

Driver•i App

Driver's Guide to Hours of Service

Revision 1.0



Table of Contents

INTRODUCTION 3

STARTING YOUR SHIFT 3

CONFIRMING YOUR DUTY STATUS 6

AVAILABILITY AND VIOLATIONS 7

MANAGING YOUR LOGS 8

CERTIFYING YOUR LOGS 9

ASSUMING UNASSIGNED LOGS..... 10

REVIEWING EDIT SUGGESTIONS 11

PERFORMING A DATA TRANSFER 12

INSPECTOR MODE..... 13

CONNECTION STATUS, DIAGNOSTIC EVENTS, AND MALFUNCTIONS 14

CONNECTION STATUS 14

DATA DIAGNOSTIC EVENTS..... 15

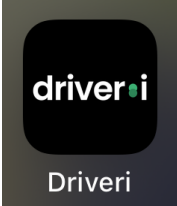
MALFUNCTIONS 17

Introduction

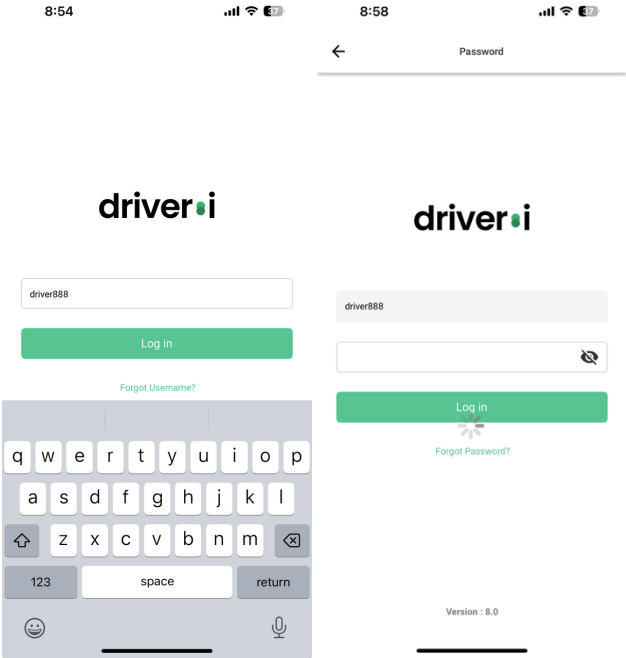
The Netradyne Driver•i App serves as your hub for assigning yourself to a vehicle, reviewing your safety performance, viewing alert videos, performing vehicle inspections, and tracking your hours of service compliance. This guide will walk you through the Hours of Service (HOS) module to ensure you get the best experience maximizing your compliance with federal and intrastate driving limit regulations.

Starting Your Shift

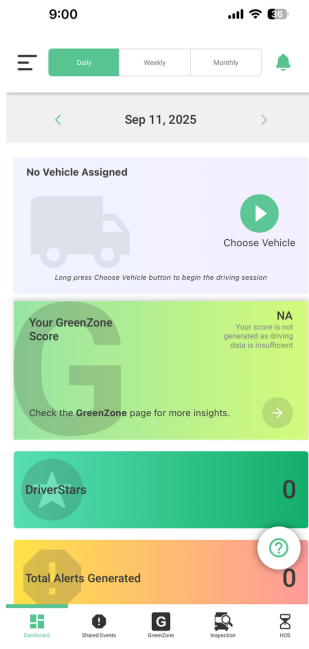
- 1. If you haven't done so, locate the Driver•i App on your mobile device by tapping the "Driveri" icon, as depicted below:



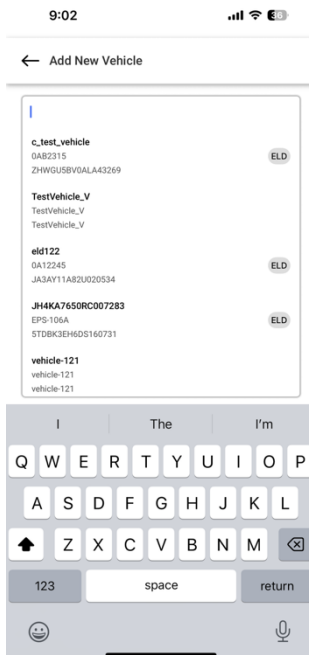
- 2. Enter your Username and Password.



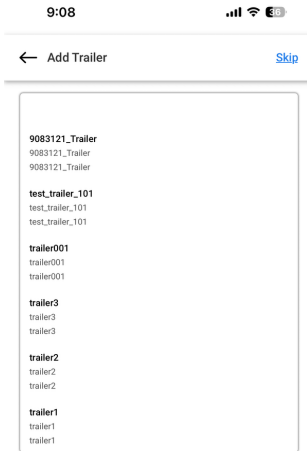
3. Select your vehicle by long pressing the “Choose Vehicle” button on the Driver Dashboard.



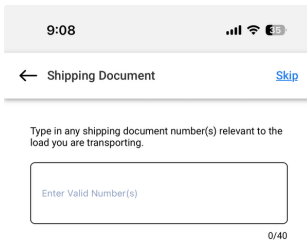
4. From the “Add New Vehicle” screen, you can find your vehicle by selecting it from the list or searching by name. The “ELD” label next to the vehicle name will indicate whether it is configured for ELD. Vehicles configured for ELD will automatically generate DRIVING and ON-DUTY logs based on movement. NOTE: Selecting a vehicle not configured for ELD will require you to manually select DRIVING and ON-DUTY duty statuses as you use that vehicle.



5. On the “Add Trailer” screen, you can find your trailer by selecting it from the list or searching by name.



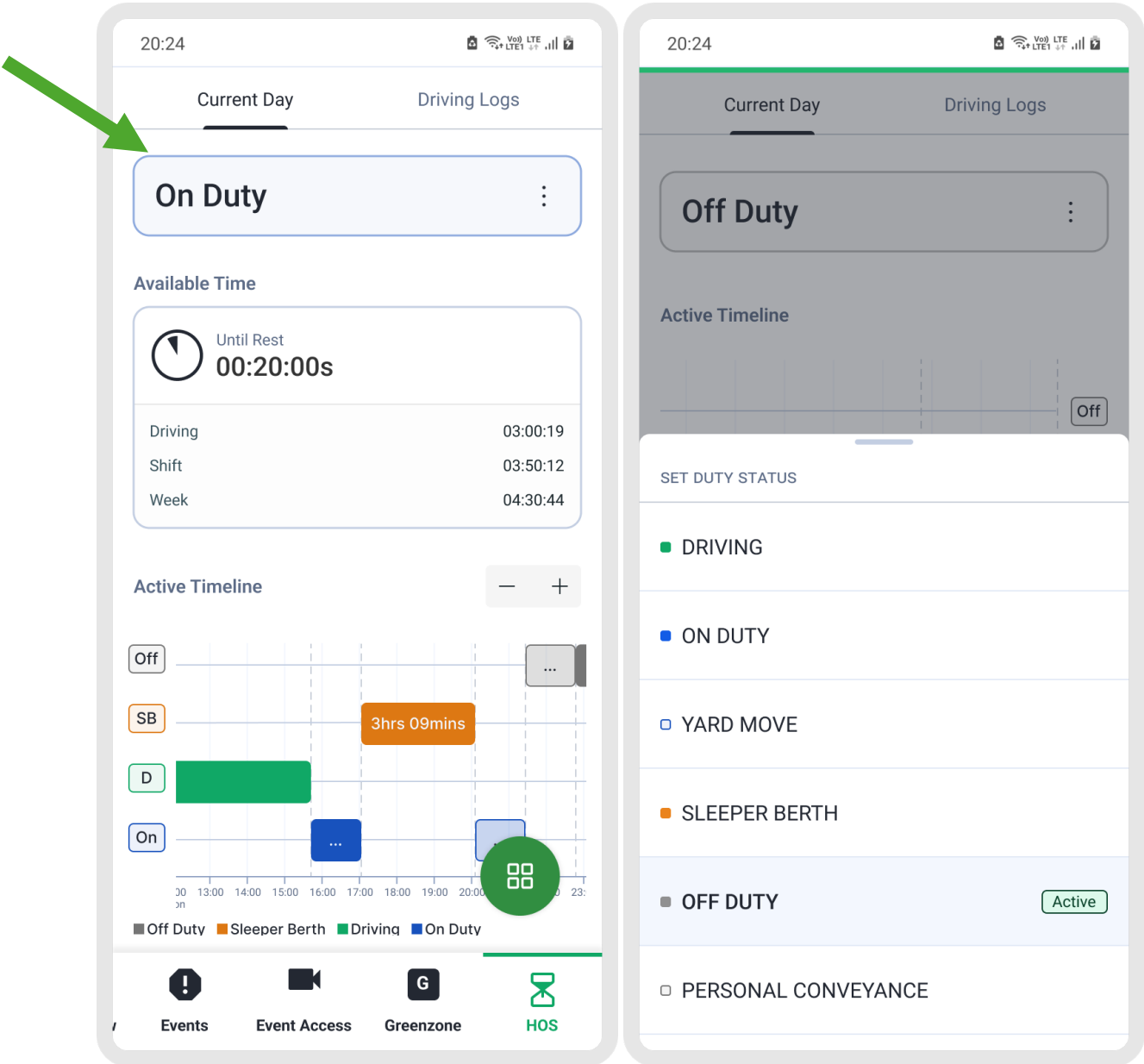
6. On the “Shipping Document” screen, enter any relevant shipping document identification numbers relevant to your trip.



7. You are now ready to start logging your duty statuses!

Confirming Your Duty Status

Your current duty status will be displayed on the “Current Day” tab in the HOS module. After successfully assigning yourself to a vehicle configured for ELD, your duty status will automatically change to DRIVING whenever you move the vehicle, and back to ON-DUTY if you are stationary for more than 5 minutes. You will be responsible for selecting OFF-DUTY and SLEEPER BERTH duty statuses whenever you start your rest periods or end your shift. You will also need to manually select ON-DUTY if you are working while the vehicle is idling or powered off. To manually select a duty status, tap the duty status selector on the “Current Day” tab, and the appropriate duty status you would like to use.



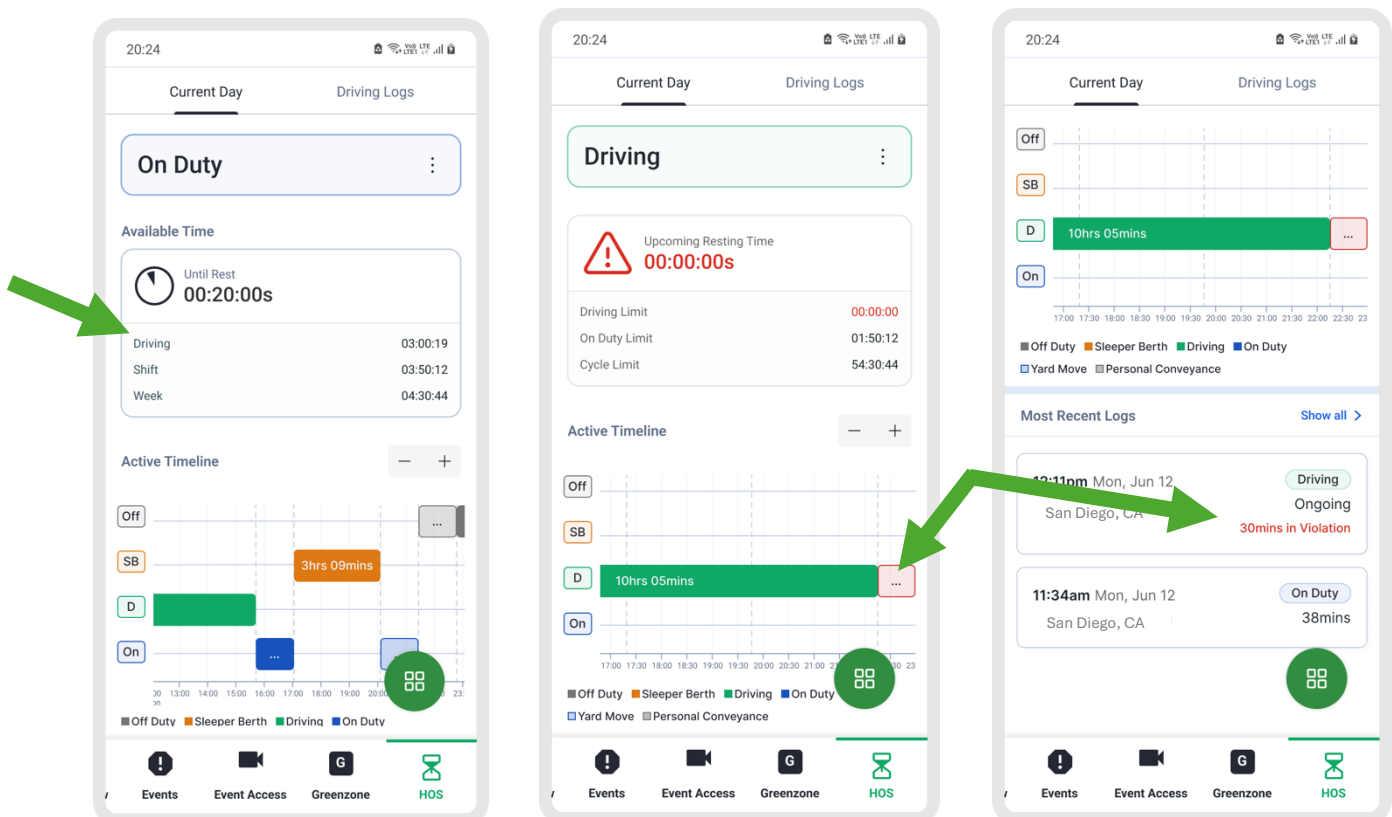
Availability and Violations

As logs are generated throughout the day, the Driver•i App will automatically track your available HOS balances. The “Available Time” card will show the following balances:

- Time Until Rest – This is the remaining driving time until you are required to take a rest break (applicable to "US Property Carrying" ruleset)
- Driving Time – This is the remaining driving time within your shift window
- Shift Time – This is the remaining on-duty and driving time for your shift
- Week Time – This is the remaining on-duty and driving time for the week (i.e. cycle limit)

The maximum available time and rest requirements to reset the available time in each category will vary depending on the ruleset you are configured to use.

Time in qualifying duty statuses beyond these limits will be highlighted as violations. Refer to the “Managing Your Logs” section in the event you are in violation due to an incorrect or missing log.



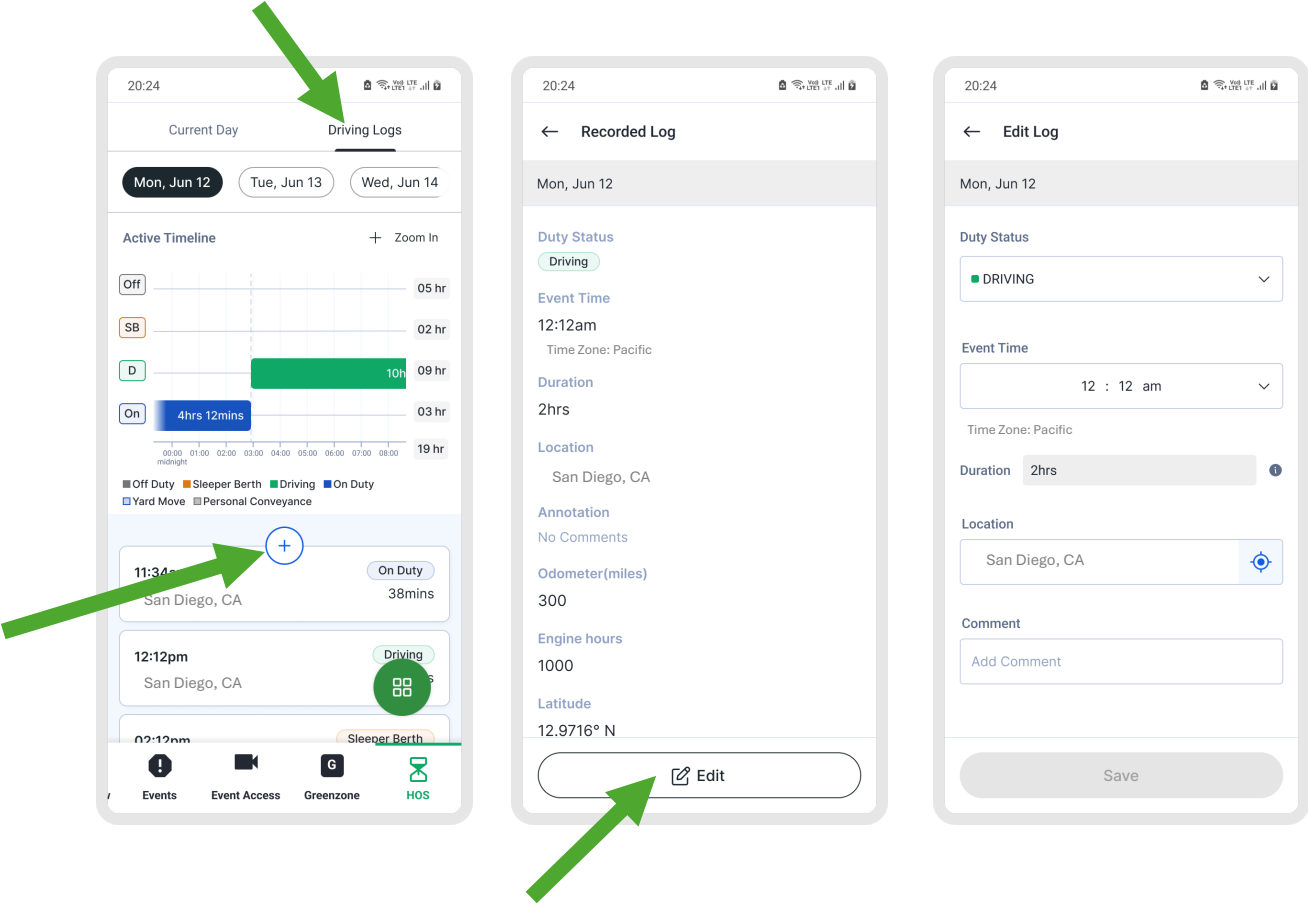
Managing Your Logs

You can review your log book to confirm accuracy or make corrections to your logs by navigating to the “Driving Logs” tab. Use the date buttons at the top of the screen to navigate to any day within the last 14 days. To ensure maximum performance of the app while supporting compliance officials requirement for data transfers at roadside inspections, your log book will only display the last 14 days. It is important you ensure accuracy of your logs within this time period, as edits beyond this period from within the app is not supported.

To view details of a specific log, scroll through the log list and tap the log you are interested in viewing.

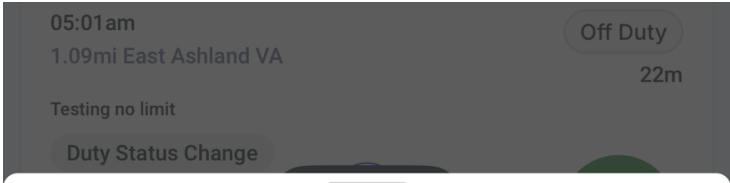
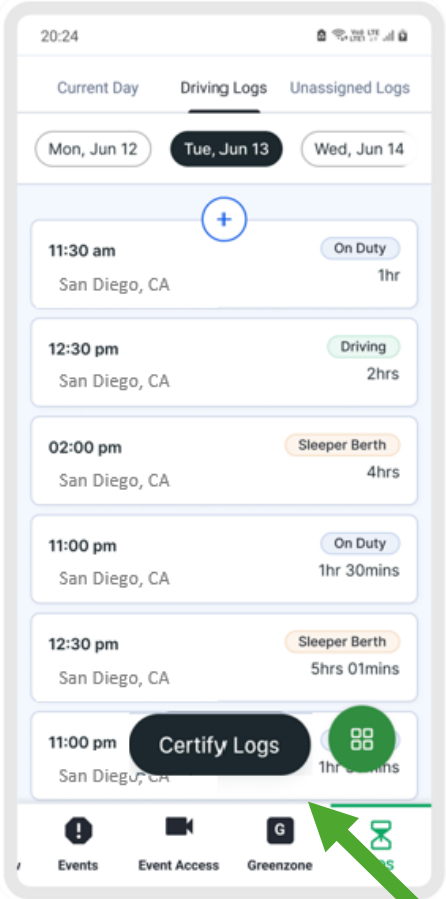
If the log is available for edit, the “Edit” button at the bottom of the “Recorded Log” screen will be accessible. The Driver•i App will only allow log edits that comply with regulations. Any log edits made on a previously certified day will require you to recertify the day to ensure accuracy.

Missing logs can also be inserted anywhere in the log book, provided it does not reduce driving time. Use the “+” button between logs to manually input a missing log entry.



Certifying Your Logs

The ELD mandate requires you to certify each day you complete. You can review which days have and have not been certified via the “Driving Logs” tab. Days that have been certified will be indicated with a “Certified” label and badge at the top of the page. To certify a day that has not been certified yet, tap the “Certify Logs” button at the bottom of the screen. A pop-up will appear to confirm you have reviewed that day’s logs as true and correct.



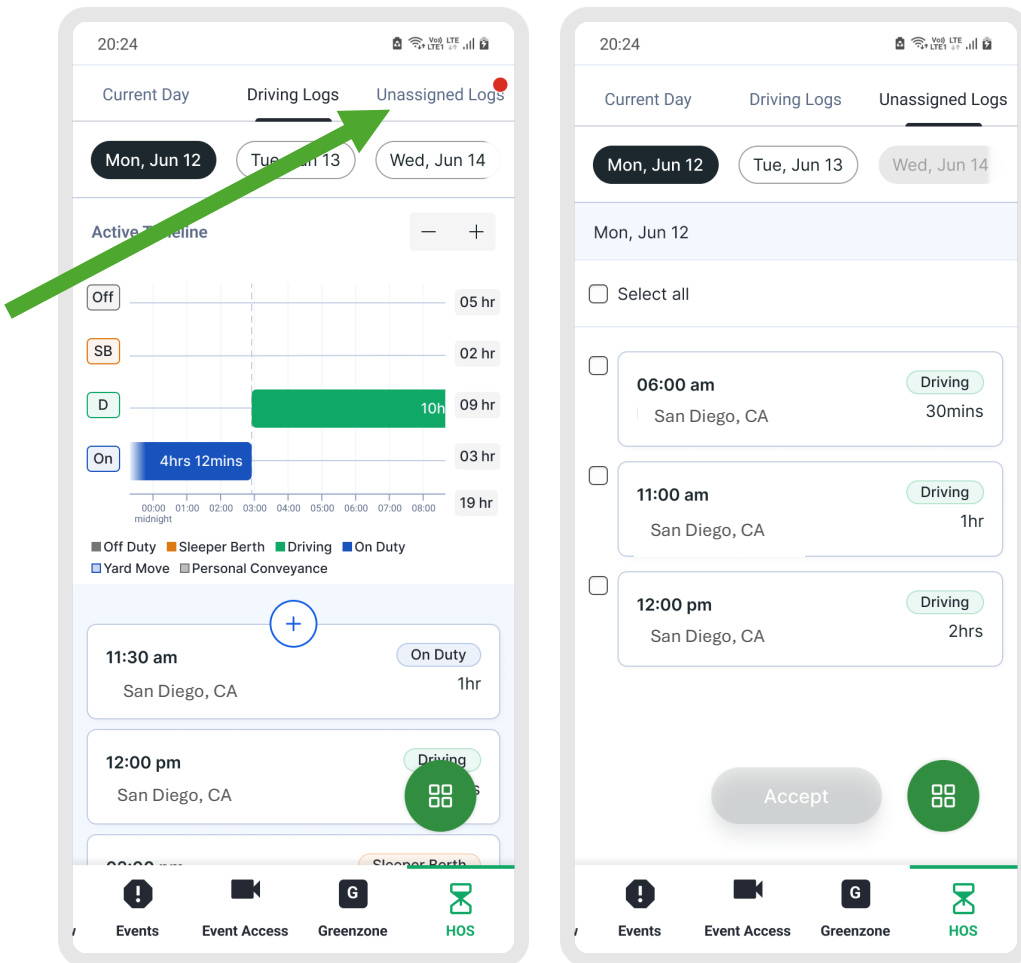
I hereby certify that my data entries and my record of duty status for this 24-hour period are true and correct

Not Ready

Agree

Assuming Unassigned Logs

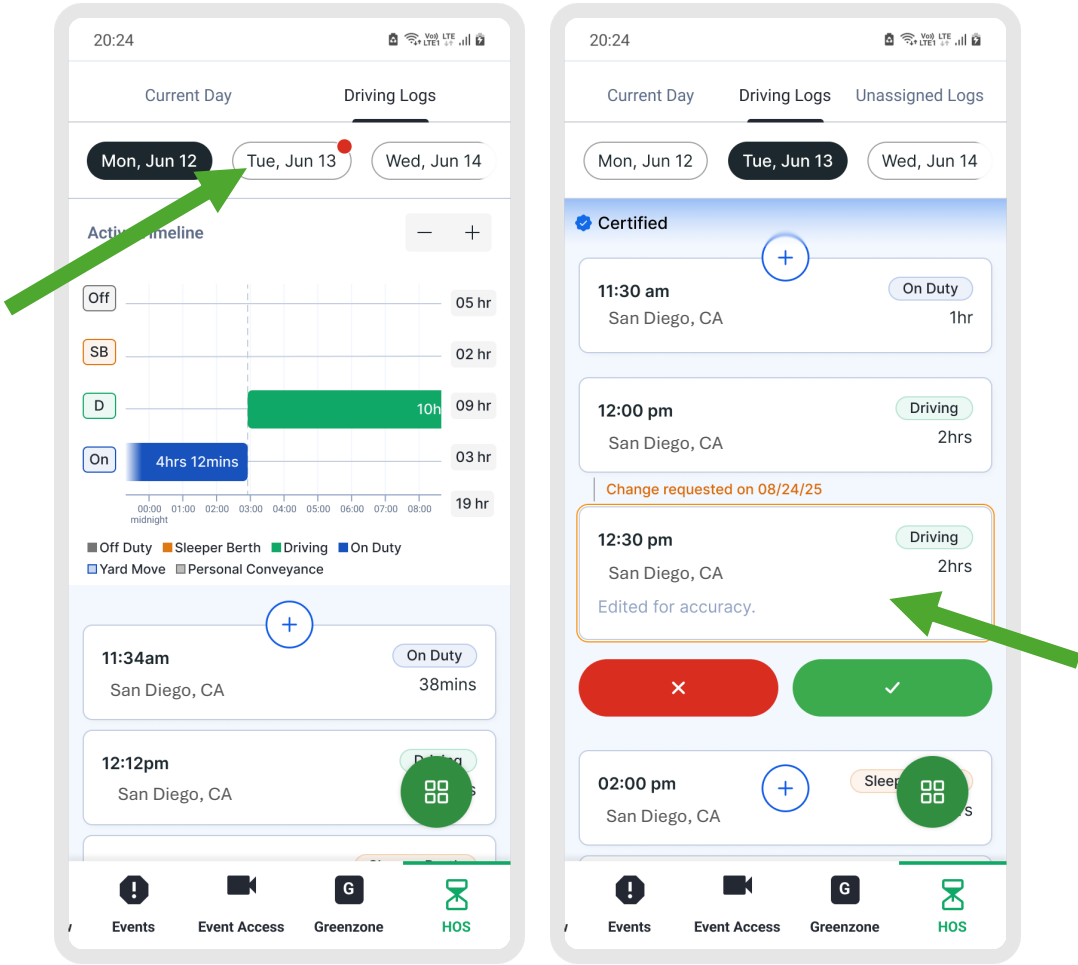
In the event you move an ELD configured vehicle without first assigning yourself to the vehicle, automatically generated DRIVING and ON-DUTY logs will be generated against that vehicle. The next time you assign yourself to this vehicle and unassigned logs are detected, the “Unassigned Logs” tab will appear with a red badge to indicate you need to review these logs. Tap the “Unassigned Logs” tab to review and accept any logs that belong to you.



Reviewing Edit Suggestions

Your manager may assist you in correcting any logs by suggesting logs that should be assigned to you if they were previously unassigned, or making log edit suggestions when logs are missing or are incorrect. Days that may have a log edit suggestion from your manager will be indicated by a red badge next to the date in the “Driving Logs” tab. Tap this date to review the log edit suggestions. You will have an option to accept or reject any log edit suggestions made by your manager.

NOTE: Any log edit suggestions that are accepted will require to recertify the day if it was previously certified.



Performing a Data Transfer

During a roadside inspection, the official may request you to transfer your logs electronically for further review. The Driver•i App HOS module supports two data transfer methods: Web Services and Email. In general, Web Services is the preferred method by the FMCSA for data transfer, however, follow the official’s instructions regarding the data transfer method they desire. To perform a data transfer:

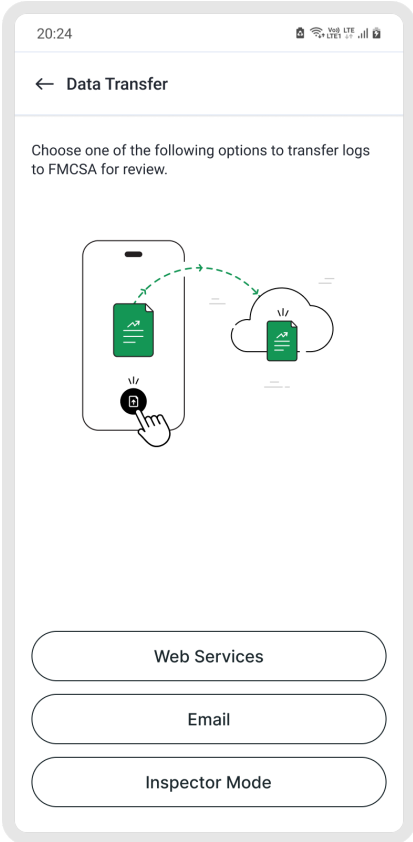
- 1. Tap the green menu button at the bottom-right of the screen.



- 2. Tap “Data Transfer”.



- 3. Tap the desired data transfer method: Web Services or Email.



4. Enter in the comment, if instructed to do so by the official, and tap “Send File”.

20:24

← Email

Leave Comment (Optional)

Max 60 characters

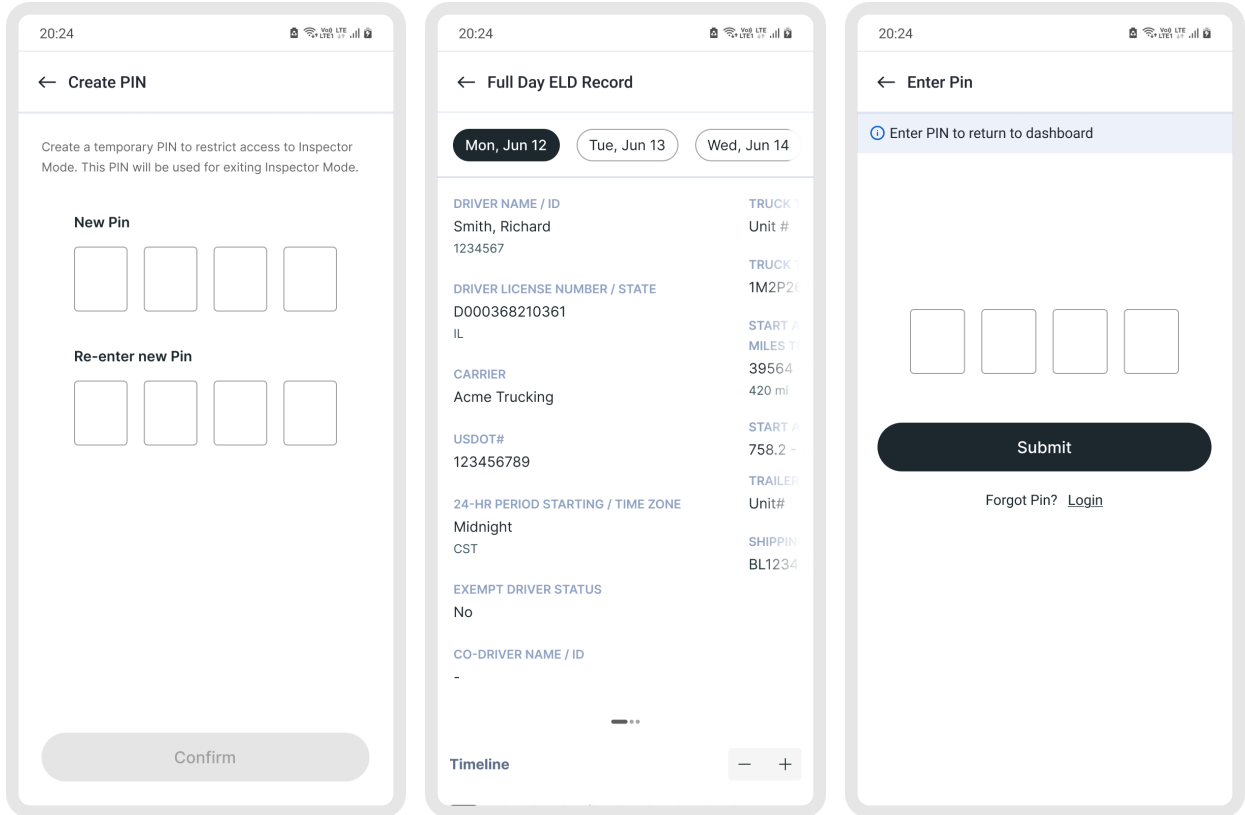
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Send File

Inspector Mode

If the electronic methods of data transfer cannot be performed, the “Inspector Mode” option is available for the official to review your logs manually via your mobile device’s screen.

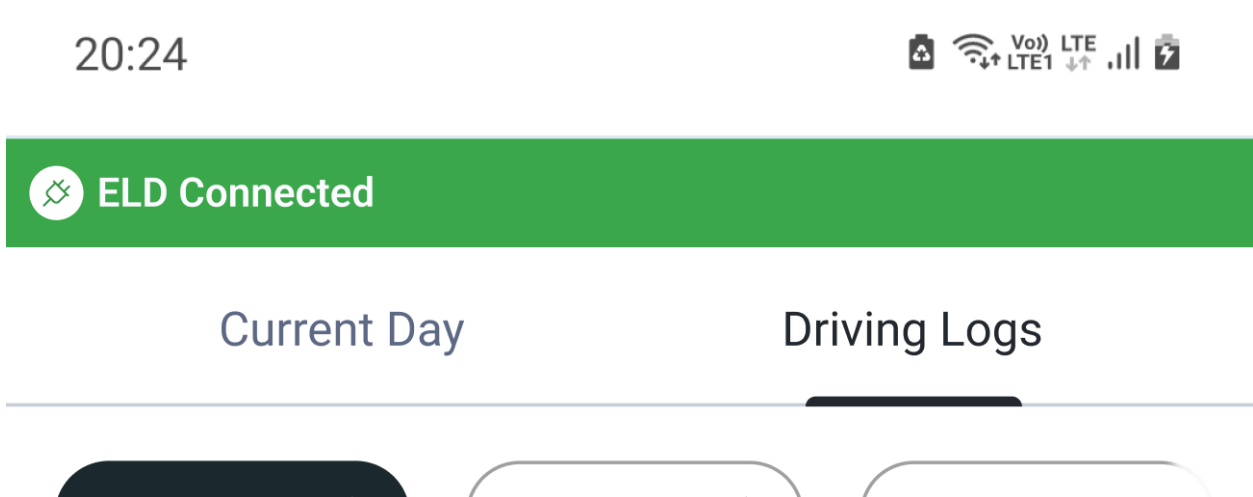
When using “Inspector Mode”, you will be required to enter a one-time PIN to lock down your mobile device in this mode. This is to restrict access to logs beyond the scope of the roadside inspection. Once the official has completed a visual review of your logs, use the back button at the top of the screen and re-enter the one-time PIN you used to enter “Inspector Mode”. In the event you forgot your PIN, you will have an option to reauthenticate into the app using your Username and Password.



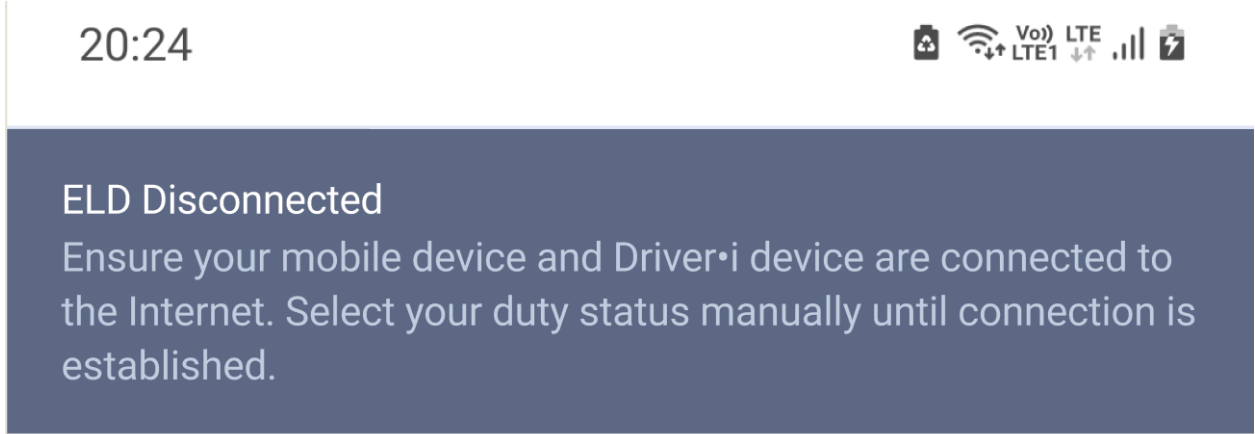
Connection Status, Diagnostic Events, and Malfunctions

Connection Status

While using the Driver•i App, a banner in green will appear temporarily to indicate it is connected to the ELD.

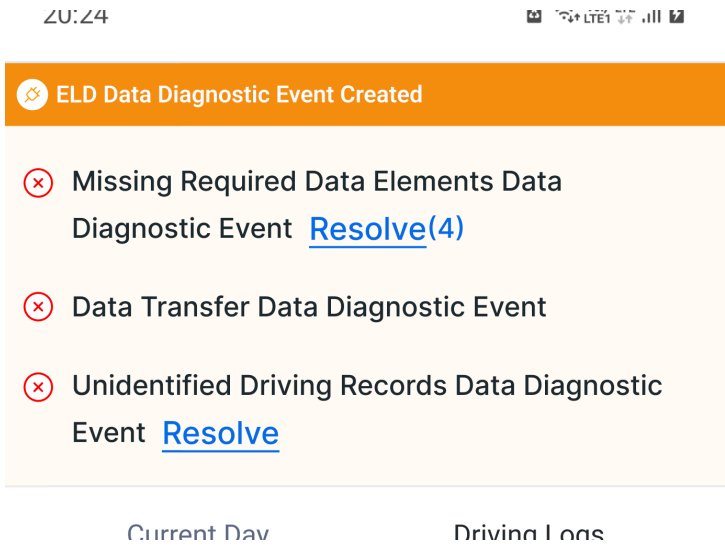


If you temporarily lose Internet connectivity, you may see a gray banner indicating that the ELD is disconnected. During this time, you may not see your duty status update automatically. But upon regaining Internet connectivity the Driver•i App will automatically update your logs to correctly reflect your ON-DUTY and DRIVING duty status logs. You can optionally enter in your duty status manually during this time for them to be reconciled with automatically generated logs when Internet connectivity is recovered.



Data Diagnostic Events

This banner will turn orange indicating that a “data diagnostic event” has been created due to a temporary issue with the ELD. Tap the banner to see details regarding active data diagnostic events. Some of these data diagnostic events may require you to resolve as indicated by the “Resolve” link next to the data diagnostic event name.

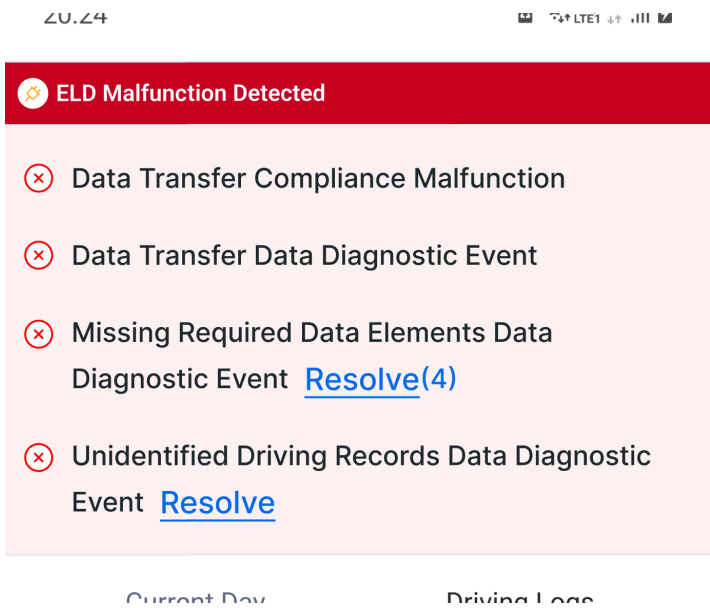


Below is a list of data diagnostic events we track and troubleshooting steps:

Data Diagnostic Event	Description	Troubleshooting Steps
Power Data Diagnostic Event	An ELD must be powered and become fully functional within 1 minute of the vehicle's engine receiving power and must remain powered for as long as the vehicle's engine stays powered.	<ul style="list-style-type: none"> • Confirm the Driver•i camera LED indicator turns green when the vehicle is powered on. • Contact your fleet administrator if the Driver•i camera is not powering on as expected.
Engine Synchronization Data Diagnostic Event	The ELD can no longer acquire updated values for the vehicle data parameters required for records within 5 seconds of the need.	<ul style="list-style-type: none"> • Confirm the Vehicle Data Recorder (VDR) is securely connected to your vehicle's CAN bus port. • Contact your fleet administrator if the problem persists.
Missing Required Data Elements Data Diagnostic Event	Required location information is missing from one or more logs.	<ul style="list-style-type: none"> • Tap the "Resolve" link next to the data diagnostic name to view logs with missing required data; Input the missing location information.
Data Transfer Data Diagnostic Event	Connectivity to the FMCSA for data transfer was lost once in the last 7 days.	<ul style="list-style-type: none"> • Contact your fleet administrator within 24 hours if you are unable to perform a data transfer.
Unidentified Driving Records Data Diagnostic Event	More than 30 minutes of driving in a 24-hour period show unidentified driver on the ELD.	<ul style="list-style-type: none"> • Tap the "Resolve" link next to the data diagnostic name to review and accept unassigned logs. This event will clear when the total unassigned time is reduced to 15 minutes within the last 7 days.

Malfunctions

If one or more malfunctions are active, this banner will turn red. Tap the banner to see details regarding active malfunctions. Typically, a malfunction is an indication that a data diagnostic event has been active for a prolonged time and require immediate attention to resolve. Failure to resolve malfunctions in a timely manner may impact the accuracy of your HOS logs.



Below is a list of malfunctions we track and troubleshooting steps:

Malfunction	Description	Troubleshooting Steps
Power Compliance Malfunction	The power data diagnostics event, described above, indicates an aggregated in-motion driving time understatement of 30 minutes or more on the ELD over a 24-hour period across all driver profiles, including the unidentified driver profile.	<ul style="list-style-type: none"> • Confirm the Driver•i camera LED indicator turns green when the vehicle is powered on. • Contact your fleet administrator within 24 hours if the Driver•i camera is not powering on as expected.
Engine Synchronization Compliance Malfunction	Connectivity to any of the required vehicle data sources is lost for more than 30 minutes during a 24-hour period aggregated across all driver profiles, including the unidentified driver profile.	<ul style="list-style-type: none"> • Confirm the Vehicle Data Recorder (VDR) is securely connected to your vehicle’s CAN bus port. • Contact your fleet administrator within 24 hours if the problem persists.

Timing Compliance Malfunction	The ELD is out of sync with the global UTC clock by at least 10 minutes.	<ul style="list-style-type: none"> • Contact your fleet administrator within 24 hours if the problem persists.
Positioning Compliance Malfunction	The elapsed time without a valid position measurement exceeds a cumulative 60 minutes over a 24 hour period.	<ul style="list-style-type: none"> • Contact your fleet administrator within 24 hours if the problem persists.
Data Recording Compliance Malfunction	The ELD storage is full.	<ul style="list-style-type: none"> • Contact your fleet administrator within 24 hours if the problem persists.
Data Transfer Compliance Malfunction	Connectivity with the FMCSA for data transfer was lost for 72 hours.	<ul style="list-style-type: none"> • Contact your fleet administrator within 24 hours if the problem persists.