

Geotab Drive Driver's Guide to HOS and Inspection Reports

Subject to the terms set out in Geotab's HOS Certificate, Geotab Drive meets the requirement **§ 395.15 of 49 CFR Part 395** under the conditions it will be used, as set forth in the Geotab Drive Systems Operations Guide. The certificate can be found at the carrier's main office location.

This document must be kept in the CMV at all times, and made available during a roadside inspection in accordance to §395.15 (g)(1).

Dashboard (Homescreen)

EXPANDED PANEL

Logging In

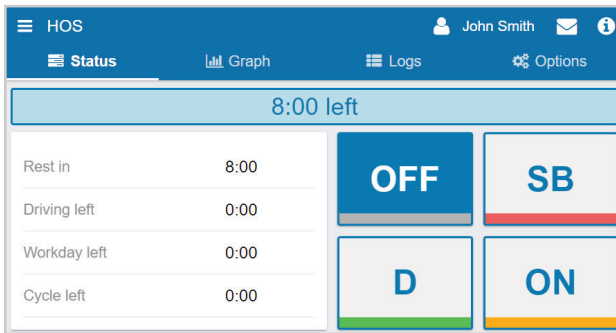
1. Enter your username and password. If you face difficulties logging in, contact your manager.
2. Select your vehicle. If you're unable to locate any nearby vehicles, use the provided field to search by vehicle name, GO device serial number, VIN, or license plate.
3. Select an existing trailer. If you are unable to locate a trailer, search for it by trailer name in the provided field. (See **Selecting Assets** for instructions on adding a new trailer or shipment.)
4. You will be prompted to perform a DVIR inspection for the selected assets. If DVIR is not needed, select **Skip**. This will lead you to the **Dashboard**.
5. Ensure that the tablet is charging and check to see that there are no warnings in the **Information Panel**.
6. To add a co-driver, click on the **User Options** at the top of the screen, then select **Add a driver**. The co-driver will be asked to log in.
7. Once the co-driver has logged in, the wheel icon will indicate which driver is currently responsible for operating the vehicle.

Selecting Assets

1. Modify vehicle, trailer, or shipment information by selecting the **Vehicle, Trailer and Shipments Configuration** button from the Dashboard.
2. To select an existing trailer, select **Attach**.
3. To switch to a different vehicle, select the **Change** button and complete the DVIR workflow for the new vehicle.
4. To add a new trailer or shipment, select the **New** button beside the appropriate asset type, name the asset, and click **Add**.
5. Similarly, select to detach a trailer or shipment when it reaches its destination.

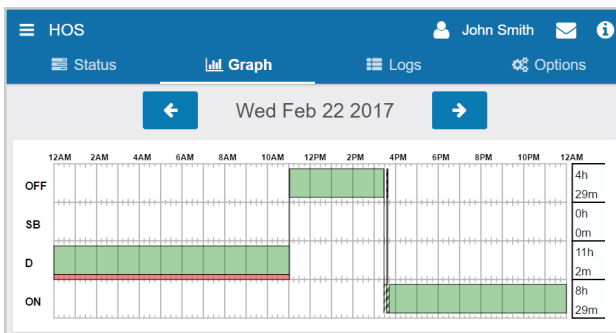
For DVIR instructions, see the Geotab Drive DVIR Workflow.

The Hours of Service (HOS) Screen



Status Tab

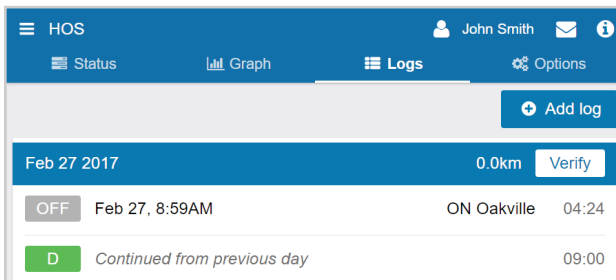
1. To access HOS, select the **HOS** button on the Dashboard.
2. Change your duty status by selecting: OFF, SB, D, or ON.
3. The values on the left indicate the remaining time for each duty status.
4. The time in the blue bar above the duty statuses shows the remaining driving time. If the bar is red, then the driver is in violation of the rule set.
5. When the vehicle is in motion, the duty status will automatically switch to **Drive Duty** (D). When this occurs, the screen will lock. If this doesn't occur, check the **Information Panel** to see if there are any connection errors.
6. If the vehicle remains motionless for 5 minutes, the duty status will automatically switch from **Drive Duty** (D) to **ON** Duty. If this doesn't occur, check the **Information Panel** to see if there are any connection errors.



Graph Tab

1. The time to the right of each section of the graph is the total time spent in the respective duty status.
2. To access logs for different days, use the ← or → buttons beside the date.
3. The following are the colors associated with each log type in the graph:

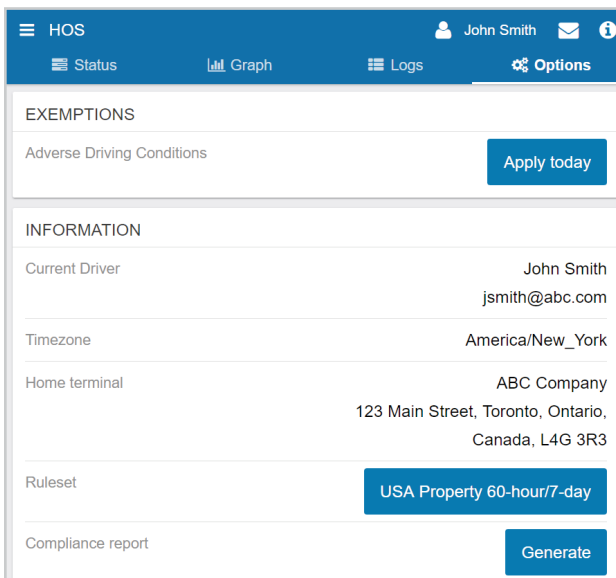
Unverified Logs (Gray) **Verified Logs** (Green)
Edited Logs (Yellow) **Drive Time Violation** (Red)



Logs Tab

1. The Logs tab shows a summary of the record of duty status (RODS) for the past 7/8 days. It includes: date and time, total distance driven per day, duration spent in each status, location (city, state/province).
2. **ADDITIONAL DETAILS:** Click on a log to see additional details. Remarks can be added to the log on this page.
3. **MANUAL LOGS:** Logs can be added manually using the **Add log** button. If needed, logs can be edited by selecting the pencil icon or removed by selecting the **Remove** button from the Additional Details page.
4. **VERIFYING LOGS:** Click the **Verify** button beside the date that you wish to verify logs for. On the prompt that follows, select **Agree** to verify that the logs are accurate and true. It is recommended that drivers verify logs at the end of each day.

Note: Logs can only be verified within 14 days of their creation.



Options Tab

Applying Exemptions

1. Any exemptions available to the driver can be enabled by clicking **Apply today**.

Inspections Report (Roadside Inspection)

1. Scroll down to Compliance Report and select **Generate**.

Roadside Inspection

1. From the Dashboard, select **HOS** and then the **Options** tab.
2. Scroll down to the bottom of the page to the **Compliance report** label and select **Generate**.
3. Provide the law enforcement officer with the generated compliance report.

Geotab certifies that the Geotab Drive in-cab solution is compliant with Federal Motor Carrier Safety Regulation 49 CFR §395.15.

Note: FMCSRs do not require AOBRDs to provide a hard-copy printout or to send an e-mail to enforcement officials on-site at the inspection.