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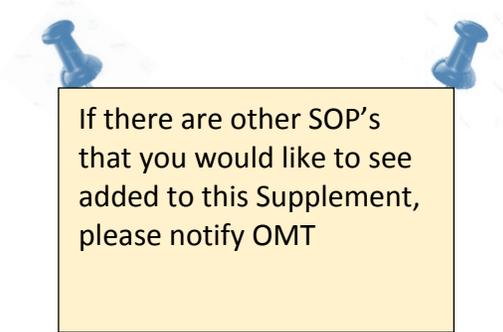
**Driver's Handbook Supplement**  
**Standard Operating Procedures**

**Created July 2018**

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If there are other SOP's that you would like to see added to this Supplement, please notify OMT

## Turn on and Access Tablet

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### For Mobile Billboards...

#### Step 1 Turn on Tablet

Hold in top right button until opening screen comes up  
Tablet will take a short time to boot and go to Lock Screen

#### Step 2 Unlock Screen

Note the vehicle number on the back of the Tablet (example – 57)  
Swipe a finger across the screen to access the Unlock Screen  
Enter vehicle number as a **4 digit number**, starting with zeroes (0) – (example 0057)

**Step 3** Tablet will enter Kiosk Mode, providing access to Driver Application Icons

### For UV's...

Follow the directions above but use the password **3111**

## Routing and GPS Compliance

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### XRS Driver's Tracking and Daily Log Book

Using the tablet is a requirement of the job. This is how we verify your hours with the client.

#### Step 1 Open the "Omnitracs XRS" Application

Log in as follows:

- Driver ID: your ADP 6 digit employee number. e.g. 106905
- Password: Use the password you created

**First time users:** click on **Forgot Password** on the login page and enter your info to set up your new password

#### Step 2 Change Duty Status to On

Tap on where it says duty status **OFF**. Tap the **ON** icon. When asked for a remark, skip or type "login"

#### Step 3 Complete Pre-Trip Inspection

- ✓ Tap the house symbol in the top left to go back to the summary screen
- ✓ Under the unit number, tap on "**pre-trip required**"
- ✓ If your vehicle is listed, tap on it. If not, select **Pre-trip: New Vehicle**
- ✓ Confirm previous inspection: A list comes up with items to check. Tap the check box **ONLY** on defective items. Input a comment on what's wrong with it
- ✓ Tap on **Accept**
- ✓ It will ask for a Route ID. Tap on **Cancel**
- ✓ Enter Manifest Number: N/A and tap on **OK**
- ✓ Tap the house button in the top left to go back to the summary page

#### Step 4 Market to Market Breaks or other Off Duty periods

Tap on where it says duty status **ON**. Tap the **OFF** icon.  
Tap **ON** to go back on duty and continue Trip or work day

#### Step 5 Complete Post-Trip Inspection

At the end of your day, after completing your route, come back to XRS and tap on **Post-Trip Required**. Complete the same way you completed the pre-trip.

#### Step 6 Go OFF Duty and Log Out of XRS (if it does not log you out automatically)

This is important. Failure to do so, may result in a DOT violation the following day.

***Reach out to your Lead Driver if you have ANY issues***

## Roadnet Routing

Roadnet Anywhere is your main routing format. Your routing will be loaded on to your tablet daily, and you need to follow the navigational directions provided to you through the app. This user guide will help you to get logged in and basic instructions of getting started with the program.

- You **MUST** log into Omnitrac's XRS before logging into Roadnet
- After logging into XRS for the day go to your tablet home screen and open the Roadnet app
- You **MUST** log in to Roadnet at the beginning of your shift to load your route as it programmed to navigate from your home, hotel, or storage location (wherever your start your day from)

### Step 1 Login

- ✓ Username: Roadnet Driver ID # located on the front page of your routing
- ✓ Password: DO NOT enter a password – No password is required, leave this space empty
- ✓ Your route will appear
- ✓ If all is correct. Tap on **Load Route**

**NOTE:** *If your route name and date do not match what you have been assigned to do, reach out to Diane or Rob*

- Step 2** You will see a preview list of your route. After reviewing, tap on **Start Route**
- Step 3** You will see your starting and ending destination. Tap on **Depart Route** to begin your day
- Step 4** Your first location will appear. The navigation should load automatically but if it does not load after a couple seconds you can tap on the address to get your GPS navigated instructions loaded
- Step 5** A map preview to your next destination appears. Follow the instructions on the screen to arrive at your location
- Step 6** Once you arrive, find a safe place to stop near or at your location and hit arrive. Pull up your next location before moving
- Step 7** Repeat steps 3 - 6 until the end of your day.
- Step 8** At the end of your day, tap on **COMPLETE ROUTE.** It will log you out, and return you to the login page.

**DO NOT FORGET TO OPEN XRS BACK UP TO DO YOUR POST TRIP AND LOG OFF**

## DOT Compliance

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### PAPER Log Book Step-By-Step Instructions

#### ➤ Points to Remember

1. There should be **no blanks** on any of the line items or in the hours recap. A blank item just leads to further inspection by a DOT inspector
2. There are **no abbreviations** allowed in the address line items and the remarks section where we are explaining off duty or on duty stops on our trip. **Exception:** May use 2 letter abbreviation for state - everything else must be spelled out.

Although not all log books are laid out the same way, all areas below are in each log book.

#### ----- Completed at Beginning of Day -----

<b>Today's Date</b>	Enter date completing the log book in <b>mm/dd/yyyy</b> format
<b>Name of Carrier or Carriers</b>	Always " <b>do it outdoors media</b> "
<b>Main Office Address</b>	Always " <b>3111 Farmtrail Road, York, PA 17406</b> "
<b>Home Terminal Address</b>	<b>Always "3111 Farmtrail Road, York, PA 17406"</b> The address entered here <i>establishes the time zone that you are required to use WHENEVER you are completing a log book. Since our electronic logs thru XRS use Eastern Standard Time, we use the York address.</i>
<b>Truck/Tractor Numbers or License Plate/State</b>	Either the truck # <b>OR</b> the license plate # <b>and</b> state abbreviation are acceptable
<b>Co-Driver's Name</b>	Most always " <b>N/A</b> " On a rare occasion, you may have another company Driver riding with you. If this occurs, enter with that Driver's name. Remember --- NO BLANKS.
<b>SHIPPING DOCUMENTS ---</b>	
<b>B/L or Manifest No.</b>	Always " <b>N/A</b> "
<b>Shipper and Commodity</b>	Enter one of the following: <ul style="list-style-type: none"><li>• Going to a campaign: Enter the client for the campaign we are traveling for</li><li>• Heading home (not scheduled to go directly to another campaign): Enter the client of the campaign we just completed</li></ul>

**FROM: TO:** Enter the destination you are leaving from and the destination you are Going to

➤ **Points to Remember**

1. Must complete prior to starting journey
2. Enter the exact full address you are going **TO**/starting **FROM**
3. If your journey is more than 1 day, you will enter the same thing every day until you reach your destination

----- Completed Throughout Day -----

**24 HOUR GRID**

➤ **Points to Remember**

1. You must use the time zone of your Home Terminal Address, no matter what time zone you are in or what time zone(s) you travel in
2. The grid must account for 24 hours – no day is more or less than 24 hours

- 1) **OFF DUTY** --- there should be a solid, straight line drawn from midnight to your actual starting time. NOTE: This should never be before 5am unless you have prior approval from OMT (per Company policy). Once you have reached your “on duty start time” a solid straight line should be drawn down to **ON DUTY (not driving)** and your pre-trip inspection should be noted in the **REMARKS** section below.

Once you have started your trip, **OFF DUTY** will be used for off duty stops only. An off-duty stop is a stop where you take a 30 minute break away from the truck (MUST be clocked out of ADP also). Whenever traveling 8 hours or more, **YOU MUST take an off-duty break and document accordingly in the OFF DUTY section.**

At the end of the day when you have completed your post-trip inspection, a solid line needs to go from **ON DUTY** up to **OFF DUTY**. Continue the solid line through to the end of the day thus completing a full documented 24 hour cycle. All 24 hours in your trip day need to be accounted for.

- 2) **SLEEPER BERTH** --- this section is never filled in for our purposes – but the total hour section to the far right needs to have a 0 placed there when we are completing the total hours for the day.
- 3) **DRIVING** --- Document only your actual driving hours here. A solid line should be drawn from **ON DUTY** up to **DRIVING** and should go back to **ON DUTY** throughout the day as you stop for fuel and other stops with your last **ON DUTY** entry when you are conducting your post-trip inspection.

- 4) **ON DUTY (Not Driving)** --- As noted above, all **ON DUTY** breaks need to be documented with a solid line coming from **OFF DUTY** or **DRIVING** to **ON DUTY** and then a solid line back up to either **DRIVING** or **OFF DUTY**.

**REMARKS** --- Any activity during the day, **other than Driving hours**, needs to be documented here directly below the **ON DUTY** or **OFF DUTY** function completed above. Draw a line down and document accordingly.

Note: If the change of duty status takes place at a location other than a city, town, or village, you must show one of the following:

- The highway number and the nearest milepost followed by the name of the nearest city, town, or village and State abbreviation,
- The highway number and the name of the service plaza followed by the name of the nearest city, town, or village and State abbreviation, or
- The highway numbers of the two nearest intersecting roadways followed by the name of the nearest city, town, or village, and State abbreviation.

Example: You stop for fuel for 15 minutes at 8:45 AM in Paducah, Kentucky. A half box needs to be drawn at the 8:45 AM to 9:00 AM **REMARKS** timeline with a line extending down at a slant and “ Fuel, Paducah, KY” needs to be printed in. **Note the only abbreviation is the state. All other words explaining the stop need to be written out.**

Tips

1. On full day trips, you will want to document the stops as far left as possible to ensure you have enough room to list all your stops
2. This is also a great area to record your starting and ending odometer readings for the trip entering on the far left or right sides to save space for your stops documentation

**----- Completed at End of Day -----**

**TOTAL HOURS** --- At the right of the grid is a **TOTAL HOURS** column. You must total how many hours of each (**OFF DUTY, SLEEPER BERTH, DRIVING, ON DUTY**) and then add down. Again, this will always equal 24.0. Be sure to enter a “0” for **SLEEPER BERTH**. Take your time and make sure your math is accurate.

**RECAP** (far right of log)

1. The first entry is simply the total of lines 3 and 4 in the GRID
2. Only the **70 Hour / 8 Day** section needs to be completed
3. **A** = add the total hours on the last 7 days, including current day
4. **B** = subtract A from 70
5. **C** = add the total hours for the last 8 days, including current day

➤ **Points to Remember**

- Enter “n/a” on each line in the **60 Hour/7 Day** section
- Take your time with the math

- If not completing a log book daily, you must track your hours using the Daily Time Record (DTR) – days off AND days worked. This is the only way we can accurately calculate our **70 Hour / 8 Day**. Using the DTR also is proof to an inspector that we do not need to keep a log book when we are on a campaign and within 100 driving/150 air miles of our daily headquarters (our hotel or where we store the truck on a campaign).

**Total Miles Driving Today**                      The total miles driven

**Total Mileage Today**                      Most always “n/a” – only if you’re driving with another Driver would this section be completed. This would be your miles driven and the other Driver’s miles driven combined.

**Driver’s Full Signature**                      The very last thing you do, when the log book is completely filled out, is sign the log book page. Use the same signature that is on your license. For example, if your nickname is Clark, but your given name is William, you must sign the log using your full legal name. Sign **ONLY** when you have made sure everything is filled in properly.

➤ **Other Reminders and Tips**

- A 24 hour cycle may only have a maximum of 11 hours **DRIVING**, 14 hours **DRIVING + ON DUTY**. You **MUST** have a 10-hour reset (down time, not working)
- When it is necessary to complete a log book and part of your day includes driving a rental car, your time driving the rental car is noted as **ON DUTY**. Only hours spent driving a commercial vehicle go under **DRIVING**.
- You only need to keep completed log book pages for 7 days from today’s date. After 7 days, please dispose of the copies. The original pages need to be sent to the Las Vegas office. Please send the completed originals in once a month - no need to send in every week (that is a waste of time and postage). If you are often an in-market Driver or are out on a lengthy campaign, you will not have log book entries every month.
- Entering the time above each line you draw in the grid, as shown in the diagram below, allows you to quickly add your **TOTAL HOURS** at the end of the day.

Example of Completed Log Book

**DRIVER'S DAILY LOG** (24 HOURS) 07 / 11 / 2018  
(Month) (Day) (Year) Original - File at home terminal  
Duplicate - Driver retains in his/her possession for eight days

do it outdoors media  
 Name of Carrier or Carriers: 3111 Farmtrail Road York PA 17406  
 Main Office Address: 3111 Farmtrail Road York PA 17406  
 Home Terminal Address: N/A

540 Total Miles Driving Today    N/A Total Mileage Today

YTS9827-PA (unit 120) Truck/Tractor and Trailer Numbers or License Plate(s) / State (show each unit)

I certify these entries are true and correct:  
 Peter Smith Driver's Full Signature    N/A Co-Driver's Name

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS
1. OFF DUTY																									13
2. SLEEPER BERTH																									0
3. DRIVING																									9.75
4. ON DUTY (NOT DRIVING)																									1.25
REMARKS																									24.0

216120  
215580  
540

SHIPPING DOCUMENTS: N/A

B/L or Manifest No. Under Armour

Shipper & Commodity: 123 Oak Drive, Dallas, TX    To: 1 Main Street, Louisville, KY

USE TIME STANDARD AT HOME TERMINAL    © Copyright 2012 & Published by J. J. KELLER & ASSOCIATES, INC.®

**RECAP** Complete at end of workday.

14.0 On duty hours today. (Total lines 3 & 4)

70 Hour/8 Day Drivers

A. 53.0 Total hours on duty last 7 days, including today.

B. 17.0 Total hours available tomorrow. 70 hr. minus A.\*

C. 61.5 Total hours on duty last 8 days, including today.

60 Hour/7 Day Drivers

A. N/A Total hours on duty last 6 days, including today.

B. N/A Total hours available tomorrow. 60 hr. minus A.\*

C. N/A Total hours on duty last 7 days, including today.

\*If you meet the 34-hour restart requirements in 49CFR 395.3, you have 60/70 hours available again.

## Vinyl Installation

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### Tools Needed For Vinyl Installation / Removal

Channel locks or rubber mallet, flat-head screw Driver, custom extension pole, vinyl clips

### Definitions

**Cable Guide** – wheel/pulley that keeps the cable in place and free to move in either direction

**Tension Handle** – found at the bottom left inside the frame, this handle allows you to loosen and tighten the cable

### How to Install New Vinyls

#### **Prep the Vinyl Prior to Installing**

1. You should receive your vinyl from the printer fan-folded, easier for Clip installation
2. Install the (40) Clips to the outer perimeter of the vinyl at each asterisk mark (8 on each side, 12 on top and bottom)

#### **Install the Vinyls**

1. Pull bottom cable out onto deck, pull top cable down to the deck
2. Lay the vinyl out with the top edge next to the frame
3. Starting on one side, hook the 1st five top Clips to the side cable

Note – top and side cables are divided as they go around pulleys in the corners so it is important to put the side Clips on the side cable and the top Clips on the top cable

4. Work your way up the side and then start Clipping the top Clips to the top cable working towards the other end of the frame until the top is all Clipped on
5. Hook the 1st five top Clips to the other side cable
6. Reach into the bottom right corner of the frame system and grab the cable end coming out of the bottom right corner cable guide and pull it towards the Tension Handle to your left (this will raise the vinyl). Hook the cable end to the last link on the chain to hold the vinyl up. While pulling the vinyl up be sure that the side cables don't fall behind the side cable guides preventing the vinyl from going up.
7. Using the extension pole & tool, hook the top cable over the top cable guides, start on one end and work your way to the other end (5 cable guides on top)
8. Unhook the Tension Handle leaving the cable out on the deck where you can get to it
9. Hook the remaining left side Clips to the left side cable

10. Hook the (12) bottom Clips to the bottom cable working your way from one end to the other
11. Hook the remaining right side Clips to the right side cable
12. Using the Tension Handle, apply slight pressure
13. Using the custom extension pole, hook the left side and right side cables over the side cable guides
14. With the Tension Handle:
  - a. Pull the slack out of the cable that's attached to Tension Handle by moving it from the end chain link to a chain link closer to the Tension Handle spring (you may have to back down 2 to 3 links on the chain then re-attach the cable end - this will allow you to easily flip the handle into the tensioning position)
  - b. Lift the Tension Handle halfway with one hand then slide the adjustment bar with the other hand to the angled slot that will allow you to tension the vinyl. Finally set the Tension Handle into the tension & locked position. If more tension is needed simply slide the adjustment bar over to the next angled slot or adjust the amount of chain links that the cable is attached to.
  - c. The Tension Handle should be easy to set into the tensioning position, if it's too hard to set then you have applied too much pressure to the system and readjustment is required. Warning: Be sure not to over tighten the vinyl, this can be verified by the compression of the Tension Handle spring. The rings of the spring should have no less than a 1/16" space between each of them. If the rings are fully compressed to the point they are touching, it could cause the system or vinyl failure.
15. Hook the bottom cable under the bottom cable guides.
16. Check that all the Clips are pulling the vinyl tight and even with no wrinkles. If there are any wrinkles in the corner simply push the very corner Clips toward the corner pulley until they disappear or pull on the cable to allow the Clips to move into position.
17. Lastly, close the top frame caps, the bottom frame caps, and then the side frame caps. Be sure to lock the side frame caps in place by tightening the thumb screw located on the cap.

### **How to Take Down Old Vinyls**

1. Open the frame caps. Start by unscrewing the thumb screw locks from the side frame caps first. Open the side frame caps, then the bottom frame caps, lastly the top frame caps. Use the Extension Pole & Tool to open the top frame caps. Flip the extension pole over so that the end with the white flat angle bracket is at the top of the pole. Insert the white flat angle bracket at the center of each top frame cap between the vinyl banner and the inside edge of the top frames cap. While applying an outward pressure, slowly pull downward on the extension pole until you the top frame cap springs open.

2. Flip the Tension Handle located inside of the bottom left horizontal frame section to the loose position and slide the adjustment bar to the last straight slot of the bar.
3. Using the Extension Pole & Tool, unhook the side cables from the (3) cable guides on each side frame section.
4. Set the cable end that's attached to the Tension Handle to the last chain link. This will allow enough slack in the cable so you can easily unclip the bottom side half of the vinyl from the left & right side cables, and the bottom of the vinyl banner from the bottom cable.
5. Unclip all of the bottom Clips and the bottom four side Clips on both the left and right sides from the cable, working your way from one end of the frame to the other end.
6. Using the Extension Pole unhook the top cable from the top cable guides.
7. Detach the cable end from the Tension Handle chain and walk it towards the right end of the trucks frame, let go of the cable. The cable end will stop in the bottom right corner cable guide bracket.
8. Starting on the right side unclip the remaining side Clips and top Clips working your way over to the other end until all of the Clips have been unclipped from the top and side cables.
9. To keep the cable protected, make sure it is in the frame by re-hooking the cable and applying light tension. Cable should be over the top pulleys. Close doors and secure.

## ShareFile

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### Getting Set Up on ShareFile

- (1) ShareFile accounts will be set up by Ops based on your e-mail address
- (2) Once the account is set up, you will receive an e-mail from ShareFile with instructions on how to activate your account and reset your password

### Uploading Photos to ShareFile Via Smart Phone

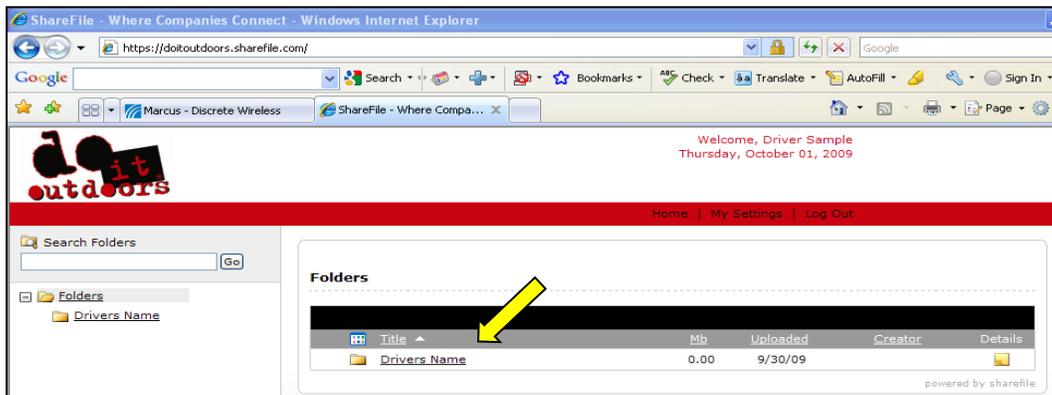
- (1) From the Play Store(Android) or App Store(iphone) download the app called Citrix



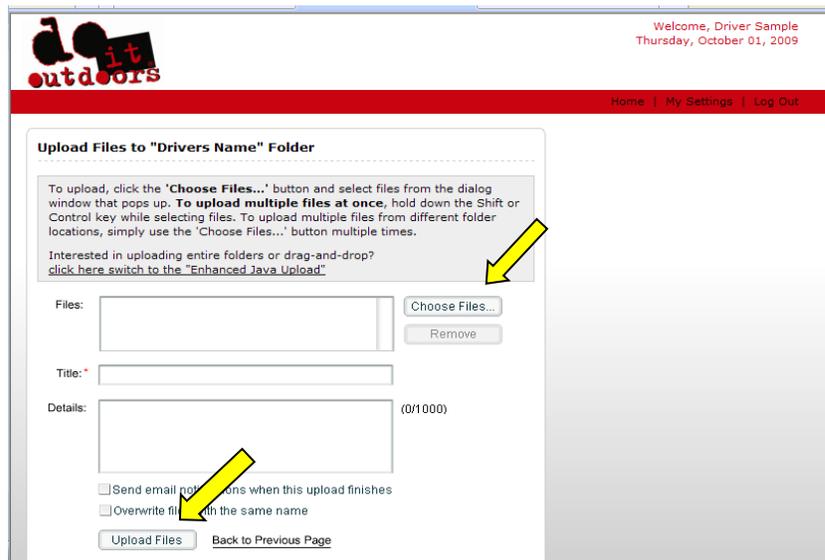
- (2) Once downloaded, log in with your email address and password created
- (3) You will see a folder with your name on it. Open this folder.
- (4) Click the plus button in the bottom right hand corner.
- (5) Click Upload Files.
- (6) Select photos you want to upload. Long press (hold down finger) on the first photo until a checkmark appears next to it. This allows you to select multiple photos. Check all photos you want to upload and click upload.
- (7) A preview will come up stating how many files you are uploading and the destination (your named folder)
- (8) Click upload to upload photos to ShareFile.

### Uploading Photos to ShareFile Via PC

- (1) Go to our Driver's website at [www.thisishowweroll.org](http://www.thisishowweroll.org)
- (2) Select the "Photo Upload" tab
- (3) Enter your username and password (as provided by Ops)
- (4) You will find a folder with your name on it, click the folder



- (5) Click "Upload Files"
- (6) Click "Choose Files"



A new browser box will pop up; you will then be able to choose what pictures you send

**TIP:** When selecting more than one image: click on the first image, hold down the shift key, click on the last image, press enter

- (7) Click "Upload Files"

Once the upload is complete, you will be sent back to the original page. ShareFile will automatically send Operations an e-mail when photos have been uploaded. Once the photos have been downloaded, another e-mail will automatically be sent from ShareFile to the Driver informing them that the download has taken place.