



Hours of Service

Driver Quick Reference for the DU

Canadian Rules

MESSAGES: Enter your message numbers with a permanent marking pen.

LOGIN/LOGOUT _____ LOG REQUEST _____

HOS EVENT _____ LOAD (optional) _____

CHANGE DUTY _____

Logging in and Logging Out

Log in to activate Hours of Service. When the system detects that the vehicle is in motion, it changes your status to Driving. For team drivers, the last person to log in is the active driver. Driving time is assigned to the active driver

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. To log in, type your HOS password in the PASSWORD field.
Logging out doesn't require a valid password, but you must type something.
4. In the LOGIN/LOGOUT field, type IN to log in or OUT to log out.
5. (Optional) In the CLOCK IN / OUT field, specify the number of minutes spent doing an on duty activity away from the truck, such as loading, unloading, equipment checks, or paperwork.
6. (Optional) Type any comments in the COMMENTS space provided.
7. Send. The date and time the message is sent is recorded.

Sending Duty Changes

Your status automatically changes to Driving when the truck is in motion and to On Duty Not Driving when the vehicle is idle for over five minutes.

To indicate a duty status change:

1. Create a CHANGE DUTY message.
2. In the DUTY field, type the new status number. See the DOT duty status numbers below.
3. In the CLOCK ___ field, specify IN or OUT depending on whether you want to create a clock in or clock out time.
4. In the space preceding MIN IN ON DUTY, type the number of minutes to offset the time to change the duty status.
5. In the COMMENT field, optionally type a comment concerning the duty status change.
6. In the I AM A CO-DRIVER field, type Y if you are, N if you are not.
7. Send. The date and time the message is sent is recorded.

DUTY STATUS NUMBERS

- 1 = Off duty
- 2 = Sleeper berth
- 3 = Driving
- 4 = On duty not driving
- 5 = Off duty driving (Optional. 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.*



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.

Driving Events

Use the Event message to switch drivers, cross the Canadian border, defer up to two hours of off duty time to the next day, or cross a large body of water by ferry.

Each time team drivers switch from driver to passenger:

1. Create an HOS Event message.
2. Type SWD for Switch Drivers in the event space.
3. Send. The date and time the message is sent is recorded.

(Optional) When the Canadian border crossing provision is applicable:

1. Create an HOS Event message.
2. Type BRX for Border Crossing in the event space.
3. Send. The date and time the message is sent is recorded.

(Optional) When you use the off duty deferral provision:

1. Create an HOS Event message.
2. Type ODD for Off Duty Driving in the event space.
3. Send. The date and time the message is sent is recorded.

(Canada only) When the ferry crossing provision is applicable:

1. Create an HOS Event message.
2. Type FXS for Ferry Crossing Start in the event space and Send.
3. Once you have disembarked the ferry and have found a place within 25 km to rest in sleeper berth, return to the On Duty status.
4. To end the ferry crossing segment, create an HOS Event message.
5. Type EFX for End Ferry Crossing in the event space and Send.

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Approving Your Logs

It is your responsibility to ensure that your logs are accurate and to approve your logs. Each day when you receive your logs, review the data, then use the APPROVE/EDIT LOGS message to confirm that the records are accurate. If not, make necessary edits to any non-driving times.

To approve or edit a log:

- With the current log in focus, press Reply.
- If you approve the logs, type Y in the I APPROVE MY LOGS field. If the logs are inaccurate, type N in the I APPROVE MY LOGS field.
- If you typed Y, press Send. If you typed N, type the correction in the edit fields (the date and time "from" and "to" and the duty status number), then press Send.

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DISPLAY UNIT

Daily Logs

Key commands

Keyboard

The current rule set that applies to the log records: U.S., CAN, or CAN NORTH

Number of messages containing current log records

The date / time the message was sent

The official HOS start of day at your depot

Total distance driven the previous day

The time left before you violate HOS rules

Total driving time the previous day

Total time on duty the previous day

Total time on duty for the 7 or 14 days

This line appears only when Canadian rules are being used. It shows the time left before you must take time off for 24 hours.

"E" indicates an edited duty status record

"S" indicates that a system error occurred at the time of this duty status record

All records below the line of stars have been approved

READ NOTE >

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HOS LOGS - CAN          MSG: 1 OF 2
DRIVER: JOHN DOE
AS OF DATE: 05/24      TIME: 01:00
PACIFIC DAYLIGHT TIME
START OF DAY          : MIDNIGHT
DISTANCE DRIVEN (DAY) : 327 MI / 562 KM
AVAILABLE DRIVING TIME: 03:00
DRIVING TIME (DAY)   : 08:00
ON DUTY TIME (DAY)   : 11:00
7 DAY TOTAL TIME     : 42:00
DAY OFF REQUIRED IN   : 02:00
*****DUTY STATUS CHANGES****
DATE FROM            DATE FROM
05/23 21:00 2        05/21 19:00 2 E
   13:00 3            12:20 3
   12:00 4            11:35 4 S
   08:00 3            07:10 3
*****
05/22 22:10 2        12:00 3
    
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Requesting Your Logs

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

To request your logs:

- Create a REQUEST LOGS message.
- In the SEND MY LOGS field, specify the daily or weekly logs you want: DU = daily U.S. logs, WU = weekly U.S. logs, DC = daily Canadian logs, WC = weekly Canadian logs, DN = daily Canadian North logs, and WN = weekly Canadian North logs.
- In the CHANGE MY RULES field, type Y to change from the current rule set to the other (such as U.S. to Canadian). Type N or leave the field blank for no change.
- In the TEAM: I AM THE CO-DRIVER field, type Y or N (yes or no).
- (Optional) To request a hard copy, type the FAX # in the field provided and the recipient in the ATTN field (a maximum of 20 characters).
- Send. The date and time the message is sent is recorded.

When you are out of coverage, call the hotline to request your logs.

Hotline Number: 1-800-541-7490

Use this phone number to request logs or when you are out of coverage

NOTE: Daily logs show your total activity for the *previous* day; requested logs show your total activity for the *current* day.