

# *RELAY ELD USER GUIDE*

Applicable for version 1.33.2 or higher

Table of Contents

---

<b><i>Glossary</i></b> .....	<b>2</b>
<b><i>Accessing Relay ELD</i></b> .....	<b>3</b>
Driver Login .....	3
Driver Logout .....	3
<b><i>Managing your Duty Status</i></b> .....	<b>3</b>
Changing Duty Status .....	3
<b><i>Modifying Logs</i></b> .....	<b>3</b>
Editing your Duty Status Changes or Events.....	3
Accepting or Rejecting Proposed Duty Status Changes or Events .....	4
Certifying Logs.....	4
Claiming Unidentified Drive Time .....	4
<b><i>Viewing Diagnostics and Malfunctions</i></b> .....	<b>5</b>
<b><i>Accessing Roadside Reports</i></b> .....	<b>5</b>
<b><i>RELAY ELD CAB CARD</i></b> .....	<b>6</b>

## Glossary

---

**Bluetooth** – a communications pathway that wirelessly transmits data from the ELD to the Driver app.

**Diagnostics Event** – An event that is captured if ELD fails to detect diagnostics from the vehicle as required

**DVIR (Driver Vehicle Inspection Report)** – Stands for Daily Vehicle Inspection Report and is performed by the driver on the truck and trailer before, during, and after a trip.

**ELD Driver App** – Application installed on a Driver’s phone and used to input their HOS records

**Hours of Service (Hours of Service)** – A driver’s time, as regulated by the DOT. Hours of Service are tracked as On Duty, Driving, Off Duty, and Sleeper Berth. Limits are placed on how much a driver can work, and how much time he must take time off to rest.

**Logbook** – The records kept by the Driver of all activity.

**Malfunction** – Indicates that the ELD is not functioning properly.

**Off Duty** – The driver is not working. Their time is 100% their own.

**On Duty Not Driving** – The driver is doing work other than driving, such as fueling, inspection, unloading freight, etc.

**Personal Use** – When the driver is using the vehicle on his own time for personal transportation. This time does NOT count against a driver’s log time; it is counted as Off Duty time. But as of the mandate, personal driving must be visible on the ELD device for law enforcement.

**Roadside Inspection** – When a DOT officer reviews the Driver’s logbook for compliance while the Driver is working

**Unassigned Event** – An event captured by the ELD when no driver is associated (e.g. driving the vehicle without logging on).

---

## Accessing Relay ELD

---

### Driver Login

All drivers will be assigned a unique user name and password to login to Relay for Driver (R4D). ELD drivers will use this same login to access the ELD features. They can login by doing the following:

1. Tap on the ELD Feature in R4D.
2. When prompted, enter your R4D Login and Password.

### Driver Logout

All drivers are encouraged to log out at the end of their shift or workday. This is performed by doing the following:

1. On the Relay ELD page, click on “Log Out of ELD”

---

## Managing your Duty Status

---

### Changing Duty Status

As soon as the vehicle begins moving and maintains a speed of 5mph, the ELD will automatically set the driver’s duty status to Driving. There is no driver action required however when a status change is needed, it’s done doing the following:

1. Tap on the ELD Feature in R4D.
2. If not expanded, expand Current status by tapping on the “+”.
3. Tap on the Duty Status that you’d like to enter.

---

## Modifying Logs

---

### Editing your Duty Status Changes or Events

Events recorded by ELD automatically cannot be changed however other change can be completed doing the following:

#### Historical

##### Add

1. Within the ELD feature click on “+” next to “View last 7 days”.
2. Tap on the day you would like to modify.
3. Add a past duty status by tapping on the “+ Insert past duty status”.
4. Add the Duty Status and all relevant information to the new log and tap “Submit”.

##### Modify Existing Events

1. Within the ELD feature click on “+” next to “View last 7 days”.
2. Tap the pencil icon to modify the event.
5. Make the necessary changes to the event and tap submit.

#### Current

### **Add**

1. Within the ELD feature tap on the arrow next to Today's date.
2. Tap on the day you would like to modify.
3. Add a past duty status by tapping on the "+ Insert past duty status".
4. Add the Duty Status and all relevant information to the new log and tap "Submit".

### **Modify**

1. Within the ELD feature tap on the arrow next to Today's date.
2. Tap the pencil icon to modify the event.
3. Make the necessary changes to the event and tap submit.

### **Accepting or Rejecting Proposed Duty Status Changes or Events**

Carrier Managers or support staff may review logs and propose changes to the driver. These changes can will appear in the ELD feature to be accepted or rejected. Do this in the following way:

1. Within the ELD feature tap on the arrow next to Today's date.
2. Review the log and make any necessary changes.

### **Certifying Logs**

Every 24 hours, a driver must certify their logbook. When logging into the ELD, you will be prompted to certify any open logs. To Certify your logbook, you do the following:

#### **Historical**

6. Within the ELD feature click on "+" next to "View last 7 days".
7. You will see a Certify icon next to any logbooks that require certification.
8. Tap the logbook you would like to certify.
9. Review the log, make any adjustments and tap on the Certify Logs button at the bottom of the screen.
10. Tap Agree to certify the logbook.
11. Tap the back arrow at the top of the Driving Log and repeat steps 3-5 as needed.

#### **Current**

4. Within the ELD feature tap on the arrow next to Today's date.
5. Review the log and make any necessary changes.
6. Tap on the Certify Logs button at the bottom of the screen.
7. Tap Agree to certify the logbook.

### **Claiming Unidentified Drive Time**

Unidentified Drive Time is when the ELD records events when no driver can be identified when a vehicle was moving. These events will be presented in the app when a driver connects to the vehicle. The driver can action these Unassigned Drive Time by doing the following:

1. Upon connecting, you will end the Unassigned Drive Time workflow. Here you will be presented the Unassigned time Log along with each event within the log. You can choose to select one or multiple events to Claim.
2. Select each event that you'd wish to add to your log. If you do not wish to Claim any events, tap "Claim 9 events". Follow prompts to continue.
3. Tap on the Claim Events button to claim the selected events and add them to your log.

4. Repeat for each Unassigned Drive Time Log you are presented.

---

## Viewing Diagnostics and Malfunctions

---

Diagnostics and malfunction events are captured by the ELD and viewable by the driver. These events are viewable within the ELD Feature. There are two event indicators:

1. An ELD diagnostic is indicated by a “D” in the header with yellow background.
2. An ELD malfunction is indicated by a “M” in the header with magenta background.

These Events are captured and displayed in the indicator found within the ELD Feature. The Events are captured and viewable in the Roadside Report (see Accessing Roadside Reports).

---

## Accessing Roadside Reports

---

In the event a logbook is requested by a Safety Office or Roadside Inspector, the Roadside Report can be viewed and transferred through File or Email by performing doing the following:

### Roadside Inspections

1. Within the ELD feature tap the Roadside Inspection arrow.
2. To begin an inspection, tap “Begin inspection”. Hand over the device to the interested party for review.

### Send Logs

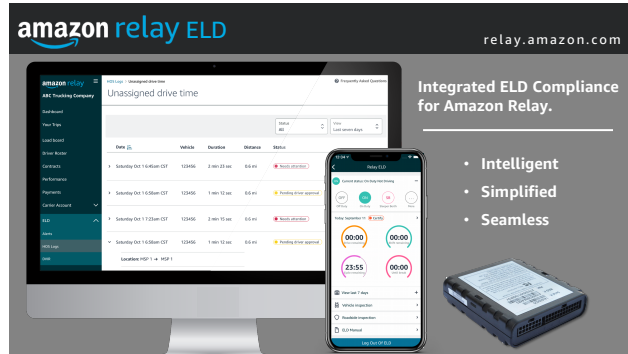
1. Within the ELD feature tap the Roadside Inspection arrow.
2. Tap on Send Logs.
3. Select the delivery method for the logs and enter the Routing code if applicable.
4. Click Submit.

### View Vehicle Inspection

1. Within the ELD feature tap the Roadside Inspection arrow.
2. To begin an inspection, tap “View vehicle inspection”. Hand over the device to the interested party for review.

# RELAY ELD CAB CARD

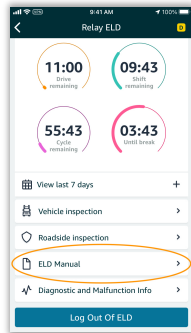
## Relay ELD



ELD Registration ID: TBD  
ELD ID: TBD

The Relay ELD manual is electronically embedded in the ELD and can be viewed on your mobile device.

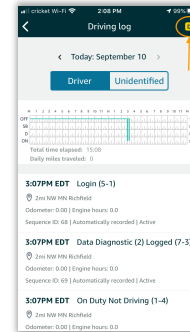
**Relay ELD Certification**  
Relay ELD complies with ELD mandate requirements defined by the FMCSA in part 395 Subpart B when used as instructed in the user manual.



© 2020, Amazon.com, Inc. or its affiliates

## ELD Diagnostics and Malfunctions

1) An ELD diagnostic is indicated by a "D" in the header with yellow background.



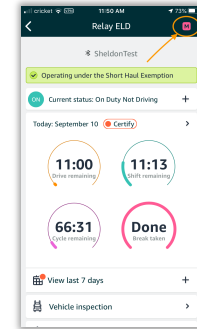
3) What should a driver do if the ELD displays a diagnostic or malfunction indicator.

When a diagnostic is indicated, continue operating with the ELD as normal but monitor for a clearing of the diagnostic or indication of a malfunction.

When a malfunction is indicated, reconstruct paper records of duty status (RODS) for the current 24-hour period and the previous 7 days. Continue to use paper RODS until the ELD malfunction has cleared.

**A driver must notify the carrier within 24 hours of the malfunction when going to paper logs.**

2) An ELD malfunction is indicated by a "M" in the header with magenta background.



3) What should the carrier do if the ELD displays a diagnostic or malfunction indicator.

When a diagnostic is indicated, continue operating with the ELD as normal but monitor for a clearing of the diagnostic or indication of a malfunction.

When a malfunction is indicated, ensure drivers are using paper RODS for the current 24-hour period and the previous 7 days and continue to use paper RODS until the ELD malfunction has cleared.

Contact Relay ELD support via SIM at <https://tiny.amazon.com/yxa31ow5>



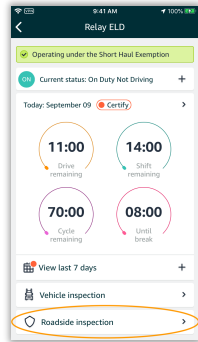
Keep this Cab Card in Your Vehicle for Reference

Version 1.1 12/2020

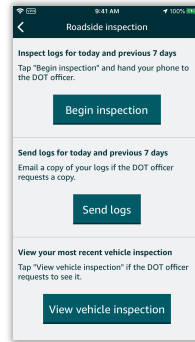
### eRODS Transfer and Roadside Inspection

You must BT connect to vehicle to use Roadside inspection.

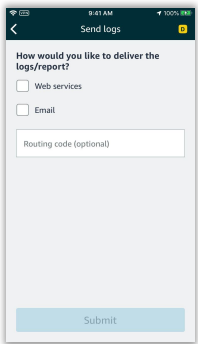
1) Scroll to the bottom of the main Relay ELD screen and tap "Roadside inspection"



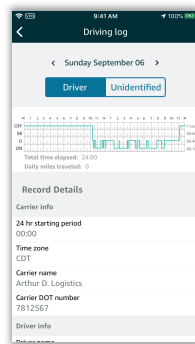
2) To initiate an on-screen inspection tap "Begin inspection". To send logs to FMCSA tap "Send logs".



3) To send logs to FMCSA tap "Web Services" or "Email" and add a comment as directed by the law enforcement officer and tap "Submit". You will receive a success or error message within 15 seconds.

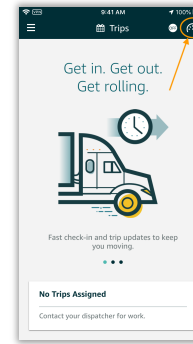


4) To view the current 24-hour period and past days tap the arrows next to the displayed date. Scroll the page to view all events for the date displayed.

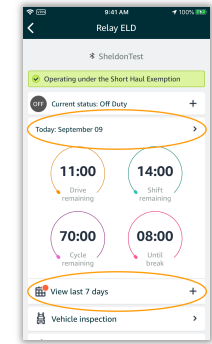


### Viewing Driver's HOS Logs

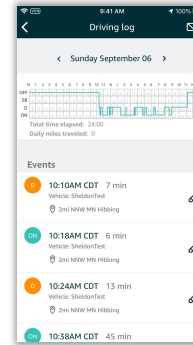
1) Navigate to Relay ELD by tapping on the Speedometer icon on the Trips page.



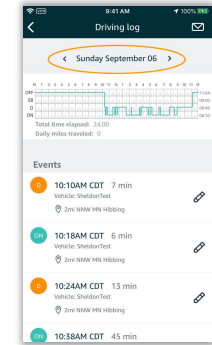
2) Tap/select today or expand to view last 7 days.



3) Tap and drag to scroll to view ELD events and carrier and driver information for the 24 hour period.



4) Tap arrows next to displayed date to view logs for other days.



Keep this Cab Card in Your Vehicle for Reference