

ELD INSTRUCTIONS & GUIDELINES FOR DRIVERS

The Electronic Logging Device (ELD) Mandate is a new Federal requirement for Commercial Motor Vehicles (CMVs) that operate in Interstate commerce found in the Federal Motor Carrier Safety Regulations (FMCSRs). This Mandate requires an electronic logging device and application to be used to track drivers work hours and driving times to ensure the drivers are in compliance with the applicable Hours of Service found within the Federal Motor Carrier Safety Regulations (FMCSRs). These instructions are designed to help a driver subject to this Mandate understand what is required and how to utilize the Electronic Logging Device (ELD).

LOGIN

Each driver will receive a user login and password to be used with the ELD device. The driver will utilize their company cell phone as the ELD Application Device and must download and install the ELD Application. Each driver will be required to login to the ELD Application at the beginning of their shift and logout at the end of their shift. Prior to logging out of the ELD Application, the driver needs to Release the vehicle, change their Duty Status to Off Duty, and electronically sign the record. Failing to login and Selecting a vehicle prior to operating the vehicle will result in an Unidentified Driving Record (UDR) being created. UDRs will be addressed later in these instructions.

VEHICLE SELECTION AND RELEASE

After logging into the ELD Application, each driver will be required to Select the vehicle they intend to operate. Once selected, the driver should complete the Pre-Trip Inspection to ensure the vehicle is in operational condition prior to driving. Failing to complete a thorough Pre-Trip Inspection may result in Roadside Inspection Violations if the vehicle is inspected by DOT officials.

If a driver switches vehicles, the driver must Release the vehicle they have been operating before they can Select the next vehicle to be operated. Prior to Releasing the previous vehicle, a Post-Trip Inspection should be completed. After Selecting the next vehicle to be operated, the driver should complete a Pre-Trip Inspection prior to driving the vehicle.

At the end of the shift, prior to logging out of the Application, the driver should complete a Post-Trip Inspection. Prior to Logging out of the Application, the driver needs to Release the vehicle and place themselves in an Off Duty status, electronically sign the record, and then Log out. This is the last task a driver should complete prior to departing for home. Failing to Release the vehicle may result in another driver operating the vehicle under your login credentials.

CELL PHONE MOUNT

Prior to driving the CMV, the driver's cell phone (with the ELD Application active) needs to be placed in the cell phone mount. Driving a CMV without the cell phone in the mount will result in a regulation violation during a Roadside Inspection. If the cell phone is removed from the mount while at a store or other interim stop, the driver must return the cell phone to the mount (with the ELD Application active) prior to driving.

DRIVER STATUS AND APPLICABLE HOURS OF SERVICE RULES

There are 4 driver statuses and 4 Hours of Service rules that are applicable to each driver. Failing to enter the correct driver status or driving past the Hours of Service limitations will result in a Roadside Inspection violation during an inspection.

DRIVER STATUSES

The 4 Driver Statuses are:

- Off Duty
- Sleeper Berth
- Driving
- On Duty Not Driving

Off Duty is used when a driver is not at work or on a lunch break. While *Off Duty*, a driver is prohibited from doing any work-related activities. Time spent in *Off Duty* is automatically calculated by the ELD device.

Sleeper Berth is used when a driver is resting in a Sleeper Berth, as defined in the FMCSRs. None of the Discount Tire Transportation, Inc. vehicles are equipped with a Sleeper Berth, thus this Driver Status shall not be used.

Driving is used when a driver is operating (driving) the CMV. This Driver Status is automatically changed when the vehicle starts moving. A driver will not need to place themselves into the Driving mode and Driving time is unable to be edited or changed. *Driving* time is automatically calculated by the ELD device.

On Duty Not Driving is used when a driver is working, but not Driving the vehicle. This time includes all work hours at the office, warehouse, facilities, stores, or elsewhere for Discount Tire or Discount Tire Transportation, Inc. This driver status includes all time meeting the definition of On Duty in the FMCSRs. *On Duty Not Driving* time is automatically calculated by the ELD device.

HOURS OF SERVICE RULES

The 4 Hours of Service rules are:

- 11-Hour Rule
- ½-Hour Break Rule
- 14-Hour Rule

- 60-Hour Rule

11-Hour Rule. A driver is not allowed to drive more than 11 hours during their shift (cumulative) and must have 10 hours *Off Duty* between shifts. The Driving time will automatically be calculated by the ELD Device. Driving more than 11 hours (cumulative) will result in a violation being recorded by the ELD device.

½-Hour Break Rule. A driver is not allowed to drive a CMV after 8 hours since their last break of 30 minutes or more. The ½ hour break must be in *Off Duty* status. The driver will need to park the vehicle and switch their duty status to Off Duty for 30 minutes prior to the 8th work hour of each shift. During the ½ hour break, drivers are not allowed to do any work related activities and must be able to do any non-work related activities of their choosing (except consume alcohol or illegal activities). The 30 minute break must be for a full 30 minutes; a break of 29 minutes and 59 seconds will result in a violation being recorded by the ELD device. Driving past the 8th hour since the last break or Off Duty period of 30 minutes or more will result in a violation being recorded by the ELD device.

14-Hour Rule. A driver is not allowed to drive a CMV after the 14th work hour of a shift. Each shift must be separated by a 10 hour *Off Duty* period. Driving after the 14th work hour will result in a violation being recorded by the ELD device. For instance, if a driver begins their shift at 6 A.M., the driver will not be able to drive after 8 P.M. that same day.

60-Hour Rule. A driver is not allowed to drive a CMV after the 60th work hour with a 7-day period. The 60-Hour rule is automatically calculated by the ELD device and includes the current day work hours and the work hours from the previous 6 days. Driving after the 60th work hour within a 7-day period will result in a violation being recorded by the ELD device.

COMMENTS AND ANNOTATIONS

The ELD Application will allow drivers to enter comments and annotations for activities completed or explanations needed for unusual circumstances. To enter a comment or annotation, a driver should locate the related Duty Status time frame and click on the comments indicator. After entering the comments or annotations, the driver will need to save the entry. Common entries may include, but not limited to, store number, fueling, loading, unloading, traffic delays, break or lunch time, and unusual circumstances or activities.

EDITING THE RECORD OF DUTY STATUS

A driver will have the ability to edit the Duty Statuses, except for *Driving* time. Editing *Driving* time is prohibited by the FMCSRs and thus omitted as an option for anyone by the ELD provider. Common mistakes that would require a driver to edit the ELD record

include forgetting to log *Off Duty* for the 30-minute break or forgetting to change the Duty Status to *Off Duty* when finished at the end of the day. To correct the error, a driver should locate the Duty Status entry and follow the User Manual instructions on changing the incorrect portion. Each edit must include an annotation or explanation as to why the edit was completed. The edited record must be electronically signed to be valid. Failing to electronically sign each record will result in a violation being recorded by the ELD device. Falsification of ELD records is a violation of the related FMCSRs.

UNIDENTIFIED DRIVING RECORDS (UDRs)

An Unidentified Driving Record (UDR) is a record of a vehicle being operated without a driver being logged in and Selecting the vehicle. The ELD Device will recognize that the vehicle is moving, but will not have an assigned driver to attribute the movement to. The UDR will be reported to management and the manager must assign the UDR to the appropriate driver. Managers, who are not drivers but occasionally relocate the vehicle on Discount Tire property, are required to have an Exempt Driver login and follow the same procedures as the drivers prior to operating the vehicle.

The only acceptable UDR occurs when the vehicle is operated by a mechanic in the course of maintaining the vehicle. In such a case, the manager shall assign the UDR to the Mechanic Account; Mechanic Accounts are reviewed during DOT Audits and falsification of such records is a serious violation of the FMCSRs.

If a driver receives a UDR from the manager, the driver must either Accept or Reject the UDR. If a driver fails to address the UDR, the UDR remains a violation of the FMCSRs and is discoverable during a DOT Audit. Upon reviewing the UDR, a driver shall determine if they were the person operating the vehicle during the time frame of the UDR. If the driver was operator of the vehicle, the driver shall Accept the UDR and it will automatically be populated into the driver's ELD Hours of Service history; any violations resulting from adding the additional Driving time will be recorded as a violation by the ELD Device. If the driver determines they were not operating the vehicle during the time frame of the UDR, the driver shall Reject the UDR which will return it to the manager. The manager will then be required to determine who the correct driver was and send the UDR to that driver.

REQUIRED VEHICLE ITEMS

The following is a list of items each driver must ensure is in the vehicle, during the Pre-Trip Inspection, prior to operating the vehicle:

- Emergency Triangles (3)
- Fire Extinguisher
- Spare fuses for necessary vehicle equipment
- ELD Device User Manual

- ELD Device Malfunction Explanation Sheet
- ELD Quick Reference Guide
- ELD Device Inspection Instructions, including how to complete a Data Transfer
 - o Web Services Data Transfer
 - o Email Data Transfer
- 8 Blank Paper Logbook Pages

Emergency Triangles are reflective devices that can be assembled into the shape of a triangle. Each CMV must have at least 3 *Emergency Triangles*. The *Emergency Triangles* are used when a CMV has a mechanical failure and is stopped in the roadway or on the side of the roadway to warn approaching vehicles of its location. *Emergency Triangles* must be deployed within 10 minutes or less of the vehicle breakdown.

Fire Extinguisher. Each CMV shall possess a *fire extinguisher* that is fully charged, mounted, and easily accessible by the driver.

Spare fuses. Each CMV shall possess at least one *spare fuse* of each type and size for necessary vehicle equipment, like headlights, taillights, brake lights, etc.

ELD Device User Manual.

ELD Device Malfunction Explanation Sheet.

ELD Quick Reference Guide.

ELD Device Inspection Instructions. including how to complete a Data Transfer.

- Web Services Data Transfer
- Email Data Transfer

8 Blank Paper Logbook Pages.