



DriveTime™ ELD Driver Guide

Compliant with the Technical Standards for Electronic Logging Devices (ELD) in the United States and Canada.

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CHAPTER 1: INSTALLING AND CONFIGURING THE ELD

CONFIGURING THE ELD BEFORE OPERATION

In some instances, this manual uses “Icon Keys” to direct your attention to specific and important information. See the different icons in the table below:

Icon Key

 Important information

 Take Notes

 Online support account

 Access to Log book

 Read this chapter before operating the ELD!

 Confirm you have received all required components, make sure your account was created and you have access to the ELD online portal.

 To save time in the future, we recommend you print a copy of this document and keep it inside the cab. This document contains critical information to properly operate your ELD and a list of malfunctions and how to resolve them. It is also recommended to write down your ECM device's identifier (shown below) in a separate location in case you lose this document.

What do you need before operating the ELD?

1. Mobile devices with independent cellular access to the internet for synchronization of logs
2. Intangles In Genious™ Device
3. An appropriately cable to connect the ingenious device to your vehicle
4. The DriveTime™ ELD app installed on your mobile device
5. A valid login credential for DriveTime™ ELD

Your mobile device (where the ELD app is running) must:

1. Have Bluetooth enabled.
2. Be connected to the internet, either with a cellular data plan or connected to a hotspot.

INSTALLING THE ECM DEVICE

Plug the ECM device into the vehicle's diagnostic port. In some cases, you might need to use the ECM adapter to plug the device onto the J1939 or other diagnostic port.

Locate the diagnostic port (see image below for possible locations depending on vehicle's make, model and year.)

 For the ELD to remain compliant, it must remain connected to the ECM device and read engine data. Engine data is only available when the vehicle's engine is turned on. Engine data is only available when the vehicle's engine is turned on.



The initial configuration is only required right after installing the ELD app for the first time and it is no longer needed after. The objective is to initially configure a vehicle profile (trailer number, VIN number) and connect/test the ECM device connection.

CONFIGURING THE ELD WITH THE RIGHT ASSET

The ELD must be linked to a carrier asset (vehicle).

Please tap on the truck or trailer image on the application to pick from the asset list downloaded during login (see list below) or to manually enter (if it's not by your carrier/company) a new truck or trailer.

Once you select a tractor or trailer from the downloaded list, the ELD will always use the VIN number, license plate, and registration state displayed on the list.

Enter the vehicle's dashboard odometer value twice for the ELD to adjust discrepancies between dashboard and engine odometer. The images to the left show this vehicle profile.

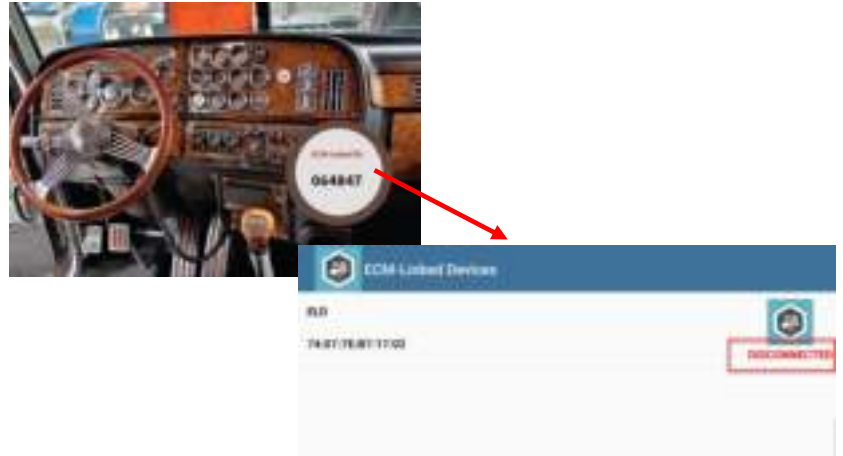


ESTABLISHING ECM CONNECTION

Before a driver can operate an ELD, the ELD must be synchronized to the vehicle's engine using a Bluetooth connection to the installed Intangible InGenious device (referred to as an ECM device).

Before scanning and connecting to an ECM device, make sure the ELD has Bluetooth enabled.

- ✎ We highly recommend installing a label or decal on the vehicle's dashboard with the ID of the ECM device installed on the vehicle as noted in the below figure. Also, write down this ECM ID.



To connect to the ECM device, tap on 'Scan Devices' and wait for the device to show up (make sure the correct ECM ID is displayed.)

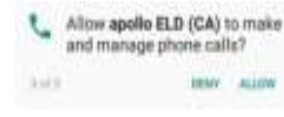
⚠ For the ECM device to work properly and the ELD to be able to connect to the device and read engine data, the engine must be turned on. Keep this in mind when operating the ELD. Duty status changes, as an example, require engine parameters when generated. Make sure the engine is still running when making duty status changes.

Some ELD configurations lock an ELD to a specific ECM device, in which case the Scan Devices screen is not shown and the ELD will automatically run the diagnosis. A diagnosis is performed to make sure the ELD is fully compliant and ready for driver operation.

REINSTALLING THE ELD APP

If an ELD App reinstall is required, (or needed to install it on a different device), please delete the old application and then search the app Store for 'DriveTime ELD' and reinstall the app. When you open the ELD app for the first time, approval the following permissions are required:

1. Access device elements. (Camera, etc)
2. Access your location.
3. Use the network.



The application must also be allowed to show over other applications.

CHAPTER 2: ELD DRIVER OPERATION

DRIVER AUTHENTICATION

The ELD has three (3) different accounts:

1. **Driver:** Unique per driver account used by drivers in line of Service and ELD regulations. This account records duty status changes (RODS) and allows the export of driver records for printout, display, and agent output. The generation.
2. **Support:** Account used by the carrier and ELD manufacturer to setup, configure, update, and troubleshoot the ELD. No duty status changes are recorded with this account, and no access to driver records of duty status (RODS) changes is permitted under the support account.
3. **Non-authenticated:** A operation of a commercial motor vehicle (CMV) is recorded under this account (aka, Unidentified Driver) if no driver has logged into the ELD. Non-authenticated records (vehicle movement and on-duty time) are stored on the ELD as well as the carrier and should be assumed by a driver account.

LOGIN

Login using your driver's credentials.

- ⚠ Login IDs and the driver's license associated with the login ID, cannot be duplicated and are unique in the ELD system.
- ⚠ The username cannot be altered once created.

Each driver using the system will have a unique login ID. This login name and password is for the specific driver's use only and must not be shared with any other person (even on cell). The login name belongs to the driver and is tied to the driver's personal information (e.g. driver's license, etc.)

If the driver changes carriers and is driving for a different carrier, the login name, under certain circumstances, will remain the same and it is the driver's obligation to ask the home base carrier to update the carrier's name and DOT number on the system.

- ⚠ Login is restricted to only one ELD at a time. For the driver to login to a different mobile device, the driver must change to off-duty status and log out from the previous device.

Driver Unlock: In the event a driver is still logged on an ELD, but the device ceased to function or gets lost, the driver must call the home base carrier and ask for the login name to be "unlocked." This unlock process will change the driver's status to "Off Duty."

CO-DRIVER AUTHENTICATION AND REMARKS

A co-driver can authenticate by tapping on the currently active driver button (which brings up the login screen) or the co-driver can go to the menu and select the Co-Driver Login location.

SELECTING A VEHICLE PROFILE

Before a driver's logs can be exported and shared with an authorized agent, the driver must update the current vehicle information.

Tap on the truck or trailer image to pick from the downloaded asset list during the login process. (See list below)

Or, if allowed by your carrier, manually enter a new truck or trailer. Once a truck or trailer is selected from the downloaded list, the ELD will always use the VIN number, license plate, and registration state displayed on the list.

Vehicle Profile

SELECT TRACTOR

SELECT TRAILER

Tractor Information:

Tractor Number: 123
 Tractor VIN: 12345678901234567890
 Tractor Lic. plate: ABC123
 Tractor Registration State/Province: AB
 ELD Mileage: 12345678901234567890 OK

Trailer Information:

Trailer Number: 12345678901234567890
 Confirmation (Mile):

Save

SELECT TRACTOR

Tractors 00

Search Tractor

- Tractor Number: 12345678901234567890
- Tractor VIN: 12345678901234567890
- Tractor Lic. plate: ABC123
- Tractor Registration State/Province: AB
- ELD Mileage: 12345678901234567890 OK

Back **Save**

IMPORTANT: Enter your vehicle's dashboard odometer values twice, for the ELD to adjust discrepancies between the dashboard and engine odometer.

Make Tractor and Trailer Selection

SELECT TRACTOR

Tractors 00

Search Tractor

- Tractor Number: 12345678901234567890
- Tractor VIN: 12345678901234567890
- Tractor Lic. plate: ABC123
- Tractor Registration State/Province: AB
- ELD Mileage: 12345678901234567890 OK

Back **Save**

If allowed by your carrier/company, a new tractor or trailer can be added by selecting the "+" button located on the top right of the screen:

Tractor Information:

Tractor Number:

Tractor VIN:

Tractor Lic. plate:

Tractor Registration State/Province:

CANCEL **OK**

Tractor Number: 12345678901234567890

Once an ew asset is created on the ELD, the asset information is broadcasted to the ELD portal and to other ELDs operating under the same carrier.

ENGINE SYNCHRONIZATION (ECM CONNECTION)

To connect to the ECM device, tap on "Scan Devices" and wait for the device to display (make sure the correct ECM ID displays as discussed earlier in the configuration section)

- ⚠ For the ECM device to work properly and the ELD to be able to connect to the device and read engine data, the engine must be turned on. Keep this in mind when operating the ELD. Duty status changes, as an example, require engine parameters when generated. Make sure the engine is still running when making duty status changes. Some ELD configurations lock an ELD to a specific ECM device, in which case the Scan Devices screen is not shown and the ELD will automatically run the diagnostic.

ELD DIAGNOSTICS

Once connected to the ECM device, one can run an ELD diagnostics (accessible from the top right menu)

The diagnostic checks critical components on your ELD and all areas must pass the test for you to remain compliant. See below for a sample of the presentation:



BLUETOOTH AND ECM CONNECTION STATUS

The ELD must always be able to receive engine data. Make sure the Bluetooth and ECM connection indicators remain green. If the indicator turns red, please go to "Scan Devices", and connect to the ECM-linked device.



DRIVER PROFILE PREFERENCES

We recommend verifying the driver's profile. Please make sure the information is correct:

-  Carrier name.
-  Proper rule set. (60-hour or 70-hour)
-  Home base time zone.
-  Select the rule set drop-down to change the rule set from 60-hr to 70-hr and vice versa.
-  Select the units of measurement (miles, gallons, kilometers, or liters).
-  Starting 24-hr time is set by your carrier but could be changed at any time. Just keep in mind that the new 24-hr starting time will take effect on your next cycle (after the 36-hr restart).



PERSONAL USE (PU) AND YARD MOVES (YM)

Current regulations allow a driver up to 75 Kilometers/46.60 miles of driving for personal use (PU). For example, this allows a driver driving to the nearest restaurant or drive home among other reasons. The ELD will prompt you to add a pre-defined reason or give a different reason for a non-identifying status.

The ELD must be connected to the ECM device for the "Personal Use" provision (button) to be available.

Once you have reached the 75 Kilometer/46.60 mile limit, an alert on the ELD register and will automatically switch to "Driving Duty" status.

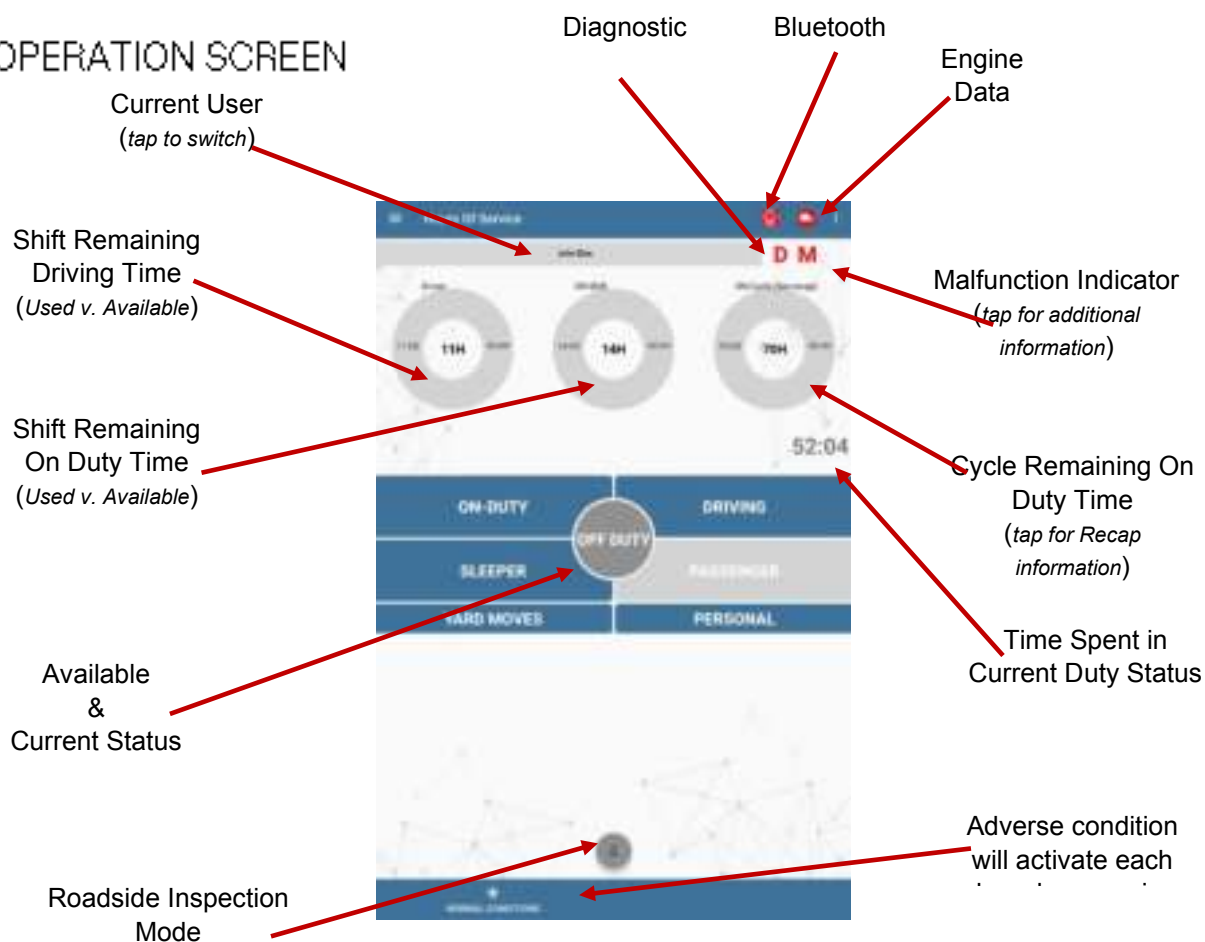
If the ELD shuts down (e.g., power loss) or restarts, a prompt will instruct to continue the Personal Use status displays.

The ELD also allows driving the vehicle in the "Yard."

Switch to the Yard Move (YM) button before putting the vehicle in motion. If the vehicle's speed exceeds 32 Km/h/20 mph, the ELD will automatically switch to "Driving Duty" status.

Similar to Personal Use, if the ELD is restarted, you will be prompted to either remain in the Yard Move status or exit the status.

ELD MAIN OPERATION SCREEN



CHANGING ON DUTY STATUS

To change the duty status, tap on the desired duty status button.

- Changing in and out of ON DUTY, YARD, and PERSONAL, will prompt a sub screen for a pre-defined remark or enter a custom remark.
- When coming out of ON DUTY status, the number of gallons fueled may be entered which are required for proper IFTA reporting.

TIME REMAINING

The three "gauges" consistently show the actual time spent on each status (driving, ON Duty and cycle ON Duty). The corresponding clock will turn yellow or red to indicate proximity to the time limit.

RECAP

Tap on the "ON Cycle (see recap)" document to see how much ON Duty time will be removed once the 7th or 14th day is reached.

The recap summary message also communicates the day and time when the next available recap will take place.

- 🔔 This information has great value for the driver, enabling planning for the weekly cycle and stay aware of how much time gained back each day, after the 7th or 14th day (according to the currently selected release).



FALSE VIOLATIONS

This area shows the closest possible violation. It also triggers a notification pop up one hour before the violation and another alert thirty minutes before the next possible violation.

ANNOTATIONS AND REMARKS

When changing to and out of ON-DUTY, YARD, and PERSONAL duty statuses, the ELD will show you the predefined remarks to simplify the use of the ELD. You can also type your own remark. See the image:



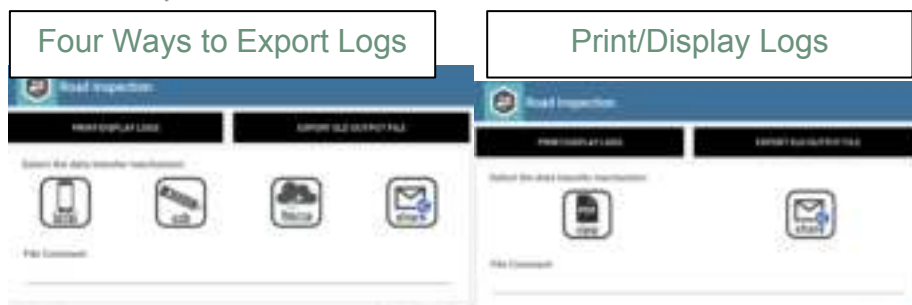
ROADSIDE INSPECTION MODE

If you are stopped on the road, we recommend you enter the Roadside Inspection Mode by tapping:

This mode allows you to export the "Printout/Display" document as well as exporting the ELD data file:



SENDING FILES TO DOT/MTO



PDF Print/Display Logs



CERTIFYING YOUR RECORDS AND LOG EDITS

- 🔔 Every duty status change must be certified before exporting the driver's logs.
- 1. Select the "Certify Logs" option from the menu to list all unverified logs.
- 2. Select each day and tap on the "Certify" button.
- 🔔 At the end of each 24-hour period, the ELD will automatically prompt the driver to certify logs for the last 24 hours period.
- 🔔 During the driver login and logout, the driver will be prompted to certify the logs.



Log Certification can also be accomplished at any time by going to the Main Menu and selecting "Certify Logs". Select the day or days you would like to certify:

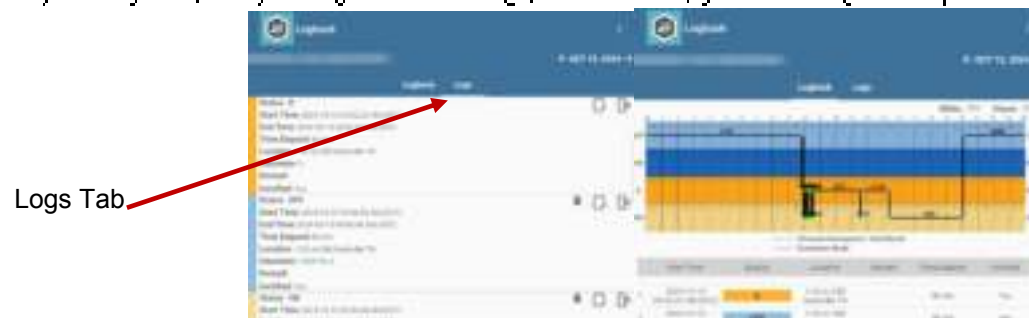
Select the 24-hour period you want to certify, then tap on the CERTIFY button.

You will need to agree to the statement that presents when prompted.



VIEWING YOUR LOGS

To view your Logbook, edit your logs or export Logs/ELD data, go to the "Logbook" option in the menu. (See Inset Below)



Moving to a different day is easily accomplished by selecting the left and right arrows by this selection:



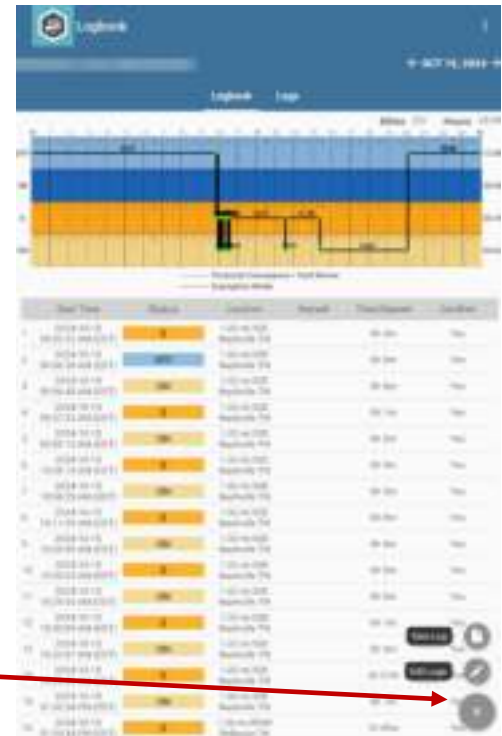
- 📖 The Logbook tab shows the logbook for the selected day. Also, the Logs tab has a list view of the logs for that day, where an existing log may be edited.

Use the mobile device's swipe selection to move between the Logbook and the Logs tabs.

ADDING, DELETING, AND EDITING AN EXISTING RECORD (LOG)

1. On the LOGS tab select the edit icon.
2. Make the necessary changes.
3. Input the mandatory remark explaining the reason of the change.
4. Confirm Changes

- ⚠ *Remember, driving time can only be increased on automatically recorded records. Driving time can be deleted, reduced, or increased on manually recorded records.*
- ⚠ *The ELD must be synchronized to the tractor's Engine Control Unit (ECU) via EGM device. Failure to read engine values will change the driver to being non-compliant.*
- ⚠ *Daily ON DUTY, cyclic ON DUTY and possible violations will be calculated according to the new record change.*



Modify Logs

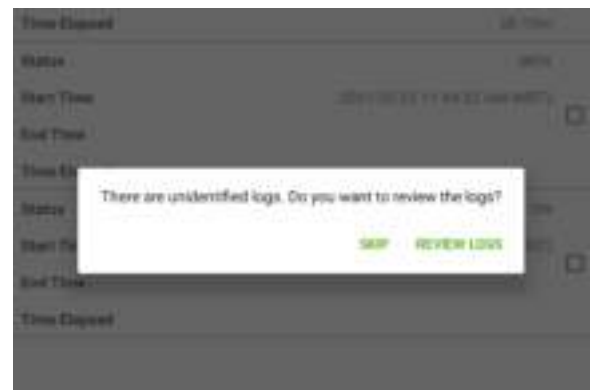
UNIDENTIFIED LOGS

During the login process, the system will prompt for a review of existing unidentified logs.

If the unidentified logs do not belong to your lap "SKIP".

If some, or all, unidentified logs belong to you:

1. Select PEV DW LOGS
2. Select the checkbox associated to the logs that belong to you.
3. Assume the logs.



The carrier/company can also revert those logs back to unidentified, if needed, for which you will be asked to confirm.

CHAPTER 3: MOTOR CARRIER SUGGESTIONS

For time to time, the carrier may suggest changes to your logs.

The driver is responsible for assuming or rejecting those suggestions.

Carrier proposed edits will show on the driver's ELD and Forant Lmes. They will show during login and logout process, and will also be shown as a new ELD messages on the main screen.



Please make sure:

- ⚠ You are not driving while attending to carrier proposed log edits.
- ⚠ You do not certify your ELD records if a carrier proposed log edit is assumed.

Once you tap on the ELD message button, a list of carrier proposed log changes will display:

Select REJECT or ACCEPT to perform the desired action. The action selected will be applied to the selected logs.

The screenshot shows the 'Carrier Proposed Edits' screen. It has a header with 'REJECT' and 'ACCEPT' buttons. Below is a list of logs with columns for Status, Start Time, Location, and Remark. Red arrows point to the 'REJECT' button and the checkboxes for selecting logs.

Status	Start Time	Location	Remark	Action
ON	2020-06-16 02:35:02 AM (EDT)	Miami, FL	Pre-Trip	☐
YM	2020-06-16 02:35:02 AM (EDT)	Miami, FL	Pre-Trip, partial	☐
SB	2020-06-16 02:45:00 AM (EDT)	Miami, FL	partial	☐

Select the logs you want to accept OR reject.

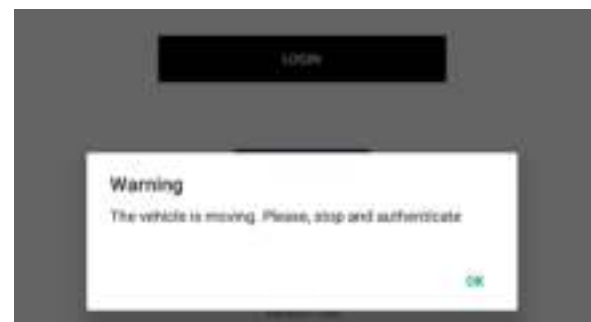
CHAPTER 4: ELD GENERAL MESSAGES & NOTIFICATIONS

Some notifications are shown while operating the ELD. These represent errors, warnings, or specific information regarding an operational change. The most common notifications are:

- During authentication:
 - “You are logged on a different device.”
 - A driver can only use credentials to log in to one ELD. The same driver account cannot be used on multiple ELDs. If you lost your ELD while authenticated, contact your company and ask them to unlock your account. You will be able to log in after your account is unlocked.
- “Wrong authentication.”
 - Make sure your Username and Password are correct. Also make sure you have internet access and good upload/download speed.
- “Downloading _____ (e.g. shipments, events, locations, clocks, etc.) error.”
 - Make sure you have internet access and good upload/download speed.

UNIDENTIFIED DRIVING

Once the vehicle, to which the ELD is connected, is beginning moving, a driving event is created. The ELD will show a visual and audible notification indicating the driver is not authenticated on the ELD. The driver could continue to the destination, authenticate later, and review/accept unidentified events.



AUTOMATIC DRIVING STATUS WITH MULTIPLE DRIVERS AUTHENTICATED

If the vehicle moves, there is more than one driver authenticated on the ELD and no driver is on Driving duty status, the ELD shows an audible and visual notification prompting the driver to select the driver currently operating the vehicle.



CARRIER-PROPOSED LOG EDITS

If the carrier's back office personnel propose a change to the driver's logs, a notification is shown on the ELD. The driver can accept or reject the carrier-proposed edits during login, logout, or by tapping the new message icon.

Notification of carrier-proposed edits during normal ELD operation.



CHAPTER 5: ELD DIAGNOSTICS AND MALFUNCTIONS (RESOLUTION)

DIAGNOSTICS

1. **Power Data/Compliance Diagnostic:**ECM parameters must be available within 1 minute of powering on the vehicle's engine.)
Resolution: Make sure you are connected to the ECM device. On the menu go to Scan Devices and select your ECM device. Make sure all engine parameters pass the diagnostics. (all green)
2. **Engine Synchronization Data Diagnostic:**(Not all ECM parameters are available when the ELD records an event, e.g. duty status change.)
Resolution: Make sure you are connected to the ECM device. On the menu go to Scan Devices and select your ECM device. Make sure the diagnostic passes all engine parameters (all green)
3. **Missing Required Data Elements Data Diagnostic:**(Other required data, i.e. location, coordinates, not available when recording an event.)
Resolution: Make sure the GPS module is enabled on the ELD.
4. **Data Transfer Data Diagnostic:**(An ELD must verify this functionality at least once every seven (7) days.)
Resolution: Verify that you have an active cellular or wifi connection all the time. Confirm that your logs are always updated on the ELD portal.
5. **Unidentified Driving Records Data Diagnostic:**(More than 30 minutes of driving without a driver logged on the ELD.)
Resolution: You are not logged on the ELD and the vehicle moves for an extended period. Log in and select your driving time.
6. **Other ELD identified Diagnostic:**(The ELD provider may implement additional, technology specific malfunction and data diagnostic exclusion scenarios.)

MALFUNCTIONS

Most malfunctions relate to a Diagnostic, but a malfunction is generated when the same diagnostic occurs for at least 30 minutes in the last 24 hours.

- P. **Power Compliance** (Related to diagnostic 1)
 - E. **Engine Synchronization Compliance** (Related to diagnostic 2. For instance multiple periods of no ECM data that, when added together, are more than 30 minutes in the last 24 hours.)
- T. **Timing Compliance** (The time on the ELD, compared to an external time source is different.)
Resolution: Make sure the date and time on your mobile device is properly set. DO NOT (manually) change the date or the time on the ELD.
- L. **Positioning Compliance** (No location available. Related to diagnostic 3)
- R. **Data Recording Compliance** (Monitor storage capability to store records.)
Resolution: Make sure you have sufficient internal storage on your ELD. Delete Tests if necessary.
- S. **Data Transfer Compliance** (ELD records not able to be uploaded.)
Resolution: You probably don't have internet access. Restart the ELD (if needed) and confirm you reconnected to the network.

CHAPTER 6: SHIPMENTS (CONNECTING TO BROKERS, SHIPPERS, RECEIVERS, AND CARRIERS)

Addressing two of the biggest complaints from drivers using an ELD, the “Shipment Sync” feature, targets those specific needs by allowing drivers, motor carriers, brokers, shippers, and receivers to be connected and share shipment information in real time.

Shippers and receivers can confirm exact arrival time, bay number assigned to the driver, safe parking instructions, and additional notes. The information is shared (instantly) with drivers, allowing them to better plan their routes, rest times, and minimize dock waiting time.

This is a general overview of Shipment Sync:

CREATING A SHIPMENT

First you need to create the shipment (see image).

Once the shipment is uploaded to the ELD portal, the carrier can share the shipment with brokers, shippers, and receivers.

On the new Shipments tab (on the portal), motor carrier personnel can see all shipments created by drivers.

A pop-up window is displayed once the Details link is clicked. The motor carrier can share these ETAs with the broker and pickup/delivery warehouses.

To do so, the motor carrier just needs to input the email address of every entity they want to share the shipment information with and save the shipment.

Once the shipment is saved on the ELD portal, an email (from domain



The screenshot shows a mobile application interface titled "Shipment". It displays four key pieces of information in a grid format:

- Est. pickup date:** 2020-10-21 (with a calendar icon)
- Est. pickup time:** 13:07 (with a clock icon)
- Est. delivery date:** 2020-10-21 (with a calendar icon)
- Est. delivery time:** 14:07 (with a clock icon)

Below this grid, there are input fields for:

- Driver:** (a text field with a green underline)
- Number:** (a text field)
- Commodity:** (a text field)
- Additional comments (optional):** (a text area)



The screenshot shows a web-based "Shipment Details" form. It is split into two columns for "Email" distribution lists. Each column has a "Bay Assignment" dropdown, a "Recommended parking" dropdown, and a "Notes" text area. At the bottom, there are "Save" and "Cancel" buttons.

shipment.sync.com) is sent to each destination. Shippers and receivers (independent) can input the specific warehouse arrival, bay number, safe parking information, and additional notes. Information about the motor carrier, driver's first and last name, shipping document, last known location is shown on the left pane. The last known location is updated every time the page is loaded.

Once the shipment information is saved, an instant notification is sent to the driver, including all the details added by the pickup/delivery personnel, keeping the driver updated.