

ELD Implementation Checklist

Tasks To Be Completed	Date Completed
Hours of Service (HOS) Policies and Procedures	
<input type="checkbox"/> Review and update written HOS policies and procedures.	
<input type="checkbox"/> Assign specific tasks and responsibilities to appropriate personnel.	
<input type="checkbox"/> Approve changes to the HOS policies and procedures.	
<input type="checkbox"/> Communicate updated HOS policies and procedures.	
<input type="checkbox"/> Collect signoffs on HOS policy and procedures by all personnel.	
ELD Training	
<input type="checkbox"/> Prepare training materials.	
<input type="checkbox"/> Train drivers on HOS and how to operate ELDs.	
<input type="checkbox"/> Train supervisors to monitor HOS logs, recognize violations, and observe policies.	
<input type="checkbox"/> Train managers and relevant personnel on roles and responsibilities for HOS and ELDs.	
<input type="checkbox"/> Plan and schedule ongoing training sessions.	
Auditing and Ongoing Support	
<input type="checkbox"/> Schedule ongoing internal audits to verify that HOS regulations are satisfied, violations are discovered, and DVIR logs are reported.	
<input type="checkbox"/> Advise auditors of specific activities required.	
<input type="checkbox"/> Create a plan to coach and incentivize drivers to follow HOS regulations and to record e-logs with accuracy and completeness.	
<input type="checkbox"/> Set up a program to coach offenders.	

Investing in Success

Setting aside time for careful planning and policy management is always a good investment. By building a strong compliance program, you are ultimately investing in the success of your drivers and maximizing the value you will get out of your ELD solution. For more information, visit www.geotab.com/eld