TELETRAC NAVMAN

DRIVE

Important:

Per FMCSA 49 CFR Parts 385, 386, 390, and 395, this guide must be kept in the vehicle at all times.

TELETRAC NAVMAN

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Introduction to Teletrac Navman DRIVE

Teletrac Navman DRIVE™ is a comprehensive application suite that offers users a variety of advanced in-vehicle apps, including federally-compliant Hours of Service electronic logging devices (ELD), Driver Vehicle Inspection Reports (DVIR), navigation and messaging. The Teletrac Navman tablets are fully equipped with the built-in DRIVE application providing drivers an easy-to-use platform.

Product Information

Product Name: Teletrac Navman DRIVE

Model: M-Nav 950

Software Version: 4.2

ELD Identifier: MNE001

Safety Information

For safety information, including guidelines on how to operate the in-vehicle device, see the “Navigation” and “Messages” sections of this guide.

Requirements

The following components are required for ELD:

- Qube 300 (“black box”) programmed for ELD
- JPOD/VPOD
- M-Nav 950 with Teletrac Navman DRIVE App
- Access to the ELD App
- A vehicle with a properly working 1708, 1939 J-Bus, or OBD-II connection.

Get Started

Contact your system administrator to ensure the following information is setup in a valid DIRECTOR® software account. If the following information is not setup, you will not be able to login to the ELD and create your electronic logs.

DIRECTOR Software Setup Checklist:

- ✓ Update your carrier information
- ✓ Create each driver
- ✓ Update the driver properties with your personal information, license number, and regulation type.

Note: Drivers must have a license number created in their "Driver Properties."

Initial Logon

The steps below describe how to log on to your ELD.

1. Turn on the vehicle and display will power on. A "Warning" pop-up message will appear on the screen noting that your vehicle is either in "Automobile" or "Truck" mode.
2. Touch **Agree**. You can also touch **Switch Mode** to change.
3. From the Teletrac Navman DRIVE home screen, touch **Log On**.

Note: You can select other available features, such as "Messages" and "Navigation", without logging on to the app

4. Enter your Driver ID and PIN, and touch **Log On**.

Driver Logon

You must have a Driver ID and Personal Identification Number (PIN) set up in DIRECTOR to log on to the ELD application. If you don't have these, contact your fleet administrator. You should keep your PIN confidential to prevent unauthorized access to your personal HOS records.

1. From the "Driver Logon" screen, enter your Driver ID and PIN.
2. Touch **Log On**.

Note: If you have any unsigned logs or incomplete DVIRs, you will be prompted to complete them after you log on.

Support Personnel Logon (Non-Drivers)

If you belong to a carrier's support personnel (i.e. non-drivers), you will need to be setup as such in DIRECTOR. All support personnel must have an active account on the ELD. When a support personnel logs on to the device it will not record ELD data for the personnel member.

1. Turn on the vehicle and display will power on. A "Warning" pop-up will appear on the screen noting that your vehicle is either in "Automobile" or "Truck" mode.
2. Touch **Agree**. You can also touch **Switch Mode** to change.
3. Enter your Driver ID and PIN, and touch **Log On**.
4. Select **Yard Moves** or **Personal Conveyance** as your status before moving the vehicle.
5. Enter a comment regarding the status change and touch **OK**.
6. Touch **OK**.

Poor Coverage Area

If you are in an area with poor wireless connectivity coverage, you will be able to log on to the ELD if you had previously logged on to it. The ELD will be able to confirm previous users during poor coverage conditions. The display will store the messages and forward them upon returning to wireless coverage. Once you are within coverage, driver logs will be synchronized.

Driver Messages at Logon

Unassigned Driver

An "Unassigned Driver" is someone who drives a vehicle without first logging on. The ELD app quickly responds to unassigned driving by displaying a series of messages.

Driver Does Not Exist

When a driver attempts to log on to the app prior to authentication of his/her credentials by the ELD, a "Driver Does Not Exist" message appears.

Multiple Driver Logon

When multiple drivers log in to an ELD, they are logged on as "Co-Drivers." The initial driver to log on to the ELD app is known as the "Active Driver." The "Active Driver" is automatically changed to "Driving" once the vehicle begins to move.

An “Active Driver” can be in any one of the following statuses: Driving, On Duty, Sleeper Berth, or Off Duty. A newly logged on “Co-Driver” will not become the “Active Driver” until he/she selects the **Switch Drivers** icon and confirms his/her password.

Maximum Driver Logon

The ELD app allows up to five drivers to log on and remain logged on at any one time. Any driver who logs on after the fifth logon will be rejected by the app.

Driver Logoff

When you leave your vehicle, you must log off to secure your driver logs. You can adjust your status at the time of logging off.

1. From the home screen, touch **Log Off**. A confirmation message appears.

Note: If you have any unsigned logs or incomplete DVIRs, you will be prompted to complete them first before you log off.

2. Select the “Off Duty” status and touch **Yes**.

ELD

An electronic logging device (ELD) as defined by the FMCSA 49 CFR part 395 regulations is a system installed in a commercial motor vehicle (CMV) that provides electronic logging of vehicle activities. This system is integrated within the CMV environment to detect its operation. The primary integration with the vehicle is through the engine control module (ECM) and the vehicle's diagnostics bus (J1939 CAN bus). The ELD detects the CMV operation through the vehicle integration and logs vehicle movement as drive time by an authenticated driver or unidentified driver. The ELD also records other data related to the vehicle position and operation.

Failure to perform the instructions in this user guide could result in inaccurate Hours of Service driver activity capture and recording on the ELD and cause compliance implications.

The ELD application allows drivers to electronically track their HOS time during all HOS statuses: DRIVING (D), ON DUTY (ON), OFF DUTY (OFF), YARD MOVES (YM), PERSONAL CONVEYANCE (PC), and SLEEPER BERTH (SB). The app incorporates an Automated Duty Status (ADS) system to help drivers keep accurate duty records.

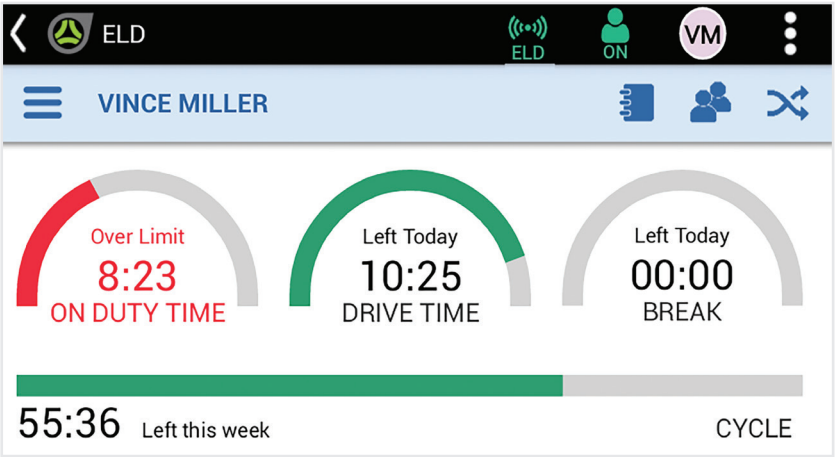
The ELD application complies with several HOS regulation types; the specific regulation type the driver follows can be setup in the DIRECTOR software platform under "Driver Properties." Reference the DIRECTOR ELD section of this guide for instructions.

Hours of Service (HOS)

HOS as described in FMCSA regulation 395.8(a)(2) is the responsibility of every driver who operates a commercial motor vehicle to accurately record their daily duty status.

ELD Screen

The ELD screen allows you to quickly view your remaining “On Duty Time,” “Drive Time,” “Break Time,” and “Weekly Total.” The timers and status bar for each regulation reflect your remaining time available. Shortcuts for “Driver Logs,” “Co-Driver,” and “Change Status” are also available on the upper-right corner of the screen. You can access this screen by selecting ELD from main screen.



Touch to view and select the following options:

Trailer- Hook or drop a trailer.

Manifest- View the manifest describing the cargo.

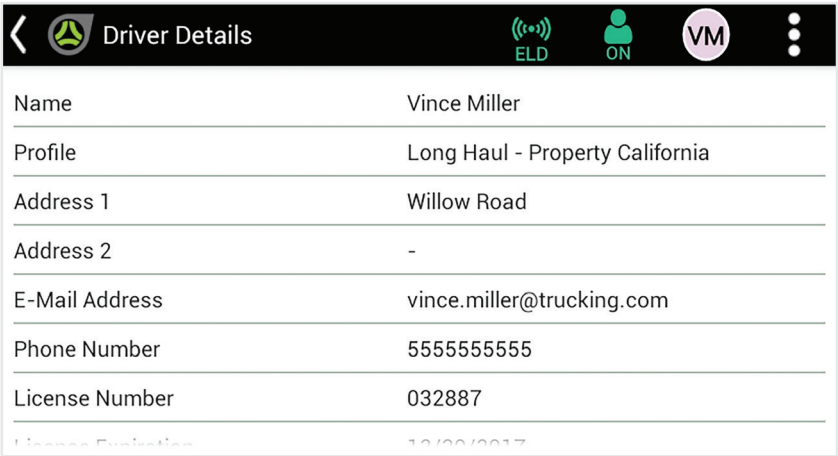
Lock- Lock the ELD display.

DOT Inspection- Show your logs to a DOT Officer.

Driver Details- View your personal information.

Driver Details

The “Driver Details” screen displays your information and can only be edited by your fleet administrator via DIRECTOR.



The screen displays the following information:

- Name
- Profile
- Address
- Email Address
- Phone Number
- License Number
- License Expiration

View your Driver Details

1. From the “ELD” screen, touch ☰ and select **Driver Details**.
2. Enter your password and touch **OK**.

Driver Status

Users must always keep track of their duty status so that all events and status changes recorded in each driver logs are correct and accurate.

When a duty status is changed, the icon for that status is displayed on the upper-right corner of the screen. The icon is always visible wherever you are in the application. This allows drivers to be constantly aware of duty status.

Icon	Status
	On Duty
	Off Duty
	Personal Conveyance
	30 Min Break
	Sleeper Berth
	Yard Moves
	Adverse Conditions
	Emergency
	Driving

Driver Status Types

After logging on to the ELD, you can manually change your status to one of the driver status types described below.

On Duty

A duty status indicating a driver is working for a motor carrier, but not operating or driving the vehicle (e.g., loading, unloading, etc.).

Off Duty

A duty status indicating a driver is not working for a motor carrier and is relieved of all duty. This means a driver is free to do other activities that do not pertain to work.

Personal Conveyance

A duty status for personal use of a vehicle while off-duty and on personal time. This may include the time traveling between a driver's home and his/her work, and traveling short distances from motels to restaurants.

30 Minute Break

If more than eight consecutive hours have passed since a driver's last off-duty or sleeper berth status, the driver must take at least 30 minutes of off-duty break before driving again.

Sleeper Berth

When a driver has reached his/her driving limit or on duty limit, the driver can use the "Sleeper Berth" duty status to complete the required eight consecutive hours of off duty status. This can be used in combination with the "Off Duty" status.

Yard Moves

A duty status to override the automatic change to "On Duty Driving" when moving the vehicle in a yard. This keeps the driver in an "On Duty" status even if he/she is not operating the vehicle on a public roadway.

Adverse Conditions

A duty status for unexpected adverse driving conditions, like snow, fog, or heavy traffic caused by an accident that prevents a driver from completing his/her route or work on time.

Emergency

A duty status to be used when certain federal safety regulations, including Hours of Service, for carriers and drivers are suspended due to a disaster or emergency relief efforts.

Driving

A duty status indicating the driver is operating the vehicle from behind the steering wheel.

Change your Driver Status

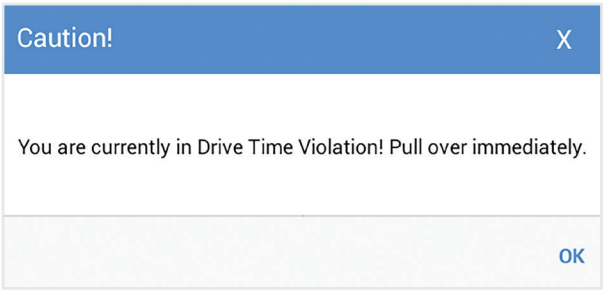
Users can manually change current driver status while logged on to the ELD app. You cannot change your status while the vehicle is in motion.

1. From the “ELD” screen, touch .
2. Select a status and touch **OK**. You can also touch **Add Comment** to enter a note about your status change.

Note: The “Personal Conveyance” and “Yard Moves” status require you to add a comment to explain why you are entering this status.

Violation Notification

The ELD notifies you when you are in violation. Upon receiving a violation, a pop-up message will appear on the screen and will prompt you to pull the vehicle over immediately.



The table below describes the different violation types that you may encounter while using the ELD. Note that these messages depend upon the regulation type created in your driver's profile.

Violation Type	Description
Mandatory Rest Violation	The driver has not taken a 30-minute break before 8 hours of "On Duty" time as prescribed by the FMCSA.
Drive Time Violation	The driver has run out of the legal "On Duty" driving time as prescribed by the FMCSA.
On Duty Time Violation	The driver has run out of the legal "On Duty" time as prescribed by the FMCSA.
Weekly Cycle Time Violation	The driver has run out of the legal "Weekly Cycle On Duty" time as prescribed by the FMCSA.
100/150 Mile Radius	When the driver has selected to use the "Yard Moves" status and is potentially conducting in yard movements not involving a public highway.
Unauthorized Use	The "unauthorized drive usage" alert is required to notify when the vehicle has been started and moved without an authenticated user/driver logged on.

Co-Driver

A "Co-Driver" is a second driver who operates and rides in the same vehicle as the "Active Driver."

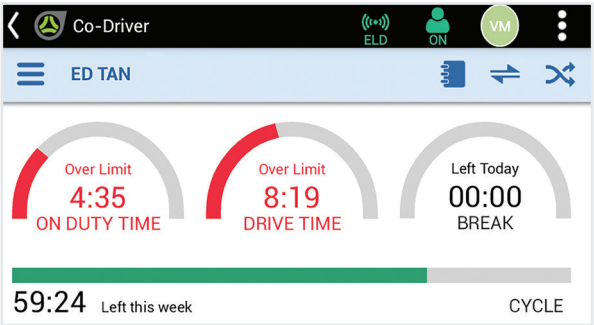
Co-Driver Logon

A second driver can log on to the ELD as a "Co-Driver" at the same time as the "Active Driver" to accommodate team drivers.

1. From the "ELD" screen, touch .
2. Touch .
3. Enter your username and password.
4. Select a driver status and touch **Log On**.

Co-Driver Screen

When you're logged on as the "Co-Driver," the ELD screen allows you to quickly view your remaining "On Duty Time," "Drive Time," "Break Time," and "Weekly Total." The timers and status bar for each regulation reflect a user's remaining time available. Shortcuts for "Driver Logs," "Switch Drivers," and "Change Status" are also available on the upper-right corner of the screen.



Touch ☰ to view and select the following options:

DOT Inspection- Show your logs to a DOT Officer.

Driver Details- View your personal information.

Log Off- Log off the ELD.

Multiple Driver Logon

When multiple drivers log on to the ELD app, they must follow the same guidelines as a single driver. The "Active Driver" name is displayed on the status bar. With more than one driver logged on, the app operates as follows:

- If the "Active Driver" is in "Driving" status and the vehicle begins to move, the app allocates the "Driving" time to the "Active Driver."
- If all drivers are in the same status and the vehicle begins to move, the "Active Driver" is changed to "Driving."

Each driver status has a rank, so as drivers manually change their status when multiple drivers are logged on at the same time, the system sets the drivers' hierarchical rank based on their current status using the table below.

Current Status	Rank
Driving	1
On Duty (ND)	2
Sleeper Berth	3
Off Duty	3

Co-Driver Reassignment of Current Drive Time

This feature will not only prevent common causes of errors, but also give the driver a way to correct one or more common errors performed by team drivers.

Upon the driver bringing the vehicle to a stop and the ELD has made the "Active Driver" status "Driving," the ELD begins the process of waiting 5 minutes prior to automatically changing the driver's status to "On Duty, Not Driving."

1. From the "Co-Driver" screen, touch . A pop-up displays the following message.

Accept Current Drive Time from John Smith?

2. Touch **Yes**. A confirmation message appears.

Changing the current Active Driver XXXXX to Co-Driver

Note: The ELD will only reassign the last drive status of the "Active Driver's" logs and will not change previous driver records.

Co-Driver On Duty Warning

The ELD provides a courtesy warning to the "Co-Driver" that will help prevent accidental loss of rest time. The "Active Driver" receives a pop-up message when the "Co-Driver" is not in a rest status ("Sleeper Berth" or "Off Duty") and vehicle movement is detected.

WARNING: Driver XXXX is still in an ON DUTY Status

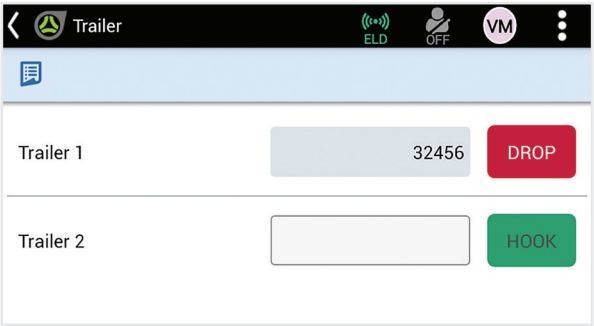
Make Co-Driver the Active Driver

As a “Co-Driver,” you can make yourself the “Active Driver.” To do this, the vehicle must be stationary and the current “Active Driver” must not be in “Driving” status.

1. From the “ELD” screen, touch .
2. Touch your name and enter your password.
3. Touch . You can confirm that you are the “Active Driver” if your initials are the ones displayed on the upper-right corner of the screen.

Trailer

Notate up to two trailer numbers related to your trip. Enter the associated trailer number and indicate if you have hooked or dropped the trailer.



Hook a Trailer

Hook or attach a trailer to your tractor.

1. From the “ELD” screen, touch and select **Trailer**.
2. Enter the trailer number and touch **Hook**.

Drop a Trailer

Drop or detach a trailer from your tractor.

1. From the “ELD” screen, touch and select **Trailer**.
2. Identify the trailer you want to drop and touch **Drop**.

Manifest

A “Manifest” is a document identifying cargo transported by a vehicle. It contains information identifying the carrier and shipper, as well as special instructions about the cargo.

View the Manifest

To view a manifest on the ELD, touch from the ELD screen and select Manifest.

Carrier Information- The company transporting the cargo.

Manifest- The manifest number entered by you or your fleet administrator.

Commodity- The type of cargo being transported, such as tires, corn, auto parts, etc.

Shipper- The supplier or owner of the commodities being transported.

Vehicle Information- The display name of the vehicle.

Special Instructions- Any special instructions or remarks about the cargo.

Edit the Manifest

To make changes to a manifest and edit the manifest number, commodity, shipper, and special instructions:

1. From the “ELD” screen, touch and select **Manifest**.
2. Edit the following fields in the manifest:
   - Manifest
   - Commodity
   - Shipper
   - Special Instructions
3. Touch .

DOT Inspection

When at a weigh station or in contact with law enforcement, officers can utilize the following instructions to verify your HOS log status. To verify information, drivers must be logged on to the ELD app.

Instructions for Driver

It is best practice to make sure that your logs are signed before handing them over to the DOT Officer.

Show your Logs to a DOT Officer

1. From the ELD screen, touch and select **DOT Inspection**.
2. Show your driver logs list to the DOT Officer.

Show Unassigned Drive Time to a DOT Officer

A red badge number next to the “Unassigned Drive Time” icon indicates that there are unassigned log records in the ELD.

1. From the “ELD” screen, touch and select DOT Inspection.
2. Touch .
3. Show the unassigned drive time logs to the DOT Officer.

Instructions for DOT Officer

This section shows officers how to access driver and vehicle information, including current log and previous day log and location details.

View a Driver’s Logs

1. From the “ELD” screen, touch and select **DOT Inspection**. The driver logs list is displayed.
2. Select a date to view the log records for that day.

View Unassigned Drive Time

A red badge number next to the “Unassigned Drive Time” icon indicates that there are unassigned log records in the ELD.

1. From the “ELD” screen, touch and select DOT Inspection.
2. Touch . The unassigned drive time logs are displayed.

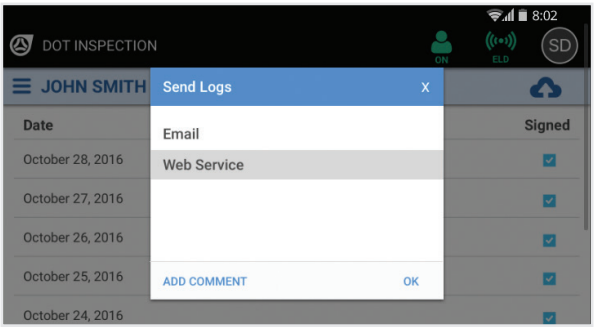
Roadside Inspection Data Transfer/ Instructions for a DOT Officer

Transfer your Logs to a DOT Officer

1. From the "ELD" screen, touch and select **DOT Inspection**.

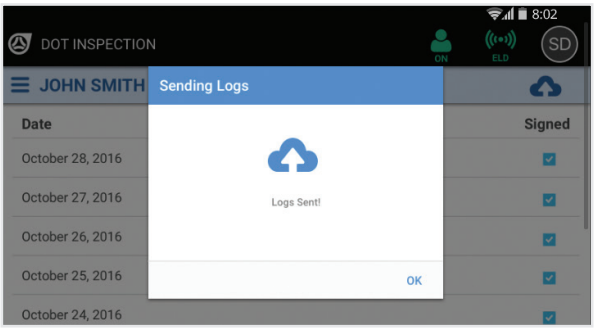
2. Touch the transfer logs button .

3. Select **Email** or **Web Service** then press **OK**



4. Select **Email** or **Web Service**, enter comment up to 60 characters to describe the log transfer (e.g., date range of logs transferred and inspecting officer's name/ID number) and select **OK**. If using **Email** the driver can enter address for delivery (e.g., Joe@telematics.com).

5. Device will send logs to designated web service or email address and display pop up dialogue prompt when the log transfer has been successful. Select the **OK** button.



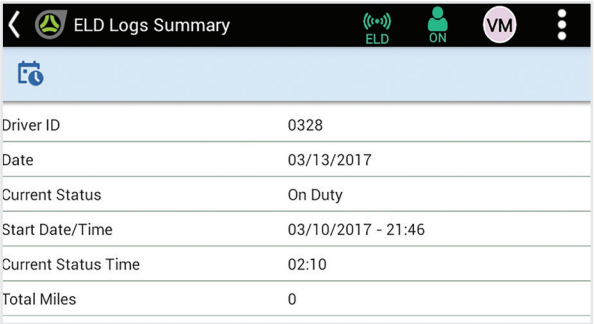
Driver Logs

Driver Logs provide you with a high-level view of your log records for a particular period. You can drill down in each log to get more information about individual duty status and hours. From here you can quickly review, sign, or add comments to your logs.

If you need to make changes to logs, you can do so from the “Driver Portal.” See “Edit a Log Record” on page 57.

Logs Summary

The “Logs Summary” screen displays information about your current duty status and a summary of your duty status hours.



View your Logs Summary

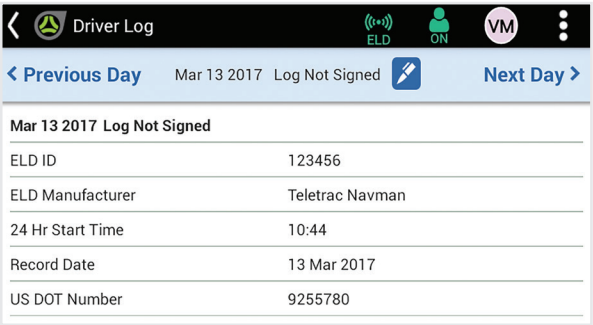
1. From the “ELD” screen, touch .
2. Touch . The “ELD Logs Summary” screen is displayed.

Log Details

The “Log Details” screen displays a more detailed breakdown of log records for a particular day. The log consists of three components: “Log Header,” “Log Graph,” and “Log Grid.” These allow you to review your full log in detail, add comments, and review any “Suggested Edits” made by your fleet administrator.

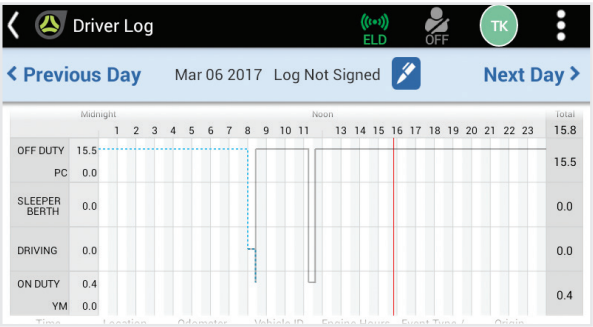
Log Header

The header displays general information about you and your co-driver, the vehicle, and the ELD. The FMCSA requires that these fields are always available for you to view.



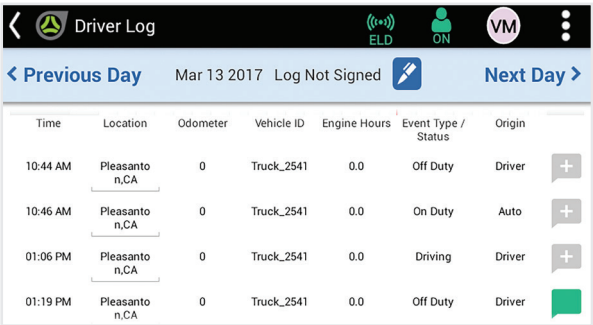
Log Graph

The graph section displays a driver's various status updates throughout the selected date. Each duty status is a separate row so you can distinguish your different driving activities at a quick glance.



Log Grid

The grid section displays all the details for each of your logged status updates.



Time- The time when the event type or status was generated.

Location- The location where the event type or status was generated.

Odometer- The odometer of the vehicle during that event.

Vehicle ID- The display name of the vehicle.

Engine Hours- The engine hours of the vehicle during the event.

Event Type/Status- The event type or status generated for the corresponding log record.

Origin- The source of the event type or status change.

From the grid you can also perform the following tasks:

- Manually enter a location for a log item. See “Manual Location Entry on page 24.”
- Enter a comment for a log item. See “Enter Comments to a Log on page 22.”
- View and respond to a suggested edit. See “Suggested Log Edits on page 23.”

View a Log

You can always view your logs from the previous seven or eight days to make sure that all recorded data are correct and accurate.

1. From the “ELD” screen, touch .
2. Select a log from the list to view a more detailed breakdown of your log records.

Enter Comments to a Log

You can enter or edit a comment to any of your log records to account for changes, such as stop address, pick-up comments, fueling, etc.

1. From the “ELD” screen, touch **Driver Logs**.
2. Select a log record to enter a comment.
3. In the log grid, identify the log item you want to add a comment to and touch .
4. Enter comment and touch **OK**.

Sign a Log

According to FMCSA HOS regulations, drivers are required to verify all event log entries are accurate before submitting them to the employer. A submission certifies that all driver entries are true and correct. Drivers can sign only the most current log, as well as the last seven previous days.

Note: To access, sign, and submit logs, you must be logged on to ELD and in “Off Duty” status.

1. From the “ELD” screen, touch .
2. Select the log that you want to sign.
3. Review your log to make sure all information is correct, and touch . The following compliance message is displayed:

I hereby certify that my data entries and my record of duty status for this 24 hour period are true and correct.

4. Enter your password and touch **Sign Log**. A confirmation message appears.
5. Touch **OK**.

Note: If you have already signed a log and there are changes made to the log, the log will become unsigned and you will have to sign it again.

Suggested Log Edits

Your administrator can suggest edits to your logs by adding a new log record, editing an existing one, or by assigning an unassigned drive time to you. These suggested edits are only finalized when you approve or reject them. If you have any outstanding suggested edits, you must approve or reject them first before you can sign your logs.

Approve a Suggested Edit

You can approve a suggested edit if you agree with the changes made by your administrator.

Note: If you have already signed a log, but your fleet administrator makes an edit and you approve it, the log will become unsigned and you will have to sign it again.

1. From the “ELD” screen, touch .
2. Touch .
3. Select the date of the log to review the suggestion.
4. Scroll down and view the record details.
5. Touch . The “Suggested Edits” pop-up appears.
6. Touch **Approve** if the suggested edits are correct.
7. Enter a comment for approving the suggestion.
8. Touch **OK**. The suggested edit will be saved and will be recorded on your log.

Reject a Suggested Edit

You can reject a suggested edit if you don’t agree with the changes made by your administrator.

1. From the “ELD” screen, touch .
2. Touch .
3. Select the date of the log to review the suggestion.

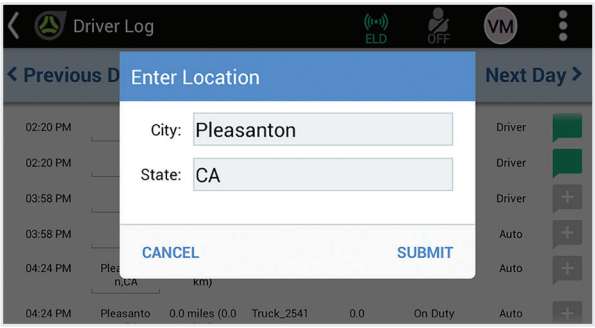
4. Scroll down and view the record details.
5. Touch . The “Suggested Edits” pop-up appears.
6. Touch **Reject** if the suggested edits are not correct.
7. Enter a comment for rejecting the suggestion.
8. Touch **OK**. The suggested edit will be rejected and will not be recorded on your log.

Manual Location Entry

In the case your ELD malfunctions and is not able to record the location (city and state) of any duty status in your logs, you can manually enter the location from a pop-up message and from your driver logs.

This may occur when:

- GPS location not available during intermediate location (60 minutes)
- GPS location during a status creation record
- GPS location during manual creation of log record
- Temporary positioning service interruption
- Power outage of ELD
- Removal of ELD during movement



Enter a Missing Location from the Pop-up Message

If the ELD malfunctions, you will receive a pop-up message stating that an error has been detected. You will then be prompted to enter the missing location.

Note: The buttons will be grayed out while the vehicle is in motion. To exit the pop-up, click any other part of the screen.

1. Touch **Yes**. Your driver logs will then appear.
2. Scroll down to the logs grid and touch the "Location" field.
3. Enter the city and state for the log record and touch **Submit**.

Enter a Missing Location from your Driver Log

If the ELD notifies you about an error with acquiring a GPS location, you can go to your driver logs and enter the missing location for a particular record.

1. From the "ELD" screen, touch .
2. Select a log marked with

.
3. Scroll down to the logs grid and touch the "Location" field.
4. Enter the city and state for the log record and touch **Submit**.

Note: The ELD will check the entry against the database for authenticity before the entry is saved and the log record is updated.

Unassigned Drive Time

The "Unassigned Drive Time" page displays log records that are not assigned to any drivers. This may occur because of one of the following:

- A driver forgets to log on to the device and begins to drive.
- A support personnel forgets to log on to the device and begins to drive.
- The ELD malfunctions and does not allow the driver to log on.
- The device is not in the vehicle and the vehicle begins to move.

The ELD will notify you when there are unassigned drive time logs and it will prompt you to review them.

Claim an Unassigned Drive Time

You can claim an “Unassigned Drive Time” if you believe that the log record belongs to you.

1. From the “ELD” screen, touch .
2. Touch .
3. Select the unassigned drive time that you want to claim.
4. Touch **Assign**. Your logs will be updated to include the assigned time.

Automated Features

The “Automated Duty Status” feature in the ELD app helps drivers avoid constantly switching between the “Driving” and “On Duty” statuses during their shift. This also applies to long haul drivers who pull over for food or fuel but forget to change from “Driving” to “On Duty” status. Automatic duty status changes occur based on a vehicle’s movement and between “Driving” and “On Duty” statuses only.

ELD responds based on the following:

- A single driver is the “Active Driver” when logged on, even when a second driver logs on.
- When two or more drivers log on, the initial driver remains the “Active Driver” until the “Co-Driver” switches to be the “Active Driver.”
- The app does not automatically change a driver’s status to “Sleeper Berth” or “Off-Duty”; a driver must do this manually.
- The app does not log out a driver unless a driver logs in to more than one vehicle at the same time.

Driver A Status	Driver B Status	Change to Driving Status
DRIVING	ON DUTY, OFF DUTY, or SLEEPER BERTH	Status is unchanged for Driver A
ON DUTY	ON DUTY	Active driver is changed
SLEEPER BERTH	SLEEPER BERTH	Active driver is changed
OFF DUTY	OFF DUTY	Active driver is changed
ON DUTY	SLEEPER BERTH	Driver A is changed
ON DUTY	OFF DUTY	Driver A is changed
SLEEPER BERTH	OFF DUTY	Driver A is changed

Automated Duty Status Changes

Active Driver Logged into ELD

As soon as the vehicle detects motion, the ELD automatically changes the "Active Driver" duty status as "Drive Time" in the driver logs. Per the FMCSA, the ELD shall automatically change the "Active Driver" to "Driving" upon the start of the vehicle in-motion.

Note: The status will not automatically change to "Driving" if the driver is in the "Personal Conveyance" or "Yard Moves" status.

Once the vehicle becomes stationary for greater than five minutes and the driver is in "Driving" status, the ELD will sound an audible warning beep and prompt the "Active Driver" with a message to confirm he/she is still driving. After 1 minute, if the driver does not respond or responds that he/she no longer is driving, the driver's status shall change automatically to "On-Duty (ND)" and the status change shall be recorded to the "Active Driver's" log.

If the driver responds that he/she is still driving, then no further automated status change activity shall take place until the vehicle moves again. If the driver remains in "Driving" status and vehicle remains stationary for more than 20 minutes consecutively, the ELD may prompt the driver with a reminder message that he/she is still in "Driving" status.

Unidentified Driver Logged in to ELD

If no authorized driver is logged in, the ELD shall sound an audible warning beep and display a message to the driver:

Stop and log in to the ELD

The ELD will record the start and stop of vehicle motion and will record the "Unassigned Driver" log as "Driving." At the end of vehicle motion, the ELD shall record the "Unassigned Driver" log an "On-Duty (ON)" status message.

If you have forgotten to login to the vehicle, see "Unassigned Drive Time" to assign a record to yourself.

Driver Activity Timer

In order to protect your logs and restrict ELD access, an activity timer is used to monitor vehicle and driver activities. Upon expiration of this timer, the ELD restricts you from using the device until you reenter your password again. The activity timer starts after you log on to the device.

Before the activity timer expires, it can be stopped and restarted by the following activities:

- When the ELD powers up, disconnects from or reconnects with the vehicle.
- When the vehicle is in motion, the activity timer stops countdown and restarts when the vehicle stops.
- Any manual activities on the ELD, such as tapping the screen or pressing the buttons.

When the activity timer expires, the ELD remembers the "Active Driver" at the time of expiration as the "last active driver" and marks all other drivers as inactive. A driver who needs to access the ELD must reenter his/her password. When a driver re-enters his/her password and logs on to the ELD, he/she becomes the new "Active Driver" and the activity timer restarts.

Big Day

This feature supports property-carrying driver 16-hour exemptions, also known as "Big Day."

According to DOT and FMCSA regulations, part 395.1, Property-carrying driver, "A property-carrying driver is exempt from the requirements of §395.3(a)(2) if:

1. The driver has returned to the driver's normal work reporting location and the carrier released the driver from duty at that location for the previous 5 duty tours the driver has worked;
2. The driver has returned to the normal work reporting location and the carrier releases the driver from duty within 16 hours after coming on duty following 10 consecutive hours off duty;
3. The driver has not taken this exemption within the previous 6 consecutive days, except when the driver has begun a new 7- or 8-consecutive day period with the beginning of any off-duty period of 34 or more consecutive hours as allowed by §395.3(c)."

When the unit displays Hours of Service "On-Duty" shift warnings, the driver is eligible for the property-carrying driver exemption, and when the property-carrying driver exemption is triggered, the following pop-up appears on the screen:

We've switched you to Big Day!

The 16-hour exception is triggered automatically if the driver is eligible. No option keys are displayed and no response is necessary.

Lock and Unlock

Device Lock and Unlock

Note: This feature applies when the ELD is configured to the vehicle.

Teletrac Navman tablets easily pair with the Qube unit. This connection allows access to the vehicle's diagnostics, which help determine if the vehicle is moving or stationary at a given time. The Qube's safety lock/unlock feature uses diagnostics to prevent drivers from using their devices while driving.

Locked Mode

The tablet automatically locks when the vehicle moves faster than 7 MPH so that you can access only the navigation and settings functions. This does not prevent the device from receiving incoming messages. You, however, cannot retrieve messages or use messaging functions until the vehicle comes to a complete stop.

Unlocked Mode

30 seconds after the vehicle is stationary, the device automatically unlocks. You can then access all tablet and app functions again. The home screen opens and immediately displays the status screen.

ELD Display Lock

The lock button allows you to protect your logs from accidental driver time assignment or tampering by other ELD users. Once you tap this button, the display is immediately locked. You cannot access this feature if the vehicle is in motion.

1. From the "ELD" screen, touch and select **Lock**. Driver is now inactive and remains in current duty status.

Note: If you're in "Driving" status, you're immediately put in "On Duty" status.

2. To log back on, touch your name and enter your password.

ELD Malfunction

ELD Malfunction Indicator

The Teletrac Navman ELD solution has an ELD malfunction indicator, as mandated by FMCSA HOS regulations 49 CFR part 395. The malfunction indicator is located at the upper-right corner of the driver display within the Teletrac Navman DRIVE app suite.

This icon alerts drivers when the ELD solution is malfunctioning and paper logs are necessary. If the icon is red, the electronic logging device is not working properly. The driver must follow FMCSA rule 395.15(f) and recreate the current and past seven days of HOS duty status logs on paper. The past seven days may include faxed copies of electronic logs; however, any paper copies of electronic logs must be physically signed and certified by the driver in order to be legally correct.

Note: You will also get a prompt to pull over and switch to paper logs.

In accordance with the FAQ section of the FMCSA website, if the ELD malfunctions, drivers must:

1. Note the malfunction of the ELD and provide written notice of the malfunction to the motor carrier within 24 hours. Swipe up from the bottom of the screen to view the “ELD Malfunction” notification and details (vehicle must be stationary).

2. Reconstruct the record of duty status (RODS) for the current 24-hour period and the previous seven consecutive days, and record the records of duty status on graph-grid paper logs that comply with 49 CFR 395.8, unless the driver already has the records or retrieves them from the ELD.

3. Continue to manually prepare RODS in accordance with 49 CFR 395.8 until the ELD is serviced and back in compliance.

For more information, visit- https://www.fmcsa.dot.gov/faq/what-must-driver-do-if-there-eld-malfunction

ELD Malfunction Events

The ELD has the capability to monitor itself for detectable malfunctions and data inconsistencies. This includes compliance self-monitoring, malfunctions, and data diagnostic events and an ELD malfunction and data diagnostics status indicators. After identifying a malfunction, the ELD can log the problem and alert the user to the issue.

The malfunction indicator will show an "Event Code." Use the table below to see what type of malfunction event occurred and what that event is indicating.

Malfunction Event Codes

Event Code	Event Name	Description
P	Power Malfunction	Total engine hours error minutes while driving exceeded 30 minutes in 24 hours.
E	Engine Synchronization Malfunction	Last EMS message received more than 30 minutes ago.
T	Timing Malfunction	GPS time and system time difference more than 10 minutes.
L	Position Malfunction	More than 60 minutes worth of invalid GPS positions received in last 24 hours.
R	Data Recording Malfunction	Failed to save item to database.
S	Data Transfer Malfunction	Message transfer observing problems for 3 consecutive days.

ELD Diagnostic Event Codes

Event Code	Event Name	Description
1	Power Diagnostic	Total engine hours error minutes while driving exceeded 30 minutes in 24 Hours.
2	Engine Synchronization Diagnostic	Last EMS message received more than 30 minutes ago.
3	Missing Data Elements Diagnostic	GPS time and system time difference more than 10 minutes.
4	Data Transfer Diagnostic	More than 60 minutes worth of invalid GPS positions received in last 24 Hours.
5	Unidentified Driver Diagnostic	Failed to save item to database.

ELD Diagnostics

An ELD must support standard security measures that require the calculation and recording of standard data check values for each ELD event recorded. The driver can navigate to the “ELD Diagnostics” page to check any of the following data criteria.

Power Data

This section will identify instances when the engine ECM or alternative sources and its on-board sensors may not have complied with the power requirements specified in section 4.3.1.1 of 49 CFR Part 395. This is where the ELD must record a power data diagnostics event for the corresponding driver(s), or under the unidentified driver profile if no drivers were authenticated at the time of detection.

Missing Required Data

This section will indicate instances in which there is location information missing from the data and the vehicle is in motion. The ELD will record if it has failed to acquire a valid position measurement during the periods specified in the regulation.

Unidentified Driving Records Data

This section will show ELD records involving driving time logged on an ELD when there was not a driver logged into the vehicle. Drivers can access this section, “to review and either acknowledge the assignment of one or more of the unidentified driver records attributable to the driver under the authenticated driver’s profile as described in paragraph 4.3.2.8.2(b)(1) of this appendix or indicate that these records are not attributable to the driver,” states 49 CFR Part 395.

Engine Sync Data

This section will show the engine ECM, on board sensors and data record history, and identify instances and durations of its non-compliance with the ELD engine synchronization data.

Data Transfer Data

This section will show the in-service monitoring functions are operating and show they are continuing to function properly. This section will update at leave once every seven days.

Other ELD Data

This section will show other operational health items that are being monitored. Teletrac Navman is offering this as an additional feature.

Troubleshooting

The following are issues that you may encounter when using ELD.

Issue	Solution
The tablet shows a message stating that the driver does not exist in the database.	Call your dispatcher or supervisor to create or update a “Driver Logon ID” in DIRECTOR.
The tablet is making an alert sound.	Check to see if there is a message waiting. Touch “Messages” from the Teletrac Navman DRIVE home screen.
My supervisor made an edit to one or all of my HOS logs, but I do not see it on my grid.	When your supervisor makes an edit on your HOS driver logs, you must approve the suggested edits before they are saved and included in your logs.
I can’t electronically sign the current day’s log.	If you are in “On Duty,” “Driving,” or “Sleeper Berth” status and are attempting to sign and submit the current day’s log, you must change your HOS status to “Off Duty” prior to signing.
I am a team driver and I forgot to make myself the “Active Driver” and the ELD has assigned my “Drive Time” to my “Co-Driver.”	When this occurs, pull over to stop the vehicle, press the “Reassign” button before the ELD automatically changes the status to On Duty. The screen will prompt if Bob wants to be the primary driver for the current time, prompt you for your password. Upon verifying your password, it will switch the “Driver” and “Co-Driver” fields in the last recorded “Drive” Status record.

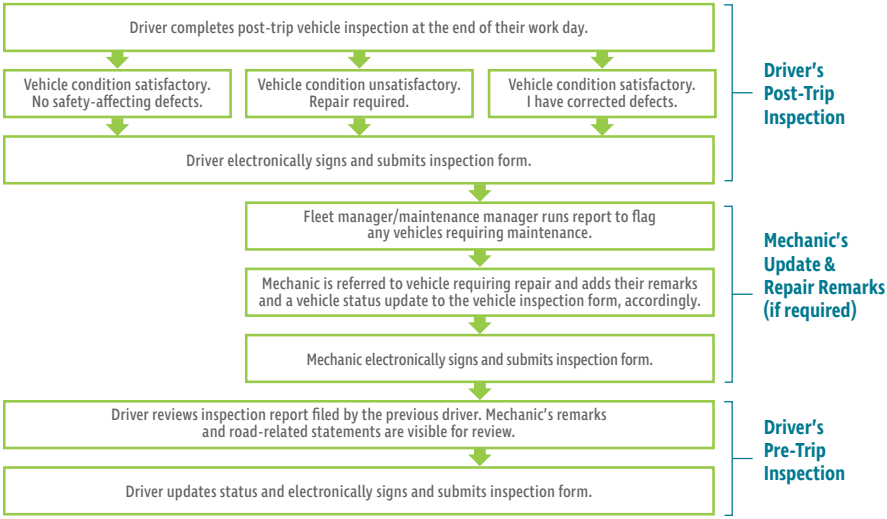
Reports (DVIR)

As described in FMCSA regulation 396.11 and 396.13, a Driver Vehicle Inspection Report (or DVIR) is a federally mandated log that details vehicle operation and safety issues noted during vehicle inspections. Each driver must complete and submit these reports for their vehicle on a daily basis.

The DVIR application in the DRIVE app suite allows drivers to easily log vehicle inspections and submit them in paperless form via a portable tablet.

DVIR Workflow

The DVIR App can be used to submit post-trip inspections, including a mechanic's updates and driver pre-trip inspections. The following workflow describes the lifecycle of an inspection report:



Launch the DVIR Application

Drivers or mechanics who want to view, create, or update a DVIR must first log on to the app. Upon logging in to the ELD app, they will be prompted to complete their DVIR. All submissions to the DVIR must be electronically signed by the driver or mechanic to maintain a "chain of custody" for the vehicle.

Upon logging in and out of the ELD application, a driver will receive the following prompt:

Do you want to complete your DVIR now?

1. Touch **Yes**. The "Inspection Report" list opens.

2. Follow the steps for creating Pre-Trip and Post-Trip inspections. See "Create a Pre-Trip Inspection" and "Create a Post-Trip Inspection" on the next page.

Create a Pre-Trip Inspection

Before driving a vehicle, you are required to review the last submitted DVIR and confirm that the vehicle is in satisfactory condition and is safe to operate.

Note: A "Post-Trip Inspection Report" must be created before you can complete a "Pre-Trip Inspection."

1. From the home screen, touch **DVIR**.
2. Select the most recent inspection.
3. Review any remarks made by a driver or a mechanic. Touch to add your own remarks.
4. Touch .
5. Enter your remarks and touch .
6. Touch to proceed to the "Confirmation" screen.
7. Review the details and select one of the following options:
   - Vehicle condition satisfactory. No safety-affecting defects.
   - Vehicle condition unsatisfactory. Repair required.
   - Vehicle condition satisfactory. I have corrected defects.
8. Touch to submit the report.

Create a Post-Trip Inspection

At the end of your working day or during an equipment change, you are required to complete and submit a "Post-Trip Inspection." This is to ensure that the vehicle is in satisfactory condition and is safe for other drivers to operate.

1. From the home screen, touch **DVIR**.
2. Touch . The "Post-Trip Inspection" opens.
3. Swipe up or down to view the items listed on the checklist.
4. Inspect the vehicle/tractor and trailer(s). Touch the boxes to note any defect(s).

5. Touch the “Trailer 1” and “Trailer 2” tabs to access the trailer checklist. You can change the trailer names by tapping and holding the trailer tabs.
6. Touch to proceed to the “Confirmation” screen.
7. Review the details and select one of the following options:
   - Vehicle condition satisfactory. No safety-affecting defects.
   - Vehicle condition unsatisfactory. Repair required.
   - Vehicle condition satisfactory. I have corrected defects.
8. Touch to submit the report.

Note: After you submit the inspection report, it’s sent to DIRECTOR where it’s immediately available to be viewed in a report.

Create a Mechanic Update

A mechanic is required to update a driver’s post-trip vehicle inspection report when a vehicle has been maintained or repaired. The mechanic can view the last submitted post-trip inspection, add comments, and update the vehicle’s condition.

1. As a mechanic, log on to the ELD by entering your “Driver ID” and “PIN.”
2. From the home screen, touch **DVIR**.
3. Select a report with a status “Repair Required”. It’s also denoted by a .
4. Review the driver’s post-trip remarks and vehicle condition.
5. Touch to add your own remarks.
6. Touch .
7. Enter your remarks and touch .

8. Touch to proceed to the “Confirmation” screen.

9. Review the details and select one of the following options:

- Vehicle condition satisfactory. No safety-affecting defects.
- Vehicle condition unsatisfactory. Repair required.
- Vehicle condition satisfactory. I have corrected defects.

10. Touch to submit the report.

Note: Once a mechanic has corrected the defects, an information icon will appear next to the status. Tap the icon to view the details of the corrected defects.

Navigation

The navigation application of the DRIVE app suite provides you with real-time navigation, traffic, lane guidance, and points of interest, such as gas stations, rest areas, truck stops, weigh stations, parking lots, and truck washes.

Status Icons and Functions from Navigation

When you are on the navigation screen and the DRIVE app is open in the background, you will see a floating widget that displays a status icon to inform you of your status and the status of the ELD. You can move the widget wherever is convenient for you.

From the floating widget, you can tap on your initials to go to the ELD screen and view a more detailed breakdown of your hours. You can also touch the ELD malfunction indicator to view the “ELD Diagnostics” screen.

Icon	Status
	On Duty
	Off Duty
	Personal Conveyance
	Break Time
	Sleeper Berth
	Yard Moves
	Adverse Conditions
	Emergency
	Driving
	Drive Time Violation
	ELD Connected
	ELD Disconnected (Error)

Find an Address

1. From the home screen, touch **Where To**.
2. Select **Address**.
3. Enter the address information.
4. Select the address and touch **Go!**.

Find a Location Using a Search Bar

1. From the home screen, touch **Where To**.
2. Touch on the search bar and enter a keyword or an address.
3. Select a location from the search results.

Save a Location

1. From the home screen, touch **Where To**.
2. Search for a location (see “Find a Location Using a Search Bar” above).
3. Select a location from the search results and touch .
4. Touch > Save.
5. Enter a name for the location and touch **Done**.

Save your Current Location

1. From the home screen, touch **Navigation**.
2. Touch on the vehicle icon.
3. Touch **Save**.
4. Enter a name for the location and touch **Done**.

Save a Home Location

You can set the location you most often return to as your home location.

1. From the home screen, touch **Where To**.
2. Touch ☰ > **Set Home Location**.
3. Select one of the following:
   - Enter My Address
   - Use Current Location
   - Recently Found

The location is saved as “Home” in the “Saved” menu.

Go Home

From the home screen, touch **Where To** > **Go Home**.

View Saved Locations

1. From the home screen, touch **Where To**.
2. From the right pane, select **Saved**.
3. Swipe up and down to view all saved locations.

Messages

The DRIVE app suite simplifies communication between you and your fleet administrator. You can receive and send messages without leaving the application at no extra cost. Note that only vehicles with message-enabled devices can send and receive messages.

Types of Messages

The messaging feature on your device enables you and your fleet administrator to communicate with each other. There are three types of messages: “Text,” “Route To,” and “Forms.”

Text Messages

A unique message from your fleet administrator or a unique message that you send. From this screen, you can select the following.

Back- Close the message without sending a reply.

Reply- Respond to the message.

Delete- Remove the message from your inbox.

Route To Messages

This type of message contains a location address in the first line of the message. Your device can navigate you to that address automatically.

From this screen, you can select the following.

Back- Close the message without sending a reply.

Reply- Respond to the message.

Go- Exit from the message screen and navigate to the location in the message.

Show- Exit from the message screen and display the location on the map.

Delete- Remove the message from your inbox.

Forms

Your fleet administrator can use forms to quickly enter and send information to you in a standard format. Each “Form” message contains pre-set fields. Your fleet administrator may also set up reply “Forms” for you to use, and set up “Form” messages so they are deleted automatically once you have read and replied to them.

From this screen, you can select the following.

Back- Close the message without sending a reply.

Reply- Respond to the message.

Delete- Remove the message from your inbox.

Note: If the “Form” message does not require a reply, the “Reply” button is not displayed. If the “Form” message contains a “Route To” address, the “Go” and “Show” buttons will be displayed.

Form Fields

A form may contain one or more of the following fields:

Date- You can enter the date by selecting “Set the Date.” Enter the desired date and select “OK.”

Time- You can enter the time by selecting “Set the Time.” Enter the desired time and select “OK.”

Numeric- When your fleet administrator sets up a field as a numeric field, you can only enter numbers in it. You can touch the field to display a numeric keyboard.

Alphanumeric- The alphanumeric field allows you to enter both letters and numbers in it. You can toggle between letters and numbers by selecting “ABC” or “123” (whichever is displayed).

Address- The address field lets you enter an address of a location, such as a job site, customer address, etc.

Drop-Down Menu- This field allows you to select an item from a list. You can select the field to display the list of options. Swipe up and down to view all items on the list. Tap the item to select it and it will be displayed on the field.

Checkbox- The checkbox field allows you to select one or more item from a given list or choices. You can tap the item to select it. A blue check appears next to an item when it has been selected.

Signature- When a form contains a “Signature” field, you can have a customer sign on the field by selecting “Open.” The signature field will open. A customer can sign on the white signature field. You can then select “OK” to go back to the form. The signature will be displayed in the “Signature” field within the form.

Receive a New Message

When you receive a new message, the “New Message” pop-up box is displayed and an alert sounds.

You can select:

Read- Display and read the new message.

Cancel- Close the pop-up message and read the message later when it is safe or convenient.

Note: When a new priority message arrives, the pop-up box will not have a “Cancel” button.

Read a Received Message

A received message can be a new message that you have not yet read, or an old message that you have stored to read later. The message icon displays a notification badge along with the number of unread messages in your inbox.

Note: Form messages may be deleted automatically after you have read and replied to them, if this feature has been enabled by your fleet administrator.

To read a received message at any time, display the main menu and select **Messages**.

The “Inbox” tab lists all your received messages. The most recent is at top of the list. All unread messages are in bold. An exclamation mark denotes high priority messages.

Select a message to read it. It will be displayed along with any previous replies. If you cannot see the entire message, swipe and scroll down the screen.

Reply with a Free Text

You can use free text to reply to a message.

1. Open the message or form you want to reply to.
2. Touch **Reply**.
3. Touch Free Text. The "**Free Text**" onscreen keyboard is displayed.
4. Enter your message and touch **Send**. Your sent message is stored in your "Sent" messages list.

Reply with a Canned Template or Reply Form

You can use a predefined template or a reply form to respond to a message.

1. Open the message or form you want to reply to.
2. Touch **Reply**.
3. Select the canned template you want to use. A preview of the reply is displayed on the screen.
4. Touch **Send**. The message is stored in your "Sent" messages list.

Create a New Message

You can create and send a new message to your fleet administrator.

1. From the home screen, touch **Messages**.
2. Touch **Menu** > **New** to create a new message.
3. Touch **Free Text**. The "Free Text" on-screen keyboard is displayed.
4. Enter your message and touch **Send**. The message is stored in your "Sent" messages list.

Note: If you have cellular coverage, the message will be sent immediately. If you are out of coverage, the message will be stored and sent when cellular coverage is re-established.

Send a Form

You can send a “Form” as a new message or a reply to a received message. Your fleet administrator sets up the forms available on your device.

Note: This section assumes the reply form is already displayed.

1. Complete all the fields included in the form. Some fields may be grayed out if the information is entered automatically. To learn more about form fields, see “Form Fields.”

2. When you have completed all fields, touch **Send**. Your reply is stored in the “Sent” messages list. It may also be deleted automatically after you send it, if your fleet administrator enabled this feature.

Show a Route To Location

When you receive a message that includes an address, you have the option to show the location on the map.

1. Open the message or form containing the address.

2. Select **Show** to exit from the “Route To” message and display the map. The location specified in the message is pinpointed on the map.

3. Select **Go** to start the navigation.

Navigate to a Route To Location

When you receive a message that includes an address, you can directly start the navigation to the location.

1. Open the message or form containing the address of the location.

2. Select **Go** to exit from the message and navigate to the location. Your device displays the new route and starts the navigation.

View Sent Messages

1. From the home screen, touch **Messages**.
2. Touch the **Sent** tab. The screen displays all your replies with the most recent one at the top of the list.
3. Select a reply to display the message, when it was received, and any replies that have been sent.

Delete a Message

You can delete an existing message from your inbox at any time.

1. From the home screen, touch **Messages**.
2. Open the message you want to **delete**, and touch Delete. A confirmation message appears.
3. Touch **Yes**.

Clear Messages

You can clear and permanently delete messages from your inbox.

1. From the home screen, touch **Settings**.
2. You can select the following:

   Clear Messages Inbox- Delete all message from your inbox.

   Clear Message Inbox Alerts- Delete all tracking alerts from your inbox.

   Clear Sent Items- Delete all your sent items.

Device Preferences

You can set many options on your device. Refer to the device manual for information on the options not described in this section.

Set the Color Mode

Set the color mode of your device to customize how the screen is displayed under different lighting conditions.

1. Swipe up the notification bar on your device and touch .
2. Scroll down and select **Display**.
3. Touch Color Mode and select one of the following:

   Day- Dark text on light background to improve visibility during daytime.

   Night- Light text on dark background to prevent screen from being too bright during nighttime.

   Auto- The device automatically changes color mode based on sunrise and sunset times. This is the default color mode of the device.

   Touch **Save**.

Set the Locale

Your locale is set via the device interface it is started or after restoring the factory defaults.

The locale sets the default language for the user interface and the units for the navigator. The time zone is also set and works in conjunction with the GPS signal to show the correct local time.

Driver Portal

The “Driver Portal” provides you the ability to access your logs from a computer. You can view, edit, and sign your logs from outside your vehicle. You can also review any unassigned drive time, and approve or reject suggested edits made by your fleet administrator. Note that your “Driver Portal” account is set up by your fleet administrator.

Driver Logs

"HOS Logs" provide you a more detailed view of your log records for a particular date. From this page you can also review, add, and edit individual log entries. For example, if you make a mistake on a log entry, you can view that log and make the necessary corrections.

If your fleet administrator makes any edits to your logs, you can review these changes and approve them if you agree. You can reject them if you disagree and want to keep your original log record. You can also view the unassigned drive time for your fleet and claim the time that you believe is yours.

Log Header

The "Log Header" helps you to quickly review all information concerning your "Record of Duty." If you need to make any corrections, contact your administrator. To view your log header, click **Logs** > **Open Log Header**.

Log Summary

The "Log Summary" displays all the details for each logged status. You can click a line item to edit that particular log record. When you edit a log, the old version of the log is highlighted in light orange, while the new version is in dark orange.

The summary grid displays the following:

Time- The time when you changed your status

Status- Your status for that period of time.

Address- The location where you changed your status.

Vehicle- The vehicle you operated.

Co-Driver- Your co-driver for the corresponding date.

Trailers- The trailer(s) attached to the vehicle.

Shipper- The source of goods shipped by the vehicle.

Manifest- The manifest information associated with the vehicle and trailer(s).

Commodity- The type of goods shipped by the vehicle.

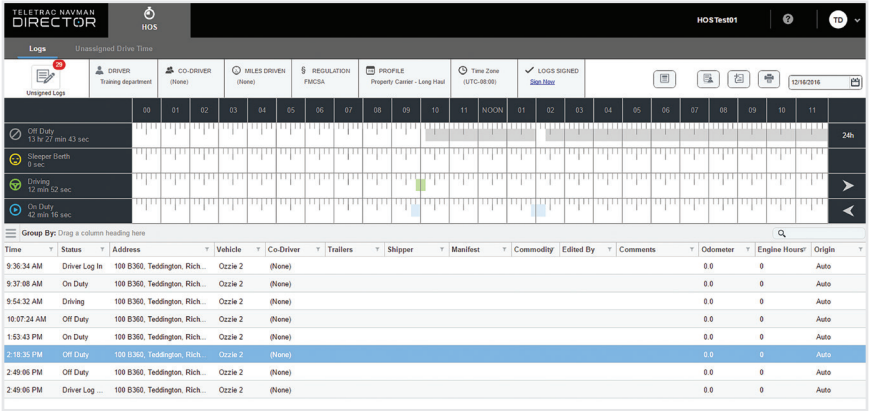
Edited By- The person who edited the log record.

Comments- Comments entered for that particular status.

Odometer- The odometer of the vehicle.

Engine Hours- The engine hours of the vehicle.

Origin- The origin of the status change.



Add a Log Record

You can add a log record if you forget to change your status or you have an after drive-time activity that needs to be recorded.

Note: You can only add a log between your last status change and the current time. For example, if you want to add a log record at 5:00 p.m., and your last status change was at 1:00 p.m., you can only add a new log between 1:00 p.m. and 5:00 p.m.

1. Click **Logs** > **Add Record** and complete the following fields:

   Time- Enter the time when you changed your status.

   Address- Enter the location where you changed your status. The “City” field is required.

   Edited By- This field displays your username and cannot be changed.

   Comments- Enter any notes or comments relevant to your log. This field is required.

   Status- Select the status that applies to your log record.

Odometer- Enter the odometer for the corresponding status. The odometer value must be more than the previous status and less than the next status. This field is required.

Vehicle- Click and select the vehicle you operated.

Co-Driver- Click and select your co-driver for the corresponding date.

Trailers- Enter the trailer(s) attached to the vehicle.

Shipper- Enter the source of the goods shipped by the vehicle.

Manifest- Enter the manifest information associated with the vehicle and trailer(s).

Commodity- Enter the type of goods shipped by the vehicle.

2. When finished, click **Save & Close**.

Edit a Log Record

If there is a log record that has an error, you can easily correct it by editing the log.

Note: You can only add a log between your last status change and the current time. For example, if you want to add a log record at 5:00 p.m., and your last status change was at 1:00 p.m., you can only add a new log between 1:00 p.m. and 5:00 p.m.

1. Select a date from the calendar.
2. From the grid, click on the log record you want to edit.
3. Make the necessary changes to the log. Note that the following fields are required:
   - City
   - State
   - Comments
   - Odometer
4. When finished, click **Save & Close**.

View and Sign Unsigned Logs

The “Driver Portal” allows you to view your own logs and sign any unsigned logs from previous work days.

1. At the top-left, click **Unsigned Logs** . A red badge with a number indicates how many unsigned logs you currently have.
2. Select a date from the list and click **Select**.
3. Review the log entries for that date and make sure that they are correct.
4. Click **Sign Now**, then select **Agree**.

Suggested Log Edits

Your administrator can suggest edits to your logs by adding a new log record, editing an existing one, or by assigning an unassigned drive time to you. These suggested edits are only finalized when you approve or reject them. If you have any outstanding suggested edits, you must approve or reject them first before you can sign your logs.

Note: If you have already signed a log and you approve a suggested edit, the log will become unsigned and you will have to sign it again.

Approve a Suggested Edit

You can approve a “Suggested Edit” if you agree with the changes made by your administrator.

1. Under “Logs,” click **Suggested Edits** . A red badge with a number indicates how many pending suggested edits you currently have.
2. Select a suggested edit and click **Select**.
3. Click on the edited log record (highlighted in dark purple).
4. Review the changes to the log.
5. Click **Approve Edit** if the suggested edits are correct. The suggested edit will be saved and will be highlighted in dark orange.

Reject a Suggested Edit

You can reject a suggested edit if you do not agree with the changes made by your administrator.

1. Under "Logs," click . A red badge with a number indicates how many pending suggested edits you currently have.
2. Select a suggested edit and click **Select**.
3. Click on the edited log record (highlighted in dark purple).
4. Review the changes to the log.
5. Click **Reject Edit** if you do not agree with the suggested edits and want to keep the original log details.
6. Enter a comment as to why you rejected the suggested edits and click OK.

Unassigned Drive Time

The "Unassigned Drive Time" page displays log records that are not assigned to any drivers. This may occur because of one of the following:

- A driver forgets to log on to the device and begins to drive.
- A support personnel forgets to log on to the device and begins to drive.
- The ELD malfunctions and does not allow the driver to log on.
- The device is not in the vehicle and the vehicle begins to move.

Claim an Unassigned Drive Time

You can claim an "unassigned drive time" if you believe that the log record belongs to you.

Note: Refresh the page to get an updated list of unassigned drive time.

1. Click **Unassigned Drive Time**.
2. Select an unassigned drive time checkbox and click Save .
   The unassigned drive time is now added to your log.

Print a Log

You can print an HOS log record that is currently displayed on the “Logs” page. You can also define a date range (from the past six months and the current month) and print the logs for those days.

1. Select a date from the calendar, or use the arrows to go to the previous and the next day.
2. Click **Print Logs** . Specify whether you want to print the currently displayed log, or multiple logs within a date range.
3. Click **Print**.

Change your Password

To change your “Driver Portal” login password:

1. Click on your username on the top-right corner of the page and select **Change Password**.
2. Enter your old password, and then enter a new password.
3. When finished, click **OK**.

Log Out

Click on your username on the top-right corner of the page and select “Log out.”

DIRECTOR

The DRIVE app suite is fully integrated with the DIRECTOR platform — a GPS fleet tracking solution — that allows users to manage drivers and support personnel in their fleet. This section provides you with information on how to set up your drivers and manage your fleet's Hours of Service and driver logs.

Driver Setup and Properties

You can add and set up an individual as a "Driver" in DIRECTOR who operates a vehicle and whose hours must be tracked and logged.

Add a Driver

1. Click **Administration** > **Drivers** > **Drivers**.
2. Click **Add** and select **Regular Driver**. Define the following driver properties:
   - Details
   - Licenses
   - Driver Identification
   - Driver Portal
   - Hours of Service
3. When finished, click **Save & Close**.

Edit Driver Properties

1. Click **Administration** > **Drivers** > **Drivers**.
2. Select the driver you want to edit the properties for and click **Properties**.
3. Make the necessary changes to the driver properties.
4. When finished, click **Save & Close**.

Delete a Driver

Deleting a driver will permanently remove him from your fleet.

1. Click **Administration** > **Drivers** > **Drivers**.
2. Select the driver(s) you want to delete and click **Delete**. A delete confirmation message appears.
3. Click **Yes**. The driver is deleted from your fleet.

Support Personnel Setup and Properties

You can add and set up an individual as a "Support Personnel" in DIRECTOR who is a non-driver, such as an administrator, supervisor, or a mechanic.

Add a Support Personnel

1. Click **Administration** > **Drivers** > **Drivers**.
2. Click **Add** and select **Support Personnel**. Define the following driver properties:
   - Details
   - Licenses
   - Driver Identification
   - Hours of Service
3. When finished, click **Save & Close**.

Edit Support Personnel Properties

1. Click **Administration** > **Drivers** > **Drivers**.
2. Select the support personnel you want to edit the properties for and click Properties.
3. Make the necessary changes to the support personnel properties.
4. When finished, click **Save & Close**.

Delete a Support Personnel

Deleting a "support personnel" will permanently remove him from your fleet.

1. Click **Administration** > **Drivers** > **Drivers**.
2. Select the support personnel you want to delete and click **Delete**. A delete confirmation message appears.
3. Click **Yes**. The support personnel is deleted from your fleet.

Suggested Log Edits

You can suggest edits to driver logs by adding a new log record, editing an existing one, or by assigning an unassigned drive time to a driver. These suggested edits are only finalized when the driver approves them. On the other hand, if the driver rejects them, the suggested edits are deleted.

Note: If a driver has any outstanding suggested edits, he/she must approve or reject them first before he can sign his/her logs.

Suggest a Log Edit

You can suggest a log edit to the driver if you believe that a log record has incorrect information. The driver can then choose to either approve or reject the edit.

1. Click **HOS** > **Logs**.
2. Click **Driver Select**. Choose a driver from the list and click **Submit**.
3. Select a date from the calendar.
4. Click **Add Record** to suggest a new log for the driver. Click on an existing log record to suggest an edit.
5. Make the necessary changes to the log. Note that the following fields are required:
   - City
   - State
   - Comments
   - Odometer
6. When finished, click **Save & Close**.

View Rejected Edits

If you make a suggested edit to a log and the driver rejects it, you can view the reason why and his/her comments under “Rejected Edits.”

1. Click **HOS > Logs**.
2. Click **Driver Select**. Choose a driver from the list and click Submit.

3. Select the date when the suggested edit was made for.
4. Click **Rejected Edits** . A list of rejected edits are displayed.

Unassigned Drive Time

The "Unassigned Drive Time" page displays log records that are not assigned to any drivers. This may occur because of one of the following:

- A driver forgets to log on to the device and begins to drive.
- A support personnel forgets to log on to the device and begins to drive.
- The ELD malfunctions and does not allow the driver to log on.
- The device is not in the vehicle and the vehicle begins to move.

Assign an Unassigned Drive Time

You can assign an unassigned drive time to a driver or to a support personnel if you believe that the log record belongs to that particular person.

If you assign an unassigned drive time to a driver, it is considered as a suggestion and is only finalized when the driver approves or rejects it.
If you assign it to support personnel, the change is immediate.

Note: Refresh the page to get an updated list of unassigned drive time.

1. Click **HOS** > **Unassigned Drive Time**.
2. Select an unassigned drive time checkbox and click **Select Driver**.
3. Select a driver or support personnel from the list and click **Submit**.
4. Insert a comment and click **Save** .

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