

# **ELECTRONIC LOGGING DEVICE (ELD) INSTRUCTIONS & GUIDELINES - QRG**

## **EACH DRIVER WILL**

- Utilize their company cell phone as the ELD Application Device
- Receive a user login and password to be used with the ELD device
- Download and install the ELD Application

## **LOGIN**

- Login to the ELD Application at the beginning of the shift
- Select a vehicle
- Logout at the end of the shift

## **LOG OUT –**

Prior to logging out of the ELD Application:

- Release the vehicle
- Change their Duty Status to Off Duty
- Electronically sign the record
- Log Out

## **VEHICLE SELECTION AND RELEASE**

Each driver will be required to “select” the vehicle they intend to operate

Once the vehicle is selected:

- Complete the Pre-Trip Inspection to ensure the vehicle is in operational condition prior to driving

If a driver switches vehicles:

- Complete a Post-Trip Inspection
- Release the vehicle
- Select the next vehicle to be operated
- Complete a Pre-Trip Inspection prior to driving the vehicle

## **CELL PHONE MOUNT**

- Each driver's cell phone (with the ELD Application active) needs to be placed in the cell phone mount
- If the cell phone is removed while at a store or other interim stop, return it to the mount prior to driving

## **DRIVER STATUS**

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**

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 8<sup>th</sup> 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 8<sup>th</sup> 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 14<sup>th</sup> work hour of a shift. Each shift must be separated by a 10 hour *Off Duty* period. Driving after the 14<sup>th</sup> 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 60<sup>th</sup> 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 60<sup>th</sup> work hour within a 7-day period will result in a violation being recorded by the ELD device.

## **COMMENTS AND ANNOTATIONS**

To enter a comment or annotation:

- Locate the related Duty Status time frame and click on the comments indicator
- Enter the comments or annotations
- Save the entry

## **EDITING THE RECORD OF DUTY STATUS**

A driver will have the ability to edit the Duty Statuses, except for *Driving* time

To correct an error:

- Locate the Duty Status entry
- Follow the User Manual instructions on changing the incorrect portion
- Include an annotation or explanation for each edit
- Electronically sign the record

## **UNIDENTIFIED DRIVING RECORDS (UDRs)**

A record of a vehicle being operated without a driver being logged in; the ELD will recognize vehicle movement, but will not have an assigned driver

- The UDR will be reported to management
- the manager must assign the UDR to the appropriate driver

Managers who are **NOT** drivers (relocating vehicles on DT property):

- Will have an EXEMPT DRIVER login

- Will follow the same procedures as drivers

The ONLY acceptable UDR –

- A mechanic operates vehicle in the course of maintenance
- Manager assigns UDR to the Mechanic Account

If a driver receives a UDR, the driver must:

- Determine if they were the person operating the vehicle during the time frame
- Accept or Reject the UDR

If a driver fails to address a UDR:

- UDR remains a violation of the FMCSRs
- is discoverable during a DOT Audit

## **REQUIRED VEHICLE ITEMS**

Ensure the following are in the vehicle during the Pre-Trip Inspection (prior to operating the vehicle):

- Emergency Triangles (3)
- Fire Extinguisher
- Spare fuses for necessary vehicle equipment
- A mounting device (in view of the driver) for the cell phone used to access the ELD app
- 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

## **VIOLATIONS**

- Failing to login and selecting a vehicle prior to operating the vehicle will result in an Unidentified Driving Record (UDR) being created.
- Failing to complete a thorough Pre-Trip Inspection may result in Roadside Inspection Violations
- 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
- Failing to Release the vehicle may result in another driver operating the vehicle under your login credentials

- Driving a CMV without the cell phone in the mount will result in a regulation violation during a Roadside Inspection
- Editing *Driving* time is prohibited by the FMCSRs and thus omitted as an option
- 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.
- Falsification of UDRs is a serious violation of the FMCSRs