:

- The HOS "GRID" screen appears showing the earliest unsigned day log.
- Touch **Sign Log** . The "Signature" screen opens.
- Touch the "Note" field to add a note, if necessary.
- Touch the "PIN" field.
- Enter your PIN.
- Touch . A "Pin Accepted – Log Signed" pop-up opens.
- Touch "OK."

The next unsigned grid opens. Repeat steps as necessary.

When done, touch  twice to return to the "Driver List."

or

Touch "NO" to continue to log in without signing logs.

Note: The "Grid" screen shows the following message at the top center of each log:

- **SIGNED** when the signature is complete for the log displayed
- **EDITED** when a supervisor edit was performed and downloaded to the unit and app requiring the driver to sign the log again
- **BLANK** when the displayed day is unsigned

Driver Messages at Login

Unauthorized Driver

An "unauthorized driver" is someone who drives a vehicle without first logging in. The HOS App quickly responds to unauthorized driving by displaying a series of messages on the device's screen. (See "Unauthorized Driver" on page 23.)

Driver Does Not Exist

When a driver attempts to log in to the app prior to their information being added to Fleet Director, a "Driver Does Not Exist" message appears.

Multiple Driver Login

The last driver to log in to the HOS App is known as the "active driver." The "active driver" is automatically changed to "Driving" once the vehicle begins to move. An "active driver" (in order of priority by status) can be in any one of the following statuses: **DRIVING**, **ON-DUTY**, **SLEEPER BERTH** or **OFF-DUTY**. A newly-logged in driver who is in "On Duty" status takes priority over existing drivers in "On Duty" status. (See "Multiple Driver Login" on page 17.)


Maximum Driver Login

The HOS App allows up to five (5) drivers to log in and remain logged in at any one time. Any driver who logs in after the fifth login is not recognized by the app.

Changing Driver Status

Manually change your current driver status in the HOS App.

Note: *To change a status, drivers must be logged in to HOS. "Adverse Driving" is not an HOS status. This option extends "Driving" time by two (2) hours (FMCSA rule 395.1 (b)). Drivers cannot change their status while the vehicle is in motion.*

1. From the "Driver List," touch your **Driver ID**.
2. Touch **Change Status** .
3. Touch a new status to change your current status:

 **On Duty**

 **Off Duty**

 **Sleeper Berth**

 **Driving**

 **Adverse Driving**




A "Confirm Status Change" screen appears. Touch  to confirm, or touch  to cancel.

Updating Driver Info

"Driver Info" can be easily found within the "Log Summary" page and can only be edited by an administrator via Fleet Director. Information includes:


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

To view driver info:

1. From the "Driver List," touch your **Driver ID**.
2. Touch **View Logs** . The "Log Summary" opens.
3. Touch **Driver Info** .
4. When done, touch  twice to return to the "Driver List" screen.


Updating Vehicle Info


The "Vehicle ID," "Carrier" and "Main Address" fields are automatically populated by Fleet Director and cannot be edited by a driver. However, the "Trailer" ID, "Manifest," "Shipper" and "Commodity" information can be edited.

1. From the "Driver List," touch **Vehicle Info** .
2. Touch each field listed to enter information: **Trailer1 ID, Trailer2 ID, Manifest/Com, Shipper, Commodity**. The keyboard opens.

3. Use the keyboard to enter information.

4. Touch the message box close the keyboard.







5. Touch  to save and submit information.

Note: *To edit or delete an entry, repeat step 2 through 5. Use  to delete or make changes.*

Reviewing an HOS Grid

Quickly navigate to an HOS grid for review.









Note: *To access a grid, drivers must be logged in to HOS.*

1. From the "Driver List," touch your **Driver ID**.
2. Touch **View Logs** .
3. Touch **Log Grid** .
4. Touch  or  to scroll through the events. Stop at the selected grid.
5. Touch **Status Detail**  to display details for that specific grid entry.
6. Touch  to return to the "Grid" screen.









Adding Notes to Events in Log Data and Log Grid

Once an HOS event is recorded in HOS, drivers cannot delete or change data. However, drivers can add notes to specific events when in the Log Data and Log Grid at any time before the log is electronically signed and submitted.

Log Data

1. From the “Driver List,” touch your **Driver ID**.
2. Touch **View Logs** . The “Log Summary” screen opens.
3. Touch **Log Data** . The “Log Data” screen opens.
4. Touch  or  to scroll through the events. Stop at the selected event to highlight.
5. Touch **Status Detail** . The “Status Detail” screen opens.
6. Touch . The “Add Note” screen opens to a message box and keyboard.
7. Use the keyboard to enter your note.
8. Touch outside of the message box to close the keypad.
9. Touch  to save the note.
10. Touch  three times to return to the “Driver List.”







Log Grid

1. From the “Driver List,” touch your Driver ID.
2. Touch **View Logs** . The “Log Summary” opens.
3. Touch **Log Grid** . The “Grid” screen opens.
4. Touch  or  to scroll through the events. Stop at the selected grid.
5. Touch **Status Detail** . The “Status Detail” screen opens.
6. Touch . The “Add Note” screen opens to a message box and keyboard.
7. Use the keyboard to enter your note.
8. Touch outside the message box to close the keypad.
9. Touch  to save the note.
8. Touch  three times to return to the “Driver List.”

Electronically Signing HOS Logs


According to FMCSA HOS regulations, drivers are required to verify that all event log entries are accurate prior to submission to their employer. A “submission” certifies that all entries are true and correct. Drivers can sign only the most current log, as well as the last seven (7) previous day logs.

Note: To access, sign and submit logs, drivers must be logged in to HOS and in “Off Duty” status. See “Changing Driver Status” on page 11, if necessary.

1. From the “Driver List,” touch your **Driver ID**.
2. Touch **View Logs** .
3. Touch **Log Grid** . The “Grid” screen opens to the current day’s log.
4. Touch  or  to scroll and select a specific day’s log to sign.
5. Review the information on the log.
6. Touch **Sign Log** . The “Signature” screen opens.
7. Touch the “Note” field to add a note, if necessary.
8. Touch the “PIN” field.
9. Enter your PIN.
10. Touch the message box to close the keypad.
11. Touch . A “Pin Accepted – Log Signed” pop-up opens.
12. Touch “OK.”

Driver Logout

At the end of a work day, drivers must log out of the HOS App to ensure a successful record of all hours of service data.

1. From the “Driver List,” touch your **Driver ID**.
2. Touch **Driver Logout** .

The following message appears:

DO YOU WISH TO SIGN AND SUBMIT LOGS?

3. Touch “YES” to sign your logs.

The oldest unsigned grid opens first. Review and certify that each log’s information is true and correct. See “Electronically Signing HOS Logs,” steps 5 through 12, on page 14 to sign your logs.

Note: *The driver must log out of HOS for the recorded data to remain secure.*

Automated Features

The “Automated Duty Status” feature in the HOS Apps helps drivers avoid constantly switching between the “Driving” and “On Duty” statuses during their shift. This also applies to Long Haul drivers who pull over for food or fuel but forget to change from “Driving” to “On Duty” status. “Automatic Duty Status” changes occur based on a vehicle’s movement and between “Driving” and “On Duty” statuses only.

HOS responds based on the following:

- A single driver is the “active driver” when logged in, unless a second driver logs in
- When two or more drivers log in, the driver with the most recent activity becomes the “active driver” until that driver changes to “Off-Duty” or logs out
- The app does not automatically change a driver’s status to “Sleeper Berth” or “Off-Duty”; this must be done manually by a driver
- The app does not log out a driver unless a driver logs in to more than one vehicle at the same time.

Automated Duty Status Changes

Once a driver is logged in and they do not change their status, the following automation occurs:

- When the vehicle maintains a speed of 5 MPH or greater, the driver’s “On Duty” status is changed to “Driving” and the following message appears on the screen:

CHANGED DRIVER XXXX TO DRIVING

Note: *‘XXXX’ is where the Driver ID is displayed.*

- When the vehicle is stationary for more than 5 minutes, the driver’s “Driving” status is changed to “On Duty (ND)” and the following message appears on the screen:

CHANGED DRIVER XXXX TO ON DUTY (ND)

You have five minutes to touch one of the following options on the screen:

CNCL (cancel), **OK**, or **EDIT**

“CNCL” keeps the status in “Driving.” If “OK” is selected, the status is changed to “On Duty” and a message similar to the following appears:

CHANGED DRIVER TO ON DUTY (ND) ON 04/01/14 AT 16:20

Multiple Drivers Login

When multiple drivers log in to the HOS App, they must follow the same guidelines as a single driver. With more than one driver logged in, the app operates as follows:

- If one driver is in “Driving” status and the vehicle begins to move, the app allocates the “Driving” time to the driver in “Driving” status
- If all drivers are in the same status and the vehicle begins to move, the last driver who changed status is changed to “Driving.”

The system uses the following status hierarchy to determine a driver’s status:

Driver A Status	Driver B Status	Change to “Driving” Status
DRIVING	ON-DUTY, OFF-DUTY or SLEEPER BERTH	Status is unchanged for Driver A
ON-DUTY	ON-DUTY	Last driver is changed
SLEEPER BERTH	SLEEPER BERTH	Last driver is changed
OFF-DUTY	OFF-DUTY	Last driver is changed
ON-DUTY	SLEEPER BERTH	Driver A is changed
ON-DUTY	OFF-DUTY	Driver A is changed
SLEEPER BERTH	OFF-DUTY	Driver A is changed






Note: Drivers who logged out are placed and remain in “Off Duty” status until they log back in to the HOS App on their portable device.


HOS Edits


This section shows drivers how to edit their most recent log entry via the HOS App.

Editing the Most Recent Log Entry

To edit your last log entry:

1. From the “Driver List,” touch **View Logs** .
2. Touch **Log Data** . The “Log Data” screen opens.
3. Touch  or  to scroll to the last log entry listed. (Tip: Search by the most recent date.)
4. Touch **Status Edit** . The “Status Edit” screen opens.
5. Touch a “New Status” field to change your last status to one of the following:
 - Driving
 - On Duty
 - Off Duty
 - Sleeper Berth
6. Touch the “Time” fields (hours, minutes, and seconds) to set a new time.

(Note: Use the keypad to enter information.)
7. Touch the “Date” fields (month, day, and year) to set a new date.
8. Touch “Done” on the keypad or touch the message box to close the keypad.
9. Touch  to confirm change(s) and submit edits. A confirmation message similar to the following appears:

DRIVER XXXX CHANGED TO ON-DUTY (ND) ON XX/XX/XX AT XX:XX
10. Touch  three times to return to the “Driver List.”

Note: Drivers cannot do either of the following:

- Change their status to an earlier date/time than the “Last Status” time stamp on the “Status Edit” screen
- Change their status to a later date/time than the current time






The following message appears if either action is attempted by a driver:

WRONG DATE TIME

Downloading Updated Driver Logs

Once log changes are made by supervisors, drivers can manually download specific updated logs to their tablets. Drivers can also download logs from the "Log Data" screen at any time.

Note: *To download updated logs, drivers must be logged in to HOS.*

1. From the "Driver List," touch your **Driver ID**.
2. Touch **View Logs** .
3. Touch **Log Grid** .
4. Touch  or  to scroll and select a specific day to download.
5. Touch **Reload Log** .

The following message appears:

REQUEST HOS LOGS FOR MM/DD/YY?

6. Touch "YES" to continue, or touch "NO" to cancel
If "YES" is selected, the following message appears:




REQUEST LOGS FROM SYSTEM – STANDBY

Wait a few seconds. Another messages appears:

Driver Logs Updated


7. Touch "OK" to return to the "Driver List."

Downloading Driver Logs from Log Data

1. From the "Driver List," touch your **Driver ID**.
2. Touch **View Logs** .
3. Touch **Log Data** . The "Log Data" screen opens.
4. Touch **Reload Log** .

The following message appears:

REQUEST ALL 8 DAYS' HOS LOGS?

5. Touch "YES" to download all your logs, or  touch "Cancel" to cancel your reload request.

If "YES" is selected, the following message appears:

REQUEST LOGS FROM SYSTEM – STANDBY

Wait a few seconds. Another messages appears:

Driver Logs Updated

6. Touch "OK" to return to the "Driver List."

Maintenance




This feature was designed to help maintenance and/or other yard personnel avoid creating a period of “Driving” time that may be incorrectly assigned if the vehicle is moved. Anyone driving the vehicle for maintenance only must log in to the app with a “Maintenance Login ID” to disable HOS.

Maintenance Login

Note: A “Maintenance Login ID” must be eight (8) digits and begin with “999.” The “PIN” may be up to seven digits. Example of a Maintenance Login ID and PIN:

- **ID:** 99912345
- **PIN:** 1234567

To log in for maintenance:

1. From the right side menu, touch **Apps** . The “Apps” menu opens.
2. Touch **HOS** . The HOS App opens to “Driver List.”
3. Touch **Driver Login** . Enter the “Maintenance Login ID.”
4. Once a “Maintenance Login ID” is entered, the following message appears:

**HOS SYSTEM IS DISABLED BY MECHANIC
ENABLE HOS SYSTEM?**

5. The message remains on the screen until it is cleared by touching “YES.”
The HOS App is re-enabled.

Operating a Vehicle During Personal Conveyance

Note: Drivers must have an existing (and active) Login ID and PIN to log in to the HOS App for Personal Conveyance.

This feature allows drivers to use company vehicles for personal business while logged out of HOS. During this time, HOS tracking is suspended. If a driver is not logged out or if in “Off Duty” status, the following messages appear:

**DRIVER LOGIN DENIED and
Driver XXXX is still Logged in as Non OFF DUTY Status.**



The following rules apply when using Personal Conveyance:

Drivers must each have an existing (and active) login ID for Personal Conveyance or the following message appears when they attempt a login:

97001234 IS NOT A VALID ID FOR DRIVER’S PERSONAL USE

- A “Conveyance Login ID” must be eight (8) digits in length and begin with the number “97.”
- The “Conveyance Login ID” and “PIN” is the driver’s Login ID, including zeros (0) to meet the Conveyance Login ID’s eight (8) digit requirement. Example:
Original = ID: 1234 and PIN: 1234
Personal Conveyance = ID: 97001234 and PIN: 1234

To login during Personal Conveyance:

1. From the “Driver List,” touch **Driver Login** .
2. Touch the “Driver ID” field and enter your “Conveyance Login ID.” Complete the same for the “PIN” field to enter the PIN.
3. Touch the message box to close the keyboard.
4. Touch  to submit. The following message appears:

**HOS SYSTEM IS DISABLED BY XXXX’S
Personal Use ENABLE HOS SYSTEM?**

The message will remain on the Tablet’s display until it is cleared by touching “YES.”
The HOS App is re-enabled.

Unauthorized Drivers

This HOS App feature was designed to help companies identify and track unauthorized vehicle use when no Hours of Service login has been detected.

When a driver does not log in, and the vehicle maintains a speed of 5 MPH or greater, the following message appears on the screen:

STOP VEHICLE AND LOG IN DRIVER

Followed by a message similar to the following:

**VEHICLE DRIVEN FOR 0 HRS 10 MIN & 2.6 MILES AT 11:00?
WHERE YOU DRIVING ON 4/29/14 AT 11:00?**

The driver can select one of the following:

- Touch “YES.” The “Driver Login” screen opens. The driver should then log in. (See “Driver Login” on page 6.) All unauthorized drive time and mileage is associated with the newly-logged driver and their status is changed to “Driving.”
- Touch “NO,” or do not respond. If the vehicle is still in motion 15 minutes after the initial warning, the following message appears on the screen and information is sent to your supervisor:

**LOGGING DRIVE TIME FOR
UNKNOWN DRIVER DURATION: 00HR 01MINS & 0.7 MI**

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 screen 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 following message appears on the screen:

BIG DAY EXCEPTION TRIGGERED








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

Law Enforcement Access to HOS Information









Note: When at the weigh station or in contact with law enforcement, have officers follow instructions to verify your HOS log status. To verify information, drivers must be logged in to HOS.

This section shows officers how to access driver and vehicle information, including current and previous day log and location details.









Accessing Driver Information

1. Touch the appropriate name on the "Driver List." Use  or  to scroll and search, if necessary.
2. To verify carrier information, touch **Vehicle Info** .
3. When done, touch  to go back to "Driver List."
4. To view driver information, touch **View Logs** .
5. Touch **Driver Info** .
6. Touch  twice to return to the "Driver List."

Accessing Current and Previous Day Log Grid(s)

1. Touch the appropriate name on the "Driver List." Use  or  to scroll and search, if necessary.
2. Touch **View Logs** . The "Log Summary" opens.
3. Touch **Log Grid** . The driver's log grid for the current day opens.
4. Touch  or  to view the previous and next day's events.
5. To view status details, touch **Status Detail** . The "Status Detail" screen opens with the driver's current status information.
6. Touch  three times to return to the "Driver List."

Accessing Current and Previous Day Log Information and Location Detail

1. Touch the appropriate name listed on the "Driver List." Use  or  to scroll and search, if necessary.
2. Touch **View Logs** . The "Log Summary" opens.
3. Touch **Log Data** . A log of the driver's status changes, including a time stamp and location for each occurrence, opens.
4. Touch  or  to scroll and highlight the selected information, or touch to select.
5. Touch **Status Detail** . The "Status Detail" screen opens with current driver information. Information includes:
 - Driver ID
 - Status
 - Start Time
 - Duration (time in status)
 - Location ID (status change location)
 - Vehicle ID
 - Manifest/Commodity
 - Trailer 1 #
 - Trailer 2 #
 - Edit
 - Supervisor
 - Original Time (status time before edit)
 - Original Status (status before edit)
6. Touch  three times to return to the "Driver List."

HOS Regulations Summary

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

Driver Vehicle Inspection Reports

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

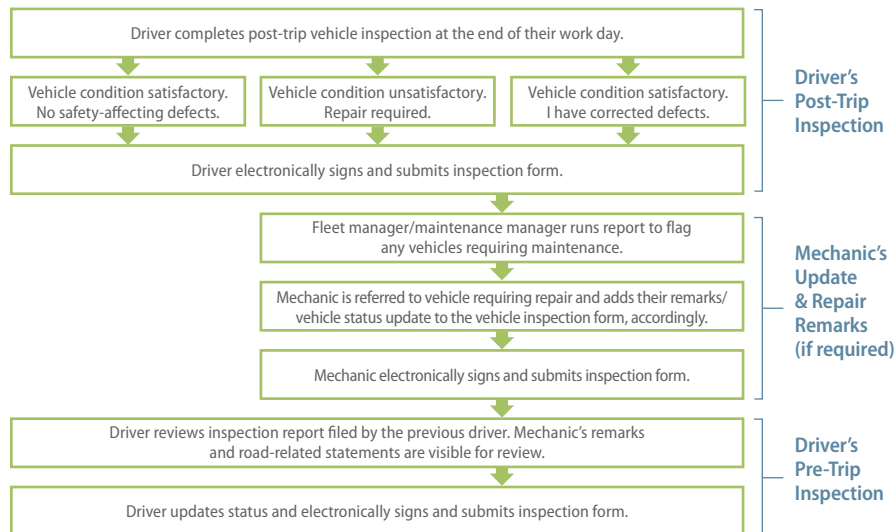
DVIR App

The Teletrac Drive DVIR App allows drivers to easily log vehicle inspections and submit them in paperless form via a portable Android-based tablet.



DVIR Workflow – Lifecycle of a DVIR Report



The DVIR App can be used to submit post-trip inspections, including a mechanic's updates and driver pre-trip inspections. The following workflow describes the lifecycle of an inspection report:



Launching the DVIR App and Logging In

Drivers or mechanics who want to view, create or update a driver vehicle inspection report must first log in to the app. All submissions to the DVIR must be electronically signed by the driver or mechanic to maintain a "chain of custody" for the vehicle.

To launch and log in to DVIR:

1. From the right side menu, touch **Apps** . The "Apps" menu opens.
2. Touch **DVIR** . The "DVIR User Login Screen" opens to username and password fields.
3. Touch each field and use the keyboard to enter information.
4. Touch the correct icon to log in:









 **Driver Login**

 **Mechanic Login**

The "Inspection Report List" opens.






Creating Post-Trip Inspections

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

1. Touch **Apps** . The "Apps" menu opens.
2. Touch **DVIR** . The "DVIR User Login Screen" opens to username and password fields.
3. Touch each field and use the keyboard to enter information.
4. Touch **Driver Login** . The "Inspection Report List" opens.
5. Touch **Create New Report** . The "Post-Trip Inspection: Check Defective Items" screen opens.
6. Swipe left or right to view all items listed on the checklist.
7. Inspect the vehicle/tractor and trailer(s). Touch the boxes to note the defect(s).
8. Touch the Trailer 1, Trailer 2 tabs to access the trailer checklist, if applicable. Touch  to add a trailer name to each tab. The keyboard opens.
9. Touch "Done" on the keyboard when complete.
10. Touch **Remarks**  to add notes, if necessary.
11. Touch **Submit**  to move to the "Confirmation" screen.
12. Review details.
13. Touch the "vehicle condition" that applies. Select one of the following options:
 - **Vehicle condition satisfactory. No safety-affecting defects.**
 - **Vehicle condition unsatisfactory. Repair required.**
 - **Vehicle condition satisfactory. I have corrected the defects.**
14. To submit, touch  **I certify the above is true and correct.**







Mechanic Update

The mechanic is required to update the driver's post-trip vehicle inspection report when maintenance/repair is carried out on a vehicle. The mechanic can access the last submitted post-trip inspection via the tablet's app, add remarks, as well as update the vehicle's "condition."

1. Touch **Apps** . The "App" menu opens.
2. Touch **DVIR** . The "DVIR User Login Screen" opens to username and password fields.
3. Touch each field and use the keyboard to enter information.
4. Touch **Mechanic Login** . The "Inspection Report List" opens.
5. Touch the most recent inspection listed. The "Report" screen opens.
6. Review the driver's post-trip "vehicle condition" and remarks and make repairs as necessary.
7. Touch **Add Mechanic's Remarks** , if necessary.
8. Touch continue to move to the "Confirmation" screen.
9. Review details.
10. Touch the "vehicle condition" that applies. Select one of the following options:
 - **Vehicle condition satisfactory. No safety-affecting defects.**
 - **Vehicle condition unsatisfactory. Repair required.**
 - **Vehicle condition satisfactory. I have corrected the defects.**
11. To submit, touch  **I certify the above is true and correct.**

Pre-Trip Inspection

Before driving a vehicle, drivers are required to review the last submitted DVIR and confirm that the vehicle is in a “satisfactory condition.”

1. Touch **Apps** . The “App” menu opens.
2. Touch **DVIR** . The “DVIR User Login Screen” opens to username and password fields.
3. Touch each field and use the keyboard to enter information.
4. Touch **Driver Login** . The “Inspection Report List” opens.
5. Touch the most recent inspection listed.
6. Review the mechanic’s and driver’s remarks.
7. Touch **Add Pre-Trip Remarks** , if necessary.
8. Touch **Continue**  to move to the “Confirmation” screen.
9. Review details.
10. Touch the “vehicle condition” that applies. Select one of the following options:
 - **Vehicle condition satisfactory. No safety-affecting defects.**
 - **Vehicle condition unsatisfactory. Repair required.**
 - **Vehicle condition satisfactory. I have corrected the defects.**
11. To submit, touch  **I certify the above is true and correct.**


Troubleshooting

HOS

Issue: The tablet shows a message stating 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 is making an alert sound.

Solution: Check to see if there is a message waiting. Touch the envelope icon  on the right side menu. (For more on Messaging, see the “View a Message” section in the *Teletrac Drive Navigation and Messaging User Guide*.)

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 and maintains “good” coverage. Also, verify all driver logs for accuracy. Complete and keep paper logs in case the light 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 a supervisor edit is made on one or several HOS driver logs, the driver must either download the updated log(s) or log out and log back in to the app to automatically download the newly-updated logs. (See “Downloading Updated Driver Logs” on page 19.)

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

Solution: If you are in “On Duty,” “Driving” or “Sleeper Berth” status and are attempting to sign and submit the current day’s log, you must change your HOS status to “Off Duty” prior to signing.



Help Desk

1.800.ITS.HELP