



## Quick Reference Card

# BigRoad Mobile App: Canadian, Daily Off-Duty Deferral

### Overview

Canadian Daily Off-Duty Deferral Rule allows drivers to defer up to two hours of off-duty time to the next day.

A driver may defer the daily off-duty time over any two consecutive days, by deferring a maximum of two hours of the daily off-duty time from one day to the next.

Day 1 Refers to the day you will decrease your daily off-duty time.

Day 2 Refers to the day you will be increasing your daily off-duty time.

In this user guide we will discuss the steps to perform Off Duty Deferral using the BigRoad Mobile App.

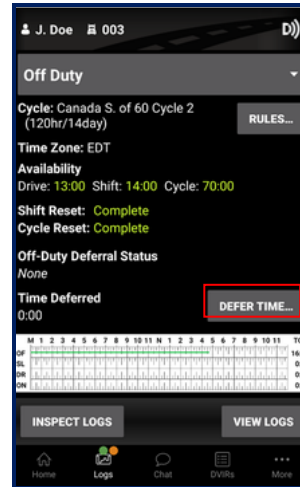
### Deferring time from Day 1 to Day 2

#### Pre-requisites for Deferring time:

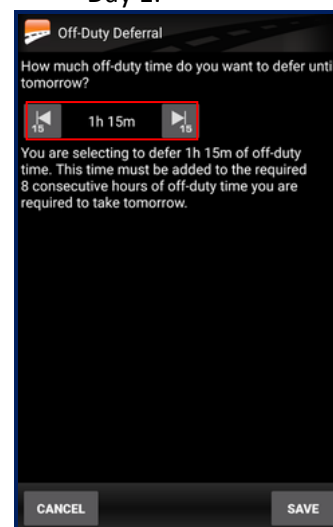
- Driver is under any of the Canadian cycles.
  - Off-duty deferral option does not show up under US cycles.
- Driver has up to 2 hours of daily off-duty time left in Day 1 that can be deferred to Day 2.

#### Steps to Defer time (Day 1):

1. From the main page of the mobile app tap, **Logs**
2. Tap the **Defer Time** button



3. On the **Off-Duty Deferral** page, select the amount of time you wish to defer
  - a. You can tap the arrows to the left or the right to increase or decrease the amount of time by 15 min increments.
    - i. Off-Duty events less than 30 consecutive minutes in length will not count towards your daily off-duty requirements.
  - b. You can tap the time displayed in the center to specify the exact period.
    - i. The amount of time displayed will be dependent on how much off-duty time you have used already in Day 1.





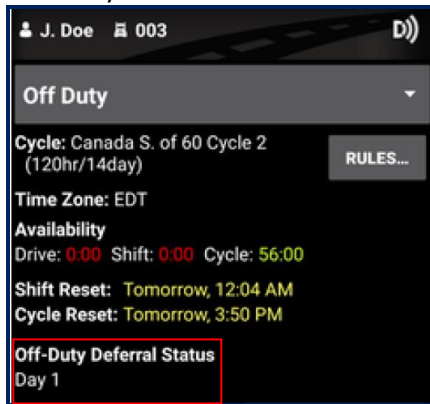
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4. Once you have confirmed amount of time you wish to defer, tap the **Save** button

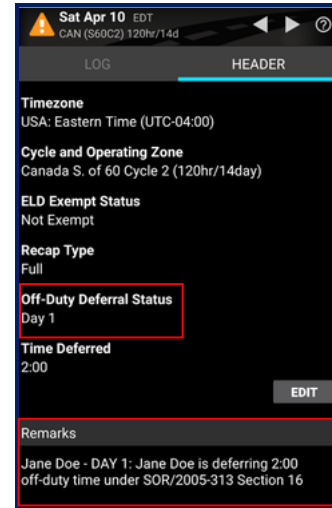
### Log Changes

The following changes will happen to your logs:

- a. Event will be recorded in driver's daily log for Day 1.



- b. Daily Off-Duty Deferral Status and hours will be populated in Header section of the log on Day 1.
- c. Remarks section on driver's daily log on Day 1 will state that the driver is deferring off-duty time under this section and that clearly indicates whether the driver is driving under day 1 or day 2 of that time. ("DAY 1: John Doe is deferring 2:00 Daily off-duty time under SOR/2005-313 Section 16")



**NOTE:** The following **Hours of Service (HOS) Rules** will be updated and if not complied with, a violation will be present on your log:

- The shift reset of 8 consecutive hours off duty before and after Day 1 is still required.
- The amount of additional time not deferred from Day 1 to Day 2 (the portion of 2 hours not deferred) is still required to be taken on Day 1 in minimum 30-minute blocks. (Example if a driver deferred 1 hour 30 minutes to Day 2, the remaining 30 minutes need to be taken on Day 1)
- The daily work shift rules for the day still apply.
- The amount of off duty time taken between Day 1 and Day 2 must be at least 20 hours.
- The total driving time in the Day 1 and Day 2 must not exceed 26 hours.
- The amount of off duty time deferred is required to be appended to the next day's shift reset, so if 2 hours were deferred, the shift reset after Day 2 must be 10 consecutive hours of off-duty.



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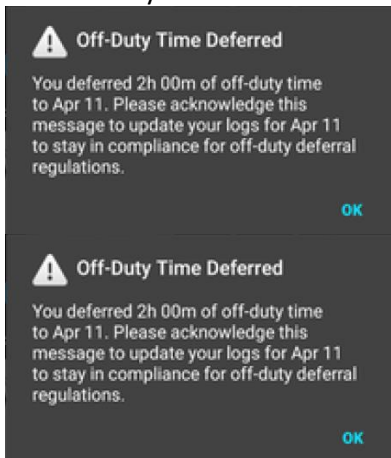
## Confirming Off-Duty Deferral – Day 2

### Pre-requisites to perform Off-Duty Deferral:

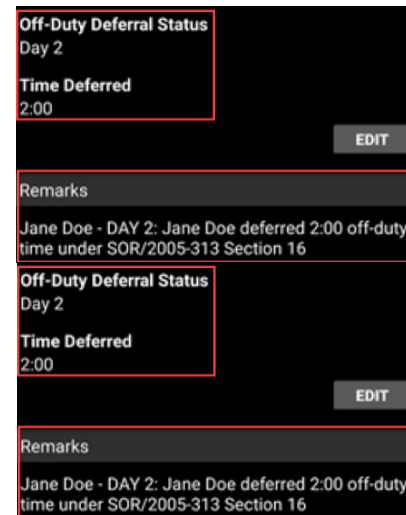
- Driver has deferred off-duty hour(s) from Day 1 to Day 2
- Driver logs into BigRoad application on Day 2

### Steps to Confirm Off- Duty Deferral (Day 2):

1. Once driver logs into the BigRoad mobile application on Day 2, an off-duty deferral confirmation dialog will be shown to the user.
  - It will inform you how much time has been deferred from Day 1.
  - These additional off-duty hours must be combined with the 8 consecutive hours of core rest on Day 2 and must be taken together to stay compliant with Daily Off-duty deferral ruleset.



2. Once you have acknowledged the message (tapped **ok**) the following message will display on the log.
  - a. The header information will update to display the deferral status, and the amount of time that was deferred.



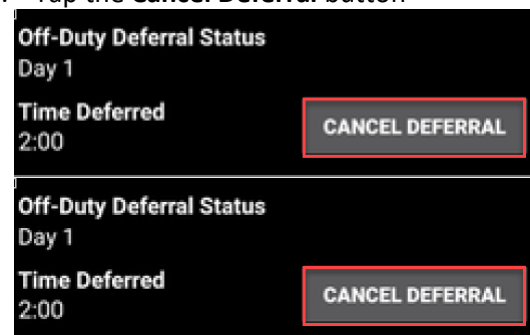
## Cancel Deferral

### Pre-requisites to Cancel an Off-Duty Deferral:

- Driver has deferred off-duty hour(s) from Day 1 to Day 2
- Driver is currently on Day1 (Present day)

### Steps to Cancel Off-Duty Deferral:

1. After you have started an Off-Duty deferral (Day1)
2. From the main BigRoad page tap **Logs**
3. Tap the **Cancel Deferral** button

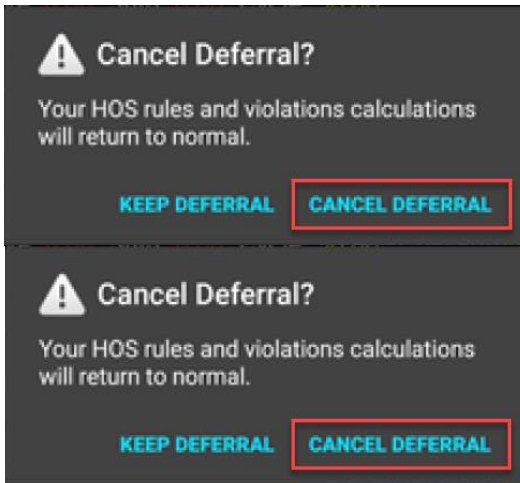


4. Tap the **Cancel Deferral** button again to confirm the action



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5. Once you have confirmed that the Daily off duty deferral to Day 2 will be cancelled and the information in your header will no longer show a remark in the header and the off-duty deferral time and status will show '**none**'

