

USER GUIDE OF

SHIELD

Simple · Handy · Intelligent



Version 1.0

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Install the ECM scanner to your vehicle

Find the ECM port on your bus. There are four (4) common types of port used in bus industry by various manufactures:

J1708 (6 pins)



J1939 (9 pin)



J1939 Type B (9 pin in green)



OBDII



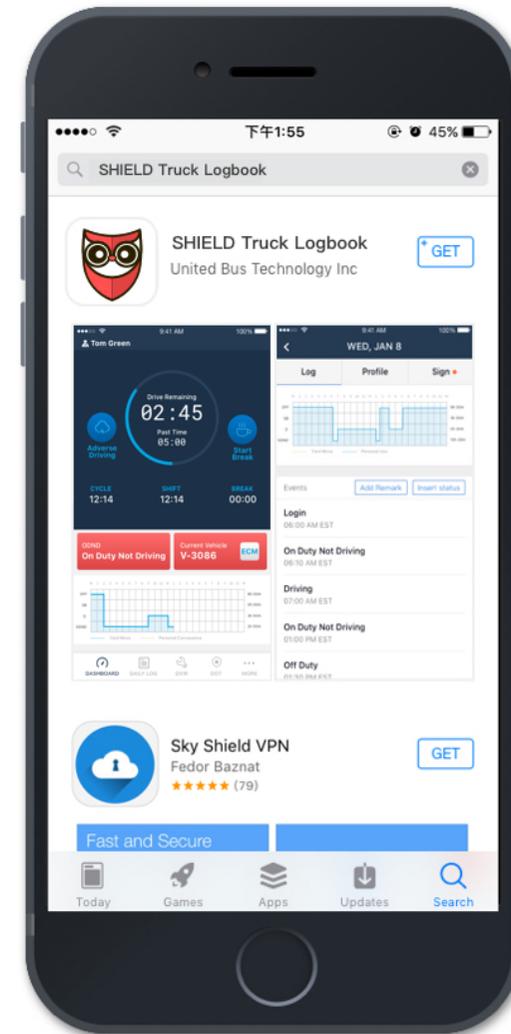
The ECM port is generally located in one of four places:

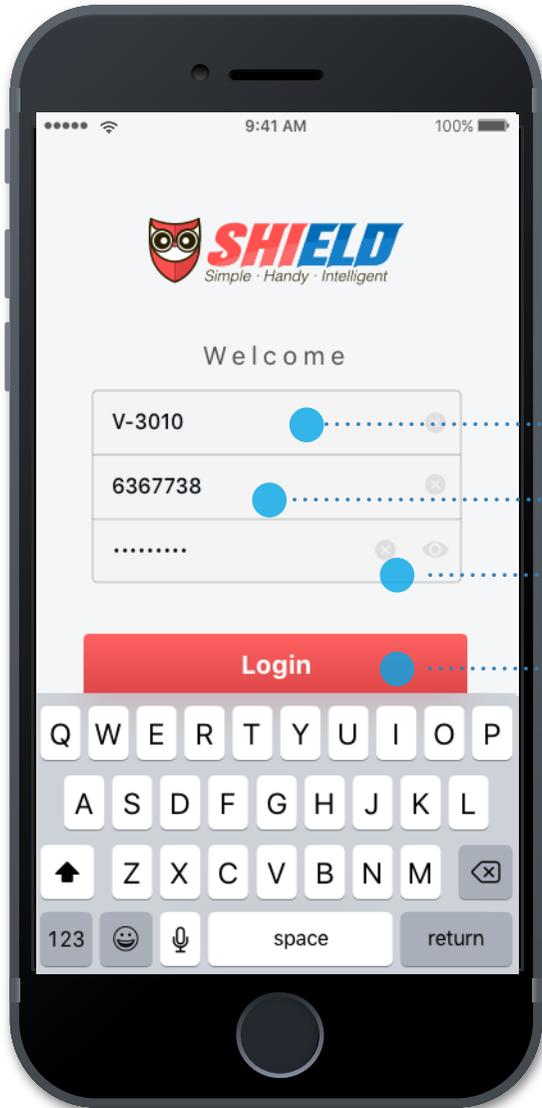
- (A) Left side behind the driver seat.
- (B) Underneath the left side of dashboard.
- (C) Inside the glove compartment on the bottom right corner.
- (D) Behind the dashboard next to the door entrance.

DOWNLOAD THE SHIELD APP FOR YOUR ANDROID OR IOS DEVICES



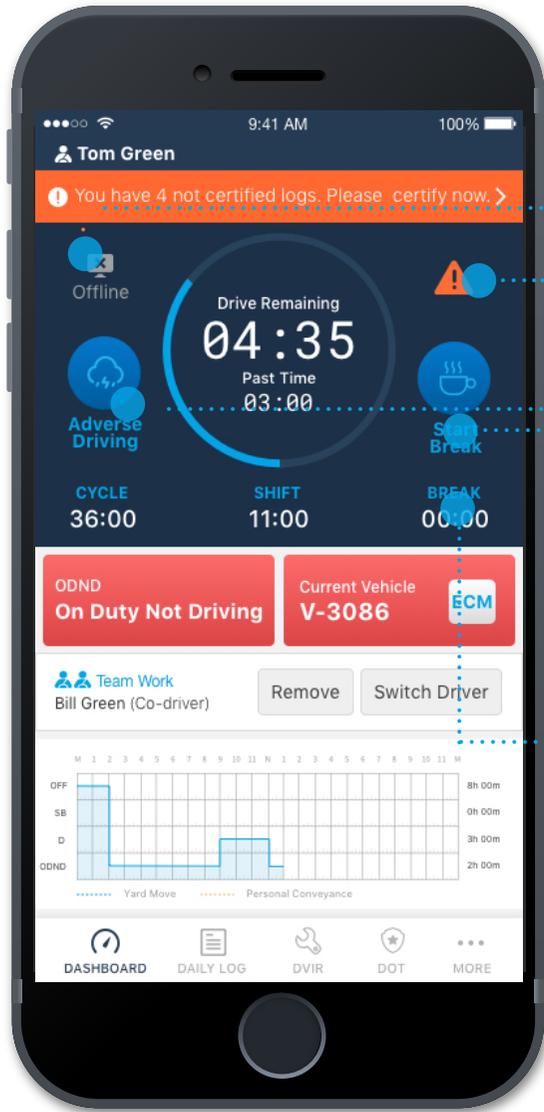
Search for **"SHIELD Truck Logbook"** in the Google play store or the iOS App Store.
Download and **Install** the free SHIELD app for your devices.





Open the SHIELD app on your device's home screen.

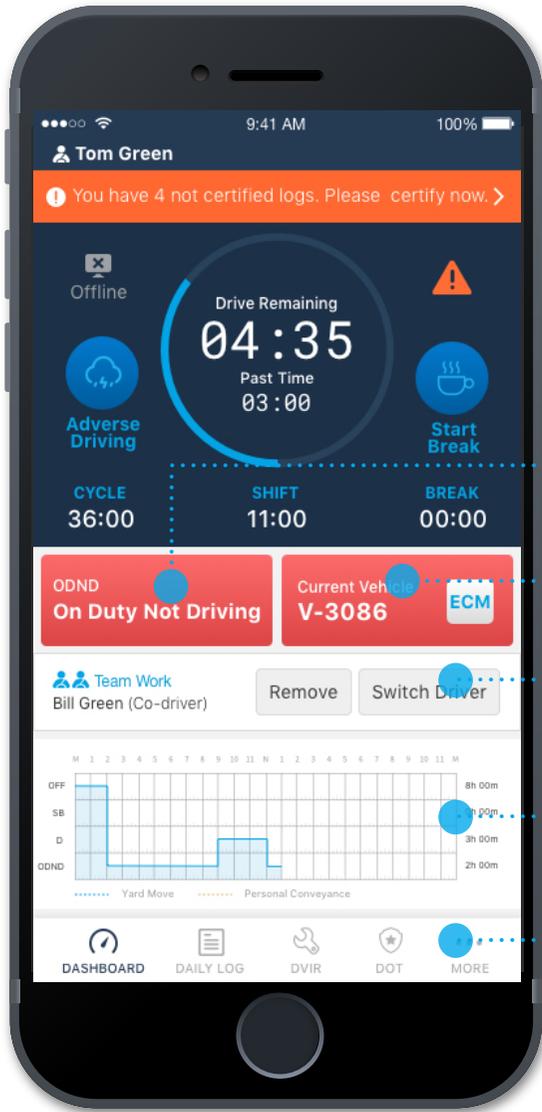
- ① Enter your Carrier's DOT #
- ② Enter your assigned driver ID from your carrier
- ③ Enter your account password
- ④ Once all fields are filled correctly, the Login button will become clickable. Click Login to log into your account.



Overview of Dashboard

- ① Offline icon appears when your device lost network connection
- ② Malfunction icon appears when there are any malfunctions detected. Click the icon to see the malfunction details.
- ③ Clicking Adverse Driving changes status to adverse-condition driving.
- ④ By clicking Start Break to start a break as off-duty status.
- ⑤ Show the accumulated on-duty hours within a cycle, within a shift, and accumulated off-duty hours for 8 consecutive off duty period.

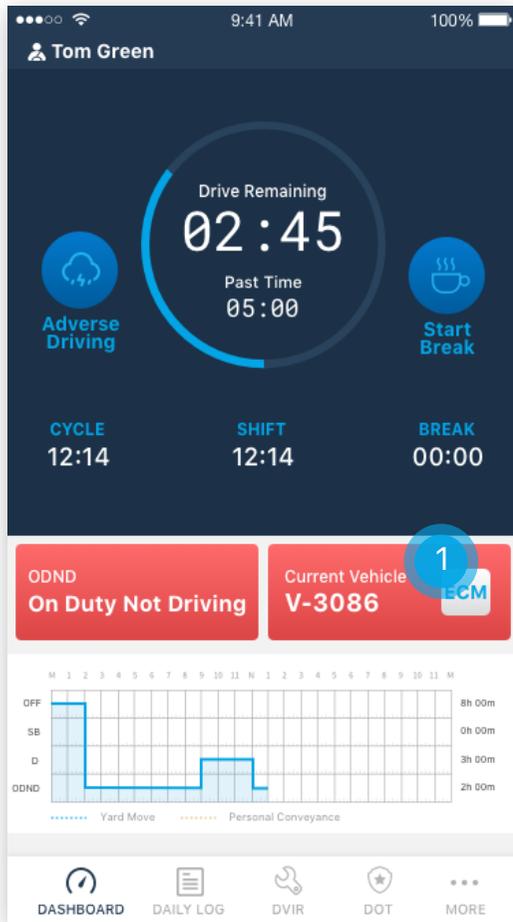
Overview of Dashboard



- ⑦ Click Current Status bar to change duty status
- ⑧ Click Current Vehicle bar to select driving vehicle
- ⑨ Shows the co-driver's name if there is any
- ⑩ Show the driver's hours service's grid view
- ⑪ Main Menu bar to access to more operations

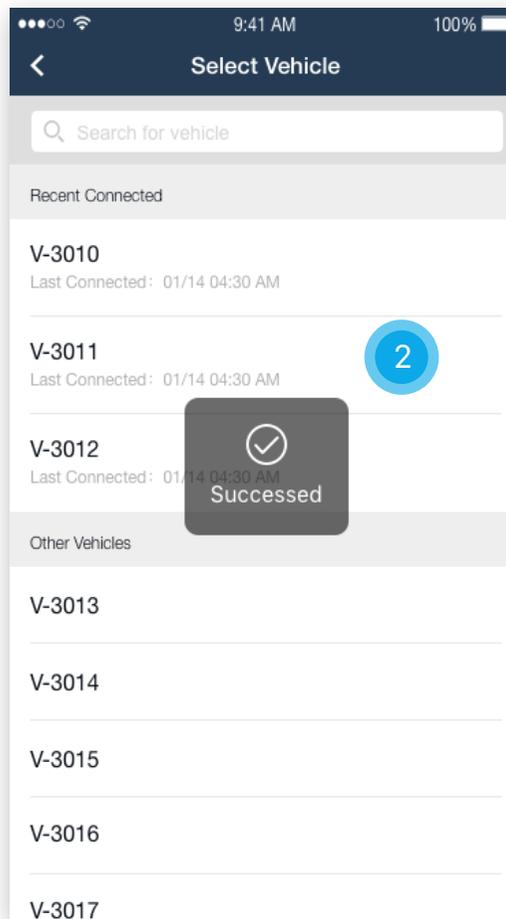
①

Click the Vehicle Select bar to go to the Select Vehicle page.



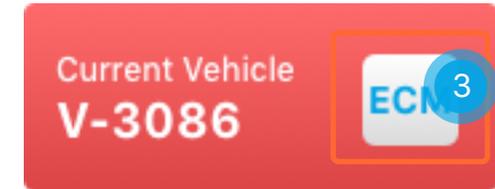
②

From the list of vehicles to select your driving vehicle to make the connection to the ECM scanner.

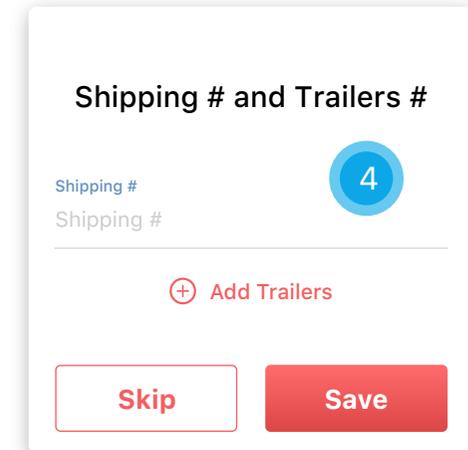


③

The two-way connection icon will be shown if the connection is successful.



④ Enter shipping# and trailer#.



Notes: A vehicle does not have to be picked if the driver is conducting on-duty not driving work, such as reviewing logs, editing logs, certifying past logs, etc.

①

Unidentified driver logs, if any are under the selected vehicle, will appear as a prompt to the driver as soon as the connection succeeds.



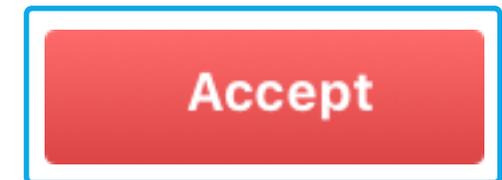
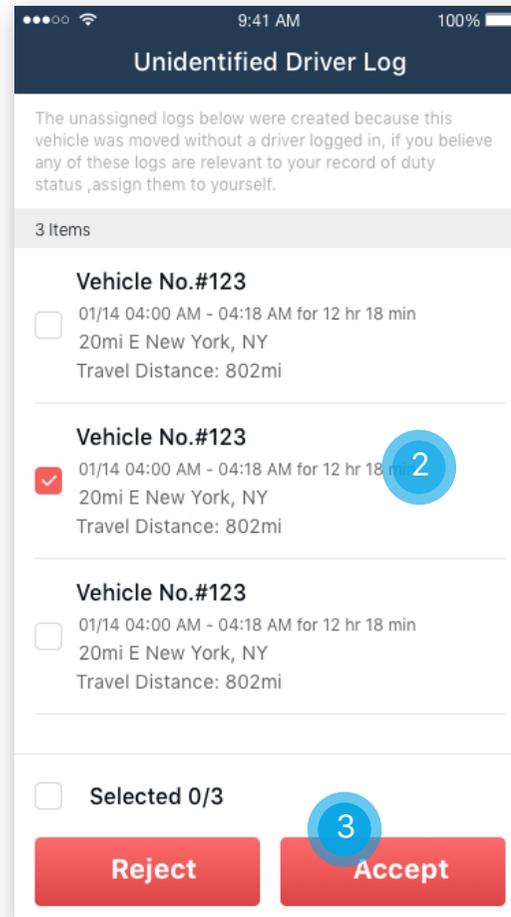
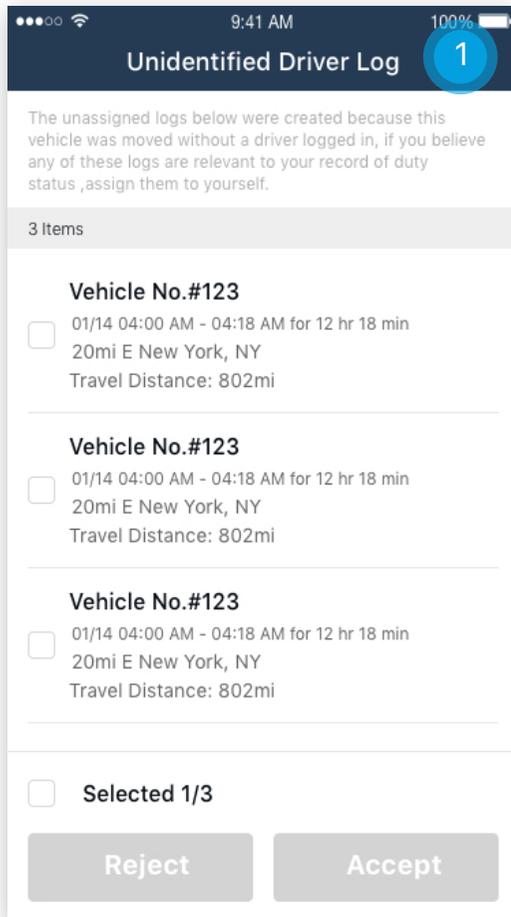
②

Check the records that you want to assume.



③

Click Accept to assume the records.



Notes: Only after you review all records and choose to either reject or accept the logs, you can move on to your other work.

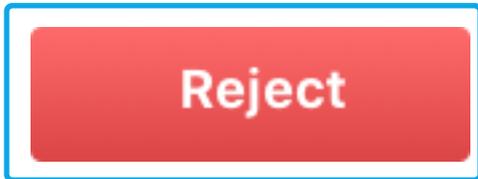
④

Select the rest of them to reject the records that do not belong to you.

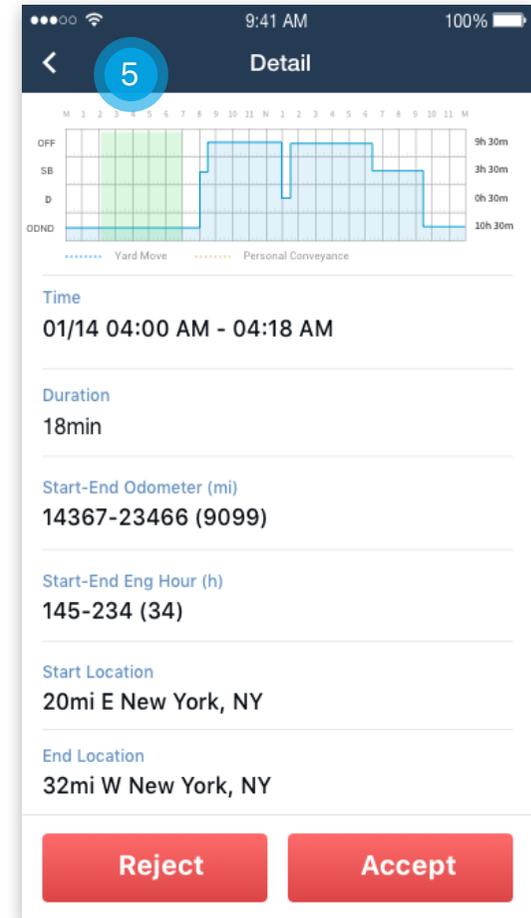
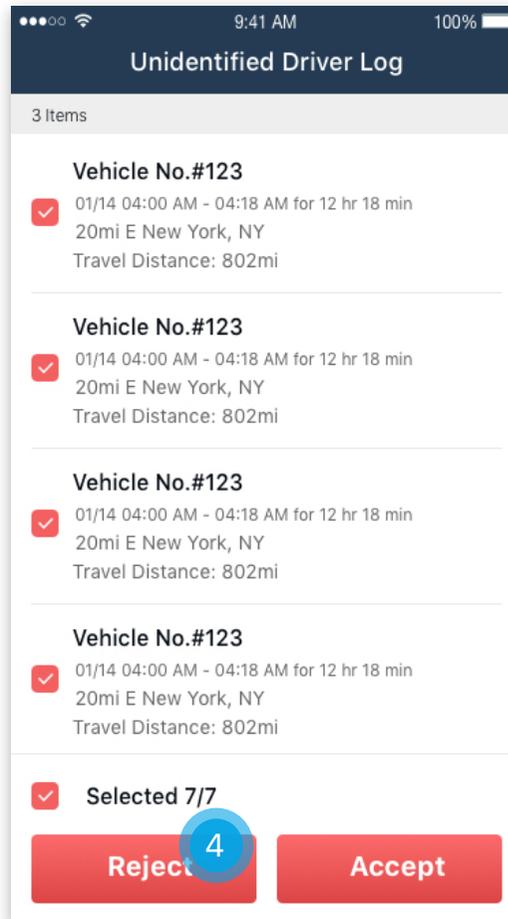


⑤

Click any of the records to see more details to help you make decision.



Notes: Only after you review all records and choose to either reject or accept the logs, you can move on to your other work.



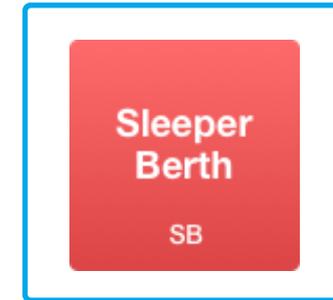
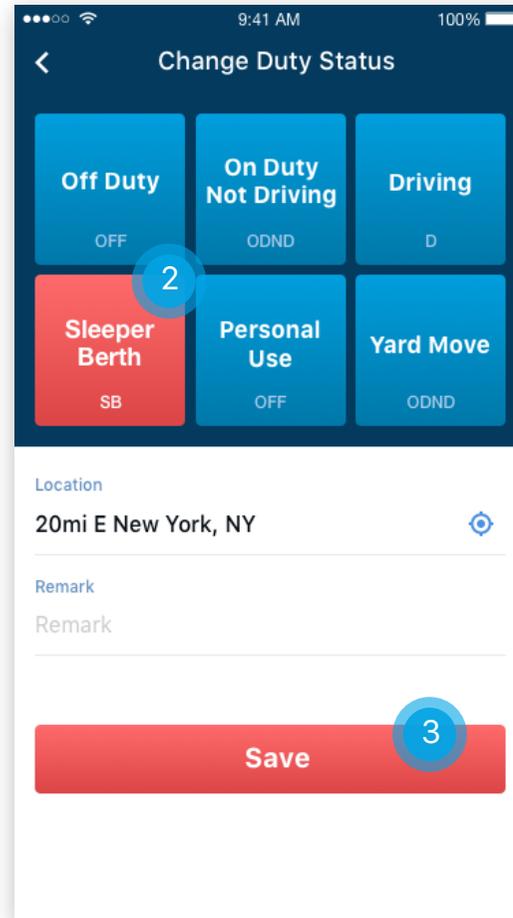
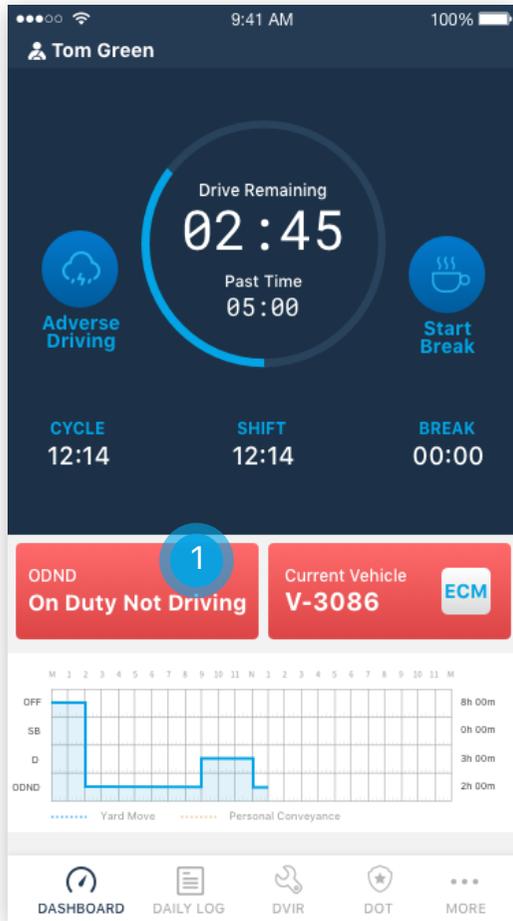
①

Click the Current Status bar to go to the Change Duty Status page



②

Click the duty status that you want to change to. The location info will automatically be retrieved by the GPS system.



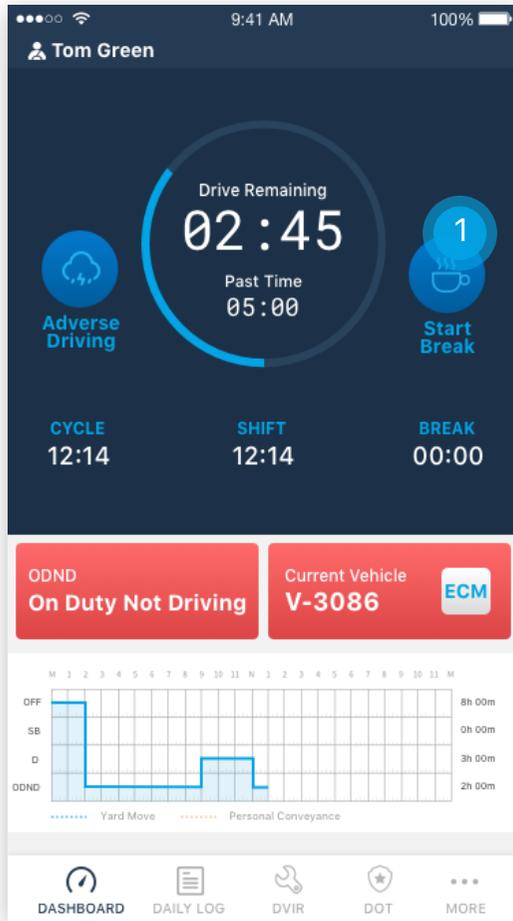
③

Click save to finish the duty status change.

For driver's convenience, there is a Start Break button on the dashboard for driver to enable a quick off-duty status change within a shift by one click.

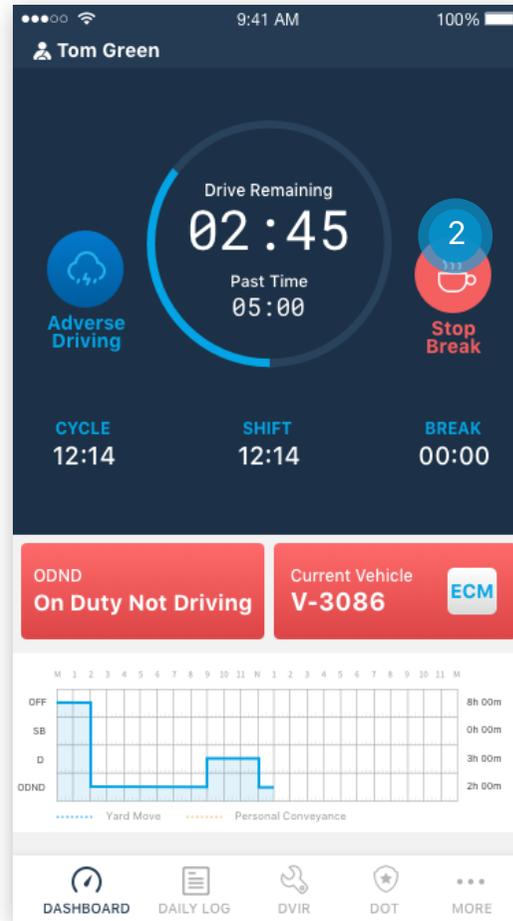
①

Click Start Break to start being off-duty within a shift.



②

The duty status will be auto changed to off-duty and Start Break button will change to be Red and shown as Stop Break. Click once more to go back to On-Duty Not Driving status.



Under any unpredictable adverse conditions that may affect the driver's driving, the driver can click the Adverse Driving button to extend his max driving time up to 2 hours.

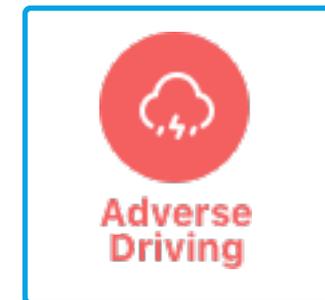
①

Click Adverse Driving button on the dashboard.



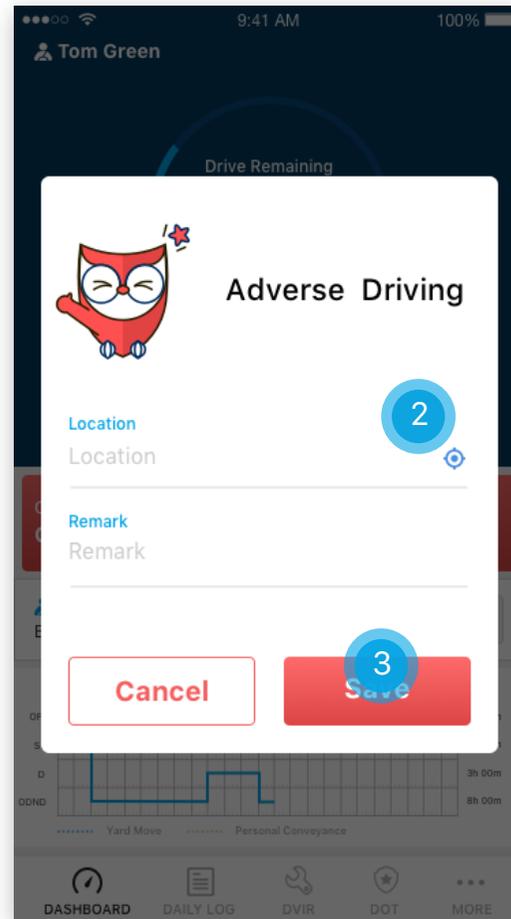
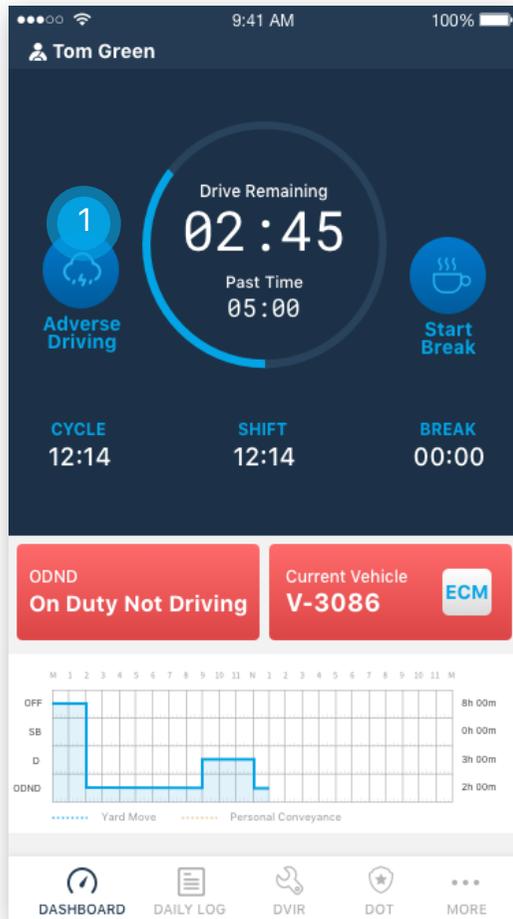
②

Location info is auto created by system. Input the reason for adverse driving under remark, such as adverse traffic, big snow storm, etc.



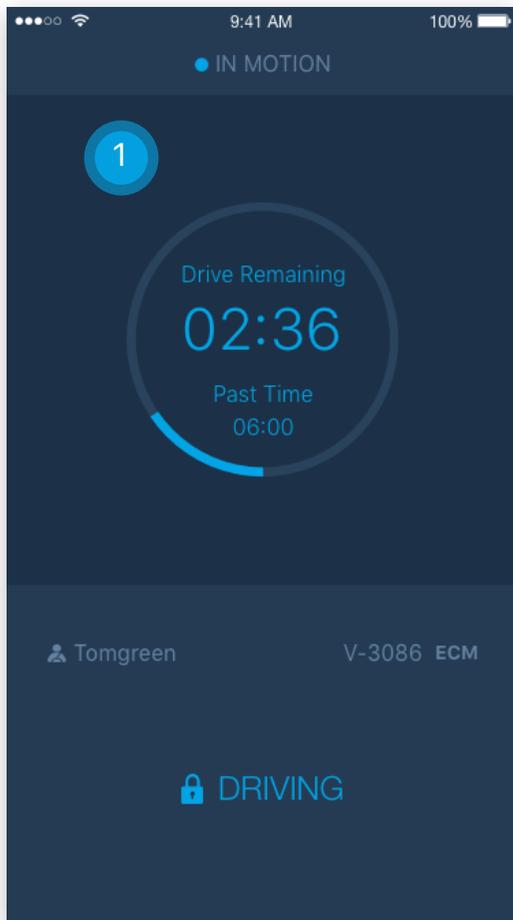
③

Click Save to start adverse driving. Click once more to cancel adverse driving.



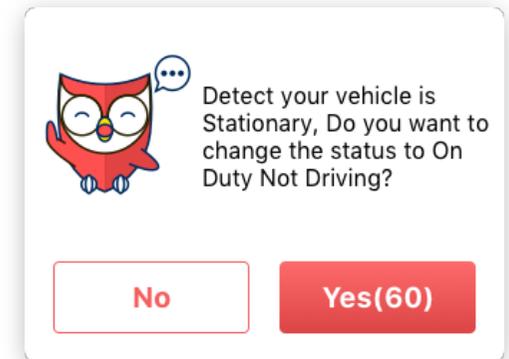
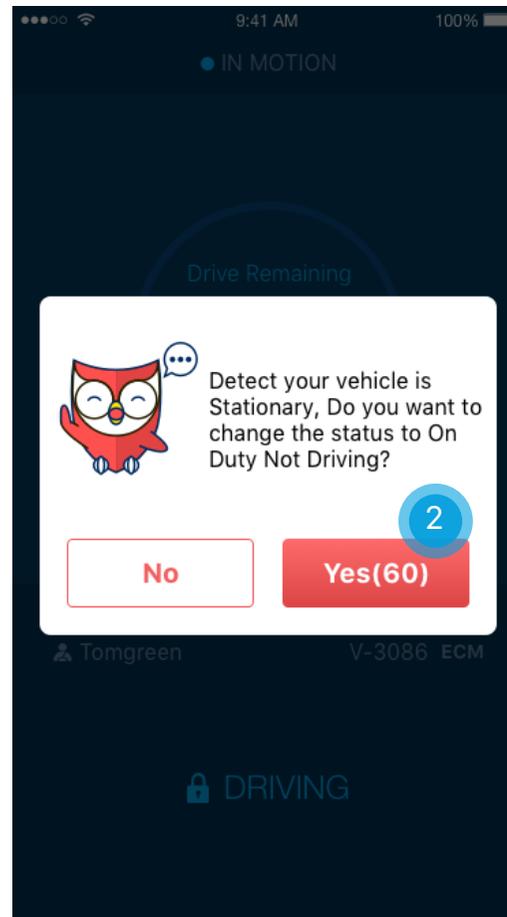
①

Once the vehicle has speed above 5mph, the status will be auto changed to driving status, and the screen will be locked to any access by driver.



②

When the vehicle has been stationary for 5 consecutive min, and driver has not responded to the system prompt within 60 seconds, the status will be auto changed to ON-Duty Not Driving.



3.0 DAILY LOG | VIEW THE DRIVER'S DAILY LOG

①

Click DAILY LOG on the main menu to see the past 14 days of the driver's daily logs list.



②

Click on any date to see the detail of the driver's daily log for selected date.



③

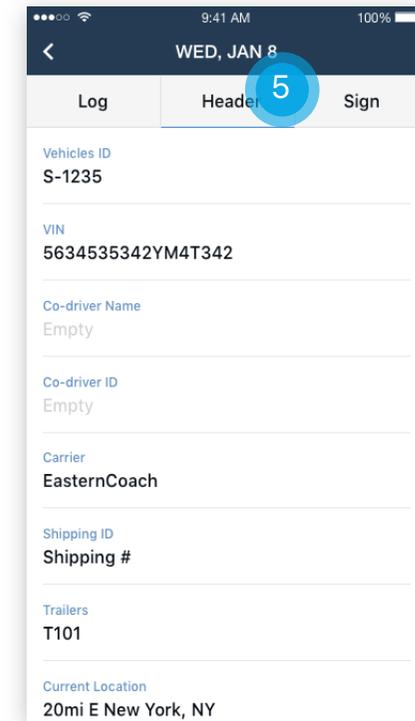
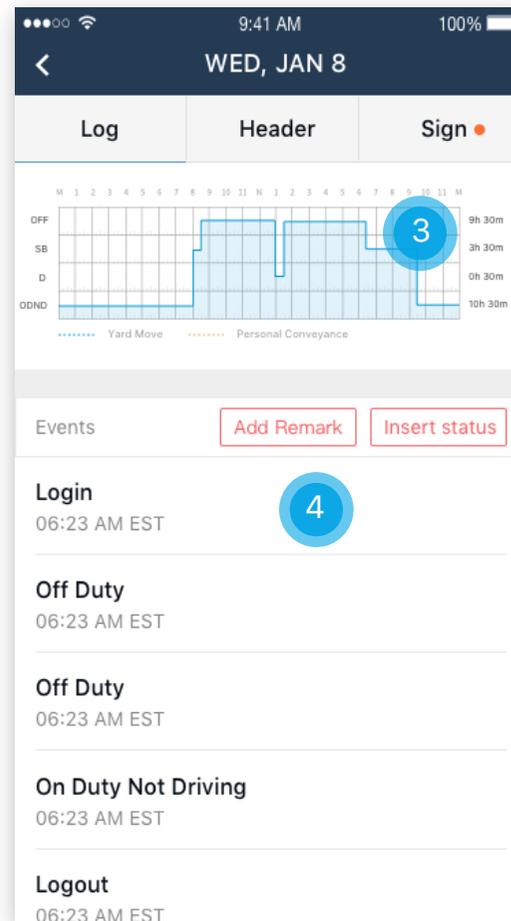
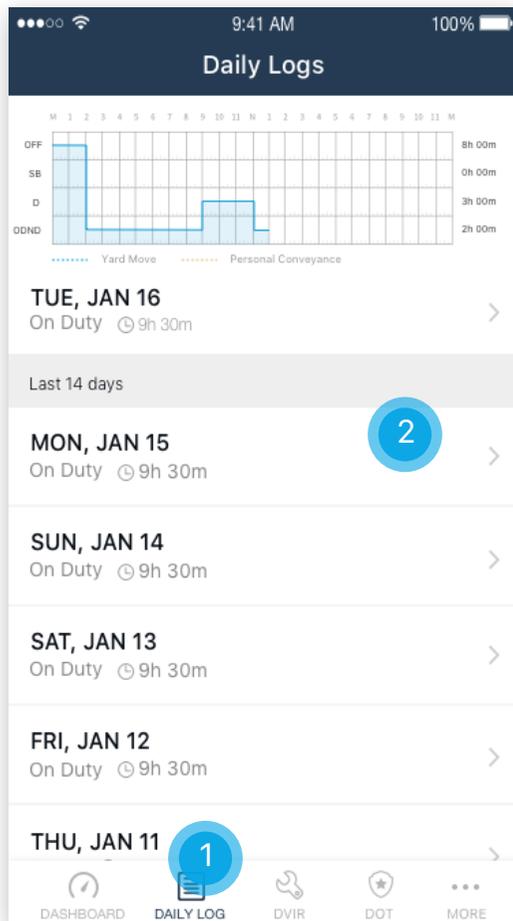
Present a graph-grid of the driver's daily duty status changes.

④

Show log events list, such as login, logout, any status changes events, etc.

⑤

Click header to show the driver's header and trip info such as daily travel distance and more.



①

There is a red dot next to the Sign if the daily log has not been certified yet. Click Sign to go to the signature page.



②

Use your finger to sign the name on the signature area.

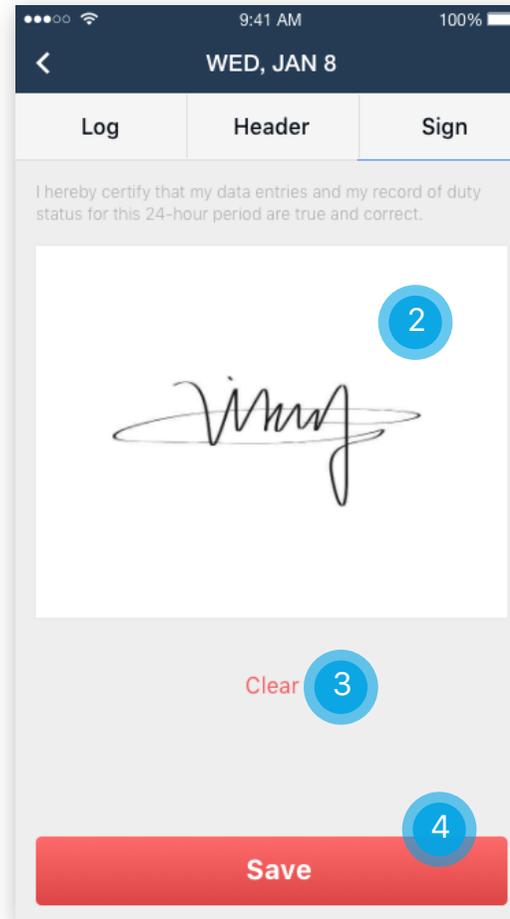
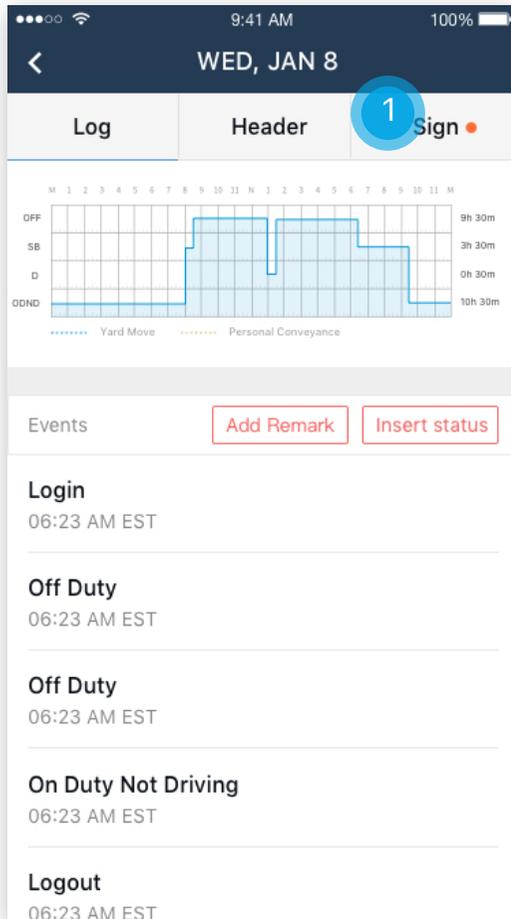


③

Click Clear if you want to re-sign the signature.

④

Click Save to certify.



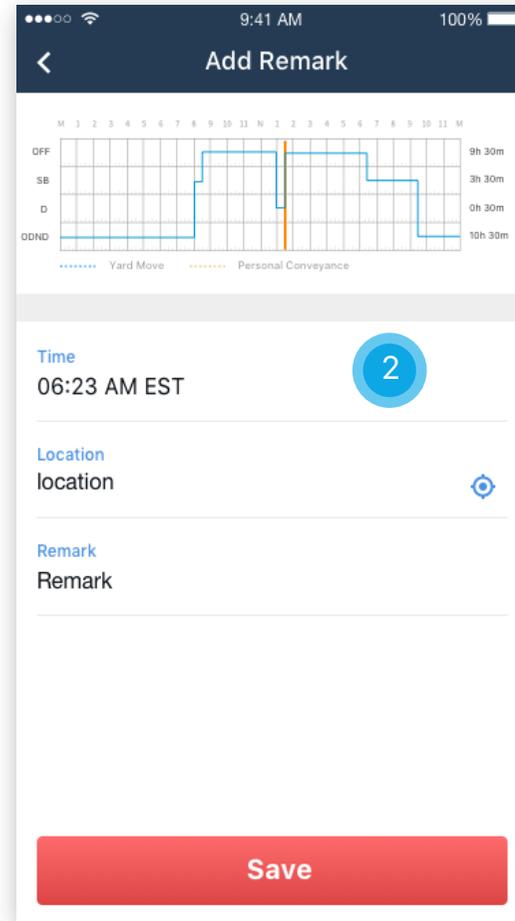
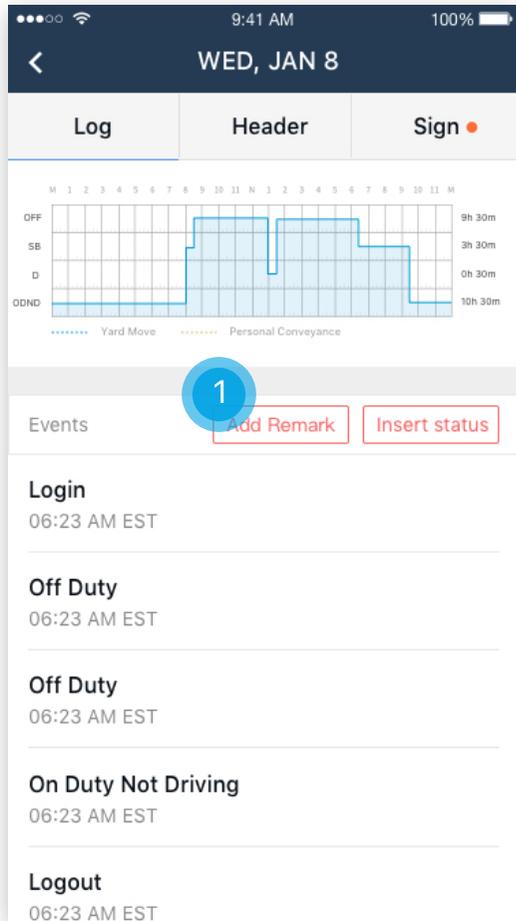
①

Click Add Remark to add in any additional annotations if needed.



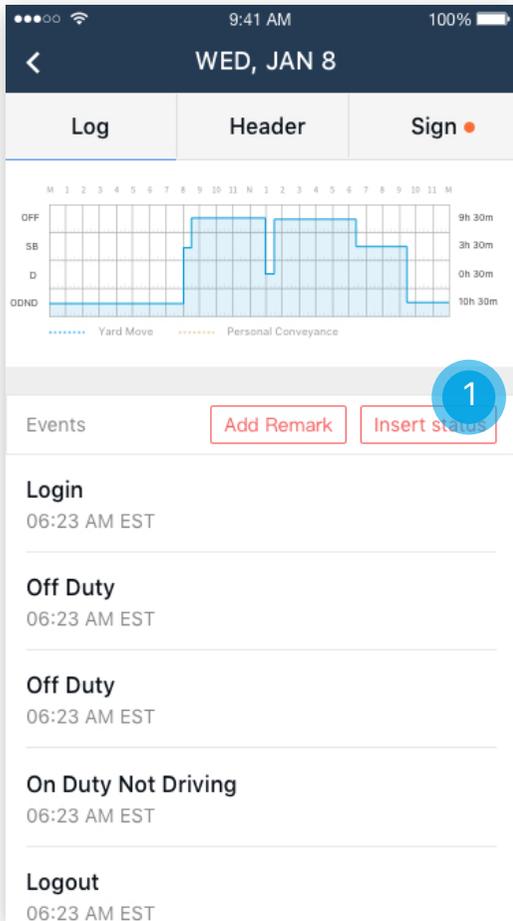
②

Select the time and fill in any missing info such as location, remark.



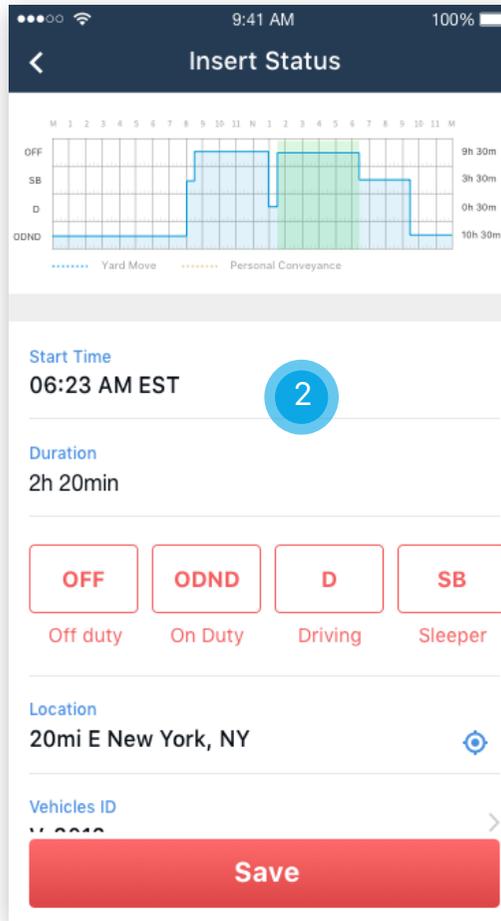
①

Click Insert Status to insert any missing duty status changes.



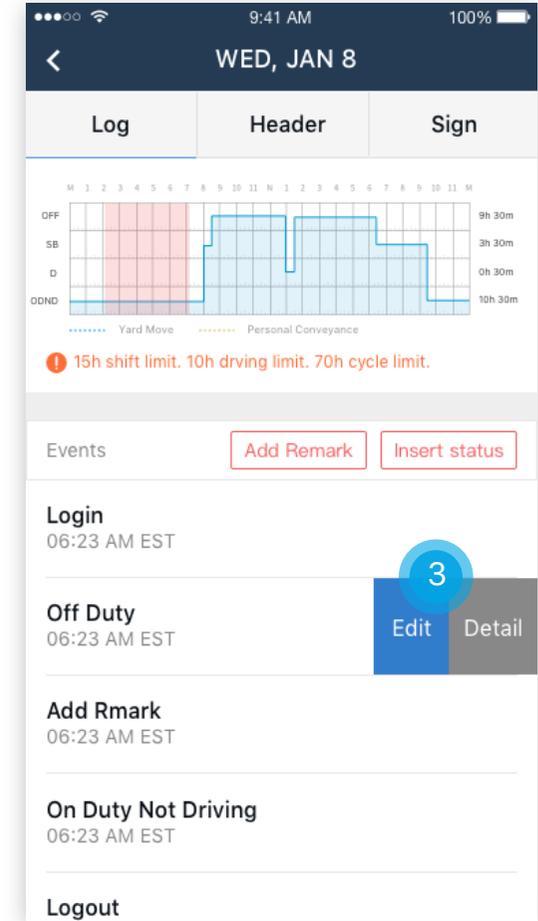
②

Select the status change time and proposed duty status, fill in any missing info such as location, Vehicle ID, etc.



③

Tap on the existing event to open the options of Edit log or view Detail.



3.0 DAILY LOG | CARRIER PROPOSED EDIT FOR DRIVER LOG

①

The edit can also be made by motor carrier. The driver will get an alter notification when he/she login to the account.



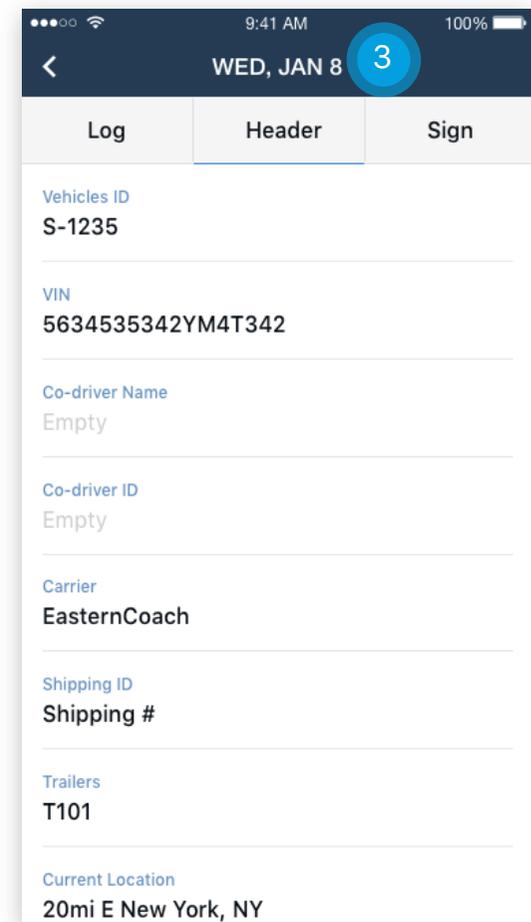
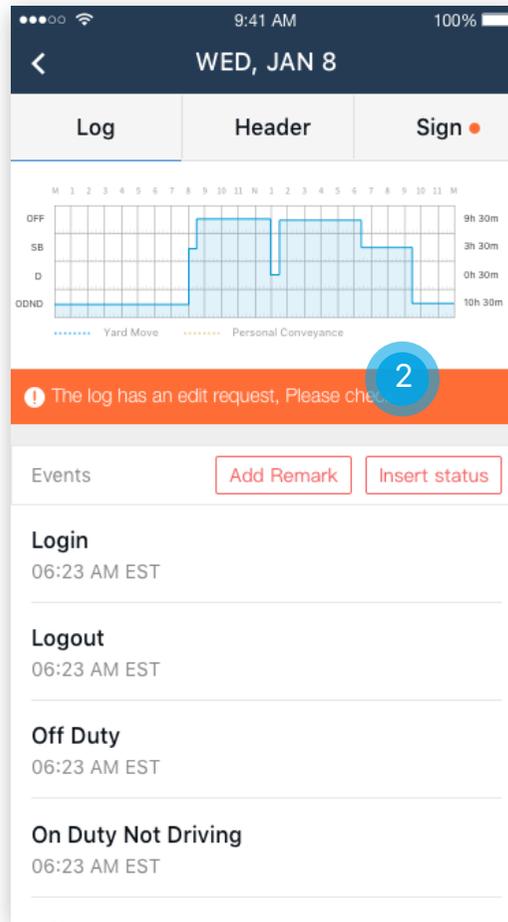
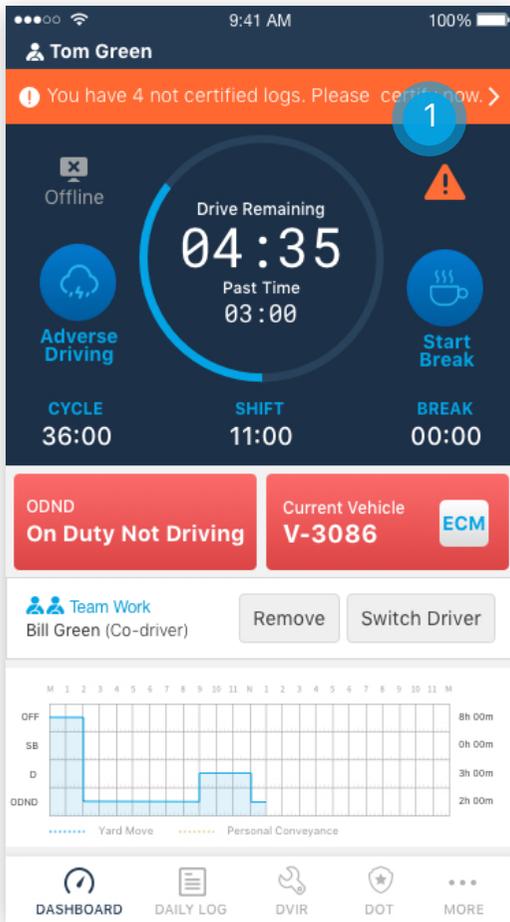
②

Click the alert to see the Edit Detail.



③

Click Reject or Accept to confirm or reject any proposed change.



Notes: Recertifying the daily log is required after implementing any appropriate edits.

4.0 DVIR (DRIVER VEHICLE INSPECTION REPORT) | START A NEW DVIR

①

When driver start a new driving trip, by changing his duty status from Off-Duty to On-Duty, the system will propose he/she do a pre-trip DVIR.



②

Click Start pre-trip inspection to start an inspection.



③

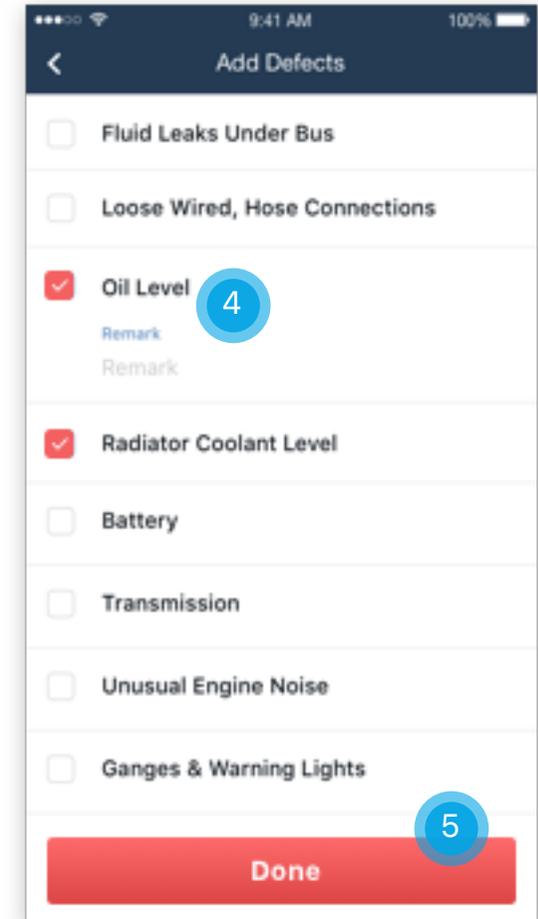
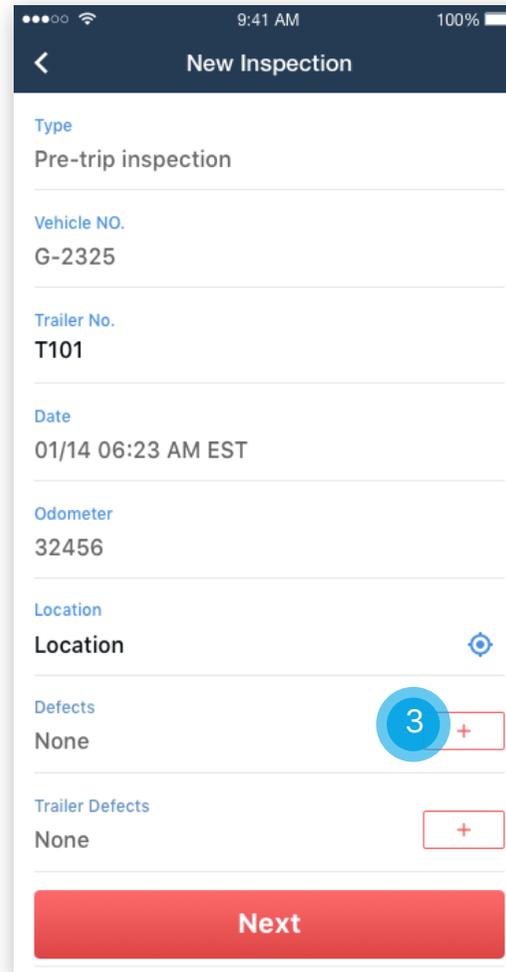
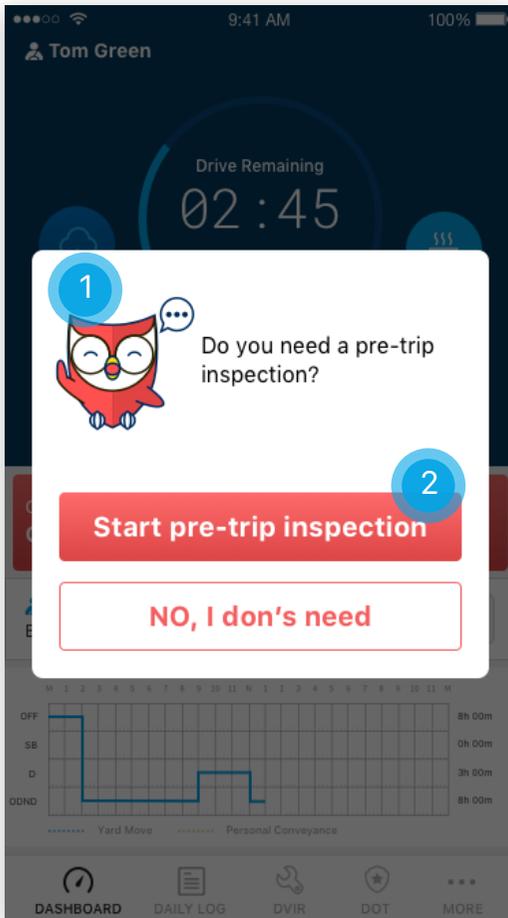
In the New Inspection page, click plus sign to add in any defects if applicable.

④

Check any defective parts.

⑤

Click Done to finish adding the defects.



⑥

After adding the defects, click Next to go to Confirmation page.



⑦

Check the suitable conclusion description for the bus's condition.



⑨

Click Save to finish the inspection.

⑧

Sign your name.

⑩

Driver can always start a new Pre-trip, Int-trip, or Post-trip inspection by click DVIR in the menu bar.

New Inspection

Type
Pre-trip inspection

Vehicle NO.
G-2325

Trailer No.
T101

Date
01/14 06:23 AM EST

Odometer
32456

Location
Location

Defects
Blet&Hoses
Blet&Hoses has something wrong

Trailer Defects
None

Next

Confirmation

Vehicle is safe to drive

Vehicle is not safe to drive

Signature

Clear

Save

DVIR

Start a new inspection
Start a new Pre-trip inspection, Interim inspection or Post-trip inspection.

Pre-trip Interim Post-trip

DVIR History
Check your published DVIR history and vehicle's DVIR history.

View History

DASHBOARD DAILY LOG DVIR DOT MORE

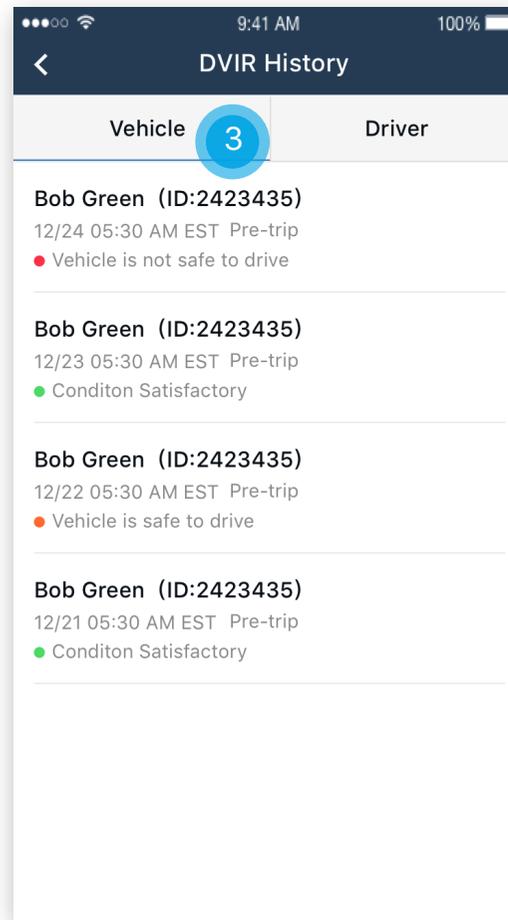
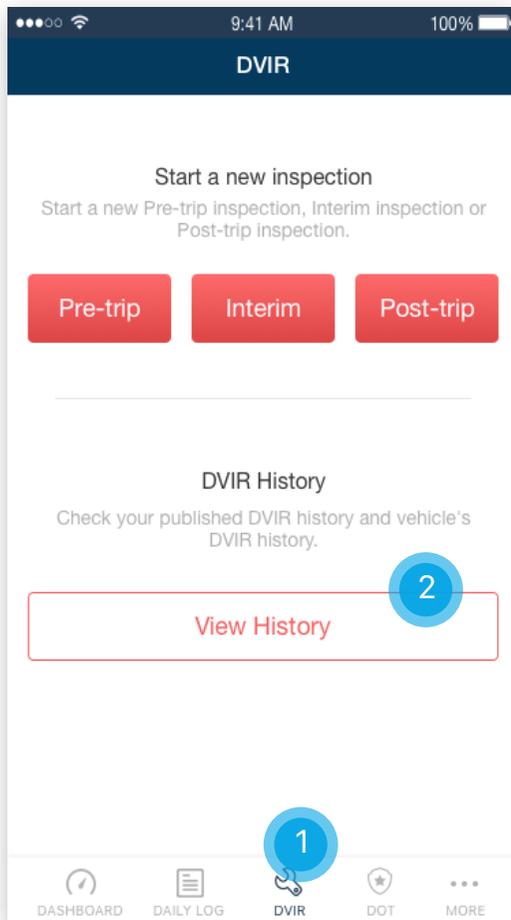
Notes: When driver finish his/her driving trip, by changing duty status to be off-duty, the system will propose him/her to do a post-trip inspection.

①

Click DVIR on the menu bar

②

Click View History to go to the DVIR History page.



③

Click Vehicle to see the last 14 days' inspections history for current selected vehicle.

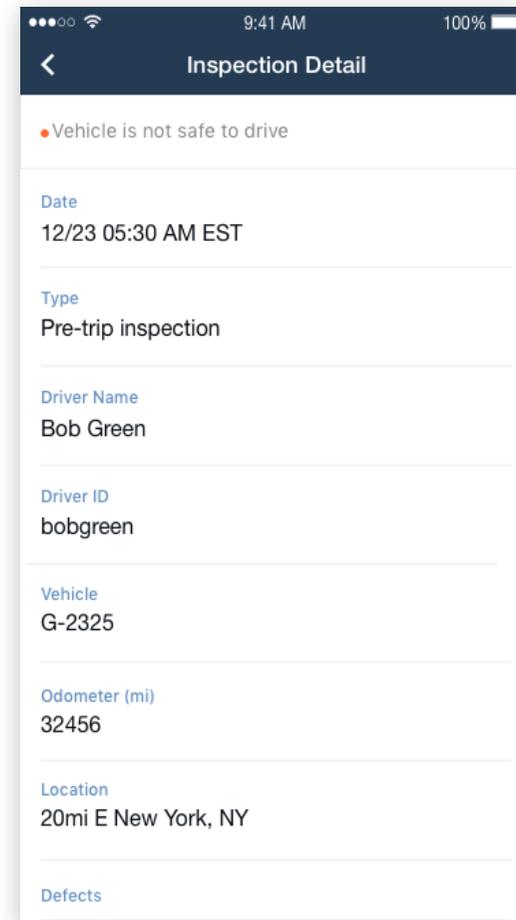
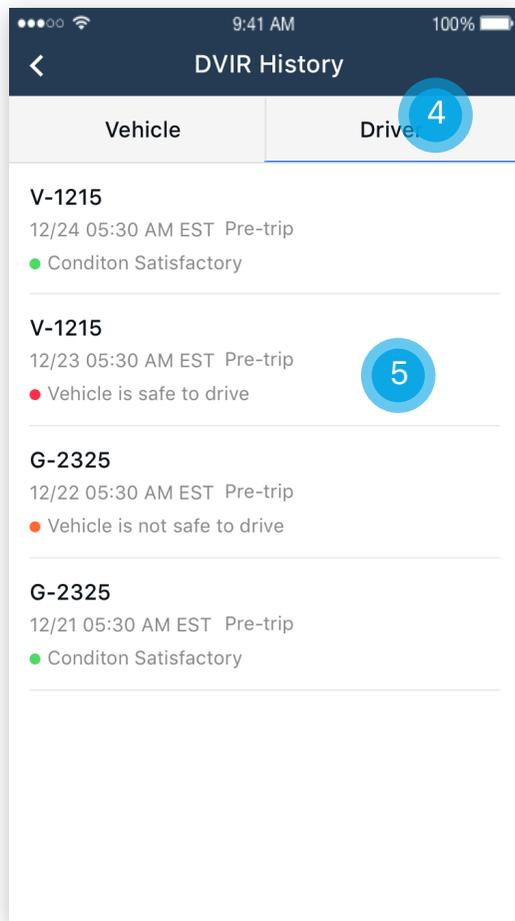
④

Click Driver to see the last 14 days' inspections history made by the account owner driver.



⑤

Click any inspection to see the detail.



5.0 ROADSIDE SAFETY INSPECTION | START A NEW DVIR

①

Click DOT icon on menu bar to start the roadside inspection.



②

Click OK to start the inspection mode.

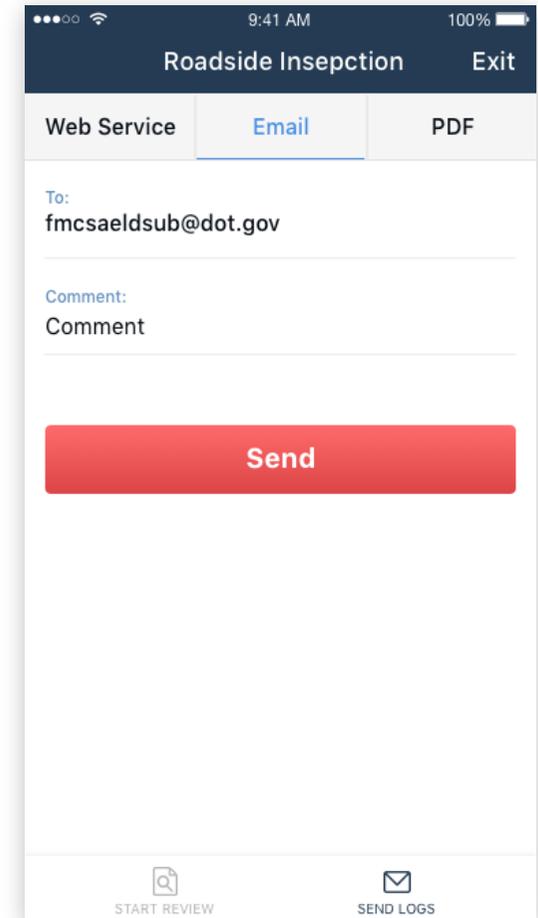
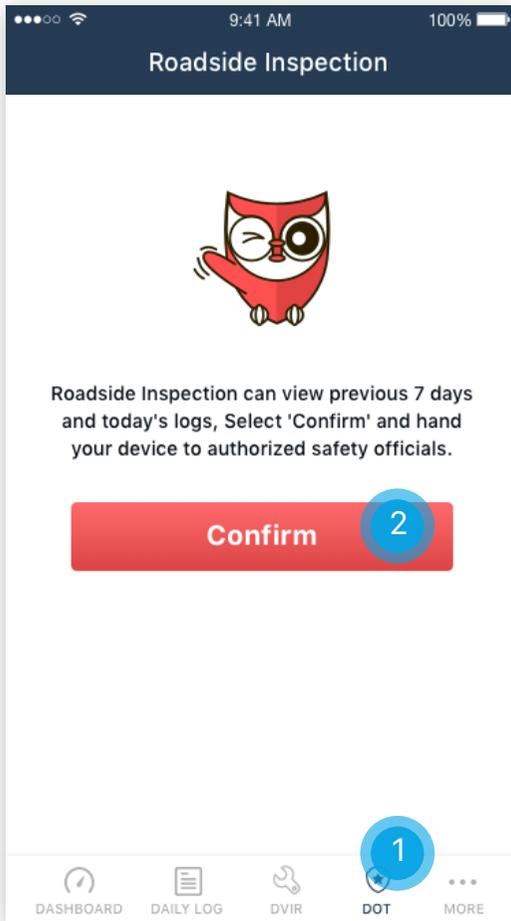


③

Click the forward and backward arrow (<, >) to view different date of driver's daily log.

④

Click Send Logs to transfer the generated ELD data electronically via either Email or Web Service.



6.0 MORE FEATURES | ADD CO-DRIVER

①

Click More to go to more operations of SHIELD.



②

Click Add Co-Driver to select a co-driver for team drivers.

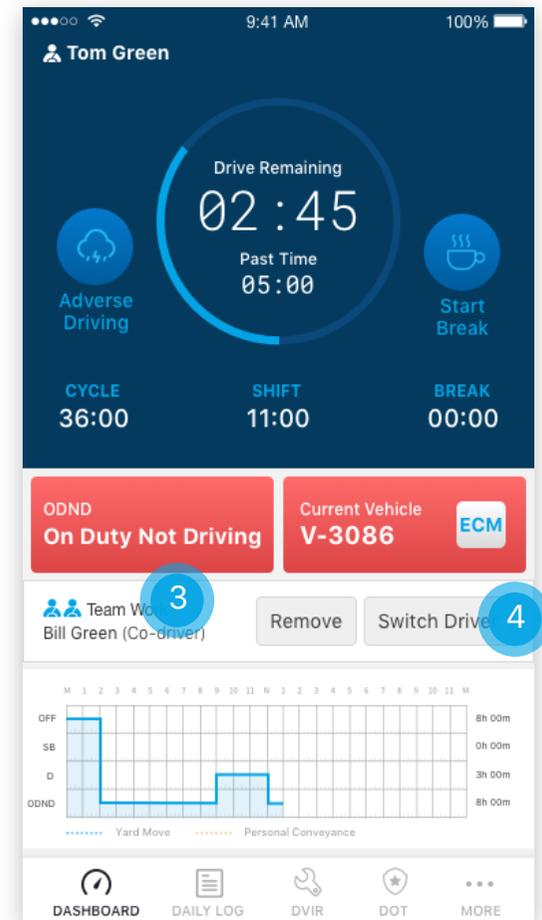
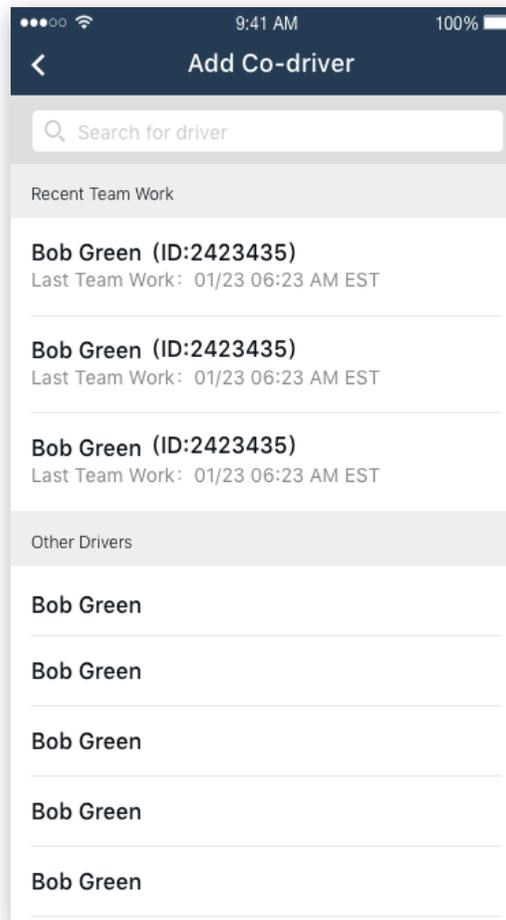
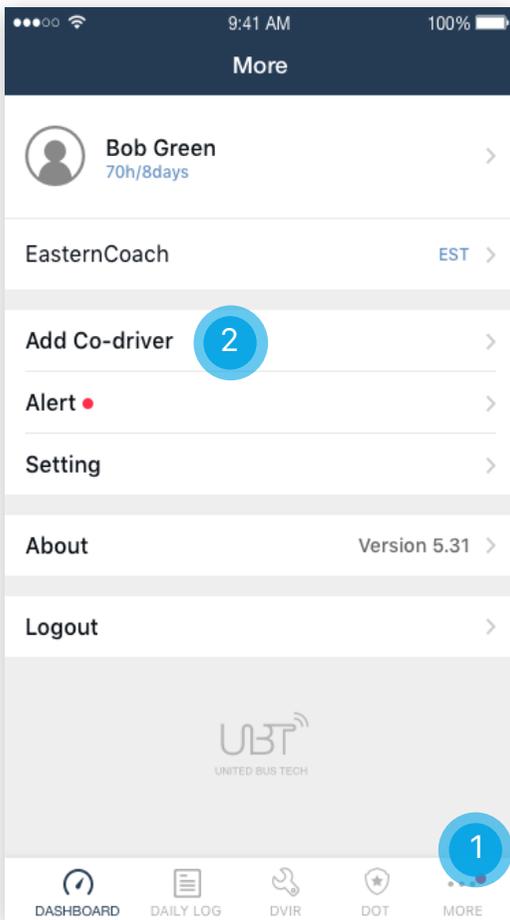


③

Any Co-driver will be shown on the dashboard.

④

Click Switch Driver to switch the team driver's role from primary driver to co-driver.



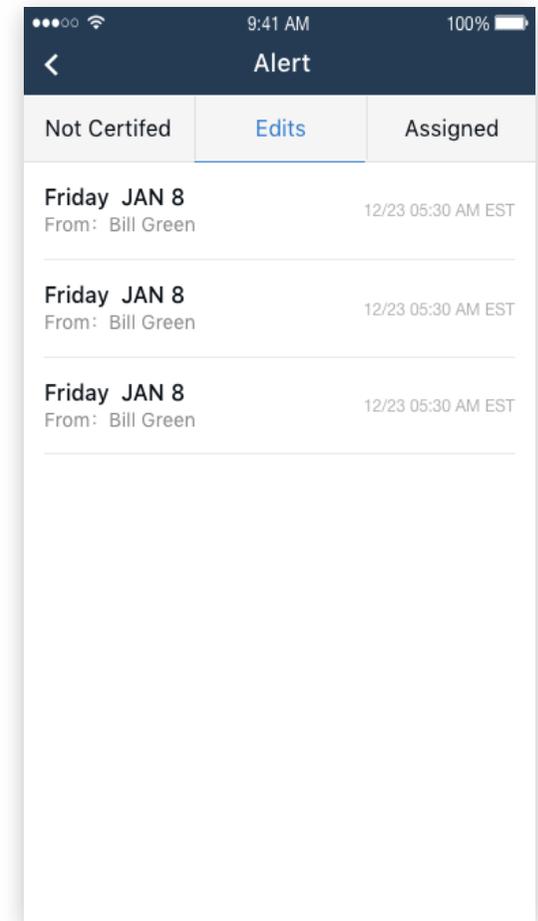
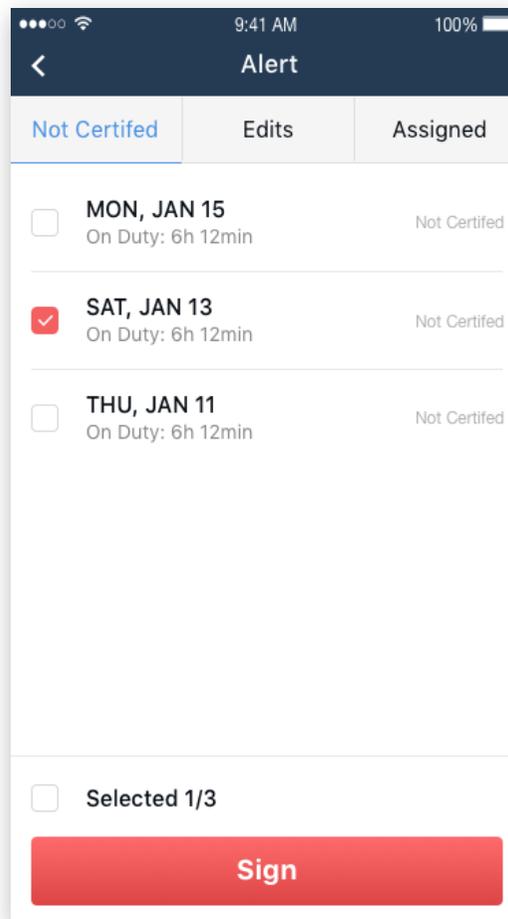
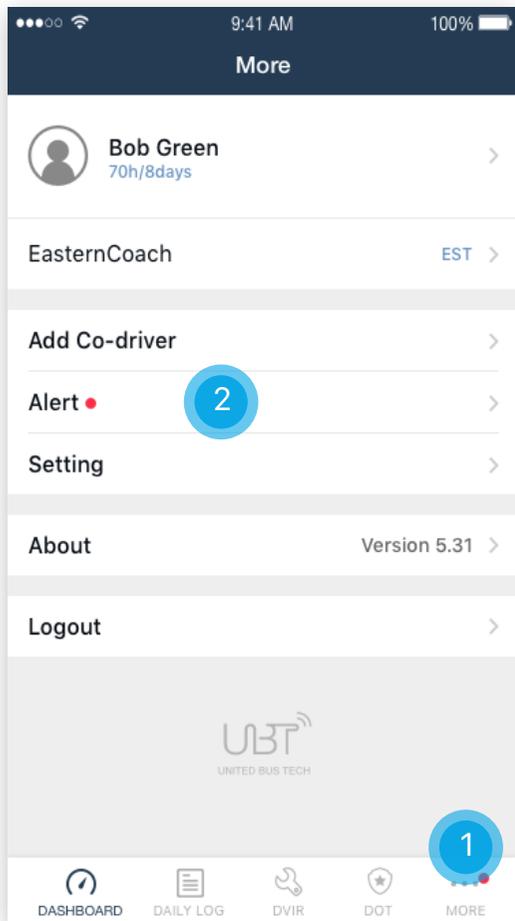
①

If there is a red dot next to the More at the menu bar, this means there are alerts that need attention from the driver.



②

Click Alerts to see if there are any Not Certified logs or any proposed log edits from the bus carrier.



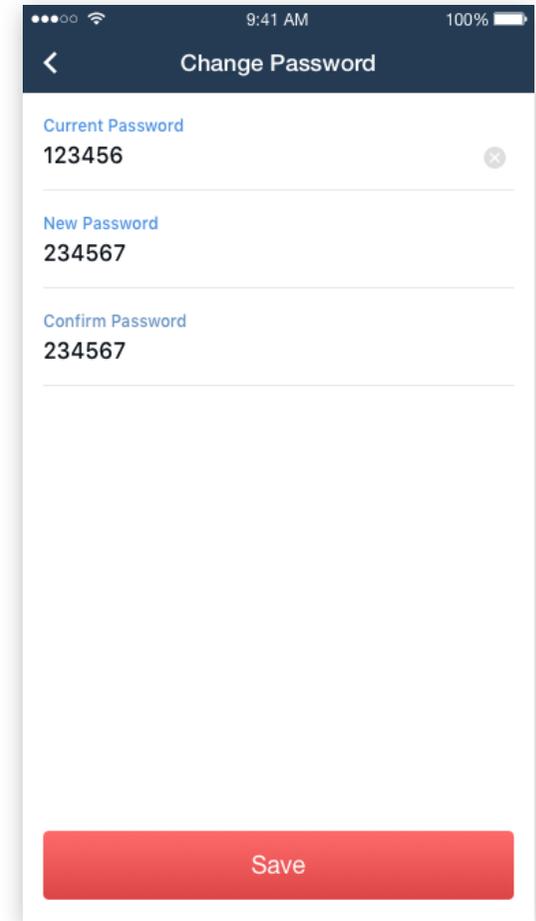
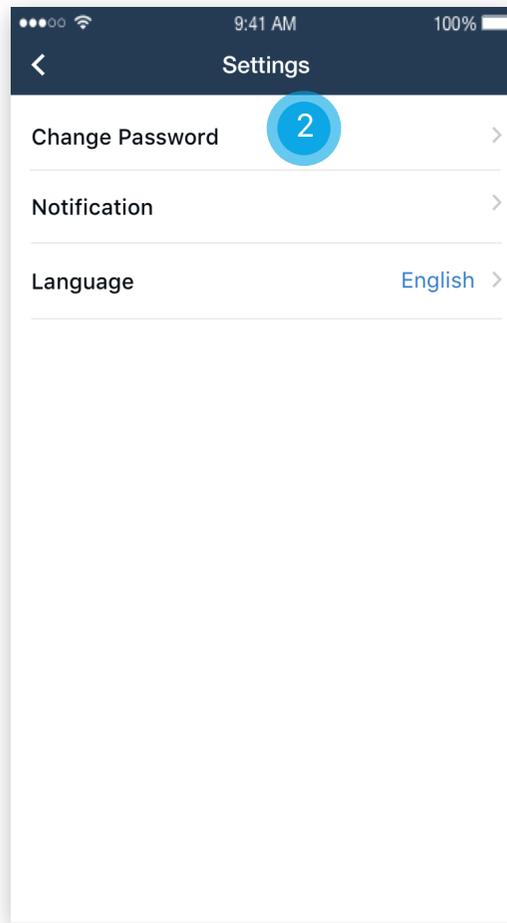
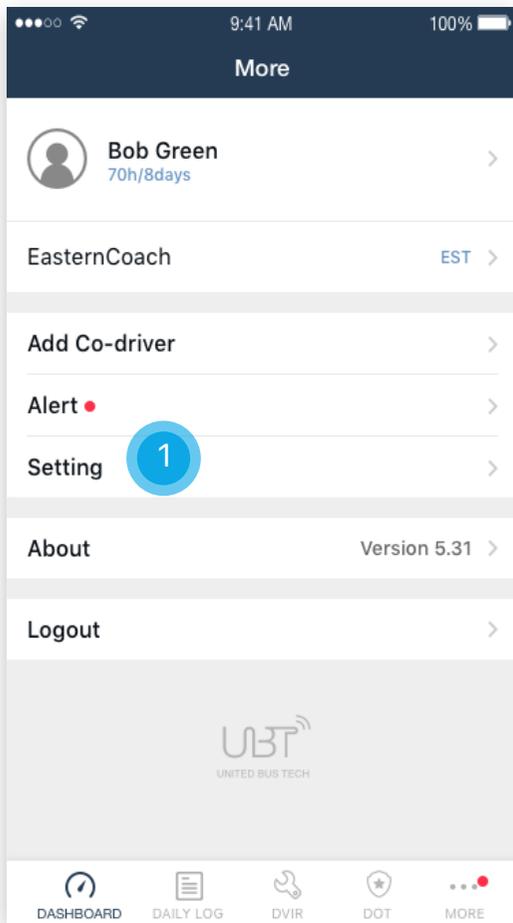
①

Click Setting to go to Settings page.



②

Click Change Password to create a new password for the current driver account.





SHIELD
Simple · Handy · Intelligent

THANKS AND HAPPY DRIVING!



www.UnitedBusTech.com

7926 Jones Branch Dr, Ste 630 Mclean, VA 22102