

ELD GUIDELINES

Driver User Manual

TABLE OF CONTENTS

Driver Login	4
Select a Vehicle for Operation	4
Changing the Driver's Status	6
Special Driving Case: Co-Driver	8
Special Driving Case: Personal Conveyance	10
Special Driving Case: Yard Move	12
Special Driving Case: Idling	14
Available Driving Hours	14
Review a Log	16
Edit a Log	18
Error Message While Editing	20
Log Certification	22
Shipping Document	24

Operation Information	26
Changing Vehicles	28
Pre-trip Report	30
Create DVIR	34
Incomplete - No Signature	40
Settings	42
Unidentified Driving Records (UDR)	44
Inspection Mode	46
Sending Logs of Last 8 Days	48
How to Use FleetUp's ELD for DOT Inspections/Officers	50
Resources	52

DRIVER LOGIN

① Open the FleetUp HOS App. 



② Login  User ID and Password.

* NOTE:

1. If you do not know your login, contact your Fleet Manager.

2. You cannot log in using a supervisor level account.

SELECT A VEHICLE FOR OPERATION

① Select an **OPEN** vehicle to operate.

② Tap on the **HOS** button.

Need Help? Watch our tutorial videos.



* NOTE:

If your vehicle is not listed, please contact your Fleet Manager to add it to your list of authorized vehicles.

SPECIAL DRIVING CASE: IDLING

ELD regulations define Idling as a vehicle engine on and speed less than 5 MPH for five (5) consecutive minutes.

- ① When your vehicle meets the idling condition, a pop-up will display.
 - Ⓐ Select **Yes** to stay in **Driving** Duty.
 - Ⓑ Select **No** to switch to **On Duty** status


* NOTE:

If you do not select Yes or No within one (1) minute, your status will automatically be changed to On Duty.

CHECK AVAILABLE DRIVING HOURS


Check the Availability section at the bottom of the screen to see how many driving hours remain until mandatory rest is required.

* NOTE:

You may need to refresh the data for current available Driving Hours. To update the data on the screen, tap the Refresh button  found at the top of the screen, above the Status Summary section.

REVIEW A LOG

On the **Logs** tab, you can review, edit, and certify a log.


- ① Tap the calendar  and select the date of the log you wish to review, edit or certify.

* NOTE:

To Edit a log, see section on Edit a Log (Pages 20 - 23).

To Certify a log, see section on Certify a Log (Pages 24 - 25).

LOG CERTIFICATION

- ① On the **Logs** tab, find the Certification section
- ② Tap [Click here to sign](#), found on the lower right hand side
- ③ Using your finger, sign and tap [Send](#)
- ④ When the report has been signed, a  [Signed](#) icon will appear and made available for your Fleet Manager online

PRE-TRIP REPORT

According to FMCSA, a driver must (1) Review the DVIR filled out by the previous driver, and make sure the vehicle has been certified by a mechanic as safe to operate; and (2) Sign the DVIR filed by the previous driver (Pre-trip Inspection) if the previous driver indicated any defects or deficiencies and the mechanic has signed indicating repaired or not necessary for safe operations.

FOR PRE-TRIP INSPECTION

- ① Open the DVIR of the 'Previous DVIR' section.
- ② Review the report for:
 - (a) Defective parts
 - (b) Certification of a Mechanic

CREATE DVIR (DRIVER'S VEHICLE INSPECTION REPORT)

- ① Go to the **Logs** tab.
- ② Tap **DVIR** to create a report for today's date. To create a DVIR for a different date, tap on the calendar and select a different date.
- ③ Tap **Create New Inspection Report**
- ④ Fill out the basic information (Vehicle number, Trailer number, Start Odometer, End Odometer).

* NOTE:

Drivers can also access DVIR from the first page after logging in, and selecting a vehicle for operation.

First time filling out a DVIR on our app? Find your last paper DVIR and transfer that data to a DVIR on our app.

When you create a DVIR, you are creating the post trip report.

INSPECTION MODE

According to the FMCSA, a driver must be able to provide either the display or a print out of the data for the current 24-hour period and the previous seven (7) days, when an authorized safety inspector requests a physical display of the information.

TO SHOW THE LOGS TO A SAFETY OFFICER

- ① Select the **Logs** tab.
- ② Click **I-RODS** button on top right.
- ③ Show the page **Record of Duty Status** (RODS) with eight (8) days of logs to the safety officer.
- ④ Scroll down to access the entire page.

SENDING LOGS OF LAST EIGHT (8) DAYS

When you want to send the logs of the current and past seven (7) days to your manager, or show them to a safety officer, you need to download the logs as a PDF file from the [Record of Duty Status](#) (RODS) page.

- ① On the RODS page, tap **EMAIL PDF** in the top right corner.
- ② You must be signed into your email account to send the attachment.
- ③ Enter recipients email address, and **➤ SEND**

ADDITIONAL RESOURCES



Visit Our Support Center:
help.fleetup.us



Email Us:
support@fleetup.com



Call Us:
(855) 274 - 2886 ext. 3