



Command  
Alkon



# **TFleet ELD**

## Driver Guide

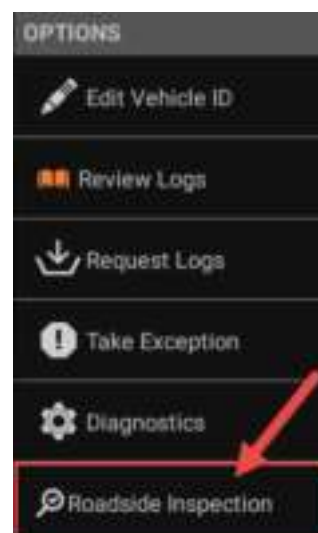
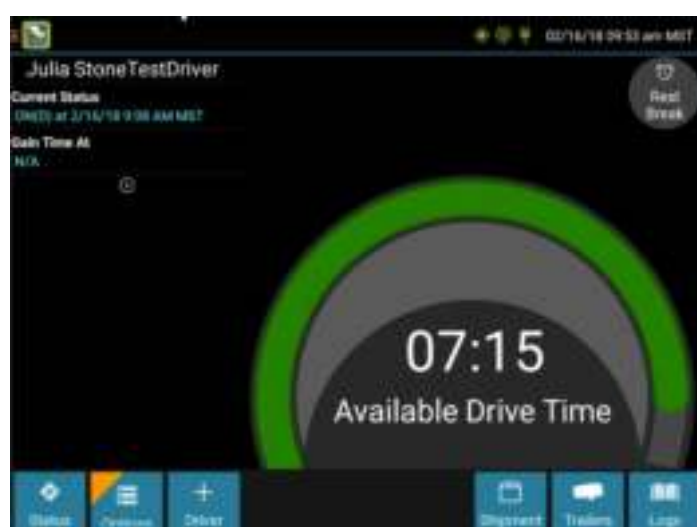
## TFleet ELD



 This document to remain in the vehicle at all times!

### INSTRUCTIONS FOR LAW ENFORCEMENT OFFICIALS ROADSIDE INSPECTION

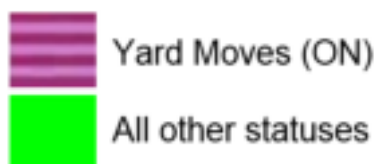
To review the driver's electronic record of duty status (daily log) for each day required to be in their possession (1), tap on **Options** and then tap **Roadside Inspection**.



This will show you the log grid starting with the current day. Tap the **Events/Grid** button to toggle between the grid view and the line-by-line detail view. Use the arrows on either side of the date or swipe the screen side to side to navigate through the log history. The **Details** button displays general carrier, driver, and ELD information. The **DVIR** button will display the most recent approved DVIR and the open DVIR (if applicable). Use the **Transmit ELD Data File** button to send logs via email or webservice.

## Grid

- Graph of all duty statuses for each 24-hour period starting at midnight.
- Total hours
- The grid is color coded as follows:



## Events (Log Details)

- Duty status changes and locations
- Remarks and annotations
- Exceptions claimed by the driver
- Edits and requested changes
  - See definitions for details
- Malfunction and data diagnostic events
  - See Malfunction & Data Diagnostic Event Indicators for more information

Time	Type/Status	Vehicle Miles	Engine Hours	Sequence ID	Driver
11/11/2018 PM	OFF	N/A	N/A	34944	Driver
11/11/2018 PM 11:58 PM JAY MCIEFF (34944) Pass Shift time added					
11/11/2018 AM	ON	N/A	N/A	34945	Driver
11/11/2018 AM 11:58 AM JAY MCIEFF (34945) Pre-shift time added					
11/11/2018 AM	ON	101.000 mi	121.000 hr	34946	Automatic
11/11/2018 AM 11:58 AM JAY MCIEFF (34946) Pre-shift time added					
11/11/2018 AM	ON	0.000 mi	0.000 hr	34947	Driver
11/11/2018 AM 11:58 AM JAY MCIEFF (34947) Pre-shift time added					
11/11/2018 AM	ON	0.000 mi	0.000 hr	34948	Driver
11/11/2018 AM 11:58 AM JAY MCIEFF (34948) Pre-shift time added					

(1) See US 49 CFR SS395.15(b)(4) and CA SOR-2005-313 SS84

## Details

- Log date, time, and time zone
- [Canada format only] The cycle being followed
- Name of motor carrier
- USDOT number of motor carrier
- Main office address
- Drivers home terminal name
- Home terminal address
- Driver name, ID license number and state
- Co-driver(s)
- ELD provider, registration ID, and identifier
- Vehicle (trucks or tractors), trailers, and shipments
- Distance driven <sup>(1)</sup>
- Total duty hours for the 7 or 8 consecutive day period [US format] or 7 or 14 day cycle [Canada format] ending today <sup>(2)</sup>
- Current odometer and engine hours
- Current location
- Malfunction and diagnostic indicators

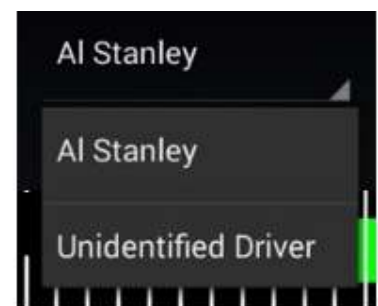


(1) Excluding any distance travelled while operating a CMV as a personal conveyance

(2) Visible only when viewing a log for the current date

## Unidentified Driver Events

To view all unassigned driver events recorded by the device, tap the driver's name (above the grid) and select Unidentified Driver. Use the arrows on either side of the date or swipe the screen side to side to navigate through the log history.



## Inspection Is Complete

Upon completion of the roadside inspection, tap **Home** to return to the **Driver Overview**.



- General use of ELD starts on page 5 -

## TFleet & ELD Startup Procedures

### Logging In

Enter your Driver ID and Password.

Press Log In.

*To switch between alpha & numeric keyboards, press the keyboard icon.*

*If you have any issues logging in, please see your supervisor for assistance.*

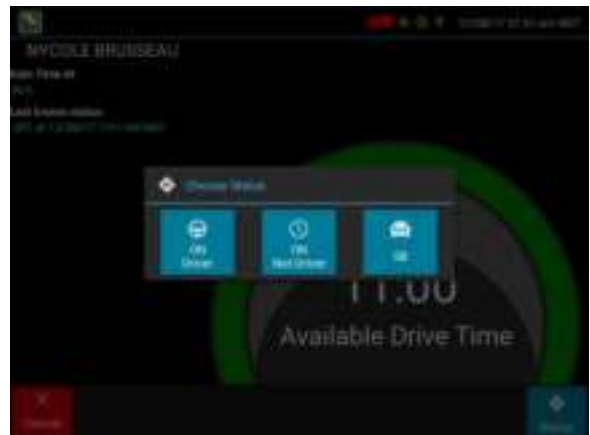


### Selecting Your Status

Press Status, and then press ON Driver.

*At no time will you press the SB status, this stands for Sleeper Berth, and SB is not pertinent to the Bulk Hauler / Aggregate industry.*

*ON Not Driver status is for when you have a co-driver.*



### Verify Your Vehicle ID

To Verify the Vehicle ID press OK.

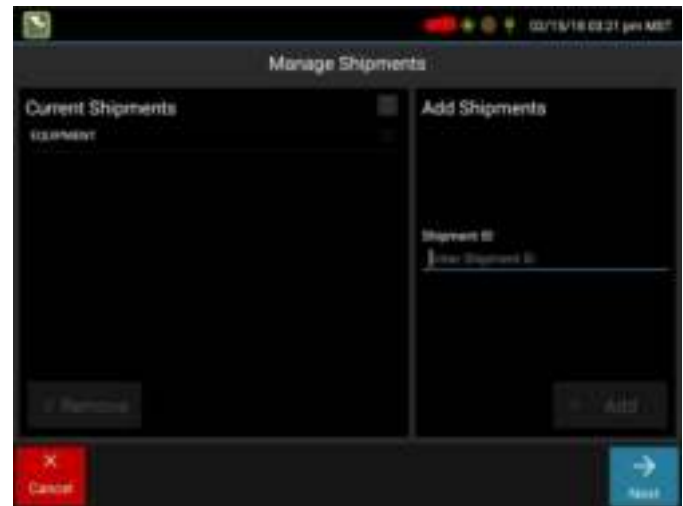
*If the truck you are currently driving is not displayed here, please inform your supervisor.*



## Manage Your Shipment

To add a Shipment, press Enter Shipment ID.

To remove prior Shipments, check the associated box, and press Remove, and then press Next.



## Entering your Pre-Trip Time

To add On Duty, not driving time prior to the actual time you signed in, press Options, and next press Pre-Shift. Select the Activity Start time for the new On Duty event, by scrolling to the intended Month, Date, Year, Hour, Minute to match your intended entry, press OK when completed.



You will be prompted to confirm the Pre-Shift duration of time, add an Annotation, and press OK to have this entry become part of your log.





## Entering your Post-Trip Time

The screenshot shows a 'Post-shift Sign Out' screen. At the top, it says 'Post-shift Sign Out' with a right arrow. Below that, 'Activity Start' is '2/15/2018' and '4:12 PM MST'. 'Activity End' is a date and time picker. The picker shows 'Feb 15 2018' and '4:14 PM'. At the bottom are 'Cancel' and 'OK' buttons.

To add additional On Duty Not Driving time, to the prior shift's end time stamp, press Options, and Pre-Shift.

Select the Activity Start time for the new On Duty event, by scrolling to the intended Month, Date, Year, Hour, Minute to match your intended entry, Press OK when completed.

You will be prompted to confirm the Post-Shift duration of time, add an Annotation, and press OK to have this entry become part of your log.

The screenshot shows a 'Post-shift Sign Out' screen. It says 'This will create a Post-shift duration of: 15 minutes'. Below that is 'Annotation:' and a text input field containing 'Post-shift time added'. At the bottom are 'Cancel' and 'OK' buttons.

## Adding a Trailer

To add a Trailer from the Manage Trailers Screen, press the Enter Trailer ID field.

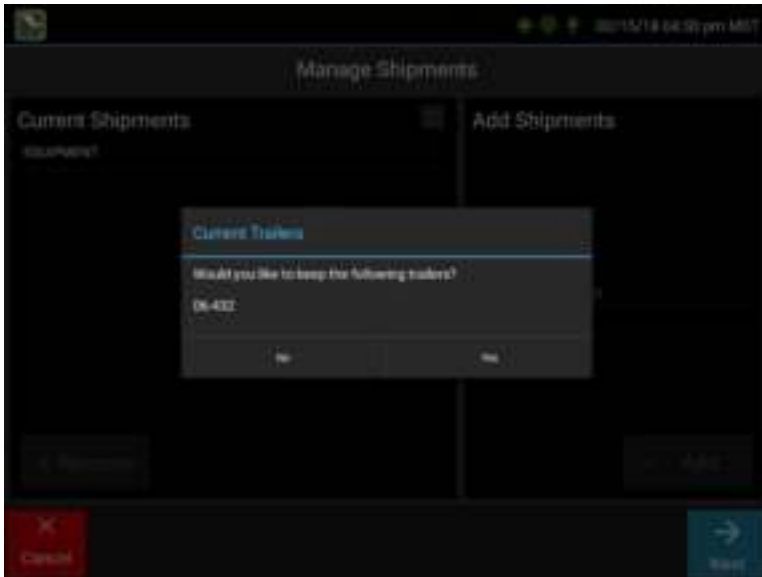
Enter the trailer's label/ID#, and then press Home.

To remove trailers added prior, check the associated box, press Remove, and then press Next.

The screenshot shows a 'Manage Trailers' screen. It has two main sections: 'Current Trailers' and 'Add Trailers'. 'Current Trailers' has a list with one item '06-432' and a checkbox. Below it is a 'Remove' button. 'Add Trailers' has a 'Trailer ID' field with a prompt 'Enter Trailer ID' and an 'Add' button. At the bottom is a 'Home' button.



## Existing Trailer



If you've already added a trailer on a prior delivery, you will be prompted to confirm or revise the current trailer that's listed.

## Certifying Your Logs



Drivers are required to Certify their logs for each day of their log. Certification is required even for the days the driver was in the status of Off Duty.

From the ELD home screen, press Logs, then press Certify.

You will be required to enter your password for each certification entry.



Touch on “Enter Password” for the keyboard to display, enter the same password you enter when you log into your TFLet on your tablet.

Press “Agree” once your password is entered.

## Accepting/Rejecting Proposed Changes

When your Options button has an Orange triangle in the upper left-hand corner, that is your indicator that you have a proposed change to your logs that you’ll need to either Accept or Reject.

To address this pending revision to your log, press Options in the lower left-hand corner.



Press Review Logs.



Pending revisions will be highlighted in red. To select it, press to highlight this entry.

You will have the options to Annotate any comments for this interval of time, as well as Accept or Reject the proposed change to your logs.



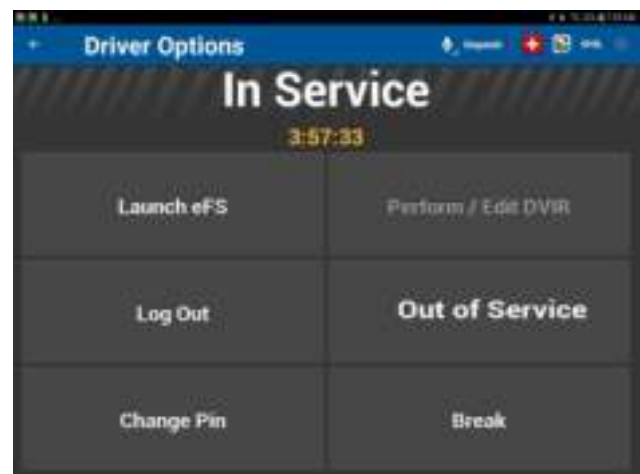
You may need to scroll up/down to read all the data on this screen. If you Accept it, you will need to re-certify for that day. If you Reject it, your ELD console admin will receive a notification informing them it was rejected.



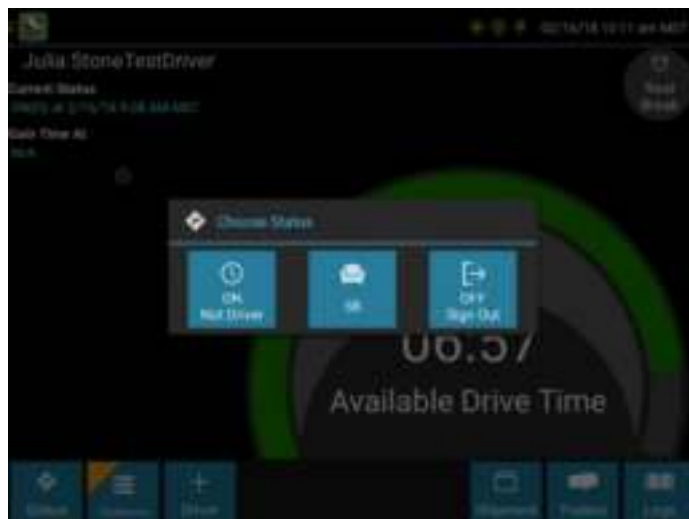
## Logging Out

To Login successfully on your next shift and have available driving hours, you'll need to ensure you Log Out successfully.

From TFleet, press the Log Out button and you will simultaneously sign out of both TFleet and the ELD applications.



Or you Can sign out from the ELD application directly. From the ELD application, Press the OFF Sign Out button and you will simultaneously sign out of both TFleet and the ELD applications.



## Driver Overview

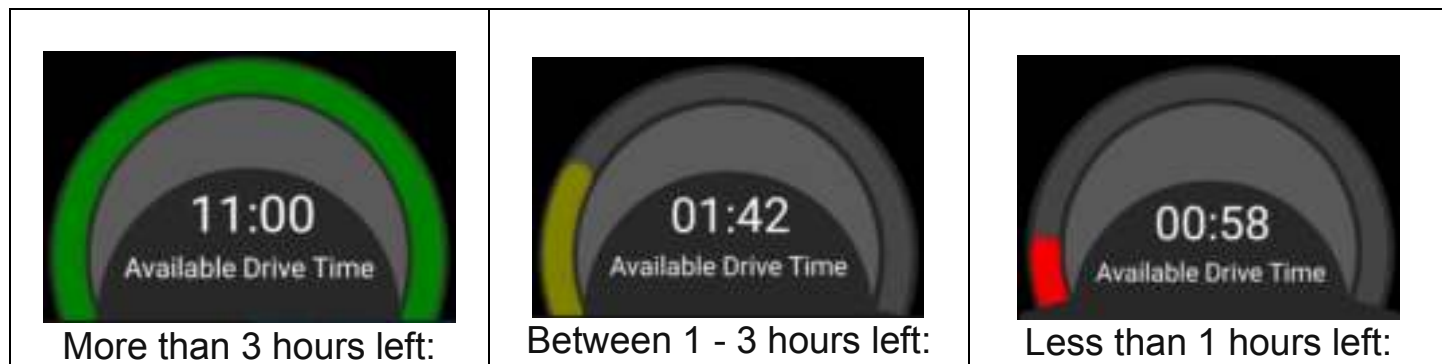
This is the main screen of the application, showing the driver's name, current duty status, and hours: minutes of driving time left.

Tap the circled arrow below Gain Time At to display the Driving Time Details (the time remaining under each applicable hours of service rule).



You may need to swipe up/down if all the data doesn't fit on your screen.

## Available Drive Time



## ***Vehicle In Motion***

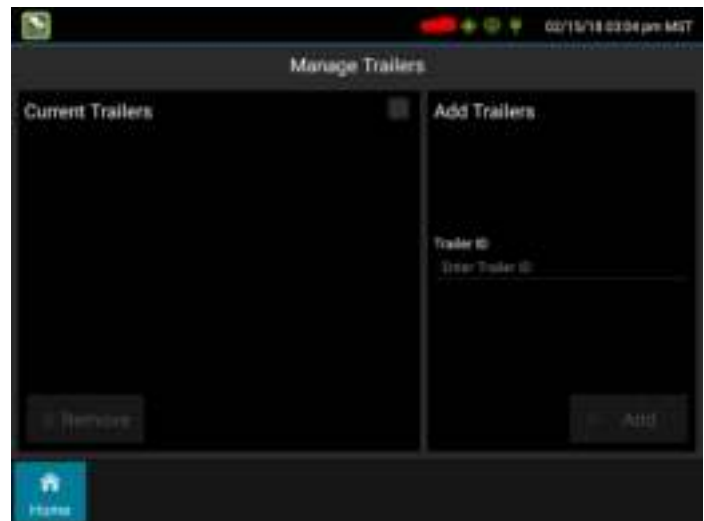
The Vehicle in Motion banner will display at the bottom of the ELD home screen when your truck is in motion.



## ***Trailer Icon***

When a Trailer hasn't been added to the log, you will see a red trailer icon in the notification bar.

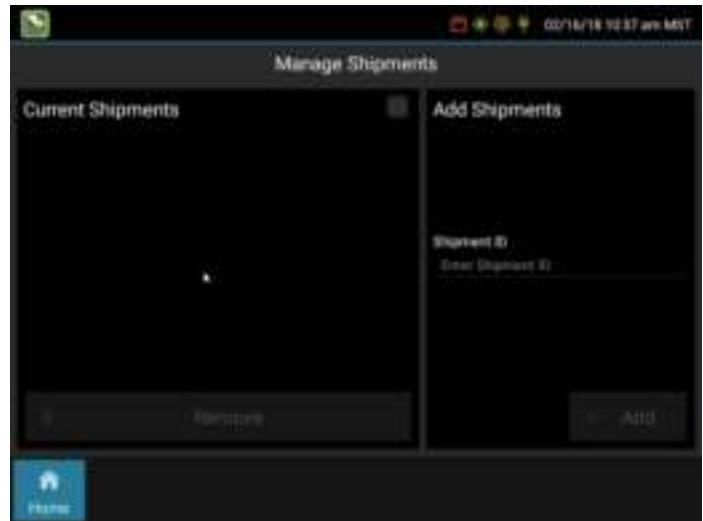
To add a trailer, Press Trailers from the ELD home screen.



## Shipment Icon

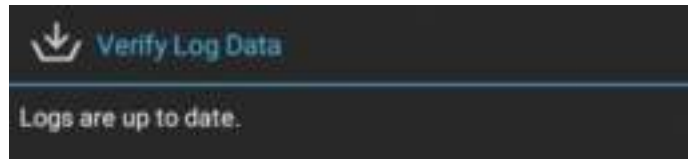
When a Shipment hasn't been added to the log, you will see a red shipment icon in the notification bar.

To add a shipment, Press Shipments from the ELD home screen.



## Popups Regarding Current Logs

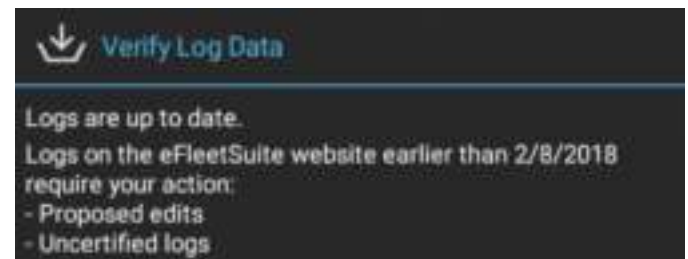
This one means you have no pending actions to take, your logs are up to date.



This one means that there are 1 or more days in your log that are pending your certification.

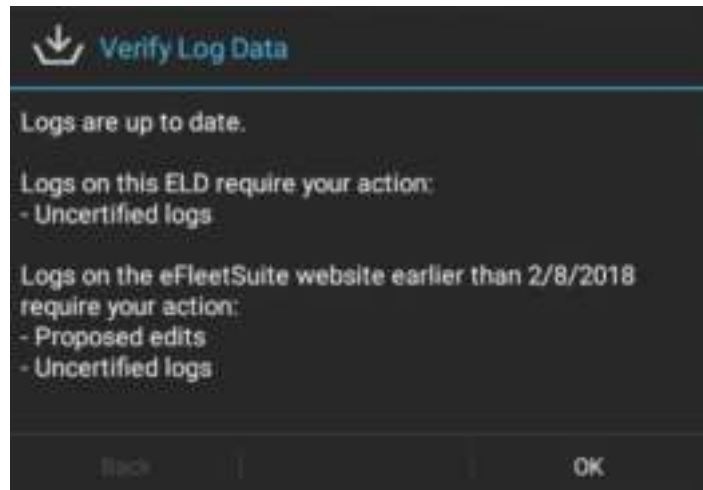


This one means that everything on your mobile device is current, but you have 1 or more days that are earlier than the first date of your current log.



To address the proposed log changes or to certify logs for an outdated log, please log into your driver portal to address.

You may have a combination of the above messages such as this one...



## ELD Driver Portal

The portal can be accessed from a PC or from within the ELD in-cab tablet.

### *Driver Portal from within the in-cab tablet*

Press the blue ELD Banner at the bottom of your tablet to launch the ELD Menu.



Once the ELD Menu is displayed, press Launch ELD Web Portal.





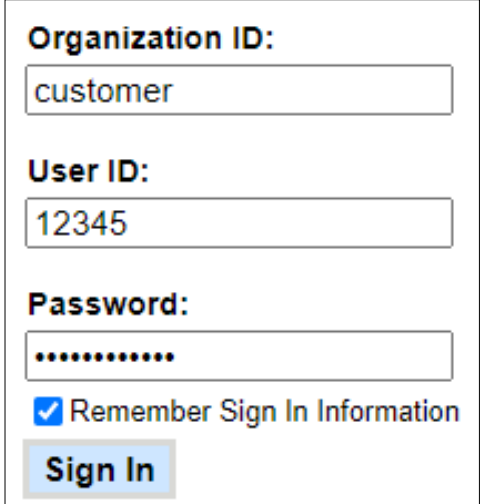
**Portal:** <https://hosdvr.trimblefsm.com/eFleetSuite/Login.aspx>

**Organization ID:** Enter your companies Organization ID, if you don't know what this is, please contact your supervisor.

**User ID:** Enter YOUR Driver ID

**Password:** Enter the Password YOU use on the mobile display when logging in. Is the same as your Driver ID and Certification of your Logs.

*From the Driver's Portal the driver can review their logs, certify their logs, revise non-driving events in their logs or print their logs.*



The screenshot shows a login form with the following fields and options:

- Organization ID:** A text input field containing the value "customer".
- User ID:** A text input field containing the value "12345".
- Password:** A password input field with masked characters (dots).
- ☒ Remember Sign In Information
- Sign In** button

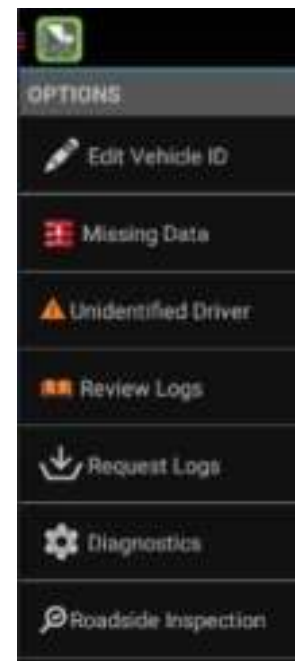
## Unidentified Driver Events

This option allows you to add driving events to your log that were recorded while no driver was signed in to the device. Unidentified driver events are recorded anytime the vehicle is moved without a driver being signed in, or if a driver is signed in but is not in On Driver, or the optional YM status. To avoid these events, always make sure to properly sign in to the device before moving the vehicle.

Tapping this option will take you to the log date with the unidentified driver event(s). Once you have reviewed the event details, tap the event and then tap Accept or Reject to either add the event to your log or discard it. Rejecting the event will remove it from your view on the device. Other drivers and non-driver host users will still have the ability to view and accept or assign the event.

## Missing Data

Missing Data can display when location or odometer information is missing from the logs. For missing location data, this could be due to the antenna connections were not solid, if the vehicle was not accessible to the carrier due to the vehicle being parked inside



a building such as a mechanics shop, or when the vehicle is operating outside of good cellular coverage.

Missing Data can also display when there is missing odometer information in the logs due to a disconnection from the vehicle's ECM.

To address missing data from your logs, press "Missing Data", and follow the prompts to enter the location and/or odometer information for that specific time duration on your logs.

### **Audible Alerts**

**ALARM Sound** – The tablet will make an alerting sound when the driver is out of available hours but the vehicle is still in motion.

**HONK Sound** – The tablet will make a honking sound if the vehicle is moved without a driver signed in, or with multiple drivers signed in but none identified as the primary driver.

The tablet will also make a honking sound if the ELD loses connection while a driver is signed in. You will hear a bing sound when the black box has reconnected.


## **Malfunction & Diagnostic Events**

### **Malfunction Indicator**

The Malfunction Indicator is a critical part of ELD compliance. As long as the ELD is powered, a driver must be able to tell whether or not there is an active malfunction – merely by looking at the device, and without going through screens, buttons, or menus. For regulatory context, refer to 49 CFR Part 395 Subpart B Appendix A Section 4.6.2.

## Diagnostics

### When the ELD detects the presence of a Data Diagnostic condition:

- The Data Diagnostic Status Indicator:  will be displayed as a warning icon in the eFleetSuite action bar, next to the date and time.
- A Data Diagnostic Detected event is recorded by the ELD, including an indication of the specific diagnostic condition. The event may appear on the Unidentified Driver's log.

### When the Data Diagnostic condition is no longer detected:

- The Data Diagnostic indicator will no longer be displayed.
- A Data Diagnostic Cleared event is recorded by the ELD, including an indication of the specific diagnostic condition. Please note that the event may appear on the Unidentified Driver's log, and may not appear on the same driver's log as the corresponding Data Diagnostic Detected event.

## Malfunctions

*Example:*



**When the ELD detects the presence of a Malfunction condition:**

- The Malfunction Indicator is displayed as a pop-up over all active screens. This pop-up can be moved around the screen, but cannot be dismissed while the malfunction is active.
- A Malfunction Detected event is recorded by the ELD, including an indication of the specific malfunction condition. Please note that the event may appear on the Unidentified Driver's log.

I

**When the Malfunction condition is no longer detected:**

- The Malfunction Indicator no longer will be displayed.
- A Malfunction Cleared event is recorded by the ELD, including an indication of the specific malfunction condition. Please note that the event may appear on the Unidentified Driver's log, and may not appear on the same driver's log as the corresponding "Detected" event.

## Frequently Asked Questions

**Q:** If I am off duty for several days in a row, do I have to certify each day?

**A:** If you have been continuously off duty for multiple days, display the log for the last day on which you were off duty, and tap the Certify button. You will be prompted to certify the range of dates encompassed by that off duty event.

**Q:** Why am I being asked to certify my log again?

**A:** You can only certify logs that are complete. Any new status change, log edit or annotation, or accepting a proposed edit will require that you re-certify your log.

**Q:** What if I need to certify logs that are not available on the mobile device?

**A:** You will only be able to certify the previous 7 or 14 days on the mobile device, depending on your driver type. You can certify older logs through the Driver Portal.

**Q:** What happens if I reject an edit?

**A:** The event will be displayed as **Inactive - Rejected**. Your availability will not be affected and you will not need to re-certify the log.

**Q:** What happens if I accept an edit?

**A:** The event becomes an active event in your log. Your availability is recalculated accordingly and you will need to re-certify the log.

**Q:** What if an edit was proposed for a date that is not available on the mobile device?

**A:** You will only be able to view the previous 7 or 14 days on the mobile device, depending on your driver type. You can review older logs and accept or reject edits through the Driver Portal.

**Q:** What is **Available Drive Time**, and how is it calculated?

**A:** **Available Drive Time** is the maximum time in hours and minutes (hh:mm) that a driver legally may continue to operate a commercial vehicle without rest. The logging device calculates the time remaining until each applicable hours of service limit will be reached. The lowest of these is displayed as **Available Drive Time**.

**Q:** I performed some work after signing out of the logging device but before signing in again. Can I record that activity now?

**A:** Yes, but only if the activity you wish to add was On Duty, not Driving. After completing the sign in process, go to **Options** to add **Pre Shift** time (time worked just before signing in to the logging device) and/or **Post Shift** time (time worked just after signing out of the logging device). Your driving time left will be recalculated accordingly. Optionally, you are able to use the Driver Portal to make edits to your log.

**Q:** What is **Gain time at**?

**A:** This is the date (month/day/year) and time at which your **Available Drive Time** will increase, presuming that you don't change duty statuses before then. See **Driver Overview** for more information.

**Q:** I've been waiting a long time, but still haven't received my logs. What should I do?

**A:** The system will try to reach the server for 60 seconds. If the server cannot be reached, you will receive an error message and must reestablish communications before signing in. If you have recently signed in to this device, a **Stop** button will appear after 60 seconds, allowing you to continue signing in without reaching the server.

**Q:** I received a message that there are proposed edits and/or uncertified logs that need to be reviewed on the eFleetSuite website. What do I do?

**A:** You will need to sign in to the Driver Portal to complete these actions, as they are required on logs older than can be accessed on the device.

The ELD system is powered by

