

EROAD

ELD Audit Checklist

Confidence in every mile.

With this audit checklist, you will be well prepared and ready for your ELD logbook audit with your FMCSA certified auditor. You can rest easy knowing that EROAD has all the necessary information about your driver's hours of service at your fingertips.



STEP 1. Contact your EROAD Account Manager.

- EROAD Account Managers can support you throughout your ELD logbook portion of your Compliance Review or Safety Audit.
- To reach an Account Manager, contact EROAD's support line 503-305-2255 and select Account Manager at the prompt.



STEP 2. Understanding the audit requirements.

- You may be working with your auditor to understand the scope of the audit.
- You should receive a notice of an audit, which comes in the form of a letter or a report.
- The audit letter or report outlines:
 - Type of audit
 - Audit period
 - Sample quarters within the audit period
 - Sample of your drivers – selected once you provide a list of drivers in your fleet to the auditor



STEP 3. Providing your driver's logs

- Per the ELD mandate, the auditor will request a transfer of your selected driver's output files to be viewed on FMCSA's eRODS application.
- EROAD ELD has been designed to transfer the output files via telematics option of either Email or Web Services.
- To transfer the driver's logs to the auditor from the EROAD Depot, please refer to:
<https://help.eroad.com/us/depot/us-driver/us-drivers/us-logs/>



STEP 4. Providing Unidentified Trip Report

- The auditor may request to see the Unidentified Trip Report, which demonstrates how the unidentified trips have been managed by you and your drivers.
- To export the Unidentified Trip Report from the EROAD Depot, refer to:
https://help.eroad.com/us/depot/us-driver/us-unidentified-trips/us-unidentified-trips-overview/#Exporting_Unidentified_Trips



STEP 5. Providing Malfunctions Report

- The auditor may request to see the Malfunctions Report, which lists any malfunctions and data diagnostics for your drivers and fleet.
- EROAD Account Manager can support you with this report.