Correct Off Duty Log Violations : BigRoad Mobile App

OVERVIEW

Drivers are expected to sign logs for every day of the year, even for days when they were Off Duty for the entire day and there was no activity in the BigRoad Mobile App for the day.

Previously, if a Driver was Off Duty for the entire day and had no activity in the BigRoad mobile app, an unsigned log for that day would not be flagged as a violation. Typically, with Paper Logs, when a Driver returned from their time off, they would add a note to the log on their first day back indicating they were off for a certain period and No Logs would exist for the Days they were Off Duty.

The BigRoad Mobile App will now prompt Drivers to sign any Unsigned logs for the time they were Off Duty when they login for the first time after being Off Duty . The Notification pop up window will indicate the number of Unsigned Daily Logs and allows the Driver to sign all the Logs at once before they start their work shift.

CORRECT OFF DUTY LOG VIOLATIONS

1. Log in to the BigRoad Mobile App
2. Tap **Yes** on the Notification Banner to correct all Missing Signature Violations for all the Daily Logs at once.
3. Tap **Yes**
4. Tap **Sign Logs**
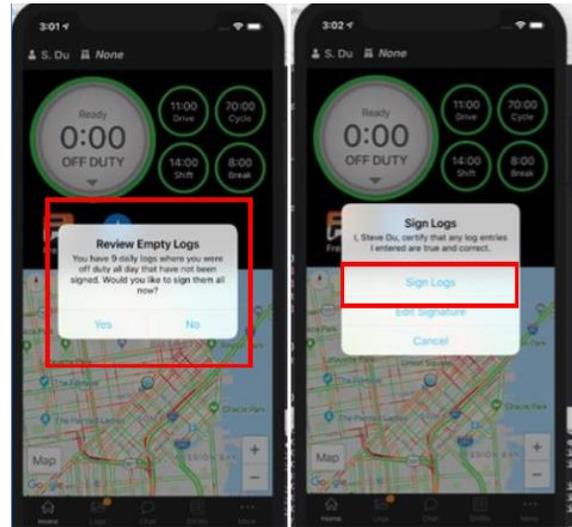
*Note: This feature only supports Unsigned logs for Off Duty time. The app will **not** prompt the Driver for other Unsigned logs when they were On Duty. For Unsigned Log Days where there are events recorded, the Driver will follow the usual process of reviewing and then signing the logs.*

*Note: Drivers can only correct Unsigned Logs that are **Fourteen days old Plus Today** from the BigRoad Mobile App. If their Off Duty time was older than Fourteen Days, they can sign any older logs from the BigRoad Web Application instead*

REVIEW UNSIGNED LOGS ON THE DAILY LOGS SCREEN

in addition to the In- App Notifications Drivers receive once logged in for the first time after their time off, the **Daily Logs screen** of the BR Mobile App will also show a Violation indicating Missing Signatures for Off Duty Logs, so that Drivers are aware of Unsigned Logs.

1. From the BigRoad Mobile App Home Screen, tap the Logs button

2. Tap **View logs** button
3. From the list of Days, select a Day for which you would like to correct the Violation for
4. Tap **Sign daily Log** to correct the Violation(s)