

# Driver's App Guide



**Want to learn more about the ELD system?**

Visit the help pages in your ELD portal to sign up to attend one of our informative webinars!

*\*Per regulation, for the first 10 days the system may not display available hours on the tablet. The system is still capturing information and generating logs, which are available in the eFleetSuite portal.*

## Sign In

1. Make sure that the Connection Status Icon is green or amber, and the ignition is on.
2. Tap on the words 'Enter Driver ID'.
3. Enter Driver ID & Password with the screen keyboard and tap the 'Enter' or 'Done' button.
4. Tap on 'Sign In'.
5. Review and preview availability.



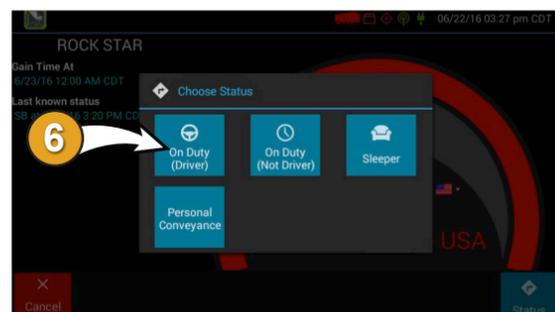
**First Time Log In Help:**

If this is your first time logging in, the system administrator will have to provide you with a Driver ID, and the system has created a temporary password. Use the first 4 letters of your last name in uppercase, plus the last 4 digits of your driver's license number. Passwords for drivers with 2- or 3-character last names will use the entire last name. For example: Driver John Smith, license 123456789 would be assigned password SMIT6789.

- a. Check your driving time progress status bar for available hours.\*
- b. Check your last status.
- c. If the bar is not at a full 8, 10, or 11 hours (depending on your operating profile) check 'Gain Time At:' to see how long you should wait before your next hours reset.
- d. Tap on 'Cancel' to exit the sign in process.
- e. Tap on 'Status' to sign into the system.

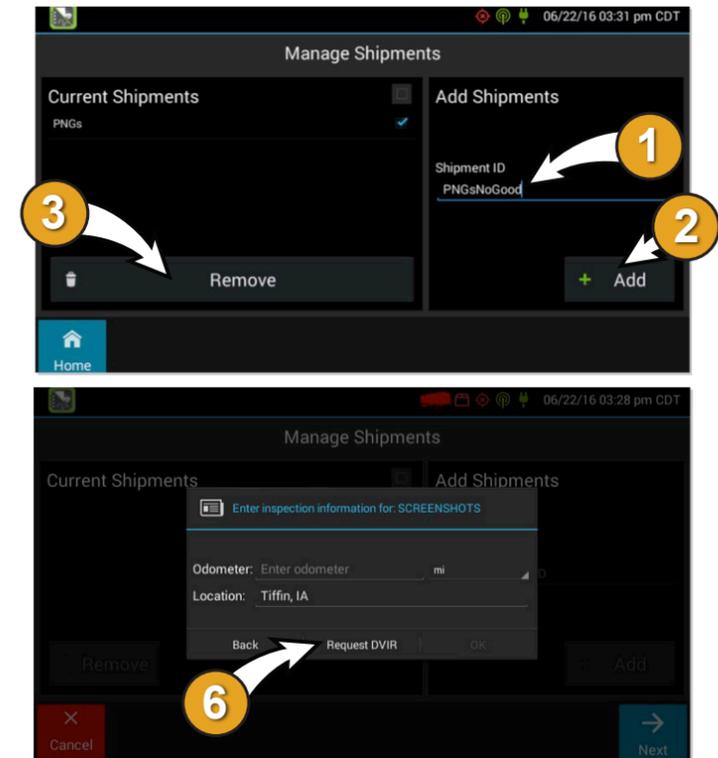


6. Choose the 'On Duty (Driver)' button to start your day. This status places you on duty, not driving, until the system detects your vehicle is moving. Only use the 'On Duty (Not Driver)' button if you will be a passenger in the vehicle or as instructed by your supervisor.



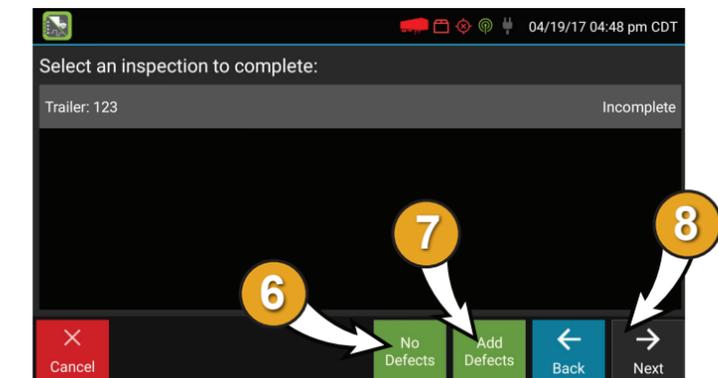
## Manage Shipments & DVIR

1. If a new shipment is required, tap into the 'Shipment ID' box. Enter shipment ID using the keyboard.
2. Tap on 'Enter', 'Done', or 'Add' to add a shipment to the list on the left.
3. To remove a shipment, tap on the row for that shipment in the list on the left, then tap 'Remove'.
4. When finished, tap on 'Next'.
5. Complete the pre-trip DVIR for your vehicle.
6. Check the inspection information screen and tap on the 'Request DVIR' button.
7. When DVIR is received, tap on 'Next' to review the post-trip of the last driver.
8. Tap on 'Next' to certify and submit. Tap the 'Yes' button if you are safe to operate, adding any notes.
9. Tap on 'Done'.
10. To remove or add more shipments, tap on the 'Shipment' button on the Driver Overview.



## Manage Trailers

1. Tap on the 'Trailers' button on the Driver Overview.
2. Tap into the ID box. Enter trailer ID using keyboard. Tap on 'Enter', 'Done', or 'Add' to add.
3. Review inspection information and tap on 'Request DVIR'.
4. If DVIR Received, review last DVIR.
5. If no DVIR Received, complete the DVIR.
6. Tap on 'No Defect' if no defects.
7. Tap on 'Add Defect' if you have a defect to report.
8. Tap on 'Next'.
9. Tap the 'Yes' button if you are safe to operate, adding any notes.
10. Tap on 'Done' when complete.
11. Continue to add trailers and, when done, tap on 'Home'.
12. You are now ready to begin driving.



## End of Day

When you are ready to end your shift, use the Trailers button to remove trailers and then use the Status button to sign out. Make sure to sign out prior to turning your ignition off. You will need to complete the post trip DVIR each time you sign off duty for all resources in the list.

# Reviewing Your Driver's Logs

## Grid View

Starting from the Driver Overview screen for the driver, tap Logs to see a color-coded graph of all duty statuses for each 24-hour period starting at midnight, along with the total time for each duty status.

**The grid is color coded as follows:**

- Personal Conveyance (OFF)
- Yard Moves (ON)
- All other statuses

## Events

Tap the Events button to see a chronological view of the log events including edits and requested changes, malfunction events and data diagnostic events. Swipe up or down to scroll through the content.

## Details

Tap the Details button to view additional carrier and vehicle information, including total duty hours for the 7- or 8-day period ending today.

## Certify Your Driver's Logs

Tap the Certify button on the Grid View to certify your driver's logs for the date displayed. You must enter your password when certifying the log.

## Accept or Reject Edits

If a non-driver host user has proposed an edit to your log, you will need to Accept or Reject the edit.

To view a proposed edit, navigate to the day of the edit, then tap Events. Scroll through the events to locate the proposed edit, shown in red. You can also tap Review Logs from the Options menu to navigate to any log that requires review. Tap the proposed event and tap Accept or Reject. You can use the Annotate button to add a comment to the event.