



## About Hours of Service

Omnitracs certifies that Hours of Service is compliant with Federal Motor Carrier Safety Regulation 49 CFR § 395.15.

When you request to see a driver's logs, you can expect the driver to hand you this quick reference card and hold the display unit for you to see. You can view log data in a graph or detailed view.

**Note:** Drivers are responsible for verifying the accuracy of the logs. Drivers are not able to edit driving time on their electronic logs!

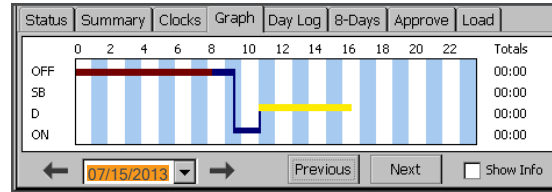
### Header Line Information

- At the top, the driver's name is always visible.
- A dot preceding the name indicates the driver's current status:
  - - a bright green dot indicates the active driver.
  - - a dull green dot indicates the inactive driver.
- To view a team driver, tap the drop-down list and select a different name.
- The DOT clock displays the lesser of the times remaining on the 8-Hour Rest Break, 11-Hour Driving, 14-Hour On-Duty, and 60-Hour or 70-Hour On-Duty clocks.

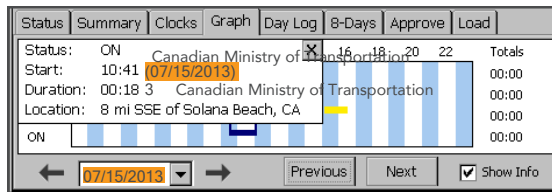
Copyright © 2013-2015 Omnitracs, LLC. All rights reserved. Omnitracs is a trademark of Omnitracs, LLC. All other trademarks are the property of their respective owners. Omnitracs endeavors to ensure that the information in this document is correct and fairly stated, but Omnitracs is not liable for any errors or omissions. Published information may not be up to date, and it is important to confirm current status with Omnitracs. This technical data may be subject to U.S. and international export, re-export or transfer (export) laws. Diversion contrary to U.S. and international law is strictly prohibited. September 2015 80-JB919-1 Rev. F

## Logs Viewed as a Graph

The **Graph** tab visually depicts the duration of each driver's activity over the past 24 hours.



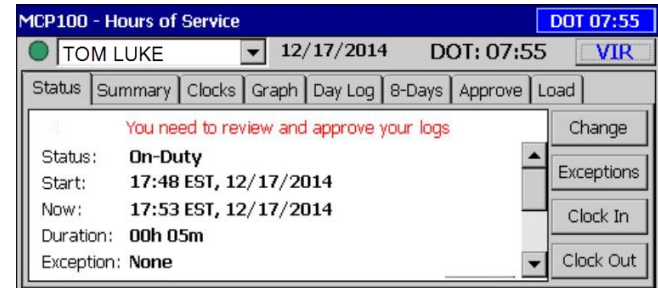
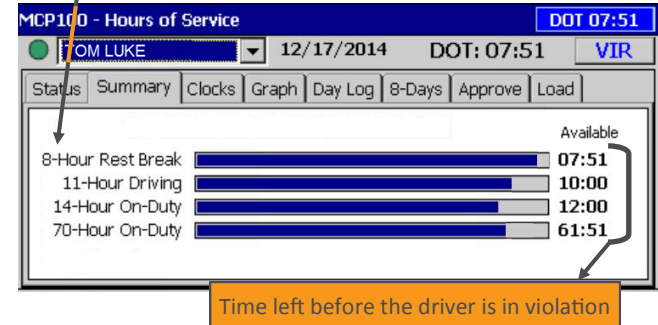
Tap a bar to see details about that activity. The details box remains open if you check the **Show Info** box.



Tap the arrows to see data from other days in the current duty cycle. An orange bar indicates that the duty status occurred during a system or sensor failure. The driver should keep paper logs during these periods.

## Summary and Status Tabs

The **Summary** tab shows the time remaining before the driver is in violation of each Hours of Service rule. For drivers not subject to the rest break rule, the **8-Hour Rest Break** clock will not appear.



**Status** = Driver's current status      **Start** = Time current status started  
**Now** = The current time              **Duration** = How long in this status  
**Exception** = "None" or the driver's current exception  
 Scroll down to see the time/date the driver's last 34-hour reset was granted. Also listed are the daily hours gained tonight and tomorrow night based on the weekly rule, and today's mileage.

**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.

## Day Log Details

The **Day Log** tab lists the driver's activities over the past 24 hours. Use the scroll bar on the right and the arrow buttons at the top to navigate through the records.

Status	Start	Duration	Location	Co-Driver
ON	14:10	00h 36m	8 mi SSE of Solana Be...	
OFF	14:02	00h 08m	8 mi SSE of Solana Be...	
! ON	13:53	00h 09m	8 mi SSE of Solana Be...	
OFF	00:00	13h 53m	7 mi SSE of Solana Be...	

- All start times reflect the time zone of the driver's home terminal.
- ✓ indicates the driver has approved the record.
- ! indicates there was a system or sensor failure at the time of this record. Drivers are instructed to keep paper logs when a failure occurs. Upon notification that the problem was resolved, the driver is instructed to return to using the Omnitracs Hours of Service application.

## 8-Days (7-Days) Driving and On Duty Totals

This tab shows the total miles driven and the total Driving and On-Duty time for each day in the most recent duty cycle.

Date	Mileage (mi)	Driving	On-Duty
05/28/2013	0.0	00h 00m	00h 47m
05/27/2013	0.0	00h 00m	00h 00m
05/26/2013	0.0	00h 00m	00h 00m
05/25/2013	0.0	00h 00m	00h 00m
05/24/2013	0.0	00h 00m	00h 00m
05/23/2013	0.0	00h 00m	00h 00m

## Request Logs as a Hard Copy

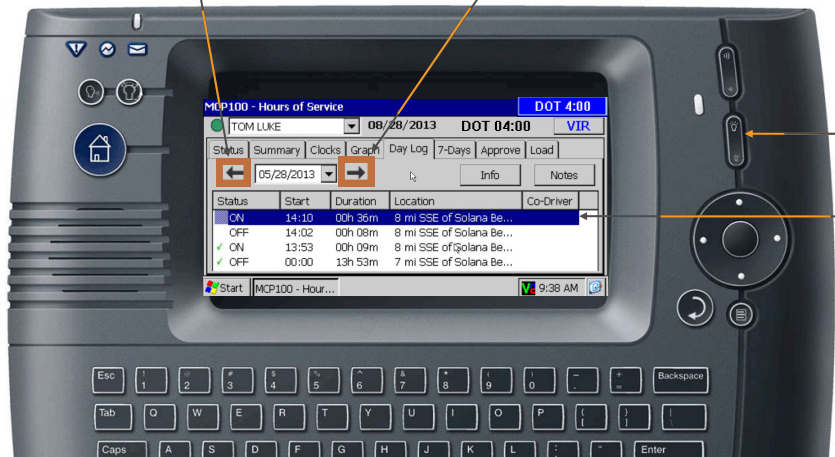
If you prefer a hard copy of the driver's logs, you can request that the logs be faxed to your office. Provide the driver with your fax number and a name to enter in the **Attention** field.

Status	Summary	Clocks	Graph	Day Log	Fax	Approve	Load
Please provide the following information:							
Fax #	<input type="text" value="619 296-2774"/>						
Attention	<input type="text" value="M. Smith"/>						
Region	<input type="text" value="USA"/>						
							Request
							Cancel

Go back to a previous date in the cycle.

Go toward the current date in the cycle.

**DRIVER NOTE:** If you are out of coverage and need to request a faxed copy of your logs, please call your dispatcher for assistance.



Brighten or dim display

Selected record (highlighted blue)

**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.

## Accessing Hours of Service

Omnitracs certifies that Hours of Service is compliant with Federal Motor Carrier Safety Regulation 49 CFR § 395.15.

**HOS**  
Hours of Service

Log in and tap the HOS (Hours of Service) icon.

## Hours of Service Tabs

**Status tab** displays a quick view of your current status. Tap **Change** to change your status. Tap **Clock In** or **Clock out** to account for on duty time away from the truck.

**Summary tab** shows progress bars that summarize your remaining time before violating a HOS rule.

**Graph tab** provides a visual display of your duty statuses over a 24-hour period. Tap the left and right arrows to view a graph for each day in your most recent duty cycle.

**Day Log tab** shows duty status details for the current day. Tap the left and right arrows to view other days.

**8- or 7-Days tab** shows your Driving and On-Duty totals for the past 8 or 7 days, depending on the length of your duty cycle.

**Approve tab** shows only the records that have not been approved. Tap **Approve all**, or (if enabled) tap **Edit** to make any changes to non-driving statuses.

**Load tab** shows load information. Tap **History** to see loads that were previously added. Tap **Edit** to make a change to an existing load. Tap **New Load** to enter new load details.

Copyright © 2010, 2015 Omnitracs, LLC. All rights reserved. Omnitracs is a trademark of Omnitracs, LLC. All other trademarks are the property of their respective owners. Omnitracs endeavors to ensure that the information in this document is correct and fairly stated, but Omnitracs is not liable for any errors or omissions. Published information may not be up to date, and it is important to confirm current status with Omnitracs. This technical data may be subject to U.S. and international export, re-export or transfer (export) laws. Diversion contrary to U.S. and international law is strictly prohibited.  
80-J8955-3 Rev. D  
September 2015



MCP100 - Hours of Service DOT 07:52

DALEO 06/03/2015 DOT: 07:52 VIR

Status Summary Clocks Graph Day Log 8-Days Approve Load

Log update in progress. Editing and approving are disabled.

Change

Exceptions

Clock In

Clock Out

Status: **On-Duty**

Start: **08:58 PDT, 06/03/2015**

Now: **09:06 PDT, 06/03/2015**

Duration: **00h 08m**

Exception: **None**

Last (34hr) Reset: **No reset in current cycle**

Hrs to be Gained: **00h 00m**

Hrs Gained in 2 Days: **00h 00m**

Mileage Today (mi): **0.0**

8-Days Time Used: **00h 09m**

## Status Tab Fields

**Status** indicates your current duty status: Driving, Sleeper Berth, Off-Duty, On-Duty, or if available, Off-Duty Driving.

**Start** is the date and time when this status began.

**Now** is the current date and time.

**Duration** shows the length of the current duty status.

**Exception** lists the exception currently being used.

**Last (34hr) Reset** is when completed the last 34hr reset.

**Hours to be Gained** lists the On-Duty hours the driver gets back on the 60/70 hr clock at midnight tonight.

**Hours Gained in 2 Days** lists the On-Duty hours the driver gets back on the 60/70 hr clock at midnight tomorrow night.

**Mileage Today** shows how far you have driven today.

**<Days> Time Used** shows how much time you have worked against your duty cycle.

Use **Clock In** and **Clock Out** to account for time away from the truck in the past or future (e.g., a driver meeting before logging in). Specify time started, an optional note, and tap **OK**.

## Driver Information on the Header Line

The top line is always visible and shows a driver's name and driving status: ● indicates the active driver; ○ indicates the inactive driver. To view a team driver, tap the drop-down list. The date shown is your current DOT day, and the DOT time is the lesser of the time remaining on your rest break, 11-Hour, 14-Hour, and 60-Hour or 70-Hour clocks.

## Switching Team Drivers

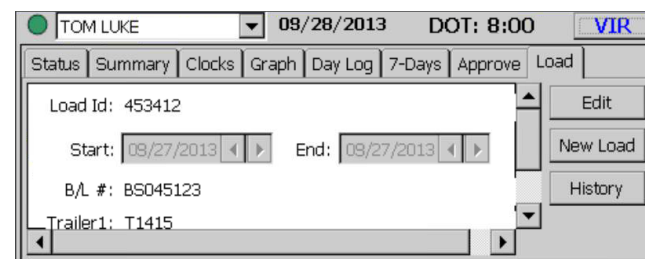
Both drivers must be logged in. To switch drivers:

1. Go to the **Driver Login** screen and select your name from the driver list.
2. Tap the **Change** button.
3. Type your password and tap **OK** to confirm.

If you become the active driver, the other driver's status changes to inactive. If you are the active driver and you change to inactive, the other driver does not automatically change to active status.

## Viewing and Editing Load Information

The **Load** tab lets you create and edit load details. To modify a load, tap **Edit**. To enter new load information, tap **New Load**. Tap **History** to see load information for the past duty cycle.



TOM LUKE 09/28/2013 DOT: 8:00 VIR

Status Summary Clocks Graph Day Log 7-Days Approve Load

Load Id: 453412 Edit

Start: 09/27/2013 End: 09/27/2013 New Load

B/A #: B5045123 History

Trailer1: T1415



**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.**

## Reviewing and Approving Logs

It is your responsibility to review and approve your logs. This should be part of your daily routine.

### To view and approve logs:

Tap the **Day Log** tab and check the accuracy of your records. All times are in the time zone of your home office or the depot you are assigned to.

**4** indicates an approved record.

**!** means there was a system or sensor failure at the time of that record.

Tap the left and right arrows to view each day in your most recent duty cycle. Tap **Info** to see your home terminal address or carrier information.

Status	Start	Duration	Location	Co-Driver
ON	14:10	00h 36m	8 mi SSE of Solana Be...	
OFF	14:02	00h 08m	8 mi SSE of Solana Be...	
! ON	13:53	00h 09m	8 mi SSE of Solana Be...	
✓ OFF	00:00	13h 53m	7 mi SSE of Solana Be...	

Tap the **Approve** tab to review your unapproved logs. If all records are accurate, tap **Approve All**. If a record is inaccurate, (if enabled) tap **Edit**, change the record, then tap **Approve**. You can't change Driving duty status records.

Date	Status	Start	Duration
09/28/2013	ON	14:10	00h 46m
09/28/2013	OFF	14:02	00h 08m

## Change Your Duty Status

Your status automatically changes to Driving (DRV) when the truck is in motion and to On-Duty (ON) when your truck is stopped. All other statuses must be changed manually.

### To change a duty status manually:

On the **Status** tab, tap **Change** and select the new status, then add a note explaining the change. When you're finished, tap **OK**. You can check that the change was made on the Status tab.

MCP100 - Hours of Service DOT 01:00

TOM LUKE 09/28/2013 DOT: 01:00 VIR

Change Status Summary Clocks Graph Day Log 8-Days Approve Load

Status: **Off-Duty** Duration: 00h 20m

Change To:  OFF  SB  DRV  ON  OFF DRV

Note: 00h 10m more in Off-Duty will complete your rest break

Break: \_\_\_\_\_

OK Cancel Add Note

## View Summary of Driving and On-Duty Time

The **Summary** tab shows you how much time you have left before you violate each rule. The **DOT** clock shows the shortest time left on all of your clocks, and that may not always be the rest break clock.

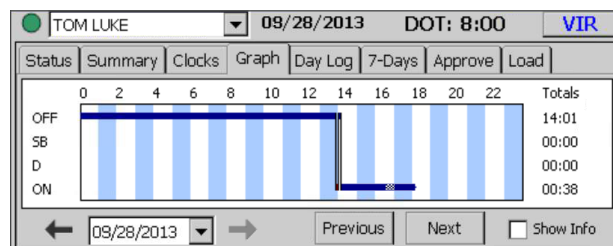
TOM LUKE 09/28/2013 DOT 04:40 VIR

Clock In: Summary Clocks Graph Day Log 7-Days Approve Load

Rule	Available
8-Hour Rest Break	06:00
11-Hour Driving	04:40
14-Hour On-Duty	07:30
60-Hour On-Duty	43:40

## Displaying Your Logs

When enforcement requests to see your logs, provide them with the MCP100 DOT Quick Reference card and the display unit with the **Graph** tab selected.



If enforcement prefers a hard copy of the logs, open the **8-Days** (or **7-Days**) tab and tap the **Fax** button.

TOM LUKE 09/28/2013 DOT: 8:00 VIR

Status Summary Clocks Graph Day Log 7-Days Approve Load

Date	Mileage (mi)	Driving	On-Duty	Fax
09/28/2013	0.0	00h 00m	00h 47m	
09/27/2013	0.0	00h 00m	00h 00m	
09/26/2013	0.0	00h 00m	00h 00m	
09/25/2013	0.0	00h 00m	00h 00m	
09/24/2013	0.0	00h 00m	00h 00m	
09/23/2013	0.0	00h 00m	00h 00m	

Log Request

On the **Fax** tab, type a fax number and name, then tap **Request**.

Status Summary Clocks Graph Day Log Fax Approve Load

Please provide the following information:

Fax # 619 296-2774

Attention M. Smith

Region USA

Request Cancel



**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.**

**NOTE:** If you are out of coverage and need to request a faxed copy of your logs, please call your dispatcher for assistance.

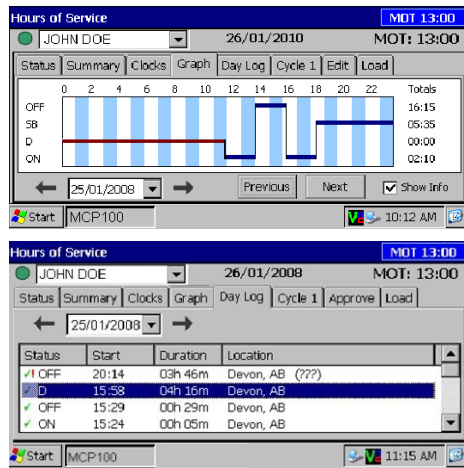




## About Canadian Hours of Service

**Omnitracs Hours of Service (HOS) is designed to help drivers comply with Canadian Commercial Vehicle Drivers Hours of Service Regulations.**

When you request to see a driver's logs, you can expect the driver to hand you this quick reference card and hold the display unit for you to see. You can view log data in a graph or detailed view.





**Note:** Drivers are responsible for verifying the accuracy of the logs. Drivers are not able to edit driving time on their electronic logs.

**Rule Sets:** HOS support three rule sets: U.S., Canada Main, and Canada North. Rule sets *don't* automatically change when crossing the U.S./Canadian border. The driver changes to a different rule set by opening the **Clocks** tab, tapping **Regions**, and selecting it.

## Functional Overview

The top line is always visible and shows the driver's name and status:

-  Indicates the active driver;
-  Indicates the inactive driver

To view a team driver, tap the drop-down list. You also see the current date and remaining time before an Hours of Service violation (MOT=Canadian Rules; DOT = U.S.).

**Tabs are dynamic.** The labels change to reflect each activity the driver performs

Here is a brief summary of each HOS tab:

**Status** tab provides a quick view of the driver's current status.

**Summary** tab shows progress bars that summarize the driver's remaining time before violating an Hours of Service rule. These bars reflect the current rule set.

**Clocks** tab displays the remaining times for the driver according to the rule sets.

**Graph** tab provides a visual display of the driver's duty statuses over a 24-hour period. You can also view a graph for each day in the driver's most recent duty cycle.

**Day Log** tab shows duty status details for current day

**Cycle 1 or 2** tab supports two duty cycles for Canadian rules: 7-day or 14-day. For U.S. rules, the tab is either 8-days or 7-days, depending on the driver's cycle.

**Approve** tab shows only the records that the driver has not yet approved. Drivers are responsible for approving the accuracy of all records.

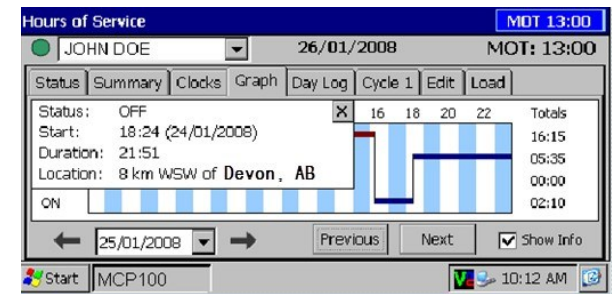
**Load** tab shows recent load information. The driver can also enter new load information.

## What's on the Graph Tab?

The **Graph** tab shows you a graph of each of the driver's activities over the past 24 hours. Each bar corresponds to a label preceding the graph.

You can tap the arrow key to page through previous days' data in the most recent duty cycle.

When you tap a status bar, a pop-up opens with details: the status, when it started, how long it lasted, and the geographic location of the vehicle when the activity started.




**Note:** An orange bar indicates that the duty status was collected during a system or sensor failure.

Drivers are instructed to keep paper logs during a system or sensor failure until a message is received indicating that the problem has been fixed.

## Want a Hard-copy of the Driver's Logs?

If you prefer to have a hard copy of the driver's logs, ask the driver to fax one to your office. Provide the fax number and your name and the driver can immediately send the request.

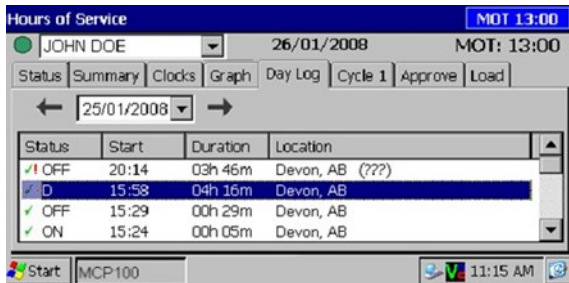
**Note:** If you are out of coverage and need to request a faxed copy of your logs, please call your dispatcher for assistance.

 **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.

## What's on the Day Log Tab?

You can tap the **Day Log** tab on the display to see details of the driver's duty status activities over the past 24 hours. The back arrow allows you to scroll through the previous days in the driver's duty cycle.



You see when each status began, how long it lasted, and the vehicle's location when the activity started.

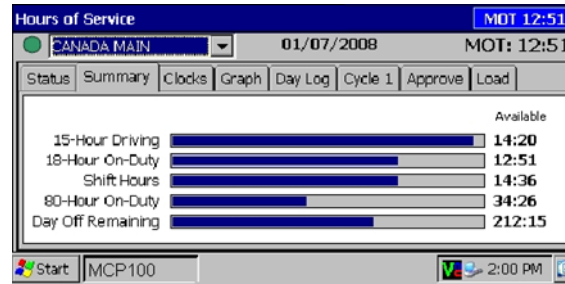
- ✓ indicates an approved record.

- ! indicates there was a system or sensor failure at the time of this record.

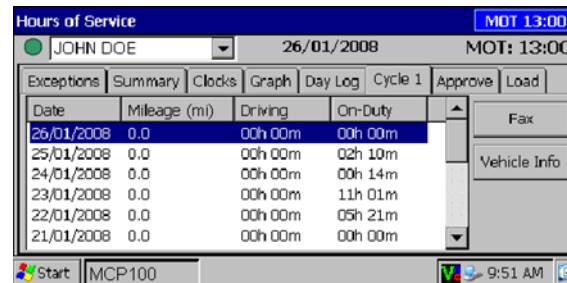
Drivers are instructed to keep paper logs when a failure occurs. Upon notification that the problem was resolved, the driver is instructed to return to using the Omnitracs Hours of Service application.

## Summary Tabs

**Summary** tab shows, at a glance, how much time the driver has left before violating each of the Hours of Service rules.



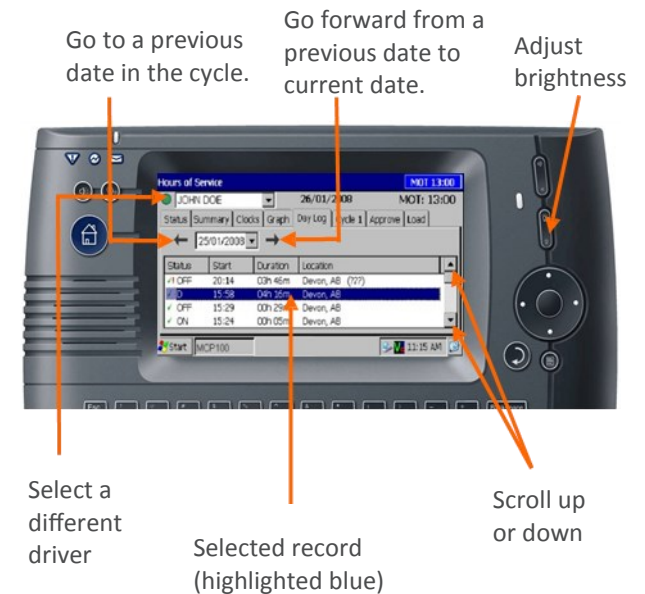
**Cycle 1 or 2** tab shows a summary of the driver's driving and on-duty times for the dates in the most recent duty cycle.



**Vehicle Info** tab shows the beginning and end-of-day odometer required by Canadian rules.

## Navigating through Records

Use the scroll bar on the **Day Log** and **Cycle** tabs to scroll vertically through the records. Use arrow keys on the **Day Log** tab to go to previous dates in the driver's duty cycle and to move forward to the current date. You cannot go to a future date.



Copyright © 2008-2015 Omnitracs, LLC. All rights reserved. Omnitracs is a trademark of Omnitracs, LLC. All other trademarks are the property of their respective owners. Omnitracs endeavors to ensure that the information in this document is correct and fairly stated, but Omnitracs is not liable for any errors or omissions. Published information may not be up to date, and it is important to confirm current status with Omnitracs. This technical data may be subject to U.S. and international export, re-export or transfer (export) laws. Diversion contrary to U.S. and international law is strictly prohibited. September 2015 80-J9624-1 Rev. H

**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.

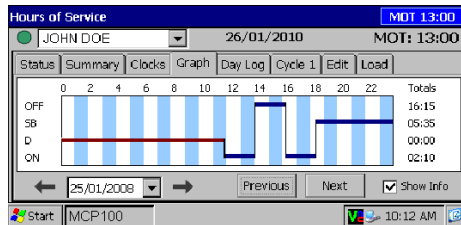


## À propos de l'application Heures de service pour le Canada

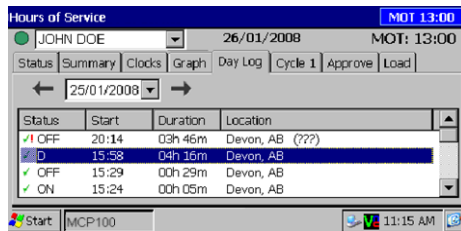
**L'application Heures de service Omnitracs est conçue pour aider les conducteurs à se conformer aux Règlements canadiens sur les heures de service des chauffeurs de véhicule utilitaire.**

Lorsque vous demandez à voir les registres d'un chauffeur, vous pouvez vous attendre à ce qu'il vous remette une unité d'affichage portable et cette carte de référence rapide. Vous pouvez visualiser les données du registre sous forme de graphique ou en vue détaillée.

### Graphique (Graph)



### Détails du registre quotidien



Status	Start	Duration	Location
OFF	20:14	03h 46m	Devon, AB (???)
D	15:58	04h 16m	Devon, AB
OFF	15:29	00h 29m	Devon, AB
ON	15:24	00h 05m	Devon, AB

**Remarque :** Il incombe aux chauffeurs de vérifier l'exactitude des registres. Ils ne sont pas en mesure de modifier le temps de conduite indiqué sur leurs registres électroniques.

**Ensemble de règles :** HOS prend en charge trois ensembles de règles : États-Unis, Canada général et Nord du Canada. Les ensembles de règles ne changent pas automatiquement lors du passage de la frontière américano-canadienne. Le chauffeur doit changer d'ensemble de règles en ouvrant l'onglet **Horloges (Clocks)**, en appuyant sur **Régions (Regions)** et en sélectionnant les règles qui s'appliquent.

## Aperçu fonctionnel

La ligne supérieure est toujours visible, et indique le nom et le statut du chauffeur :

- indique que le chauffeur est actif;
- indique que le chauffeur est inactif.

Pour afficher le chauffeur d'une équipe, utilisez la liste déroulante. Vous pouvez également voir la date actuelle et le temps restant avant une violation des heures de service (MOT = règles canadiennes, DOT = règles des États-Unis).

**Les onglets sont dynamiques.** Les étiquettes changent pour refléter l'activité du chauffeur lorsqu'il appuie sur un bouton sur un onglet.

Voici un résumé de chaque onglet de HOS :

L'onglet **État (Status)** affiche une visualisation rapide de l'état actuel du chauffeur.

L'onglet **Résumé (Summary)** affiche les barres de progression qui résument le temps restant au chauffeur avant la violation d'une règle des heures de service. Ces barres sont tracées en fonction de l'ensemble de règles actuel.

L'onglet **Horloges (Clocks)** affiche le temps restant au chauffeur selon l'ensemble de règles actuel.

L'onglet **Graphique (Graph)** affiche de façon visuelle les états de service du chauffeur sur une période de 24 heures. Vous pouvez également afficher un graphique pour chaque jour du cycle de service le plus récent du chauffeur.

L'onglet **Registre du jour (Day Log)** affiche les détails de l'état de service du jour actuel.

L'onglet **Cycle 1 ou 2** prend en charge deux cycles de service pour les règles canadiennes : sur 7 jours ou sur 14 jours. Pour les règles américaines, l'onglet couvre 7 ou 8 jours, selon le cycle du chauffeur.

L'onglet **Approuver (Approve)** présente seulement les enregistrements que le chauffeur n'a pas encore approuvés. Il incombe aux chauffeurs d'approuver l'exactitude des enregistrements.

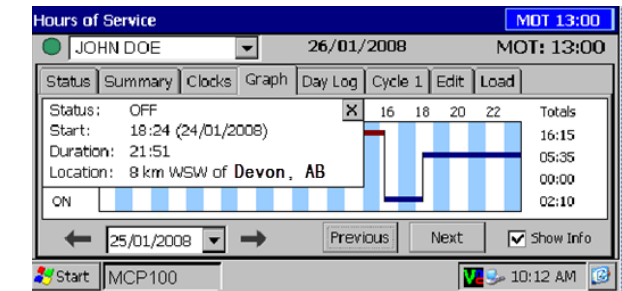
L'onglet **Charge (Load)** recense les renseignements sur les charges récentes. Le chauffeur peut également y saisir les renseignements sur la nouvelle charge.

## Que trouve-t-on dans l'onglet Graphique (Graph)?

L'onglet **Graphique (Graph)** présente un graphique des activités du chauffeur au cours des 24 dernières heures. Chaque barre correspond au libellé précédant le graphique.

Vous pouvez appuyer sur la flèche pour voir les données relatives aux jours précédents du cycle de service le plus récent.

Lorsque vous appuyez sur une barre d'état, une fenêtre contextuelle s'ouvre avec les renseignements détaillés : l'état, quand il a débuté, combien de temps il a duré, et l'emplacement géographique du véhicule lorsque l'activité a débuté.



**Remarque :** Une barre orange indique que le temps en service a eu lieu pendant une panne du système ou du capteur.

Les chauffeurs doivent tenir des registres papier dans le cas de telles pannes jusqu'à la réception d'un message leur indiquant que le problème a été résolu.

## Souhaitez-vous une copie papier des registres du chauffeur?

Si vous préférez consulter une copie papier des registres du chauffeur, demandez à ce dernier d'envoyer les registres par télécopieur à votre bureau. Donnez-lui votre numéro de télécopieur et votre nom, il pourra envoyer les registres immédiatement.

**REMARQUE :** Si vous êtes hors zone de couverture et devez demander une copie par télécopieur de vos registres, veuillez appeler votre répartiteur pour obtenir de l'aide.

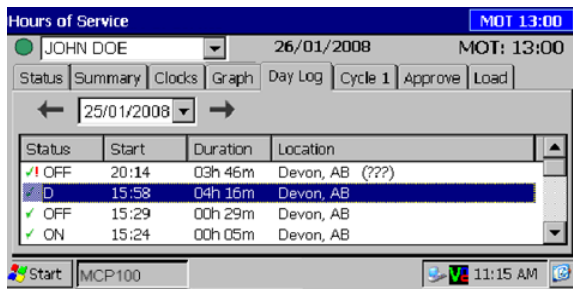


### AVERTISSEMENT

**Chauffeur – Ne pas utiliser l'appareil lorsque le véhicule est en mouvement. Utiliser l'appareil tout en conduisant peut causer une distraction et la perte de contrôle du véhicule, ce qui peut entraîner des blessures graves, voire la mort.**

## Que trouve-t-on dans l'onglet Registre du jour (Day Log)?

Vous pouvez tapoter l'onglet **Registre du jour (Day Log)** à l'écran pour afficher le détail des activités des états de service du chauffeur au cours des 24 dernières heures. La flèche de retour vous permet de faire défiler les jours précédents du cycle de service du chauffeur.



Vous voyez quand chaque état a débuté, combien de temps il a duré, et l'emplacement du véhicule quand l'activité a débuté.

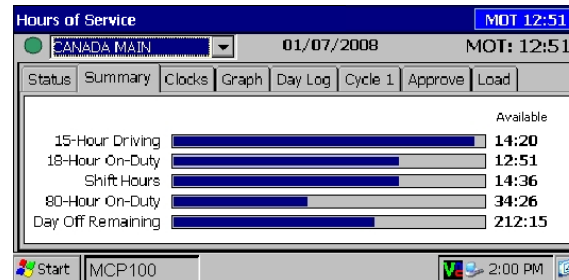
✓ indique un enregistrement approuvé.

! indique une panne du système ou du capteur au moment de cet enregistrement.

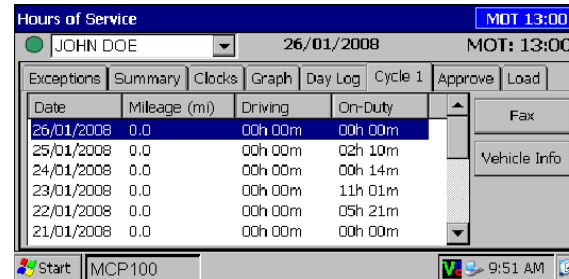
Les chauffeurs doivent tenir des registres papier dans le cas de telles pannes. Dès qu'il reçoit un message l'avertissant que le problème est résolu, le chauffeur peut de nouveau utiliser l'application Heures de service.

## Onglet Résumé (Summary)

L'onglet **Résumé (Summary)** affiche le temps restant avant la violation d'une règle des heures de service.



L'onglet **Cycle 1 ou 2** affiche un résumé des temps de conduite et de service du chauffeur pour chaque jour du cycle le plus récent.



L'onglet **Info sur le véhicule** affiche l'odomètre au début et à la fin de la journée obligatoire selon les règles canadiennes.

## Parcourir les divers enregistrements

Utilisez la barre déroulante des onglets **Registre du jour (Day Log)** et **Cycle** pour faire défiler les enregistrements verticalement. Utilisez les flèches de l'onglet **Registre du jour (Day Log)** pour parcourir les jours précédents du cycle de service et vous rendre à la date actuelle. Vous ne pouvez pas afficher une date dans l'avenir.



**AVERTISSEMENT** Chauffeur – Ne pas utiliser l'appareil lorsque le véhicule est en mouvement. Utiliser l'appareil tout en conduisant peut causer une distraction et la perte de contrôle du véhicule, ce qui peut entraîner des blessures graves, voire la mort.

PEUT CONTENIR DES RENSEIGNEMENTS CONTRÔLÉS SUR L'EXPORTATION AUX ÉTATS-UNIS ET À L'ÉCHELLE INTERNATIONALE.



## About Hours of Service

**Omnitracs Hours of Service helps drivers comply with Canadian Commercial Vehicle Drivers Hour of Service Regulations.**

## Accessing Hours of Service



Log in and tap the HOS (Hours of Service) icon.

## Header Line

**HOS supports three rule sets:** U.S., Canada Main, and Canada North. Rule sets *do not* automatically change when you cross the border.

**The top line** is always visible and shows the driver's name and driving status:

- indicates the active driver
- indicates the inactive driver. To view a team driver, tap the drop-down list.

The date shown is your current MOT date, and the MOT time is the lesser of the time remaining on all of your Canadian clocks.

## Switching Team Drivers

To switch drivers, both drivers must be logged in.

1. On the Login screen, select your name.
2. Tap **Change**.
3. Type your password and tap **OK**.

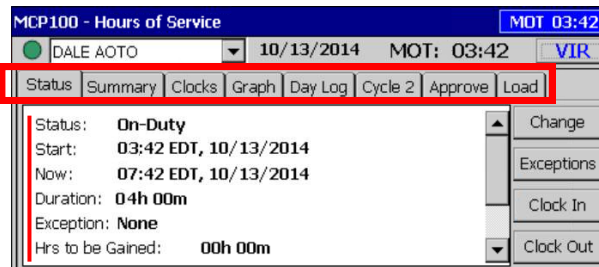
*Note: If you do not know your login information, contact your home office for assistance.*

If you become the active driver, the other driver's status changes to inactive.

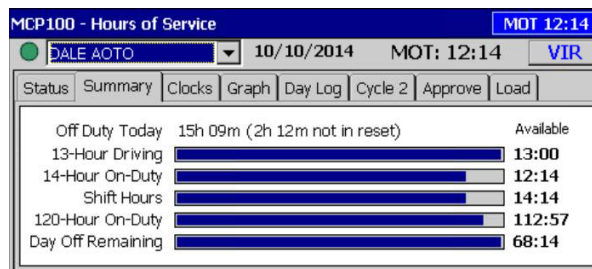
*Note: If you are the active driver and you change to inactive, the other driver's status does NOT automatically change to active.*

## Hours of Service (HOS) Tabs

**Status tab** displays a current status information.



**Summary tab** displays progress bars that count down your remaining time before violating a HOS rule, according to your current rule set.



**Clocks tab** displays remaining times for each of your clocks according to your current rule set

**Graph tab** graphically displays your duty statuses over a 24-hour period. To view each day in your most recent duty cycle, tap the right/left arrows.

**Day Log tab** displays duty status details for the current day. To view other days, tap left/right arrows.

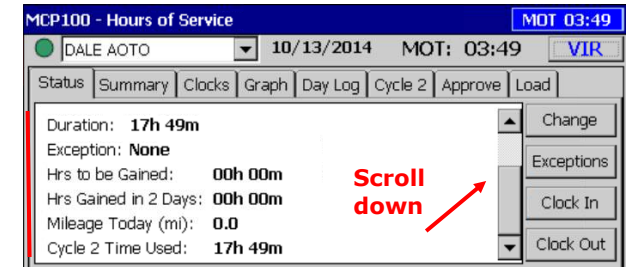
**Cycle 1 or 2 tab** Displays driving and on-duty totals (7-day or 14-day). Fax logs or view Vehicle odometer readings. To get latest log data use **Log Request**.

**Approve tab** displays records not yet approved. If enabled, you can **Edit** non-driving status records.

**Load tab** displays current and historic load information. **Edit** to change to an existing load.

**New Load** to enter new load details.

## Status Tab Fields



**Status** indicates your current activity (Sleeper, On Duty, etc.). To manually change a duty status, tap **Change**.

**Start** is the date and time when this status began.

**Now** is the current date and time.

**Duration** displays the length of the current duty status.

**Exception** lists the exceptions currently being used. If your company allows it, tap **Exceptions** to select one.

**Hrs to be Gained** lists the on duty hours you get back on the Canadian duty cycle at midnight tonight.

**Hrs Gained in 2 Days** lists the on duty hours you get back on the Canadian duty cycle at midnight tomorrow night.

**Mileage Today** displays how far you have driven today.

**Cycle 2 (1) Time Used** displays the amount of duty time you have used, out of the available work hours for the cycle.

Use **Clock In** and **Clock Out** to account for time away from the truck in the past or future (e.g., a driver meeting before logging in). Specify time started, an optional note, and tap **OK**.



**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.**

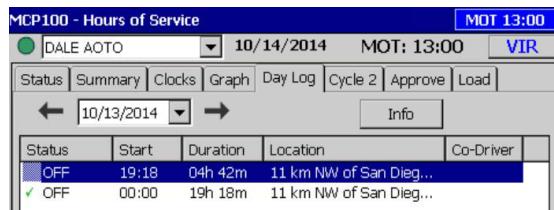
## Reviewing and Approving Logs

You are responsible for the accuracy of your logs. Review and approve your logs daily.

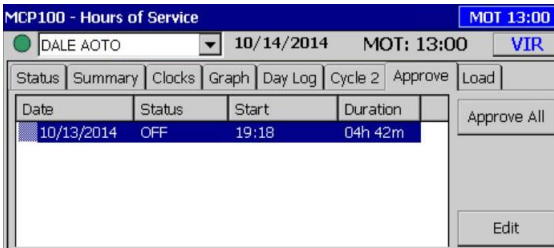
- To review your logs, tap the **Day Log** tab and check for accuracy. Tap the left and right arrows to view each day in your most recent duty cycle.

✓ indicates an approved record

! indicates there was a system or sensor failure at the time of that record



- To approve/edit unapproved logs, tap the **Approve** tab.



- If all records are accurate, tap **Approve All**.
- If a record is inaccurate, tap **Edit**, change the record, then tap **Ok**. *Note: You cannot edit driving duty status records.*
- When all records are correct, tap **Approve All**.
- On the Day Log tab, verify that the log records were approved (appear with green check).

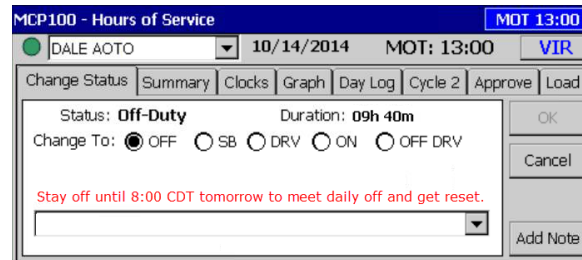
**DRIVER NOTE:** If you are out of coverage and need to request a faxed copy of your logs, please call your dispatcher for assistance.

## Change Your Duty Status

When you login, your duty status automatically changes to On-Duty (ON). Your status automatically changes to Driving (DRV) when the truck is in motion and back to On-Duty (ON) when your truck stops. All other statuses must be changed manually.

- Tap the **Status** tab, then tap **Change**.
- Select a new status, add a note explaining the change, then tap **OK**.

*Note: Messages may appear to help you stay compliant with Canadian rules.*



## Change Region Settings

On the **Clocks** tab, tap **Region** to:

- Select a new rule set (U.S., Canadian Main, or Canadian North)
- Change the date format that is displayed
- Change the distance indicator (miles/kilometers).

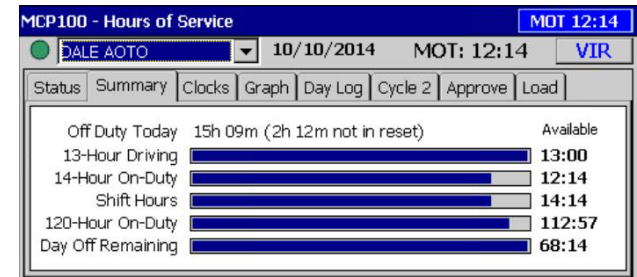
The current region displays at the top of the Region tab and affects the warnings and alerts you receive.

To record a border crossing, tap **Border**.

## View Summary Time

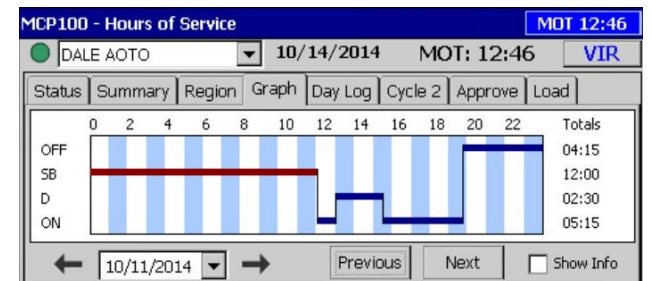
The Summary tab displays time you have left before you violate a Canadian rule.

- Progress bars count down your clocks.
- Off Duty Today** displays total qualifying off duty time taken today and (if Canadian Main) in parentheses, the amount of off duty time taken outside of a reset.
- The **MOT clock** displays remaining work time on your shortest clock, considering all off duty rules, any exceptions or off duty deferrals made, and drive time remaining on the 5 clocks.



## Displaying Your Logs

When an MOT officer requests to see your logs, hand them the *MOT Quick Reference card for the MCP100* and the display unit with the Graph tab selected. For a hard copy of your logs, tap the **Cycle** tab and tap **Fax**.



**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.

## Status Tab: Cycle Time/Exceptions

- On the **Status** tab, scroll to view the **Cycle 1 Time Used** or **Cycle 2 Time Used**. This displays the amount of duty time you have used out of the available work hours for the cycle.

MCP100 - Hours of Service  
DALE AOTO 10/08/2014 MOT: 11:51 VIR

Status Summary Clocks Graph Day Log Cycle 2 Approve Load

You need to review and approve your logs

Exception: None

Hrs to be Gained: 00h 00m

Hrs Gained in 2 Days: 00h 00m

Mileage Today (mi): 0.0

Cycle 2 Time Used: 02h 09m

Exceptions

- If your company allows it, tap **Exceptions** (only for drivers running Canadian Main rules) to request an exception. Select **ODD** or **FRX**.

*Note: Once an exception is selected, and you have tapped OK, you cannot undo it.*

MCP100 - Hours of Service  
DALE AOTO 10/08/2014 MOT: 11:44 VIR

Exceptions Summary Clocks Graph Day Log Cycle 2 Approve Load

Available Exceptions:

Off-Duty Deferral (ODD)

Ferry Crossing (FRX)

## Clocks Tab: Sleeper Pairing

You can pair sleeper statuses instead of using an 8 hour shift reset. If you routinely pair sleepers, check the **Will Pair SB** check box. This removes a qualified sleeper segment from the shift clock, displaying for you the "optimistic" clock before pairing.

Based on your log activity, the shift clock may be the same whether or not you check the box.

*Note: Sleeper berth pairing will not occur if you are doing an off-duty deferral.*

**Available Driving** displays your drive time remaining in all regions.

MCP100 - Hours of Service  
DALE AOTO 10/10/2014 MOT: 03:31 VIR

Status Summary Clocks Graph Day Log Cycle 2 Approve Load

Current Region: Can North  Will Pair SB

Clock	USA	Can Main	Can North
Available Driving	-01:12	00:48	03:31
Rest Break	07:57	-	-
Driving	11:00	13:00	15:00
On-Duty	-01:12	01:31	05:31
Weekly	52:14	102:14	102:14

## Off-Duty Deferral

If you are running Canadian Main rules, and your company allows it, you can choose to defer 2 hours off duty until the next day; Off-Duty Deferral (ODD).

When you select the ODD exception, view the **Status** tab and **Info** tab to see which day of the deferral you are currently on:

- ODD (Day 1): You are on the first day of an Off-Duty Deferral.
- ODD (Day 2): You are on the second day of an Off-Duty Deferral.

MCP100 - Hours of Service  
DALE AOTO 10/08/2014 MOT: 10:07 VIR

Status Summary Clocks Graph Info Cycle 2 Approve Load

Date: 10/08/2014

Start of Day: Midnight EDT

Off-Duty Deferral: ODD (Day 1)

Company Name: QC Southeast Demo

Company Address: Southeast Demo

MCP100 - Hours of Service  
DALE AOTO 10/08/2014 MOT: 11:14 VIR

Status Summary Clocks Graph Day Log Cycle 2 Approve Load

You need to review and approve your logs

Status: On-Duty

Start: 14:29 EDT, 10/08/2014

Now: 17:15 EDT, 10/08/2014

Duration: 02h 46m

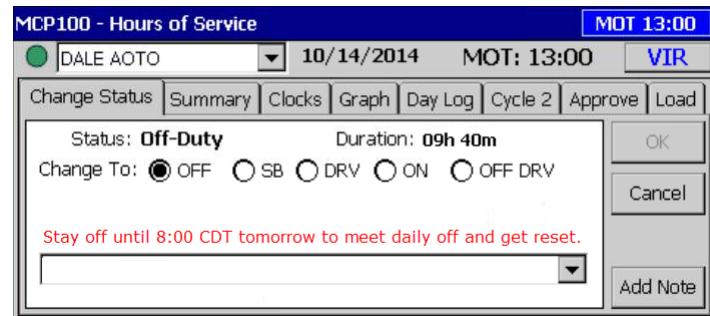
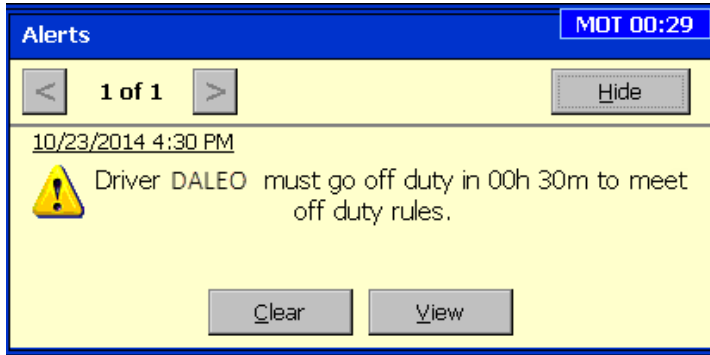
Exception: ODD (Day 1)

**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.

## Alert Messages/Warnings to help you comply with rules



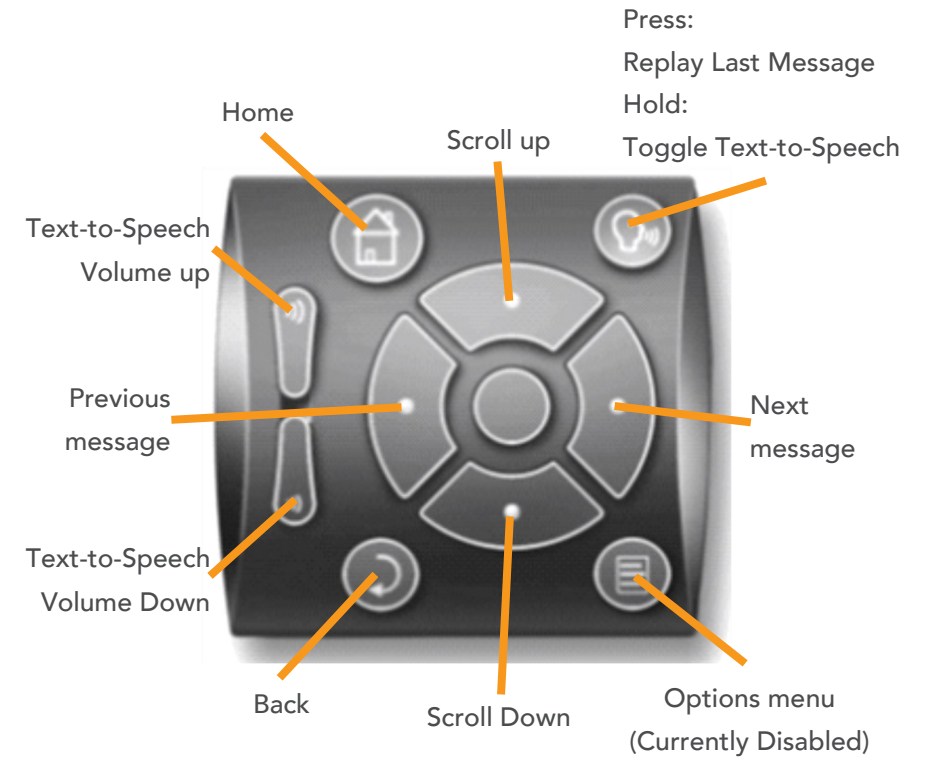
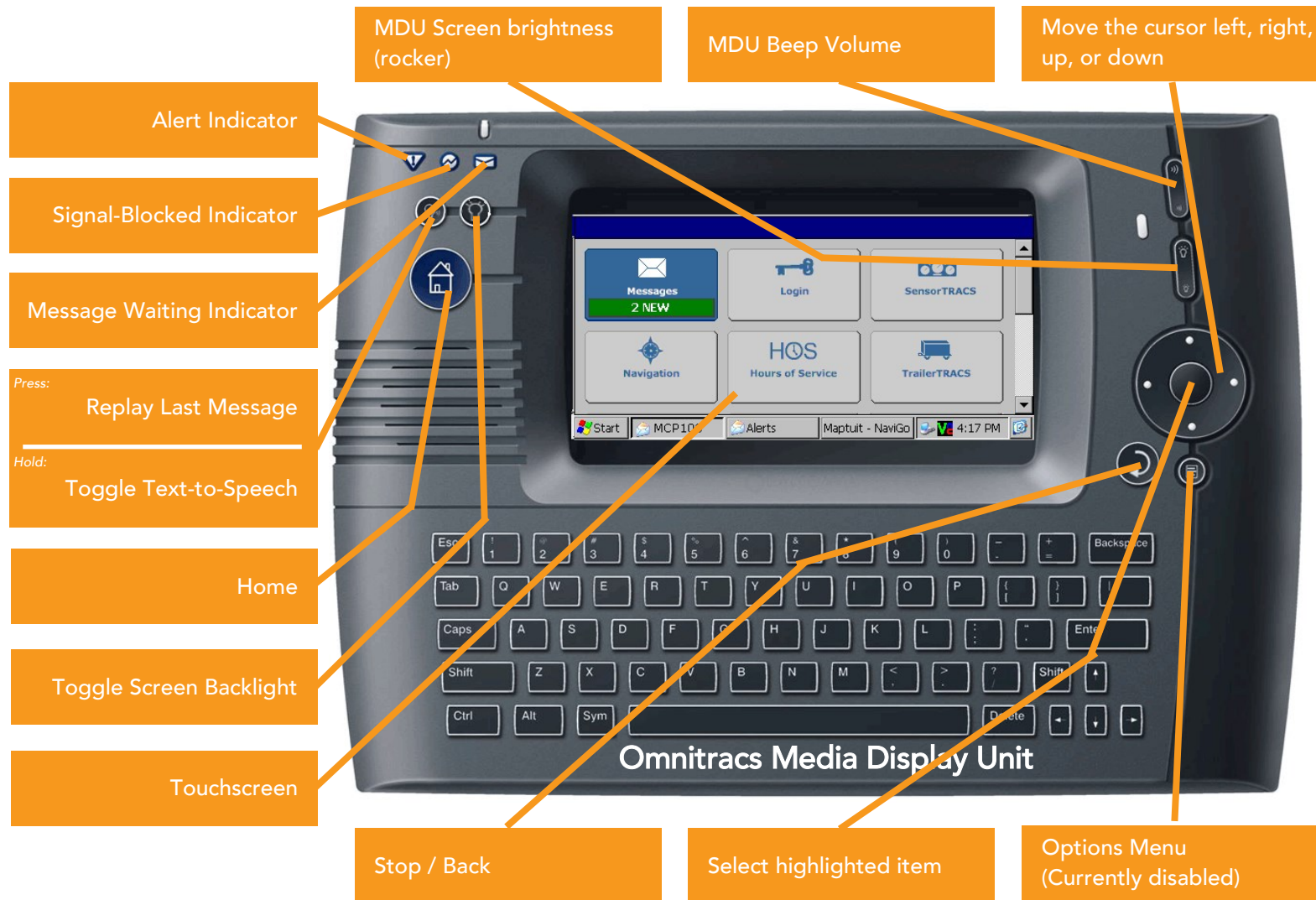
Copyright © 2010, 2015 Omnitracs, LLC. All rights reserved. Omnitracs is a trademark of Omnitracs, LLC. All other trademarks are the property of their respective owners. Omnitracs endeavors to ensure that the information in this document is correct and fairly stated, but Omnitracs is not liable for any errors or omissions. Published information may not be up to date, and it is important to confirm current status with Omnitracs. This technical data may be subject to U.S. and international export, re-export or transfer (export) laws. Diversion contrary to U.S. and international law is strictly prohibited.  
September 2015 80-J9623-1 Rev. G

Alert Messages /Warnings	When/Where it Appears	What it Means
<Driver> must go off duty in <x time> to meet off duty rules.	60, 30, and 15 min prior to a violation.	The amount of time until you are in an <b>off duty rule</b> violation.
<Driver> has violated off duty rules.	At the time of the violation.	You are currently in an off duty rule violation.
Stay off until <x time> to meet all off duty deferral rules.	On the <b>Change Status</b> screen when you go off duty on the second day of an off duty deferral.	How long you must stay off duty to meet <b>off duty deferral rules</b> .
Driver must go off duty in <x time> to meet off duty deferral rules.	60, 30, and 15 min prior to a violation.	The amount of time until you are in an <b>off duty deferral</b> rule violation.
Stay off until <x time> tomorrow to meet daily off and get a reset.	On the <b>Change Status</b> screen when you still need more time to meet the off duty rules.	Based on your logs and <b>Canadian Main rules</b> , how long you must stay in off duty to get both 10 hours off and a reset.
Stay off until <x time> to meet daily off yesterday and get a reset.		Different message appears depending on what day you view Change Status screen.
You have <x time> of remaining drive time unless you meet the requirements of split off duty time.	60, 30, and 15 min prior to a violation when using paired sleeper, and you have not yet satisfied the second sleeper.	Based on your logs and the paired sleeper rules, warns you to satisfy your <b>split sleeper</b> requirements.
<Driver> may violate HOS regulation if the requirements of split Off-Duty time are not met.	Once you complete at least one sleeper pairing, warning stops until you have a shift reset.	

**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.

MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION





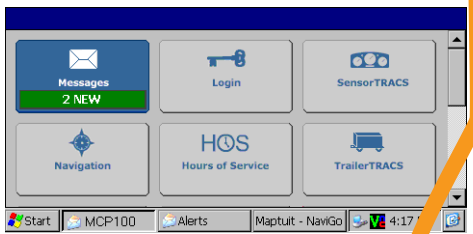
**Remote Control Device**

**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.

Not all services will be available to driver while vehicle is in motion.

Omnitracs, LLC  
 717 N. Harwood Street, Suite 1300  
 Dallas, TX 75201  
 U.S.A.  
 Copyright © 2010, 2013-2015 Omnitrac, LLC. All rights reserved.  
 Omnitrac is a trademark of Omnitrac, LLC. All other trademarks are the property of their respective owners.  
 Omnitrac endeavors to ensure that the information in this document is correct and fairly stated, but Omnitrac is not liable for any errors or omissions. Published information may not be up to date, and it is important to confirm current status with Omnitrac.  
 This technical data may be subject to U.S. and international export, re-export or transfer (export) laws. Diversion contrary to U.S. and international law is strictly prohibited.  
 80-J8943-1 Rev. F  
 August 2015

Start here to  
Send/receive MESSAGES

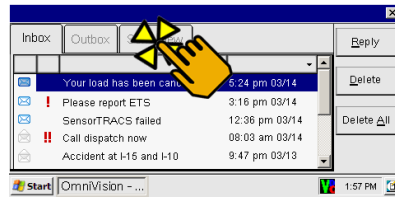


Start here to  
Set TIMEZONE

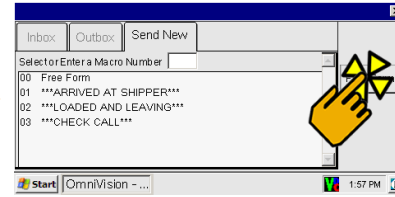


Tap SETTINGS icon

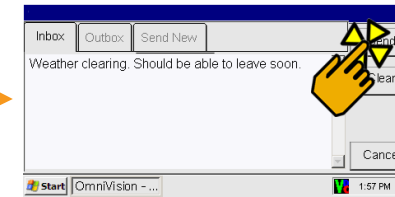
Send  
Freeform  
Message



Tap SEND NEW tab



Tap FREEFORM button

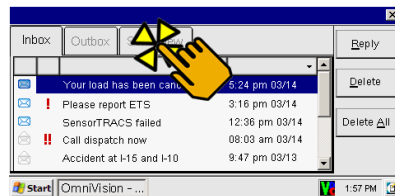


1. Type message 2. Tap Send



Tap YES

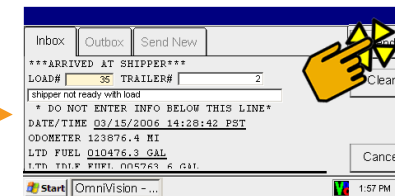
Send  
Macro  
(canned)  
message



Tap SEND NEW tab



Doubletap macro to send

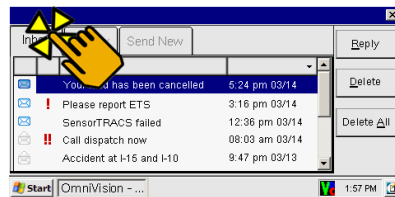


1. Fill in the fields 2. Tap Send

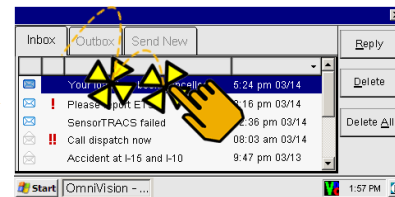


Tap YES

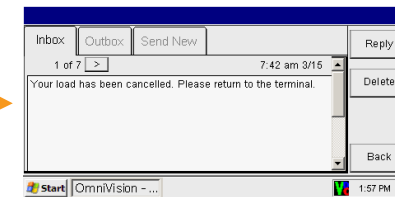
READ  
Message



Tap INBOX tab



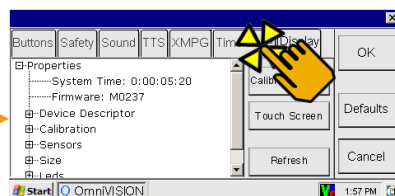
Doubletap message to read



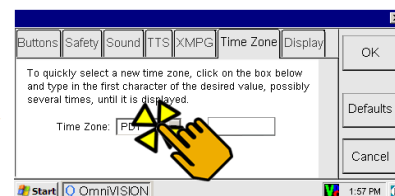
Read message

*Single Drivers: Use the RDC to scroll through and listen to messages while the vehicle is in motion.*

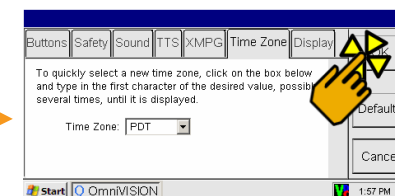
*Messaging features change while the vehicle is in motion, unless two drivers are authenticated.*



Tap TIMEZONE tab



Select time zone from dropdown box



Tap OK

## 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.

MAY CONTAIN U.S. AND INTERNATIONAL EXPORT CONTROLLED INFORMATION



# Certificate of Compliance

Department of Transportation Regulations

## Omnitracs Hours of Service

This is to certify that the design of the Omnitracs Hours of Service driver logs application has been sufficiently tested to meet the requirements stated in section 395.15 of the Federal Motor Carrier Safety Regulations as prescribed by the United States Department of Transportation Federal Motor Carrier Safety Act. The service may be used to record, transmit, and store all hours of service information required by the Department of Transportation in section 395.15.



---

Norman L. Ellis, Vice President, Sales & Marketing  
Omnitracs, LLC

