

ELD MANDATE DEPLOYMENT TRAINING CHECKLIST

DEVELOP A TIMELINE FOR YOUR IMPLEMENTATION PLAN

When you introduce any new technology to your fleet, it will affect multiple roles throughout your company. Provide specific timelines of what drivers and staff can expect, along with roles and responsibilities. Developing training plans for the transition will make it go more smoothly.

DRIVERS AND SUPPORT STAFF

When you are ready to deploy your new ELD technology, you should provide your drivers with training on how to use the device. All drivers need to know the following:

- Logging in to devices
- Recording duty status changes
- Logging edits (fleet and driver)
- Adding notes to records to explain any edits or additions
- Certifying records for accuracy
- Accessing RODS data from the ELD
- Reviewing and understanding the ELD printout/display information
- Procedures to transfer ELD data to law enforcement
- Email
- Bluetooth
- Identifying and correcting or reporting data diagnostic issues
- Reporting any device malfunctions

ADDITIONAL ELD TOPICS SUPPORT STAFF SHOULD PLAN FOR:

- Driver and vehicle onboarding
- Troubleshooting ELD malfunctions
- Compliance requirements and processes
- Supporting document requirements and processes
- Log edits (fleet and driver)
- ELD data retention
- Understanding and preventing harassment and coercion
- Fleet-specific processes and procedures
- Learning about the data storage requirements

THIS CHECKLIST WILL HELP MAKE YOUR DEPLOYMENT A SMOOTHER PROCESS. DON'T WAIT UNTIL THE LAST MINUTE TO GET YOUR FLEET IN COMPLIANCE. REQUEST A DEMO TODAY AND SEE HOW ASSETWORKS FIELD SERVICE SOLUTIONS (FSS) CAN HELP! [ASSETWORKS.COM/FSS/ELDMANDATE](https://assetworks.com/fss/eldmandate)