KEEP TRUCKIN

Instruction Manual for Drivers

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Installation & Recording Driving Time

Troubleshooting

Please read this Safety Manual before installing the KeepTruckin Vehicle Gateway in your vehicle.

Download KeepTruckin App

STEP 1:

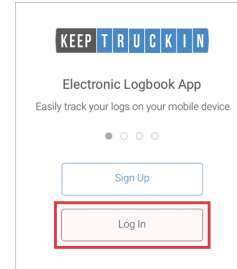For **Android phones** and **tablets**, download the KeepTruckin App from the Google Play Store.

For **iPhones** and **iPads**, download the KeepTruckin App from the App Store.
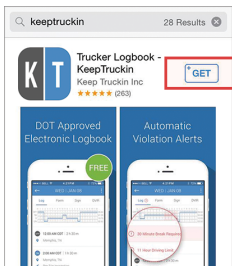
Login to the KeepTruckin App

STEP 1:

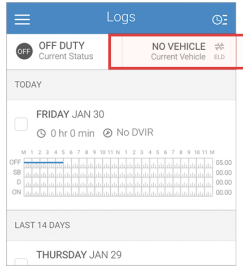Open the KeepTruckin App and select **'Log In.'**

Enter your email / username and password. If you do not have a KeepTruckin account, contact your fleet manager.
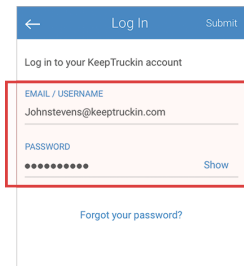
Connect your mobile device to the KeepTruckin ELD

STEP 1:

On the main Logs screen, tap **No Vehicle** to connect with your vehicle's ELD.

STEP 2:

A list of your company's vehicles will appear. Select the vehicle that you want to connect to.

> Please ensure that bluetooth is enabled on your device before you connect to the KeepTruckin ELD.

STEP 3:

Open the KeepTruckin App and select **Log In.**
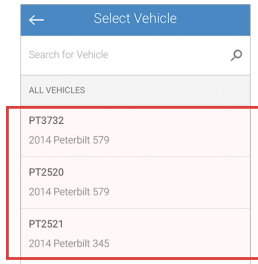
STEP 4:

Enter your email / username and password. If you do not have a KeepTruckin account, contact your fleet manager.
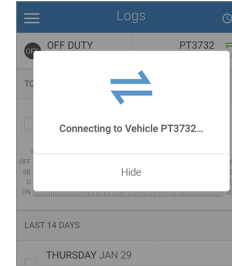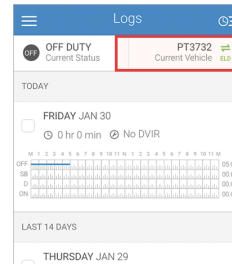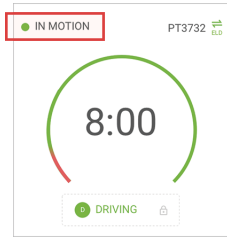
Record Hours of Service with the KeepTruckin ELD

STEP 1:

When your vehicle is moving at 5 MPH or greater, KeepTruckin considers the vehicle to be **IN MOTION** and your duty status will automatically be set to **Driving.**

STEP 2:

At 0 MPH, the vehicle is considered **STATIONARY.**

STEP 3:

When **STATIONARY,** you can change your duty status by tapping **DRIVING** and selecting one of the alternate duty statuses listed.

STEP 4:

. If the vehicle remains **STATIONARY** for five minutes, a pop-up window will appear that asks if you would like to change your duty status. If nothingis selected, your duty status will automatically be changed to **On Duty.**
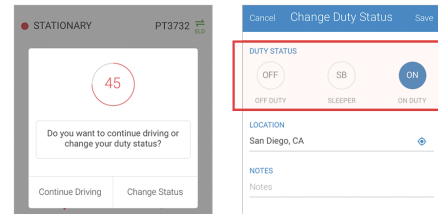
Let an officer inspect your logs

STEP 1:

Tap on the menu icon select the **DOT Inspection Mode** from the menu.
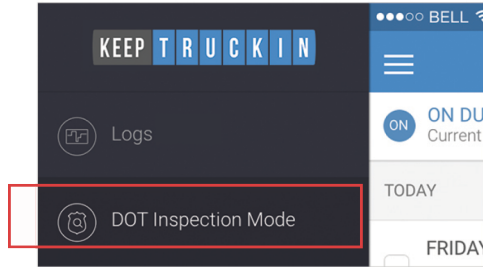
STEP 2:

To let an officer inspect your logs directly from your device, tap **Begin Inspection**.
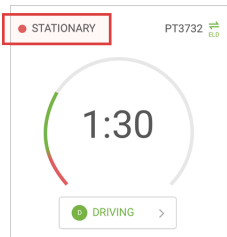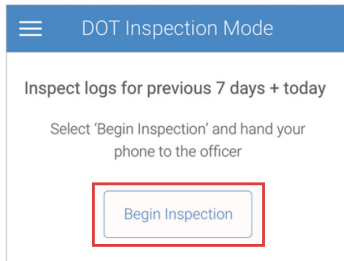

STEP 3:

To send your ELD output file to the DOT via email or web service, tap **Send Output File**.

Send ELD Output File to DOT

Send your ELD Output File to the DOT if the officer requests it.

Send Output File
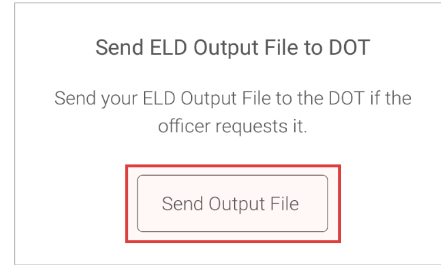
STEP 4:

To email or fax a copy of your logs to an officer, tap **Send Logs.**

Send logs for previous 7 days + today

Fax or email your logs to the officer if they request a paper copy of your logs.

Send Logs
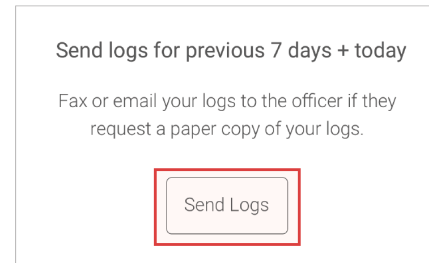
Trouble connecting with the ELD

STEP 1:

Tap on the **Current vehicle** in the upper right of the KeepTruckin App. If there is a currently selected vehicle tap on Leave Vehicle. Then reselect the vehicle you're attempting to connect with. If a pairing request dialog appears on screen or in the system tray, select the option to pair with the ELD. Wait 30 seconds when the connecting to vehicle dialog appears on screen. If it doesn't connect after 30 seconds, tap Hide and move on to the next step.
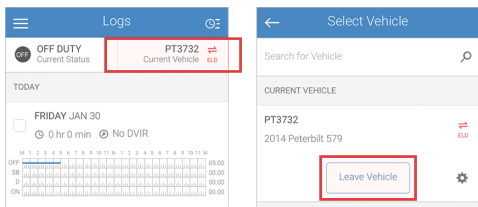
STEP 2:

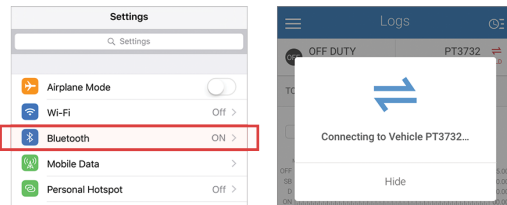Tap on the **Current Vehicle** in the upper right of the KeepTruckin App. If there is a currently selected vehicle tap on Leave Vehicle. Toggle your phone or tablet Bluetooth connection off and back on. Once Bluetooth has been turned back on go ahead and reselect the vehicle you're attempting to connect with. Be sure to wait 30 seconds once the Connecting to Vehicle dialog appears on screen like before.   .

If you are still unable to connect after 30 seconds, tap Hide and move on to the next step.

STEP 3:
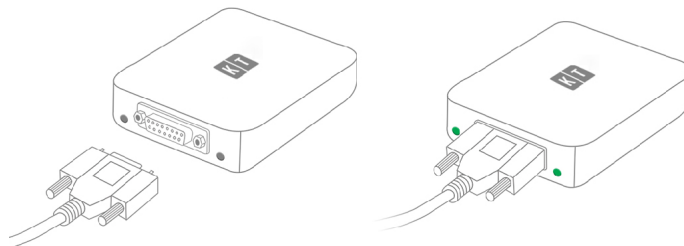
Tap on the **Current vehicle** in the upper right of the KeepTruckin App. If there is a currently selected vehicle tap on Leave Vehicle. Unplug the ELD from your vehicle and wait for the lights to go off. Reboot your phone or tablet then plug the ELD back in. Once the ELD lights are back on, try connecting to your vehicle again like before.

ELD Malfunction

§ 395.22 Motor carrier responsibilities—In general.

(h) In-vehicle information. A motor carrier must ensure that its drivers possess onboard a commercial motor vehicle an ELD information packet containing the following items:

3. An instruction sheet for the driver describing ELD malfunction reporting requirements and record keeping procedures during ELD malfunctions.

The following instructions are in accordance with the guidelines set forth in § 395.34:

How does the driver know if the ELD is malfunctioning?

Neither of the LED lights on the device are turned on (neither green nor red) when the device is plugged into the truck's diagnostic port and power is flowing to it.
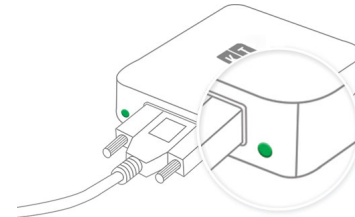
Functioning (Lights On)

Malfunctioning (Lights Off)

ELD Malfunction

What does the driver need to do if the ELD is malfunctioning?

» Immediately contact KeepTruckin support at **855-434-3564** or **support@keeptruckin.com** to troubleshoot the issue.

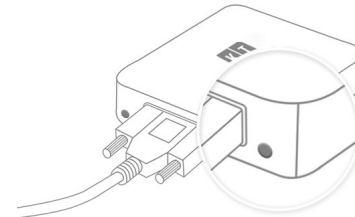» Note the malfunction and provide written notice to your fleet within 24 hours.

» Keep a paper log for that day and until ELD is repaired or replaced. In the event of an inspection, display the previous 7 days logs from the KeepTruckin App.

What does the fleet need to do if the ELD is malfunctioning?

» If a motor carrier receives or discovers information concerning the malfunction of an ELD, the motor carrier must take actions to correct the malfunction of the ELD within 8 days of discovery of the condition or a driver's notification to the motor carrier, whichever occurs first

» In the event of an ELD malfunction, KeepTruckin will send a new device upon notification from a Fleet Administrator.

» If a motor carrier needs a time extension, they must notify the FMCSA Division Administrator for the State of the motor carrier's principal place of business within 5 days after a driver notifies the motor carrier according to the guidelines set forth in § 395.34

Visit our Support Center

support.keeptruckin.com

Call KeepTruckin Support

(855) 434-3564

Email KeepTruckin Support

support@keeptruckin.com

Designed in California, Assembled in China

This device contains licence-exempt transmitters / receivers that comply with Part 15 of the FCC Rules and with Innovation, Science and Economic Development Canada's license-exempt RSS(s). Operation is subject to the following two conditions: **(1)** this device may not cause harmful interference, and **(2)** this device must accept any interference received, including interference that may cause undesired operation.

L'émetteur/récepteur exempt de licence contenu dans le présent appareil est conforme aux exigences de la section 15 de la réglementation FCC et aux CNR d'Innovation, Sciences et Développement économique Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : **(1)** l'appareil ne doit pas produire de brouillage, et **(2)** l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with a minimum distance of 20 centimeters between the radiator and your body.

Changes or modifications not expressly approved by Keep Truckin could void the user's authority to operate this equipment.

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