



APEX

***ELD INSTALLATION
AND CONNECTION***

TABLE OF CONTENTS

INSTALLATION & CONNECTION

Install the Apex ELD device in your vehicle	3-4
Install the Apex ELD App	5
Log in to the Apex ELD App and select a vehicle	5-6
Complete Pre-Trip DVIR	7-9
Populate Log Form Data	10-11
Connect your mobile device to the Apex ELD device	12-13
Record Hours of Service	14

DOT INSPECTION

Inspect Logs	15
Data Transfer	16

MALFUNCTION RESPONSIBILITIES

Carrier Responsibilities Regarding Malfunctions	17
Record Keeping Responsibilities by the driver	17

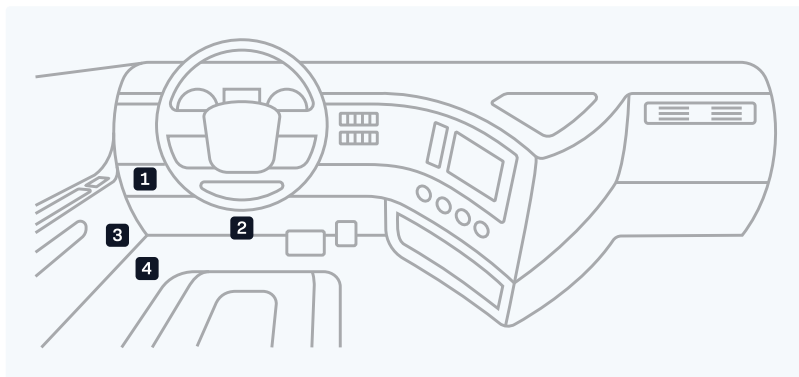
ELD MALFUNCTIONS

ELD Malfunctions	18-20
------------------	-------

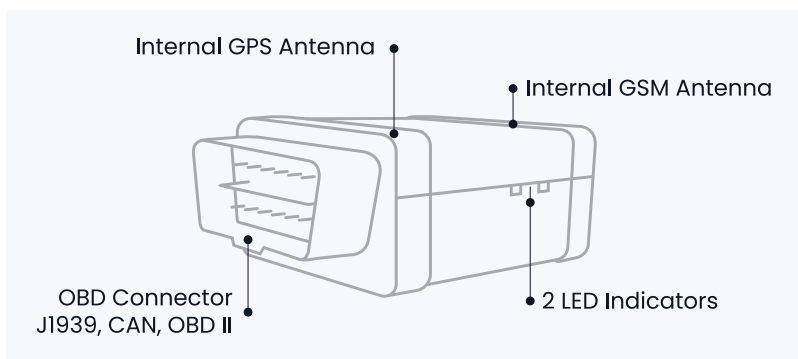
INSTALLATION & CONNECTION

Install the Apex ELD device in your vehicle

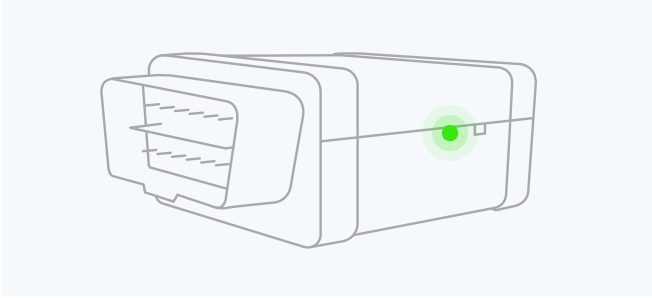
1. With engine off, locate the diagnostic port inside the vehicle. It is located in one of the four places:



2. Attach the device to the diagnostic port of the vehicle.



3. Once the device is installed, ensure the device is working properly as evidenced by a green LED light blinking. The green light starts blinking after a GPS & Cellular connection is initiated.



4. Securely mount your device in a location with no electrical components nearby. This will help prevent issues like ELD device interference and GPS signal disruption. It is recommended to position the ELD device visibly, ensuring an unobstructed view of the sky, as shown in the image below.

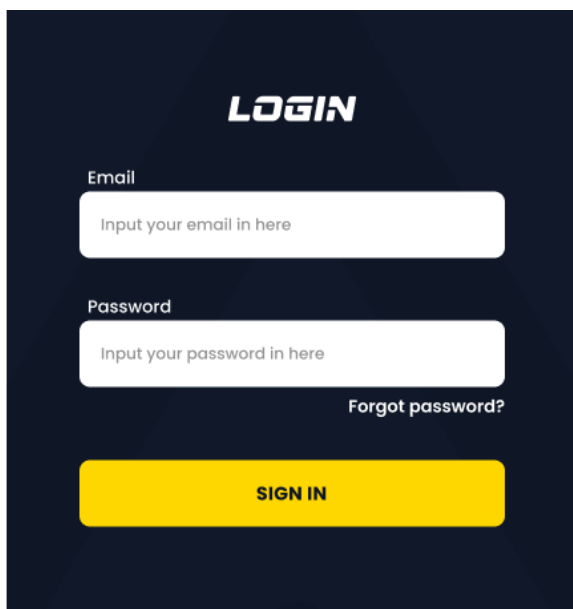


IMPORTANT: Please follow the above-mentioned instructions. Otherwise, you risk ELD device interference and GPS disruption, creating problems with the signal. Do not put an ELD device under the dashboard under any circumstances.

Installation & Connection

Install the Apex ELD App

1. For android phones and tablets download the Apex ELD App from Google Play Store. For iPhones and iPads download the Apex ELD App from the App Store.
2. Open the Apex ELD App.

The image shows the login screen of the Apex ELD App. It has a dark blue background. At the top, the word "LOGIN" is written in a bold, white, italicized sans-serif font. Below it, there are two white input fields. The first is labeled "Email" in a small white font, and the second is labeled "Password" in a small white font. Both fields have a light gray placeholder text that says "Input your email in here" and "Input your password in here" respectively. To the right of the password field, there is a link that says "Forgot password?" in a small white font. At the bottom of the screen, there is a large, bright yellow rectangular button with the text "SIGN IN" in a bold, black, sans-serif font.

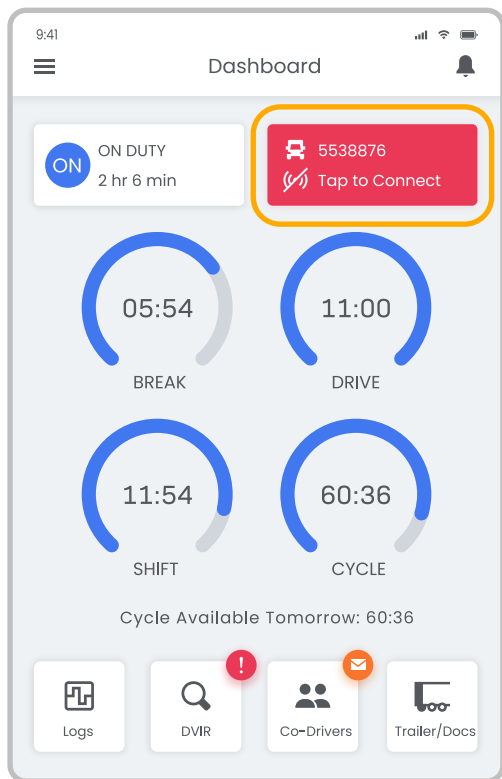
Login to the Apex ELD App and select a vehicle

Read the login details from your email. If you don't have login details yet, or you've forgotten them, contact your Carrier administrator.

1. Enter your login details and tap LOG IN, you will be prompt with Terms and Conditions.
2. Read the Terms and Conditions and tap AGREE.
3. Select your vehicle from the list, or search for one.
4. Tap ACCEPT, you will be prompt with a Settings page where you can review and edit settings details.
5. Tap SAVE.

! Dashboard View

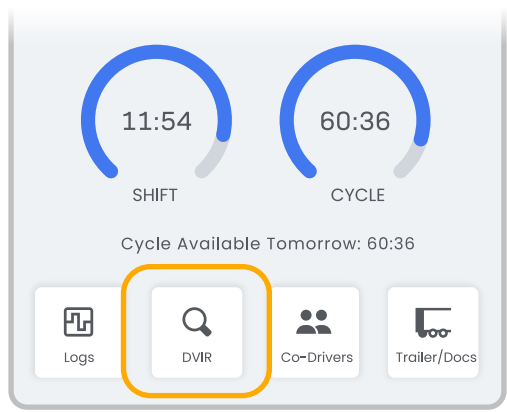
After successfully login & vehicle selection, the Dashboard page is open. Use Tap to Connect bar to connect to your vehicle.



INSTALLATION & CONNECTION

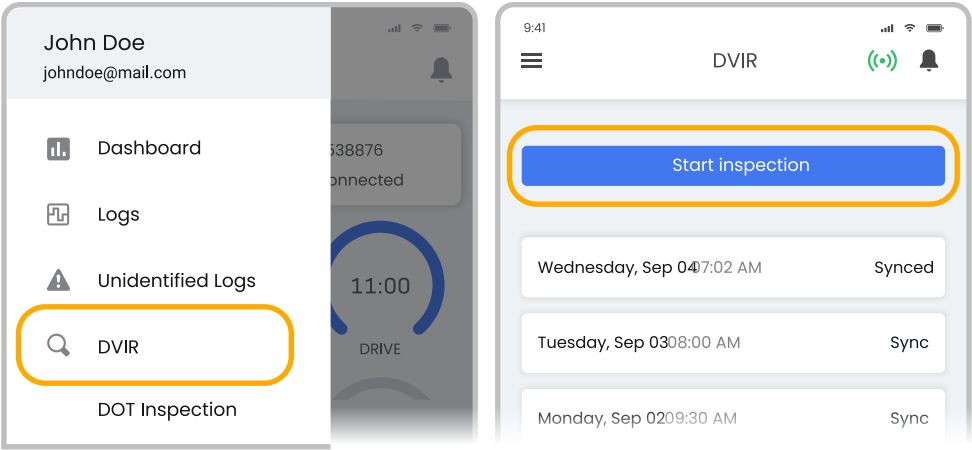
Complete Pre-Trip DVIR

Start a new pre-trip inspection report by tapping the DVIR button.



You can also Start Inspection from the left side menu by tapping the DVIR option.

1. From DVIR view, enter the odometer value and tap Start Inspection, if you are in Off Duty or Sleeper Berth status you will be placed to On Duty status. Pre-trip is selected by default.



2. Tap Add/Remove under Vehicle Defects and review each item from the list against your vehicle.

The screenshot shows a mobile application interface for a Pre-Tip DVIR (Driver Vehicle Inspection Report). At the top, there are two tabs: "Pre-Tip" (active) and "Post-Tip". Below the tabs, there are three input fields: "VIN" with the value "WS3KN3U33A334456", "Odometer", and "Location" with the value "San Francisco". Below these fields is a section titled "Vehicle Defects" which contains a button labeled "Add/Remove" (highlighted with an orange rectangle) and the text "No Defects Found".

3. If you identify a defect, select the appropriate defect in the list and enter a comment and photo. Tap Save.

The screenshot shows a mobile application interface for a DVIR (Driver Vehicle Inspection Report). At the top, there is a status bar showing the time "9:41" and signal/battery icons. Below the status bar, there is a header with a menu icon, the text "DVIR", and a green speech bubble icon and a bell icon. Below the header, there is a section titled "Front" which contains a list of vehicle components with checkboxes and expandable arrows: "Headlights", "Flashers", "Fog Lights", "Marker Lights", and "Engine Compartment". At the bottom of the screen, there is a blue button labeled "Save" (highlighted with an orange rectangle).

- 4. If Trailer is applicable, repeat step 2 and 3 under Trailer Defects.
- 5. Tap Sign and Save the Report.

Odometer

Location
San Francisco

Vehicle Defects

Add/Remove

No Defects Found

Trailer Defects

Add/Remove

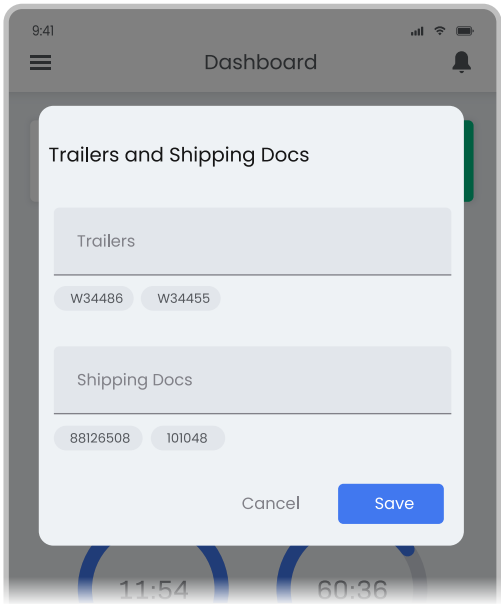
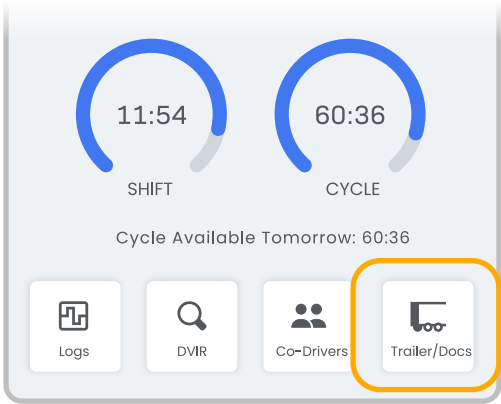
No Defects Found

Sign and Save the Report

INSTALLATION & CONNECTION

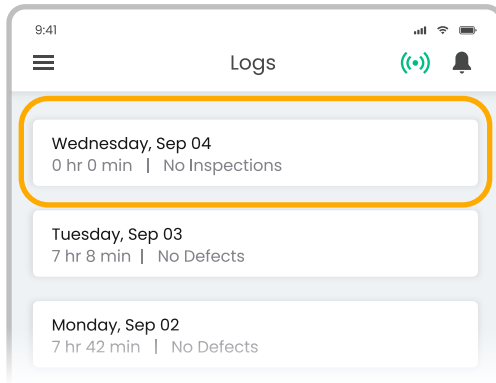
Populate Log Form Data

Select Trailer/Docs button from your Dashboard to add the Trailer/Shipping Docs number.

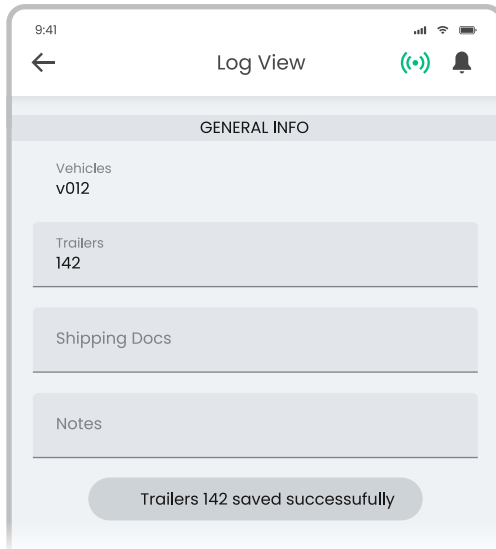


Trailers & Shipping Docs are also available through the Logs folder.

1. From your Dashboard view, tap the  icon.
2. Select Logs.
3. Tap the daily log at the top of the list.



4. Scroll down (to the bottom of the screen) and tap the Trailer or Shipping Docs field.
5. Enter your trailer or shipping doc numbers. You will see "Trailer saved" OR "Shipping Docs saved" confirmation message.



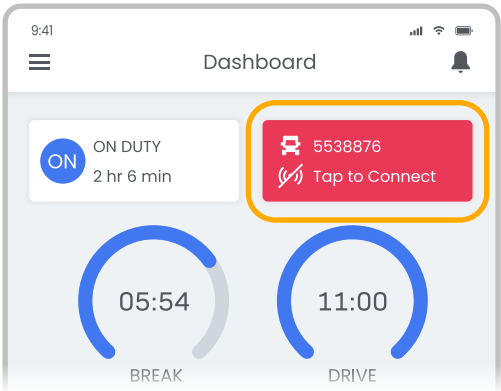
INSTALLATION & CONNECTION

Connect your mobile device to the Apex ELD device

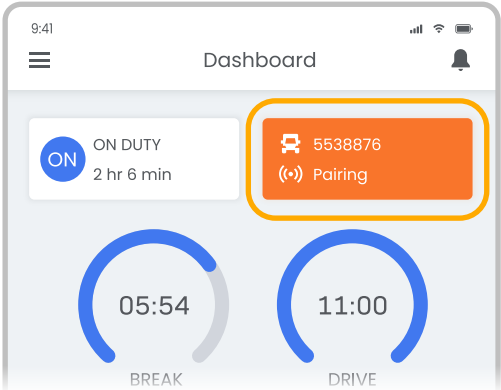
! Enable Bluetooth

Please ensure that Bluetooth is enabled on your device before you connect to the Apex ELD device.

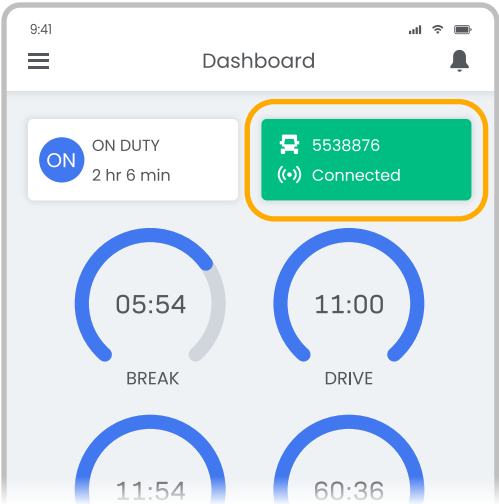
In the main Dashboard view there is Tap to Connect bar – just below the vehicle number



1. Use Tap to Connect bar to connect to your vehicle. The device will attempt to connect to selected vehicle ELD via Bluetooth. ELD bar will change from red to orange: Pairing.



2. An icon (📶) will appear in connection bar upon successful connection.



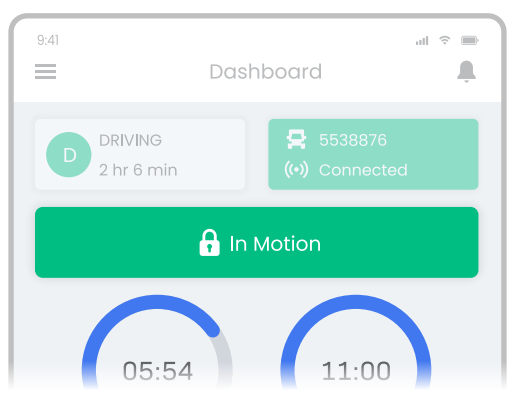
✓ Ready to Drive

Once you've completed all of the pre-trip tasks in this section, you're ready to drive. When your vehicle is moving at 5 MPH or greater, your duty status will automatically switch to Driving, in accordance with the ELD mandate.

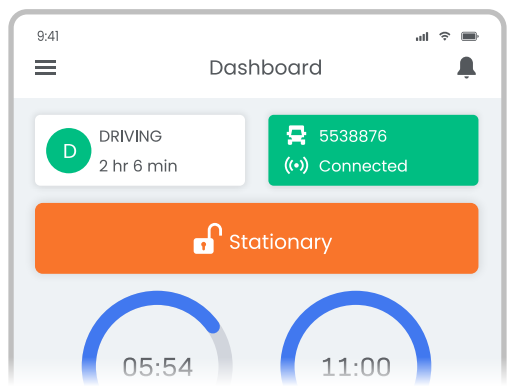
INSTALLATION & CONNECTION

Record Hours of Service

- 1. When your vehicle reaches 5 MPH or greater, Apex ELD is indicating that vehicle is In Motion and your duty status will automatically change to Driving.



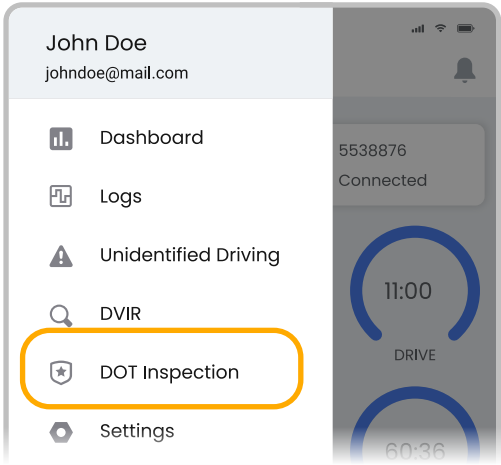
- 2. When the vehicle stops (0 MPH) it's considered Stationary.



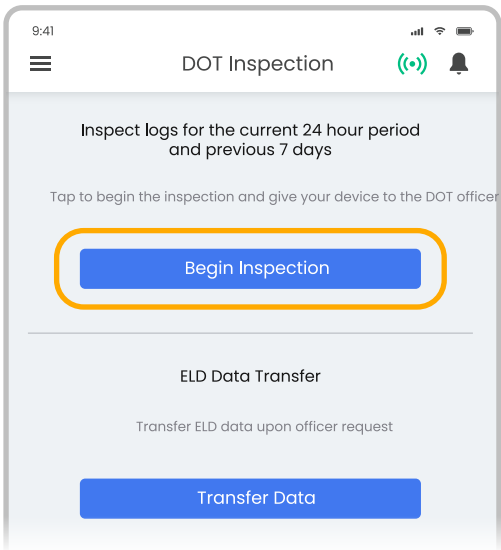
- 3. You can change your duty status by tapping the Driving and selecting some other duty status.
- 4. If your vehicle remains Stationary for five minutes you will be prompted with a question if you would like to change your duty status. If you ignore this question your duty status will be changed to On Duty.

Inspect Logs

To begin the DOT inspection tap the menu icon on the top left and select the DOT Inspection



- 1. To let an officer inspect your logs tap Begin Inspection. Logs for current and last seven days will appear on the screen.

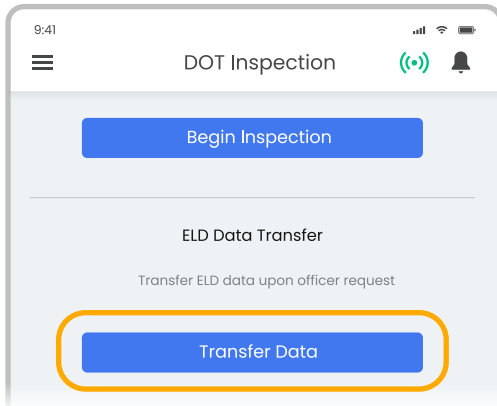


- 2. Hand the officer your mobile device.

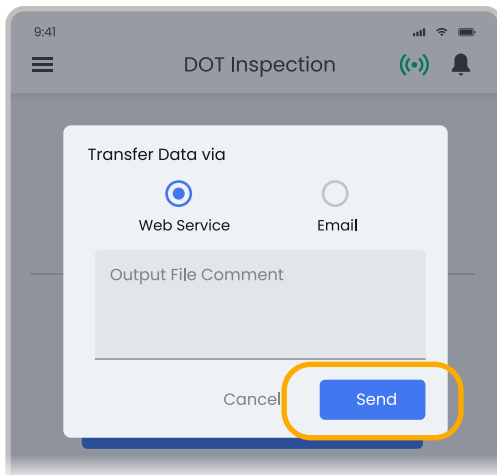
Data Transfer

If the officer asks for the output file tap Transfer Data

1. Tap the Transfer Data to send the file via web service or email.



2. Select Web Service or Email transfer method.
3. A DOT officer will provide the Output File Comment, enter it in the text box.
4. Tap Send.



5. You will receive a confirmation if the file was submitted successfully. If it was unsuccessful, you will receive the following message: "ELD File Sending Failed. Use a different Transfer Data method or try again."

MALFUNCTION RESPONSIBILITIES

Carrier Responsibilities Regarding Malfunctions

The carrier must:

Provide drivers with an instruction sheet describing the various ELD malfunction events and record-keeping procedures (this document)

Provide drivers with a supply of 8 days worth of blank paper driver records

Repair, replace or service

The motor carrier must correct the malfunction of the ELD within 8 days of discovery of the condition

OR

a driver's notification to the motor carrier, whichever occurs first.

Record Keeping Responsibilities by the driver

The driver must:

Malfunction Events

Note the ELD malfunction and provide the carrier with written notice within 24 hours.

Reconstruct driving events for the current 24 hour period and previous 7 consecutive days using paper logs.

Continue to manually prepare driving logs until ELD is serviced and brought back into compliance.

During inspections which take place when a malfunction has occurred: provide safety official with manually kept driver logs.

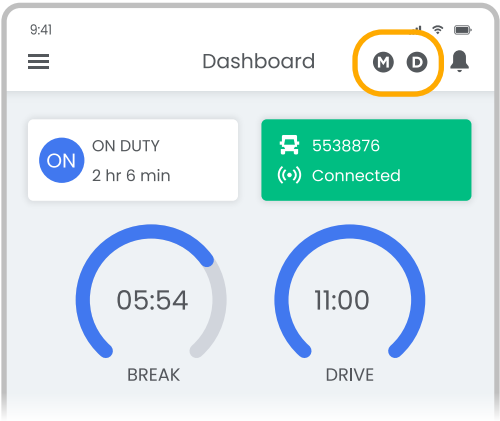
Data Diagnostic Events

The driver must follow the motor carriers and ELD provider's recommendations in resolving the data inconsistency.

ELD MALFUNCTIONS

Diagnostic and Malfunction events show up in the application's header (top right) as a capital D and capital M. The D stands for diagnostic events and the M for malfunction events.

Tap D (diagnostic data) or M (malfunction) to view error details.



Malfunction

! ELD has reported Power compliance malfunction. Contact your manager immediately. Please stop using the Apex ELD and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM

! ELD has reported Engine Synchronization compliance malfunction. Contact your manager immediately. Please stop using the Apex ELD and switch to paper logs until the ELD malfunction has been corrected.

Mon, Aug 25, 10:15 AM



ELD has reported Timing compliance malfunction.
Contact your manager immediately. Please stop using the
Apex ELD and switch to paper logs until the ELD malfunction has
been corrected.

Mon, Aug 25, 10:15 AM



ELD has reported Position compliance malfunction.
Contact your manager immediately. Please stop using the
Apex ELD and switch to paper logs until the ELD malfunction has
been corrected.

Mon, Aug 25, 10:15 AM



ELD has reported Data Recording compliance malfunction.
Contact your manager immediately. Please stop using the
Apex ELD and switch to paper logs until the ELD malfunction has
been corrected.

Mon, Aug 25, 10:15 AM



ELD has reported Data Transfer compliance malfunction.
Contact your manager immediately. Please stop using the
Apex ELD and switch to paper logs until the ELD malfunction has
been corrected.

Mon, Aug 25, 10:15 AM

Data Diagnostic

! ELD has identified the Power data diagnostic event.

Mon, Aug 25, 10:15 AM

! ELD has identified the Engine synchronization data diagnostic event.

Mon, Aug 25, 10:15 AM

! ELD has identified the Missing required data diagnostic event.

Mon, Aug 25, 10:15 AM

! ELD has identified the Data transfer data diagnostic event.

Mon, Aug 25, 10:15 AM

! ELD has identified the Unidentified data diagnostic event.

Mon, Aug 25, 10:15 AM



APEX