



Quick Reference Card

Canadian Personal Use

Overview

Personal use allows you to move a vehicle during your off-duty time.

In this Quick Reference Card (QRC) we will review how to start and end a Personal Use event and what may interrupt these events. We will also look at what these events look like on your logs.

Please note that throughout the BigRoad Solution the terms Personal Conveyance / Personal Use and PC all refer to the same thing and appear throughout the application.

Requirements

To use the special driving status “**Personal Use**”, you must ensure the following:

- The vehicle is not used in the course of the business of the motor carrier.
- The vehicle has been unloaded.
- Any trailers have been unhitched.
- The odometer reading is recorded at the beginning and end of the Personal Use.
- The driver is not the subject of an out of service declaration under section 91.

BigRoad Mobile App requirements

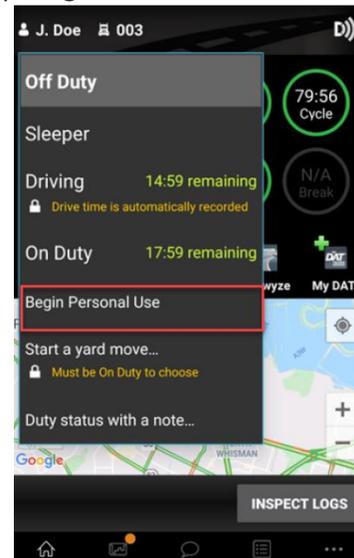
To use personal use, several things need to be set up to ensure your compliance:

- You are connected to the Dashlink device installed.
- You must be in the off-duty status prior to selecting ‘**Personal Use.**’
- The Administrator has allowed the use of ‘**Personal Conveyance**’ on the fleet or for the specific driver.
- You do not exceed 75 KM/day in ‘Personal Use.’

How to start Personal Conveyance

To use Personal Conveyance, please follow these steps:

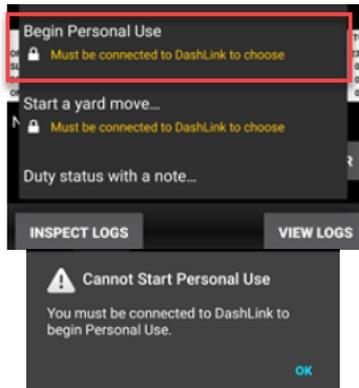
1. Sign into the BigRoad Mobile App
2. Turn the ignition on your Vehicle.
3. From the truck list, select the Truck you are in
 - a. The most recent truck will be on the top.
4. Wait until the Dashlink Symbol shows you are connected.
 - a. It will be solid white with no  indicator.
5. Tap the Duty status selector (the largest circle)
6. Tap ‘**Begin Personal Use**’



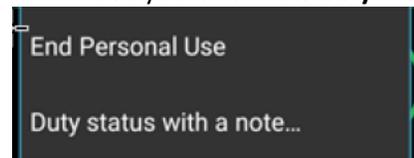
- a. If you are not connected to a dashlink the BigRoad mobile app will not allow you to start Personal Conveyance.



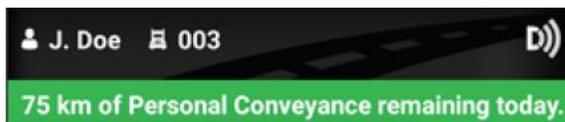
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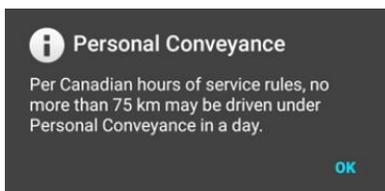
2. You will only see 2 options, 'End Personal Use' or 'Duty Status with a note...'
 - a. **End Personal Use** will end your time in personal Use and put you in 'Off Duty'
 - b. 'Duty Status with a note...' will give you the added ability to add a note but still leave you in the 'off duty' status.



7. You will now see a banner with the amount of personal conveyance you have available to use.
 - a. The banner serves as a **Live Counter**. It will count remaining Kilometers left in daily PC driving Limit. i.e.: 8 KMs of Personal Conveyance remaining today.

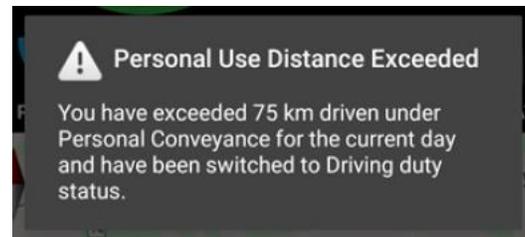


8. If you tap the banner, you will receive more information: "Per Canadian hours of service rules, no more than 75 km may be driven under Personal Conveyance in a day."



If you reach or exceed the 75 KM distance limit/day
The BigRoad Mobile App will display a prompt telling you that the daily PC limit has reached, and you can **no longer driver under Personal Use for that day.**

- You will be switched to 'Driving' duty status automatically.
- The prompt will disappear automatically in 30 seconds.



Note: You will not be able to select personal conveyance again for that day once you have reached or exceeded the 75 KM limit.

Interruptions to Personal Use events

When you are operating under the Personal Use status, and the ELD powers off and on again, (engine turning off and on or ELD Device being unplugged and plugged back in) the BigRoad Mobile app will prompt you to do the following:

- Continue Personal use
- Change to Off Duty

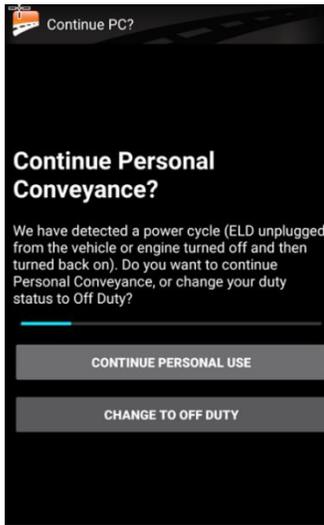
How to End Personal Conveyance

Follow the steps below once you have finished using personal use:

1. Tap the Duty Status Selector (The largest circle)



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This prompt will stay on screen for 1 minute. If you do not action the prompt, the following events will occur:

- You will be put into 'Driving' Status.
- An ELD event will be generated with a note. **"Ended automatically after power off cycle."**

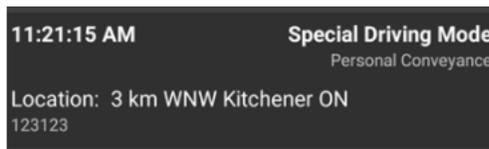
If you select **Continue in Personal Use** you can continue as you were before, and the counters will continue.

If you select **Change to Off Duty**, you will now show in 'off Duty' and your counters will now display how much time until your reset.

Personal Conveyance Log Events

Personal Conveyance will show in the log as a **'Special Driving Mode'** and underneath it will indicate **'Personal conveyance'**.

- It will also record the Time the event started, the location and the odometer of the vehicle.



When you end the event, a new event will be created. It will still show **'Special Driving mode'** underneath of that it will say **'Special driving mode clear.'**

- A note under the location will mention the distance travelled in that specific Personal Conveyance event.
- If you exceed the 75km/day maximum, two events will be created in your daily log:

- **End of PC** – event with a note will be created.
 - This event will have a note to explain why this was created: **75 km PC limit reached while driving**
- A **Driving** event will be created.

