

## Law Enforcement

When at the weigh station or in contact with law enforcement, have officers follow instructions to verify your HOS log status.

### Verifying Driver Information

(Note: For officers to verify information, drivers must be logged in to HOS.)

1. To verify driver information, touch the appropriate name on the “Driver List.” Use or to scroll and search, if necessary.
2. To verify carrier information, touch **Vehicle Info** .
3. When done, touch to go back to the “Driver List.”
4. To view driver information, touch **View Logs** . Next, touch **Driver Info** .
5. When done, touch twice to return to the “Driver List.”

### Accessing Current and Previous Day Log Grid(s)

1. To access log grid(s), touch the appropriate name listed on the “Driver List.” Use or to scroll and search, if necessary.
2. Touch **View Logs** . The “Log Summary” opens.
3. Touch **Log Grid** . The driver’s log grid for the current day opens.
4. Touch or to view the previous and next day’s events.
5. To view status details, touch **Status Detail** . The “Status Detail” screen opens with the driver’s current status information.
6. Touch three times to return to the “Driver List.”

### Accessing Current and Previous Day Log Information and Location Detail

1. Touch the appropriate name listed on the “Driver List.” Use or to scroll and search, if necessary.
2. Touch **View Logs** .
3. Touch **Log Data** . A log of the driver’s status changes, including a time stamp and location for each occurrence, opens.
4. Touch or to scroll and highlight the selected information, or touch to select.
5. Touch **Status Detail** . The “Status Detail” screen opens with current driver information.
6. Touch three times to return to the “Driver List.”

## Duty Status Changes

### Changing Current Status

(Note: To change a status, drivers must be logged in to HOS. Adverse Driving is not an HOS status. This option extends “Driving” time by two (2) hours.)

1. From the “Driver List,” touch your **Driver ID**.
2. Touch **Change Status** .
3. Touch a new status to change your current status:

**On Duty**

**Off Duty**

**Sleeper Berth**

**Driving**

**Adverse Driving**

A “Confirm Status Change” screen opens.

4. Touch to confirm, or touch to cancel.

### Extending “Driving” Time (Adverse Driving Conditions)

1. From the “Driver List,” touch your **Driver ID**.
2. Touch **Change Status** .
3. Touch **Adverse Driving** .
4. Touch an Adverse Condition:

**Weather**

**Traffic**

**Road**

**Other**

Once a condition is selected, the “Driver List” opens. If “Other” is selected, enter your Adverse Condition. Touch “Cancel” or “OK.”

(Note: To edit a previous entry, repeat step 2.)

### Automated Changes for “Driving” and “On Duty” Statuses

(Note: The system does not automatically change the driver’s status to “Sleeper Berth” or “Off Duty.” This must be changed manually by the driver.)

When the vehicle maintains a speed of 5 MPH or greater, the driver’s “On Duty” status is changed to “Driving” and the following message appears:

**CHANGED Driver XXXX TO Driving**

When the vehicle is stationary for more than 5 minutes, the driver’s “Driving” status is changed to “On Duty (ND)” and the following message appears:

**CHANGED Driver XXXX TO On Duty (ND)**

You have one minute to touch one of the following:

**CNCL** (cancel), **OK** or **EDIT**.

“CNCL” keeps the status in “Driving.” If “OK” is selected, the status is changed to “On Duty” and the following message appears:

**CHANGED Driver TO On Duty (ND) ON 05/01/12 AT 16:20**

### Driver Violation Alerts

The system warns of pending “Driving” and “On Duty” violations 60, 30, 15, and 5 minutes before the actual violation. Once a violation occurs, a notification message appears on the screen. All violation alerts are transmitted to a supervisor.

(Note: These violations only appear and are transmitted when in “Driving” status.)

### Create, Change or Edit Trailer#, Manifest#, Shipper# and Commodity#

1. From the “Driver List,” touch **Vehicle Info** .
2. Touch each field listed to enter information: **Trailer1 ID, Trailer 2 ID, Manifest/Com, Shipper, Commodity**.
3. The keyboard appears. Use the keypad to enter the information.
4. Touch the message box to close the keyboard.
5. Touch to submit the information.

(Note: To edit or delete an entry, repeat step 2 through 5. Use to delete or make changes.)

## Mechanic

### Maintenance

When a vehicle is in for maintenance/repair and needs to be moved by a mechanic, HOS can be temporarily disabled. The mechanic must log in by using a special ID and PIN received from the shop manager.

### Mechanic Login

1. From the “Driver List,” touch **Driver Login** .
2. Enter your special ID in the “Driver ID” field.
3. Touch . Once a login ID is entered, the following message appears when the vehicle is in motion:

**HOS SYSTEM IS DISABLED BY MECHANIC  
ENABLE HOS SYSTEM?**

The message remains on the screen until you complete step 4.

4. Once you complete your maintenance, touch “YES.”

(Note: Drivers should not use this feature to log their hours of service. Drivers must log in via the HOS App anytime they are inside the vehicle.)

### Unauthorized Driver

When a driver does not log in, and the vehicle maintains a speed of 5 MPH or greater, the following message appears:

**STOP VEHICLE AND LOG IN DRIVER**

Followed by a message similar to this example:

**Vehicle driven for 0 hrs 10 mins & 3.1 miles at 11:00?  
Were you driving on 5/14/2012 at 11:00?**

Touch “YES.” The “Driver Login” screen opens.

(Note: Refer to the “Driver Login & Out” section to log in.)

If “NO” is selected, a message similar to the following appears:

**LOGGING DRIVE TIME FOR  
UNKNOWN DRIVER DURATION: 00 hr 01 mins & 0.7 mi.**



## Teletrac Drive

An App Suite For Android™

## Hours of Service and Driver Vehicle Inspection Reports

## Quick Reference



Call 1-800-ITS-HELP (1-800-487-4357)  
for questions about the product.

**IMPORTANT:**

Per FMCSA rule 395.15(g)(1), this Quick Reference must be kept in the vehicle at all times.

## Driver Login & Out

### Logging In

To log in, first turn on the vehicle’s ignition at least a minute before your attempt. Shortly after the ignition starts, the Fault Indicator Light (FIL) illuminates for two seconds.

1. Touch **Apps** . The “Apps” menu opens.
2. Touch **HOS** . The HOS App opens to “Driver List.”
3. Touch **Driver Login** .
4. Touch the **Driver ID** field. Use the QWERTY keyboard to enter information.
5. Touch “Next” on the keypad or touch the “PIN” field.
6. Enter your PIN (Personal ID Number).
7. Touch the message box to close the keypad.
8. Touch  to submit your information and log in.

### Logging In from an Insufficient Rest/Off-Duty Period

When a driver needs a rest/off-duty period to reset the daily or cycle (7- or 8-day) duty times, they see the following message:

**Driver XXXX IS 18 MINs FROM DAILY RESET STAY OFF-DUTY!**

*This message appears when a driver is within 60 minutes from the time qualifying a reset period, but less than the full amount required. For example: If a driver must take a 10-hour break and tries to log in after 9 hours and 42 minutes, they will receive the DAILY RESET STAY OFF DUTY warning.*

or

**Driver XXXX IS 40 MINs FROM CYCLE RESET STAY OFF-DUTY!**

*If a driver must take a 34-hour “Off-Duty” period to reset their drive cycle time and attempts to log in after 33 hours and 20 minutes, they will receive the CYCLE RESET STAY OFF-DUTY warning.*

To remain “Off Duty,” touch “YES” for either message.

or

9. Touch “NO” and wait for the following message:

**MAKE STATUS EDITS BEFORE LOGIN?**

(This could take a minute.)

10. Touch “NO” if no log changes needed

or

Touch “YES” to edit your last log entry or if you are going directly into “Sleeper Berth” from “Off Duty” status. If you select “YES,” the driver is changed to “On Duty (ND).” Touch “OK” to accept.

*(Note: If no response is given within one minute, the system automatically places you in “On Duty (ND)” status and the following message appears: **Driver CHANGED TO On Duty (ND).**)*

11. If you have unsigned logs, the system asks you to review and submit each day’s unsigned logs.

Touch “YES” to review and submit or touch “NO” to continue to log in without signing logs.

*For more on status/last log edits, see the [Teletrac Drive Hours of Service and Driver Vehicle Inspection Reports User Guide](#).*

### Logging Out

1. From the “Driver List,” touch your **Driver ID**.

2. Touch . The following message appears:

**DO YOU WISH TO SIGN AND SUBMIT YOUR LOGS?**

If “YES,” see step 11, above. If “NO,” continue to step 3, below.

3. From the “Driver Logout” screen, touch .

### About the Fault Indicator Light

If the blue FIL on the vehicle’s console is lit, the automatic on-board recording device (AOBRD) is not working properly. The driver must follow FMCSA rule 395.15(f) and recreate the current and past seven (7) days of HOS duty status logs on paper. The past seven days may include faxed copies of electronic logs; however, any paper copies of electronic logs must be manually signed and certified by the driver to be legally correct.

The Fault Indicator Light is located at the center of the sticker, on the vehicle’s console:



## Driver Vehicle Inspection Reports (DVIR)

### Launching DVIR & Logging In

Drivers or mechanics who want to view, create or update a driver vehicle inspection report must first log in to the app. All submissions to the DVIR must be electronically signed by the driver or mechanic to maintain a “chain of custody” for the vehicle.

1. Touch **Apps** . The “Apps” menu opens.
2. Touch **DVIR** . Enter a username and password.

Next, touch the correct icon to log in:

 **Driver Login**

 **Mechanic Login**

The “Inspection Report List” opens.

### Creating Post-Trip Inspections

At the end of every driver’s day or equipment change, a post-trip inspection for the vehicle must be completed. A driver must create and submit an inspection for each vehicle driven on any given day.

1. Touch **Apps** . The “Apps” menu opens.
2. Touch **DVIR** . Enter a username and password. Next, touch  **Driver Login**. The “Inspection Report List” opens.
3. Touch **Create New Report** . The “Post-Trip Inspection: Check Defective Items” screen opens.

Swipe left or right to view all the items listed.

4. Inspect the vehicle/tractor and trailer(s). Touch the boxes to note the defect(s).
5. Touch the Trailer 1, Trailer 2 tabs to access the trailer checklists. Touch  to add the trailer name to the tab.
6. Touch **Remarks**  to add notes, if necessary.
7. Touch **Submit**  to move to the “Confirmation” screen.
8. Review details. Next, touch the correct “vehicle condition.”
9. To submit, touch  **I certify the above is true and correct.**

### Mechanic Update

The mechanic is required to update the driver’s post-trip vehicle inspection report when maintenance/repair is carried out on a vehicle. The mechanic can access the last submitted post-trip inspection via the tablet’s app, add remarks, as well as update the vehicle’s “condition.”

1. Touch **Apps** . The “Apps” menu opens.
2. Touch **DVIR** . Enter a username and password. Next, touch  **Mechanic Login**. The “Inspection Report List” opens.
4. Touch the most recent inspection listed. Review the driver’s post-trip “vehicle condition” and remarks and make repairs as necessary.
5. Touch **Add Mechanic’s Remarks** , if necessary.
6. Touch **Continue**  to move to the “Confirmation” screen.
7. Review details. Next, touch the correct “vehicle condition.”
8. To submit, touch  **I certify the above is true and correct.**

### Pre-Trip Inspections

Before driving a vehicle, drivers are required to review the last submitted DVIR and confirm that the vehicle is in a “satisfactory condition.”

1. Touch **Apps** . The “Apps” menu opens.
2. Touch **DVIR** . Enter a username and password. Next, touch  **Driver Login**. The “Inspection Report List” opens.
3. Touch the most recent inspection listed. Review the driver’s and mechanic’s remarks.
4. Touch **Add Pre-Trip Remarks** , if necessary.
5. Touch **Continue**  to move to the “Confirmation” screen.
6. Review details. Next, touch the correct “vehicle condition.”
7. To submit, touch  **I certify the above is true and correct.**



A detailed view of the electronic inspection checklist.



## Driver HOS Grid

### Reviewing an HOS Grid

*(Note: To access a grid, drivers must be logged in to HOS.)*

1. From the “Driver List,” touch your **Driver ID**.
2. Touch **View Logs** .
3. Touch **Log Grid** .
4. Touch  or  to scroll through the events. Stop at the selected grid.
5. Touch **Status Detail**  to display details for that specific grid entry.
6. Touch  to return to the “Grid” screen.

### Adding a Note to a Grid Entry

1. From the “Grid” screen, touch **Status Detail** .
2. Touch .
3. Use the keypad to add a note to the log entry.
4. Touch the outside of the message box to close the keypad.
5. Touch  to save the note.
6. Touch  once to return to the “Grid,” or touch  three times to return to the “Driver List.”

### Electronically Signing HOS Logs

When you attempt to log in or out before all of your past logs are electronically signed, the system asks if you want to sign your logs. If you select “YES,” the oldest unsigned grid opens first. You must review and certify that each log’s information is true and correct. When at the “Grid” screen, follow steps 4 through 11 to complete the electronic signature process.

1. From the “Driver List,” touch your **Driver ID**.
2. Touch **View Logs** .
3. Touch **Log Grid** .
4. Touch  or  to scroll and select a specific day’s log to sign.
5. Review the information on the log.
6. Touch **Sign Log** . Touch the “Note” field to add a note, if necessary.
7. Touch the “PIN” field.
8. Enter your PIN.
9. Touch the message box to close the keypad.
10. Touch . A “Pin Accepted – Log Signed” pop-up opens.
11. Touch “OK.”

*(Note: Once a log is signed, the word “Signed” is displayed at the top of the log grid.)*

## Hours Of Service (HOS)

### General Note

According to the Federal Motor Carrier Safety Administration (FMCSA) rule 395.15(g)(1), this reference must be kept in the vehicle at all times:

- Provides steps on how to use Teletrac Drive, an app suite for Android™, including HOS;
- Provides steps on how to navigate, retrieve, and review each driver’s HOS log in the HOS App;
- Provides steps on how to access vehicle information and reports for when maintenance/repair is necessary.

### Viewing and Sending Messages

**To view new messages:**

1. Touch . The “Inbox” opens. New messages are listed in **bold**.
2. Touch a message to select or use  or  to scroll and select. The “View Message” screen opens.
3. Touch  to save, or touch  to delete.

**To send a Canned message:**

1. Touch . The “Messaging Inbox” opens.
2. Touch **Canned Messages** .
3. Touch a message to select or use  or  to scroll and select.
4. Touch  to confirm your selection. A “Message sent.” confirmation appears.

**To send a Form-Fill message:**

1. Touch . The “Messaging Inbox” opens.
2. Touch **Form Messages** .
3. Touch a message to select or use  or  to scroll and select. The “Edit Message” screen opens.
4. Touch the blank field to enter information.
5. Touch the message box when done.
6. Touch  to confirm your entry. A “Message sent.” confirmation appears.

*(Note: To send a Free-Text message, use the **FREE TEXT** option listed in **Form Messages**. See “To send a Form-Fill message:” and follow the steps.)*

For more on messaging, including navigation, see the [Teletrac Drive Navigation and Messaging User Guide](#).