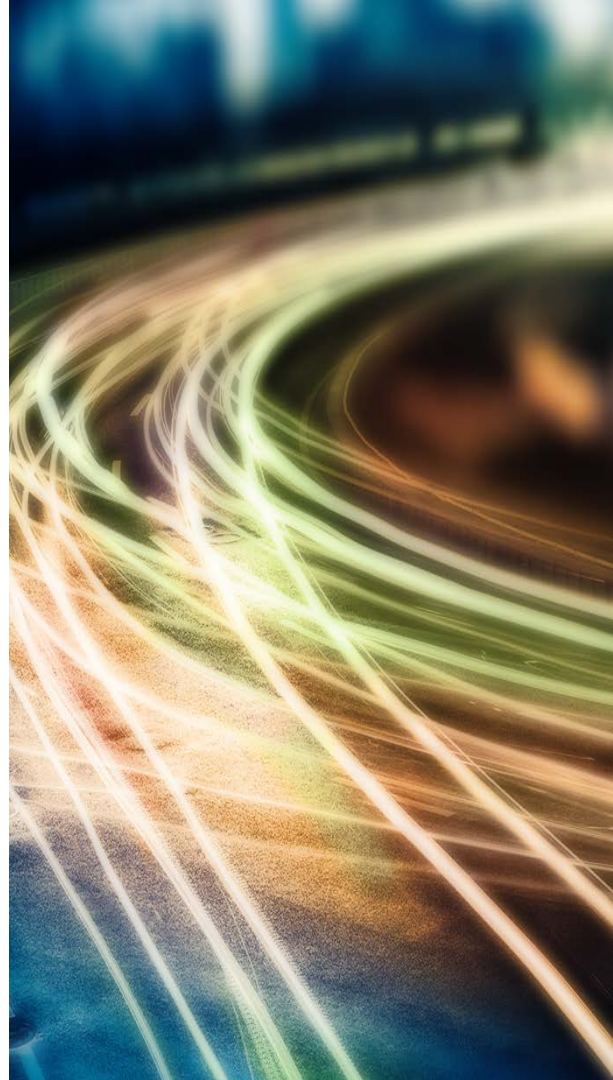# IVG Driver Training

Hours of Service

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Safety Information

⚠ WARNING

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.

- You cannot use the IVG to read or type messages while moving.
- There is one exception: a co-driver who is logged in but not driving can use the IVG without restriction.

You can **listen** to messages while driving.

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Goals

This presentation show how to use Hours of Service to record and maintain your RODS logs to comply with regulations.

Hours of Service

Safety and Compliance Services

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Hours of Service

HOS helps you record RODS logs and certify them to comply with Hours of Service regulations. You will learn how to:

- View/change your current status
- Clock in/clock out
- View summaries of your status
- Provide logs to a highway patrol officer or DOT inspector
- Approve/edit your logs
- Create/edit a load
- Identify a carrier
- View load history and carrier information

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Hours of Service Rule Sets

If you drive in Canada, or cross the border between the US and Canada, you also need to know how to:

- View/change your rule set
- Record a border crossing
- Properly document deferrals and ferry crossings

Available Hours, While Driving

If you tap the HOS button while driving, you see the time until you are in violation. This considers all of your HOS clocks.
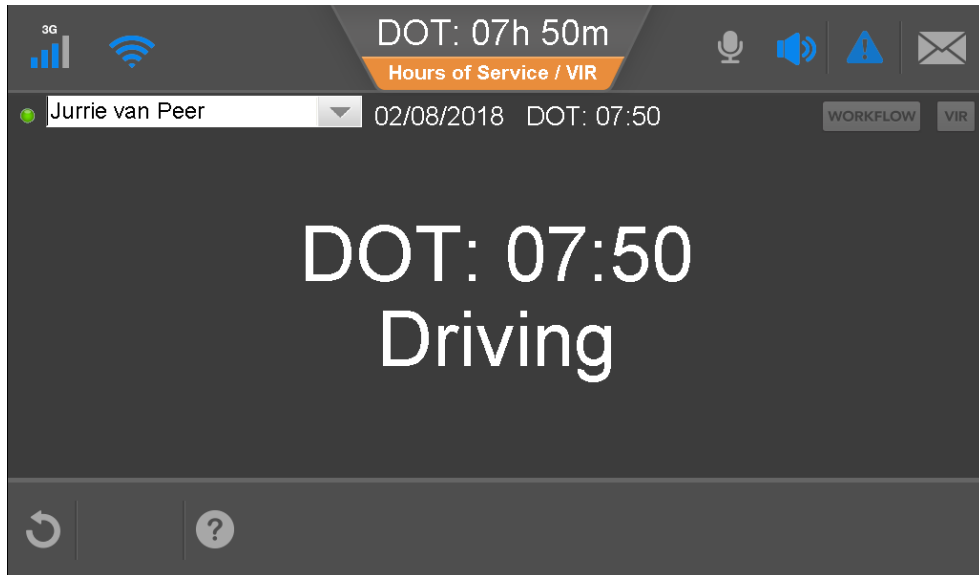
Duty Status

Statuses include:

- Sleeper Berth
- Off-Duty
- On-Duty, not driving
- Driving
- Personal Conveyance, only available if enabled by your company

Drive time accumulates the moment the wheels move and is captured to the second.

A green dot indicates the active driver, the driver who has driving time applied to his/her logs.

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Duty Status

HOS automatically puts the <u>active driver</u> in **Drive** when the wheels turn. When the truck stops, the driver is prompted to enter **On Duty.**

- All other statuses must be changed manually.
- You may be prompted to enter On Duty status while stopped (in traffic).
- If you're driving under Personal Conveyance, the duty status must be changed manually when stopped.

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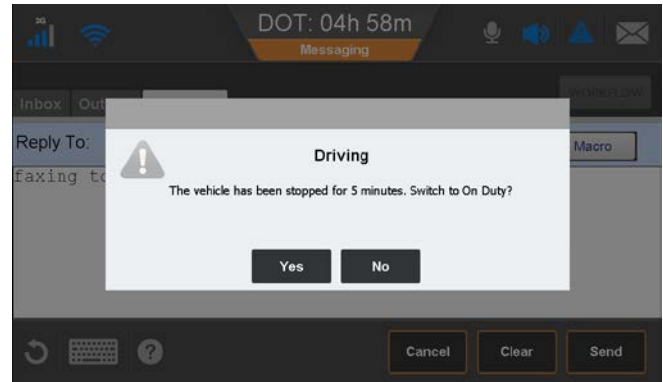
View/Change Current Status

1. From the Home screen, tap the Hours of Service button.
2. Wait until "You need to review and approve your logs" displays.
3. Tap Change.
4. Tap a different status.
5. Select or type up to two remarks explaining what occurred during the status.
6. Tap OK.

Note: Personal Conveyance displays if it is enabled for your company.

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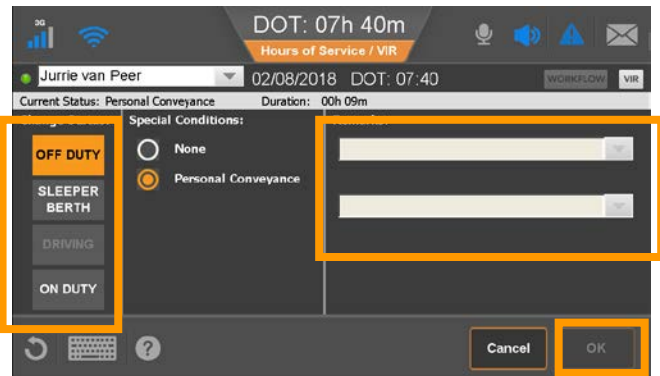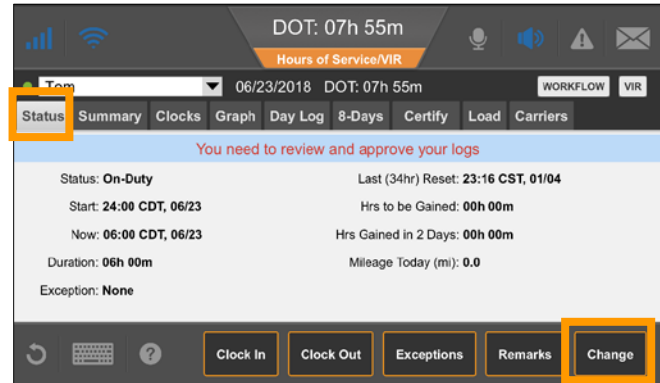
View/Change Current Status—Oil Well

To select the Oil Well exemption:

1. From the Status tab, tap Change.
2. Tap Off Duty or Sleeper Berth, and select Oil Well.
3. Select or type up to two remarks explaining what occurred during the status.
4. Tap OK.

Note: The Oil Well option is available when the active driver select Off Duty or Sleeper Berth.

View and Change Current Status—Rest Break

For drivers who must take a rest break after 8 hours of drive time:

- The rest break must be 30 min or more in duration.
- During rest break, driver must be in Off Duty or Sleeper Berth status.
- If the wheels move during your break, you must restart the entire break.

View and Change Current Status—Rest Break

Drivers who are **exempt** from the 30-minute rest break requirement can be configured through the host application to take rest breaks while on duty.

1. From the Status tab, tap Exceptions.
2. Tap the Rest Break check box.
3. Tap OK.
4. Tap OK to confirm.
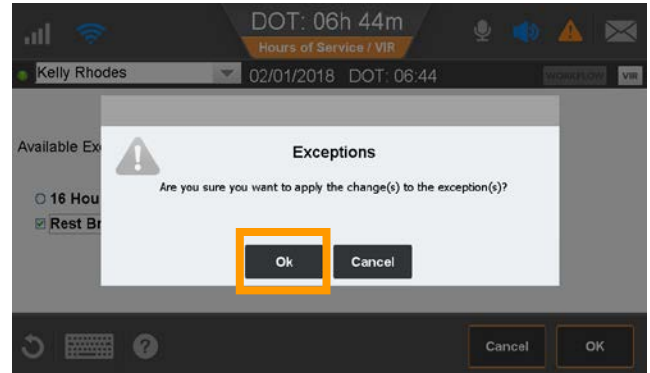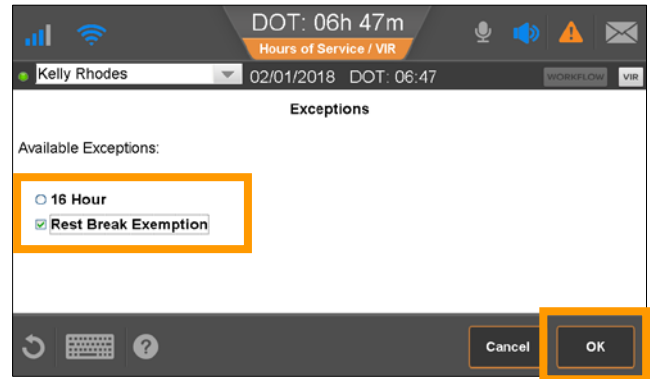
View/Change Remarks

To change remarks on your current duty status:

1. From the Status tab, tap Remarks.
2. To explain what happened during the status, select pre-defined remark from the drop-down list or type a remark.
3. Tap OK.

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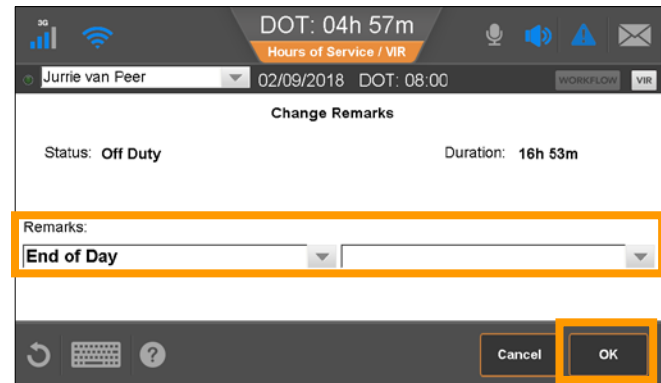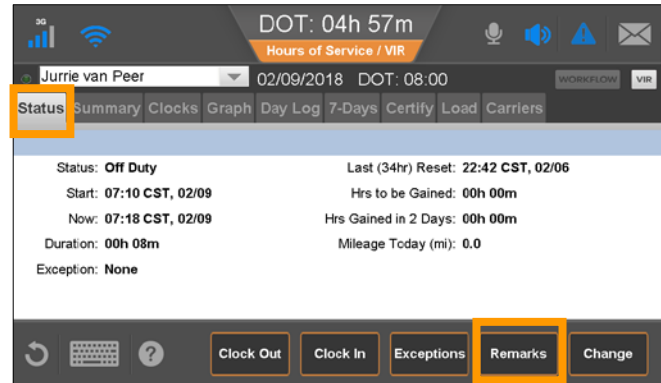
Clock In/Clock Out

If enabled by your company, you may be allowed to clock in or clock out to account for activities away from the vehicle.

1. On the Status tab, tap Clock In (or Clock Out).

2. Set the time.
3. If required, select or type one or two remarks explaining what happened during the status and tap OK.

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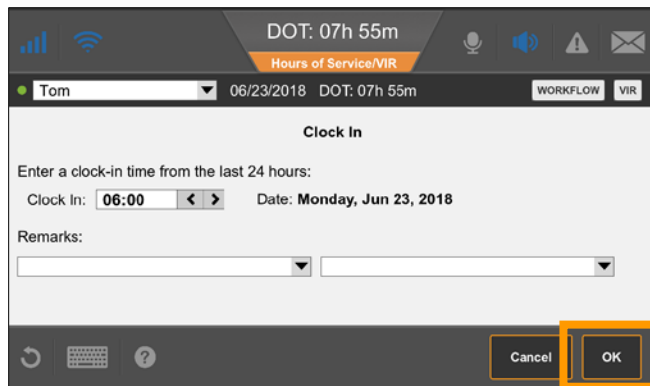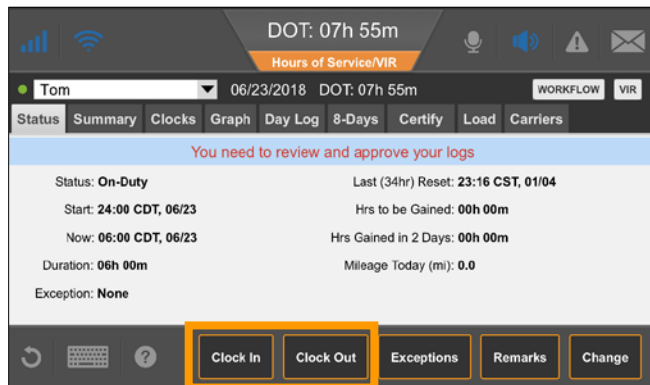
Clock In/Clock Out

Your scheduled clock-out time displays.

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Display Clocks and View Current Rule Set

1. Tap Clocks.

2. Note available time under each rule set.

3. To view your rule set, tap Region.

4. Tap OK.

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Record a Border Crossing and Change Rule Set

When you cross a border:
1. Tap Clocks and tap Border.
2. Tap Yes.

To change your rule set:
1. Tap Region.
2. Select the new rule set and change preferences.
3. Tap OK.

Request Exception

1. From the Status tab, tap Exceptions.

2. Tap the exception and tap OK.
3. In the confirmation popup, tap OK.

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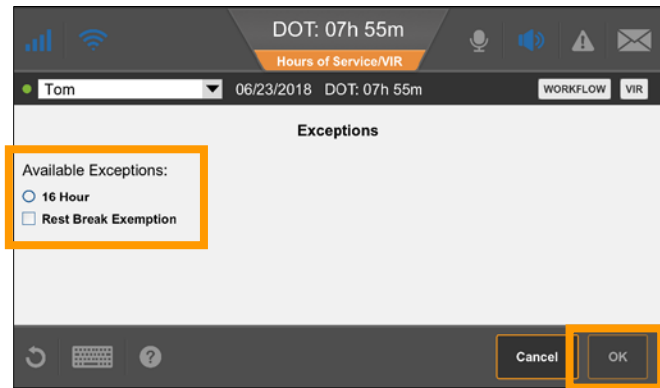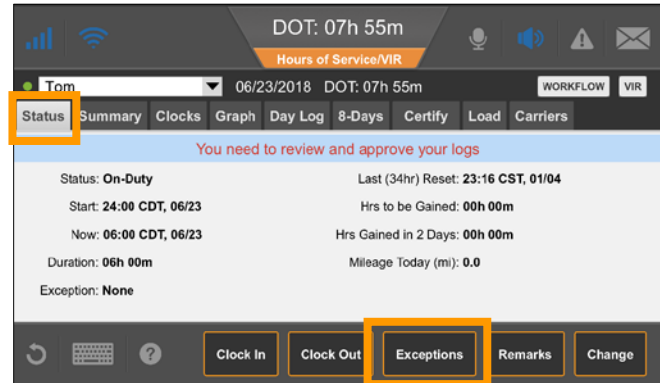
Display Summary—US Rules

For drivers who must follow the rest break rule:

1. From the Summary tab, note available times on your clocks.

Note: The shortest bar shows the rule that's next to go in to violation.

For drivers not subject to the rest break rule:

1. From the Summary tab, note available time on your clocks.

Note: If you are not required to take an 8-hour break, the DOT clock counts down from 11:00 hours since the shortest clock is the 11-hour driving clock.
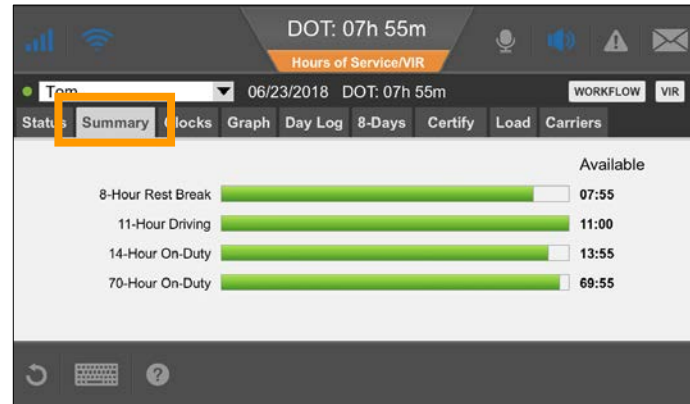
Display Summary—Canadian Rules

1. From the Summary tab, note available time on your clocks.
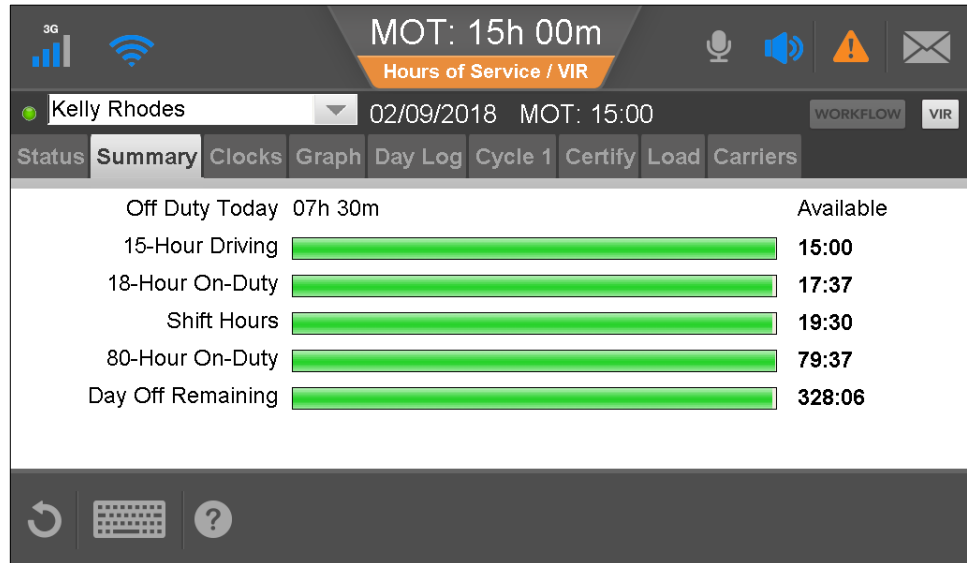
Display Graph View and Info

1. From the Graph tab, tap the arrows to select a day.

2. Tap a duty segment to see details.

3. With a duty segment selected, tap Remarks to see what was happening during that segment.

4. Tap Info to show a DOT or MOT officer your company information or the carrier you are working for.

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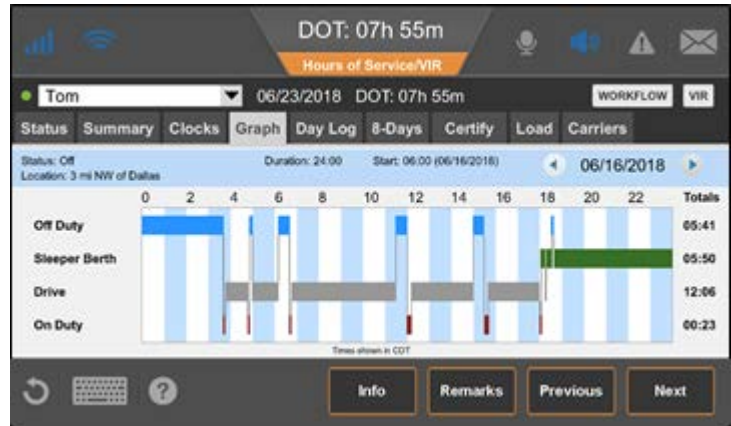
View 24-hour and Current Duty Cycle Logs

1. From the Day Log tab, view your log statuses by day.
2. Use arrow keys to change days.
3. Tap the duty cycle tab*.
4. View your log for the current duty cycle
5. Tap Log Request to request your latest logs manually.

* Duty cycles
- U.S.: 7-day or 8-day
- Canada: Cycle 1 or Cycle 2

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34-Hour Reset

Drivers who are subject to the 34-hour reset rule have this rule satisfied when the driver takes 34 or more consecutive hours off.

The driver can take a 34-hour rest at any time. The Status screen shows the date and time the last 34-hour reset was completed.

Note: For any 34-hour reset changes, contact your home office.

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Edit Logs: Change Status

Until the "Log update in progress" message clears, you cannot edit your logs, and you cannot edit certified logs

1. Tap Certify.
2. Tap the record to edit.
3. Tap Edit.

4. Select a new status.
5. Verify or enter a location and up to two remarks that describe what happened during the status.
6. Tap Next.

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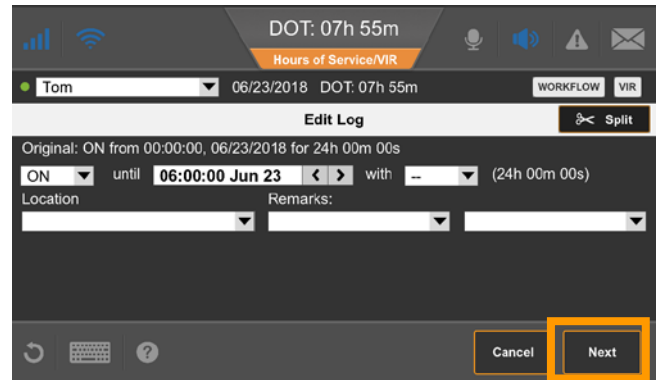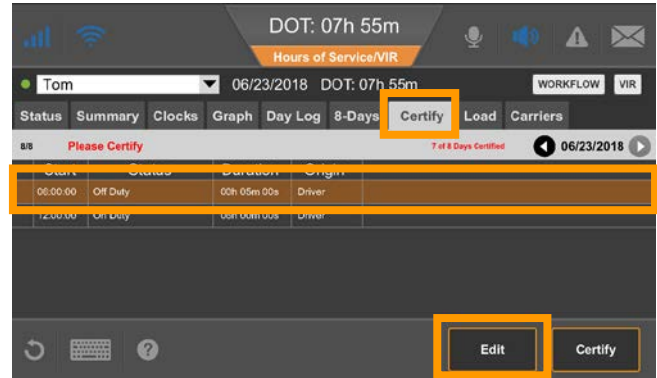
Edit Logs: Change Status

7. Type a note explaining why you are making the edit.

8. Tap Save.
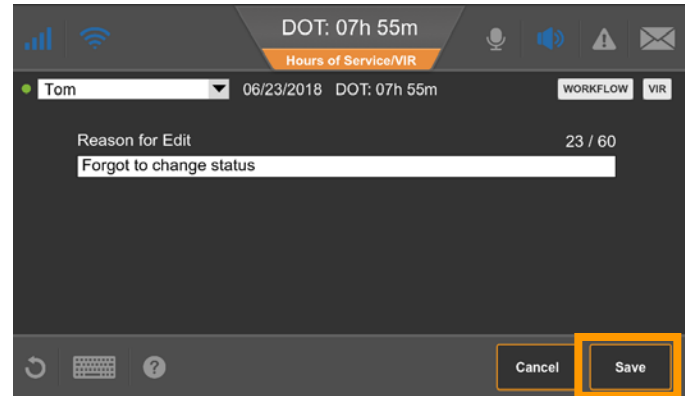
Edit Logs: Split a Record

1. Tap Certify.
2. Tap the record to edit.
3. Tap Edit.
4. Tap the scissors.

5. Specify the end time and status of the original record.
6. Select the status for the remaining time.
7. Select or type remarks that describe what happened during the status.
8. Tap Next.

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Edit Logs: Split a Record

9. Type a reason for making the edit.

10. Tap Save.

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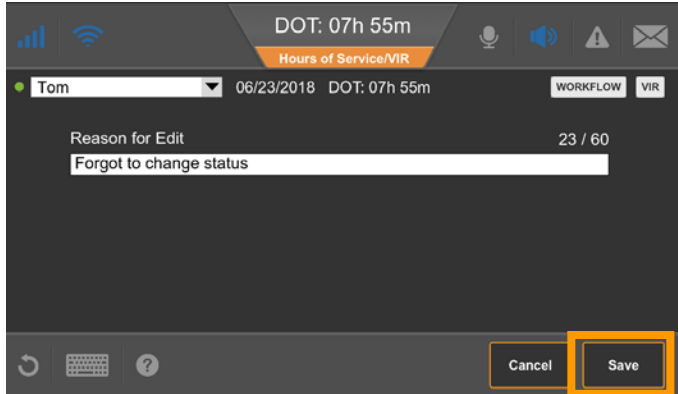
Certify All Logs

You must receive the latest logs before you may approve them logs.

1. From the Certify tab, tap Certify.

2. Tap Agree.

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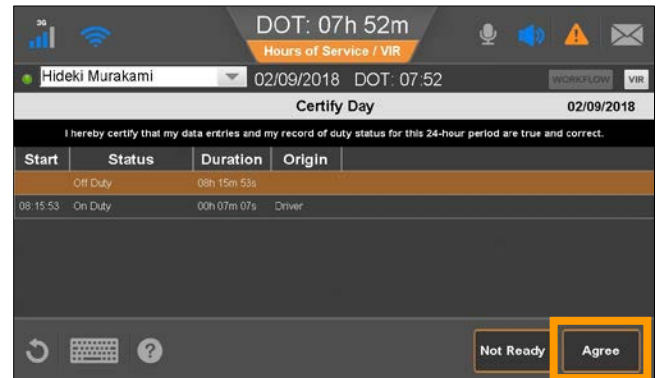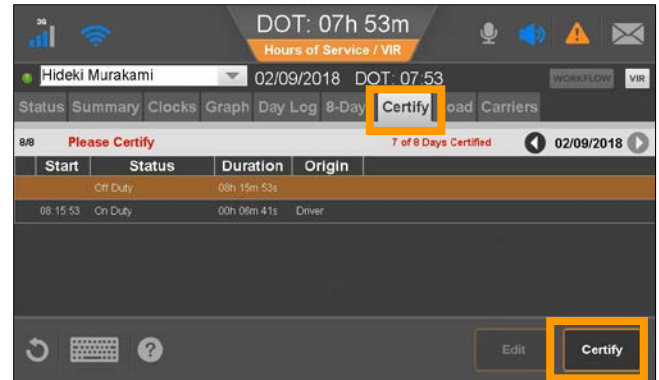
Create a New Load

1. From the Load tab, tap New Load.
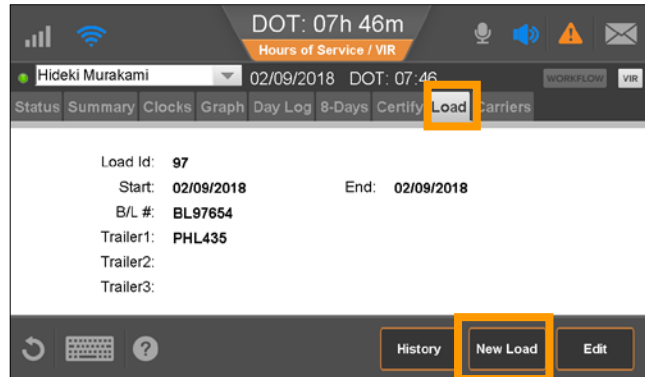
2. Type load information and close the keyboard.
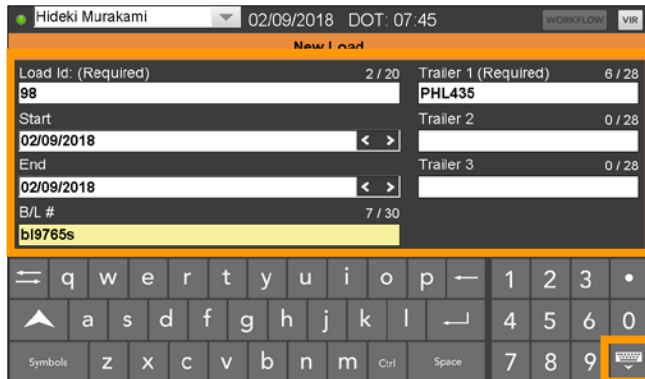
You must have up-to-date log information or face a form and manner violation.

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Create a New Load

1. Tap OK.

Display Load History

1. From the Load tab, tap History.
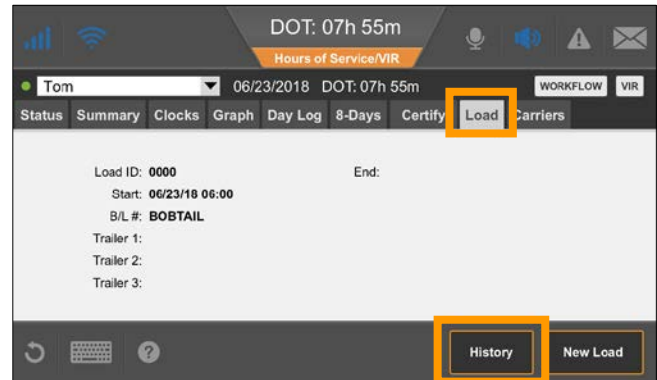
2. Tap a load to select it and:
   - Tap Details to view it
   - Tap Edit to make a change. You must have received the latest logs to edit load history.

3. Tap Done.

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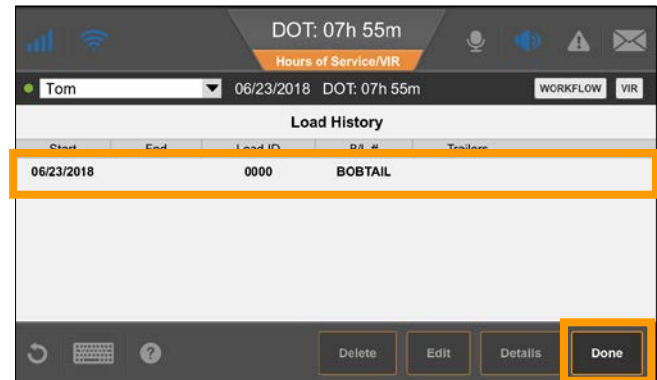
Provide Logs to an Inspector or Officer

Navigate to the Day Log tab and hand the IVG and the DOT/MOT quick reference card to the officer

To send your logs to the officer:

1. Tap the duty cycle tab (7-Days, 8-Days, Cycle 1, Cycle 2).
2. Tap Fax/Email.
3. Enter the name and fax number and/or email address of the person asking for the logs.
4. Tap Request.

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Display Vehicle Information

1. Tap the duty cycle tab (7-Days, 8-Days, Cycle 1, Cycle 2).

2. Tap Vehicle Info.

3. By date, view vehicle ID and start of trip and end of trip odometer readings.

4. Tap OK.

Display Carrier Information

1. From the Day Log tab, tap Info.

2. Tap Done.

You must have up-to-date carrier information or face a form and manner violation.
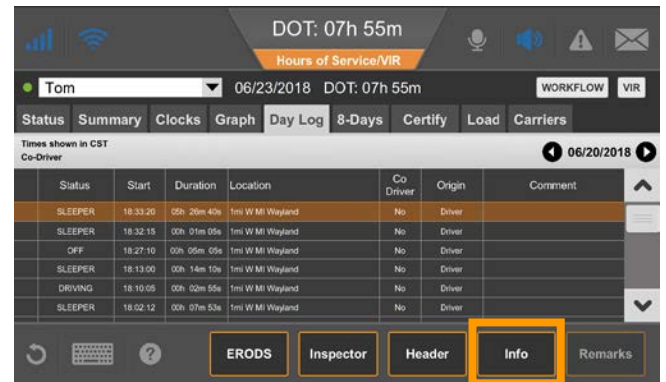
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Change Carrier

1. From the Carriers tab, tap the drop-down list and select your carrier.
2. Tap OK.
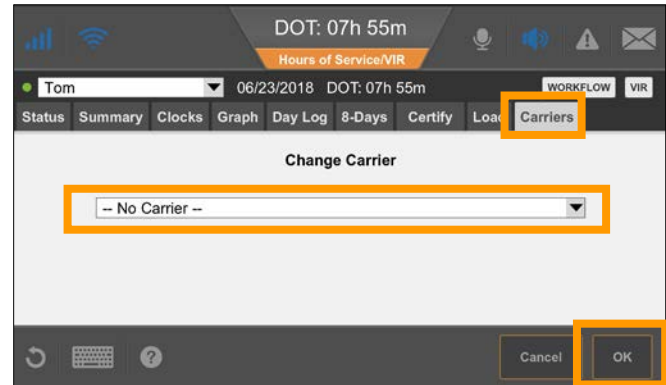
To view the carrier you are hauling for, tap Info on the Graph or Day Log tab.

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Driver Portal

Your company provides access to a web site where you can do the following:

- View current duty status and a summary or your HOS clocks.
- Run and print your driver log report.
- Clock in or Clock out to account for time away from the truck.

IVG Driver Training

This concludes the Hours of Service training.

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