Hours of Service Guide
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Keys to Maintaining Hours of Service Compliance

Managing drivers and their Hours of Service logs is a key component of maintaining compliance and staying safe. Whether you’re using paper logs or electronic logs you’ll need to verify that your drivers are filling out their logs correctly and avoiding violations. Thankfully using Pedigree Technologies electronic logging solution makes things much easier than paper.

The keys to maintaining compliance are:

1. Ensure that drivers are logging in and using their logs daily
2. Ensure that drivers are signing their logs daily
3. Ensure that drivers are not exceeding their allowed number of Hours of Service (violations)
4. Ensure that drivers are doing their daily vehicle inspections

There are dashboards, reports and alarms setup within OneView to make maintaining compliance easy.

1. Ensure that drivers are logging in and using their logs daily

On the dashboard the **HOS Summary Module** can be setup with your drivers to see each driver’s current duty status, vehicle, trailer and how many hours remaining they currently have. Seeing the current status of the drivers is a great way to keep a pulse on your driver’s current situation. This same information can be seen in the **HOS Summary Report** if you would rather export it or have it automatically emailed to you regularly.

The **Driver Details Page** shows a **Logbook** tab showing all of the HOS records and the log graph for each driver. This is helpful to dig deeper into a driver’s log history in detail if needed. These same driver logs can be seen and printed off in the **HOS Log Book Report** or the **HOS Log Book with Violations Report**.

The **Miles Without Hours Report** can be run on your fleet of vehicles to see if any of your vehicles are moving without a driver recording a Driving Duty Status. Like all reports, this can be run manually at any time, however it is typically setup to automatically email the previous day’s data each morning for review.

The **Unidentified ELD Records Manager** dashboard module will allow you to assign any of these miles without hours to a driver in your asset tree.

If you’d like to be notified in real-time that a driver is not using their electronic logs correctly, use the **Driving with ELD Disconnected Alarm** to get notified as the problem is happening.

The **Personal Conveyance Report** can be run on your drivers to see a list of any time they are using the Off Duty (Personal Conveyance) duty status. This is especially useful because DOT auditors are known to look for any use of the Personal Conveyance duty status because it is so frequently misused. Again, run this manually at any time or set it up to email regularly.

The **Yard Move Report** can be run on your drivers to see a list of any time they are using On Duty, Not Driving (Yard Move) duty status. Look for any misuses of this status. Run it manually at any time or set it up to email regularly.
2. Ensure that drivers are signing their logs daily

The **Unsigned Log Report** can be run on your drivers to see a list of any days that have not been signed by the driver. This report also displays any days that are showing no records at all. Since having no records on a day can be interpreted as the driver failing to record logs that day the driver should sign days that they do not work – which will insert an off duty record on that day to confirm they were off duty the entire day and didn’t forget to log. Run this report manually or set it up to email regularly.

3. Ensure that drivers are not exceeding their allowed number of Hours of Service (violations)

The **HOS Violation Alarm** can be setup on your drivers to notify you if the driver is ever in violation. This will let you know as soon as the violation occurs.

The **HOS Violation Upcoming Alarm** can be setup on your drivers to notify you if the driver is a set amount of time away from a violation. Note that this does not mean that the driver is guaranteed to be in violation in the future, only that they are getting close to being in violation.

The **Log Book** tab on the **Driver Details Page** shows the log graph for each driver along with violations shaded on the log graph in red for easy identification. It is helpful to see the violations in detail and to make the edits to the logs as necessary. For more information on editing of logs see the “Editing Logs” section. These same driver logs can be also seen and printed off in the **HOS Log Book with Violations Report**.

The **HOS Violations Report** can be run on your drivers to see a list of any Hours of Service violations the driver has, the time and type of violation and the duration of the violation. Run this report manually or set it up to email regularly.

The **HOS Violations Summary Report** can be run on your drivers to see how many violations of each type the driver has. Run this report manually or set it up to email regularly.

4. Ensure that drivers are doing their daily vehicle inspections

Please see the OneView – DVIR Guide.

**Audits**

When having your Hours of Service logs audited many of the same reports you use to manage driver logs on a day to day basis are useful.

**BEFORE THE AUDIT:**

- Run the **HOS Violation Summary Report** on your drivers to get an idea of how many violations that your drivers currently have over the audit timeframe before the auditor arrives.
- Run the **Personal Conveyance Report** on your drivers to review the times your drivers used the Off Duty (Personal Conveyance) duty status. Remember that DOT auditors are known to look for any use of the Personal Conveyance duty status because it is so frequently misused.

- Run the **Yard Move Report** on your drivers to review the times your drivers used the On Duty, Not Driving (Yard Move) duty status.

- Run the **Miles Without Hours Report** on your fleet of vehicles to ensure that there are driving duty statuses for your vehicles any time that they are moving. If there are times that the vehicle is missing a driving duty status, figure out which driver needs to have their logs edited and edit the log accordingly. For more information on editing of logs see the “Editing Logs” section.

- Run the **Unsigned Log Report** to get a list of any unsigned or missing days. Have your drivers go through and sign any unsigned or missing days.

**DURING THE AUDIT:**

Use the **HOS Log Book Report** to generate PDFs (or print) of your driver logs as needed for the auditor.

**Editing a Log Book**

Mistakes happen on logs sometimes, but don’t worry, editing logs is easy.

By clicking on a driver’s name, you will open the driver’s detail pages. The second tab next to the driver’s avatar is their Log Book, where you will find a digital version of their log book. Use the calendar to go to any day you need to edit.
Columns below the Log Graph

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Time</td>
<td>Location</td>
<td>Vehicle</td>
<td>Odometer</td>
<td>Engine Hours</td>
<td>Trailer</td>
<td>Event Type/Status</td>
<td>Origin</td>
</tr>
<tr>
<td>12:54 PM</td>
<td>3 mi. SSE of West Fargo, ND</td>
<td>Mack 56</td>
<td>TRL-04 FM</td>
<td>Driving</td>
<td>Manual</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. **Time** - the time of any event or status on the driver’s log.
2. **Location** – where the driver was located at the time of the event/status, measured as mileage from the nearest large town.
3. **Vehicle** – what vehicle the driver selected during the time of the log event.
4. **Odometer** – the odometer reading on the vehicle at the time of the log event.
5. **Engine Hours** – displays the engine hours of the selected vehicle.
6. **Trailer** – which trailer the driver selected at the time of the log event.
7. **Event Type/Status** – lists each status change or event type. Non-duty status events will be shaded gray. **see list below**
8. **Origin** – shows the origin of each event type: manual – initiated by the driver, automatic – initiated by the system automatically, edit-requested – when an edit is made and needs to be approved by the driver, or Assumed from Unidentified – when unidentified records get assigned to a driver.
9. **Ship #** - the shipping document number, if any, at the time of the log event
10. **Notes** – any notes made for annotations of the log event
11. **Edit** – will include a check mark on any edited status line, also includes the insert button.
12. **Insert** – Use this (+) symbol to insert missing records.
13. **Duty Statuses Only** – check this button to show only duty status event in the table. Uncheck to show all event types in the table.

**Edit Type/Status**

- **Driving** – Driver is in Driving status
- **On Duty** – Driver is in On Duty, Not Driving status
- **Off Duty** – Driver is in Off Duty status
- **Sleeper** – Driver is in Sleeper Berth status
- **Special Driving Personal Use** – Driver has chosen Personal Use CMV on their tablet. (When in this status, the tablet will not automatically switch statuses based on the vehicle’s movement. It will stay in Personal Use until the driver manually selects another status or logs out of the tablet.)
- **Special Driving Yard Move** – Driver has chosen Yard Move on their tablet. (When in this status, the tablet will not automatically switch statuses based on the vehicle’s movement. It will stay in Yard Move until the driver manually selects another status or logs out of the tablet.)
- **Special Driving Cleared** – After the driver selects a different status, removing the special driving status or Yard Move or Personal Use of CMV, the system will clear the special status, and their tablet will continue to function as normal, such as automatically switching statuses based on vehicle movement.
- **Intermediate Conventional** – Records required by the ELD rule for tracking the HOS situation
- **Missing Required Data** – data that is assumed from unidentified records
- **Login** – Driver has logged into the POV app
- **Log Out** – Driver has logged out of the POV app
- **Certification** – Driver has certified a log book record, or a vehicle inspection, or an inspection review.
- **Malfunctions** – (See page 19)
Export Log Record

Use the Export button to export a driver’s log directly from their log book page.

**Duration:** Pick the time frame you want to export

**Include ELD Data File:** required for sending to DOT (Also use Transfer ELD Data on the Compliance Tab for sending to DOT or an Auditor.)

**Email to Driver:** Will send pdf of chosen duration (plus ELD csv if box is checked) to the email address listed in the Driver’s account. If there is no email address listed in the Driver’s account, use the email to… button.

**Email to…:** Enter any email address to receive a pdf of the chosen duration (plus ELD csv if box is checked).

**Export as PDF:** opens this log book report in a new window allowing you to download or print directly from this page.

**Simple Edit to a Log Event**

In the log event list below the logbook graph, mouse over event data to reveal an edit pencil icon. Click on the edit pencil to make an annotation. Some fields will not be editable. You’ll see that the pencil will not appear on those fields.

Click on a pencil icon and the Annotation Menu will appear allowing you to make a change to that field. In the sample below, we are adding a missing Shipping Document Number.

1. Mouse over and click on the edit pencil in the Ship # (Shipping Document Number) column
2. Enter the correct Shipping Document Number
3. Add a note and click Suggest Edit.

**Status changes** – The edit pencil allow you only to change the entire status from the start time of that time period. If you need to make a change in the middle of a status period, use the insert option. (See the next section.)
Any edits made to a log entry must be accepted or rejected by the driver. After you make an edit, the origin column will show that event as Edit Requested. The edit column will have a blue edit waiting clock in it.

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Vehicle</th>
<th>Odometer</th>
<th>Trailer</th>
<th>Event Type/Status</th>
<th>Origin</th>
<th>Ship #</th>
<th>Notes</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>02:39 PM</td>
<td>3.1 mi. from West Fargo, ND</td>
<td>Tractor 13</td>
<td></td>
<td>TRL-06 Refrigeration</td>
<td>Off Duty</td>
<td>Edit Requested</td>
<td>123ABC</td>
<td>Added shipping document #</td>
<td></td>
</tr>
</tbody>
</table>

When a driver accepts or rejects the suggested edits, you’ll see the following symbols:

- **Edit accepted**
- **Edit rejected**

### Insert Missing Log Event

The (+) button in the edit column allows you to insert a missing record to a driver’s log. This may happen if a driver forgets to log off duty at the end of their shift and would now need to insert an off duty record at the appropriate time. Or if a driver forgot to change their status to off duty during their 30 minute rest break.

1. The (+) button will highlight the line between statuses in black.
2. Choose the (+) that is between the correct time stamps where your new inserted record will go.
3. Here the off duty break started at 12:30 pm which falls between the 1:25 pm Driving status and 11:31 am On Duty, Not Driving status lines. Mouse over the line between these two times.
4. Click on the black plus sign (or the blue plus on the graph at the top).
5. A calendar window will appear. Choose the time for this inserted record. Change the time to 12:30 PM and click go.
6. Click the Status menu item to choose the appropriate status for this new record. We will choose Off Duty for this example.

7. Add the Driver’s Location. Click the location menu item.

If location is in a town, Place Name and State will be all that’s necessary. If location is not in a town, the distance and direction from the nearest town are required by ELD.

8. Enter notes and click Suggest Edit

Now you will see a pending edit next to the plus/insert line that you originally clicked on to insert this missing record.

---

Now you will see a pending edit next to the plus/insert line that you originally clicked on to insert this missing record.

**Check the vehicle history to verify the time for inserted records. Vehicle History shows the breadcrumb trail of all stops a vehicle has made. You can compare the log to the vehicle history and get an accurate time for changing status.**
Before A Driver Accepts/Rejexts Edits

**Progress Icons** – admin/HOS managers will see a progress icon next to an insert record line or in the edit column indicating that a suggested edit has been made and sent to the driver.

**Edit Waiting** – (blue clock icon) suggested edit is waiting for action by the driver

**Edit Accepted** – (green check mark icon) suggested edit has been accepted by the driver

**Edit Rejected** – (gray X icon) suggested edit has been rejected by the driver

**Note:** The icon will appear next to the (+) when the suggested edit is an inserted record that originated by using the (+). After a driver accepts the record, it will appear as a new line in the table. If the driver rejects the edit as seen above, the icon will remain next to the (+).

**Driver’s View Suggested Edits**

Suggested edits will appear on a driver’s ELD as an icon on their Log Book tab and on their Log Book page.

![Log Book Icon](image)

![Daily Log Suggested Edits](image)
Log View shows a Current log graph compared to a New graph showing the suggested edits. Drivers can Accept or Reject any or all suggested edits at the bottom.

Table View shows the driver’s log table with suggested edits that can be checked or unchecked and accepted or rejected. The original information will be crossed out if changes are suggested to existing records.

Hours View shows the driver’s Current Hours and New hours after the suggested edits. If edits are for previous days, they may or may not affect the hours for the current day.
Violations View shows the Current Hours of Service violations and what the New violations would result from or be resolved by the suggested edits.

The HOS Annotation Report can be useful to see a list of all log annotations (records that are edits or records that have notes) done on a driver’s logs. This information can also be seen on the Log Book tab of the Driver Details Page under the “Edit” column.

Unidentified Records
The ELD must track operation of a CMV in an “Unidentified Driver” account if no driver has logged into the ELD. A driver must review any unidentified records present on the ELD and accept records that belong to them. Records that do not belong to the driver will remain on the ELD and sync back to OneView where the motor carrier must ensure that the unidentified records are assigned to the appropriate driver.

Unidentified ELD Record Manager
Add the Unidentified ELD Record Manager dashboard module to see and manage unidentified ELD records. Assign records to drivers or service personnel as needed. See records waiting for action by drivers you’ve assigned records to with a timer icon.

To Assign Unidentified Records:
1. Click the Assign All button to assign a single record to a driver OR assign segments to a single driver by using the Assign All button on Ignition segments.

2. Choose the driver from the asset tree and click OK.
The records will now show a blue timer icon in the assign column until the driver takes action on the unidentified record. If the driver accepts the records, they will disappear from your dashboard module as they are assumed by the driver. If the driver rejects any or all of the records, the unassigned records will again be available to assign to a different user.

### Editing Driver Details

The last tab of a driver’s details page is the Information tab that allows administrators to edit driver options. (To add new drivers, see the Company Admin pdf in the OneView and You Learning Center on our website.)

After choosing “Edit Information”, a list of editable options for your driver appears.

- **Driver’s License** – required.
- **Driver’s License Issuing State** – required.
- **Reporting Location** – required. Choose from your list of reporting locations.
- **Driving Rule** – Choose the driver’s rule from the dropdown menu.
- **Period Start** – set as 00:00 (midnight) unless driver has a known different period start time.
- **ELD Exempt Option** – Check this box and enter a reason this driver would be exempt from ELD rules.
- **24-hour Reset Option** – switch to 24hr reset instead of 34hr standard reset
- **Waiting at Wellsite Option** – would add 5th line duty status if driver qualifies
  - Consult your compliance officer with questions
- **POV Screen Lock Enabled** – will show a moving lock screen to prevent driver from using the mobile device while the vehicle is moving.
- **The 16 Hour Big Day Option** can be checked or unchecked here.
- **Personal Use of CMV Option** – Consult your compliance officer with questions
- **Yard Move Option** – Consult your compliance officer with questions
- **Allow California Meal Break Option** – Consult your compliance officer with questions
- **Required Pre-trip Inspection** – OneView will monitor when drivers miss this required inspection.
- **Required Post-trip Inspection** – OneView will monitor when drivers miss this required inspection.
Adding a Reporting Location
Admin level users with permissions for adding a reporting location will see a Carriers tab in their Admin area. You can use this tab to set up your reporting location(s) or use the New Reporting Location button on the driver’s set-up page.

Create New Reporting Location from Carrier’s Tab
1. Choose the Admin Tab
2. Choose Carriers from the sub-tabs at the top of the page.
3. Choose Reporting Locations
4. Choose Create new Reporting Location

Create Reporting Location Window
In the Create Reporting Location window
1. Name – add the name of the reporting location you want to create
2. Address – add the address of the location you want to use for the reporting location. You can also move the pin on the map to adjust the address if necessary.
3. Actor Class – leave as reporting location
4. Parent – this will default to “not in the tree” but if you would like your reporting location to show up in your asset tree, choose the folder through this dropdown by choosing “Select Parent”.
5. Save your location at the bottom right of this window.
Assign a Reporting Location
When you create a driver, you can assign a reporting location in the Driver Information section.

1. Choose the Reporting Location dropdown
2. Select the reporting location for your list of reporting locations already created.
3. Admin users with permission can create a new reporting location on this page by choosing the New Reporting Location Button. (See Create Reporting Location Window in the above section for steps.)

Additional Useful Information
The HOS Totals Report is useful for seeing the hours spent each day in each duty status as well as the time spent in each violation type each day and totaled. It can be helpful to use this information as a time card to pay drivers as well.

The HOS Records Report is the same as the HOS Log Book Report, but it doesn’t have the log graph and it has hyperlinks to the location of each status change in Google Maps.

The dashboard HOS Summary Module and HOS Summary Report can be very useful for Dispatchers and Fleet Managers as they make decisions in real time regarding driver HOS availability for the next load. The hours remaining per driver is also visible by hovering over the driver (or the truck that the driver is in) in the tree.

Hours of Service Reports

** Note: Select Drivers for all of the reports below unless otherwise noted.

HOS Annotation Report
List all Hours of Service annotations/notes by driver.

HOS Log Book Report
Printable/exportable daily HOS logbook.
HOS Log Book with Violations Report
Printable/exportable daily HOS logbook showing violations highlighted in red.
HOS Records Report
List of Hours of Service records by driver (does not include log graph).

Unique to this report is a clickable link to the exact GPS coordinates of each status event which will open in Google Maps. The link remains in any export format, allowing non-OneView users to see the location through Google.

HOS Summary Report
Summary of driver available Hours of Service

HOS Totals Report
Summary of total time spend in each HOS status. Can be useful as a timecard.
HOS Violation Report
Specific date/time & duration of HOS violations of driver.

<table>
<thead>
<tr>
<th>Pedigree Trainer</th>
<th>Date</th>
<th>Violation</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>May 10, 2016</td>
<td>Break Rule Violation</td>
<td>0:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>On Duty Rule Violation</td>
<td>0:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Period Rule Violation</td>
<td>0:00</td>
</tr>
</tbody>
</table>

HOS Violation Summary Report
Summary of the number of HOS violations by driver.

Miles Without Hours Report**
Compares truck movement with HOS driving Status. Shows miles driven without HOS driving statuses.
**Run this report on vehicles.

Choose vehicles for this report. The Start Location and End Location are links to the exact GPS coordinates of each event which will open in Google Maps. The link remains in any export format, allowing non OneView users to see the location through Google.
Personal Conveyance Report
List of Personal Use of CMV HOS status records by driver.

<table>
<thead>
<tr>
<th>Driver Record: Driving Personal</th>
<th>Start Time</th>
<th>Start Location</th>
<th>End Location</th>
<th>End Time</th>
<th>Drive Duration</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 14, 2016, 9:45 AM</td>
<td>6.4 mi. from Erie, KS</td>
<td>Coffeyville, KS</td>
<td>May 14, 2016, 10:45 AM</td>
<td>1:00</td>
<td>home</td>
<td></td>
</tr>
<tr>
<td>May 14, 2016, 10:45 AM</td>
<td>6.4 mi. from Coffeyville, KS</td>
<td>Turley, OK</td>
<td>May 14, 2016, 11:45 AM</td>
<td>1:00</td>
<td>Yard Move</td>
<td></td>
</tr>
<tr>
<td>May 14, 2016, 11:45 AM</td>
<td>2 mi. from Turley, OK</td>
<td>Coffeyville, KS</td>
<td>May 14, 2016, 12:15 PM</td>
<td>0:30</td>
<td>Yard Move</td>
<td></td>
</tr>
<tr>
<td>May 16, 2016, 11:12 AM</td>
<td>0.5 mi. from Marthasburg, MO</td>
<td>0.2 mi. from Marthasburg, MO</td>
<td>May 18, 2016, 11:15 AM</td>
<td>0:06</td>
<td>Store Move</td>
<td></td>
</tr>
<tr>
<td>May 16, 2016, 11:17 AM</td>
<td>0.5 mi. from Marthasburg, MO</td>
<td>0.2 mi. from Marthasburg, MO</td>
<td>May 18, 2016, 11:15 AM</td>
<td>0:06</td>
<td>Store Move</td>
<td></td>
</tr>
<tr>
<td>May 16, 2016, 11:12 AM</td>
<td>0.5 mi. from Marthasburg, MO</td>
<td>0.2 mi. from Marthasburg, MO</td>
<td>May 18, 2016, 11:15 AM</td>
<td>0:06</td>
<td>Store Move</td>
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<tr>
<td>May 16, 2016, 11:17 AM</td>
<td>0.5 mi. from Marthasburg, MO</td>
<td>0.2 mi. from Marthasburg, MO</td>
<td>May 18, 2016, 11:15 AM</td>
<td>0:06</td>
<td>Store Move</td>
<td></td>
</tr>
</tbody>
</table>

Yard Move Report
List of Yard Move HOS status records by driver.

<table>
<thead>
<tr>
<th>Driver Record: Driving Personal</th>
<th>Start Time</th>
<th>Start Location</th>
<th>End Location</th>
<th>End Time</th>
<th>Drive Duration</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 6, 2016, 4:45 PM</td>
<td>1.3 mi. from West Fargo, ND</td>
<td>West Fargo, ND</td>
<td>Jun 6, 2016, 4:50 PM</td>
<td>0:14</td>
<td>Yard Move</td>
<td></td>
</tr>
<tr>
<td>Jun 6, 2016, 5:11 PM</td>
<td>0.2 mi. from Fargo, ND</td>
<td>West Fargo, ND</td>
<td>Jun 6, 2016, 5:23 PM</td>
<td>0:12</td>
<td>Yard Move</td>
<td></td>
</tr>
<tr>
<td>Jun 7, 2016, 7:57 AM</td>
<td>2.3 mi. from Fargo, ND</td>
<td>West Fargo, ND</td>
<td>Jun 7, 2016, 8:20 PM</td>
<td>0:22</td>
<td>Yard Move</td>
<td></td>
</tr>
<tr>
<td>Jun 20, 2016, 5:35 PM</td>
<td>1.4 mi. from West Fargo, ND</td>
<td>West Fargo, ND</td>
<td>Jun 20, 2016, 5:42 PM</td>
<td>0:07</td>
<td>Yard Move</td>
<td></td>
</tr>
<tr>
<td>Jun 29, 2016, 5:50 PM</td>
<td>0.2 mi. from West Fargo, ND</td>
<td>West Fargo, ND</td>
<td>Jun 29, 2016, 6:03 PM</td>
<td>0:03</td>
<td>Yard Move</td>
<td></td>
</tr>
</tbody>
</table>

Unsigned HOS Log Report
List of unsigned and missing HOS logs.

<table>
<thead>
<tr>
<th>Driver</th>
<th>Date</th>
<th>Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bess Wallace</td>
<td>July 7, 2018</td>
<td>Missing</td>
</tr>
<tr>
<td>Calvin King</td>
<td>October 26, 2015</td>
<td>Unsigned</td>
</tr>
<tr>
<td>Cathie King</td>
<td>July 7, 2016</td>
<td>Missing</td>
</tr>
<tr>
<td>Dallas Armstrong</td>
<td>September 14, 2015</td>
<td>Missing</td>
</tr>
<tr>
<td>Dallas Armstrong</td>
<td>July 7, 2016</td>
<td>Missing</td>
</tr>
<tr>
<td>Elisa McCandell</td>
<td>July 7, 2016</td>
<td>Missing</td>
</tr>
</tbody>
</table>

**Missing** = the driver did not record status entries on that day and their log book is not signed and submitted either. Typically this will indicate days off have not been signed and submitted.

**Unsigned** = the driver did not sign and submit their log book activity that day.
Alarms for HOS

HOS Violation Alarm
Alerts you to a driver’s log book violation for any of their hours of service rules.

HOS Violation Upcoming Alarm
Alerts you if a driver comes within a set time period before reaching any hours of service limit.
Driving with ELD Disconnected Alarm

Receive notification if a vehicle has driven more than a set amount of time without a driver log connected to it.

Compliance Tab

The compliance tab is an optional feature that you can have activated for your HOS managers. This tab will show a pie chart of your compliant log percentage. This will also include the number of uncertified days, number of HOS violations, Form & Manner violations, DVIR Violations and number of uncertified records. You can choose a duration and which drivers you want to view. The tab includes the Driver Compliance and Unidentified Records modules. See the descriptions in the dashboard modules section below. Each of the modules is exportable to a CSV.
Dashboard Modules

Driver Compliance
Part of the compliance tab, the Driver Compliance module is also available as a stand-alone dashboard module. Open your driver’s in a new tab, view what region they are in, see the pie chart of each driver’s percent compliance, see their uncertified days as a line graph and see the number of violations on their log. Use the configure wrench to select the drivers and duration.

Form & Manner Violations
Click on the bar graph in the Form & Manner Violations column to see a driver’s dates of occurrences. The date is clickable to go to that day’s logbook for the driver.
Unidentified Records

Part of the compliance tab, the Unidentified Records module is also available as a stand-alone dashboard module. View each vehicle’s unidentified records and assign them to drivers as needed.

After clicking on the number of records for an asset, you will see a records manager that allows you to assign records to any driver in your company.

Choose the record(s) and click assign. In your asset tree, choose the driver to assign these records to.
Next add the details for the records. You need to add the shipping document number, carrier, trailer and notes before the records will be assigned.

Carrier Recap
The Carrier Recap shows the hours totals each day for each driver selected, the certification shield on all certified log days, pink shading for days with violations, and each day is clickable to go directly to that log day.
**HOS Summary Module**

When you add HOS Summary to your dashboard, you will always be one click away from an overview of all your drivers’ summaries at once. All column heads are click to sort, and the configure button allows you to show or hide any column to customize your view.

**Missing Inspection**

This module shows any DVIR violations for missing pre-trip and post-trip inspections. Click the missing inspection to see the violation event.

**Uncertified Days**

This module shows each driver’s uncertified days in a list. The date is clickable to go directly to that log day. The status column shows if the day is uncertified for any work day that is uncertified, or uncertified (no records) if that drive does not have any records for that day that is uncertified.
HOS Violations
This module shows each violation made by your drivers, a link to the log book, the rule that was violated, and the duration of each violation including a line graph. The last column is for comments that were writing on the violation event.

Quick Reference
Hover over any vehicle or driver with your mouse and a pop-up window appears that shows at a glance how many driving hours the driver has left.
MALFUNCTION AND DATA DIAGNOSTIC EVENTS DEFINITIONS

Power Data Diagnostic: The ELD was not able to power up within one minute of engine power up. Check the device connections are not loose. If this issue persists, contact your administrator.

Power Compliance Malfunction: The ELD was not functional for more than 30 minutes over the last 24 hours. Check the device connections are not loose. If this issue persists, contact your administrator.

Engine Synchronization Data Diagnostic: The ELD is not receiving data from the engine. Check that the Bluetooth is connected (or if using CabMate Connect check that the tablet is in its cradle) and the diagnostic cable is connected to the vehicle. If this issue persists, contact your administrator.

Engine Synchronization Compliance Malfunction: The ELD did not receive data from the engine for more than 30 minutes over the last 24 hours. Check that the Bluetooth is connected (or if using CabMate Connect check that the tablet is in its cradle) and that the diagnostic cable is connected to the vehicle. If this issue persists, contact your administrator.

Other Data Diagnostic (for Positioning Compliance): The ELD is not receiving GPS location. Check that the GPS is ON in this device, the vehicle antenna is not damaged and connections are tight. If this issue persists, contact your administrator.

Positioning Compliance Malfunction: The ELD did not receive GPS location for more than 60 minutes over the last 24 hours. Check that the GPS is ON in this device, the vehicle antenna is not damaged and connections are tight. If this issue persists, contact your administrator.

Timing Compliance Malfunction: The ELD time is off by more than 10 minutes. If this issue persists, contact your administrator.

Missing Required Data Elements Data Diagnostic: The ELD is missing required data for creating ELD records. Check Engine Synchronization and Positioning Compliance. If this issue persists, contact your administrator.

Data Recording Compliance Malfunction: The ELD has reached its storage capacity and can no longer record ELD records. Reduce the data stored on the ELD or replace the ELD. If this issue persists, contact your administrator.

Unidentified Driving Records Data Diagnostic: The ELD has recorded more than 30 minutes’ worth of unidentified driving records in the last 24 hours. Ensure that drivers are logged into the ELD while the vehicle is in motion and accept any unidentified records that may belong to you. If this issue persists, contact your administrator.

Data Transfer Compliance Malfunction: The ELD test of data transfer to the FMCSA via web services and email has failed for an extended period of time. Ensure that the ELD data connection is working. If this issue persists, contact your administrator.

Data Transfer Data Diagnostic: The ELD test of data transfer to the FMCSA via web services and email has failed. Ensure that the ELD data connection is working. If this issue persists, contact your administrator.