

ELD Implementation Checklist

Tasks To Be Completed		Date Completed	Initial
PLANNING			
<input type="checkbox"/>	Identify ELD project manager(s)		
<input type="checkbox"/>	Create timeline		
<input type="checkbox"/>	Set company goals and budget		
<input type="checkbox"/>	Review and update ELD and HR policies		
<input type="checkbox"/>	Establish training program		
<input type="checkbox"/>	Document troubleshooting and RMA process		
INSTALLATION			
<input type="checkbox"/>	Coordinate ELD install with GPS install if possible		
<input type="checkbox"/>	Establish installation standards		
<input type="checkbox"/>	Install several devices in test fleet		
<input type="checkbox"/>	Coordinate install schedule with fleet managers		
<input type="checkbox"/>	Document device, vehicle, DriveTRAX and tablet info		
ACCOUNT CONFIGURATION			
<input type="checkbox"/>	Create HOS driver group and HOS vehicle group		
<input type="checkbox"/>	Assign vehicles and drivers to groups		
<input type="checkbox"/>	Create rules, alerts, reports and dashboards		
DEPLOYMENT			
<input type="checkbox"/>	Train drivers, HOS admins and dispatchers		
<input type="checkbox"/>	Train managers on: driver, admin and install process		
<input type="checkbox"/>	Communicate standards & expectations		
<input type="checkbox"/>	Maintain paper logs during learning phase		
MEASURE RESULTS			
<input type="checkbox"/>	Identify drivers creating large number of exceptions		
<input type="checkbox"/>	Audit program. Train, terminate and adjust as needed		
<input type="checkbox"/>	Compare results to company goals		
<input type="checkbox"/>	Review data in manager meetings with other KPIs		