

Electronic Logging Device (ELDs) - Policy

Before You Start Driving

1. Ensure your device functions correctly.

Check that your ELD functions correctly. In the case of portable or phone ELD devices, check that the battery is fully charged. If you have any questions about whether your device is working correctly, report it to your carrier and put it in writing if possible. Putting it in writing gives you proof that you brought the issue to the attention of your carrier, in the event that it becomes a malfunction later.

2. Verify ELD documentation is accessible.

Ensure you have the three required ELD documents in the cab/accessible electronically:

- Transfer Guide
- ELD Manual
- Malfunction Guide

Your ELD manufacturer should have these documents available.

3. Keep backup paper logs on board.

Ensure you have at least 8 days worth of blank paper logs on hand in case of an issue with your ELD. These four elements (the three ELD documents listed above and additional blank paper logs) are required to be onboard at all times. You may be in violation if you do not have them available.

4. Check the driver interface and placement.

Lastly, make sure your driver interface (the screen you use to enter RODS, view time remaining, etc.) is mounted to the vehicle and in line of sight, while also maintaining compliance with other state rules such as no windshield mounting. Keeping the ELD device appropriately mounted and in line of sight is an ELD requirement. If you use a portable tablet/phone device, ensure you have a mount for it, as officers can cite you if it is not secured while being used as part of your ELD solution.

Roadside Inspections

If you are asked to show your logs during a roadside inspection, your first action should be to ask the officer what method of transfer they support. Some states may support both transfer mechanisms as described by the ELD mandate:

1. "local" — which is a USB or Bluetooth transfer
2. "telematics" — wireless transfer through the ELD provider and email

However, it is far more likely that they will support only one. The telematics transfer is emerging as the method of choice for many jurisdictions.

If your ELD supports the method of transfer requested, follow the instructions in the Transfer Guide (which is a required document to be in your cab) to transfer the logs electronically to the officer.

Two important notes on transfers and errors:

- If your ELD does NOT support the option the officer requests OR fails to transfer the logs for any reason (error due to missing information, no cellular connection, or any other issue), then refer to your ELD manual for instructions on the secondary option, which will be an on-screen display or printout (on-screen display is the more common method). Follow the instructions to show the officer the display on your device or the printout. This backup option is compliant with the mandate and you cannot be cited for using it, if the primary transfer method fails.
- If the ELD gives you an error during transfer, make note of the display, as most ELD systems will note what went wrong — and in the case of missing or incorrect information, you will want to let your carrier's administration know so that it can be fixed. Something as small as a DOT number containing an improper character (like a dash) can stop the transfer from occurring.

Keep Your ELD Top of Mind

With electronic logging, it's important to protect yourself as a driver by staying on top of your device understanding how it functions and why. By doing so, you'll help keep yourself and your carrier out of hot water, as well as get the most out of this new age of electronic logging.



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Driver Responsibility

- REPORT ANY MALFUNCTIONS in writing IMMEDIATELY TO COMPANY. Driver is required to report within 24 hours of any malfunction:
 - Company contact information:
 - Company Name
 - Address
 - Phone:
 - Fax:
 - Email:
- Driver is responsible to ensure they have at least 8 days worth of blank paper logs in case of a malfunction.
- Driver ensure you have the following documents and know where to locate in order to comply with a roadside inspections
 - USER MANUAL
 - TROUBLESHOOTING & MALFUNCTION GUIDE
 - TRANSFER GUIDE
- Devices are not to be tampered with, disconnected, or damaged.
- Driver is required to log in and out of the device at appropriate times and is to have a secure user name and password & not share with others
- Drivers are to certify their logs within 24 hours

I understand that my signature below acknowledges that I have read and understand these regulations & rules of COMPANY NAME regarding Electronic Logging Device. I also understand that failure to comply with the above mentioned, can result in Termination of my employment.

Driver's Signature

Date