



Please route to:	
<input checked="" type="checkbox"/>	Agency Principal
<input type="checkbox"/>	Sales Staff
<input type="checkbox"/>	Warehouse
<input checked="" type="checkbox"/>	Operations/Safety
<input type="checkbox"/>	Finance
<input type="checkbox"/>	Claims
<input type="checkbox"/>	Technology

- Change with effective date of**
- New bulletin with effective date of**
- Reminder**
- Replaces bulletin #**

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

```
LC01-OLLC010      LOG COMPLIANCE AUDIT MANAGEMENT SYSTEM      JWP1 LNHW
COMMAND==>                MAIN MENU                MM/DD/YY

                        SELECTION:  4

ENTER A LOG:                OTHER FUNCTIONS:
  1. DUTY LOG                4. COMPUTATION CHART
  2. WORK STATEMENT          5. DELETE A LOG
  3. OFF DUTY/OUT OF SERVICE LOG  6. AUDIT LISTING

CORRECTIONS:                LOG EDITS:
  7. FUEL AND MILEAGE        9. EDIT SCANNED LOGS
  8. DUTY LOG

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

LOG DATE:
DATE LOG RCVD:
DRIVER ID:      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.

Log Compliance Audit Management System COMPUTATION CHART

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

LC06-OLLC060		LOG COMPLIANCE AUDIT MANAGEMENT SYSTEM						LNHW			
COMMAND LINE➔		COMPUTATION CHART - INQUIRY						12/14/05			
DRIVER ID: U 000017		LOG DATES FROM: 060105				TO: 120105					
POOL, MIKE M											
PAGE 01 OF 11											
LOG DATE	LOG RECEIVED	UVL MTI	70 HOUR	11 HOUR	14 HOUR	PTI	ON DUTY	ORDER	SPEED	LOC	VCR
10/01/05		O									
10/02/05		O									
10/12/05	10/25/05	U				Y	4.00	Y		AZ	Y
10/13/05	10/25/05	U				Y	10.00	Y		CA	Y
11/28/05	01/05/06	U				Y	6.00	Y		NY	Y
11/29/05	01/05/06	U				Y	4.00	Y			Y
11/30/05	01/05/06	U				Y	6.00	Y		NY	Y
12/01/05	01/05/06	U				Y	4.00	Y		NY	Y
12/02/05		O									
12/03/05		O									
12/04/05	01/05/06	U				Y	10.00	Y		OH	Y
12/05/05	01/05/06	U				Y	11.00	Y		IA	Y
12/06/05	01/05/06	U				Y	11.00	Y		WY	Y
PF1=HELP		PF3=END	PF7=UP	PF8=DOWN	PF9=TOP	PF12=CANCEL	ENTER=PROCESS				

This screen provides an overview of logs for the selected driver.

This is a display screen. No information can be entered or changed.

**Log Compliance Audit Management System
COMPUTATION CHART**

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.

**Log Compliance Audit Management System
COMPUTATION CHART**

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"