



Quick Reference Card

Switch from AOB RD TO ELD: BigRoad Web Application

Overview

As of December 16, 2019, any existing AOB RD (Automatic Onboarding Recording Device) compliant Fleet operating in the United States are required to update to the **Electronic Logging Device (ELD)**, unless a Motor Carrier is otherwise Exempt. This also includes motor carriers domiciled from Canada that travel to or from the United States.

Fleet Administrators/Safety Managers will need to update their BigRoad Web application to ensure their **Fleet, Trucks and Drivers** are ELD Ready.

In this Quick Reference Card, we address the step by step configuration required to make your entire Fleet ELD Compliant.

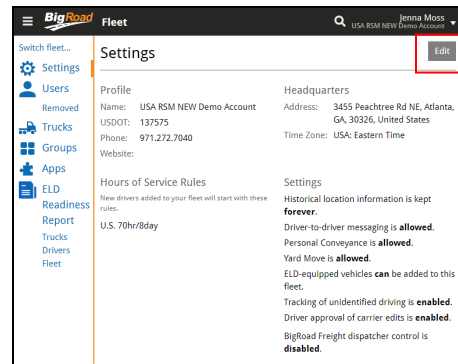
Enable ELD for the Fleet

Enabling ELD on the BigRoad Web application allows Administrators to begin making their Fleet ELD compliant.

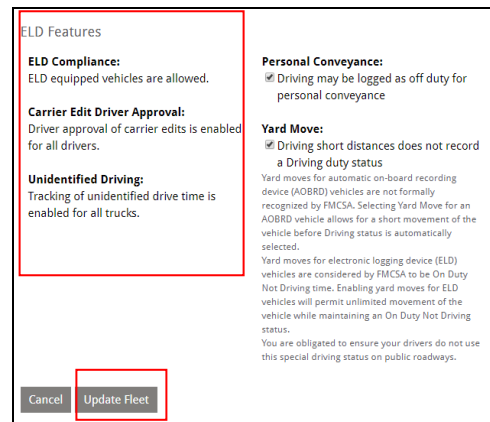
Turning on ELD for the Fleet allows you to mark new Trucks as ELD, and to update existing AOB RD Trucks as ELD; however, the BigRoad application does **not** automatically update all your existing Trucks to ELD for you. Administrators will need to manually update all their Trucks and Drivers to ELD to be fully ELD Compliant.

Furthermore, turning on ELD is a one-way configuration. This means, that once you turn it on, you cannot turn it off.

1. Log in to **BigRoad Web**
2. From the Main Menu, select **Fleet**
3. Click **Edit** in the top right-hand corner of the **Settings** screen



4. On the **Edit Settings** screen, select the checkbox for **Allow ELD-equipped vehicles**
5. Select the checkbox for **Unidentified Driving** to track unidentified driving miles for all vehicles
6. Click the **Update Fleet** button



*Note: If the Unidentified Driving Feature Is enabled from the Settings section, it will be activated fleet-wide for all trucks. This feature can also be enabled on a truck-by-truck basis via their individual profiles if it is not selected here first. **Unidentified Driving** is defined as when a Driver operates an ELD DashLink vehicle without connecting to it via the BigRoad Mobile App. The next driver to connect to this vehicle is prompted to either claim the drive time as their own, or to reject it if it belongs to another driver. The Fleet Admin can also assign Unidentified Driving to the appropriate Driver from the BigRoad Web App.*

*Note: Turning on ELD for the Fleet automatically enables **Carrier Edit Driver Approval** fleet wide. Carrier Edits enable a Safety Manager to send a group of log edits to a Driver to approve or reject. Because the logs are owned by the Driver, they will have the final say about what appears on their logs. When a Driver approves the suggested edits, the edits **are** applied to Driver's log immediately. When a Driver rejects the suggested edits, the edits are **not** applied to the Driver's log and it remains unchanged.*



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If rejected, the Safety Manager can re-send the suggested edit if needed or revert to the previous version of the log.

Enable ELD for Trucks

Turning on ELD for the Fleet allows Administrators to update/add the **Drivers** and **Trucks** to be **ELD-Ready** by entering the new ELD criteria. A fleet that has ELD turned on will also have an **ELD Log Type** button available via the Truck's Profile.

1. From the BigRoad Web Main Menu, select **Trucks**
2. From the list of Trucks, click a preferred Truck Name
3. From within the Truck's profile, click the **Edit** button in the top right-hand corner

Truck: 2007 Nissan Armada License: YSN-7285 Edit

Last Contact: May 19 10:35am VIN: None
 Location: 7851 NY-237, South Byron, NY 14557, USA Odometer: 123599 mi on Feb 25
 Moving at 1 mph Log Type: Electronic log
 Driver: Melissa Fairbanks
 Duty Status: None

4. On the Truck's Profile Page, the following information needs to be defined for ELD Fleets:
 - a. **License (License Plate):** Migrated from the Fleet Complete Asset module-
 - b. **VIN:** Migrated from the Fleet Complete Asset module. The VIN can also be edited from this screen-
 - c. **Odometer Units:** Select the Odometer Units of Measure either in Miles or Km-
 - d. **Log Type:** Select the radio button for **ELD** to enable ELD for the Truck
 - e. **Device Pairing by:** Select **Device ID** to indicate that the BigRoad Mobile App will pair with the truck using the Dashlink Device ID. Can also select to pair using the Truck's VIN
 - f. **Dashlink Device ID:** Review the Dashlink Device ID installed in the Truck
 - g. **Unidentified Driving:** Select the checkbox next to Unidentified Driving if not already enabled for the Fleet in the Settings section-
 - h. Click the **Save** button

Truck: 2007 Nissan Armada Delete

License: YSN-7285
 VIN:
 Odometer Units: miles km

Log Type: Electronic log AOBRD ELD
 All drivers of the vehicle must be ELD-ready or ELD exempt, all logs from this truck are prepared in an ELD style.
 Please note: once enabled, ELD mode cannot be disabled.

Device Pairing By: VIN Device ID
 Mobile app will pair with the truck using VIN.

DashLink Device ID:
 The DashLink device ID is required when you have selected pair by DashLink device ID or the engine bus does not report its VIN. Example: A1B2-C3D4-E5F6

Unidentified Driving: Tracking is enabled for every DashLink-equipped truck in this fleet.

Cancel Save

Enable ELD for Drivers

To ensure ELD readiness for a Driver, their Driver License Number and the State/Province of Issue need to be included in their profile.

1. From the BigRoad Web Main Menu, select **Drivers**
2. From the list of Drivers, click a preferred Driver Name
3. Click the **Edit** button from the Driver Profile Page

Helena Cotter Admin, Dispatcher, Driver Edit

Email Address: helena.cotter@fleetcomplete.com Home Time Zone: Canada: Eastern Time
 Phone Number: None Duty Cycle: U.S. 70hr/8day
 USDOT: 111111 Duty Status: None
 Last Truck: Honda CR-V Availability: Drive Shift Cycle
 Last Contact: 7:06am 11:00 14:00 70:00

4. In the Driver's License section, enter the License Number in the **Number** field
5. In the **Issued In** field, select the License State/Province of issue
6. Update all other fields, as necessary
7. Select the checkbox next to **ELD Exempt**, if the Driver is not required to maintain HOS logs while operating an ELD equipped vehicle
8. In the **Exempt Reason** field, enter the reason for the Driver's ELD exemption
9. Click the **Save** button to save all changes



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Driver's License
 Number:
 Issued In:

Overrides
 Fill in these fields if this driver operates under a different USDOT or NSC number than your fleet default. To use your default fleet USDOT or NSC number, leave the field blank.
 USDOT:
 NSC:

Roles
 Administrator
 Safety Manager Remove this person from your fleet, but preserve their history for later access.
 Dispatcher
 Driver

Hours of Service Rules
 Duty Cycle:
The current duty cycle used when calculating availability.
 Vehicle Type: Property-carrying
 Passenger-carrying
 Home Time Zone:
Used as the base for driver's daily log and availability.
 ELD Exempt

US Exceptions:

4. On the *Edit Settings* screen, enter the required information. (e.g.: a missing USDOT Number)
5. Click **Update Fleet**

BigRoad Fleet Edit Settings

Profile
 Name:
 USDOT:
USDOT number is mandatory if ELD compliance is enabled for the fleet
 Phone:
 Website:

Headquarters
 Address:
 Address 2:
 Atlanta, GA
 30326 United S...
 Time Zone:

Hours of Service Rule Defaults
Selections made here will be applied to new drivers added to your fleet.
 Duty Cycle:
 Vehicle Type: Property-carrying
 Passenger-carrying

6. Once the changes are saved, the application returns you the *Report for Fleet* with the updated information.
7. You can see that the Fleet now has the USDOT Number listed. and is ready to become ELD as noted by the value "Yes".

The ELD Readiness Report

The ELD Readiness Report illustrates the **Fleet**, **Trucks**, and **Drivers** that have and do not have the necessary ELD settings defined in the application to be ELD Compliant. The ELD settings that are not set up are displayed as **blue** hyperlinks, which allow you to quickly and easily navigate to the applicable screen to make the update.

It is recommended that a Safety Manager/Administrator review this report first, so they are aware of what information is required for their Fleet, Trucks, and Drivers.

Overall, this report helps in the decision-making process to determine if the Fleet is prepared to become ELD ready or not.

In this example we have displayed the **ELD Readiness Report for Fleet**.

1. From the **Fleet Settings** screen, under the **ELD Readiness Report** section, click the **Fleet** option
2. If any ELD information is missing for the Fleet, it will be indicated as **blue** hyperlinks
3. Select the **blue hyperlink** for the information that is required

Report for Fleet

NAME
 US DOT NO.
 ELD READY

[FC Transportation Inc.](#)

No

US DOT No. is required

Report for Fleet

NAME
 US DOT NO.
 ELD READY

[FC Transportation Inc.](#)

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Yes

Note: The Report for Fleet only indicates whether the ELD Fleet information has been provided or not. It does not mean that the Drivers or Trucks are ELD-ready. You will need to update each Driver and Truck that you want to be ELD-ready as well.

1. Follow steps 3-4 from *The ELD Readiness Report* to make all Trucks and Drivers ELD Ready.