MILES AHEAD DRIVE™

USER MANUAL

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POWERED BY BLUE DOT

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INTRODUCTION

MilesAhead DRIVE provides trucking organizations with an innovative driver workflow experience to unify the many different applications and job functions drivers must balance today. Built from the ground up to make drivers everyday lives easier, the MilesAhead DRIVE experience combines advanced driver workflow concepts with deeply integrated commercial navigation, messaging and ELD capabilities to improve fleet-wide operations.

MilesAhead DRIVE enhances Blue Dot's leading driver workflow solution with unique integration to Geotab's safety and compliance product offering. By embedding the standard Geotab Drive mobile application within MilesAhead DRIVE, drivers will benefit from a seamless user experience that eliminates the need to jump back and forth between applications. It intelligently presents ELD information to drivers when they need it throughout the day, removing guesswork, and optimizing efficiency.

Combined with the MilesAhead/MyGeotab Portal to administer the compliance portion of the solution, MilesAhead DRIVE simply leverages this leading ELD solution and uniquely combines it with a driver workflow platform.

Everything a driver needs - all in one place in an easy and intuitive interface

- Manage trips and stops
- Fully Integrated ELD functions
- Highly configurable workflow tasks
- 2-way messaging, voice and video communications
- Document imaging and signature capture
- Commercial navigation & real-time traffic
- Weather alerts and visualization

Note: The MyGeotab Portal and Geotab Drive Application are included in this User Manual for reference.

HOURS OF SERVICE COMPLIANCE

The MilesAhead DRIVE Application is currently compliant with FMCSA § 395.15 of 49 CFR Part 395 (AOBRD). As a motor carrier, before using the MilesAhead DRIVE App, you must:

- Know your obligation as a motor carrier — FMCSA 395
- Make sure every driver has a copy of the MilesAhead DRIVE App
- Maintain a second (backup) copy of the electronic hours-of-service files, by month, at a different physical location

The MilesAhead DRIVE App:

- Works on a fixed 24-hour period starting at 12 AM
- Supports all time zones
- Supports the following rulesets:
- FMCSA 7-day/8-day
    - California intrastate
    - Florida Intrastate
    - Texas intrastate
    - Canadian Duty 1 & 2 (currently in BETA)
- Supports the following exemptions:
    - Short Haul
    - 16-hour
    - Adverse driving conditions
    - Personal conveyance
    - Yard move
    - Wait at well (for oil-well-servicing drivers)
    - Oil transport
    - Salesperson

ADMINISTRATOR – MILESAHEAD/MYGEOTAB FLEET PORTAL

Note: All Record of Duty Status (RODS) fields can be edited in the Fleet Management Application. Edited RODS will be permanently identified as having been edited.

Hours of Service Compliance

To be compliant with hours of service regulations, you must add your company information to the GeoTab Fleet Management Application. In the Fleet Management Application, go to **Administration** > **System...** > **System Settings**. Fill in the **Company name** and **Company address** fields, then set the **Maximum personal conveyance distance**.

The personal conveyance distance determines the maximum distance that a driver can drive under the Personal Conveyance exemption. Exceeding this distance will disable the exemption and place the driver in the Driving duty status.

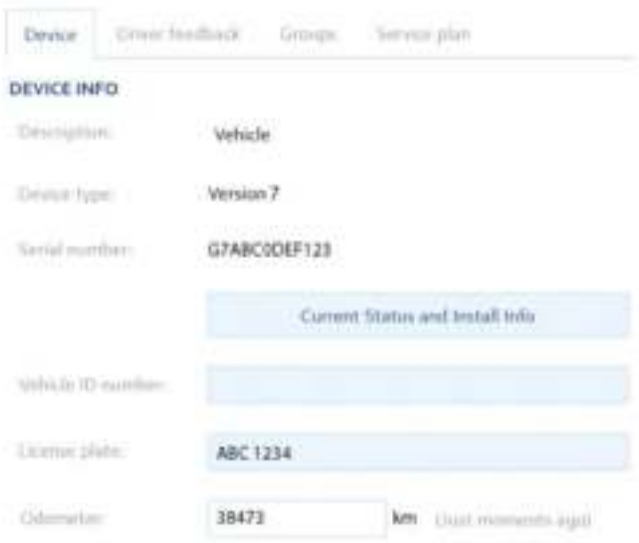
Click **Save** to finalize your changes.

You will need to install a Telematics Device in the vehicle that will be used together with the MilesAhead Drive App. See here for installation instructions.

Once the device is installed, log in to the Fleet Management Application and select **Vehicles** from the main menu.

Next, click the **Add** button and select **Add vehicle** from the dropdown menu. Fill in the **Serial number** associated with the Telematics Device, and add a **Description** to help you identify the device.

Click **OK** to add the device.



Once the device has been added, select it from the Vehicles page. On the page that follows, click the More Details button and fill out the following information:

- **License plate:** The license plate information must be filled out to be compliant with Hours of Service regulations.

- **Hours of service:** Set the hours of service option to On. This will enable the generation of duty status logs within the system for hours of service compliance. If set to Automatic, this feature will auto-activate if the system determines that the vehicle is using HOS features.

Once the vehicle is communicating with the Fleet Management Application, verify that the following information is correct:

- Vehicle identification number (VIN)
- Odometer value
- Current engine hours

Setup (Trailer)

Select Engine & Maintenance > Trailers from the main menu, then select the Add button at the top of the page. Enter the desired name for the trailer and any relevant comments. Next, select the groups for this trailer. The trailer will be visible to members of the selected groups and their parent groups. If the driver does not belong to the same group as the trailer or a parent group, the driver will not be able to select the trailer from within the *Geotab Drive App*.

Setup (User/Driver)

Once the vehicle has been properly configured, you will need to configure the user account of every driver who will be using the *Geotab Drive App*.

The driver will need a username and password to log in to the *Geotab Drive App*.

Before drivers can use the *Geotab Drive App* to manage their hours of service (HOS) and driver vehicle inspection reports (DVIR), they must have their accounts created and configured to meet compliance regulations.

Select Administration > Users from the main menu to view all user accounts. If a driver does not already have an account, click the Add button to create a new user. Otherwise, select the driver's account from the list.

In both cases, you will see the User Edit page. Verify that the account has the following information on the User tab:

1. User name
2. First and last name
3. Password
4. An appropriate security clearance
    - The **Geotab Drive App user** clearance is the default clearance for *Geotab Drive App* users.
5. Set the **Data access** to the groups appropriate for the user. Users will not be able to see vehicles or HOS logs outside of their data access.

Once this information has been filled, go to the Driver tab:

- Set **This user is a driver** to **Yes**
- Set **Prevent driver access to shared data** to **Yes**

On the **UI Settings** tab, ensure that the following is correctly set up:

- Distance measurement system
- Fuel economy measurement
- Time zone

Note: The time on the mobile device must be set to change automatically.

On the **HOS Settings tab**, configure the following information:

- Ruleset Followed by User
- The exemptions relevant to the driver
- Home terminal
- Home terminal address
- Carrier number
- Yard Move and Personal Conveyance exemptions
- Authority name
- Authority address

Important: The HOS settings above are critical to being compliant. Please make sure that this information is filled out correctly.

Exemptions

By default, drivers only have access to the **Adverse Driving Conditions** exemption through the *Geotab Drive App*. Additional exemptions must be configured for a driver's account before the driver can use the exemption.

A list of all available exemptions can be found here.

Clearances

Clearances determine the features that users have access to in the Drive App. You will need to set the clearances of your drivers to match their role. Security **clearances** can be created and modified by clicking the Clearances button above the user list.

The Application has a built-in clearance for users of the *Geotab Drive App* called the Drive App user clearance. The **Geotab Drive App user** clearance will allow the user to access HOS, DVIR, and messaging capabilities.

Note: Using HOS features will incur additional charges if your device is not on the HOS rate plan or above. If you do not want to incur additional charges, remove the Administer HOS Logs and View HOS Logs clearances for the driver.

If you wish to limit the features to which the driver has access to, click on the *Geotab Drive App* user clearance, then click on the **Add Sub-Clearance** button.

A Sub-Clearance is a customized level of access to the application. It can be used to give a user more privileges or fewer privileges based on organizational need. Below are some restricted-access modes for the Drive App.

HOS-Only Access

Remove the following clearances:

- Administer DVIR Logs
- View DVIR Logs
- Send Messages
- View Messages

DVIR-Only Access

Remove the following clearances:

- Administer HOS Logs
- View HOS Logs
- Send Messages
- View Messages

Messaging-Only Access

Remove the following clearances:

- Administer HOS Logs
- View HOS Logs
- Administer DVIR Logs
- View DVIR Logs

Ability to Mark DVIRs as Repaired

The **Mark DVIR logs as repaired** clearance allows users to certify that repairs have been made for vehicles with defects in their DVIR. If you do not wish particular users to have the clearance to perform this action, create a sub- clearance with this feature disabled.

Driver Assignment

When a driver logs in to the *Geotab Drive App* and selects a vehicle, they will be assigned to the vehicle. Any trips performed by the driver while they are assigned to a vehicle will be associated with their account. Once a driver has logged out of the *Geotab Drive App*, they will no longer be assigned to the vehicle.

If an incorrect driver has been associated with a log or if an unidentified HOS log has been generated, you will need to edit the log. See the Editing Logs section for more information.

Hours of Service — Reports

The Fleet Management Application has a collection of reports to help you understand the duty statuses of the drivers in your fleet. The basic reports available are:

- Duty Status Logs Report
- Violations Report
- Availability Report

These reports are accessible by navigating to **HOS** > **Logs...** from the main menu.

Hours of Service — Duty Status Logs Report

This report allows you to view the records of duty status for any driver in your fleet. Use the **Options** button to filter for specific drivers and time periods.

Note: The date information for HOS logs will appear in the driver's time zone, which may be different from the time zone of the administrator.

Exemptions used for a particular log are indicated with a small note:

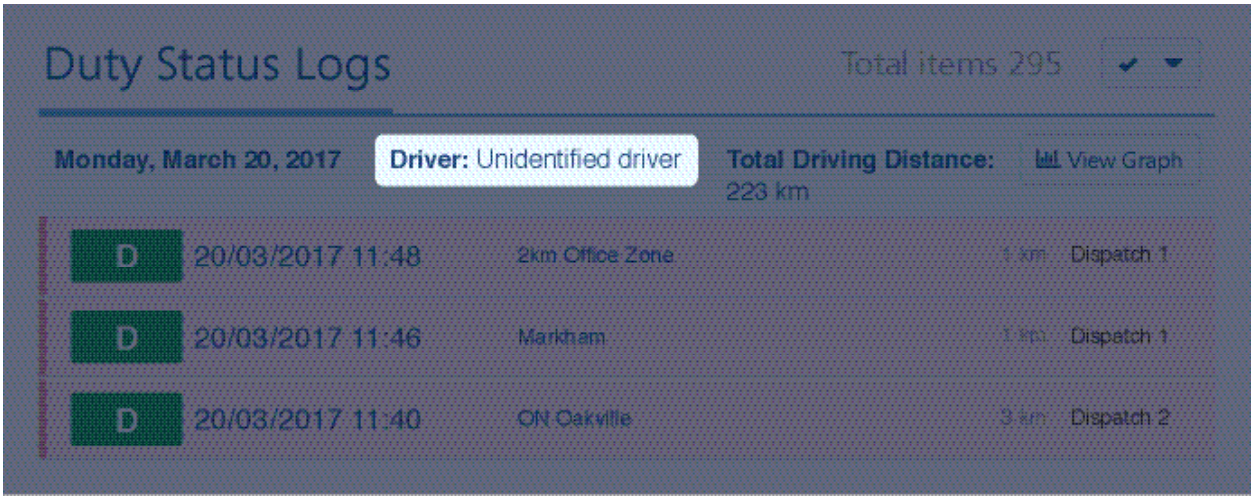
Similarly, hours of service violations are indicated with a red warning:

Ruleset changes are also shown alongside other duty status logs.

Unidentified Drivers

You can use the **Unidentified driver** filter from the Options menu to find duty status logs created by unidentified drivers.

Duty status logs for unidentified drivers provide some information about the trip, like the name of the vehicle and the area where it was driven. You can click on a log to edit it. If you know the driver who was responsible for creating this log, you can associate them with the log.



Editing Logs

If you are the administrator or possess the required clearance, you can edit a driver's records of duty status. Generally, logs will not need to be edited if the drivers utilize the editing features within the *Geotab Drive App* is properly. However, there will be instances when an administrator can request an edit.

The driver will need to approve the suggested edit from the carrier, within the *Geotab Drive App*. Logs waiting to be approved will be highlighted in yellow.

Editing Multiple Logs

You can use the checkmark button to select multiple logs for editing at the same time.

Filtering Logs for Annotations

Select the **Filter** button to filter logs by those that already have annotations and those needing annotations.

Unassigned Logs

Unassigned logs are created when a vehicle is driven without a driver logged in. Trips made without a logged in user will still be recorded and will have a duty status set automatically. These logs will all be attributed to the built-in **Unidentified driver** user. Drivers who do not claim their trips will not have accurate records of duty status.

You can assign an unassigned log to a driver as follows:

1. Navigate to the Duty Status Logs report (**HOS** > **Logs...** > **Duty Status Logs**).
2. Use the **Options** to select the **Unidentified driver** user and an appropriate date range. Click **Apply changes** to run the report.
3. Examine the duty status logs on the page. The location, date, and vehicle name information should provide insight into which driver was responsible for the trip.

Select a single log for editing by clicking on it. Alternatively, select multiple logs by using the checkmark button in the top-right corner and click **Edit selected HOS logs**.

5. If you are editing a single log, enter the name of the correct driver into **Driver** field. If you are editing multiple logs, click the **Replace With** button to open the driver dialog, then enter the name of correct driver into the **Driver** field.
6. Follow the same steps if you need to edit the **Co-driver** field as well.
7. Click **Save** to finalize your changes.

Filter for Unassigned Logs With or Without Annotations

Select the **Filter** dropdown at the top of the page, choose **Without annotations** or **With annotations**.

Unassigned Logs That Cannot Be Claimed

The carrier can choose to leave logs unassigned. However, per § 395.32 (c)(1)(i), the carrier must provide an annotation for any log without an assigned driver.

Example: A carrier uses a number of third-party mechanics for maintenance and repairs. The mechanics do not have credentials to log in to the *Geotab Drive App*. When moving a vehicle as part of their work, the mechanics will create unassigned logs for the vehicle. Because the mechanics are not part of the organization, they cannot claim the logs. The carrier must annotate these logs with an explanation about the mechanics' work.

Incorrectly Claimed Logs

The *Geotab Drive App* asks drivers to claim unassigned logs every time they log in. Sometimes drivers can make a mistake regarding the logs which they have claimed as their own. Claimed logs will affect the record of duty status for a driver. It takes only a few erroneously claimed logs to put a driver in violation of the hours of service.

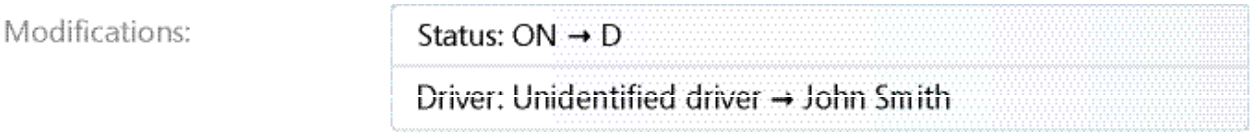
You can assign incorrectly claimed logs to the appropriate driver as follows:

1. Navigate to the Duty Status Logs report (**HOS** > **Logs...** > **Duty Status Logs**).
2. Use the **Options** to select the driver who has incorrectly claimed a log. Click **Apply changes** to run the report.
3. Find the log or logs that have been incorrectly claimed.
4. Select a single log for editing by clicking on it. Alternatively, select multiple logs by using the checkmark button in the top-right corner and click **Edit selected HOS logs**.
5. If you are editing a single log, enter the name of the correct driver into **Driver** field. If you are editing multiple logs, click the **Replace With** button to open the driver dialog, then enter the name of correct driver into the **Driver** field. If you are still in the process of identifying the correct driver, select **Unidentified driver** in the interim and annotate the log.
6. Follow the same steps if you need to edit the **Co-driver** field as well.
7. Click **Save** to finalize your changes.

After Editing a Log

Once a log has been edited, it will be permanently marked with a pencil icon. If you edit a verified log, the log's verified status will disappear and the driver will have to verify the log once more.

When a log is edited, modifications to the log can be viewed by selecting the log and scrolling to the bottom of the page. The Modifications list will display any edits made to the log.

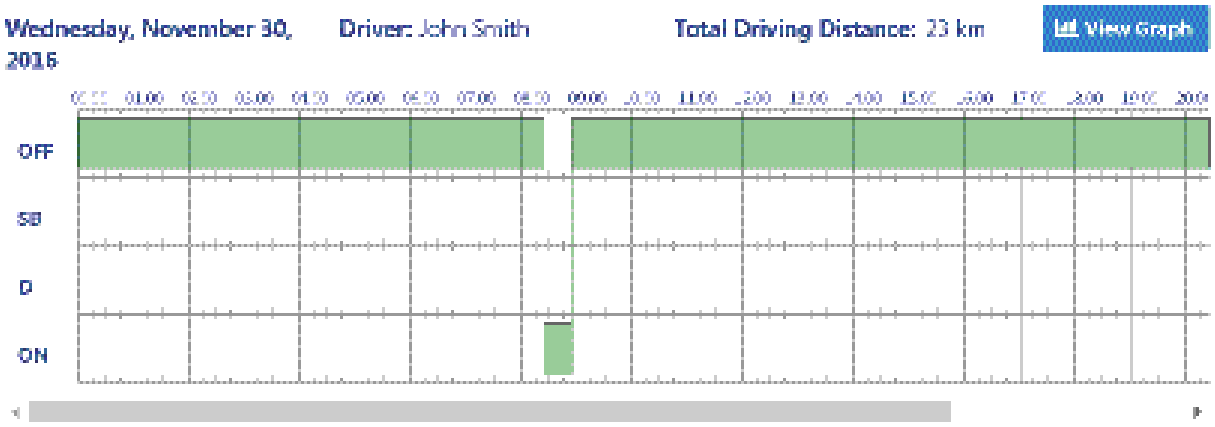


Compliance Graph

You can view the records of duty status for a single day in the form of a 24-hour status graph. Do so by clicking the View Graph button.

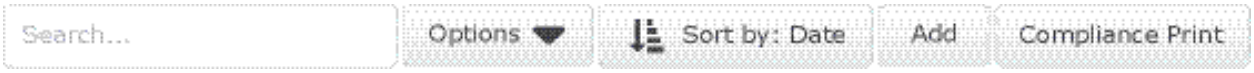
The bars on the graph are color-coded in the following way:

- **Gray:** Unverified logs
- **Green:** Verified logs
- **Yellow:** Edited logs
- **Red:** Driving in violation of HOS ruleset
- **Striped:** Personal Conveyance or Yard Move exemption



Compliance Print

You can create a print-ready set of logs grouped by day for a driver. This can be done by clicking the **Compliance Print** button from the top menu.



Important: All logs must be verified before they are submitted to the FMCSA.

To save the compliance print as a PDF, set your browser's printer destination as **Save to PDF.**

Hours of Service — Violations Report

The Violations Report provides a list of all HOS violations that have occurred in your fleet within a selected time period. The report shows the type of violation, when it began, and, if available, when it ended, as well as the total time spent driving in violation.

Hours of Service — Availability Report

The Availability Report provides a list of all drivers in your fleet and their availability and duty limits.

MILESAHEAD DRIVE APPLICATION

Note: The MilesAhead DRIVE application is highly configurable to meet the specific needs of each customer. A comprehensive MilesAhead DRIVE user manual can be made available upon request.

Setup

Login

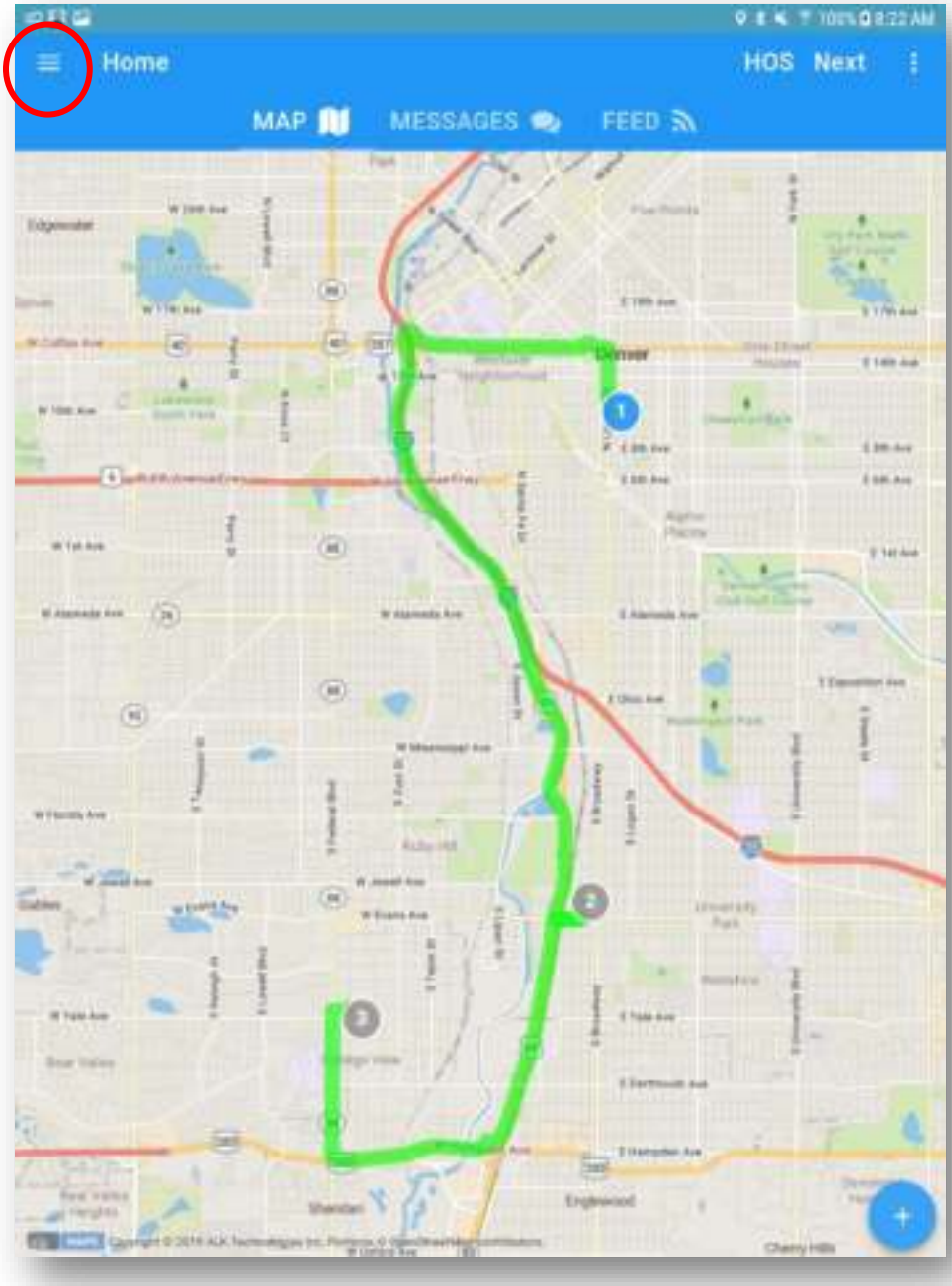
Use your credentials to sign-in.

If Single Sign On (SSO) is turned on in MilesAhead COMMAND, users will be automatically logged into both MilesAhead DRIVE and the underlying Geotab DRIVE application simultaneously upon initial login. If this SSO option is not activated, however, when you first click the HOS Clocks dialog from MilesAhead DRIVE, the user will be prompted to enter Geotab credentials to access ELD information. See below for more information.

If you don't know your credentials, contact your system administrator for more information.

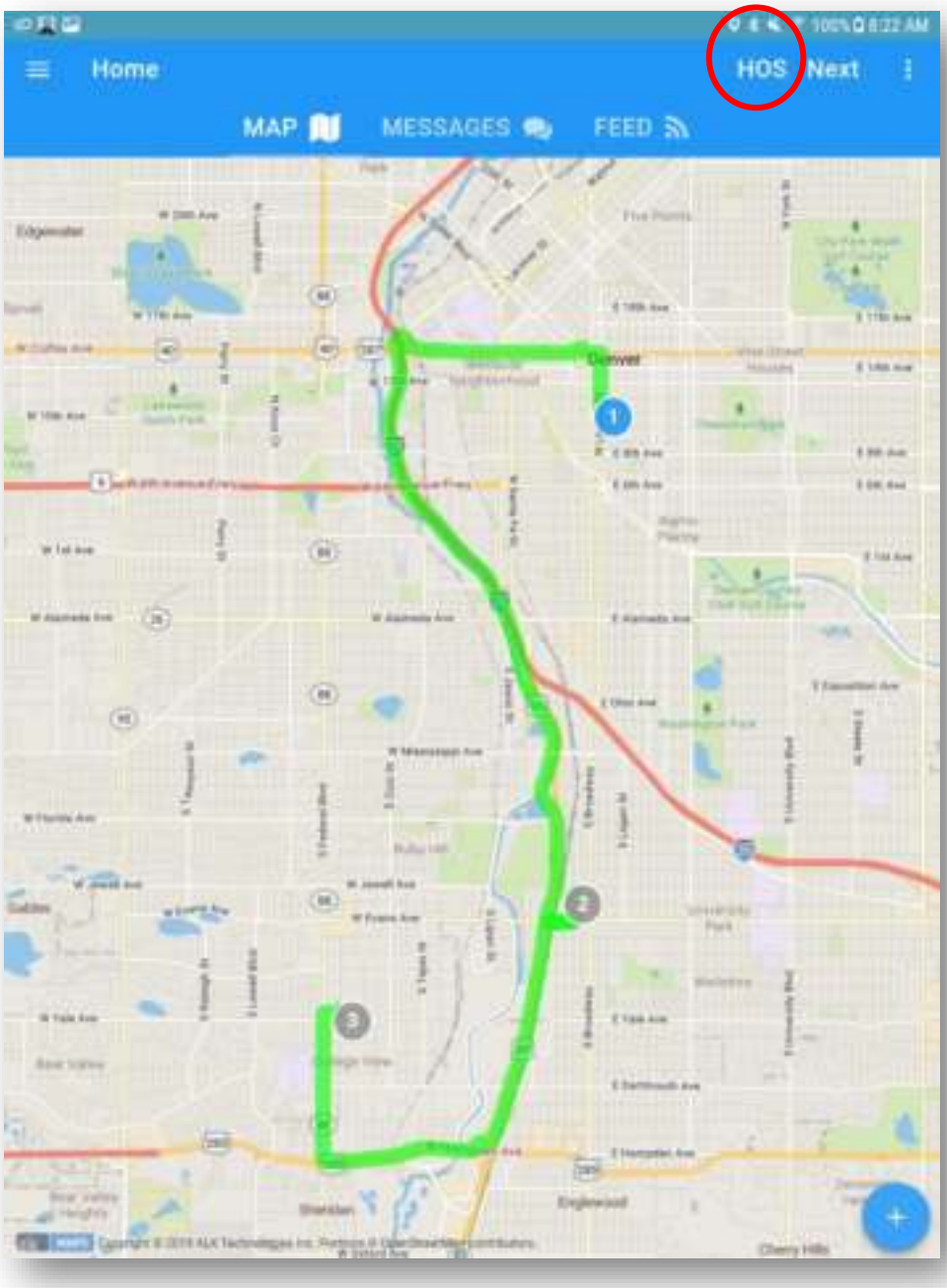
App Navigation Menu

Press "Hamburger" icon to display app navigation menu



HOS Dialog

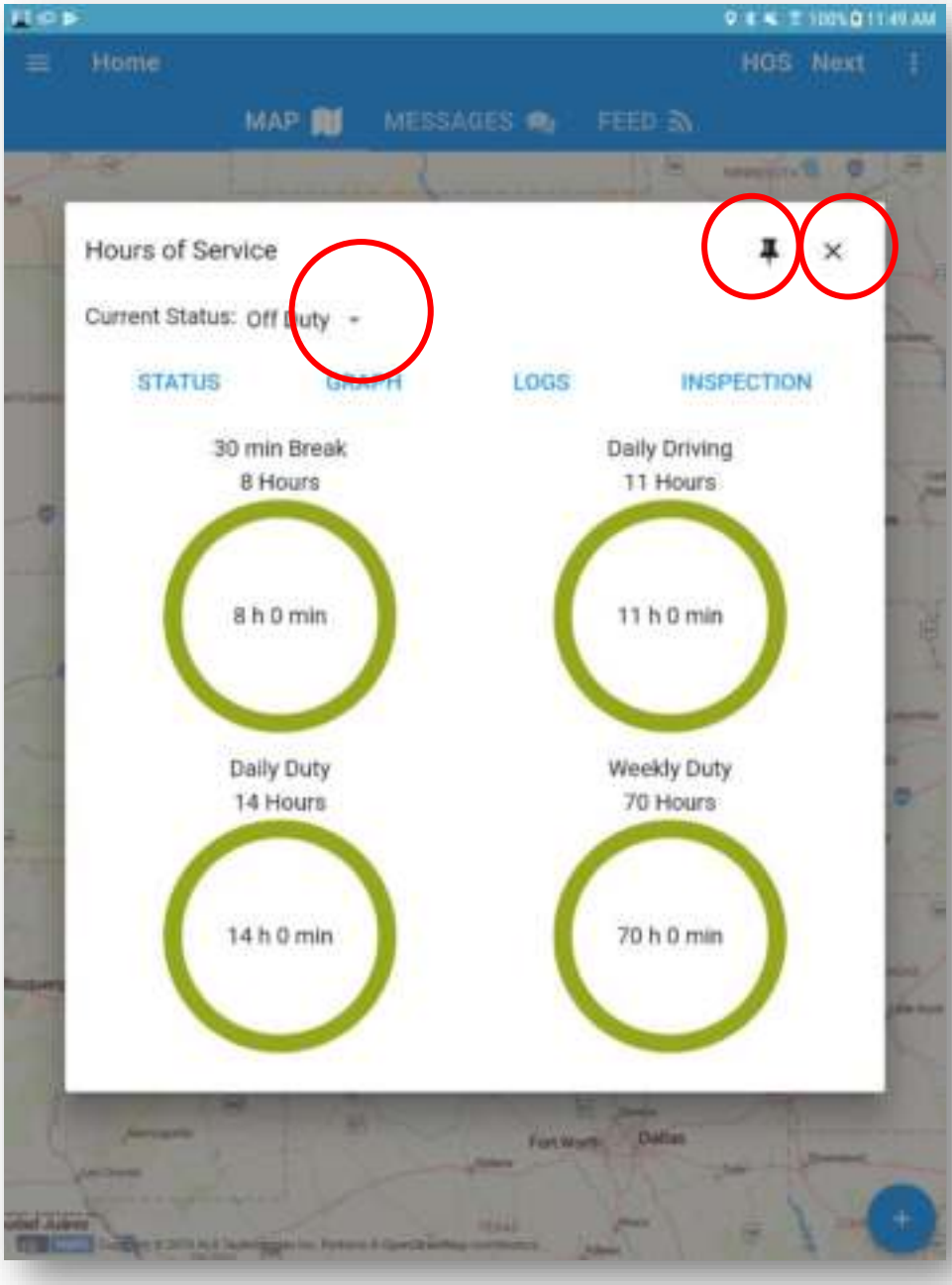
Press "HOS" button to display Hours of Service Dialog



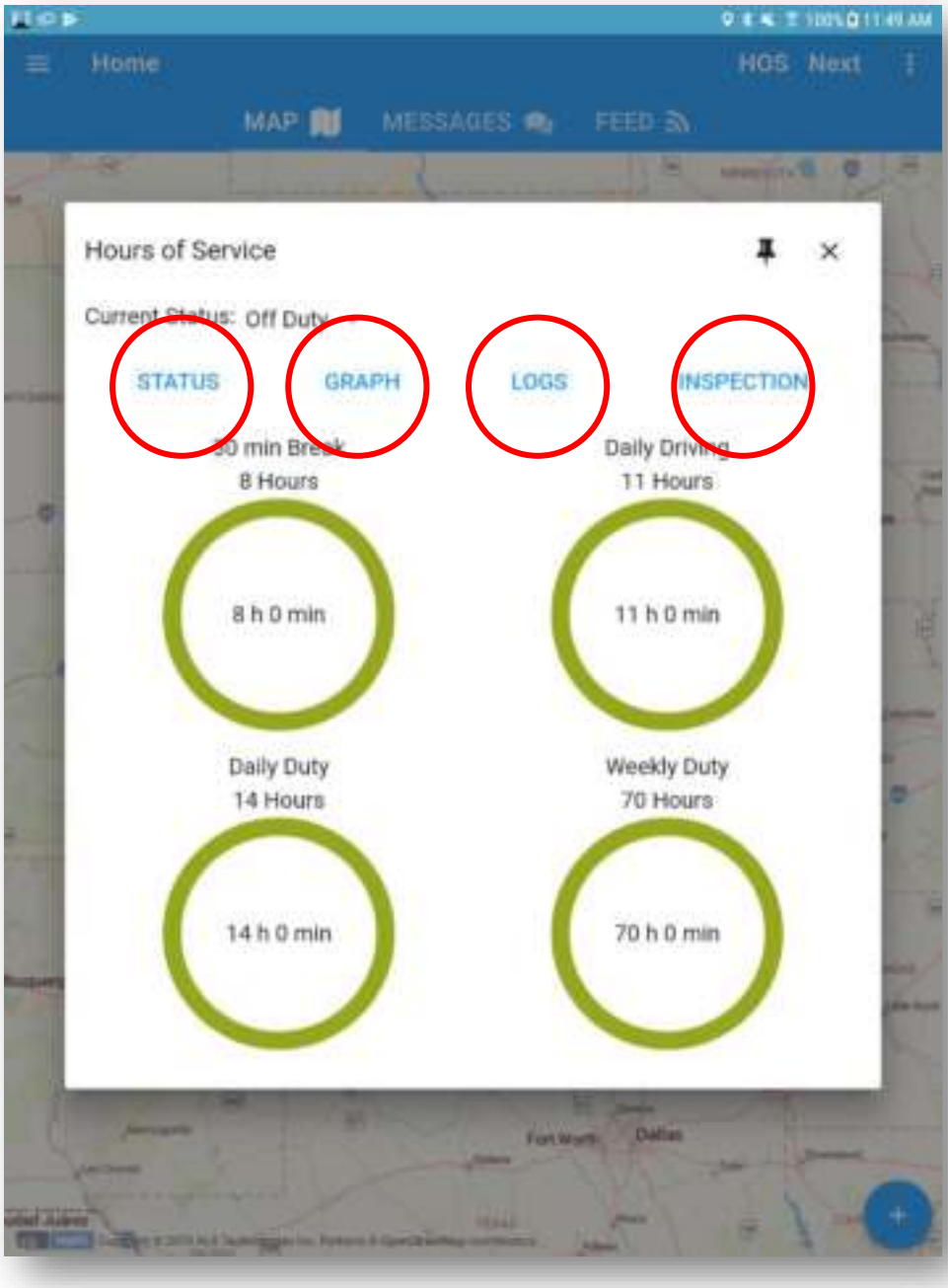
Press "Thumbtack" icon to pin HOS Banner on Map

Press "x" icon to close Hours of Service Dialog

Press current status value to display available Duty Status options.

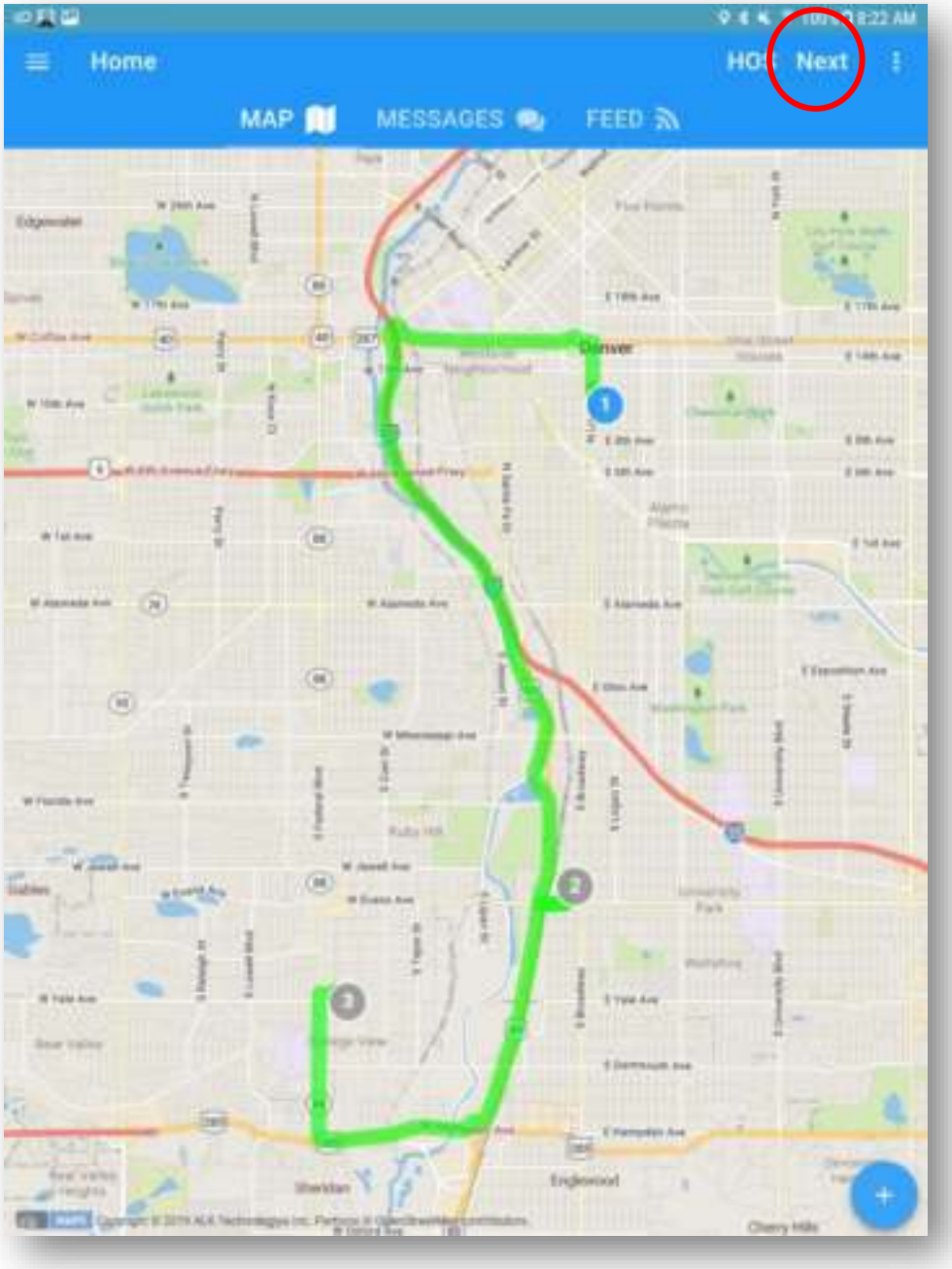


Press “STATUS”, “GRAPH”, “LOGS”, or “INSPECTION” buttons to display corresponding Geotab Drive pages



Next

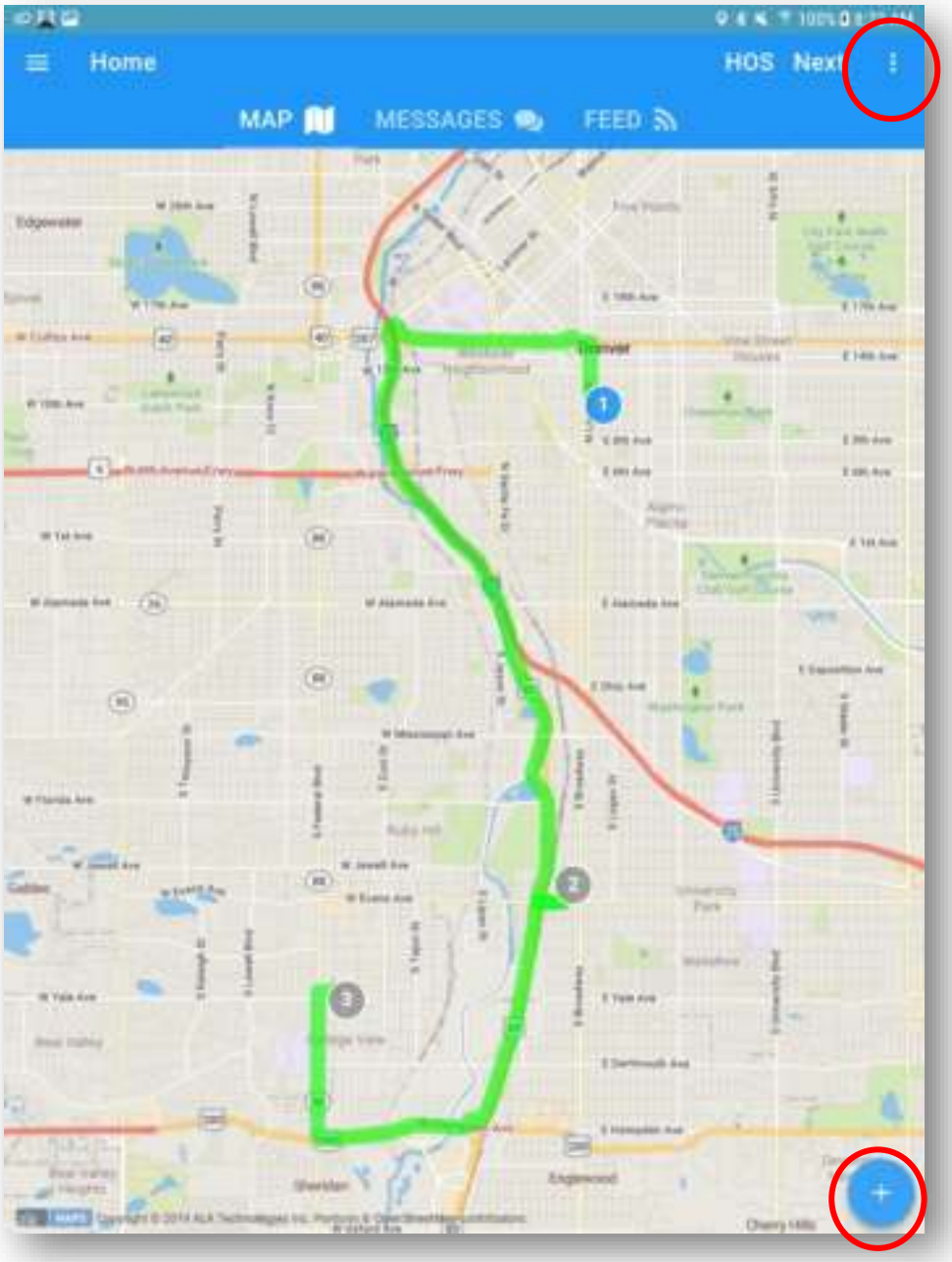
Press "NEXT" button to display the next required Task for the active Stop



Options Menu

Press "Dots" icon to display the Map context menu options

Press "+" Floating Button to expand Map Tools



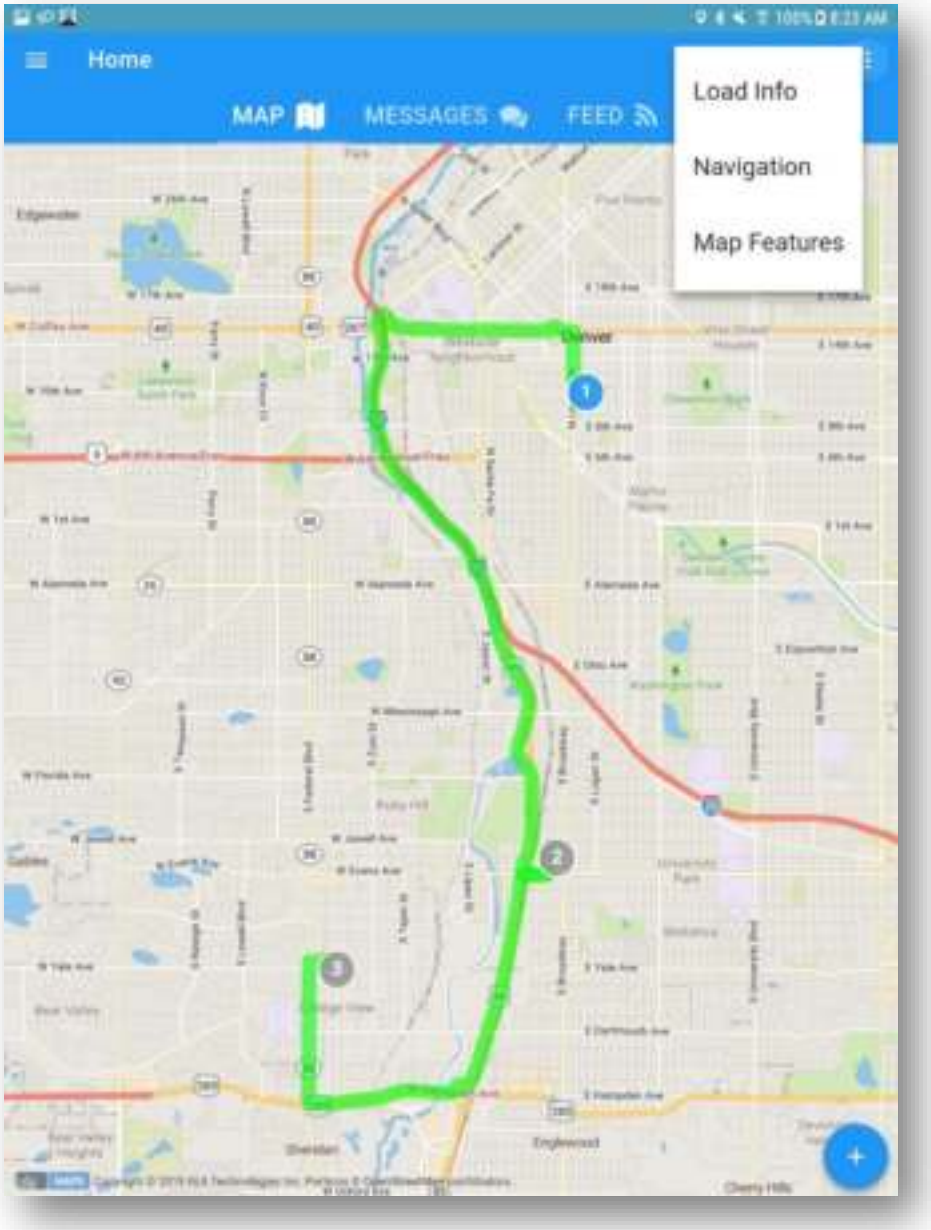
Map Tools

Map Context Menu

In Map view, Press "Load Info" menu option to display the Load Summary for the current Trip

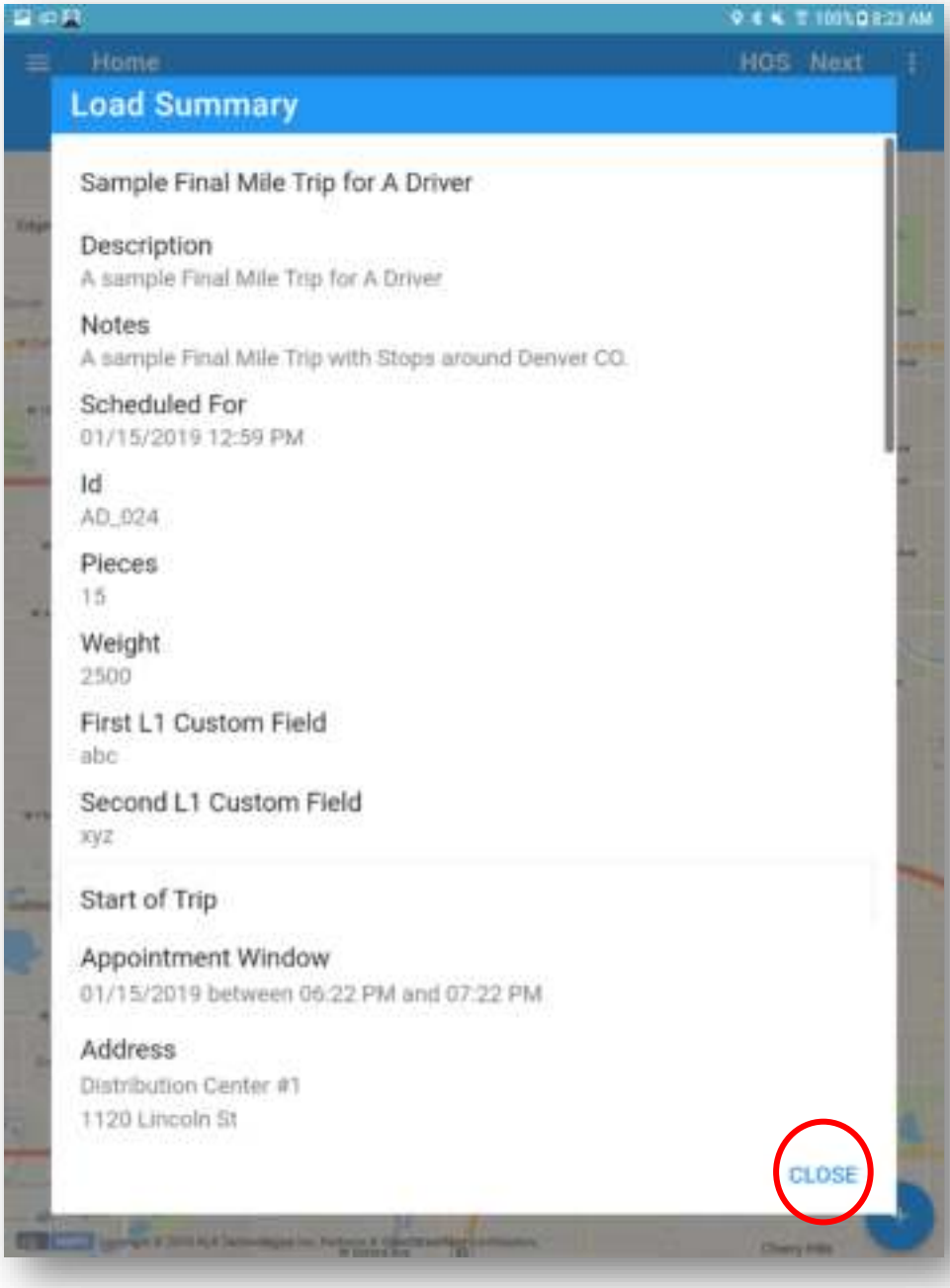
Press "Navigation" menu option to open MilesAhead NAV

Press "Map Features" menu option to display Map Features Dialog



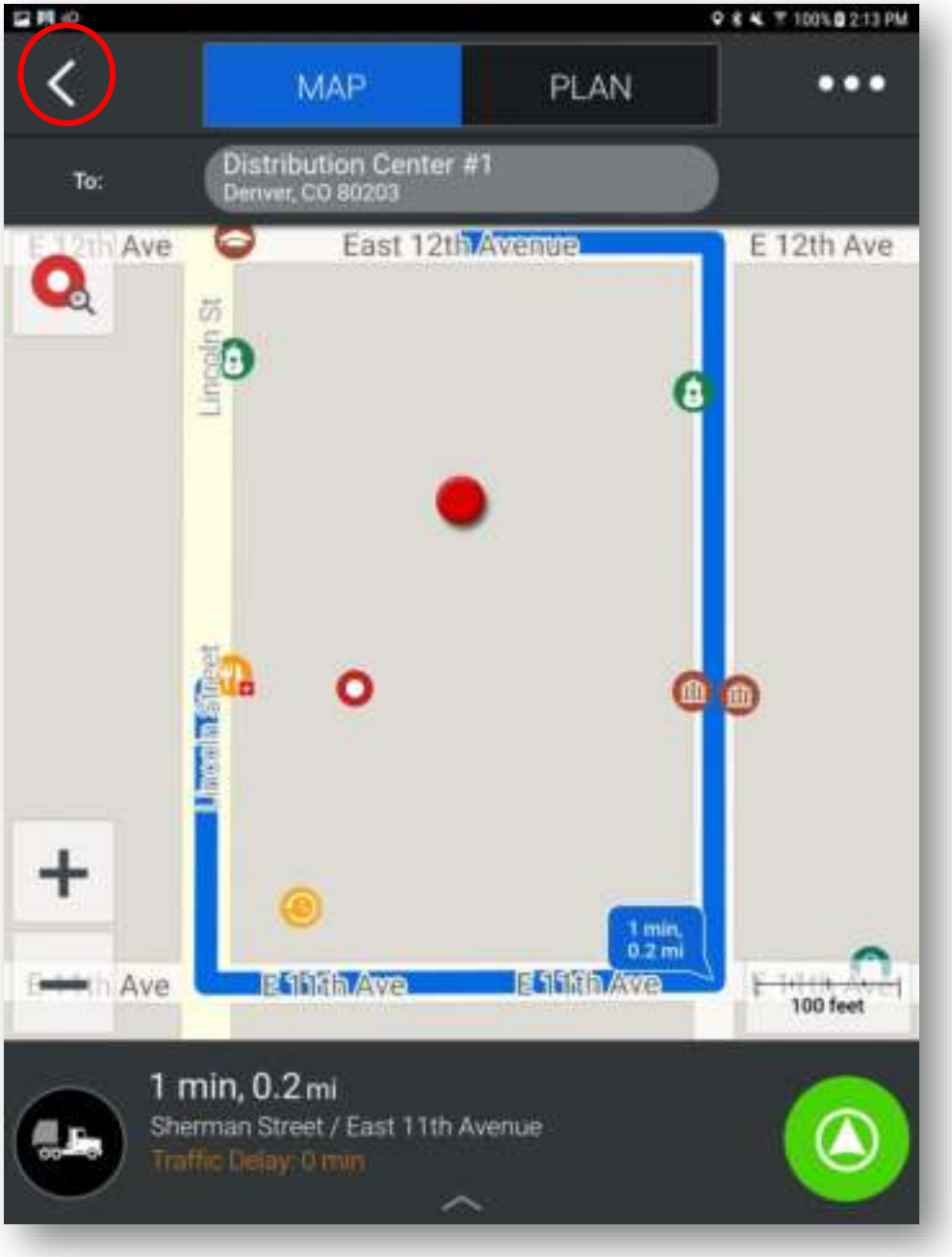
Load Summary Dialog

Press "CLOSE" button to close the Load Summary Dialog



MilesAhead NAV

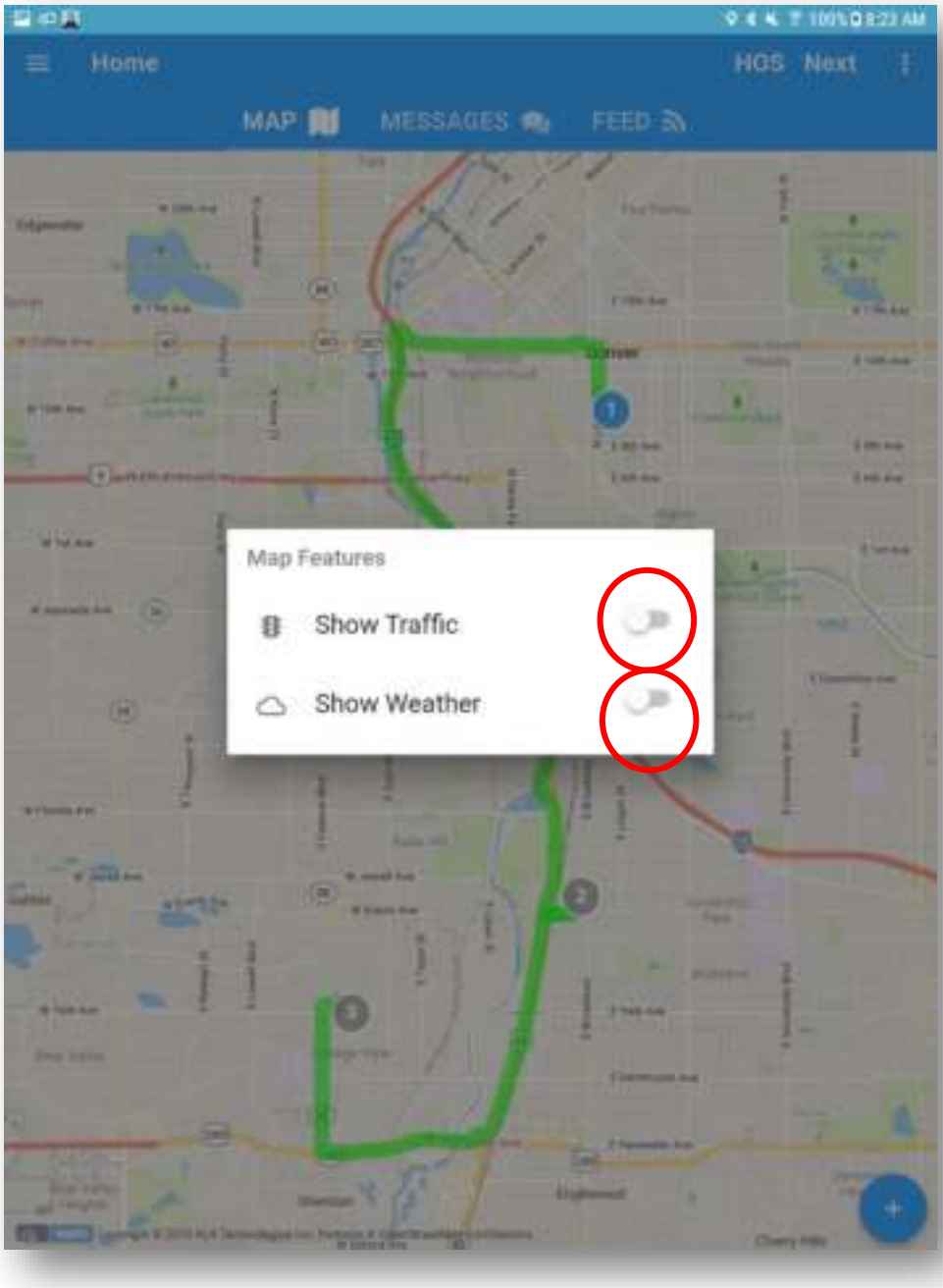
Press "Back" icon to return to MilesAhead DRIVE



Map Features Dialog

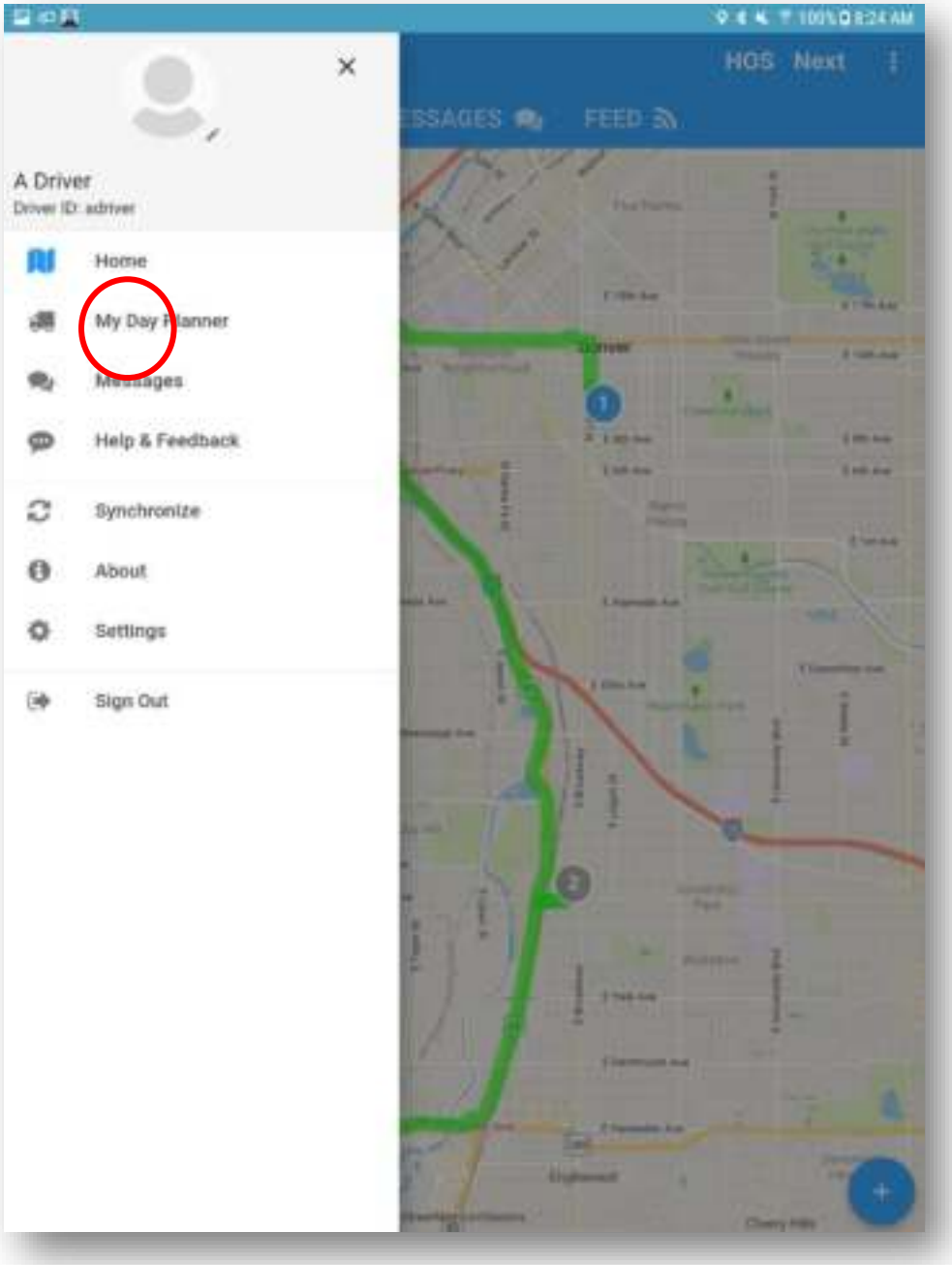
Toggle "Show Traffic" to turn current traffic indicators on or off

Toggle "Show Weather" to turn current weather radar overlay on or off

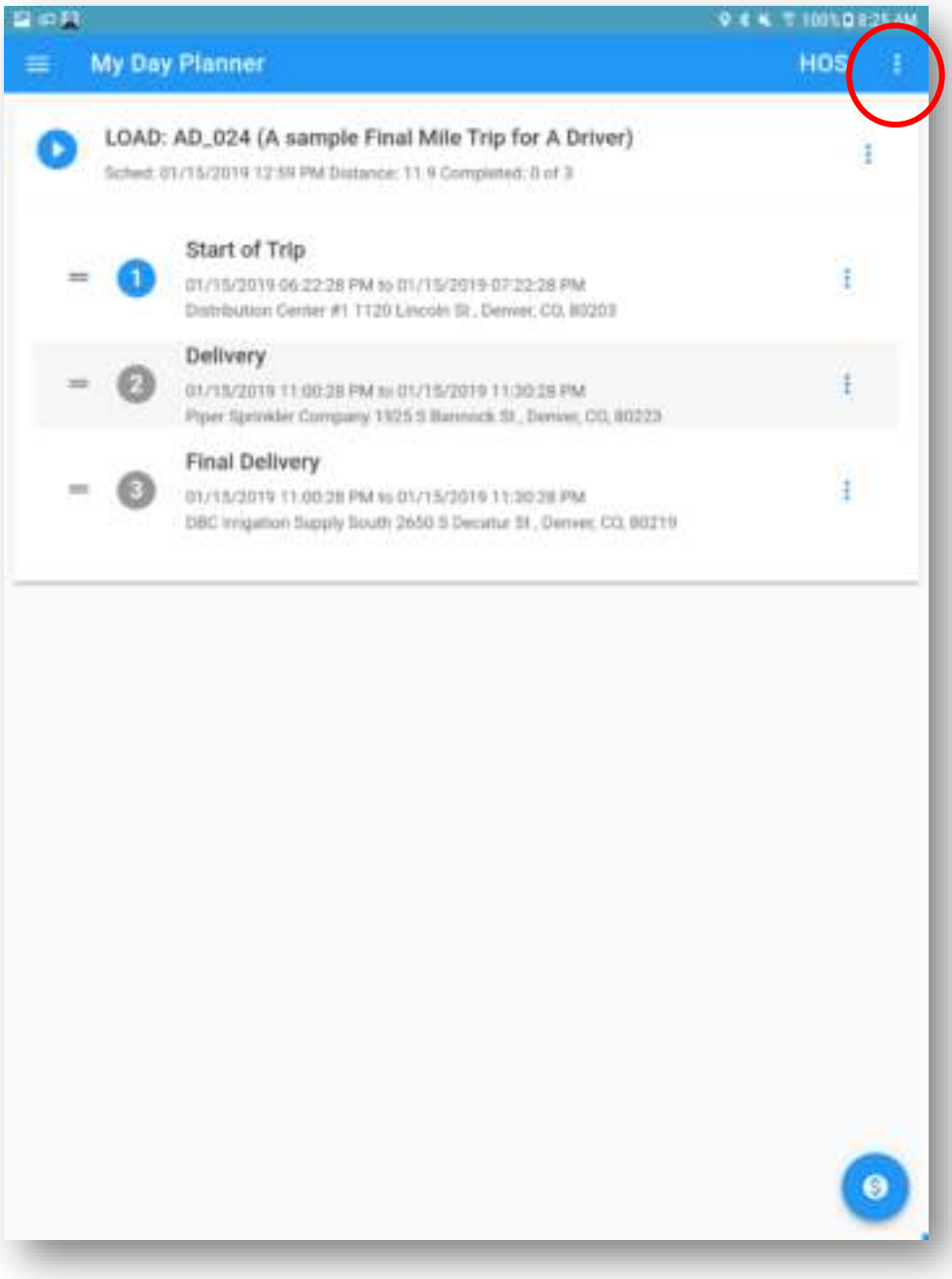


My Day Planner

Press "My Day Planner" option to open the My Day Planner page

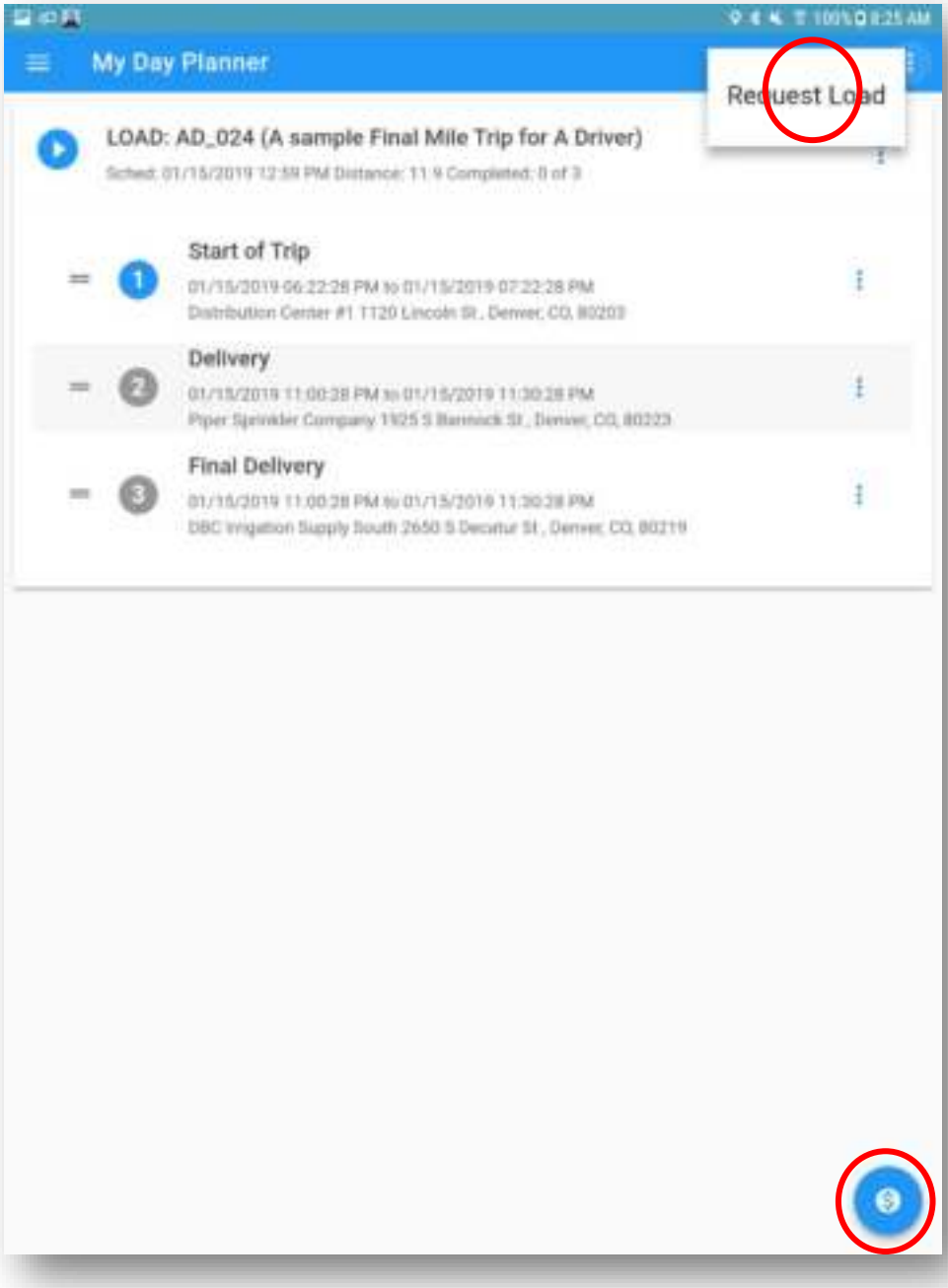


Press topmost “Dots” icon to show the My Day Planner context menu options



Request Load

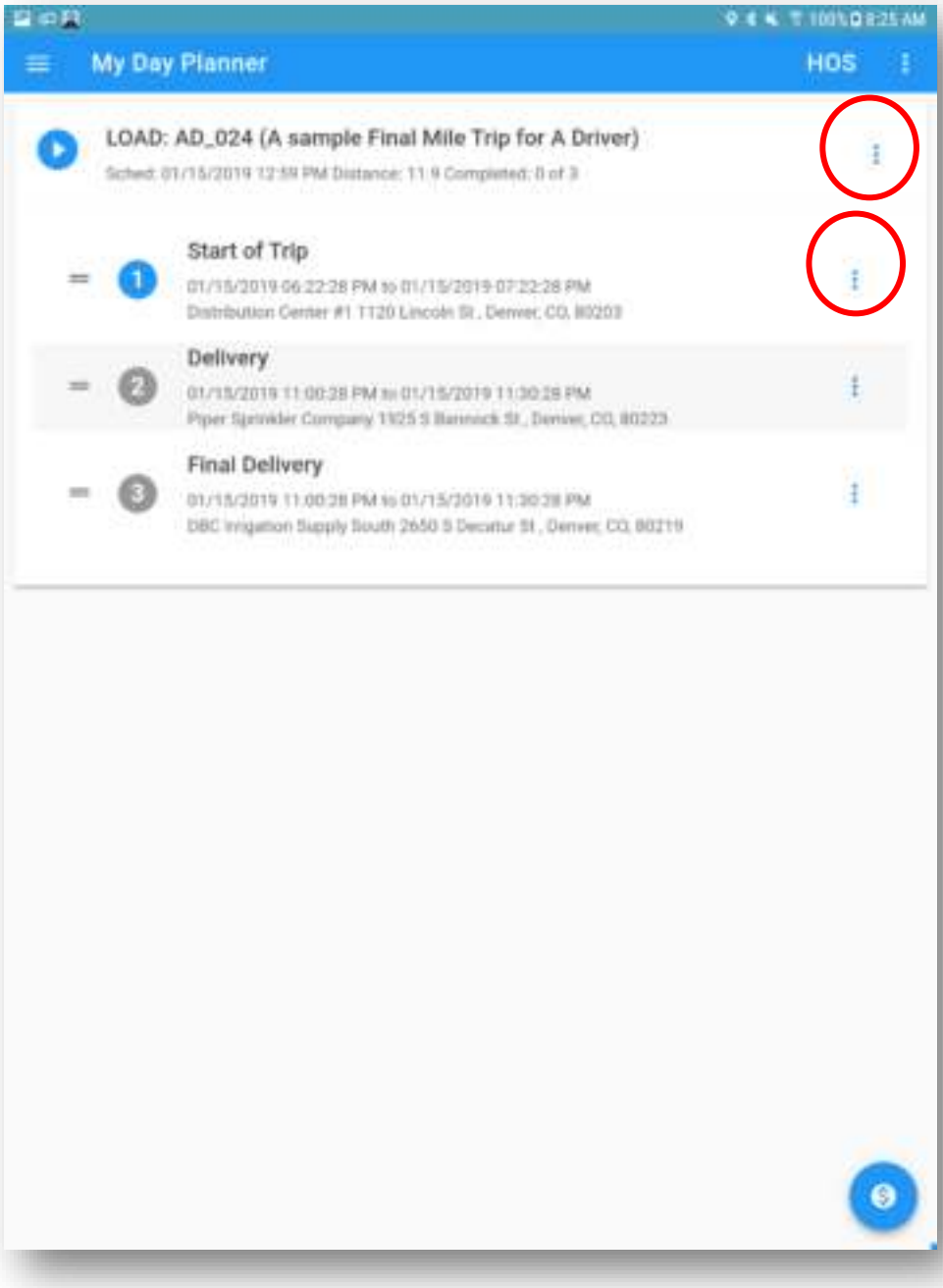
Press "Request Load" menu option or "$" Floating Button to show Confirm Request for New Load Dialog



Trip Options

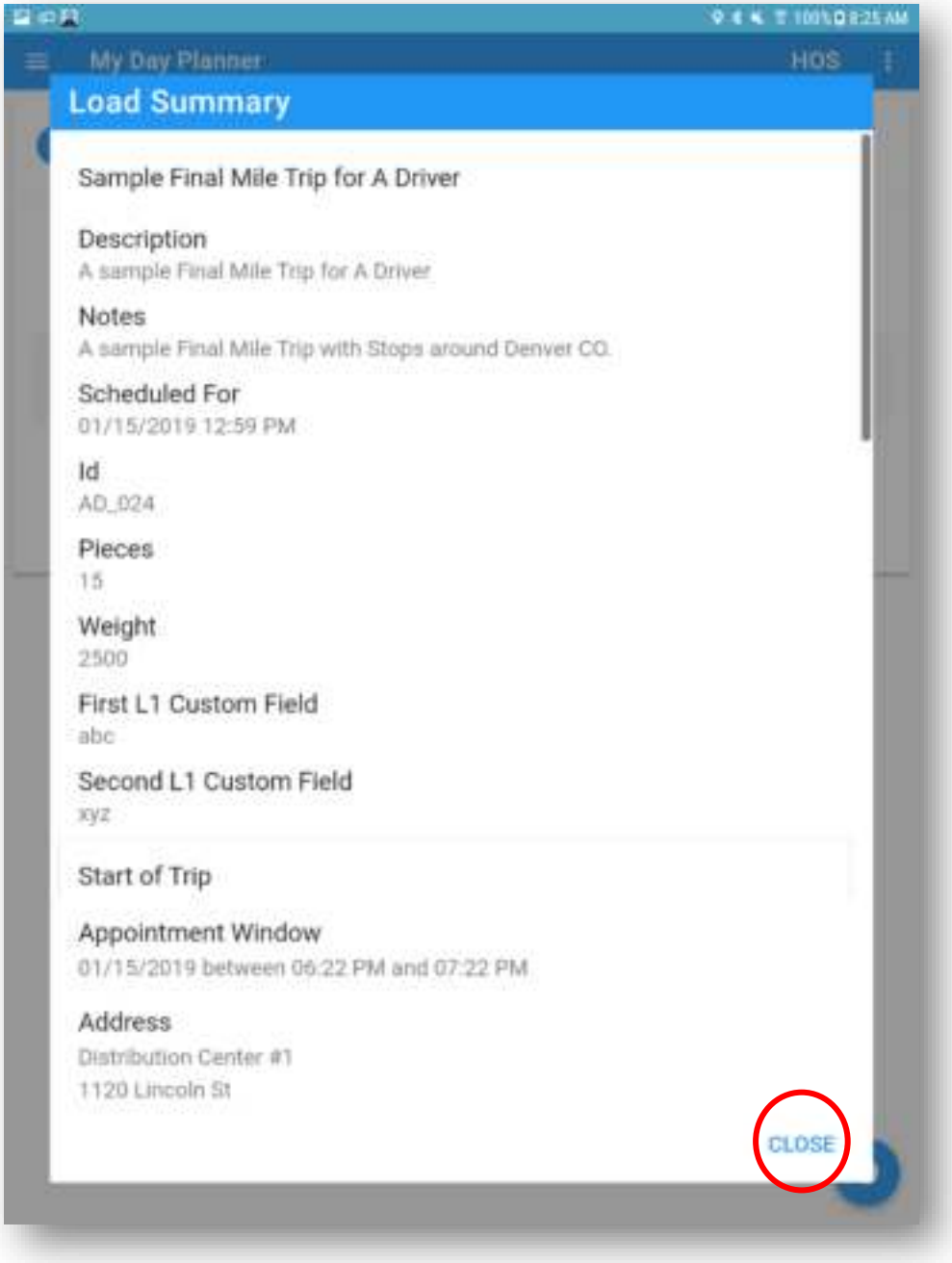
Press "Dots" icon at Trip level to show Trip context menu options

Press "Dots" icon at Stop level to show Stop context menu options



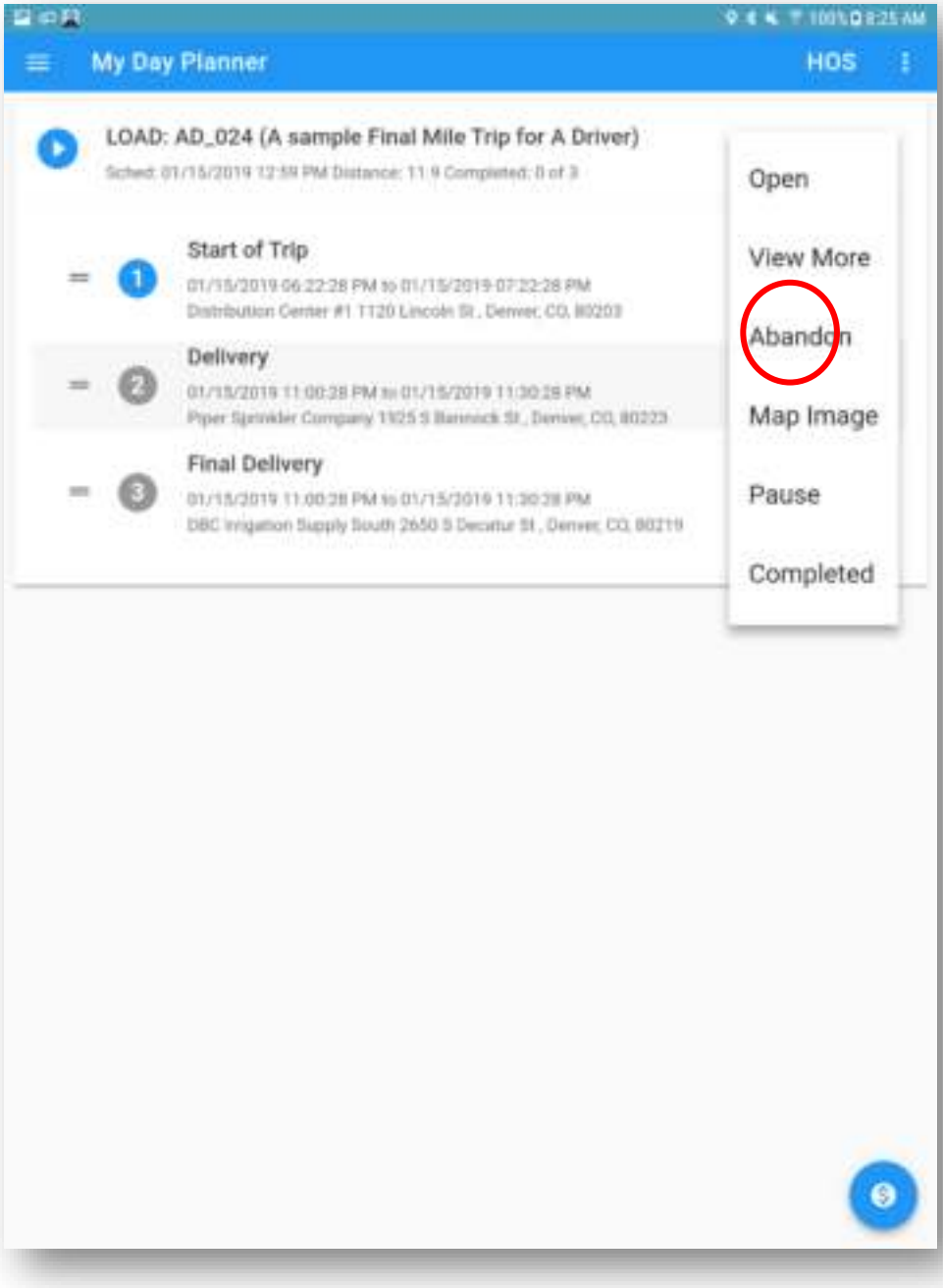
Load Summary

Press "CLOSE" button to close the Load Info Dialog



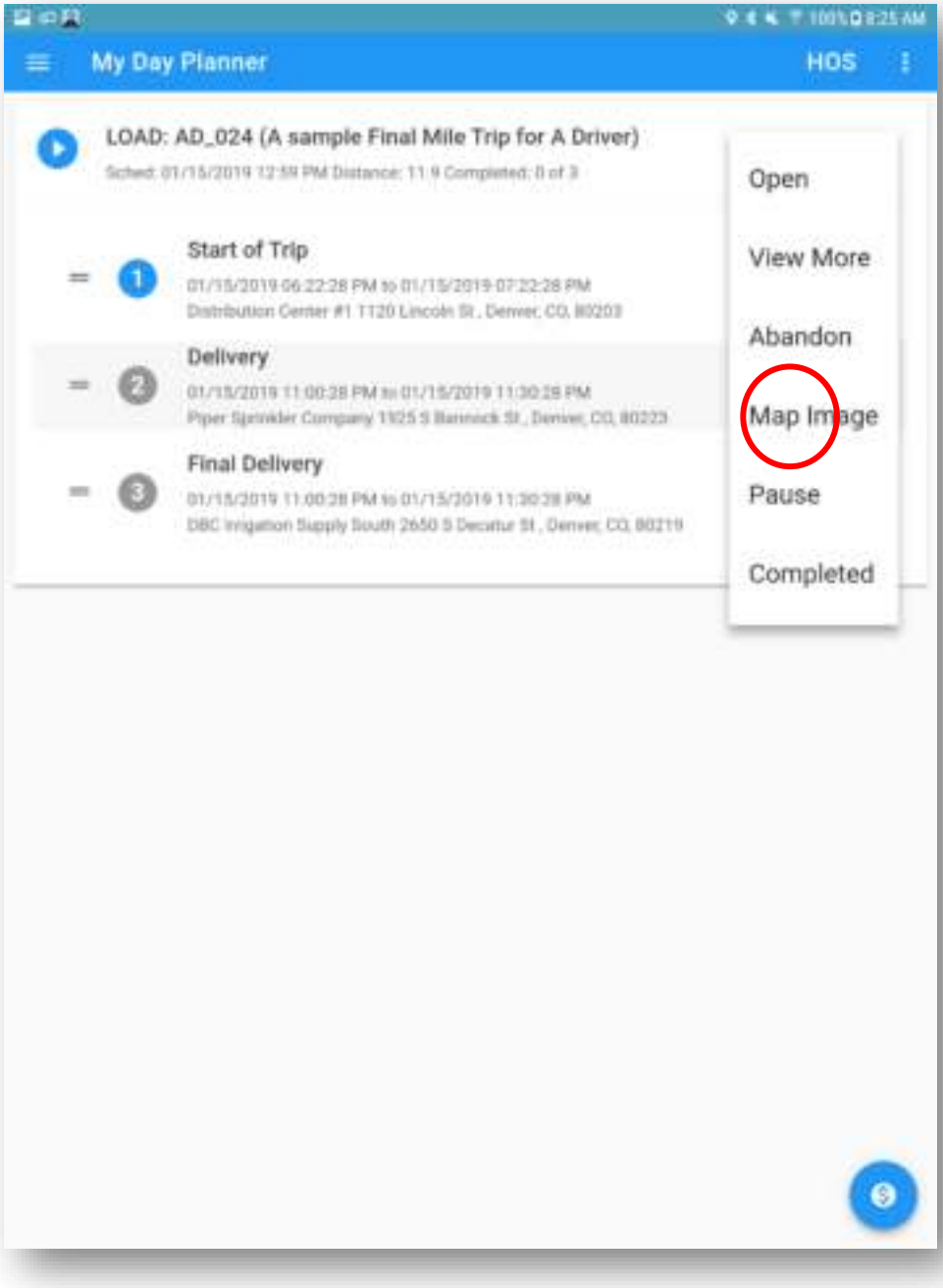
Abandon Trip

Press "Abandon" menu option to show the Abandon Trip confirmation dialog

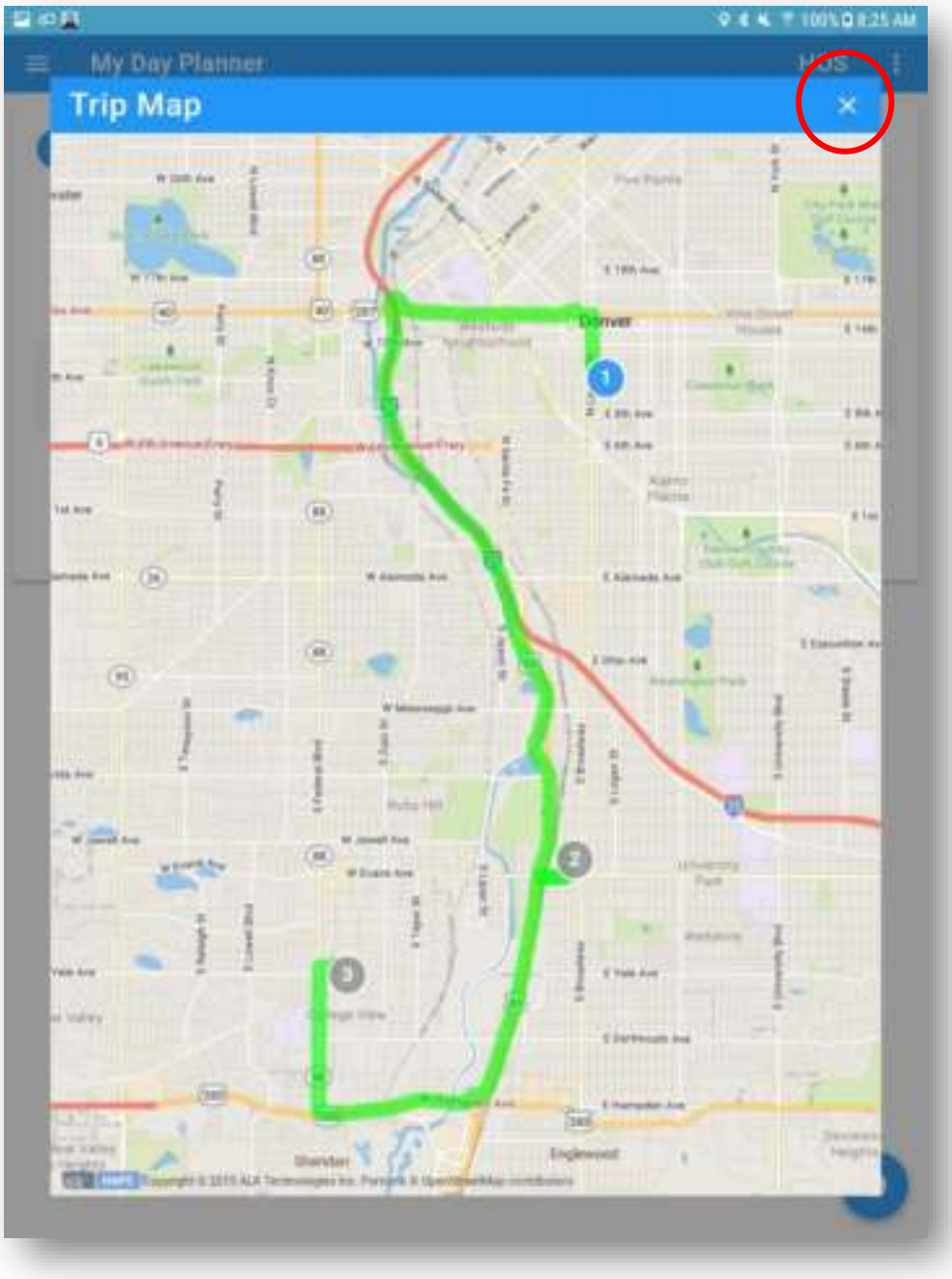


Trip Map

Press "Map Image" menu option to show a Trip Map dialog



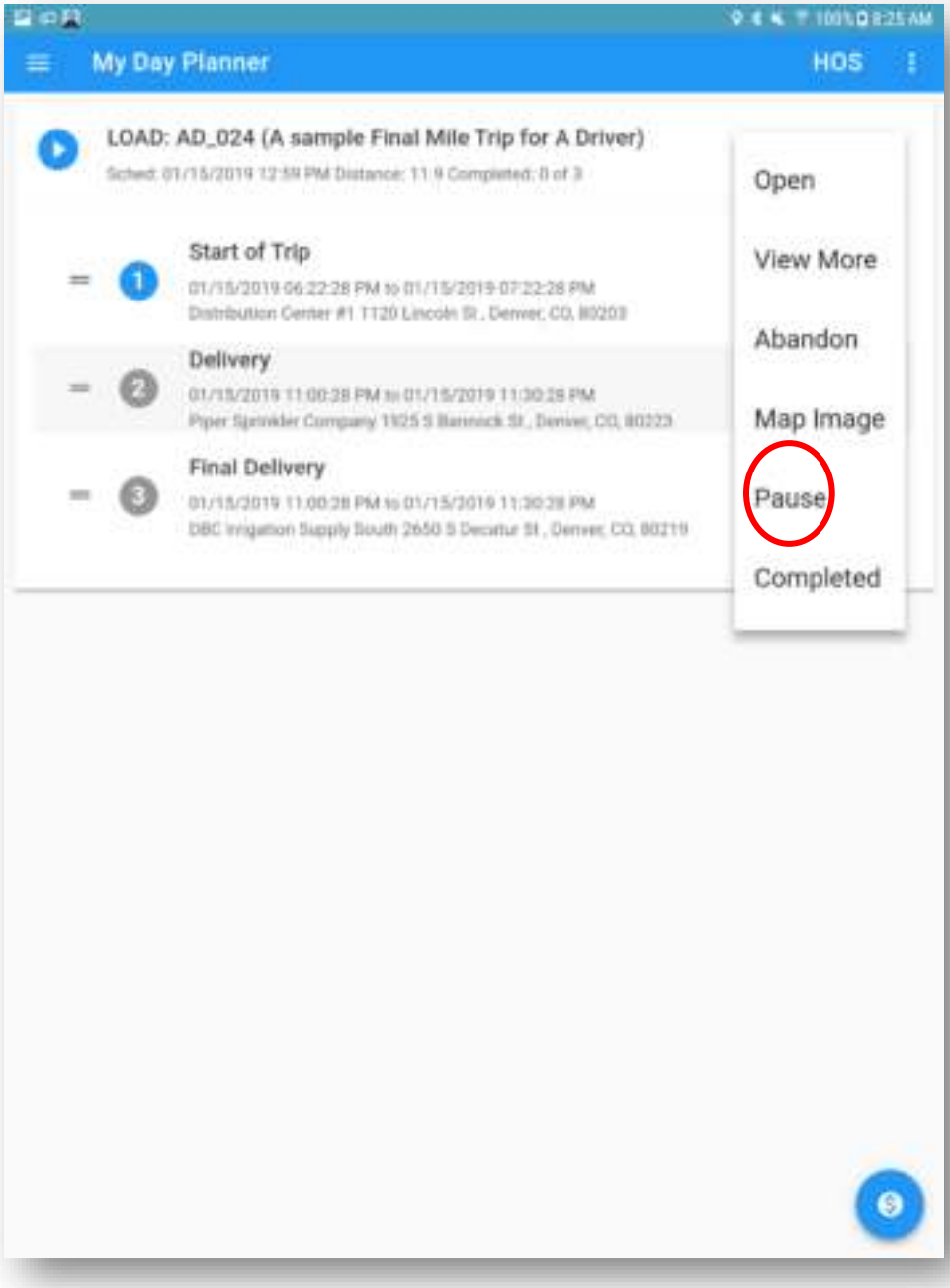
Press “x” icon to close the Trip Map dialog



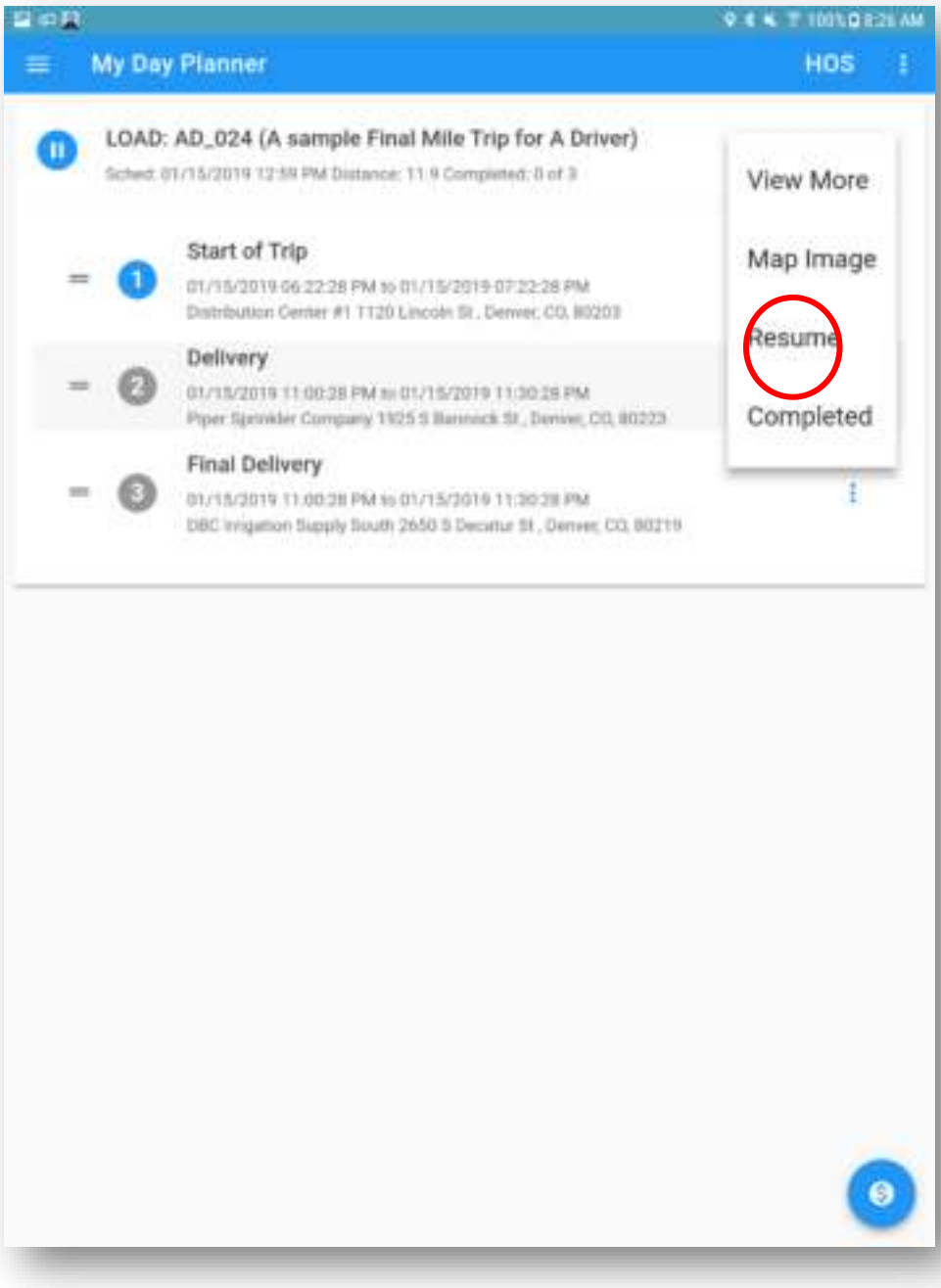
Pause Trip

Press "Pause" menu option to put the Trip in a 'paused' state so that another Trip can be activated and opened

Note that on a 'paused' Trip this menu option will read 'Resume'



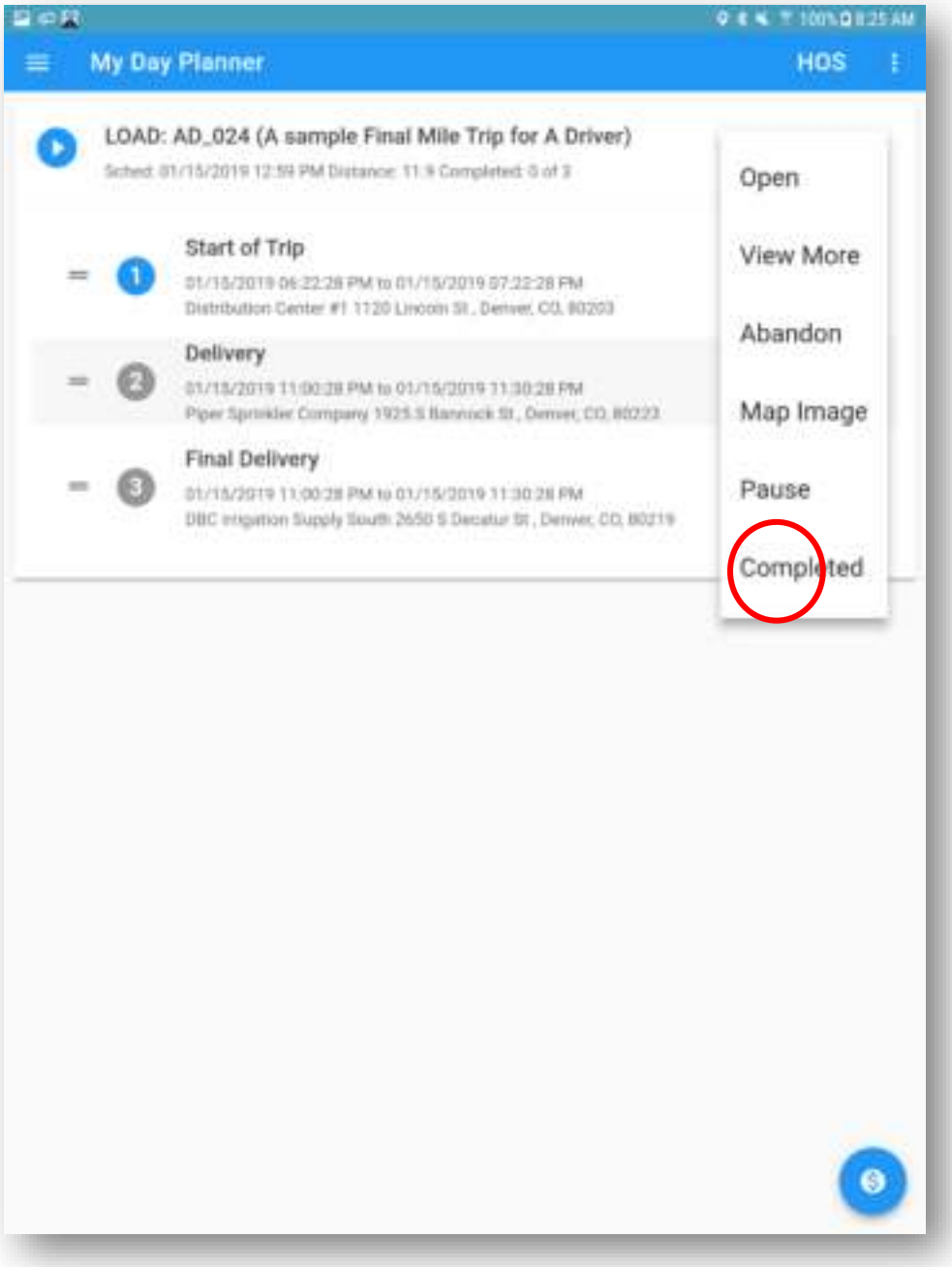
Press "Resume" menu option to put the Trip in an 'activated' state so that it can be opened



Complete Load

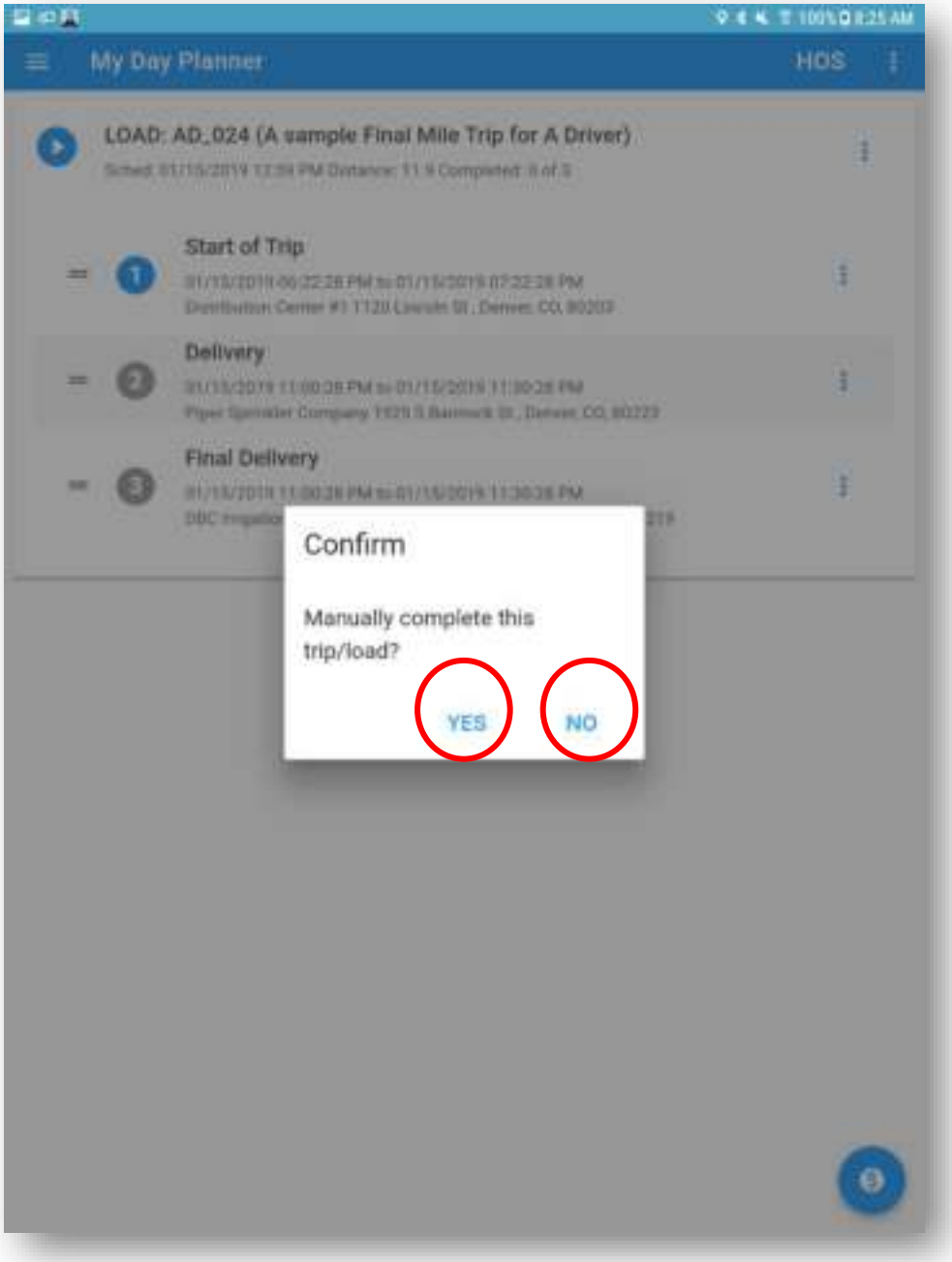
Press "Completed" menu option to put the Trip in the 'completed' state so that another Trip can be activated and opened.

Note that if the My Day Planner is not configured to "Allow Driver to see Completed Trips & Stops", this action cannot be undone!



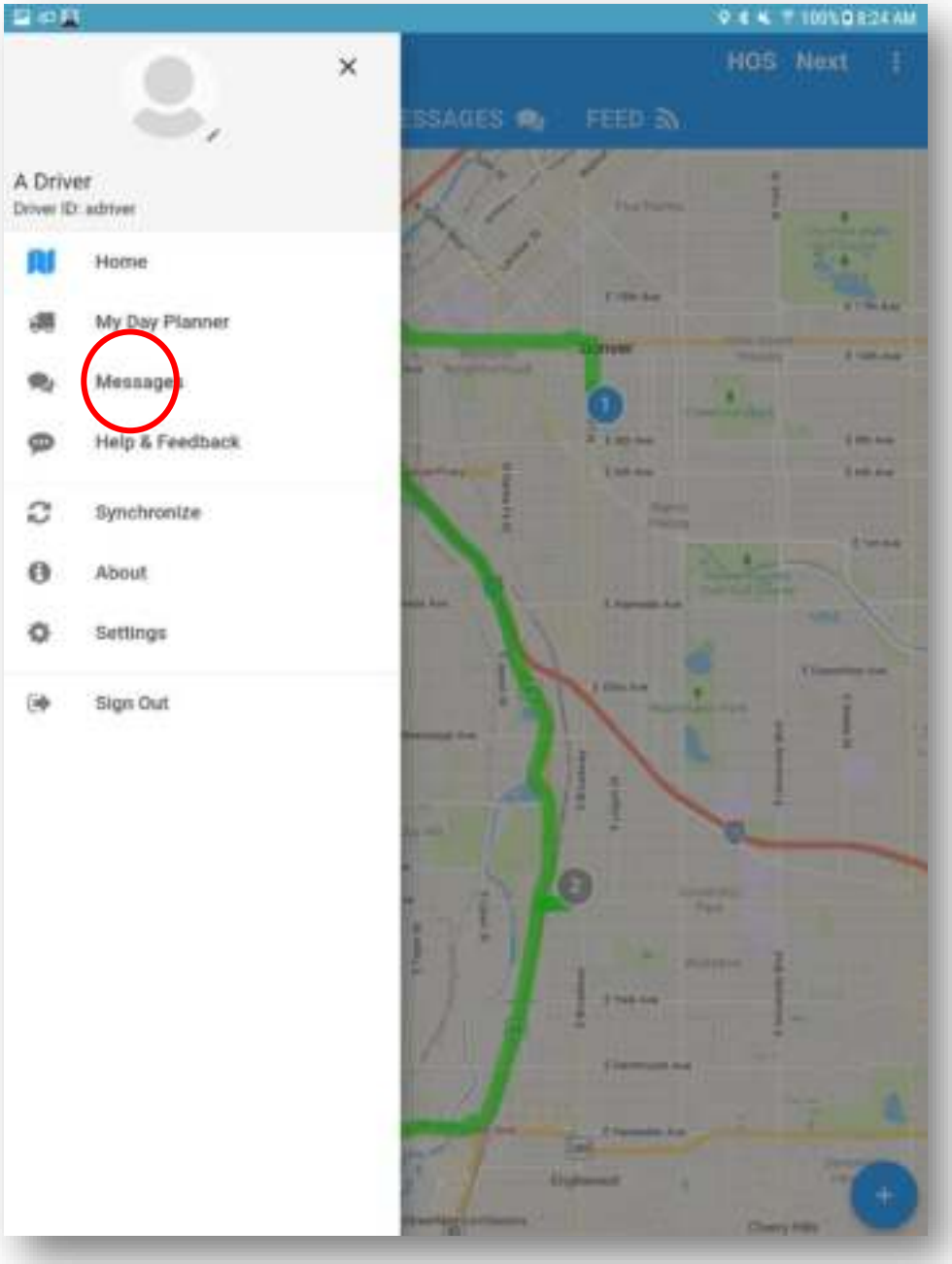
Press "YES" button to manually complete the load

Press "NO" button to cancel and close the Complete Load confirmation dialog



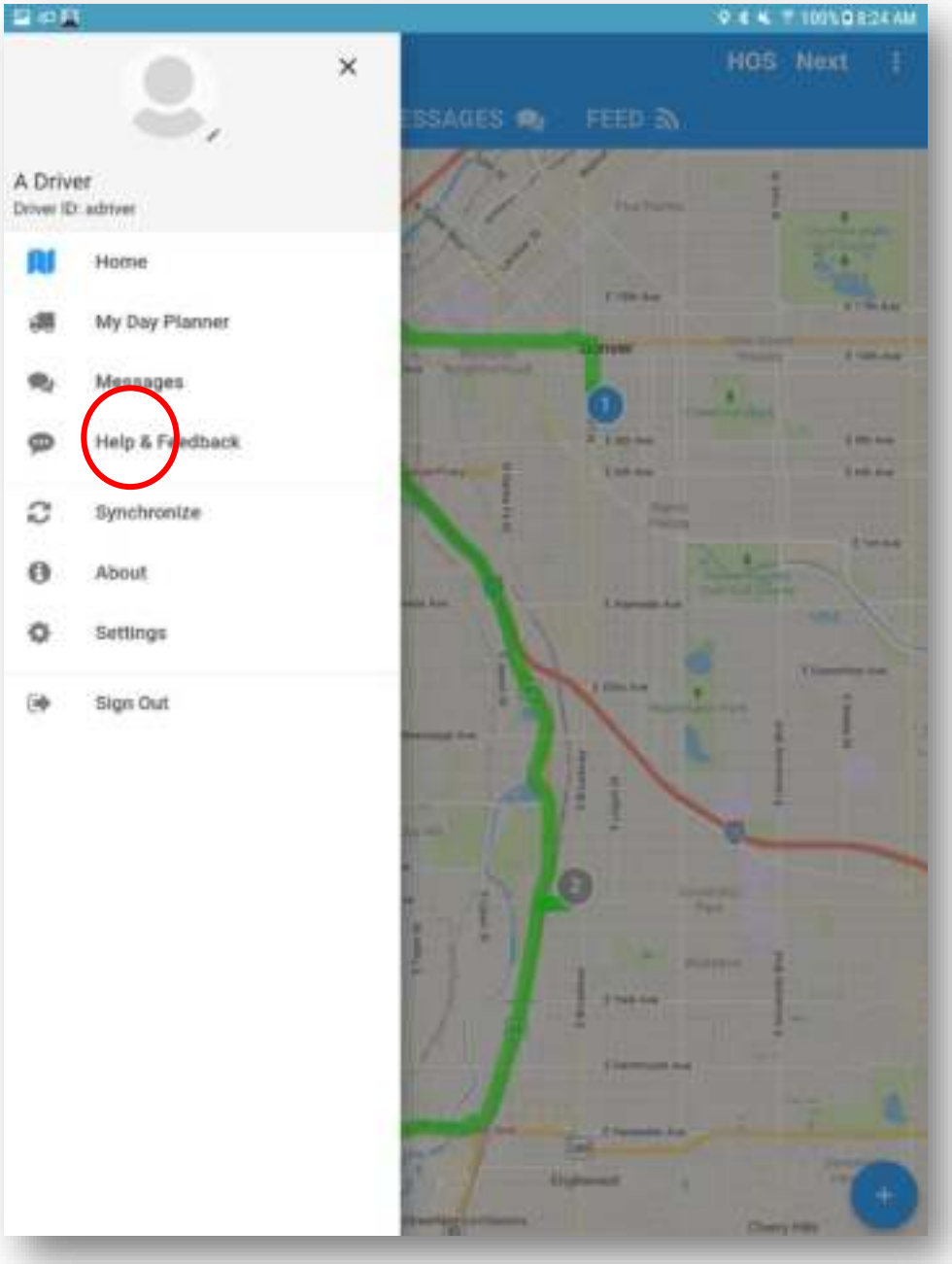
Messages

Press "Messages" option to open the Messages tab



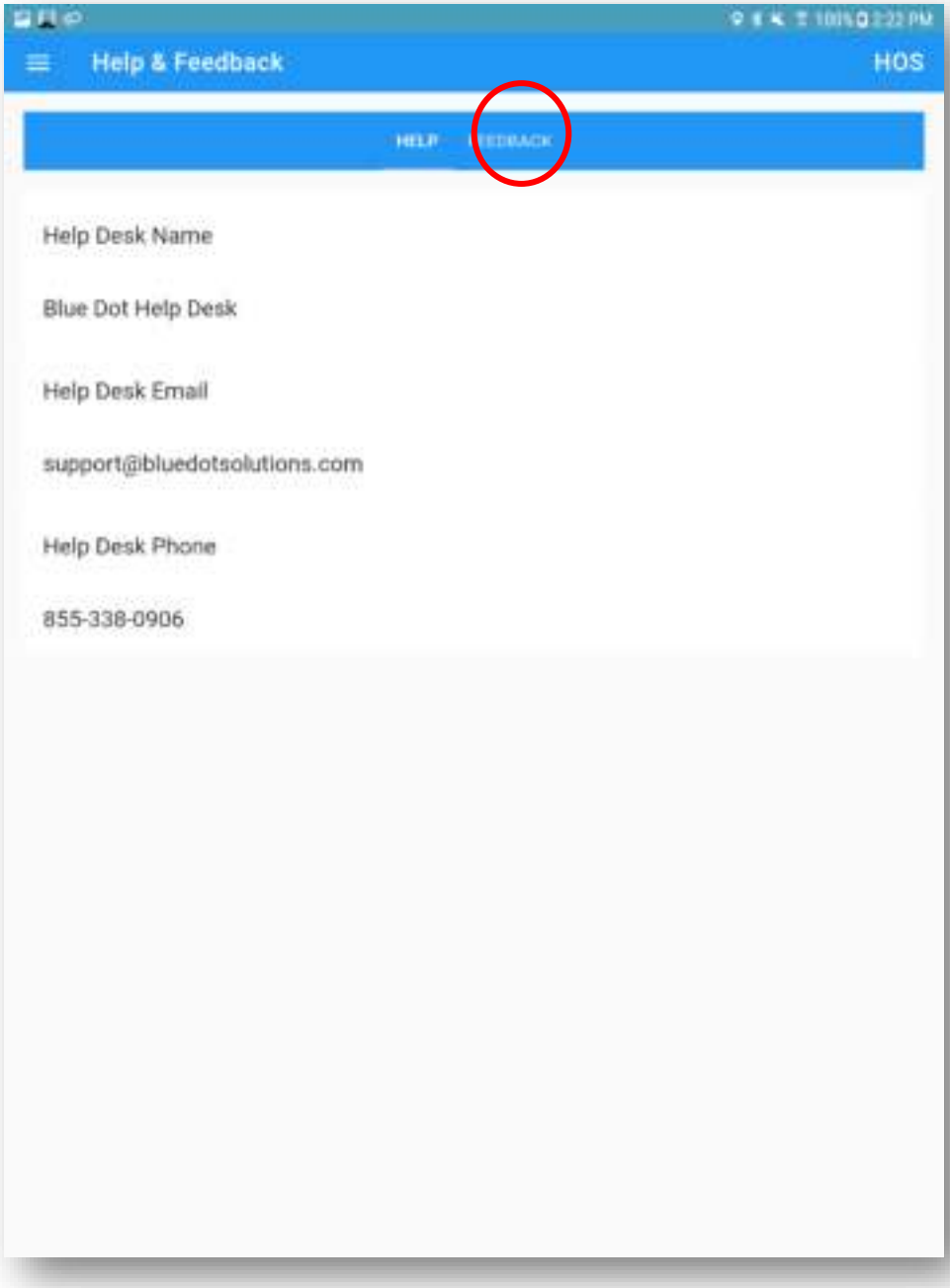
Help and Feedback

Press "Help & Feedback" option to open the Help & Feedback page

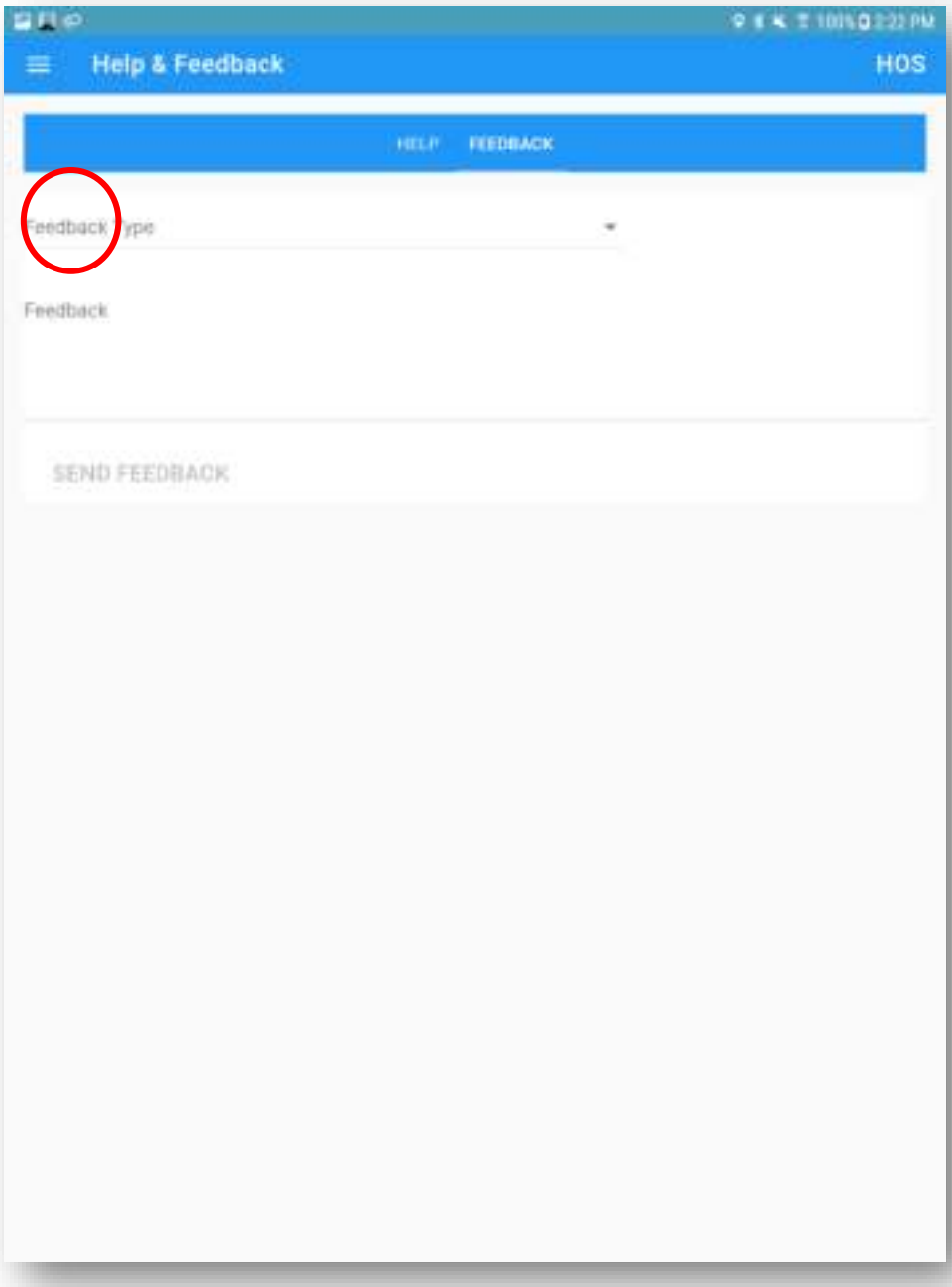


Feedback

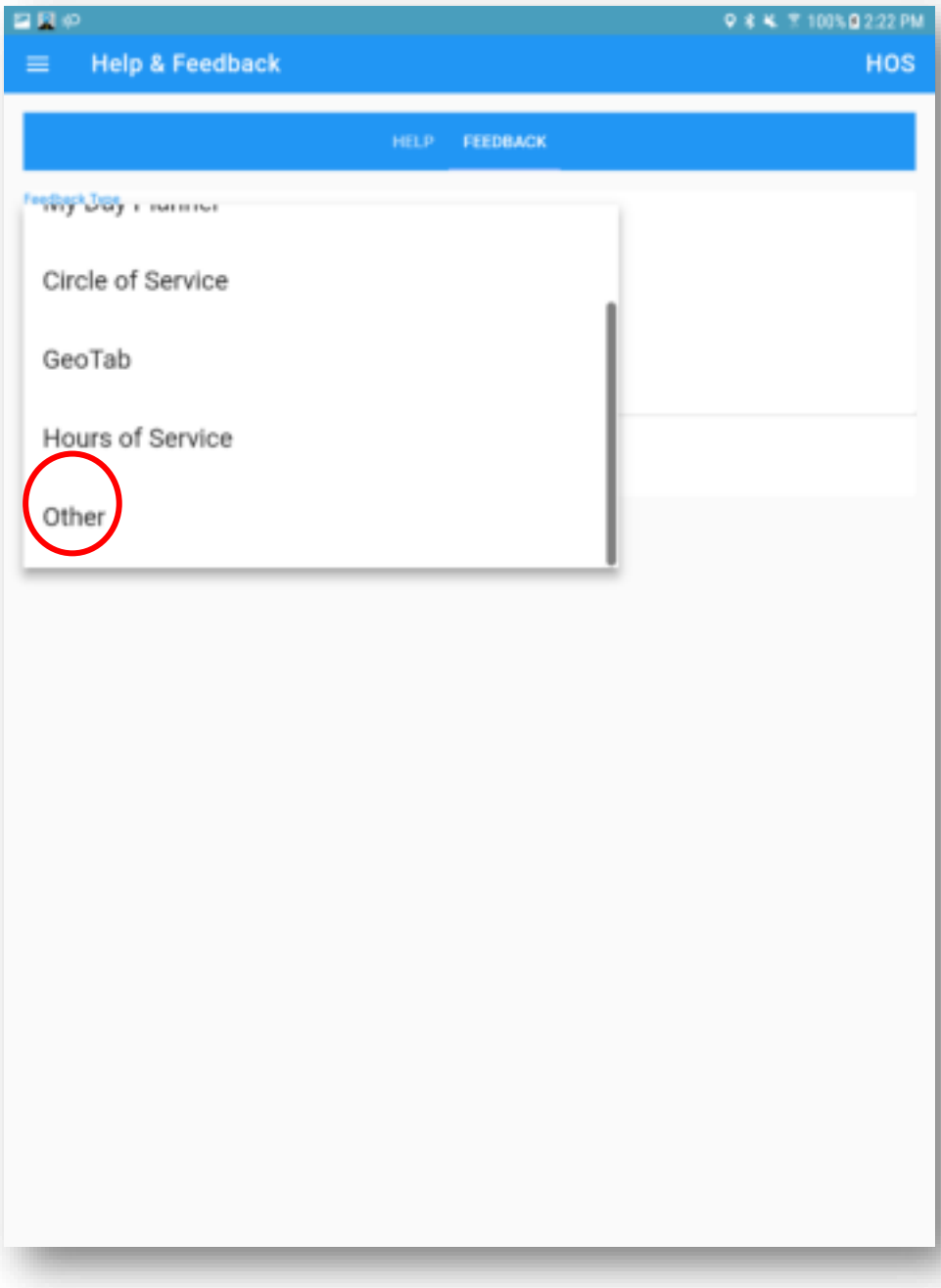
Press "FEEDBACK" tab to open the Feedback tab



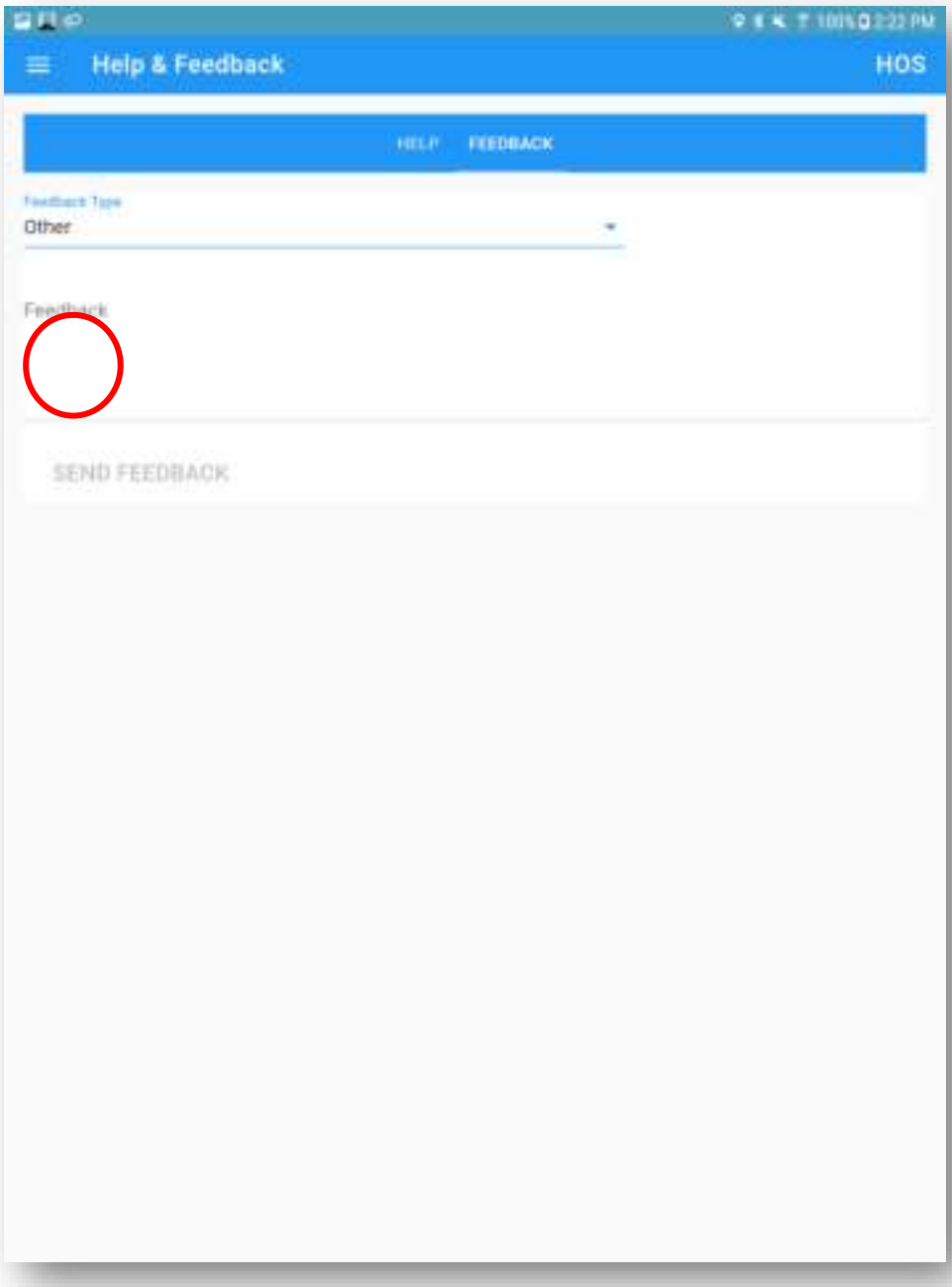
Press “Feedback Type” dropdown to show the Feedback Type options



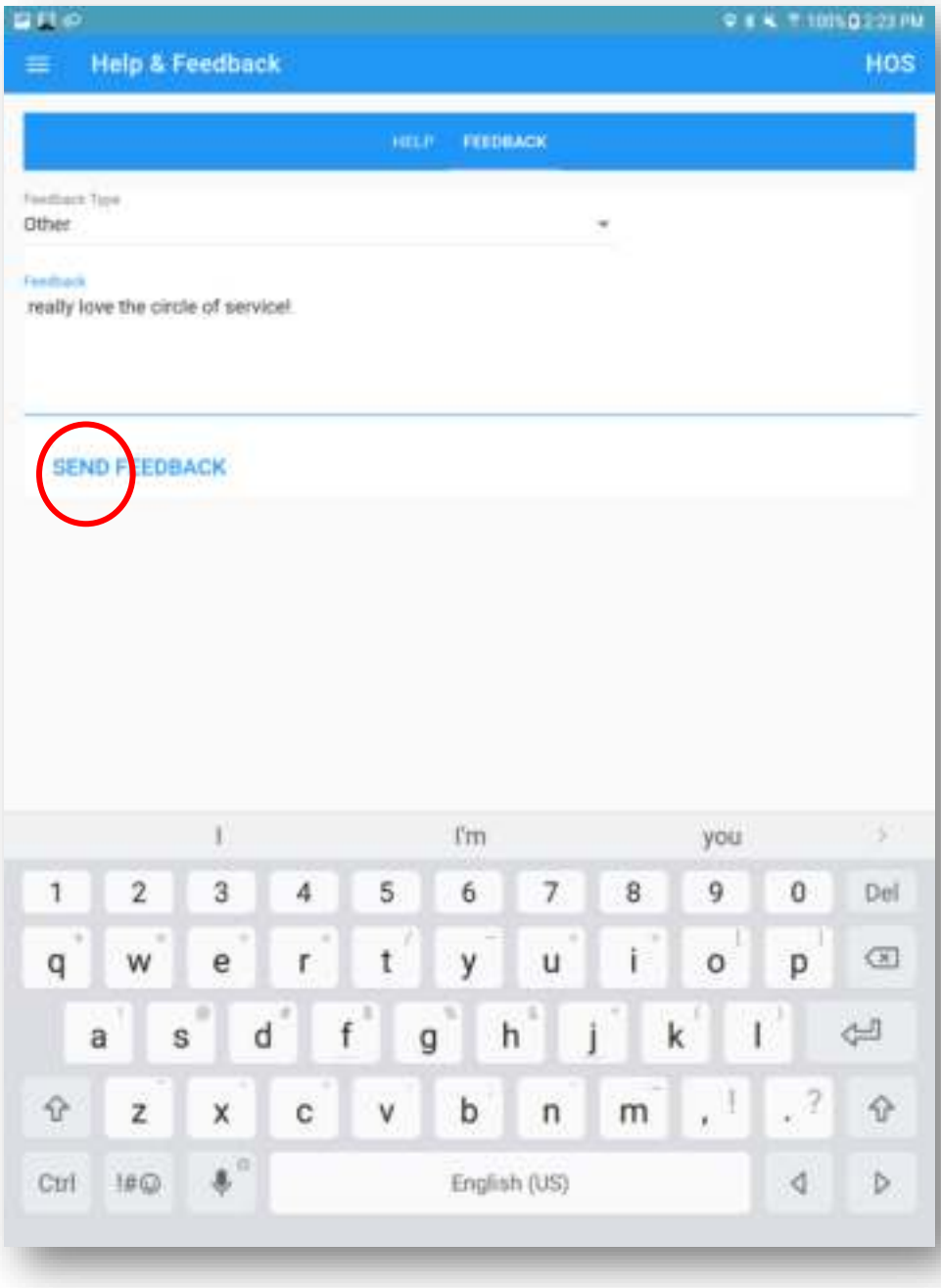
Press the desired "Feedback Type" option to select it



Enter the desired feedback text / body

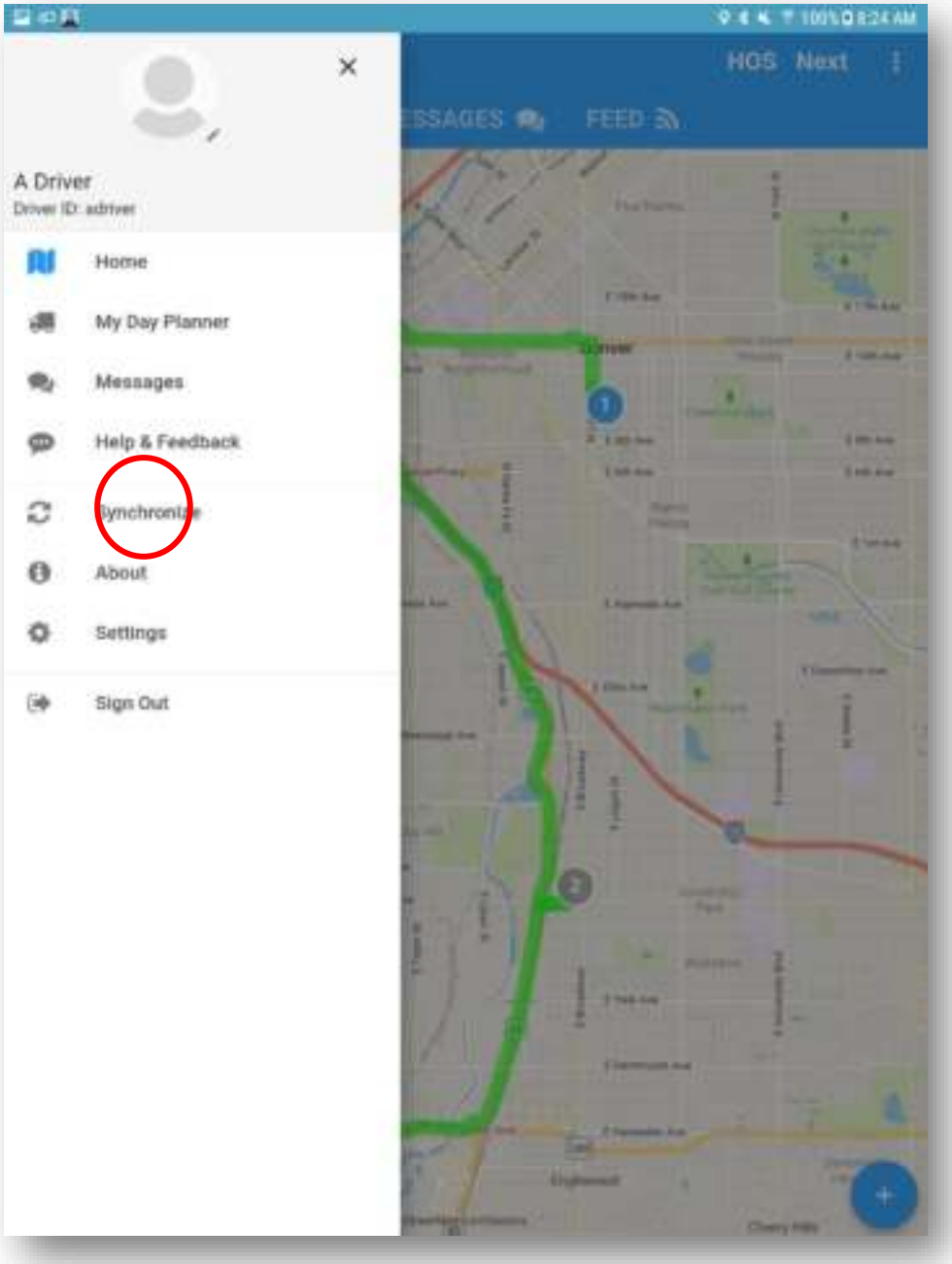


Press “SEND FEEDBACK” button to submit the feedback information



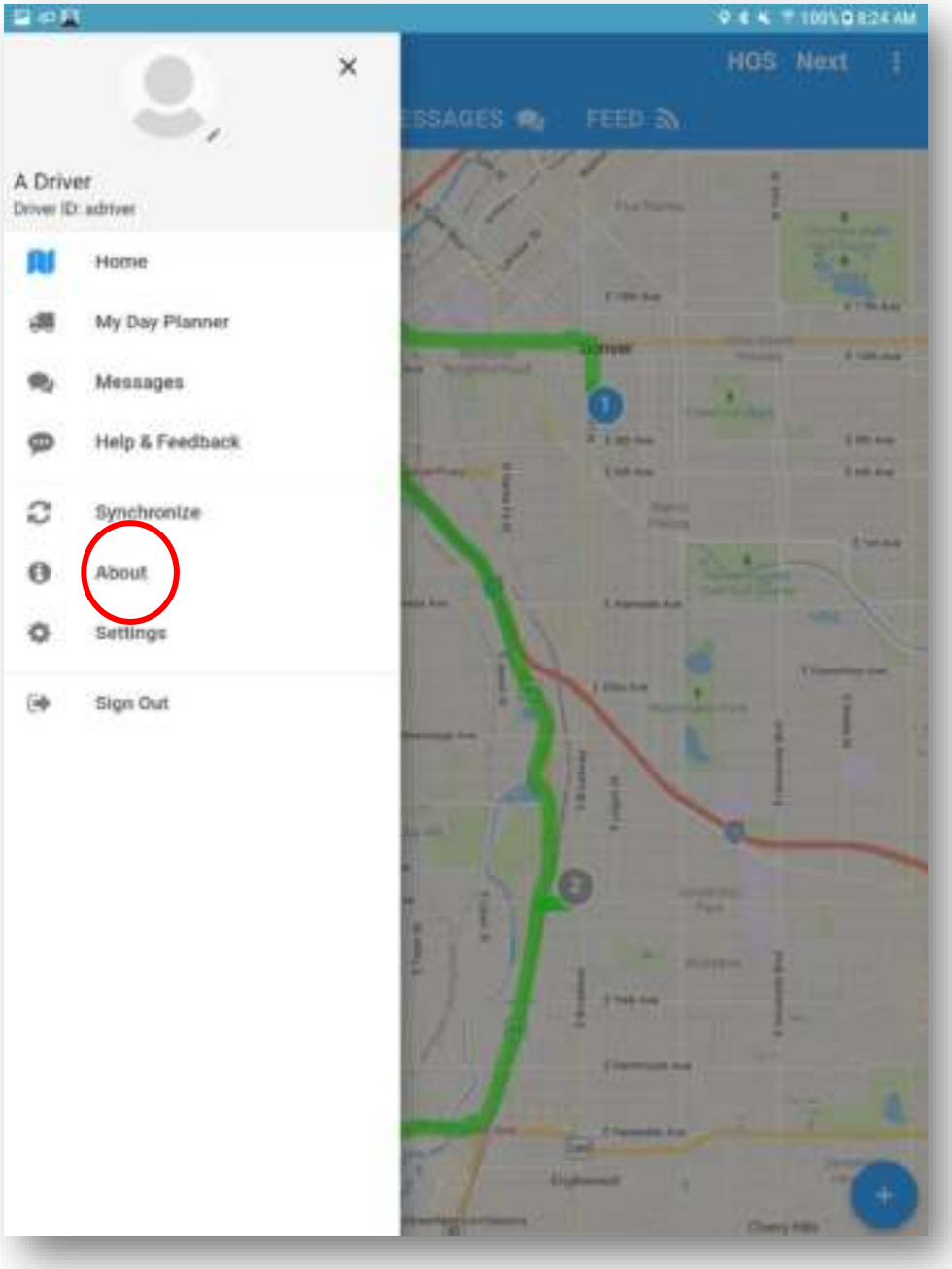
Synchronize

Press "Synchronize" option to open the Synchronize page



About

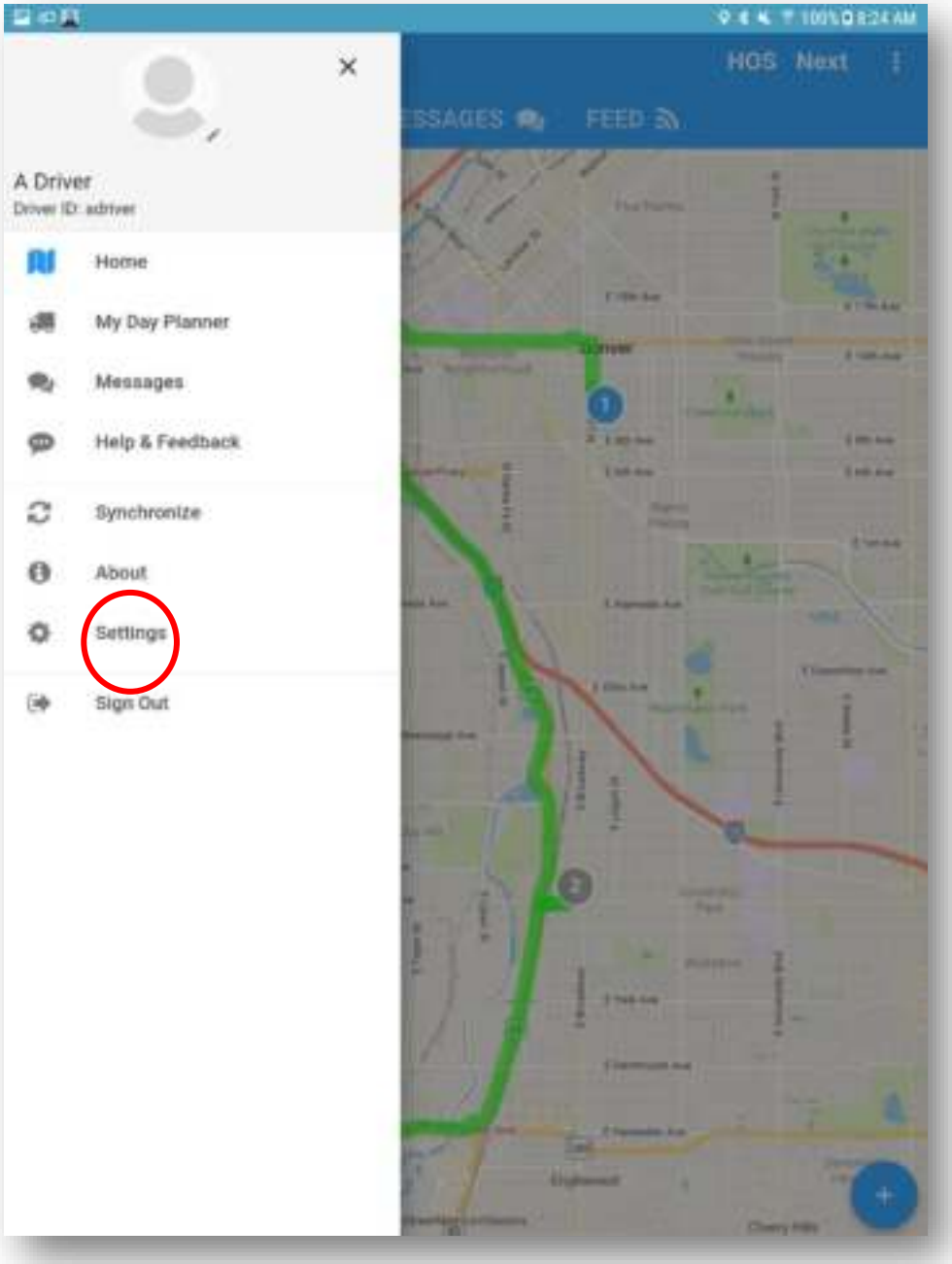
Press "About" option to open the About page



Press "Hamburger" icon to display app navigation menu

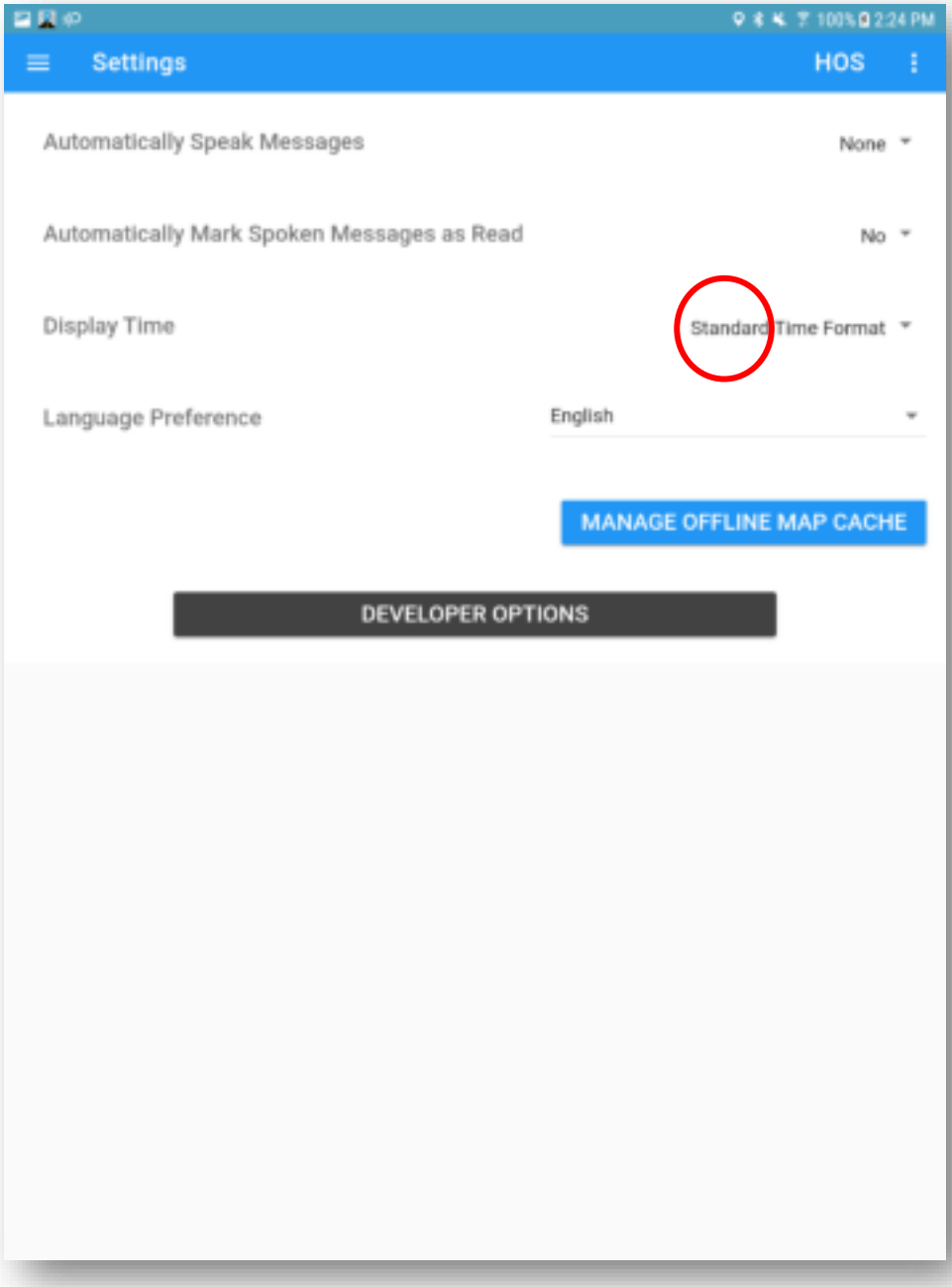
Settings

Press "Settings" option to open the Settings page



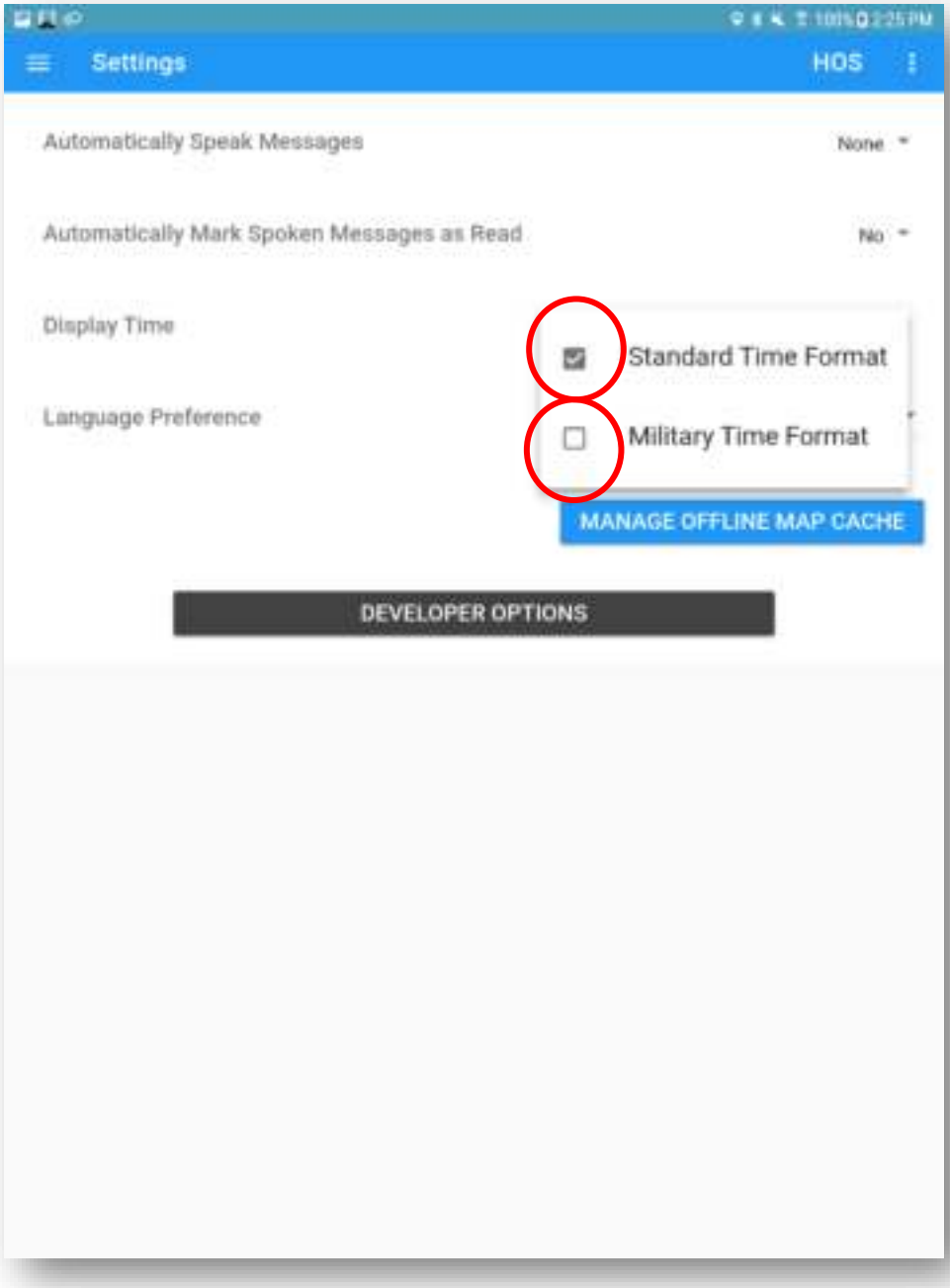
Display Time

Press "Display Time" value to open the options list



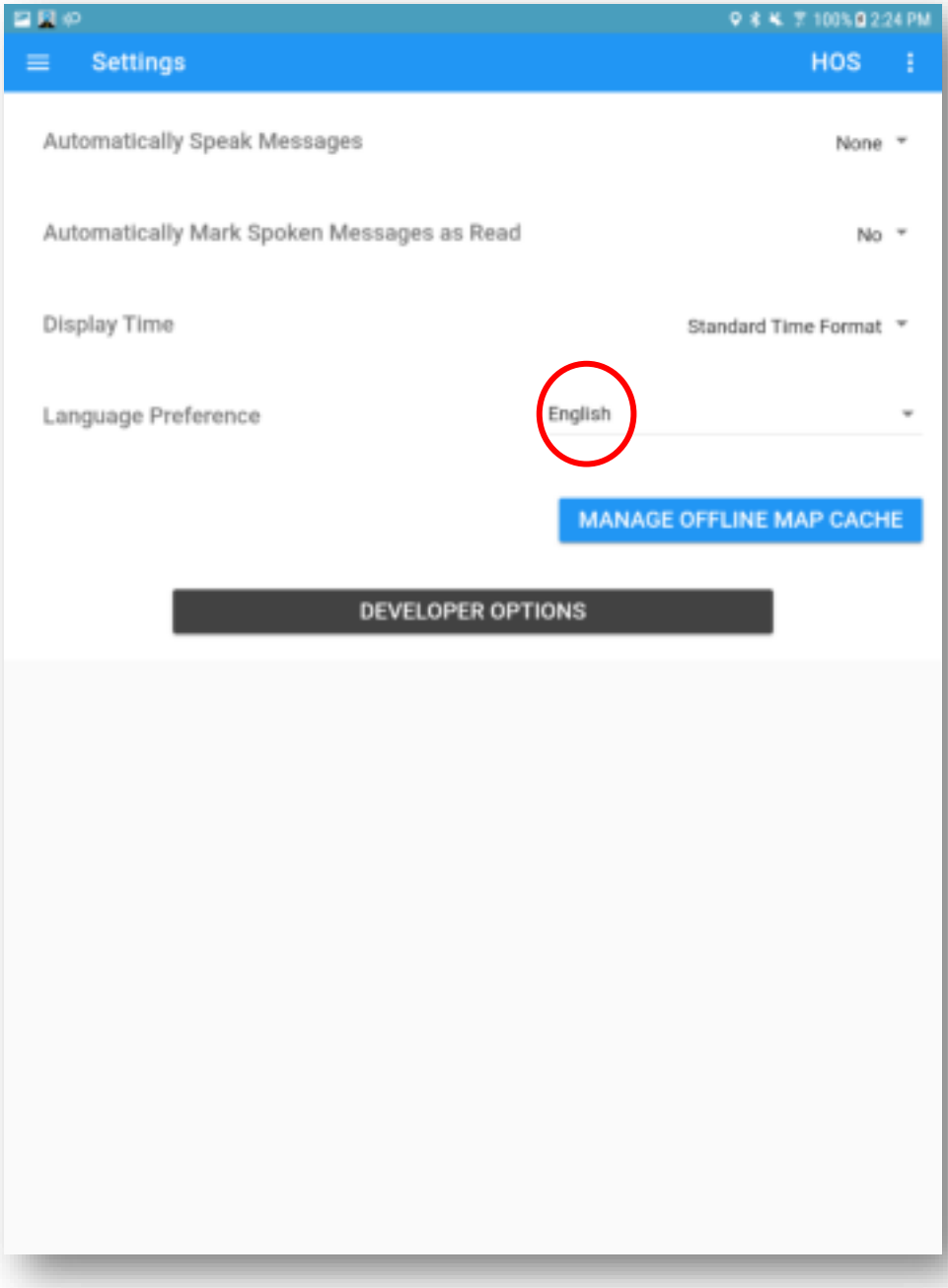
Check “Standard Time Format” option to display time in standard time (e.g., 12h AM/PM) format

Check “Military Time Format” option to display time in military time (e.g., 24h) format



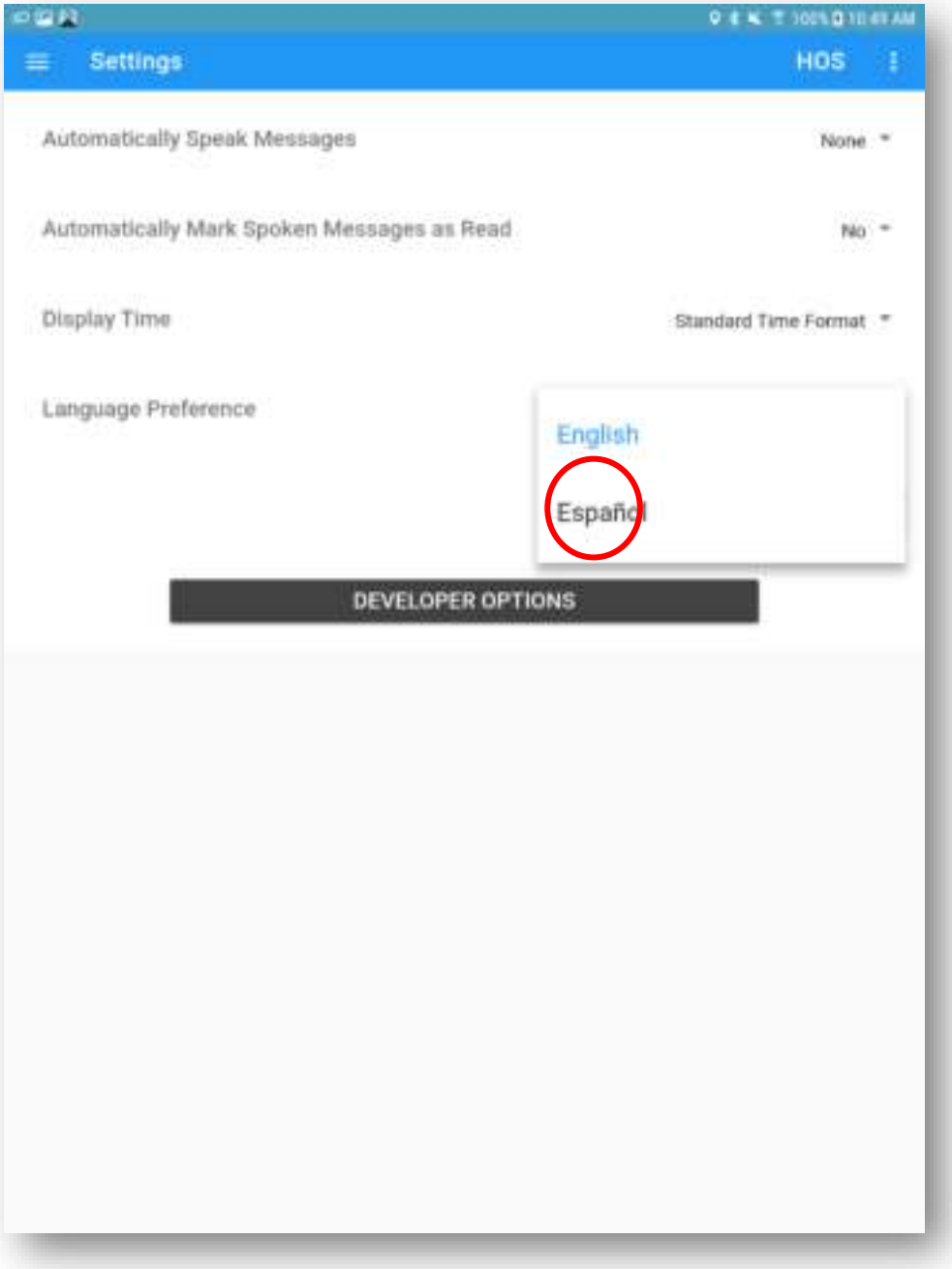
Language

Press "Language Preference" value to open the options list



Press the desired language option to show all labels and supporting data in that language

Note that the available language options are configured and managed in COMMAND



GEOTAB DRIVE APP

Access from MilesAhead DRIVE App

Press "HOS" button at top right to display Hours of Service menu

Hours of Service Menu

Press "Thumbtack" icon to pin HOS Banner on Map

Press "x" icon to close Hours of Service Dialog

Press current status value to display available Duty Status options

Press "STATUS", "GRAPH", "LOGS", or "INSPECTION" buttons to display corresponding Geotab Drive pages

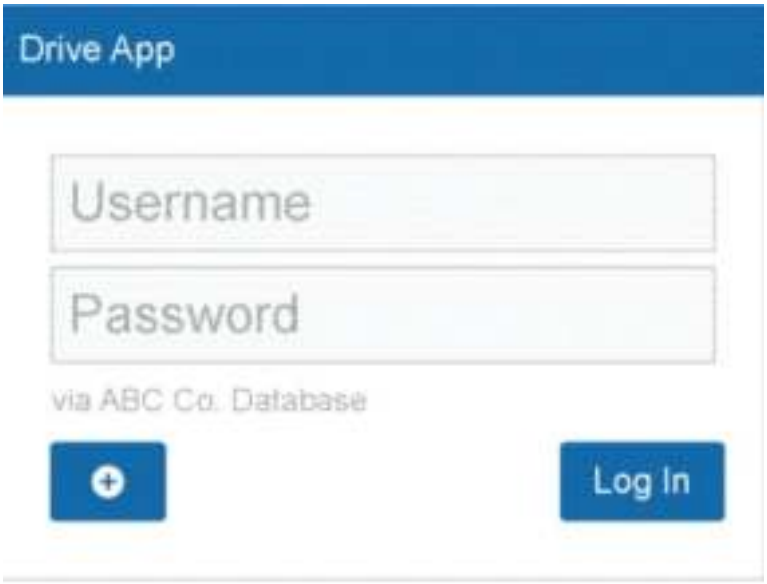
In-Vehicle Setup

Your vehicle will need to be equipped with a Telematics Device, an IOX-USB accessory (optional), and a compatible Android or iOS mobile device. Contact your system administrator for more information.

Log In

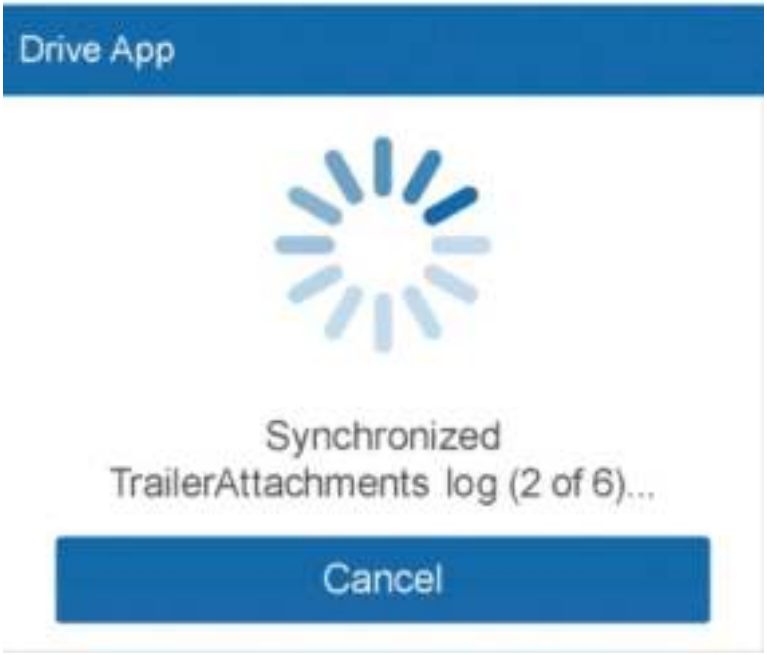
If Single Sign On (SSO) is turned in MilesAhead COMMAND, users will be automatically logged into both MilesAhead DRIVE and the underlying Geotab DRIVE application simultaneously upon initial login. If this SSO option is not activated, however, when you first click the HOS Clocks dialog from MilesAhead DRIVE, the user will be prompted to enter Geotab credentials to access ELD information. This is a one-time action.

If you don't know your credentials, contact your system administrator for more information.



Once your credentials are confirmed, the system will begin to synchronize your data (including your driver profile, shipment information, HOS logs, and DVIR records) for a brief time before loading the main interface.

Your driver's logs will follow you even when switching between vehicles.



Motion Detected Without Being Logged In

If you begin driving the vehicle without logging in, the *Geotab Drive App* will display a warning message that will advise you to stop the vehicle and log in.

If you do not log in to the *Geotab Drive App*, the system will not be able to associate your duty status or other driving events with your account.

Attach Vehicles and Trailers

You will need to attach a vehicle to your account before the duty status and other types of electronic records can be associated with you.

You will be prompted to select your vehicle shortly after logging in.

If you do not have a vehicle available to you at the time, you can press the **No Vehicle** button to continue into the App without an active vehicle.

With no vehicle selected, you will only be able to set their status to On and Off-Duty.

If a vehicle has been previously associated with your account, you will instead see a dialog that allows you to quickly select the last associated vehicle if the vehicle is within the immediate vicinity.

Disassociation from Current Vehicle

In some cases, your usual vehicle may have been claimed by another driver.

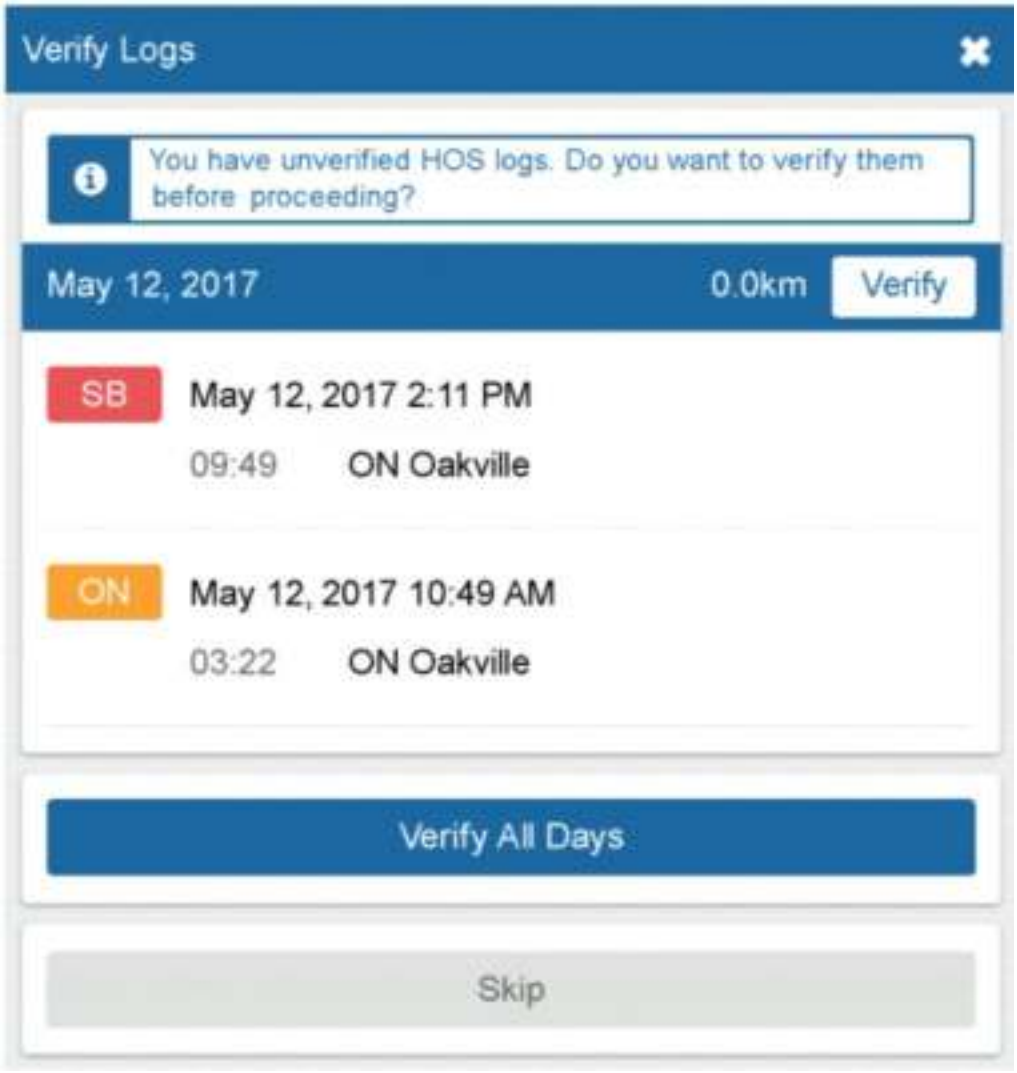
If this happens, you will be notified and asked to select another vehicle.

A similar set of dialogs will follow for selecting an appropriate trailer.

If you do not have a trailer to attach, click **Continue** to skip the trailers dialog.

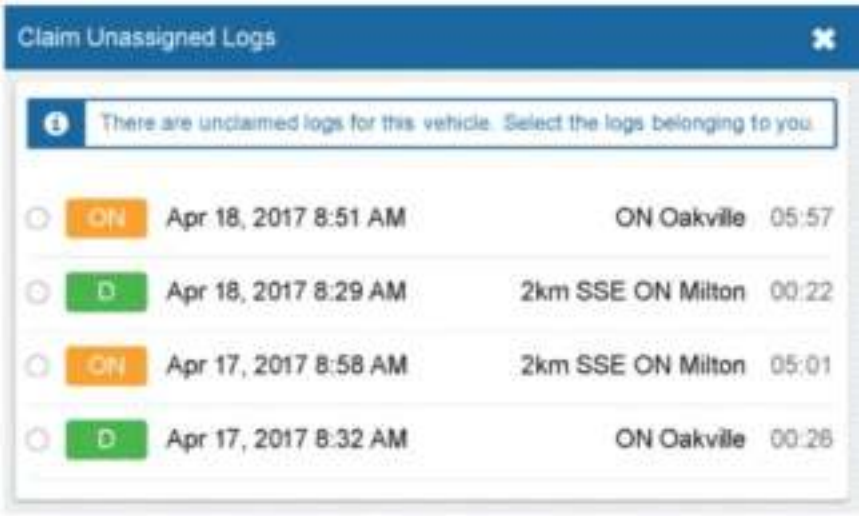
Verify Logs

If you have any unverified logs from earlier driving activity, you will be asked to review and verify them. Use the **Verify** button beside any 24-hour period to verify that period individually, or use the **Verify All Days** button to verify all visible logs. You can also **skip** this step with the Skip button.

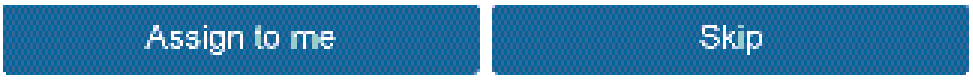


Claiming Unassigned Logs

The *Geotab Drive App* will create duty status logs even when your vehicle is driven without a user logged in. If this occurs, you will be asked to review and claim the unassigned logs that you believe were created by you.



You can claim logs by selecting all relevant logs and pressing the **Assign to me** button. You can also skip this step with the **Skip** button.



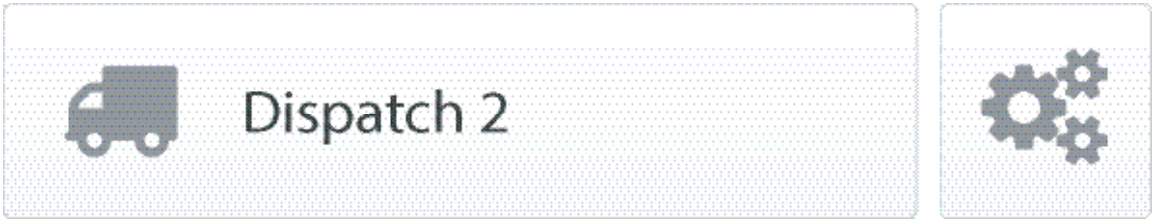
Note: Claiming unassigned logs belonging to other drivers will cause your Record of Duty Status to be inaccurate.

Driver Vehicle Inspection Report (DVIR)

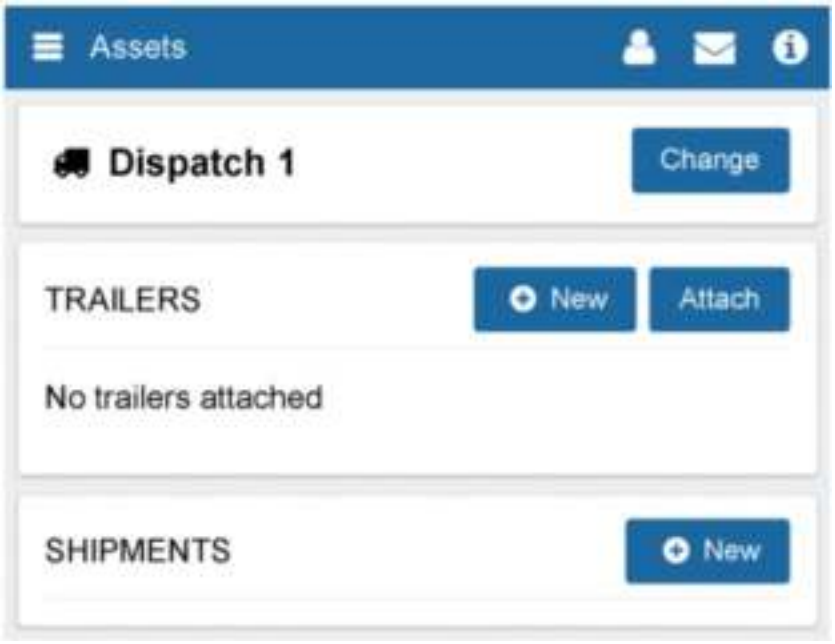
Finally, you will be asked to perform a DVIR to complete the login process. You can find more information about performing a DVIR in the Geotab Drive App - Driver's Guide to DVIR & Roadside Inspections.

Manually Selecting Assets

You can also attach vehicles and trailers after initially log. You can do so by pressing the button with the **Vehicle** icon from the **Dashboard**.



From the menu that follows, you'll be able to change your currently associated vehicle, attach and remove trailers, and create new shipments.

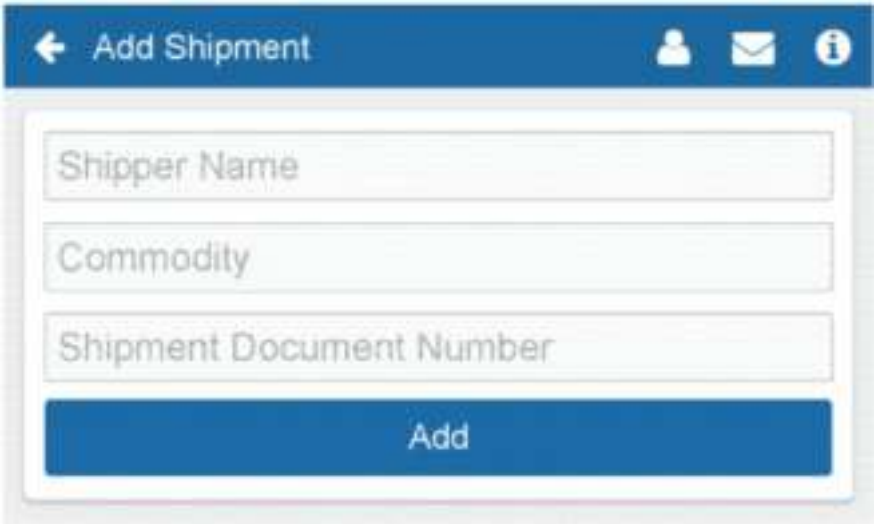


The **Change** button allows you to choose which vehicle is associated with the *Geotab Drive App*. Under the **Trailers** label, you are able to create new trailers with the **New** button or attach existing trailers with the

Attach button. Similarly, you can detach trailers by clicking the minus sign icon beside an attached trailer.

Shipments

To add shipment information to your log, click the **New** button under the **Shipments** label. You will be prompted with the following dialog:



Enter your shipment information and click **Add**. Once completed, you'll see your shipment information on the Assets page. Shipment information will also appear on the Compliance Print made in the Fleet Management Application.

Co-Drivers

Co-drivers can be added to the *Geotab Drive App* by clicking on the driver's name in the top-right corner of the screen and selecting the **Add driver** button. The co-driver will be prompted to enter their login credentials. Up to three drivers can be added per vehicle.

Once logged in, the names of all drivers will be displayed in the user list.

When multiple drivers are logged in, the steering wheel — — icon will indicate the currently active driver. Use the **Driver's seat** button to switch the active driver.

The active driver will have their duty status change automatically. The co-driver will need to change their status manually through the interface. If the active driver logs out, the co-driver will become the new active driver.

The co-drivers can share the *Geotab Drive App* interface to adjust their individual duty statuses. To become the active user of the interface, click on your name from the driver list. Once you are the active user, you will see your name appear at the top of the driver list. At this point you can adjust your duty status without affecting the duty status of your co-drivers.

Geotab Drive App Dashboard (UI)

The dashboard is the main interface used for navigating the *Geotab Drive App*. Your particular dashboard may look different based on your user clearances and the Add-Ins that you have installed.

Information Dialog

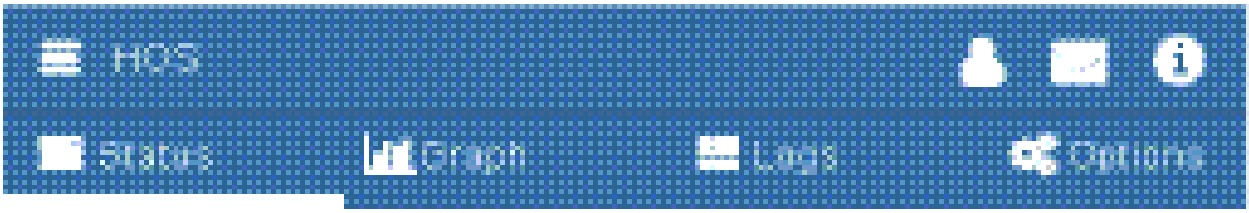
You can check your connectivity status by pressing the information button in the top-right corner of the screen.

When clicked, the red exclamation mark button will provide additional context for your connectivity issue.

Geotab Drive App — Hours of Service UI

The Hours of Service (HOS) UI provides the driver will all the tools necessary for tracking and recording their duty status. It also provides the ability to verify logs and provide information for roadside inspections.

The interface is divided into the Status, Graph, Logs, and Options tabs.



Status Tab

The Status Tab allows drivers to view and set their duty status. Their duty is reflected by one of the four buttons on the screen:

- Off
- Sleeper Berth (SB)
- Drive (D)
- On

The Status Tab shows all remaining durations for a driver's applicable limits.

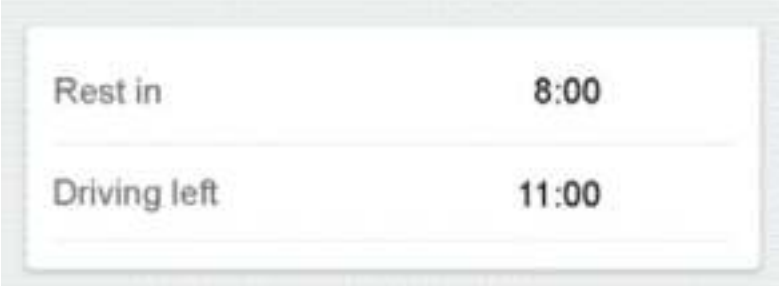
The blue bar indicates the time remaining before the driver must take a break.

The red bar indicates that the driver has no driving time remaining and must take a break.

Once you begin to drive, your status will automatically switch to **Driving** when the vehicle reaches a speed of 5 mph (8 km/h). Once you stop driving, your status will remain as **Driving** for an additional 5 minutes. Once 5 minutes have passed, your status will switch to **On Duty** and your log will be adjusted to reflect that you were stopped for the last 5 minutes.

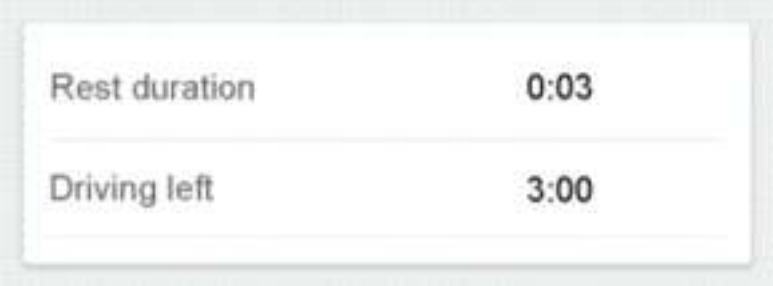
Tip: You can manually switch your duty status at any time.

The **Rest in** timer displays the time remaining before the driver must take a break.



Once the **Rest in** timer reaches 0:00, it will be replaced with a **Rest duration** timer when you go off duty.

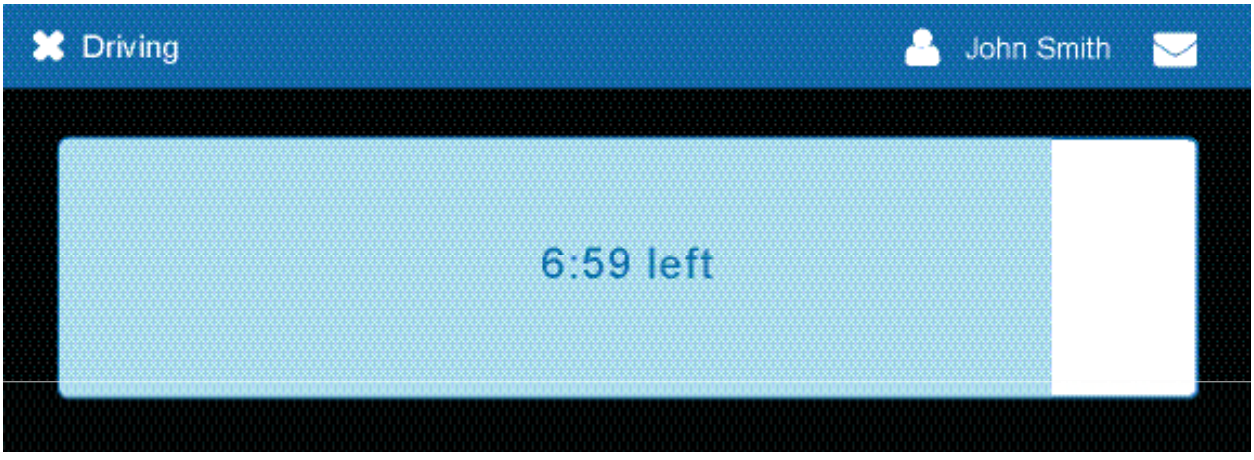
The rest duration timer will indicate the time that has passed during the break period.



Your current duty status will be visible from the Dashboard:

Motion Detected When Driving (While Logged In)

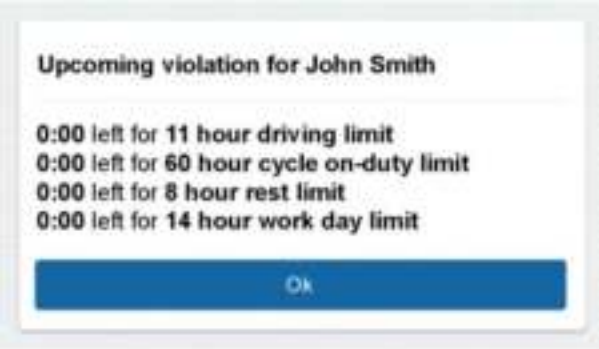
When the vehicle begins moving, the interface of the *Geotab Drive App* will become locked to minimize driver distraction. All extraneous information will be hidden and you will only see the remaining driving time available to you.



If you continue to drive past your available hours, the screen will notify you that you are in violation of your ruleset.

Driving in Violation

The *Geotab Drive App* will notify you when you are nearing a duty violation 2 hours before the violation, 1 hour before the violation, at 30 minutes before the violation, and right before the violation.



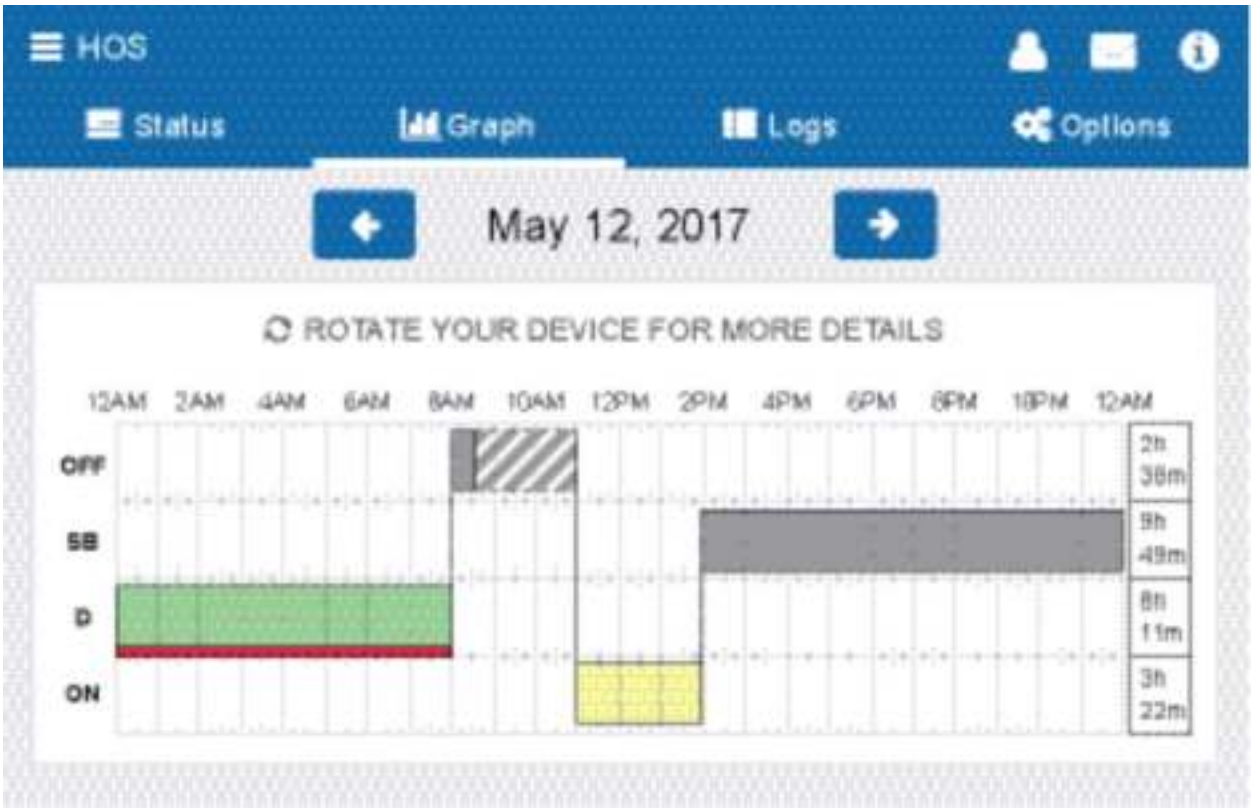
If you switch your duty status to **Drive** after your remaining driving time has run out, you will be notified that doing so will put you in violation of your selected ruleset.

Proceeding to drive after receiving this notification will register a violation in your log.

Graph Tab

The graph tab plots your duty status over a 24-hour period for a given day. The bars on the graph are color-coded in the following way:

- **Gray:** Unverified logs
- **Green:** Verified logs
- **Yellow:** Edited logs
- **Red:** Driving in violation of HOS ruleset
- **Striped:** Personal Conveyance and/or Yard Moves

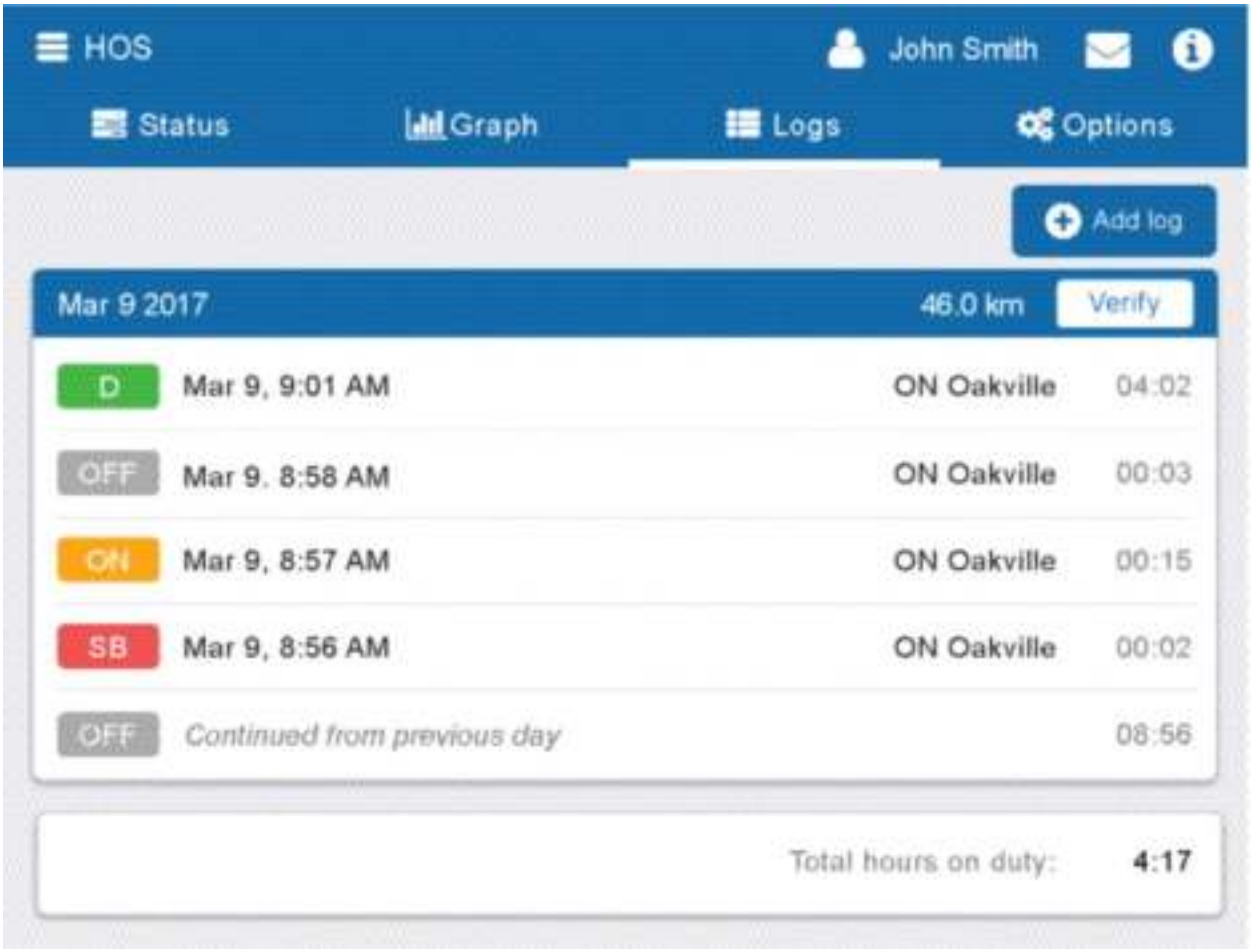


Use the arrow buttons to view information for other days.
The total time spent in a particular duty status can be seen to the right of the graph.

Clicking on a log from the graph will show you additional information about the log, including the log's duration and date of creation.

Logs Tab

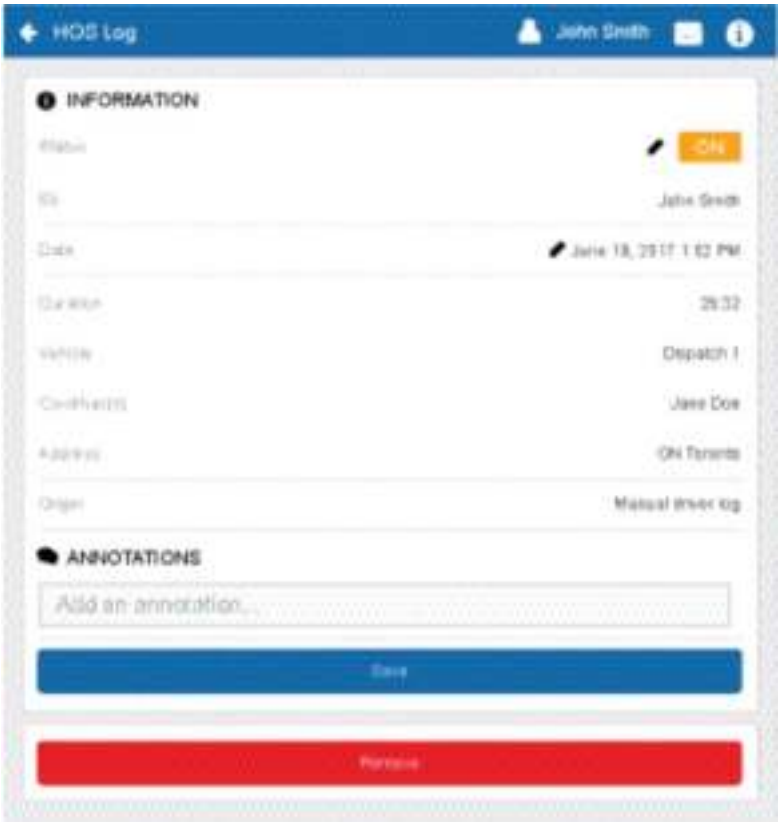
The Logs Tab displays a list of all records of duty status (RODS) for the past 7 or 8 days, depending on the ruleset.



The bottom of the page shows the total time spent Driving (D) or On-Duty (ON) over the course of all the records.

You can click on any individual log to see additional information about it:

The Log page shows additional information about the log, including when and where the log was created.

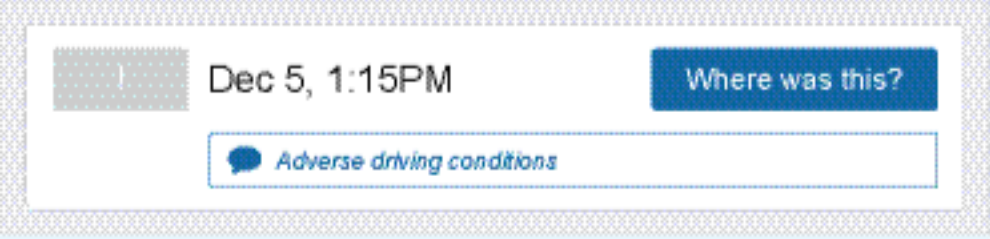


Annotations can be viewed and added by the driver.

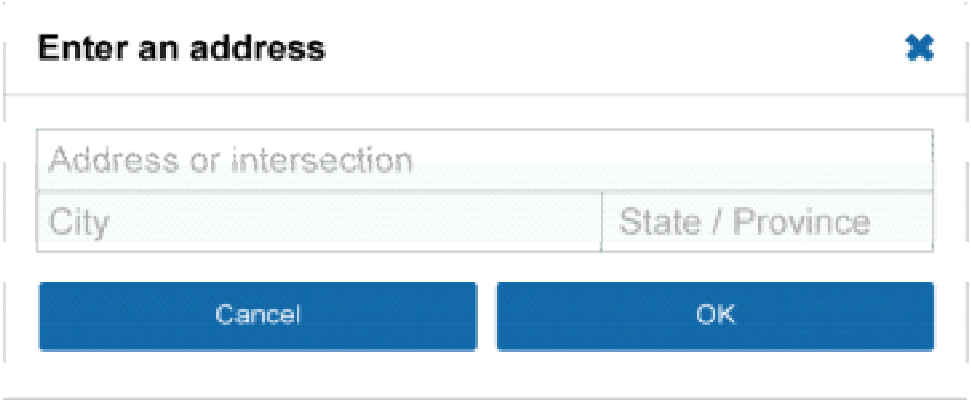
The **Remove** button can be used to delete the currently selected log. Once a log is removed, it cannot be restored.

Logs Tab — Location Information

Location information is captured by the Telematics Device installed in your vehicle. If for some reason the GPS signal of the telematics device is unavailable, a log created during this period will not have an address associated with it.



In this case, you'll need to enter location information manually for that log. You can do so by clicking the **Where was this?** button. You'll be prompted to enter the address for where that particular log occurred.



Logs Tab — Manual Logs

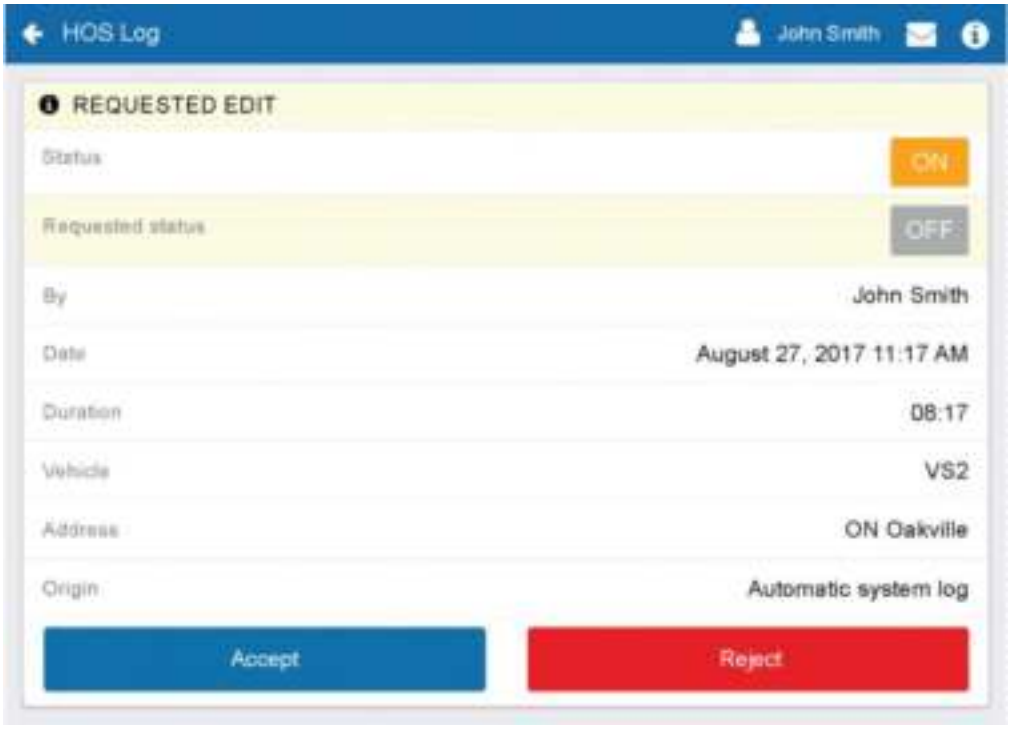
You can manually create records of duty status by pressing the **Add log** button. Manual logs allow you correct your records of duty status in case you made a mistake.

If you made an error when creating a manual log, you can select the log from the Logs tab and click on the pencil icon —— to edit the log.

Note: Only manually-created logs can be edited from within the *Geotab Drive App*. Logs that were created automatically by the system cannot be altered.

Suggested log edits will be shown to the driver on this tab.

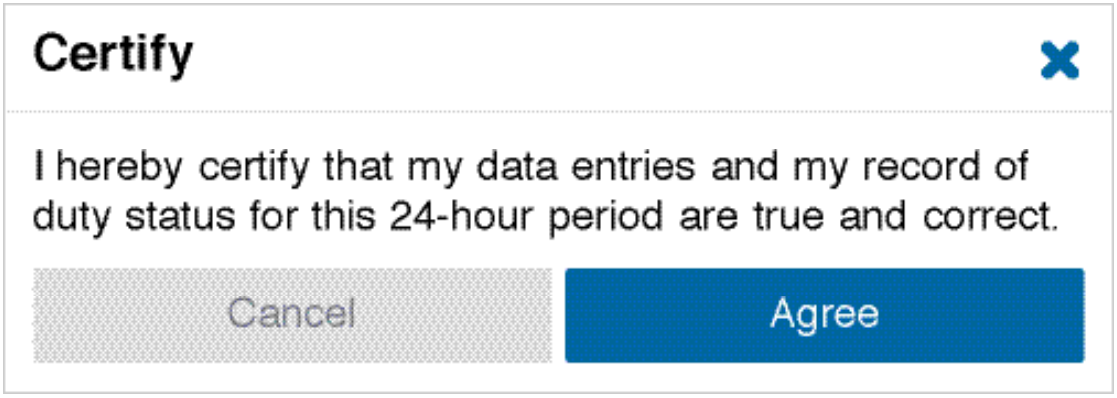
Drivers can review the suggested edit, and choose to either Accept or Reject it.



Logs Tab — Verifying Logs

The **Verify** button allows the driver to confirm that the logs recorded by the *Geotab Drive App* are accurate and valid. The button appears in the summary header of every daily group of logs.

Clicking the button will bring up the following dialog:



Once the driver agrees, every log for the selected date will be set to the verified status. Verified logs will have a checkmark beside them, and the Verify button will be replaced with text reading "Verified".

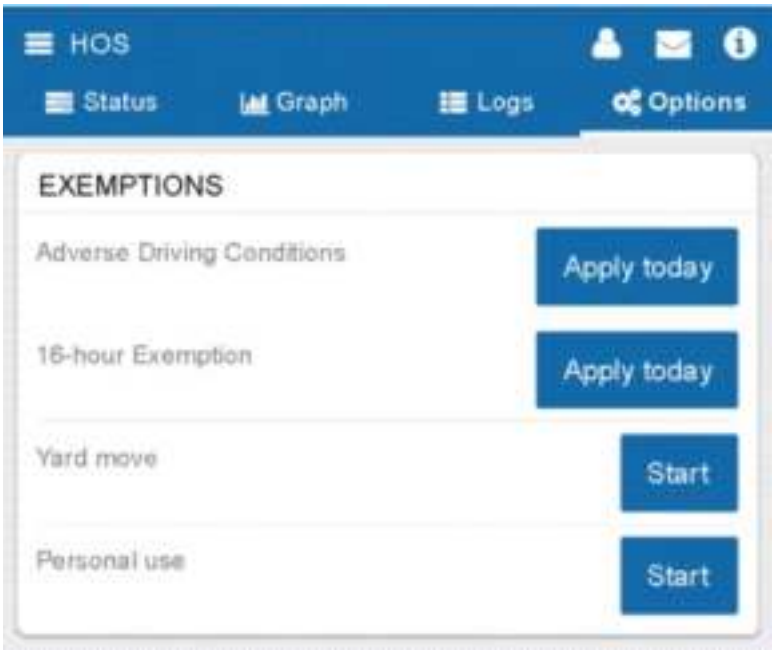
Note: Logs that are left unverified for over 14 days will disappear from the list and will no longer be available to the driver for verification electronically.

Note: The driver will be notified of unverified logs when logging out.

The Options Tab lets you change rulesets and apply exemptions; view your personal information; and generate a compliance report for law enforcement officials during roadside inspection.

Options Tab

A full list of all available exceptions can be found in the Hours of Service Ruleset document.



Options Tab — Rulesets

Your currently active ruleset can be seen under the **Information** label.

You can change your active ruleset by clicking on the ruleset button, selecting another ruleset from the list, and clicking **Done**. Switching rulesets will automatically adjust your remaining cycle hours. Existing ruleset violations will automatically adjust to reflect only the violations relevant to the new ruleset.

Ruleset changes made by the driver will be visible in the Fleet Management Application.

Options Tab — Compliance Report

If the driver is invited to a roadside inspection by law enforcement, they will need to provide a compliance report to the inspector. A compliance report can be generated by clicking the **Generate** button at the bottom of the Options tab.

Compliance report

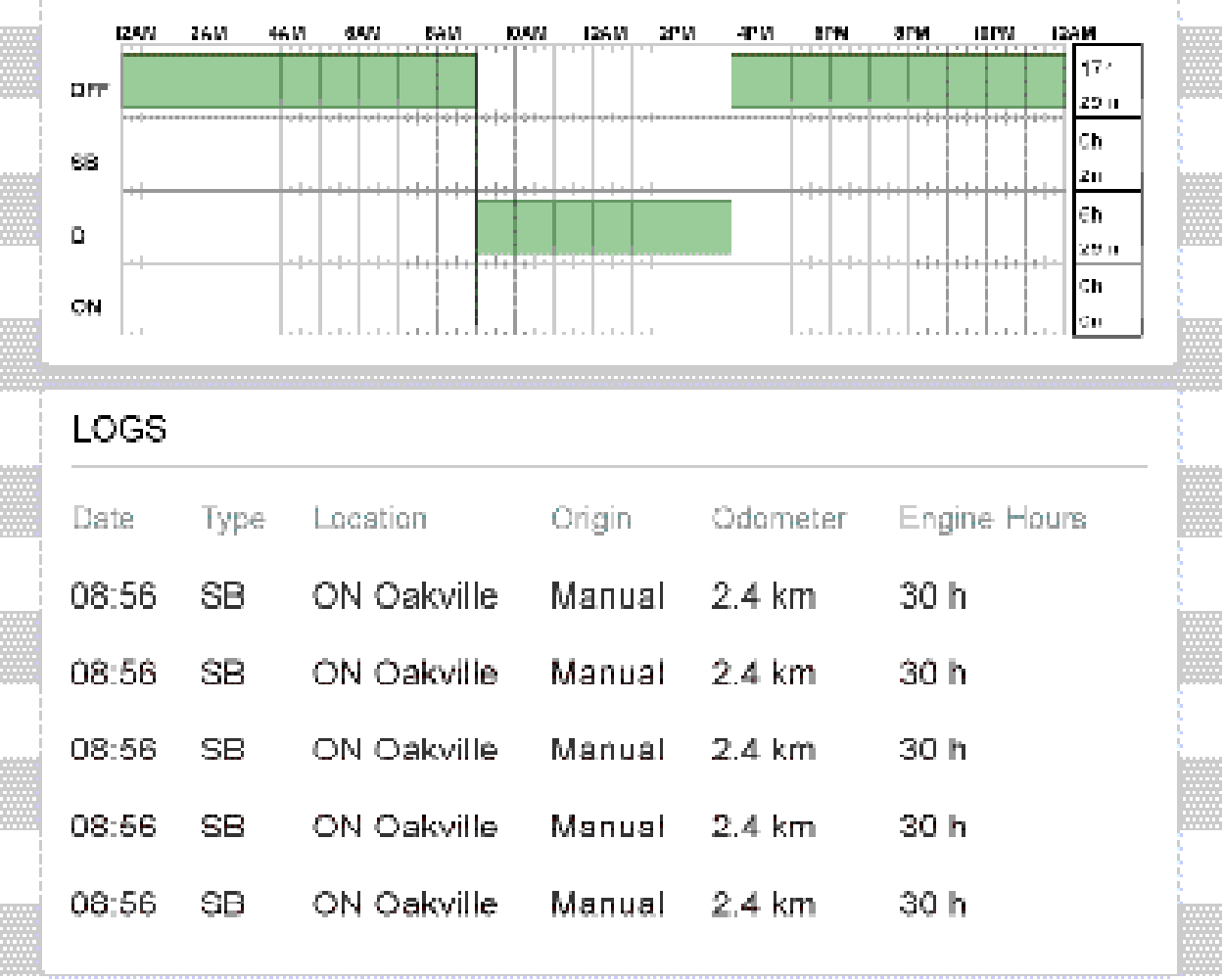
Generate

Note: If the driver viewing the Compliance report has their *Geotab Drive App* language settings set to a non- English language, they will be presented with a button that allows them to quickly toggle the Compliance report into English.

ELD REPORT

Record Date 07-08-17	Current Date 07-12-17
24-hour Start Time & Zone UTC Offset Midnight, -4 UTC	Carrier GEOTAB INC
ELD ID	ELD Provider ELD, Inc.
Driver Name Smith, John	Driver ID jsmith@abcco.com
Driver License State MN	Driver License Number 1234567
Co-Driver Name	Co-Driver ID
Current Odometer 2.4km	Current Engine Hours 30 hours
Truck Tractor ID Dispatch 1	Truck Tractor VIN 1FUYDZYB1VF752816
Current Geolocation MN Minneapolis	Unidentified Driving Records No
Exempt Driver Status No	ELD Malfunction Indicators
Driver's Data Diagnostic Status	Total Hours 24h
Miles Today 0.0km	Company Name/Address ABC Inc., 123 Main Street, Minneapolis, MN, USA, 55111
Authority Name/Address ABC Inc., 123 Main St., Minneapolis, MN	

When a driver applies Personal Conveyance exemption and drives the vehicle, the Compliance report does not count the odometer or engine hours for that duration.

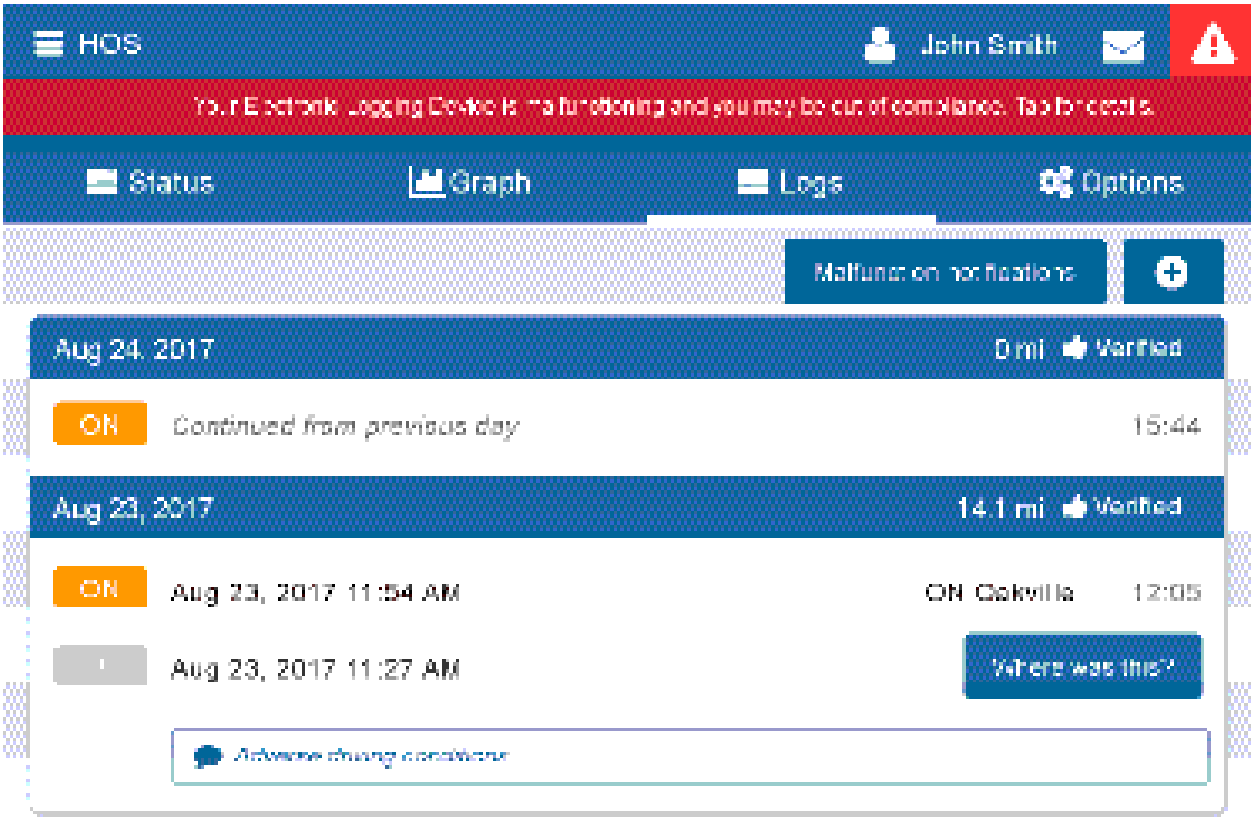


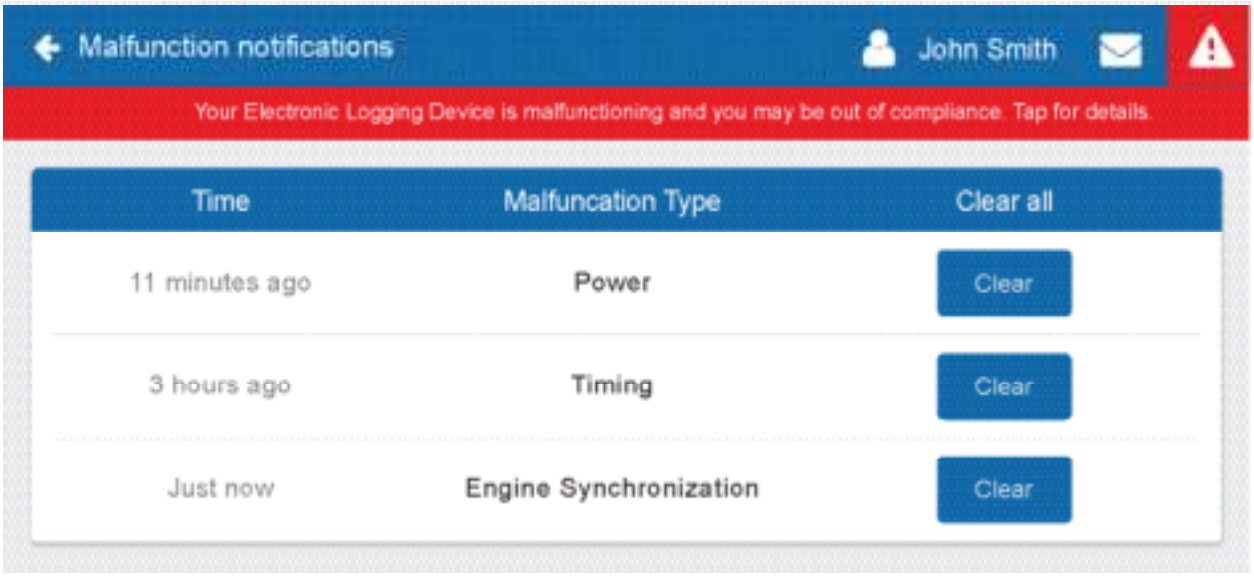
Diagnostic Events and Malfunctions

If the *Geotab Drive App* detects a diagnostic event, or malfunction, the red bar will notify the driver immediately. Pressing the red bar will reveal more details around these events.

Drivers should consult the 2-page document titled: "MilesAhead DRIVE - Diagnostics and Malfunctions", which provide details around what to do when these events are created.

Press the "Clear" button once the diagnostic and/or malfunction events have been looked into, and resolved.


HOS
John Smith
Status
Graph
Logs
Options
Aug 24, 2017
0 mi
Verified
ON
Continued from previous day
15:44
Aug 23, 2017
14.1 mi
Verified
ON
Aug 23, 2017 11:54 AM
ON Oakville
12:05
Aug 23, 2017 11:27 AM


Malfunction notifications
John Smith
Your Electronic Logging Device is malfunctioning and you may be out of compliance. Tap for details
Time
Malfuncation Type
Clear all
11 minutes ago
Power
Clear
3 hours ago
Timing
Clear
Just now
Engine Synchronization
Clear

Logging Out

Logging out of the *Geotab Drive App* disassociates you from your vehicle. Any trips done in a vehicle while not logged in to the *Geotab Drive App* will not be identified with you.

You can log out of the *Geotab Drive App* by clicking your name and selecting Log out from the dropdown menu.

Before logging you out, the *Geotab Drive App* will ask you to do the following:

- Fill out a DVIR
- Verify your logs
- Set your HOS duty status

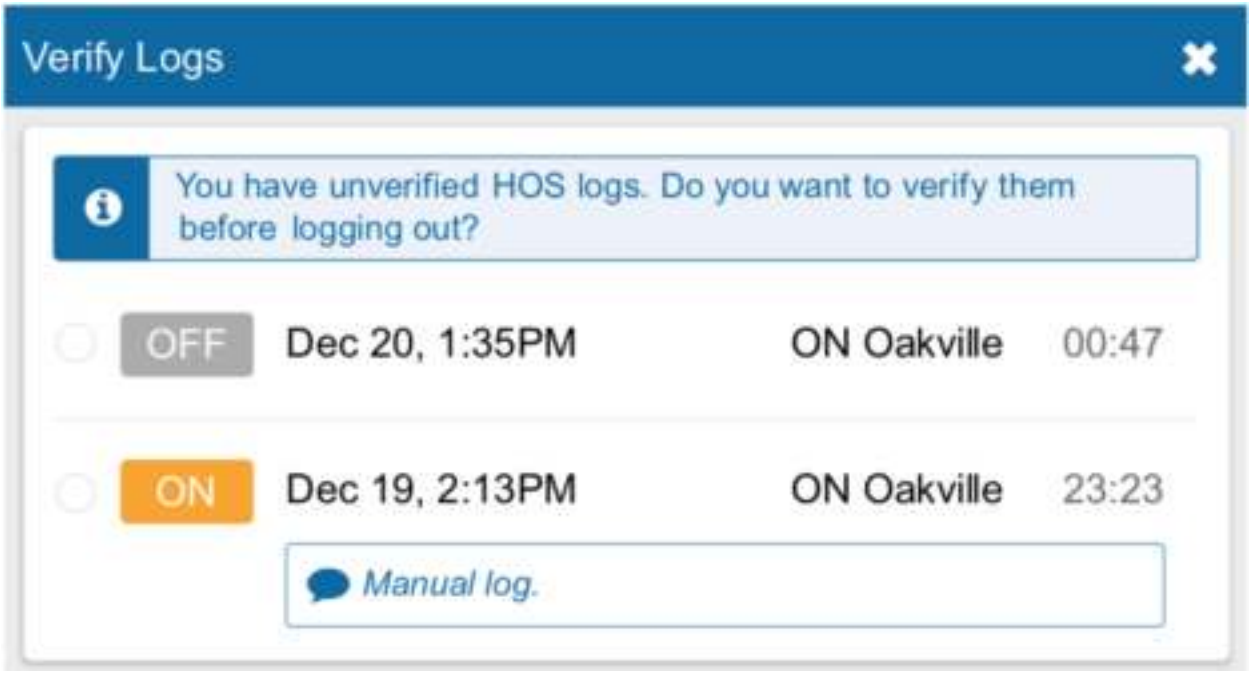
Complete a DVIR

You will be asked to complete a DVIR for your vehicle.

Note: According to the FMCSA §396.11, a driver must prepare a DVIR at the completion of each day's work and shall submit those reports to the motor carrier upon his/her return to the home terminal. This does not relieve the motor carrier from the responsibility of effecting repairs and certification of any items listed on the DVIR, prepared at the end of each day's work, that would be likely to affect the safety of the operation of the motor vehicle.

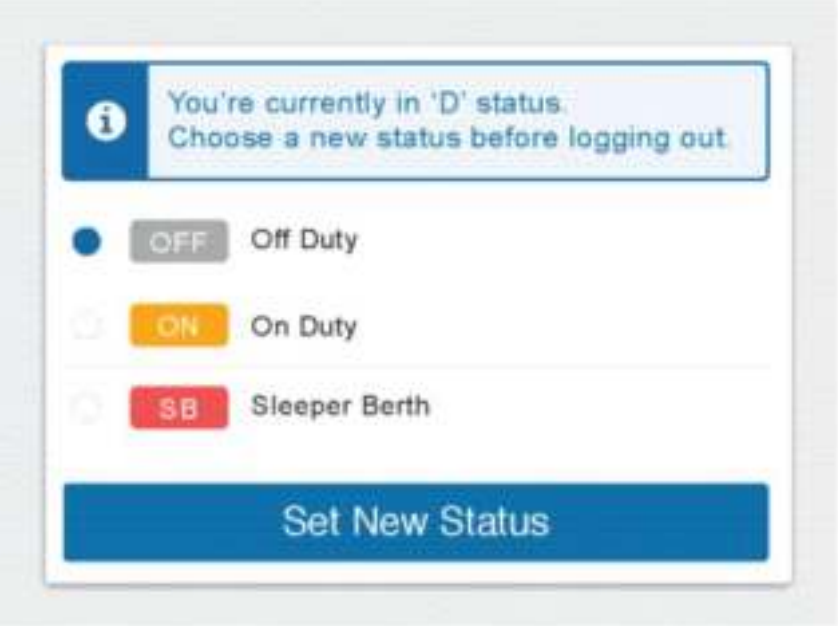
Verifying Logs

You will be presented with 14 days of duty status logs — excluding logs that have already been reviewed — for verification. It is recommended that you verify your logs routinely, particularly at the end of a shift. However, you can skip log verification using the **Skip** button.



Setting a New Duty Status

Finally, you will be reminded to set your duty status to an appropriate non-driving status.



Geotab Drive App Settings

The Settings page has basic information about your system, as well as options to change your password and report any bugs.

You can access the Settings page by clicking the gear icon from the Dashboard.

Updating the App

The *Geotab Drive App* is constantly updated with features and fixes. Generally, the *Geotab Drive App* should stay up to date on its own; however, in case it doesn't, you can force a manual update using the **Check for updates** button.

Reporting Bugs

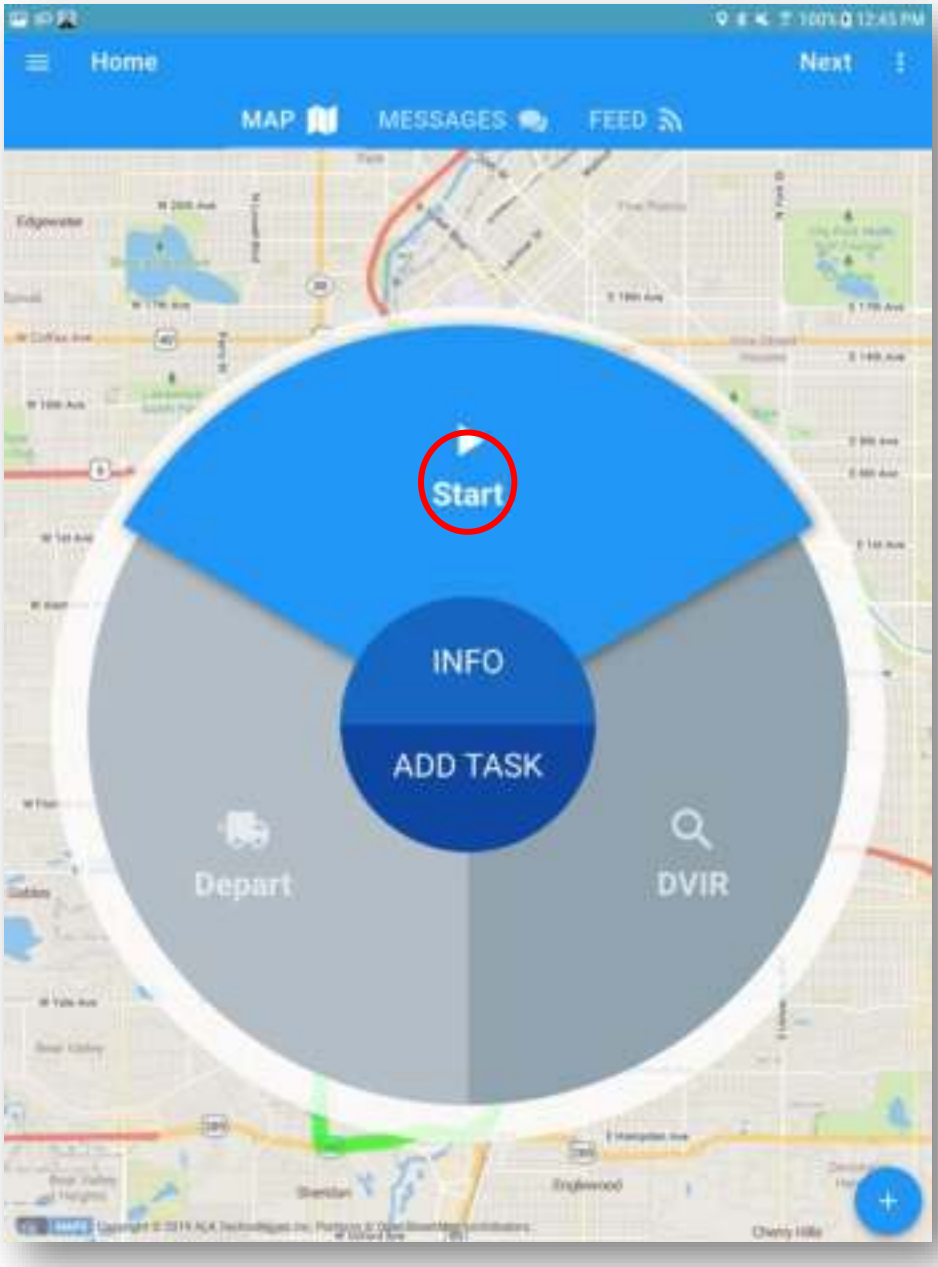
If you experience any issues while using the *Geotab Drive App*, use the **Report a bug** button on the Settings page to file a bug report. Your bug reports help us identify and resolve issues with the App.

WORKFLOW REFERENCE

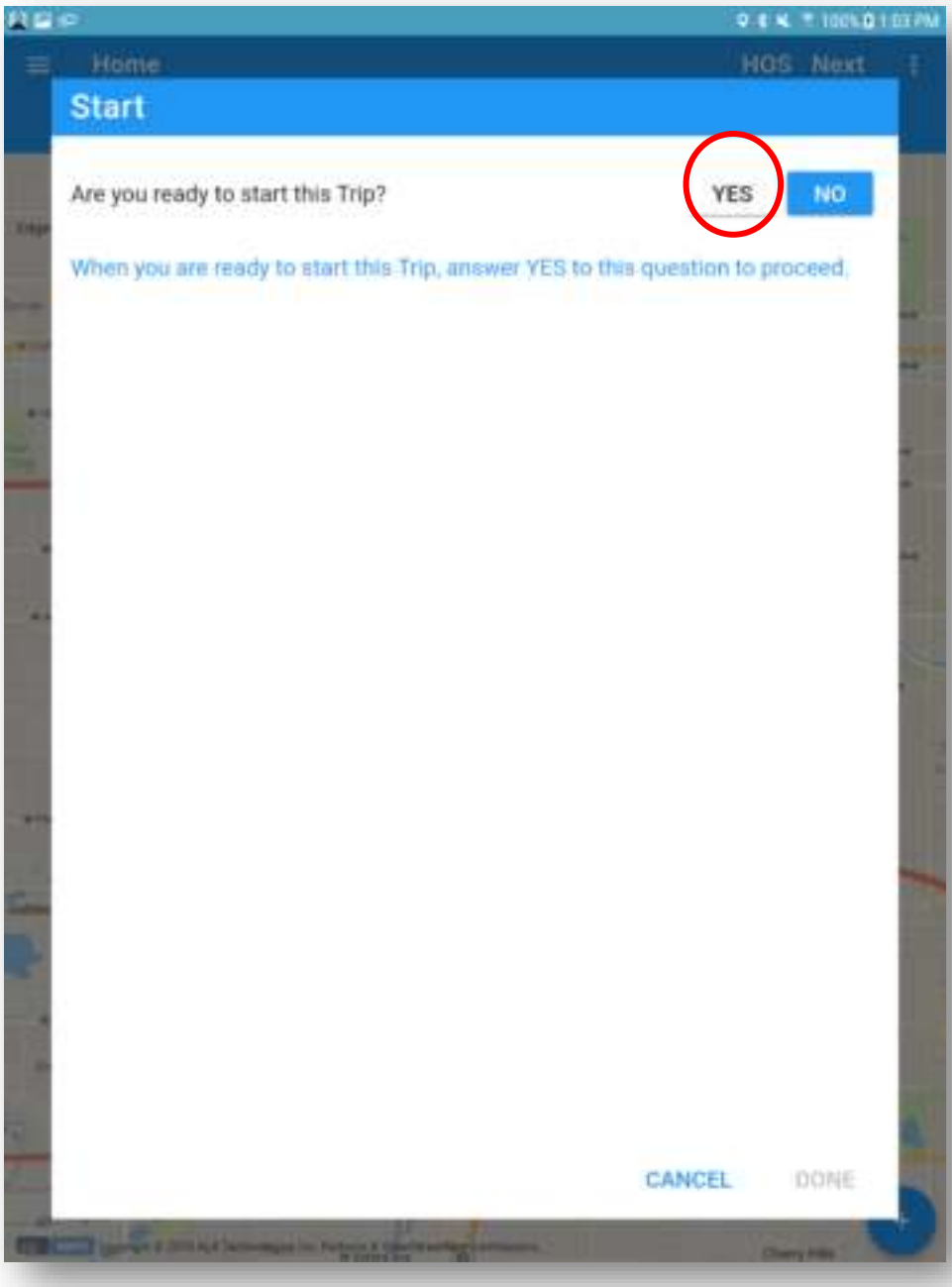
Circle of Service

Start

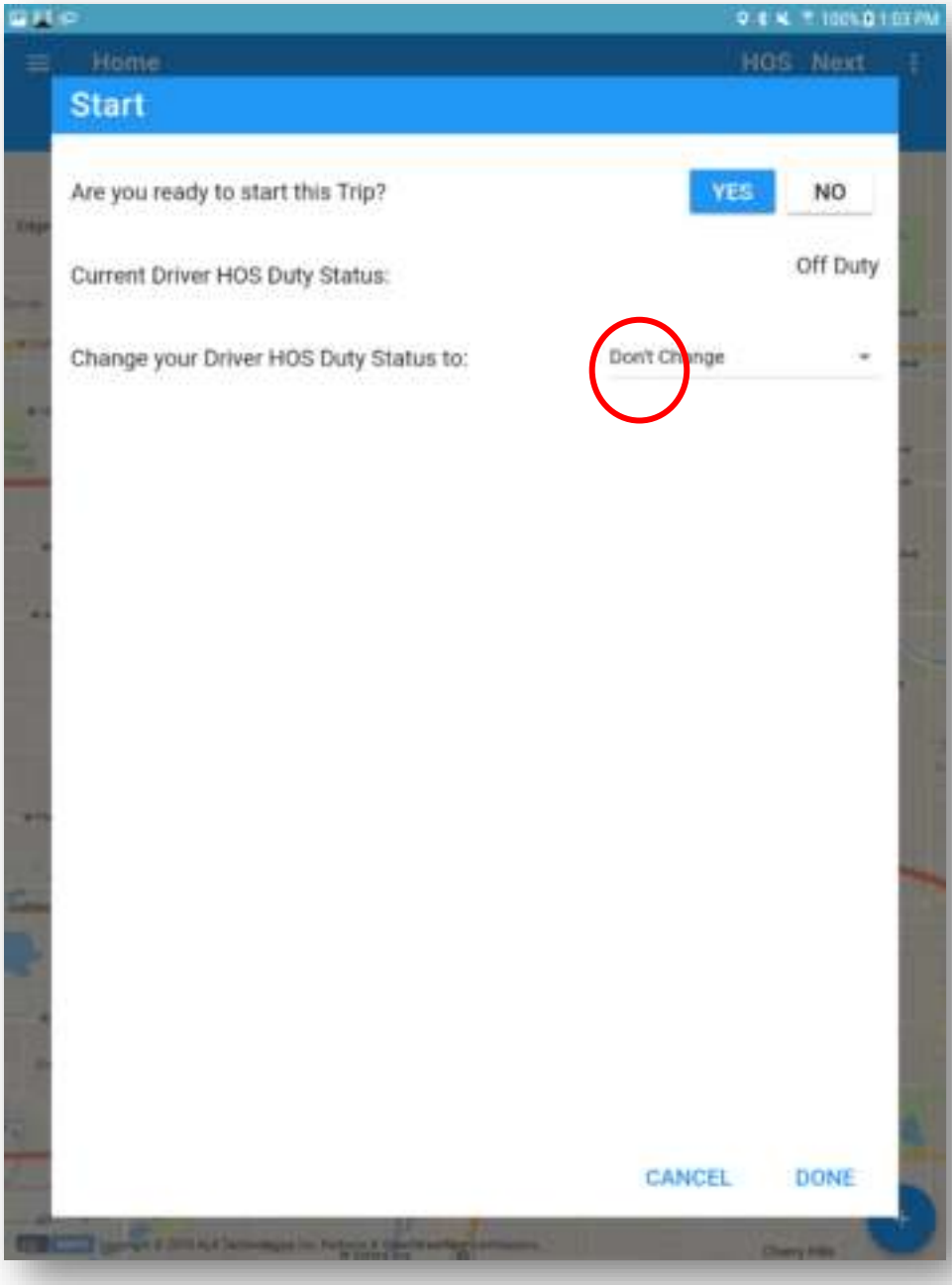
Press "Start" wedge to open the Start Task



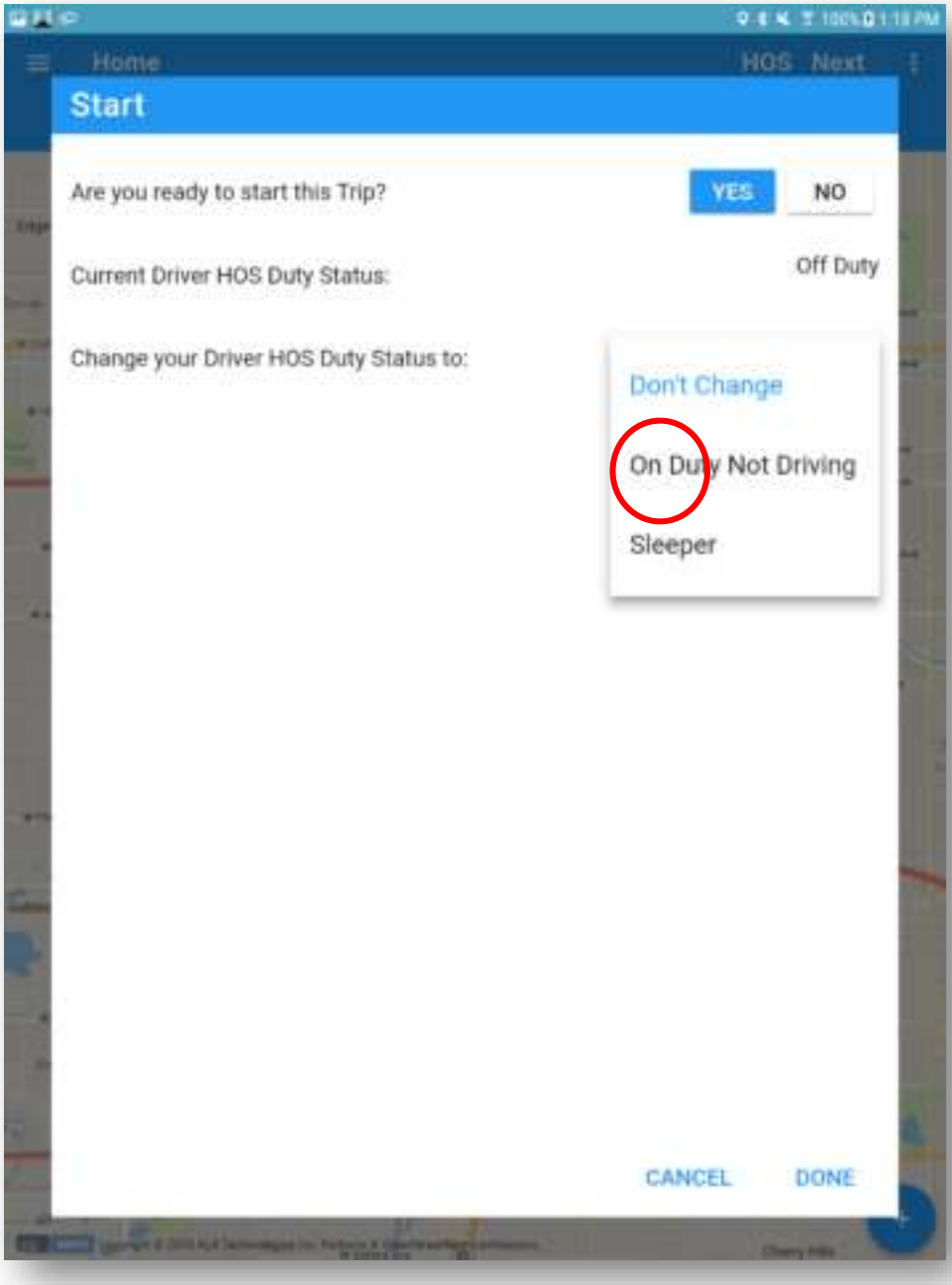
Press “YES” button if ready to start Trip



Press “Change your Driver HOS Duty Status to” value to show the available options



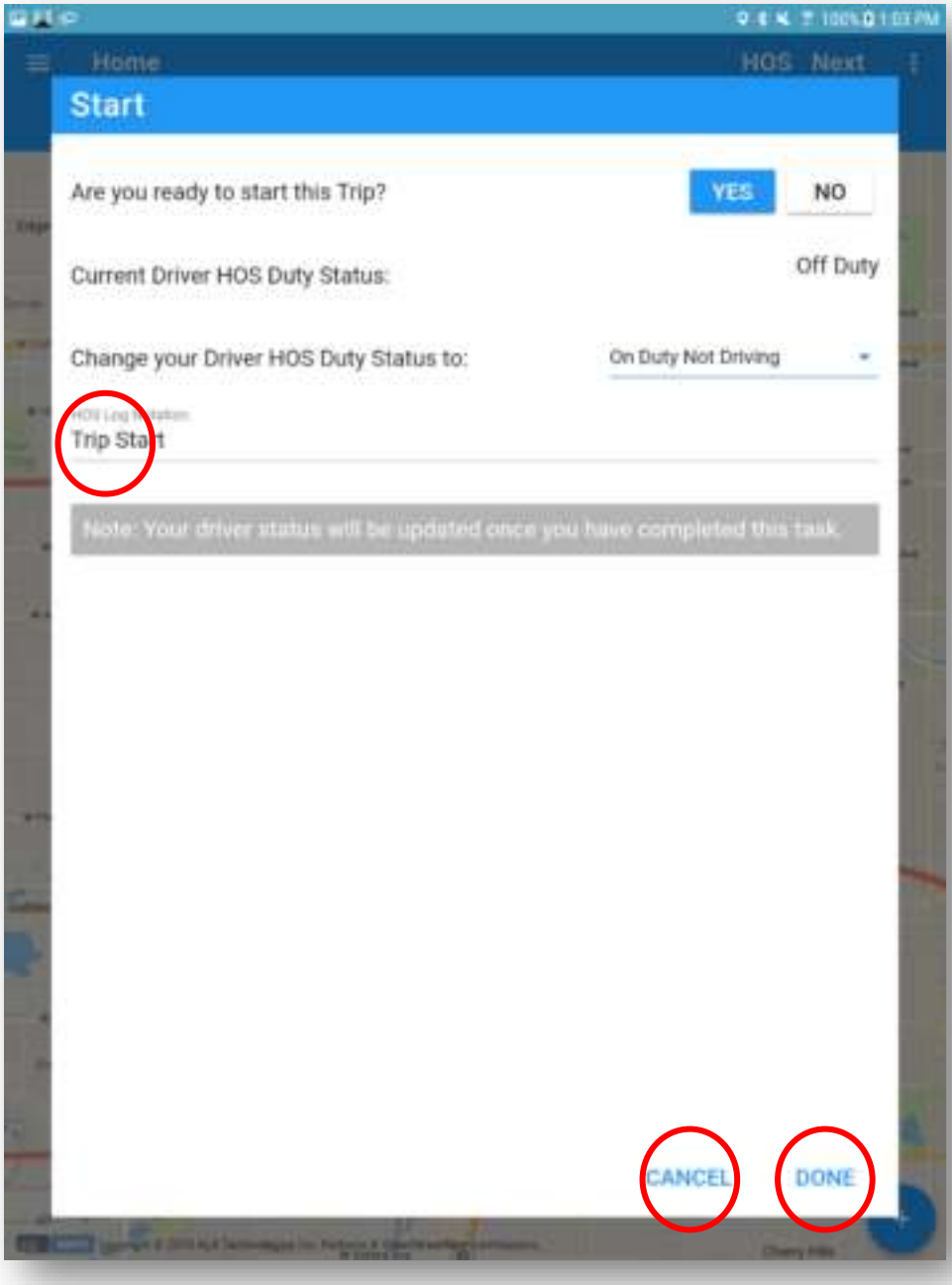
Press the desired option to select it



Note the HOS Log Notation default value. This can be changed if needed

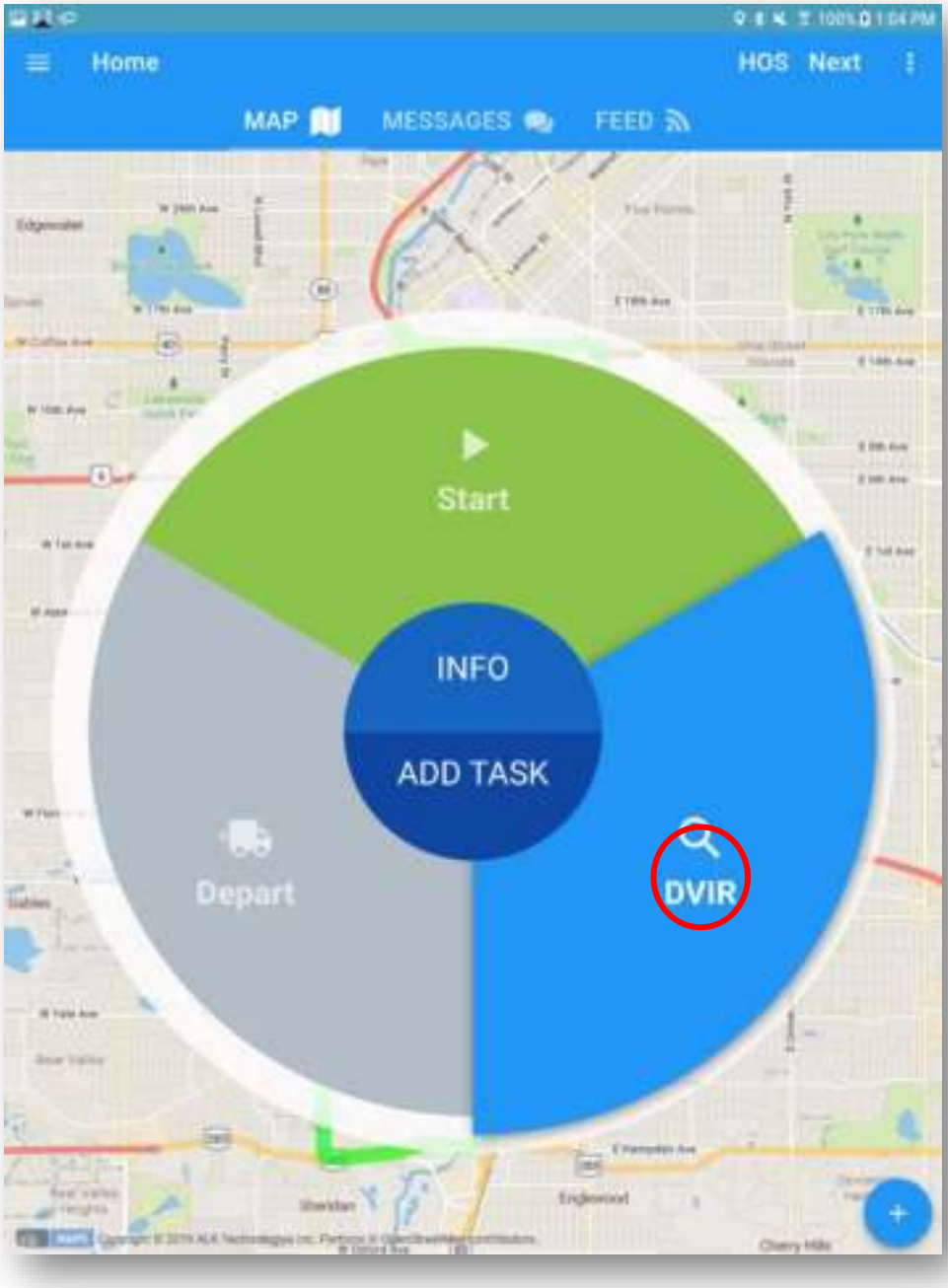
Press "CANCEL" button to close Task without completing it

Press "DONE" button to complete and close Task



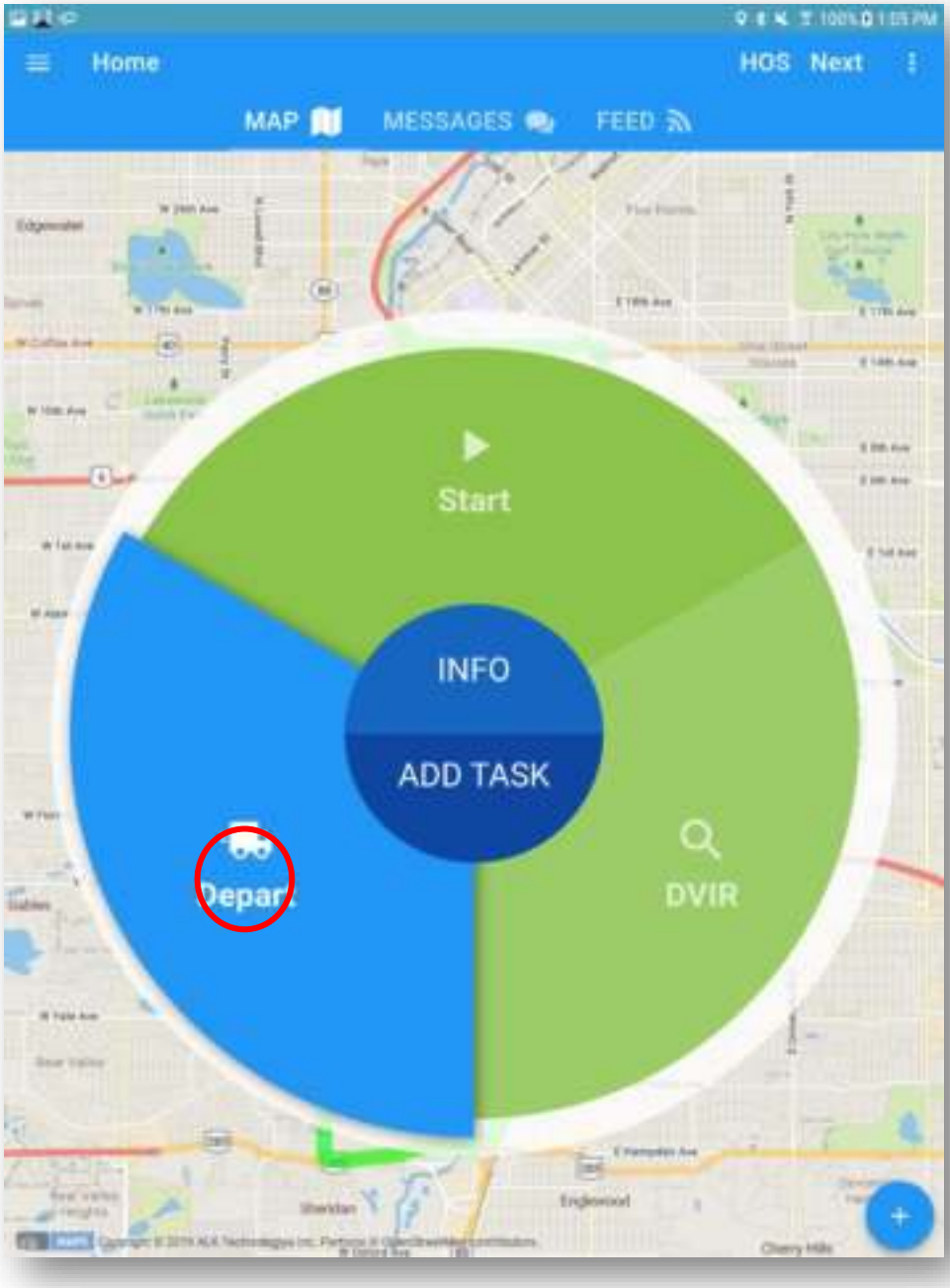
DVIR

Press "DVIR" wedge to open the DVIR Task



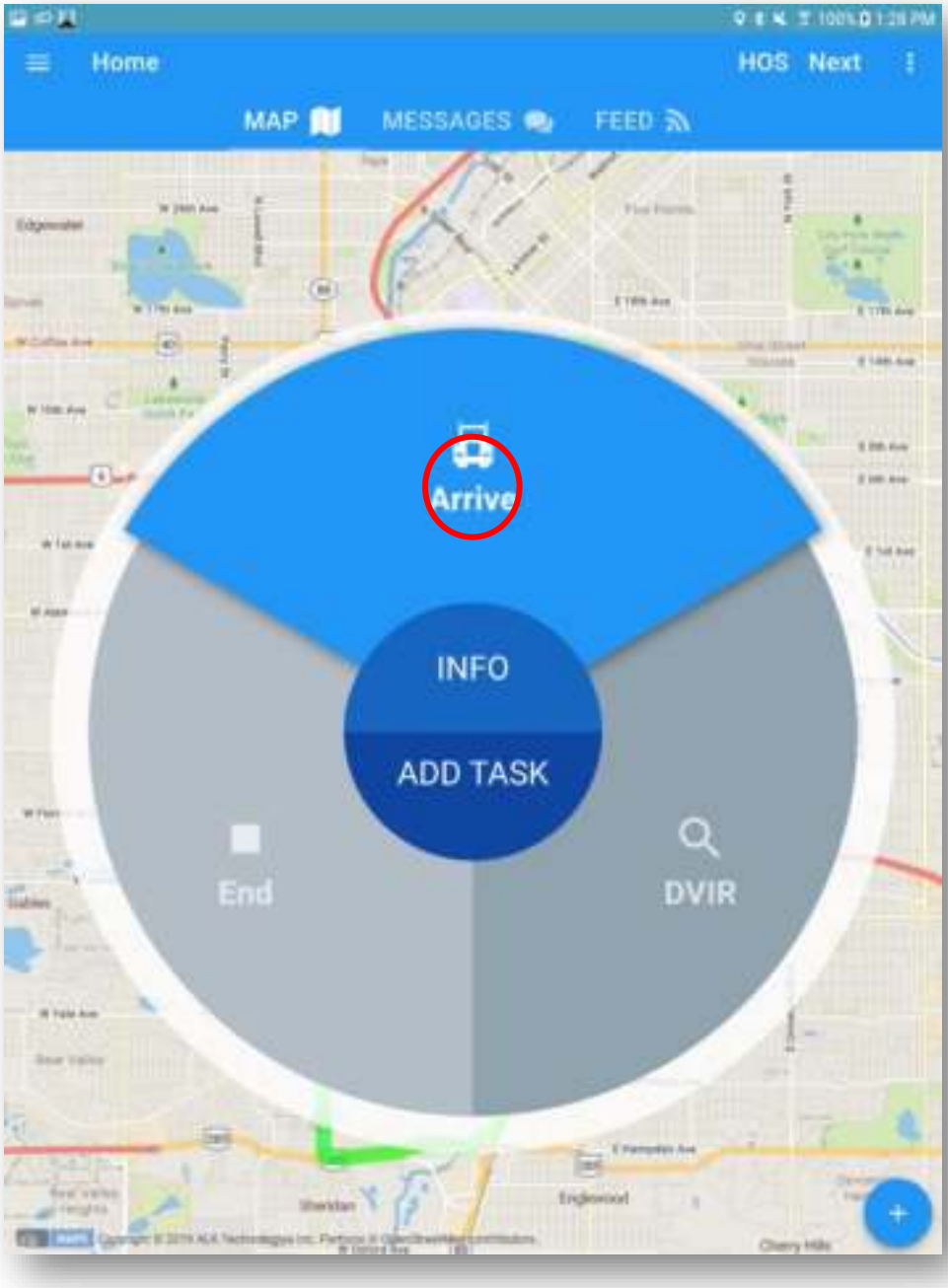
Depart

Press "Depart" wedge to open the Depart Task



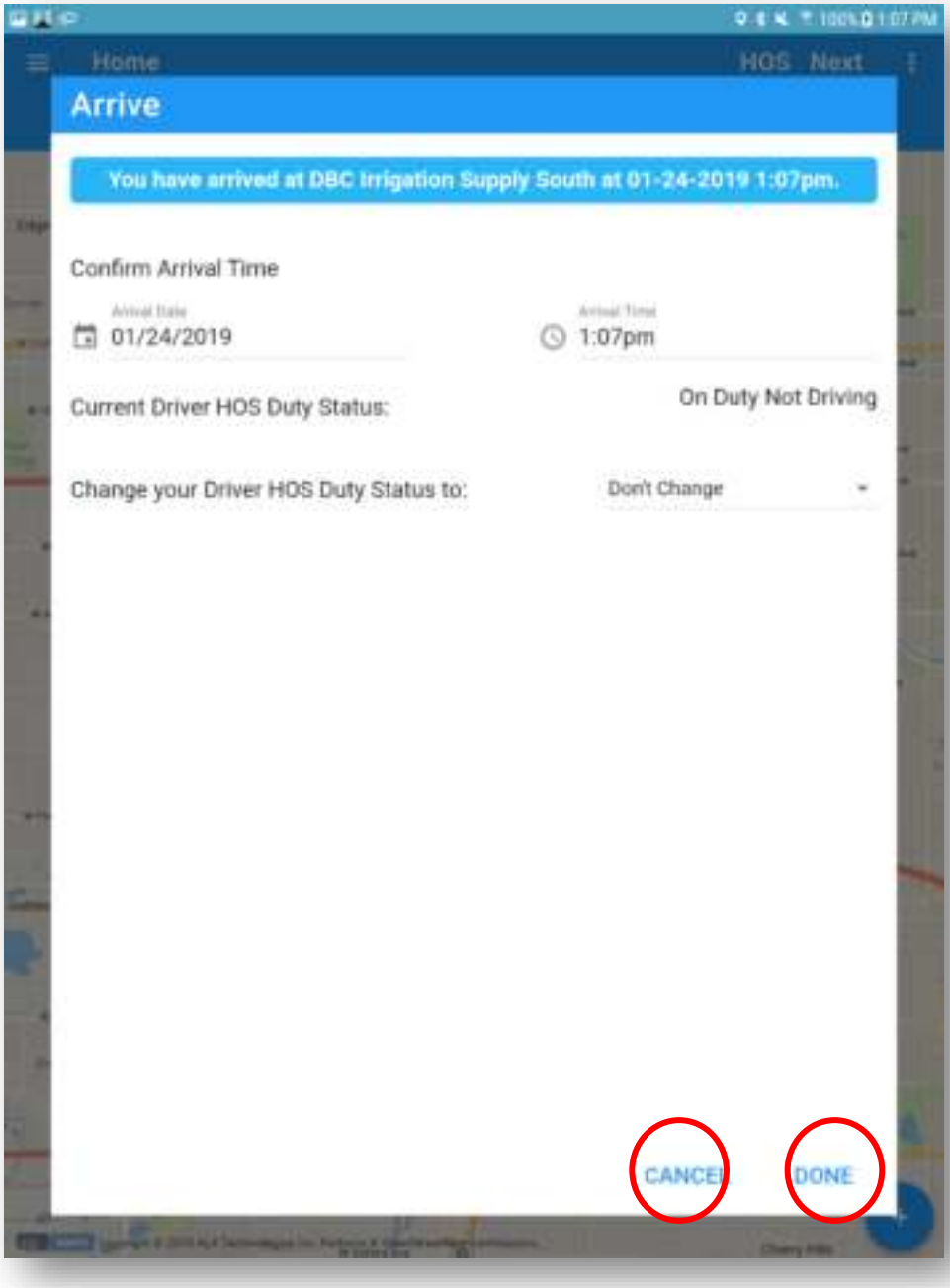
Arrive

Press "Arrive" wedge to open the Arrive Task



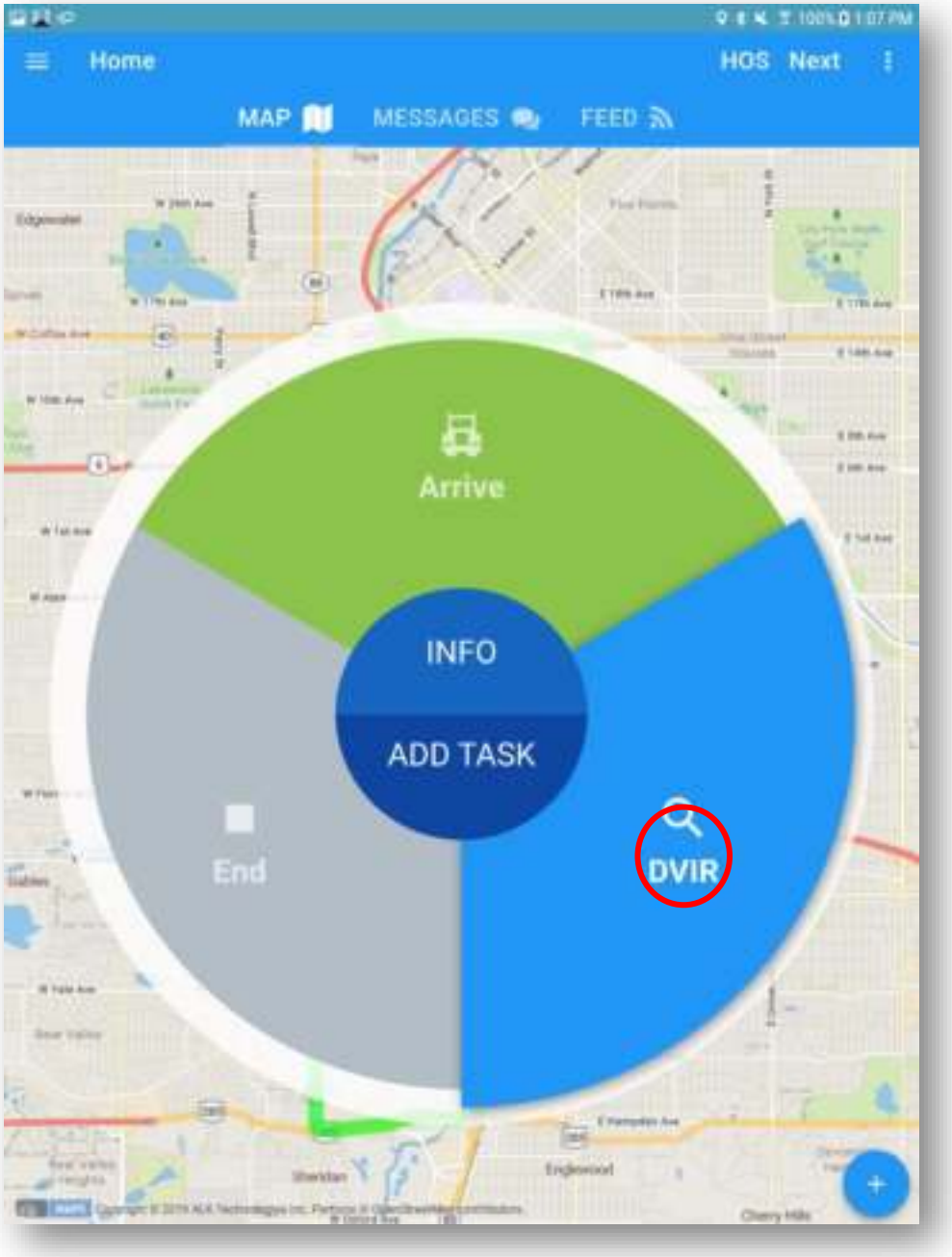
Press “CANCEL” button to close Task without completing it

Press “DONE” button to complete and close Task



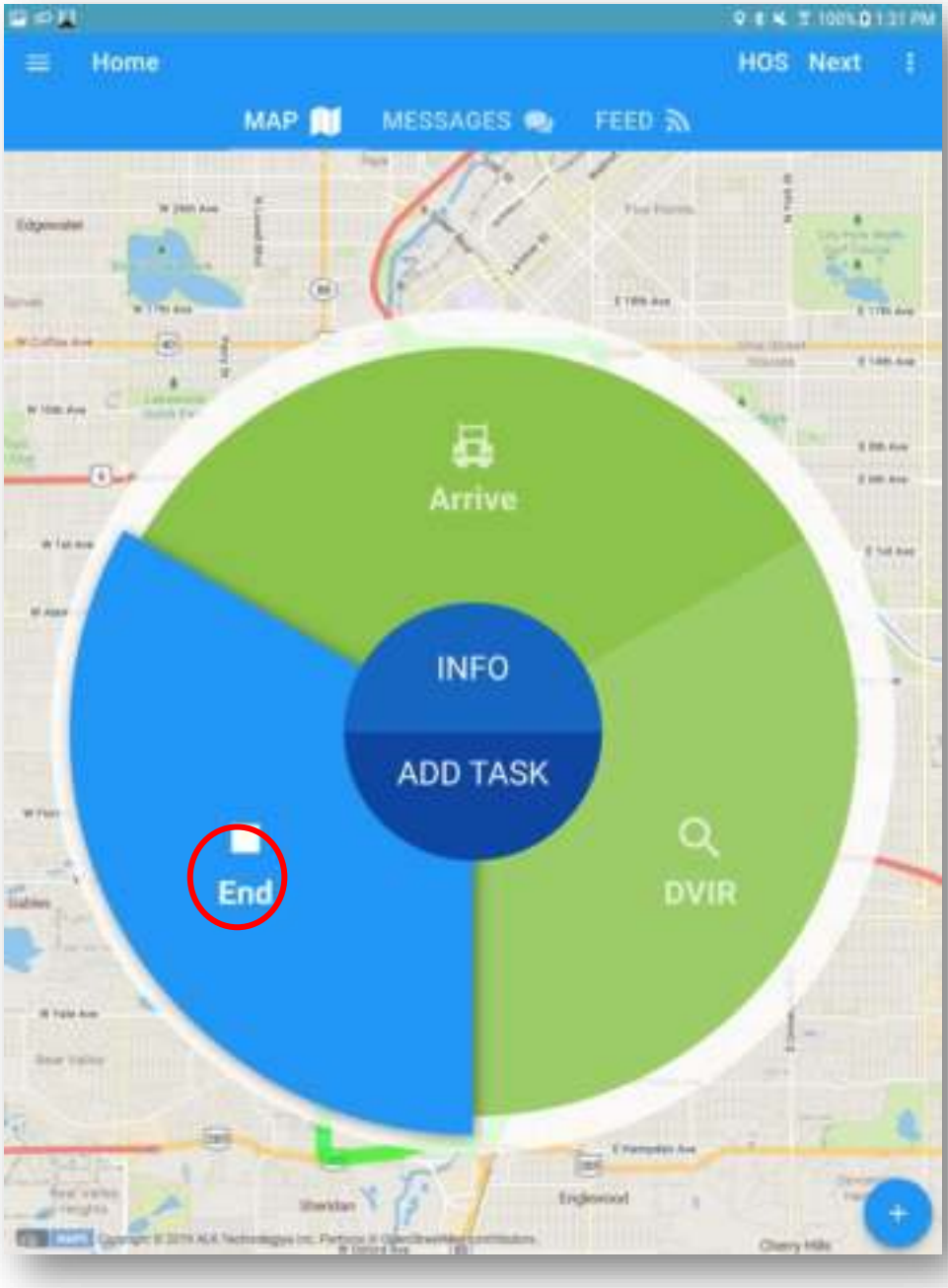
DVIR

Press "DVIR" wedge to open the DVIR Task

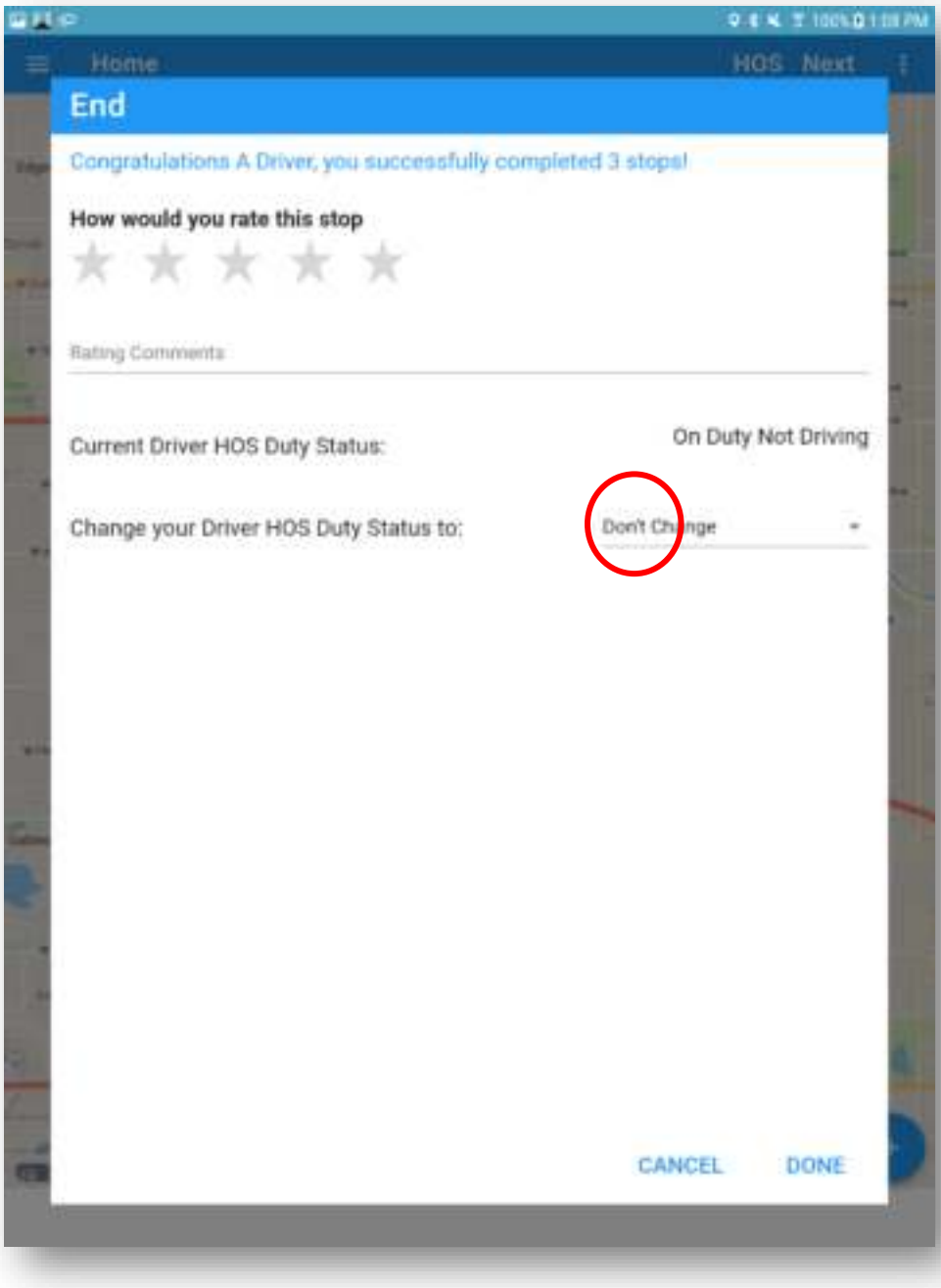


End

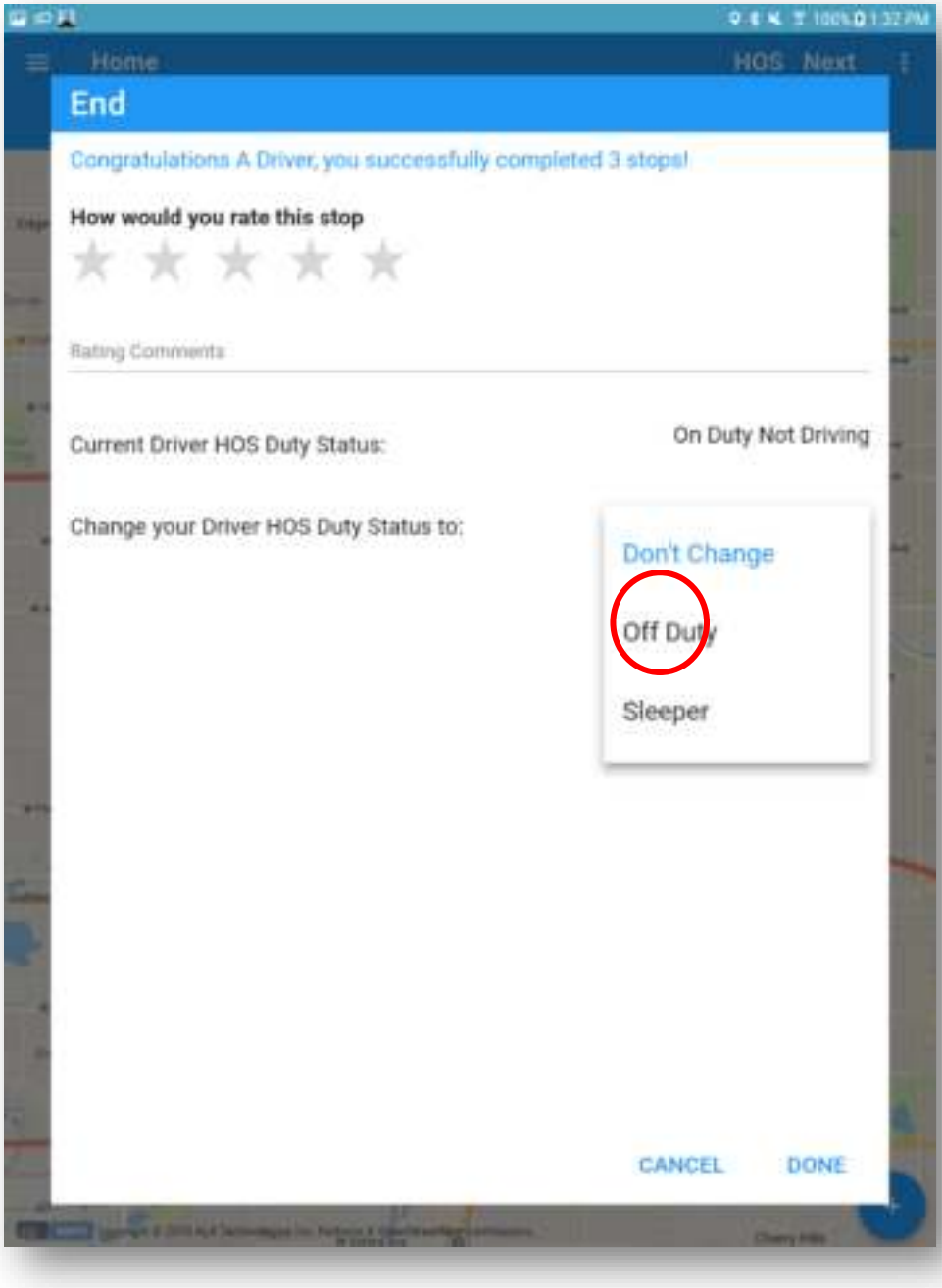
Press "End" wedge to open the End Task



Press "Change your Driver HOS Duty Status to" value to show available options



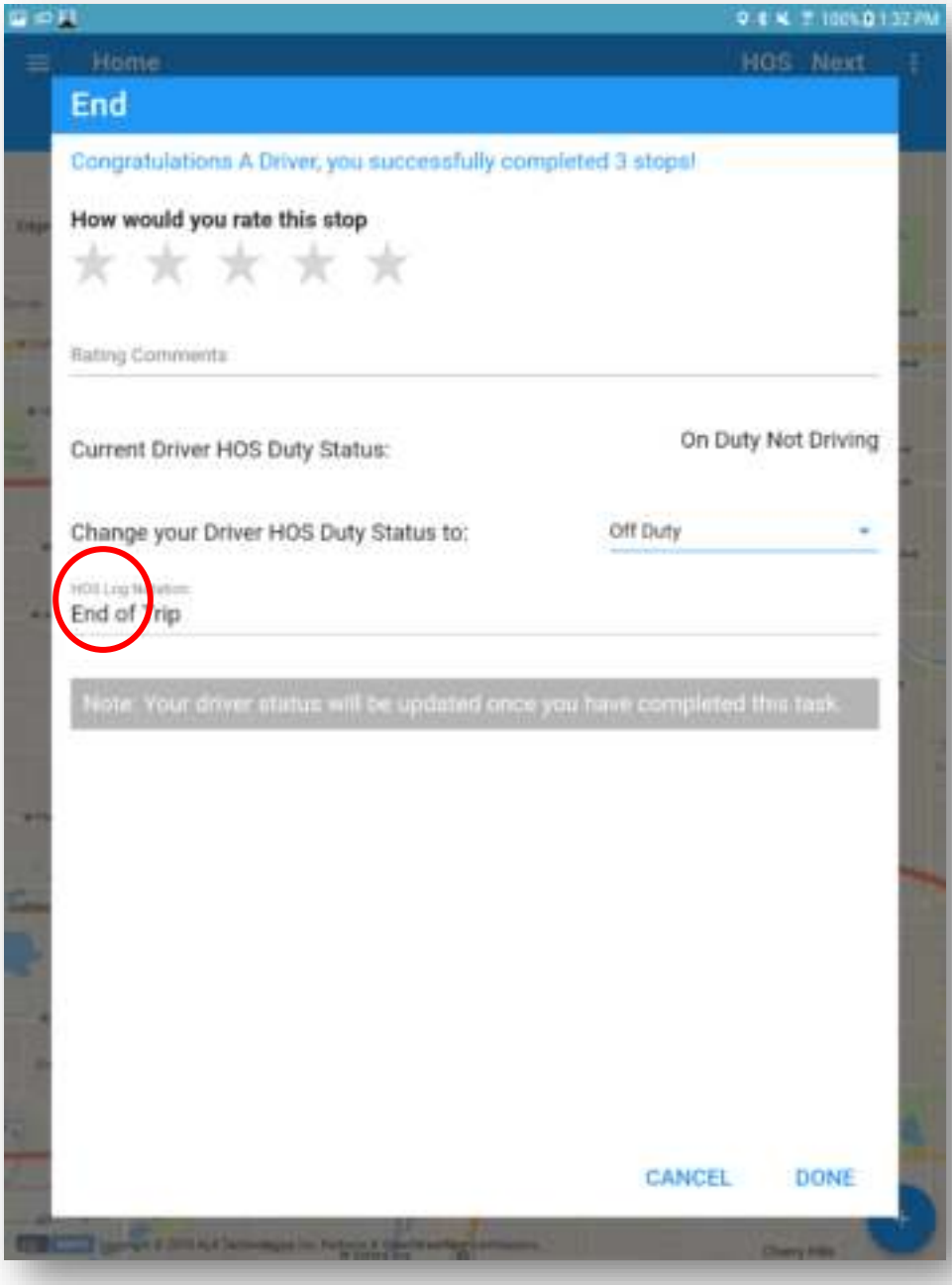
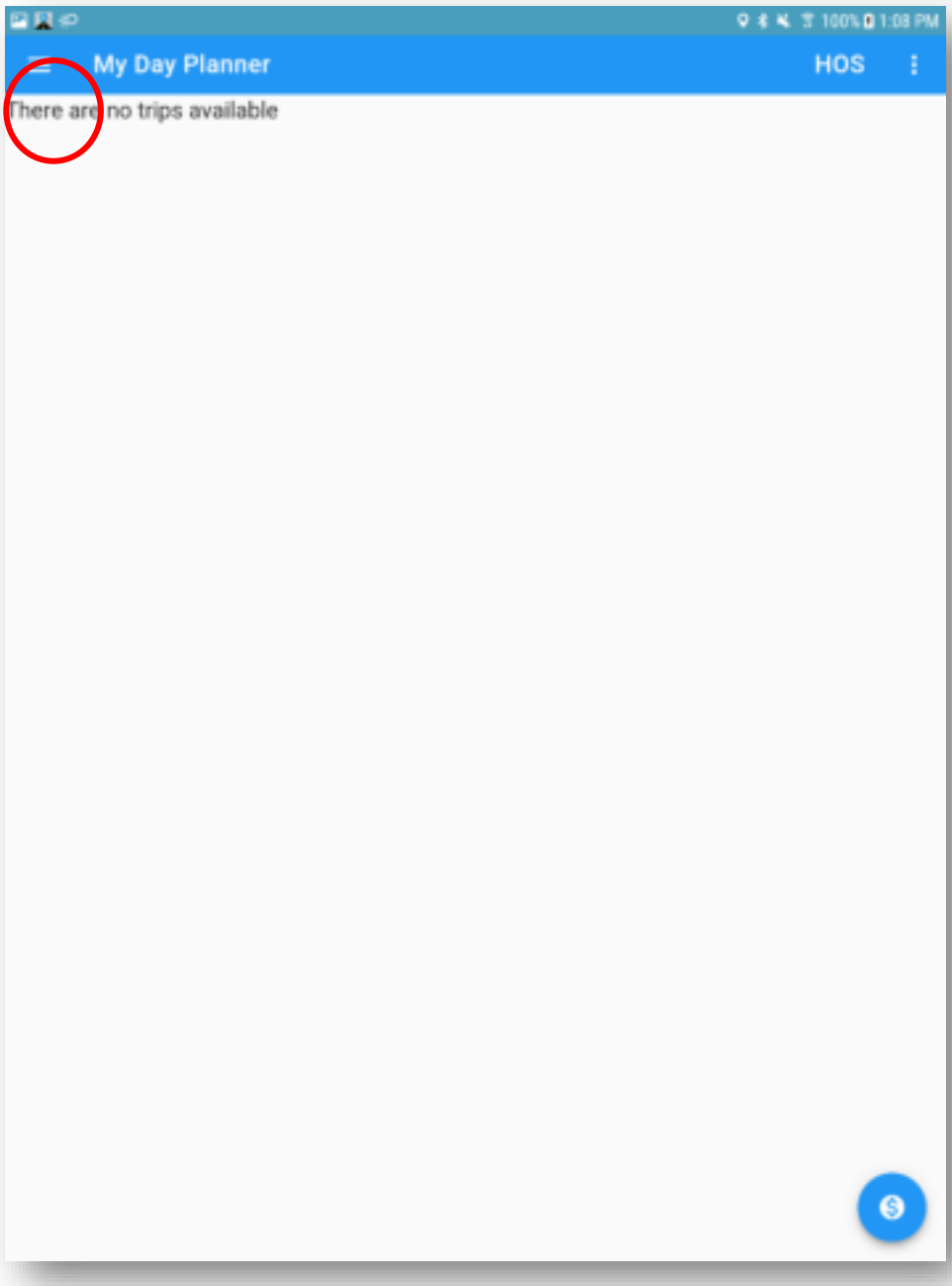
Press the desired Duty Status option to select it



Note the HOS Log Notation default value. This can be changed if needed

Press "CANCEL" button to close Task without completing it

Press "DONE" button to complete and close Task



Note that completing a Trip may remove it from the My Day Planner list