



# ELD

## OPERATION MANUAL

*DIGITAL VERSION*

# ELECTRONIC LOGGING DEVICE OPERATION MANUAL

## TABLE OF CONTENTS

Driver Compliance Checklist.....	2
Providing Records for DOT Inspection .....	3
Understanding the HOS Screen.....	4
Connecting the Xpress Technologies App to Your Truck to Track HOS ....	5
Switching Between Trucks Within the Xpress Technologies App.....	6
Driver-Vehicle Inspection Reports (DVIR).....	8
Recording Your Duty Status .....	11
Viewing & Certifying Logs.....	12
Editing Logs.....	14
Identifying Device Malfunction and What Actions to Take .....	17

# DRIVER COMPLIANCE CHECKLIST


Use this reference checklist to quickly verify driving within FMCSA compliance.

**1** — **ELD Instruction Manual**

Ensure you have easy access to this manual at all times.

**2** — **Connect to Truck**

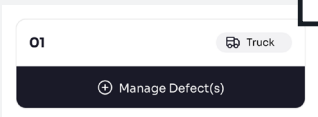
Within the Xpress Technologies App, always select the truck you are driving. If not, all driving will be classified as **Unassigned Driving**.



See [Page 5](#) for detailed instructions

**3** — **Create DVIR**

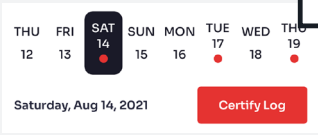
Perform your required pre- and post-trip vehicle & equipment inspections and create your Driver Vehicle Inspection Report (DVIR).



See [Page 8](#) for detailed instructions

**4** — **Certify Logs**


Certify previous logs as timely as possible as it is required by law. We recommend certifying your logs from the previous day daily.



See [Page 12](#) for detailed instructions

**5** — **Mounted Tablet/Phone**

A portable ELD must be mounted in a fixed position during commercial motor vehicle (CMV) operation and visible to the driver from a normal seated driving position.




# PROVIDING RECORDS FOR DOT INSPECTION

In the event a Department of Transportation (DOT) Officer requests to view your logs or DVIR, or requests transfer of Logs to the DOT, please follow these simple instructions:


**1**

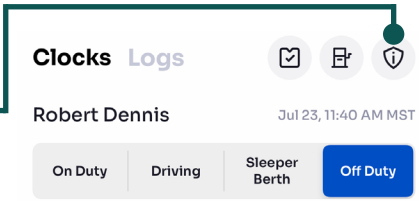
Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.



The screenshot shows the top navigation bar of the app with four icons: a magnifying glass for 'Search', a grid for 'Loads', a clock for 'HOS', and a person icon for 'Account'. A red line points from the 'HOS' icon to the first instruction box.

**2**

Tap the  icon in the upper menu section to access the **DOT Inspection** screen.



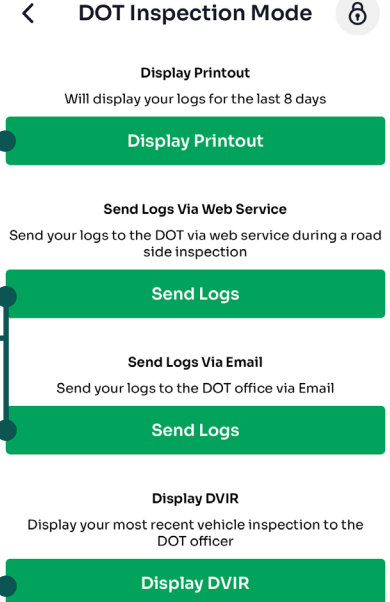
The screenshot shows the 'Clocks Logs' screen for 'Robert Dennis' on 'Jul 23, 11:40 AM MST'. It features a top menu with 'Clocks', 'Logs', and a shield icon. Below are buttons for 'On Duty', 'Driving', 'Sleeper Berth', and 'Off Duty'. A red line points from the shield icon to the second instruction box.

**3**

To display the logs for the previous 8 days tap **Display Printout**

To transmit driving logs to the DOT via web service or email address, tap **Send Logs** under the corresponding header.

To display your most recent DVIR tap **Display DVIR**.



The screenshot shows the 'DOT Inspection Mode' screen with a lock icon. It lists four options, each with a description and a green button: 'Display Printout' (Will display your logs for the last 8 days), 'Send Logs Via Web Service' (Send your logs to the DOT via web service during a road side inspection), 'Send Logs Via Email' (Send your logs to the DOT office via Email), and 'Display DVIR' (Display your most recent vehicle inspection to the DOT officer). Red lines connect the text instructions to the corresponding buttons.

# UNDERSTANDING THE HOS SCREEN

The **HOS** (Hours of Service) screen is the central way of interacting with the on-board Xpress Technologies Electronic Logging Device and is the primary location for tracking Hours of Service.

Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.

1

Search Loads HOS Account

**A** **B** **C** **D** **E**  
**Clocks** **Logs** [Icons]

Robert Dennis **F** Aug 18, 12:24 PM MST **G**

On Duty Driving **Sleeper Berth** Off Duty **H**

01  
Robert Dennis  
No Co-Driver  
Connected **I**

**39 events need your review**  
396 minutes **J**

**8:00** Break **11:00** Driving **K**

**14:00** Duty **70:00** Cycle

10 hrs Reset: Today 11:40 AM  
34 hrs Reset: Today 11:40 AM **L**  
Rollover Hours Gained Tomorrow: 0:00  
Split Sleeper Berth After 7 hrs: N/A  
N/A

Search Loads HOS Account

The **HOS** screen is made up of the following sections:

- A.** Clocks Screen
- B.** Logs Screen
- C.** DVIR
- D.** Fuel Purchase Tracking
- E.** DOT Inspection Mode
- F.** Current Driver Information
- G.** Date & Time
- H.** Duty Status  
*(Current status is highlighted)*
- I.** Truck Connection Status
- J.** Log Exception Alerts
- K.** Cycle Hour Clocks
- L.** Clock Reset and Rollover Hours Information


2

# CONNECTING THE XPRESS TECHNOLOGIES APP TO YOUR TRUCK TO TRACK HOS

Before truck operation, a mobile app connection must be established between the driver and the truck to be operated. Open the Xpress Technologies App on your mobile device and ensure your device's **Bluetooth** functionality is turned on.

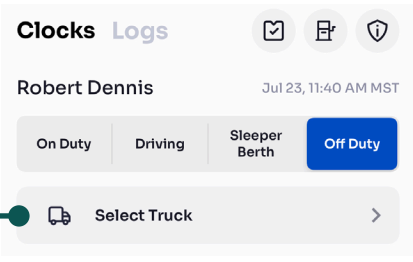
**1**

Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.



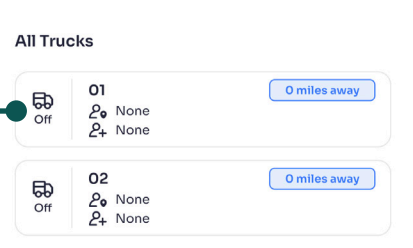
**2**

From the **Clocks** screen, tap **Select Truck** to access the Truck Selection list.



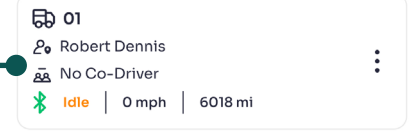
**3**

Tap your truck from the list shown and confirm your selection to return to the **Clocks** screen.



**4**

Connection is complete when the **Bluetooth** icon stops blinking and your truck's status shows as **Idle**.



# SWITCHING BETWEEN TRUCKS WITHIN THE XPRESS TECHNOLOGIES APP

Before truck operation, a mobile app connection must be established between the driver and the truck to be operated. Switching between trucks is similar to connecting to a truck (see page 5).

Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.

1



From the **Clocks** screen, tap the **3 dots** next to your currently connected truck to display the **Truck Options** menu.

2

**Clocks** Logs



Robert Dennis

Jul 23, 11:40 AM MST

On Duty

Driving

Sleeper  
Berth

Off Duty

01  
Robert Dennis  
No Co-Driver  
Idle | 0 mph | 6018 mi



Tap **Disconnect** to disconnect from your current truck.

**Truck Options**



Disconnect

Disconnect from your current truck.

CONTINUED  
ON NEXT PAGE



# SWITCHING BETWEEN TRUCKS WITHIN THE XPRESS TECHNOLOGIES APP (CONTINUED)

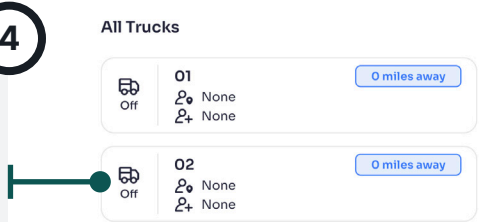
3

From the **Clocks** screen, tap **Select Truck** to access the Truck Selection screen.



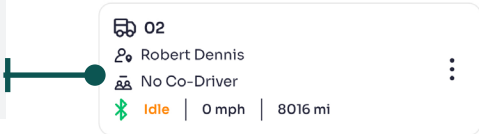
4

Tap your *new* truck from the list shown and confirm your selection to return to the **Clocks** screen.



5

Verify that the **Bluetooth** icon stops blinking and your truck's status shows as **Idle**.






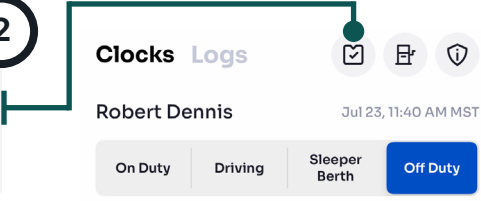
# DRIVER-VEHICLE INSPECTION REPORTS (DVIR)

After connecting the Xpress Technologies App to your truck (see page 5) follow the steps below to quickly create a pre-and post-trip DVIR for both your truck and trailer. You must be connected to a truck to create a DVIR.


**1** Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.



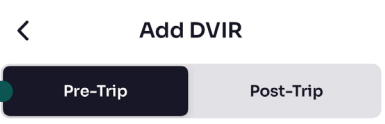
**2** Tap the  icon in the upper menu section to access the **DVIR** screen.



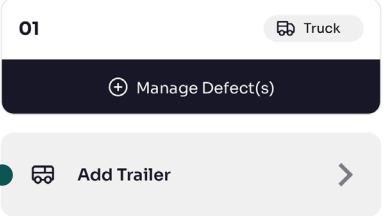
**3** Tap the **Add DVIR** button to add a new inspection report.



**4** Select whether this is a **Pre-Trip** or **Post-Trip** inspection.



**5** Tap the **Add Trailer** button to create a DVIR for a trailer and select your trailer from the list.

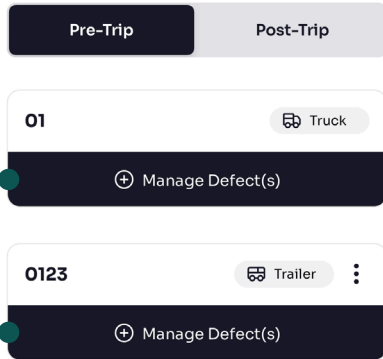


CONTINUED   
ON NEXT PAGE 

## DVIR (CONTINUED)

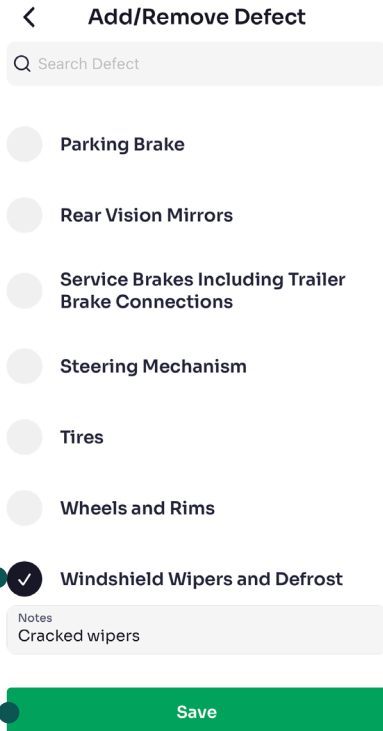
Should you encounter any defect(s) on your truck or trailer during inspection, tap the **Manage Defects** button for the corresponding piece of equipment.

6



Select the defect(s) applicable to your truck or trailer and enter any relevant notes. You may also search for defects using the search bar.

7



Tap **Save** when you've completed selecting the equipment defect(s).

CONTINUED ON NEXT PAGE



## DVIR (CONTINUED)

After completing your inspection and entering any defect(s), tap the **Continue** button.

8

The screenshot shows two defect entries. The first entry is for a 'Truck' with ID '01', listing 'Current Defects Found' as 'Windshield Wipers and Defrost "Cracked wipers"'. The second entry is for a 'Trailer' with ID '0123', also listing 'Current Defects Found' as 'Windshield Wipers and Defrost "Cracked wipers"'. Each entry has a 'Manage Defect(s)' button. A green 'Continue' button is at the bottom.

To certify your DVIR indicate whether the equipment is **safe to operate** by tapping the corresponding checks and tap the **Certify Inspection** button.

9

The 'Review & Certify' screen shows two safety checks: 'Truck is safe to operate' and 'Trailer is safe to operate', both with checkmarks. Below each check is a summary card for the respective vehicle, showing the ID and the defect found. A green 'Certify Inspection' button is at the bottom.

Certify your DVIR with your signature and tap the **Complete Inspection** button.

10


The 'Certify with Signature' screen shows a signature field with a handwritten signature. A 'Clear' link is next to the signature. A green 'Complete Inspection' button is at the bottom.

# RECORDING YOUR DUTY STATUS

After connecting to your truck (see page 5) follow these simple instructions to change your Duty Status within the Xpress Technologies App:

**1**

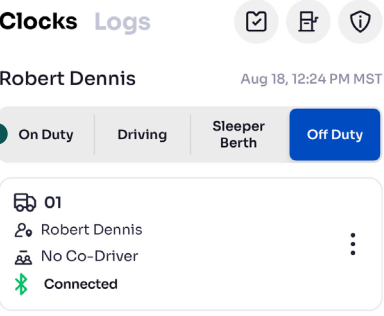
Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.



**2**

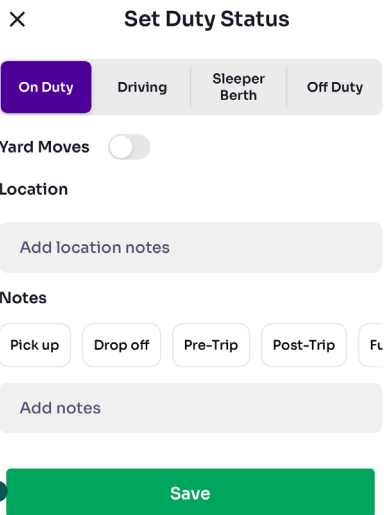
The **Clocks** screen displays current duty status and allows you to change your status.

Ensure you are connected to the truck and tap your new status to access the **Set Duty Status** screen.



**3**

Verify your new status is selected, enter any associated details (i.e. Personal Conveyance, Yard Moves, etc.) or notes and tap **Save** to log your new status.



# VIEWING & CERTIFYING LOGS

The Xpress Technologies App will retain Records of Duty Status (RODS) logs for the previous 8 days of driver activity. FMCSA requires the timely certification of these logs. Follow these simple steps to view and certify driver logs.

1

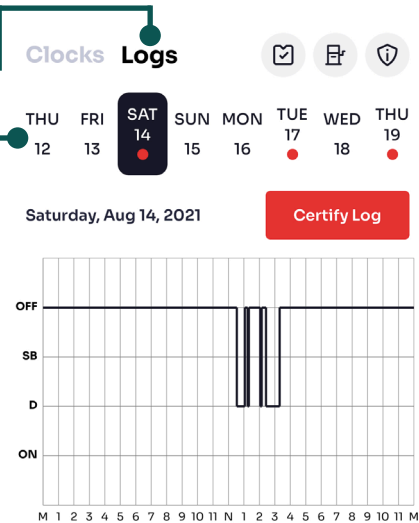
Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.



2

Tap **Logs** in the upper menu section to access the **Logs** screen.

The **Logs** screen shows the previous 8 days of logs. A red dot underneath the date indicates days with *uncertified* logs. Tapping **any date** will display that day's log.



## Summary

On Duty	Driving	Sleeper Berth	Off Duty	Total Miles
0:00	1:17	0:00	22:42	0

CONTINUED  
ON NEXT PAGE

## VIEWING & CERTIFYING LOGS (CONTINUED)

3

To review detailed **Log Entries**, scroll to the bottom of the **Logs** screen.

### Clocks **Logs**

On Duty	Driving	Sleeper Berth	Off Duty	Total Miles
0:00	1:17	0:00	22:42	0

#### Shipping Documents

No Entries

#### Trailers

No Entries

#### Co-Drivers

No Entries

#### Log Entries

**OFF** 12:00:00 AM 12 hr 54 min 54 sec  
2mi NE AZ Central City

**D** 12:54:54 PM 12 min 0 sec  
Automatic 2mi NE AZ Central City

**OFF** 01:06:54 PM 17 min 37 sec  
2mi NE AZ Central City

**D** 01:24:31 PM 8 min 0 sec  
Automatic 2mi ENE AZ Alhambra

4

Once you have reviewed the log summary, details and load information displayed for an uncertified log, tap the **Certify Log** button and **Agree** to the certification statement.

### Clocks **Logs**

THU	FRI	SAT	SUN	MON	TUE	WED	THU
12	13	14	15	16	17	18	19

Saturday, Aug 14, 2021

Certify Log

#### Certify Logs (Saturday, Aug 14, 2021)

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

Not Ready


Agree

# EDITING LOGS

The Xpress Technologies App allows log edits *within* FMCSA guidelines and allowances. To edit a log, follow these simple steps:

**1**

Tap the **HOS** button on the Xpress Technologies App menu bar to access the **Clocks** screen.

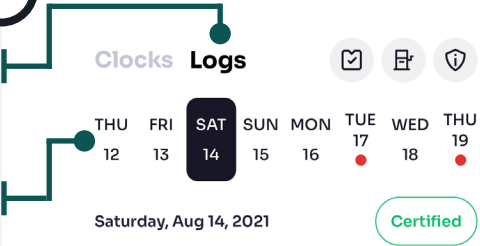


The screenshot shows the top navigation bar of the app. It includes a search icon, a 'Loads' icon, the 'HOS' button (which is highlighted with a red circle and a line pointing to the instruction), and an 'Account' icon.

**2**

Tap **Logs** in the upper menu section to access the **Logs** screen.

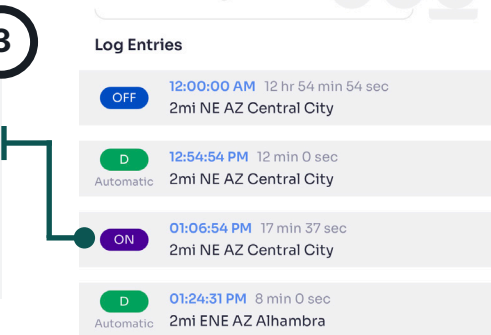
Select the date for which logs you intend to edit.



The screenshot shows the 'Clocks Logs' screen. The 'Logs' tab is selected. A calendar view shows the date 'SAT 14' highlighted with a red circle and a line pointing to the instruction. Below the calendar, the date 'Saturday, Aug 14, 2021' is displayed, and a 'Certified' badge is visible.

**3**

Scroll to the **Log Entries** section and tap the log entry you wish to edit. This will display more details about that specific log entry.



The screenshot shows the 'Log Entries' section. A list of log entries is displayed, each with a status icon, a time, a duration, and a location. The first entry is highlighted with a red circle and a line pointing to the instruction.

Status	Time	Duration	Location
OFF	12:00:00 AM	12 hr 54 min 54 sec	2mi NE AZ Central City
D Automatic	12:54:54 PM	12 min 0 sec	2mi NE AZ Central City
ON	01:06:54 PM	17 min 37 sec	2mi NE AZ Central City
D Automatic	01:24:31 PM	8 min 0 sec	2mi ENE AZ Alhambra

CONTINUED  
ON NEXT PAGE

# EDITING LOGS (CONTINUED)

Review the details of the Duty Status Log then tap **Edit** at the bottom of the Log Entry to enable editing.

4

✕ **Duty Status Log**

ON 01:06:54 PM 17 min 37 sec  
2mi NE AZ Central City

On Duty Driving **Sleeper Berth** Off Duty

**Location**  
2mi NE AZ Central City

Add location notes

**Notes**

Add notes

**Start Time**  
🕒 1:06 PM MST

Edit

Make desired changes to the Duty Status and enter any relevant notes. When changes are complete, tap **Save**.

5

✕ **Duty Status Log**

ON 01:06:54 PM 17 min 37 sec  
2mi NE AZ Central City

On Duty Driving **Sleeper Berth** Off Duty

**Location**  
2mi NE AZ Central City

Add location notes

**Notes**

Add notes

**Start Time**  
🕒 1:06 PM MST

Save

CONTINUED ON NEXT PAGE ▼▼



## EDITING LOGS (CONTINUED)

6

When prompted for your Edit Reason, provide an accurate description for the edit and tap **Save** to complete editing your duty status.

×

### Edit Duty Status

✂

ON 01:06:54 PM 17 min 37 sec  
2mi NE AZ Central City

On Duty Driving **Sleeper Berth** Off Duty

Location  
2mi NE AZ Central City

#### Edit Reason

Incorrectly selected On Duty while resting in Sleeper Birth

Cancel Save

# IDENTIFYING DEVICE MALFUNCTION AND WHAT ACTIONS TO TAKE

A properly functioning and connected Xpress Technologies ELD will always have a **Red LED Light** on and will intermittently flash a **Yellow LED Light** every 3 seconds.

If the ELD displays or flashes any other color pattern for more than **2 minutes**, the device is **malfunctioning**.



---

## What To Do in the Event of an ELD Malfunction

### If you are a **DRIVER**:

- › Immediately contact Xpress Technologies Support at [XTsupport@usxpress.com](mailto:XTsupport@usxpress.com) or **(480) 646-3545**.
- › Notify your fleet administrator as soon as possible.
- › Maintain a paper log until the ELD is either repaired or replaced.
- › If you are stopped for a roadside inspection while your device is malfunctioning, follow the instructions on **page 3** of this guide to display your logs within the Xpress Technologies App and provide your paper logs as supplemental material to a DOT officer.

### If you are a **FLEET ADMINISTRATOR** or **OWNER**:

- › Immediately contact Xpress Technologies Support at [XTsupport@usxpress.com](mailto:XTsupport@usxpress.com) or **(480) 646-3545**.
- › Any ELD malfunction must be corrected within 8 days of discovery.
- › Should a carrier require any extension of this deadline, they must notify the FMCSA Division Administrator for the State of the motor carrier's principal place of business within 5 days of malfunction discovery.



**XPRESS TECHNOLOGIES**  
*BY U.S. XPRESS*

[www.xpresstechfreight.com](http://www.xpresstechfreight.com)

Copyright © 2021 Xpress Technologies, Inc.