TruckSpy Driver App User Manual

**Driver App
User Manual**
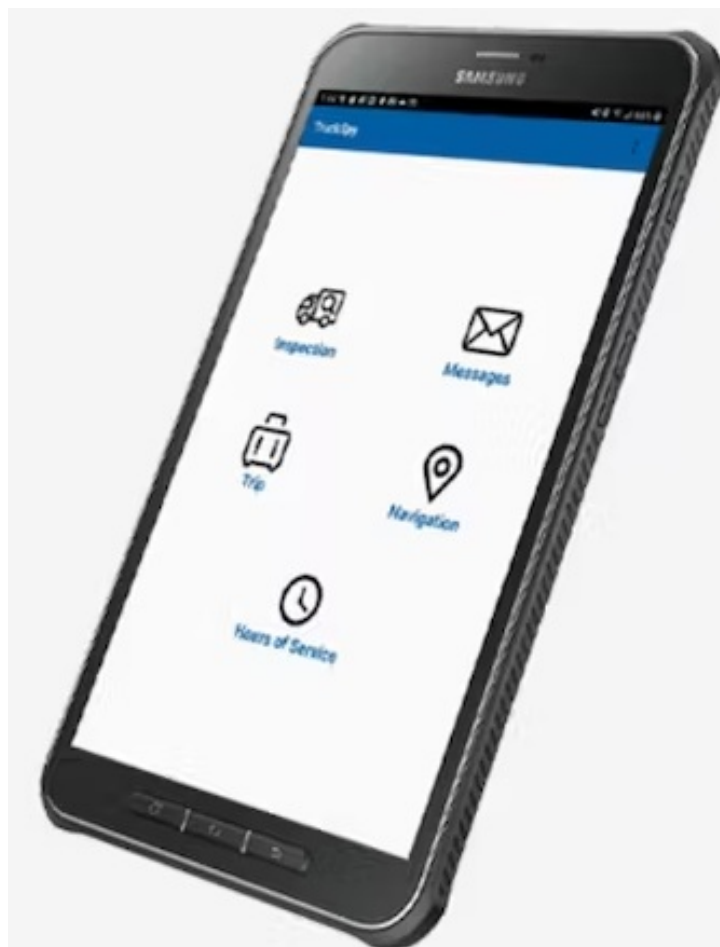
Driver App User Manual
803-627-1017 | **support@truckspy.io** | **truckspy.io**

Starting Your Day

Contents

Logging In

Check Vehicle For ELD Materials
You should have these materials in the vehicle at all times to be compliant:

- This user manual
- At least 8 days of blank record of duty graphs
- TruckSpy DOT Instruction Sheet

Log In
Login with the credentials provided by your carrier. If you've forgotten of haven't been provided credentials contact your carrier.
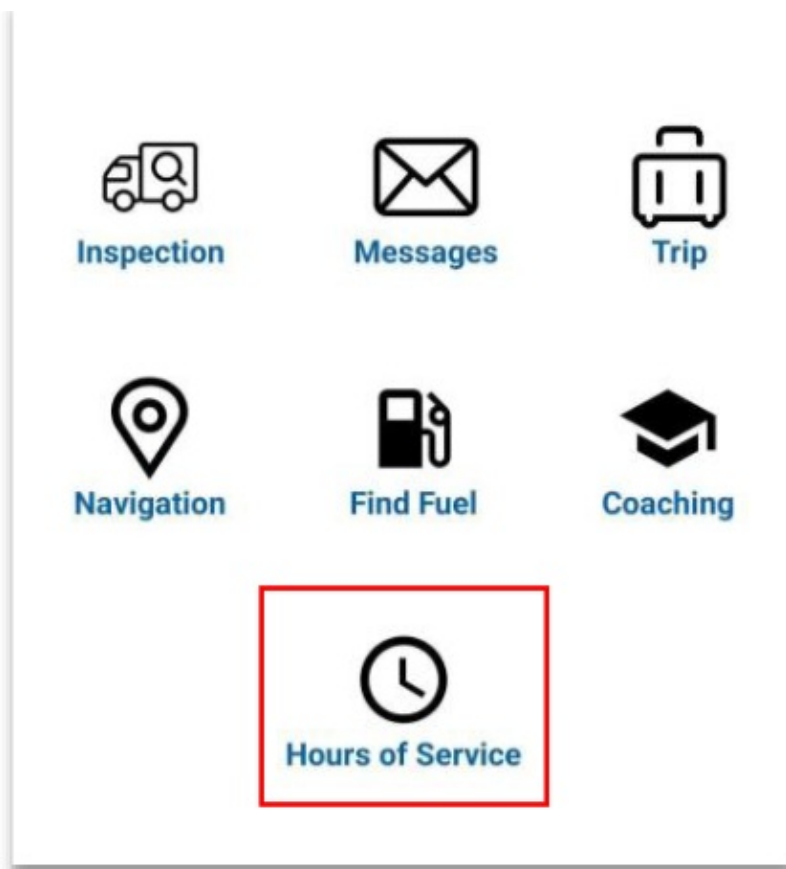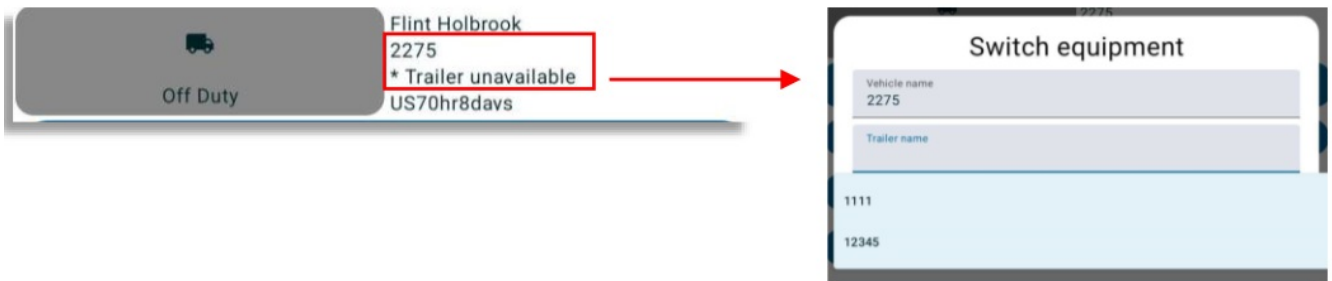
Going On Duty

1. Tap Hours of Service

2. Ensure truck and trailer are assigned

   Your vehicle and trailer, it should be prepopulated based on your carriers settings. If its not set or set incorrectly, tap the vehicle number and select a vehicle from the list.

3. Check VBUS Connection

Your device must be connected to your truck to remain compliant. If you're not connected, you'll see a yellow warning bar.
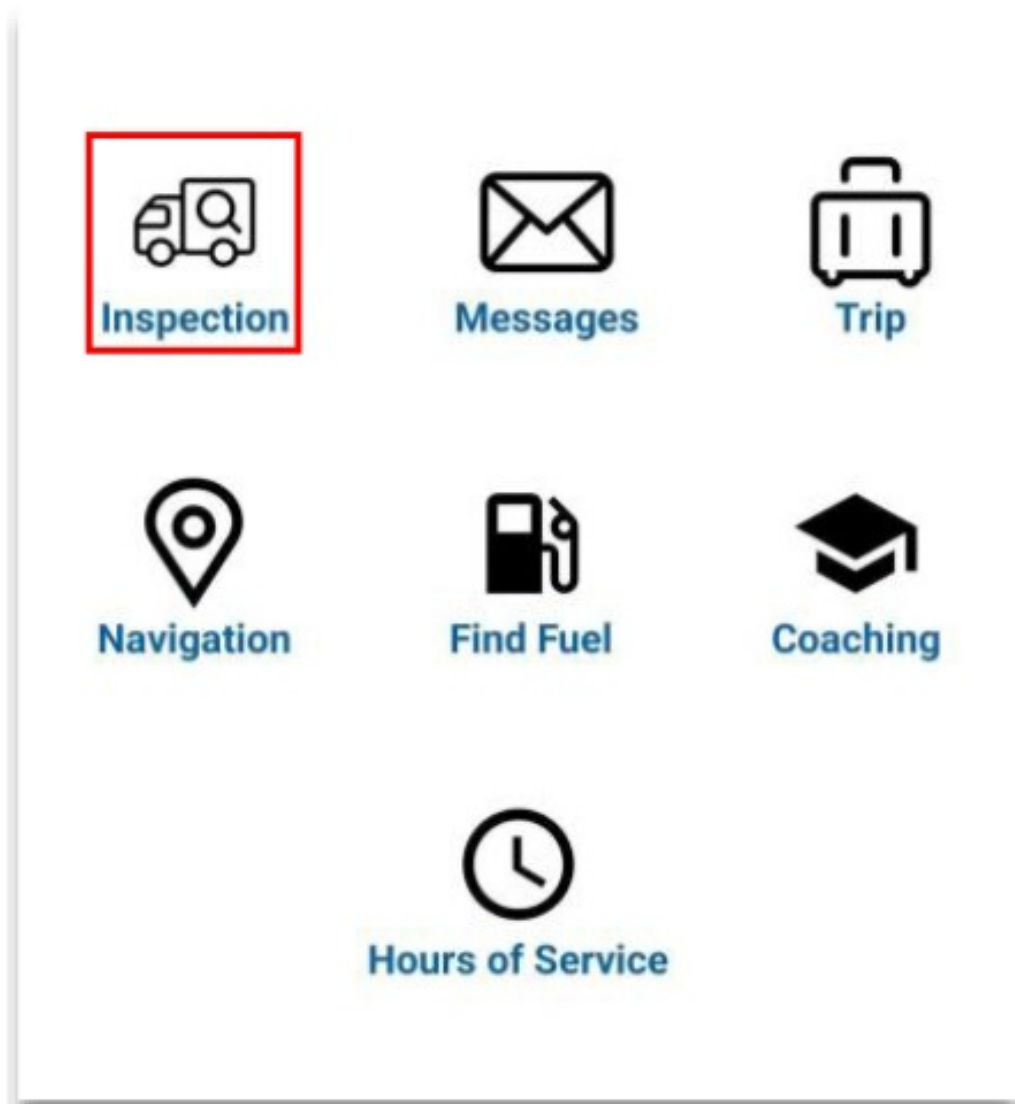

If you see this warning, refer to pg 14 for detailed instructions on getting connected.

4. Tap your duty status and select On Duty ND

Complete Pre-Trip DVIR

1. From the home screen tap `Inspection`

2. Select your inspection type

   Your trailer(s) should be pre-populated. But if they aren't enter your trailer number(s).

   Tap `Start Inspection`

3. Perform your inspection

Thumbs up indicates no issue and thumbs down means there is an issue. If you identify an issue enter an issue description and take a photo.

4. Confirm if vehicle is safe to operate

   Sign in the box below and tap next to complete your DVIR.

Add Shipment Data, Then Get On The Road

1. Tap on Hours of Service
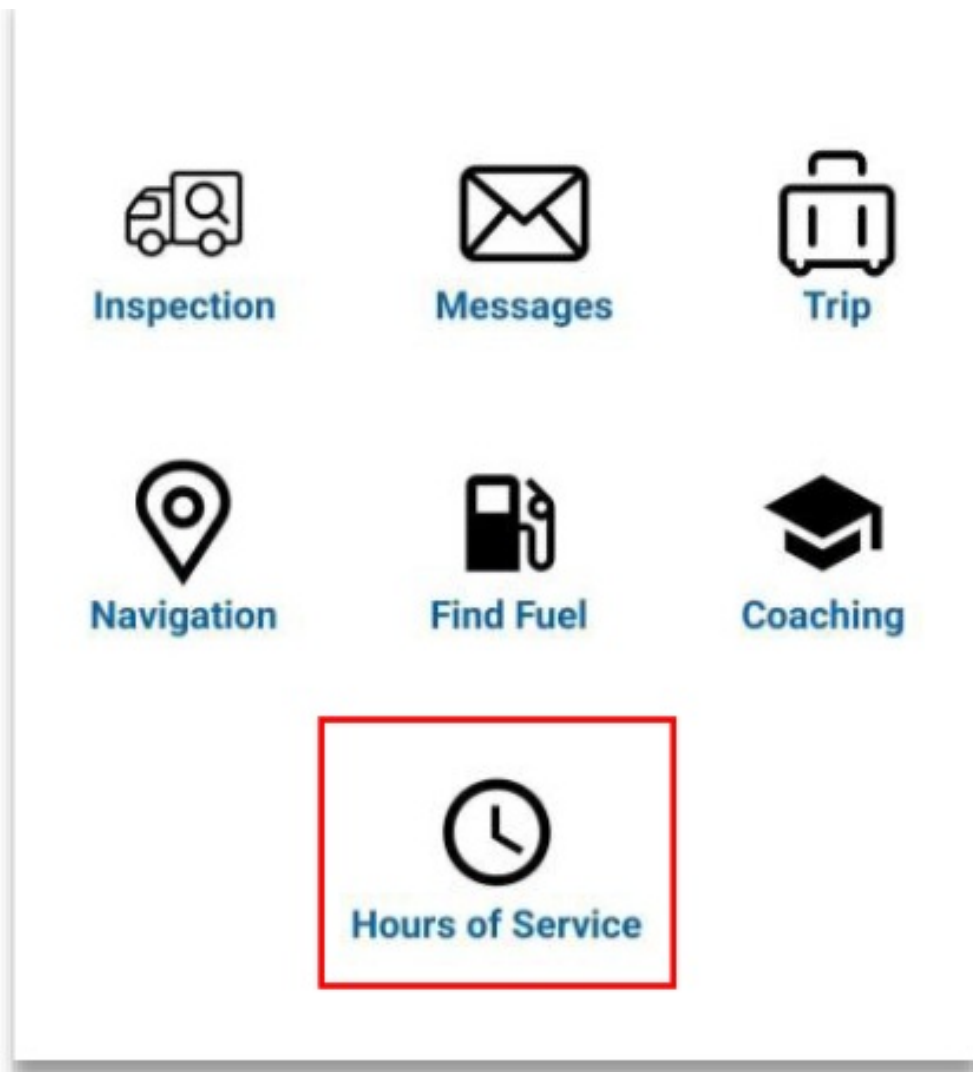
2. Tap Options

3. Tap Shipping Docs

   Enter your shipment information.

4. Start Driving

   Now that you've completed all the pretrip tasks, you're ready to drive.

   When the vehicle beings moving, your duty status will be automatically switched to driving, in accordance with the ELD mandate.

During the Day

Managing Duty Status

1. From the Hours of Service Screen tap your duty status.

2. Tap a status or special driving condition

   Use the annotation at the bottom of the duty status selector to add an annotation to the record.

   If your vehicle starts moving, your status will automatically be transitioned to Drive in accordance with the ELD

   mandate.

Special Driving Conditions

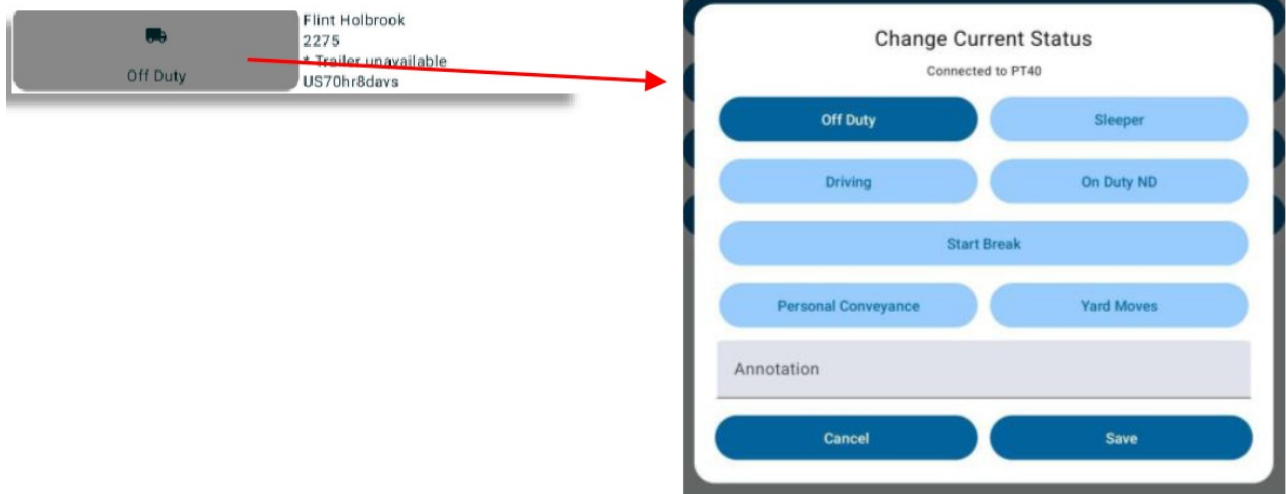If your carrier has enabled your profile to use special driving conditions including Yard Moves or Personal Conveyance they will be available. To enable either special driving condition an annotation is required.

Yard Moves: When this condition is selected your duty status will not automatically transition to drive. Personal Conveyance: When this condition is selected your duty status will be automatically set to Off Duty and will not be automatically transitioned to drive.

When either special driving condition is in place, you'll see a banner at the top of you screen as a reminder. At the appropriate time, click `Disable` to remove the condition.

DOT Inspection

During a roadside inspection, present your electronic logging device and the TruckSpy DOT instruction sheet to the official.

1. From the Hours Of Service screen, tap `Roadside Inspection`

2. Hand Device and instruction sheet to official for review

3. Tap the device's physical back button once the review is complete

Data Transfer

1. From the DOT Inspection screen, tap `Data Transfer`

2. Select Email or Web-Service and enter the investigation code provided by official

Complete Post-Trip DVIR

1. From the home screen tap `Inspection`

2. Select your inspection type

   Your trailers should bepre-populated. But if they aren't enter your trailer number(s).

   Tap Start Inspection

3. Perform your inspection

   Thumbs up indicates no issue and thumbs down means there is an issue. If you identify an issue enter an issue description and take a photo.

4. Confirm if vehicle is safe to operate

   Sign in the box below and tap next to complete your DVIR.

Editing Logs

Automatically recorded drive time cannot be edited in accordance with the ELD mandate.

1. From the HOS screen, tap `Logs`.
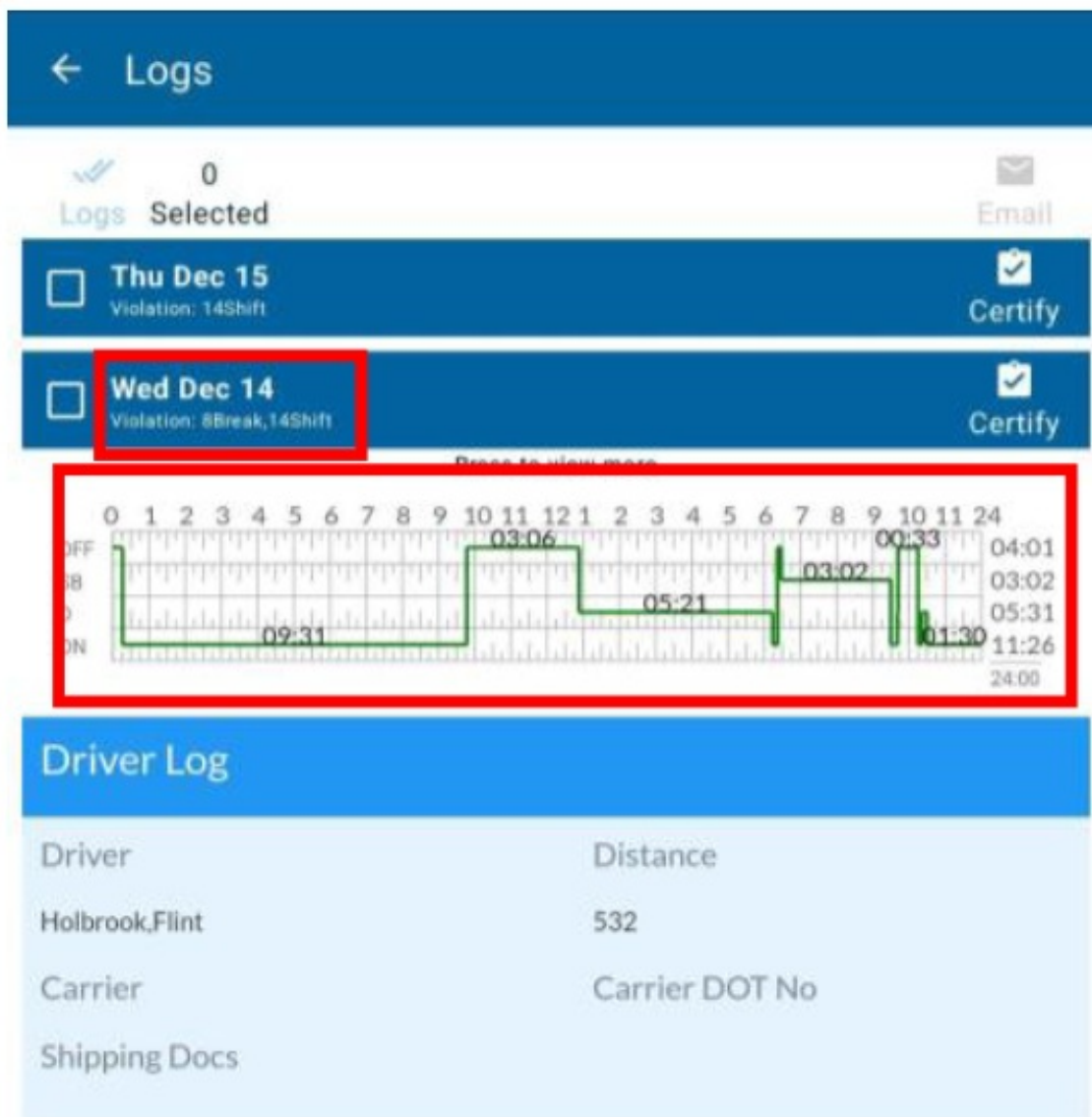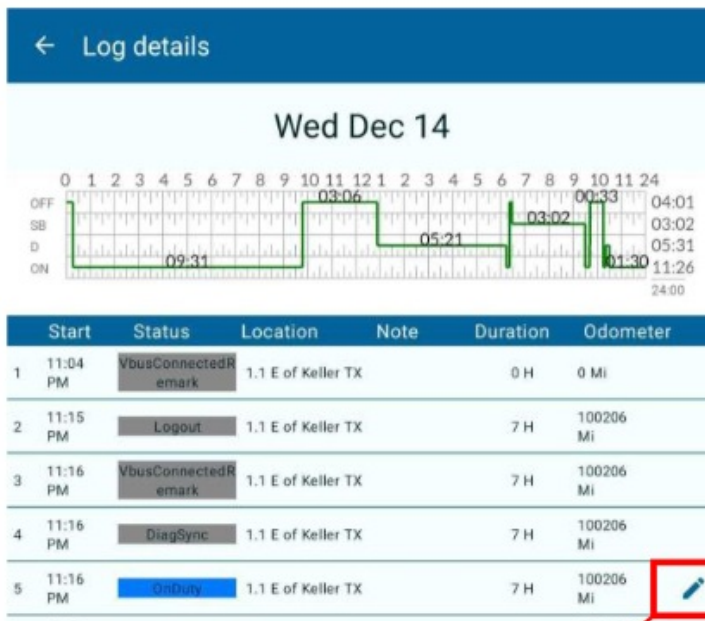2. Tap on the date of the log you want to edit
3. Tap the graph

4. Editing an Existing Status

Edits an existing status

5. Adding a new status

Wed Dec 14

	Start	Status	Location	Note	Duration	Odometer
1	11:04 PM	VbusConnectedRemark	1.1 E of Keller TX		0 H	0 Mi
2	11:15 PM	Logout	1.1 E of Keller TX		7 H	100206 Mi
3	11:16 PM	VbusConnectedRemark	1.1 E of Keller TX		7 H	100206 Mi
4	11:16 PM	DiagSync	1.1 E of Keller TX		7 H	100206 Mi
5	11:16 PM	OnDuty	1.1 E of Keller TX		7 H	100206 Mi
6	12:00 AM	MalSync	1.1 E of Keller TX		7 H	100206 Mi
7	01:00 AM	Inter	1.1 E of Keller TX		8 H	100206 Mi
8	02:00 AM	Inter	1.1 E of Keller TX		9 H	100206 Mi
9	03:00 AM	Inter	1.1 E of Keller TX		10 H	100206 Mi
10	04:00 AM	Inter	1.1 E of Keller TX		11 H	100206 Mi
11	05:00 AM	Inter	1.1 E of Keller TX		12 H	100206 Mi
12	06:00 AM	Inter	1.1 E of Keller TX		13 H	100206 Mi
13	07:00 AM	Inter	1.1 E of Keller TX		14 H	100206 Mi
14	08:00 ...	Inter	1.1 E of Keller TX		15 H	100206 ...

* Edited entries
IC = Changed, ICR = Change Requested, ICJ = Change Rejected
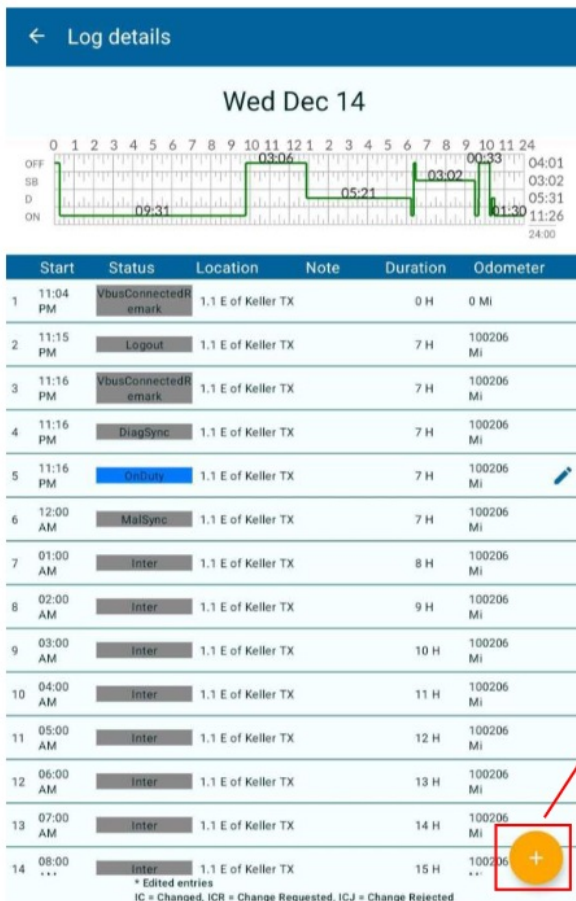
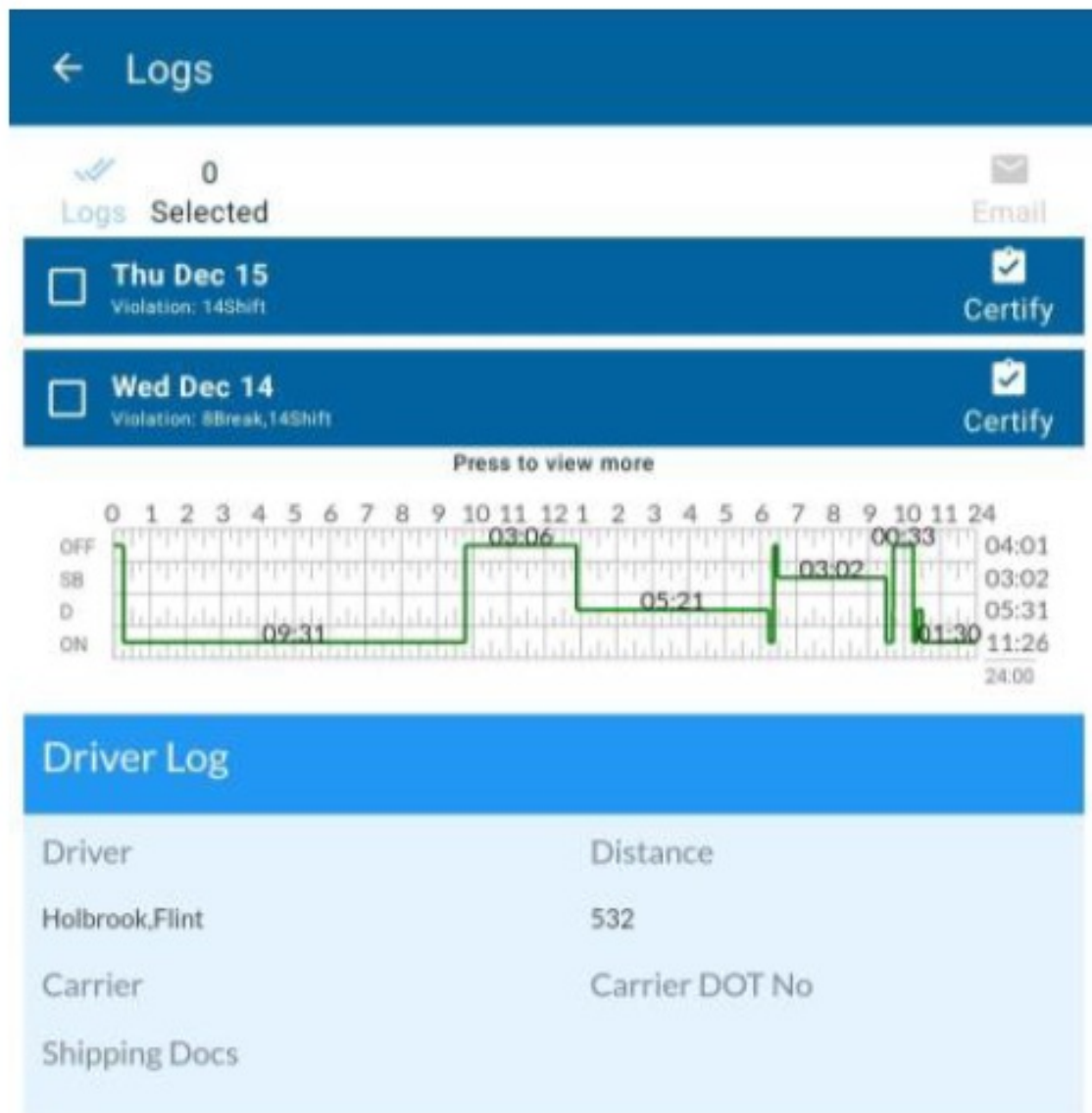You will never be able to edit any automatically detected drive time according to the ELD mandate.

Certify Logs

1. From the HOS screen, tap `Logs`.
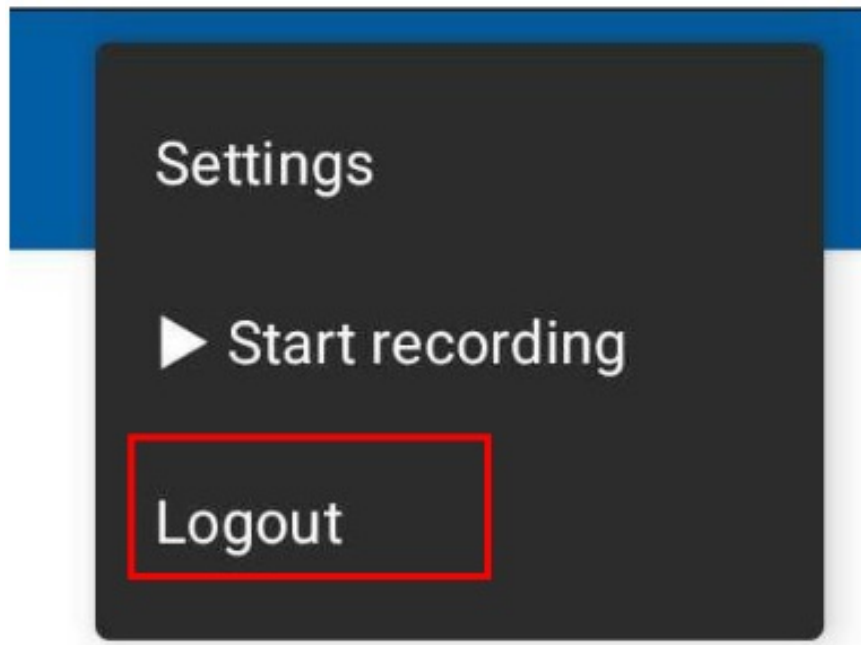2. Tap on the date of the log you want to certify

1. Review the log to ensure correctness
2. Tap `Certify`
3. A popup will appear, tap `Confirm Certification`

Logout

1. Tap the three dots in the top right of any screen

2. Tap `Logout`

Exceptions

If your carrier has approved your profile for exceptions then you'll be able to apply them within the driver app.
Exceptions impact your logs in different ways and its your responsibility to use them appropriately.
How to add an exemption:

1. From the HOS screen, tap `Options`

2. Tap `Exception`

Select the exception you wish to use from the list, enter the required annotation and tap `OK`.

3. The Exception is now applied

   While the exception is in use, you'll see a reminder at the top of the screen. Tap `Disable` to remove the exception at the appropriate time.
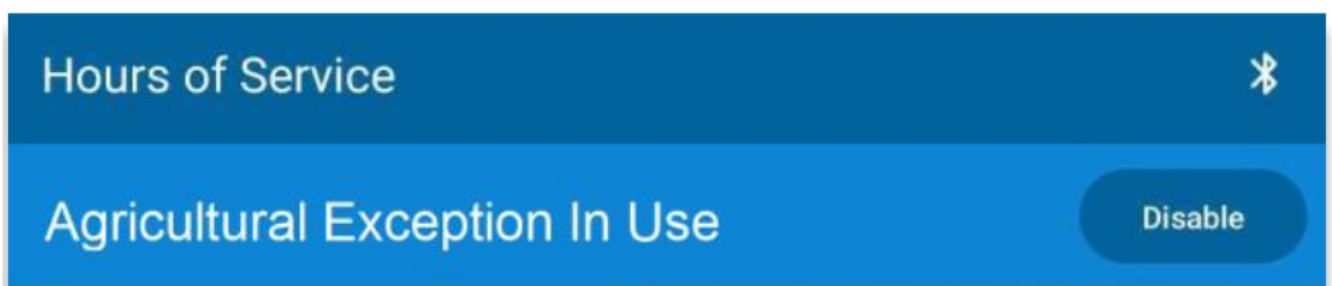
Approval of Carrier Edits

Upon logging in you may be prompted to accept or reject edits that your carrier has made on your behalf.

1. Review each edit by tapping on anywhere on the row

Pending Edit Request(s)
Tap each event to view details

	Event	Start	Date	From	Actions	
1	Driving	04:00 PM	Nov 20, 2018	Personnel	Accept	Reject
2	Sleeper	06:45 PM	Nov 20, 2018	Personnel	Accept	Reject
3	Driving	12:39 AM	Nov 28, 2018	Unidentified	Accept	Reject
4	Driving	12:40 AM	Nov 28, 2018	Unidentified	Accept	Reject
						Cancel

2. Tap Accept or Reject appropriately

Unassigned Driving

If your vehicle is moving and you aren't logged in, you'll receive on-screen and audible alerts.

1. Unassigned Driving Alert

STOP THE VEHICLE
LOGIN IMMEDIATELY

Unassigned Driving Detected

Vehicle: 2275

LOGIN

2. Claim Unassigned Drive Time
   If the vehicle has unassigned drive time, you'll be presented with a list of unassigned drive events once you login. You can claim or reject as appropriate.

Malfunctions & Diagnostics

Diagnostic and Malfunction indicators are displayed on the hours of service screen.

You can view the source of the error by tapping 'D' (diagnostic) or 'M' (malfunction).
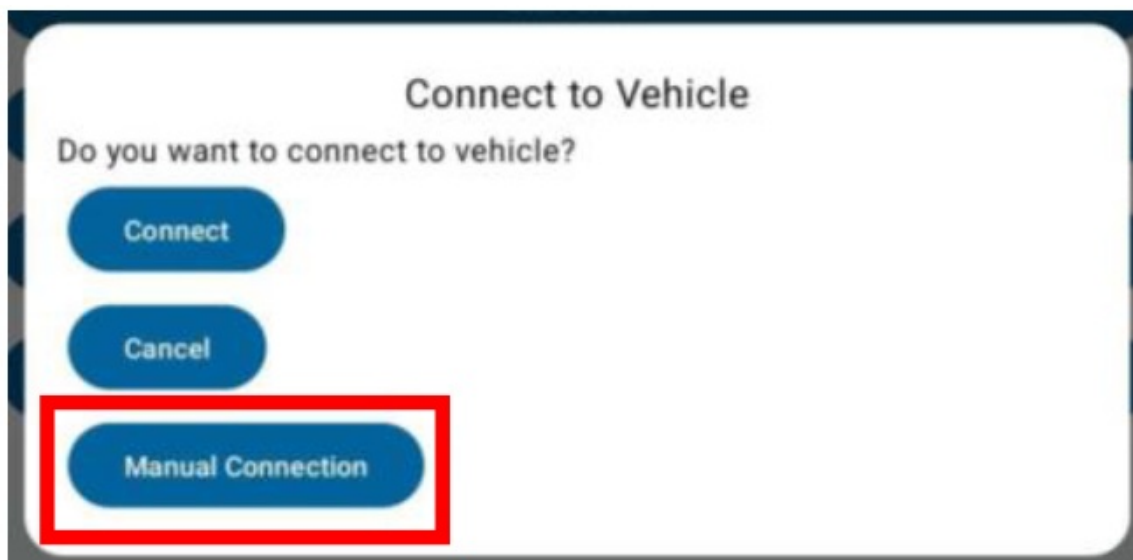Be sure to contact your carrier administrator to resolve the malfunction.

Connecting to VBUS

The ELD should remain connected to your vehicle via Bluetooth to ensure compliance. If for some reason your device becomes disconnected, here's how to re-connect it.
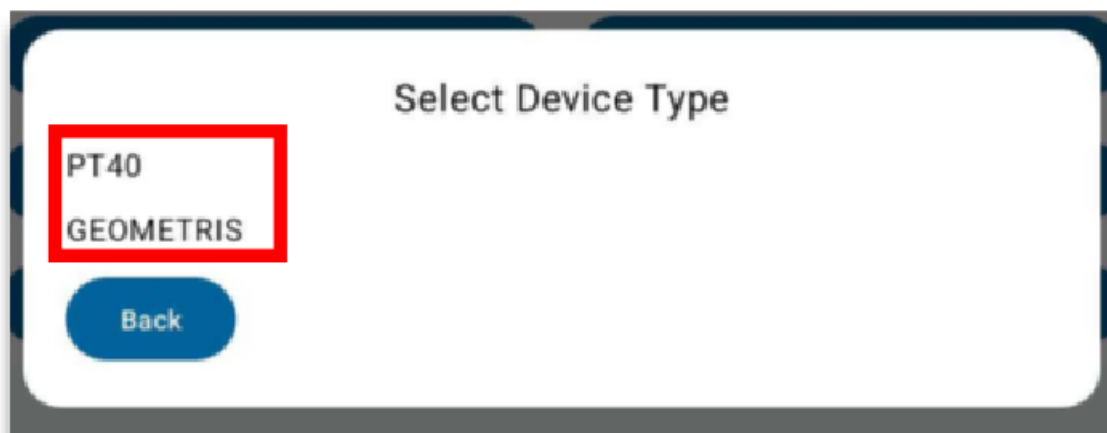
1. Click `Connect` in the yellow bar
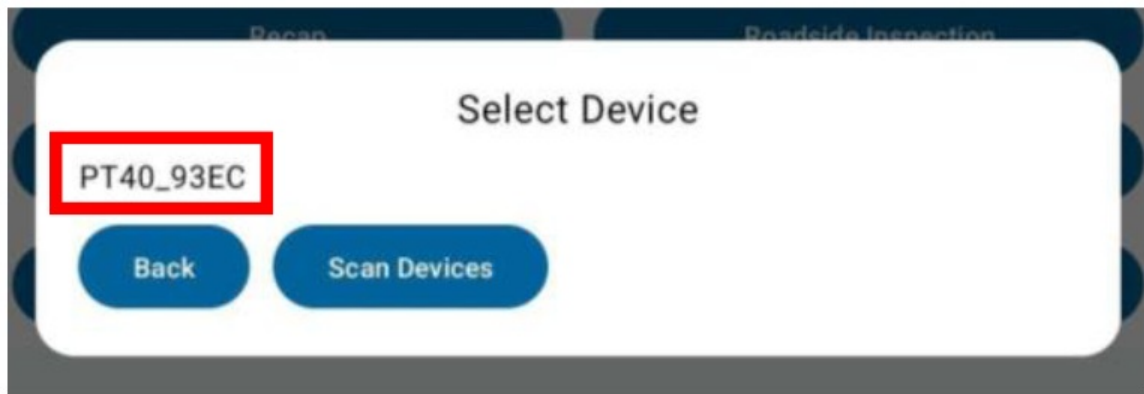

2. Tap `Manual Connection`

3. Select your vehicles relay type

   If you're unsure of your device type, ask your carrier.

4. Tap the device name to connect

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Documents / Resources

Driver App User Manual	**TruckSpy Driver App** [pdf] User Manual Driver App

References

- 🔍 **TruckSpy - Transform your fleet**