



## **How to Guide**

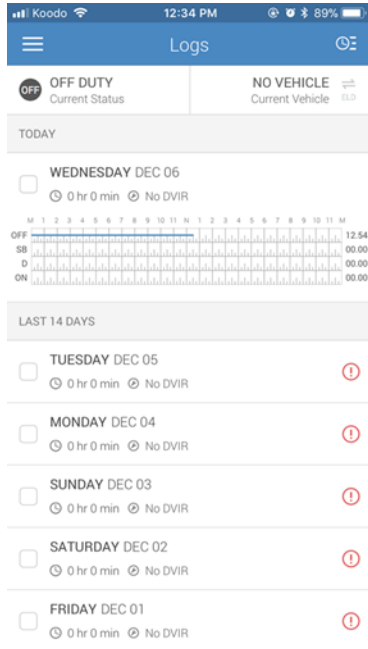
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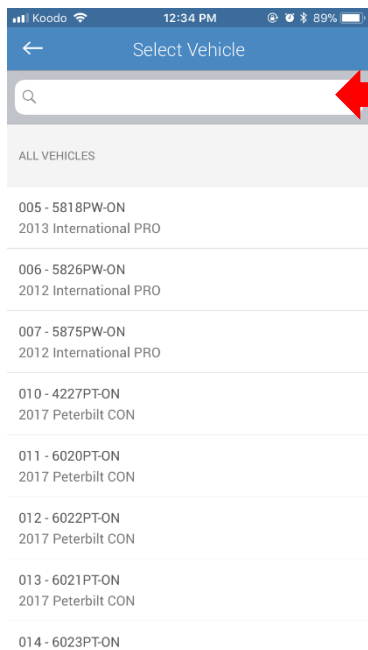
**Keep Truckin Support Line:**

**1-855-434-3564**

# How to Connect to a Truck

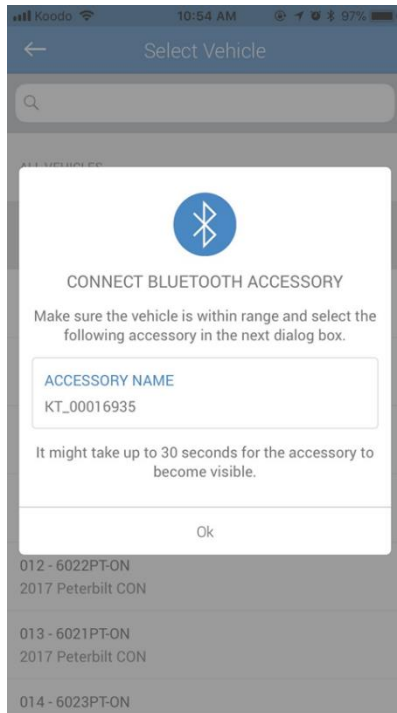


**Step 1:** Click on the box that says “Current Vehicle”



**Step 2:** Start to type the number of the vehicle you will be attached to

*Example: If you're in vehicle 005, start to type 005 and the vehicle will pop up with the license plate and jurisdiction, all vehicle numbers consist of three numbers (e.g.: 005, 018, 120)*



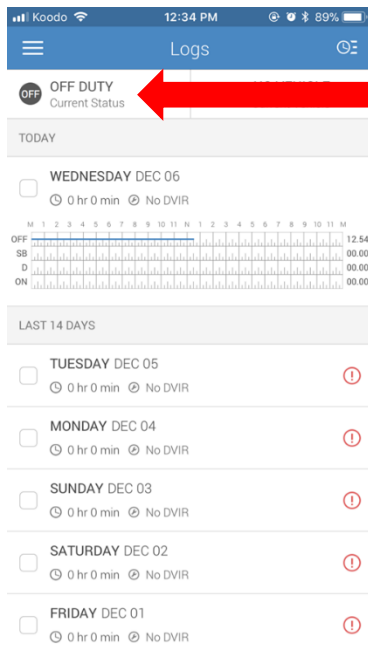
**Step 3:** A message saying the accessory name of the unit you are trying to connect to will pop up

**Step 4:** You will have to go into your phones SETTINGS then go to BLUE TOOTH then connect to the accessory name for the truck you are trying to connect to

**Step 5:** Click OK and your ELD will sync to the truck. You are now connected.

**MAKE SURE THAT THERE IS A GREEN SYMBOL SAYING YOU ARE CONNECTED, IF IT IS RED. REPEAT THIS PROCESS**

## How to Change Duty Status



**Step 1:** Click the box where it says your current duty status

**Step 2:** Select the circle for which duty status you will be changing into (e.g.: off duty, sleeper, driving, on duty)

**Note:** Once connected to the ELD you will not have to go into driving, it will automatically switch once you start driving

**Step 3:** Fill in the notes with things like pre-trip inspection, fuel, 30 min break, border crossing, etc.

**TIP:** When you begin to type things like pre-trip inspection it will automatically come up in the drop-down menu

**TIP:** Make sure to keep these professional because these will be what an MTO/DOT officer sees if he inspects your logs

**MAKE SURE YOU CLICK SAVE AT THE TOP RIGHT WHEN YOU ARE DONE**

## How to Fill Out the Form and Inspection Sections

**Step 1:** Click the area with the date for the log you wish to fill out the form for. Your last 14 days worth of logs will be shown.

Koodo 12:34 PM 89%

WED | DEC 06

Log Form Sign DVIR

M 1 2 3 4 5 6 7 8 9 10 11 N 1 2 3 4 5 6 7 8 9 10 11 M

OFF 12:58 00.00

SB 00.00

D 00.00

ON 00.00

OFF 12:00:00 AM EST | 12 hr 34 min 38 sec

South Dundas, ON

+

This is the screen that it will bring you to, you can see all the duty status changes that you have made for that day here.

*Note: It will say Inspection not DVIR*

Koodo 12:35 PM 89%

WED | DEC 06

Log Form

GENERAL

Vehicles  
None

Trailers  
0000 - XXXXX ON

Distance  
None

Odometers  
No Vehicles

Shipping Documents  
Ivaco/Prysmian/Ingration BOL#:

Driver  
KBD Test TEST

CARRIER

Carrier  
1067273 ONTARIO INC. - KBD TRANSPORTATION

Main Office Address  
10739 COUNTY RD 2, IROQUOIS, ON K0E 1K0

Home Terminal Address

**Step 2:** Click on the form tab

*Note:* Once you are connected to a vehicle you will not have to enter the vehicle portion of the form

**Step 3:** Fill out the form sections: Trailer, Shipping Documents, etc.

*Note:* When you enter your trailer, it needs to have the trailer number, license plate, and license plate jurisdiction (e.g. 9059 - E13 93E ON)

*Note:* Your odometer readings should automatically be completed once you are connected to a truck.

Koodo 12:35 PM 89%

← WED | DEC 06

Log **Form** Sign DVIR

KBD Test TEST

CARRIER

Carrier  
1067273 ONTARIO INC. - KBD TRANSPORTATION

Main Office Address  
10739 COUNTY RD 2, IROQUOIS, ON K0E 1K0

Home Terminal Address  
SAME

OTHER

Co-Drivers  
None

From  
None

To  
None

Notes  
None

**Note:** The Home Terminal Address should be the same as your Main Office Address, it can be stated as "Same" or the civic address of KBD

**Note:** If you are with another driver please make sure that you put him/her in the co-driver section

Koodo 12:35 PM 89%

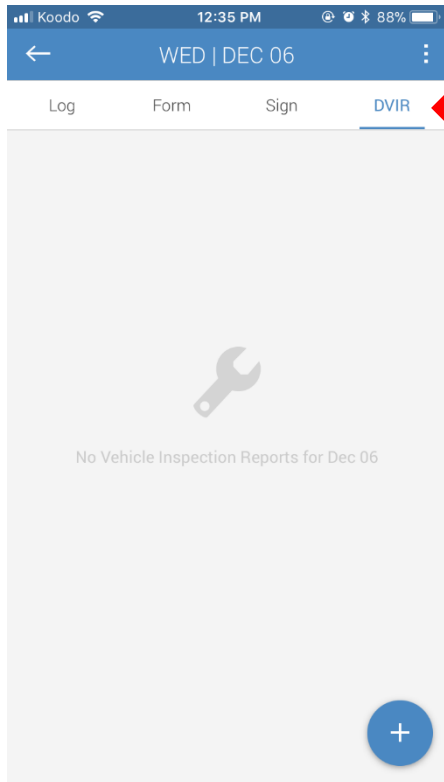
← WED | DEC 06

Log Form **Sign** DVIR

I certify these entries are true and correct

Sign Log

**Step 4: SIGN THE FORM AND SAVE!!**



## Inspection/DVIR

**Step 1:** Go to the Inspection tab and click the plus sign on the bottom right of the screen

**Step 2:** Select the vehicle you are in

Make sure the information on this page is correct.

**Note:** it might not give you your exact location, it might look something like this location, this is okay. (e.g. 31.3 mi W of Cornwall, ON is Iroquois, ON)



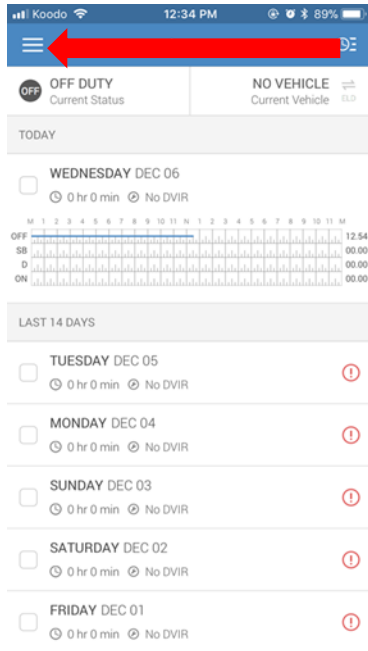
**Note:** When you fill out your vehicle and trailer in the form section, it will automatically come over to the inspection portion.

**Step 3:** Go to the vehicle tab, enter any defects on the vehicle and trailer. If there are no defects, you won't have to put anything

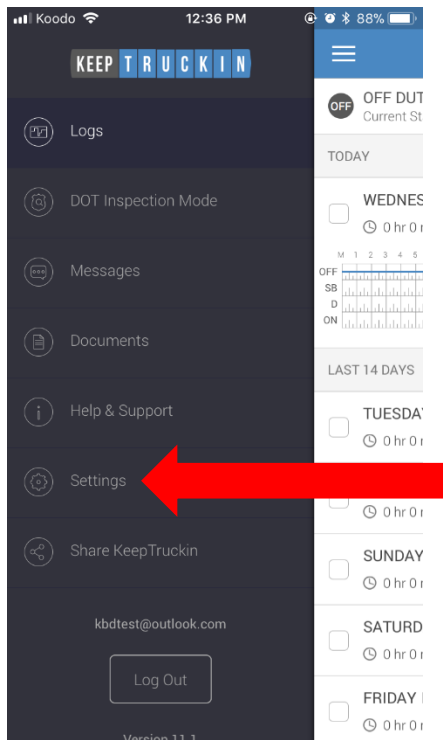
**Step 3: SIGN AND SAVE!!!**

# How to Change Cycle Rules

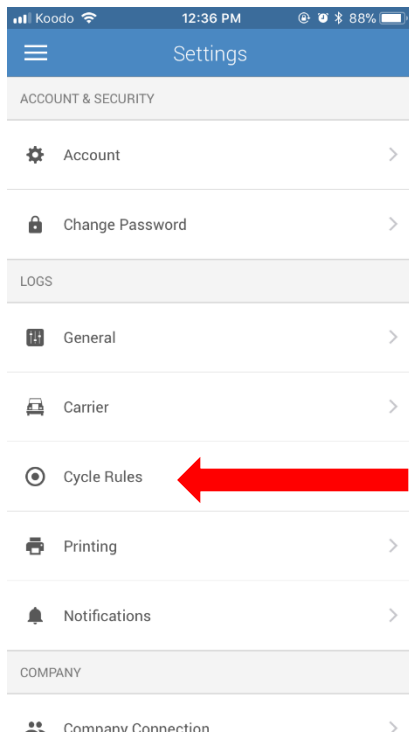
## Switching from Canadian to US Rules



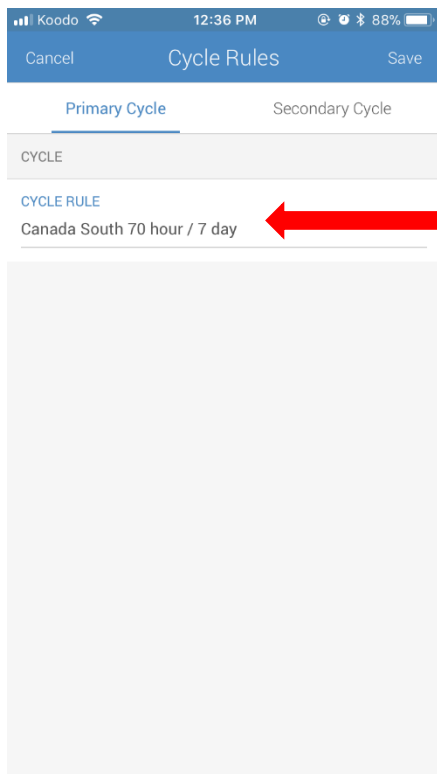
**Step 1:** Select the three lines for the menu at the top left



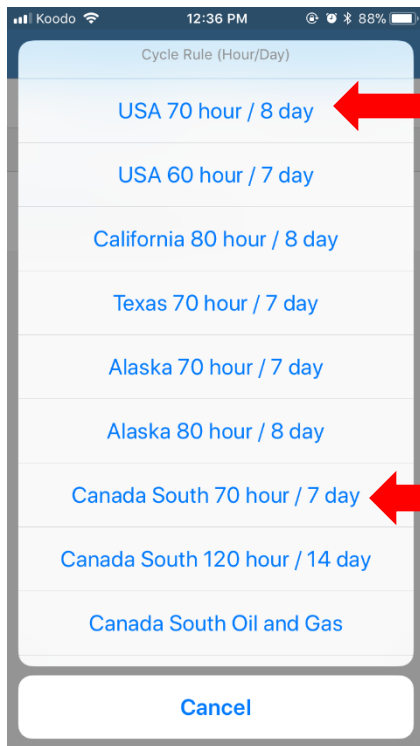
**Step 2:** Select settings



**Step 3:** Select cycle rules

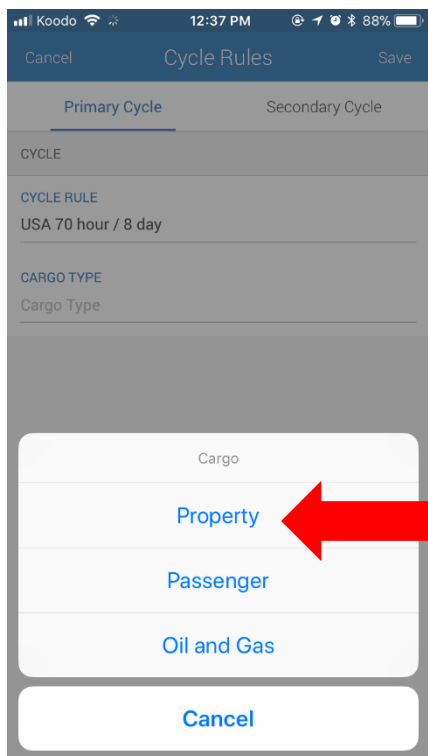


**Step 4:** Select where it states your current cycle rules

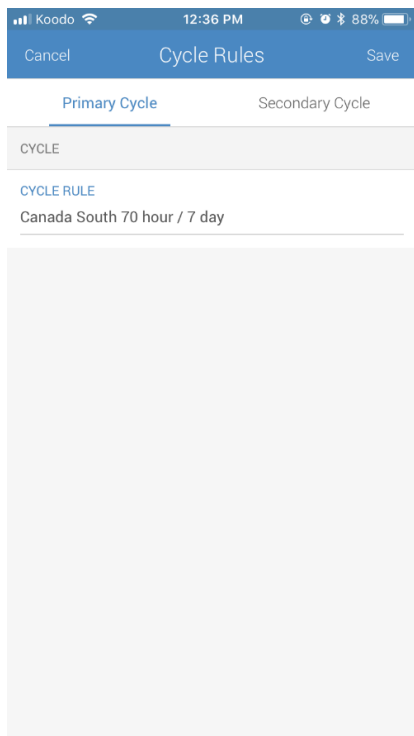


**Step 5:** Select which cycle you will be moving into.

**Note:** The two cycle rules you will use will be: USA 70 hour / 8 day  
OR Canada South 70 hour / 7 day



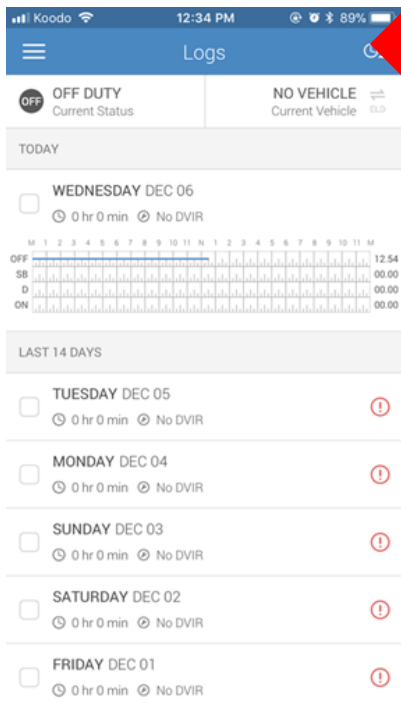
**Note:** When you go into USA 70 hour / 8-day rules, this message will pop up. Select Property.



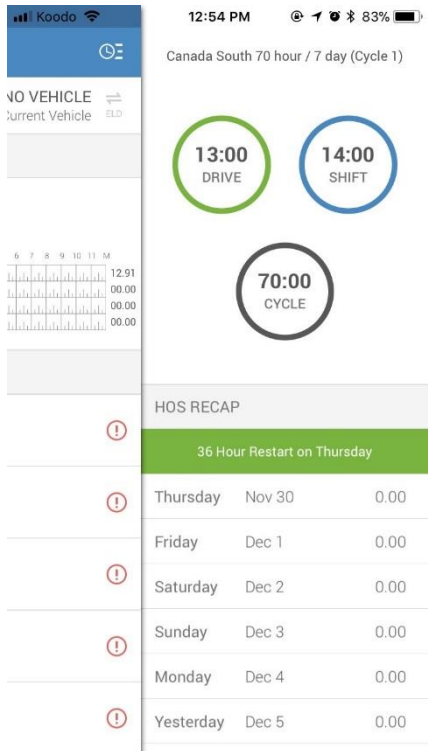
**Step 6: SAVE**

## How to See What Hours You Have Left

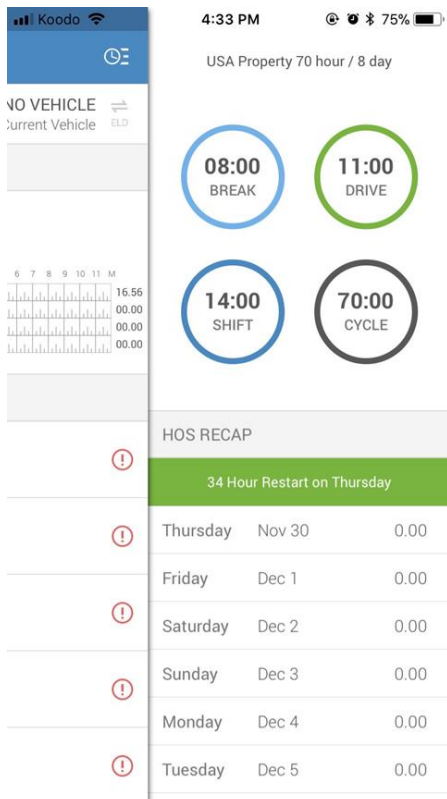
*When you're Off Duty/On Duty/Sleeper:*



**Step 1:** Press the clock icon at the top right corner



Your remaining hours for driving in the day, shift time in the day, and cycle time left in the week will come up.



**NOTE:** If you are in USA 70 hour / 8 day, you will have a count down for time left until you have to take a break.

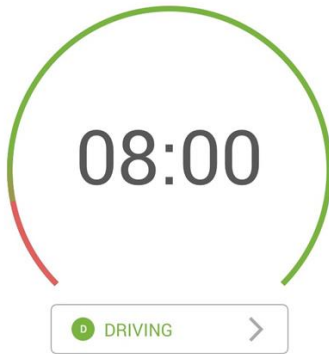
**TIP:** In order to optimize your day, you should take your break after being on duty for 6 hours. If you do this, you will only have to take one break that day

**YOU MUST TAKE YOUR 30 MINUTE BREAK BEFORE THIS CLOCK REACHES ZERO OR YOU WILL GET A VIOLATION**

**YOU MUST TAKE AT LEAST A 30 MINUTE BREAK OR YOU WILL GET A VIOLATION. 29 MINUTES AND 45 SECONDS WILL GIVE YOU A VIOLATION**

*If you are driving:*

Koodo 4:38 PM 73%

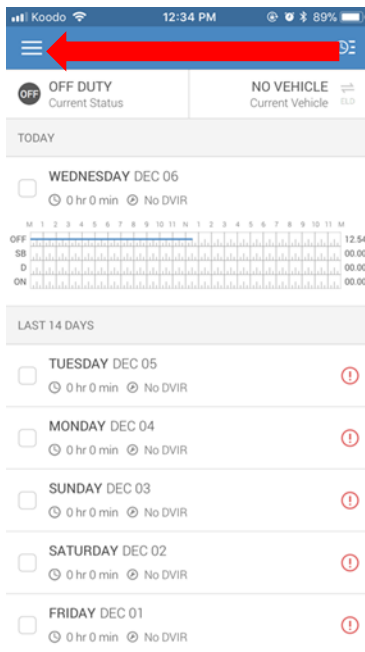


This will be what you see when you are driving, this clock is counting down your driving time.

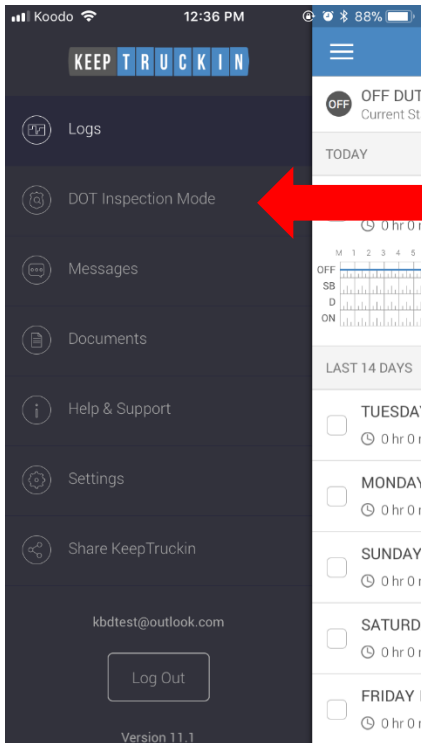
If you click the 4 circles at the bottom right you will be able to see clocks for break, on duty time remaining in day, and time remaining in the week



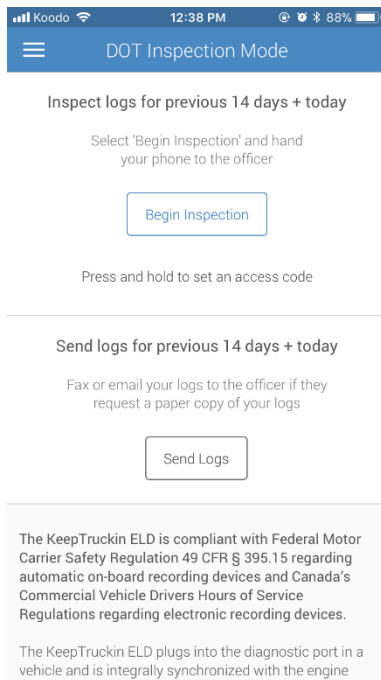
## How to go into Inspection Mode



**Step 1:** Select the three lines for the menu at the top left



## Step 2: Select DOT Inspection Mode



You now have the option to

**1)** Press “Begin Inspection” and show the officer your phone. You can choose to hold your device in your hands and show the officer

This will show him/her the last 14 or 7 days (depending on your cycle rules) of your logs.



Koodo 12:45 PM 87%

Send Logs & DVIR Preview

Email Fax

Fax 15 Logs 2 DVIRs

RECIPIENT

Fax Number

Send

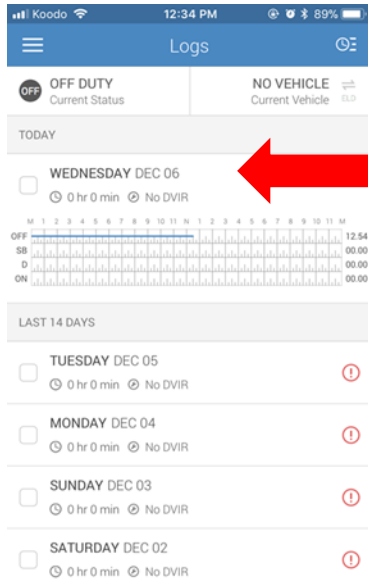
2) Send the officer your logs via fax or email.

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
0		<X

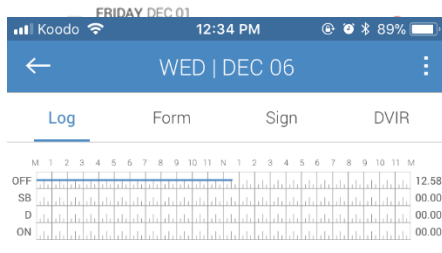
# How to Edit a Log

**You CANNOT edit any driving time registered by the ELD**

*To change an increment inside of a period of time:*



**Step 1:** Click on the log for the day you wish to edit



**Step 2:** Click the plus sign

**Step 4:** Select “Insert Past Duty Status”

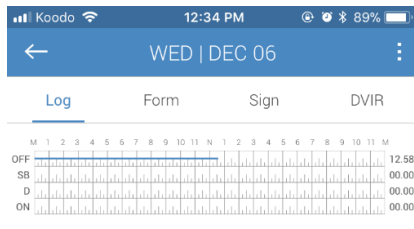
**Step 5:** Adjust the time increments on the grid for the time you would like

**Step 6:** Enter in what the change in duty status will be, the location, and any applicable notes

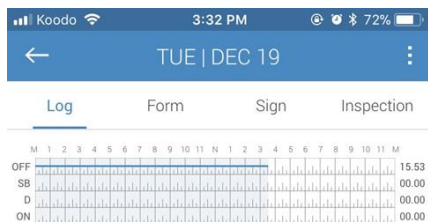
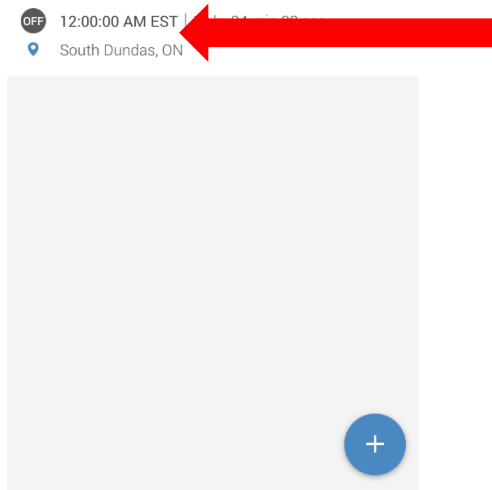
*Note:* You cannot edit driving time.

**Step 7: SAVE!!!**

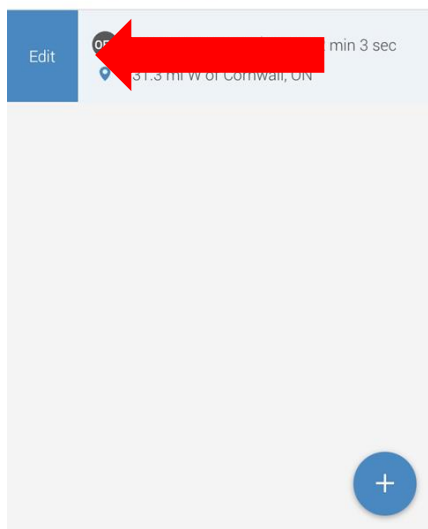
*To change a whole period of time that has already happened:*



**Step 1:** Click on the past duty status that you wish to change



**Step 2:** Click edit



Koodo 3:32 PM 72%

Cancel Edit Duty Status Save

	M	1	2	3	4	5	6	7	8	9	10	11	N	1	2	3	4	5	6	7	8	9	10	11	M
OFF																									
SB																									
D																									
ON																									

15.53 00.00 00.00 00.00

START TIME 12:00:00 AM EST END TIME 3:32:04 PM EST

DUTY STATUS

OFF SB D ON

OFF DUTY SLEEPER DRIVING ON DUTY

LOCATION

31.3 mi W of Cornwall, ON

NOTES

Notes

**Step 3:** Change the duty status to what you would like it to be. Update the location and notes if they need to be changed

**Step 4: SAVE!!!**

# How to Deal with an ELD Malfunctions

**In the case that your ELD does have issues here are the steps to be taken.**

On the back of the ELD box, near the plug in, there are two lights. The light on the left is the GPS system and the light on the right is the connection to the phone.

In bad service the left light might be red but if the right light is red and you can't connect to your phone to your truck try the following steps:

## **When the ELD Won't Connect to the Device**

**Step 1:** Unplug the ELD box in the truck

**Step 2:** Leave the vehicle you are in and log out of the Keep Truckin' app, then log back in (make sure you know your password)

*Note:* to leave the vehicle you are in, select where your current vehicle is and select "Leave Vehicle"

**Step 3:** Plug the ELD box back in

**Step 4:** Try to connect to the truck you are in (see page 3)

**This should solve your issue. If not contact the Keep Truckin' support line or the office.**

**If the ELD or your device has malfunctioned and is not working anymore, you MUST follow these steps:**

**Step 1:** Let the office know!!!

**Step 2:** You now have two options:

Have the office send/fax the last 14 days of logs to you

**OR**

Recreate the last 14 days worth of logs on paper

**Step 3:** Continue to use paper until the issue with you ELD is solved

**MAKE SURE THAT YOU ARE KEEPING EXTRA PAPER LOGS IN YOUR TRUCK FOR THIS REASON**

Use these check lists to make sure your logs are okay to go at the beginning and end of the day!

## Morning Checklist

**After you have done your pre-trip inspection while on duty**

- ☐ Fill out form – but don't sign it
- ☐ Fill out Inspection
- ☐ Sign the Inspection form
- ☐ Make sure you are connected to your truck

**YOU'RE READY TO GO!**

## Night Checklist

**After you have done your post-trip inspection while off duty**

- ☐ Go off duty/sleeper berth
- ☐ Verify all the information for the day is correct
- ☐ Sign the form

**YOU HAVE FINISHED EVERYTHING FOR THE DAY!**