

How To Assign Unassigned Driving

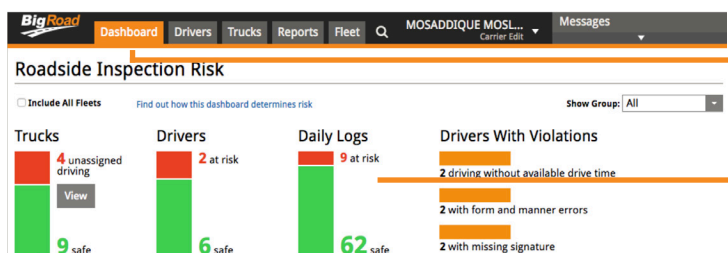
Fleet Administrators in BigRoad now have the ability to assign unassigned driving events to Drivers. Unidentified driving is driving that occurs on a DashLink-equipped truck when no driver is logged into the truck through the BigRoad Mobile App. Unidentified driving is tracked by recording ignition, speed, and odometer data from the engine-connection and is correlated with GPS movement.

Safety Managers: Reviewing Unclaimed Driving Events

Safety Managers should frequently review unclaimed unidentified driving events that have occurred across their fleet.

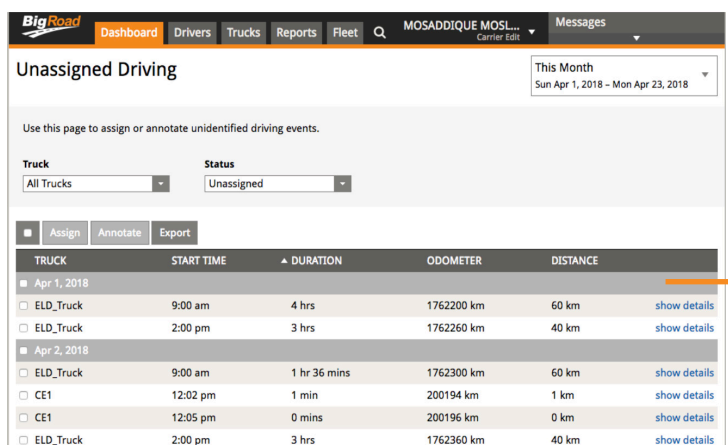
HOW TO REVIEW UNASSIGNED DRIVING

To review the list of unidentified driving events across your fleet:



1 Visit app.bigroad.com and **log in** to the BigRoad Web App. Click on the **Dashboard** tab to open the Roadside Risk Dashboard.

2 You will see a bar graph showing how many trucks in your fleet have unassigned unidentified driving events



TRUCK	START TIME	DURATION	ODOMETER	DISTANCE
Apr 1, 2018				
ELD_Truck	9:00 am	4 hrs	1762200 km	60 km show details
ELD_Truck	2:00 pm	3 hrs	1762260 km	40 km show details
Apr 2, 2018				
ELD_Truck	9:00 am	1 hr 36 mins	1762300 km	60 km show details
CE1	12:02 pm	1 min	200194 km	1 km show details
CE1	12:05 pm	0 mins	200196 km	0 km show details
ELD_Truck	2:00 pm	3 hrs	1762360 km	40 km show details

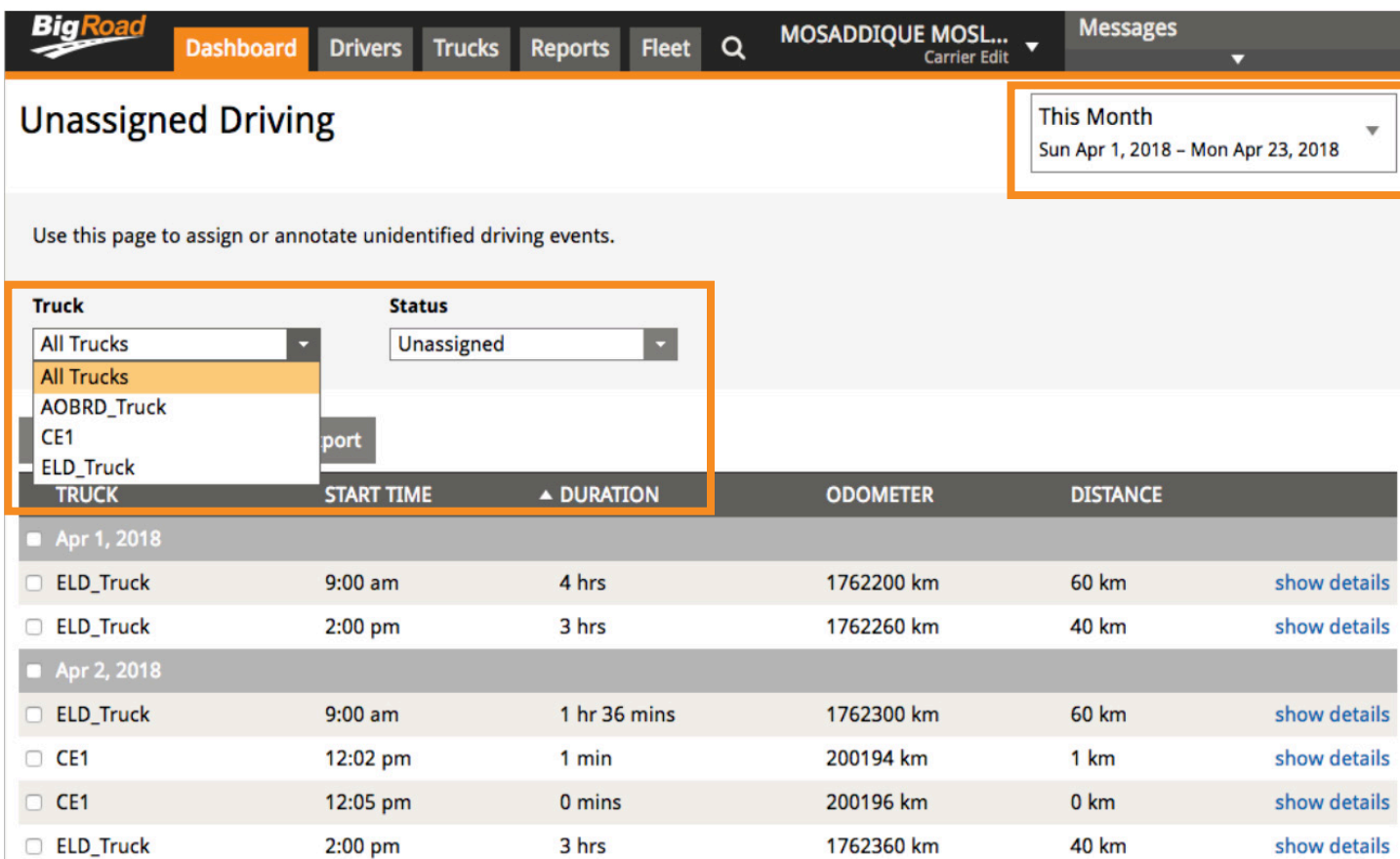
3 Click the **View** button to be provided with a list of the events that have occurred.

Filtering for Unassigned Driving Events

The Safety Manager will first need to determine the period of time they wish to review unassigned driving events for. Once a date range has been selected, the Safety Manager will then be able to determine which truck they wish to review. If needed, the Safety Manager can filter by status of the unassigned driving events.

You can filter of unassigned driving events by four different states:

1. **Unassigned:** Drive time that needs to assigned or annotated.
2. **Pending Approval:** Unassigned drive time that has been assigned to a driver in a correction and the driver needs to review this correction.
3. **Added to Draft:** Unassigned drive time that has been added to a draft correction and that corrections has not been sent to the driver.
4. **Annotated:** Unassigned drive time that has been annotated by the Safety Manager as permitted by the ELD mandate.



BigRoad Dashboard Drivers Trucks Reports Fleet Q MOSADDIQUE MOSL... Carrier Edit Messages

Unassigned Driving

This Month
Sun Apr 1, 2018 - Mon Apr 23, 2018

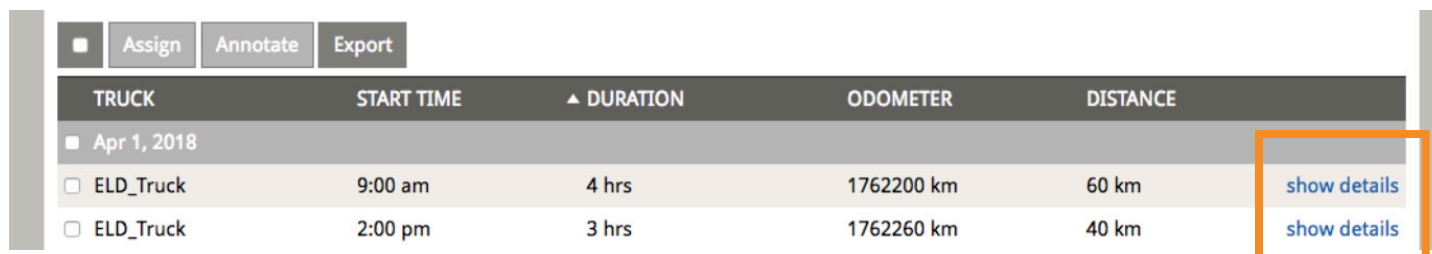
Use this page to assign or annotate unidentified driving events.

Truck: All Trucks (dropdown)
Status: Unassigned (dropdown)

TRUCK	START TIME	DURATION	ODOMETER	DISTANCE	
Apr 1, 2018					
<input type="checkbox"/> ELD_Truck	9:00 am	4 hrs	1762200 km	60 km	show details
<input type="checkbox"/> ELD_Truck	2:00 pm	3 hrs	1762260 km	40 km	show details
Apr 2, 2018					
<input type="checkbox"/> ELD_Truck	9:00 am	1 hr 36 mins	1762300 km	60 km	show details
<input type="checkbox"/> CE1	12:02 pm	1 min	200194 km	1 km	show details
<input type="checkbox"/> CE1	12:05 pm	0 mins	200196 km	0 km	show details
<input type="checkbox"/> ELD_Truck	2:00 pm	3 hrs	1762360 km	40 km	show details

Getting More Details on an Unassigned Driving Event

To get more details on an unassigned driving event the Safety Manager can click show details.



TRUCK	START TIME	DURATION	ODOMETER	DISTANCE	
Apr 1, 2018					
<input type="checkbox"/> ELD_Truck	9:00 am	4 hrs	1762200 km	60 km	show details
<input type="checkbox"/> ELD_Truck	2:00 pm	3 hrs	1762260 km	40 km	show details

When **show details** is clicked the following information is displayed:

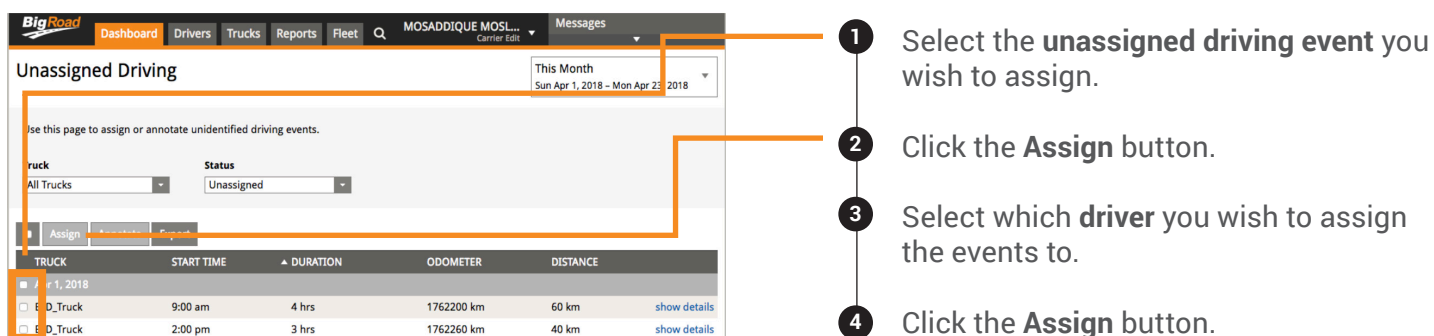
- Location at the start of the unassigned driving event
- Location at the end of the unassigned driving event
- The name of the last known driver who used the vehicle before the unassigned driving started
- The name of the first known driver to use the vehicle after the unassigned driving event

Assigning Unassigned Driving Events

Safety Managers will need to assign unassigned driving events to Drivers to claim.

HOW TO ASSIGN UNASSIGNED DRIVING

To review the list of unidentified driving events across your fleet:



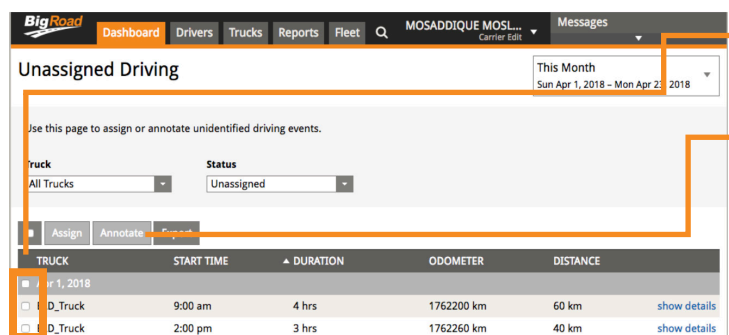
- 1 Select the **unassigned driving event** you wish to assign.
- 2 Click the **Assign** button.
- 3 Select which **driver** you wish to assign the events to.
- 4 Click the **Assign** button.

This will then update a correction or create one for that day in which the events is applicable. The driver will be then sent a correction for them to review. If the log for that day is not signed, the Safety Manager will not be able to assign the event to that driver.

If the unassigned driving event conflicts with a recorded driving event the Safety Manager will not be able to assign the event to that driver. If the Safety Manager has a draft correction in flight already for that day then the unassigned event will be added to that draft correction.

Annotating an Unassigned Driving Event

You have the ability to annotate (add a note) to unassigned driving events to explain why they occurred.



- 1 Select the **unassigned driving event** you wish to annotate.
- 2 Click the **Annotate** button.
- 3 Provide a **comment/reason** for your annotation.
- 4 Click the **Save** button.

Removal of an Unassigned Driving Event

If an unassigned driving event has been incorrectly assigned to a correction, this correction can be edited.

*Note: You are only able to edit events that **have not yet been applied** to the driver's log (i.e. the correction has not been accepted yet or it is still in draft state).*

While editing this correction, the Safety Manager can delete this event. This unassigned driving event will then show up in the list of unassigned driving events with the state **Unassigned**.