

### Getting Started with the KeepTruckin ELD



Important: Per FMCSA rules, this guide must be kept in the vehicle at all times.

### Table of Contents

	_					
Bet		- \/	<u> </u>	. $\Box$	IC IS	
RAI	()[6	٧ د	()	11)	rιv	$\omega$

Install the KeepTruckin ELD in your vehicle	4
Install the KeepTruckin ELD in your vehicle	7
Login to the KeepTruckin App	9
Connect your mobile device to the KeepTruckin ELD	10
Use KeepTruckin on the Road	
Record Hours of Service with the KeepTruckin ELD	14
Change your current duty status	17
Insert a past duty status	19
Create a Vehicle Inspection Report (DVIR)	23
	28
Useful Tools	
Find errors in your logs	31
Accept or reject your fleet manager's log edits	33
Let an officer inspect your logs	
Email or fax your logs	
ELD Malfunction Manual	38

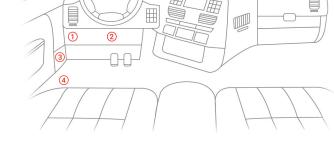
## Before You Drive



#### Install the KeepTruckin ELD in your vehicle

- 1) With the engine off, locate the diagnostic port inside the vehicle. The diagnostic port is generally located in one of four places:
  - 1. Underneath the left side of the dash
  - 2. Underneath the steering wheel
  - 3. Near the driver's left kick panel
  - 4. Below the driver's seat

If you are using a model year 2013 or newer Mack or Volvo truck, please refer to the supplemental installation instructions at <a href="mailto:support.keeptruckin.com">support.keeptruckin.com</a>



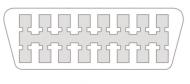
2 Attach the cable to the vehicle's diagnostic port, which will look like one of the three ports shown below. Note that the KeepTruckin ELD may have been shipped with a 'Y-cable', which will allow the cable to be installed behind a panel, hidden from view.

#### Heavy duty vehicles





For 6-pin and 9-pin ports, ensure the cable is secured by turning the collar clockwise to lock it in place. Light and medium duty vehicles

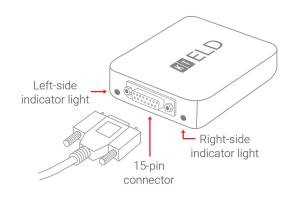


OBDII

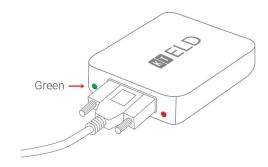


#### Install the KeepTruckin ELD in your vehicle

3 Attach the other side of the cable to the KeepTruckin ELD. Screw down the thumbscrews on the 15-pin connector to secure the cable to the FLD.



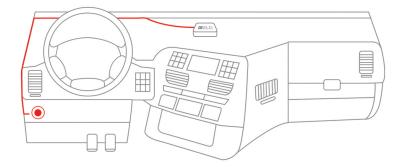
4 Once plugged in, the indicator lights will flash momentarily before turning solid red. After approximately one minute, the left-side indicator light will turn green, indicating a successful GPS connection. If this does not occur, try moving the ELD to increase exposure to the sky.





#### Install the KeepTruckin ELD in your vehicle

(5) Choose a spot on the top of the dashboard to mount your ELD. The mounting spot should be near the windshield, but away from any vents or electrical components that may cause interference.



- 6 Before you mount the ELD, use the provided alcohol swab to clean the mounting area.
- 7) Remove the backing from the adhesive strip and mount the ELD to the cleaned area.



## Download the KeepTruckin App for Android devices



Search for "KeepTruckin" in the Google Play Store for Android phones and tablets.



Tap on INSTALL to download the app.





### Download the KeepTruckin App for Apple devices



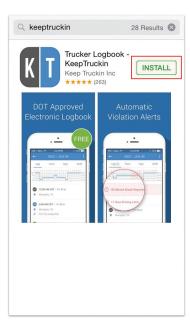
Search for "KeepTruckin" in the App Store for iPhones and iPads.



Tap on the GET icon.



Then tap on the INSTALL button.



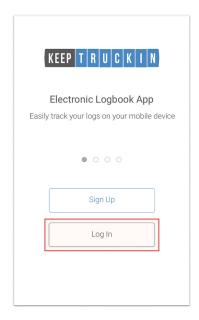


#### Login to the KeepTruckin App

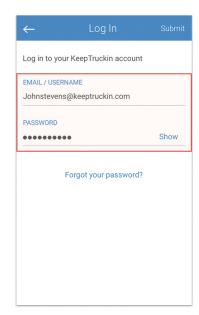
1) Open the KeepTruckin App from your device's home screen.







3 Enter your email / username and password. If you do not have a KeepTruckin account, contact your fleet manager.



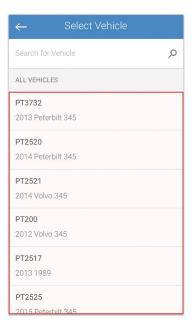


#### Connect your mobile device to the KeepTruckin ELD

1 On the main Logs screen, tap No VEHICLE Current Vehicle ELD to connect with your vehicle's ELD.



2 A list of your company's vehicles will appear. Select the vehicle that you want to connect to.

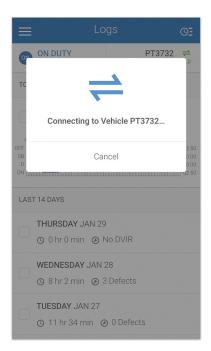


If you do not see the vehicle selection menu in the KeepTruckin App, contact your fleet manager to ensure that your company has enabled your KeepTruckin account for ELD mode or contact <a href="mailto:support@keeptruckin.com">support@keeptruckin.com</a>



### Connect your mobile device to the KeepTruckin ELD

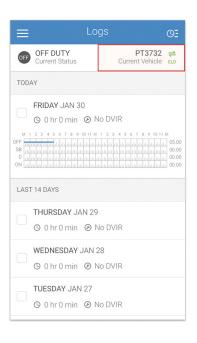
(3) Your device will automatically attempt to connect to the vehicle's ELD using Bluetooth.



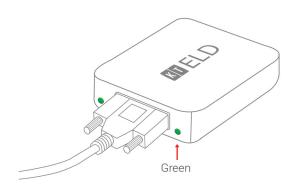


#### Connect your mobile device to the KeepTruckin ELD

A green icon ELD will appear at the top right of the main Logs screen to indicate a successful connection.



(5) The right-side indicator light on the ELD will become solid green.



Now that you are connected to your vehicle's ELD, your driving time will be automatically recorded.

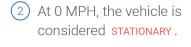
# Use KeepTruckin on the Road

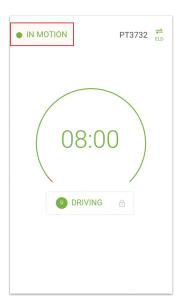


#### Record Hours of Service with the KeepTruckin ELD

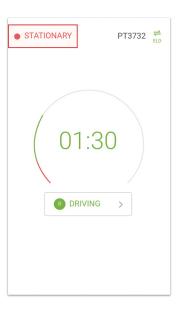
Once you have connected your mobile device to the KeepTruckin ELD, your driving time will be automatically recorded.

(1) When your vehicle is moving at 5 MPH or greater, KeepTruckin considers the vehicle to be IN MOTION and your duty status will automatically be set to **Driving**.





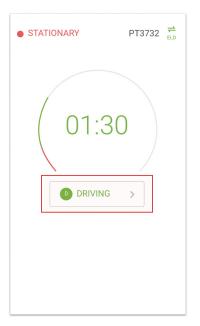
While In Motion, you will not be able to access your logs or any other part of the app.

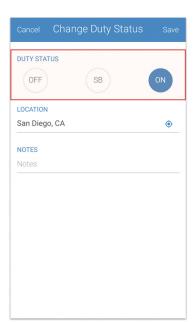




### Record Hours of Service with the KeepTruckin ELD

(3) When STATIONARY, you can change your duty status by tapping (10) DRIVING > and selecting one of the alternate duty statuses listed.

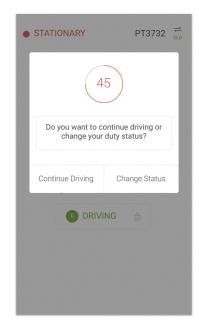


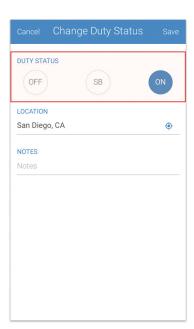




### Record Hours of Service with the KeepTruckin ELD

4 If the vehicle remains STATIONARY for five minutes, a pop-up window will appear that asks if you would like to change your duty status. If nothing is selected, your duty status will automatically be changed to On Duty.

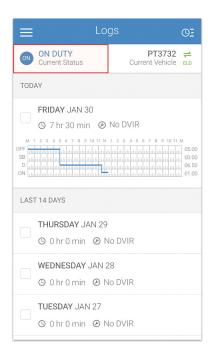






### Change your current duty status

1 On the main Logs screen tap the Current Status bar.



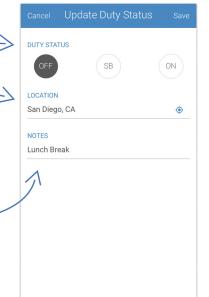


### Change your current duty status

2 When you are not driving a vehicle, you can update your current duty status to Off Duty, Sleeper Berth, or On Duty.

Tap on the Location field to enter your current location. of You may tap on the to look up your location.

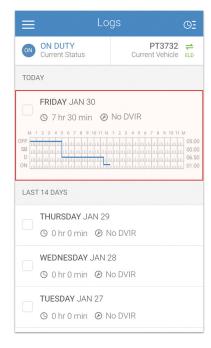
4) Enter **Notes**, such as "Lunch Break" or "Pre-Trip Inspection". •





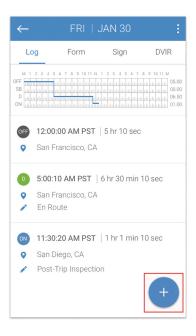
If you forgot to change your duty status in the past, you can go back and insert a past duty status.

1 On the main **Logs** screen, select the day that you would like to edit.

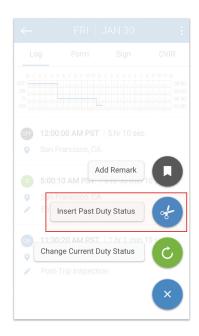




2 Tap on the tin the lower-right corner.

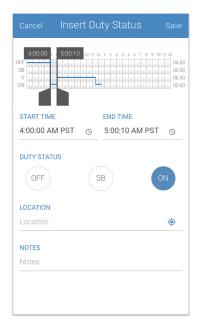


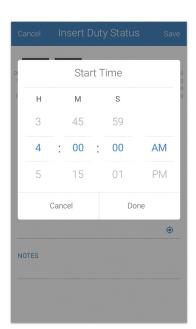
3 Select Insert Past Duty Status from the pop-up list.



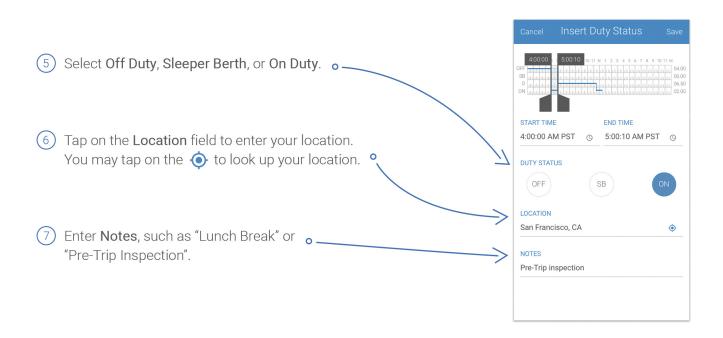


4 Set the **Start Time** and **End Time** by entering time in the fields or dragging the sliders.











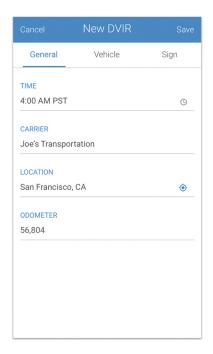
You can use KeepTruckin to create a Vehicle Inspection Report (DVIR).

- 1) From the main **Logs** screen, select the day for which you would like to create a Vehicle Inspection Report.
- 2 Select the DVIR tab at the top-right.
- 3 Tap on the + in the lower right corner.





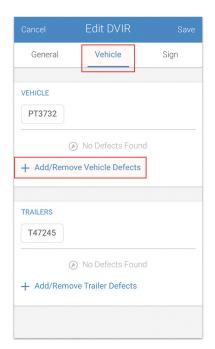
(4) Fill out the required fields in the General tab.





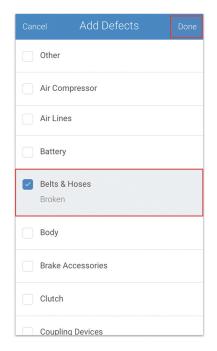
- 5 Select the **Vehicle** tab on top to fill out the relevant fields.
- 6 To add any defects found, tap on

+ Add/Remove Vehicle Defects .





- 7 Select defects from the list and add any relevant comments.
- 8 Tap Done.





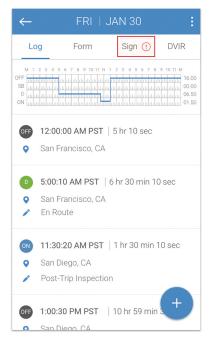
- 9 Select the Sign tab on top to sign the Vehicle Inspection Report electronically.
- 10 Check the box if the defects were corrected, or if they need not be corrected.
- (11) Select Sign DVIR and sign with your finger.
- Tap Save to complete the Vehicle Inspection Report.





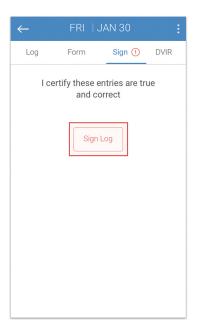
Remember to sign your logs at the end of each day.

- 1) From the main **Logs** screen, tap on the day you would like to sign.
- ② Select the **Sign** tab on top.

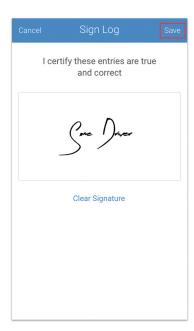




3 Select Sign Log and sign with your finger.



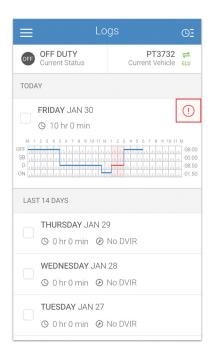
4 Tap Save to finish.



# **Useful Tools**

## Find errors in your logs

1 A red exclamation ! on the main Logs screen indicates that your log has an Hours of Service violation or a Form and Manner error.

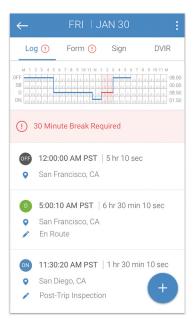




#### Find errors in your logs

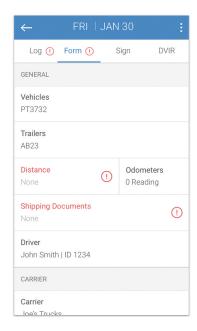
#### (2) Hours of Service Violations

A red line on your log graph indicates that you drove beyond the time allowed by the Hours of Service rules.



#### (3) Form and Manner Errors

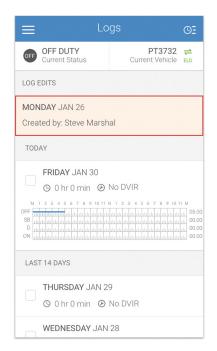
A red exclamation ! on the Form tab indicates that you are missing required information such as total distance driven or shipping document numbers.





### Accept or reject your fleet manager's log edits

- Log edits made by your fleet manager will be listed in yellow under the Log Edits section on the main Logs screen.
- Select a log edit from this list to view the changes.





### Accept or reject your fleet manager's log edits

- The logs edits will be highlighted in yellow. To view the original log, tap on Current Log.
- To approve or reject the Edited Log, tap the or at the bottom of the screen.

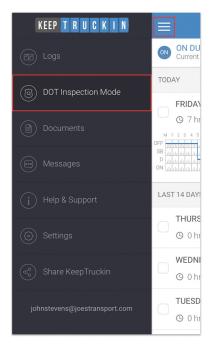




### Let an officer inspect your logs

KeepTruckin provides an easy way for officers to inspect your logs.

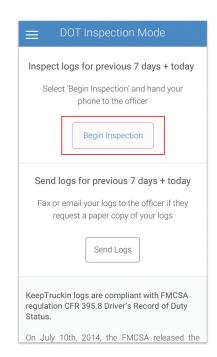
- 1 Tap on the menu icon on the top left.
- 2 Select **DOT Inspection Mode** from the menu.

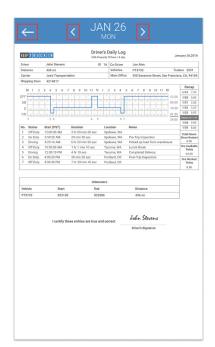




#### Let an officer inspect your logs

- (3) To let an officer inspect your logs directly from your device, tap Begin Inspection .
- 4 Your logs will appear on the screen in the standard format. Hand the officer your mobile device.
- (5) Use the (4 and 2) arrows to navigate days.
- 6 Tap on the back arrow ← to exit DOT Inspection Mode.



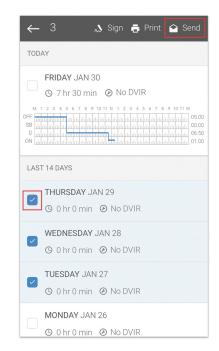


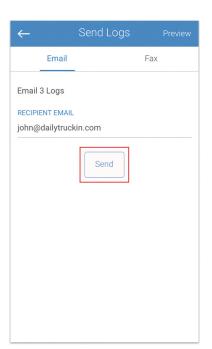


#### Email or fax your logs

KeepTruckin allows you to email or fax your logs from the app.

- From the main Logs screen, tap the checkbox next to each log you want to send.
- Tap the Send button in the upper right corner.
- Enter the email address or fax number of the recipient under the appropriate tab.
- to finish.





## ! ELD Malfunction Manual

#### § 395.22 Motor carrier responsibilities—In general.

- (h) In-vehicle information. A motor carrier must ensure that its drivers possess onboard a commercial motor vehicle an ELD information packet containing the following items:
- 3. An instruction sheet for the driver describing ELD malfunction reporting requirements and recordkeeping procedures during ELD malfunctions

The following instructions are in accordance with the guidelines set forth in § 395.34:

#### How does the driver know if the ELD is malfunctioning?

Neither of the LED lights on the device are turned on (neither green nor red) when the device is plugged into the truck's diagnostic port and power is flowing to it.



Functioning (Lights On)



Malfunctioning (Lights Off)



# What does the driver need to do if the ELD is malfunctioning?

- 1 Immediately contact KeepTruckin support at 855-434-3564 or support@keeptruckin.com to troubleshoot the issue.
- 2 Note the malfunction and provide written notice to your fleet within 24 hours.
- 3 Keep a paper log for that day and until ELD is repaired or replaced. In the event of an inspection, display the previous 7 days logs from the KeepTruckin app.

# What does the fleet need to do if the ELD is malfunctioning?

- 1) If a motor carrier receives or discovers information concerning the malfunction of an ELD, the motor carrier must take actions to correct the malfunction of the ELD within 8 days of discovery of the condition or a driver's notification to the motor carrier, whichever occurs first.
- 2 In the event of an ELD malfunction, KeepTruckin will send a new device upon notification from a Fleet Administrator.
- 3 If a motor carrier needs a time extension, they must notify the FMCSA Division Administrator for the State of the motor carrier's principal place of business within 5 days after a driver notifies the motor carrier according to the guidelines set forth in § 395.34(2).



#### Additional Resources



**Visit** support.keeptruckin.com



Call (855) 434-3564



Email support@keeptruckin.com



