Telogis WorkPlan

Hours of Service

ELD Driver User Guide

v3.0

Contents

Hours of Service

The **Hours of Service (HOS)** screen is a plug-in for monitoring your federal **Hours of Service** status and checking that it complies with legal restrictions. This screen appears when you select **HOS** from the Telogis WorkPlan **Home** screen:
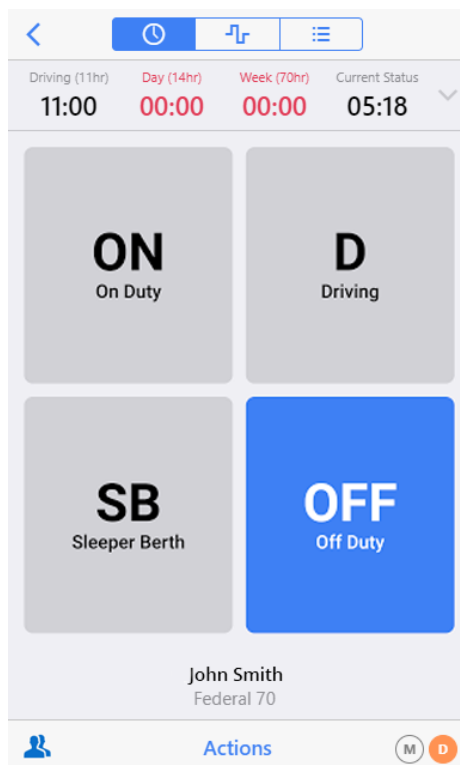
The following buttons are used to navigate between the **HOS** screens:

    🕐 The HOS Status screen lets you view and change your current HOS status, and shows time remaining before HOS limits are exceeded.

    📊 The HOS Graph screen lets you view a graphical display of your HOS status over time.

    📋 The Event List screen lets you view a list of all HOS events, such as change of status or any HOS limits that have been exceeded.

The HOS plug-in can also be configured to display various Warnings to help you stay aware of your time remaining against HOS rules. To view the HOS plug-in version installed on your device, open the Telogis WorkPlan **Setting** screen, then tap **About** and scroll to **Version** under the **HOS** section.

Using WorkPlan as an ELD

Telogis Hours of Service within Telogis WorkPlan can be used as an electronic logging device (ELD) to help with ELD compliance. To be compliant with the ELD regulations, you must follow the guidelines and steps described below in the correct order.

> Telogis HOS is compliant with:
> - Regulations on automatic on-board recording devices defined in 49 CFR § 395.15 by the US Federal Motor Carrier Safety Administration (FMCSA)
> - Regulations on electronic recording devices defined in Section 83 of the Canadian Commercial Vehicle Drivers Hours of Service Regulations

Hardware Installation

When using Telogis WorkPlan as an ELD, a supported hardware unit must be installed in your vehicle. Follow the instructions in the corresponding hardware installation guide, unless the hardware has already been installed for you.

After the installation, your Telogis representative will configure your account appropriately, so that your mobile device, running Telogis WorkPlan will automatically connect to the vehicle unit when you turn the vehicle on and log into Telogis WorkPlan.

Important Notes

- Always leave the screen on your device on, so that you can see the hours of service status screen and any malfunctions or diagnostic events at all times.
- Follow the steps under Starting Your Vehicle and Logging In in the order specified, to ensure that all relevant ELD events are captured correctly.
- You must be logged in to Telogis WorkPlan to capture and report hours of service information.
- You must log of out of Telogis WorkPlan at the end of the day or shift. This prevents reporting errors and maintains privacy.
- Co-drivers must not use their own device. They must log in to the same device as the main driver.
- If you are experiencing any malfunctions or diagnostic issues, you must follow the steps described under Troubleshooting Malfunctions and Diagnostic Issues.

Starting Your Vehicle and Logging In

Follow these steps before you start driving:

1. Get into your vehicle.

2. Turn on your mobile device.

3. Start Telogis WorkPlan and log in. (Do not yet select your vehicle from the list.)

4. Turn on the vehicle's engine.

5. Select your vehicle from the vehicles list in Telogis WorkPlan. (You might need to refresh the vehicles list if your vehicle is not displayed.)

6. Complete any forms you might need to fill out in Telogis WorkPlan.

7. If you have got a co-driver, he or she should also log in to Telogis WorkPlan.

8. Open Hours of Service from the Telogis WorkPlan home screen, so that you can see your HOS timers and diagnostics. Ensure that the screen remains on.

9. Start driving.

Stopping Your Vehicle and Logging Off

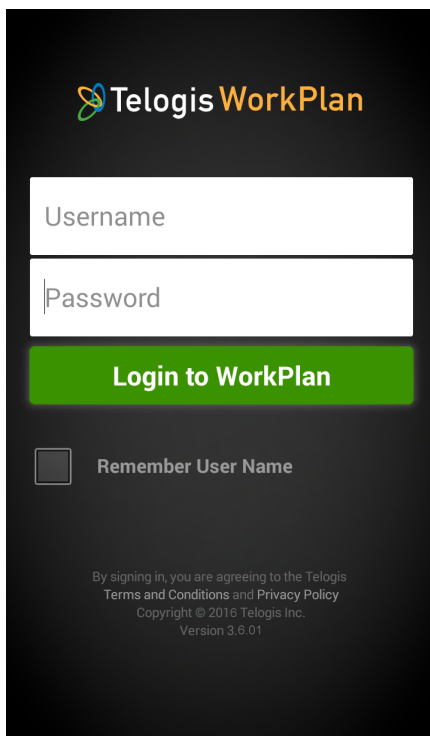Follow these steps after you have stopped driving:

1. Stop your vehicle.

2. Turn off your vehicle's engine.

3. Log out of Telogis WorkPlan and complete any forms you might need to fill out.

4. If you have a co-driver, he or she should also log out of Telogis WorkPlan.

5. Close Telogis WorkPlan.

Logging in and Out
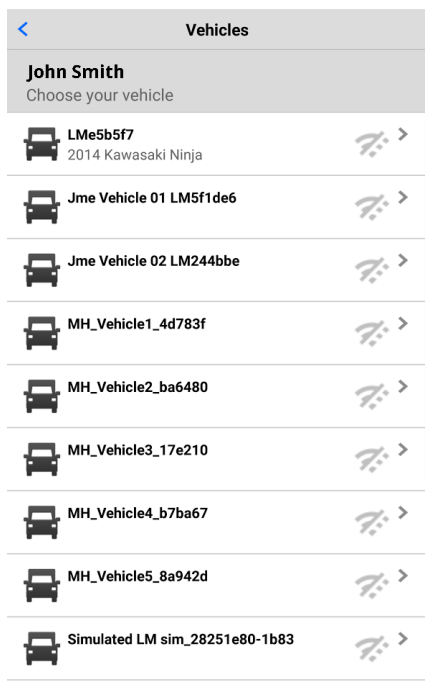
Logging In

To log in to your account:

1. Enter your username (an email address, or a combination of account and username in the format "account:username") into the **Username** field.

2. Enter the password into the **Password** field**.**

3. Select **Remember User Name** if you want your username to be added automatically in the future. Do not select this check box if security is a concern. See also the automatic recovery section below to prevent accidental access by unauthorized users.

4. Read through the application's **Terms & Conditions** and the **Privacy Policy**. These are available using the links that appear at the bottom of the screen. By signing in, you agree to be bound to these terms and policy.

5. Tap **Login to WorkPlan**.

6. If you are presented with a list of vehicles, select the vehicle you will be driving in this shift. If you don't have a vehicle assigned to you yet, select **No Vehicle** from the bottom of the list.

‹	**Vehicles**		
John Smith			
Choose your vehicle			
🚗	**LMe5b5f7** 2014 Kawasaki Ninja	📶	›
🚗	**Jme Vehicle 01 LM5f1de6**	📶	›
🚗	**Jme Vehicle 02 LM244bbe**	📶	›
🚗	**MH_Vehicle1_4d783f**	📶	›
🚗	**MH_Vehicle2_ba6480**	📶	›
🚗	**MH_Vehicle3_17e210**	📶	›
🚗	**MH_Vehicle4_b7ba67**	📶	›
🚗	**MH_Vehicle5_8a942d**	📶	›
🚗	**Simulated LM sim_28251e80-1b83**	📶	›

> ℹ️ By default, you will be asked to identify your vehicle every time you log in. It is possible for your manager to configure your account such that the vehicles list will appear only once following the initial login. On subsequent logins, Telogis WorkPlan will assume that you are using the same vehicle.

7. If you have just selected a new vehicle, you will next see the Shipment Information screen. This screen displays information about your shipment and vehicle.

Cancel	**Shipment Information**	Done

Please enter or update the information for the trip.

SHIPMENT DOCUMENT NUMBER

Doc #   1234   ⊗

Otherwise known as a Manifest or Order Number.

SHIPPER AND COMMODITY

Shipper   MyCompany   ⊗

Commodity   Food   ⊗

TRAILERS

Trailer #'s   123 234   ⊗

Trailer numbers are required. If you do not have a trailer,
enter "NA".

8. Optionally, change any of the settings on the **Shipment Information** page and then tap **Done**.

9. If your account is configured to include an inspection report on start-up, you will next see a Pre-DVIR form. Fill out the form, sign it, and submit it.

10. When you have completed all of the preceding steps, you will see the Home screen.

Unable to Log In

If you are unable to log in, this could be caused by one of the following reasons:

- You might be using incorrect login credentials. Check that you are using either an email address or the account and username in the format 'account:username'.
- You might have mistyped your login credentials. Check your username and type your password in again. Ensure that you don't have Cap Locks on and that there are no trailing spaces.
- You might have access restrictions applied to your account. An administrator can configure a user access window within the Telogis platform, which limits the days and times that you are able to log in to the Telogis WorkPlan app. If you log in outside of the user access window you will see a message stating 'We can't log you in because of your login restrictions.', along with information about whether you are scheduled to work that day, when your shift will start or when it has ended.

Logging Out

To log out of Telogis WorkPlan:

1. Tap the user button in the lower right corner of the screen.
2. Tap **Log Out**.

Automatic Recovery

If Telogis WorkPlan crashes or stops unexpectedly for any reason - for example, if your mobile device closes the application while it is running in the background to free system resources - Telogis WorkPlan will automatically resume to the **Home** screen when subsequently reopened.

Under these circumstances (the application closing without the user first logging out) you will **not** be prompted to re-enter your username or password, and the application will restore itself to the last known user state: user account, chosen vehicle, Hours of Service status and other settings. For this reason, it is important that when you have finished using the application you log out from the Telogis WorkPlan **Home** screen by tapping the user button in the lower right corner of the screen and selecting **Log Out**.

Switching to Your Co-Driver

> Support for the Co-Driver option must be enabled by your administrator, for your account and all your co-drivers' accounts.

A co-driver is a driver who takes turns driving the same vehicle with you. Only one driver may be assigned to a vehicle at a time. This is the current driver. If you are using Hours of Service, any HOS event data generated is assigned to the current driver. This includes HOS status information, mileage driven, and any violations, diagnostic events, or malfunctions.

All co-drivers must log in before the vehicle starts moving. See Log in a Co-Driver for instructions on how to log in a new co-driver. See Switching Driver for instructions on how to switch from one co-driver to another.

Even if you are not currently driving, you may still access your Telogis WorkPlan account to view information on HOS or jobs, or to fill in forms or inspection reports. See Switching User for instruction on how to switch from one Telogis WorkPlan user to another, while someone else is the current driver.
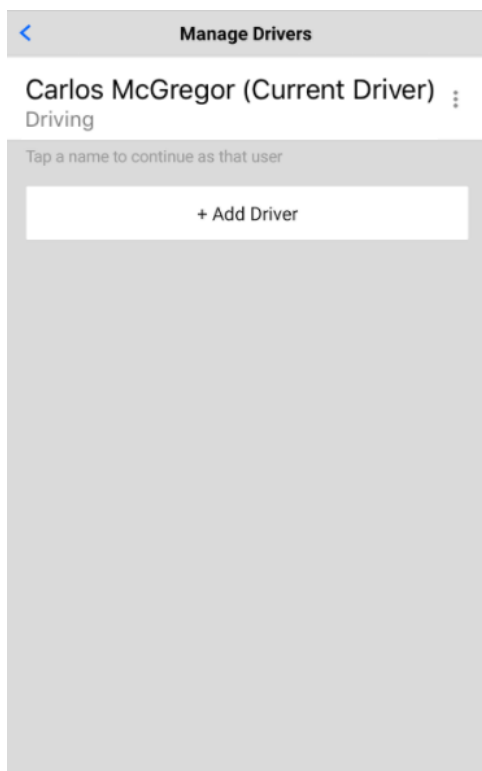
> If you are using Telogis WorkPlan as an ELD, all co-drivers must log in to Telogis WorkPlan prior to the vehicle starting motion.

Log in a Co-Driver
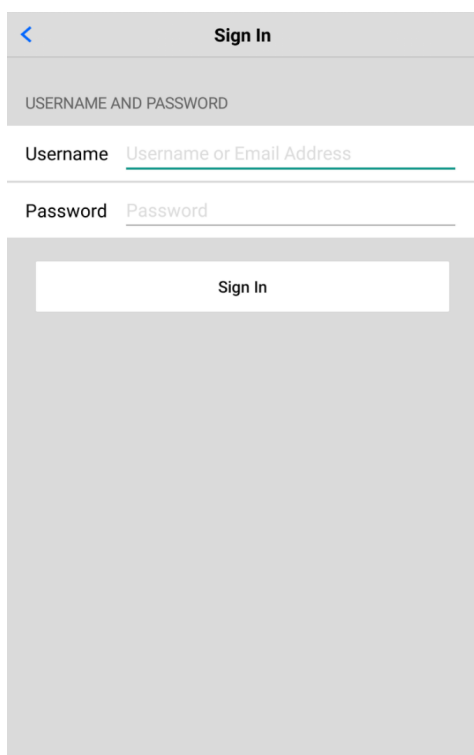
To log in a new co-driver:

1. From the Telogis WorkPlan **Home** screen, tap the **User** icon in the lower right corner of the screen.
2. Select **Manage Drivers**.
3. On the **Manage Drivers** screen tap **Add Driver**. You may add up to three co-drivers.

4. Enter the new co-driver's credentials, and tap **Sign In**.

Switching Driver

To switch from one co-driver to another:

1. Ensure that the vehicle is stationary and the current driver is not in Driving status.

2. From the Telogis WorkPlan **Home** screen, tap the **User** icon [icon] in the lower right corner of the screen.

3. Select **Manage Drivers**.

4. The **Manage Drivers** screen lists all users that are currently logged in as co-drivers. The current driver is the user who is currently assigned to the vehicle. The user's current HOS status is shown underneath the name.
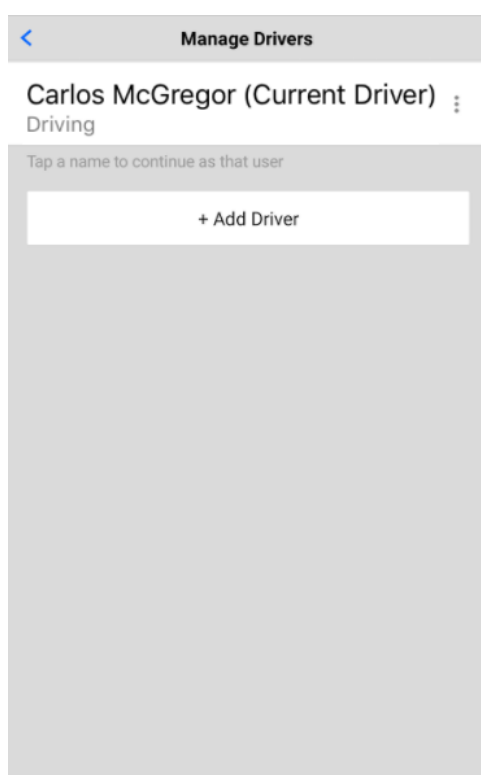
5. Tap the menu button [icon] to the right of the new co-driver and select **Set as Current Driver**.
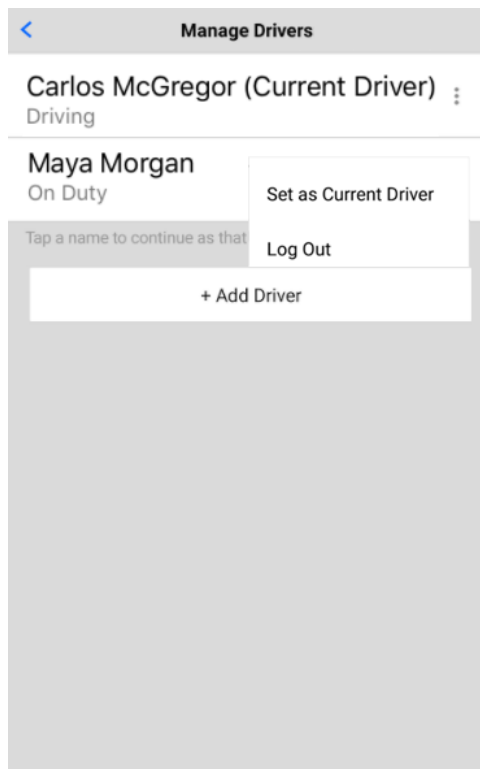
6. The current driver will be switched to the co-driver. Depending on how the co-driver's account is configured, he or she might be prompted to input an event type and note, or shipment information.
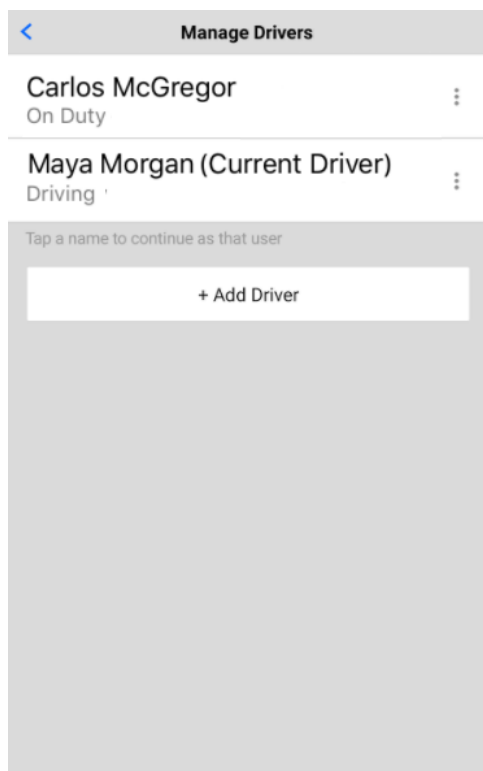
> You can also access the **Manage Drivers** screen from the **HOS Status** screen, by tapping the co-driver icon in the lower left corner of the screen.

Switching User

To switch user without switching driver:

1. From the Telogis WorkPlan **Home** screen, tap the User icon in the lower right corner of the screen.
2. Select **Manage Drivers**.

3. Tap the name of the user.

4. As the current user, you will see your own jobs, forms and HOS data. HOS data that is generated while you are the current user and someone else is the current driver will be recorded against the current driver.

> You can also access the **Manage Drivers** screen from the **HOS Status** screen, by tapping the co-driver icon ⧉ in the lower left corner of the screen.

HOS Status Screen

The **HOS Status** screen displays your current status, lets you switch between status codes, and shows time remaining before HOS limits are exceeded. This screen appears when you first tap the **HOS** button from the Home screen, or when you tap the **HOS Status** screen button 🕐 in the title bar from the HOS Graph or Event List screens.
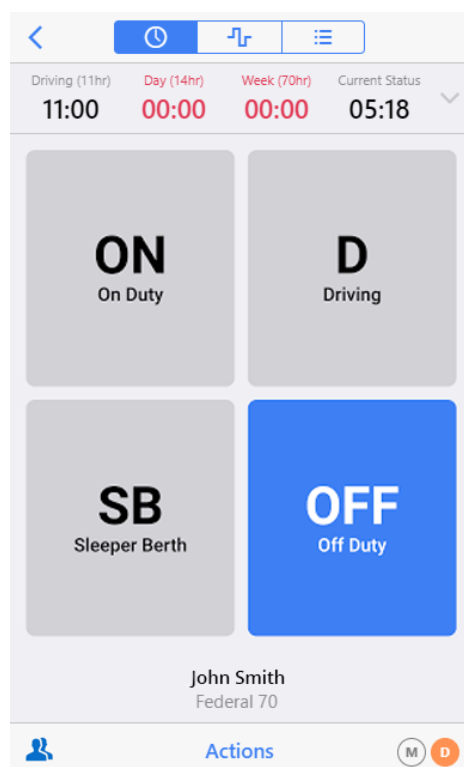
The **HOS Status** screen contains the following elements:

- At the top of the screen, countdown timers indicate the time remaining before reaching HOS limits for the day and the week.
- Use the ⌄ button to the right side of the countdown timers to view more detailed HOS status information.
- The main body of the screen lists the various HOS status codes. Your current status is highlighted in blue, and any status codes that you can't select are shaded light gray. To change your current status, tap the button corresponding to your appropriate status.
- At the bottom of the screen is a summary of your current driver information: your name, your assigned vehicle name, and your assigned HOS rule set (for example Federal 60, Texas 70).
- Use the co-driver button 👥 to open the **Manage Driver** screen where you can change the current driver (Switching Driver) and change the current user (Switching User).
- Use the **Actions** button in the lower part of the screen to perform one of the following actions:

  - Review and certify unsigned HOS logs
  - Enable the 100 air-mile exemption
 - Enable the non-CDL short-haul exemption

- o [Enable the general exemption](#)
- o [Enter Personal Conveyance mode](#)
- o [Enter Yard Move mode](#)
- o [Enter Inspector mode](#)
- o [Fill in your shipment information](#)

The settings that are available in the **Actions** menu depend on how your account is configured.

- The malfunctions (M) and diagnostics (D) indicators show whether there are any connectivity issues or diagnostic information. The icons are colored if there are any issues. Tap the icons to go to the **Indicators** screen, where you can get information on [current malfunctions or diagnostic issues](#).

HOS Graph Screen

The **HOS Graph** screen lets you view a graphical display of your HOS status over time. You can display this screen by tapping the **HOS Graph Screen** button ⎍ from the HOS Status or Event List screens.
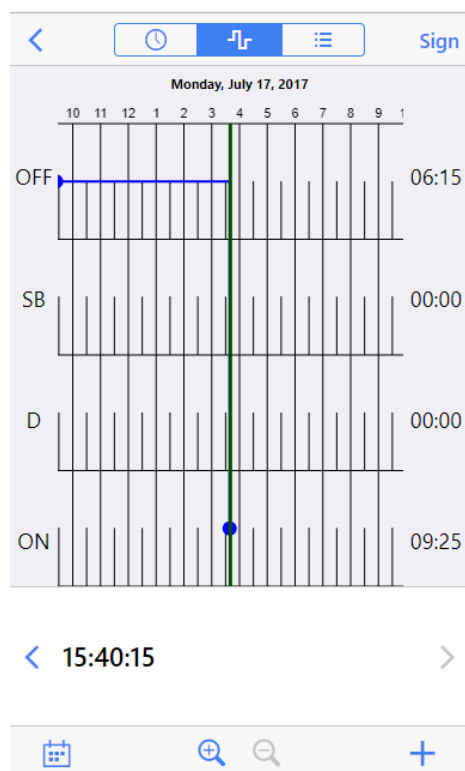
This screen displays your daily log as a chart, with a timeline running left to right covering the 24hr log period, and a row for each possible HOS status. The blue line moves between the different HOS status codes to indicate your status at any given point during the log period. On the far right of each row is the accumulated time spent in that status in the log period. The date of the log currently being viewed is displayed above the graph. The graph can be touch-scrolled left and right to view the full 24hr period.

In the title bar, a button labeled **Sign** lets you review and certify the HOS log represented by this graph. If the HOS log has already been certified, the label **Signed** is shown instead.

The green vertical line is a cursor that indicates the currently selected event or time. Just below the graph are two buttons, ‹ and ›, which let you move to the previous or next event in your log.

At the bottom of the screen are the following controls:

📅 Change the date shown in the graph by selecting a new date from a list of possible days.

✏️ Edit the selected event, changing the status, the time, or any notes. Shown only if an event is selected.

➕ Add a new event at the time where the cursor is positioned. Shown only if no event is selected.

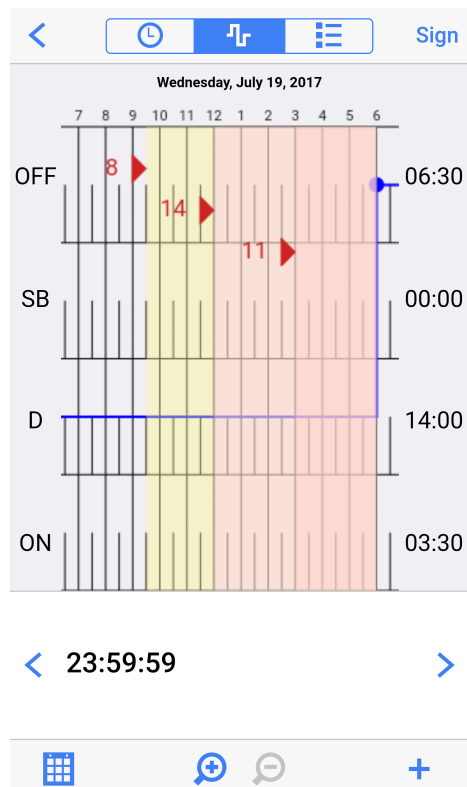🔍 Zoom in to view a shorter time period.

🔍 Zoom out to view a longer time period.

> ℹ️ The ➕ and ✏️ buttons are shown if your manager has configured your account with permissions to edit events.

If an HOS limit has been exceeded, red indicators will appear on the graph at the time the limit was exceeded, and the graph will be shaded to indicate the duration of the exceedance.

If you enable or disable the 100 air-mile exemption, a red indicator will appear on the graph with the label **100M ON** (when you enable the exemption) or **100M OFF** (when you disable the exemption).
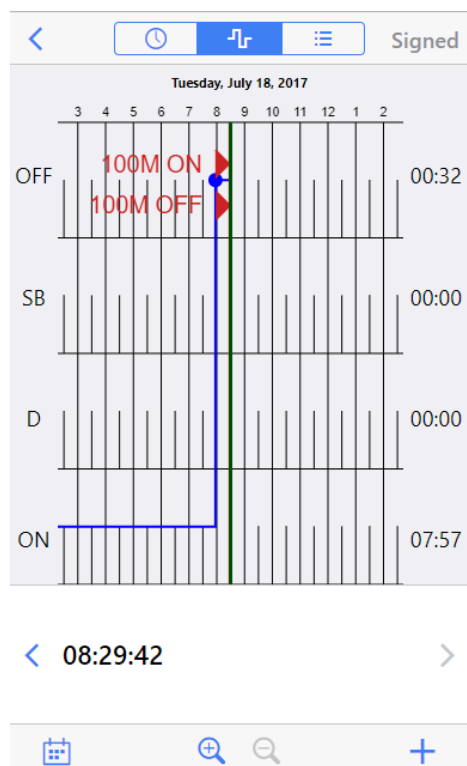
If you enable or disable the non-CDL short-haul exemption, a red indicator will appear on the graph with the label **NON-CDL SH ON** (when you enable the exemption) or **NON-CDL SH OFF** (when you disable the exemption).
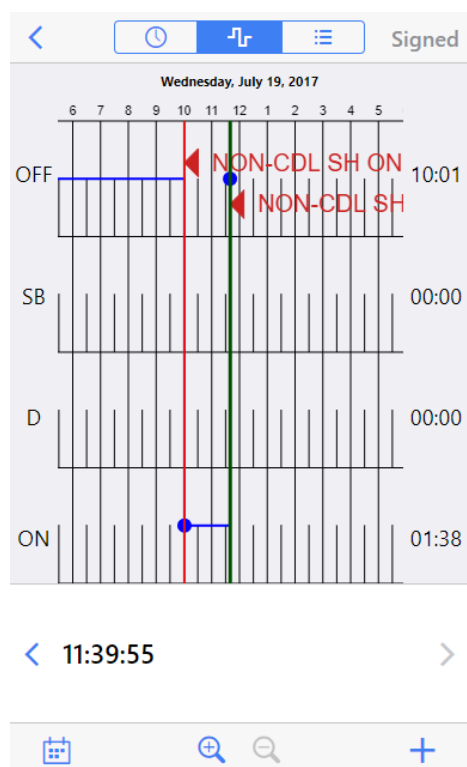
If you use the modes Personal Conveyance or Yard Move, a red indicator will appear on the graph with the label **PC** (when 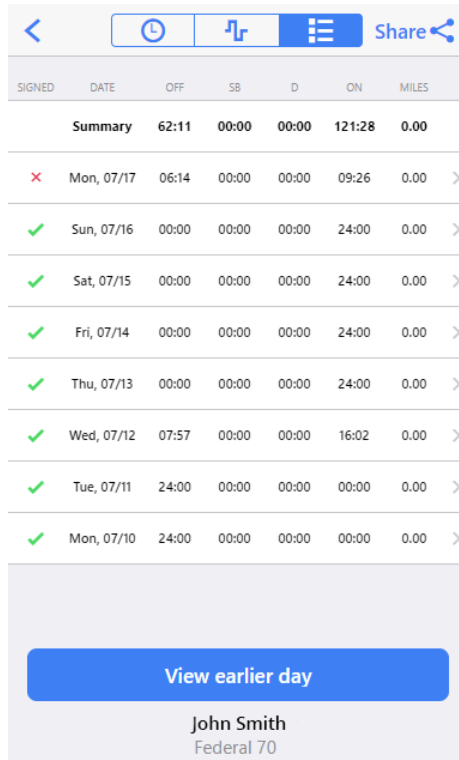you enter Personal Conveyance mode) or **YM** (when you enter Yard Move mode). The time spent in the respective mode is highlighted in light blue on the graph.
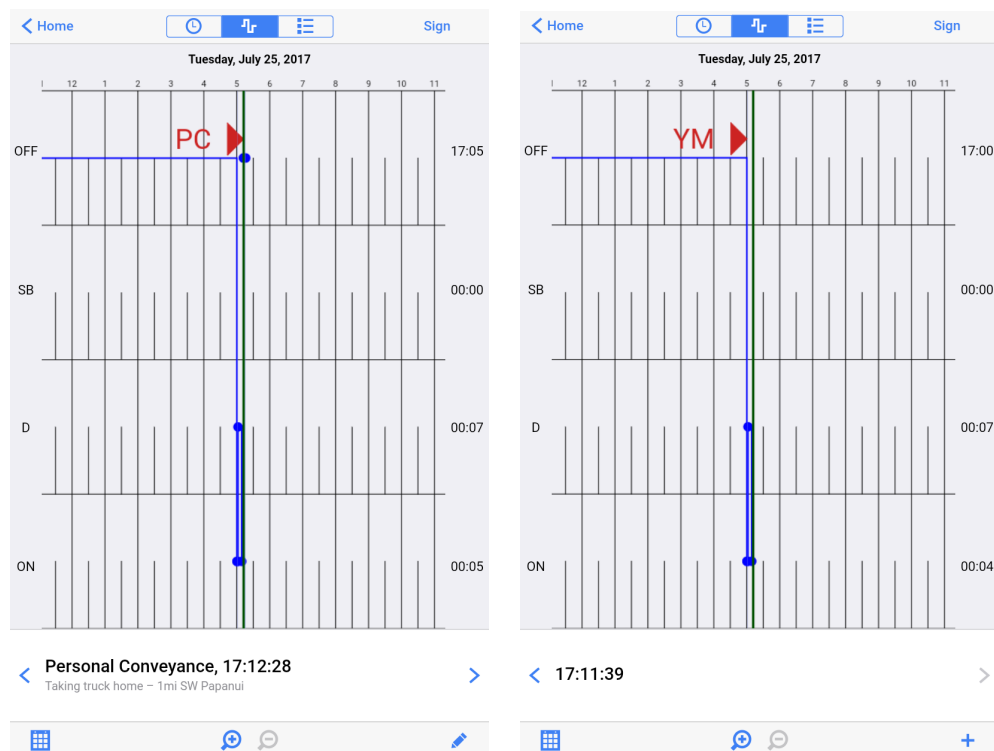
Event List Screen

The **Event List** screen displays a summary of your time over the last 8 days, displaying time spent in each HOS status on a day by day basis, and lets you drill down to view individual daily event logs. You can display this screen by tapping the **Event List Screen** button ⊟ from the [HOS Status](#) or [HOS Graph](#) screens.

The top row of the table shows a summary of the time that you have spent in each HOS status over the past 8 days, It also displays the total number of miles driven over the same period.

The main body of the table contains one entry for each day in the 8 day period leading up to the current date. The columns contain the following information:

- A restart indicator ⟳ in the far left column for any off duty periods that have been used as a weekly reset.
- A tick or a cross to indicate whether the HOS log for this day has been signed off.
- The date of the 24hr log period.
- The time spent in each HOS status code during the specified period.
- The distances driven on each day.

At the bottom of the screen is a summary of your current driver information: name, assigned vehicle, and HOS rule set (for example Federal 60, Texas 70).

Tap **Share** ⤴ in the upper right corner to [send your HOS logs](#) to a specified email address.

Tap the ⟩ button to the right of each daily entry to [view the daily log](#).

Tap **View earlier day** to view the HOS log for a day in the past.

Changing Your HOS Status

Changing Your HOS Status Automatically

Your HOS status is automatically changed from On Duty to Driving, if your vehicle is moving. Your status is automatically changed from Driving to On Duty if your vehicle is stationary.

If your status is not changed automatically, check the malfunction and diagnostic indicators on the HOS Status screen and use the Troubleshooting Malfunctions and Diagnostic Issues section to find out how to solve the issues.

Changing Your HOS Status Manually

To change your HOS status manually, go to the HOS Status screen and tap the appropriate status button whenever your HOS status changes.

> Depending on your account configuration, you might receive a Warning when changing HOS status, to remind you of time remaining against current HOS rules.

Entering and Leaving the In Motion Mode

When vehicle movement is detected, you will automatically be placed into the In Motion mode. The In Motion UI displays the following information:

- Current HOS status (Driving)
- HOS clocks showing the time spent in the current status and the time remaining before HOS limits for the day and the week are exceeded.
- Information about the driver, the vehicle, the rule set, and the exemption enabled (if applicable).
- The malfunctions (M) and diagnostics (D) indicators. These are colored if there are any issues.
- An **On Duty** button that allows you to manually switch your HOS status to on duty when you have finished driving. This button is disabled while your vehicle is moving.
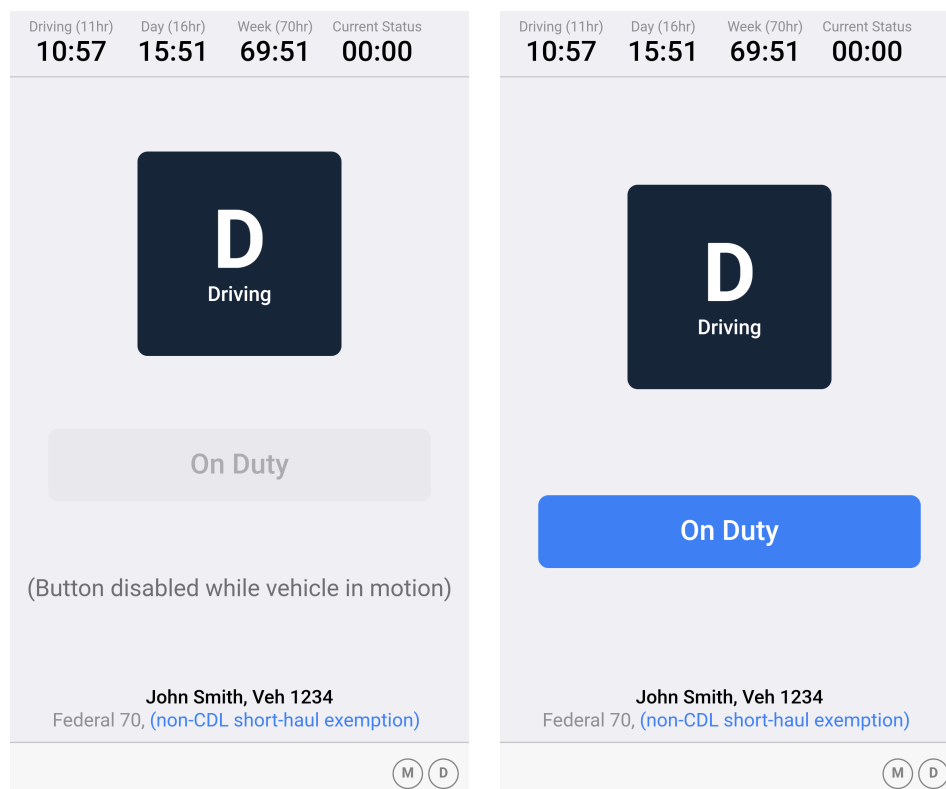
To exit the In Motion mode, either tap **On Duty** or wait for the mode to be exited automatically. The latter will occur when there is a valid connection to your vehicle ECM and no movement has been detected for more than 6 minutes. The process of automatically switching to the On Duty status begins with the display of a warning message if the vehicle has been stationary for 5 minutes. If you do not react to this warning within a minute, you will automatically be switched to On Duty.
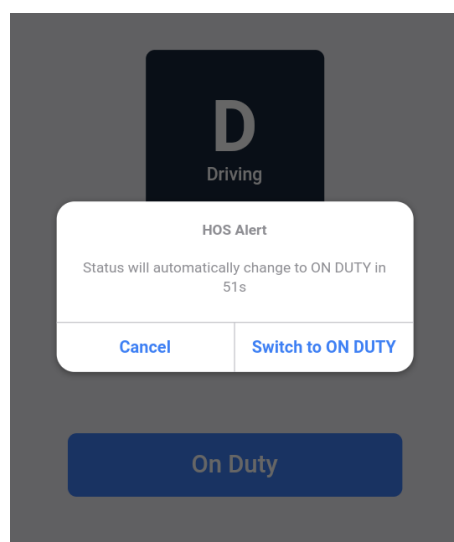
Adding Status Notes to an Event

If you have **Status Notes** enabled in your account, you will be prompted to select an event type whenever you change your status.

Cancel	Done
EVENT TYPE	
No event type	✓
Fuel	
Meal	
BREAK	
DOT Break	
Unloading	
Loading	
Personal Conveyance	
Meeting	
Warehouse	
Office	
Pre-Inspection	

When you have set an event type, you can then add a freeform note to the status change.

Cancel Clear	Done
ADD NOTE	
enter a note or leave blank	

Updating Your Event Location Manually

Normally your event location is updated automatically when you change your HOS status. However, if no valid GPS signal has been received from the vehicle unit, you will be prompted to manually enter the address at which the HOS change was made, for logging purposes.

If this is the case, you will see a list of recent locations to choose from and the option to add a **Custom Location**.

Cancel	Done
RECENT LOCATIONS:	
Address unknown	
20 Enterprise, Aliso Viejo, California Work reporting location	✓
Custom Location	

If your location is listed, tap the appropriate location and then tap **Done**.

If your location is not listed:

1. Tap **Custom Location**.
2. Enter as many of the address details as possible.
3. Tap **Search**.
4. If there are matching addresses found in the system, these are listed. Tap the closest matching suggestion or, if there are no suggestions or none of the suggestions match, tap the unverified address. The unverified address is exactly what you have entered and does not have any GPS coordinates associated with it.

Cancel		Done
CUSTOM LOCATION		
Street	20 Enterprise	⊗
City	Aliso Viejo	⊗
Region	Region	
Country	USA	

Search

20 Enterprise, Aliso Viejo, California

20 Enterprise, Aliso Viejo
(Unverified address)

5. Tap **Done**.

> If you select an unverified entry there is a small risk that your start and end locations don't match and you are not eligible for a 100 air-mile radius, non-CDL short-haul, or 16 hour exemption. These exemptions require that you start and end your work shift in the same location.

Filling in Your Shipment Information

The **Shipment Information** screen is shown when you assign yourself to a new vehicle.

It contains the following fields:

- **Doc #** - The shipment document number, which can also be known as a manifest or order number. This is required if you do not specify **Shipper** and **Commodity**.
- **Shipper** - The name of the shipper, which is usually your company name. This is required if you do not specify a **Doc #**.
- **Commodity -** The commodity that you are transporting. This is required if you do not specify a **Doc #**.
- **Trailer #s -** The trailer numbers as a list separated by spaces. This is required. If you do not have a trailer, enter "NA".

You can edit these details at any time, by accessing the **Shipment Information** screen from the **Actions** menu on the HOS Status screen.
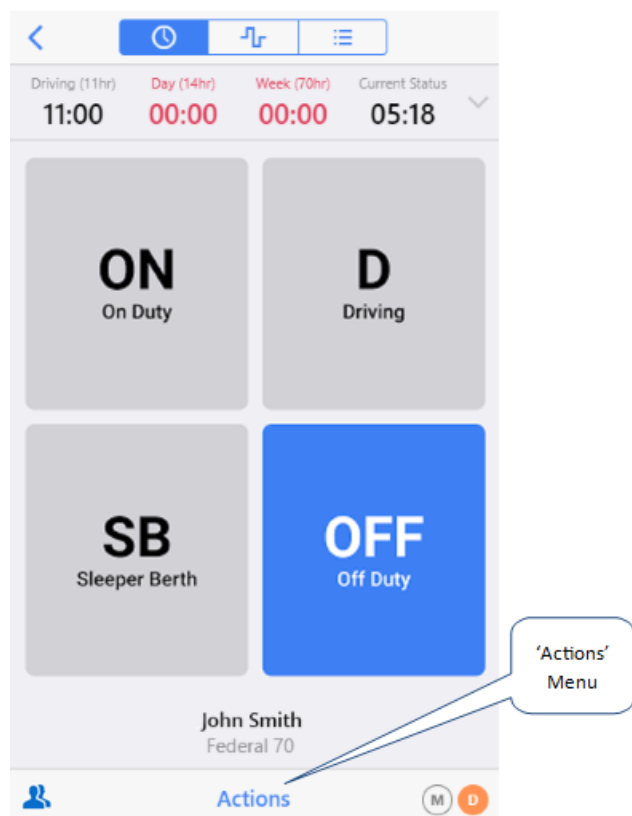
Enabling the 100 Air-Mile Exemption

> - Telogis HOS supports the federal 100 air-mile exemption, not the drivers salesperson or ready mix concrete 100 air-mile exemptions.
> - Support for the ability to enable and disable the 100 air-mile exemption must be enabled in your account.

The 100 air-mile exemption in the the federal HOS regulations provides that you are exempt from keeping a duty status record under certain conditions:

- You must operate within a 100 air-mile radius of the normal work reporting location.
- You must return to the work reporting location and be released from work within 12 consecutive hours.
- If you are a property-carrying driver, you must have at least 10 consecutive hours off duty separating each 12 hours on duty.
- If you are a passenger-carrying driver, you must have at least 8 consecutive hours off duty separating each 12 hours on duty.
- If you are a property-carrying driver, you must not exceed the maximum driving time following 10 consecutive hours off duty.
- If you are a passenger-carrying driver you must not exceed 10 hours maximum driving time following 8 consecutive hours off duty.
- Your employer must maintain and retain for a period of 6 months accurate and true time records showing your time spent on and off duty.

The 100 air-mile radius exemption is disabled by default and normal HOS rules are used. To enable the 100 air-mile radius exemption:

1. Go to the HOS Status screen.
2. Tap **Actions** at the bottom of the screen.
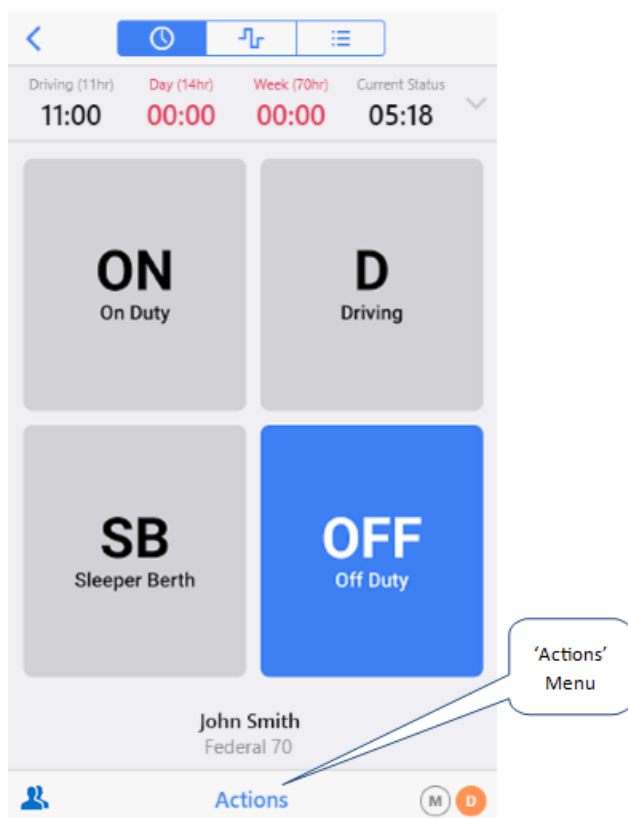
3. Tap **100 Mile Exemption**.
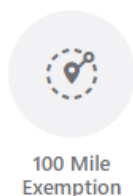
4. Tap **Yes** when asked to enable the 100 air-mile exemption.

When the 100 air-mile radius exemption is enabled, the Telogis WorkPlan app enforces the preceding 100 air-mile exemption rules and it does not show some of the normal HOS violations. If you drive outside the 100 air-mile radius or violate any of the 100 air-mile exemption rules, the exemption will be disabled for the remainder of your work shift. Normal HOS rules will then be enforced. In this case there will be a warning message and the text at the bottom of the **HOS Status** screen will be displayed in red with a warning symbol.

> ℹ️ To be eligible for the 100 air-mile radius exemption you must start and end your work shift in the same location. This location can be your depot, your work reporting location, or any other location.

To disable the 100 air-mile radius exemption:

1. Go to the HOS Status screen.
2. Tap **Actions** at the bottom of the screen.
3. Tap **100 Mile Exemption**.
4. Tap **Yes** when asked to disable the 100 air-mile exemption.

> ℹ️ The 100 air-mile exemption is also disabled, if you log out of Telogis WorkPlan while you have the exemption enabled and you choose to leave the exemption when prompted.

Enabling the Non-CDL Short-Haul Exemption

> Support for the ability to enable and disable the non-CDL short-haul exemption must be enabled in your account.

The federal rules provide that you are eligible for the non-CDL short-haul exemption if you meet the following conditions:

- Use federal US rules.
- Drive a vehicle that does not require a commercial drivers license (CDL).
- Drive a vehicle that falls between the qualifying weight classes.
- Start and end each qualifying shift at your normal work reporting location.
- Stay within 150 air-miles of your normal work reporting location.

Under the non-CDL short haul exemption, the rules exempt you from the following requirements:

- Taking an 8 hour rest break within your on-duty period.
- Having to maintain driving logs. Instead, you must keep time records showing time in, time out, and total number of hours.

The following rules apply if you are using the non-CDL short-haul exemption:

- 10-hour off-duty rule
- 11-hour driving rule
- 60/70-hour cycle limit
- 34-hour cycle reset rule
- Instead of the 14-hour on-duty rule, you must not drive after the 14th hour after coming on duty on 5 days of any period of 7 consecutive days, or after the 16th hour after coming on duty on 2 days of any period of 7 consecutive days

If you use the non-CDL short-haul exemption, you are not eligible to use:

- The 100 air-mile radius exemption
- The 16-hour exemption
- The split sleeper-berth provision

The non-CDL short-haul exemption is disabled by default and normal HOS rules are enforced. If the administrator has given you permissions within the Telogis platform, you can enable the exemption from within the Telogis WorkPlan app. To do this:

1. Go to the HOS Status screen.
2. Tap **Actions** in the lower part of the screen.

3. Tap **Non-CDL Short-Haul Exemption**.
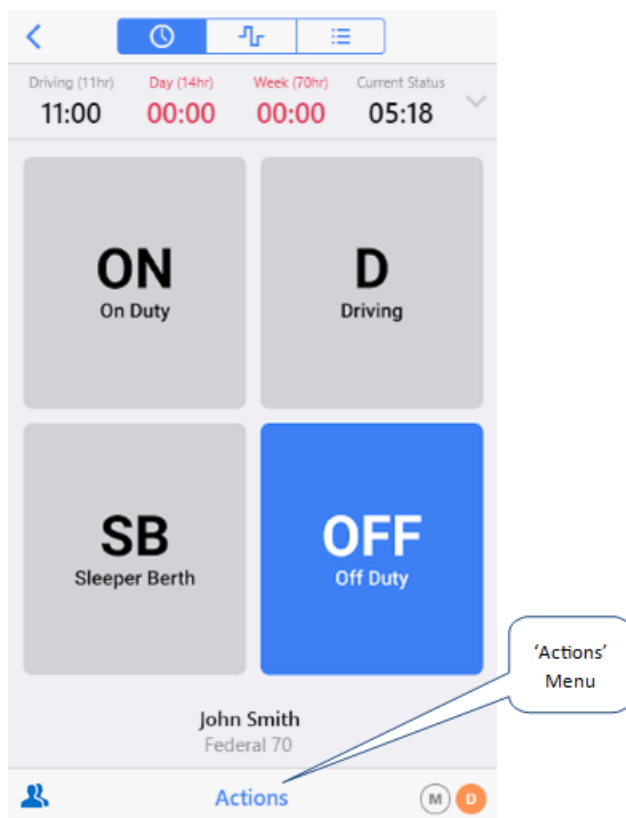
Non-CDL Short-Haul Exemption
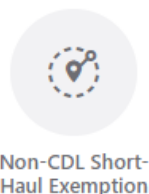
4. Tap **Yes** when asked to enable the non-CDL short-haul exemption.

When the non-CDL short-haul exemption is enabled, the Telogis WorkPlan app enforces the preceding non-CDL short-haul exemption rules and it does not show some of the normal HOS violations. If you violate any of the exemption rules, the exemption will be disabled for the remainder of your work shift. Normal HOS rules will then be enforced. In this case there will be a warning message and the text at the bottom of the **HOS Status** screen will be displayed in red with a warning symbol.

To disable the non-CDL short-haul exemption:

1. Go to the HOS Status screen.
2. Tap **Actions** in the lower part of the screen.
3. Tap **Non-CDL Short-Haul Exemption**.
4. Tap **Yes** when asked to disable the non-CDL short-haul exemption.

The non-CDL short-haul exemption is also disabled, if you log out of Telogis WorkPlan while you have the exemption enabled and you choose to leave the exemption when prompted.

Enabling the General Exemption Option

> **ℹ** Support for the ability to enable and disable the general exemption must be enabled in your account.

If you are eligible for the general exemption you do not need to meet all ELD requirements. For example, you do not have to show the missing data element data diagnostic and engine synchronization data diagnostic events in the period in which you were exempt.

None of the normal HOS rules are affected by this exemption.

Your HOS log and the information screen in the Inspector mode will show when you are exempt.

The general exemption is disabled by default and normal HOS rules are enforced. If the administrator has given you permissions within the Telogis platform, you can enable the exemption from within the Telogis WorkPlan app. To do this:

1. Go to the HOS Status screen.
2. Tap **Actions** in the lower part of the screen.
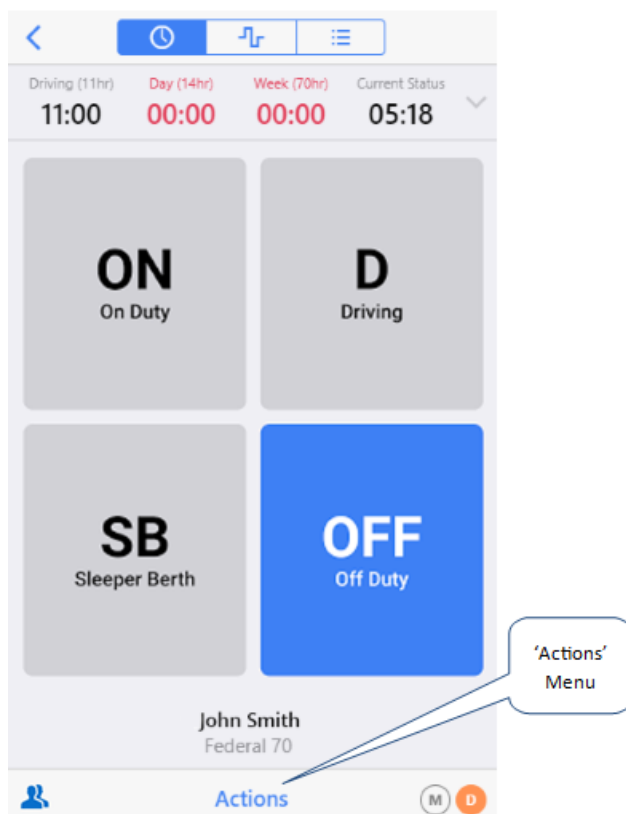
3. Tap **General Exemption**.
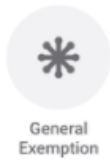
General
Exemption

    4. Tap **Yes** when asked to enable the general exemption.

To disable the general exemption:

    1. Go to the <u>HOS Status</u> screen.

    2. Tap **Actions** in the lower part of the screen.

    3. Tap **General Exemption**.

    4. Tap **Yes** when asked to disable the general exemption.

> The general exemption is also disabled, if you log out of Telogis WorkPlan while you have the exemption enabled and you choose to leave the exemption when prompted.
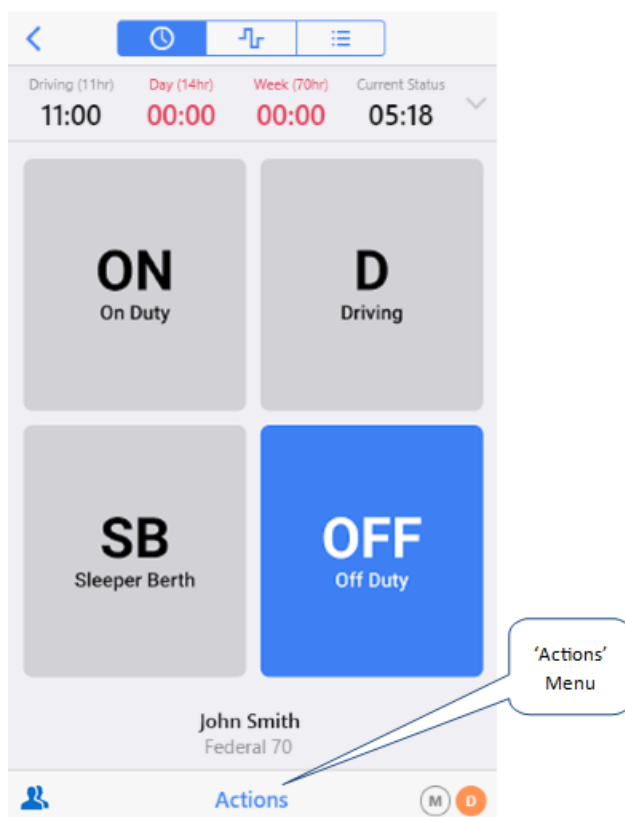
Entering Personal Conveyance Mode

> ℹ️ Support for the Personal Conveyance mode must be enabled in your account.

Personal Conveyance is a mode that allows you to use a vehicle for authorized personal use without the driving time counting towards your HOS limits. When the Personal Conveyance mode is turned on, your HOS status is recorded as Off Duty although your vehicle is moving. Your location is recorded with reduced accuracy and you are unable to log out of Telogis WorkPlan, while you are in the Personal Conveyance mode. When you commence your work shift, you must turn the Personal Conveyance mode off.

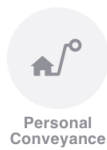## Entering Personal Conveyance Mode

To enter the Personal Conveyance mode:

1. Turn your vehicle off, if you have been driving as part of your work shift.
2. Perform any remaining work tasks, if applicable, making sure that your status is On Duty on the HOS Status screen.
3. When you are ready to enter the Personal Conveyance mode, change your HOS status to Off Duty on the HOS Status screen.
4. Tap **Actions** at the bottom of the screen.
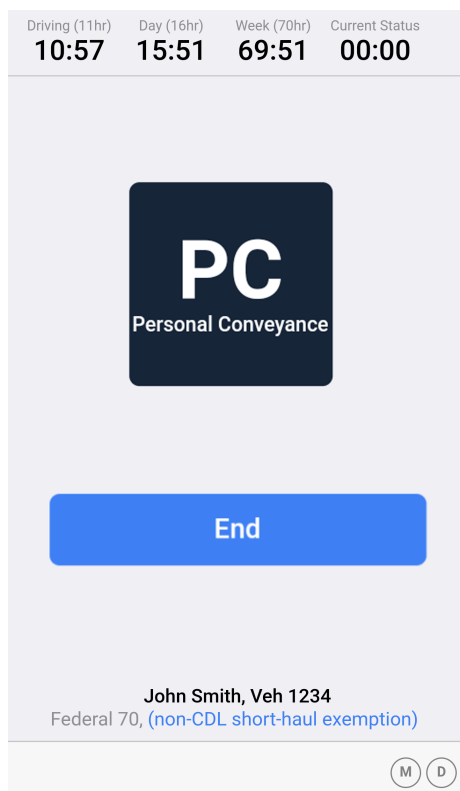
5. Tap **Personal Conveyance**.

Personal Conveyance

6. Tap **Yes** to enter the Personal Conveyance mode.
7. While you are in the Personal Conveyance mode, you are unable to change your HOS status or log out. Normal HOS functionality is disabled and your location is recorded with reduced accuracy.

Leaving Personal Conveyance Mode

To leave the Personal Conveyance mode and return to normal HOS functionality tap **End** on the screen that is displayed while you are in the Personal Conveyance mode.

> When you change your HOS status you can select an event type of **Personal Conveyance**. Selecting this option does not enter you into the Personal Conveyance mode described on this page. To enter the Personal Conveyance mode, select **Personal Conveyance** from the **Actions** menu.
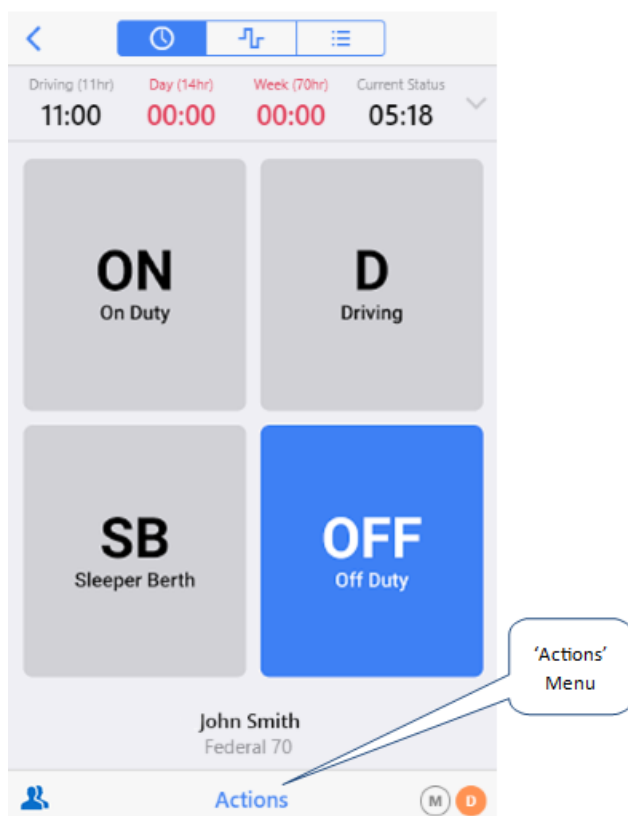
Entering Yard Move Mode

> Support for the Yard Move mode must be enabled in your account.

Yard Move is a mode that allows you to maneuver your vehicle around a yard, for example at a customer site or at your depot, without the driving time counting towards your HOS limits. When the Yard Move mode is turned on, your HOS status is recorded and displayed as On Duty (not driving), although your vehicle is moving. When you leave the yard, you must turn the Yard Move mode off.
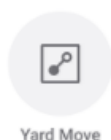
Entering Yard Move Mode

To enter the Yard Move mode:

1. Go to the HOS Status screen. You must have a status of On Duty to use the Yard Move mode.
2. Tap **Actions** at the bottom of the screen.

3. Tap **Yard Move**.

Yard Move

4. Tap **Yes** to enter the Yard Move mode.

5. While you are in the Yard Move mode, you are unable to change your HOS status. Normal HOS functionality is disabled.

Leaving Yard Move Mode

To leave the Yard Move mode and return to normal HOS functionality tap **End** on the screen that is displayed while you are in the Yard Move mode.
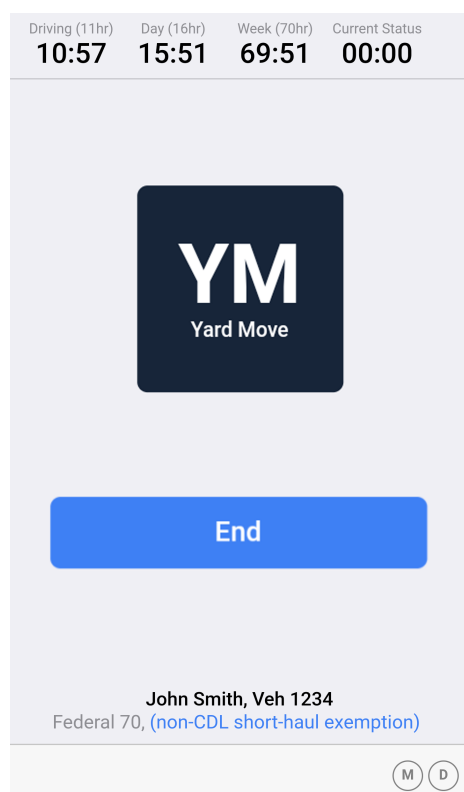
Viewing Detailed Status Information

Tap the ⌄ button in the upper right corner of the HOS Status screen to view further HOS compliance information. The following information is available:

- **Today -** Combined driving and on duty time logged for today.
- **Last 7 Days -** Combined driving and on duty time logged for the past 7 days, with today being the 7th day.
- **Available tomorrow -** Combined driving and on duty time available tomorrow, before the weekly HOS limit is exceeded. If there is already an exceedance, the available time is negative.
- **Last 8 Days -** Combined driving and on duty time logged for the past 8 days, with today being the 8th day.
- Version information
- Driver details

Tap the ⌃ button to return to the **HOS Status** screen.

Viewing Daily Logs

To view the HOS log data for an individual day, go to the Event List screen and tap the ❯ button to the right of the daily entry. This brings up a daily event view:

The gray header bar at the top of the screen shows the date currently being viewed. It also shows a button labeled **Sign**, which you can use to review and certify the HOS log for the day. If the HOS log has already been certified, the label **Signed** is shown instead.

The arrow button in the upper left corner allows you to return to the **Event List** summary screen.

The first table shows a summary of the total time spent in each HOS status that day, and the total number of miles driven.

The second table shows a list of HOS status change events and entries for "Certification" and "Login". The columns contain the following information:

- The label for the HOS status that triggered this event.
- The event type and the address where this change occurred. For HOS rule exceedance event entries, the HOS rule limit exceeded is listed in place of the address.
- The time when the status change or rule exceedance event occurred.
- Tap the ❯ button to view the details for this event. Events that can be edited have an **Edit** button in the upper right corner of the **Event Details** screen. Tap this to make changes to the event or to add a comment about the event.

The arrow button in the upper left corner allows you to return to the daily event screen.

In the lower part of the daily event screen, the **Add Event** button ➕ lets you enter events retrospectively. Support for adding events must be enabled in your account by your administrator.

To add an event:

1. Select a time from the first drop-down box.

2. Select a date from the second drop-down box.

3. Select a status.

4. Enter a note that has between 4 and 60 characters. This field is required.

5. Tap **Done** in the upper right corner.

Sharing Your Logs

To share your HOS log data for the past 8 days, go to the Event List screen and tap in the upper right corner. This brings up the **Share Logs** screen:

Enter a valid email address and tap **Send**, to send the logs to the specified email address.

> Do not use this method to send your logs to the FMCSA safety inspector. Use the **Share** button in the Inspector mode instead.

Viewing Logs in the Past

To view the HOS log data for a day in the past:

1. Go to the Event List screen and tap **View earlier day** in the lower part of the screen.
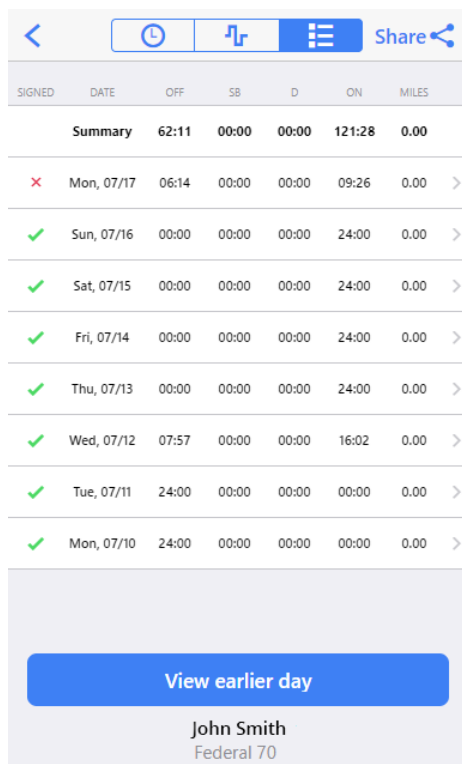
2. From the date picker select the day you want to view and tap **Done**.
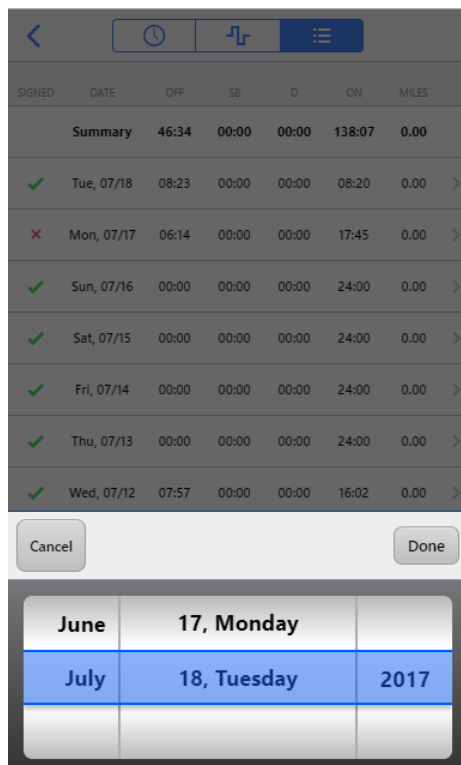
3. You will see the HOS log for the selected day.
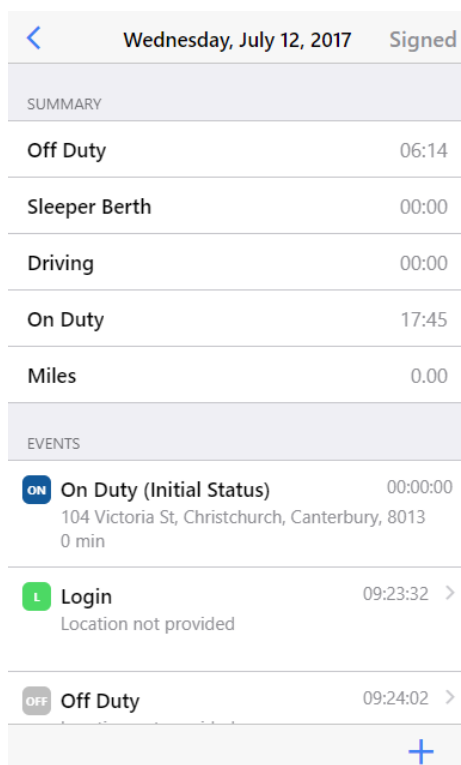
To view additional information about an entry, tap the › button to the right of the entry.

<	**Login** Wednesday, July 12, 2017, 08:26:09	Edit
DETAILS		
Event Type		5
Event Code		1
Event Record Status		1
Event Record Origin		1
Event Time		08:26:09
Event Date		071917
Accumulated Vehicle Miles		
Total Vehicle Miles		
Elapsed Engine Hours		
Total Engine Hours		
Location		Location not provided
Latitude		X

<	**Login** Wednesday, July 12, 2017, 08:26:09	Edit
Latitude		X
Longitude		X
Distance Since Last Valid Coords		
Malfunction Indicator Status		0
Diagnostic Event Indicator Status		0
Sequence ID		68
Unit		
Shipment Document Number		
Trailer Numbers		
Checksum		53
COMMENTS		

Reviewing and Certifying Your HOS Logs

It is essential that you confirm and sign all your HOS logs.

You are asked to sign your HOS logs:

- When you change your HOS status to Sleeper Berth or Off Duty.
- By tapping the **Sign** button in the upper right corner of the HOS Graph screen. (If the link has been replaced by the label **Signed**, the HOS log has already been signed.)
- By going to the Event List screen, tapping on the › button to the right of a daily entry, and then tapping the **Sign** button in the upper right corner. (If the link has been replaced by the label **Signed**, the HOS log has already been signed)
- By going to the HOS Status screen, tapping the **Actions** button and then **Review Days**.

The **Review Days** screen lists any uncertified HOS logs. Tap the date for the log you want to certify.

	Finish
REVIEW DAYS	
Monday, July 17, 2017	›
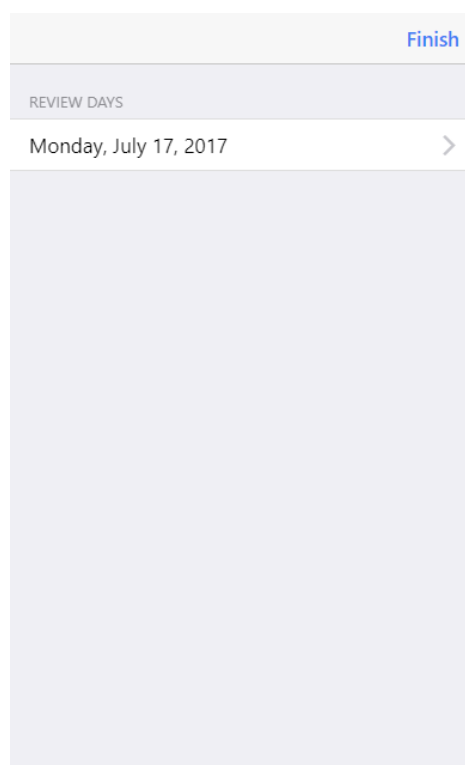
The **Confirm Logs** screen will be shown for the selected day.

Cancel

Confirm logs for Monday, July 17, 2017

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

Agree

Not Ready

SUMMARY

Off Duty	06:14
Sleeper Berth	00:00
Driving	00:00
On Duty	17:45

EVENTS

The screen shows a summary containing the total time spent in each HOS status that day. Below these times there is a list of each HOS status change that occurred that day with a corresponding time.

- Tap **Agree** to sign your HOS logs immediately.
- Tap **Not Ready** to sign your logs later.

Claiming Unidentified Events

If your vehicle has recorded any HOS events that are not assigned to a driver, the **Unidentified Driving** screen will be displayed (after assigning yourself to a vehicle or before certifying your HOS logs):

| Cancel |
|---|
| **Unidentified Driving** |
| Select the events that belong to you and claim them. Unclaimed events will remain in the list. |
| **E** **Engine Power Down** 1mi SE TX Dallas Wednesday, July 12, 2017 – 23:09:45 ◯ |
| **E** **Engine Power Up** 1mi SE TX Dallas Wednesday, July 12, 2017 – 23:21:25 ✓ |
| **D** **Driving** 1mi SE TX Dallas Wednesday, July 12, 2017 – 23:23:02 ◯ |
| **E** **Engine Power Down** 12mi SE TX Dallas Wednesday, July 12, 2017 – 23:38:00 ✓ |
| **ON** **On Duty** 12mi SE TX Dallas Wednesday, July 12, 2017 – 23:38:00 ◯ |
| **Claim Selected** |
| **Claim All** |

Select the HOS events that belong to you and claim them. Any unclaimed events will remain in the list.

Troubleshooting Malfunctions and Diagnostic Issues

Viewing Malfunctions and Diagnostic Events

If you are experiencing any malfunctions or diagnostic issues, the indicators in the lower right corner of the **HOS Status** screen will turn red or orange, respectively. The indicators will remain colored until the malfunction or diagnostic has been resolved. There will be a banner displayed in the lower part of the screen in the matching color. The banner appears every time there is a new malfunction or diagnostic event, or if you log in and the malfunction or diagnostic event is still active. Tap the banner or the diagnostic indicators to open the **Indicators** screen. This screen lists all malfunctions or diagnostic information that are currently applicable.
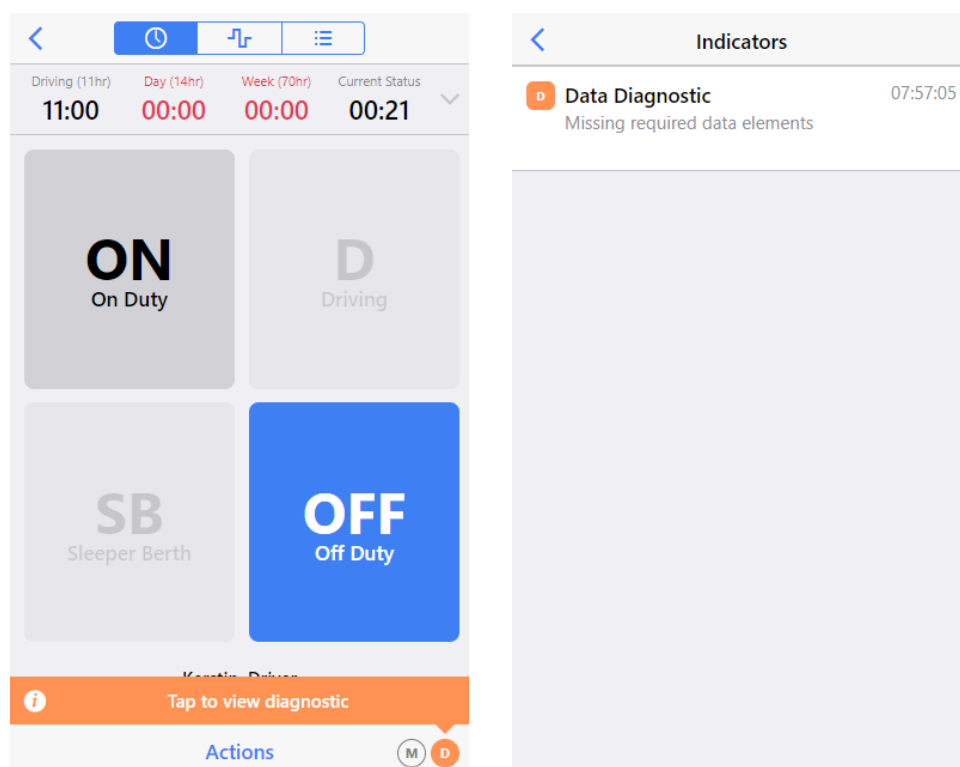
Identifying Malfunctions and Required Actions

The table below describes the possible malfunction codes:

Malfunction	Description
Power compliance malfunction	There has been a hardware issue or possible tampering with the unit that is installed in your vehicle. The recorded engine on and off events do not match between the mobile device and the vehicle unit. Possibly the CMV has been operated with the hardware unit unplugged.
Engine synchronization	The mobile device has lost connectivity to the vehicle unit for more than 30 minutes during a 24-hour period. During this time the data on engine power status, vehicle

Malfunction	Description
compliance malfunction	motion status, miles driven, and engine hours could no longer be accessed.
Timing compliance malfunction	There was a discrepancy of more than 5 minutes, either between the mobile device's time and the hardware unit's time, or, between the ECM's time and the hardware unit's time.
Positioning compliance malfunction	The GPS connection has been lost and the mobile device has not been able to retrieve a valid location for more than 60 minutes within a 24-hour period. Check your GPS aerial.
Data recording compliance malfunction	The mobile device is unable to properly record required data, because there is not enough storage space available on the device. The mobile device can no longer record new events and you might lose events that have not been uploaded yet.
Data transfer compliance malfunction	The automatic data transfer check that is done once within each 24-hour period has failed more than 3 times. This means that you might have issues if you try to transfer your data.

These are the required actions for all malfunctions:

1. Note the type of malfunction and provide written notice of the malfunction to your motor carrier within 24 hours.
2. Ensure that you have an accurate record of duty status (RODS) for the current 24-hour period and the previous 7 consecutive days. This can be either in form of records from the ELD or RODS on compliant graph-grid paper. If necessary, manually reconstruct the RODS for any missing period.
3. Continue to manually prepare compliant RODS on graph-grid paper until the ELD is serviced and back in compliance.

Identifying Diagnostic Events and Required Actions

The table below describes the possible diagnostic events:

| Diagnostic event	Description
Power data diagnostic event	There has been a hardware issue with the unit that is installed in your vehicle. Possible causes are: • The hardware unit has lost power during operation. • The hardware unit did not start up within 1 minute of the engine being turned on. If this issue leads to unidentified driving time recorded by the mobile device of more than 30 minutes over a 24-hour period, a power compliance malfunction will be

| Diagnostic event	Description
	raised.
Engine synchronization data diagnostic event	The hardware unit has lost connectivity to the vehicle's ECM for at least 5 seconds. During this time the data on engine power status, vehicle motion status, miles driven, and engine hours could no longer be accessed. If the connection is lost for more than 30 minutes during a 24-hour period, an engine synchronization compliance malfunction will be raised.
Missing required data elements data diagnostic event	Some data for an HOS event is missing. For example, if you have been prompted for a manual location and you have not provided it.
Data transfer data diagnostic event	The automatic data transfer check has failed and now the check will be performed once within each 24-hour period. If this check fails more than 3 consecutive times, a data transfer malfunction will be raised. This means that you might have issues if you try to transfer your data.
Unidentified driving records data diagnostic event	The vehicle has had more than 30 minutes of driving within a 24-hour period that is not assigned to a driver.

Receiving Warnings

The HOS plug-in can be configured to issue visual warnings, both in advance of HOS rule events and when an event occurs. These are some of the warnings that might be displayed:

- An **HOS Violations** notice will be issued when your time spent in the current HOS status causes a HOS rule to be broken.
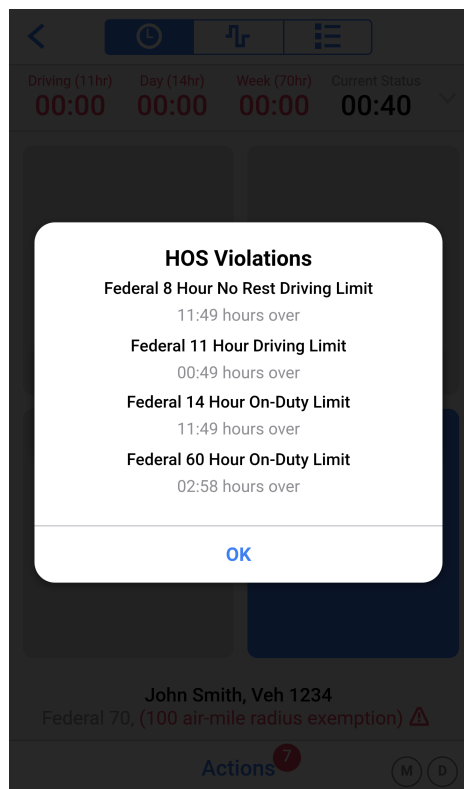
- An **HOS Violation Alert** will be issued if you violate the 100 air-mile radius exemption. It will provide the reason for violating the exemption and will inform you that you have been switched back to your default HOS rules.
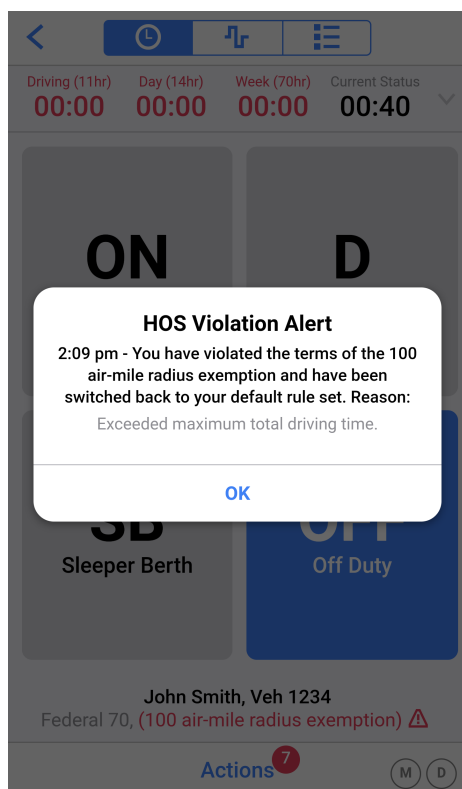
- An **HOS Violation Alert** will be issued if you violate the non-CDL short-haul exemption. It will provide the reason for violating the exemption and will inform you that you have been switched back to your default HOS rules.
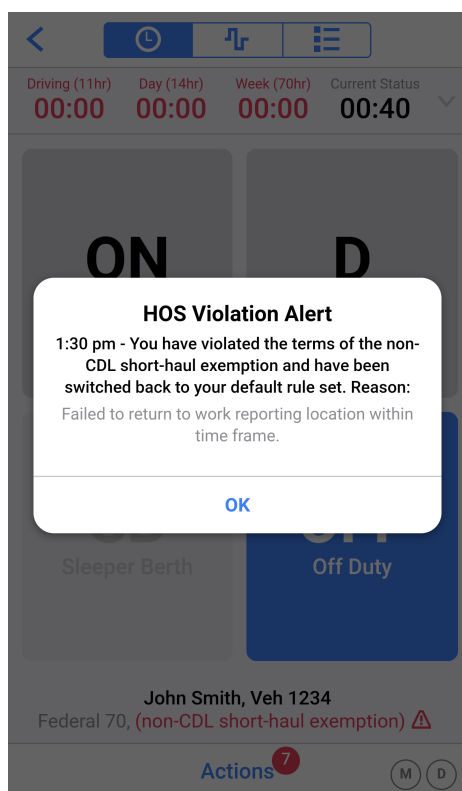
- An **Unsigned days** warning will be issued if you have HOS logs that have not been certified. It will provide the dates for the unsigned HOS logs. To review and certify your logs go to the **HOS Status** screen, tap **Actions** and then **Review Days**.
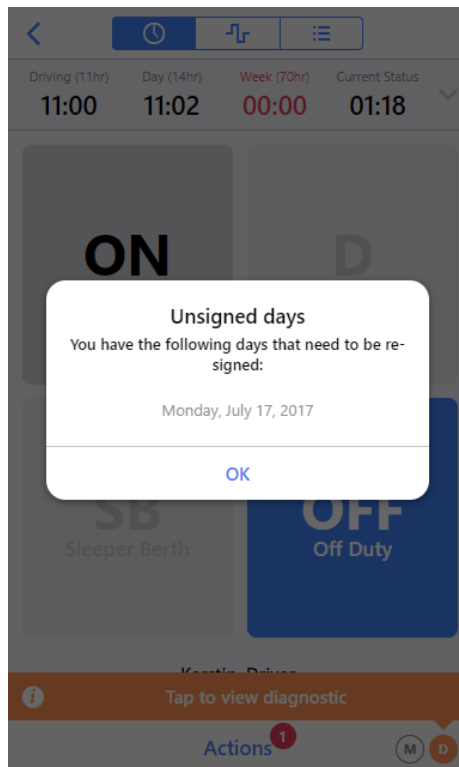
Using the Inspector Mode

The Inspector mode can be used by road side inspectors to view HOS logs and other details in a simplified, read-only interface.

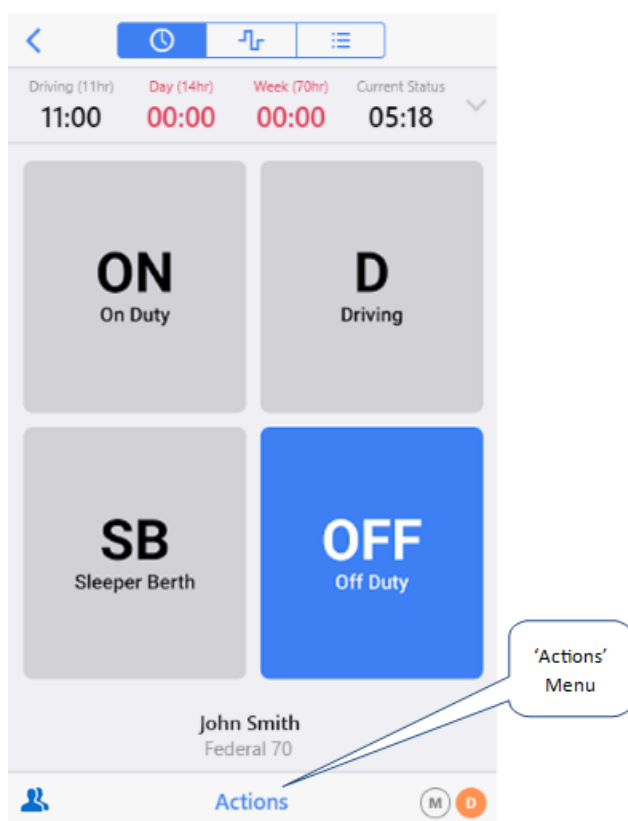> Support for Inspector mode must be enabled in your account.

Entering Inspector Mode

To enter the Inspector mode:

1. Go to the HOS Status screen.
2. Tap **Actions** at the bottom of the screen.

3. Tap **Inspector Mode**.

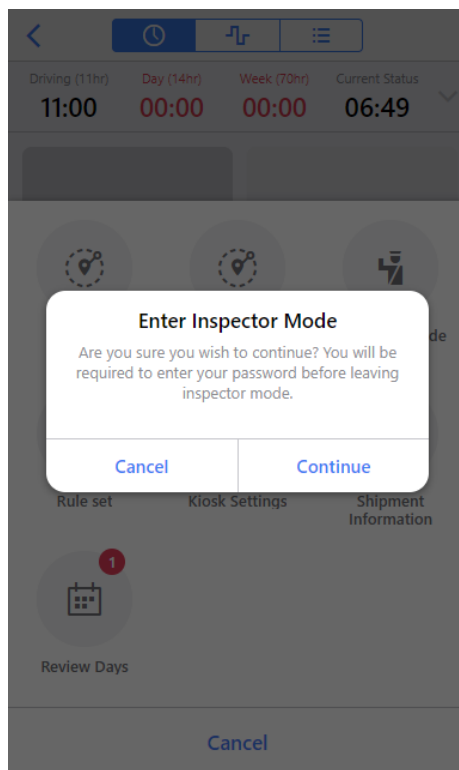Inspector Mode

4. Tap **Continue** to enter the Inspector mode. To leave the Inspector mode, you must enter the appropriate password for the account that you are logged into.

Leaving Inspector Mode

To leave the Inspector mode:

1. Tap the back button in the upper left corner until you see a password prompt.
2. Enter the password for the account that you are logged into and tap **Continue**.
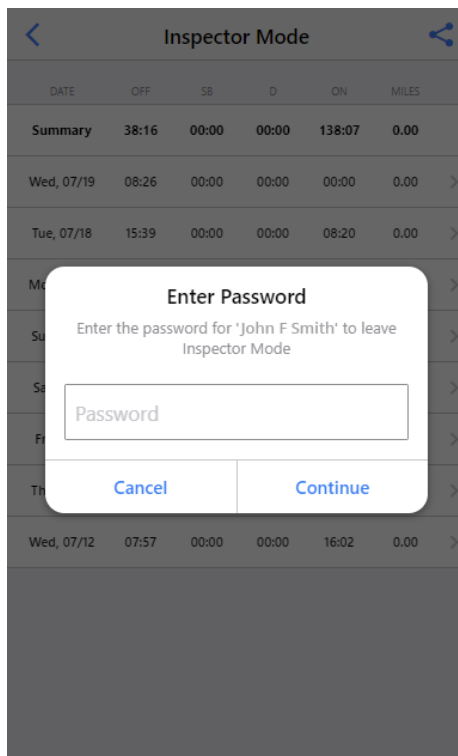
Viewing Daily Logs
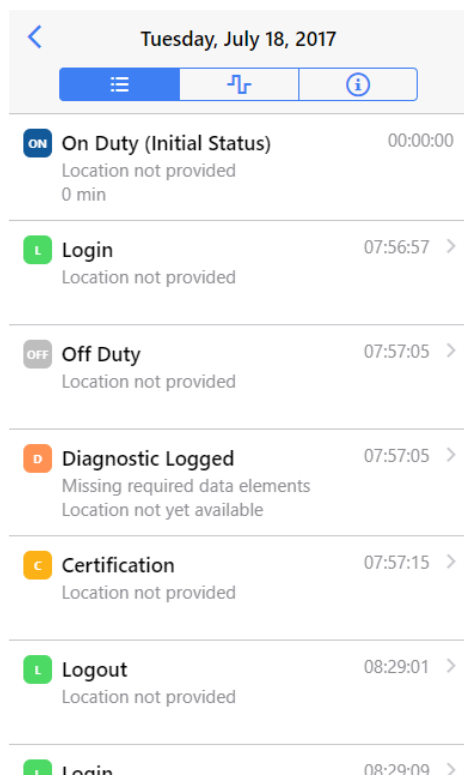
The initial screen in Inspector Mode shows the daily HOS log entries for the past 8 days in a summary list.

To view the HOS details for a single day, tap the arrow button ❯ to the right of the entry. The following screens are available for the selected day:

- Event list for a selected day:

To view more details about an event, tap the arrow button ❯ to the right of the entry.

The event list always contains entries for "Certification" and "Login".

- Graph view for a selected day:

To move forward or backward through the HOS events, tap the right or left arrow buttons.

To view a shorter or longer time period on the graph, tap the zoom icons in the lower part of the screen.

- Information view for a selected day:

Sharing Daily Logs

You can share the HOS logs for the past 8 days with the FMCSA, either by email or by uploading them directly to a server. To do this:

1. Go to the summary list view in the Inspector mode UI.

2. Tap the share button ⤴ in the upper right corner of the screen.

3. On the **Share Data** screen select the method for sharing the logs and, optionally, enter a note.

4. Tap **Send Logs**.

HOS Violations and Breaks

The following violations can be reported based on your hours-of-service report:

Driving Limit Violations

Within a work shift, there is a limit on the time you may spend driving, before a between-shifts rest break is necessary. Telogis HOS uses the following driving limits:

- 11 hours for federal US rules
- 12 hours for California, Florida, and Texas rules
- 13 hours for Canada South rules

Federal Rest Break Violation

According to federal US rules, you may not drive for more than 8 consecutive hours without taking a rest break of at least 30 minutes. You can spend this break either off duty or in the sleeper berth.

On-Duty Limit Violations

Within a work shift, you can be on duty (driving or on duty) for a limited amount of time. After this time limit, you may not drive before you have completed a between-shifts rest break. Telogis HOS uses the following on-duty limits:

- 14 hours (including rest breaks) for federal US rules
- 14 hours (not including rest breaks) for Canada South rules
- 15 hours (not including rest breaks) for Texas rules
- 16 hours (including rest breaks) for California and Florida rules
- 16 hours (including rest breaks) for Canada South rules

This violation rule is about driving. Provided that you do not start driving after the time limit stated above, this violation is not recorded. For example (if using federal US rules), after 14 hours spent on duty or driving, you can perform non-driving tasks without violating this rule. If, however, after that, you start driving again before taking another 10 hour break, a violation is recorded against this rule.

Exceptions that Telogis HOS applies to the on-duty limit rule are:

- The 16-hour on-duty limit rule, which allows a single violation of the on duty limit rule (up to 16 hours on duty) within a weekly on duty period. This exception is applicable to federal US rules only.
- The 100 air-mile exemption rule, which allows for different limits if you stay within a 100 air-mile radius of a specific location and return to that location within 12 consecutive hours. This exception is applicable

to federal US rules only.

- The non-CDL short-haul exemption rule, which allows for different limits if you drive a vehicle that doesn't require a commercial drivers license, stay within a 150 air-mile radius of a specific location and return to that location every day. This exception is applicable to federal US rules only.

Federal 16-Hour On-Duty Limit Violation

Once within a weekly on duty period (between two long rest breaks), you can be on duty (driving or on duty) for up to 16 hours if you meet the following requirements:

- Use federal US rules.
- Start from and return to the same location as for the previous 5 work shifts. It doesn't matter whether there are any long rest breaks between these 5 work shifts.
- Take a continuous between-shifts rest break, and not a split between-shifts rest break, before and after the shift.
- Use the exemption only once within a weekly on duty period (between two long rest breaks).

If you violate the 16 hour on duty limit rule there is no direct violation displayed. Instead, the 16 hour exception is canceled and normal on duty limits apply. You will then see violations for normal on duty limits.

Weekly On-Duty Limit Violations

The weekly on duty period and the required long rest breaks between the periods depend on the rule set that you use:

Federal US rules

According to federal US rules, you may not drive if you have spent either 60 hours within 7 consecutive days or 70 hours within 8 consecutive days on duty. To be allowed to drive again you must take a long rest break of 34 or more consecutive hours. Otherwise there will be a violation noted in Telogis HOS.

> *i* You can use either the 60 hour-7 day rule or the 70 hour-8 day rule, but not both. The rule to use depends on how many days per week your organization operates and which rule set your organization has selected.

California rules

According to California rules, you may not drive if you have spent 80 hours within 8 consecutive days on duty. To be allowed to drive again you must take a long rest break of 34 or more consecutive hours. Otherwise there

will be a violation noted in Telogis HOS.

Texas rules

According to Texas rules, you may not drive if you have spent 70 hours within 7 consecutive days on duty. To be allowed to drive again you must take a long rest break of 34 or more consecutive hours. Otherwise there will be a violation noted in Telogis HOS.

Florida rules

According to Florida rules, you may not drive if you have spent either 70 hours within 7 consecutive days or 80 hours within 8 consecutive days on duty. To be allowed to drive again a long rest break of 34 or more consecutive hours is required. Otherwise there will be a violation noted in Telogis HOS.

> A driver can use either the 70 hour-7 day rule or the 80 hour-8 day rule, but not both. The rule to use depends on how many days per week your organization operates.

Canada South rules

According to Canada South rules, which apply to the area south of 60 degrees latitude, you may not drive if you have spent either 70 hours within 7 consecutive days or 120 hours within 14 consecutive days on duty. If using the 7 day period, you may drive again after you have taken a long rest break of 36 or more consecutive hours. If using the 14 day period, you may drive if you have a rest period of 24 or more consecutive hours after the first 70 hours of on duty time and a long rest period of 72 or more consecutive hours after the remaining 50 hours of on duty time. Otherwise there will be a violation noted in Telogis HOS.

> You can use either the 70 hour-7 day rule or the 120 hour-14 day rule, but not both. The rule to use depends on how many days per week your organization operates.

100 Air-Mile Exemption Rule Violations

If you are using federal US rules, you might be able to use the 100 air-mile exemption. This rule exempts you from complying with the federal rest break rule, which requires you to take a rest break of 30 minutes or more if driving for more than 8 hours. To be eligible for the 100 air-mile exemption you must:

- Return to the same location where you started your shift, within 12 hours of the start of your shift.
- Not drive for more than 11 hours without having a rest break of 10 consecutive hours.
- Not go further than 100 air-miles (185200 meters) away from where you started your shift.

If you violate any of these, the 100 air-mile exemption is canceled and normal on duty limits and break

requirements apply.

See Enabling the 100 Air-Mile Exemption for more information on turning the 100 air-mile exemption on or off.

Non-CDL Short-Haul Exemption Rule Violations

If you are using federal US rules, you might be able to use the non-CDL short-haul exemption. This rule exempts you from complying with the federal rest break rule, which requires you to take a rest break of 30 minutes or more if driving for more than 8 hours. See Enabling the Non-CDL Short-Haul Exemption for more information about how to qualify, which rules apply and how to turn the exemption on or off.

If you violate the non-CDL short-haul exemption rule, the exemption is canceled and normal on duty limits and break requirements apply.

Breaks

The following types of breaks are defined for the purposes of hours-of-service reporting:

30-minute rest break

According to federal US rules, you may not drive for more than 8 consecutive hours without taking a rest break of at least 30 minutes. You can spend this break either off duty or in the sleeper berth.

Between-shifts rest break

Between work shifts you must take rest breaks of 8 (for Texas rules) or 10 (for other rule sets) consecutive hours. These breaks are required to restart your driving allowance for the next work shift. Between-shifts rest breaks can be spent:

- Entirely in the sleeper berth.
- Entirely off duty.
- As a combination of off duty time and sleeper berth time with no interruptions.

Split between-shifts rest breaks

Between work shifts you can also take split rest breaks rather than continuous rest breaks. Split rest breaks allow you to restart your driving allowance if the following requirements are met:

- One rest break must consist of at least 8 consecutive hours spent in the sleeper berth.
- The second rest break must consist of at least 2 consecutive hours spent off duty, in a sleeper berth or as a continuous combination of two of these states.

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