

ELD Mandate Preparedness Checklist



Ensure that your fleet remains compliant with the Canadian Electronic Logging Device (ELD) Mandate. Here are the essential steps you need to take to ensure you're compliant.

Know the timeline

As of June 12, 2021, Transport Canada requires every federally regulated commercial truck and bus operating in Canada to be equipped with a certified ELD. Progressive enforcement in the form of mainly education and awareness with no penalties is in effect until June 12, 2022. This applies to all provinces and territories.

Provinces and territories may release updates regarding regulations and enforcement. [This](#) communication from CCMTA includes a link to each Canadian province and territory's regulatory guidelines. Check in regularly with the jurisdictions where you operate for updates.

Learn the functionalities

Most of the Canadian ELD Mandate requirements are concerned with how the devices and systems collect, store, and report log data. Here are examples of the new requirements:

- 1. Driver logbooks** – Hours of Service (HOS) rules don't change. Instead, time is recorded automatically. Drivers will be able to review their logs and make very limited edits in the event that a log is inaccurate.
- 2. Reporting** – The methods for electronically reporting Record of Duty Status (RODS) with ELDs will be standardized to ensure accuracy and security.
- 3. Driving data** – ELDs will track additional fleet, truck, and driver information to create visibility with law enforcement and prevent fraudulent reporting.
- 4. Fleet data** – Carriers are expected to provide additional details about their fleet, trucks, and individual drivers, such as CMV number, CDL number, and VIN. This information will be conveyed to law enforcement during compliance checks.
- 5. Duty statuses** – A 'Duty Status' is required to be assigned for all vehicle and driver activity. Some of these statuses will occur automatically, while others can be selected manually.
- 6. Driver alerts** – Devices will be required to trigger an alert when there is 'Unassigned Driving Time' on a driver log or when a device malfunction is found.

Understand operational implications

Research how the new ELD requirements will affect your fleet's operations. The types of changes to prepare for are:

- Automatic Duty Statuses, including rules, thresholds, and requirements
- Using 'Personal Conveyance' and 'Yard Move'
- Driver and vehicle setup
- Fleet audits and reporting
- Driver and carrier log edits
- Unidentified driving-time activity

Develop an implementation plan and timeline

Introducing a new application to your fleet is always challenging, and the same will certainly be true with ELDs. Since ELD implementation will affect many different roles and departments, it's important to have a solid plan in place that you can stick to. The plan should provide detailed timelines and areas of responsibility from start to finish. Additionally, you should schedule regular meetings to check on overall progress.

While some of the technical specifications around certified Canadian ELDs are different from U.S. regulations, the operational functionalities are the same. For some businesses, it may just be a matter of undergoing a software update on their existing ELDs. Whether you'll require a software update to be compliant with an ELD in Canada or you're a first time ELD user, vendors, like [Omnitracs](#), can offer you the technical support, project planning, and training you may need to make the transition as seamless as possible.

Find the right solution for your fleet

ELDs in Canada require certification by an accredited third party. As such, it's imperative that you remain in contact with a company you can trust to ensure regulatory compliance. As various providers are currently in the process of obtaining third-party certification for their ELDs, choosing the right provider can have many long-lasting benefits that may determine which solution you select:

- **Credibility and longevity** – Preventing future compliance issues begins with choosing a vendor that's been around long enough to prove their commitment to reliability and customer service.
- **Connected solutions** – Most companies looking for an ELD want something basic that meets the minimum requirements of the Canadian ELD Mandate. However, many companies are realizing that they can save time and money when combining their ELD with other valuable applications, including [video](#) and [routing](#) solutions.

Develop guidelines and best practices

Before you begin training your company on the operational changes that ELDs require, it's a good idea to take a moment to set some standards early on to help ensure a smoother transition.

Examples of the types of processes that are good to standardize early on are:

- Guidance for consistent and clear annotation
- Processes for submission and retention of required supporting documents
- Guidance on log edits
- Processes for avoiding unidentified driving time
- Clear policies regarding the use of 'Personal Conveyance'
- Processes for reporting and resolving ELD malfunctions or other technical issues

Testing and pilot program

Before rolling out ELDs to the entire fleet, it can be helpful to test a solution with a smaller group to resolve any issues. This group should represent a cross-section of the larger audience to ensure the solution is vetted at every level. Some fleets choose this group at random or by geography. The types of users in the test program should include:

- Drivers
- Administrative users (dispatchers, driver managers, fleet managers, etc.)
- Other users (maintenance, road technicians, yard jockeys, etc.)

Train drivers

Once installed, you should plan ahead as much as possible to provide drivers with training on how to use the device. Every driver using an ELD should know how to do the following before the mandate deadline:

- Log in
- Respond to unassigned driving hours the ELD records
- Record 'Duty Status' changes
- Log edits (fleet and driver)
- Add notes to records to explain any edits or additions
- Certify records to indicate that they are complete and accurate
- Access RODS data from the ELD
- Review and understand the ELD display information
- Transfer ELD data by email to inspectors or law enforcement
- Identify, correct, and report data diagnostic issues
- Report ELD malfunctions
- Understand fleet-specific processes, policies, and procedures

Train support staff

In addition to training drivers, there should be a plan in place to train support staff on the types of changes to expect with ELDs. You can address the following topics:

- Driver and vehicle onboarding
- Compliance requirements and processes
- Supporting document requirements and processes
- ELD operations
- Log edits (fleet and driver)
- ELD data retention
- Understanding and preventing harassment and coercion
- The ramifications of logbook tampering
- ELD troubleshooting/malfunction
- Fleet-specific processes, policies, and procedures

Learn the implications of non-compliance

Fleets should not wait for certification approval to connect with an ELD vendor of their choice. Businesses should secure a trusted vendor, like Omnitracs, as soon as possible and well before enforcement penalties are in effect.

If a non-exempt driver is caught without a compliant ELD once the period of education and awareness passes, fines may be issued to the carrier. In some cases, the driver may be placed out of service.

Learn data storage requirements

Unlike previous rulemakings, the Canadian ELD Mandate also defines how your fleet stores ELD data and for how long. Be sure to ask your ELD provider how to address this for your operation. You'll also want to consult with your ELD provider to understand the process of transferring data to a new ELD in the event you decide to switch vendors.

- You must retain ELD data and backup data for six months.
- You must ensure secure storage of all data and backups to protect driver privacy.

Some vendors will back up and store data automatically as part of their service contract; be sure to check to see if this functionality is included as part of your service plan.

Ensure compliance with a trusted ELD solution that grows with your fleet. Learn more at www.omnitracs.com/everythingeld or call + 1 (800) 348-7227.