EROAD

Driver Training - Using the EROAD ELD

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Learning Objectives

In this training session, you will:

- Log into the ELD and set duty status
- Check hours of service (HOS)
- Add trailers
- Enter shipping documents
- Review and correct logs
- Claim unidentified driving time
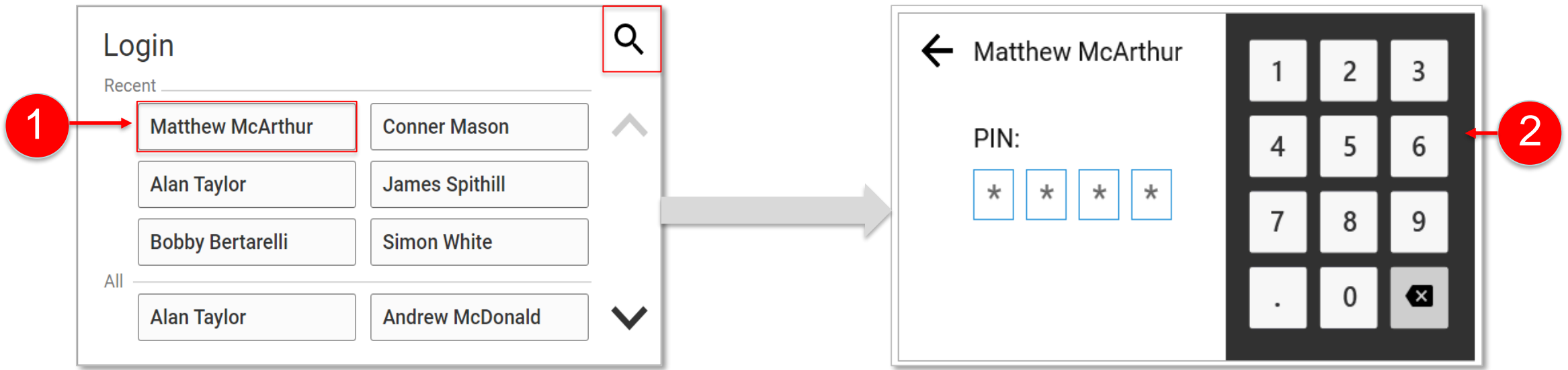- Certify logs
- Email a PDF of the logs
- Manage messages

Using the EROAD ELD

Using the EROAD ELD - Login

1. Login before you begin driving by tapping your name on the Login screen.
   You can tap the **Search** icon (magnifying glass) and enter your name, if there is a long list of drivers.

2. Enter your personal identification number (**PIN**) using the keypad. (*Do not share your PIN.*)
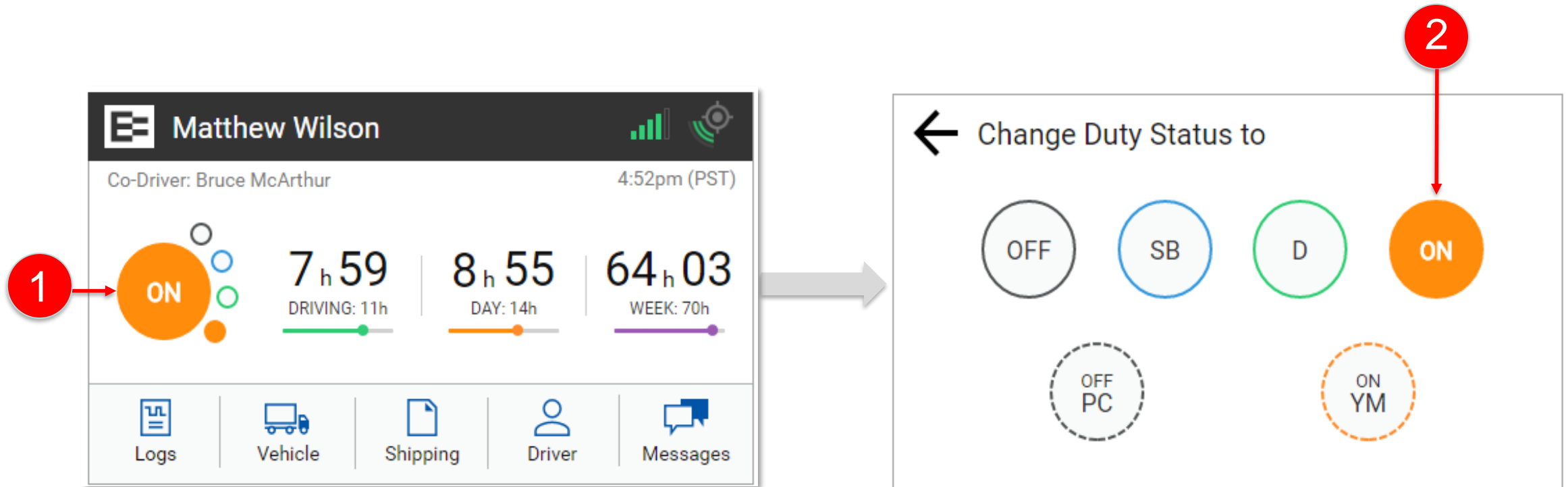
Setting Your Duty Status

1. Tap the **Duty** status icon.
2. Select your status; duty status codes are explained in the user manual.

   Note: Your status changes to *Driving* as soon as the vehicle is in motion (at 5 mph).

Automatic Driving Status

1. The ELD screen is dark when the vehicle is moving. The counter displays on screen, but no functions can be used.
2. Tap the **Duty** status icon when the vehicle is stopped.
3. Tap **ON YM** (for Yard Move) or **OFF PC** (for Personal Conveyance) before driving, otherwise it is automatically captured as Driving status when the vehicle reaches five miles per hour.
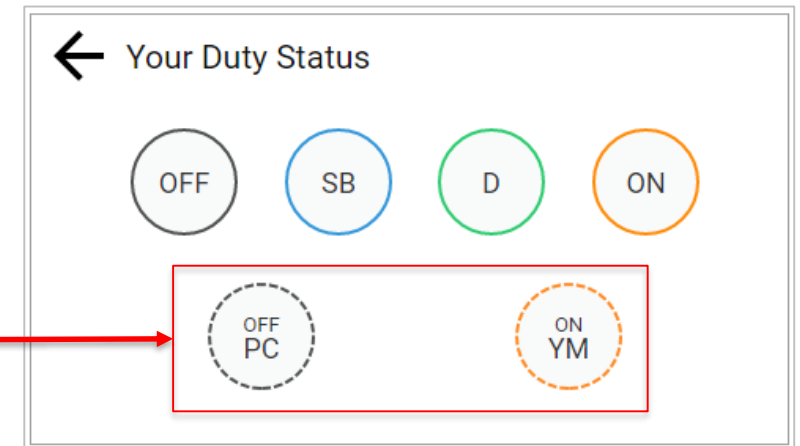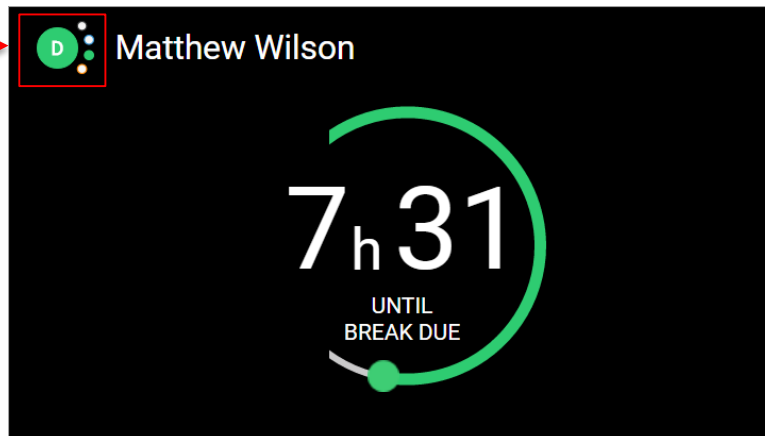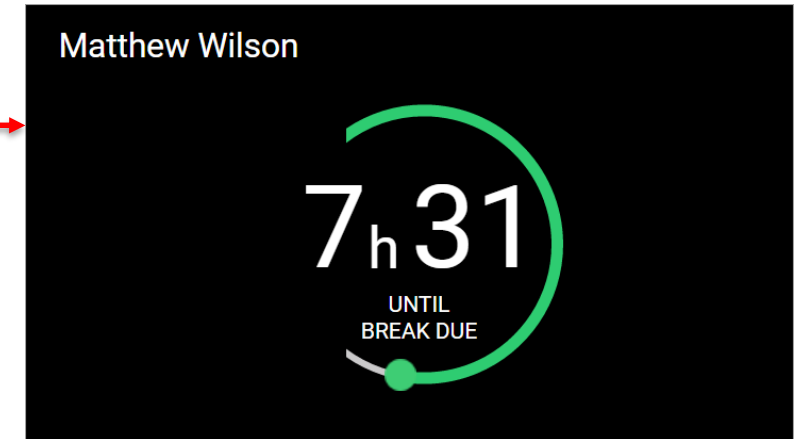
Adding a Co-Driver

1. Tap the **Driver** icon on the Home menu.
2. Tap the **Add Co-Driver** icon on the next screen.
3. Tap the Co-Driver's name on the Login screen.
4. Enter the **PIN**.
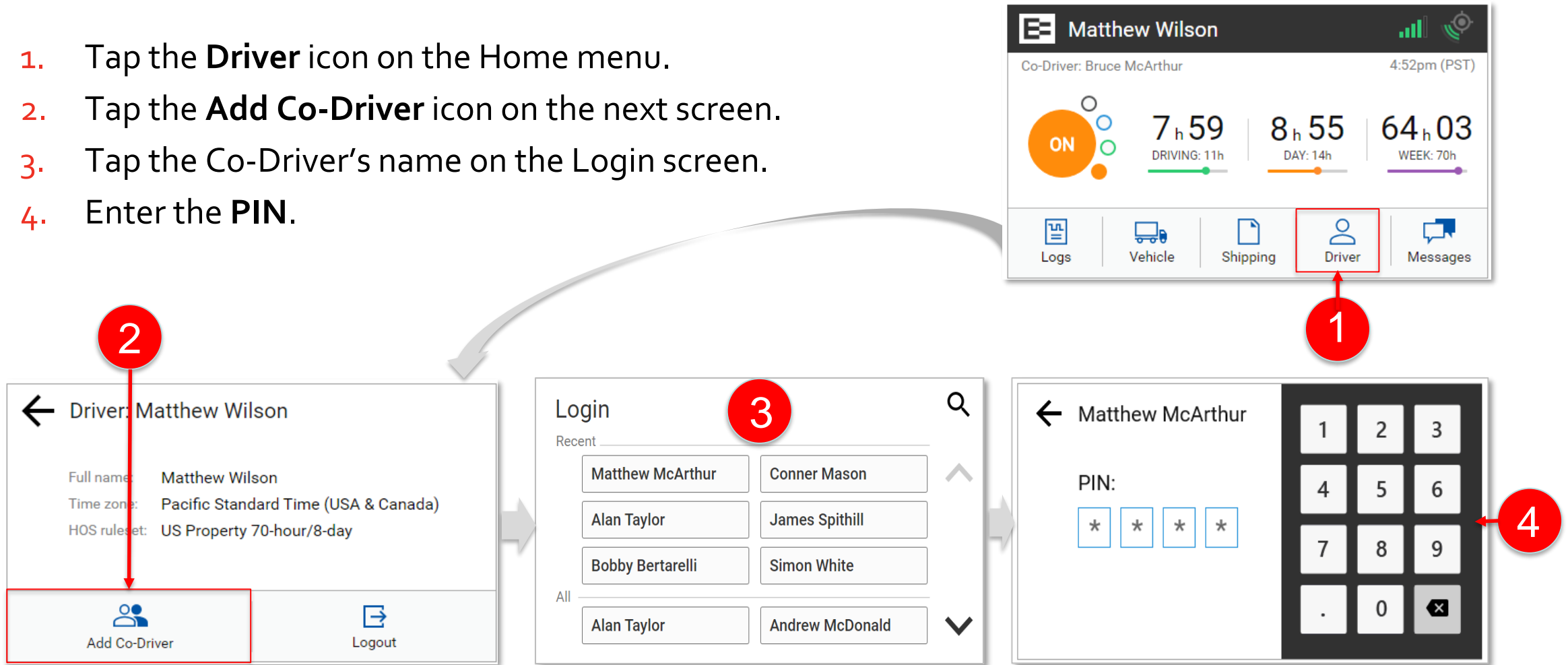
Managing Hours of Service

View your HOS counters on the Home screen.

1. **11-hour driving limit**
   (*1st counter displays the number of hours remaining in your driving limit*)

2. **14-hour on-duty/driving window**
   (*2nd counter displays the hours remaining in which driving is allowed*)

3. **60-hrs/7-day or 70-hrs/8-day duty cycle**
   (*3rd counter displays the number of hours remaining in your work week*)

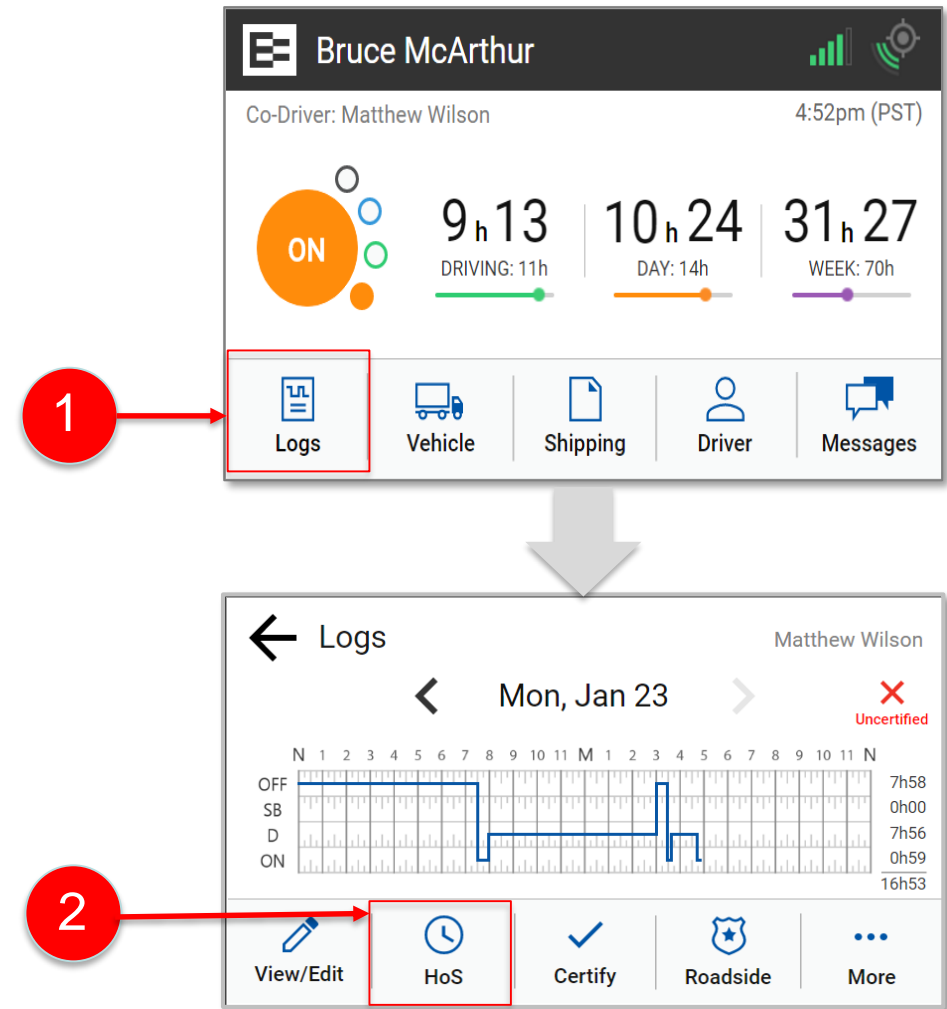*Note: You can tap the HOS counters to jump to the HOS screen.*
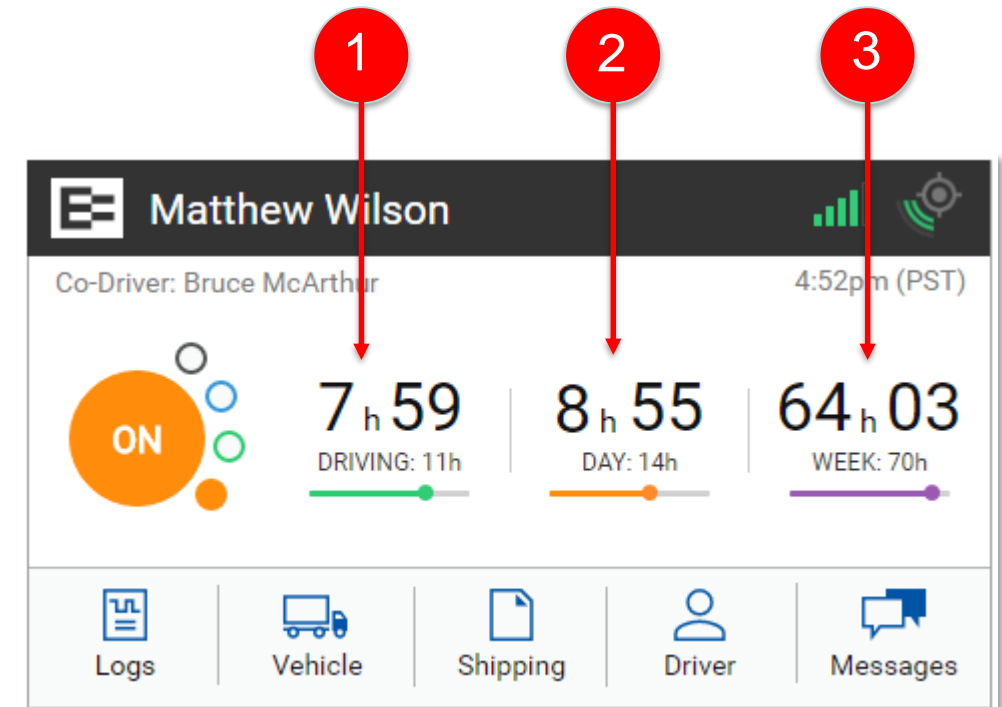
Checking Hours of Service

You can also view hours of service log data through the Logs menu.

1. Tap **Logs** on the Home screen.
2. Tap **HoS** on the Logs screen.

Checking Hours of Service - continued

Hours of Service screen displays two different views: Summary and Rolling View.

1. Summary tab displays:
   - 11-hour driving limit
   - 14-hour driving window
   - Duty cycle (either 60/7 or 70/8)

2. Tap the **Rolling View** tab to see a bar graph that tracks your 8-day rolling period, which lists remaining hours today and recaps total hours for the period.
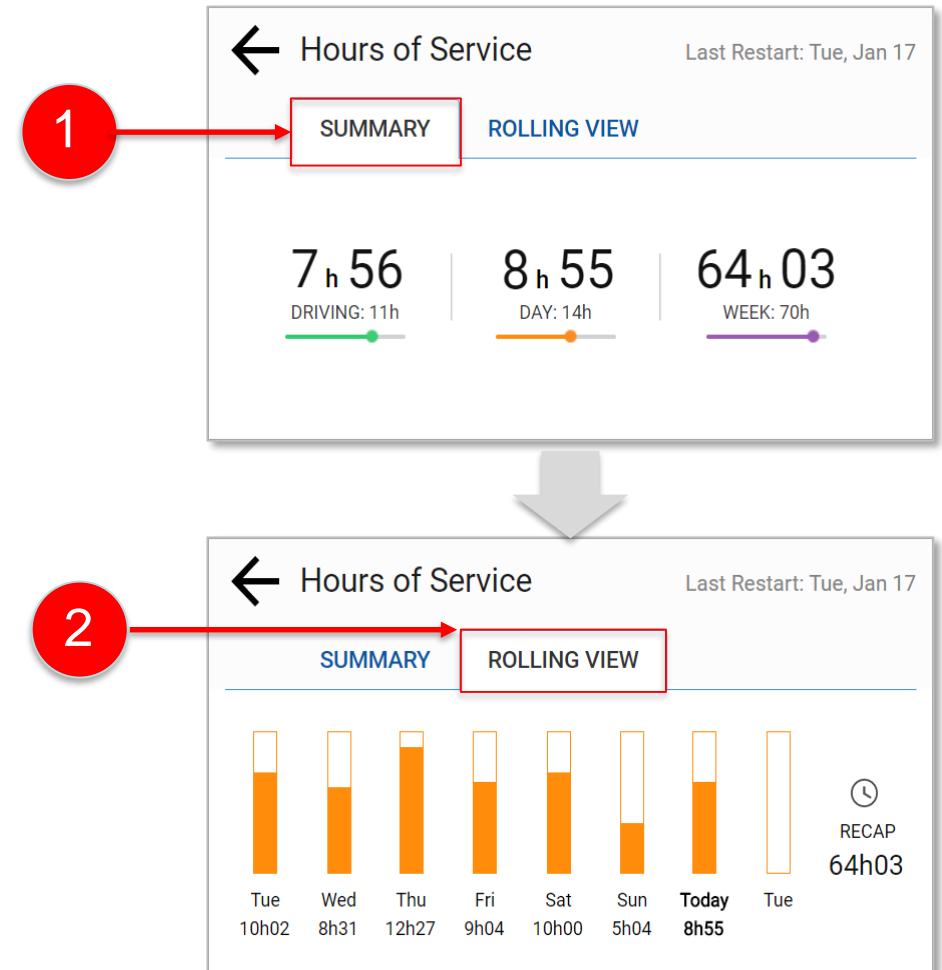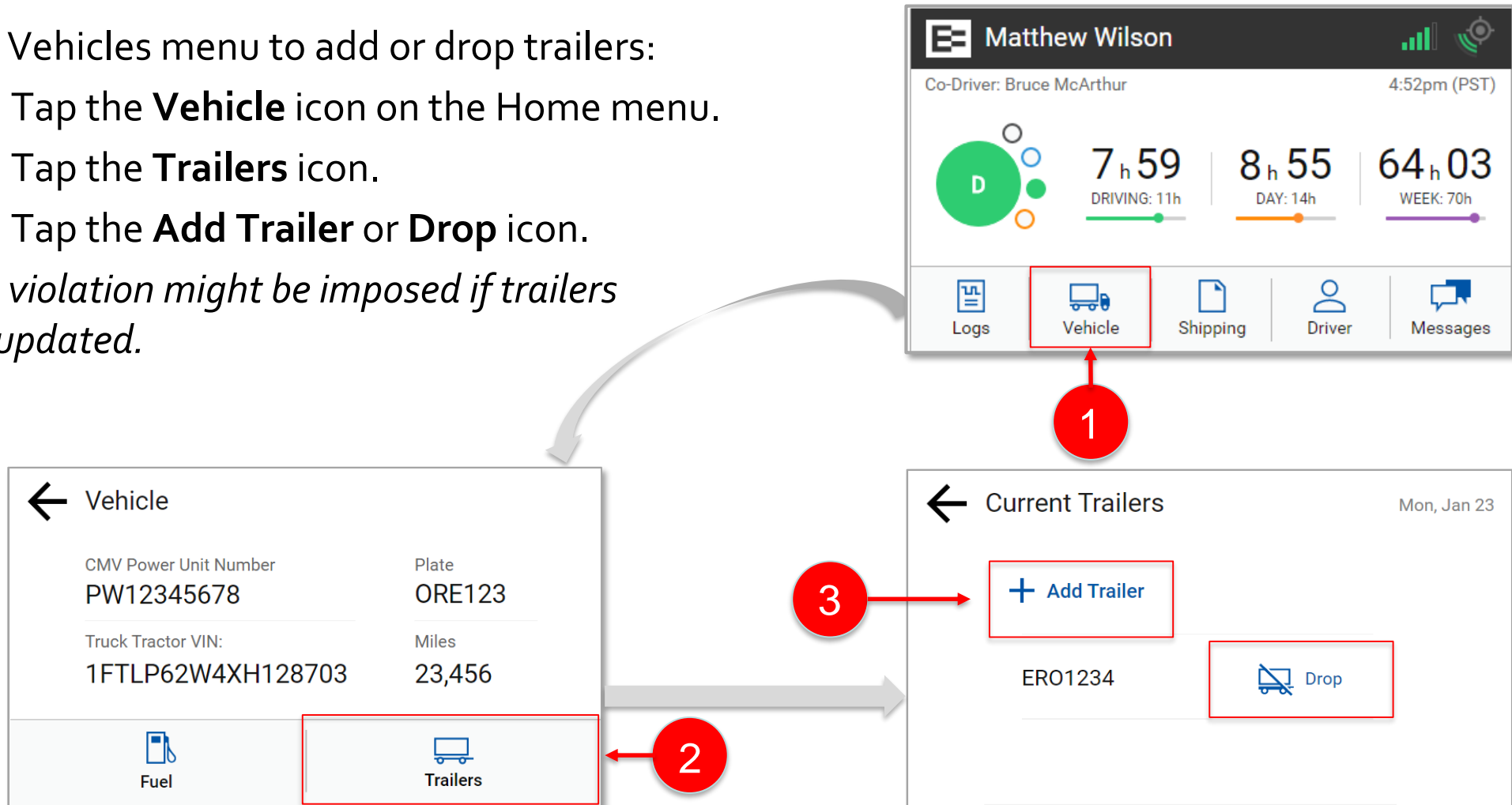
Managing Trailers

Use the Vehicles menu to add or drop trailers:

1. Tap the **Vehicle** icon on the Home menu.
2. Tap the **Trailers** icon.
3. Tap the **Add Trailer** or **Drop** icon.

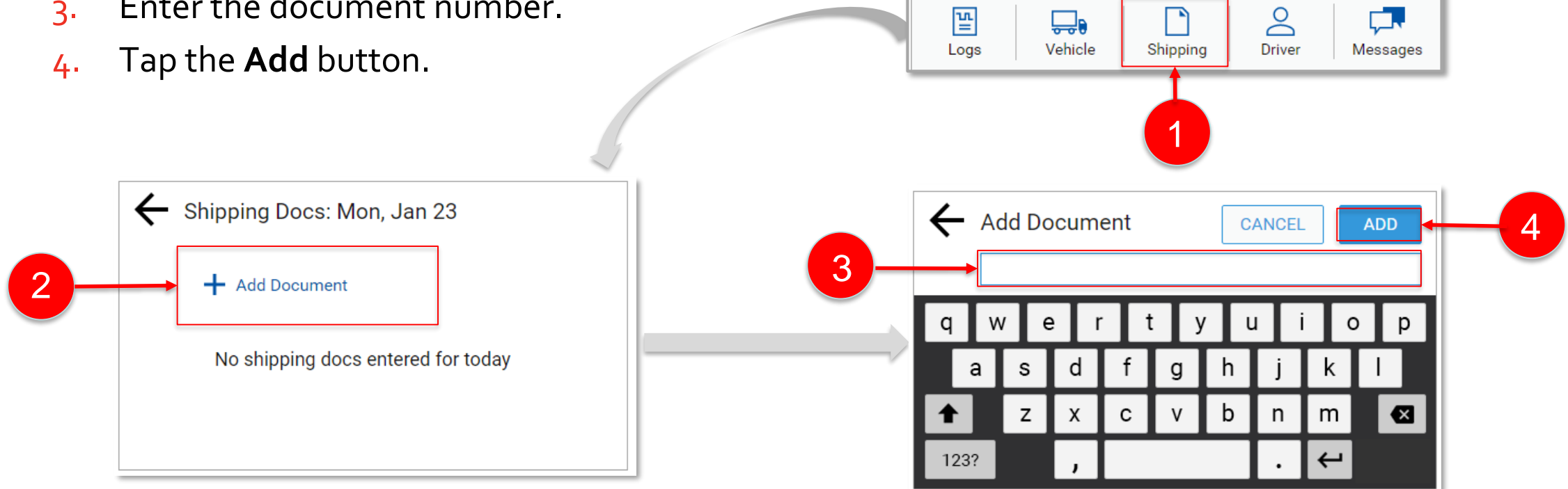*Note: A violation might be imposed if trailers are not updated.*

Shipping Documents

Use the Shipping menu to add a Bill of Lading or other shipping document:

1. Tap the **Shipping** icon on the Home menu.
2. Tap **Add Document**.
3. Enter the document number.
4. Tap the **Add** button.

Reviewing Your Logs and Viewing the Graph Grid

You must change from Driving mode to on-duty mode before viewing your logs. You can view and edit up to eight days of duty status by using the Logs menu. Summary views and rolling log data are also viewable under the Roadside menu, which is described later in this training session.

1. Tap the **Logs** icon on the Home menu.

2. Tap the date arrows to locate the log date you want to see.

3. Tap **View/Edit** to see more details. The editing screen appears.
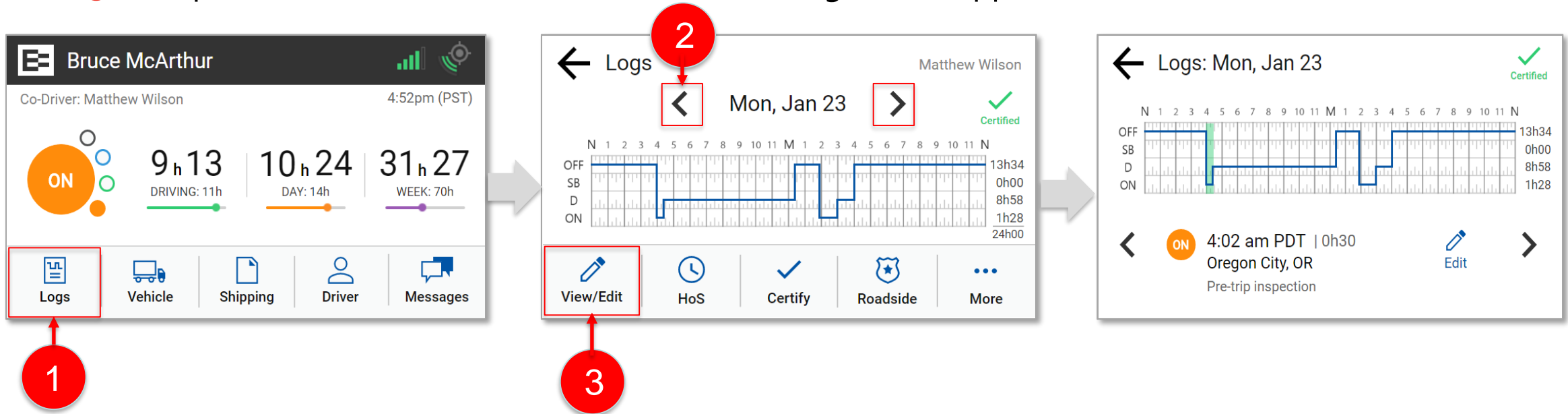
Correcting Your Logs

1. After completing the steps shown above, tap the **left** or **right** arrow keys to move the **green highlighted** area to the duty status and time that you want to edit. (You can also tap the grid to select the time to edit.)

2. Tap the **Edit** icon.

3. Tap one of the following options:

   - **Remark** – adds a comment on a duty status

   - **Delete** – removes a duty status

   - **Insert Status** – adds a duty status

   - **Edit** – changes a duty status

Note: Driving time that was automatically recorded cannot be edited.
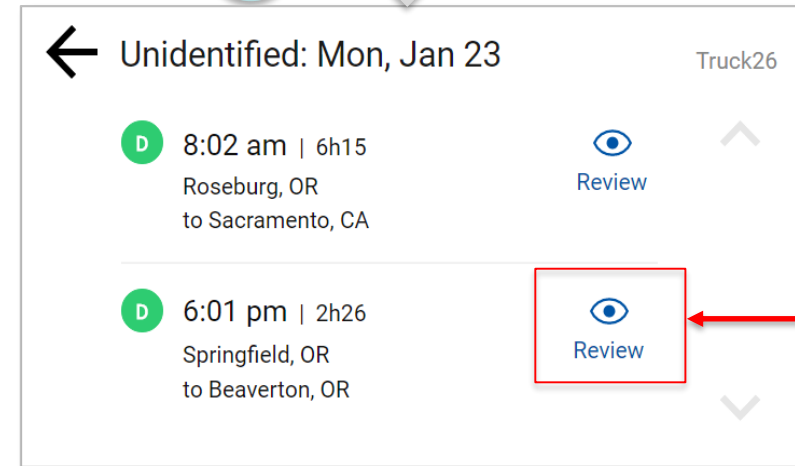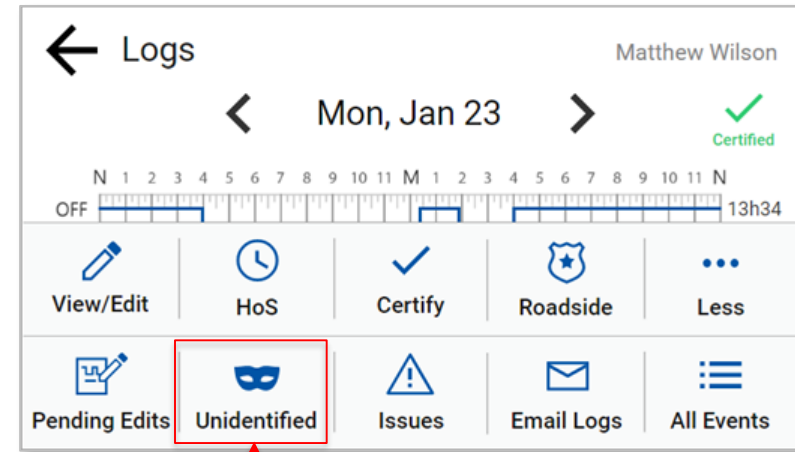
Claiming Unidentified Driving Time

- EROAD ELD automatically records driving time when the vehicle reaches 5 mph.

- You must claim unidentified driving time at the start of your shift, then recertify logs.

  - *Inspectors can see unidentified driving time during an inspection.*

- You cannot edit logs at the home screen when you are in Driving mode .

- Change your status to *On Duty* before beginning these steps.

  1. Tap the **Logs** icon on the Home screen.
  2. Tap the **More** icon on the Logs screen to display more menu options.
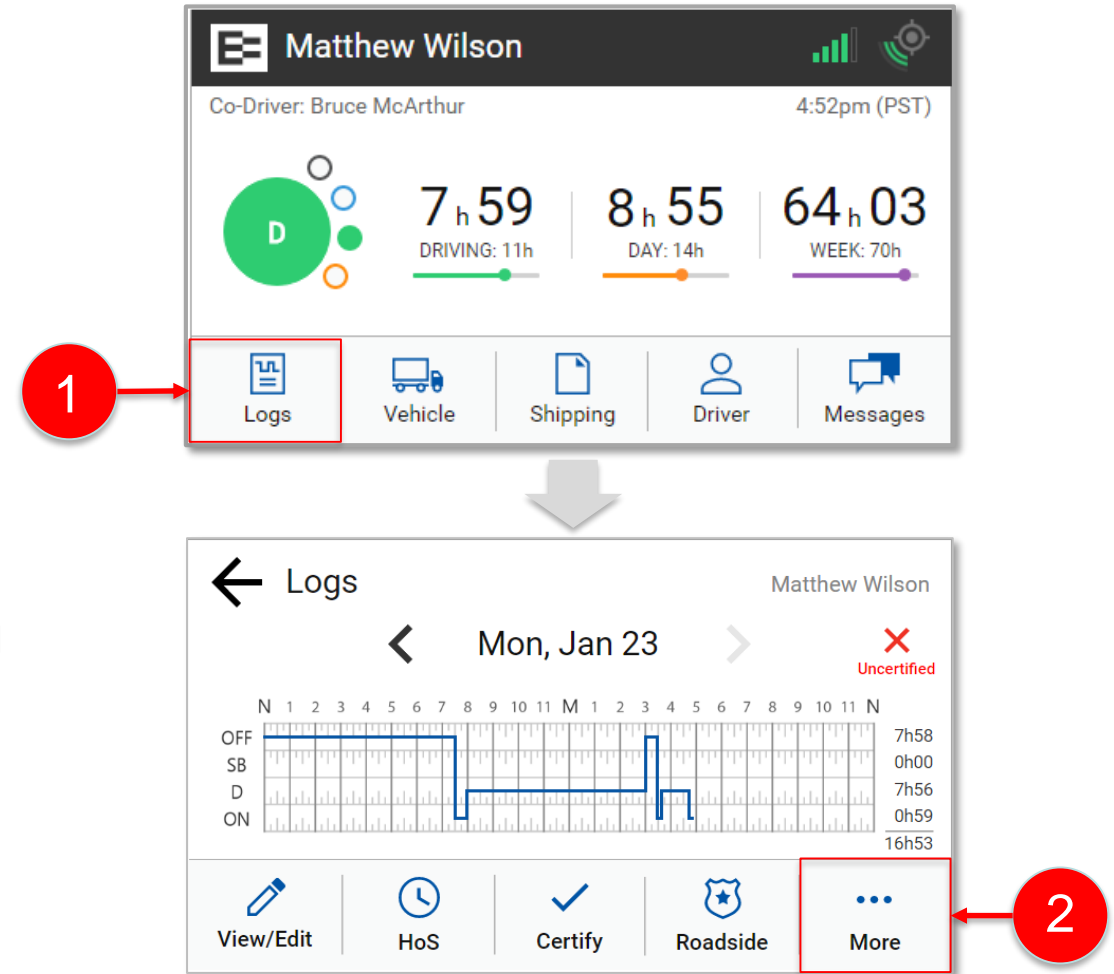
Claiming Unidentified Driving Time - continued

3. Tap the **Unidentified** icon on the expanded Logs menu.

4. Locate the unidentified driving time that applies to you, and tap the **Review** icon to the right of your duty time to see the log details.

Correcting Unidentified Driving Time - continued

5. Review the Claim Driving Time screen to determine if this is your driving time.
   This screen updates the graph (highlighted in blue) to display how the log will look after you claim this time.

6. Tap the **Yes** button to claim the driving time.

7. Enter a comment in the **Remark** field.

8. Tap the **Add** button to save the comment, and add the duty time to your logs.

Certifying / Recertifying Your Logs

- Drivers should certify their logs before logging off. When drivers log out, the EROAD ELD prompts them to certify their logs, but they have the option to do it later.

- Complete these steps if logs remain uncertified.

   1. Tap the **Logs** icon on the Home screen.

   2. Tap the **Certify** icon on the Logs screen.

   Note: A violation might occur during an inspection if logs for previous days are not certified.
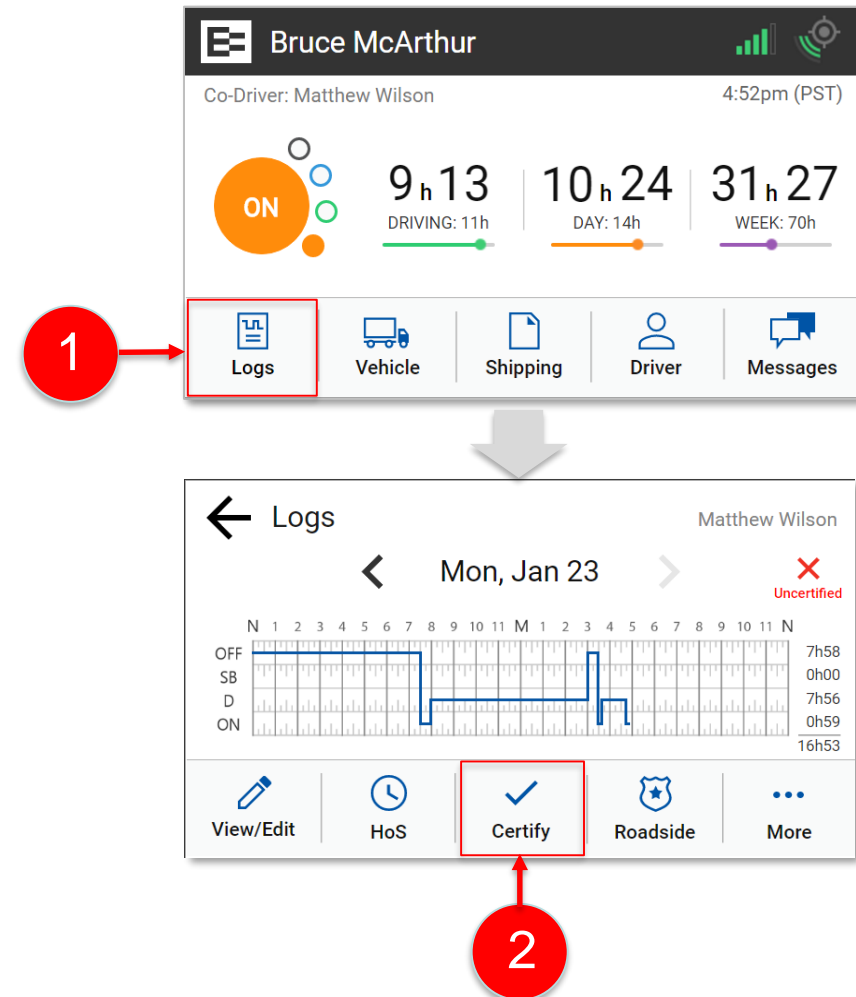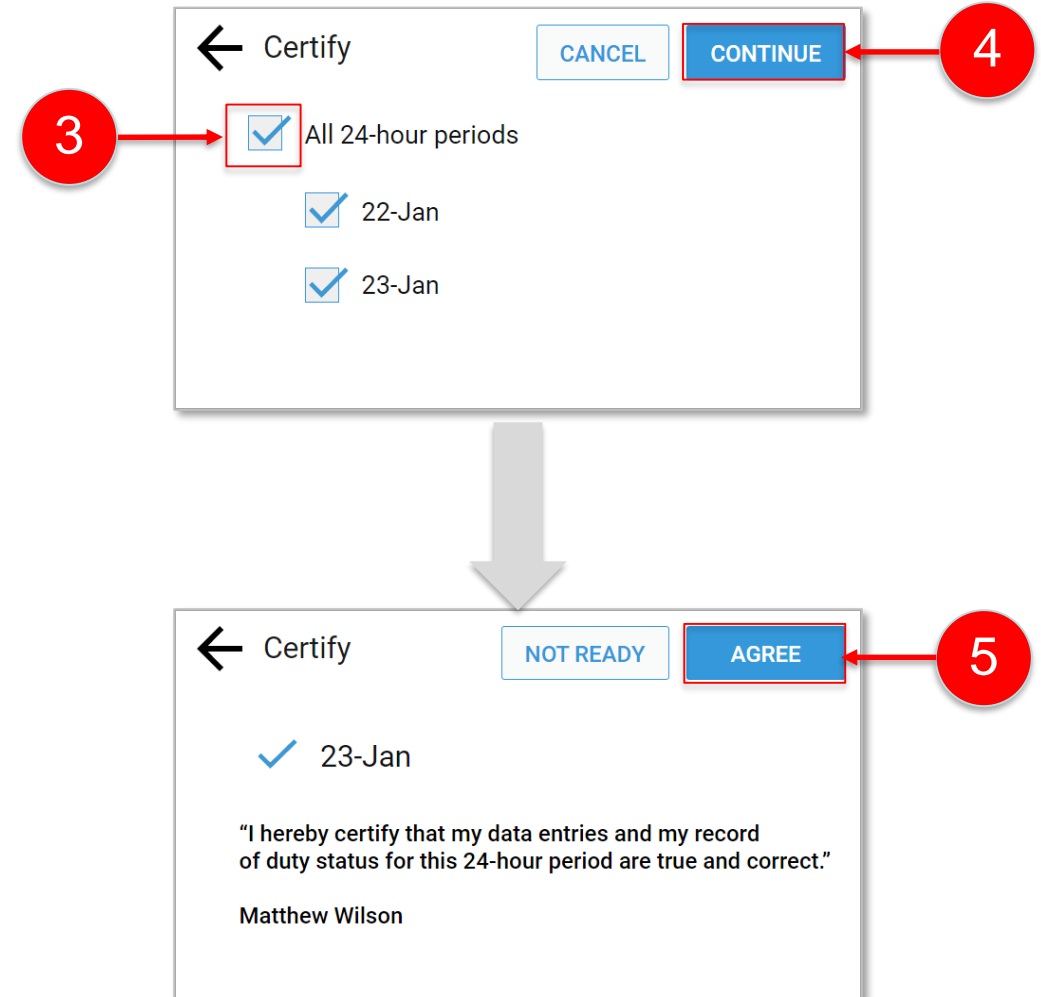
Certifying / Recertifying Your Logs - continued

3. Tap the date(s) that you want to certify or tap **All 24-hour periods** to certify all days.

4. Tap the **Continue** button on the Certify screen.

5. Tap the **Agree** button to finish.

Email a Logs PDF to Yourself

- Use the Email feature under the Logs menu to send a PDF copy of your logs to your personal Email address.
- Log data includes the current day and previous seven days.
- Keep back-up copies of your logs in the rare case of a malfunction.

    1. Tap **Logs** on the Home screen.
    2. Tap **More** on the Logs screen.
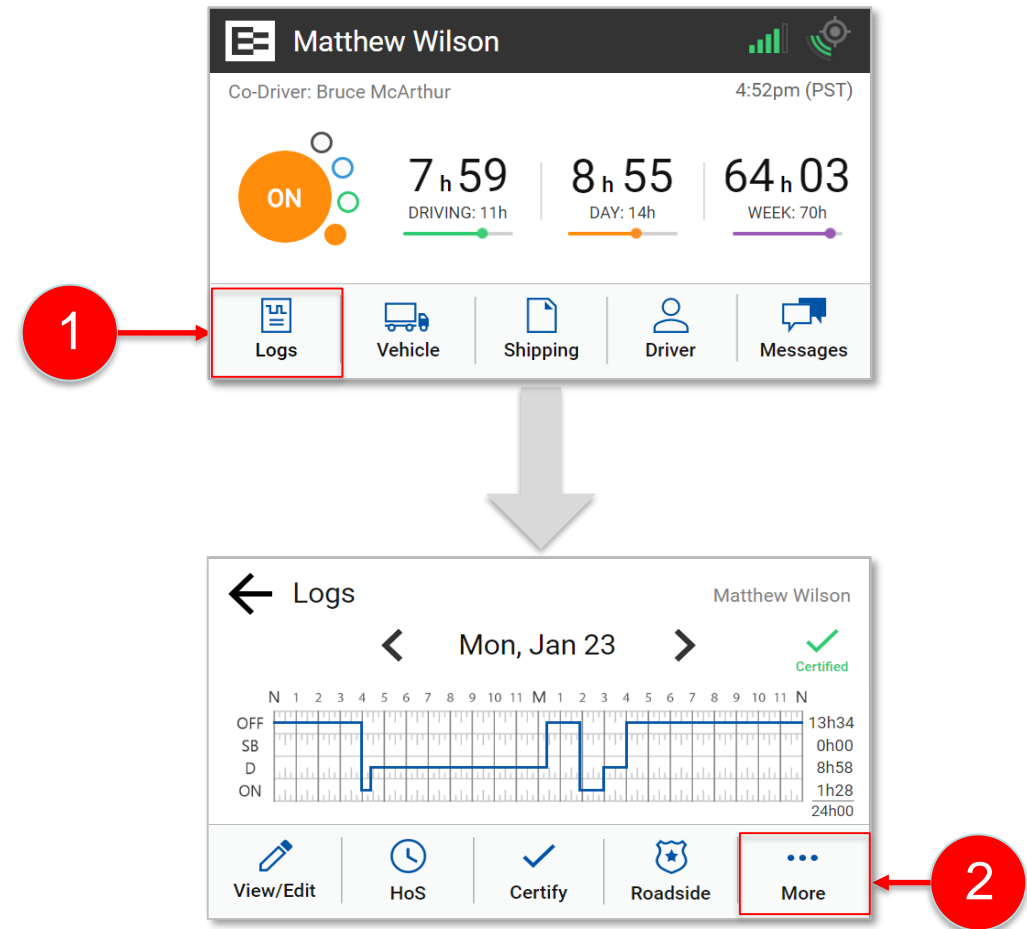
# Email a PDF Version of Your Logs (continued)

3. Tap the **Email Logs** icon on the expanded menu.

4. Enter your email address. Use the backspace key to remove the red text.

5. Tap the **Send** button.
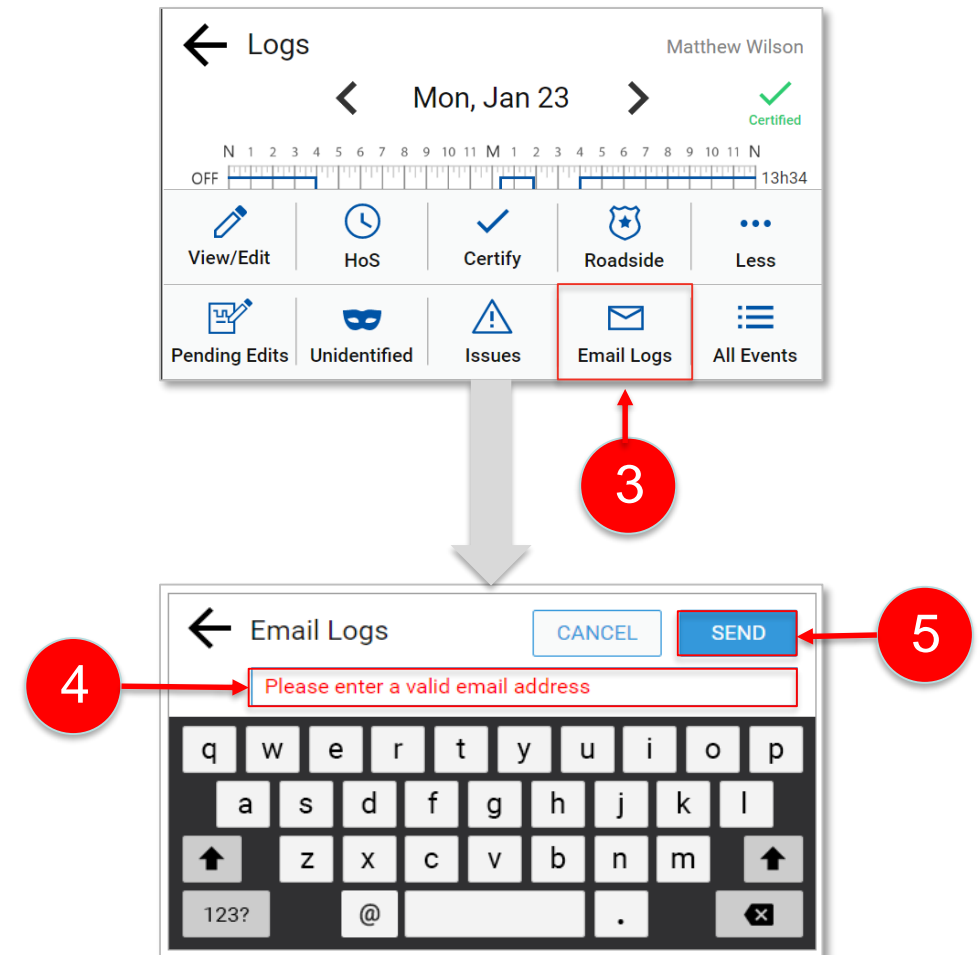
Managing Messages

- Dispatchers and managers can send a message through the Depot application to drivers, who view it on the EROAD ELD device. A solid amber light displays on the device when a message is received.

- Drivers must stop and should set their duty status to *ON* before viewing messages.

- Message-read confirmations are sent to the carrier (in Depot) when the driver taps to acknowledge the message.

    1. Tap the **Messages** icon on the Home menu.

    2. (optional) Tap the **Add Message** (+) icon or tap on the received message to reply.
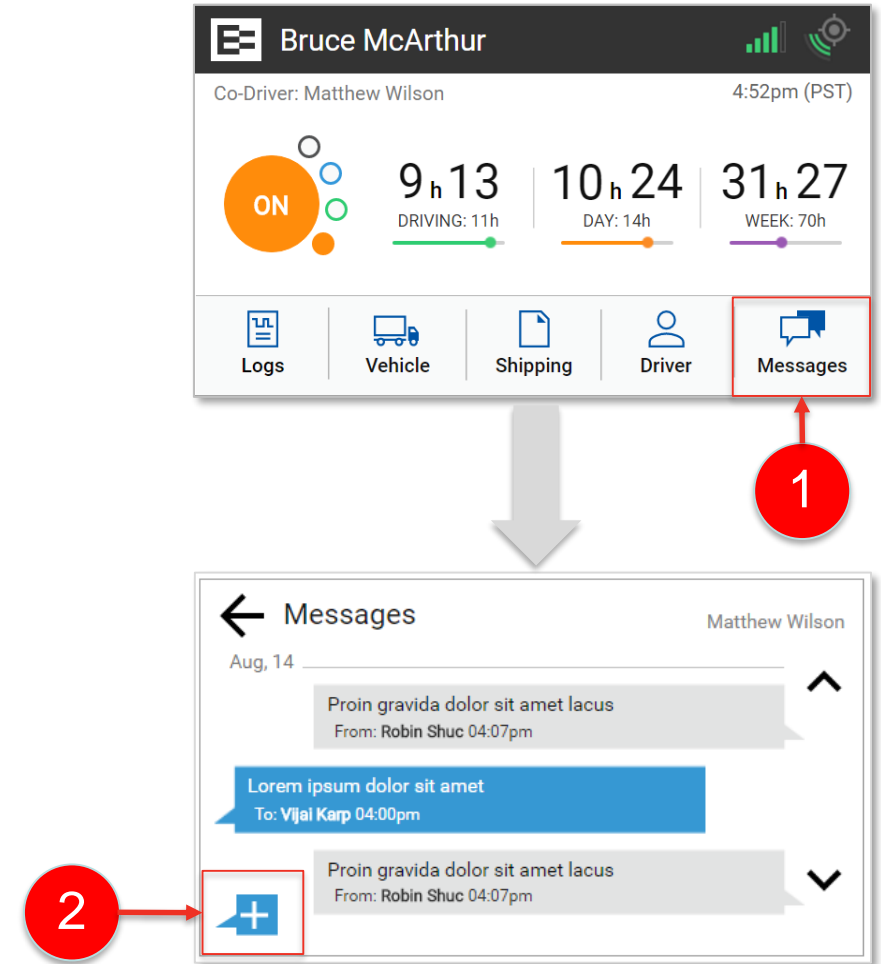
Logging Out of the EROAD ELD In-Vehicle Device

- When you are finished working for the day, first change your driving status on the Change Duty Status screen.

- Then log out using the Driver screen.

- There are four steps in this procedure.

  1. Tap the **Duty Status** icon on the Home screen.
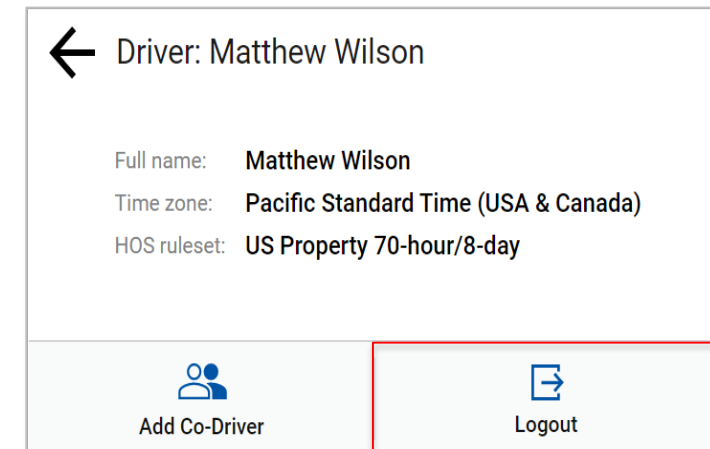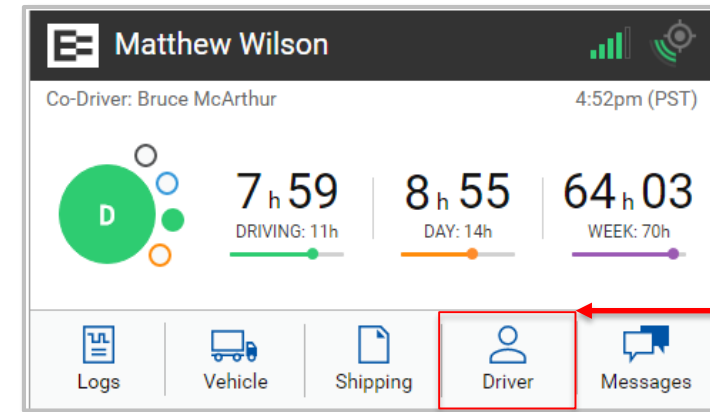
  2. Tap the **Off** status.
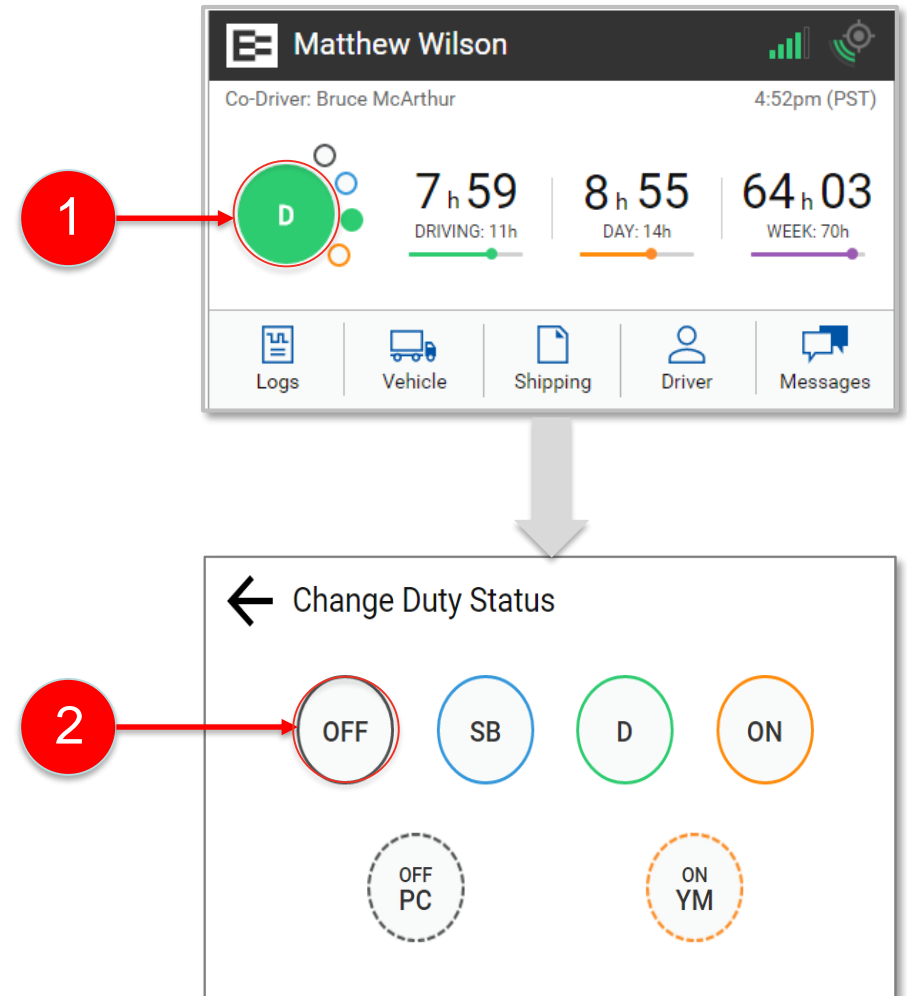
Logging Out of the EROAD ELD In-Vehicle Device (continued)

3. Tap the **Driver** icon on the Home screen.

4. Tap the **Logout** icon on the Driver screen.

Learning Summary

In this EROAD ELD training session, you :

- Logged into the ELD and set duty status
- Checked hours of service (HOS)
- Added trailers
- Entered shipping documents
- Reviewed and corrected logs
- Claimed unidentified driving time
- Certified logs
- Emailed a PDF of the logs
- Managed messages

THANK YOU