



Quick Reference Card

Add an ELD Truck: BigRoad Web & Mobile Apps

OVERVIEW

It is an ELD Requirement that a driver can add a Truck to their Daily Log Headers.

BigRoad ELD drivers should not need to manually add a truck, since they should be selecting their truck before driving it.

However, they may need to manually add a truck in the following scenarios:

1. They were driving for their current fleet, but in an ELD exempt vehicle and they did not use BigRoad to record their time, and/or
2. They work for more than one fleet and the other fleet does not use BigRoad, and/or
3. The ELD device was accidentally disconnected from the vehicle while driving it

Drivers are also required to include all Driving /On duty times in their logs.

They can record the time manually in the above scenarios, using an annotation, and include the vehicle they added manually.

ADD AN ELD TRUCK TO A DRIVER'S LOG: BIGROAD WEB APP

In the event, you are editing a Driver's log and the Vehicle information is missing for the log day, follow the steps below to Add an ELD Truck:

1. Login to the BigRoad Web Application
2. Select a Driver name

3. From the Driver's profile page, select **Edit Daily Log** for a Log day
4. On the Edit Daily Log window, click the **Add Truck** dropdown menu

The screenshot shows the 'Edit Daily Log' page for driver Erin Penner on Fri Sep 25, 2020. The 'Add Truck' dropdown menu is open, displaying a list of vehicles: Mac345, JcCA, Genx, 1138, Mac3, JcC20, Mac1, and Mac2. The 'Add Another Truck' button is also visible.

5. From the list of vehicles, select the appropriate Truck
6. If the Vehicle driven is not in the list, click the **Add Another Truck** button
7. When adding a truck manually, the VIN and license plate will automatically be filled out, if the vehicle is already in the fleet.
8. If this is a new vehicle, you can enter a VIN, but it is not a requirement.
9. Enter a **Start** and **End** odometer value
10. Click the **Save** button

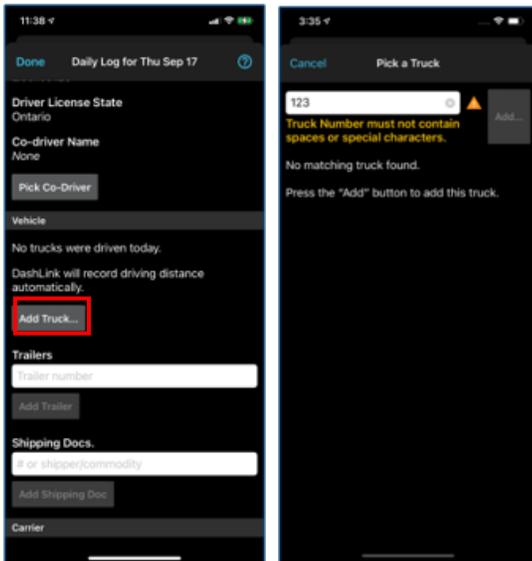
The screenshot shows the 'Truck TimFlexELD' form with the following fields highlighted: License (A112344), VIN (1GTGL98E04NHZCVDG), Start Odometer (123456 km), End Odometer (123765 km), and Distance (309 km). The 'Add Another Truck' button is also visible.



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ADD AN ELD TRUCK TO A DRIVER'S LOG: BIGROAD MOBILE APP

1. Log in to the **BigRoad Mobile App**
2. Select **Logs**
3. Tap **View Logs**
4. Select the day that needs a truck
5. Select Header
6. Tap **Edit**
7. In the vehicle section select **Add Truck**
8. From the list of all Trucks in your fleet, select the appropriate Vehicle



9. Enter the **Start and End Odometer** value
10. Enter a Note in the **Note** section



Note: Any driving and on-duty time using that truck will have to be added to the log with an annotation.

Note: The trucks entered manually will be included in the eRODS file submitted to FMCSA, however there will not be any ELD events tied to those trucks. Adding the truck is only an ELD formality.

Note: Adding a Truck to a daily log header, does not add the Truck to the Fleet's truck list.