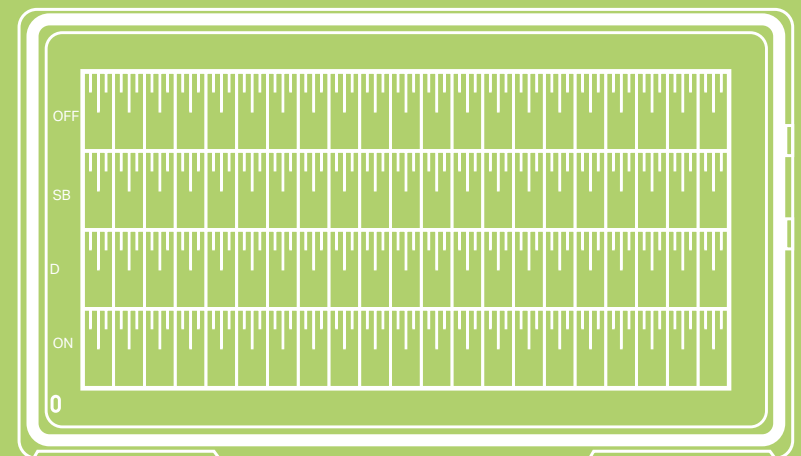




# Electronic Logging Devices 101

**DON'T GET HELD BACK BY THE ELD MANDATE**

TELETRAC NAVMAN



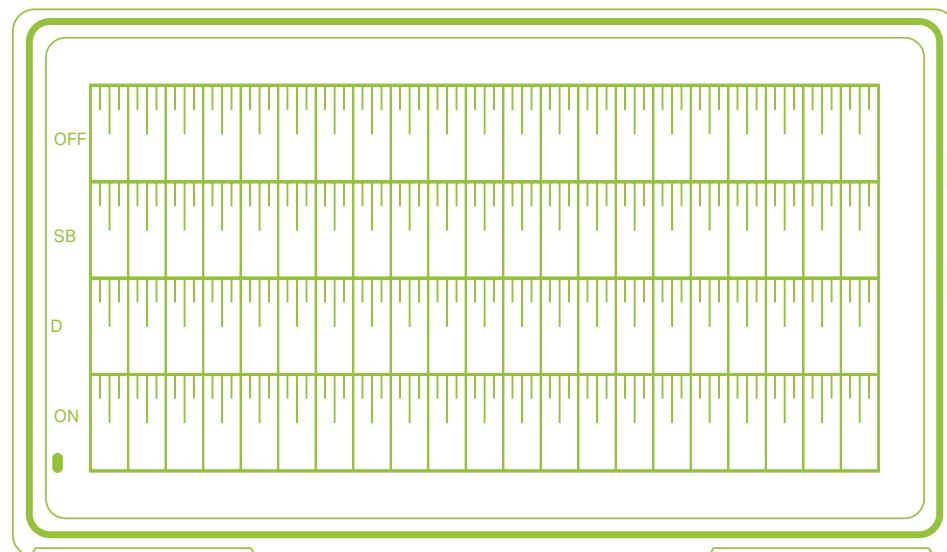


# Are you ELD ready?

## IT'S OFFICIAL—ELDS ARE NOW THE LAW.

If you haven't prepared for the changes that the law requires, this guide can help you through the process. The guide covers:

- What an ELD is, and how it functions
- How the ELD rule affects you — or, if you are exempt
- How much time you have to comply
- Your options for compliance, now and later
- Why adopting ELDs now is better than later
- How to choose an ELD for your business
- A checklist to help you get started



**Getting started is what matters. Let's begin!**



# What is an ELD?

## WHAT ELDs WILL DO — AND WHY

An electronic logging device or ELD is a device that integrally synchronizes with a vehicle engine to automatically record driving time, for easier, more accurate Hours of Service (HOS) recording. A tablet computer is mounted in the cab of a vehicle so that drivers can view their HOS or record of duty status (RODS) data and present it during a roadside inspection. An ELD replaces the driver's paper logbook when recording HOS. The data are electronically transferred to the office where compliance and fleet managers can pull reports to evaluate the information. An ELD offers advantages over a paper log in both accuracy and efficiency across an entire fleet by reducing paperwork for drivers, administrative errors and workload for back-office staff.

The ELD Final Rule was enacted by the United States Federal Motor Carrier Safety Administration (FMCSA) as a measure to improve road safety and save lives. But compared to the paper logs they replace, ELDs go beyond satisfying regulations. They also help commercial trucking fleets reduce HOS audit fees, decrease road-side faxing fees, prevent manual errors in paper logs, improve communication between drivers and managers, and increase efficiency in vehicle inspections.

### ELDS ARE REQUIRED TO KEEP TRACK OF:



Date



Time



CMV geographic location information



Vehicle engine hours



Vehicle miles



Driver or authorized user identification



Vehicle identification



Motor carrier identification

### ELDS AUTOMATICALLY RECORD THE FOLLOWING EVENTS:

Engine power-up and shutdown

Driver logon/ logoff

Duty status changes

Personal use

Yard moves

Certification of driver's daily record

60-minute intervals of CMV in motion

Malfunction and diagnostic events



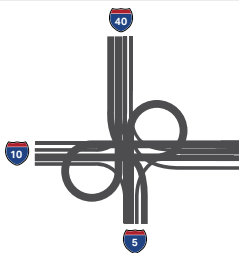
# Does the ELD rule apply to you?

## HOW TO KNOW WHERE YOU STAND

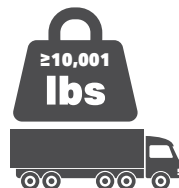
If your operations include keeping an HOS log you're probably in the ELD category. Every driver who use paper logs or the device known as an AOBDR (Automatic On Board Recording Device) will need to convert or upgrade to the government-defined ELD standard.

It's important to note that paper logs continue to be required and must be maintained as a backup, in case of ELD failure. And, that record keeping with paper RODS is allowed for no more than eight days within any 30-day period.

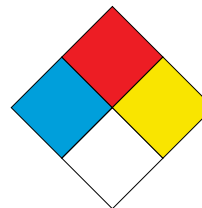
### AN ELD WILL BE REQUIRED FOR A DRIVER OR VEHICLE IN ANY OF THESE CATEGORIES:



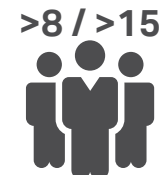
Interstate drivers currently required to keep RODS



Vehicles that weigh more than 10,001 pounds

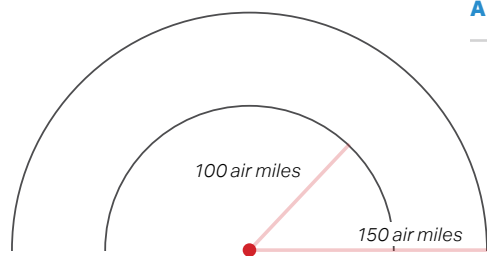


Vehicles with placarded hazmat loads



Vehicles carrying more than 8 or 15 passengers, depending on vehicle class

### AN ELD WILL NOT BE REQUIRED FOR A DRIVER OR VEHICLE UNDER ANY OF THESE EXEMPTIONS:



**CDL** carrying CMV drivers who operate within a 100-air-mile radius, who may continue to use timecards

**Non-CDL** carrying freight drivers who operate within a 150-air-mile radius



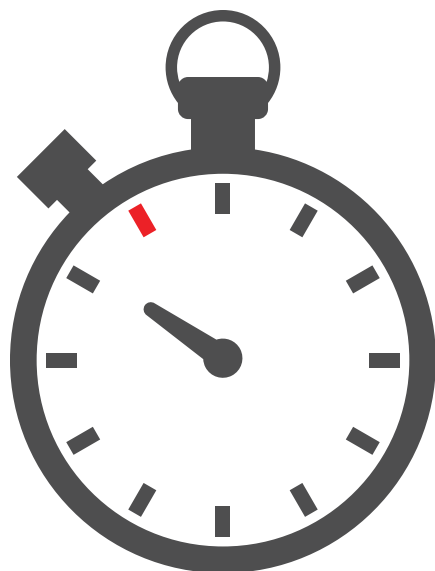
"Drive-away, tow-away" operators



Vehicles manufactured before the year 2000



# How much time do you have?



## DECEMBER 18, 2017

Compliance date — use of ELDs in the defined categories is mandatory. This also includes AOBRDs in operation prior to this date.

## DECEMBER 16, 2019

Date for an AORBD — operational on or before December 18, 2017 — to be upgraded or replaced to meet ELD status. Only ELD compliant devices will be recognized as acceptable forms of capturing RODS.

### TO MEET THESE DEADLINES, THERE ARE SOME THINGS TO KEEP IN MIND:

**Compliance must be complete.** A fleet owner does not meet the standard for compliance by having *some* vehicles in the fleet equipped with ELDs. The mandate applies to *every* vehicle in use for commercial carrying as defined in the regulations. This provision is vehicle based and not fleet based.

**ELDs must be operational.** On or before the deadline specified, these devices must be up and running in every vehicle in regular use.

### HOW MUCH LEAD TIME WILL YOU NEED?

It's important to consider the advance preparations that are needed in order to be compliant in time and avoid late penalties:

- **Selection and purchase of equipment**
- **Installation and testing**
- **Employee training (drivers and office staff)**
- **Practice sessions (including contingency plans, repair and maintenance)**

The amount of time required will vary, depending on factors such as type of business, size of business, how much training your team might require and other variables. Make sure to give yourself plenty of time based on your organizational needs.



# How do different technologies compare

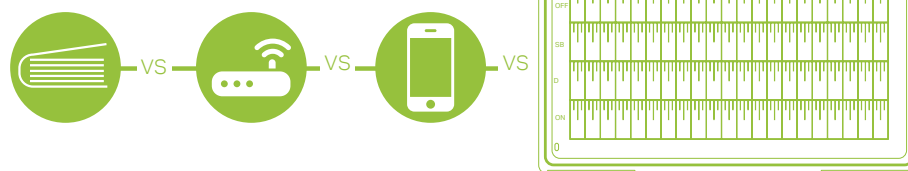
## ELDS ARE THE ONLY SOLUTION THAT MEETS ALL REQUIREMENTS

**Paper log** Simple log books completed by hand. Drivers must find a rest stop to fax/scan their daily log while on the road. Productivity suffers when drivers must make time to perform this task.

**Automatic on-board recording device (AOBRD)** An electronic unit in current use in some fleets, that captures some data (including HOS) but not all the information tracked and recorded by an ELD.

**HOS stand-alone mobile app** A third-party application used with a personal smart phone that can retain and transmit HOS. Apps are not part of an integrated, coherent system and may cause failures related to compatibility.

**ELD** The technology that performs all functions specified in the ELD Final Rule.



### HERE IS A COMPARISON BETWEEN THE VARIOUS METHODS THAT ARE AVAILABLE:

FUNCTIONS AND CAPABILITIES	PAPER LOG	AOBRD	APP	ELD
INTEGRALLY SYNCHRONIZED SYSTEM	NO	YES	NO	YES
AUTOMATIC RECORDING OF HOS	NO	YES	NO/MAYBE	YES
TECHNICAL SPECIFICATIONS APPROVED BY FMCSA	NO	LIMITED	NO	YES
REGISTERED WITH FMCSA	NO	NO	NO	YES
MEETS ELD REQUIREMENTS ON DECEMBER 18, 2017	NO	TEMPORARY*	NO	YES

*\*Vehicles equipped with an AOBRD prior to the December 18, 2017 ELD deadline are in compliance until December 16, 2019, by which time the AOBRD must be upgraded or replaced with an ELD.*



# Why? do it now

## WHY IMPLEMENT ELD TECHNOLOGY AS SOON AS POSSIBLE, WHEN THE FINAL DATE IS IN DECEMBER 2017?

It's not only because preparation and planning will help you avoid unpleasant surprises, including a financial penalty. There are considerable benefits afforded by ELDs that you can begin to realize as soon as your ELDs are operational.

Different brands and models of ELDs offer a variety of features to choose from, and you can select the configuration that works best for your fleet. But every ELD technology will reduce administrative effort for drivers, office staff and fleet managers.

### HERE ARE SOME OF THE ADVANTAGES YOU CAN SEE IN YOUR FLEET:



*ELDs eliminate the need to transport, compile and store large amounts of paper.*



*With automated recording and transmission, ELDs can drastically reduce errors and the additional labor in resolving these issues with federal authorities.*



*ELDs also simplify and speed up the vehicle inspection process, with data clearly displayed on the tablet for enforcement officials to view and the capability to electronically transfer the data to the official's device.*



*The reduction of paperwork, simplified communication, and reduction in violations results in happier drivers, happier fleet managers, and owners. It's a win-win.*



# How do I choose an ELD?

## FINDING THE SOLUTION THAT WORKS BEST FOR YOU

No two organizations are the same, which means that no ELD product is a one-size-fits-all. As with any purchase decision, you should do some research to find the solution that best meets your organization's needs.

The size of your fleet, your delivery schedules, workforce and business goals are fundamentals that need to be matched up with the right vendor and the right product. Here are some factors to consider when selecting an ELD provider:

**Reputation** — When choosing a vendor, it's important to review their experience and record of product reliability. How long have they been in business? What do others have to say about them and their products?

**Features** — Are the features offered things you actually need or are they bells and whistles not pertinent to your business?

**Point Product or Integrated Solution** — Are you looking for a single-point product that only meets basic ELD compliance or does it need to integrate with existing systems or technology that you have in place?

**Portability** — If the majority of your fleet are short-term leases or seasonal rentals, think about whether the system is transferable from one vehicle to another.

**Flexibility** — Does the product have the ability to accommodate future regulatory requirements or will it require removing and replacing hardware?

**User friendly** — Think about the drivers and back-office staff who will have to use the solution every day. Is it easy to use or will it require a ton of training?

**Support** — Does the vendor provide training and customer support or will they disappear after you purchase the product?

**So now you've learned the basics about ELDs: what it is, what it will mean to you, when you have to be ready, and what to look for when selecting an ELD solution. The last page is a checklist that can help you kick off your ELD project.**





# Checklist to help you become ELD-ready

## □ DESIGNATE A PERSON OR GROUP TO LEAD YOUR ELD PLAN

Include representatives from every department who will be using the technology

- Develop a transition plan
- Develop a certification program (in which user must demonstrate proficiency)
- Ensure departments and individuals are aware of responsibility/roles with the system

## □ DEFINE SYSTEM NEEDS

Create a list of ELD requirements to determine what you need.

## □ SET A PROJECT TIMELINE

With goals including final date for ELD compliance and implementation

## □ RESEARCH AND COMPARE PRODUCTS

- Online materials
- Company representatives
- Colleagues in your industry
- Honest opinion of drivers and other users in your organization, via a beta (pilot) test program

## □ MAKE A PURCHASE/LEASE DECISION

## □ CREATE A TRAINING SCHEDULE

In cooperation with your selected vendor, plan training for drivers and employees.

Set up hands-on training sessions via portables in the office as part of the certification process.

## □ CREATE AN INSTALLATION SCHEDULE

Consider vehicle and office personnel availability

## □ SET UP A CONTINGENCY PLAN

Arrange for alternatives in case of temporary system failure, and include spare units or portables to cover vehicle failure or short-term rentals.

## □ PUT THE PROJECT IN MOTION AND MONITOR PROGRESS

## □ CONDUCT FINAL TESTING

## ☆☆☆ CONGRATULATIONS, YOU'RE ALL SET

There's no requirement for registration or certification with FMCSA or any other agency and no paperwork. When your ELDs are operational you've satisfied the necessary conditions and you are ready to go.



#### About Teletrac Navman

Teletrac Navman, the combined company formed by Teletrac Inc. and Navman Wireless offers GPS-based fleet optimization products and services, including real-time vehicle tracking, electronic logging, communications and analytics that enable companies to monitor, measure and improve operational costs and efficiencies. The company's technology currently tracks more than 500,000 vehicles owned by over 40,000 organizations on six continents, making it one of the world's largest fleet management software solutions providers. The company, headquartered in Glenview, IL, has offices in the United States, Mexico, United Kingdom, New Zealand and Australia.

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