![PEOPLENET Performance.]

eDriver Logs®
QUICK REFERENCE GUIDE

PeopleNet eDriver Logs meet federal regulations in the United States for Property and Passenger carriers and also supports US federal Oilfield regulations by the Dept. of Transportation (49 C.F.R. § 395.15) and in Canada below and above the 60th parallel and the following state regulations: TX: Texas Administrative Code (TAC), Title 37, Rule §4.12; CA: California Code of Regulations (CCR), Title 13, §§1201-1213; FL: Florida Statute 316.302 Hours of Service for Intrastate Transportation; AK: Alaska Administrative Code (AAC), Title 17, Chapter 25.

PeopleNet Customer Support
888-346-3486

TABLE OF CONTENTS

eDRIVER LOGS CHECKLIST

The following is a checklist of typical actions drivers are expected to perform with the eDriver Logs® system. Each action includes a reference to a heading within this document where drivers can find more information about the eDriver Logs function.

BEFORE TRIP

- Log in (**Driver⇨Login**, pg 5)

- Complete required vehicle inspections
  See Login or (**eDriver Logs⇨Inspection⇨Pre**, pg 18)

- Update shipping/trailer information
  (**eDriver Logs⇨Updates⇨Load**, pg 19)

DURING TRIP

- Update duty status (**eDriver Logs⇨Duty Status**, pg 9)

- Perform required vehicle inspections
  (**eDriver Logs⇨Inspection⇨Inter**, pg 18)

- Update shipping/trailer information
  (**eDriver Logs⇨Updates⇨Load**, pg 19)

AFTER TRIP

- Update duty status (**eDriver Logs⇨Duty Status**, pg 9)

- Complete required vehicle inspections
  See Logout or (**eDriver Logs⇨Inspections**, pg 18)

- Update shipping/trailer information
  (**eDriver Logs⇨Updates⇨Load**, pg 19)

DOT INSPECTIONS

Instructions for viewing a driver's current log information can be found under the Review HOS section (pg 12).

For more detailed information, including company and terminal location, 24-hour period starting time, vehicle and trailer #, co-driver, time and location of each duty status change, and miles traveled, see any of the HOS Summary and Detail sections.

DRIVER PROMPTS

The eDriver Logs system has several built-in warnings to help the driver avoid violations. In addition, when a Safety Manager enters a correction, the driver is notified with a new message.

A proactive warning is given to the driver one hour prior to running out of Driving or On Duty time. A second warning is given when the driver runs out of Driving or On Duty time.

The system will warn the driver if attempting to exit a Sleeper Berth or Off Duty status within one hour before minimum requirements are met.
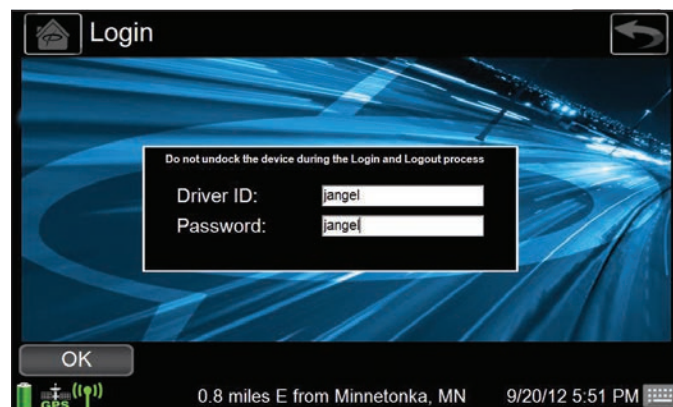
LOGIN

WARNING

If using a Tablet device, LOGIN, LOGOUT and HOS data may not be accurate if the device is Un-Docked during eDriver Log events. Federal Regulations require device to be connected to ECM of the vehicle.

NOTE

eDriver Logs is a valuable tool for drivers to record their hours-of-service activity and demonstrate compliance with the law. eDriver Logs relies on accurate input of data and appropriate use by the driver.

Device starts up automatically with the truck's ignition switch and displays the **Login** screen. ***The status bar at the bottom of the screen notifies the driver or drivers of their current duty status and their current location.***

1. Enter Driver ID and Password.

NOTE: *If a second user needs to log in press the **Driver 2** soft button and repeat step 1.*

2. Press the **OK** button to initiate a data call to receive driver information. Wait for the notification that the login process was successfully completed.

NOTE: *The Login screen does not automatically display when a driver is already logged in. In this case select the **Driver** icon, then touch the **LOGIN** icon.*
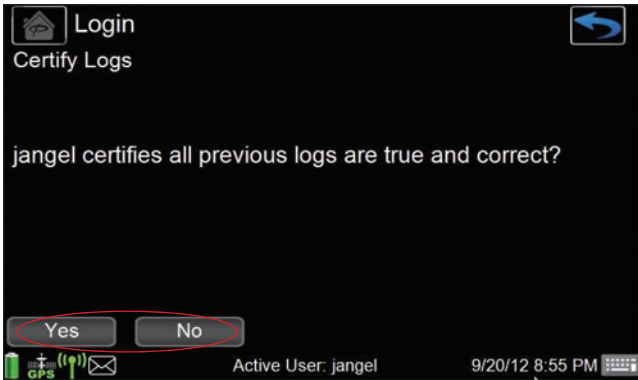
NOTE: *If both drivers are logging in, eDriver Logs will assign trailer and shipping information to both drivers for the interview. Driver 2 will be asked if Driver 1: (Name) is your co-driver, answer Yes/No.*

1. The driver interview process begins with duty status selection.

NOTE: *The auto remark selections for On-Duty: Loading, Unloading, Fuel, Inspections, Other*

2. Certify if all previous logs are true and correct: Yes/No.

3. Review all information on the confirmation screen to make sure it is correct.

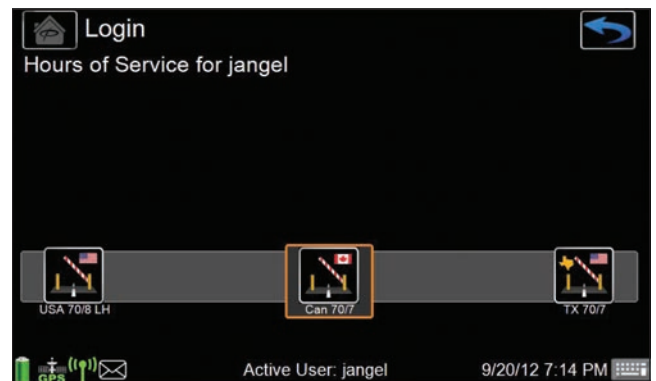**4.** Use the action bar icons to make any changes, if done *press* **OK**.

> **NOTE** *If carrier has selected mandatory eDVIR, a form similar to this one will load automatically.*
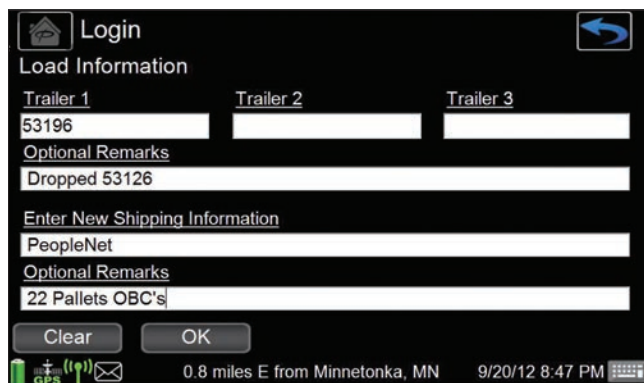

Regs

Duty Status
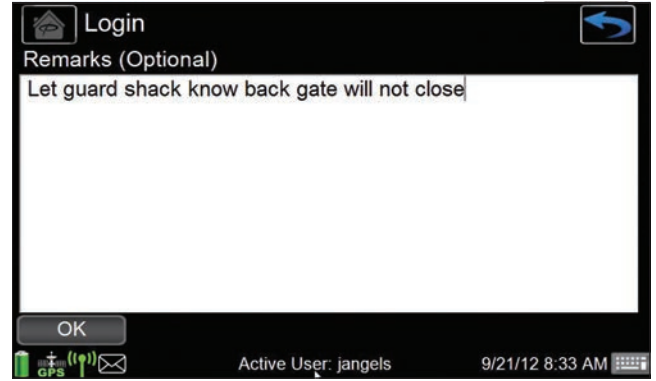

Load

NOTE: *Use the clear button to erase form.*

Location

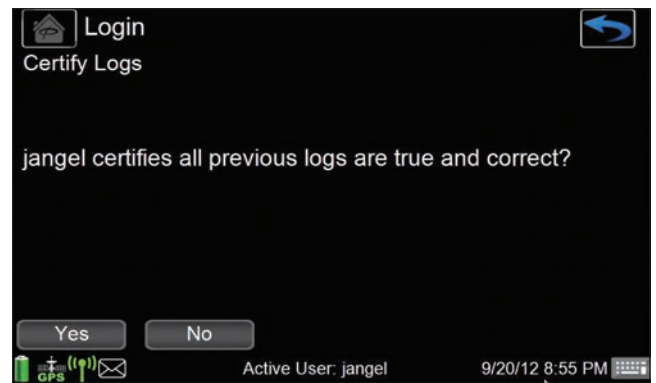**NOTE:** *This screen will automatically appear if GPS is lost, you are required to enter this information if needed.*

Remarks

Certify

4. After reviewing the confirmation screen you will now be at the device Home Screen.

NOTE *If ECM/engine connection to device fails you will be prompted to use paper logs.*
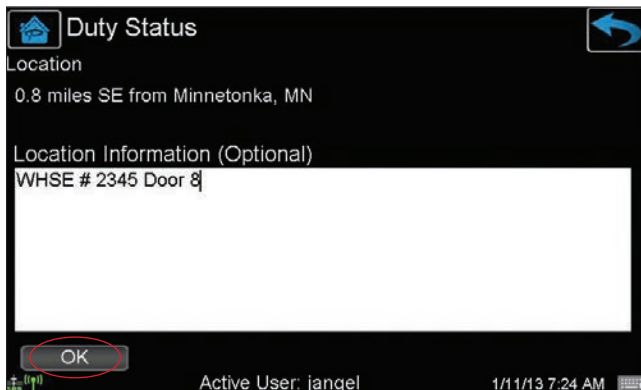
CHANGE DUTY STATUS (MANUAL)

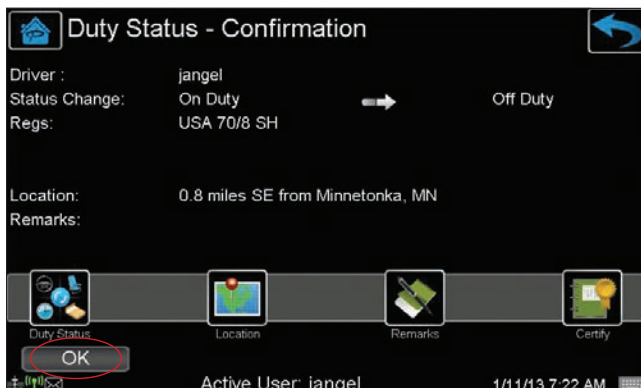This option allows you or your co-driver to manually enter a duty status change.

1. *Select the* **eDriver Logs** *icon, then* *press the* **Duty Status** *icon.*

2. Select the duty status of choice by touching the proper icon.

3. Enter location data if prompted and *press* **OK**.

4. Confirm information and *select* **OK**.

> **NOTE**
> *eDriver Logs allows drivers to split sleeper berth periods. It automatically calculates sleeper berth totals by combining two sleeper berth periods that qualify according to the regulations under which the driver is operating.*

AUTOMATIC DUTY STATUS CHANGE

(FOR SMART MODE USERS ONLY)

This option allows you or your co-driver to automatically switch between On Duty and Driving status. This requires stop and movement threshold configurations to be set by your Safety Manager through the PeopleNet Fleet Manager. The automatic duty status changes are recorded from the start of each movement or stop event, not when the notification panel is displayed. The log entry for each duty status change includes the date, time, latitude/longitude, and distance from the nearest city.

> **NOTE**
> *If two drivers are logged into eDriver Logs, the automatic duty status changes will record within the log of the last person in a Driving status.*

DRIVING ⇨ ON DUTY

When in a driving status and the vehicle is stopped for a greater length of time than the stop threshold, a notification panel will appear with a message that the driver is about to enter the On Duty status.

- If the notification times out, the duty status change is automatically added to the driver's daily log.

- If the driver taps the notification panel, a new screen is displayed with options for the driver to accept the Driving status, or to select another duty status. Once a selection is made, the duty status change is added to the driver's daily log.
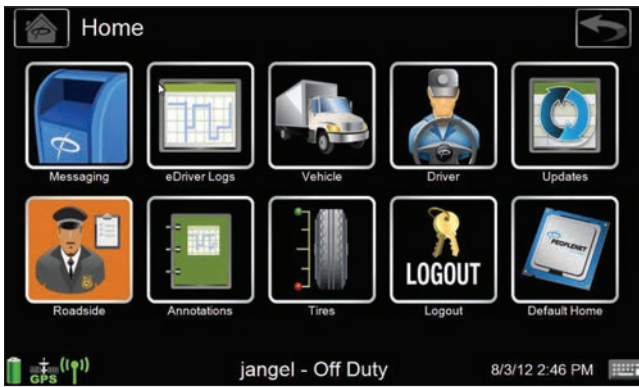
NOTE: *Depending on configuration, the driver may have the option to press a* **Skip** *button to effectively cancel the automatic duty status change.*

NON-DRIVING ⇨ DRIVING

When in a Non-Driving status and the vehicle is moving for a greater distance than the vehicle movement threshold, a notification panel will appear with a message that the driver is about to enter the Driving status.

- If the notification times out, the duty status change is automatically added to the driver's daily log.

- If the driver taps the notification panel, a new screen is displayed with options for the driver to accept the Driving status, or to select another duty status. Once a selection is made, the duty status change is added to the driver's daily log.

NOTE: *Depending on configuration, the driver may have the option to press a* **Skip** *button to effectively cancel the automatic duty status change.*
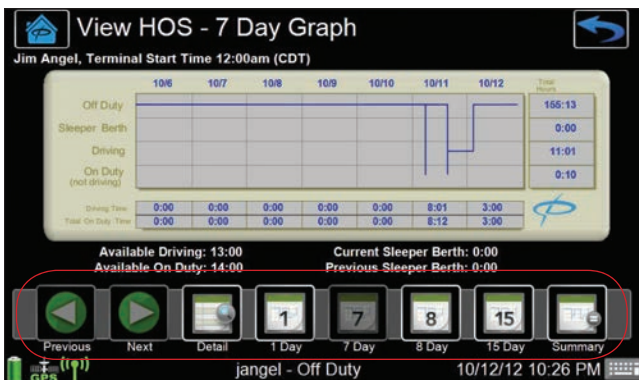
NOTE

For a Roadside Inspection request for logs, simply direct the officer to the **Roadside** icon from the **Home** screen. This will take enforcement to the required information per the regulation viewable on the device.

This option allows you to view your available hours, total hours in each duty status for the current day, time on and off duty per regulation, and miles traveled.

Use this screen to plan your day.

1. *Touch the* **eDriver Logs** *icon, then the* **View HOS** *icon. This takes you directly to the summary screen to review your hours.*

2. Use the scroll bar (or Up/Down keys) to view the entire contents of the summary.

3. Use the action bar to view your 1/7/8 or 15-day graphs or the detail of all duty status events.

4. Use the arrow button on the action bar to look at previous days logs.

SUMMARY SECTIONS

Information in bold represents field names. Parentheses in field names contain descriptions of fields with variable names.

(Header Information)

- (Driver name)
- (Today's date and device time); includes time zone
- (Applicable regulation)

Hours Available

This section displays available driving, on duty, and cycle time per regulation.

- **Driving**
- **On Duty**
- **(Regulation cycle)**; such as, 60/7, 70/8, etc.

(Regulation Cycle) Rules

The following fields represent accumulated hours;

- **(Regulation cycle)**
- **Driving** for current day
- **On Duty** for current day
- **On Duty + Drive** for current day
- **Sleeper Berth** for current day
- **Off Duty** for current day
- **Drive (workshift) hours;** may include time prior to the midnight hour
- **On Duty + Drive (workshift);** may include time prior to the midnight hour
- **34-Hour Restart:** This shows the driver when their next eligible 34-hour restart could start and end based on driver's previous history. The restart must include two periods from 1am – 5am and may only be used once per 168 hours, measured from the beginning of the previous restart; therefore the time may change and the driver will be updated. NOTE: When display says "Next" it is a future date and time that a valid restart will be available. When display says "Start" the break can be taken at any time.

  Next 34 Hr Rest 02/10 ----------or---------- 17:30
  34 Hr Reset Start 02/09 ----------and---------- 17:30
  34 Hr Reset Complete 02/12 05:00

- **Hours Gained** when **On Duty + Drive** hours from the oldest day in cycle is dropped off at the end of the current day

REVIEW HOS — U.S.A.

Split Sleeper Berth

The following fields represent accumulated hours;

- **Current Sleeper Berth** for most recent qualifying Sleeper Berth period

- **Previous Sleeper Berth** for previous qualifying Sleeper Berth period (This is the first part of the split, and may be 0 if the **Current Sleeper Berth** is 10 or more.)

- **Miles Today** for the current 24-hour period

### Border Snapshot

This section displays the available time under your assigned Canadian regulations;

- **Current Driving**
- **Current On Duty**
- **Canadian Regulation Cycle**
- **Day Driving**
- **Day On Duty**
- **Work-shift Driving**
- **Work-shift On Duty**
- **Work-shift Clock**
- **Next 24 Off**

REVIEW HOS — Canada

This option allows you to view your available hours, total hours in each duty status for the current day, time on and off duty per regulation, and miles traveled.

Use this screen to plan your day.

1. *Touch the* **eDriver Logs** *icon, then the* **View HOS** *icon. This takes you directly to the summary screen to review your hours.*

2. Use the scroll bar (or Up/Down keys) to view the entire contents of the summary.

3. Use the action bar to view your 1/7/8 or 15-day graphs or the detail of all duty status events.

4. Use the arrow button on the action bar to look at previous days logs.

REVIEW HOS — Canada

SUMMARY SECTIONS

Information in bold represents field names. Parentheses in field names contain descriptions of fields with variable names.

(Header Information)

- **(Driver name)**
- **(Today's date and device time)**; includes time zone
- **(Applicable regulation)**
- **(License plate number)**

Hours Available

This section displays available driving, on duty, and cycle time per regulation.

- **Current Driving**
- **Current On Duty**
- **(Regulation Cycle)**; such as 70/7 or 120/14
- **Day Driving**
- **Day On Duty**
- **Work-shift Driving**
- **Work-shift On Duty**
- **Work-shift Clock**
- **Defer**

(Regulation Cycle) Rules

The following fields represent accumulated hours;

- **(Regulation cycle)**
- **Day Driving** for current day
- **Day On Duty** for current day
- **Day On Duty + Driving** for current day
- **Work-shift Driving** for current work shift
- **Work-shift On Duty** for current work shift
- **Work-shift Clock** for current work shift
- **Sleeper Berth** for current day
- **Off Duty** for current day

(Regulation Cycle) Rules *(continued)*

- **Cycle Reset** for current off duty period **(Off Duty** and/or **Sleeper Berth)**

- **Last 24 Off**

- **Next 24 Off**

- **Hours Gained** when **On Duty + Drive** hours from the oldest day in cycle is dropped off at the end of the current day

Off Duty Required

- **Total Qualifying Off Duty**

- **Work-shift Reset + Defer**

- **Additional Off Duty**

Split Sleeper Berth & Defer

The following fields represent accumulated hours;

- **Current Sleeper Berth** for most recent qualifying Sleeper Berth period

- **Previous Sleeper Berth** for previous qualifying Sleeper Berth period (This is the first part of the split, and may be 0 if the **Current Sleeper Berth** is 10 or more.)

- **Day 1 Defer**

- **Day 2 Work-shift Reset + Defer**

- **Day 2 Total Off Duty + Defer**

- **Miles Today**

Border Snapshot Canada to US

This section displays the available time under your assigned US Mainland regulations;

- **Current Driving**

- **Current On Duty**

- **US Regulation Cycle**

The following steps apply equally to 7 Day and 8 Day log sheets.

1. *Press the* **eDriver Logs** *icon, then the* **View HOS** *icon.*
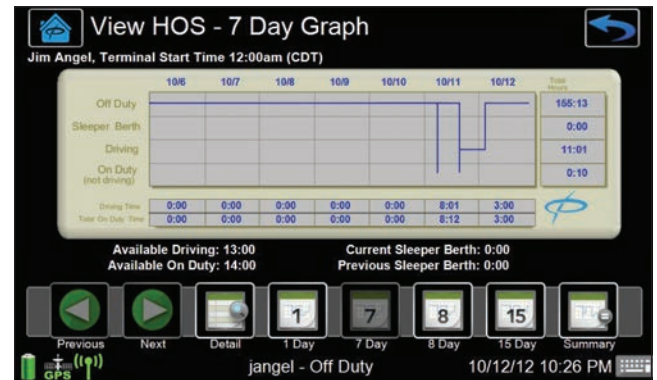
- The information under the header includes the 24-hour terminal start and time zone.

- The table includes both graphical and tabular representation of the driver's hours in each duty status.

- Additional information includes Available Driving and On Duty hours for the current day, as well as Sleeper Berth hours for the current and previous days.

2. *Press the* **Detail** *icon on the action bar to review all duty status information.*
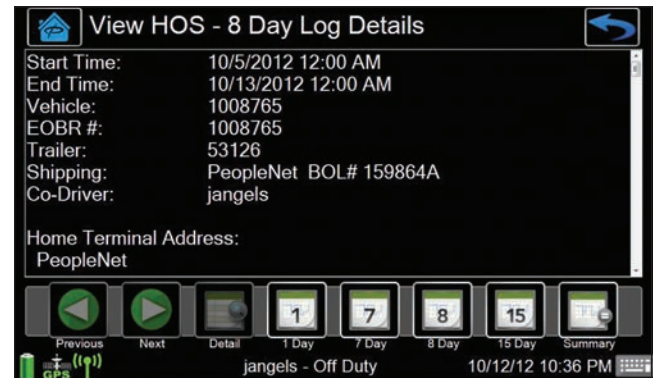
3. Use the scroll bar (or Up/Down keys) to view the entire content of the summary.

🇨🇦 If operating under Canadian regulations you will be able to view log sheets for 1/7/8/15 days.
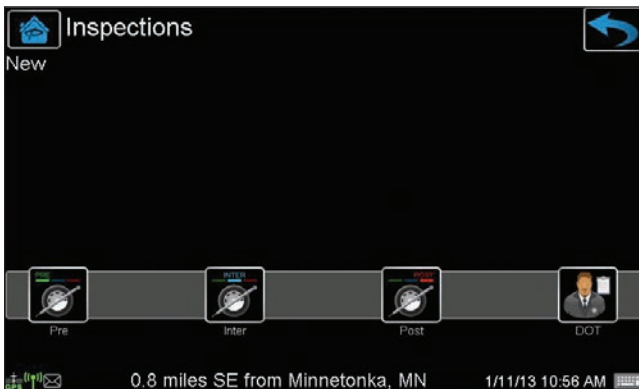
ENTER UPDATES

1. Using the **Updates** icon you can change Load and trailer information, driving status, enter a citation, or add a remark.

VEHICLE INSPECTIONS

These options allow you to record the times and results of pre-, inter-, post-, and DOT inspections. Check with your safety manager to determine whether paper documentation is required. This information will appear in your daily log.

1. *Press the* **eDriver Logs** *icon, then touch the* **Inspections** *icon. Then select a new or existing inspection.*

2. *Select the* **Pre**, **Inter**, **Post**, *or* **DOT Inspection** icon and enter the required information.

UPDATE SHIPPING/TRAILER

These options allow you to enter shipping or trailer updates. This information appears in your daily log. The following steps apply to both shipping and trailer updates.
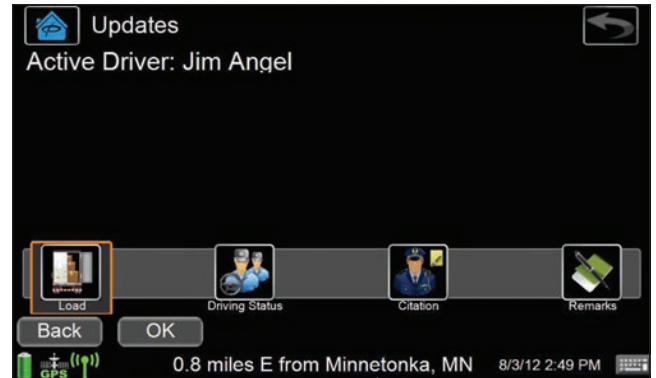
1. *Touch the* **eDriver Logs** icon, then *press the* **Updates** icon.

2. *Select the* **Load** icon and fill in the form with your most current information.

CHANGE USER

Drivers can switch between an active or inactive status to allow co-drivers to interact with the device.

1. *Touch the* **Driver** icon, then *press the* **Change User** icon.

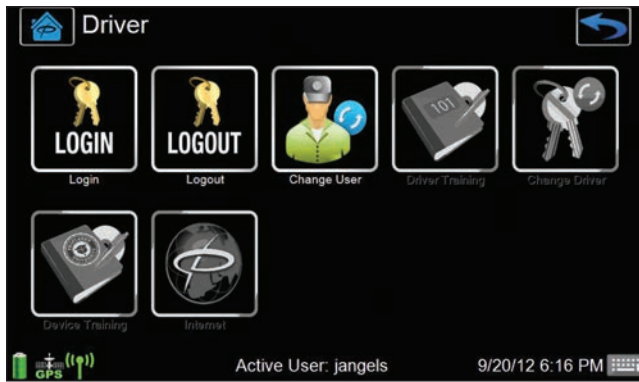   • **To switch drivers** *press* **Switch**. To exit touch the **Back** button.

LOGOUT

1. *Touch the* **Driver** *icon,*
   then *press the* **LOGOUT** *icon.*

   - **To log out and leave the truck**, press the **Yes** soft button.

   - **To just log out**, press the **No** soft button.

2. Repeat for each driver.

DRIVER ANNOTATIONS

1. *Press the* **eDriver Logs** *icon,*
   then *touch the* **Annotations** *icon.*

   NOTE: *Use this option to make corrections to any existing*
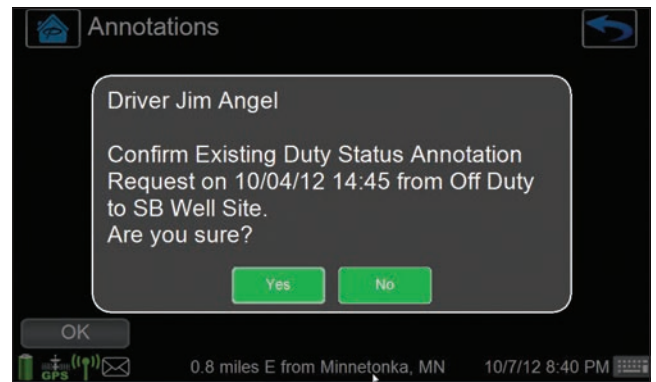   *or forgotten Duty Status changes.*

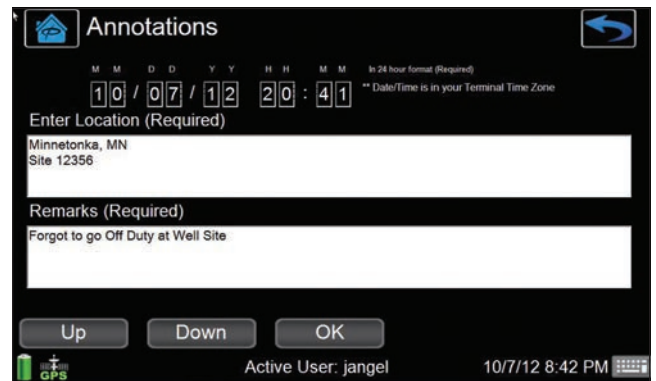2. *Select the* **Existing DS** *or* **Forgotten DS** *icon.*

3. Select which existing Duty Status event you need to change.
   Select **OK**.

4. *Select the* **Duty Status** *icon to change the existing event.*

5. Enter required remark, *press* **OK**.

DRIVER ANNOTATIONS
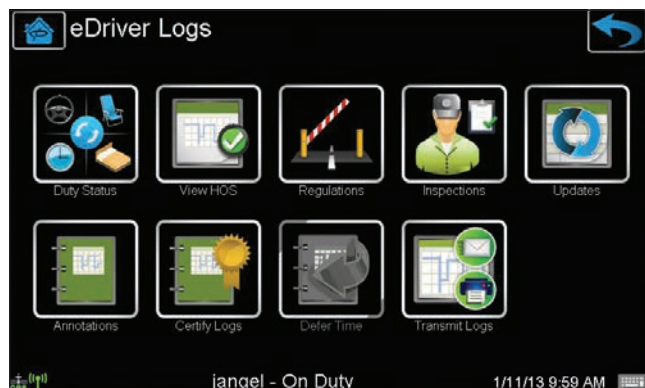
6. Review change and confirm **YES/NO**.

NOTE: *Use this option to make corrections to any existing*
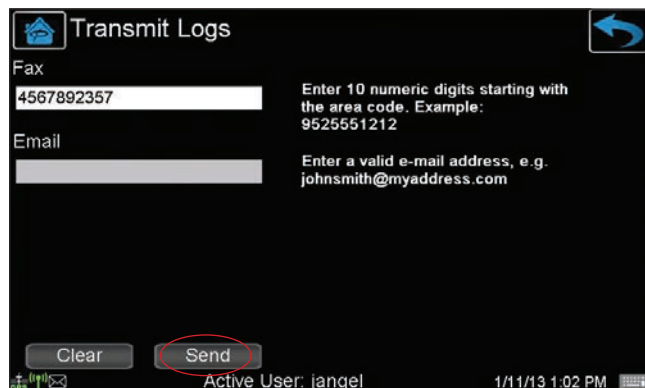*or forgotten Duty Status changes.*

TRANSMIT LOGS

Use this option if a roadside enforcement officer requests a fax or email copy of your logs during a roadside inspection.

1. *Touch the* **eDriver Logs** *icon,* then *press the* **Transmit Logs** *icon.*

2. Fill out the required fax number or email address and *press* **Send**.

NOTE

This guide is intended to complement PeopleNet's eDriver Logs training. No driver should attempt to rely solely on the eDriver Logs guide without first completing training from your company.

If the ECM/engine connection to device fails, you will be prompted to use paper logs. You are required to carry a paper log book in your vehicle at all times.

PeopleNet bears no responsibility for the driver's failure to comply with this requirement.

You are required to keep this guide in your vehicle at all times. Provide this documentation to the auditor in the case of a D.O.T. inspection.

Please sign below to acknowledge you have been trained on how to use this program and understand these instructions.

eDriver Logs relies on accurate input of data and appropriate use by the driver. PeopleNet assumes no liability for erroneous, accidental, or intentional input of data or misuse of the product.

The regulations announced by the FMCSA and the Canadian government are subject to change. PeopleNet will endeavor to automatically update the eDriver Logs device as soon as practical. PeopleNet assumes no liability for reasonable delays in providing system updates or upgrades.

_____
Signature

_____
Date

PEOPLENET
Performance.

D-011-0506-AB