

 MUST REMAIN IN THE VEHICLE AT ALL TIMES!



# SP LOGBOOK<sup>®</sup>

POWERED BY VEHICLE TRACKING SOLUTIONS<sup>®</sup>

## DRIVER'S GUIDE

If you have any questions,  
please contact your system administrator.

## Logging In

1. Launch the SP Logbook mobile app by clicking the SP Logbook icon on your homescreen.
2. Enter your driver's pin.
  - a. If you have not been provided one, or are unsure what your driver pin is, please contact your Silent Passenger administrator.
3. Click Login.



## Connecting to an SP Logbook enabled vehicle

1. Turn the ignition on.
2. Upon clicking Login, SP Logbook will search for your nearby vehicle.
3. You will be presented with a list of the discovered vehicles.
4. Select the vehicle that you are driving.
5. Upon successful connection, you will be brought to the SP Logbook Status Screen.



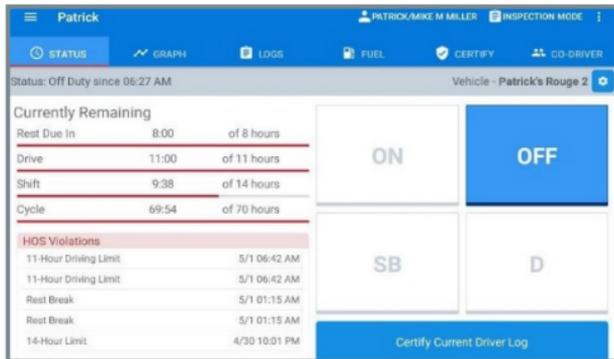
## STATUS SCREEN

On the Status Screen, a driver can easily identify their Currently Remaining Hours, as well as perform Duty Status Changes.

### Currently Remaining Hours

As a driver, on the left side of the SP Logbook app you can identify how many hours are left before needing to

make a duty status change. Depending on your current duty status, your hours will count down minute by minute, and the red bar will decrease.



### Hours of Service Violations

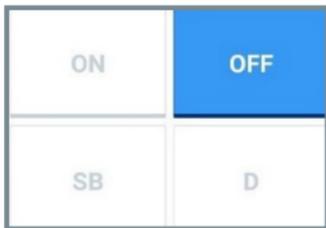
As a driver, it's important to know if you have any violations for the current cycle that you are in. Under the currently remaining hours, you will see a section that will list any violations for this current cycle. If there are no violations, it will display "No Violations".

HOS Violations	
60/70-Hour Limit	2/12 06:00 AM
11-Hour Driving Limit	2/11 09:59 PM
60/70-Hour Limit	2/11 06:57 PM
14-Hour Limit	2/11 03:32 AM

No Violations

### Duty Status Tiles

On the right side of the Status Page, a driver will see 4 tiles. These are the duty statuses that a driver will be able to transition between. To identify the current duty status, the status will be highlighted in blue.



### Certifying Current Driver Log

When in the Off Duty or Sleeper Berth status under the Duty Status Tiles, there will be a button to certify your driver's log. As a driver, you will want to certify your logs before logging off. Once you have certified your logs, the button will disappear. *(If you have a new duty status entered after certifying your logs you will need to certify them again).*

Certify Current Driver Log

### Automatic Duty Status Selection

When a driver is successfully connected to a vehicle and that vehicle exceeds 5mph, the driver's duty status will automatically change to Driving.

**When a driver stops the vehicle or turns the Ignition Off, they can manually click On-Duty, or after 5 minutes SP Logbook will prompt the driver to confirm their duty status. If nothing has been entered on the prompt after 60 seconds, SP Logbook will automatically move the driver to the On-Duty Status.**

## Connecting to a Different SP Logbook Enabled Vehicle

On the Status page above the Duty Status selection and to the right of the vehicle you are connected to currently, you will see a gear wheel. When you click the gear wheel, you will be brought to the Vehicle Information Page. On this page, you can use the Rescan button to connect to another vehicle.

← Vehicle Info

Truck  ▼ Trailer

Vehicle	Start Time	End Time	Start Odo.	End Odo.	Trailer
149366	06:00 AM	08:15 AM	269.26	300.81	

### Duty Status Exemptions

If enabled for your fleet, a driver can utilize Personal Conveyance, Yard Move, Adverse Driving conditions, & Short-Haul Exemption exemptions. These statuses can be started by clicking the Driver's name and choosing: Start Personal Conveyance or Yard Move.

- Personal Conveyance allows you to make personal use of your vehicle in your off duty time, without it being reflected in your driving logs or impacting your hours of service.
- The Yard Move status should be used for moving your vehicle short distances in a yard or parking area.
- Adverse Driving Conditions should be utilized by a driver when an unforeseen circumstance has caused the driver to potentially exceed their driving limits. This would increase the drivers time by 2 hours.
- Short Haul Exemption is a specific exemption that allows a driver to increase their Shift total by 2 Hours. This exemption can only be utilized once per cycle/34 hour reset.



Once in Yard Move or Personal Conveyance, the Status screen will change to allow the driver to easily identify the exemption they are in, also providing the driver an easy way to end the Exemption.



## Co-Drivers

### Adding a Co-Driver

By clicking the driver's name, a driver can add a Co-Driver to the Driver Log. As a Co-Driver, enter the login passcode to the driver's device. Once a Co-Driver has been added, the driver's name will change to display "Driver's Name / Co-Driver's Name". By clicking the names when in the On Duty status, click "Switch Driver" button which will allow the driver to switch positions with the co-driver.

## Managing Co-Driver Duty Status

When a driver has added a co-driver to the driver log, on SP Logbook there will be a tab for “CO-DRIVER”. When viewing this screen, the Co-Driver can manage their Hours of Service(HOS) such as On Duty, Off Duty, or Sleeper Berth times.

The screenshot shows the 'CO-DRIVER' management interface. At the top, there are navigation tabs: STATUS, GRAPH, LOGS, FUEL, CERTIFY, and CO-DRIVER. Below these are three large buttons for 'ON', 'OFF', and 'SB'. The 'OFF' button is currently selected. Below the buttons, the date '05/07/2018 Today' is displayed with navigation arrows. A table below shows the driver's log entries.

Status	Time	Location	Mileage	Eng Hrs	Origin	Driver	Vehicle
Logoff	06:53 AM	Commack, NY	0	91.7	Driver	Mike M Miller	[Not Selected]
Login	06:39 AM	Commack, NY	0	91.7	Driver	Mike M Miller	[Not Selected]

## Adding Shipping Documents

By clicking the driver's name, you can choose Shipping Document. The Shipping Document screen will allow the driver to add all the BOL's or Shipping Document numbers for their driver log. The BOL/Shipping Document number will be available for the driver to add and delete them at any time. At the time of a roadside inspection, the officer will be able to see them when the driver is in inspection mode.

The screenshot shows a 'Shipping Document' management screen. It has a blue header with 'Cancel' on the left and 'Done' on the right. Below the header is a text input field containing '900866' and an 'Add' button. Below that is another text input field containing '1469872' and a 'DEL' button.

# Completing a Driver Vehicle Inspection Report(DVIR)

A driver will need to complete a pre-trip and post-trip inspection for every trip. When the driver changes vehicles, the driver will complete a Pre/Post Trip Inspection Report for any additional vehicles. In order to complete a DVIR, a driver can click the 3 dots at the top right-hand corner of SP Logbook. Then choose DVIR Logs.

The screenshot shows the top navigation bar of the SP Logbook application. The user is logged in as Patrick. The navigation menu includes STATUS, GRAPH, LOGS, FUEL, CERTIFY, and CO-DRIVER. The 'INSPECTION MODE' menu is open, showing options: Carrier Info, Settings, DVIR Logs (highlighted with a red arrow), and About SP LogBook.

Once inside DVIR Logs, as a driver you will be able to view previously completed DVIR Logs.

Click New DVIR and once on the screen, a driver will have the ability to enter a trailer, as well as Bill of Laden's on their DVIR. A driver will then inspect the vehicle, and if any issues are identified, a driver will mark the item that they found an issue with. They can utilize the Remarks field to add any additional notes about the issue they found. From there, a driver will sign their DVIR and choose Submit DVIR.

1.



## Road Side Inspection

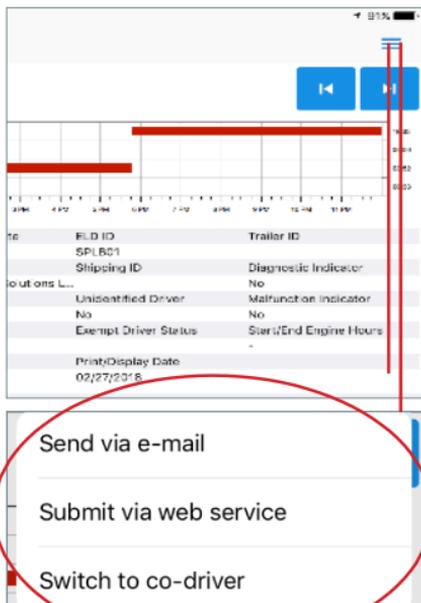
Inspection Mode allows an inspection officer to view your driver logs but not any other information from the SP Logbook Mobile Application. The inspection officer can view the last 7 days plus today's Driver Log.

1) On the Blue Banner click Inspection Mode.



2) The driver will then be brought into the Inspection Mode Screen, at this point the driver can provide SP Logbook to the officer.

- 3) On the Inspection Mode screen-
- On top, the officer will be able to view the graph.
  - In the middle of the screen, there will be a section containing the Vehicle Information, Motor Carrier Information, and Driver Information.
  - At the bottom of the screen, it will display the Duty Status Changes.
  - Send Via Email- will send an encrypted email directly to the FMCSA allowing them to further their logs.
  - Send Via Web Service(Preferred)- will send an encrypted email directly to the FMCSA allowing them to further their logs.



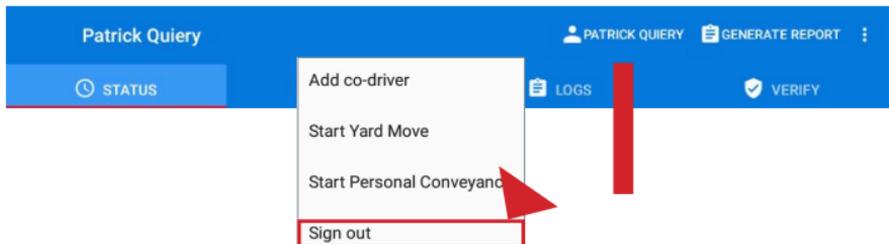
4) \*\*Please ensure to include Officers DOT Number when submitting

## Signing Out of SP Logbook

At the end of a driver's day, they can sign out of SP Logbook. Signing out of SP Logbook will ensure that any additional drive time recorded on that vehicle will not reflect on that driver's log. To sign out of SP Logbook, a driver will click their name and then choose SignOut.

When signing out, you may receive notifications to confirm a few Items:

- 1) If you have not certified your Log-
  - a. You will be asked to either Sign Out (will not certify your log) or you can choose Review And Certify. This will bring you to the Certify tab in SP Logbook.
- 2) If you have Pending Driver Log Update Requests-
  - a. You will be asked to Sign Out (will not accept or deny any pending changes) or you can choose to Review and Certify. This will bring to you the Certify tab.
- 3) If you are not in Off Duty/Sleeper Berth-
  - a. You will be requested to go Off Duty 'Yes' or 'No'. Either of these options will log you out. 'Yes' will move the driver to the Off Duty Status. 'No' will leave you in your current duty status.



# Reviewing & Certifying Logs

## 1) Uncertified Driver Logs

This displays to the driver any of their logs that have not been certified.

To certify a record:

- 1) You will see the list of records that have not been certified
- 2) Click the Driver Log date that you would like to Certify
- 3) On the top right of the page, click "Certify"
- 4) Choose 'Agree'

Patrick								PATRICK/MIKE M MILLER		INSPECTION MODE	
STATUS	GRAPH	LOGS	FUEL	CERTIFY	CO-DRIVER						
UNCERTIFIED DRIVER LOGS				DRIVER LOG EDIT REQUESTS							
Log Date	Vehicle	Trailer(s)	Start Location	OFF	SB	DR	ON				
May 7, 2018	Patrick's Rouge 2		Commack, NY	23:54	0:00	0:00	0:06				
May 6, 2018			Not available	24:00	0:00	0:00	0:00				
May 5, 2018			Not available	24:00	0:00	0:00	0:00				



## 2) Pending Driver Log Edit Requests

This is where you will be able to view all the driver log edits that are still pending for the driver to Approve or Reject.

To Approve or Reject the Change:

- 1) You will see the list of records of driver logs that contain edits
- 2) Click the Driver Log date in that want to review
- 3) You will first see the current (un-edited) driver log
- 4) On the top right of the page, you can click Preview Changes to view what changes were made
- 5) On the top right-hand side of the page you will be able to Approve or Reject all changes

The screenshot displays the 'Driver Log Edit Requests' section of a software interface. At the top, there are navigation tabs for STATUS, GRAPH, LOGS, FUEL, and CERTIFY. Below these, a table lists 'UNCERTIFIED DRIVER LOGS' and 'DRIVER LOG EDIT REQUESTS'. The 'DRIVER LOG EDIT REQUESTS' table has columns for Driver Log, Requested By, Requested On, Added, Deleted, Changed, and Status. A 'Review Driver Log Changes' modal is open, showing a comparison between the 'Original Driver Log' and the 'Updated Driver Log'. Each log is represented by a bar chart with a grid background. The 'Updated Driver Log' chart includes a legend for 'Update types: Added (green), Deleted (pink), Changed (yellow)'. Below the charts are two tables: one for the original log and one for the updated log, both with columns for Status, Time, Location, Mileage, Eng Hrs, Origin, Driver, and Vehicle. The updated log table shows four entries, all marked as 'Edited'.

Driver Log	Requested By	Requested On	Added	Deleted	Changed	Status
Jul 31, 2017	Pete Desiderio	05/03 05:31 PM	No entries	No entries	No entries	Pending
May 2, 2018	Pete Desiderio	05/03 05:32 PM	1 entry			
May 2, 2018	Pete Desiderio	05/03 05:33 PM	2 entries			

Status	Time	Location	Mileage	Eng Hrs	Origin	Driver	Vehicle
On Duty	05:14 AM	Selden, NY	0	0	Edited	Patrick	[Not Selected]
Off Duty	12:30 PM	Commack, NY	0	0	Edited	Patrick	[Not Selected]
On Duty	01:00 PM	Commack, NY	0	0	Edited	Patrick	[Not Selected]
On Duty	02:15 PM	Commack, NY	0	0	Driver	Patrick	[Not Selected]

### 3) Unassigned Drive Time

This is where you will be able to view all of the unassigned drive time for the vehicle you are currently connected to. (Unassigned drive time is when a vehicle is moving and there is no driver connected to the vehicle)

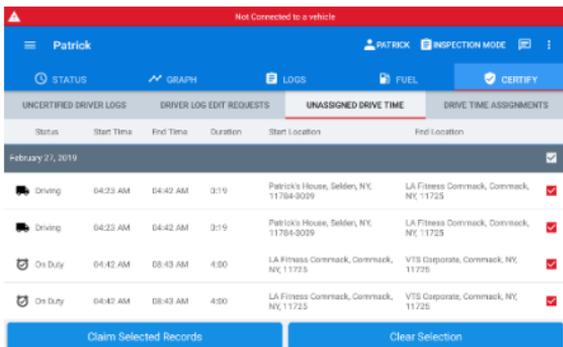
To Accept unassigned drive time:

1) You will see a list of records that contain Drive time not assigned to a driver

2) Click on the entries that you would like to claim

3) click “Claim Selected Records”

4) The records will be automatically appended to the drivers log, inserting the duty status.



The screenshot shows a mobile application interface for a driver named Patrick. At the top, a red banner indicates "Not Connected to a vehicle". Below this is a navigation bar with "Patrick" and "INSPECTION MODE". The main menu includes "STATUS", "GRAPH", "LOGS", "FUEL", and "CERTIFY". The "LOGS" section is active, showing a list of records for February 21, 2019. The records are categorized by status: Driving, On Duty, and On Duty. The "UNASSIGNED DRIVE TIME" tab is selected, highlighting records where the driver was not assigned. At the bottom, there are two buttons: "Claim Selected Records" and "Clear Selection".

UNCERTIFIED DRIVER LOGS	DRIVER LOG EDIT REQUESTS	UNASSIGNED DRIVE TIME	DRIVE TIME ASSIGNMENTS		
Status	Start Time	End Time	Duration	Start Location	End Location
February 21, 2019					
Driving	04:23 AM	04:42 AM	3:19	Patrick's House, Sellers, NY 11794-0039	LA Fitness Commack, Commack, NY 11725
Driving	04:23 AM	04:42 AM	3:19	Patrick's House, Sellers, NY 11794-0039	LA Fitness Commack, Commack, NY 11725
On Duty	04:42 AM	08:43 AM	4:00	LA Fitness Commack, Commack, NY 11725	VTS Corporate, Commack, NY 11725
On Duty	04:42 AM	08:43 AM	4:00	LA Fitness Commack, Commack, NY 11725	VTS Corporate, Commack, NY 11725

### 4) Drive Time Assignments

This is where you will be able to view all the Drive Time Assignments that are pending for the driver to Approve or Reject.

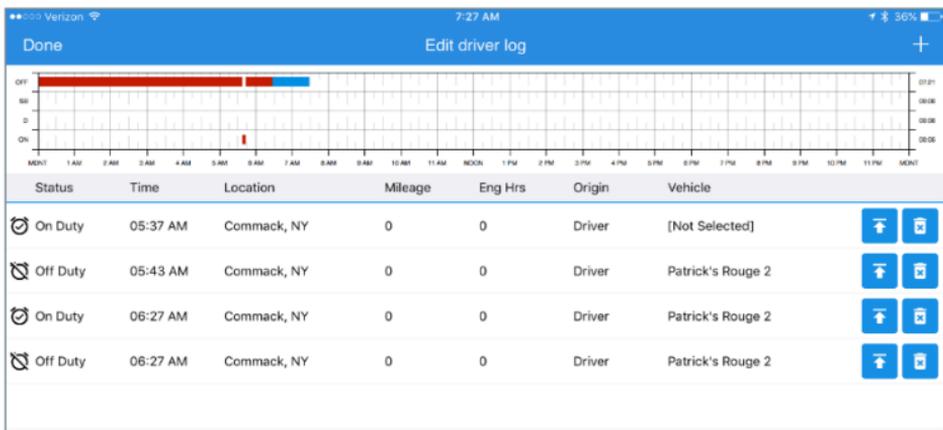
To Approve or Reject the Change:

- 1) You will see the list of records of driver logs that contain assignments
- 2) Click the Driver Log date in that want to review
- 3) You will first see the current (un-edited) driver log
- 4) On the top right of the page, you can click Preview Changes to view what changes were made
- 5) On the top right-hand side of the page you will be able to Approve or Reject all changes

## Editing Driver Logs

Drivers can edit their driver logs as well. Inside the Graph tab and Logs tabs, they will be able to locate the Edit Pencil. By clicking this Edit Pencil, the drivers access Edit Mode.

Once on this screen, the driver will see the graph at the top of the screen. Below the graph contains all the existing duty statuses. On the top right of the screen you will find the “+” which will allow the driver to add a new duty status.



Pre-Existing  
Duty  
Statuses

Add New  
Duty  
Statuses

- Insert New Duty
- Delete Duty Status

## 1) Add New Duty Status

- Click the "Add New" Duty Status
- Select the duty status start time
- The Location will allow the driver to choose the location or manually enter their location at the time of the duty status
- Enter Remarks to insert the new duty status

\*Add New Duty Status will only add a new duty status to the end of a Drivers Log

## 2) Edit an Existing Status

- When a driver clicks an existing duty status, the driver will have the option to edit the existing status, to change the status, or change the start time of the duty status. The driver can also annotate an existing Duty Status.

## 3) Inserting a New Duty Status

- Inserting a new duty status will allow the driver to add an additional status if one was not previously logged.

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## Want to learn more?

Call one of our client success experts at [800-671-5222](tel:800-671-5222).



# Troubleshooting Guide

**1) Not connected to a vehicle- There will be a Red Banner across the top of the screen that says you are not connected to a vehicle.**

- a. Click the Red Banner and Choose Rescan
- b. It will search for your vehicle's name
- c. When discovered, click your vehicle's name to connect
- d. Once connected, the Red Banner will be removed again

**2) Vehicle not being discovered- when you are searching via Bluetooth in SP Logbook if you are unable to locate your vehicles.**

- a. Verify you are at the vehicle
- b. Make sure that the vehicle is running
- c. Click Try Again
- d. If still not discovered, please turn the vehicle off for 30 seconds.  
And then back on
- e. Click Try Again
- f. If still not able to get discover your vehicle, please reboot your device and try again

**3) Violation showing on Status Page- If a driver is showing violations on the status page in SP Logbook.**

- a. Click the violation
  - i. This will provide a detailed description why you are in violation
- b. Go to the Graph Tab and verify that your hours are correct
  - i. If they are not correct, please view our user guide on editing a driver log
  - ii. As well, contact your motor carrier about making an edit you're your driver log

**4) Not able to log in- If a driver is receiving an error message when trying to sign in to SP Logbook**

- a. Verify your Motor Carrier is correctly selected.
  - i. To change your Motor Carrier on the login screen, click the Gear Wheel and select an existing Motor Carrier or Add An Additional.
  - ii. Verify that there are no mistakes in your driver pin.
    - 1. If you are unsure of your driver pin contact your Motor Carrier for assistance.

**5) Malfunction with ELD device – If there are any malfunctions with the ELD device that you are using to keep track of your Hours of Service**

- a. First, verify that your device is charged and powered on.
- b. If you are having an issue while inside the SP Logbook app
  - i. Reboot your device
  - ii. If the problem still exists, please Log back in go to the top right menu, choose Settings and Submit Error Logs.

**Notes:**

- a. If any of these issues cannot be resolved, please inform your Motor Carrier immediately letting them know the nature of the issue. They will let you know how to proceed.
- b. If there are any technical questions, please contact the Vehicle Tracking Solutions Help Desk for assistance on troubleshooting any issues further regarding SP Logbook.

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