ELD Quick Reference Card

Essential Information for Commercial Drivers

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This quick reference card provides essential ELD and Hours of Service information for commercial motor vehicle drivers. Keep this guide accessible for daily operations and roadside inspections.

Duty Status Types

Status	Code	Description	Counts Against
Driving	D	Vehicle in motion (automatic)	11-hr, 14-hr, 60/70-hr
On-Duty (Not Driving)	ON	Working but not driving: loading, paperwork, inspections	14-hr, 60/70-hr
Sleeper Berth	SB	Resting in qualified sleeper berth compartment	Can extend time (split sleeper)
Off-Duty	OFF	Relieved of all work responsibilities	Nothing (resets clocks)

Hours of Service Rules (Property-Carrying)

Rule	Limit	Details
Driving Limit	11 hours	Maximum driving time after 10 consecutive hours off duty
Duty Window	14 hours	No driving after 14th consecutive hour on duty (clock runs continuously, breaks don't pause it)
Rest Break	30 minutes	Required after 8 cumulative hours of driving before driving again
Weekly Limit	60/70 hours	60 hours in 7 days OR 70 hours in 8 days (depends on carrier's declared schedule)
34-Hour Restart	34+ hours	Consecutive off-duty time resets weekly limit to zero

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Special Driving Categories

Personal Conveyance (PC)

- Movement of CMV for personal use while off duty
- Select BEFORE vehicle movement; recorded as Off-Duty with annotation
- Examples: driving to restaurant, hotel, or home after completing work

Cannot be used to advance toward a business destination when out of hours!

Yard Moves (YM)

- Movement within a facility (terminal, distribution center)
- Select BEFORE movement; recorded as On-Duty (Not Driving)
- Only valid for movement that doesn't involve public roads

Driver Daily Requirements

Step	Action	Details
1	Log in	Use your unique credentials before operating vehicle
2	Review previous DVIR	Check for reported/repaired defects; sign to acknowledge
3	Complete log header	Driver name, vehicle #, carrier, 24-hr start time, home terminal
4	Select duty status	Manually select ON, SB, or OFF when not driving (D is automatic when moving)
5	Add annotations	Location for status changes; remarks for PC, YM, adverse conditions
6	Certify daily	Review entire record at end of 24-hr period and certify accuracy

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Roadside Inspection – What to Have Ready

- **Current day's record** — ELD showing today's duty status, hours available, header info
- **Previous 7 days** — Must display or print 8 total days of records on request
- **ELD user manual** — Physical copy or accessible electronic version
- **Data transfer instructions** — Step-by-step guide for your specific ELD model
- **Blank paper logs** — Sufficient supply for 8 days in case of ELD malfunction

Data Transfer Methods

1. **Wireless (Primary):** ELD transmits electronically to FMCSA system via cellular/WiFi
2. **Local (Backup):** Transfer via USB drive or Bluetooth if wireless fails

NEVER edit ELD records during an inspection!

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ELD Malfunction Procedures

If ELD Malfunctions:	You Must:
Device stops working	• Note malfunction on paper log with date/time • Reconstruct records on paper logs • Continue trip using paper logs
Report to carrier	• Notify carrier within 24 hours • Carrier must repair/replace within 8 days
During inspection	• Show paper logs for malfunction period • Explain situation to officer • Have documentation of malfunction

Key Reminders

✓ **Original records are always preserved** — edits create audit trail, both versions retained

✓ **Short-haul exemption:** 150 air-miles, return within 14 hours, time records only (no ELD needed)

✓ **Adverse conditions:** May extend 11-hr and 14-hr limits by 2 hours (document in remarks)

✓ **Split sleeper:** 7 hrs in sleeper + 2 hrs off/sleeper = valid 10-hr break

✗ **Never tamper with or disable ELD** — serious penalties, potential driver disqualification

✗ **Never use shared login credentials** — each driver must have unique account

Questions about fleet insurance and compliance?
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