



Hours of Service ELD Quick Reference Card

Using Your Electronic Logging Device (ELD)

Starting Your Vehicle and Signing In

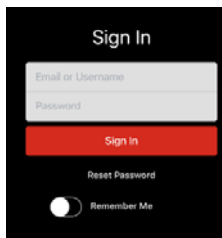
Follow these steps before you start driving:

1. Get into your vehicle.
2. Turn on the vehicle's engine.
3. Turn on your mobile device.
4. Start WorkPlan and sign in.
5. Select your vehicle from the vehicles list in WorkPlan. (You might need to refresh the vehicles list if your vehicle is not displayed.)
6. Verify that you have a Bluetooth connection with your vehicle.
7. Complete the pre-trip inspection per app notification.
8. Click on On-duty not driving to start your day.
9. Start driving; confirm WorkPlan app has switched driving status.
10. Change duty status and make annotations as the driver's day progresses.

Stopping Your Vehicle and Signing Out

Follow these steps after you have stopped driving:

1. Stop your vehicle.
2. Turn off your vehicle's engine.
3. Leave or drop vehicle in the app.
3. Change your HOS status to Off Duty.
4. Sign out of WorkPlan.
5. After you have signed out of WorkPlan you should see the **Sign-In** screen:
6. Close WorkPlan





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Using Inspector Mode

Entering Inspector Mode

1. Go to the HOS Status screen.
2. Tap **Actions** at the bottom of the screen.
3. Tap **Inspector Mode**.
4. Tap **Continue** to enter the Inspector mode. To leave the Inspector mode, you must enter the appropriate password for the account that you are logged into.

Leaving Inspector Mode

1. Tap the back button in the upper left corner until you see a password prompt.
2. Enter the password for the account that you are logged into and tap **Continue**.

Sharing Daily Logs

You can share the HOS logs for the past 14 days with Canadian Inspectors by email or by uploading them directly to a server. To do this:

1. Go to the summary list view in the Inspector mode UI.
2. Tap the share button in the upper right corner of the screen.
3. On the **Share Data** screen select the sharing method and enter a note.
4. Tap **Send Logs**.

Handling Malfunctions

These are the required actions for all malfunctions:

1. Note the type of malfunction and provide information of the malfunction to your supervisor and CEDA Fleet within 24 hours.
2. Ensure that you have an accurate record of duty status for the current 24-hour period and the previous 14 consecutive days. This can be either in form of records from the ELD and/or paper driver logs. Record when the malfunction happens on your paper driver's log. Drivers must record the date and time the malfunction occurred. **Drivers need a Verizon case number when moving from ELD to paper logs**
3. Continue to manually record drivers hours of service on a paper drivers log until the ELD is serviced and back in compliance.
4. CEDA will have 14 days to correct the malfunction.

Contacting Support

If you have any issues that you cannot resolve using the online help or ELD Quick Reference Guide, or contact CEDAFleet@cedagroup.com. When after business hours drivers can call Verizon help desk for assistance **1 877 943 7306**. (CEDA Services) Verizon will provide a case number this case number will need to be noted on the paper log. When issues a case number the driver needs to report case number to your supervisor and CEDAFleet@cedagroup.com