



# Hours of Service

## Driver Quick Reference for the DU

**Messages:** Enter your message numbers with a permanent marking pen.

LOGIN / LOGOUT	_____	REQUEST LOGS	_____
SWITCH DRIVERS	_____	LOAD (optional)	_____
CHANGE DUTY	_____		

### DUTY STATUS NUMBERS

- 1 = Off duty
- 2 = Sleeper berth
- 3 = Driving
- 4 = On duty not driving
- 5 = Off duty driving (This status may not be available to your fleet.)

### LOG RECORD STATUSES

- E = Edited record
  - S = System failure
- When there is a system failure, keep paper logs until you receive a notice that the system is fully operational.*

**Hotline Number:** 1-800-541-7490

Use this number if you are out of coverage and need to request logs.



**Driver - Do not use while vehicle is in motion.**  
Use of display unit while driving will cause distraction and loss of vehicle control which may lead to serious injury or death.

### Logging in and Logging Out

Log in to activate the Hours of Service system. When the system detects that the vehicle is in motion, it changes your status to Driving.

For team drivers, the last driver to log in is the active driver. Driving time is assigned to the active driver.

Hours of Service does not require you to log out after each job. Check with your manager to see what the policy is for your fleet.

#### To log in or to log out:

1. Create a LOGIN / LOGOUT message.
2. In the DRIVER ID field, type your assigned driver ID.
3. When logging in, type your PASSWORD. When logging out, a valid password is not needed, but you must type something.
4. In the LOGIN/OUT field, type IN when logging in and OUT when logging out.
5. Send the message.

### Switching Drivers

For team drivers, whenever the drivers switch, one must create a SWITCH DRIVERS message. Driving time from that point until you switch again is assigned to the new driver.

#### Each time you switch drivers:

1. Create a SWITCH DRIVERS message.
2. Type Y (Yes) in the SWITCH DRIVERS field.
3. SEND. The date and time the message is sent is recorded. The system sends an acknowledgement back to you.

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### Sending Duty Status Changes

Use this message whenever you change to another duty status. Remember that your status automatically changes to Driving when you begin driving, and to On Duty, Not Driving when the vehicle idles for over five minutes.

#### To indicate a duty status change:

1. Create a CHANGE DUTY message.
2. Type the new duty status number in the DUTY field.
3. In the I AM THE CO-DRIVER field, type Y if you are, N if you're not.
4. SEND. The date and time the message is sent is recorded.

### Requesting Your Logs

You can request daily or weekly logs 365 days a year, 24 hours a day.

#### To request your logs:

1. Create a REQUEST LOGS message.
2. In the SEND MY LOGS field, type DU for your daily logs, or WU for your weekly logs.
3. In the TEAM: I AM A PASSENGER field, type Y or N (yes or no).
4. (Optional) To request a hard copy faxed, type the FAX # in the field provided and the recipient in the ATTN field (maximum 20 characters).
5. SEND. The date and time the message is sent is recorded.

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80-J7764-1 Rev. E

September 2015

