

Guide To Managing Carrier Edit Approvals

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01. What Are Carrier Edit Approvals?

BigRoad now has the ability to enable and disable driver approval of carrier edits. This ensures that drivers are made aware of changes to their logs and that they can approve any suggested edits. This is consistent with electronic logging device (ELD) mandate regulations and guidance from the Federal Motor Carrier Safety Administration (FMCSA) for expected behaviour of automatic onboard recording device (AOBRD) solutions.

WHAT ARE CARRIER EDIT APPROVALS?

Once DashLink-generated logs are submitted by a driver, carriers can suggest edits to them to make corrections on behalf of the driver. Previously, these corrections were made without notifying the driver or requiring their approval.

When a carrier suggests an edit to a driver, the driver is notified the next time they login to the BigRoad Mobile App. They are prompted to review a pending edit and can either approve or reject it. If the driver rejects the edit, they will be required to include a response indicating why it was rejected.

WHO SHOULD USE CARRIER EDIT APPROVALS?

Every fleet with DashLink-equipped trucks should enable carrier edit approvals to ensure audit compliance. This applies to both fleets using DashLink as an AOBRD-compliant or an ELD-compliant solution.

02. Enabling Carrier Edit Approvals On A Driver-By-Driver Basis

We recommend that you enable carrier edit approvals on a subset of drivers within your fleet before rolling it out to all of your drivers. This will allow you to learn how drivers approve/reject carrier edits and how to send carrier edit approvals to a driver.

As you're rolling this feature out across your fleet, you can disable and re-enable it on a driver-by-driver basis as required.

To enable carrier edit approvals on a driver-by-driver basis, follow these steps:

- 1 Navigate to the desired driver via the **Drivers** tab within the BigRoad Web App and click the **driver name link** for the driver you want to enable
- 2 Click **Edit**
- 3 Check the **Require approval for carrier edits for this driver** checkbox
- 4 Click **Save**

The screenshot shows the BigRoad web application interface. At the top, there is a navigation bar with the BigRoad logo and tabs for Dashboard, Drivers (selected), Trucks, Reports, and Fleet. A search icon and the user name 'Paul Greenwood' are also visible. Below the navigation bar, there are several sections of exceptions with checkboxes:

- US Exceptions:**
 - 30-minute break exempt under a current state or federal waiver (e.g. livestock haulers)
 - 24-hour cycle reset for oil wells, ground water drilling, construction materials and equipment §395.1 (d)(1), (l), (m)
 - Oilfield waiting time §395.1 (d)(2)
- US Short-haul Exceptions:**
 - Short-haul operations, 100 air-mile radius driver §395.1 (e)(1)
 - 16-Hour "Big Day" Short-Haul Exception §395.1 (o)
 - Motion picture, 100 air-mile radius driver §395.1 (p)
- California Intrastate Exceptions:**
 - Tank vehicle with a capacity of more than 500 gallons transporting flammable liquid
- Texas Intrastate Exceptions:**
 - Short-haul operations, 150 air-mile radius driver §4.12 (a)(4), (b)(3)

Below these sections is a 'Settings' section with the following option:

- Carrier Edits:**
 - Require approval for carrier edits for this driver

At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

Enabling Carrier Edit Approvals On A Driver-By-Driver Basis

NOTE: If you encounter an issue and want to disable this feature for a specific driver, follow these steps:

- 1 Navigate to the desired driver via the Driver page in the BigRoad Web App and click the **driver name link**
- 2 Click **Edit**
- 3 Uncheck the **Require approval for carrier edits for this driver**
- 4 You will be notified that any open edits to the driver’s logs will be left open and they will be able to accept or reject these edits.
- 5 Click **Save**

BigRoad Dashboard Drivers Trucks Reports Fleet Q Paul Greenwood ▾

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Settings

Carrier Edits:

- Require approval for carrier edits for this driver

Please note: Disabling log approval will leave outstanding edit requests open for this driver, if any.

Cancel Save

03. Start An Edit Approval Suggestion For A Driver Log

While reviewing a DashLink daily log that has been signed by a driver, the Safety Manager can suggest edits to the log. Edits can be suggested for DashLink daily logs generated in the past 14 days.

Fri Sep 22, 2017 Eastern Daylight Time

Trip Sheet Daily Log Vehicle Inspection

Driver's Daily Log
Canada 70hr/7day

Edit Log Print Logs

Edit Daily Log Paul Greenwood on Fri Sep 22, 2017 Back

NOTE: Draft suggested changes are indicated with orange

Driver:
Paul Greenwood

Co-drivers:

Add truck: Choose a truck... Add
New

Trailers:

Rules
Canada 70hr/7day
Home Time Zone: Canada: Eastern Time
Change

Carrier Name:
ELD Express

Carrier Address:
645 Westmount Rd. E., Kitchener, Ontario, N2E 3S3

Home Terminal:

Shipping Docs:

Remarks:

The Safety Manager can suggest multiple edits to a given driver log, which will be captured and sent to the driver as a single group of suggestions. All suggested edits will be identified by orange indicators within the daily log.

Start An Edit Approval Suggestion For A Driver Log

Once the Safety Manager has made suggested edits to a driver log, they have the ability to save the edits as a draft before sending them to the driver.

Big Road
Dashboard Drivers Trucks Reports Fleet
Messages

Edit Daily Log Mike Davies on Sat Sep 23, 2017 Send Suggestions Back Discard

NOTE: Draft suggested changes are indicated with orange

Driver:

Co-drivers:

Truck BMW 135i DL ✖

License:

Start Odometer: km

End Odometer: km

Distance: km

Add truck:

Trailers:

Rules

U.S. 70hr/8day
Home Time Zone: Canada: Eastern Time

Carrier Name:

Carrier Address:

Home Terminal:

Shipping Docs:

Remarks:

Recap

No recap Recap summary Full recap

0:00 0:00 0:00 0:00 2:16 0:24 7:21 0:29 10:30 59:30
Sep 16 Sep 17 Sep 18 Sep 19 Sep 20 (reset) Sep 21 Sep 22 Today Since last reset Available tomorrow

	M	1	2	3	4	5	6	7	8	9	10	11	N	1	2	3	4	5	6	7	8	9	10	11	TOTAL
OFF DUTY																								17:01	
SLEEPER																								6:30	
DRIVING																								0:06	
ON DUTY																								0:23	

START	LENGTH	DUTY STATUS	NOTES	LOCATION	
5:00pm	9 mins	On duty; not driving		Kitchener, ON	edit
5:09pm	3 mins	Driving		Kitchener, ON	edit
5:12pm	7 mins	On duty; not driving		Kitchener, ON	edit
5:19pm	0 mins	Driving		Kitchener, ON	edit
5:19pm	7 mins	On duty; not driving		Kitchener, ON	edit
5:26pm	3 mins	Driving		Kitchener, ON	edit
5:29pm	0 mins	On duty; not driving		Kitchener, ON	edit
5:29pm	1 min	Off duty		Kitchener, ON	edit
5:30pm	6 hrs, 30 mins	Sleeper	I could not make it home	Cambridge	edit

Start An Edit Approval Suggestion For A Driver Log

When sending these edits to the driver, the Safety Manager will be required to enter a reason for these edits.

Once the edits have been sent to the driver, a note will appear in the daily log indicating that it has been sent to the driver. The Safety Manager will also have the opportunity to make changes to the edit set if needed.

The screenshot shows the Big Road software interface. At the top, there's a navigation bar with 'Dashboard', 'Drivers', 'Trucks', 'Reports', and 'Fleet'. The user is logged in as Paul Greenwood. Below this, the profile for Mike Davies is shown, including his email, phone number, last contact, and location. A section for 'Sat Sep 23, 2017' shows the driver's daily log. The log includes a recap of duty status for the previous days and a detailed hourly breakdown for today. A table at the bottom lists specific log entries with start times, lengths, duty statuses, and locations.

Mike Davies Admin, Dispatcher, Driver, Safety Manager

Email Address: mike.davies@bigroad.com
 Phone Number: None
 Last Truck: BMW 135I DL
 Last Contact: 6 minutes ago
 Last Location: Laurel Trail, Waterloo, ON N2L 0A7, Canada
 Stopped

Home Time Zone: Canada: Eastern Time
 Duty Cycle: U.S. 70hr/8day
 Duty Status: Off duty
 Availability: Drive 6:20, Shift 6:20, Cycle 66:24
 Shift Reset: Today, 10:32 PM EDT, 10:32 PM EDT
 Cycle Reset: Tomorrow, 10:32 PM EDT, 10:32 PM EDT

Sat Sep 23, 2017 Eastern Daylight Time

Trip Sheet | **Daily Log** | Vehicle Inspection

Driver's Daily Log ■ This log has suggested changes awaiting driver review. [Edit Suggestions](#) [Print Logs](#)

U.S. 70hr/8day

Date: Sep 23, 2017
 AOBRD Truck: BMW 135I DL (Lic. BMYB 492)
 Trailer Numbers: None
 Carrier Name: ELD Express
 Carrier Address: 645 Westmount Rd. E., Kitchener, Ontario, N2E 3S3

Driver: Mike Davies
 Odometer: 157522 to 157527 km
 Distance: 5 km
 Shipping Docs: N/A
 Home Terminal: None
 Signature:

On Duty Recap: 0:00 0:00 0:00 0:00 2:16 0:24 7:21 0:29 10:30 59:30
Sep 16 Sep 17 Sep 18 Sep 19 Sep 20 (reset) Sep 21 Sep 22 Today Since last reset Available tomorrow

STATUS	START	END	TOTAL
OFF DUTY			23:31
SLEEPER			0:00
DRIVING			0:06
ON DUTY			0:23

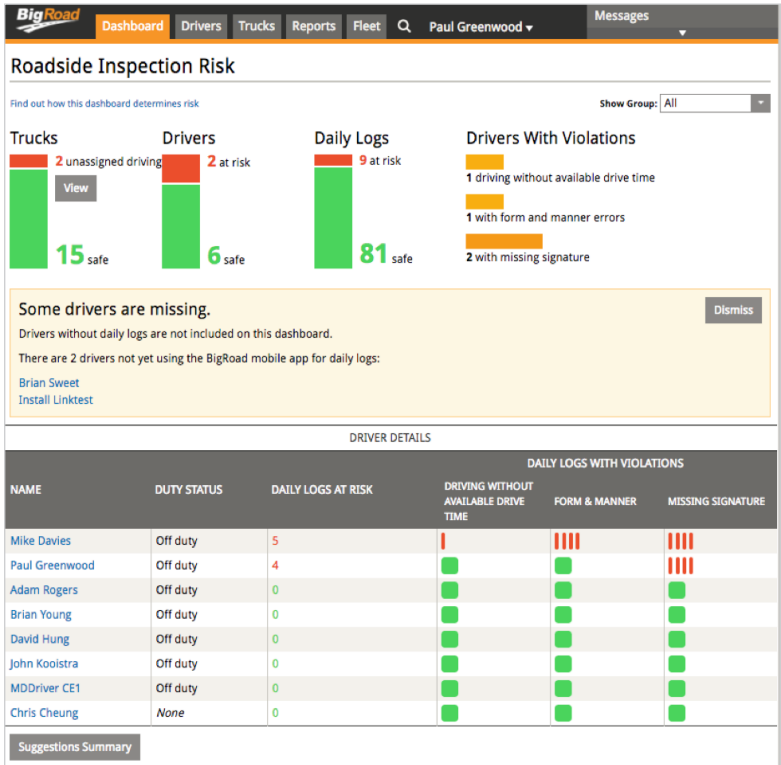
START	LENGTH	DUTY STATUS	NOTES	LOCATION
5:00pm	9 mins	On duty; not driving		Kitchener, ON
5:09pm	3 mins	Driving		Kitchener, ON
5:12pm	7 mins	On duty; not driving		Kitchener, ON
5:19pm	0 mins	Driving		Kitchener, ON
5:19pm	7 mins	On duty; not driving		Kitchener, ON
5:26pm	3 mins	Driving		Kitchener, ON
5:29pm	0 mins	On duty; not driving		Kitchener, ON
5:29pm	6 hrs, 31 mins	Off duty		Kitchener, ON

| Start An Edit Approval Suggestion For A Driver Log

The driver has the ability to accept or reject the entire set of changes for a given log. Individual changes cannot be accepted or rejected by the driver. If a driver rejects a set of edits, the Safety Manager can modify and resend them or discard them and revert back to the previous version of the daily log.

04. Summary Of Edits

On the Roadside Inspection Risk dashboard, the Safety Manager is provided with the option to view a **Suggestion Summary**. This allows them to review a summary of edits that are pending review, rejected by the driver, and in draft.



Summary Of Edits

NOTE: This view will only be visible after you have enabled carrier edits for at least one driver in your fleet.

DRIVER	DATE	STATE
Paul Greenwood	Sep 26, 2017	Awaiting Review
Mike Davies	Sep 23, 2017	Rejected
Mike Davies	Sep 22, 2017	Awaiting Review
Mike Davies	Sep 21, 2017	Draft

05. Reviewing A Rejected Carrier Edit

If a driver rejects a suggested edit, they must enter the reason why they rejected the edit. The Safety Manager can review the reason for rejecting suggested edits by clicking **See Reason**.

The screenshot shows the BigRoad software interface. At the top, there is a navigation bar with 'Dashboard', 'Drivers', 'Trucks', 'Reports', and 'Fleet'. The user 'Paul Greenwood' is logged in. The main section displays the profile for 'Mike Davies', an Admin, Dispatcher, Driver, and Safety Manager. His profile includes contact information, home time zone (Canada: Eastern Time), duty cycle (U.S. 70hr/8day), and current status (Driving). Below the profile, the date is 'Sat Sep 23, 2017' in Eastern Daylight Time. There are tabs for 'Trip Sheet', 'Daily Log', and 'Vehicle Inspection'. The 'Daily Log' tab is active, showing a log for 'U.S. 70hr/8day' on 'Sep 23, 2017' for driver 'Mike Davies'. The log details include truck information (BMW 135i DL), odometer (157522 to 157527 km), distance (5 km), carrier name (ELD Express), and address (645 Westmount Rd. E., Kitchener, Ontario). A 'Rejection Comments' pop-up window is overlaid on the log, containing the text: 'I did actually make it back to terminal with enough hours'. At the bottom of the log, there is a table with columns for 'START', 'LENGTH', 'DUTY STATUS', 'NOTES', and 'LOCATION'. The first entry shows a start time of 5:00pm, a length of 9 mins, a duty status of 'On duty; not driving', and a location of 'Kitchener, ON'.

06. How A Driver Can Review Carrier Edits

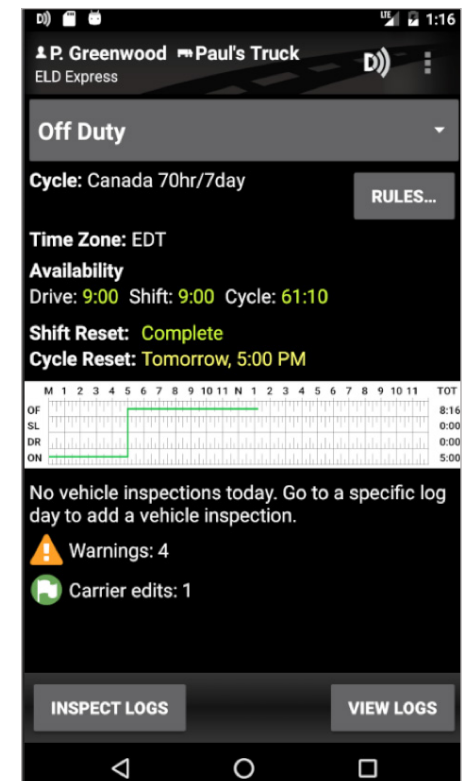
If a driver has carrier edits to review, there will be a green flag indicator on the Daily Logs button on the BigRoad Mobile App main screen.

To review these edits:

From the main screen of the BigRoad Mobile App, the driver will click the **Daily Logs** button

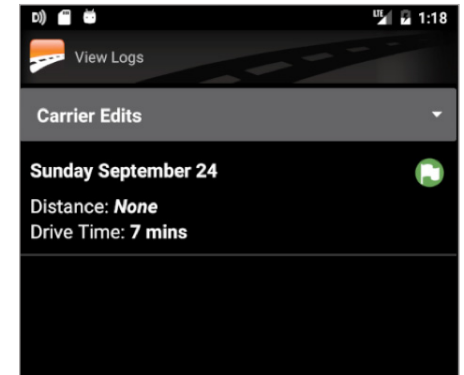
The app will indicate that there are 1 or more days with carrier edits that have not yet been reviewed by a driver

The driver will click the **Carrier edits** text at the bottom of the screen which will take them to the list of days with carrier edits that they have not yet approved or rejected

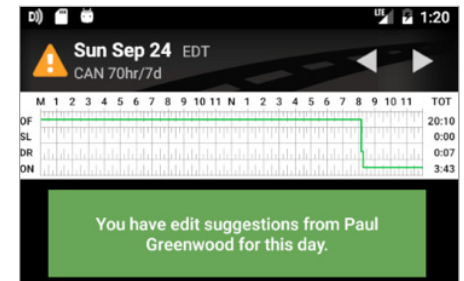


How A Driver Can Review Carrier Edits

The driver will **select a day** they wish to review the carrier edits for

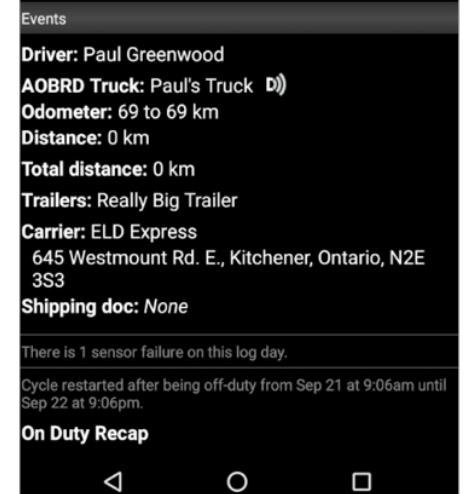


In the daily log, the driver will then select the green banner outlining the changes to review them



The driver will see all suggested edits in green text as well as a note from the Safety Manager explaining why the changes were made

In the list of events, any newly created or edited events will appear in white with a green flag icon



In the list of events, any deleted events will be hidden by default but can be expanded for review by the driver

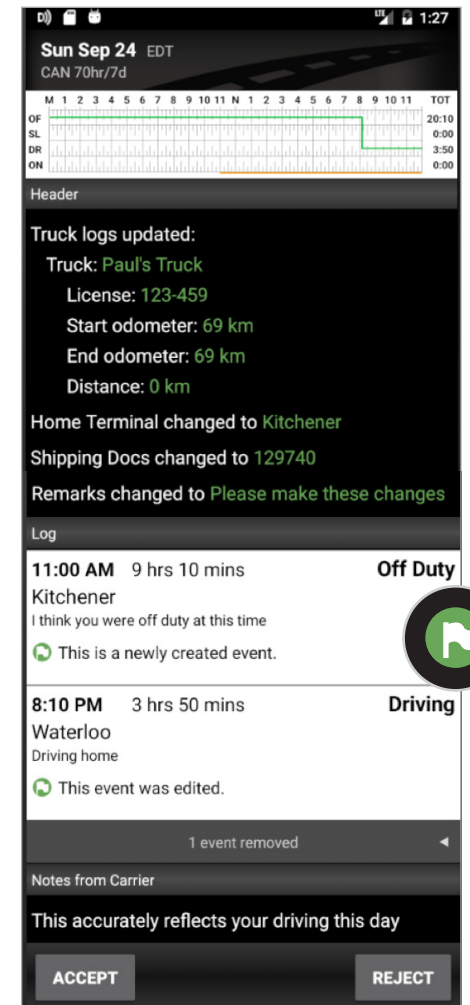
How A Driver Can Review Carrier Edits

The driver will see all suggested edits in green text as well as a note from the Safety Manager explaining why the changes were made

In the list of events, any newly created or edited events will appear in white with a green flag icon

In the list of events, any deleted events will be hidden by default but can be expanded for review by the driver

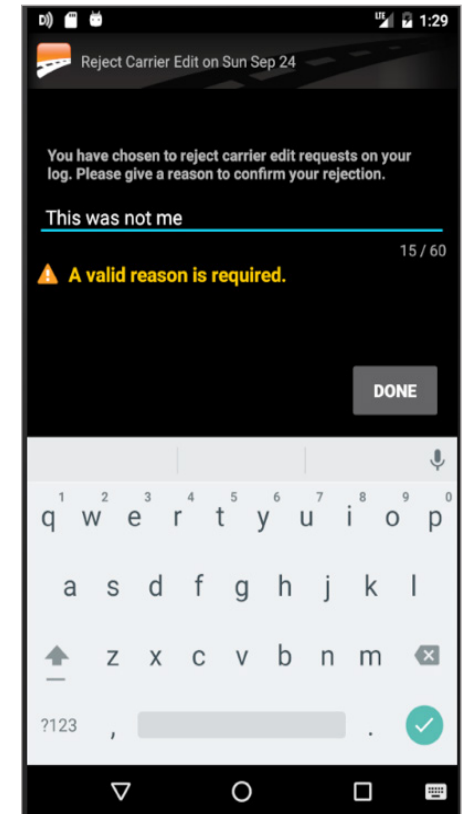
The driver will have the ability to accept or reject these edits



How A Driver Can Review Carrier Edits

If the driver accepts these edits, they will be added to the driver's log and the driver will be prompted to re-certify the log

If the driver rejects these edit, they will be required to provide a reason and the driver's log will remain unchanged



07. Enabling Carrier Edit Approvals Across Your Entire Fleet

Once you are comfortable with how you can suggest edits to drivers, how drivers can accept or reject edits, and how fleet managers can review unclaimed driving events, you should enable this feature for your entire fleet.

To enable carrier edit approvals for all drivers submitting DashLink logs in your fleet, follow these steps:

- 1 On the **Fleet** tab in the BigRoad Web App, in the settings area, click **Edit**
- 2 Under the **Carrier edit** driver approval section, click the **Require driver approval for all carrier edits** checkbox
- 3 Once you are ready to enable this feature for for all drivers, click the **Update Fleet** button at the bottom of the page

NOTE: Once enabled for your **entire** fleet, this feature **cannot be disabled**. All edits made to logs generated on DashLink-equipped vehicles will require driver approval across your fleet.

Enabling Carrier Edit Approvals Across Your Entire Fleet

Settings

Data Retention:
Changes made here are permanent and will be applied retroactively.

Keep historical location information

Forever For days

Personal Conveyance:

Driving may be logged as off duty for personal conveyance

Fleet Messaging:
Drivers can always start chats with admins and dispatchers.

Allow drivers to start chats with other drivers

Yard Move:

Driving short distances does not record a Driving duty status

The FMCSA does not officially allow for any special handling of yard moves by an automatic on-board recording device (AOBRD) like DashLink. By enabling yard moves for your drivers, you are configuring the amount of detected motion required before a Driving duty status is recorded. If using this feature, you are obligated to ensure your drivers maintain compliance.

Unidentified Driving:

Track unidentified drive time for all trucks

Carrier Edit Driver Approval:

Require driver approval for all carrier edits