LimoLogs User Guide

I am a driver

Signing up

GET THE LIMOLOGS APP

You can **download** the LimoLogs app from https://lbcfleet.com/.

ACCOUNT CREDENTIALS

The company you are working for will give you your **account credentials** to sign in.

Working in LimoLogs

NAVIGATE THIS GUIDE

This guide will help you navigate the LimoLogs app. It covers the most common processes and tasks most drivers will perform in an average day.

For additional information – for example about reporting accidents, reviewing your logs and reviewing your weekly hours – please go to the Main menu options section.

MANAGE YOUR DAY

- After signing in, you must select a duty status, for example signing in to perform administrative tasks or clocking in for a new driving shift. Your day's workflow and your hours that are logged by the system are dictated by your duty status.
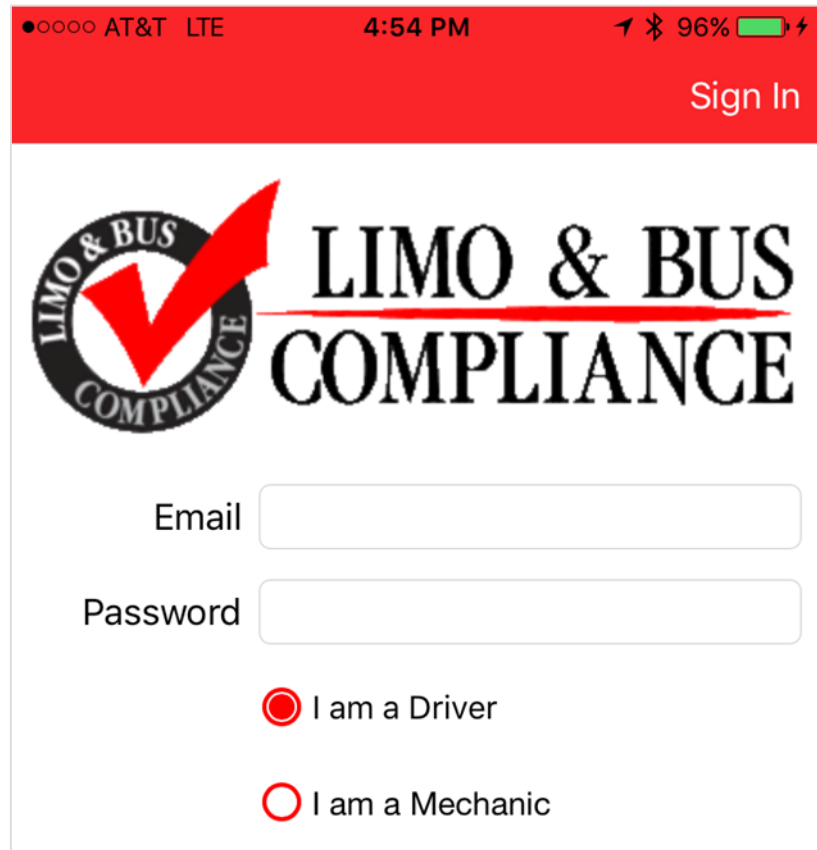
  Note: You may change some aspects of these logs manually if make a mistake.

- When you sign in or out, or change your duty status, you must confirm your location.
- If you are going to be driving for your company, you will need to select a vehicle.
- When you sign in, and when you sign out for a trip, you may be prompted to review and sign off outstanding certification logs and unassigned driving records for the vehicle to which you are assigned.
- If you are starting a new driving shift, you must review and sign the previous driver's DVIR/LOG and sign a pre-trip inspection for your vehicle. When you sign out, you must sign a post-trip inspection for your vehicle.

Note: A DVIR/LOG refers to a vehicle inspection form.

SIGN IN

1. Enter the email address and password that were assigned to you by the company you work for.
2. Select the **I am a Driver** checkbox.
3. Tap **Sign In.**

CERTIFY LOGS

After successfully signing in, you should perform a certification of any **outstanding logs**. Under the new ELD mandate, drivers are now required to give a second certification of their logs in addition to the signature in the event there have been changes. You may skip this step temporarily, but will be repeatedly prompted to certify outstanding logs as required by law.

To review certification logs:

1. Tap each log to review it. Tick the associated checkbox if you agree that your record of duty status for the log is correct.
2. At the top right of the screen, tap **Agree**.
3. If you are not ready to certify the logs, at the top left of the screen, tap **Not Ready**.
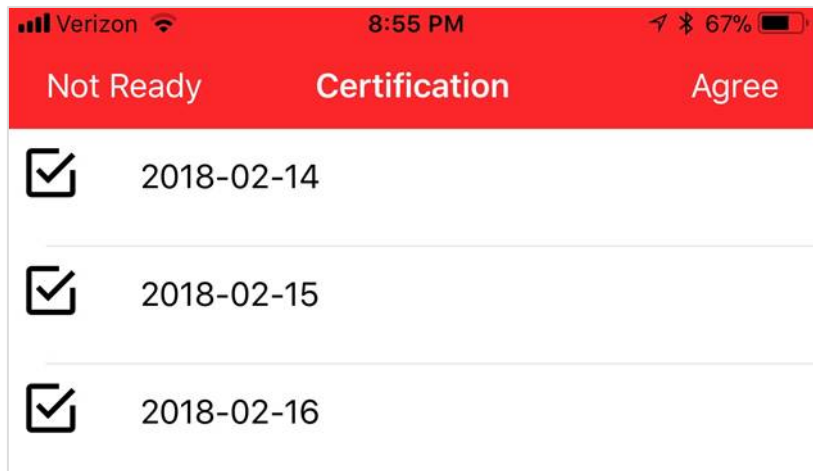
REVIEW PREVIOUS DAY'S LOGS

You will be prompted daily to review and sign for the logs from the last day you signed in if you signed out without reviewing it.

To review your last log:

1. Tap the log you wish to review and follow the confirmation procedure.
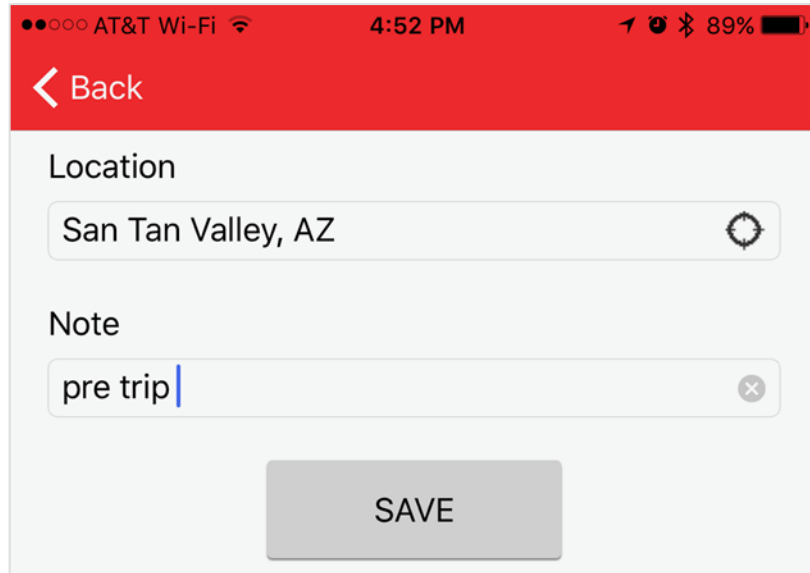2. At the top right of the screen, tap Next.

CONFIRM YOUR LOCATION

As required by federal regulations, every time you make a change in duty status you must enter a location point. Your phone's GPS will pick up your location or you can type it in.

To enter your location:
1. Select the compass to automatically find your location OR tap in the **Location** field to type it.
2. Tap in the **Note** field to start typing a note.
3. Tap **SAVE**.

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❮ Back

Location

San Tan Valley, AZ   ◎

Note

pre trip| ⊗

SAVE

CLOCKING IN

After successfully signing in and reviewing your logs, select one of the following options:

What would you like to do?

Clock In

Clock In with Vehicle

Do Not Clock In

Note: Your company may set up some of these options slightly differently.

1. CLOCK IN

Select this option if you are not working directly with a vehicle but are still clocking hours, for example if you are performing a non-driving job for your company like depositing wages at the bank or performing administrative tasks.

When you clock in, you will have to:

1. Confirm your location.
2. Complete a DVIR/LOG for the day.
3. Choose a duty status.

2. CLOCK IN WITH VEHICLE

When you clock in with a vehicle, you will have to:

1. Confirm your location.
2. Select a vehicle.
3. Review the previous driver's DVIR.
4. Complete a pre-trip inspection.
5. Choose a duty status.

When you clock off, you will have to:
1. Confirm your location.
2. Perform a post-trip inspection of your vehicle, including updating the odometer reading for your vehicle.

3. DO NOT CLOCK IN

Select this option if you do not wish to clock worked hours, but wish to:

- Perform various adhoc tasks via the main menu, for example see how many hours you have available for the week, review your logs or report an accident.
- Clock in.

SIGN OUT

When you sign out for the day, you should first select the **OFF** duty status. If you don't, the next time you sign in, the system will presume you are still assigned to the previous vehicle you drove.
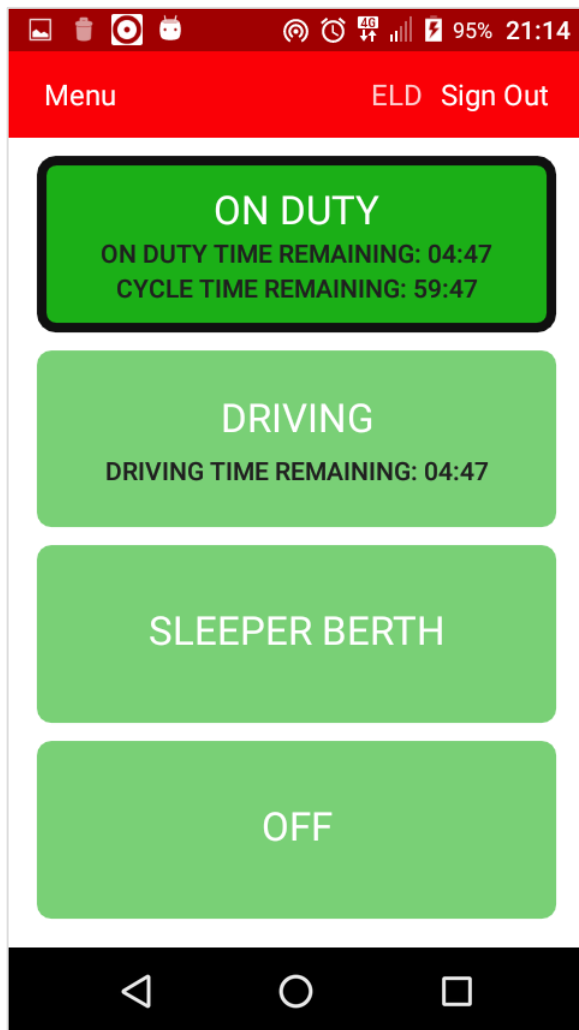
To sign out:

1. Tap the **OFF** button.
2. At the top right of the screen, tap **Sign Out**.
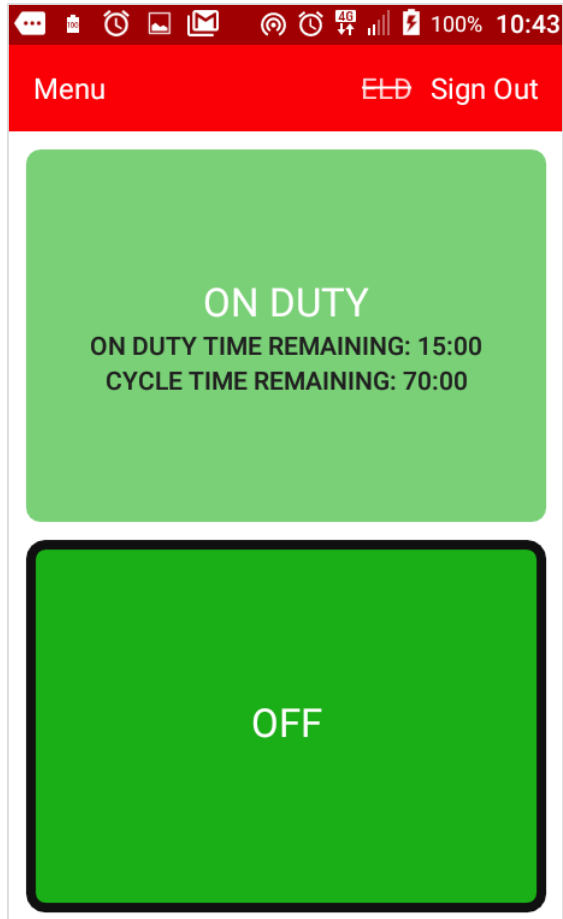
Selecting a duty status

After you sign in, the system will prompt you to select a duty status. In some cases, you may have to complete some tasks, for example reviewing the previous driver's DVIR before you start a driving shift. In most cases, you will have to confirm your location.

A duty status categorizes what you are doing during a certain period of the day, for example driving, of whether you are off duty.

DRIVING LIMITS

Your duty status is tracked so that you can get accurately paid and also for safety and legal reasons.

As a professional driver, you are only allowed to drive a vehicle of 9 or more passengers 10 hours a day, and not after having worked more than 15 hours a day. The hours you have available to work in a week, and to drive, is shown on the ON DUTY and DRIVING buttons. As your available time to drive or work runs out, the buttons will change colors.

DUTY STATUS TYPES

There are four types of duty status: **OFF**, **SLEEPER BERTH, DRIVING** and **ON DUTY**.

OFF – Anything that you do that is not paid work for a company. You may contrast this with the SLEEPER BERTH duty status, that indicates time out from driving but is still paid.

Notes:

- In this example, the dark green button with the black ring around it indicates this is the current duty status.
- When you sign out, make sure you have selected the **OFF** duty status first.

SLEEPER BERTH – Only applies to vehicles equipped with sleeper berths (big trucks). SLEEPER BERTH duty status counts towards hours working but NOT towards hours driving.

Note: If the selected vehicle does not have a sleep berth, the SLEEPER BERTH button will be grayed out as shown in this example, otherwise it will be green.
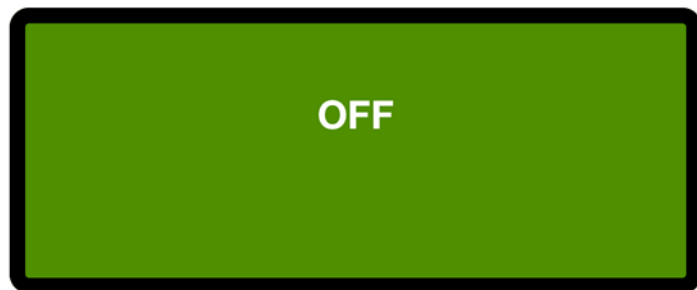
DRIVING – Any time spent driving a vehicle that seats nine or more people, including the driver.

> **DRIVING**
>
> DRIVING TIME REMAINING: 07:10

ON DUTY – Any compensated work for any employer.

To begin the day, and assuming the button is green, tap ON DUTY.

Note: When the ON DUTY button is red, it means that you may no longer drive.

Yellow represents less than 2 hours remaining to legally drive. When the ON DUTY button turns yellow, you should communicate with dispatch to make sure that you will be relieved if you still need to drive a van or bus.

> **ON DUTY**
>
> ON DUTY TIME REMAINING: 00:00
> CYCLE TIME REMAINING: 00:00

CLOCK OFF

When you clock off, you will have to perform a post-trip inspection. If you don't, you won't be able to sign out and will be prompted to complete the inspection when you next sign in.
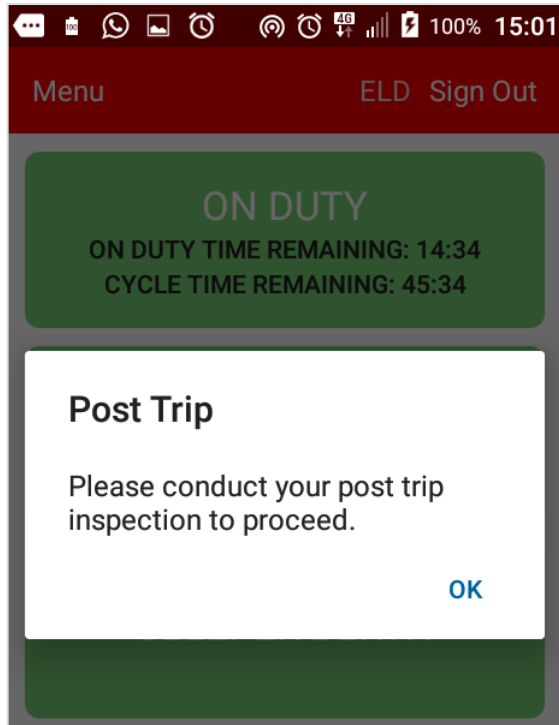
Completing DVIRs & LOGs

A DVIR & LOG comprises a log form and vehicle inspection sheet and allows you to:

- Review a **previous driver's DVIR**
- Complete **pre- and post-trip inspections**
- Complete a **driver checklist** if your company chooses to use one
- View previous vehicle **body damage** as well as report any new body damage found
- Report **mechanical issues**
- **Sign off your log(s)** to certify the information is correct

REVIEW A PREVIOUS DRIVER'S DVIR

Before you can start driving, you have to review a previous driver's DVIR. When you sign in, the **LAST INSPECTION** form will be automatically displayed.

If there was previous damage to a vehicle, you need to make sure from the report that this damage was fixed.

To certify that you have reviewed the DVIR for the previous driver's inspection:

1. Tick the checkbox at the bottom of the screen.
2. At the top of the page, tap **Next**.

Note: If the previous driver had not found an issue with the vehicle, you won't see a mechanic's notes or signature; you would just tick the checkbox and tap **Next.**

PERFORM PRE- AND POST-TRIP INSPECTIONS

When you clock in with a vehicle, after reviewing the previous driver's DVIR, you need to complete a pre-trip inspection. After your trip, you need to complete a post-trip inspection. Pre-trip and post-trip inspections are processed the same.

To complete your inspection:

1. Select the appropriate options in turn, where relevant – Driver Checklist, Body Damage and Mechanical Issue – and complete the required fields, or tick the **No defect was found** checkbox.

   Vehicle #, Commodity, Location and Start Odometer are mandatory fields. When you do a post-trip inspection, the End Odometer field is also mandatory.

   Ensure you indicate in the **Commodity** field whether this is a pre-trip or post-trip inspection.

2. If you logged any defects, the No Defect to Report checkbox label will change to Defect(s) Found. Tick this checkbox to continue:

   ☐ Defect(s) was found

3. Sign the form.
4. At the top right of the screen, tap **Save**.

   Note: When you save a completed DVIR & LOG, you will be asked to confirm the mileage. To do this, tap **OK**, check the mileage and tap **Save** again.

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BACK   DVIR/LOG   ELD SAVE ⋮

Vehicle No.   Chris-ULB

Commodity   Pre-trip

Location   San Helen   ⟲

Start Odometer 30000   End Odometer

[Driver Checklist] [Body Damage] [Mechanical Issue]

☐ No Defect to Report

Driver's Signature

1. DRIVER'S CHECKLIST

If your company has chosen to utilize a driver checklist, on the **DVIR & Log** screen, tap **Driver Checklist**. Here you can check the list of items that you should have with you, for example a fire extinguisher and medical aid kit, and review anything you should do before you start driving, for example check the glove box and back seat are empty.

To complete the driver checklist:

1. Review the checklist by ticking the checkbox for each item you have with you.
2. At the top right of the screen, tap **Done.**

If you wish to complete the checklist later, at the top left of the page, tap **DVIR & LOG**.

2. BODY DAMAGE

To review and report damage to your vehicle, on the **DVIR & LOG** screen, tap **Body Damage**.

- By reviewing all the **X**'s you will know what damage has already been reported to the company.
- You must any report new damage before your next trip.
- You must report any new damage after your trip.
- Reporting damage during your pre-trip inspection will record the time the damage was reported.

To review existing damage:

- Tap an **X** on the image.

To report new damage, tap and hold on the picture of the vehicle where you would like to report the location of the body damage.

1. On the **ADD BODY DAMAGE** screen, write a comment about the damage.
2. Tap **Take a photo** and then tap **ALLOW** to give LimoLogs access to your phone's camera.

   Note: The procedure to take a photo on different phones varies, for example some phones may require you give access twice.

3. After taking the photo, at the top right of the screen, tap **SAVE**.

Note: Do NOT report existing damage again.

3. MECHANICAL ISSUE

To report mechanical and equipment issues, on the **DVIR & LOG** screen, tap **Mechanical Issue**.

- If a defect is found, determine if the defect affects the safe operation of the motor vehicle. If you can operate the vehicle without injuring yourself or others, or if you will get a ticket for the defect, then select the first option.
- If the defect is a cosmetic issue that does not need immediate repair to safely operate the vehicle, select the second option.
- Add notes for each defect so that the mechanic knows what the specific problem is.

Note: You need to perform this process separately for issues that affect the vehicle's safety and for those that do not.

To report a mechanical issue:

1. Select the appropriate radio button to report an issue(s) that either does or does not affect the safe operation of the vehicle.
2. Tick a checkbox for each issue(s) you have encountered.
3. Enter a comment, if appropriate, for each issue.
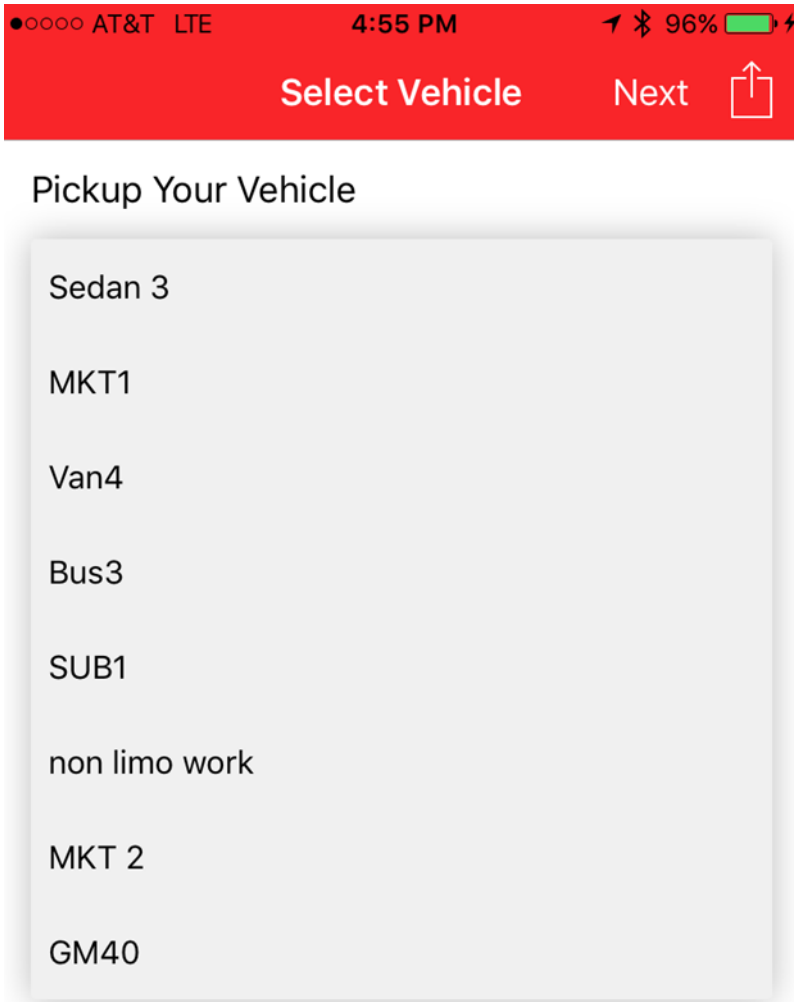4. At the top right of the screen, tap **SAVE**.

Selecting a vehicle

- If your vehicle does not appear in the **Select Vehicle** list, it is because LimoLogs will only allow you to select a vehicle that you are authorized to operate.
- After selecting a vehicle, you may be shown a screen with a list of **unassigned driving records** for that vehicle. If you have driven the vehicle during any of these times, please update your unassigned driving records.
- When you select a vehicle, you must select the **ON DUTY** duty status.
- When you begin your trip, you must select the **DRIVING** duty status.

SELECT A VEHICLE

To select your vehicle:

1. Tap on your assigned vehicle in the list.
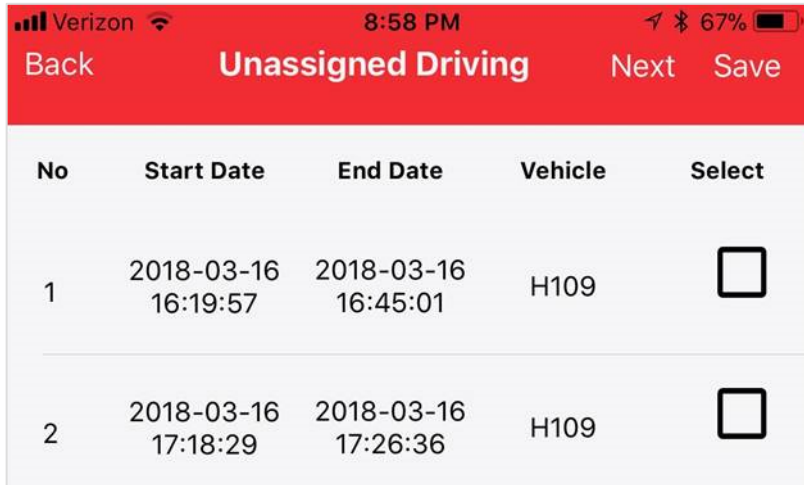2. At the top of the screen, tap **Next**.

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Select Vehicle   Next   ⬆

Pickup Your Vehicle

Sedan 3

MKT1

Van4

Bus3

SUB1

non limo work

MKT 2

GM40

UPDATE UNASSIGNED DRIVING RECORDS

If you have driven your selected vehicle during any of the times listed on the **Unassigned Driving** screen, please update your logs:

1. Tick the relevant checkbox(es).
2. To complete the logs, at the top right of the screen, click **Next**.
3. To save the logs to your profile to complete at a later date, at the top right of the screen, tap **Save**.

No	Start Date	End Date	Vehicle	Select
	.ıll Verizon 🤖	8:58 PM	⌦ ⁑ 67% ▮	
	Back	**Unassigned Driving**	Next	Save
1	2018-03-16 16:19:57	2018-03-16 16:45:01	H109	☐
2	2018-03-16 17:18:29	2018-03-16 17:26:36	H109	☐

# Main menu options

HOW DO I ACCESS THE MAIN MENU?

Usually you will perform your duties in a relatively structured manner, for example signing in, completing a DVIR & LOG, selecting your location, picking up a vehicle, selecting a duty status, etc.

However, sometimes, you may wish to perform a particular, adhoc, function, for example you may wish to create a manual log, view your weekly hours, check your virtual glove box or report an accident.

You will have access to the main menu after you have signed in and performed your first DVIR & LOG.

To view the main menu options:

- At the top left of the screen, tap **Menu**.
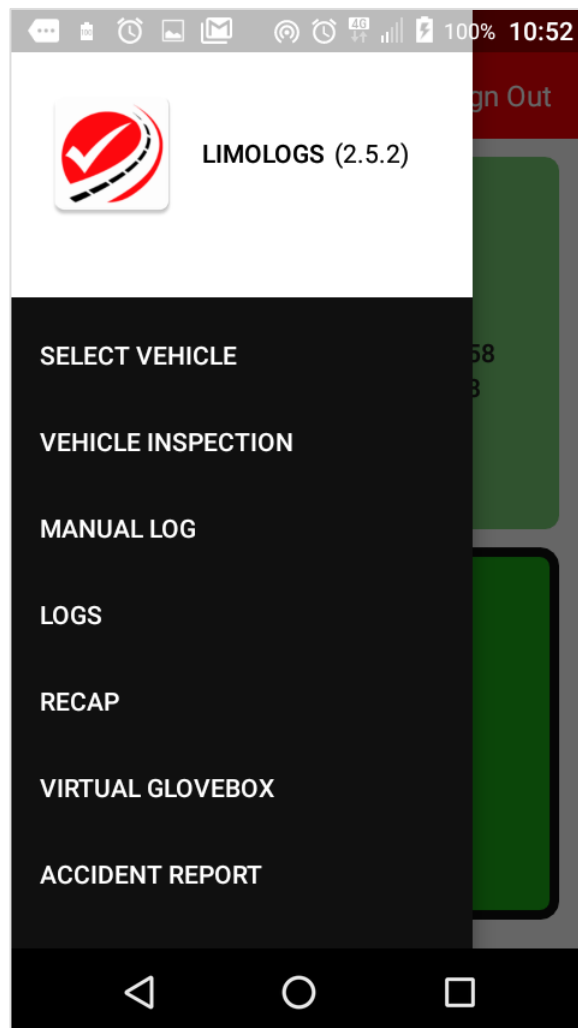
HOW CAN I CHANGE VEHICLES?

- Go to the main menu and tap **SELECT VEHICLE**.

HOW CAN I REVIEW THE LAST INSPECTION FOR MY VEHICLE?

- Go to the main menu and select **VEHICLE INSPECTION**.

HOW CAN I SEE WHAT I SHOULD HAVE IN MY VIRTUAL GLOVE BOX?

Items in a virtual glove box refer to saved PDFs and other files, for example vehicle certification documents.

- Go to the main menu and select **VIRTUAL GLOVEBOX**.

HOW DO I VIEW MY WEEKLY TIMESHEET?

You can view your hours for the past seven days via the RECAP function. Today's hours, the total number of hours you worked over the past seven days and the hours you have available for the rest of the week will be displayed.

To view your timesheet:

1. Go to the main menu and select **RECAP**.
2. To view a day's hours in detail, select one from the list.

HOW CAN I REVIEW AND CHANGE DETAILS OF PREVIOUS LOGS?

Go to the main menu, tap **LOGS** and select a day to review.

- **Edit Form**– Edit basic log details, for example log date, vehicle number and total miles driven.
- **Insert Status** – Add new duty statuses for specific periods of time.
- **EDIT** – Change the duty status for specific periods in previous logs.

EDIT FORM

To edit log details:

1. Tap in each field you wish to modify.
2. At the top right of the page, tap **SAVE**.

INSERT STATUS

To add a new duty status for a previous log:

1. Add a start time and an end time.
2. Select a new duty status.
3. Tap the compass in the **Location** field to let your phone pick up your location, or tap in the **Location** field to type your location and then tap **DONE**.
4. Tap in the **Remarks** field to enter a reason you are changing the duty status.
5. At the top right of the screen, tap **SAVE**.

EDIT

To change a duty status for a previous log:

1. Select a new duty status.
2. Tap the compass in the **Location** field to let your phone pick up your location, or tap in the **Location** field to type your location and then tap **DONE**.
3. Tap in the **Remarks** field to enter a reason you are changing the duty status.
4. At the top right of the screen, tap **SAVE**.

HOW DO I REPORT AN ACCIDENT?

To complete an accident report:

For each step, complete the required fields and then, at the bottom right of the screen, tap **NEXT**.

1. Go to the main menu and select ACCIDENT REPORT.
2. Enter your driver's license number and a short description of the accident.
3. Attach pictures of all vehicles, whether damaged or not. You must take at least one picture. To take multiple pictures, tap **RECAPTURE**. When you have finished taking all pictures, at the bottom right of the screen, tap **NEXT**.
4. Select the radio button to confirm whether you have a CDL (Commercial Driver's License) or not.
5. Confirm whether any vehicles were towed from the scene.
6. Confirm whether anyone received medical treatment at the scene.
7. Confirm whether anyone left the scene for medical treatment.
8. Confirm whether you received a ticket.
9. Confirm whether anyone was killed.
10. Confirm whether there were passengers in your vehicle?
11. Describe the accident in as much detail as possible.
12. Confirm whether other vehicles were involved.
13. If another vehicle(s) was involved, enter the details of the driver(s). Ask if the other driver(s) has insurance. If not insured, call the police immediately. If insured, enter insurance details.
14. Take a picture of the other driver(s) operators license.
15. Confirm whether there were other passengers in your vehicle.
16. Enter details of the passengers in your vehicle.
17. Confirm whether the police were called.
18. Confirm whether the police arrived at the scene. If they did, enter police details.
19. List any witnesses of the accident.

Terminology

- **Commodity –** Refers to what is being transported, where relevant.
- **ELD (Electronic Logging Device) mandate** - The ELD mandate is a U.S. federal government regulation specifying that operators of commercial motor vehicles covered by this law will be required to use ELDs.

  Note: In LimoLogs, where ELD is crossed out at the top of the screen, it means the activity on that screen is not required to comply with ELD regulations.

- **DoT (Department of Transportation) compliance** - DOT compliance refers to successfully meeting the requirements of the US Department of Transportation, the federal agency that enforces regulations governing the operation of commercial motor vehicles, including record keeping.
- **DVIR (Driver Vehicle Inspection Report)** - Formal record that confirms a driver has thoroughly inspected their commercial motor vehicle before taking it on out on the road. Completing a DVIR is required for each vehicle every day the vehicle is in use.