BigRoad

DashLink

Getting Started
with
BigRoad DashLink

Table of Contents

More troubleshooting help for DashLink:

DashLink FAQ:
http://www.bigroad.com/faq#category/dashlink

DashLink Installation guide:
http://discover.bigroad.com/dashlink-install-guide

DashLink Driver Card:
http://discover.bigroad.com/dashlink-driver-card

BigRoad Support

Call 1-888-305-8777
Or email: support@bigroad.com

Introduction

DashLink is a feature that turns BigRoad into an Automatic On-Board Recording Device (AOBRD). It is compliant with U.S. AOBRD (395.15) and Canadian Electronic Recording Device (SOR/2005-313) regulations.
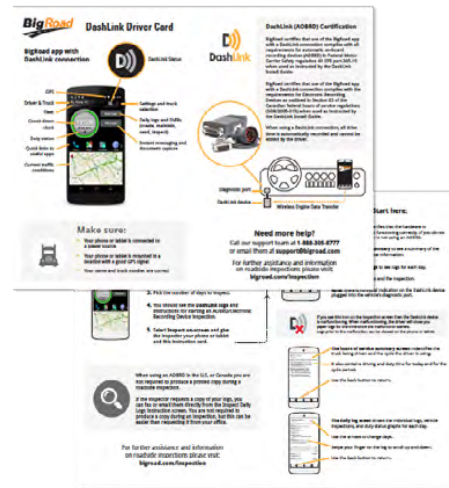
Using a small wireless transmitter device, DashLink allows you to connect your phone or tablet to the vehicle's engine.

DashLink Driver Card

For AOBRD users, failing to produce an instruction sheet or a statement of device certification during a roadside inspection can result in violations and fines.

Ensure all drivers have a copy of the DashLink Driver Card in their vehicles. It must be shown during a roadside inspection. Laminated driver cards are shipped with each DashLink unit and extra copies can be downloaded at: www.bigroad.com/driver-card

Drivers are also required to have a backup to the AOBRD. They should carry a blank paper logbook with at least 14 days of available forms. Failing to show this logbook during a roadside inspection can result in fines and violations.

Performance

There are a few steps that should be taken to ensure optimal performance of BigRoad on a smartphone or tablet:

- Make sure Bluetooth® is enabled, as this is how the DashLink device and BigRoad communicate.

- For accurate location information, GPS functions should also be turned on and the device must be mounted where it can receive strong satellite signals, e.g., your dashboard.

- If possible, keep the BigRoad app on the screen while driving to ensure it is continually receiving GPS and in contact with the BigRoad servers.

- Connect smartphones or tablets to power to prevent draining the battery.

Quick Check List

- DashLink driver card
- Paper logbook
- Bluetooth® turned on
- GPS turned on
- Power connected
- App is running in foreground

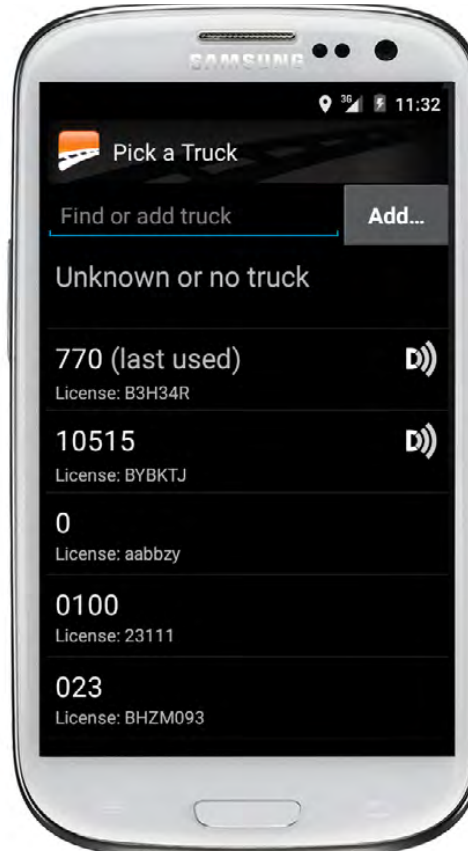# A typical day with BigRoad DashLink
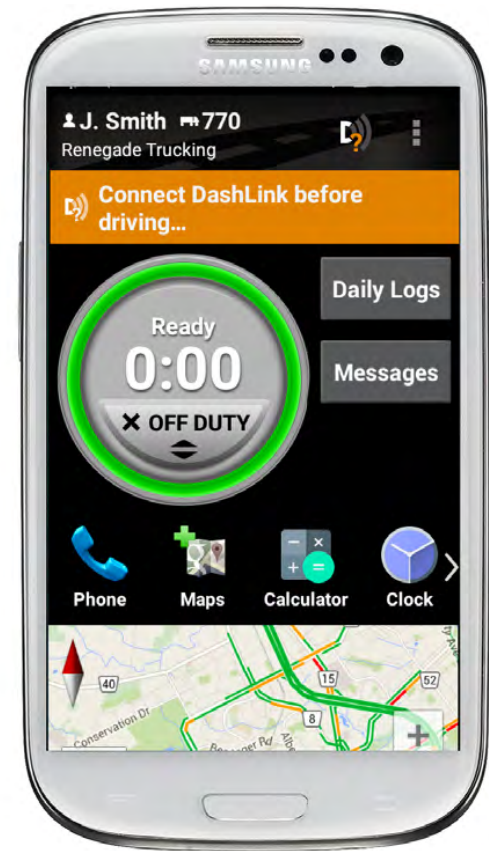
Signing into BigRoad

> To start, press **Sign In.**

⚠ If you have not yet set up a profile you will need to do that now. This only needs to be done once. See page 15: Setting Up Your Profile.

> You will be asked to pick a truck. Press the truck you want to use.

- DashLink equipped trucks are marked with the DashLink logo.

- If you can't see a truck you need, try typing the truck number to filter results. You can also add a truck that is not in the list.

> **Turn on your truck.** If you see an orange warning bar DashLink is not connected. The warning bar should disappear once the Bluetooth connection is established.
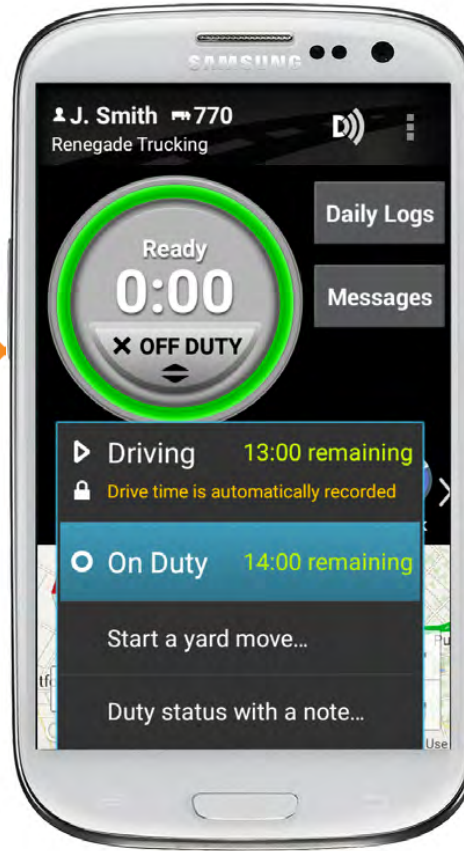
If unable to resolve the issue, you must switch to paper logs.

Starting Your Day Using BigRoad

This is the main screen of BigRoad.

BigRoad helps you track your available hours in each duty status; including breaks.

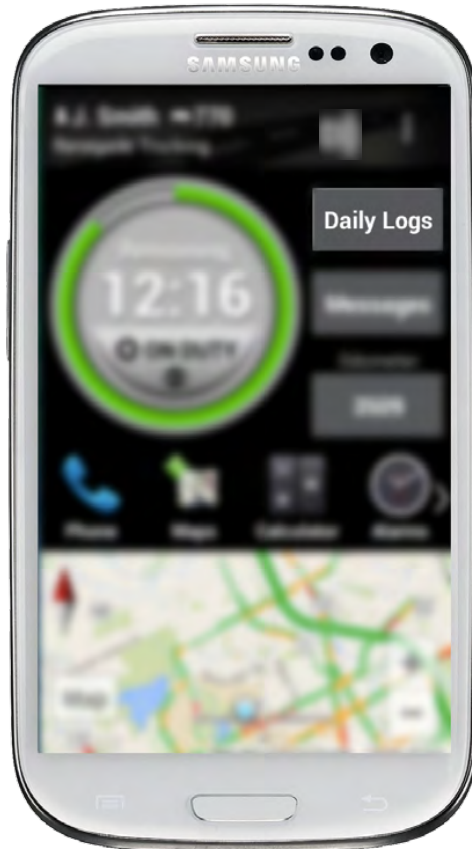> To start your day, press the **Duty Status Button** and select **On Duty.**

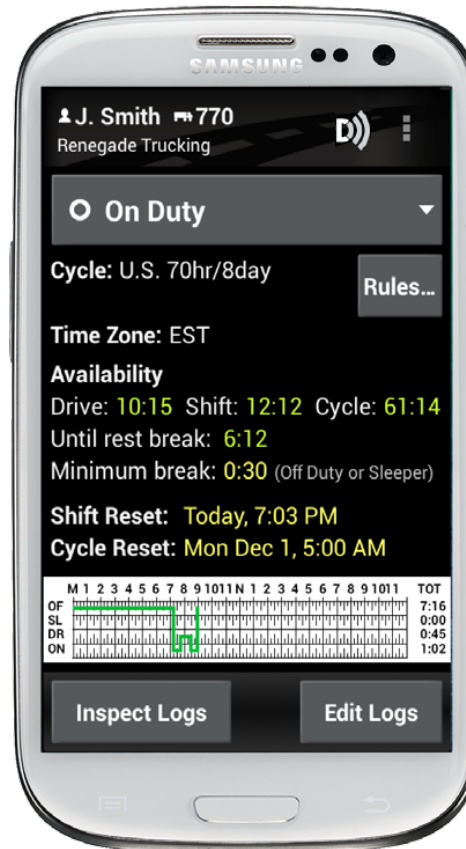When the vehicle starts moving, BigRoad will now automatically change the duty status to Driving.

> Once you set your duty status to **On Duty**, BigRoad starts calculating and counting down your remaining hours.

The remaining time shown is based on your current duty status.

Completing a Pre/Post Trip Inspection

> To complete a pre trip inspection, press **Daily Logs** on the main screen.

⚠ You can also follow these instructions for your post trip inspection.

> This recap screen gives you a breakdown of your availability and resets.

> Press **Edit Logs.**

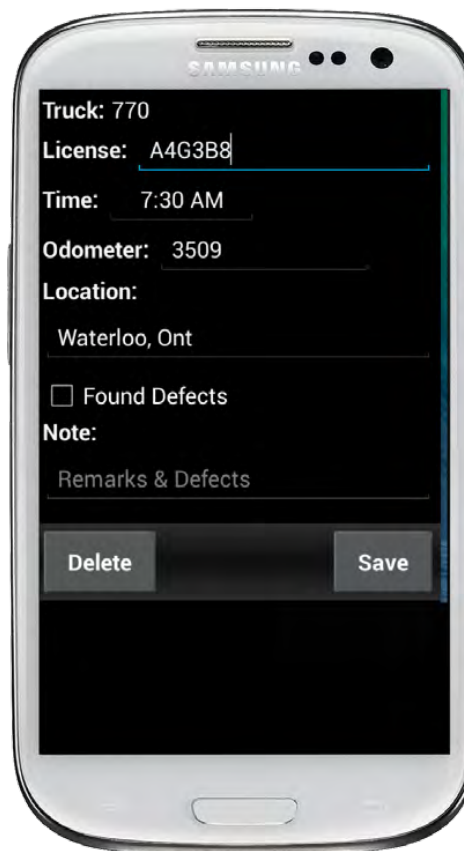> Scroll to the bottom of the screen.

> Press **New Inspection**.

Completing a Pre/Post Trip Inspection continued...

> Choose the vehicle you are inspecting.

> Check all the information is correct.
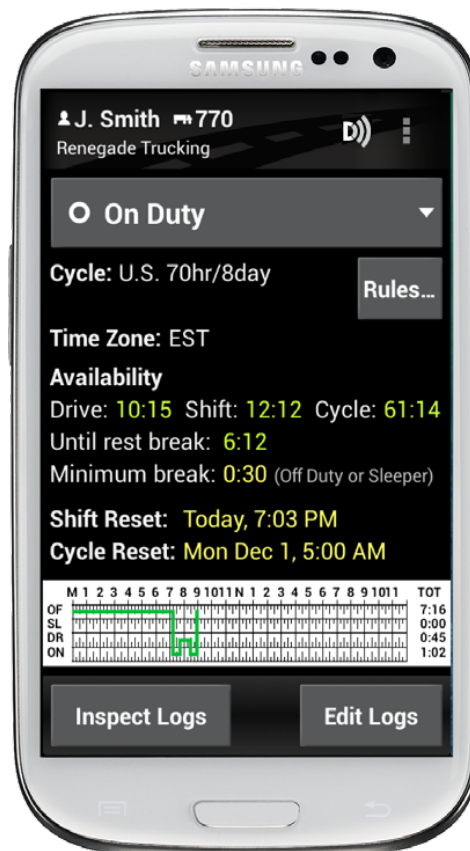
> If you find a defect, check the **Found Defects** box.

> Note the defect found e.g., pre-trip, cracked tail light, driver side.

> Press **Remarks and Defects** to enter the defect.

> Press **Save.**

Editing BigRoad Logs

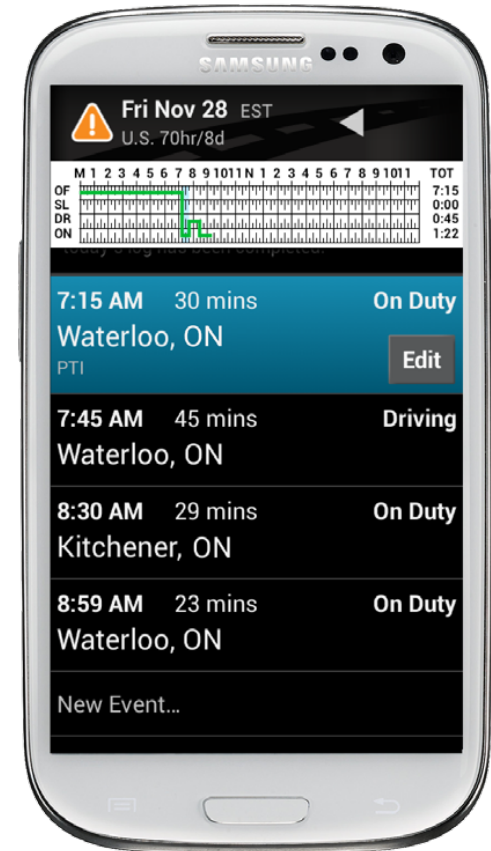
> To edit logs, press **Daily Logs** from the main screen.

Driving time is recorded automatically by DashLink and can't be edited. Duty time that is not driving must be assigned by the driver and can be edited.

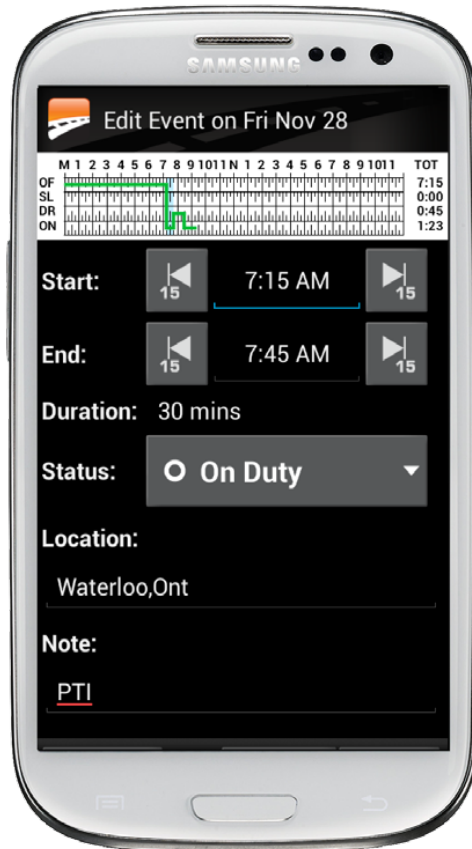> Press **Edit Logs** at the bottom right of the screen.

Note:

- Driving time is automatically recorded by DashLink and can't be edited.

- Drivers have 24 hours to make an edit after the log is signed. After this period only a supervisor can edit the log.

BigRoad will show you the current day. To edit previous days, use the back arrow at the top right of the screen.

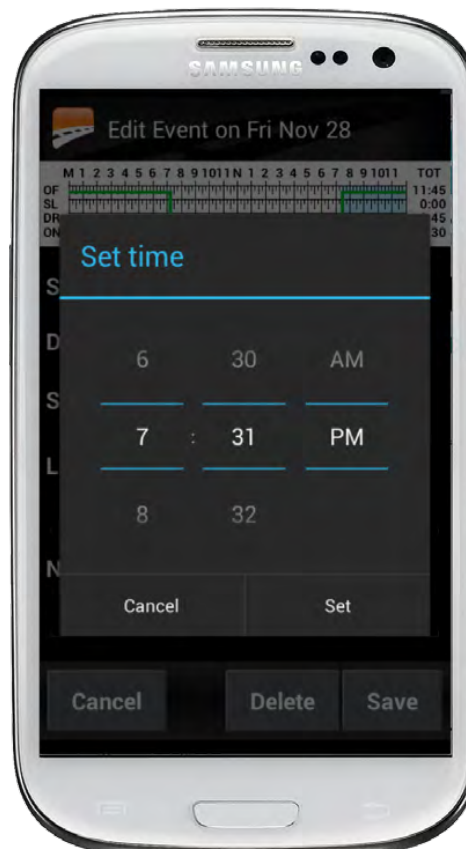> Press the event you would like to edit.

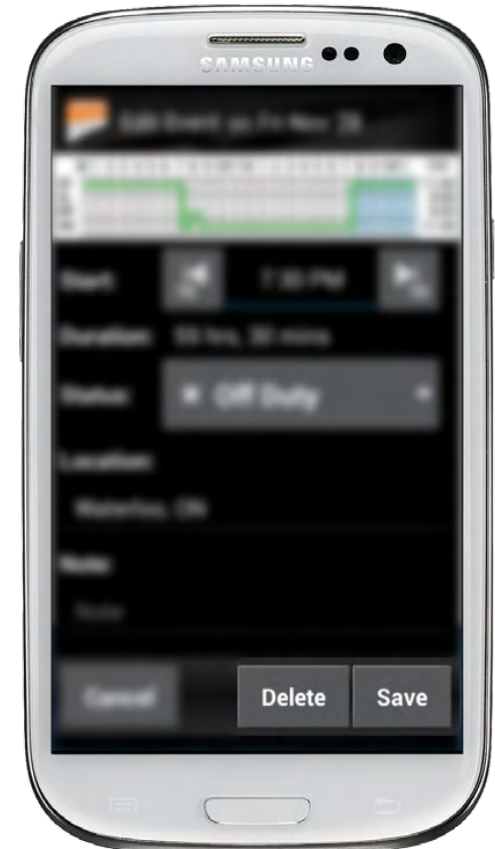> Then press **Edit.**

Editing BigRoad Logs continued...

> You can edit the Duty Status by clicking on the Status.

  To change the Start and End times, use the arrows.

  Use **Notes** to add any comments.

> You can also set the exact time of an event by pressing the time in **Start** or **End**.
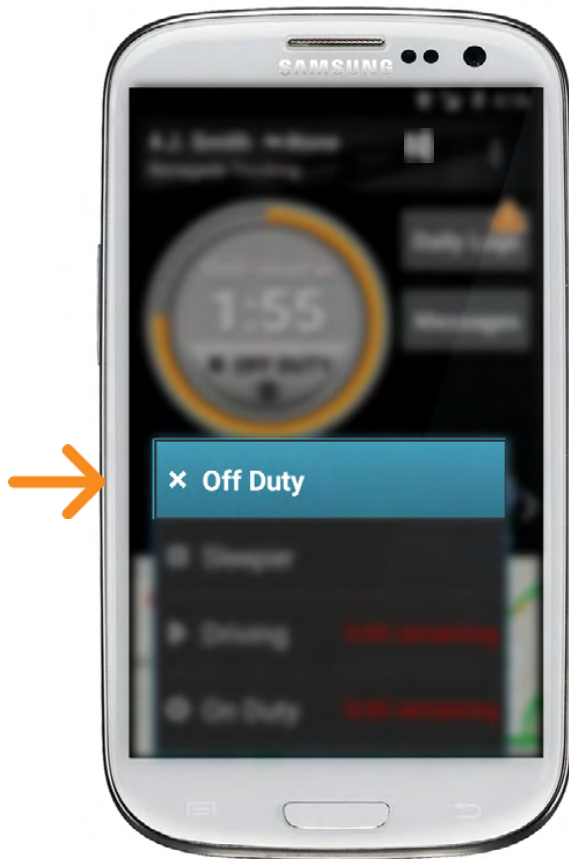
> Once selected press **Set.**

> When you have finished editing an event press **Save**.
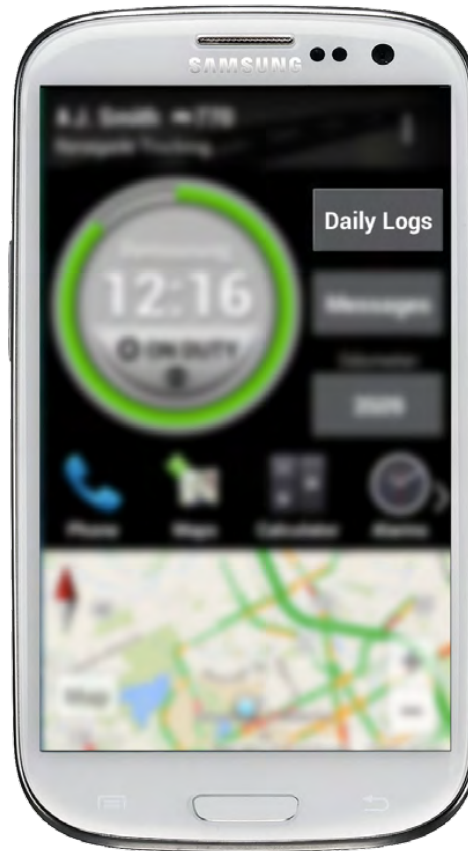
> To remove an event press **Delete.**

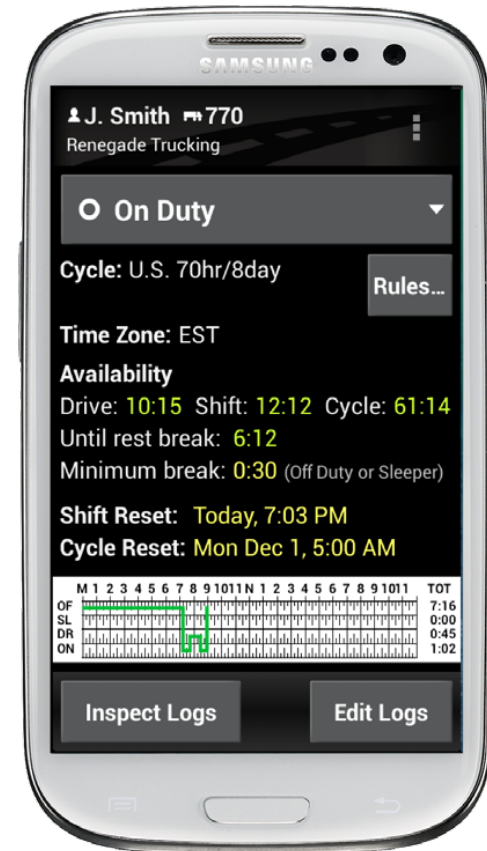**Do not sign your logs until the end of your shift.**

Ending Your Day

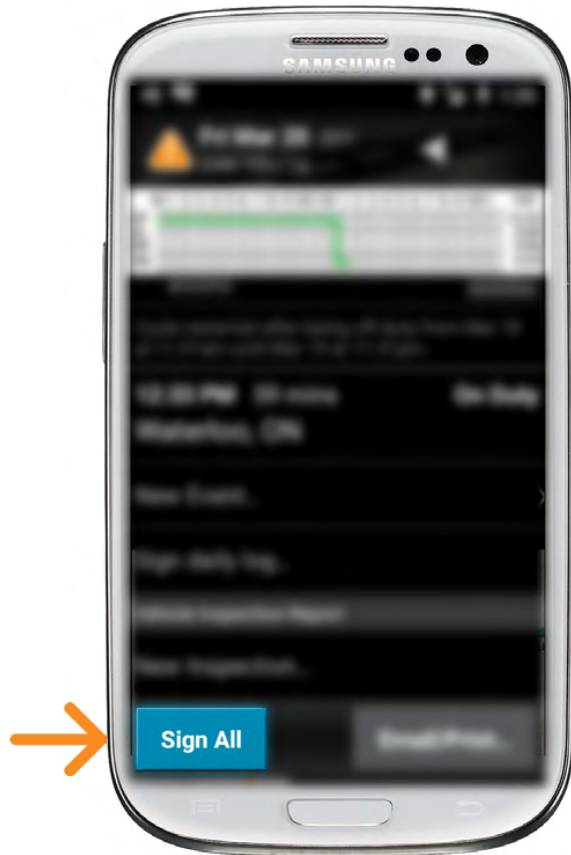> Set your Duty status to **Off Duty.**
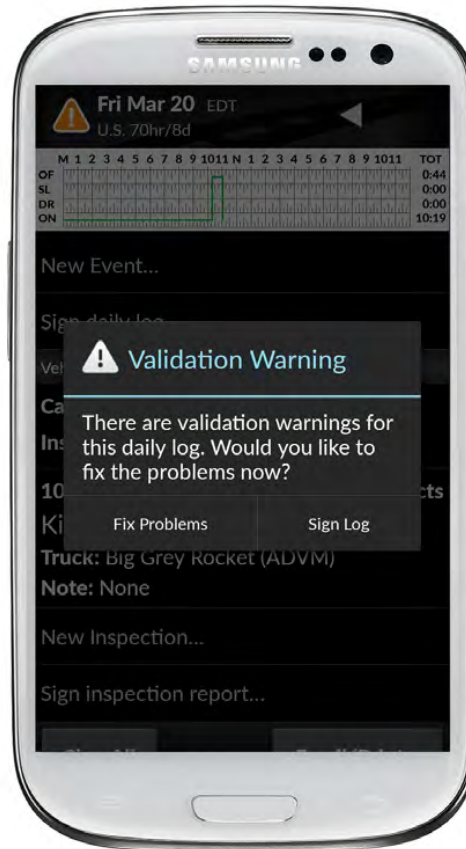
> Press **Daily Logs.**

> Press **Edit Logs.**

If you need to do a post-trip inspection before ending your day, please see Page 7: Completing a Pre/Post Trip Inspection.
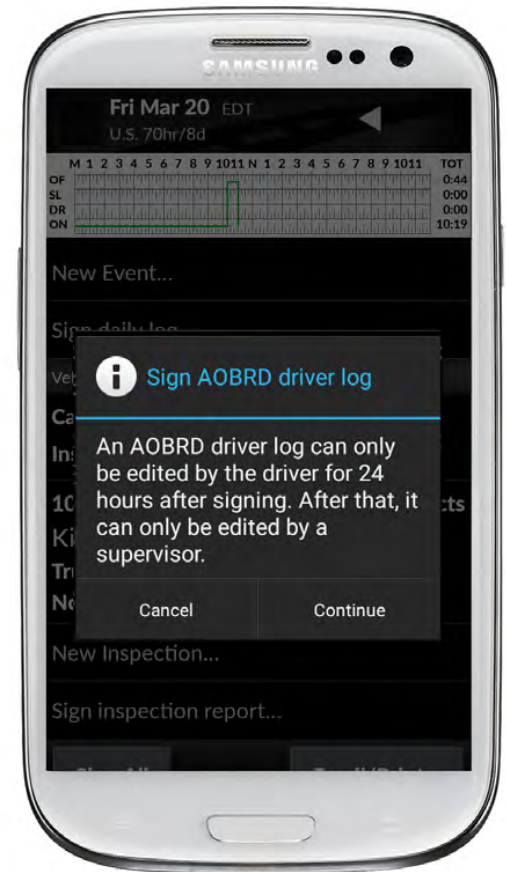
Ending Your day continued...
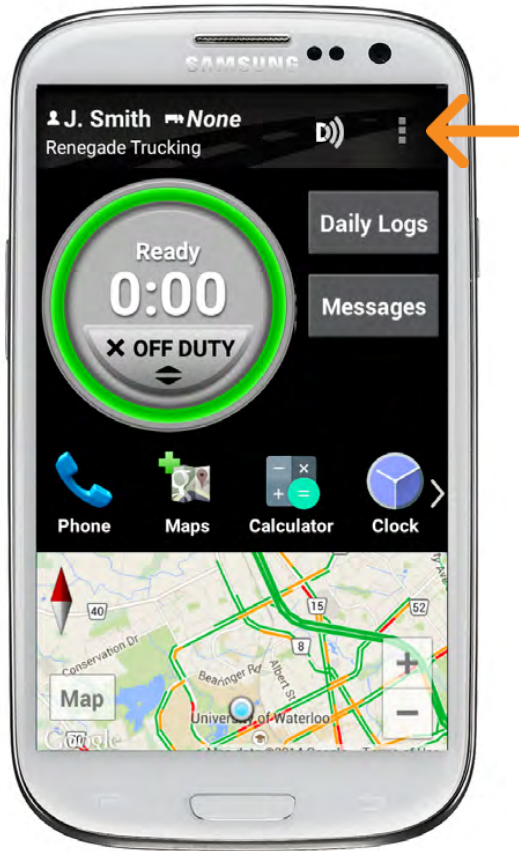

> Scroll to bottom and press **Sign All.**

> A Validation Warning reminds you to fix any mistakes in your logs that may cause violations before signing.

> For more on validation warnings, see page 22: Validation Warnings.
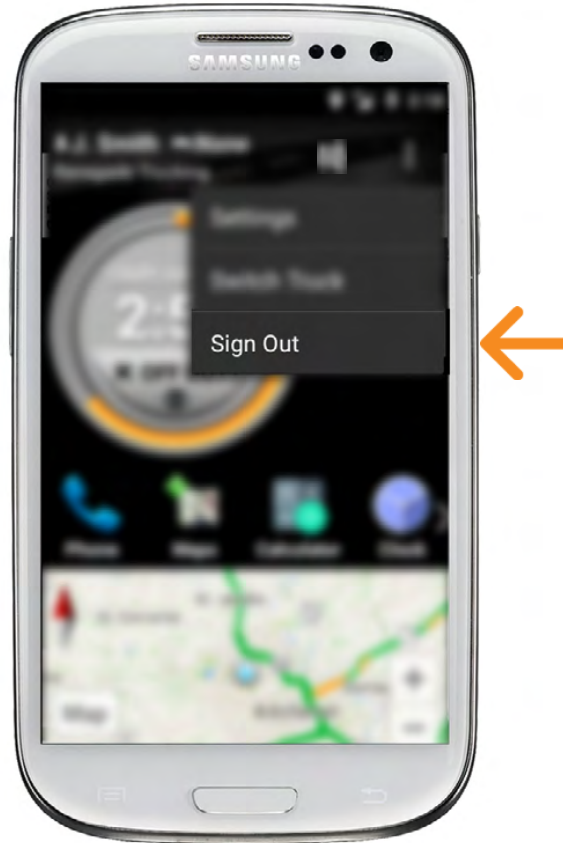

> Once all the mistakes are fixed, the warning indicators will disappear. **Continue** on and sign your logs.
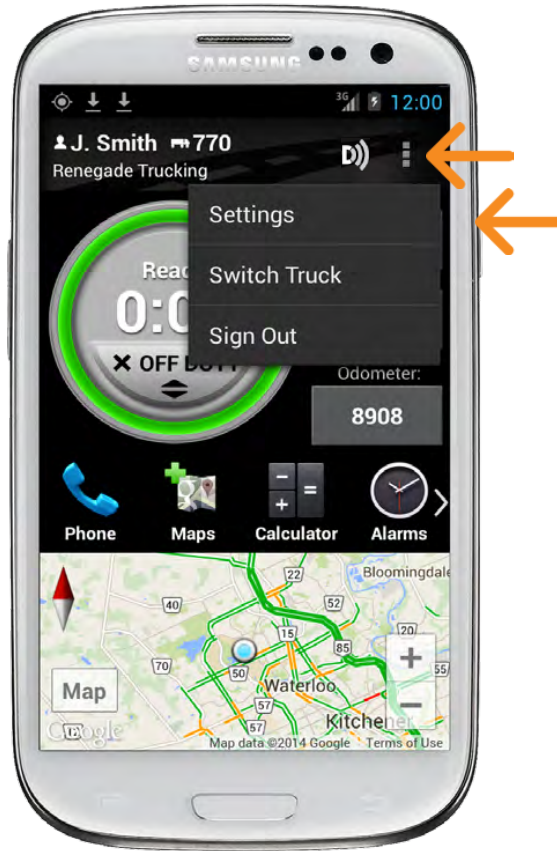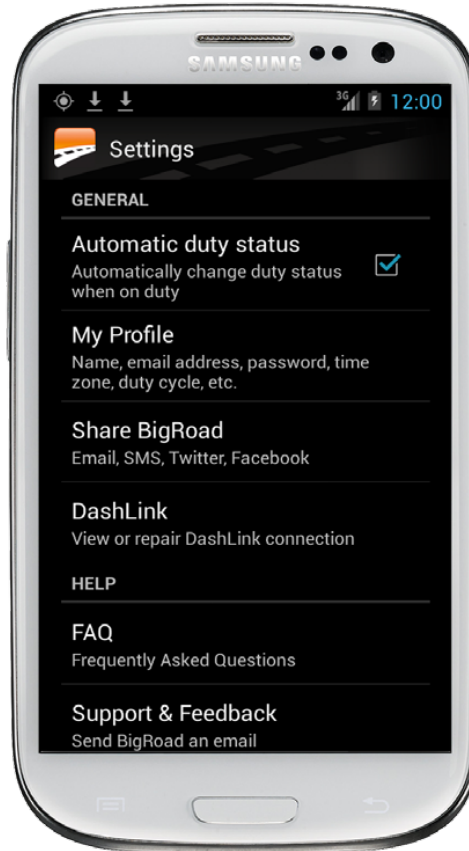
Ending Your Day continued...

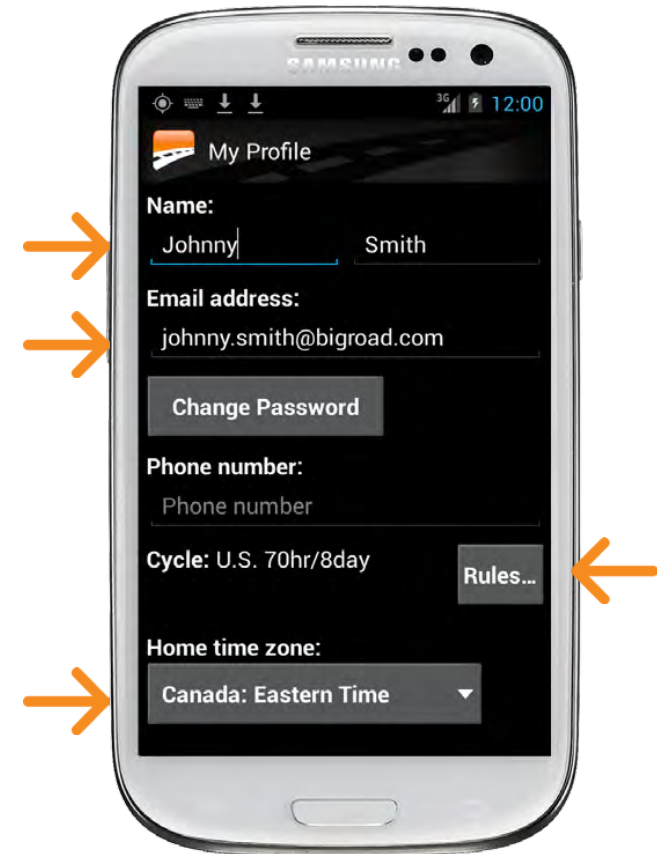> Press **menu.**

> Press **Sign Out.**

Other features

Setting Up Your Profile

> To configure the settings and profile, press on menu button in the top right hand corner.
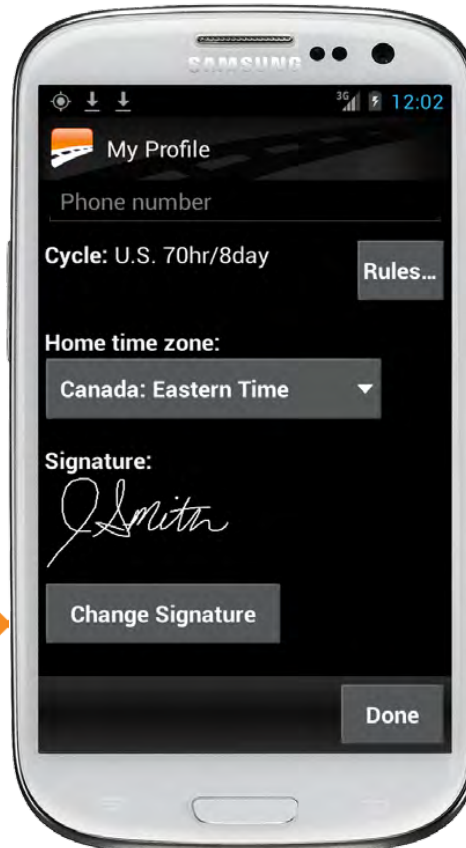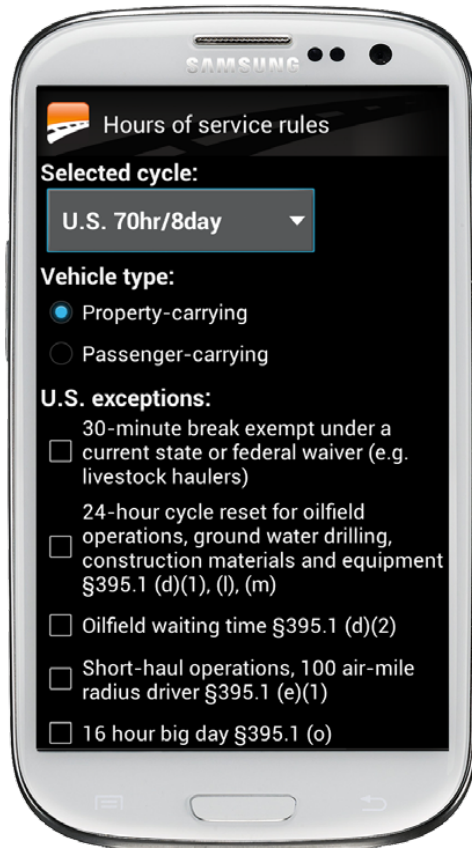
> Press **Settings.**

> Press **My Profile.**

Here you will be able to:

> Enter your information

> **Change Password**

> Change your Rule Cycle

> Set your **Home time zone**

Setting Up Your Profile continued...

If you pressed **Rules...** you will be directed to this page where you can:

> **Select your Cycle**,
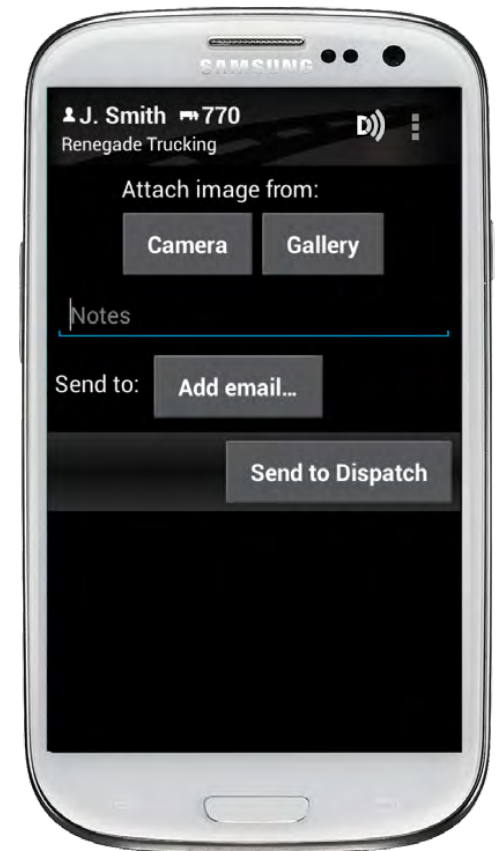
> Choose your **Vehicle type**,

> Check off any **U.S. exceptions** you may run under.

> Press **Change Signature** to add your signature.

> After everything is set in your profile, press **Done.**
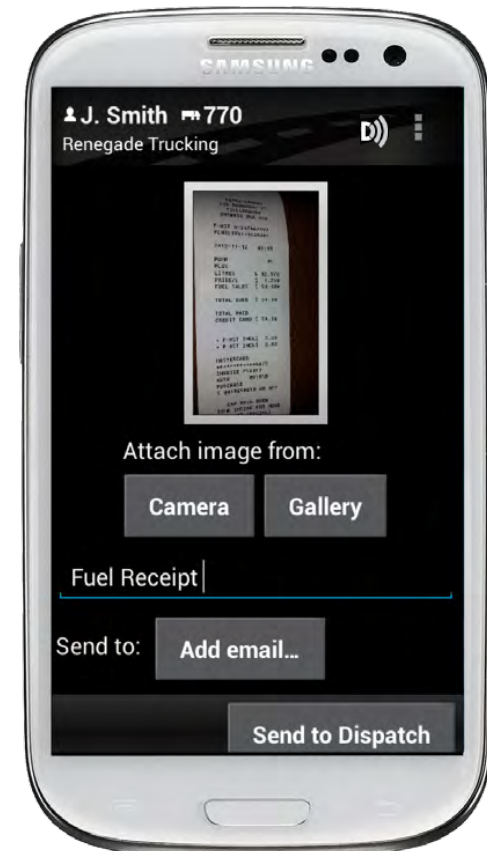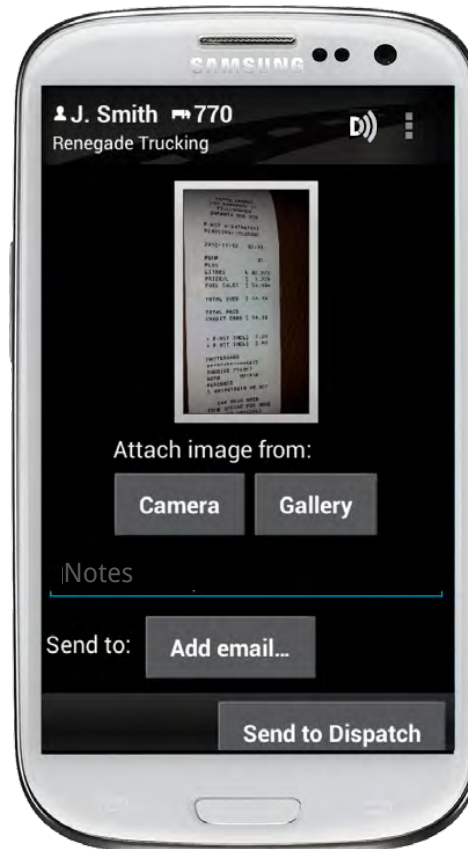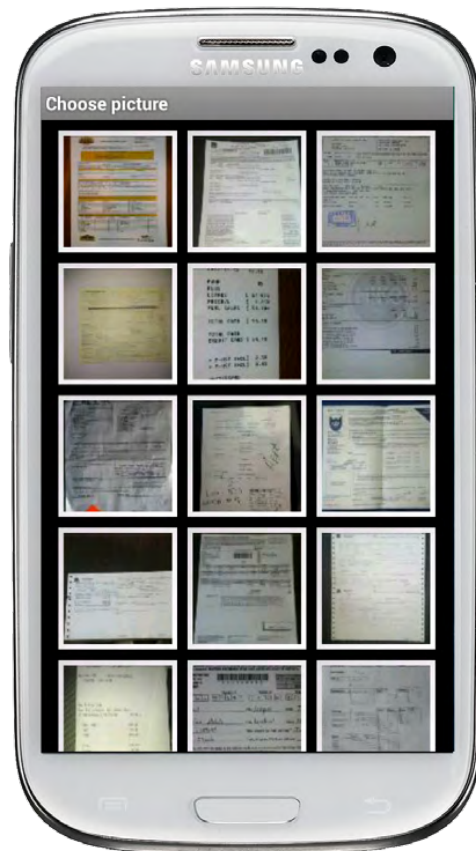
Sending a Message/Document to Dispatch

BigRoad has built-in instant messaging features that allow easy communication between users within your fleet.

> Press **Messages** from the main screen.

> Here you can create **New Chat** or continue a previous conversation.

> You can also send a document straight to dispatch (or to anyone by email) such as a fuel receipt, or a POD. To send, press the **Documents** button.

> You now have to option to select **Camera** or **Gallery.**

> **Gallery**: Allows you to select a picture that was previously taken.

> **Camera:** Opens the camera app on your device so that you can take a picture.

Sending a Message/Document to Dispatch continued...

> If you select Gallery the image folder on your phone opens.
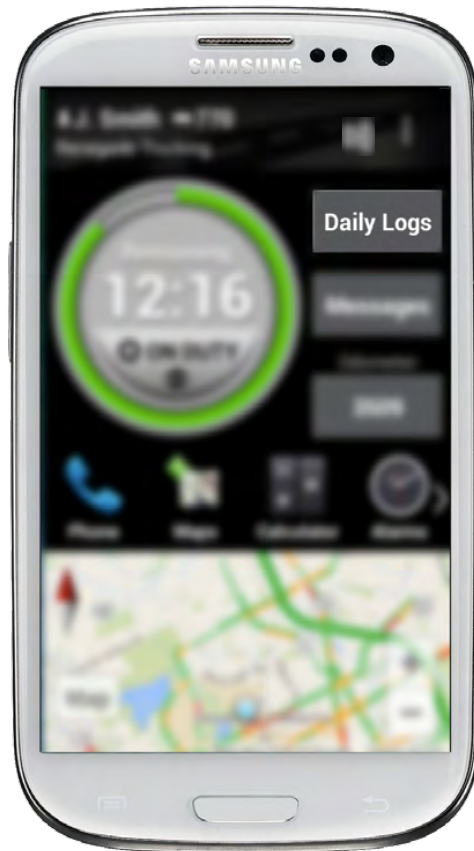
> Press on the image you would like to send to dispatch.

> The image will show on the screen.

> Add **Notes** if required.

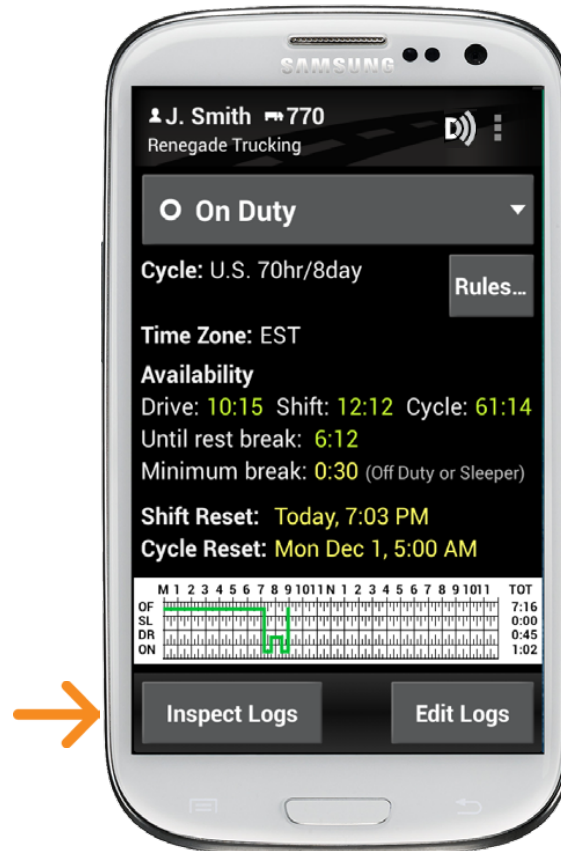> Press **Send to Dispatch**.

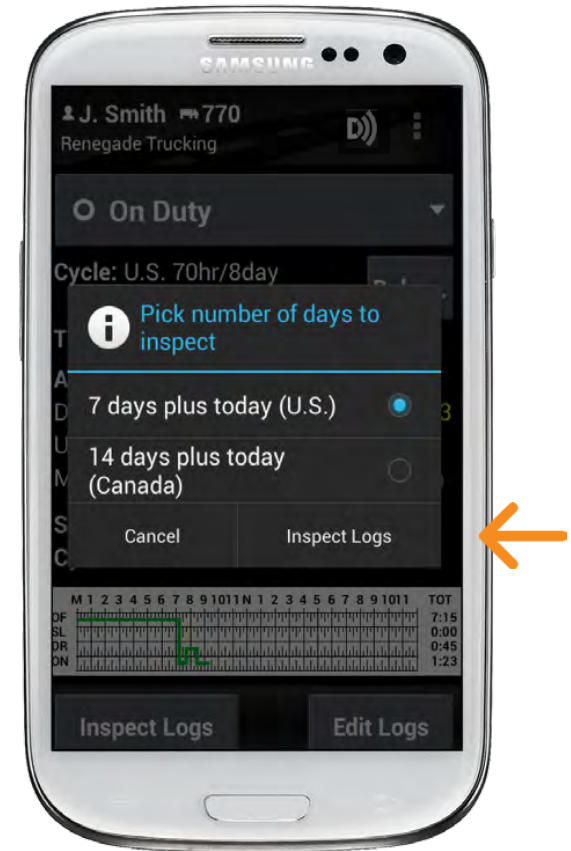 You can also send documents by email by pressing **Add email** and entering an email address**.**

Roadside Inspection
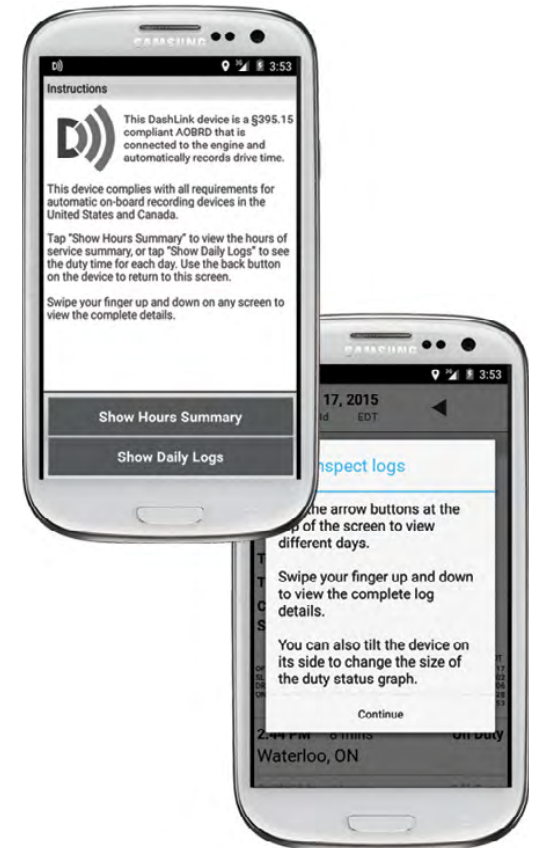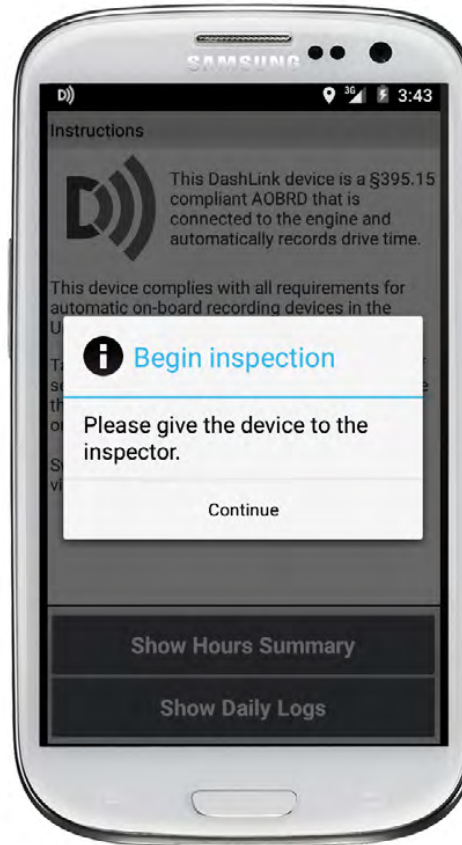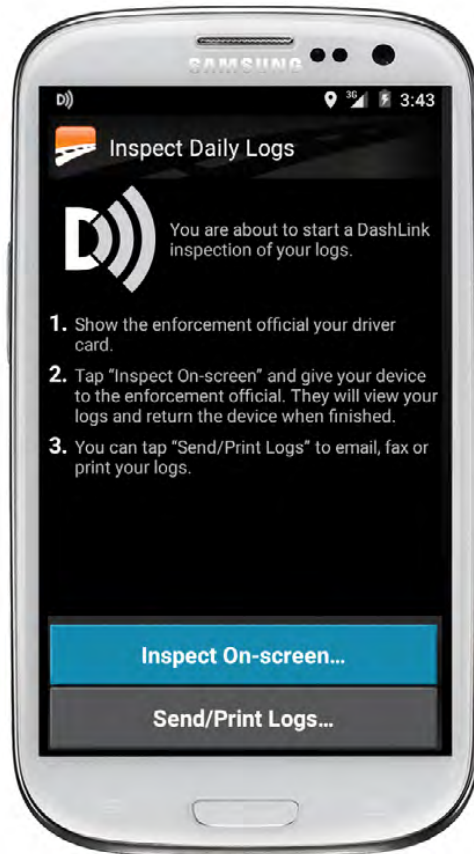
> To show your logs to a DOT officer, press **Daily Logs.**

> Press **Inspect Logs.**

> After choosing an inspection view option, you then have the option to show **7 days plus today**, or **14 days plus today**.

> Press **Inspect Logs.**

Roadside Inspection continued...

> You should see the DashLink logo and instructions for starting an AOBRD (Automatic On-Board Recording Device) inspection.

> Select **Inspect On-screen**.

> Give the inspector your phone or tablet along with the DashLink Driver Card and inform them you are using an AOBRD-equipped vehicle.

⚠ The Driver Card is required by law during inspection. If you don't have one you can download one here: http://discover. bigroad.com/dashlink-driver-card

> The inspection mode will show the inspector the steps they need to follow.

> Once the officer has completed inspecting your logs, you can exit inspection mode by using your phone or tablet's back button.

Dealing with Sensor Failures

It is the driver's responsibility to ensure that their duty status is being recorded correctly. If the device appears not to be working correctly for any reason then the driver must switch to paper logs.
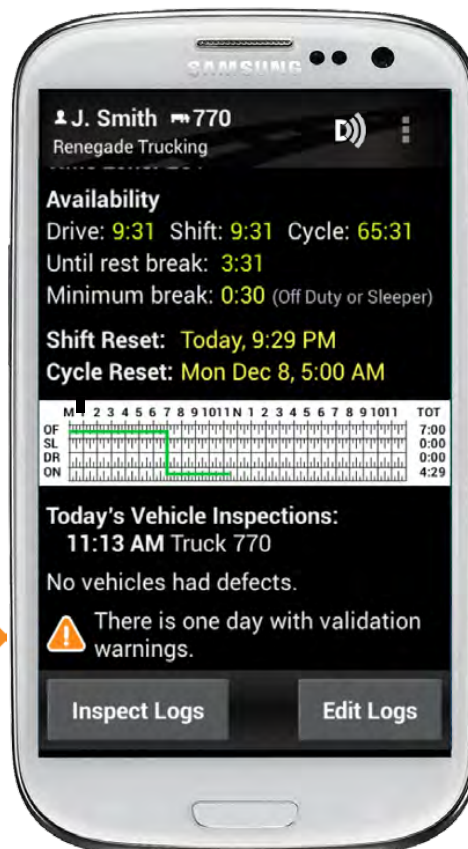
For more information on troubleshooting you can download the DashLink installation guide from: **http://discover.bigroad.com/dashlink-install-guide**

You can also call BigRoad support at 1-888-305-8777 or email support@bigroad.com

If you are driving and see a red warning **Driving without DashLink** or a DashLink icon with a red "X", it means the DashLink device is not working correctly.

> Press the red bar for more information.

> Ensure your phone or tablet is connected to a power source while using the DashLink device.

> Ensure that you have Bluetooth enabled on your phone or tablet.

> If you cannot resolve the problem then you must switch to paper logs.

Validation Warnings
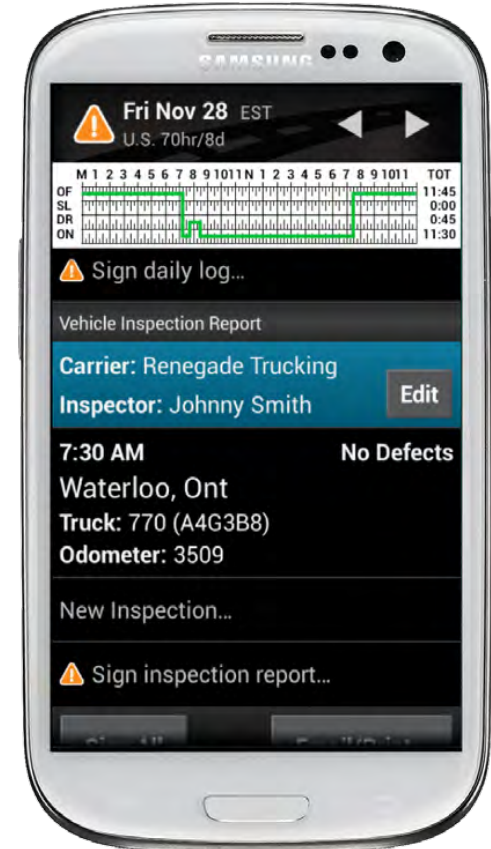

> BigRoad warns you if you have any violations. An infraction could be a form and manner issue, a missing signature, and/or HOS violation.

> There will be a clear indication of an infraction with a yellow warning sign by the **Daily Logs.**

> Press **Daily Logs.**

> BigRoad notifies you of the number of days with an infraction you have within the past 14 days.

> Press the **Yellow Caution Symbol.**

More troubleshooting tips can be found in the DashLink Installation Guide: http://discover.bigroad. com/dashlink-install-guide

> BigRoad will direct you to the first day where you have a validation warning. It indicates the missing information for that day by displaying this symbol. You may then fix the issue.

Note: The validation warnings will not disappear until infractions are corrected.
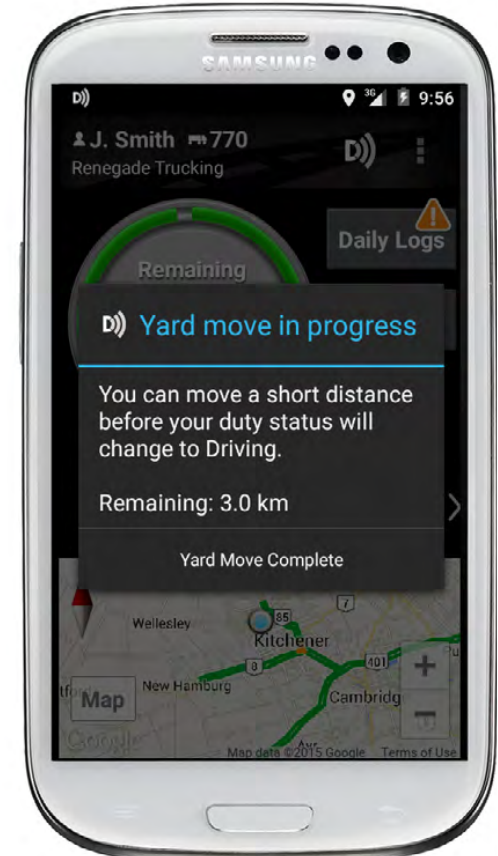
Yard Move: How to Use it

> To start, press **the duty status button.**

> Press **Start a yard move.**

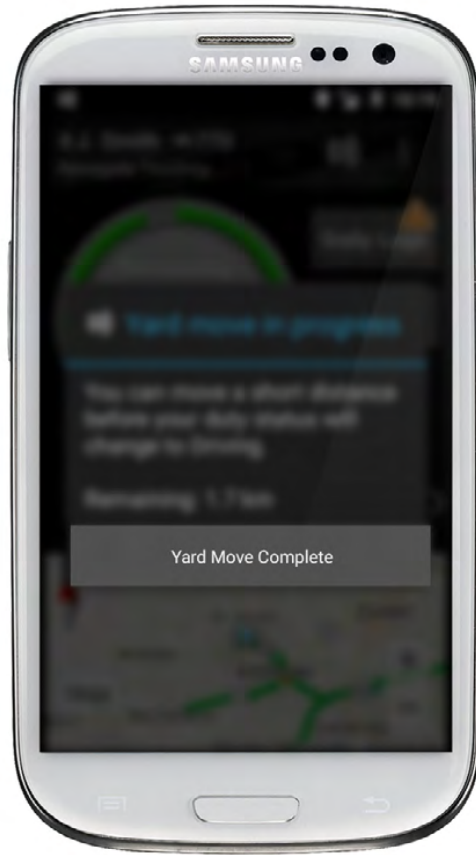

If you do not see the **Start a yard** move button, you must ask your fleet administrator to enable it.

> You can now move your truck a short distance. The Yard move in progress status will count down the remaining distance allowed.

Yard Move: How to use it continued...

> Once you are done moving your vehicle, press **Yard Move Complete.**