



# TruckPC ELD Driver User Guide

DRIVERTECH LLC CERTIFIES THAT THE TRUCKPC IN-CAB DEVICE IS COMPLIANT WITH FMCSR 49 CFR §395.15 THROUGH FMCSR 49 CFR §395.38

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# MAIN HOS SCREEN

## CURRENT DUTY STATUS & TIMERS



The main HOS screen displays your current duty status and the time remaining before you are in danger of violation. The tab title reflects the Service Cycle in use (US-8, US-7, Texas, etc.) and allows you to:

- View and Confirm your driver name and current duty status.
- View your current driving availability. The time displayed is the lesser of the times remaining for the current duty day.
  - Green text = Greater than 1 hour available
  - Yellow text = 1 hour or less available
  - Red text = If you drive, you will be in violation

### AVAILABLE MAIN SCREEN OPTIONS

- **Today's Log:** All detail of the current day's log
- **More Timers:** View additional HOS details
- **Co-Driver:** Co-Driver Logon required to access Co-Driver logs
- **Driving Mode:** Change driving mode
  - **Normal Mode:** Standard "Line 3" Driving (Default)
  - **\*Yard Move:** Must be 'On-duty' to enable
  - **\*Personal Use:** Must be 'Off-duty' to enable

### ***YOU SHOULD REVIEW WITH YOUR CARRIER:***

- **ALLOWED DRIVING MODES**
- **YARD MOVE MAXIMUM MPH**
- **PERSONAL USE LIMITS**

### Driving Detected

- The ELD will automatically switch to driving mode once the commercial motor vehicle (CMV) is moving up to a set speed threshold of 5 miles per hour
- The vehicle will be considered stopped once its speed falls to zero miles per hour and stays at zero miles per hour for three consecutive seconds
- When the duty status is set to driving, and the CMV has not been in motion for five consecutive minutes, the ELD will prompt you to confirm a continued driving status or enter the proper duty status
- If you do not respond to the ELD prompt within one minute, the ELD will automatically switch the duty status to on-duty not driving beginning at the time the vehicle was considered stopped

**YOU WILL NOT LOSE ANY DRIVE TIME AND YOU CAN CHANGE YOUR STATUS WHILE NOT IN MOTION**

# DRIVER TASKS



## HOW TO START YOUR DUTY DAY

### ENTER ON-DUTY AND DECLARE YOUR START OF SHIFT

1. Select the HOS button from the Menu screen
  - When the HOS app starts, if you have uncertified logs the system will prompt you to certify. (see **How to Certify Your Logs** Page 6)
2. Select **On-duty** from the quick buttons at the bottom of your screen
3. Select the BOL field
  - Enter the BOL information
  - Press **Submit**
4. If you have a Co-Driver; Select the Co-driver field
5. Select your Co-Driver  
(see **Team Driving: Points to Remember** Page 7 if your Co-Driver is not listed)
6. Select the trailer field
  - Enter the trailer number
  - Select **Submit**
  - (Repeat step 6 to enter additional trailers)
7. When the entire form is complete select **Submit**
8. Select **Yes** when asked, "Is this the beginning of your shift"
9. There may be further steps depending on what your carrier has enabled. Follow additional prompts to continue

## HOW TO END YOUR DUTY DAY

1. Review your daily log
  - Select the **current day** from the Logs tab
  - Select the **List** tab to view your status changes for the day
2. Conduct your daily Post Trip Inspection (DVIR)
3. Select **Off-duty** or **Sleeper berth** from the quick bar at the bottom of the HOS main screen
4. Select **End of Shift**
5. Select **Yes** when asked "Enter Driver Vehicle Inspection Report?"
6. If defects were discovered
  - Select **Yes**
  - Enter the details from any defects
  - Select **Add** to add the defect to your report
  - Complete the DVIR wizard to add additional defects
7. If no defects were discovered
  - Select **No**
8. Select **Submit**

**\* SELECTING SUBMIT IS THE MOST IMPORTANT STEP OF ENTERING ANY STATUS**



# DRIVER TASKS (CONT.)



## HOW TO CHANGE YOUR STATUS

1. Locate the **Quick Status** buttons at the bottom of the main HOS tab or the Logs tab
2. Select your desired status; Off-duty, Sleeper berth, Driving, or On-duty
3. Select your desired remark or choose **Other** to enter a custom remark

## HOW TO EDIT A STATUS ON YOUR LOG

1. Select the **Logs** tab
2. Select the day you want to make changes to
3. Select the **List** tab
4. Find and select the status that needs correction
5. Select the fields that need alteration and follow the guided instructions to complete the changes

**If a field is inactive the information cannot be changed**  
**Please contact your Safety Department for further assistance**

## HOW TO CHANGE DRIVING MODE

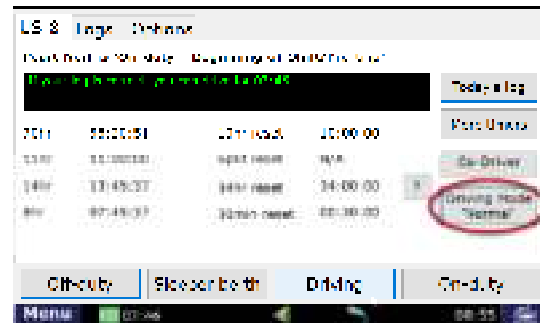
1. Select the **HOS** icon
2. Select **Driving Mode 'Normal'**
  - Select **Yard Move** OR
  - Select **Personal Use**
    - Follow the guided instructions to choose or enter remarks and complete the process
  - The button text indicates the current **Driving Mode**

Driving Mode  
'Normal'

Driving Mode  
'Yard Move'

Driving Mode  
'Personal'

- The system will prompt the driver to revert to Normal Driving Mode when driving stops for 5 minutes or the ignition is turned off. No response after that time will return the device to Normal Driving Mode



# HOS OPTIONS & CERTIFICATION



## OPTIONS TAB

- **Request HOS Logs**
  - Request your current HOS logs from your Carrier
- **Submit HOS Logs**
  - Send your current HOS log to your Carrier
- **Change Trucks**
  - Ensure your logs are sent to your carrier and available when you log into a different truck
- **Enforcement View**
  - See Roadside Inspection Guide in this manual
- **Email HOS Logs**
  - Email the current 8 days of HOS Logs in .PDF format to any email address
- **Enter Alt. Truck#**
  - Carrier Specific
- **Fuel & Mileage**
  - Enter Fuel Purchases and Manual Miles
- **DVIR**
  - Add, Review, & Certify DVIRs, Request Last DVIR
  - View your carrier specific inspection list

HOS-8 Logs Options

Request HOS Logs

Submit HOS Logs

Change Trucks

Enforcement View

Email HOS Logs

Enter Alt. Truck#

Fuel & Mileage

DVIR

## HOW TO CERTIFY YOUR LOGS

**LOG CERTIFICATION SHOULD TAKE PLACE ON A DAILY BASIS**

1. Select HOS icon from the Menu screen
2. Select the Logs tab
3. Select the oldest log that does not have a check mark next to the date.
4. Review changes from the Graph view and/or the status changes by selecting the List tab
5. If your log is accurate:
  - Select Certify
  - Confirm that your log is true and correct for the day by selecting Agree
6. If your log is not accurate, you can contact your Safety Department for assistance or review **How to Edit a Status on Your Log** Page 5

# TEAM DRIVING



## REMEMBER

- While in a team driving situation you must note your co-driver on your log
- Drivers must log onto the TruckPC as the **primary driver** at least **once every 24 hours**
- Co-drivers can access their logs, change status, certify, etc. while another driver is logged into the system
- You can notate your co-driver from **any On-duty status**, but it is **recommended you select your co-driver during "Beginning of Shift"**

## HOW TO ENTER YOUR CO-DRIVER ON YOUR LOG

1. Select **On-duty**
2. Confirm or enter the requested data for BOL and Trailers
3. Touch the **Co-driver** field and choose from the list of available drivers  
(If there are no drivers listed, your Co-driver needs to log in and out of the TruckPC as the main driver)
4. Select **Submit** to complete the status change

## HOW TO VIEW YOUR LOGS AS A CO-DRIVER

1. Select the **Co-Driver** button from the main HOS screen or the Mode Control DriveSafe screen
2. Enter your Logon information
3. You can view your current hours, change your status, make edits, certify your ELD Logs , etc.
4. Return to the Current Driver's Logs by Selecting **<< Back**

# DIAGNOSTIC & MALFUNCTION EVENTS

WHEN A MALFUNCTION OCCURS THE FOLLOWING ICON WILL BE DISPLAYED ON THE ELD.



The Driver should perform the following:

- Notify the motor carrier within 24 hours
- Reconstruct the RODS (Records of Duty Status) for the current 24 hour period on graph-grid paper logs
  - a) If previous 7 days are NOT accessible on the ELD the Driver must also reconstruct the RODS for the previous 7 days on graph-grid paper logs \*
- Recording hours of service on a paper log cannot continue for longer than 8 days after the malfunction.
  - a) The ELD must be serviced, repaired, or replaced within 8 days of the malfunction occurring
- Once the malfunction is resolved the RODS can be reconstructed digitally using the Portal or the ELD

\* Even with the previous 7 days available on the ELD, the driver needs to manually create RODS until the ELD is serviced, or the malfunction is cleared and back in compliance.



# DIAGNOSTIC & MALFUNCTION EVENTS

THE ELD IS REQUIRED TO MONITOR AND RECORD DIAGNOSTIC, MALFUNCTION, AND INCONSISTENCIES:

- **Data Transfer Compliance Diagnostic Event** cannot transfer recorded logs to back-end system
- **Data Transfer Compliance Malfunction** cannot transfer recorded logs to back-end system
- **Engine Synchronization Data Diagnostic Event** occurs when the ELD loses connectivity to any required data source and cannot update the value of the parameters within 5 seconds. These include; engine power, vehicle motion, odometer, and engine hours.
- **Engine Synchronization Compliance Malfunction** occurs when the ELD loses connectivity to any required data source and cannot update the value of critical parameters for more than 30 minutes over a 24 hour period across all driver profiles, including the unidentified driver profile. Critical Parameters include; engine power, vehicle motion, odometer, and engine hours.
- **Position Compliance Malfunction** occurs when the ELD fails to acquire a valid GPS position within 5 miles of motion and 60 minutes have passed.
- **Power Compliance Diagnostic Event** occurs when the ELD is not powered within one minute of the vehicle's engine started or if the ELD does not remain powered up while the engine is running.
- **Power Compliance Malfunction** occurs when the ELD is not powered for a cumulative driving time of 30 minutes or more over a 24 hour period across all driver profiles, including the unidentified driving profile.
- **Timing Compliance Malfunction** occurs when the ELD is not able to synchronize with UTC time and cannot go beyond a difference of 10 minutes at any time.
- **Unidentified Driving Events** occurs when more than 30 minutes of driving time has accumulated over a 24 hour period while no driver profile is logged into the ELD
- **Missing Data Diagnostic Event** occurs when required data is missing at the time of a status entry

# ROADSIDE INSPECTION GUIDE

As a driver, you are responsible for verifying the accuracy of your HOS logs and knowing the functions related to a roadside inspection from within your DriverTech TruckPC. Review this guide thoroughly and contact your carrier with questions. You should practice entering Enforcement View, and familiarize yourself with this information before a roadside inspection occurs. Be prepared to guide DOT inspectors and retrieve required information during an inspection.

## DRIVER

### PLACE THE ELD INTO ENFORCEMENT VIEW

1. Select **Options**
2. Select **Enforcement View**
3. If your carrier has assigned you a password:
  - Do you want to require a password to exit Enforcement View? (Please note; your password may be different from your driver login)
  - To exit Enforcement View you will need to re-enter your password

***In order to secure the ELD while in Enforcement Mode you must be assigned a password!  
Contact your carrier for more information.***

## INSPECTOR

### BUTTONS ARE SELF-GUIDING

- View Current Drivers HOS
  - Summary
    - Contains required data points collected for the day
  - Graph
    - Standard Graph/Grid View
    - Use Prev, Next, and View buttons to navigate
  - List
    - Use Prev, Next, and View buttons to navigate
    - Shows all statuses and events by default. This can be altered by pressing the All button and selecting a different view

## DATA TRANSFER

1. Select **Send HOS logs to enforcement**
2. Enter output **File Comment** (If provided by Inspector)
3. Select **Submit**



# §395.34 - ELD MALFUNCTION AND DATA DIAGNOSTIC EVENTS

**(a) Recordkeeping during ELD malfunctions.** In case of an ELD malfunction, a driver must do the following:

- (1)** Note the malfunction of the ELD and provide written notice of the malfunction to the motor carrier within 24 hours;
- (2)** Reconstruct the record of duty status for the current 24-hour period and the previous 7 consecutive days, and record the records of duty status on graph-grid paper logs that comply with § 395.8, unless the driver already possesses the records or the records are retrievable from the ELD; and
- (3)** Continue to manually prepare a record of duty status in accordance with § 395.8 until the ELD is serviced and brought back into compliance with this subpart.

**(b) Inspections during malfunctions.** When a driver is inspected for hours of service compliance during an ELD malfunction, the driver must provide the authorized safety official the driver's records of duty status manually kept as specified under paragraphs (a)(2) and (3) of this section.

**(c) Driver requirements during ELD data diagnostic events.** If an ELD indicates that there is a data inconsistency that generates a data diagnostic event, the driver must follow the motor carrier's and ELD provider's recommendations in resolving the data inconsistency.

**(d) Motor carrier requirements for repair, replacement, or service.**

**(1)** If a motor carrier receives or discovers information concerning the malfunction of an ELD, the motor carrier must take actions to correct the malfunction of the ELD within 8 days of discovery of the condition or a driver's notification to the motor carrier, whichever occurs first.

**(2)** A motor carrier seeking to extend the period of time permitted for repair, replacement, or service of one or more ELD shall notify the FMCSA Division Administrator for the State of the motor carrier's principal place of business within 5 days after a driver notifies the motor carrier under paragraph

(a)(1) of this section. Each request for an extension under this section must be signed by the motor carrier and must contain:

- (i)** The name, address, and telephone number of the motor carrier representative who files the request;
- (ii)** The make, model, and serial number of each ELD;
- (iii)** The date and location of each ELD malfunction as reported by the driver to the carrier; and
- (iv)** A concise statement describing actions taken by the motor carrier to make a good faith effort to repair, replace, or service the ELD units, including why the carrier needs additional time beyond the 8 days provided by this section.

**(3)** If FMCSA determines that the motor carrier is continuing to make a good faith effort to ensure repair, replacement, or service to address the malfunction of each ELD, FMCSA may allow an additional period.

**(4)** FMCSA will provide written notice to the motor carrier of its determination. The determination may include any conditions that FMCSA considers necessary to ensure hours-of-service compliance. The determination shall constitute a final agency action.

**(5)** A motor carrier providing a request for extension that meets the requirements of paragraph (d)(2) of this section is deemed in compliance with § 395.8(a)(1)(i) and (a)(2) until FMCSA makes an extension determination under this section, provided the motor carrier and driver continue to comply with the other requirements of this section.

# DRIVERTECH TECHNICAL SUPPORT

## IF YOU REQUIRE ASSISTANCE WITH YOUR DRIVERTECH ELD:

- For specific how-to guides go to <http://support.drivertech.com>

### YOU CAN ALSO:

1. Contact your carrier
2. Follow your carrier's instructions
3. Please inform your carrier that DriverTech Technical Support is available 24 hours per day and 7 days per week
4. Your carrier will decide if assistance from DriverTech Technical Support is required

\* FMCSA regulation dictates that DriverTech (a vendor) is prohibited from making adjustments to HOS logs.



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