DIVISION/BULLETIN NO:   UniGroup 04-06
DATE:                February 21, 2006
FROM:                Jim Peery
TO:                  All Domestic/Canadian Agents and Headquarters Contract Truckmen
SUBJECT:      Agent Ability To View Van Operator Logs Online Through The Log Compliance Audit Management System (LCAMS)

PURPOSE/OBJECTIVE:
LCAMS has been expanded to allow agent access. The computation chart function of the LCAMS system will show a record of logs that have been received and processed by the Headquarters Safety Department.

KEY POINTS:
1. To allow agents better management and more timely submission of their van operators’ daily logs.
2. This will allow an agent to see the date of the log, the date the log was received by Headquarters, any hours-of-service violations that were detected, and other features.

ACCOUNTABILITY:
Appropriate agency staff.

CONSEQUENCES FOR NON-COMPLIANCE:
This action is intended to assist the agency family; however, a van operator who fails to submit logs will be subject to disqualification if the logs are not received within 30 days from the date of the log, as provided for in the van operator and agency safety policies.

ACTION REQUIRED:
Training of appropriate agency personnel.

CONTACT:       Your regional safety compliance coordinator in the Headquarters Safety Department.

ATTACHED:      Log Compliance Audit Management System—Logs (Overview and instructions for accessing your agency’s logs online through LCAMS)
LOG COMPLIANCE AUDIT MANAGEMENT SYSTEM
(LOGS)

Overview

The Log Compliance Audit Management System’s menu option “4” allows agents to view a record of logs received from their drivers.

Help Windows:

When information is needed regarding a field, position the cursor in that field and press the PF1 Function key. The Help window will display. Press the PF4 Function key and the window becomes larger (and may contain more information). Press the PF7 Function key if there is a (More +) sign in the bottom right-hand corner of the Help window. The PF3 Function key removes the Help window.

Enter Key:

The Enter key can be used anytime to determine if additional information is needed on the screen. When in doubt, press the Enter key, and the system will prompt the information required for the screen.

Error Messages:

There are two types of error messages:

- Errors caused by entering incorrect information. The error message on the bottom line of the screen will reveal what information is missing or incorrect. When the information is corrected and the Enter key is pressed, the problem is solved.

- Security Messages indicate the user is not authorized to complete the action attempted.

Additional information is available regarding PF keys in the Appendix of this section.
Log Compliance Audit Management System
MAIN MENU

To use the Van Operator System and to access the Van Operator System Main Menu Screen:

➤ Type “CESN” and press the Enter key.
➤ Type your User ID and Password and press the Enter key.
➤ Type “LOGS” and press the Enter key.
➤ The Log Compliance Audit Management System Main Menu Screen will display.

Log Compliance Audit Management System Main Menu Screen

<table>
<thead>
<tr>
<th>LC01-CLLC010</th>
<th>LOG COMPLIANCE AUDIT MANAGEMENT SYSTEM</th>
<th>JWP1 LNHW</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMAND==&gt;</td>
<td>MAIN MENU</td>
<td>MX/DD/YY</td>
</tr>
<tr>
<td></td>
<td>SELECTION: 4</td>
<td></td>
</tr>
</tbody>
</table>

ENTER A LOG:
1. DUTY LOG
2. WORK STATEMENT
3. OFF DUTY/OUT OF SERVICE LOG

CORRECTIONS:
7. FUEL AND MILEAGE
8. DUTY LOG

OTHER FUNCTIONS:
4. COMPUTATION CHART
5. DELETE A LOG
6. AUDIT LISTING

LOG EDITS:
9. EDIT SCANNED LOGS

-------------------------- KEY INFORMATION --------------------------

LOG DATE:  
DATE LOG RCVD: U 000017
TRACTOR ID:  
VAN ID:  
CLERK:  
TYPE:  

PF1=HELP  PF3=END  ENTER=CONTINUE  PF12=CANCEL

The only selection on the menu that functions is selection “4.” Any other selection will cause the error message “THE OPTION SELECTED IS INVALID FOR AGENTS” to be displayed.
To view the Computation Chart Screen:

- On the Log Compliance Audit Management System Main Menu, type "4" in the Selection field.
- Type "M" or "U" and the driver number in the Driver ID field.
- Press the Enter key.
- The Computation Chart Screen will display.

**Van Operator Qualification Status Screen**

<table>
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<tr>
<th>LOG DATE</th>
<th>LOG CC</th>
<th>UVL</th>
<th>70</th>
<th>11</th>
<th>14</th>
<th>ON</th>
<th>SPEED</th>
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This screen provides an overview of logs for the selected driver.

This is a display screen. No information can be entered or changed.
COMPUTATION CHART SCREEN – FIELD DEFINITIONS

Driver ID:
Drivers company code and number as entered on the “Log Compliance Audit Management” main menu.

Log Dates From: To:
Enter the beginning date of the date range after the “FROM:” field in MMDDYY format then enter the ending date of the date range after the “TO:” field in MMDDYY format. Press enter to display logs for the selected driver for the entered date range.

Log Date
Date of the log or work statement.

Log Received
Date the log was received in the mailroom at UniGroup headquarters.

UVL MTI
Company associated with log or work statement. “U” for United and “M” for Mayflower.

70 Hour
Number of hours over the 70-hour rule.

11 Hour
Number of hours over the 11-hour rule.

14 Hour
Number of hours over the 14-hour rule.

PTI
Pre-trip inspection indicator.

Y = Inspection Completed
Blank = Inspection Not Completed

On Duty
Total hours on duty for the log date, both driving and not driving.
Order
Was on order listed on this log?
"Y" = Yes
Blank = No

Speed
Average speed in miles per hour.

LOC
Last state the driver traveled in on the date of this log. (For Duty Logs Only)

VCR
Vehicle condition report indicator.
"Y" = Report completed.
Blank = Report not completed.
Log Compliance Audit Management System
APPENDIX
PF Key Definitions

General Key Definitions:

Enter = Process data entered on the screen (e.g. select codes, van operator numbers)
PF1 = Display Help window
PF3 = Exit to the previous screen
PF7 = Scroll one page backward
PF8 = Scroll one page forward
PF9 = Return to the first page of data
PF12 = Exit to the previous screen

All other keys will display the error message: "INVALID KEY PRESSED"