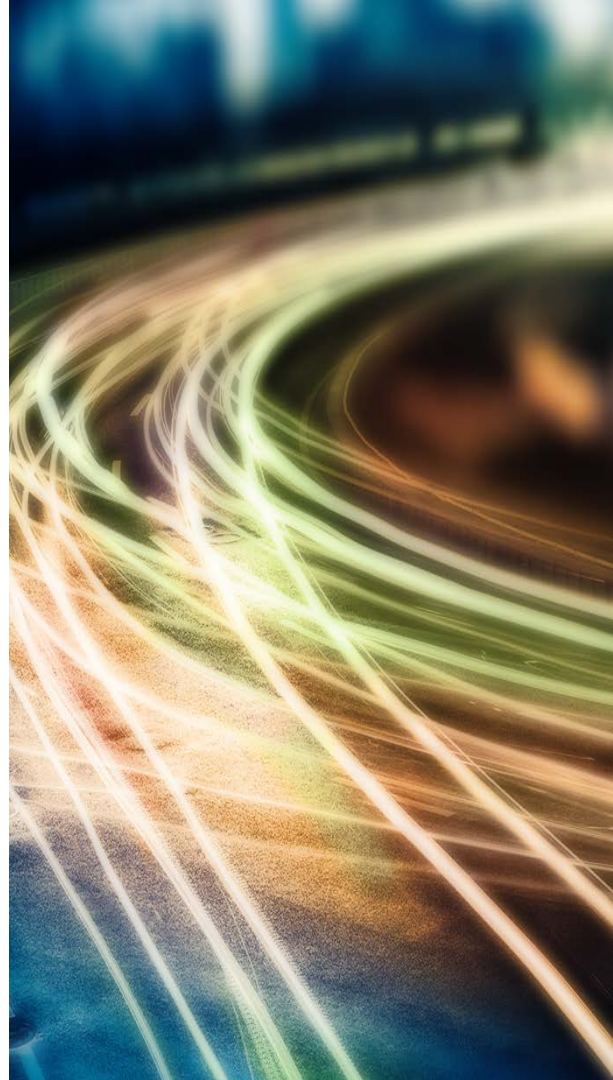


IVG Driver Training

Hours of Service



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.

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

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



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

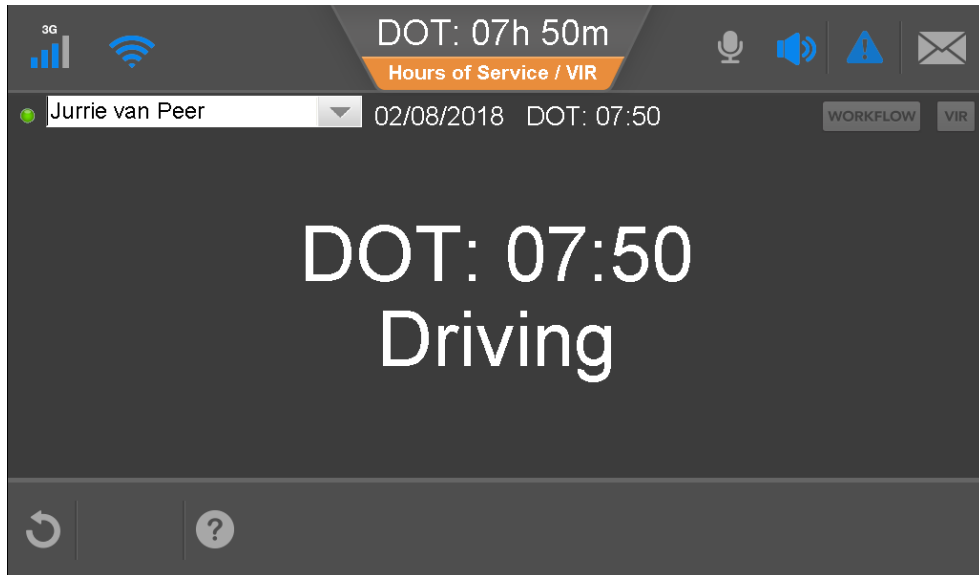
The screenshot shows the Omnitrac mobile application interface for Hours of Service / VIR. At the top, the status bar displays 'MOT: 15h 00m' and 'Hours of Service / VIR'. Below this, the user's name 'Kelly Rhodes' is shown in a dropdown menu, along with the date '02/09/2018' and 'MOT: 15:00'. There are icons for microphone, speaker, alert, and email. A navigation bar contains tabs for 'Status', 'Summary', 'Clocks', 'Graph', 'Day Log', 'Cycle 1', 'Certify', 'Load', and 'Carriers'. The main content area displays the following information:

Status: On Duty	Hrs to be Gained: 00h 00m
Start: 07:23 CST, 02/09	Hrs Gained in 2 Days: 00h 00m
Now: 07:33 CST, 02/09	Mileage Today (mi): 0.0
Duration: 00h 10m	Cycle 1 Time Used: 00h 09m
Exception: None	

At the bottom, there are icons for refresh, keyboard, and help, along with buttons for 'Clock Out', 'Clock In', 'Remarks', and 'Change'.

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.

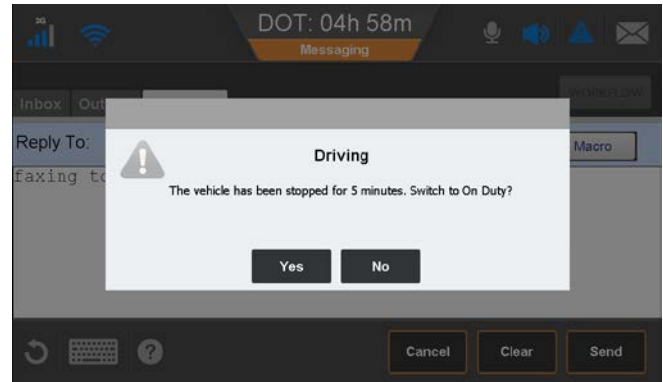
The screenshot displays the Omnicracs mobile application interface. At the top, it shows the DOT (07h 23m) and the driver's name (Jurrie van Peer). Below this, there are tabs for Status, Summary, Clocks, Graph, Day Log, 7-Days, Certify, Load, and Carriers. The main content area shows the current status as 'Personal Conveyance' with a green dot next to the driver's name. It also displays the start time (13:08 CST, 02/08), the current time (13:10 CST, 02/08), the duration (00h 02m), and the exception (None). At the bottom, there are buttons for Clock Out, Clock In, Exceptions, Remarks, and Change.

Duty Status



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

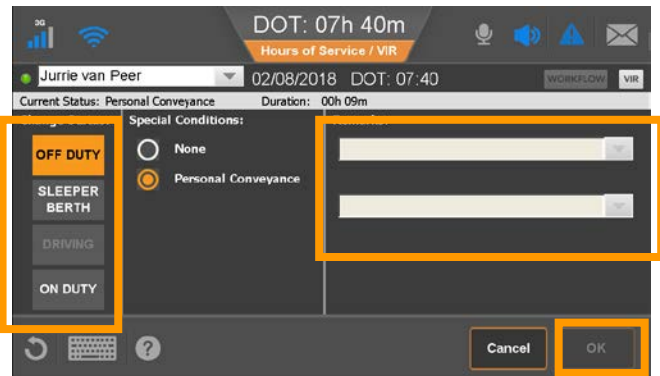
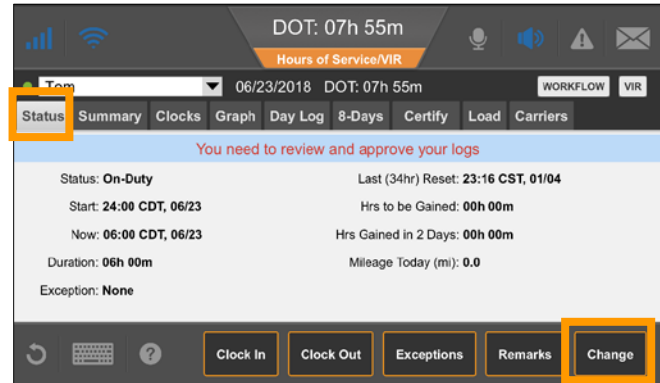
- All other statuses must be changed manually.
- You may be prompted to enter On Duty status while stopped (in traffic).
- If you're driving under Personal Conveyance, the duty status must be changed manually when stopped.



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.



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.

DOT: 07h 55m
Hours of Service/VIR
Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR
Status Summary Clocks Graph Day Log 8-Days Certify Load Carriers
You need to review and approve your logs
Status: **On-Duty** Last (34hr) Reset: 23:16 CST, 01/04
Start: 24:00 CDT, 06/23 Hrs to be Gained: 00h 00m
Now: 06:00 CDT, 06/23 Hrs Gained in 2 Days: 00h 00m
Duration: 06h 00m Mileage Today (mi): 0.0
Exception: None
Clock In Clock Out Exceptions Remarks **Change**

DOT: 07h 41m
Hours of Service / VIR
Fabian Reilly 02/08/2018 DOT: 07:41 WORKFLOW VIR
Current Status: On Duty Duration: 00h 19m
Change Status: OFF DUTY SLEEPER BERTH DRIVING ON DUTY
Special Conditions: None Oil Well Personal Conveyance
Remarks:
Cancel OK

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.

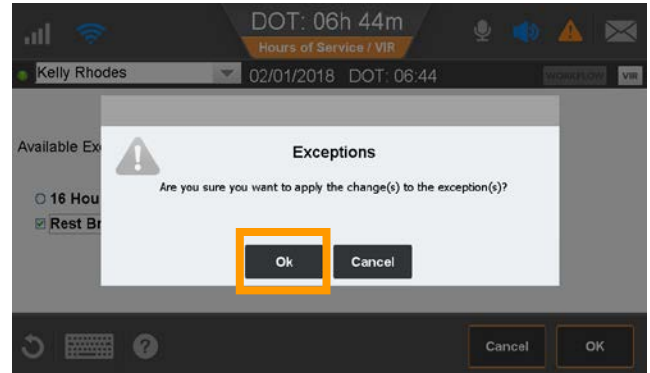
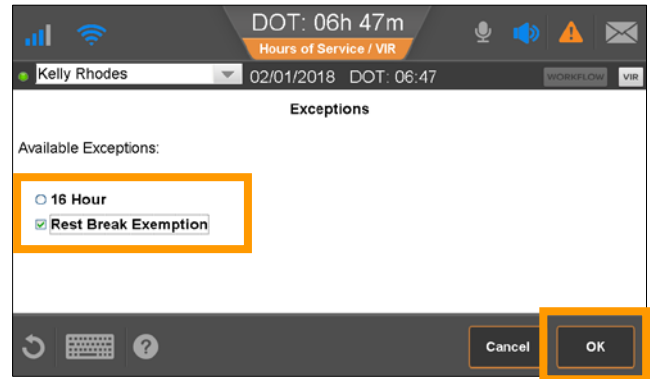
The screenshot displays the Omnictracs mobile application interface. At the top, it shows the driver's name 'Honore Gamache', the date '02/09/2018', and the current DOT (Driver's On-Time) '00:07'. Below this, the 'Current Status' is 'On Duty' with a duration of '00h 04m'. The interface is divided into three main sections: 'Change Status:', 'Special Conditions:', and 'Remarks:'. In the 'Change Status:' section, the 'OFF DUTY' button is highlighted in orange, while 'SLEEPER BERTH', 'DRIVING', and 'ON DUTY' are in grey. The 'Special Conditions:' section shows a radio button selected for 'None'. The 'Remarks:' section has a text input field containing the word 'break'. At the bottom of the screen, there are navigation icons (refresh, keyboard, help) and two buttons: 'Cancel' and 'OK'.

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.

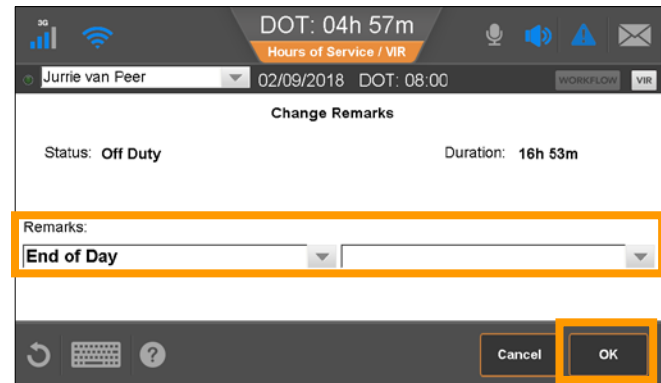
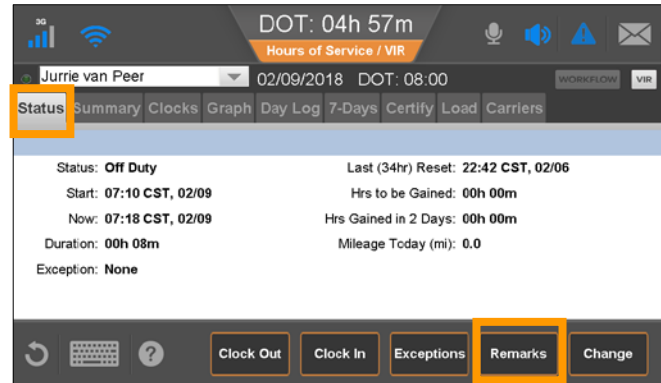
1. From the Status tab, tap Exceptions.
2. Tap the Rest Break check box.
3. Tap OK.
4. Tap OK to confirm.



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.

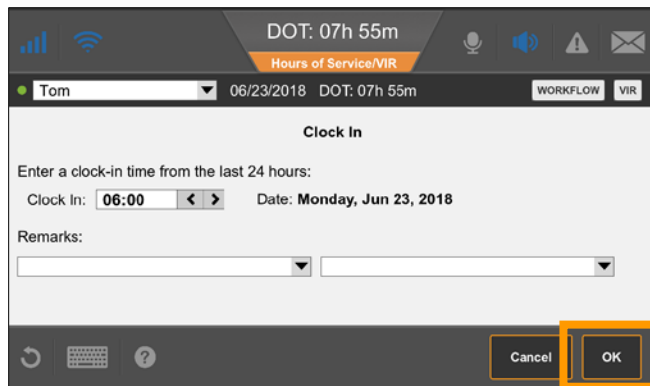
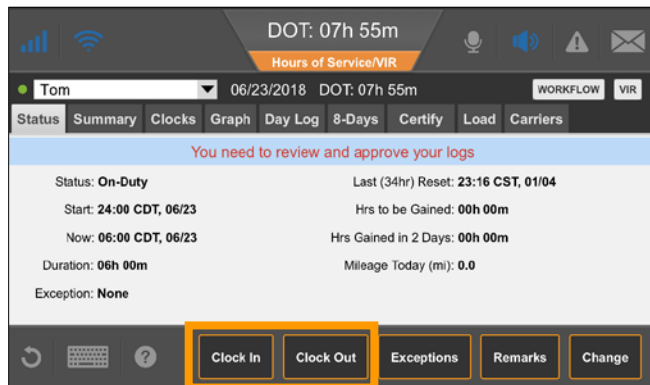


Clock In/Clock Out



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.



Clock In/Clock Out

Your scheduled clock-out time displays.

The screenshot displays the Omnitrac mobile application interface. At the top, the DOT is 07h 29m. Below this, the user's name is Hideki Murakami and the date is 02/09/2018. A red box highlights the text "Clock-Out Scheduled at 09:00 CST". The interface also shows the current status as "On Duty" and various time and mileage metrics.

3G [Signal Strength] [Wi-Fi] [Microphone] [Speaker] [Alert] [Mail]

DOT: 07h 29m
Hours of Service / VIR

Hideki Murakami 02/09/2018 DOT: 07:29 [WORKFLOW] [VIR]

Status Summary Clocks Graph Day Log 8-Days Certify Load Carriers

Clock-Out Scheduled at 09:00 CST

Status: **On Duty** Last (34hr) Reset: **00:38 CST, 02/08**
Start: **08:15 CST, 02/09** Hrs to be Gained: **00h 00m**
Now: **08:46 CST, 02/09** Hrs Gained in 2 Days: **00h 00m**
Duration: **00h 31m** Mileage Today (mi): **0.0**
Exception: **None**

[Refresh] [Keyboard] [Help] [Clock Out] [Clock In] [Exceptions] [Remarks] [Change]

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.

DOT: 07h 55m
Hours of Service/VR

Tom 06/23/2018 DOT: 07h 55m WORKFLOW VR

Status Summary **Clocks** Graph Day Log 8-Days Certify Load Carriers

Current Region: USA

Clock	USA	Can Main	Can North
Available Driving	07:55	13:00	15:00
Rest Break	07:55	-	-
Driving	11:00	13:00	15:00
On-Duty	13:55	14:00	18:00
Weekly	69:55	70:00	80:00
Shift Hours	-	16:00	20:00
Day Off Remaining	-	325:48	325:48

Border Region

DOT: 07h 55m
Hours of Service/VR

Tom 06/23/2018 DOT: 07h 55m WORKFLOW VR

Region

Current Region: USA

Region: USA Can Main Can North

Date Format: mm/dd/yyyy dd/mm/yyyy

Date Format: Miles Kilometers

Cancel OK

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.

DOT: 07h 55m
Hours of Service/VR
Tom 06/23/2018 DOT: 07h 55m
Status Summary Clocks Graph Day Log 8-Days Certify Load Carriers
Current Region: USA

Clock	USA	Can Main	Can North
Available Driving	07:55	13:00	15:00
Rest Break	07:55	-	-
Driving	11:00	13:00	15:00
On-Duty	13:55	14:00	18:00
Weekly	69:55	70:00	80:00
Shift Hours	-	16:00	20:00
Day Off Remaining	-	325:48	325:48

Border Region

DOT: 07h 55m
Hours of Service/VR
Tom 06/23/2018 DOT: 07h 55m
Status Summary Load Carriers
Current Region: USA
Clock

Border Crossing

Record a border crossing?

Yes No

Border Region

DOT: 07h 55m
Hours of Service/VR
Tom 06/23/2018 DOT: 07h 55m
Status Summary Load Carriers

Region

Current Region: USA
Region: USA Can Main Can North

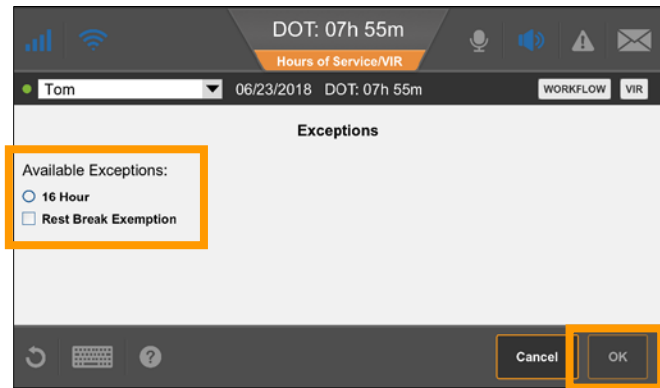
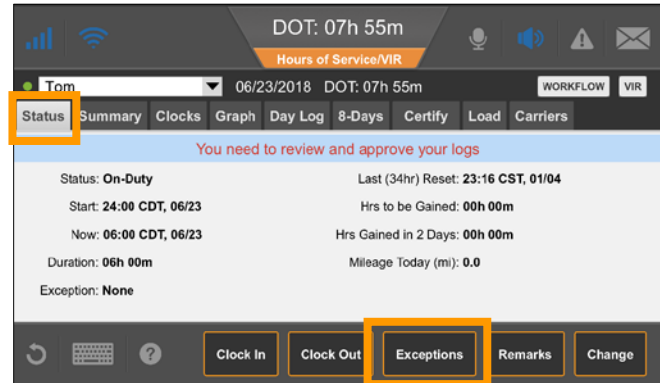
Date Format: mm/dd/yyyy dd/mm/yyyy

Date Format: Miles Kilometers

Cancel OK

Request Exception

1. From the Status tab, tap Exceptions.
2. Tap the exception and tap OK.
3. In the confirmation popup, tap OK.



Display Summary—US Rules



For drivers who must follow the rest break rule:

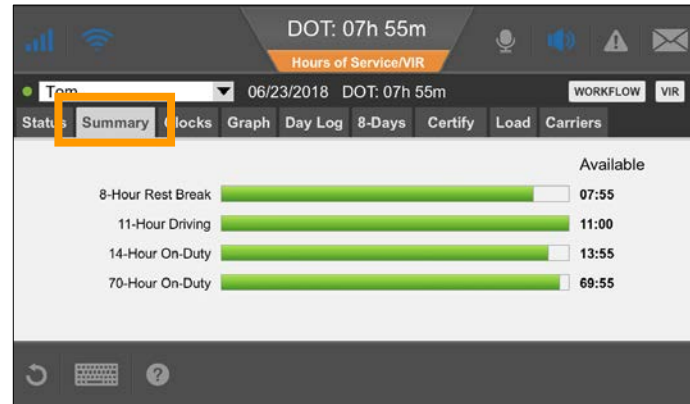
1. From the Summary tab, note available times on your clocks.

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

For drivers not subject to the rest break rule:

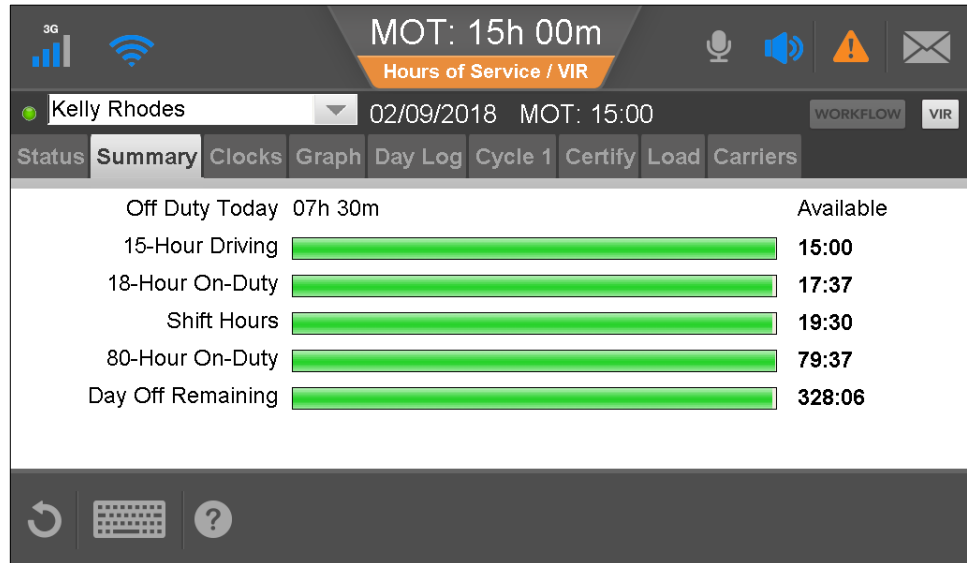
1. From the Summary tab, note available time on your clocks.

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.



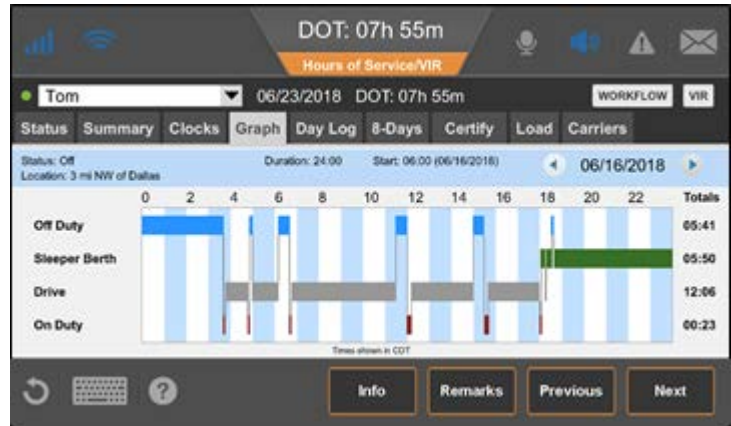
Display Summary—Canadian Rules

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.



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.

DOT: 07h 55m
Hours of Service/VIR

Tom 06/22/2018 DOT: 07h 55m WORKFLOW VIR

Status Summary Clocks Graph **Day Log** 3-Days Certify Load Carriers

Times shown in CST
Co-Driver 06/22/2018

Status	Start	Duration	Location	Co Driver	Origin	Comment
SLEEPER	19:55:26	00h: 05m: 12s	5mi SW IN Angola	No	Driver	
ON	19:54:14	00h: 01m: 12s	5mi SW IN Angola	No	Driver	
DRIVING	18:34:10	01h: 20m: 04s	1mi ENE MI Fraser	No	Driver	
ON	18:30:01	00h: 04m: 09s	1mi ENE MI Fraser	No	Driver	
OFF	17:30:50	00h: 59m: 11s	1mi ENE MI Fraser	No	Driver	
DRIVING	14:30:32	03h: 00m: 18s	12mi W MI Fraser	No	Driver	

ERODS Inspector Header Info Remarks

* Duty cycles

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

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.

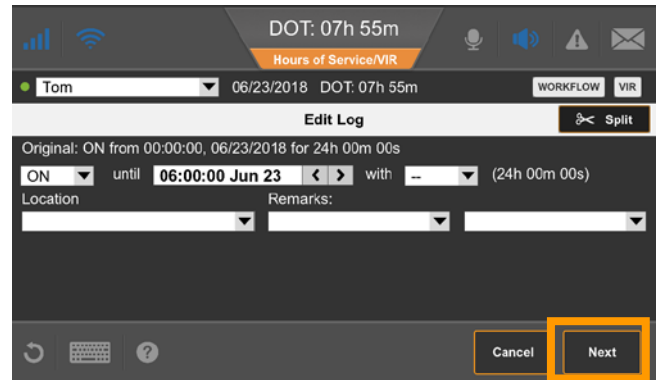
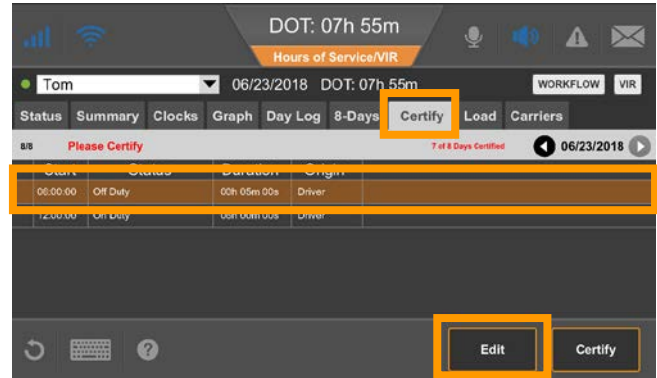
Note: For any 34-hour reset changes, contact your home office.

The screenshot shows the Omnitrac driver status application interface. At the top, it displays 'DOT: 07h 55m' and 'Hours of Service/VIR'. Below this, the driver's name 'Tom' is shown in a dropdown menu, along with the date '06/23/2018' and 'DOT: 07h 55m'. There are buttons for 'WORKFLOW' and 'VIR'. A navigation bar includes 'Status', 'Summary', 'Clocks', 'Graph', 'Day Log', '8-Days', 'Certify', 'Load', and 'Carriers'. A blue banner reads 'You need to review and approve your logs'. The main content area shows: 'Status: On-Duty', 'Start: 24:00 CDT, 06/23', 'Now: 06:00 CDT, 06/23', 'Duration: 06h 00m', and 'Exception: None'. On the right side, 'Last (34hr) Reset: 23:16 CST, 01/04' is highlighted with an orange box, along with 'Hrs to be Gained: 00h 00m' and 'Hrs Gained in 2 Days: 00h 00m'. At the bottom, there are buttons for 'Clock In', 'Clock Out', 'Exceptions', 'Remarks', and 'Change'.

Edit Logs: Change Status

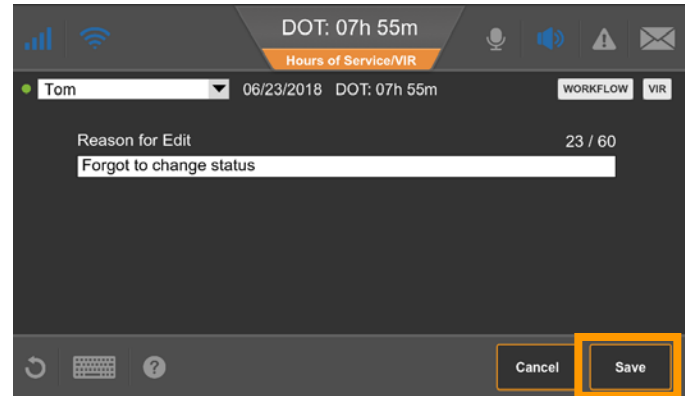
Until the “Log update in progress” message clears, you cannot edit your logs, and you cannot edit certified logs

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.



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.

DOT: 07h 55m
Hours of Service/VR
Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Edit Log Split

Original: ON from 00:00:00, 06/23/2018 for 24h 00m 00s
ON until 06:00:00 Jun 23 with -- (24h 00m 00s)
Location Remarks:

Cancel Next

DOT: 07h 55m
Hours of Service/VR
Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Edit Log Split

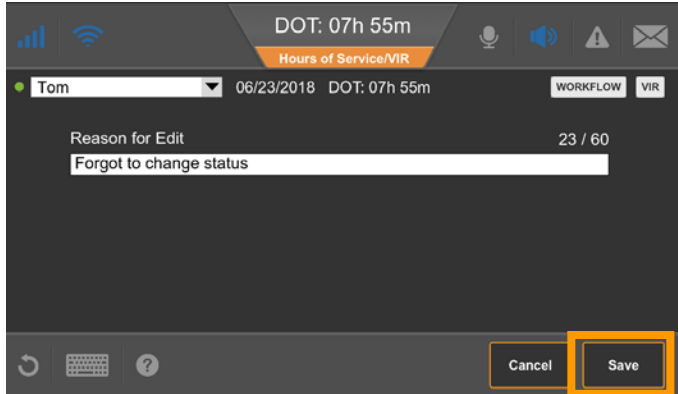
Original: ON from 00:00:00, 06/23/2018 for 24h 00m 00s
ON until 06:00:00 Jun 23 with -- (24h 00m 00s)
Location Remarks:

OFF until 06:00:00 Jun 23 with -- (24h 00m 00s)
Location Remarks:

Cancel Next

Edit Logs: Split a Record

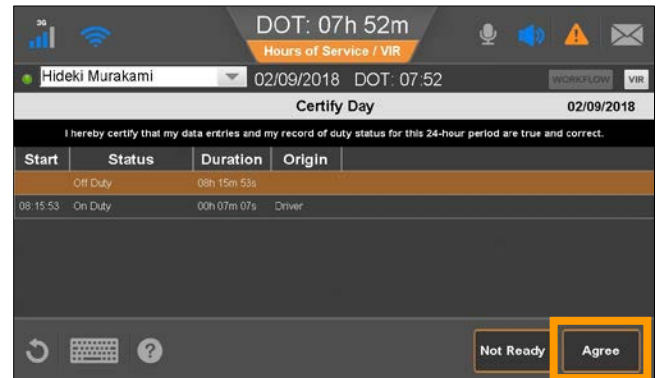
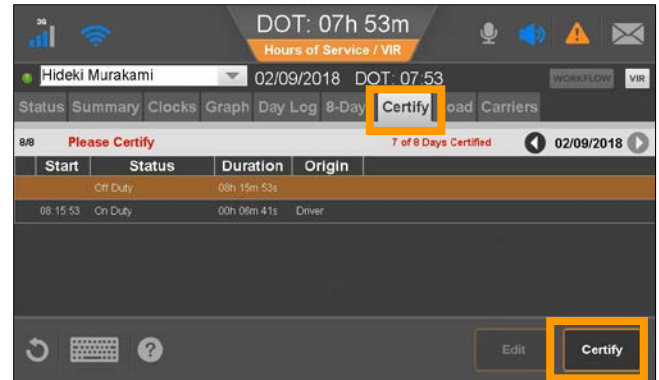
9. Type a reason for making the edit.
10. Tap Save.



Certify All Logs

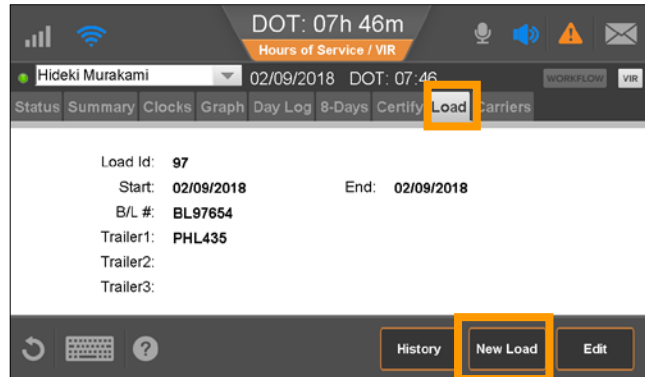
You must receive the latest logs before you may approve them logs.

1. From the Certify tab, tap Certify.
2. Tap Agree.

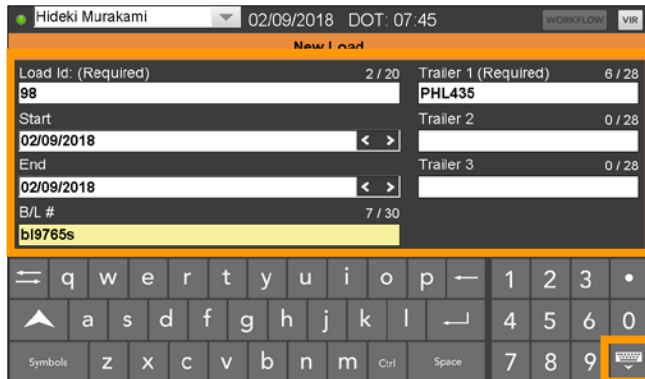


Create a New Load

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.

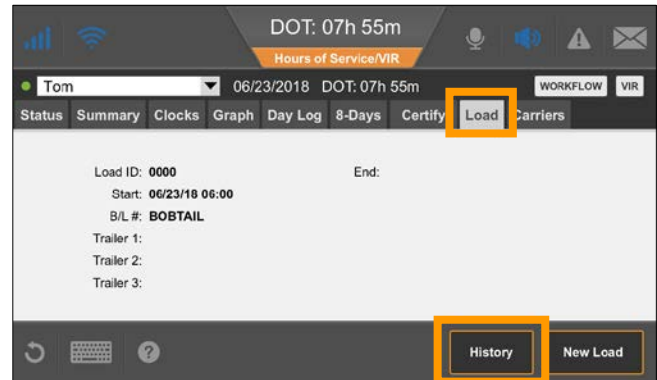
Create a New Load

1. Tap OK.

The screenshot shows the 'New Load' form in the Omnicracs mobile application. The form is displayed on a dark background with white text and input fields. At the top, there is a status bar with signal strength, Wi-Fi, and battery icons, along with the text 'DOT: 07h 43m' and 'Hours of Service / VIR'. Below this, there is a header with the user name 'Hideki Murakami', the date '02/09/2018', and the time 'DOT: 07:43'. The form itself has a title 'New Load' and several input fields: 'Load Id: (Required)' with the value '98', 'Trailer 1: (Required)' with the value 'PHL435', 'Start' with the value '02/09/2018', 'End' with the value '02/09/2018', and 'B/L #' with the value 'b19765s'. There are also three empty fields for 'Trailer 2' and 'Trailer 3'. At the bottom of the form, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a yellow border.

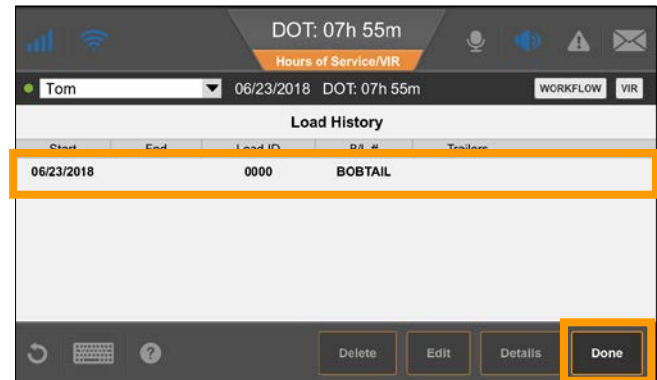
Display Load History

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.

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.

The screenshot shows the 'Hours of Service/VIR' app interface. At the top, it displays 'DOT: 07h 55m'. Below that, the date is '06/23/2018' and 'DOT: 07h 55m'. A navigation bar includes 'WORKFLOW' and 'VIR' buttons. The main menu has tabs for 'Status', 'Summary', 'Clocks', 'Graph', 'Day Log', '8-Days', 'Certify', 'Load', and 'Carriers'. The '8-Days' tab is highlighted. Below the tabs is a table with columns: 'Date', 'Miles', 'Driving', 'On-Duty', and '8-days Time Used: 00h 00m'. The table contains data for dates from 06/16/2018 to 06/23/2018. At the bottom, there are three buttons: 'Vehicle Info', 'Log Request', and 'Fax/Email', with the 'Fax/Email' button highlighted.

Date	Miles	Driving	On-Duty	8-days Time Used: 00h 00m
06/23/2018	0.0	00h 00m	00h 00m	
06/23/2018	0.0	00h 00m	06h 00m	
06/22/2018	428.0	08h 30m	01h 31m	
06/21/2018	356.0	06h 43m	00h 29m	
06/20/2018	638.0	12h 06m	00h 23m	
06/19/2018	0.0	00h 00m	00h 00m	
06/18/2018	0.0	00h 00m	00h 00m	
06/17/2018	0.0	00h 00m	00h 00m	
06/16/2018	0.0	00h 00m	00h 00m	

The screenshot shows the 'Fax/Email Request' form within the app. The form has a title 'Fax/Email Request' and contains the following fields: 'Fax #:' with a text input field, 'Attention:' with a text input field, 'Email:' with a text input field, and 'Region:' with a dropdown menu set to 'USA'. Below these fields is a 'Last Request:' label. At the bottom of the form, there are two buttons: 'Cancel' and 'Request', with the 'Request' button highlighted.

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.

DOT: 07h 55m
Hours of Service/VIR

Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Status	Summary	Clocks	Graph	Day Log	8-Days	Certify	Load	Carriers
Date	Miles	Driving	On-Duty	8-days Time Used: 00h 00m				
06/23/2018	0.0	00h 00m	00h 00m					
06/23/2018	0.0	00h 00m	06h 00m					
06/22/2018	428.0	08h 30m	01h 31m					
06/21/2018	356.0	06h 43m	00h 29m					
06/20/2018	638.0	12h 06m	00h 23m					
06/19/2018	0.0	00h 00m	00h 00m					
06/18/2018	0.0	00h 00m	00h 00m					
06/17/2018	0.0	00h 00m	00h 00m					
06/16/2018	0.0	00h 00m	00h 00m					

Vehicle Info Log Request Fax/Email

DOT: 07h 55m
Hours of Service/VIR

Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Vehicle Info		
Date	Vehicle ID/Plate Number	Start/End Odometer (mi)
06/23/2018	10800112313	100213/100312
06/23/2018	10800112313	100113/100213
06/22/2018	10800112313	100013/100113
06/21/2018	10800112313	99123/100013
06/20/2018	10800112313	99110/99123
06/19/2018	10800112313	98103/99110
06/18/2018	10800112313	97123/98103
06/17/2018	10800112313	91311/97123
06/16/2018	10800112313	90130/91311

OK

Display Carrier Information

1. From the Day Log tab, tap Info.

DOT: 07h 55m
Hours of Service/VIR
Tom 06/23/2018 DOT: 07h 55m WORKFLOW VIR

Status Summary Clocks Graph Day Log 8-Days Certify Load Carriers

Times shown in CST
Co-Driver 06/20/2018

Status	Start	Duration	Location	Co Driver	Origin	Comment
SLEEPER	18:33:20	05h 26m 49s	Imi W MI Wayland	No	Driver	
SLEEPER	18:32:15	00h 01m 05s	Imi W MI Wayland	No	Driver	
OFF	18:27:10	00h 05m 05s	Imi W MI Wayland	No	Driver	
SLEEPER	18:13:00	00h 14m 10s	Imi W MI Wayland	No	Driver	
DRIVING	18:10:05	00h 02m 55s	Imi W MI Wayland	No	Driver	
SLEEPER	18:02:12	00h 07m 53s	Imi W MI Wayland	No	Driver	

EROS Inspector Header Info Remarks

2. Tap Done.

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

DOT: 06h 56m
Hours of Service / VIR
Kelly Rhodes 02/01/2018 DOT: 06:56 WORKFLOW VIR

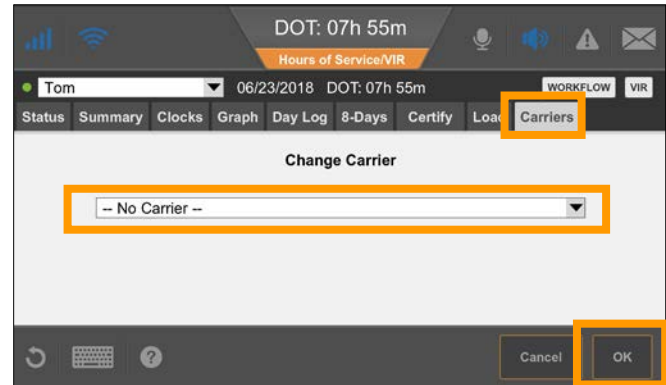
Info

Date: 02/01/2018
Start of Day: Midnight CST
Company Name: CUSTOMERTS
Company Address: CustomerTS Demo
717 N Harwood
Suite 1300
Dallas, TX 75201

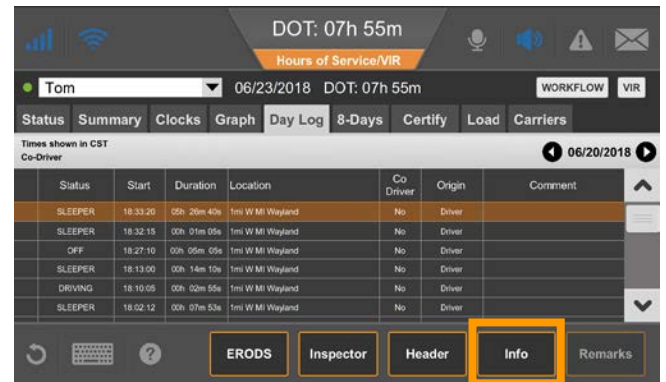
Done

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.



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.

The screenshot shows the Omnitrac Services Portal interface for a driver's Hours of Service. The page is titled "Hours of Service (Driver)" and includes a user profile for Hideki Murakami from CUSTOMERTS (CST). The interface is divided into several sections:

- Current Duty Status:** Shows the driver is "On Duty". It includes a driver icon, a "Clock In" button, and the following details:
 - Started: 8:15 CST, 02/09/2018
 - Last Update: 8:39 CST, 02/09/2018
 - Duration: 0h24
- Summary:** Shows the clock set to "USA" and a table of available hours:

Available Hours	
8-Hour Rest Break:	7h37
11-Hour Driving:	11h0
14-Hour On-Duty:	13h37
70-Hour On-Duty:	65h51
- Clock In / Clock Out:** Features "Clock In" and "Clock Out" buttons, each with a driver icon. Below the buttons are "Go On-Duty Now" and "Go Off-Duty Now" links.
- Location Fields:** Includes dropdown menus for "Country" (set to "Country"), "City", and "State" (set to "State:Pro...").

At the bottom of the page, there is a footer with the text: "Use & Disclaimers | Copyright | Omnitrac, LLC".



IVG Driver Training

This concludes the Hours of Service training.