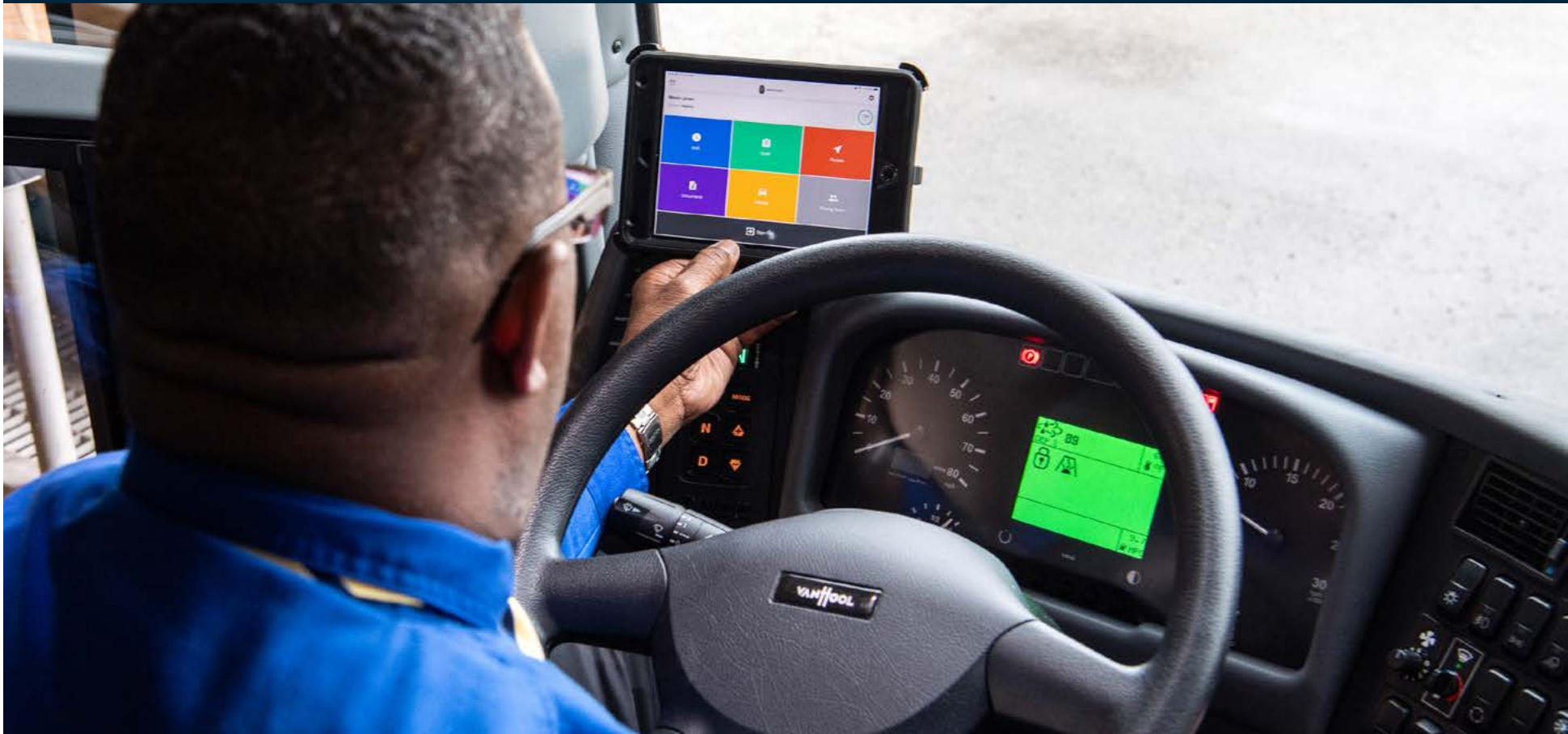


How to Make a Smooth Transition from AOBRD to ELD





Introduction

If your fleet currently uses AOBDRs for Hours of Service (HOS), the countdown is on until a full transition to ELDs becomes mandatory for compliance.

As many fleets who transitioned in 2017 learned the hard way, successful migration to an ELD solution requires careful planning and thoughtful implementation. Fleets waiting until the last minute to transition to ELDs may experience issues with insufficient driver training or delays in implementation, ultimately leading to increased compliance costs and risks.

However, even tricky transition elements—like new hardware installation or updated driver workflows—can be managed with the right plan of attack. Forward-thinking fleets can take this mandated transition as an opportunity to upgrade older systems, increase technology ROI, and improve overall fleet efficiency.

With the December 16th deadline fast approaching, it's time to get your ELD transition plan in place. In this guide, we'll share how to make a smooth transition from AOBDRs to ELDs.

Your Action Plan

01 ——— Understand the Changes with ELDs

What's New and What You'll Need to Do

02 ——— Follow Best Practices for Implementation

Prepare Your Systems, Fleet, and Team

03 ——— Train Your Team Effectively

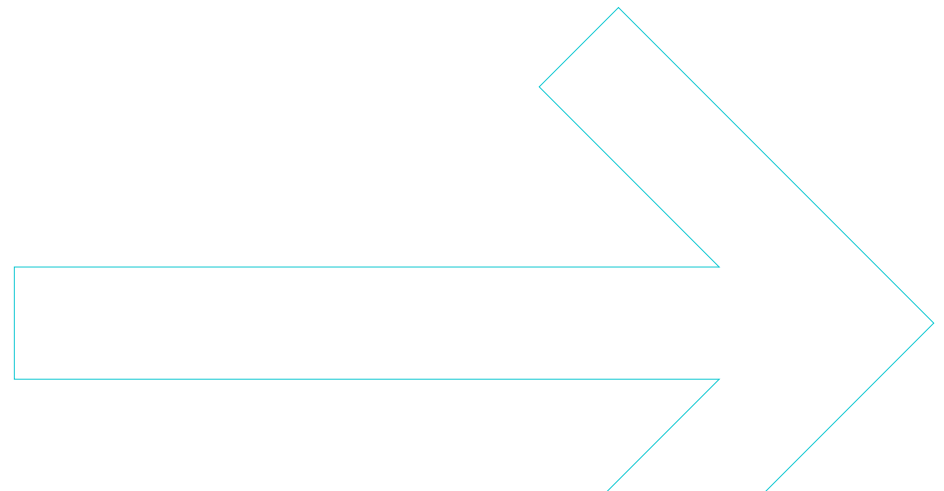
Enable Your Drivers with Resources and Checklists



01

Understand the Changes with ELDs

The fundamentals of AOB RD and ELD systems are very similar: drivers need to provide e-logs to prove HOS compliance. However, the ELD mandate included several small but impactful changes that are important for your team to understand in order to stay compliant. Keep the following in mind when evaluating the right system for your team and before building an implementation plan.



What's New: Driving Status Thresholds

Many AOBRDs do not automatically record driving status. With the new mandate, ELDs are required to automatically record driving status once the vehicle reaches 5 mph unless the driver selects a driving status of Personal Conveyance or Yard Move.

WHAT YOU'LL NEED TO DO Ensure that all drivers are aware that driving status is recorded automatically and that they should plan their trip's hours accordingly. Make sure to select an ELD solution with an intuitive driver interface to make this process seamless.



What's New: Log Editing

Whereas previously management could make necessary log adjustments, drivers are now equally responsible for maintaining accurate records of duty status. Carriers may suggest edits, but drivers are ultimately responsible for reviewing and accepting those edits. All edits must include an annotation explaining the reason for the change.

WHAT YOU'LL NEED TO DO Train drivers on how to review, edit, and annotate their logs. Companies that previously operated with AOBRDs and are accustomed to back office edits to driver logs will need to adjust processes accordingly.

What's New: Unassigned Drive Time

ELDs record all drive time, including when a vehicle is driven without a driver logged in. If a driver forgets to log in before driving, the next time they log in they will be prompted to claim or reject the unidentified drive time. Carriers are ultimately responsible for assigning unassigned drive time to the appropriate driver or annotating why it does not belong to any driver.

WHAT YOU'LL NEED TO DO Instruct drivers to confirm they are logged in before starting a trip and logged out at the end of each trip. Forgetting to log in is a common problem, so consider posting reminder notices where drivers will see them daily, like in break rooms or in-cab. Back office teams will also need resources to manage unidentified drive time and ensure segments are assigned to the right driver.

What's New: Updated DOT Inspections Steps

Prior to the ELD mandate, during a DOT inspection drivers typically presented their logs in paper or emailed them directly to officers. Now, drivers need to be prepared to 1) electronically transfer data to authorized safety officials or (2) perform a local data transfer and be prepared to physically display their ELD inspection screen.

WHAT YOU'LL NEED TO DO Make sure drivers know the steps of a DOT inspection and are comfortable transferring ELD data to DOT inspection officers.

What's New: In-Cab Documents

Drivers must have the following documents in the cab at all times to be considered ELD compliant:

1. **ELD User Manual**
2. **Driver Instruction Card**
 - How to report and keep records during ELD malfunctions
 - How to transfer RODS data
3. **Eight days of blank paper logs**

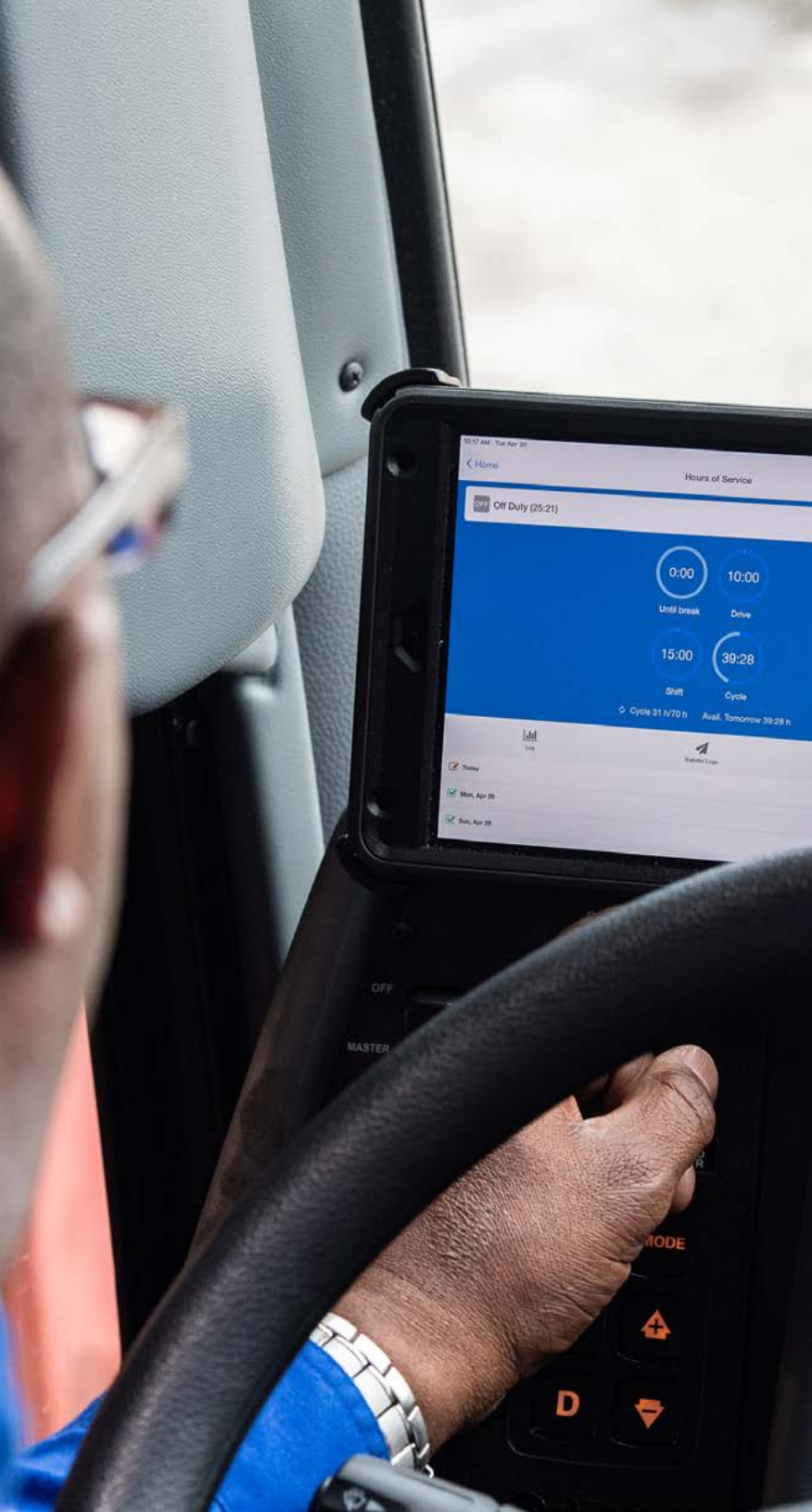
WHAT YOU'LL NEED TO DO The ELD User Manual, DOT Inspection Card, and eight days of blank paper logs should be readily available to drivers at all times. Store the in-cab kit in a consistent place across vehicles, and instruct drivers to confirm they have one before starting their trip. Ask your solution provider if they can provide you with ready-to-go ELD Cab Kits for your fleet, which come standard with Samsara's ELD solution.

What's New: Special Driving Statuses

The ELD mandate recognizes certain situations when the vehicle is in motion but the time does not count against a driver's drive time. Two of the most common special driving statuses are:

1. **Yard Move**—When a driver, mechanic, or other employee moves a truck within a limited access lot or facility.
2. **Personal Conveyance**—When the driver is using a vehicle on their own time and for personal transportation only. The driver cannot be performing professional activities like fueling or driving towards a pickup or dropoff.

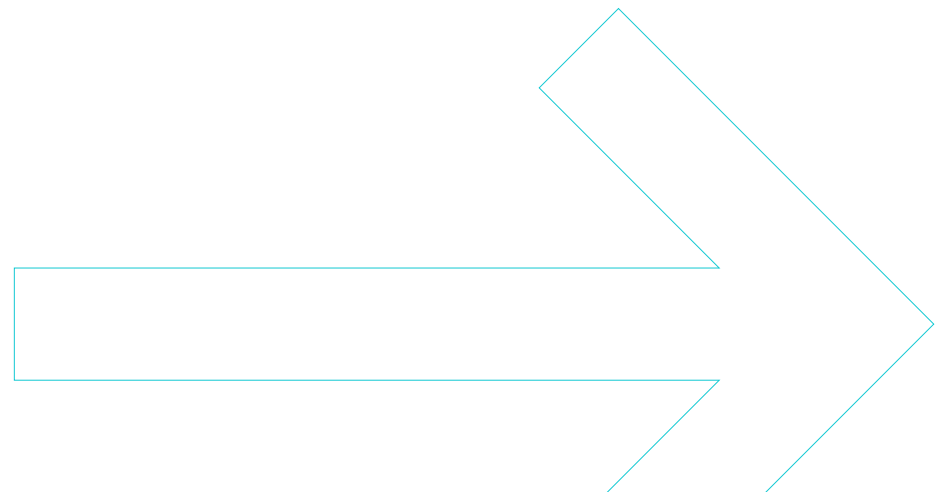
WHAT YOU'LL NEED TO DO Instruct drivers on when and how to appropriately use special driving statuses. Drivers should know to select the correct status before moving their vehicle, otherwise the time will be logged as commercial drive time and count against available drive time.



02

Follow Best Practices for Implementation

Investing the time and energy upfront to build an implementation strategy that works for your fleet will lead to measurable payoffs in fleet efficiency and compliance. To ensure a seamless rollout, keep the following in mind when implementing your ELD solution.



I. Prepare Your Systems

EVALUATE AND SELECT THE RIGHT SOLUTION

A new ELD system will impact your workflows and build the foundation for your fleet's compliance and operations in the future, so it's important to choose a best-in-class system that can grow with your company. Confirm that the system has an easy-to-use interface for both drivers and managers.

While updating your systems to stay compliant is a must, consider using this open project to achieve larger goals as well—including reducing costs, increasing fleet efficiency, and improving safety. Look for a platform with additional features that could drive ROI, like fuel cost tracking, preventative maintenance reminders, or dash cams for driver coaching and exoneration.

CONFIGURE YOUR ELD

Make sure all settings of your ELD solution are ready for rollout. Many ELDs come with different rulesets and settings that fleets can choose to opt into, such as certain ELD exemptions or optional driving statuses like personal conveyance. Additionally, drivers will need to be set up in the system and assigned a login and password.



SAMSARA'S ELD SOLUTION

Samsara's electronic logging device is an FMCSA-approved ELD that connects directly to a vehicle's engine through the OBD port and installs in under 10 minutes. Samsara's Vehicle Gateways come with a WiFi hotspot that connects mobile devices directly to the gateway over WiFi, eliminating the need for costly cellular data plans. Samsara provides live-to-the-second visibility, allowing fleet managers to alert drivers nearing or in HOS violation through the Samsara dashboard.

INTEGRATE YOUR EXISTING SYSTEMS

Your fleet likely leverages multiple inter-connected systems to manage everything from payroll to maintenance. Make a list of all the systems that will need to pull or push data from your ELD solution, and confirm what steps are needed to integrate them.

II. Prepare Your Fleet

ESTABLISH INSTALL TIMELINES

Depending on your chosen ELD solution, install times may vary from minutes to days per vehicle. Have a timed installation dry run to determine exactly how long outfitting each vehicle will take. Combine that data with the date your new hardware is arriving, the number of installers you have, and the number of vehicles that need to be updated to create a realistic installation timeline. Samsara's Vehicle Gateway installs in under 10 minutes, and your Sales Engineer can help you run an installation dry run to create a smoother rollout.

OUTFIT YOUR FLEET WITH DEVICES

Many ELD solutions offer the flexibility of "Bring Your Own Device," allowing fleets to find the mobile device that works best for them.

SYSTEM INTEGRATIONS



Easily integrate your existing systems with Samsara through our open API and pre-built integrations on our App Marketplace.

For a full list of integrations, visit samsara.com/marketplace

OUTFIT YOUR FLEET WITH DEVICES (CONT'D)

Decide if drivers will use their own phones or if you will provide a standardized device. ELDs are required to be mounted on the dash, so ensure that whatever device a driver uses, they are provided with the appropriate mount.

DISTRIBUTE IN-CAB COLLATERAL

Forgetting the right in-cab collateral is a common mistake—but it's easily remedied. Make sure the ELD User Manual, DOT Inspection Card, and eight days of blank paper logs are available in every cab and easily found by drivers in case of an inspection.

INITIATE A CONTROLLED ROLLOUT

Installing new hardware on every truck simultaneously is the fastest way to upgrade your fleet, but it can also be challenging. A slower rollout, with smaller groups upgraded in batches, will allow time for flexibility and optimization. Discover installation and onboarding best practices during a pilot program, then find what works best for your organization with a small group before rolling it out to the whole fleet.



III. Prepare Your Team

LAUNCH A PILOT PROGRAM

Before introducing the new system to your full fleet, select a small group of drivers to launch a pilot program. Choose drivers who are well versed in the needs of your organization, technologically savvy, and willing to give honest feedback. Carefully note any pain points, best practices, or suggestions that they share and adjust your larger implementation and training strategy appropriately. Check to see if your ELD provider offers a free trial program—Samsara offers 30 days free—and consider using that time to launch a driver pilot program.

CREATE CLEAR OWNERSHIP OF ROLES

There are two main ELD roles: Drivers and Carriers. Proper HOS management with ELD requires both parties to fully understand exactly who is responsible for managing what. Everyone should be able to clearly answer this question: “What is expected of me, and what happens if I don’t do what’s expected?” An example delineation of roles between Drivers and Carriers:

1. **Drivers**—Responsible for logging in and out of trips appropriately, selecting the right duty status, approving log edits, and annotating the log.



CREATE CLEAR OWNERSHIP OF ROLES (CONT'D)

In addition to editing drive time, drivers can edit time spent On Duty, Off Duty, and in Sleeper Berths before they certify their logs.

2. **Carriers**—Responsible for training drivers, monitoring potential violations, addressing violations, and regularly reviewing unassigned HOS.

TAKE ADVANTAGE OF VISIBILITY INTO HOS

A major operational benefit of ELDs is the increased visibility into HOS data. Make sure managers know how to maximize this benefit through the appropriate reports or dashboards. For example, Samsara offers a real-time HOS summary that makes it easy for managers to get instant visibility into their drivers' logs at a glance.

LEVERAGE AVAILABLE SUPPORT

Even with a perfectly executed implementation plan, it's likely your fleet will have questions about the new system that need to be answered and issues that need troubleshooting. Make sure your whole fleet—from drivers, to fleet managers, to upper management—knows how to contact your ELD provider's customer support when necessary. Samsara's in-house support team is available 24/7 by phone, email, or chat to answer any questions your fleet has about using Samsara.



Our Samsara Customer Success Manager was an amazing reference point for our onboarding. She made our transition from one GPS company to the other very smooth.”

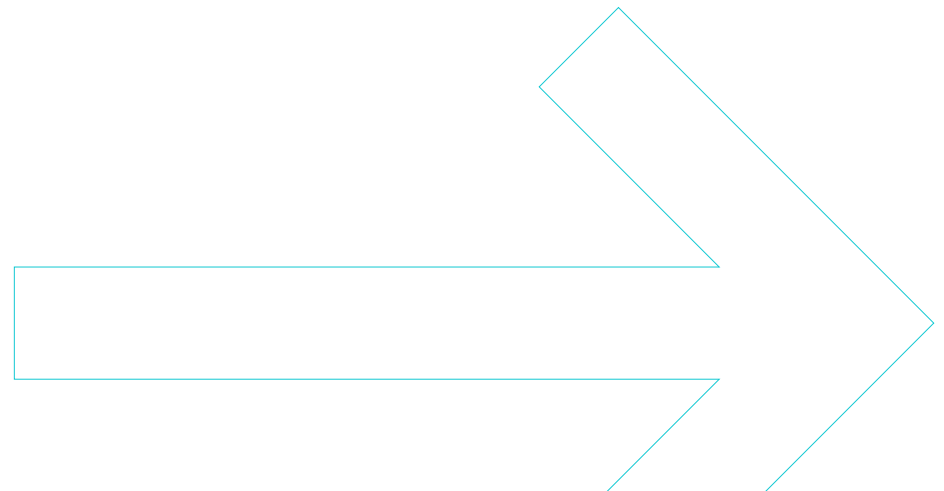
JAMES LIGUORI *Director of Fleet Operations, Transportation Agent Grid, L.P.*



03

Train Your Team Effectively

Ensuring that your whole team feels confident in their ability to comply with the new regulations using a new system will make the overall transition much more seamless. Consider these steps when implementing a new training program.



Identify Champion Drivers

Select a few key drivers who were part of the pilot program or otherwise known to have clout among other drivers. Leverage this group's on-hand expertise during training sessions, and make them point-people for drivers looking for advice or guidance. Hearing from peers will not only make training stick better for your drivers, it will have the added benefit of improving morale around the new system.

Consider “Training the Trainer”

Depending on the size of your fleet, it may be impractical to train and track every driver from a centralized hub. In this case, set your driving team up to scale with "train the trainer" sessions that enable your managers to train their own drivers and ensure continued success with new systems.

Provide the Right Materials

Where possible, be sure to leverage the materials and resources provided by your ELD provider, such as training videos or best practice guides. Make these materials openly available to trainers, drivers, and managers. Samsara's Customer Success team, for example, can provide on-boarding resources and trainings focused on the needs of your fleet.



Temporarily Run Dual Logs

A major fear for drivers transitioning from an old e-log system to a new one is being caught out of compliance due to user error. A tactical way to reduce that risk is to instruct drivers to keep logs on the old system while simultaneously tracking logs on the new one during the transition period. This will temporarily increase the amount of time drivers spend on logs, but will make drivers feel more comfortable knowing they can make mistakes on the new system without repercussions.

Establish Incremental Milestones

Set up incremental milestones in your driver training to ensure that drivers are progressing consistently. For example, have drivers demonstrate proficiency using the new driver app and later offer a quiz on various driving modes. Consider hosting a dry-run DOT inspection and evaluating drivers on their ability to comply with all steps and successfully transfer logs. Breaking down the new processes into chunks and evaluating progress along the way makes it easy to identify and correct gaps where needed.



“My team has been very excited about the support they’ve had. Compared to older ELD systems who’ve had long wait times and bad information, one of the best things they like about Samsara is that they get good support. They’re getting someone who understands the product and solves the problem.”

SHAUN LEONE *President, Sunburst Truck Lines*

Set the Right Expectations

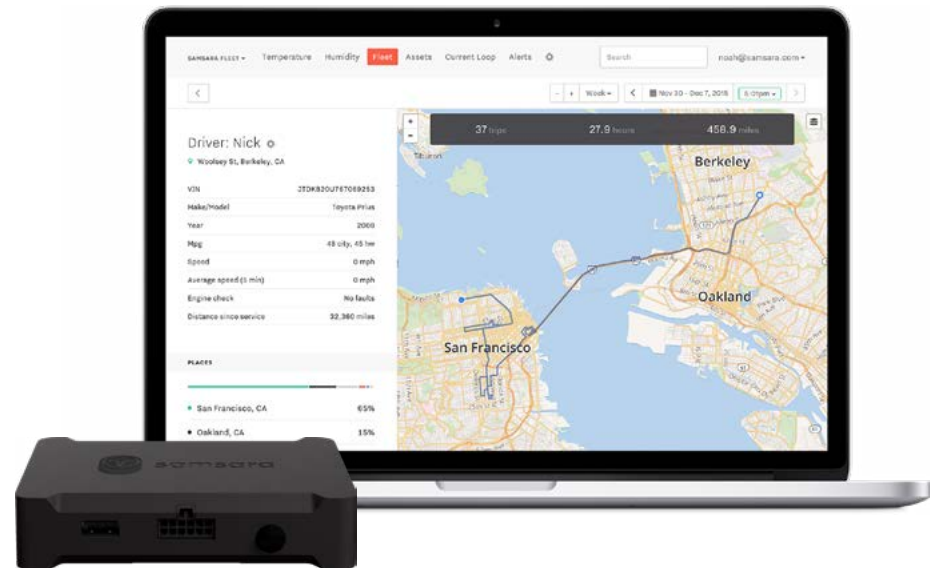
While in an ideal world every member of your fleet would instantly understand their new ELD and transition perfectly, in all likelihood both drivers and managers will make mistakes early on. Make sure your team is prepared for these mistakes and knows how to identify and correct them. Furthermore, these mistakes provide an opportunity to reinforce the importance of slowing down and paying attention. Drivers, for example, may be in a hurry to “get past the screen” at the beginning of a trip to get on the road. Make it clear that taking a few extra minutes to make sure they’ve followed the right steps will save them time and hassle in the long run.

Reinforce Fundamentals

Once initial training and on-boarding have been completed, track progress and follow up on fundamentals as needed. If tackling unassigned HOS has overwhelmed your back office, for example, emphasize login best practices with drivers. ELD compliance, like any component of a good safety program, should be continually reinforced until it becomes a core part of your fleet’s culture.

Keep Safety Top of Mind

The purpose of the ELD mandate is to enforce safe driving practices and ultimately make the roads safer for everyone. Make sure, however, that the combination of new workflows and stricter HOS logging doesn’t result in the opposite of the desired effect: drivers that are more distracted and rushed. Underscore the importance of general fleet safety with your team and make it clear that safety comes before speed. To further prioritize reducing distracted driving, consider a smart dash cam solution, like Samsara’s AI Dash Cams, as part of a complete safety coaching program.



Driver Training Checklist

1. Driver App Fundamentals—Signing in/out, HOS logging

Make sure drivers are set up for success with the right login credentials, clear instructions on when and how to sign in and out, and how to correctly log hours of service.

2. Correct Vehicle Selection

To avoid log assignment headaches, drivers should know how to confirm that they have selected the correct vehicle when signing in at the beginning of the trip.

3. Log Edits, Reviews, Certification, Annotations

Drivers are responsible for the accuracy of their own logs and should know how to make appropriate edits and annotations or review log suggestions from management.

4. DOT Inspection Steps

Walk drivers through a DOT Inspection step-by-step to make sure they're prepared for the real deal.

5. Special Driving Statuses

If your organization decides to enable special driving statuses, like Personal Conveyance or Yard Moves, drivers should know when to use them and understand that misuse may lead to increased DOT inspection scrutiny.



Back Office Training Checklist

1. Suggesting Log Edits Rather than Direct Edits

Managers accustomed to AOBDRs may be used to making log edits directly. All managers should know how to instead suggest changes for driver review.

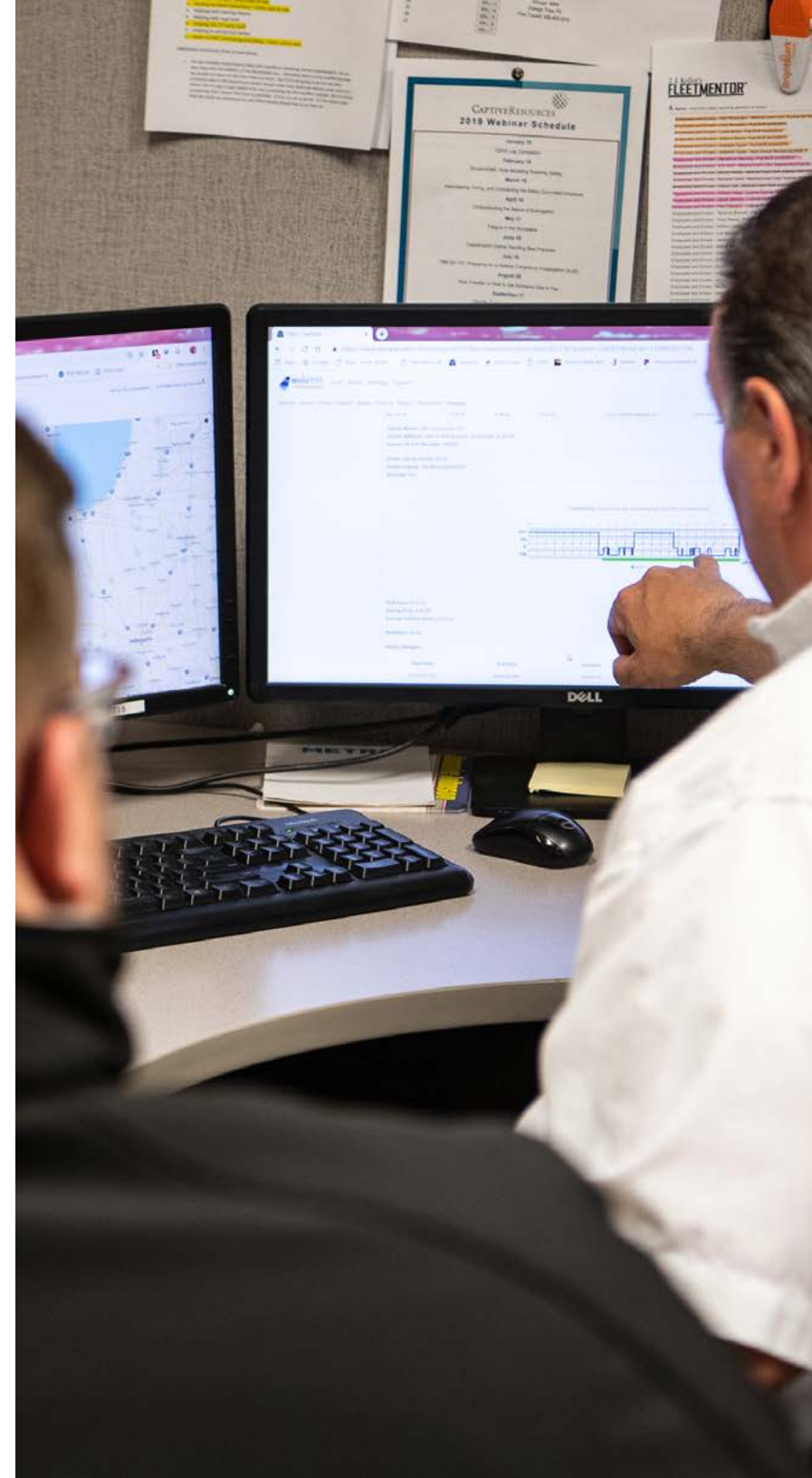
2. Reviewing Unassigned Drive Time

If a driver forgets to log in before driving, the next time they log in they will be prompted to claim or reject the unidentified drive time. Back office staff should be prepared to monitor unassigned hours and assign them to the appropriate driver.

Simplify the Transition from AOBDR to ELD with Samsara

Samsara makes it easy to get your fleet ELD compliant with lightning fast installation times, dedicated training and 24/7 support, an included WiFi hotspot, and an intuitive platform for fleet management.

Looking for an ELD compliance solution? Email us at sales@samsara.com for a free demo and free trial.



Appendix

WHAT IS THE AOBRD EXCEPTION?

The FMCSA has granted exceptions for AOBRDs that were installed prior to December 18, 2017. If you have AOBRDs installed prior to that date, you need to fully transition to ELDs before December 16, 2019 to remain compliant.

WHAT IS THE DIFFERENCE BETWEEN AOBRDS AND ELDs?

While both AOBRDs and ELDs record HOS for drivers, ELDs record more data and do so more precisely with access to real-time engine data. This enables fleet managers to gain visibility into duty status changes, engine diagnostics, and more accurate real-time HOS records.

HOW DO I KNOW IF I MIGHT BE USING AN AOBRD?

You should always check your contract to identify what type of hardware you have, but there are some key indicators that you can look for in your system that might suggest you are using an AOBRD. You might be using an AOBRD if:

- You are able to edit a driver's log without driver approval
- There is no unassigned hours report
- You have proof of purchase and installation before December 17, 2017
- You have a notice indicating your device complies with the FMCSA section 395.15 Automatic Onboard Recording Devices
- Drivers are able to edit drive time
- There is no electronic transfer method (e.g. Bluetooth, USB, Email to DOT, Wireless Web Services)
- There is no in-cab kit requirement (DOT Inspection Card and ELD User Manual)

OTHER DIFFERENCES BETWEEN AOB RD AND ELD INCLUDE:

FEATURE	1988 AOB RD RULE	2015 ELD FINAL RULE
Vehicle integration	Required	Interfaces with the CMV engine control module (ECM) to capture engine power status, vehicle motion status, miles driven, and engine hours
Location information	Required manual or automated entry at: change-of-duty-status	Required automated entry at: change-of-duty status, 60-minute intervals while CMV is in motion, engine-on and engine-off instances, start and end of personal use and yard moves
Graph grid display	Not required	Required
HOS driver messages	Not addressed	HOS limits notification is not required, “Unassigned driving time/miles” warning must be provided upon login
Device “default” duty status	Not addressed	Defaults to ‘on duty not driving’ when vehicle is not in motion for 5 minutes or longer or if driver has not responded to an ELD prompt within 1 minute
Clock-time drift	Not addressed	Time must be synchronized to UTC, absolute deviation must not exceed 10 consecutive minutes
Communication methods	Paper or electronic	Electronic
Resistance to tampering	Tamperproof	Tamperproof with increased monitoring capabilities
Identification of sensor failures and edited data	Must identify sensor failures and edited data	Must record compliance and monitor malfunctions or inconsistencies



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