

**Warning: Do not start truck until you
have logged in to DriverLog**

DriverLog - Operational Manual For Electronic Hour of Service Driver's Guide

Updated	01 March 2018
Revision	1.2.0

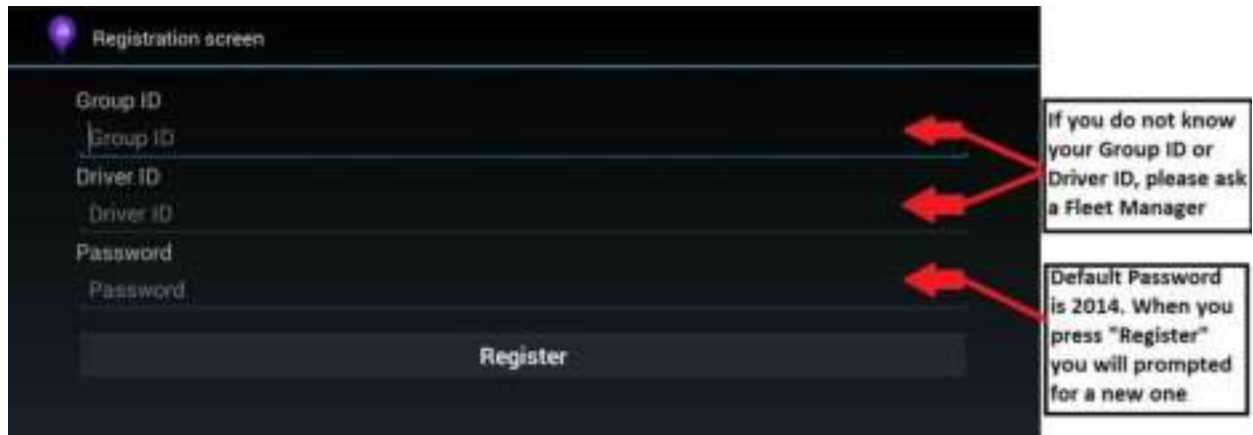
Table of Contents

Login	3
2. DriverLog	4
2.1 Main Screen	4
2.2.1 Automatic State Changes	5
2.2.2 Location based Hours of Service Rules	5
2.2.3 Officer Screen	6
2.3 Changing your state	8
2.4 Entry View	9
2.5 Extended View	9
2.6 Submit Button - Electronic Signature	10
3. DVIR - Pre-Trip and Post-Trip Inspections	11
3.1 Inspection State	15
4 Cycle Report	17
4.1 Cycle Reset	18
5. Edits	19
5.1 Edit Existing Event	20
5.2 Add entry before/after event	22
6 Accepting/Rejecting Motor Carrier Edits	24
7. Unidentified Driving Events	25
8. Malfunctions	26
9. Location Services	27

1.Login

Enter your group ID, Driver ID and Password then tap 'Register'.

If you do not have a DriverLog account, contact your fleet manager.



Registration screen

Group ID
Group ID

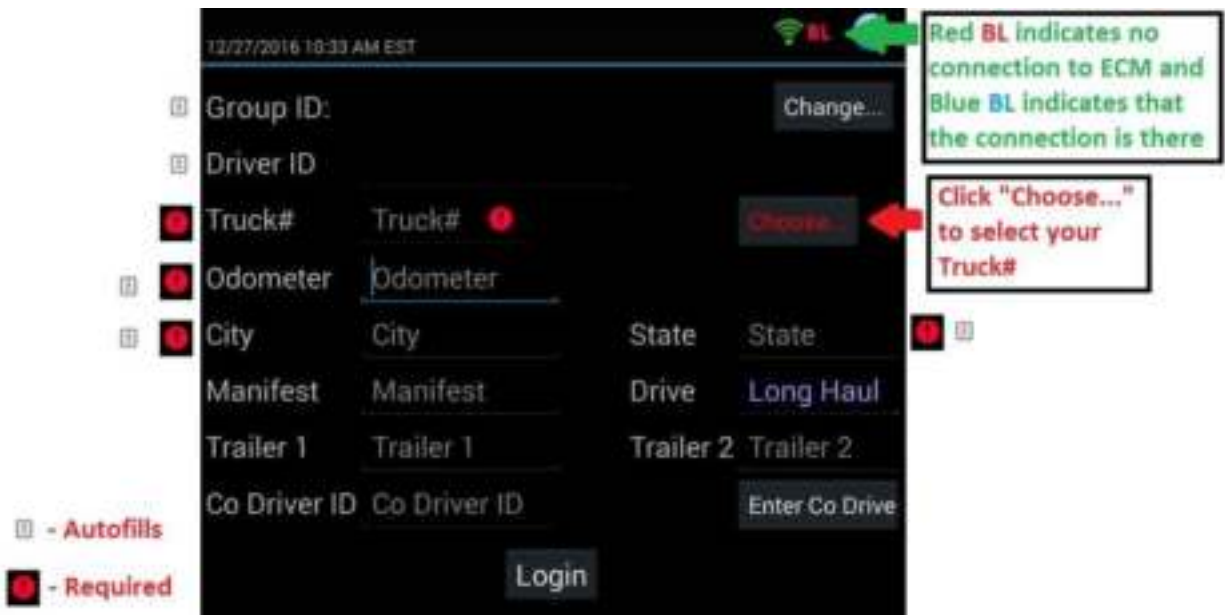
Driver ID
Driver ID

Password
Password

Register

If you do not know your Group ID or Driver ID, please ask a Fleet Manager

Default Password is 2014. When you press "Register" you will be prompted for a new one



12/27/2016 10:33 AM EST

Group ID: Change...

Driver ID

Truck# Truck# Choose...

Odometer Odometer

City City State State

Manifest Manifest Drive Long Haul

Trailer 1 Trailer 1 Trailer 2 Trailer 2

Co Driver ID Co Driver ID Enter Co Drive

Login

Red BL indicates no connection to ECM and Blue BL indicates that the connection is there

Click "Choose..." to select your Truck#

- Autofills

- Required

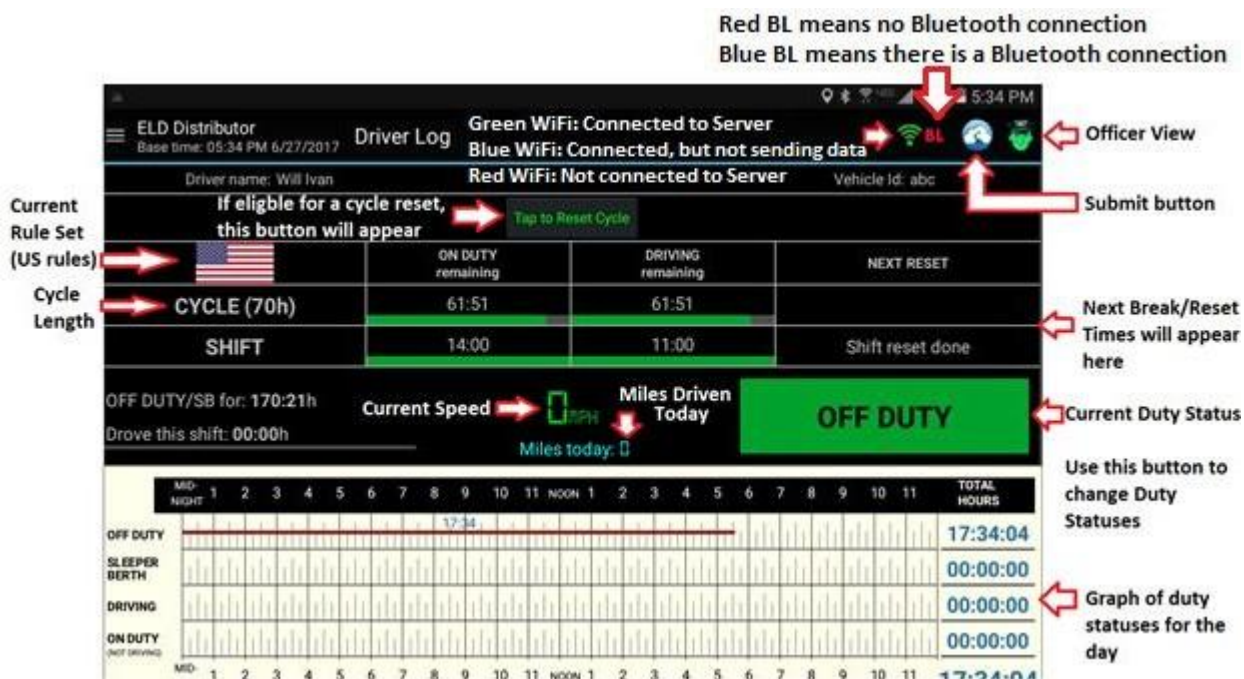
Note: If you cannot see the "Login" or "Register" button because the keyboard is in the way, please click the "back" button (⏮) on your device, this will close the keyboard.

2. DriverLog

This is your main screen, from this screen you will be accessing the different functions of the DriverLog app.

2.1 Main Screen

- You can change your status (Example: **DRIVING**, **ON DUTY** **NOT DRIVING**, **ADVERSE**
- DRIVING**, etc) from this screen.
- You can see the history of your status changes
- You can see your cycle/shift balance and on-duty time
- You can navigate to all of the other screens from this screen



NOTE: Officer with a Green face means no diagnostic errors, Orange means at least one diagnostic error, and Red means at least one malfunction.

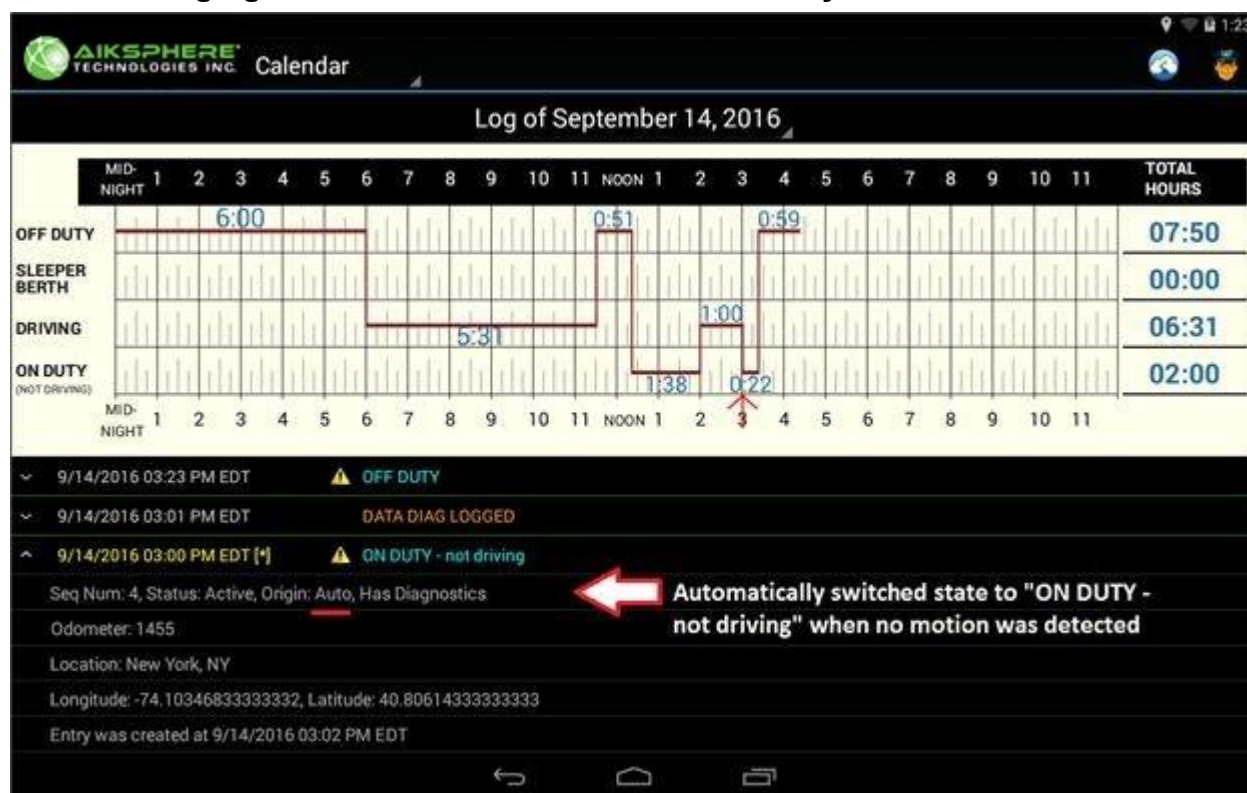
If you connect a Piccolo Plus WIFI instead of a Bluelink or Piccolo STX BLE (as in the screenshot above), you would see PiC in the place of BL

2.2.1 Automatic State Changes

The DriverLog app can auto-change you to DRIVING or to ON DUTY – NOT DRIVING.

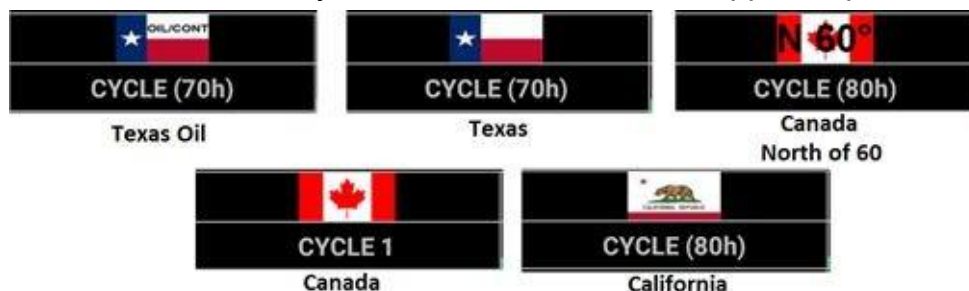
- A. For compliance, the tablet will change you to a DRIVING state if you are driving at or above five miles per hour.
- B. You are prompted to switch to ON DUTY – NOT DRIVING after five minutes if you are not moving. If you do not click on the prompt, it will change your state after one additional minute.

NOTE: Changing Status to OFF DUTY must be done by the driver.



2.2.2 Location based Hours of Service Rules

The DriverLog App will automatically switch based on GPS location to California or Texas or Texas Oil rules when you enter those states. The app will update the flag.





2.2.3 Officer Screen



After selecting the Police View button (see above), you can present your logs for officer inspection. They will see the screen below, and using the buttons at the bottom of the screen, they can send your report to any email or via webservices (to the officer themselves or to the DOT) with any comments they want. The email will be in the format requested by the DOT final ruling.

4:06 PM


Police View


Record Date	USDOT #	Driver license Number	Driver License State	ELD ID	Trailer ID
6/26/2016 05:50 AM EDT	Unknown	ABCD1234FG	NJ	ELD ID XXX	
Time Zone	Driver Name	Co-Driver Name	ELD Manufacturer	Shipping ID	Data Diagnostics Indicators
	Unknown		Wireless Links Inc.		No
24 Period Starting Time	Driver ID	Co-Driver ID	Trunc Tractor ID	Unidentifier Driver Record	ELD Malfunction Indicator
Midnight	demo			No	No
Carrier	Start End Odometer	Miles Today	Trunc Tractor VIN	Exempt Driver Status	Start End Engine Hours
Wireless Links Inc.	1405-1405	0		No	1343240-1343240
Current Location	File Comment	Print/Display Date			
New York, NY		29-Jun-16			

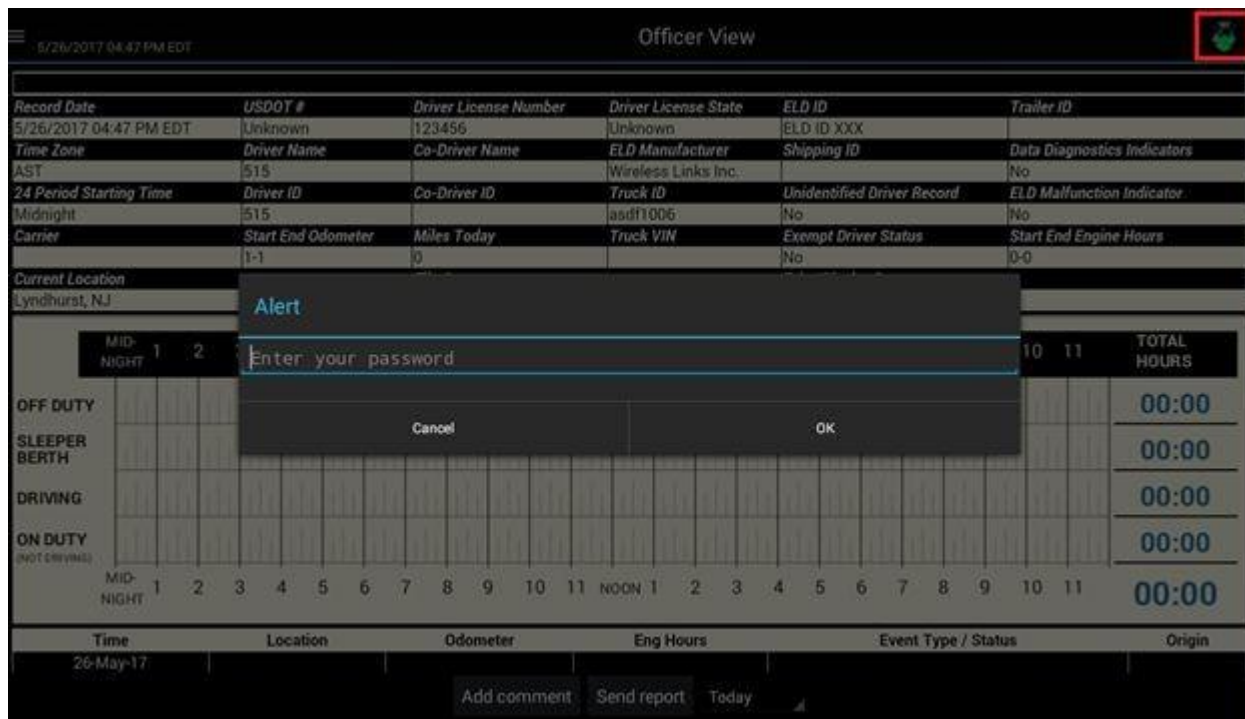
MDI	1	2	3	4	5	6	7	8	9	10	11	noon	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS	
OF	6:50																								14:59
SL	5:50																								00:00
DR	2:30																								06:00
OK	0:50																								03:00
MDI	23:59																								23:59

Time	Location	Odometer	Eng Hours	Event type / Status	Origin
25-Jun-16					
00:50	New York, NY	1405.0	0	Off Duty	Driver
26-Jun-16					
12:50	New York, NY	1405.0	0	Login	Driver
13:00	New York, NY	1405.0	0	On Duty	Driver
15:30	New York, NY	1405.0	0	Driving	Driver
21:30	New York, NY	1405.0	0	On Duty	Driver
22:00	New York, NY	1405.0	0	Off Duty	Driver
01:21	New York, NY	1405.0	0	Logout	Driver

Add comment
Send report
3 days ago

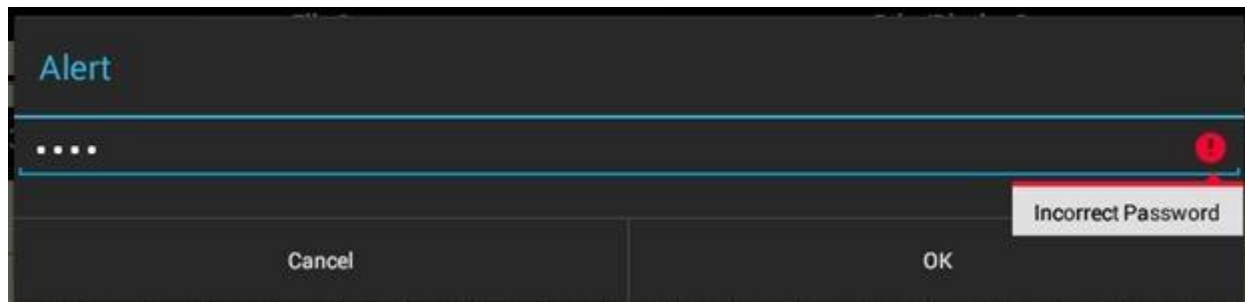
To Exit the Officer Screen, click the Officer's Face at the top right of the screen and enter your Driver Password (PIN) in the Alert screen (see image below)

This feature will ensure that only drivers have access to their regular logs (officers should only have access to the Officer View).



The screenshot shows the 'Officer View' interface. At the top right, there is a small icon of a person's face, which is highlighted with a red box. An 'Alert' dialog box is open in the center, prompting the user to 'Enter your password'. The background shows a log table with columns for Record Date, USDOT #, Driver License Number, Driver License State, ELD ID, and Trailer ID. Below the table, there are sections for 'MID-NIGHT', 'OFF DUTY', 'SLEEPER BERTH', 'DRIVING', and 'ON DUTY (NOT DRIVING)' with corresponding time slots and total hours.

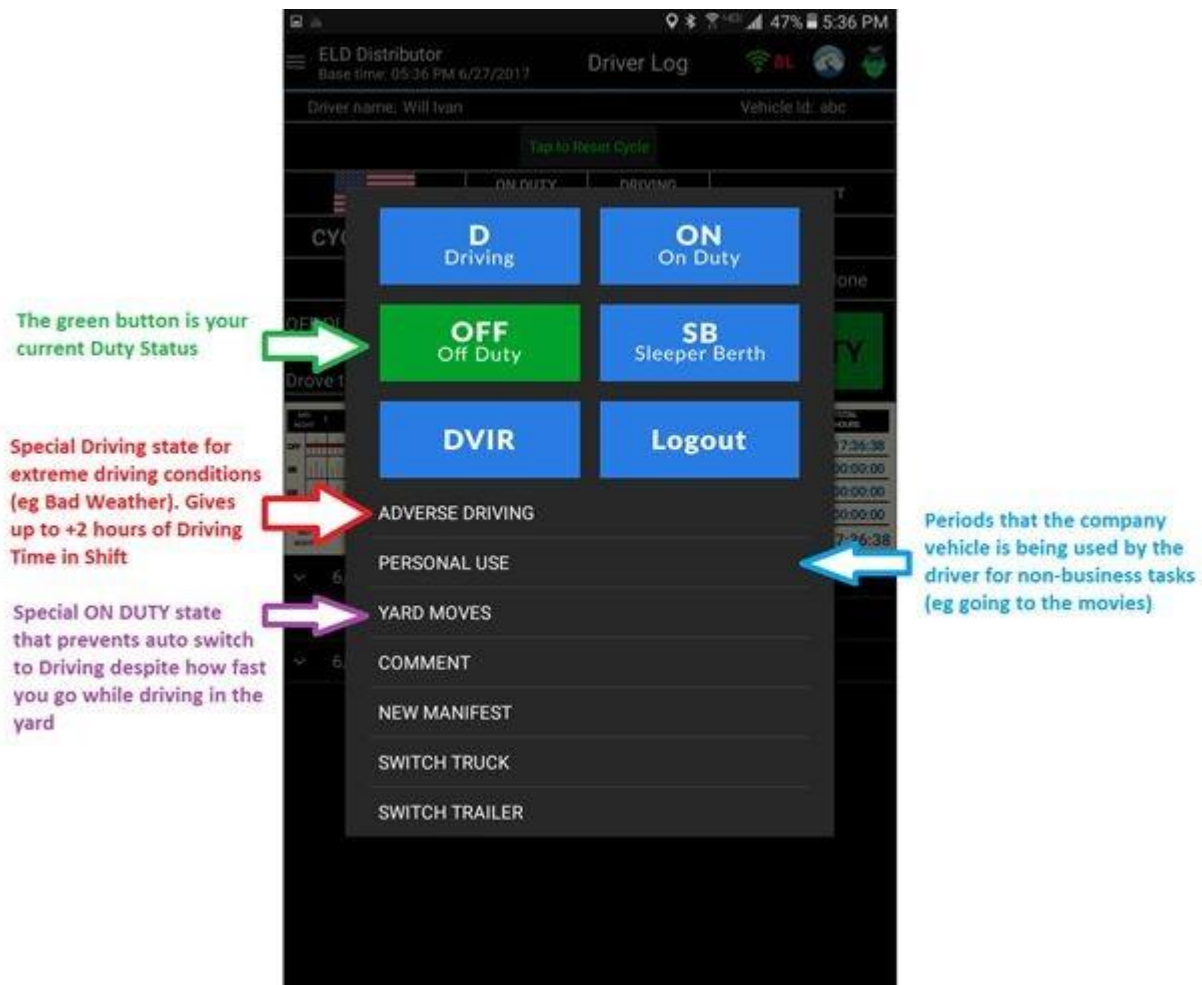
If an incorrect Pin is entered you will see the following screen



The screenshot shows the 'Alert' screen after an incorrect password has been entered. A red exclamation mark icon is visible in the top right corner. A message box at the bottom right states 'Incorrect Password'. The screen also features a 'Cancel' button and an 'OK' button.

The Officer View will not have line items for Violations. It will not have line items for Warnings. Both of these are available only in the regular Driver Log view. Only drivers and their dispatchers will have access to this.

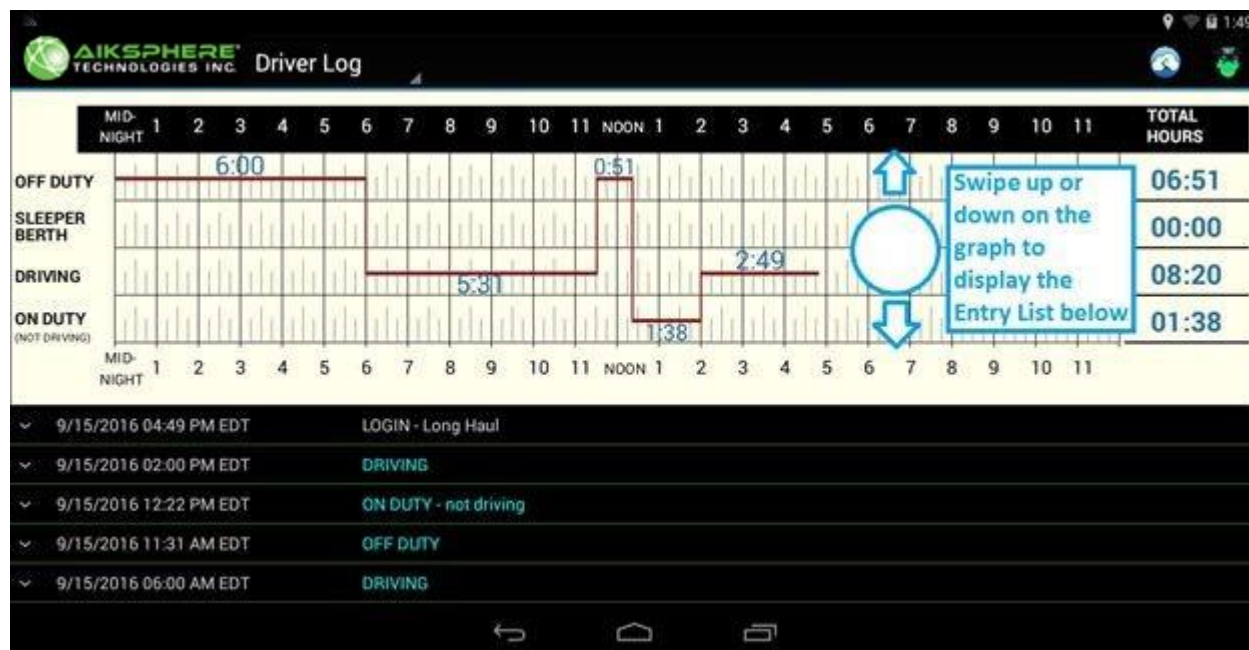
2.3 Changing your state



Note: Interacting with the DriverLog application is blocked when you are considered in motion (once your speed is 5 mph or above, and until you have stopped for 3 consecutive seconds).

2.4 Entry View

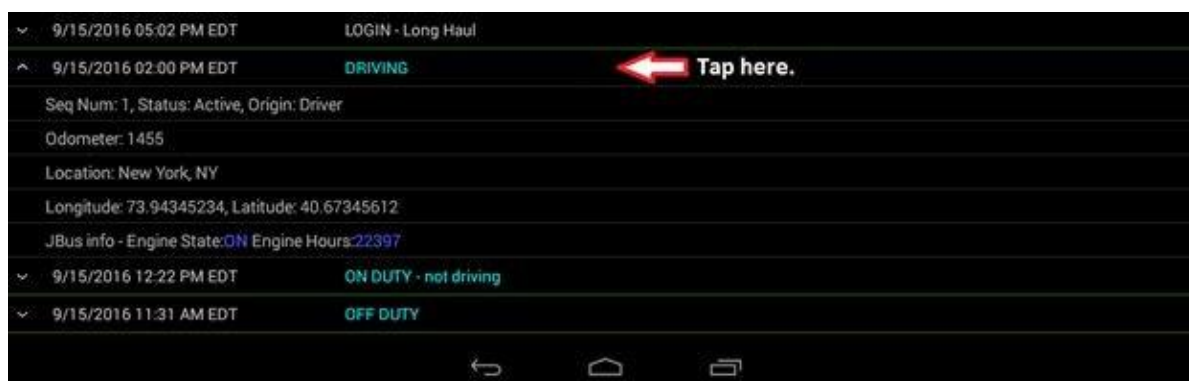
In order to view the list of entries at once you can expand the view screen by holding and dragging up on the chart, to see this view of the main page. Each of these status changes can be clicked on for a more detailed view. See the next page for an example of this.



2.5 Extended View

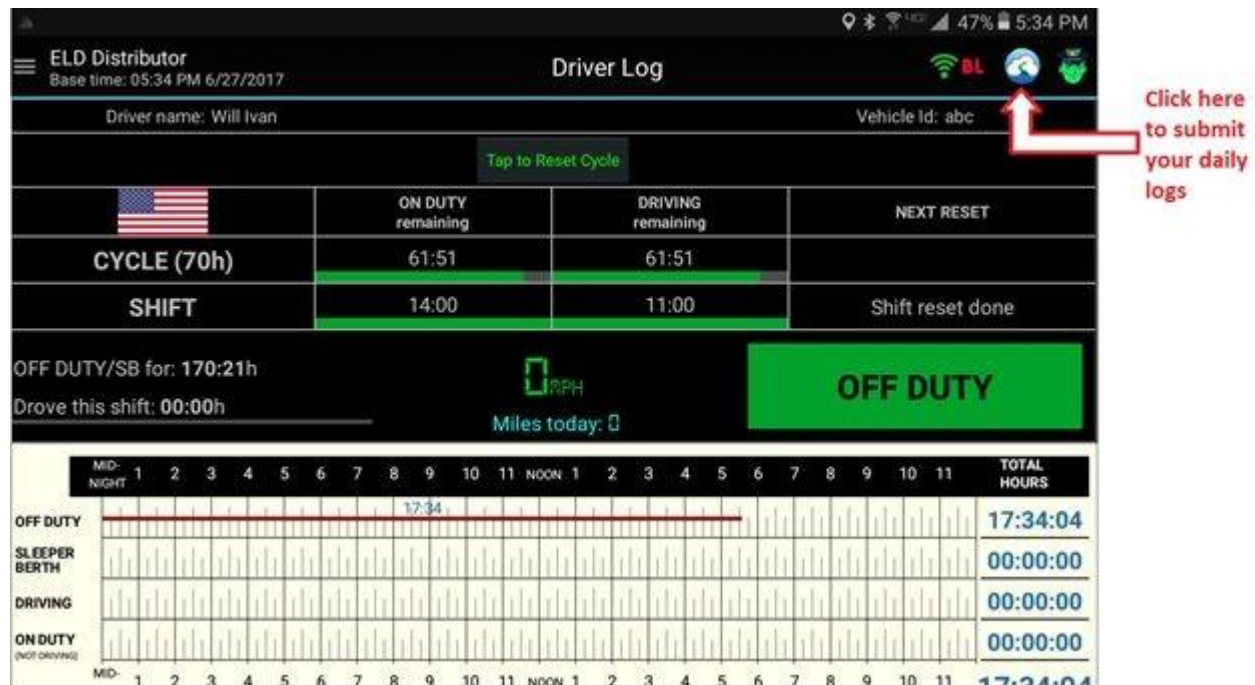
Tapping a status log shows additional information about that log. The chart has a little red arrow which shows where the status change occurred. The additional information includes details such as entry creation date, location, and any other fields added by the driver at the time of the change.

With your finger on the chart, you can drag down to return to the main view of the screen.



2.6 Submit Button - Electronic Signature

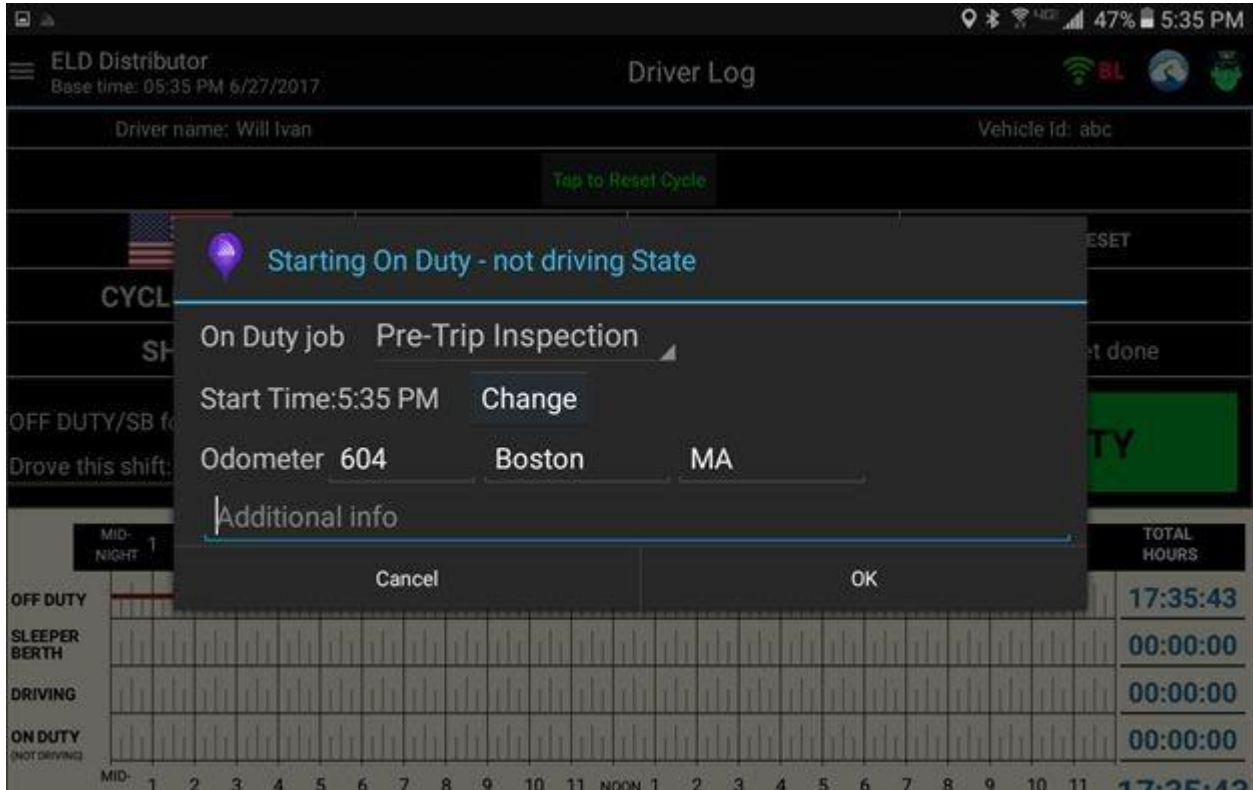
At the end of every shift, make sure you submit your log. Clicking the submit button acts as an electronic signature, verifying the accuracy of your logs. This is just like signing your current paper logs. Confirm your submission on the screen that follows.



7-7015 Tranmere Drive Mississauga, ON
Canada, L5S 1T7
Tel: 905 495 9559
info@aiks.ca, support@aiks.ca

3. DVIR - Pre-Trip and Post-Trip Inspections

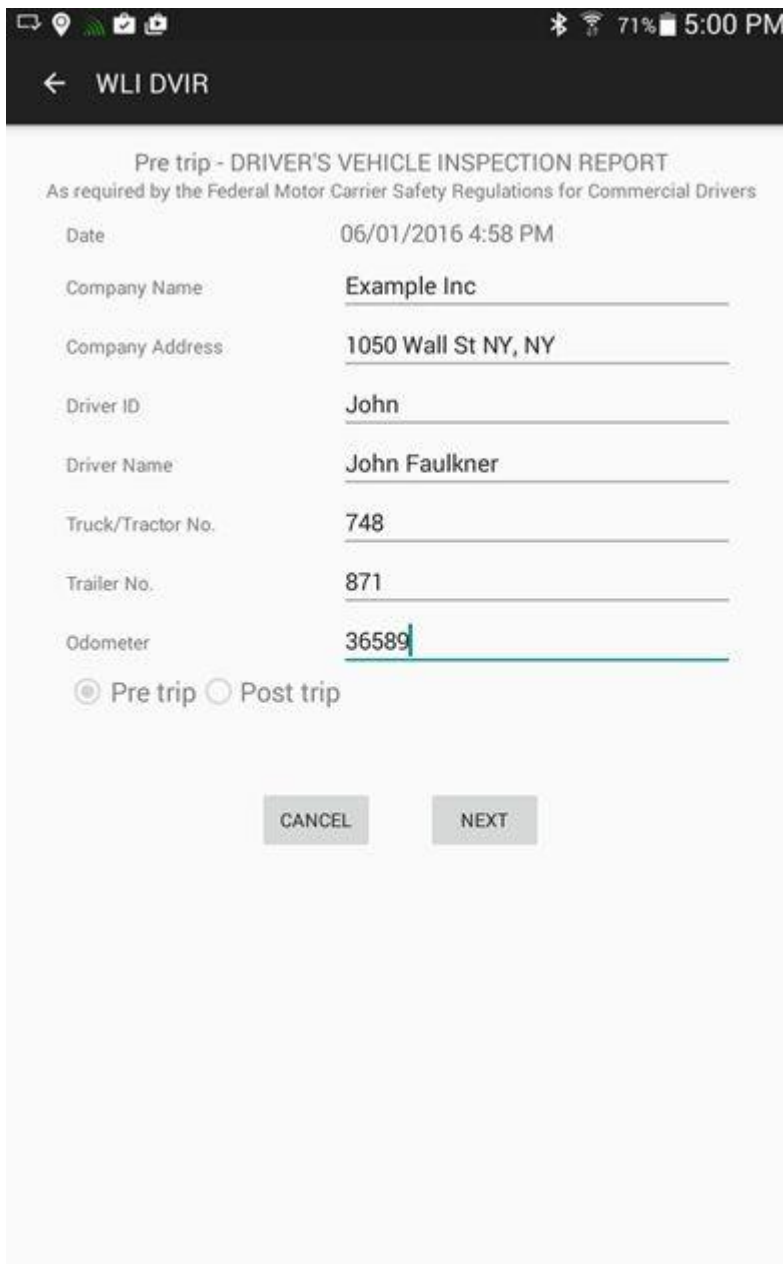
If you have the external application DVIR installed and setup (please see DVIR manual for setup), clicking on either of these On Duty job reasons will launch the application, allowing you to fill out a Driver Vehicle Inspection Report from your handheld device. With the form filled out as below, click “OK” to be brought to the DVIR screen.



The screenshot shows the 'Driver Log' screen of the 'ELD Distributor' app. At the top, it displays 'Base time: 05:35 PM 6/27/2017' and 'Vehicle Id: abc'. Below this, the driver's name 'Will Ivan' is shown. A green button labeled 'Tap to Reset Cycle' is visible. A modal dialog box is open, titled 'Starting On Duty - not driving State'. Inside the dialog, the 'On Duty job' is set to 'Pre-Trip Inspection'. The 'Start Time' is '5:35 PM' with a 'Change' button. The 'Odometer' is '604', and the location is 'Boston, MA'. There is an 'Additional info' text field. At the bottom of the dialog are 'Cancel' and 'OK' buttons. The background shows a timeline for 'OFF DUTY', 'SLEEPER BERTH', 'DRIVING', and 'ON DUTY (NOT DRIVING)' with a 'TOTAL HOURS' column on the right.

7-7015 Tranmere Drive Mississauga, ON
Canada, L5S 1T7
Tel: 905 495 9559
info@aiks.ca, support@aiks.ca

Below is the DVIR application. If it is setup correctly, you should see the Company Name and Address filled out. Other fields should fill in as well based on your DriverLog settings. Please note that the “Pre trip” option is automatically selected because I chose a “Pre Trip” “On Duty job” reason. Please verify the information before clicking “Next”.



The screenshot shows a mobile application interface for a Driver Vehicle Inspection Report (DVIR). At the top, there's a status bar with icons for location, signal, and battery, and the time 5:00 PM. Below the status bar is a navigation bar with a back arrow and the text "WLI DVIR". The main content area is titled "Pre trip - DRIVER'S VEHICLE INSPECTION REPORT" and includes a subtitle "As required by the Federal Motor Carrier Safety Regulations for Commercial Drivers". The form contains several fields with pre-filled values: Date (06/01/2016 4:58 PM), Company Name (Example Inc), Company Address (1050 Wall St NY, NY), Driver ID (John), Driver Name (John Faulkner), Truck/Tractor No. (748), Trailer No. (871), and Odometer (36589). At the bottom of the form, there are two radio buttons: "Pre trip" (selected) and "Post trip". Below the form are two buttons: "CANCEL" and "NEXT".

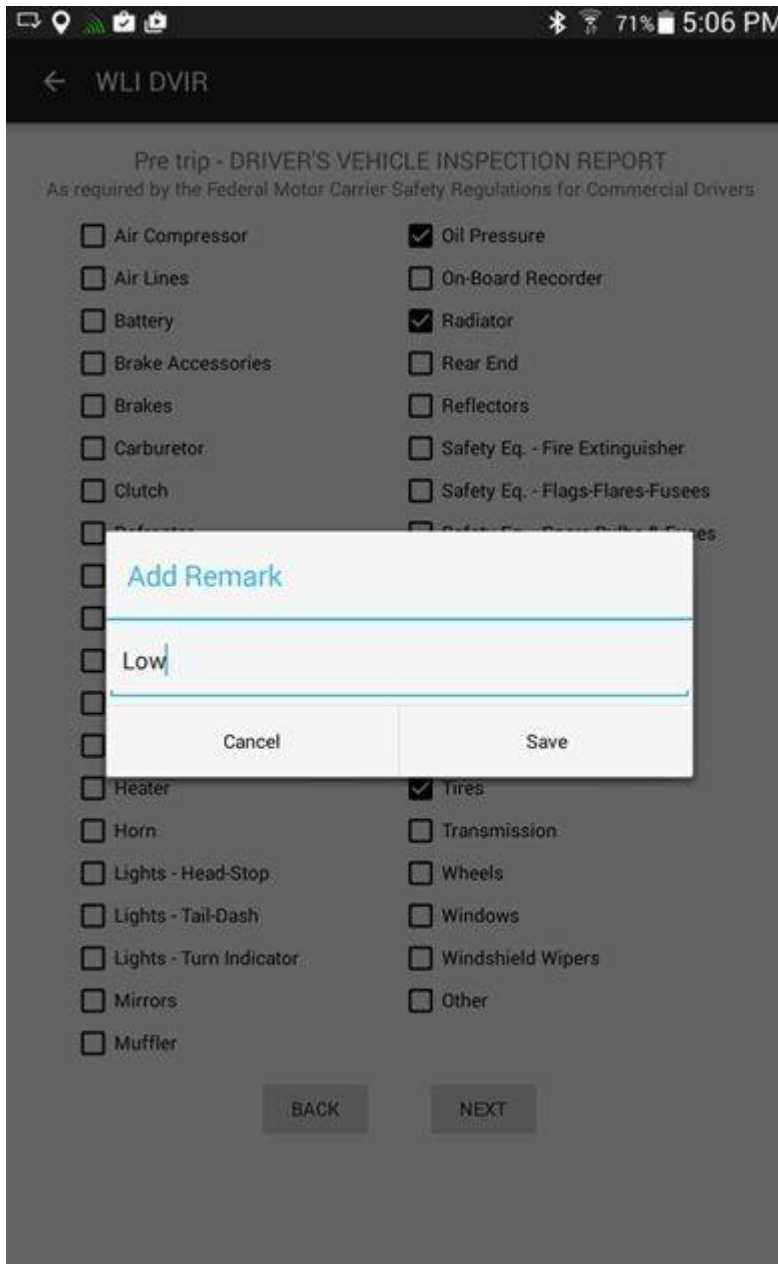
Field	Value
Date	06/01/2016 4:58 PM
Company Name	Example Inc
Company Address	1050 Wall St NY, NY
Driver ID	John
Driver Name	John Faulkner
Truck/Tractor No.	748
Trailer No.	871
Odometer	36589

☒ Pre trip ☐ Post trip

CANCEL NEXT

7-7015 Tranmere Drive Mississauga, ON
Canada, L5S 1T7
Tel: 905 495 9559
info@aiks.ca, support@aiks.ca

On the following screen, please add remarks for any noteworthy defects by checking the boxes and filling out the field that pops up, as below. Click “Save” to confirm each remark. And click “Next” to continue. There are two screens with checkboxes, so please review both if you are having trouble finding your specific defect category.



WLI DVIR

Pre trip - DRIVER'S VEHICLE INSPECTION REPORT
As required by the Federal Motor Carrier Safety Regulations for Commercial Drivers

<input type="checkbox"/> Air Compressor	<input checked="" type="checkbox"/> Oil Pressure
<input type="checkbox"/> Air Lines	<input type="checkbox"/> On-Board Recorder
<input type="checkbox"/> Battery	<input checked="" type="checkbox"/> Radiator
<input type="checkbox"/> Brake Accessories	<input type="checkbox"/> Rear End
<input type="checkbox"/> Brakes	<input type="checkbox"/> Reflectors
<input type="checkbox"/> Carburetor	<input type="checkbox"/> Safety Eq. - Fire Extinguisher
<input type="checkbox"/> Clutch	<input type="checkbox"/> Safety Eq. - Flags-Flares-Fusees
<input type="checkbox"/> Heater	<input checked="" type="checkbox"/> Tires
<input type="checkbox"/> Horn	<input type="checkbox"/> Transmission
<input type="checkbox"/> Lights - Head-Stop	<input type="checkbox"/> Wheels
<input type="checkbox"/> Lights - Tail-Dash	<input type="checkbox"/> Windows
<input type="checkbox"/> Lights - Turn Indicator	<input type="checkbox"/> Windshield Wipers
<input type="checkbox"/> Mirrors	<input type="checkbox"/> Other
<input type="checkbox"/> Muffler	

Add Remark

Low

Cancel Save

BACK NEXT

7-7015 Tranmere Drive Mississauga, ON
Canada, L5S 1T7
Tel: 905 495 9559
info@aiks.ca, support@aiks.ca

On the last screen, you and your mechanic can sign off on the DVIR. Clicking the open field pops up a fill-in signature pad where you can sign your name. Complete the report by selecting “Save & Send”.

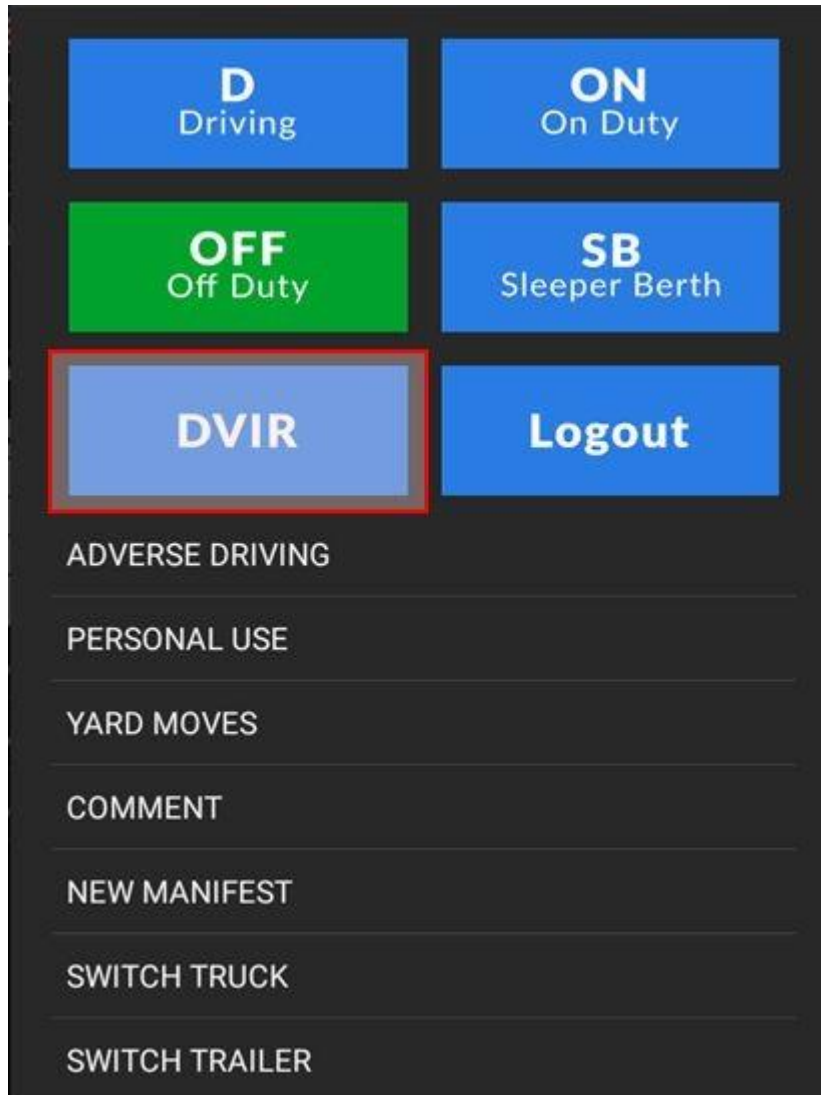


The screenshot shows a mobile application interface for a "Pre trip - DRIVER'S VEHICLE INSPECTION REPORT". The status bar at the top indicates 70% battery and 5:14 PM. The app title is "WLI DVIR". The report title is "Pre trip - DRIVER'S VEHICLE INSPECTION REPORT" with a subtitle "As required by the Federal Motor Carrier Safety Regulations for Commercial Drivers". There is a "Remarks" section with a text input field. Below this, there are two radio button options: "Above def" (unselected) and "Above def" (selected). The "Mechanic Name" and "Mechanic Sign" fields are visible. A signature pad overlay is open, titled "Driver Signature", showing a handwritten signature "John Faulkner". The overlay has "CLEAR", "CANCEL", and "OK" buttons. Below the signature pad, the "Driver Name" field is filled with "John Faulkner", and the "Driver Signature" field is empty. At the bottom, there are "BACK" and "SAVE & SEND" buttons.

7-7015 Tranmere Drive Mississauga, ON
Canada, L5S 1T7
Tel: 905 495 9559
info@aiks.ca, support@aiks.ca

3.1 Inspection State

If you entered an “ON DUTY – not driving” state other than Pre-Trip or Post-Trip Inspection (eg Yard Work), and still need to enter an Inspection into DVIR, then you will find a new option listed when you click the Big Green Button, “DVIR”.

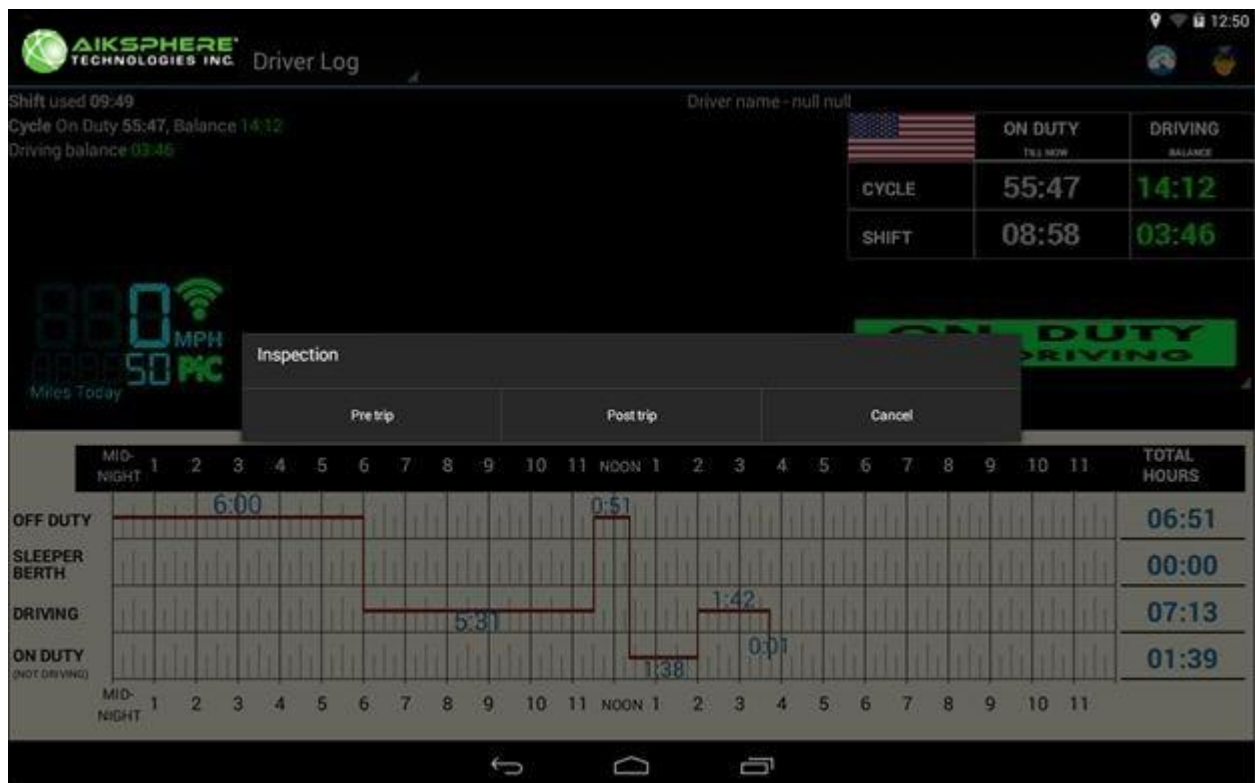


The screenshot displays a user interface with a dark background. At the top, there are six buttons arranged in a 3x2 grid. The first row contains 'D Driving' (blue) and 'ON On Duty' (blue). The second row contains 'OFF Off Duty' (green) and 'SB Sleeper Berth' (blue). The third row contains 'DVIR' (light blue, highlighted with a red border) and 'Logout' (blue). Below this grid is a vertical list of menu items: 'ADVERSE DRIVING', 'PERSONAL USE', 'YARD MOVES', 'COMMENT', 'NEW MANIFEST', 'SWITCH TRUCK', and 'SWITCH TRAILER'.

D Driving	ON On Duty
OFF Off Duty	SB Sleeper Berth
DVIR	Logout

- ADVERSE DRIVING
- PERSONAL USE
- YARD MOVES
- COMMENT
- NEW MANIFEST
- SWITCH TRUCK
- SWITCH TRAILER

Clicking “DVIR” will give you the screen below, where you can choose a “Pre trip” or a “Post trip” inspection state. Both options will launch DVIR.



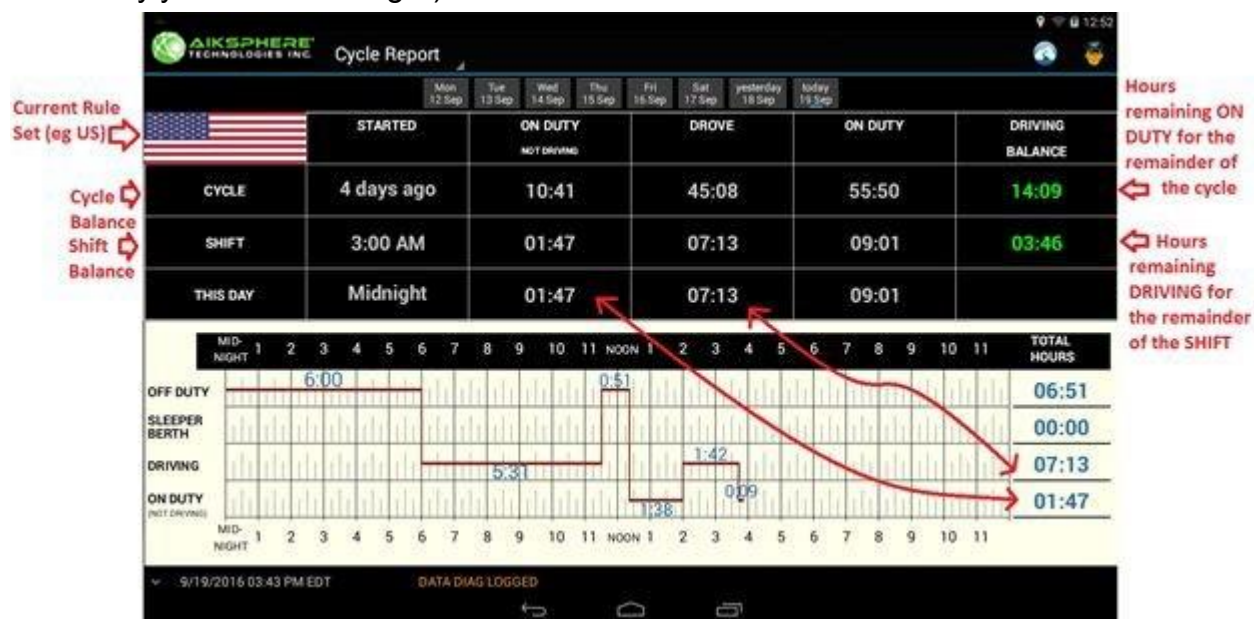
7-7015 Tranmere Drive Mississauga, ON
Canada, L5S 1T7
Tel: 905 495 9559
info@aiks.ca, support@aiks.ca

4 Cycle Report

The **Cycle Report** is like a combination of the **Driver Log** screen, and the **Calendar** screen. On the **cycle report**, you can see all of your status changes for the last week and toggle which day's history you want to see for that time period.

There is also a detailed view of your **Cycle/Shift balance** with breakdowns for **ON DUTY – NOT DRIVING**, **DRIVING**, and **ON DUTY** (total) statuses.

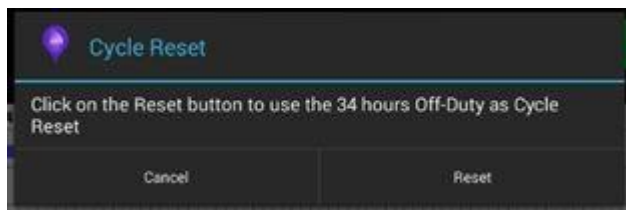
“**ON DUTY**” is the sum of “**ON DUTY – NOT DRIVING**” and “**DROVE**”. “**DRIVING BALANCE**” is the total remaining time until you hit your 60 or 70 hour **ON DUTY** limit (as defined by your Fleet Manager) for the **CYCLE** and 11 hour **DRIVING** limit for the **SHIFT**.



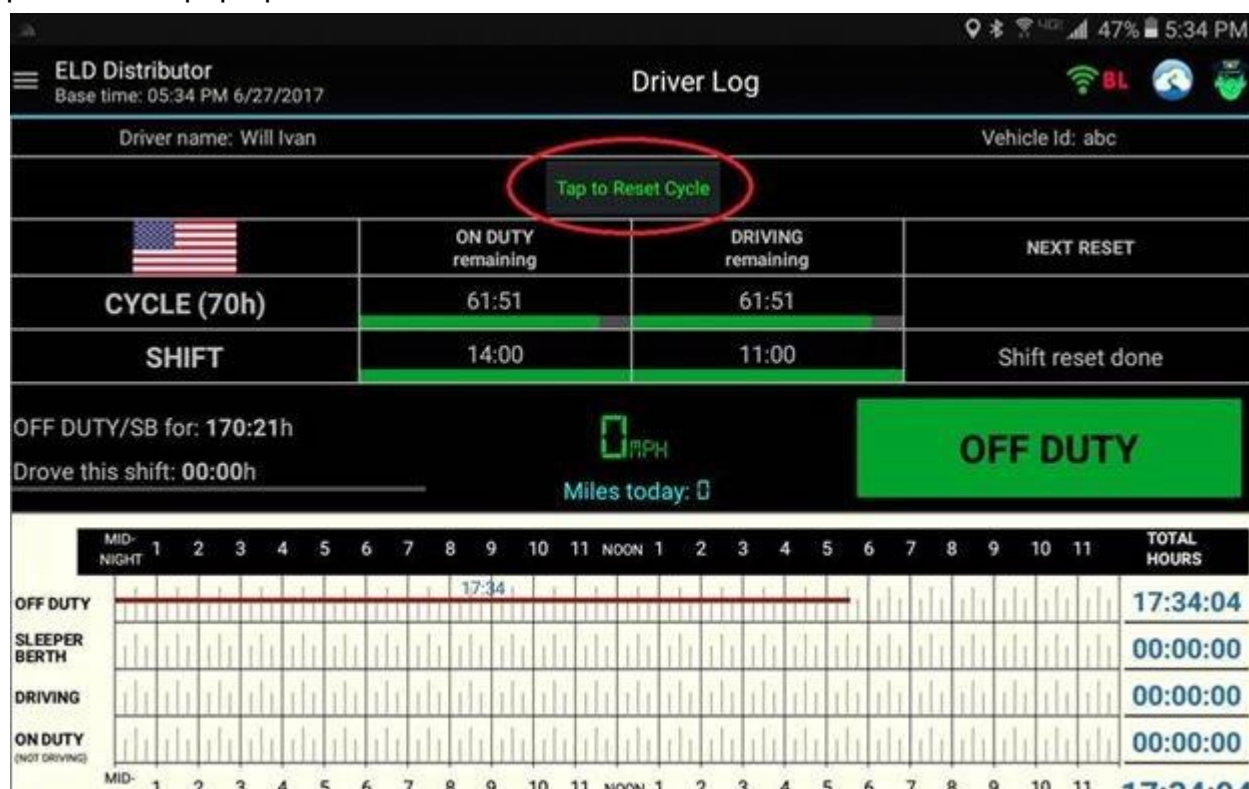
7-7015 Tranmere Drive Mississauga, ON
Canada, L5S 1T7
Tel: 905 495 9559
info@aiks.ca, support@aiks.ca

4.1 Cycle Reset

You can reset your cycle if and only if you have been off duty for 34 hours. This cycle reset is named, the 34-hour Off Duty Cycle Reset. DriverLog keeps track of this for you and if you have been OFF DUTY for 34 hours, it will show you the following popup to reset your cycle.



If you don't see this pop up, you can also click the "Tap to Reset Cycle" button to produce the pop up



7-7015 Tranmere Drive Mississauga, ON
Canada, L5S 1T7
Tel: 905 495 9559
info@aiks.ca, support@aiks.ca

5. Edits

There are two to three functions related to editing:

- **Edit event** – use this button to change the time of an event or the type of event (see below for more details)
- **Add entry before event** – use this button to insert a new entry before an event (see below for more details)
- **Add entry after event** – use this button to insert a new entry after an event (see below for more details)

Editing Event

- Use this function if you need to change the time an event occurred.
 - o You can move an event forward or backwards in time. If you choose to do this, you may only go as far back as the event that came for it, or as far forward as the event that comes after.
- Or use this function if you want to change the type of an event
 - o You can change an ON DUTY to an OFF DUTY, for instance, if you accidentally clicked the wrong one

Limits (What can/cannot be edited):

- You may not edit certain events. Generally automatic events (eg DRIVING – AUTO) and login/logout events are not editable.

Add Entry Before/After Event

- Use this function if you need to insert a new event before/after an existing event.
 - o You can use this function if you forgot to add an event to your logs. Most commonly, if you forgot to put yourself OFF DUTY at the end of your shift, you can go to the Cycle Report and click “Add Entry After” your last event for the previous day. Then select the type OFF DUTY and set the time that your shift ended.

Limits (What can/cannot be edited):

- You may not have the same event twice in a row. So if you want to add an OFF DUTY to the end of yesterday, but you already put yourself OFF DUTY at the start of today, it is better to edit the OFF DUTY at the start of today and change the time back to the end of yesterday.

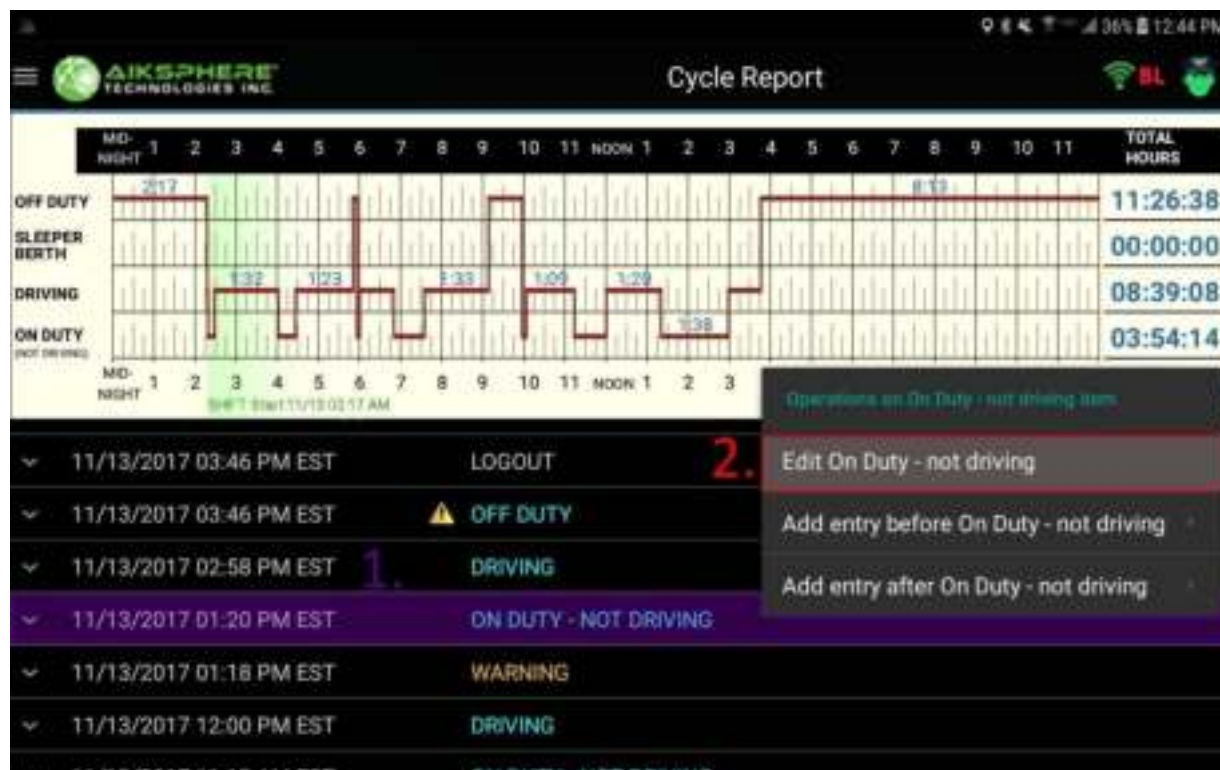
7-7015 Tranmere Drive Mississauga, ON
Canada, L5S 1T7
Tel: 905 495 9559
info@aiks.ca, support@aiks.ca

- You may not select a time outside the bounds of the events that come before

and after the event. This means, if you have events at 1 PM, 2 PM, and 3 PM, and you try to add an entry after your 2 PM entry, you cannot go beyond 3 PM.

5.1 Edit Existing Event

1. Locate the event you want to modify. Long press (hold down on the line for 5 seconds)
2. Select "Edit"



3. Select the new type for the event (only necessary if changing event types)
4. Change the time to reflect when the event should have been entered.
5. Add a comment explaining why you are inserting this event. Click “OK”

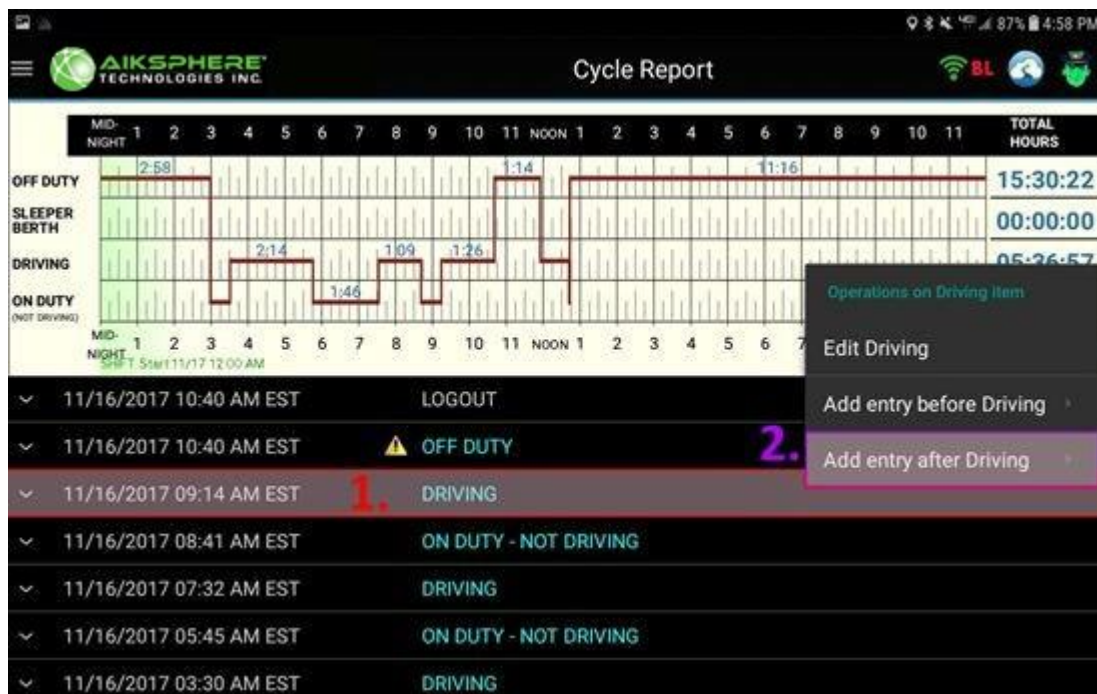


Limits (What can/cannot be edited):

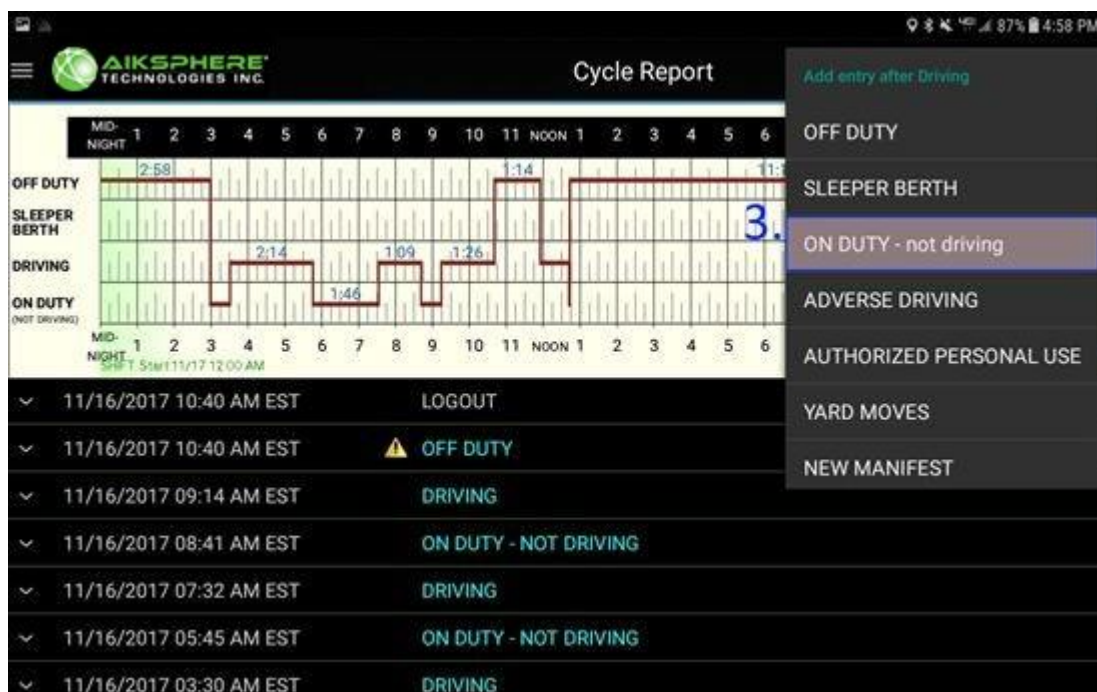
- You may not edit certain events. Generally automatic events (eg DRIVING – AUTO) and login/logout events are not editable.

5.2 Add entry before/after event

1. Locate the event you want to insert after. Long press (hold down on the line for 5 seconds)
2. Select "Add entry after"



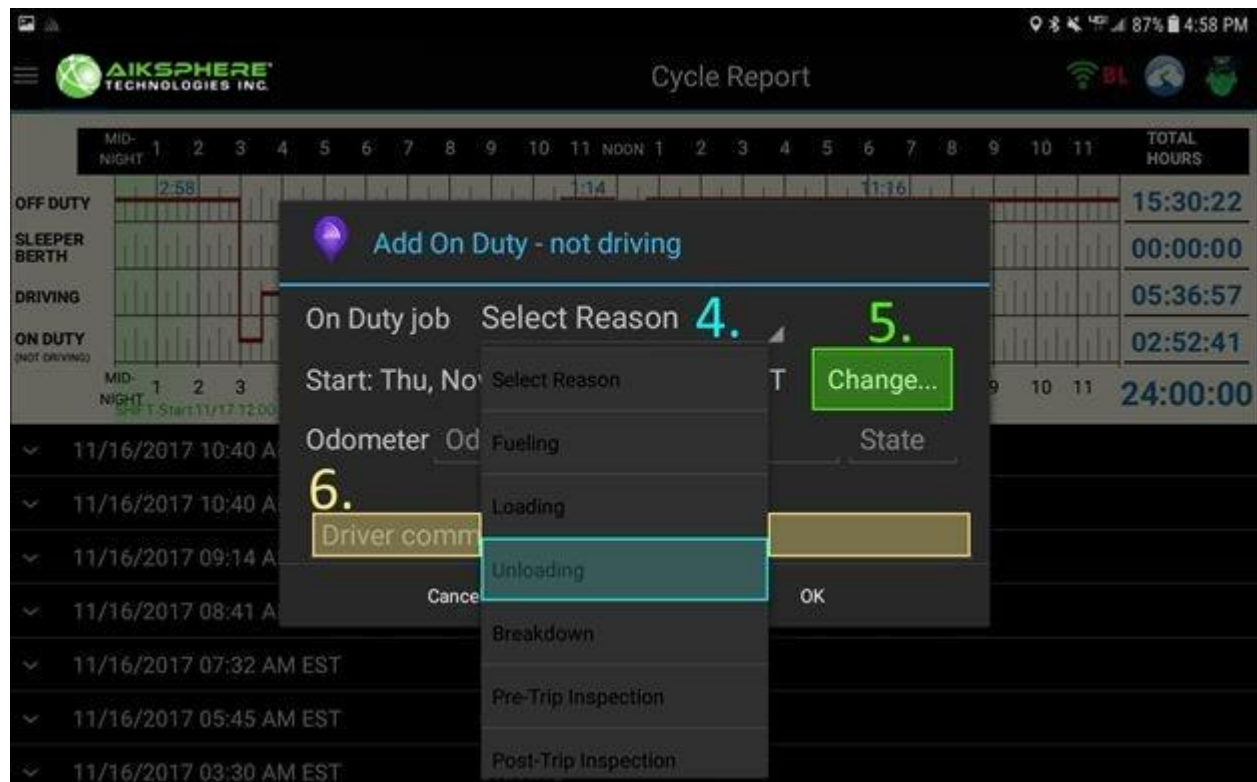
3. Select the type of event you want to insert



4. Select the reason for the event (only necessary for ON DUTY or OFF DUTY events)

4. Change the time to reflect when the event should have been entered.

5. Add a comment explaining why you are inserting this event

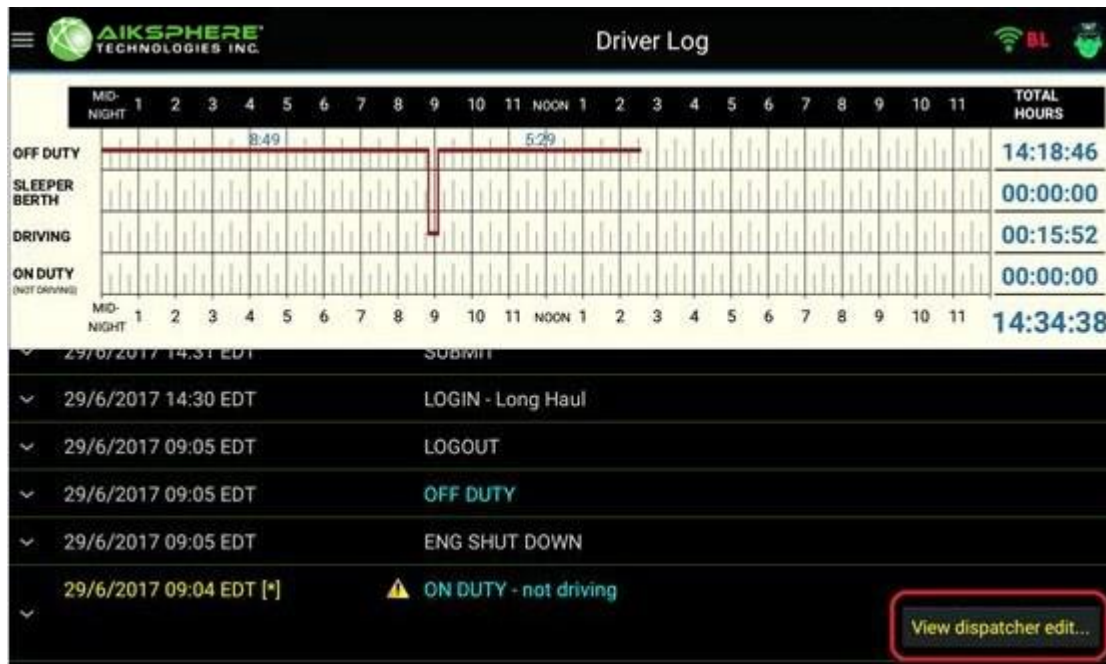
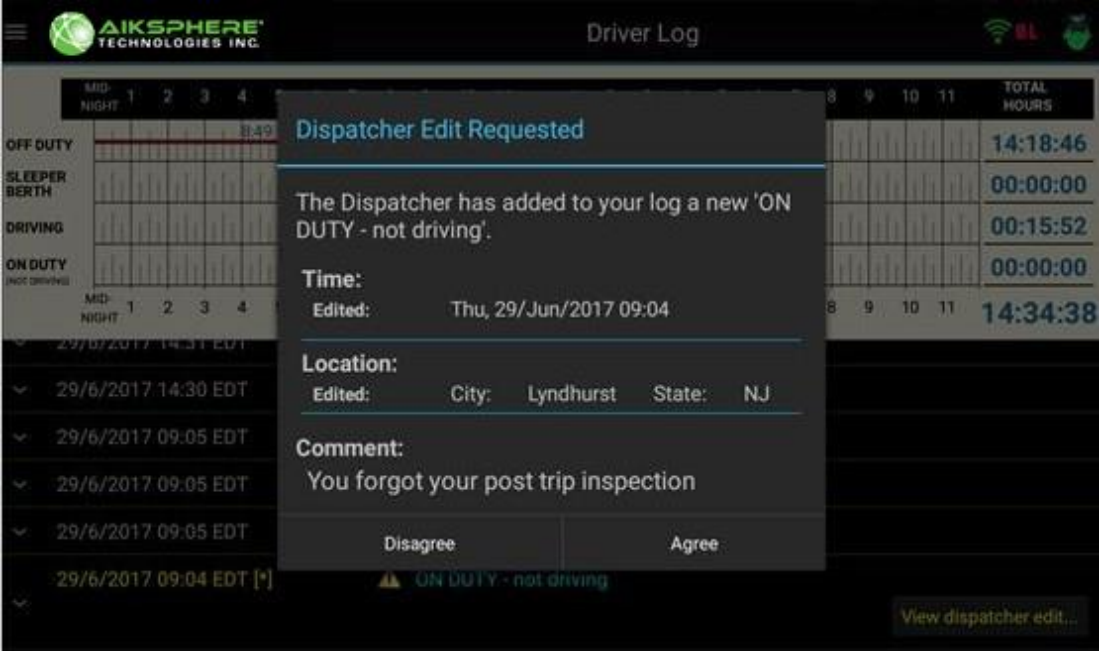


Limits (What can/cannot be edited):

- You must enter a Driver Comment of at least 4 characters in length.
- You cannot change the time to be after the following event or before the previous event. For example, in the screenshots above, I cannot add an entry after 10:40 AM or before 8:41 AM. To do that, I must long press on a different event.

6 Accepting/Rejecting Motor Carrier Edits

After you've **submitted** your logs (see section 2 on submitting your logs), your fleet manager can suggest changes to your logs. It is only at your discretion that these changes can be accepted or rejected. You can see fleet manager edits by finding the entries with the "View Dispatcher Edit..." button and then approve or reject the change on the pop-up screen that follows.

The screenshot shows the same AIKSPHERE Driver Log interface, but with a "Dispatcher Edit Requested" pop-up dialog box overlaid. The dialog box contains the following information:

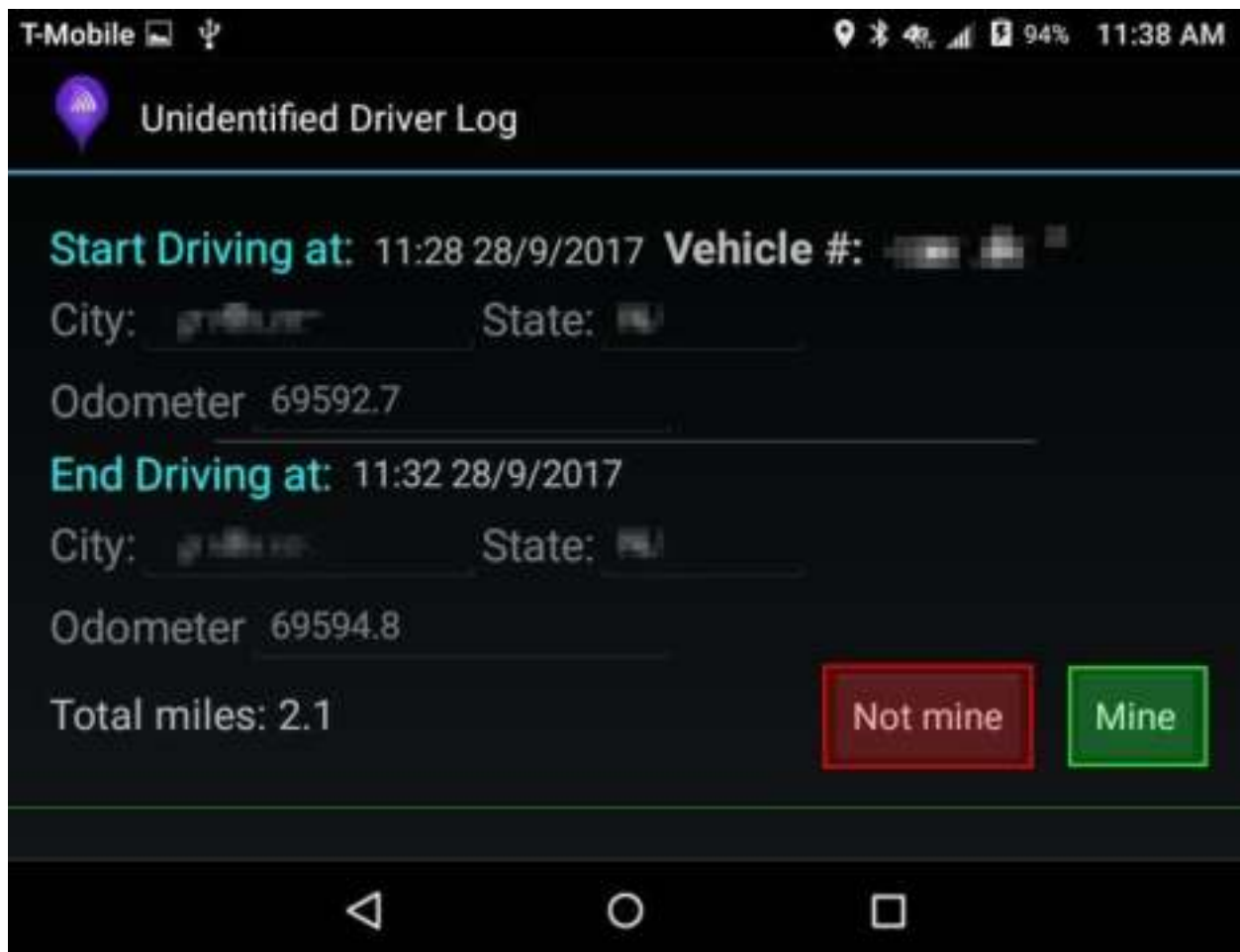
- Title:** Dispatcher Edit Requested
- Message:** The Dispatcher has added to your log a new 'ON DUTY - not driving'.
- Time:** Edited: Thu, 29/ Jun/2017 09:04
- Location:** Edited: City: Lyndhurst State: NJ
- Comment:** You forgot your post trip inspection
- Buttons:** Disagree, Agree

The background log entry for 29/6/2017 09:04 EDT is visible, showing a warning icon and the text "ON DUTY - not driving".

6. Unidentified Driving Events

As per the ELD mandate, all driving events must be assigned to a specific driver. This means that if a vehicle is moving, but has no driver logged in at the time, DriverLog must record these events and classify them as 'unidentified driving events'.

All subsequent drivers logging into that same vehicle with unidentified driving records will be prompted to either claim the driving hours or reject them. When your ELD detects unidentified driving events you may see a screen like the one below as you log in.



Each unidentified trip recorded by the ELD will be displayed with “Mine” and “Not Mine” options.

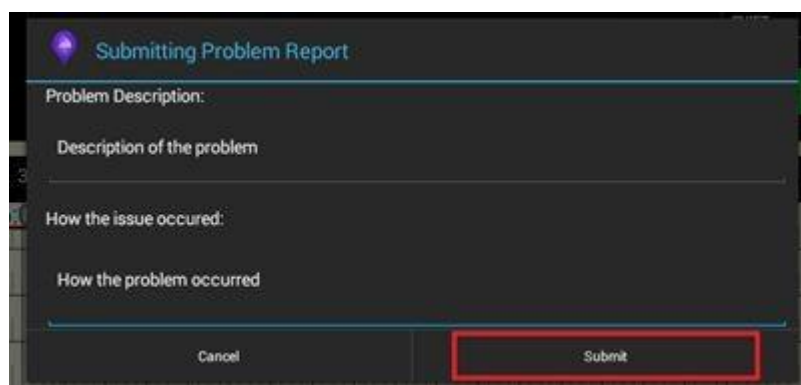
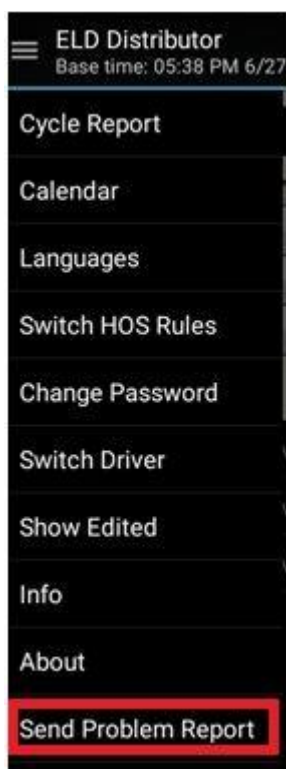
To accept the events as your own and automatically add them to your logs, click “Mine”. If the events do not correlate to your on duty driving times, click “Not Mine”. This will send the events to your fleet manager to deal with.

NOTE: The ELD will not know when you went off duty (etc) if you accept these unidentified events, so please edit in any applicable states after clicking “Mine”.

7. Malfunctions

If your tablet malfunctions or breaks or if your ELD device malfunctions or breaks, please revert to paper logs (record your duty statuses manually) until you receive repair instructions or a replacement device. At this time you will have the opportunity to edit in the logs from your paper reference using the simple edit outlined in the section above. If you are asked by a DOT or FMCSA officer why your logs are edited, simply explain your situation and provide your paper logs if asked.

If the DriverLog application itself is malfunctioning, please send a problem report by clicking “About” from the pop-out menu on the left of the screen (accessible by tapping “Driver Log” at the top) and clicking “Send Problem Report”. Simply fill in a brief explanation of the malfunction and a future release of the app should patch any issues you experience.



8. Location Services

Please make sure that you have Location Services turned “On” and that the Locating Method is set to High Accuracy (as shown below).

