**Hours of Service Driver Manual**

**Contents**

Section – 1 Driver Login .............................................................................................................. 2

Section – 2 Driver Login: Team Drivers ...................................................................................... 4
  Section – 2.1 Reviewing Team logs ......................................................................................... 8

Section – 3 Changing Status ...................................................................................................... 9

Section – 4 Tagging Remarks to a Duty Status .......................................................................... 11

Section – 5 Changing your Region ............................................................................................. 14

Section – 6 Reviewing Your Logs ............................................................................................... 17
  Section - 6.1 Available Hours .................................................................................................. 17
  Section - 6.2 Log History Graph ............................................................................................ 18
  Section - 6.3 Info button ......................................................................................................... 20
  Section - 6.4 Day Log ............................................................................................................... 21

Section – 7 Faxing your Logs (Cycle Tab) ................................................................................. 22

Section – 8 Approve and Editing ............................................................................................... 24
  Section – 8.1 Approving ........................................................................................................... 25
  Section – 8.2 Editing your Logs ............................................................................................. 27

Section – 9 Entering Load info .................................................................................................. 32
Section – 1 Driver Login

For the Hours of Service application to work, you must login to the MCP – Mobile Computing Platform (Qualcomm). Once you are logged in, your log history will be downloaded to the unit. The amount of days downloaded to the unit depends on what region or rule set you are operating in. If in Canada, 14 days will be downloaded. If in the USA 7 or 8 days will be downloaded.

1) To login, access the home screen by pressing the Home button. Locate the Login icon and tap it.
2) Enter in your login credentials and tap the OK button. If you don’t know your Driver ID and Password, consult your HOS administrator.

![Login screen with entered credentials](image)

3) You may be prompted with this message after pressing the OK button. This message is related to Performance Monitoring. If you are the only person that drives this truck you can select Yes to this message. Otherwise select No. This message has nothing to do with HOS and it will not affect your logs in any way.

![Performance Monitoring prompt](image)
4) After the pop-up message clears, you should see your full name with the word Active to the left of your name. At this point you can press the HOME button to exit the login screen. After logging in your log history will be downloaded to the unit. The amount of days downloaded to the unit depends on what region or rule set you are operating in. If in Canada, 14 days will be downloaded. If in the USA 7 or 8 days will be downloaded.

**Section – 2 Driver Login: Team Drivers**

The Hours of Service application allows two drivers to login. If you are driving in teams it is mandatory that both drivers log into the system.
1) Access the home screen by pressing the **Home** button. Locate the **Login** icon and tap it.

2) The Team member that is driving the truck should login first. This driver will become the active driver and all drive time will populate onto his or her logs. Driver number 1 enters in their login credential.
3) Now the second driver must login. Tap the **Add** button on the login screen.

4) Enter in the second drivers Driver ID and Password, then Press OK. Note that their status will be put to in-active. This because someone is already logged into the unit as active.
5) Now both drivers are “logged in” as shown in screen shot below. Press the HOME button and access the Hours of Service application. The Inactive driver should change their status to Off-Duty or Sleeper Birth right away.

![Login screen showing both drivers logged in](image)

6) To change the Active driver, select the inactive drivers name and press the Change button. You will be prompted to enter your Password.

![Login screen with Change button highlighted](image)
Section – 2.1 Reviewing Team logs
When two drivers are logged into the HOS application, the name shown in the drop down box are the logs you are reviewing or changing.

1) To review or change the inactive drivers’ logs, select their name from the drop down.

2) We are now reviewing the inactive drivers’ logs
Section – 3 Changing Status

This section covers making a manual status change.

1) Access the home screen by pressing the HOME button. Locate the Hours of Service icon and tap it.

2) To change your Status, select the Status tab. Tap the Change button. In this example, the driver is changing their status from Off-Duty to On-Duty.
3) Select your new status and Press **OK**.
4) New status will be shown on the Status tab. The duration count will count up from zero.

**Section – 4 Tagging a Remark (notes) to a Duty Status**

The HOS application allows the driver to tag up to two (2) Remarks to every duty status. These remarks can be pre-defined comments, which are set up in software (talk to your HOS administrator) or, you can type in a free form remark (if allowed by your HOS administrator).

1) To add a Remark, access the **Status** tab. Remarks can be added in two ways. To add a note to your current status, press the **Remarks** button. You can also add a note when making a duty status change. If adding a Remark under the Status Change screen, you will be forced to change your status when adding a remark. In the following example, the driver is tagging the note Pre-Trip to their current duty status which is On-Duty.
2) On the Change Remarks page, we can add a remark. In this example the driver is selecting a pre-defined comment that has been setup in software. You can type a free form note by tapping in the text box and typing, if permissions are provided.
3) Select your comment.

4) When the Remark appears in the text box press OK. If you would like to add a second Remark, click in the second text box and enter your Remark, press OK. After pressing OK you’ll come back out to the Status tab. You may review these remarks under the Graph or Day Log tabs.
Section – 5 Changing your Region

The MCP Hours of Service application tracks the three major rule sets; USA, Canadian Main and Canadian North. It is up to the driver to change their region if they want to be alerted to violations based on the region they are driving in. This section steps a driver through changing their region. The Clocks tab will also display available hours in all rule sets. All rule sets are actively counted down in real time, which make this tab good for forecasting hours if you are crossing into a new region.

1) To change your region, tap on the Clocks tab then tap on the Region button.
2) On the Region screen we can – change our Region, Date Format and Distance Units.

3) Select your new Region and tap OK.
4) The Region change is now complete. The driver will be notified that they are now
governed by the new region. Note the changes. The countdown clock will now say DOT.
The Cycle 1 tab will now say 8-days. (these are the default cycles, your unit may display
Cycle 2 or 7-Days)

5) Border button. The Border on this page does not need to be used because all State,
Provincial and International Border crossings are flagged automatically. If you use the
Border button you may see 2 border crossing flagged on you graph.
Section – 6 Reviewing Your Logs

In the Hours of Service application there are a number of different places that we can review our available hours and log history. The amount of log history the application displays is dependent on the region you are in. If you have the Canadian region selected - 14 days of history can be displayed. If you have the USA region selected - 7 or 8 days of history can be displayed.

Section - 6.1 Available Hours

1) To view your available hours tap on the Summary tab. Here we see available hours in all categories. Again what we see here is dependent on the region we have selected.
Section - 6.2 Log History Graph

The Graph tab is the where we can review past activity. In order to see past activity, your logs must be downloaded to the unit. The download process may take 3 – 5 minutes. Logs are downloaded after logging in.

1) To access the graph, tap the Graph tab. To view past days tap the arrow buttons at the top of the page or tap the Previous/Next buttons on the bottom right. Tapping on a bar within the graph will show more information about that status. Total time in Hours:Minutes spent in each status are displayed on the right side of the graph.
2) In this example we are reviewing log activity that occurred on the 27th. By tapping on any bar within the graph, we see more information and we can also review any remarks we have attached. To review a note, click on the *Notes* button.

3) Here are the attached Notes. Press OK to exit this screen.
Section - 6.3 Info button

The **Info** button displays who we are working for. This button appears on the Graph or Day Log screen.

1) Tap the **Info** button.

2) Press **Done** to exit.
Section - 6.4 Day Log

The Day Log will display a drivers log in a list text format. Here the driver can review log history. 14 days Canadian. 8 Days USA.

1) Tap on the Day Log tab. Tab the arrows to select a date.

![Image of Day Log screen showing a date selected and status details.]

2) To review a status tap on it. If a note is attached, the Remarks button will become available to select. Tap on Remarks to review it.

![Image of Day Log screen showing a status selected and remarks button highlighted.]

Tap on a status to select. Tap the Remarks button to review the remarks tag to this status.
Section – 7 Faxing your Logs (Cycle Tab)

Under the Cycle Tab we can review Driving and On-Duty history. Total hours spent in each status are displayed by day. Mileage totals are display here also. Under this tab is where you will find the Fax option. This tab will be named according to the Cycle you are running and Rule Set you are governed by. This Tab may be named one of the following; Canadian Rule – Cycle 1 or Cycle 2 USA Rule – 7 Day or 8 Day.

1) Tap on the Cycle tab to access the Fax button. To fax your logs, tap the Fax button.

![Image of HOS Driver Manual page 22 showing Section – 7 Faxing your Logs (Cycle Tab)](image)
2) Two other buttons appear on this page. The Vehicle Info button (only shown if in Canadian Rule) will display the Date, your Trucks ID number, Tractor Licence plate number and Start End Odometer. The Log Request button will download a new copy of your logs to your unit. This button would be used if a dispatcher had made an edit to your logs and forgot to send them.
Section – 8 Approve and Editing

Approving your logs should be done once a day. Depending on your permissions, you may be able to edit your logs. If you do not see the Edit button, you do not have the permission to edit. If changes are necessary you must call in to dispatch and have them edit your logs via software. If the button does appear on this page, you will be able to edit all statuses but Driving.

1) You will be reminded to approve your logs if you have not approved for some time. This reminder or prompt will be seen on the Status tab.
Section – 8.1 Approving

1) To approve your logs click on the Approve tab. Under the Approve tab we see all completed statuses. We are shown the Date the status occurred, the Status, the Start time and Duration. Review the statuses, if all are correct, tap the Approve All button.

2) Press OK to this prompt.
3) The completed approved statuses will disappear from this screen. All of these statuses, dating back 14 days can still be viewed under the Graph tab, or, Day Log tab.

4) Any approved status will be shown with a green check mark beside it.
Section – 8.2 Editing your Logs

You can edit your logs if you have the required permission. Talk to your HOS administrator about getting permissions. A driver may edit; On-duty, Off-duty and Sleeper Birth statuses. A driver cannot edit Driving and Off-Duty Driving. A driver can change status to a new status or, they can split the time between two statuses. In the example below, the driver has forgotten to change their status to off-duty at the end of a shift and they have been left on-duty all night.

1) Tap on the Approve tab and select the status you wish to edit. Once the status is selected, the Edit button will become active. Tap the Edit button.

![App image with instructions and example of editing status]
2) On the Edit page we can make changes to this status. Select the new status from the drop down box on the Left. The driver can attach a Remark to this duty status if they wish. When making an edit we are also given an option to add an exception (ferry crossing). You may not see an exception here. Again, this all depends on your account permissions.

3) It may or may not be mandatory for a driver to enter a remark here. If the OK button is not available, you will have to enter a remark. You may enter in two remarks per duty status. Keep in mind this is not a reason why you editing, this is a remark noting your activity during this duty status.
4) After pressing OK you will be asked to enter the reason for the edit. Note, this reason will appear on your paper log. Enter your Edit Reason and press OK.

![Edit Reason](image)

*Changes to USA 34 hour resets due to this edit may not be reflected immediately.*

**Section – 8.3 Split Status Edit**

In this example we will show you how to split time between two statuses.
1) Tap on the **Approve** tab and select the status you wish to edit. Once the status is selected, the **Edit** button will become active. Tap the **Edit** button.

2) On the Edit screen tap the **Toggle Split Scissors**. A new drop down will appear and the time will split as evenly as possible.
3) Select the new status from the drop down. Then change the time/date to reflect how long you spent in each status. Add your remarks if need and press **OK**.

4) After pressing **OK** you will be asked to provide a reason for the edit. Note, this reason will appear on your paper log. If you are done making edits, you can approve all.
Section – 9 Entering Load info

The Driver can enter in load information under the load tab. The load information a driver enters in will appear on the paper copy of their logs. This load information will follow the drivers unique Driver ID and Password. So, your trailer and document information will follow you if you are logging into different trucks.

1) Tap on the Load tab. To enter new information, tap the **New Load** button.

2) Enter in your load information. The Load ID field is mandatory. You will not be able to save until something is entered in here.
3) You can review past loads by tapping the **History** button.