



# Hours of Service

## Driver Quick Reference for the EDU

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

LOGIN / LOGOUT	_____	REQUEST LOG	_____
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 date and time the message is sent is recorded.

### 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.

### Sending Duty 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 is idle 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 A CO-DRIVER field, type Y if you are, N if you are 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 you 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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MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION



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### SCROLLING THROUGH YOUR LOGS

#### LOG SUMMARY INFORMATION

```

RCV #99                                05/24/06 07:59 PDT
HOS LOGS                                MSG: 1
OF: 2
DRIVER: JDOE
AS OF DATE 05/23  TIME:03:12
PACIFIC DAYLIGHT TIME
START OF DOT DAY      : MIDNIGHT
MILES DRIVEN (DAY)    :544
AVAILABLE DRIVING TIME :03:00
DRIVING TIME (DAY)    :08:00
ON DUTY TIME (DAY)    :11:00
7 DAY TOTAL TIME      :42:00

```

READ NEXT READ PREV REPLY CREATE MSG SEND

#### DUTY STATUS DETAILS

```

-----DUTY STATUS CHANGES-----
DATE  FROM  DATE  FROM
05/22 19:23 1 E   05/20 06:04 2 E
S
      15:05 4       05/19 20:05 3 E
      12:31 3       20:02 1 E
      11:52 4       13:26 2
      06:10 2       12:32 3
*****
05/21 20:29 1       04:29 4
      17:03 4       04:20 1
      12:15 3       04:15 2
      03:02 4

```

READ NEXT READ PREV REPLY CREATE MSG SEND

Page one of your logs shows a summary of your driving and on duty times. From the top line, you see the message ID number, date and time the log was received, number of messages of data (106 lines per message), your Driver ID, the date and time the message was sent, your terminal's time zone, and the official start of day. In daily logs, you see the miles driven the previous day, driving time left before you violate the DOT rule, total driving and on duty time used the previous day, and cumulative on duty hours for the past week (seven or eight day cycle) calculated from today. For requested logs, the driving and on duty total is for the current day. The week's total is calculated from the previous day.

Using the down arrow key, you can scroll through the log details shown as shown in the example above. What you see under DUTY STATUS CHANGES: Approved records display below a line of stars (\*\*\*\*). Records above the line of stars are yet to be confirmed. For each date in the past week, you see a list of duty statuses, including the time each duty status began followed by the duty status number (see key at the left). The letter E following a duty status means the record has been edited. The letter S indicates that there was a system error of some sort at the time of that duty status.

### Approving Logs

Each day when you receive your logs, review the data, then use the APPROVE/EDIT LOGS message to confirm accuracy, or to edit non-driving times. It is your responsibility to ensure that your log data is accurate, and approve your logs.

#### To approve or edit a log:

- With the current log in focus, press REPLY.
- On the APPROVE/EDIT LOGS message, type Y in the I APPROVE MY LOGS field if the records are accurate, or N they are not accurate.
- If you typed Y, SEND.  
If you typed N, type the correction in the edit fields provided (date and time, "from" and "to," and duty status number), then SEND.

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