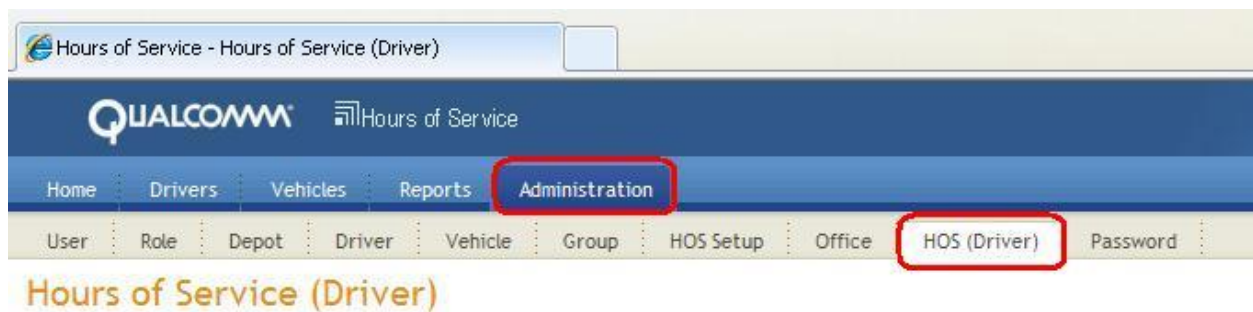# Hours of Service Driver Portal

This bulletin outlines what needs to be done to turn on the Hours of Service Driver Portal.

The Hours of Service Driver portal allows drivers using the Qualcomm Hours of Service application to log onto a web site and download their Hours of Service logs. The Driver logs onto the Driver portal site with the same unique Driver ID and Password they use to log into the MCP on-board. Driver must log on and save their logs at least once every 6 months. All Hour of Service records are purged after 6 months.

1) To activate this feature you must have Admin privileges on the HOS portal. Click on the Administration Tab then select HOS (Driver)

2) Read though the Fleet Administrator Terms of Service. If you wish to activate the feature click the check box and then click the Save button at the bottom of the page.

3) Clock In/ Clock Out Feature. Check this box if you want your drivers to be able to log On Duty time. Clock In/Out is used by drivers when they do not have access to a MCP unit (not driving truck). This feature is ideal for drivers that only drive once or twice a week. This ensures that all staff can use the Hours of Service elogs.

4) When the page refreshes, scroll down to view the URL links to the driver portal. Copy the Direct URL and send it out to your drivers.