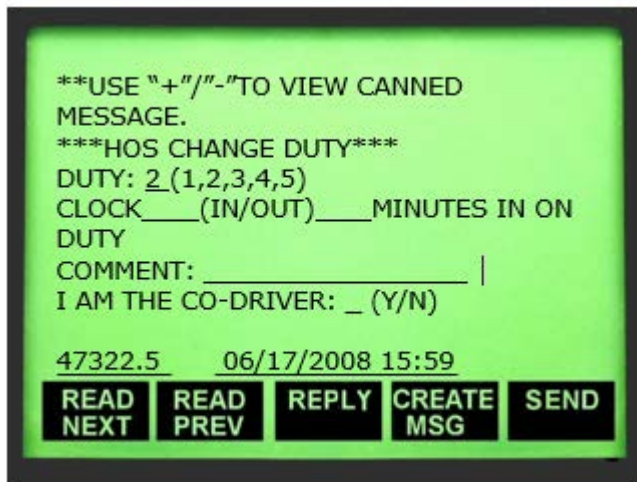


Sending Duty Status Changes

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

To indicate other duty status changes manually:

1. Create a **CHANGE DUTY** message.
2. In the **DUTY** field, type the new status number. See the 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, you can 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)

LOG RECORD STATUSES

- E = Edited record
- S = System failure
- Keep paper logs until you receive notice that the issue is resolved*

Messages

Use a permanent marker to enter your message numbers.

LOGIN/LOGOUT _____ REQUEST LOG _____
 HOS EVENT _____ LOAD (optional) _____
 CHANGE DUTY _____

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 total activity for the **current** day.

Warning Message



When driving, you receive a message like this when you have just one hour remaining before you are in violation.

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 September 2015

80-JA091-2 Rev. D



Canadian Hours of Service

Driver Quick Reference Card for the EDU (OmniTRACS)



Logging In and Out of Hours of Service

To use the Hours of Service (HOS) system, you must log in. Your status is automatically set to **ON DUTY** (not driving) while the vehicle is not moving. When begin driving, it automatically 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 when the trucks starts moving.

To log in or out:

1. Create a **LOGIN/LOGOUT** message.
2. In the **DRIVER ID** field, type your assigned driver ID.
3. To log in, type your assigned **PASSWORD**. Logging out doesn't require a valid password, but you must type something.
4. In the **LOGIN/OUT** field, type **IN** to log in, or **OUT** to log out.
5. (Optional) In the **CLOCK IN/OUT** field, specify the minutes spent in an activity that takes you away from the truck, such as loading, unloading, or paperwork.
6. (Optional) Type a brief **COMMENT**.
7. **SEND** the message.

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